



Agenda Item Summary Sheet

Item No: **F-3**
Meeting Date: **October 6, 2021**

Item Title: Request for authorization to execute contract for Estuarine Shoreline Plan (Attachment F-3)

Item Summary:

This item is requesting the Board to authorize the Town Manager to enter into a services contract with Biohabitats for the development of the Estuarine Shoreline Management Plan. Staff released an RFQ to seek out qualified candidates for the development of the Plan. Following submissions from nine consultants, Staff began a selection process that included interviews with six of the most qualified consultants. Based on consultant interviews and proposals, Staff scoring indicated Biohabitats as the most qualified consultant. Biohabitats has partnered with Moffatt & Nichol and they will work together collectively to develop the plan through engagement of stakeholders and staff. Attached are the Statement of Qualifications submitted by Biohabitats and the scope of work for the project.

Staff Recommendation

Staff recommends the Board’s authorization to enter into a services contract with Biohabitats for the development of the Estuarine Shoreline Management Plan with a total project cost of \$150,000 and the proposed contract amount of \$139,500. The \$10,500 difference will be covered as part of the grant match for in-kind services of staff time.

Number of Attachments: 2

Specific Action Requested:

Authorization to enter into services contract.

Submitted By: Planning and Development

Date: September 27, 2021

Finance Officer Comment:

Signature: Amy Miller

Date: September 27, 2021

Town Attorney Comment:

I will participate in the discussion as necessary.

Signature: John Leidy

Date: September 27, 2021

Town Manager Comment and/or Recommendation:

I concur with staff’s request and will participate in the discussion as necessary.

Signature: Andy Garman

Date: September 27, 2021