



# Committee of the Whole

Deb Bell

Council Initiated:

Yes

No

**ECAF:** 2024-1971

**Motion:** 24-369

**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:** Professional Services Agreement with Communication Resources Northwest.

**Scope:** The agreement is for training services in the areas of effective communication and team building for the Public Works Department employees. The training will cover all avenues of communication in the workforce, including but not limited to daily/common interactions, effective professional communication with colleagues and supervisors, writing, email, meetings, developing and leading presentations, and strategic planning team facilitation. The training will cover both in-person and virtual/electronic forms of communication. Training topics are to include crucial conversations, such as conflict resolution, de-escalation, giving tough feedback and active listening skills.

**Duration:** Execution through December 31, 2025.

**Fiscal Impact:**  Current Year  Multi-Year  N/A

There is sufficient funding within the Public Works Road Fund and Solid Waste Fund.

Expenditures	2024	2025	Total
102.50650134934	\$32,000	\$100,000	<b>\$132,000</b>
402.5067004101	\$8,000	\$25,000	<b>\$33,000</b>
<b>Total</b>	<b>\$40,000</b>	<b>\$125,000</b>	<b>\$165,000</b>

Revenue	2024	2025	Total
Road Fund	\$32,000	\$100,000	<b>\$132,000</b>
Solid Waste Fund	\$8,000	\$25,000	<b>\$33,000</b>
<b>Total</b>	<b>\$40,000</b>	<b>\$125,000</b>	<b>\$165,000</b>

**Authority Granted:** Approve and authorize the County Executive to sign the Professional Services Agreement CC07-24 with Communication Resources Northwest, LLC, for the amount of \$165,000, and further authorizes the Director of Public Works or designee to approve amendments up to \$16,500, provided that sufficient appropriation authority exists, for a total amount not to exceed \$181,500, under SCC 3.04.190.

**Background:** The County released a Request for Proposals (RFP 24-024SB) earlier this year seeking consulting services to provide Public Works department employees with effective communication and team building training. Communication Resources Northwest LLC was selected through a competitive review process as the best qualified firm to complete the identified work. The proposed contract was negotiated.

**Requested Action:** For Council to consider the motion.