

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorization for the City Manager to Execute a Contract for State Lobbying Services
DEPARTMENT: City Manager's Office
PRESENTED BY: Scott MacColl, Intergovernmental Programs Manager

PROBLEM / ISSUE STATEMENT

The City of Shoreline contracts for state lobbying and advisory services during the legislative session. The City has contracted with Capitol Strategies, with sole proprietor Kathleen Collins, for the past few years. The contract with Capitol Strategies has exceeded the \$50,000 aggregate limit for sole source professional services contracts and must therefore receive Council approval. The proposed contract terms are for a four-year contract (through 2013) with a yearly not-to-exceed dollar amount for each legislative session.

According to Shoreline Municipal Code 2.60.070(b), personal services contracts that are in aggregate over \$50,000 must have a formal RFP process or be granted a waiver by the city manager by one of three exceptions:

1. It is deemed in the best interest of the city to expedite the acquisition of services; or
2. It can be demonstrated that specialized expertise, experience or skill is needed for a successful outcome and outweighs potentially lower price proposals; or
3. A consultant has previously provided satisfactory service to the city related to the specific project, and has the qualifications to perform the scope of work.


City Manager Bob Olander is waiving the RFP process for this contract due to the following reason: the consultant has previously provided satisfactory service to the city related to the specific project, and has the qualifications to perform the scope of work. Ms. Collins of Capitol Strategies has performed state lobbying and advisory services to the city in a more than satisfactory manner and is qualified to perform the scope of work required. Shoreline's contracting rules and procedures allow for the Council to grant authority to continue the contract for up to four years.

The proposed contract is for four years with a not-to exceed contract amount for each year (\$15,000 for short legislative sessions and \$20,000 for long sessions). This

contract allows for staff to renew the contract for four years before returning for Council approval, but provides staff the right to terminate at any time if necessary.

RECOMMENDATION

Staff recommends that Council grant authority to the City Manager to sign the contract.

Approved By: City Manager  _____ City Attorney _____