



## Snohomish County Council

**Committee:** Planning & Community Development      **Analyst:** Ryan Countryman  
**ECAF:** 2022-0616  
**Proposal:** Proposed Motion 22-280      **Date:** July 5, 2022

### **Consideration**

Proposed Motion 22-280 would authorize the County Executive to sign a consultant services agreement with Hale Milligan & Associates (Hale Milligan) to provide engineering services for Planning and Development Services (PDS).

There are no amendments proposed or needed to motion itself. However, PDS has provided an *updated* Formal Task Assignment Document (FTAD) to accompany the motion. There is a request that the committee direct council staff to include *updated* FTAD with the motion when it goes to General Legislative Session for consideration.

### **Background**

Due to retirements and other staff departures, the PDS engineering team is short staffed relative to the volume and complexity of permits that the department has under review. Although actively recruiting to fill several vacant engineering positions, PDS has determined the need for consultant services on an on-call as-needed basis. The consultant would assist with review of stormwater site plans and reports submitted by applicants for land developments to determine the applicant's compliance with required standards before a land development permit may be issued.

The Department of Public Works (DPW) has approved PDS's use of the Public Works On-Call Consultant Services program which extends through 2023. PDS has negotiated a scope of work with one of the on-call consultants, Hale Milligan, for a fee not to exceed \$126,720. This work would be at the request of PDS as needed for permit review, billed in hourly increments, and invoiced monthly. The proposed contract would end on December 31, 2023 per the *updated* FTAD.<sup>1</sup>

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<sup>1</sup> The original FTAD transmitted with ECAF 2022-0616 had the contract had the contract ending on December 31, 2022. The only change in the updated FTAD is making that date December 31, 2023.

## **Current Proposal**

*Summary and Scope:* The motion would authorize signing of a contract with Hale Milligan & Associates for engineering services.

*Effective Date:* Upon execution of the contract.

*Fiscal Implications:* Neutral, paid for by salary savings in Fund 193 (permitting) up to a maximum of \$126,720.

**Handling:** NORMAL

**Risk Management:** APPROVE

**Finance:** APPROVE

**Executive Recommendation:** APPROVE

**Request:** Direct staff to include the *updated* Formal Task Assignment Document with Motion 22-280 and move them to General Legislative Session July 13 for consideration.