



AGENDA SECTION	CONSENT AGENDA
MEETING DATE	NOVEMBER 23, 2020

CITY OF COLUMBIA HEIGHTS - COUNCIL LETTER

ITEM:	Resolution approving a professional services agreement between the City of Columbia Heights and Northwest Associated Consultants, Inc.		
DEPARTMENT:	Community Development	CITY MANAGER'S APPROVAL:	
BY/DATE:	Aaron Chirpich, 11-20-2020	BY/DATE:	<i>Kell Bonney</i> 11/20/20

BACKGROUND:

The City Planner, Elizabeth Hammond has submitted her resignation and her last day with the City will be November 30th. The hiring process for a new City Planner is expected to take a minimum of two months. During this interim period, the Community Development department will require professional planning services from an outside consulting firm. Northwest Associated Consultants, Inc. (NAC) is being recommended to provide these services during the transition period. Planning services will be provided as needed at an hourly rate. The hourly rate is variable depending on the type of service and staff being utilized by NAC.

NAC will provide planning services when requested by City Staff in the following functional areas:

- Processing planning applications and preparing reports for the Planning Commission and Council.
- Attend Council and Planning Commission meetings when necessary.

A more detailed scope of work and rate schedule is included in the attachments for Council review.

STAFF RECOMMENDATION:

Staff recommends approval of Resolution No. 2020-106, approving a professional services agreement between the City of Columbia Heights and Northwest Associated Consultants, Inc.

RECOMMENDED MOTION(S):

Motion: Move to waive the reading of Resolution no. 2020-106, there being ample copies available to the public.

Motion: Move to adopt Resolution No. 2020-106, approving a professional services agreement between the City of Columbia Heights and Northwest Associated Consultants, Inc.

ATTACHMENTS:

- Resolution No. 2020-106
- NAC Letter of Services
- NAC 2020 Charge Rates
- NAC Professional Services Agreement