


Chief Executive Officer  
Michael Thurmond

**DEPARTMENT OF PLANNING & SUSTAINABILITY**

Director  
Andrew A. Baker, AICP

**MEMORANDUM**

**TO:** Catherine Horner, Chief Procurement Officer

**THRU:** Zachary Williams, Chief Operating Officer 

**FROM:** Andrew A. Baker, Director – Planning & Sustainability

**DATE:** April 18, 2022

**SUBJECT:** **Proposed Amendment: Amount of Contract Purchase Agreement (CPA) # 1251842 Nova Engineering - Plan Review, Inspection, and Technical Support Services (Multi-Year Contract)**

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**Original Contract Term and Dollar Amount:** July 5, 2021 – December 31, 2024, \$250,000 Multi-Year

Calendar Year 2021: 41,667

Calendar Year 2022: 83,333

Calendar Year 2023: 83,333

Calendar Year 2024: 41,667

**Previous Extension of Term:** No

**Previous Changes to Dollar Amount:** No

**Current Performance Contract Date:** July 5, 2021 – December 31, 2024

**Proposed Change to Dollar Amount:** \$750,000 (Multi-Year)

Calendar Year 2021: \$175,000

Calendar Year 2022: \$250,000

Calendar Year 2023: \$250,000

Calendar Year 2024: \$175,000

**Proposed Change to Performance Contract Date:** None

**Detailed Description of Changes:**

The original contract was intended to be multi-year for three years at \$250,000 per year. However, it was finalized as \$250,000 total. This amount was quickly expended because of our workload and backlog. Due to the highly technical nature of many of the positions in this department, vacancies are not easily filled. When vacancies occur, we want to be able to fill the gaps between hiring permanent staff by hiring contractual workers who can perform planning, plan reviews, engineering reviews, building inspections, etc. with minimal intense training required and we can continue to respond to customers expeditiously. By increasing the funding for this contract, we will be able to meet our customer response goals.

C: Rick Cunningham, Deputy Director - Development  
Crystal Creekmore, Procurement Manager – Team A

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