

# Mayor and Council Communication

**DATE:** 08/20/19

**M&C FILE NUMBER:** M&C 19-0043

**LOG NAME:** 20HALFF PROFESSIONAL SERVICES FOR STORMWATER AND FLOODPLAIN REVIEWS

**SUBJECT**

Authorize the Execution of a Professional Services Agreement with Halff Associates, Inc., in the Amount not to Exceed \$770,000.00 for Drainage and Floodplain Review Services and Assistance with IT Tracking Support for Fiscal Year 2020 (ALL COUNCIL DISTRICTS)

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**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of a Professional Services Agreement with Halff Associates, Inc., in the amount not to exceed \$770,000.00 for Drainage and Floodplain reviews and IT tracking support for Fiscal Year 2020.

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**DISCUSSION:**

The Professional Services Agreement recommended by this Mayor and Council Communication is for Drainage and Floodplain reviews and IT Tracking support services associated with private development projects. Halff Associates, Inc., will augment Staff to reduce the review time of the drainage and floodplain design component of private development projects.

In June 2015, the Transportation and Public Works Department, Stormwater Management Division, published a Request for Qualifications(RFQ) for various technical services associated with drainage engineering, including services to review private development projects for compliance with the City's drainage and floodplain design standards as well as maintenance and updates to the review status tracking data-base. Halff Associates, Inc., was selected as one of the qualified engineering consultants for this service.

Halff Associates, Inc., proposes to perform this work on an on-call, time and materials basis for a fee not to exceed \$770,000.00. This contract is expected to provide 300 to 400 reviews over approximately 12 months, depending on the level of development activity.

Upon completion of this contract, there is no anticipated annual operation cost to the Transportation and Public Works (TPW) Stormwater Management Division.

M/WBE Office - Halff Associates, Inc., is in compliance with the City's BDE Ordinance by committing to 15 percent SBE participation. The City's SBE goal on this renewal No. 1 is 15 percent.

The project is located in ALL COUNCIL DISTRICTS.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendations and the adoption of the Fiscal Year 2020 budget by the City Council to include funding for the above referenced item, funds will be available in the fiscal year 2020 Stormwater Utility Fund. Prior to an expenditure being made, the participating department has the responsibility to validate the availability of funds.

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