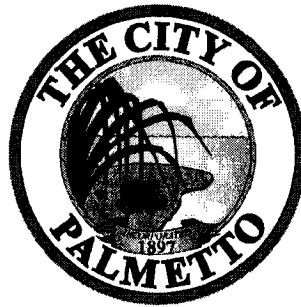


TAB 6



**DEPARTMENT OF PUBLIC WORKS  
POINT PAPER**

**CONTINUATION OF THE EXISTING ENGINEERING CONTRACT WITH ZNS  
FOR A PERIOD OF SIX (6) MONTHS**

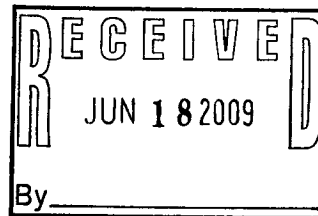
**Background:** ZNS has been used as the city engineer for many years and is under current contract that was extended on 9-8-08. This contract ends on October 15, 2009. During the budget process it was determined that in lieu of hiring a city planner that we would use Mr. McCollum of ZNS under the current contract as the planner for Palmetto. Most of our engineer consultants will be expiring this year and it is the Department of Public Works intention to advertiser a new RFQ for engineering services. The results are unknown on what firms that are currently under contract may remain. This will take several months to accomplish therefore we need to make a decision on ZNS for the interim.

**Recommendation:** Extend the current ZNS contract for a period of six (6) months to allow for the process of the RFQ to take place and allow the approval of the agreement with ZNS for Mr. McCollum to remain as the planner for the interim time.

**Budget Impact:** No budget impact as all costs are currently budgeted.

SCANNED

June 15, 2009

*Em TO AT 6/19/09*

Mayor Shirley Groover Bryant  
 City of Palmetto  
 516 8th Avenue West  
 Palmetto, Florida 34221

**RE: Engineering and Planning Services  
 Agreement Modification  
 ZNS Project No.: 18972**

Dear Mayor Bryant:

As a follow up to our meeting on June 8, 2009, we have prepared this modification to our existing Engineering and Planning Services Agreement for your consideration. The motivation for this modification is two-fold. First, it is to provide a fixed fee for General Planning Services in order to help the City to establish a budget for these services. Second, the amendment will better allow the City to predetermine the cost of Special Planning Services for budgeting purposes

In developing the fees for the general planning services, we carefully examined the nature and types of tasks currently being performed and concluded that those tasks require an average of 8 to 10 hours per week. At our current hourly rate, that would result in fees between \$4,333 and \$5,416 per month to the City. The fixed fee we are proposing is \$4,150 per month.

This monthly fee is a fixed fee for the length of our existing Contract with the City. Regardless of the number of General Planning Services required during any particular month, our professional fee would be capped at the \$4,150 (Four Thousand One Hundred Fifty Dollars) figure.

Because our current Contract related to Development Projects provides that professional fees be passed through the applicant, no change to this provision is proposed. As you are aware, the level of new applications is currently low at this time; therefore, the number of new applications is unpredictable. By maintaining the current rate structure, the direct costs would continue to be passed through to the applicant.



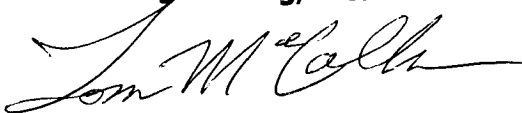
The third category of the Planning Services is Special Planning Services. These tasks would include those tasks that would not be customary in nature. These tasks would be major work efforts and would often involve citizen meetings, workshops, and or special public hearings. We propose to undertake these Special Projects based upon the your or the City Commission's direction to proceed.

The advantage to the City is that the Mayor/Commission decides when the Special Planning Services will commence.

We hope this modification will be helpful to the City. Again, we are happy to leave our existing Contract as is, if that is your decision. Please feel free to contact me if you have any questions or concerns.

Sincerely,

**ZNS Engineering, L.C.**



Thomas C. McCollum, Sr., AICP  
Vice President  
Director of Planning

Enclosure: Amendment of Contract for Miscellaneous Planning Services

cc: Sharon Greene, ZNS Engineering, L.C.

September 30, 2009

Mayor Shirley Groover Bryant  
City of Palmetto  
516 8th Avenue West  
Palmetto, Florida 34221

**RE: Amendment of Contract for Planning Services  
ZNS Project No.: 00-18972**

Dear Mayor Bryant:

We have prepared this amended proposal for your consideration. At the outset, we would like to assure you that we are very satisfied with our existing contract with the City and we enjoy the opportunity of providing professional planning services on the City's behalf.

However, in an effort to offer the city an opportunity to better plan for and control its expenditures for planning services, we would like to provide the following:

**General Planning Services**

These are services generally performed by a planner or zoning administrator during the course of regular daily duties which may include, but are not limited to, the following:

- Attend City Commission Hearings and Workshops and attend Planning & Zoning Board Hearings, as requested by the City.
- Meet with the public on planning related matters, as appropriate.
- Prepare Zoning Interpretations, provide Zoning Verifications, and approve Occupational and Alcohol Licenses, etc.
- Provide direct assistance to the Mayor, City Commission, and Department Heads on planning related matters, as requested.
- Prepare minor revisions to the City Code, as requested by the City.
- Provide coordination with the City of Palmetto Planning Department staff.

**Development Projects**

Currently, professional services for Development Projects are funded by the applicant. Fees for Planning and Engineering services are invoiced monthly and passed along to the applicant as services are provided. There is no change proposed to this procedure in this modification.



### Special Planning Services

Special Planning Services refer to large, complex bodies of work effort that would not be considered a part of routine planning services.

The current update of the City's Comprehensive Plan would be a typical example of a Special Planning Service. These Special Planning Services will be undertaken at the Mayor's and/or Commission's request. They will be identified as a Special Service prior to any work being undertaken. If requested by the City, a budget estimate will be provided and monthly invoices will summarize the percentage of work completed.

### Professional Fees and Timing

Invoices will be issued monthly as services are provided. General Planning Services will be provided for a standard fee of Four Thousand One Hundred Fifty Dollars (\$4,150.00) each month.

Professional fees for Development Projects will be billed monthly as services are provided in accordance with the existing rate schedule. Billing will be summarized for each Development Project individually in order to assist the City in providing invoices to the applicant.

Professional fees for Special Planning Projects will be billed monthly as services are provided in accordance with the existing rate schedule. Billing will be summarized for each Special Project undertaken. In addition, an estimate of the percentage of work completed will be provided.

### General Conditions

This proposal is valid from October 15, 2009 through April 15, 2010, and may be extended for an additional period as agreed by both parties.

Should the above proposal meet with your approval, please forward one executed copy to our office. This proposal becomes null and void if not executed within a period of forty-five days.

Respectfully submitted,

Accepted by:

**ZNS Engineering, L.C.**

**City of Palmetto**



Thomas C. McCollum, AICP  
Vice President  
Director of Planning

\_\_\_\_\_

Title

Date

TCM/skg