

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: Eric Strong  
Date: January 7, 2014  
Subject: Extension of on Call Planning with Freese and Nichols

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### **Council Action Requested:**

Approve contract extension with Freese and Nichols for On Call Planning Services.

### **Background Information:**

Freese and Nichols has served as a consultant for our Planning Department for over a year. They assist us on various planning and zoning issues. We pay them an hourly rate for the work they perform, so if we don't use them, we don't pay them.

Over the past six months, our utilization of their staff for planning assistance has decreased substantially, primarily due to some of the more basic issues being handled in house. However, we still have a need to consult with them as various, more complex issues arise.

The funding for this contract was approved by council in the annual budget.

**Board/Citizen Input:** N/A

**Financial Impact:** \$43,500 budgeted in Community Development – Planning Line Item

### **Staff Contacts:**

Eric Strong  
Assistant City Manager  
[estrong@richlandhills.com](mailto:estrong@richlandhills.com)

**Attachments:** Contract Extension

January 7, 2013  
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2711 N. Haskell Avenue, Suite 3300 • Dallas, Texas 75204 • 214-217-2200 • FAX 214-217-2201

[www.freese.com](http://www.freese.com)

12/16/2013

Curtis Hawk  
City Manager  
City of Richland Hills  
3200 Diana Drive  
Richland Hills, Texas 76118

Mr. Hawk,

Enclosed are two (2) copies of the contract amendment. Please return a signed copy to me.

Thank you!

Erica Craycraft



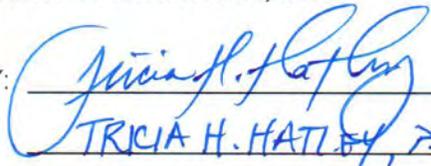
<b>Client:</b> City of Richland Hills, Texas 3200 Diana Drive Richland Hills, TX 76118 ATTN: Curtis Hawk	<b>FNI Project No.:</b> RLH12245										
	<b>Client Contract Ref.:</b>										
	<b>Date:</b> December 13, 2013										
<b>Project Description:</b> Extension of On-Call Planning Services											
<b>Description of Services Added/Deleted:</b>  No change in scope, contract amendment is only to add budget in order to continue services.											
<b>Deliverables:</b>  As detailed in the attached original Scope of Services.											
<b>Compensation shall be adjusted as follows:</b>  Compensation for the attached scope of services shall be on a lump sum basis as follows for a total of Forty-Three Thousand Five Hundred Dollars (\$43,500).											
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*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:   
 TRICIA H. HATLEY, P.E.

BY: \_\_\_\_\_  
 \_\_\_\_\_

Print or Type Name

Print or Type Name

TITLE: VICEPRESIDENT

TITLE: \_\_\_\_\_

DATE: 12-16-13

DATE: \_\_\_\_\_



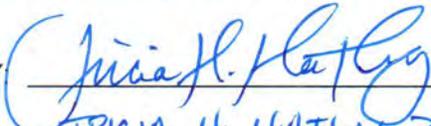
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