



TO: Board of Contracts and Awards
FROM: Peter Huffman, Director, Planning and Development Services
Terry Forslund, Sr. Principal Engineer, Building Plan Review
COPY: City Council, City Manager, City Clerk, and Kimberly Ward Finance/Purchasing
SUBJECT: **Amendment to Contract with CWA Consultants, PS**
Selected from A&E roster; Contract No. 4600012049 – May 8, 2018 City Council
DATE: April 18, 2018

SUMMARY:

Planning and Development Services requests approval to increase Contract No. 4600012049, to CWA Consultants, PS, Port Orchard, WA, by \$200,000, plus any applicable taxes, for building plan review. This increase will bring the contract to a cumulative total of \$350,000, plus any applicable taxes.

STRATEGIC POLICY PRIORITY:

The City Council strategic policy priority which is best aligned to this action is

- Strengthen and support a safe city with healthy residents.

BACKGROUND:

On or about November 30, 2016, the City entered into a Contract for building plan review with CWA Consultants, PS, Port Orchard, WA, in the amount of \$150,000. The vendor was selected from the Architectural & Engineering (A&E) roster.

ISSUE: The Consultant was engaged to perform building plan review for the Planning and Development Services on an as-needed basis in order to meet established levels of service, or to provide expedited plan review. Due to the volume of plans to be reviewed and the limitations of existing staff, the initial amount has been nearly expended. For continuity of process, the department wishes to extend the ending date of the contract through the next biennium and add dollars in order to allow the current vendor to continue providing services. Funds for the contract are available in the 4110-Permit fund and come from permit plan review fees.

ALTERNATIVES: The City Council could choose not to approve the contract increase. Without the assistance of the consultant, Planning and Development Services would not be able to meet established levels of service for building code review for permits. Nor would the City be able to provide 3rd party expedited review services as an option for applicants.

COMPETITIVE SOLICITATION: This contract was originally awarded to CWA Consultants, PS, as a result of selection from the A&E roster.

CONTRACT HISTORY: The original contract was approved on October 11, 2016 in the amount of \$200,000 plus applicable sales tax through 8/1/2018. This increase will bring the contract to a cumulative total of \$350,000, plus any applicable taxes, and will extend the agreement to December 31, 2020. This is the first amendment to the contract.



RECOMMENDATION:

The Department of Planning and Development Services recommends an increase to the contract to be awarded to CWA Consultants, PS for building plan review services.

FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Permit Services Fund 4110	542000	5330100	\$200,000
TOTAL			

* General Fund: Include Department

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
Permit Services Fund 4110	542000	4322050	\$200,000
TOTAL			

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$200,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED.

Expenses are covered by permit building plan review fees. In the case of expedited review, additional fees may be collected.