

# **TOWN** *Of* **PARADISE VALLEY**



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## **STAFF REPORT**

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**TO:** Mayor Bien-Willner and Town Council Members

**FROM:** Jill Keimach, Town Manager  
Lisa Collins, Community Development Director

**DATE:** January 26, 2023

**DEPARTMENT:** Community Development  
Lisa Collins, 480-348-3522

**AGENDA TITLE:**

Capital Improvement Project Professional Services Contract CON-23-043-CMD with JTKnapp Group, LLC. for an amount not to exceed \$45,000.00.

**SUMMARY STATEMENT:**

The Town's Capital Improvement Project staff position is currently vacant. Because there is an immediate need to complete current Capital Improvement Projects, the Finance Department's Procurement Division sought Requests for Proposals (RFP's) through a competitive procurement process to fill the vacancy.

**BACKGROUND:**

The Town staff administers Capital Improvement Project (CIP) throughout the Town based on approvals by the Town Council during the budget process.

The staff assigned to CIP's is tasked with developing the Town's five-year CIP program including project ranking to determine which projects are most critical to the Town, budgeting and conformance to state and Town requirements. This position also works closely with residents to both discuss and determine project design specifics and provide ongoing communication throughout the project

The Town conducted a competitive procurement process for professional CIP services and selected JTKnapp Group, LLC. Based on the number of CIP's approved for each year, a determination will be made on whether to fill the vacancy or continue to utilize contract services

**RECOMMENDATION:**

Staff recommends the Town Council approve a contract with JTKnapp Group, LLC for Capital Improvement Project Services at an hourly rate of \$150.00 with an amount not to exceed \$45,000.00.

**BUDGETARY IMPACT:**

The current salary along with the associated benefits for the CIP staff position are sufficient to fund the CIP services contract..

**ATTACHMENT(S):**

- A. Staff report
- B. Professional Services Agreement