

# Mayor and Council Communication

**DATE:** 04/23/24

**M&C FILE NUMBER:** M&C 24-0336

**LOG NAME:** 20SWM PROGRAM STAFF AUGMENTATION

**SUBJECT**

(ALL) Authorize Execution of Amendment No.1 in the Amount Up to \$250,000.00 to a Professional Services Agreement with Huitt-Zollars, Inc. for a Revised Contract Amount of \$340,000.00 for Staff Augmentation and Authorize Two Renewals

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**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of Amendment No.1 in the amount up to \$250,000.00 to a Professional Services Agreement, City Secretary Contract No. 58108, with Huitt-Zollars, Inc. for a revised contract amount of \$340,000.00 (SWS-100) and authorize two renewals.

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**DISCUSSION:**

On September 20, 2022, a Professional Services Agreement (City Secretary Contract No. 58108) in the amount of \$90,000.00 was authorized with Huitt-Zollars, Inc. for initial staff augmentation services. Due to the success of the initial contract, city staff desires to continue the program.

The Professional Services Agreement is for staff augmentation and technical assistance to provide stormwater capital improvement planning, engineering, fiscal, and administrative support as an extension to City staff. Huitt-Zollars, Inc has been augmenting and supporting city staff on day-to-day work efforts.

Huitt-Zollars, Inc., and City staff have negotiated an additional fee in an amount up to \$250,000.00 to extend the staff augmentation program until such time the contract funds have been expended. The City, at its sole option, may renew this contract up to two additional terms, based on funding expenditures, under the same terms and conditions. City staff considers this fee to be fair and reasonable for the anticipated services to be performed.

This contract will not result in any additional annual operating cost for the Transportation and Public Works (TPW) Department Stormwater Management Division.

Funding is budgeted in the Consultant & Other Professional Services account within the Stormwater Utility Fund for the Transportation & Public Works Department, as appropriated.

MWBE Office – Huitt-Zollars, Inc. is in compliance with the City's Business Equity Ordinance by committing to 5% MWBE participation on this project. The City's MWBE goal on this project is 5%.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that funds are available in the current operating budget, as previously appropriated, in the Stormwater Utility Fund to support the approval of the above recommendation and execution of the amendment to the contract. Prior to any expenditure being incurred, the Transportation & Public Works Department has the responsibility to validate the availability of funds.

**Submitted for City Manager's Office by:**    Jessica McEachern    5804

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