



Planning and Community Development

Ryan Countryman

Council Initiated:

Yes

No

ECAF: 2024-0301

Motion: 24-120

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 24-120 authorizes the County Executive to sign Task Assignment #1 with DOWL, LLC, for civil engineering services.

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	\$174,982	0	0	0	0	\$174,982
Total	\$174,982	0	0	0	0	\$174,982

Revenue	Current Year	2025	2026	2027	2028	Total
193-Fund Balance ²	\$174,982	0	0	0	0	\$174,982
Total	\$174,982	0	0	0	0	\$174,982

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 \$174,982.
2. This contract would not generate any additional revenue. Cost savings from vacant engineering positions supported by permitting Fund 193 would offset this expense.

Authority Granted: Authorization for the Executive to sign the Task Assignment with DOWL.

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 additional 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 DOWL from the 2024-2025 on-call consultant services program and negotiated a scope of work with a not to exceed amount of \$174,982. This work would be at the request of PDS as needed for permit review, billed in hourly increments, and invoiced monthly. The proposed contract would end on December 31, 2025. The scope of work focuses on support for traffic and drainage engineering review.

PDS requests expedited handling due to pressing need for assistance in permit review.

Request: Move Motion 24-120 to General Legislative Session on March 20, 2024, for consideration.