

Mayor and Council Communication

DATE: 09/22/20

M&C FILE NUMBER: M&C 20-0720

LOG NAME: 20HALFF DRAINAGE AND FLOODPLAIN REVIEW SERVICES

SUBJECT

(ALL) Authorize 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 Dashboard Maintenance for Fiscal Year 2021 with Two Renewal Options

RECOMMENDATION:

It is recommended that the City Council authorize execution of a professional services agreement with Halff Associates, Inc. in the amount Not to exceed \$770,000.00 for drainage and floodplain review and dashboard maintenance services for Fiscal Year 2021 with two renewal options.

DISCUSSION:

The professional services agreement recommended by this Mayor and Council Communication (M&C) is for drainage and floodplain review services and dashboard maintenance 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 (TPW), 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. 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 TPW, Stormwater Management Division.

This agreement may be renewed for two additional terms.

M/WBE Office - Halff Associates, Inc. is in compliance with the City's BDE Ordinance by committing to 15 percent SBE participation on this project. The City's SBE goal on this project is 15 percent.

The project is located in ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2021 Budget by the City Council, funds will be available in the Fiscal Year 2021 operating budget, as appropriated, in the Stormwater Utility Fund. Prior to an expenditure being incurred, the Transportation & Public Works Department has the responsibility to validate the availability of funds.

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