

Legislation Text

File #: 21-385, **Version:** 1

PRESENTER:

Garry Ford, Assistant Director, Public Works Department

SUBJECT:

Approval to issue professional services agreement with K Friese & Associates for 3rd party review for engineering development permit reviews as needed by the Engineering Division of the Public Works Department.

DEPARTMENT: Public Works

COUNCIL DISTRICTS IMPACTED: Citywide

BACKGROUND INFORMATION:

The Engineering Division of the Public Works Department has identified a need to hire third party assistance to support the engineering development permit application review process. There has been an increase in applications in the past few years that has resulted in the Engineering Division seeking third party assistance intended to ensure timely issuance of building permits and to increase our support of development in the City.

A Task Order Request for Qualifications (RFQ) was issued on December 11, 2020 and qualifications were received on December 22, 2020. The City received one (1) response from K Friese & Associates. Their firm's qualifications, previous performance and management plan was reviewed. K Friese is currently satisfactorily performing review services for the City on a limited capacity. This task order allows for long term review services for an initial year, with the option to renew services for four (4) additional one-year periods to better support the City's engineering development permit review process because specialized expertise in this area of responsibility is necessary.

City staff recommends K Friese & Associates be assigned this project based on their qualifications and the developed scope of work for an amount not to exceed a total of \$200,000 annually. The initial agreement will be through September 30, 2021. If additional services beyond this threshold become necessary, this project will be brought before City Council again.

ISSUE:

Strategic Priorities: Maintain fiscal stability of City operations

FISCAL IMPACT:

Funds are allocated in the FY 2021 Development Services Fund to support these efforts. Therefore, sufficient funds are available.

RECOMMENDATION:

Staff recommends approval to issue professional services agreement with K Friese & Associates for 3rd party review for engineering development permit reviews as needed by the Engineering Division of the Public Works

Department.