

## City Council – Action Request Form

**Date:** October 10, 2023

**To:** Mayor, Mayor Pro Tempore, and Members of the City Council

**From:** Aaron King, Assistant City Manager  
Robert Prestwood, City Engineer

**Council Action Requested:**

Resolution Approving a Contract Change Order with Stantec Consulting Services, Inc. for Engineering Plan Review Services. (City Wide)

**Strategic Focus Area:** Service Excellence  
**Strategic Objective:** Measuring Performance  
**Strategic Plan Action Item:** No  
**Key Work Item:** No



**Summary of Information:**

In March 2021, the City entered into an agreement with Stantec Consulting Services, Inc. for professional engineering services related to plan review, in the amount of \$294,600. The City has been experiencing difficulty in finding engineers to fill our vacant positions. There is a Senior Civil Engineer position in engineering, which has been vacant for over a year with no viable candidates applying. This position is responsible for subdivision plan review, commercial driveway permits, upfits, and sketch plan reviews. This workload is being handled by multiple staff members. As a temporary measure we solicited a proposal from an on-call firm, Stantec, to provide professional engineering service for infrastructure plan reviews of residential and commercial developments, upfits, and commercial driveway permits. This consultant will use the City’s current Infrastructure Development Standards (IDS) to ensure that final approved construction plans conform to City engineering standards and requirements, including grading, stormwater management, and offsite easements.

Previously approved change orders have increased the contract amount to \$384,600. The proposal is for a term of six months and for a fee of \$171,500. This change order brings the contract value to \$556,100. Anticipated salary savings are estimated to be sufficient to cover the cost of the change order.

**Committee Action:**

<b>Committee</b>	<u>PW/FC – 10/10/2022</u>	<b>Action</b>	<u>Approval</u>
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<b>For</b>	<u>Unanimous</u>	<b>Against</b>	<u></u>
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**Remarks:**