



Legislation Text

File #: 17-554, Version: 1

TO: Mayor and Commissioners
FROM: Timothy Stillings, Director of Planning, Zoning, and Building
THROUGH: Neal de Jesus, Interim City Manager
DATE: July 6, 2017

AWARD OF AN AGREEMENT WITH ALEXIS KNIGHT ARCHITECT, INC. FOR ARCHITECTURAL COMPLIANCE REVIEW SERVICES FOR THE BEACH OVERLAYS IN A NOT-TO-EXCEED AMOUNT OF \$72,000.

Recommended Action:

Motion to Award a three-year Agreement with Alexis Knight Architect, Inc. for architectural compliance review services for the Beach Overlays in a total not to exceed amount of \$72,000 for the Agreement term.

Background:

On April 10, 2017, a Request for Qualifications, No. 2017-054 for architectural compliance review services was advertised. One responsive and responsible proposal was received from Alexis Knight Architect, Inc. The proposal was evaluated based upon the criteria in the RFQ, and the selection committee recommended awarding the contract to Alexis Knight Architect, Inc. Services under the Agreement include review of architectural plans for single-family homes, duplexes, or townhomes to ensure compliance with the Beach Property Owners Design Manual for the Ocean, Seagate, and North Beach Overlay Districts.

The flat fee per review submitted by Alexis Knight Architect (AKA) is \$1,350 for each plan review. Previous City spending for these services is shown below. Based upon the current heavy workload and backlog created by several vacancies in the Department, it is anticipated that additional contracted services will be required during the Agreement term to process requests in a timely manner. Staff is estimating 15 to 20 review projects per year will be conducted by AKA which is approximately \$24,000 per year. Therefore the Agreement is for a total not-to-exceed amount of \$72,000 for the three year term of the Agreement.

FY2015 - \$10,350
FY2016 - \$10,350
FY2017 YTD - \$8,050

This recommendation complies with the City Code of Ordinances, Section 36.02, "*Commission Approval Required*".

City Attorney Review:

Approved as to form and legal sufficiency.

Finance Department Review:

Finance recommends approval.

Funding Source:

Funding is available from account number 001-2511-515.31-90 (General Fund: Other Professional Services).