



Legislation Text

File #: 18-418, **Version:** 2

TO: Mayor Collins and Town Council Members

FROM: Brian Dalke, Interim Town Manager
Jeremy Knapp, Community Development Director

DATE: November 1st, 2018

DEPARTMENT: Community Development

AGENDA TITLE:

Authorize the Town Manager to Execute a Contract in an Amount Not to Exceed \$240,000 with Brown and Associates for Third Party Plan Review and Inspections Related to Construction Activities at the Ritz Carlton Five Star Development

Town Value(s):

- ☐ Primarily one-acre, residential community
- ☒ Limited government
- ☐ Creating a sense of community
- ☐ Partnerships with existing schools and resorts to enhance recreational opportunities
- ☐ Improving aesthetics/creating a brand
- ☐ Preserving natural open space

The use of third-party services in lieu of hiring additional town staff for temporary increase in workload furthers the town's model of limited government.

RECOMMENDATION:

Authorize the Town Manager to execute a contract with Brown and Associates.

SUMMARY STATEMENT:

As construction activities begin to increase on the Ritz Carlton Five Star Development site a similar increase in demand for plan review and inspections is expected. Currently, inspection requests are approximately 2-4 hours of town staff work load a day, not including plan review for the associated buildings on site. This impact to town services was anticipated in the approved 2016 Development Agreement between the Town and Five Star Development Resort Communities. Particularly, Section 6.2 states:

6.2 Review Process. The Parties agree that it is desirable for Owner to proceed rapidly with the implementation of this Agreement and the redevelopment of the Property. The Town acknowledges the necessity for review by the Town of all plans and other materials submitted by the Owner to the Town hereunder or pursuant to any zoning procedure, permit procedure,

or other governmental procedure pertaining to the development of the Property and agrees to use its reasonable but diligent efforts to review all plans and submittals. Upon the request of Owner, Town will select and retain third-party plan reviewers, inspectors, and other relevant professionals. These third-party contractors shall be funded by the Owner to the extent such costs and expenses are approved in advance, in writing, by Owner. Such third-party contractors shall work for the Town and report to the Town.

As such, the Town along with Five Star have identified Brown and Associates as the appropriate third-party contractor. The town will contract with Brown and Associates for their services and receive and process payments. The town will then bill Five Star for reimbursement for services related to the Ritz Carlton Five Star Development.

BUDGETARY IMPACT:

Approval of this contract will cost the town up to \$240,000 between now and June of 2020. The Building Division has budgeted for this expenditure in the current FY2019 Budget. This contract and the associated Development Agreement with Five Star requires Five Star to reimburse the town for these costs.

ATTACHMENT(S):

Attachment A - Contract with Brown and Associates