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**Date:** September 23, 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. In addition, KCT Consulting Services also demonstrated strong capabilities and has been identified as a qualified backup firm should PCS be unavailable or unable to meet the Town’s needs at any given time.

**Recommended Motions:**

*The Town Council has the following options:*

1. The Town Council motions to contract with Parks Consulting Services as the primary urban planning consultant and to designate KCT Consulting Services as the backup.

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 contracting with Parks Consulting Services as the Town’s primary urban planning consultant and designating KCT Consulting Services as a backup to ensure continuity of services. This approach ensures the Town has expert planning support while maintaining flexibility with additional resources.