

Office of the City Manager

City of Richland Hills, Texas

Memorandum

To: Honorable Mayor Bill Agan and members of the Richland Hills City Council
From: Curtis E. Hawk, City Manager
Date: February 19, 2013
Subject: Amendment # 2 to Professional Services Agreement with Freese and Nichols

City Council Action Requested:

Approve amendment # 2 to the current Professional Services Contract with Freese Nichols, Inc., by adding an additional \$35,000 to extend the on-call planning services for the remainder of FY 2013.

Background Information:

In April 2012 City Council entered into a professional services agreement with Freese and Nichols, Inc., (FNI) to provide professional planning services on an on-call basis to address planning and development issues such as platting, planning review, zoning submittals, etc., as the need arises. Council, P&Z, and staff have been pleased with work performed by FNI, and FNI has become familiar with our issues since the firm has been under contract with the City. Funds in the amount of \$35,000 were provided in the April 2012 contract to perform the work outlined in the scope of services attached to the contract. No additional funds were provided with the adoption of the FY 2012-13 annual budget to continue the on-call planning services, instead, funds were allocated to hire full-time staff to perform the services.

FNI has continued to provide the on-call services outlined in the scope of services in the April 2012 contract while the new management team has assessed the City's needs.

Management has since decided that for the remainder of the current year the City of Richland Hills would be better served by continuing use of the on-call services from FNI rather than hire additional staff. Funds allocated in the FY 2011-2012 budget were not sufficient to fund the on-call services set out in the April 2012 agreement for the entirety of FY 2012-13.

On December 4, 2012 City Council approved Amendment # 1 to the existing contract, expanding the scope of services from FNI to include the development of a new comprehensive plan and zoning ordinance. That work is currently underway. ***The recommended Amendment # 2 to the existing contract would authorize an additional \$35,000 to continue funding the FNI on-call services identified in the original agreement.***

Board/Citizen Input:

N/A

Financial Impact:

No additional funds will be required. Funds provided in the current budget for new staff services will be reallocated to the professional services line item.

Staff Contacts:

Curtis E. Hawk, City Manager

817-616-3806

chawk@richlandhills.com



CONTRACT CHANGE AUTHORIZATION
Amendment #02

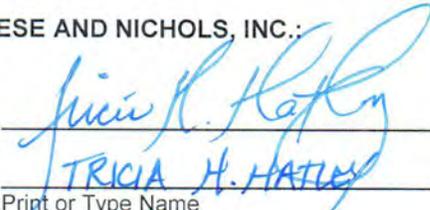
Client: City of Richland Hills, Texas 3200 Diana Drive Richland Hills, TX 76118 ATTN: Curtis Hawk	FNI Project No.: RLH12245 <hr/> Client Contract Ref.: <hr/> Date: January 30, 2013								
Project Description: Extension of On-Call Planning Services									
Description of Services Added/Deleted: No change in scope, contract amendment is only to extend length of services and to increase the fee limit to accommodate the work. Note that FNI project manager changed from Daniel Harrison to Erica Craycraft since authorization of original contract.									
Deliverables: Deliverables shall be as detailed in the original contract dated April 17, 2012.									
Compensation shall be adjusted as follows: Compensation shall be a fee not to exceed Thirty-Five Thousand Dollars (\$35,000).									
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding: 2px;">Original Contract</td> <td style="text-align: right; padding: 2px;">\$35,000</td> </tr> <tr> <td style="padding: 2px;">Amendment #01 (in progress)</td> <td style="text-align: right; padding: 2px;">\$170,000</td> </tr> <tr> <td style="padding: 2px;">Amount this Authorization</td> <td style="text-align: right; padding: 2px;">\$35,000</td> </tr> <tr> <td style="padding: 2px;">Revised Total Contract</td> <td style="text-align: right; padding: 2px;">\$240,000</td> </tr> </table>	Original Contract	\$35,000	Amendment #01 (in progress)	\$170,000	Amount this Authorization	\$35,000	Revised Total Contract	\$240,000
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Revised Total Contract	\$240,000								
Schedule shall be adjusted as follows: As detailed in the attached original Scope of Services.									

The above described services shall proceed upon return of this Contract Change Authorization. Services will be billed as they are done. All other provisions, terms, and conditions of the agreement for services which are not expressly amended shall remain in full force and effect.

- A contract modification will be submitted.
- This Contract Change Authorization will serve as contract modification.

FREESE AND NICHOLS, INC.:

CITY OF RICHLAND HILLS, TEXAS:

BY: 

 Print or Type Name

BY: _____

 Print or Type Name

TITLE: VICE PRESIDENT

TITLE: _____

DATE: 1-31-13

DATE: _____