



Committee of the Whole

Cynthia Foley

Council Initiated:

Yes

No

ECAF: 2026-0249

Motion: 26-057

Type:

- Contract
- Board Appt.
- Code Amendment
- Budget Action
- Other

Requested Handling:

- Normal
- Expedite
- Urgent

Fund Source:

- General Fund
- Other
- N/A

Executive Rec:

- Approve
- Do Not Approve
- N/A

Approved as to

Form:

- Yes
- No
- N/A

Subject: Amendment 1 of Retroactive Capital Project Technical Assistance Contract with KDK, LLC

Scope: Motion 26-057 ratifies Amendment 1 to an agreement with KDK, LLC, for capital project technical assistance. The amendment requires Council approval pursuant to SCC 3.04.140 (11), but Human Services erred and approved this amendment without Council authorization. A procurement compliance form (attached to proposed Motion 26-057) details steps being taken to ensure proper procedure for future procurements.

Amendment 1 increases the agreement not to exceed amount by \$151,000, bringing the contract total to \$200,000. It also extends the contract period by one year and removes ARPA funding from the contract.

Duration: October 1, 2023, through June 30, 2025

Fiscal Impact: Current Year Multi-Year N/A

Authority Granted: Motion 26-057 authorizes and ratifies the signed professional services agreement amendment 1 approved on June 14, 2024, for services delivered by KDK LLC to the Human Services Department Housing and Community Services Division.

Background: SCC 3.04.140(2) authorizes the County Executive to approve contracts and amendments where aggregate total is \$50,000 or less. The original agreement is with KDK, LLC, for capital project technical assistance is in the amount of \$49,000. Execution of the agreement is within Executive approval authority.

The contract scope (Exhibit A in the agreement) states that the consultants will provide technical consultation to HCS staff working on capital projects and consult at New Start Motel meetings.

Requested Action: Consider taking action.