

Staff Report

Subject: Approval of Change Order #1 with S & ME, Inc. for a Rental Community Analysis

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Department: Development Services

Meeting Date: July 19, 2022

Item Description: Change Order #1 with S & ME, Inc. for a Rental Community Analysis

Summary Recommendation: Staff recommends approval of Change Order #1 with S & ME, Inc. for a Rental Community Analysis

Executive Summary/Background:

- S & ME, Inc. is currently under contract with Effingham County as a Planning Consultant for Development Services Code Revisions to assist with the Comprehensive Plan revisions, Zoning Ordinance, Subdivision Regulations, and other updates.
- S & ME, Inc. has submitted an additional proposal for Professional Planning Services for a Rental Community Analysis. The breakdown for this change order is as follows:
 - Peer Community Identifications and Outreach - \$2,400.00
 - Summary Memorandum - \$2,000.00
- The current contract with S & ME, Inc. is for \$172,440.00 and this change order will add an additional \$4,400.00 bringing the new contract total to \$176,840.00.

Alternatives for Commission to Consider

1. Approval of Change Order #1 with S & ME, Inc. for a Rental Community Analysis in the amount of \$4,400.00 for a new contract total of \$176,840.00
2. Deny the Change Order
3. Take no action

Recommended Alternative: 1

Other Alternatives: 2, 3

Department Review: Development Services, Purchasing

Funding Source: Development Services Operating Budget

Attachments:

1. Contract 22-001 with S & ME, Inc.
2. Change Order #1

