



Committee of the Whole

Ryan Countryman

Council Initiated:

Yes

No

ECAF: 2024-0153

Motion: 24-079

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 Comprehensive Plan Review

Scope: Motion 24-079 authorizes the County Executive to sign a consultant services agreement with Berk Consulting, Inc. (Berk)

Duration: Execution to December 31, 2026 (completion expected by 12/31/24)

Fiscal Impact: Current Year Multi-Year N/A

Expenditures	Current Year	2025	2026	2027	2028	Total
002 – PDS Gen Fund	\$221,524	0	0	0	0	\$221,524
102 – DPW Roads	\$79,484	0	0	0	0	\$79,484
309 – Parks	\$41,173	0	0	0	0	\$41,173
263 – SWM	\$41,173	0	0	0	0	\$41,173
Total	\$383,354	0	0	0	0	\$383,354

Revenue	Current Year	2025	2026	2027	2028	Total
002 – Fund balance	\$221,524	0	0	0	0	\$221,524
102 – Fund balance	\$79,484	0	0	0	0	\$79,484
309 – Fund balance	\$41,173	0	0	0	0	\$41,173
263 – Fund balance	\$41,173	0	0	0	0	\$41,173
Total	\$383,354	0	0	0	0	\$383,354

Funding was previously authorized in the 2024 budget for contributions from all departments. The contract includes an estimated \$59,800 in remaining work for applicants on Final Docket XXI, for which PDS has adequate customer deposits held in Fund 002.

Authority Granted: Authorization for the Executive to sign the Agreement with Berk.

Background: Berk produced a Draft Environmental Impact Statement (DEIS) for the 2024 Comprehensive Plan Update under an earlier on-call agreement that expired on December 31, 2023. For the current contract, PDS coordinated with other affected departments and selected Berk from the 2024-2025 on-call consultant services program to produce the Final Environmental Impact Statement (FEIS) for the update.¹ The Executive branch has negotiated a scope of work with a not to exceed amount of \$384,354. More than half of the funding is from the general fund (PDS), but other departments are contributing based on their share of work related to capital facilities and related planning. The task assignment and project schedule anticipate completion of the work by December 31, 2024, which would meet a state-mandated deadline for completing the plan update. The FEIS must be complete and adopted as part of the 2024 update. PDS requests urgent handling to meet the overall project schedule.

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

¹ Details on prior contracts and the selection process are in the memo from PDS dated February 2, 2024.