



Date: October 28, 2024
To: Mayor and Town Council
From: Sean O’Keefe, Town Manager
Re: Consideration and Approval: **Town Planner Agreement**

Objective:

To retain the services of qualified urban planning professionals to support the Town’s ongoing development needs, ensuring that the Town receives expert guidance on urban planning while maintaining flexibility with a backup firm.

Summary:

The Town issued RFQ 2024-01 seeking urban planning consulting services to support current and future development within Howey-in-the-Hills. After reviewing the proposals, staff has determined that Parks Consulting Services (PCS) has the qualifications, experience, and demonstrated ability to provide the required services effectively for the Town.

PCS has extensive experience working with towns of similar size and has provided comprehensive planning services to municipalities like Montverde, which closely aligns with the needs of Howey-in-the-Hills.

Recommended Motions:

The Town Council has the following options:

1. The Town Council motions to approve the agreement with Parks Consulting Services as the primary urban planning consultant.

OR

2. Motion to Deny

Fiscal Impact:

Costs associated with retaining these services will depend on the number of hours of the specific projects initiated by the Town.

Staff Recommendation:

Staff recommends approval of the agreement with Parks Consulting Services as the Town’s primary urban planning consultant. (KCT Consulting Services is still pending contract review by legal as proposed secondary consultant.)