

**TOWN OF PRESCOTT VALLEY  
REQUEST FOR COUNCIL ACTION  
Date: June 9, 2016**

**SUBJECT:** Town Engineer Agreement with Dava and Associates

**SUBMITTING DEPARTMENT:** Public Works

**PREPARED BY:** Boyd Robertson, Deputy Public Works Director, for  
Norm Davis, P.E., Public Works Director

**AGENDA LOCATION:** Comments/Communications , Consent , Work/Study ,  
New Business , Public Hearing , Second Reading

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**ATTACHMENTS:** a) Town Engineer Agreement (on file at the Town Clerk's Office)

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**SUMMARY BACKGROUND:** Since June of 1988, Dava and Associates has, by professional services agreement, been the "Town Engineer". This agreement has been renewed on several occasions by Council action with the last renewal extending the expiration date to June 30, 2016. This agreement, if approved, is for two additional years with an expiration date of June 30, 2018.

Approval of this agreement will continue a system that has been effective for the Town. Complex issues or tasks are assigned and completed by Dava and Associates staff of trained professionals in a timely manner. The firm of Dava and Associates is retained and utilized for numerous tasks as the "Town Engineer".

The basic agreement is for the services of a Town Engineer. Professional services that may be provided include engineering for system planning, evaluations, studies, project design, surveys, development review, consultation, and construction coordination.

Dava and Associates has proposed to continue to provide the first ten (10) hours per month of Principal Engineer services at the discounted hourly rate of \$60.00 per hour, which has typically been Gordon Bowers, P.E. Additional work is billed on a time and material basis. Dava and Associates has proposed no increases in their fees for the extent of this new contract. These proposed fees are 25% below their standard rates and are below the national and regional fees for comparable engineering firms.

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**OPTION ANALYSIS:** The Council may vote to:

- 1.) Approve the Town Engineer Agreement, **OR**
- 2.) Not approve the Town Engineer Agreement, **AND/OR**
- 3.) Direct staff to pursue other options

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**ACTION OPTION:** Motion to approve the Town Engineer Agreement with Dava and Associates **OR**  
Motion not to approve this agreement. **VOTE**

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**RECOMMENDATION:** Staff recommends approval of the Town Engineer Agreement with Dava and Associates.

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**FISCAL ANALYSIS:** This agreement is for general engineering services and is budgeted by each department requesting the service per an appropriate line item in each department's budget. Total fiscal impact in FY 16-17 for engineering services under this agreement is estimated at \$63,500. Amendments

for design, construction services or special projects will be considered separately by individual Council Actions.

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**REVIEWED BY:**

Management Services Director \_\_\_\_\_

Town Clerk \_\_\_\_\_

Town Attorney \_\_\_\_\_

Town Manager \_\_\_\_\_

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**COUNCIL ACTION:**

Approved    Denied    Tabled/Deferred    Assigned to \_\_\_\_\_