



# Committee of the Whole

Ryan Countryman

Council Initiated:

☐ Yes

☒ No

**ECAF:** 2024-1143

**Motion:** 24-240

**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 24-240 authorizes the County Executive to sign a consultant services agreement with David Evans and Associates, Inc. (DEA) for Task Assignment 1b.

**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	\$183,128.40	0	0	0	0	\$183,128.40
<b>Total</b>	<b>\$183,128.40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$183,128.40</b>

Revenue	Current Year	2025	2026	2027	2028	Total
193-Fund Balance	\$183,128.40	0	0	0	0	\$183,128.40
<b>Total</b>	<b>\$183,128.40</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>\$183,128.40</b>

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 \$183,128.40.

**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 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 developments 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 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 (Task Assignment 1a). The County Council approved the contract for Task Assignment 1a by Motion 24-087.

By the current Motion 24-240, PDS seeks approval of additional work by DEA under Task Assignment 1b. If approved, the total not to exceed amount for the on call contract with DEA would increase to \$443,518.80.

**Request:** Consideration of Motion 24-240 during Committee of the Whole on June 18, 2024.