



City of Killeen

Legislation Text

File #: RS-24-008, **Version:** 1

Consider a memorandum/resolution authorizing the execution of Amendment No. 1 to the Professional Services Agreement with Pape-Dawson Engineers, in the amount of \$150,000 for Development Services Support.

DATE: January 9, 2024

TO: Kent Cagle, City Manager

FROM: Edwin Revell, Executive Director of Development Services

SUBJECT: Authorize the execution of Amendment No. 1 to the Professional Services Agreement with Pape-Dawson Engineers, in the amount of \$150,000 for Development Services Support

BACKGROUND AND FINDINGS:

The Engineering division of the Development Services department is tasked to perform permit reviews for developments and construction within the city. Specifically, this division is responsible for reviewing all preliminary and final plats, land disturbance permits, commercial site plan permits, home building permits as it pertains to erosion control and right-of-way, and right-of-way permits.

Early in 2023, the division's lead Licensed Professional Engineer retired from the City. This created a loss of necessary in-house staff resources to review engineering related permits. The City has been advertising to fill this position since December of 2022 with no submitted applications.

To continue to provide the necessary permit review services, on January 27, 2023, the City contracted with Pape-Dawson Engineers. The initial contract was for \$45,500.00 to be billed on a time and material services basis. The contract was amended in 2023 to continue support to the end of fiscal year 2023.

In October of 2023, a second contract in the amount of \$49,500 was executed to provide support for the current fiscal year. The new contract was issued to conform with the new fiscal year and to avoid having a gap in the necessary development review service that Pape-Dawson is providing. Since the time of the initial contract, the City has continued to be unsuccessful in filling our currently vacant Professional Engineer positions making continuing consultant support necessary.

This Amendment is intended to provide the funding necessary to extend the duration of needed consultant support up to the end of the current budget year. In the event the City is successful in filling the vacant positions during the year, the contract will be adjusted accordingly or cancelled if services are no longer needed.

THE ALTERNATIVES CONSIDERED:

Alternative 1 - Do not approve this amendment. This could jeopardize the current schedule of reviews of existing permits in engineering and would delay approvals.

Alternative 2 - Amend the Agreement with Pape-Dawson Engineers. They currently have been working with our engineering staff as support to the permit reviews and approving this amendment would assist in not delaying the review process in engineering.

Which alternative is recommended? Why?

Amend the Agreement with Pape-Dawson Engineers. They currently have been working with our engineering staff as support to the permit reviews and approving this amendment would assist in not delaying the review process in engineering.

CONFORMITY TO CITY POLICY:

This amendment conforms with City Policy.

FINANCIAL IMPACT:

What is the amount of the expenditure in the current fiscal year? For future years?

The amendment amount is \$150,000.

Is this a one-time or recurring expenditure?

This is a one-time expenditure.

Is this expenditure budgeted?

Yes, funding is available in the Water and Sewer Fund Development Services account 550-4035-452.47-99.

If not, where will the money come from?

N/A

Is there a sufficient amount in the budgeted line-item for this expenditure?

Yes

RECOMMENDATION:

Staff recommends that the City Council authorize the City Manager to execute Amendment No. 1 to the Professional Services Agreement with Pape-Dawson Engineers, in the amount of \$150,000 for Development Services Support.

DEPARTMENTAL CLEARANCES:

Development Services

Finance
City Attorney

ATTACHED SUPPORTING DOCUMENTS:

Amendment No. 1
Certificate of Interested Parties
Presentation