

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute Amendment #2 to Contract #8955 with CWA Consultants, P.S. for Plan Review Services in the Amount of \$125,000
DEPARTMENT:	Planning & Community Development
PRESENTED BY:	Ray Allshouse, Building Official
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

On January 11, 2018, the Planning & Community Development Director executed service contract #8955 with CWA Consultants, P.S. (CWA) in the amount of \$25,000 to perform plan review services to further mitigate a review backlog. This contract was subsequently amended by the City Manager to a revised total of \$75,000 and extended to September 30, 2018.

Another amendment is now needed to cover on-call contingencies for possibly having to contract out one or more large commercial plan reviews. The proposed contract amendments exceed the City Manager's authority and needs City Council authorization to be executed. Staff is requesting that Council authorize the City Manager to execute this amendment for the next year of project design and permitting.

RESOURCE/FINANCIAL IMPACT:

This contract does not impact the budget at this time. This contract amendment is covered by the supplemental budget approved on September 11, 2017 in support of the negotiated expedited plan review agreement with the Shoreline School District and the standing approved 2018 Budget.

RECOMMENDATION

Staff recommends that the City Council move to authorize the City Manager to execute Amendment #2 to Contract #8955 with CWA Consultants, P.S. in the amount of \$125,000 for Building Plan Review Services for a total contract amount of \$200,000 through January 31, 2019.

Approved By: City Manager **DT** City Attorney **MK**

BACKGROUND

The Planning & Community Development Department experienced a significant influx of new construction project permit applications in the last part of calendar year 2017, in large part attributed to new impact fees that went into effect this January.

Notwithstanding these new impact fees, application volumes continued into January of this year, which is evidence of sustained economic growth activity. Even with Council approved staff increases, the record setting tempo of applications has continued to be an issue to stay on top of.

To address this increase in work load, staff is recommending enhanced use of an outside vendor to perform plan review services. The negotiated accelerated plan review agreement with the Shoreline School District for permitting of their new schools provided significant additional revenue to not only afford enhanced responsive service for their projects, but also allow for contracting out other plan review work that otherwise would have been impacted. To ensure that other work can proceed in a timely fashion, staff are requesting that on-call plan review service contracts be in place to meet the need when it arises.

DISCUSSION

On January 11, 2018, the Planning & Community Development Director executed service contract #8955 (Attachment A) with CWA Consultants, P.S. (CWA) in the amount of \$25,000 to perform plan review services to further mitigate a review backlog. This contract was subsequently amended by the City Manager to a revised total of \$75,000 and extended to September 30, 2018 (Attachment B).

As noted above, another amendment is now needed to cover on-call contingencies for possibly having to contract out one or more large commercial plan reviews. The proposed contract amendments exceed the City Manager's authority and needs City Council authorization to be executed. Staff is requesting that Council authorize the City Manager to execute this amendment for the next year of project design and permitting.

To date, CWA has provided quality service in a timely fashion for the City. Although CWA was not selected through a competitive Request for Qualifications (RFQ) process, they have received a waiver from the City Manager from the RFQ process requirement.

ALTERNATIVES ANALYSIS

Council could choose of these three alternatives with regard to this proposed contract amendment:

1. Enter into contract amendment #2 with CWA using the approved waiver to the City's RFQ process. This is the alternative preferred by staff, which would result in the ability to provide accelerated plan review for the Shoreline School District and review for other projects.
2. Not enter into a contract amendment with CWA and not move forward with any expanded on-call plan review service capacity. This would mean that the City's customers would likely experience extended review queues during busy

application periods, experiencing delays in gaining necessary approvals for their proposed larger development projects.

3. Not enter into a contract amendment with CWA and go out for a new RFQ for this service. This may or may not result in the City obtaining a qualified consultant with an ability to deliver what is needed with the timeliness and quality that staff have come to expect from CWA. In addition, the opportunity to exercise the contracting option for larger projects would have to be put off for the duration of the selection process.

