

## EXECUTIVE SUMMARY



To: Patti McLauchlin, City Manager

From: Katie P. Halloran, Planning Director

Meeting Date: October 19, 2021

Agenda Item: **Authorizing a one-year extension to a Consulting Agreement between the City and The Corradino Group, Inc., to be effective October 19, 2021; Authorizing the City Manager to execute any necessary documents.** A Resolution providing for the extension of a consulting agreement in order to continue the provision of development review and long-range planning services to the City of Key West on a temporary basis pursuant to City of Key West Ordinance Section 2-797(4)(b), Exempt Contractual Services, Best Interest of the City.

### Action Statement:

The purpose of this resolution is to allow for the extension of the recently executed agreement between the City of Key West and The Corradino Group, Inc., ("consultant") as per the original agreement, for one additional term beginning October 19, 2021, through September 30, 2022. This resolution would also authorize the City Manager to execute the resulting extension agreement upon the review and approval of the City Attorney.

### Background:

The Planning Department currently has no planners on staff, except for the Director. This contract was initiated when one planner remained, but since that time, staffing has shifted. The Department is currently finalizing arrangements with the consultant to fully engage in nearly all aspects of departmental work. At this time, Corradino Group staff are reviewing major projects to begin submittal of staff reports to the Planning Director. The City has not yet received or paid any invoices from the consultant, although multiple task orders have been approved and work is in progress. The initial term of the agreement was for one month, August 30, 2021 through September 30, 2021.

The Planning Department received three estimates for a scope of work developed in August 2021. The City Manager approved a qualified firm with the assumption that work would not exceed \$50,000. As of September 30, the Department had authorized task orders for a total of \$37,200, and since that time has ceased to authorize additional tasks. Given that the needed scope of professional services has now shifted (expanded), and Planning Department jobs have not yet been filled, it is in the City's best interests to extend the existing agreement with the consultant pursuant to City of Key West Ordinance Section 2-797(4)(b).

The intent of this contract is to provide temporary and as-needed professional services until the City can hire full time planning staff to resume work on current planning (development service) items and long-range planning items (Code amendments, Comprehensive Plan amendments, other large-scale projects). In the interim, the consultant will fulfill an immediate need: to provide efficient, professional planning services and minimize delays and inconvenience to the development community, residents, and the City. The Planning Department together with the consultant will also ensure continued compliance with local and state land planning regulations.

**Purpose and Justification:**

The City is utilizing professional assistance from the consultant in order to minimize delays to the public related to Planning Department reviews of various permits, applications for variances, conditional uses, easements, Minor and Major Development Plans, requests for information on the Land Development Regulations, and state-mandated amendments to the Comprehensive Plan. Planning Department staff also support major City projects and grant funded initiatives including development of the “3.2” Bahama Village Affordable Housing project, Duval Street Revitalization, Sunset Celebration/Mallory Square improvements, and climate adaptation planning.

**Financial Impact:**

The City will continue to pay the consultant for services rendered as per established guidelines for consulting work. The consultant’s professional services are for development review and long-range planning tasks until full time Planning Department staff can be hired and trained to perform required work. Billable rates are included below and incorporated into the attached agreement. All tasks are established with estimated time requirements by planning position type, and approved on a task basis by the Planning Director. **The extended agreement is not to exceed \$400,000; funding for these professional services will come from unused Planning Department salary and benefit dollars.**

<u>Planning position</u>	<u>Rate</u>
Assistant Planner:	\$100/hr
Associate Planner:	\$150/hr
Senior Planner:	\$200/hr
Principal Planner:	\$250/hr
Traffic Engineer:	\$150/hr
Senior Traffic Engineer:	\$225/hr

**Recommendation:**

The City of Key West Planning Department recommends approval of the contract renewal between the City of Key West and The Corradino Group, Inc., pursuant to the terms and conditions outlined in the contract for one additional term beginning October 19, 2021, through September 30, 2022.