



Legislation Text

File #: 17-0649, **Version:** 1

Resolution to Approve a Professional Services Agreement with Giffels-Webster for Sign Ordinance Consulting Services (\$60,025.00)

Attached for your review and action is a resolution to approve a professional services agreement with Giffels-Webster for sign ordinance consulting services.

The consultant will recommend updates to the City's sign ordinance based on ordinance review, City staff feedback, and stakeholder input. An amended sign ordinance to address findings and feedback will be prepared. A working draft is anticipated to be completed by the end of calendar 2017.

Funding is available in the approved FY17 Planning Services budget to support this work. Giffels-Webster was selected after two bids were received in response to an RFP issued:

- Giffels-Webster - \$36,845.00 plus expenses
- Carlisle Wortman Associates - \$96,000.00

The proposed contract with Giffels-Webster increases the contract amount from the original written proposal to provide for more substantial stakeholder input during the process.

Staff is recommending award of a contract to Giffels-Webster in an amount of \$60,025.00 to perform this work. It is requested that an additional project contingency of \$10,000.00 be approved to cover potential scope changes, to be approved by the City Administrator. In total, it is requested that \$70,025.00 be approved for the project without regard to fiscal year.

Prepared by: Chris Cheng, City Planner

Reviewed by: Brett Lenart, Planning Manager

Derek Delacourt, Community Services Area Administrator

Approved by: Howard S. Lazarus, City Administrator

Whereas, The City's Sign Ordinance warrants revisions to reflect current best practices;

Whereas, Competitive bids were received by the Planning Department, which determined to interview Giffels-Webster as the lowest responsible bidder;

Whereas, Giffels-Webster demonstrated expertise and experience with similar work through interview and written proposal; and

Whereas, Funding for this agreement is included in the approved FY17 budget;

RESOLVED, That City Council approve a professional services agreement with Giffels-Webster in the amount of \$60,025.00 for the provision of Sign Ordinance consulting services, funds to be available without regard to fiscal year;

RESOLVED, That the City Administrator be authorized to take all necessary administrative actions to

implement this resolution, including the authority to approve changes to the scope of services up to a maximum contingency of \$10,000.00, funds to be available without regard to fiscal year; and

RESOLVED, That the Mayor and City Clerk be authorized and directed to execute the agreement after approval as to substance by the City Administrator and approval as to form by the City Attorney.