



COUNCIL ITEM AGENDA REQUEST FORM

Department: Public Works

Meeting Date: June 5th, 2025

Staff Contact: Phillip Trocquet

Agenda Section: New Business

Staff Report:

Item Description:

Consideration to have the Mayor execute a contract for on-call Land Development and Engineering Plan Review services with Keck and Wood, Inc.

Background/History:

With the recent vacancy of the Environmental Specialist position, plan review duties as part of this position will need to be performed. Such plan reviews are a necessary part of the Town's permitting and development process.

Findings/Current Activity:

Given the necessity of these services for departmental functions and efficient services to citizens and developers, allowing an engineering company to perform these functions in the absence/onboarding of the Environmental Specialist position was deemed necessary. This will allow the town time to onboard and train a new Environmental Specialist so they may be certified to do plan reviews. Until such time, Keck and Wood will perform these reviews with a tapering off of their services as the Environmental Specialist begins integrating these reviews into their workflow.

These services will also allow more time dedication to project management and community responsiveness from staff as needed during high workload time periods. Included with this staff report is the scope of services and hourly rate sheets for said services.

Is this a budgeted item? YES If so, include budget line number: ENGINEERING SERVICES

Actions/Options/Recommendations:

Staff Recommends approval to have Mayor Dial execute a contract for on-call Land Development and Engineering Plan Review services with Keck and Wood, Inc.