



**Snohomish County Council**

**Committee:** Public Works and Infrastructure  
**ECAF:** 2022-0009  
**Proposal:** Motion 22-019

**Analyst:** Deb Evison Bell  
**Date:** January 18, 2022

**Consideration:**

The proposed motion would authorize the County Executive to sign professional services agreement CC02-22 with Matrix Consulting Group, Ltd for the amount of \$58,700.00 for the purpose of a Public Works Road Maintenance Division Resource Distribution Study and further authorizes the Director of Public Works or designee to approve amendments up to \$5,870.00 provided that sufficient appropriation authority exists, for a total amount not to exceed \$64,570.00, pursuant to SCC 3.04.190.

**Background:**

The Department of Public Works Road Maintenance Division currently has two locations: RM District 1 (North County-Arlington) and RM District 2 (South County), and the two districts share 161 full-time employees and up to 120 part-time seasonal staff to maintain approximately 1600 miles of roadway and 200 bridges. Currently, equipment, materials, labor and other resources are distributed nearly evenly between the two districts.

The Road Maintenance Division would like to analyze the most efficient distribution of resources based on current and anticipated county populations, projected growth, construction and road maintenance needs. To assist with this endeavor, the department solicited the services of a consultant through RFP-031-21SB and selected Matrix Consulting Group, Ltd. following all established Federal, State and County practices and policies. The proposed Professional Services Agreement between Snohomish County and Matrix Consulting, Ltd. was negotiated.

**Current Proposal:**

*Scope:* Approval by motion is sought from Council to authorize the County Executive to sign the proposed agreement and further authorize the Director of Public Works or designee to approve amendments with Matrix Consulting Group, Ltd.

*Duration:* The term of this contract is from execution to August 31, 2022.

*Fiscal Implications:* The Total budget for this ECAF is \$64,570.00, which includes the agreement amount of \$58,700.00 and additional 10% contingency amount of \$5,870.00, for allowable unforeseen costs.

CC02-22	Start:	Execution	End:	08/31/2022	AMOUNT	\$58,700.00
Total Not to Exceed					AMOUNT	\$64,570.00

**2022 Budget:** The 2022 Budget includes appropriation authority for the proposed contract.

**Future Budget Impacts:** Funding for the consultant and professional services is included in the Public Works approved 2022 budget.

**Handling:** NORMAL

**Approved-as-to-form:** YES

**Risk Management:** APPROVE

**Executive Recommendation:** APPROVE

**Requests:** Move to GLS on January 26, 2022 for consideration.