



## **COUNCIL AGENDA ITEM COVER SHEET**

**Meeting Type:** Council - Regular

**Meeting Date:** October 2, 2025

**Agenda Item Type:** Old Business

**Staff Contact:** Phillip Trocquet, Asst. Town Mgr.

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### **STAFF REPORT**

#### **AGENDA ITEM:**

Consideration to approve a contract amendment with Keck and Wood, Inc regarding scope of services.

#### **BACKGROUND:**

The Town recently approved a contract with Keck and Wood, Inc for Engineering Plan review services in May of this year. Excluded from the scope of services for this contract were on-site inspections and reviews of landscape plans. These were services staff intended to include within the contract scope, but were overlooked.

The revised contract includes these items, On-Site Insepctions and Landscape Plan Reviews, as additional Tasks within the contract scope. No change has been made to the terms and conditions of the contract as approved by the Town's Legal Counsel.

#### **FUNDING:**

PW Technical/Professional Services

#### **STAFF RECOMMENDATION:**

Staff Recommends Approval of the Contract Amendment regarding Scope of Services

#### **ATTACHMENTS:**

Revised Contract

#### **PREVIOUS DISCUSSIONS:**

May 2025