

**CITY COUNCIL REGULAR SESSION**

Resolution authorizing an amendment to a Professional Services Contract with Lani O'Connor for plan review services increasing the not-to-exceed contract value from \$165,000 to \$225,000, plus all applicable taxes, for all services performed and expenses incurred.

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*Development Services Department*

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*City Attorney's Office*

**EXECUTIVE SUMMARY**

This Resolution amends an existing plan review consultant contract to increase the contract amount due to the continuing high level of development occurring within the City combined with recruiting challenges in hiring technical staff.

**RECOMMENDATION**

Move to adopt Resolution No. 10000.

**BACKGROUND/ANALYSIS**

On September 13, the City Council received an update regarding the high level of development activity within the City, which has presented challenges for staff to maintain timely service in reviewing permit plans. This contract amendment 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 as a result of 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 has made it challenging for the City to fill open 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 to achieve the key objective of delivering high quality, fast, and predictable development 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. Some current contracts are reaching the end of their term or approaching the authorized not-to-exceed amount. To retain the ability to outplace plan review work, this proposed amendment would add additional capacity until the contract reaches the term limit in 2022.

The term of the proposed agreement is set for a maximum of five years with the not-to-exceed amount 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**

This contract amendment is needed to maintain timely turnaround of permit reviews. Not amending the contract would result in extended permit application timelines.

### **Fiscal Impact**

This contract is funded through review fees paid by the permit applicant, so there is negligible fiscal impact from this proposed amendment.

## **OPTIONS**

1. Adopt the Resolution authorizing an amendment to a Professional Services Contract with Lani O'Connor for plan review services increasing the not-to-exceed contract value from \$165,000 to \$225,000, plus all applicable taxes, for all services performed and expenses incurred.
2. Do not adopt the Resolution and provide alternative direction to staff.

## **ATTACHMENTS & AVAILABLE DOCUMENTS**

Proposed Resolution No. 10000

## **AVAILABLE IN COUNCIL LIBRARY**

Lani O'Connor Professional Services Contract