

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute an Amendment with The Blueline Group, LLC in the Amount of \$120,000 for On-Call Development Review and Construction Inspection Services
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Randy Witt, Public Work Director
<b>ACTION:</b>	<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 March 4, 2019, with City Council authorization, the City Manager executed a contract with The Blueline Group, LLC for on-call development review and construction inspection services. Expenditures on this contract are expected to reach the full contract amount of \$120,000 by the end of January 2020. These services have proved to be beneficial in managing the increase in development activity the City continues to experience and allows staff to deliver predictable and consistent development review. Staff proposes to continue the use of these services through the end of 2020 with the option to extend the term for an additional year.

Tonight, Council is being asked to authorize the City Manager to execute an amendment to the contract with The Blueline Group, LLC to increase the contract amount by \$120,000 for a total contract amount of \$240,000.

**RESOURCE/FINANCIAL IMPACT:**

The current contract amount for The Blueline Group, LLC is \$120,000 and the amount of this contract amendment is \$120,000. Budget for this contract was approved by Council through the 2019-2020 Mid-biennial Budget Update and cost for this contract will be supported through permit revenue.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute an amendment to the contract with The Blueline Group, LLC in the amount of \$120,000 for a contract total of \$240,000.

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

## **BACKGROUND**

Over the past several years, the City has used on-call development review services to provide a resource to manage workload and allow staff to meet review targets. On January 28, 2019, City Council authorized the City Manager to execute a contract with The Blueline Group, LLC for on-call development review services. The staff report for this Council authorization can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport012819-7f.pdf>.

Development activity in the City remains high and the demand for providing consistent and dependable development review continues. Use of an outside consultant has helped meet this demand. In addition, on November 18, 2019, one of the City's Development Review Engineers accepted the City's vacant Engineer II Surface Water position. Staff has advertised the vacant Engineer II Development Review position and expects to have it filled by mid-February. On-call development review services are being used to manage workload during this vacancy and will continue to help after the position has been filled while the new Development Review Engineer II is trained. This amendment will provide the resources to assist staff in meeting target review times.

## **DISCUSSION**

Tonight, Council is being asked to authorize the City Manager to execute an amendment to the contract with The Blueline Group, LLC to increase the contract amount by \$120,000 for a total contract amount of \$240,000. Expenditures on The Blueline Group, LLC contract are expected to reach the full contract amount of \$120,000 by the end of January 2020. These services have proved to be beneficial in managing the increase in development activity the City continues to experience and allows staff to deliver predictable and consistent development review.

Staff estimates this contract amendment will allow for up to three (3) reviews per week as needed through the end of 2020. Staff continues to receive high quality review from The Blueline Group's staff who are experienced in the City's codes, permitting processes, the Stormwater Management Manual for Western Washington and the associated NPDES general stormwater permit. There is no proposed change to the term of the original contract, which goes through December 2020 with the option to extend the term for an additional year.

## **RESOURCE/FINANCIAL IMPACT**

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## **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute an amendment to the contract with The Blueline Group, LLC in the amount of \$120,000 for a contract total of \$240,000.