

STAFF REPORT



SUBJECT: Amendment - Development Review Services Agreement
MEETING: Public Works Committee Meeting – 14 NOV 2023
DEPARTMENT: Public Works
STAFF CONTACT: Nick Williams

RECOMMENDATION:

Staff recommends the authorization of Amendment No. 15 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 engineering reviews for plats, development plans, traffic studies, site plans, and other engineering plans for public infrastructure.

FISCAL IMPACT SUMMARY:

Amendment No. 15 proposes to extend the existing agreement for services by a not-to-exceed amount of \$30,000.

The adopted FY23-24 budget allocated \$45,000 for review fee services, however, review fees are a pass-through cost and are directly reimbursed by developers.

Staff is preparing documents to solicit firms to perform independent development reviews across multiple engineering disciplines. When a new firm is selected to perform development reviews, any funds remaining from the proposed amendment with FNI will be reallocated to the new firm.

ALTERNATIVES:

The following alternatives are provided for consideration:

1. Do not authorize the execution of Amendment No. 15 as presented; or
2. Direct staff to authorize professional services on a month-to-month basis.

ADVANTAGES:

1. No charge is incurred to the city unless 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, individual developments, 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.