

7.04: Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts

Community Development Director Gladhill reviewed the staff report and recommendation to 1) continue to contract with WSB Associates for Planning Division support for a period of three years, a new contract will be forwarded to a future Council date for consideration; 2) continue to contract with Inspectron, Inc. for Building Inspection Division support for a period of one year, the existing contract has a built in extension that can be canceled with appropriate notice; and 3) continue to contract with Tokle Inspections for Electrical Code Administration for a period of three years, the existing contract has a built in extension that can be canceled with appropriate notice.

Councilmember Kuzma asked if extending the contract for three years would hold the current rates for three years.

Community Development Director Gladhill stated that if a rate change was proposed in the future, that would come forward to the Council for consideration.

Councilmember Heinrich stated that she is not comfortable with the three-year extension without RFPs. She stated that gauging the market is something she believes is important and therefore would support an extension of one year.

Councilmember Shryock stated that when there is an agency you work well with, that consistency is important and therefore she would support the extension of three years, with a one-year extension for Inspectron. She noted that if there is concern in the future, the City would have the ability to cancel the contract.

Councilmember Musgrove stated that she likes the proposals as presented. She asked if an RFP could be requested during the extension period.

Community Development Director Gladhill confirmed that if the City decided to reevaluate during the three-year period, that would be allowed. He stated that if the cancellation process is followed there would be no liability, noting that the notice required is 30 to 60 days.

Councilmember Heinrich asked and received confirmation that this would not be an ideal time for the RFP process because it would align with the busy construction season.

Mayor LeTourneau stated that this process has worked very well for many years, noting that this process is cost and time efficient. He stated that the City consistently finds the rates within the market range through this process, without having to go through the lengthy RFP process. He referenced the subjective measures that are not included, including the institutional knowledge that these consultants have gained through their relationship in working with the City. He stated that changing consultants results in a loss of that institutional knowledge. He stated that there are also costs and staff time required to go through an RFP process and causes disruption in the planning department, focusing their efforts on that rather than the planning and development cases. He stated that he would also support the extension of three years.

Councilmember Kuzma referenced the graph showing fluctuation throughout the years. He stated that the City is working well with the consultants and the institutional knowledge is key in having a streamlined process.

Motion by Councilmember Kuzma, seconded by Councilmember Shryock, to Adopt Resolution #19-032 Extending Certain Community Development Professional Services Contracts, selecting option one.

Motion carried. Voting Yes: Mayor LeTourneau, Councilmembers Kuzma, Shryock, and Musgrove. Voting No: Councilmember Heinrich. Absent: Councilmember Riley.

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