REPORT TO THE CITY COUNCIL

DATE: April 2, 2019

TITLE: First Amendment to the Professional Services Agreement With Professional Staffing Team Inc. for Contract Engineering Services

Prepared by: Daniel Porras Public Works Director

RECOMMENDATION

Approve and authorize the City Manager to execute a First Amendment to the Professional Services Agreement with Professional Staffing Team, Inc. for Contract Engineering Services for an increased amount of $20,000, for a total not to exceed amount of $50,000.00.

DISCUSSION

On January 1, 2019, the City entered into a Professional Service Agreement with Professional Staffing Team Inc. to provide part-time contract engineering services. These services help City Staff provide customer service and address the current demands of development projects.

The City continues to have a high demand of development projects moving into construction, along with Capital Improvement Projects and staff vacancies (that are in the process of being filled). For the City to continue to address these demand levels, Staff recommends extending the contract with Professional Staffing Team Inc., who currently provide as-needed contract services.

Due to the previous work performed by this consultant, City staff is recommending that the City Council approve the First Amendment to Professional Staffing Team Inc. to provide as-needed contract engineering services and increase their overall costs by an amount not-to-exceed $50,000. The scope of services will remain the same and continue on an as-needed basis at the current price level of $135 per hour. The total hours per week will remain at 20 hours maximum per week. The original contract amount was for $30,000; the First Amendment is for an amount not to exceed $20,000, for a total contract amount not to exceed $50,000.

FISCAL IMPACT

The funding for these services is already approved in the current year budget under account code 001-4163-4320.

EXHIBIT(S)

1) First Amendment to Professional Services Agreement