

Mayor and Council Communication

DATE: 05/23/23

M&C FILE NUMBER: M&C 23-0389

LOG NAME: 06HALFF PROFESSIONAL SERVICES FOR STORMWATER AND FLOODPLAIN RE

SUBJECT

(ALL) Authorize Execution of a Professional Services Agreement with Halff Associates, Inc. in an Amount Up to \$900,000.00 for Drainage and Floodplain Review Services for Fiscal Year 2023

RECOMMENDATION:

It is recommended that the City Council authorize execution of a Professional Services Agreement with Halff Associates, Inc. in an amount up to \$900,000.00 for Drainage and Floodplain review services for Fiscal Year 2023 with two renewal options.

DISCUSSION:

The Professional Services Agreement recommended by this Mayor and Council Communication is for drainage and floodplain review 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 May 2021, the Transportation and Public Works Department (TPW), Stormwater Management Division, published a Request for Qualifications (RFQ) for various engineering consulting services. Fifteen consultants responded to the RFQ for the development review services area with Statements of Qualifications (SOQ). An evaluation by City staff subject matter experts from the Stormwater Management Division of TPW selected Halff Associates, Inc as one of the most qualified consultants to perform these services.

Halff Associates, Inc. proposes to perform this work on an on-call, time, and materials basis for a fee in an Amount Up to \$900,000.00. This contract is expected to provide 200 to 275 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 the Development Services and the Transportation & Public Works Department.

Funding is budgeted in the Development Services Department's rollup within the General Fund. The Fiscal Year 23 amount that can be spent under the budget is \$1,646,462.29.

This agreement may be renewed for two additional terms.

M/WBE Office: A waiver of the goal for MBE/SBE subcontracting requirements was requested by the Department and approved by the MWBE Office, in accordance with the BDE Ordinance, because the purchase of goods or services from source(s) 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 and award of the contract, funds are available in the current operating budget, as previously appropriated, in the General Fund. Prior to any expenditure being incurred, the Development Services and the Transportation & Public Works Department has the responsibility to validate the availability of funds.

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