

TOWN COUNCIL STAFF REPORT

Subject: Authorize a consulting agreement with Placeworks, Inc. for Climate Adaptation and Resilience Assessment Services

Meeting Date: February 19, 2020

Written by: Sandra Moberly, Community and Economic Development Director

RECOMMENDATION:

Authorize the professional services agreement with Placeworks, Inc., subject to the Town Attorney's approval and finalization of the agreement, for preparation of the Climate Adaptation and Resiliency Assessment services as described in Exhibit A of the agreement.

BACKGROUND/ANALYSIS:

The Town was awarded a multiyear grant in the amount of \$618,750 from the Sierra Nevada Conservancy. The grant is funding a variety of planning, public outreach and preliminary project identification work to enhance the region's recreational amenities. The work program for climate adaptation and resilience assessment services was included as a grant deliverable.

On September 11, 2019, the Town Manager's Office released a Request for Qualifications (RFQ) to solicit qualified consultant firms to assist the Town with completing the Climate Adaptation and Resiliency Assessment services included as a part of the grant.

All government funded consultant procurement processes must be conducted using a fair and competitive process. The Town received five proposals in response to the RFQ and two staff members conducted an independent, objective review of each. Proposals were rated based on responsiveness to the RFQ, including each firm's applicable experience and qualifications of staff assigned to the project. Town staff contacted the top three ranked consultant firms to participate in a telephone interview. Town staff conducted interviews to gain a better understanding of the differences between the top three proposals and the interviews gave staff confidence that the top ranked proposal merits award of the contract.

The draft contract is with Placeworks, Inc. Placeworks has proposed to manage two sub-consultants including Atlas Planning Solutions and ICF to augment their in-house expertise.

OPTIONS ANALYSIS

Option 1: Authorize the execution of a consulting agreement with Placeworks, Inc. for Climate Adaptation and Resiliency Assessment services subject to the Town Attorney's approval and finalization of the agreement.

Option 2: Do not authorize the execution of a consulting agreement with Placeworks, Inc.

FINANCIAL CONSIDERATIONS:

The total project cost associated with Placeworks scope of work is \$143,947. The SNC grant awarded to the Town will fund this project.

LEGAL CONSIDERATIONS:

The Town Attorney has reviewed the attached consulting agreement and will work with staff and the consultant to finalize the agreement.

ATTACHMENTS

Attachment 1:	Draft Consulting Agreement: Placeworks, Inc.
Exhibit A:	Scope of Services
Exhibit B:	Schedule of Services
Exhibit C:	Compensation

Attachment 1
Draft Consulting Agreement: Placeworks, Inc.