



Public Infrastructure and Conservation

Deb Bell

Council Initiated:

Yes

No

ECAF: 2023-1103

Motion: 23-406

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 No. 1 to PSA CC04-21 with Lee & Associates Commercial Real Estate Services, LLC.

Scope: The proposed amendment would extend the existing agreement with Lee & Associates to assist with broker services, marketing and sale services associated with RFP008-21SB for the Snohomish County Shops property.

Fiscal Impact: Current Year Multi-Year N/A

Funds will be paid directly to the consultant through the proceeds of the sale (not to exceed 4% of the purchase price of the property.)

Duration: The proposed amendment is for a time extension only. The current agreement ends on December 31, 2023; the proposed is to extend the agreement to December 31, 2025.

Authority Granted: Approve and authorize the Executive to sign Amendment No. 1 to the Professional Services Agreement CC04-21 with Lee & Associates Commercial Real Estate Services, LLC.

Background: The Department of Public Works would like to sell the 9.4 acres of real property within the city of Snohomish that once housed the former road maintenance shop and yard. Through RFP 008-21SB Public Works had solicited the services of a consultant to assist the County. Lee & Associates Commercial Real Estate Services, LLC was one of three firms that responded and was selected through established Federal, State and County policies and procedures. The PSA was approved by Council via [Motion 21-286](#) in September of 2021.

The County wishes to continue to retain the services of the broker to assist with the marketing and sale of the property.

Requested Action: For Council to move the motion to GLS on December 13, 2023, for consideration.