



# Polk County

## Legislation Text

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File #: 23-2465, Version: 1

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### **SUBJECT**

Approve Modification #1 to CSA 18-068-04 with CivilSurv Design Group, Inc. (79,875.00 one-time expense)

### **DESCRIPTION**

In 2020- 2022, Land Development was experiencing an extraordinary need for survey review services for various applications submitted to the County by private developers. In order to keep up with the level of services requested, Land Development hired CivilSurv Design Group, Inc. to assist the County with providing survey review services under Consultant Purchase Order.

(CPO) 18-68-E for a not to exceed amount of \$49,725.00 on an as needed basis from December 16, 2020, through February 2021.

Additional services were needed which exceeded the \$50,000.00 threshold of a CPO, so Land Development requested to modify the CPO to a Consultant Services Authorization (CSA). On September 29, 2021, the County Manager executed CSA 18-068-04 for the not to exceed amount of \$49,700.00 for additional as needed services through May 2022.

Land Development reached the not to exceed amount of CSA 18-068-04 prior to May 2022. On January 7, 2022, CivilSurv prepared Modification #1 to CSA 18-068-04 for an additional not to exceed amount of \$79,875.00, bringing the CSA total amount to \$129,575.00. This modification exceeds the amount the County Manager is authorized to sign, therefore Land Development is requesting the Board approve Modification #1 in the amount of \$79,875.00 for services that were provided through March 2022.

### **RECOMMENDATION**

Request County Manager to approve Approve Modification #1 to CSA 18-068-04 with CivilSurv Design Group, Inc..

### **FISCAL IMPACT**

Funding is available in the General Fund within the Land Development budget.

### **CONTACT INFORMATION**

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