

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Amendment No. 3 with The Blueline Group, LLC in the Amount of \$156,900 for On-Call Development Review and Construction Inspection Services
DEPARTMENT:	Public Works
PRESENTED BY:	Randy Witt, Public Work Director
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:

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. During the first quarter of 2021, staff has increased use of on-call development review due to high permit activity and the temporary vacancy of one Development Review Engineer on family medical leave (FMLA). Expenditures on this contract are expected to reach the full contract amount of \$290,000 in May 2021 and staff anticipates the need for continued on-call support through the end of the year.

Tonight, Council is being asked to authorize the City Manager to execute Amendment No. 3 to Contract #9210 with The Blueline Group, LLC and to increase the contract amount by \$156,900 for a total contract amount of \$446,900. There is no proposed change to the term of the original contract, which goes through December 2021.

RESOURCE/FINANCIAL IMPACT:

The current contract amount for The Blueline Group, LLC, including Contract Amendment No 1 and Contract Amendment No. 2, is \$290,000. The amount of this Contract Amendment No. 3 is \$156,900. Budget for this contract was included in the approved the 2021-2022 Biennial Budget as part of Contingency to be used based on permit volume, workload and increased permit revenue.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Contract Amendment No. 3 to Contract #9210 with The Blueline Group, LLC in the amount of \$156,900 for a contract total of \$446,900.

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 these 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>.

Expenditures on this contract were expected to reach the full contract amount of \$120,000 in February 2020. On January 6, 2020, City Council authorized the City Manager to execute Amendment No. 1 to Contract #9210 with The Blueline Group, LLC in the amount of \$120,000 for a total contract amount of \$240,000. 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/2020/staffreport010620-7d.pdf>.

On December 23, 2020, the City Manager administratively executed Amendment No. 2 to Contract #9210 in the amount of \$50,000 for a total contract amount of \$290,000 and extended the contract term to December 31, 2021. This amendment addressed additional costs for a dedicated consultant engineer to provide development review support during the temporary vacancy of one Development Review Engineer (DRE) on FMLA.

DISCUSSION

Tonight, Council is being asked to authorize the City Manager to execute Amendment No. 3 to Contract #9210 with The Blueline Group, LLC to increase the contract amount by \$156,900, for a total contract amount of \$446,900. While Amendment No. 2 originally addressed the temporary vacancy by increasing the contract amount to include a dedicated consultant engineer at approximately half time for a period of three months, the City has experienced an increased amount of development activity throughout the first quarter of 2021 with no sign of slowing down. As a result, the consultant engineer has spent approximately 32 hours per week supporting development review. In addition, the anticipated three-month leave of the staff DRE was extended to four months. The increased demand for development review and duration of the temporary vacancy has resulted in expenditures to the on-call development review contract to be greater than expected.

Even with the return of the staff DRE, staff recommends continuing to use on-call development review to manage the demand of high development activity to support the transition of permit reviews back to the DRE and keep the dedicated consultant engineer available for unanticipated work. This will allow for better customer support as most permits go through several cycles of review and resubmittal that span several months. Consistency in the review process will contribute to a smooth transition and better service to City customers.

The contract amount for Amendment No. 3 will allow for approximately 32 hours per week for the next two months and 20 hours per week through the end of 2021, as needed. There is no proposed change to the term of the original contract, which goes through December 2021.

RESOURCE/FINANCIAL IMPACT

The current contract amount for The Blueline Group, LLC, including Contract Amendment No 1 and Contract Amendment No. 2, is \$290,000. The amount of this Contract Amendment No. 3 is \$156,900. Budget for this contract was included in the approved the 2021-2022 Biennial Budget as part of Contingency to be used based on permit volume, workload and increased permit revenue.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Contract Amendment No. 3 to Contract #9210 with The Blueline Group, LLC in the amount of \$156,900 for a contract total of \$446,900.