

March 20, 2017

## **CITY COUNCIL AGENDA MEMORANDUM**

### **SUBJECT**

Resolution authorizing execution of a Professional Services Contract with BHC Consultants to provide On-Call Plan Review Services in an amount not to exceed \$150,000.

### **FISCAL IMPACT**

The Professional Services Contract amount for building code plan review is paid entirely by permit fees charged to applicants. Sufficient funds exist within the 2017-2018 Development Services budget for this expenditure. Funding for future years will be identified during the 2019-2020 budget process.

### **STAFF CONTACTS**

Mike Brennan, Director, 452-4113

Gregg Schrader, Building Official, 452-6451

*Development Services Department*

### **POLICY CONSIDERATION**

The City Council has adopted an Economic Development Plan that establishes priorities and strategies to advance the City's goals, interests, and aspirations for economic development. Providing timely and effective review and inspection services, that facilitates appropriate development aligned with Bellevue's growth plans, is a key factor in achieving the City's economic development objectives.

### **BACKGROUND**

In addition to City staff, the Development Services Department uses private consultants to address workload peaks and provide specialized technical expertise not available from staff. Consultants provide a flexible resource option that is critical in efforts to achieve the key objectives of delivering high quality, timely, and predictable services. The Building Division currently has Professional Services Agreements with consulting firms to provide plan review services for geotechnical, structural, fire protection, and building life safety systems. Several of these contracts will expire by limitation in the spring of 2017. Construction activity in Bellevue remains strong for new single-family, multi-family, and commercial projects. This additional resource is needed to ensure there is adequate capacity and expertise available to respond to the demand for permit review services. Architectural and engineering firms on the City's consultant roster were evaluated and selected based on criteria that included specific technical disciplines, professional licensing, plan review certifications, and review experience.

If approved, this new professional services contract will continue to provide the option to outsource building plan review services for single-family and commercial projects when workload exceeds the capacity for in-house review. Permit fees will cover the full cost of services provided under these agreements. Staff anticipates that the proposed contract amount will be adequate to support the use of outside plan review services with this firm for the next four years. Staff will evaluate future needs and bring forward to Council additional agreements where firms meet required qualifications and provide necessary resources.

**EFFECTIVE DATE**

If approved, this Resolution becomes effective immediately upon Council adoption.

**OPTIONS**

1. Adopt the Resolution authorizing execution of a Professional Services Contract with BHC Consultants to provide On-Call Plan Review Services in an amount not to exceed \$150,000.
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Option 1

**MOTION**

Move to adopt Resolution No.9246 authorizing execution of a Professional Services Contract with BHC Consultants to provide On-Call Plan Review Services in an amount not to exceed \$150,000.

**ATTACHMENTS**

Proposed Resolution No. 9246

**AVAILABLE IN COUNCIL DOCUMENT LIBRARY**

Professional Services Contract