COUNCIL GOAL(S) ADDRESSED

This contract amendment supports ongoing City efforts to achieve “Council Goal 1 – Strengthen Shoreline's economic base to maintain the public services that the community expects.” Specifically, these contracts support Action Step 2 – “Enhance the attractiveness of Shoreline as a place for private investment, including investment by small and medium sized developments, by ensuring that the permit process is predictable, timely and competitive.”

RESOURCE/FINANCIAL IMPACT

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RECOMMENDATION

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ATTACHMENTS

Attachment A – Scope of Work for Contract #8955 with CWA Consultants, P.S.
Attachment B – Amendment No. 1 to Contract #8955 with CWA Consultants, P.S.

EXHIBIT A
SCOPE OF SERVICES & COMPENSATION

Plan Review Fee Schedule

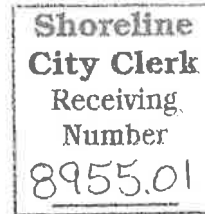
The City of Shoreline shall pay CWA Consultants no more than the fee calculated using the methods outlined below.

Upon completion of an initial plan review, a billing statement will be issued by CWA Consultants to the City of Shoreline. Each billing statement will include the application number and the address of the plan reviewed, along with the fee.

Valuation figures and plan review fees will be determined by the City of Shoreline. CWA Consultants will use the following percentages to determine our fees, based upon the fee schedule used by the City of Shoreline:

Commercial Plan Review – FULL REVIEW	
Total Valuation	Fee
\$1 to \$500,000	80% of the City of Shoreline Plan Review Fee
\$500,001 to \$2,500,000	70% of the City of Shoreline Plan Review Fee
\$2,500,001 and Up	60% of the City of Shoreline Plan Review Fee
Commercial Plan Review – PARTIAL REVIEW (Structural or Non-Structural)	
Total Valuation	Fee
\$1 to \$500,000	60% of the City of Shoreline Plan Review Fee
\$501,001 to \$2,500,000	50% of the City of Shoreline Plan Review Fee
\$2,500,001 and Up	40% of the City of Shoreline Plan Review Fee
Residential Plan Review	
\$1 to \$250,000	Reviewed at an hourly rate of \$90/Hour
\$250,001 and Up	75% of the City of Shoreline Plan Review Fee

- Plumbing reviews will be billed at \$90 per hour.
- Fire Code reviews will be billed at \$150 per hour, or a set fee arranged with the City of Shoreline.
- All other services will be billed at \$90 per hour.
- There is a minimum charge of \$180 (2 hours) for all reviews.
- If more than two rechecks are required, an additional hourly fee will apply.



Receiving #8955.01

**FIRST AMENDMENT TO CONTRACT FOR SERVICES
(ORIGINAL CONTRACT NUMBER: 8955)**

Whereas an agreement was entered into by and between the City of Shoreline, Washington, and CWA Consultants, P.S. on January 11, 2018; and

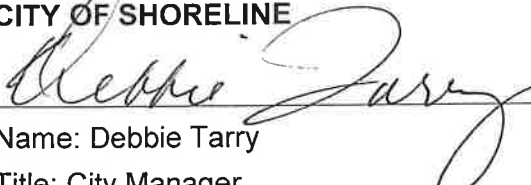
Whereas the parties desire to amend said agreement in order to reflect a change of circumstances, to wit:

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:


1. **Existing Agreement Amended:** The City and CWA Consultants entered into an agreement on January 11, 2018 identified as: Perform Building Plan Review Services. The parties hereby amend that agreement.
2. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):
 - 2A. Services will be paid at the rate set forth in Exhibit A, increasing the not to exceed a maximum from \$25,000, to \$75,000, including all fees and those reimbursable expenses listed in Exhibit A.
 - 3A. The term of this agreement shall commence upon execution and extended from July 31, 2018 to end at midnight on the 30th day of September 2018.
3. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

EXECUTED, this the 21ST day of FEBRUARY, 2018

CITY OF SHORELINE


Name: Debbie Tarry
Title: City Manager

CONSULTANT


Name: Charles J. Williams
Title: President