

## Legislation Text

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**File #:** 18-707, **Version:** 1

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Presenter/Contact

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**SUBJECT:**

Approval of a multi-award contract with K Friese & Associates, Masterplan, Sunland Group, and Utility Engineering Group, PLLC to provide third party assistance for development plan reviews for the Planning and Community Development Department.

**BACKGROUND / RATIONALE:**

The City Council approved an amendment to the Code of Ordinances regarding development-related fees on March 26, 2018. The fee changes identified the support for the growing needs in the development process, which included contractual assistance to provide technical review of development applications. The Planning and Community Development Department identified needs for reviews of plans and subdivision plats to support their workload demands.

A Request for Qualifications (RFQ) was issued on August 24, 2018 and qualifications were received on September 19, 2018. The City received 4 responses from, K Friese & Associates, Masterplan, Sunland Group, and Utility Engineering Group. The qualifications were reviewed, and it was determined to award to all respondents to better support the City needs.

This is a budgeted item and the contract supports reviews of developer applications within the City and ETJ. They assist in conducting reviews of various development projects submitted to the City, including subdivision plats and building permits. The contractors will act as a case manager on various application submittals including coordinating review with other reviewing entities, preparation of combined plan review comment letters and staff reports under the City's review and direction.

Planning and Community Development will utilize this fund as they require outside assistance to maintain customer service expectations and associated review timelines. Therefore, staff is recommending awarding multiple contracts to support these services.

**ADDRESSES A NEED/ISSUE IN A CITY PLAN OR COUNCIL PRIORITY:**

<b>City Council Priority:</b>	Strategic Priorities: 9. Maintain fiscal stability of City operations. <b>Strategic Issues for Growth and Development: <i>Process Improvements Envision New Braunfels, Action 3.6: Pro-Actively provide a regulatory environment that remains</i></b>
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**FISCAL IMPACT:**

In FY 2018-19, funds are allocated to third party development review assistance. After eligible expenditures occur, revenue will be transferred into this fund from the revised development related fees that were approved by City Council in FY 2018-19. Therefore, sufficient funds are available.

**COMMITTEE RECOMMENDATION:**

N/A

**STAFF RECOMMENDATION:**

Staff recommends approval of a multi-award contract with K Friese & Associates, Masterplan, Sunland Group, and Utility Engineering Group, PLLC to provide third party assistance for development plan reviews for the Planning and Community Development Department.