

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Amendment No. 5 with The Blueline Group, LLC in the Amount of \$120,000 for On-Call Development Review
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, Interim Public Works 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:

The City has used on-call development review services from Blueline Group, LLC since 2019 to provide a resource to manage workload and allow staff to meet review targets. This contract specifically supports Development Review Engineers (DRE's) within the Public Works Department. Even with three DRE II's on staff, consultant on-call development review is needed to manage the high demand of development activity and unanticipated work.

Expenditures on this contract reached the full amount of \$546,900 in December 2022 and staff anticipates the continued need for on-call support through the end of 2023. Tonight, Council is being asked to authorize the City Manager to execute Amendment No. 5 to Contract 9210 with The Blueline Group, LLC to increase the contract amount by \$120,000 for a total contract amount of \$666,900. There is no proposed change to the term of the contract, which goes through December 2023.

RESOURCE/FINANCIAL IMPACT:

The current contract amount for The Blueline Group, LLC including Contract Amendments Nos. 1 through 4 is \$546,900. The amount of this Contract Amendment No. 5 is \$120,000. Budget for this contract is included in the approved the 2023-2024 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. 5 to Contract 9210 with The Blueline Group, LLC in the amount of \$120,000 for a contract total of \$666,900.

Approved By: City Manager **BE** 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: [Authorizing the City Manager to Execute a Contract with The Blueline Group, LLC in the Amount of \\$120,000 for On-Call Development Review and Construction Inspection Services.](#)

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: [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.](#)

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 on FMLA.

On April 19, 2021, City Council authorized the City Manager to execute Amendment No. 3 with The Blueline Group, LLC in the Amount of \$156,900 for on-call development review services. The staff report for this Council authorization can be found at the following link: [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.](#)

On May 19, 2022, the City Manager administratively executed Amendment No. 4 to Contract 9210 in the amount of \$100,000 for a total contract amount of \$546,900 and extended the contract term to December 31, 2023. This amendment addressed the need for continued on-call development review support.

On May 23, 2022, to address high workload associated with development activity, City Council authorized staff to amend the 2021-2022 Budget to include the cost of hiring six new full time equivalent (FTE) permitting staff. The staff report for this Council authorization can be found at the following link: [Discussion of Revenue Supported Permit Staffing Request.](#)

Of the six FTE permitting staff, one Engineer I - Development Review (DRE I) and one Engineer II - Development Review (DRE II) were added. The DRE II position was filled in October 2022 and the DRE I position is expected to be filled early 2023. This will expand the Development Review group's size to three DRE II FTE's and two DRE I FTE's.

DISCUSSION

The on-call development review consultant supports work equivalent to the DRE II. Even with three DRE II's currently on staff, staff recommends continuing to make available consultant on-call development review to manage the demand of high development activity and unanticipated work.

The contract amount for Amendment No. 5 will allow for approximately 45 hours per month through the end of 2023, as needed. There is no proposed change to the term of the contract, which goes through December 2023. This contract will have been in effect for five years at the end of 2023 and staff intends to request authorization to advertise a request for qualifications (RFQ) for on-call development review Q3 of 2023. A request to enter into a new contract for on-call development review service with the preferred consultant is expected to be made the end of 2023 for use in 2024.

RESOURCE/FINANCIAL IMPACT

The current contract amount for The Blueline Group, LLC including Contract Amendments Nos. 1 through 4 is \$546,900. The amount of this Contract Amendment No. 5 is \$120,000. Budget for this contract is included in the approved the 2023-2024 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. 5 to Contract 9210 with The Blueline Group, LLC in the amount of \$120,000 for a contract total of \$666,900.