



Legislation Text

File #: 17-107, Version: 1

TO: Mayor and Commissioners
FROM: John Morgan, Environmental Services Director
THROUGH: Chief Neal de Jesus, Interim City Manager
DATE: March 1, 2017

APPROVAL OF SERVICE AUTHORIZATION NO. 16-02.1 WITH CALVIN, GIORDANO & ASSOCIATES, INC. FOR PROFESSIONAL SERVICES TO SUPPORT THE ENGINEERING REVIEW OF APPLICATIONS FOR DEVELOPMENT AND BUILDING PERMITS

Recommended Action:

Motion to Approve Service Authorization No. 16-02.1 with Calvin, Giordano & Associates, Inc. in the amount not-to-exceed \$50,000.00 for professional services to support the engineering review of applications for development and building permits processed by the Planning, Zoning, and Building Department.

Background:

On September 8, 2016, the Environmental Services Department (ESD) recommended retaining Calvin, Giordano & Associates, Inc. (CGA) to provide engineering review for development applications and building permit applications to evaluate compliance with the City's Land Development Regulations, as well as the impact of the proposed development on the City's infrastructure, specifically water, sewer, and drainage. This amendment to the Service Authorization extends CGA's engineering review services for site plan permitting. Types of plans submitted for review range from simple driveways to complex development plans. It is anticipated that CGA will provide one or more staff member(s) to perform the plan review volume available. Outsourcing this workload will allow staff to focus efforts on project management for high priority City projects such as utilities and public works infrastructure repair and replacement. The Scope of Work includes technical review of site plans submitted for permitting to the Planning, Zoning and Building Department. CGA is expected to attend the Technical Advisory Committee (TAC) meeting and to coordinate with the Assistant Directors and engineering staff within the ESD, as well as professional staff in the Planning, Zoning and Building Department, with members of the public, and potentially with the Boards and Committees. Plans review will be conducted in a manner consistent with the City's engineering practices, procedures, standards and specifications.

ESD estimates that CGA will provide qualified staff a minimum of two days per week for the next three months to handle the projected workload.

On January 17, 2012, City Commission approved a multi-year contract to Calvin, Giordano & Associates, Inc. for general consulting engineering services (RFQ No. 2012-06). On December 13, 2016, City Commission approved extensions to these agreements through June 30, 2017. To date, in FY2017, the City has expended \$118,993.47 for engineering services with Calvin, Giordano & Associates, Inc.

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Funding is available from account number 441-5111-536.31-30 (Water/Sewer Fund: Engineering/Architect).

Timing of Request:

This request is time-sensitive in order to avoid a backlog of projects that await permitting and to keep providing the desired level of service for applicants.