



AGENDA MEMORANDUM

To: Honorable Mayor and Members of Town Council

From: Bill Detweiler, Director of Development Services

Title: Resolution: Approving the Town of Castle Rock Services Agreement with Project One Integrated Services, LLC for Plan Review and Inspection Services for the Promenade at Castle Rock Development Project

Executive Summary

Plan review submittals and site construction activity at the Promenade development is underway and moving quickly. Existing Town staff resources are not able to keep pace with service levels for Promenade and keep pace with the sustained increase in development activity town-wide. Staff, recognizing the economic significance of Promenade and to remain consistent with our goal to “move at the speed of business,” determined that a consultant team should be hired to focus on the Promenade project. We discussed this option with the Promenade development team and they agreed hiring a consultant team was appropriate.

Staff prepared and completed an RFP and entered into a not-to-exceed \$30,000 phase one contract with Project One consultants. The contract established a consultant team to provide plan review and field inspection services. Project One completed phase one of the contract by assembling a consultant team and began work on plan review and field inspection services in accordance with established core service levels.

Discussion and Key Issues

Staff is requesting Council approval to enter into a phase two not-to-exceed contract of \$250,000 with Project One to complete all plan review and field inspection services for the Promenade project. The contract timeframe is 3 years and the contract costs will be paid by development fees received from the Promenade project.

The contract will allow Town staff to focus on town-wide development activity while Project One provides services to the Promenade development.

Budget Impacts

The estimated budget impact to the Development Services Enterprise budget is based on current trending and associated activity. The chart below shows the estimated contract consumption by budget year.

YEAR	AMOUNT (CONTRACT LABOR)	AVG PER MONTH
2015 (AUG-DEC)	\$ 50,000	\$ 10,000
2016	\$ 140,000	\$ 11,667
2017	\$ 50,000	\$ 4,167
2018	\$ 10,000	\$ 1,429
TOTAL	\$ 250,000	

This will continue to be monitored as the project progresses as the above is an estimate based on current development schedules; and a future budget amendment will be necessary to accommodate this request.

Proposed Motion

I move to approve the Resolution approving a 3-year not-to-exceed contract with Project One consultants.

Attachments

Attachment A: Resolution
Exhibit 1: Services Agreement