

**RESOLUTION NO. XXXX**

**RESOLUTION OF THE CITY COUNCIL OF THE CITY OF  
CAPITOLA AUTHORIZING THE CITY MANAGER TO EXECUTE A SOLE-SOURCE  
PROFESSIONAL SERVICES AGREEMENT WITH BEN NOBLE PLANNING IN AN AMOUNT  
NOT TO EXCEED \$300,000 FOR ON-CALL BUILDING DIVISION AND PUBLIC WORKS  
DEPARTMENT CONTRACT SERVICES FOR THREE YEARS.**

**WHEREAS**, Capitola Municipal Code (CMC) section 3.16.080 requires that general services in an amount greater than \$25,000 be subject to a formal bidding process; and

**WHEREAS**, Administrative Policy III-4 establishes policies and procedures to secure supplies, services, and equipment at the lowest possible cost, maintain financial control over purchases, define authority in the purchasing system, and assure the quality of purchases; and

**WHEREAS**, Administrative Policy III-4 requires a formal RFP bid procedure for purchases over \$25,000; and

**WHEREAS**, Administrative Policy III-4, Section II.2.a provides that a consulting firm may be selected for follow-up work without solicitations from other firms upon written justification and recommendation of the department head and approval by the City Manager in the case where the consulting firm has satisfactorily performed the previous stage of a project or has acquired extensive background and working knowledge; and

**WHEREAS**, Ben Noble Planning has satisfactorily provided consultant services on Capitola's General Plan Update, multiple Zoning Code updates, and through this experience has acquired extensive background and working knowledge of the Capitola Planning Division processes and procedures; and

**WHEREAS**, the Director of Community Development and City Manager recommend the City engage Ben Noble Planning for on-call building division and Public Works Department services.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Capitola authorizes the City Manager to execute a sole-source professional service agreement with Ben Noble Planning.

**I HEREBY CERTIFY** that the above and foregoing resolution was passed and adopted by the City Council of the City of Capitola at its regular meeting held on the 23rd day of May, 2024, by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

\_\_\_\_\_  
Kristen Brown, Mayor

ATTEST: \_\_\_\_\_  
Julia Gautho, City Clerk