



**Date:** March 7, 2017

**To:** Elizabeth Pauli, Interim City Manager

**From:** James P. Duggan, Fire Chief  
Tacoma Fire Department

**Subject:** Authorization of Direct Negotiation for Professional Services and Personal Services over \$25,000  
Professional Programming and GIS Data Support Services

For your review and recommendation.

TMC 1.06.256 requires competitive solicitation of all services. Wherever possible, services should be procured as a result of a request for bids, request for proposals or request for qualifications, as appropriate. TMC 1.06.256 (B) allows for direct negotiation of professional services and personal services, excluding architectural and engineering services, when determined by the city manager or director of utilities/CEO, or their respective designees, to be in the best interest of the City. TMC 1.06.257 (A) allows contract assignment in "circumstances where the purchase is required to improve or maintain a proprietary system."

**RECOMMENDATION:** In accordance with TMC 1.06.256 (B) and 1.06.257 (A), the Tacoma Fire Department (TFD) requests a waiver of the competitive solicitation process and authorization to directly negotiate an extension and increase of the existing agreement with **Wendt Consulting and GIS Services, Puyallup, Washington**, for professional programming and GIS data support services, for an estimated additional amount of \$40,000, to a cumulative total of \$211,660, sales tax not applicable..

**EXPLANATION:** In 2011, TFD was approved to enter into a Professional Services Contract with Wendt Consulting and GIS Services to perform professional programming and GIS data support services for the department's Computer Aided Dispatch System (CADS) in a contract amount not to exceed \$25,000.

In 2011, 2012, 2013, 2014, and 2015, TFD received approval to increase and extend the contract for additional work. Currently, the contract was scheduled to expire December 31, 2016.

Work is continuing at South Sound 911 to implement a new regional CADS that will eventually replace TFD's current CADS. Even so, TFD has a continued need to support the current CADS until the new CADS is fully operational and provide GIS related data analysis to assist the current planning activities of TFD.

TFD desires to contract with the consultant to perform three tasks. First, TFD desires to use the consultant to continue updating of streets files used to support TFD's existing CADS until its replacement with a new South Sound 911 implemented CADS in mid-2017.

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Second, TFD intends to use the consultant to develop an online mapping capability for planning and emergency management.

TFD also desires to retain the consultant to provide GIS support for TFD's Community Risk Profile that is expected to be completed by the end of this year. Therefore, TFD requests approval to extend the contract through December 31, 2017, and increase it by \$40,000 to a cumulative total of \$211,660.

**JUSTIFICATION FOR DIRECT NEGOTIATION:** The requested work is specialized technical programming and GIS data set updating, for which only a small subset of the programming community is qualified and competent to do work. Wendt Consulting completed requested work very quickly and competently during the current contract. Given the consultant's existing familiarity with TFD applications and its planning activity and the short timeframe to complete the work, it is not practicable to consider resoliciting for this work.

**FUNDING:** Funds for this purchase are available in the 2017-2018 Fire General Fund 0010, Cost Center 259000.

**SBE COMPLIANCE:** SBE staff were contacted concerning the proposed extension and increase. An SBE listed firm was previously reviewed and compared to the incumbent firm.

**PROJECT COORDINATOR:** Michael Fitzgerald, 253-591-5157.

  
James P. Duggan, Fire Chief

3-7-2017  
Date

**AUTHORIZED:**

  
Elizabeth A. Pauli, Interim City Manager

3-8-2017  
Date

cc: Richelle Krienke, Senior Buyer, Finance/Purchasing  
Charles Wilson, SBE Coordinator