



CITY COUNCIL AGENDA ITEM BRIEFING SHEET

Council Date: December 12, 2023	Department: Planning & Development	Presented By: Toni Fisher
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AGENDA ITEM:

Discussion & Action: Approval of Contract Proposal for Professional Services by Westwood Professional Services, Inc.

BACKGROUND:

In an effort to beautify the frontage of City Hall with landscaping and increase the parking area, City Staff reached out to Dorothy Witmeyer of Westwood Professional Services, Inc. (previously Pacheco Koch) for help.

After meeting with Staff and understanding our requests for site improvements, Dorothy presented us with the attached proposal for Civil Engineering and Architectural Services, with optional assistance with Utility Plan, Electrical Engineering, and Structural Engineering. This proposal does not include the surveying of this area as this has already been done by Jacob & Martin at Staff's previous request.

The total for the Civil Engineering and Architectural Services is \$72,600, with an additional \$16,000 for the optional services of Utility Plan, Electrical Engineering, and Structural Engineering, for a total of \$88,600. These funds are available within those appropriated for the improvements to City Hall upon its purchase.

STAFF & BOARD RECOMMENDATION:

Staff recommend approval and execution of the Contract Proposal from Westwood Professional Services, Inc., for all services proposed, for a total of \$88,600, as presented.

EXHIBITS:

- Westwood Professional Services, Inc.'s Contract Proposal w/ Exhibits

RECOMMENDED MOTION:

Motion to approve the Contract for Professional Services with Westwood Professional Services, Inc., in the amount not to exceed \$88,600, as presented.