



Committee of the Whole

Ryan Countryman

Council Initiated:

☐ Yes

☒ No

ECAF: 2024-2497

Motion: 24-415

Type:

☒ **Contract**

☐ Board Appt.

☐ Code Amendment

☐ Budget Action

☐ Other

Requested Handling:

☒ **Normal**

☐ Expedite

☐ Urgent

Fund Source:

☐ General Fund

☒ **Other**

☐ N/A

Executive Rec:

☒ **Approve**

☐ Do Not Approve

☐ N/A

Approved as to Form:

☐ Yes

☐ No

☒ **N/A**

Subject: Contract – On-Call Engineering Support.

Scope: Motion 24-415 authorizes the County Executive to sign a consultant services agreement with David Evans and Associates, Inc. (DEA) for Task Amendment 3.

Duration: Execution to December 31, 2025.

Fiscal Impact: ☐ Current Year ☒ **Multi-Year¹** ☐ N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
193-Prof. Services	\$185,092	0	0	0	0	\$185,092
Total	\$185,092	0	0	0	0	\$185,092

Revenue	Current Year	2025	2026	2027	2028	Total
193-Fund Balance ²	\$185,092	0	0	0	0	\$185,092
Total	\$185,092	0	0	0	0	\$185,092

1. Planning and Development Services (PDS) anticipates that the work would occur primarily in 2024. However, on-call support could continue through 2025 subject to the authorized not to exceed amount of \$185,092 for this amendment.
2. This contract would not generate any additional revenue. Cost savings from vacant positions supported by permitting Fund 193 would offset this expense.

Authority Granted: Authorization for the Executive to sign the Task Amendment 3 with DEA.

Background: Due to retirements and other staff departures, the PDS engineering team is short staffed relative to the volume and complexity of permits that the department has under review. Although PDS has made some progress filling vacant engineering positions, PDS continues to need consultant services on an on-call as-needed basis. The consultant would assist with review of various engineering documents submitted by applicants for land development to determine compliance with required standards before a permit may be issued.

PDS selected DEA from the 2024-2025 on-call consultant services program and negotiated an initial scope of work in December 2023 under director authority for a not to exceed amount of \$24,622.24 (Task Assignment 1). Work is at the request of PDS as needed for permit review, billed in hourly increments, and invoiced monthly. The term for the on-call contract ends on December 31, 2025. PDS sought additional on-call engineering support from DEA and negotiated an amended task assignment with a not to exceed amount of \$235,768.16 (Amendment 1). The County Council approved the contract for Amendment 1 by Motion 24-087. PDS then sought additional support resulting in Amendment 2 for \$183,128.40, approved by County Council Motion 24-240.

By the current Motion 24-415, PDS seeks approval of additional work by DEA under Task Amendment 3. If approved, the total not to exceed amount for the on call contract with DEA would increase to \$628,610.80.

Request: Reassign Motion 24-415 to COW for consideration on October 15, 2024.