



Staff Report

TO: City Council
FROM: Jeff Hart, Public Works Director
DATE: January 17, 2023
SUBJECT: **First Amendment to the Professional Services Agreement with Z&K Consultants, Inc. for Consulting Engineering Services in an Amount Not to Exceed \$75,000, with a Total Contract Amount Not to Exceed \$99,900**

Description Approve a First Amendment to the professional services agreement with Z&K Consultants, Inc. (Z&K) for consulting engineering services for technical support and project management.

Background and Analysis:

On August 15, 2022, Public Works staff requested an informal proposal seeking consulting engineering services to effectively manage an expanding capital improvement program, development related improvements, and substantial permit requests. By September 23, 2022, only one of the four firms responded, and that firm was Z&K Consultants, Inc., (Z&K). Staff verified Z&K's capabilities, capacity, and technical expertise for the services being requested.

On October 3, 2022 the City entered into a contract with Z&K to provide consulting engineering services, technical support, and project management in support of various City projects (Attachment B). The original agreement was for \$24,900 and intended to provide relief until staff was able to hire an additional senior engineer as approved in the 2022/2023FY budget. Challenges in the current labor environment have made it difficult to hire a quality engineer in house.

Staff is now proposing to amend the existing agreement to ensure necessary technical support is provided until such time as the in-house employee position can be filled. Another staff report on tonight's agenda addresses staff's recommendation on addressing the challenges faced with filling the budget authorized in-house employee position. Authorization of the First Amendment in the amount of \$75,000 will provide additional support needed to ensure forward progress.

Fiscal Impact:

First Amendment in an amount not to exceed \$75,000 will bring the total revised contract to \$99,900. The funds for the amendment being requested will come from salary savings for the currently unfilled in-house employee position in the Public Works Department.

Recommended Action:

Approve a First Amendment to the professional services agreement with Z&K Consultants, Inc. for consulting engineering services in an amount not to exceed \$75,000, with a total contract amount not to exceed \$99,900.

Attachments:

- A. First Amendment to the Professional Services Agreement with Z&K Consultants, Inc.
- B. Original Professional Services Agreement with Z&K Consultants, Inc.