

TOWN OF DAVIE

TOWN COUNCIL AGENDA REPORT

TO: Mayor and Councilmembers

FROM/PHONE: Mark Kutney/797-1101 by Herb Hyman/797-1016

SUBJECT: Resolution

AFFECTED DISTRICT: N/A

TITLE OF AGENDA ITEM: A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION OF THE CONTRACT BETWEEN THE TOWN AND DUNCAN ASSOCIATES FOR MISCELLANEOUS PLANNING SERVICES.

REPORT IN BRIEF: The Town Council awarded a contract to Duncan Associates for miscellaneous planning services by Resolution R-2004-77. The initial contract period was two (2) years with options to extend the contract for two (2) additional one (1) year periods. The current contract period is scheduled to expire on April 17, 2006. The terms of the contract remain unchanged. The Development Services Department and the vendor wish to exercise the first option to extend the contract for one (1) additional year. If approved, the extension would cover the period of April 18, 2006 through April 17, 2007.

PREVIOUS ACTIONS: R-2004-77

CONCURRENCES: The Development Services Department and the vendor wish to extend the contract.

FISCAL IMPACT:

Has request been budgeted? yes

If yes, expected cost: \$25,000.00/yr

Account Name: Development Services Department-Contractual Services
Account

Additional Comments: Not applicable

RECOMMENDATION(S): Motion to approve the resolution.

Attachment(s):

Development Services Department memo dated March 10, 2006
Letter from vendor dated March 8, 2006

RESOLUTION NO. _____

A RESOLUTION OF THE TOWN OF DAVIE, FLORIDA, APPROVING AN EXTENSION TO THE CONTRACT BETWEEN THE TOWN AND DUNCAN ASSOCIATES FOR MISCELLANEOUS PLANNING SERVICES.

WHEREAS, the Town awarded a contract for miscellaneous planning services to Duncan Associates by Resolution R-2004-77; and

WHEREAS, the contract is scheduled to expire on April 17, 2006; and

WHEREAS, the terms and conditions of the contract allow for a one year extension by mutual agreement of the parties; and

WHEREAS, the Town and the contractor desire to extend the contract for an additional year.

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF DAVIE, FLORIDA:

SECTION 1. The Town Council approves the one year extension of the contract with Duncan Associates for miscellaneous planning services covering the period of April 18, 2006 through April 17, 2007.

SECTION 2. This resolution shall take effect immediately upon its passage and adoption.

PASSED AND ADOPTED THIS _____ DAY OF _____, 2006

MAYOR/COUNCILMEMBER

Attest:

TOWN CLERK

APPROVED THIS _____ DAY OF _____, 2006



DEVELOPMENT SERVICES DEPARTMENT 797-1111
Administration 954-797-1101
Planning & Zoning 954-797-1103
Building & Occupational Licensing 954-797-1111
Code Enforcement 954-797-1121
Engineering 954-797-1113

TOWN OF DAVIE 6591 ORANGE DRIVE, DAVIE, FLORIDA 33314-3399 (954) 797-1030

PZ 3-7-06

TO: Herb Hyman, Procurement Manager

FROM: Marcie Nolan, Deputy Planning and Zoning Manager 

DATE: March 10, 2006

RE: *Duncan and Associate/Expiring Contract
Miscellaneous Planning Services*

The Town Council approved Resolution 2004-77 on March 3, 2004 authorizing the Town to utilize the planning services of Duncan and Associates. This contract is scheduled to expire on April 17, 2006. A letter from James Duncan, President is attached requesting a contract extension.

Please schedule this item for the most convenient Town Council meeting.

If there are any questions, please feel free to contact me at 954-797-1074.

Marcie

Attachment

Cc: Mark Kutney, Development Services Director
Bruce Dell, Planning and Zoning Manager

duncan

March 8, 2006

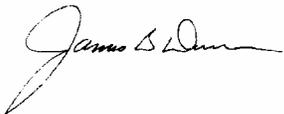
Marcie Oppenheimer Nolan, AICP
Deputy Planning and Zoning Manager
City of Davie
6591 Orange Drive
Davie, Florida 33314-3399

Re: Duncan Associates Contract Extension

Per our recent discussions, this letter is intended to convey our request that the Town of Davie extend our current contract (Resolution of the Town of Davie, Florida #R-2004-76) for miscellaneous planning services by one (1) year to April 17, 2007. The labor rates contained in the current contract would remain the same.

I hope this request is looked upon favorably by the Town. Please feel free to contact me if you have any questions or need to discuss any aspect of our contract.

Sincerely,



James B. Duncan
President