

Mayor and Council Communication

DATE: 08/13/24

M&C FILE NUMBER: M&C 24-0618

LOG NAME: 06HALFF PROFESSIONAL SERVICES AMENDMENT 1

SUBJECT

(ALL) Authorize Execution of Amendment No. 1 to City Secretary Contract No. 59565, a Professional Services Agreement with Halff Associates, Inc. Adding Funds in an Amount Not to Exceed \$200,000.00 for a Revised Contract Totaling \$1,100,000.00 for Drainage and Floodplain Review Services

RECOMMENDATION:

It is recommended that the City Council authorize execution of Amendment No. 1 to City Secretary Contract No. 59565, a Professional Services Agreement with Halff Associates, Inc. adding funds in an amount not to exceed \$200,000.00 for a revised contract totaling \$1,100,000.00 for Drainage and Floodplain Review Services.

DISCUSSION:

On May 23, 2023 Mayor & Council Communication (M&C 23-0389), the City Council authorized execution of professional services agreement with Halff Associates, Inc., in the amount of \$900,000.00 for drainage and floodplain review services associated with private development projects. Halff Associates, Inc., provides staff augmentation to reduce review time of the drainage and floodplain design component of private development projects.

Halff Associates, Inc., performs this work on an on-call, time, and materials basis. Additional contract capacity is necessary due to an increase in meetings and total reviews of drainage studies and Infrastructure Plan Review Center (IPRC) plan reviews. These reviews include multiple review cycles of the same project, developer requested meetings & discussions outside of formal review cycles and mandatory pre-submittal meetings for IPRC projects.

Funding will be available in the Stormwater Utility Fund for the Transportation & Public Works Department in Fiscal Year 2024 & 2025.

MWBE: A waiver of the goal for Business Equity subcontracting requirements was requested, and approved by the DVIN, in accordance with the applicable Ordinance, because the purchase of goods or services from sources where subcontracting or supplier opportunities are negligible.

The project is located in ALL COUNCIL DISTRICTS.

FISCAL INFORMATION / CERTIFICATION:

The Director of Finance certifies that upon approval of the above recommendation funds are available in the current operating budget, as previously appropriated, and upon adoption of the Fiscal Year 2025 Budget by the City Council, funds will be available in the Fiscal Year 2025 Operating Budget, as appropriated, in the Stormwater Utility Fund. Prior to an expenditure being incurred, the Development Services and Transportation and Public Works departments have the responsibility to validate the availability of funds.

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