



Committee of the Whole

Ryan Countryman

Council Initiated:

Yes

No

ECAF: 2024-0184

Motion: 24-087

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 24-087 authorizes the County Executive to sign a consultant services agreement with David Evans and Associates, Inc. (DEA)

Duration: Execution to December 31, 2025.

Fiscal Impact: Current Year Multi-Year N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
193-Prof. Services	\$235,768.16	0	0	0	0	\$235,768.16
Total	\$235,768.16	0	0	0	0	\$235,768.16

Revenue	Current Year	2025	2026	2027	2028	Total
193-Fund Balance	\$235,768.16	0	0	0	0	\$235,768.16
Total	\$235,768.16	0	0	0	0	\$235,768.16

1. This contract would not generate any additional revenue. Cost savings from vacant engineering positions supported by permitting Fund 193 would offset this expense.
2. 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 \$235,768.16.

Authority Granted: Authorization for the Executive to sign the Agreement 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 actively recruiting to fill several vacant engineering positions, PDS has determined the need for consultant services on an on-call as-needed basis. The consultant would assist with review of various engineering documents submitted by applicants for land developments to determine the applicant’s 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 for a not to exceed amount of \$24,622.24. Work is at the request of PDS as needed for permit review, billed in hourly increments, and invoiced monthly. The term for the initial contract ends on December 31, 2025.

PDS seeks additional on-call engineering support from DEA and has negotiated an amended task assignment that would increase the not to exceed amount to \$235,768.16. This increased amount requires County Council authorization. Motion 24-087 would authorize the Executive to sign the agreement to enact this amended task assignment.

Although PDS marked the current motion as “normal” for handling when transmitting it to Council, the department subsequently requested expedited handling due to pressing need to resume assistance in permit review.

Request: Consideration during Committee of the Whole on February 20, 2024.