

STAFF REPORT



SUBJECT: Amendment - Development Review Services Agreement
MEETING: Regular Business Meeting - 02 Nov 2021
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends the authorization of Amendment No. 10 to the existing agreement with Freese and Nichols, Inc. for professional services associated with general development plan/plat reviews.

BACKGROUND:

The city entered into an agreement with Freese and Nichols (FNI) on August 5, 2014 to perform professional service reviews for plats, development plans, traffic studies, site plans, and engineering plans for public infrastructure.

Staff feels FNI provides a valuable and necessary independent professional service across multiple engineering disciplines and is satisfied with the level of service received to date.

FISCAL IMPACT SUMMARY:

Amendment No. 10 proposes to extend the existing agreement for services by a not-to-exceed amount of \$24,000. Review fees are reimbursed by developers.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not authorize the execution of Amendment No. 10 as presented; or
2. Direct staff to recommend an alternate firm to provide professional services.

ADVANTAGES:

1. No charge is incurred to the city unless FNI services are utilized.
2. The adopted Fee Schedule provides for review fees to be reimbursed by developers.
3. FNI has performed drainage analyses on several development, which reduces review times as adjacent developments occur within the same drainage basins.
4. Reviews are typically completed within seven (7) calendar days.

DISADVANTAGES:

1. No known disadvantages have been identified at this time.

ATTACHMENTS:

Attached is a copy of the proposed amendment.



City of Stephenville
298 W. Washington Street
Stephenville, Texas 76401
Attn: Jason King, Assistant City Manager

FNI PROJECT NO. STE14447

DATE: 10/11/2021

Project Name: City of Stephenville Development Review

Description of Services: Additional work to review development submittals including plats, development plans, drainage studies, traffic studies, site plans, and engineering plans for public infrastructure to substantiate compliance of development submittals with the City's adopted ordinances and standards.

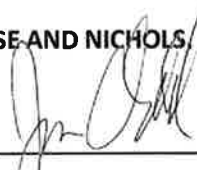
Compensation shall be amended as follows: A not to exceed amount of Twenty-four Thousand Dollars

Current Contract Amount:	\$195,000.00
Amount of this Amendment:	\$24,000.00
Revised Total Amount Authorized:	\$219,000.00

The above described services shall proceed upon execution of this amendment. All other provisions, terms and conditions of the Professional Services Agreement which are not expressly amended shall remain in full force and effect.

FREESE AND NICHOLS, INC.

CITY OF STEPHENVILLE, TEXAS

BY: 

Justin Oswald
Print Name

BY: _____

Print Name

TITLE: Associate

TITLE: _____

DATE: 10/11/21

DATE: _____

Normal Rates

COMPENSATION

Compensation to FNI shall be computed on the basis of the following Schedule of Charges.

If FNI sees the Scope of Services changing so that Additional Services are needed, including but not limited to those services described as Additional Services in Attachment SC, FNI will notify OWNER for OWNER's approval before proceeding. Additional Services shall be computed based on the following Schedule of Charges.

<u>Position</u>	<u>Hourly Rate</u>	
	<u>Min</u>	<u>Max</u>
Professional 1	82	153
Professional 2	103	162
Professional 3	126	234
Professional 4	157	251
Professional 5	191	360
Professional 6	202	410
Construction Manager 1	91	181
Construction Manager 2	112	195
Construction Manager 3	172	230
Construction Manager 4	211	297
CAD Technician/Designer 1	74	151
CAD Technician/Designer 2	107	163
CAD Technician/Designer 3	137	214
Corporate Project Support 1	53	129
Corporate Project Support 2	75	180
Corporate Project Support 3	108	274
Intern / Coop	44	110
Senior Advisor	175	175

Rates for In-House Services and Equipment

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>	
Standard IRS Rates		<u>B&W</u>	<u>Color</u>	Valve Crew Vehicle (hour) \$75
	Small Format (per copy)	\$0.10	\$0.25	Pressure Data Logger (each) \$100
	Large Format (per sq. ft.)			Water Quality Meter (per day) \$100
<u>Tech Charges</u>	Bond	\$0.25	\$0.75	Microscope (each) \$150
8.50 per hour	Glossy / Mylar	\$0.75	\$1.25	Pressure Recorder (per day) \$200
	Vinyl / Adhesive	\$1.50	\$2.00	Ultrasonic Thickness Guage (per day) \$275
	Mounting (per sq. ft.)	\$2.00		Coating Inspection Kit (per day) \$275
	Binding (per binding)	\$0.25		Flushing / Cfactor (each) \$500
				Backpack Electrofisher (each) \$1,000
				<u>Survey Grade</u> <u>Standard</u>
				Drone (per day) \$200 \$100
				GPS (per day) \$150 \$50

OTHER DIRECT EXPENSES:

Other direct expenses are reimbursed at actual cost times a multiplier of 1.10. They include outside printing and reproduction expense, communication expense, travel, transportation and subsistence away from the FNI office. For other miscellaneous expenses directly related to the work, including costs of laboratory analysis, test, and other work required to be done by independent persons other than staff members, these services will be billed at a cost times a multiplier of 1.10. For Resident Representative services performed by non-FNI employees and CAD services performed in-house by non-FNI employees where FNI provides workspace and equipment to perform such services, these services will be billed at cost times a multiplier of 2.0. This markup approximates the cost to FNI if an FNI employee was performing the same or similar services.

These ranges and/or rates will be adjusted annually in February. Last updated February 2021.

Expedited Rates

COMPENSATION

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<u>Position</u>	<u>Hourly Rate</u>	
	<u>Min</u>	<u>Max</u>
Professional 1	91	169
Professional 2	114	180
Professional 3	139	260
Professional 4	174	279
Professional 5	212	400
Professional 6	225	455
Construction Manager 1	101	201
Construction Manager 2	124	217
Construction Manager 3	191	256
Construction Manager 4	234	330
CAD Technician/Designer 1	82	168
CAD Technician/Designer 2	119	181
CAD Technician/Designer 3	152	238
Corporate Project Support 1	59	143
Corporate Project Support 2	83	200
Corporate Project Support 3	120	304
Intern / Coop	48	123
Senior Advisor	175	175

Rates for In-House Services and Equipment

<u>Mileage</u>	<u>Bulk Printing and Reproduction</u>		<u>Equipment</u>	
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