



City of Morgan Hill

Legislation Text

File #: 15-710, Version: 1

CITY COUNCIL STAFF REPORT **MEETING DATE: DECEMBER 16, 2015**

PREPARED BY: Charlie Ha, Associate Engineer/Public Works
APPROVED BY: City Manager

APPROVE SECOND AMENDMENT TO THE SERVICE AGREEMENT FOR DESIGN PROFESSIONALS WITH HARRIS & ASSOCIATES FOR DEVELOPMENT REVIEW SERVICES

RECOMMENDATION(S)

Adopt a resolution to:

1. Approve an amendment to the City's fiscal year 2015-2016 annual budget in the Community Development Fund (Fund 206) to appropriate \$30,000; and
2. Approve and authorize the City Manager to execute a Second Amendment to the Service Agreement for Design Professionals with Harris & Associates for Development Review Services for a revised not-to-exceed fee of \$90,000.

COUNCIL PRIORITIES, GOALS & STRATEGIES:

Ongoing Priorities

Maintaining fiscal responsibility

REPORT NARRATIVE:

On March 27, 2013, the City Council awarded a professional services agreement to Harris & Associates for development review and processing services in the amount of \$60,000. Harris & Associates plays a vital role as augmentation to engineering staff in the timely processing of development applications. A first amendment to the agreement was executed on March 19, 2015 that extended the time of the service agreement until April 1, 2016. However, the funding threshold of \$60,000 in the agreement is insufficient to cover the services anticipated through the end of the contract period. Staff estimates that an additional \$30,000 will be sufficient to pay for services through the April 1st 2016 contract end date.

Currently, development activity is quite strong and the need for contract services to assist staff in processing development applications is a necessity. By adding the recommended additional amount of \$30,000, the new contract not to exceed amount would be \$90,000.

Prior to the expiration of the current agreement with Harris & Associates in April of 2016, staff will implement a Request for Proposals (RFP) process and return to the City Council for approval of a new development review services agreement as staff anticipates a continued need for these services.

COMMUNITY ENGAGEMENT: **Not Applicable**

ALTERNATIVE ACTIONS:

Not Applicable

PRIOR CITY COUNCIL AND COMMISSION ACTIONS:

March 27, 2013 - Award Service Agreement to Harris & Associates

FISCAL AND RESOURCE IMPACT:

Development review services will require an additional \$30,000 to be appropriated from the Community Development Fund 206. Services rendered by Harris & Associates are paid for by developer fees.

CEQA (California Environmental Quality Act):

Not a Project

LINKS/ATTACHMENTS:

- 1) Resolution
- 2) Resolution Exhibit A - Score Card
- 3) Resolution Exhibit B - Second Amendment to the Service Agreement for Design Professionals, Harris and Associates
- 4) Attachment to Resolution Exhibit B