



TO: President Gardiner and Members of the Town Council

FROM: Jill E. DiTommaso, PE
Deputy Town Manager

DATE: July 17, 2023

RE: Planning Services with HWC Engineering
Amendment 1

Background

On May 1, 2023, the Town Council authorized an agreement with HWC Engineering to provide on-call planning services to the Town in the absence of a Planning Director in the Community Development Department. Since that time, staff have worked closely with Rachel Christenson to continue to provide excellent planning services that Town residents and developers have come to expect.

Methodology

The original agreement set a not-to-exceed amount of \$24,000 based on a three-month engagement and an average of ten hours per week. We are entering the third month of the agreement and have received invoices for work through July 2 totaling \$17,444.33.

The Town has not yet filled the Planning Director position and we anticipate needing Rachel's services until the position is filled as well as for a transition period once a new Director starts.

We recommend that a contract amendment be approved to extend the agreement for professional services with HWC Engineering for an additional cost not to exceed of \$24,000 based on an additional three months.

Recommendation

By motion and voice vote, authorize the Town Manager to execute Amendment 1 of the agreement between HWC Engineering and the Town of Munster.