

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing execution of a five-year Professional Services Contract with Crystal Kolke for plan review services in an amount not to exceed a contract total of \$275,000, plus all applicable taxes.

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**EXECUTIVE SUMMARY**

This Resolution authorizes execution of a Professional Services Contract to provide additional capacity for Development Services plan review services.

**RECOMMENDATION**

Move to adopt Resolution No. 10077.

**BACKGROUND/ANALYSIS**

On September 13, 2021, Council was updated on the development activity which has presented challenges for staff to maintain timely service in reviewing permit plans. This contract is part of an overall workload and performance management strategy to ensure that additional resources are available to respond to project schedule needs for contractors and land developers.

Bellevue is experiencing record-breaking construction activity largely attributed to the major commercial office and multi-family projects located in Downtown and BelRed. The magnitude and extended eight-year duration of the current peak, coupled with recent challenges filling vacant positions, created the need to outplace some permit review work to consultants. The competitive job market is presenting a challenge to filling positions, and although recruitment efforts are ongoing, consultants continue to be an important element in managing development services workload.

Development cycles generate peaks and valleys in permitting activity and associated workload in Development Services. To manage through the cycles, staff use a combination of resource options: regular employees (FTE's) for ongoing baseline work, limited term employees (LTE's) when projections show a more sustained increase in permitting, and private consultants to address short-term spikes or to bring in technical expertise that is not available internally. These flexible resource options are critical in efforts to achieve the key objective of delivering high quality, fast, and predictable services.

Development Services currently holds Professional Services Agreements with 15 consulting firms for plan review services of structural, seismic peer review, fire protection, residential, geotechnical, mechanical, and electrical systems. The term of the proposed agreements is set for a maximum of five years with the not-to-exceed amounts based on the size of the firm, the technical nature of the services they can provide, and the anticipated need for their services.

This Professional Services Agreement will continue to provide the option to outplace building plan

review services for single family projects during this period when workload exceeds the capacity of “in-house review.” Permit fees will cover the full cost of services provided under this agreement. Staff will bring forward to Council additional agreements for firms that meet Development Services resource needs.

## **POLICY & FISCAL IMPACTS**

### **Policy Impact**

A lack of available plan review consultants would slow permit application timelines.

### **Fiscal Impact**

The contracted amount of \$275,000 for plan review is funded through review fees paid by the permit applicant, so there is negligible fiscal impact.

## **OPTIONS**

1. Adopt the Resolution authorizing execution of a five-year Professional Services Contract with Crystal Kolke for plan review services in an amount not to exceed a contract total of \$275,000, plus all applicable taxes.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS**

Proposed Resolution No. 10077

## **AVAILABLE IN COUNCIL LIBRARY**

Crystal Kolke Contract