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**Date:** November 12, 2024

**To:** Mayor and Town Council

**From:** Sean O’Keefe, Town Manager

**Re:** Consideration and Approval: **Agreement with KCT Consulting Services**

**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 KCT Consulting Services has the qualifications, experience, and demonstrated ability to provide the required services effectively for the Town.

**Recommended Motions:**

*The Town Council has the following options:*

1. The Town Council motions to approve the agreement with KCT Consulting Services as the secondary urban planning consultant, in conjunction with the primary consultant, Parks Consulting Services .

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 KCT Consulting Services as the Town’s secondary urban planning consultant. (Parks Consulting Services has already been approved by Council as the primary consultant.)