

TOWN OF PALM BEACH

Information for Town Council Meeting on: March 10, 2020

To: Mayor and Town Council

Via: Kirk Blouin, Town Manager

From: Wayne Bergman, Acting Director of Planning, Zoning & Building

Re: Resolution Approving a Change Order in the amount of \$64,000 with Kimley Horn for Site Civil Plan Review Assistance – Resolution No. 13-2020

Date: February 26, 2020

STAFF RECOMMENDATION

Staff recommends approval of Resolution No. 13-2020, for a change order in the amount of \$64,000 for fiscal year 2020 costs associated with Kimley Horn for Site Civil Plan Review Assistance.

GENERAL INFORMATION

On June 3, 2019, the Town initiated a Blanket Purchase Order No. 190914, for the total amount of \$64,000 to Kimley Horn in accordance with RFQ No. 25-44, Civil Engineering Consultants and Agreement. The purpose of this purchase order was to provide a staff member to work under the direction of the Building Department staff for the specific purpose of reviewing site civil improvement plan applications that were received in the Department.

Since this time, the Town has experienced an increase in the volume of Building and Right of Way Permit applications. There are limited internal staff to review the number of applications that are being received, particularly engineering staff to review site civil improvement plans. Also, Kimley Horn assisted with the Town's CRS verification submittal (5 year FEMA audit). Because of these factors, we are requesting this additional funding to assist our department for the rest of the fiscal year to handle the inflow of applications to be reviewed.

FISCAL IMPACT/FUNDING SOURCE

Funding for these services will come from budget savings in salaries due to open and vacant positions.

PURCHASING REVIEW

Purchasing has reviewed and is in full concurrence.

TOWN ATTORNEY REVIEW

This format has been utilized by the Town in previous recommendations and was approved by the Town Attorney.

CC: Jay Boodheshwar, Deputy Town Manager
Jane LeClainche, CPA, Finance Director
Dean Mealy, II, Town Purchasing Manager