



**KING COUNTY**

1200 King County Courthouse  
516 Third Avenue  
Seattle, WA 98104

**Signature Report**

**July 11, 2005**

**Motion 12158**

**Proposed No.** 2005-0303.2

**Sponsors** Gossett

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A MOTION authorizing the council chair to sign an amendment to a contract with Staubach Northwest, LLC, dba The Staubach Company to amend the scope of services and contract amount.

WHEREAS, the council has executed a technical services contract with Staubach Northwest, LLC, dba The Staubach Company in the amount of \$24,500 to conduct analyses of the executive's space plan, new county office building, work release and elections facility proposals pending before the budget and fiscal management committee, and

WHEREAS, Staubach Northwest, LLC, dba The Staubach Company was awarded this contract after the council conducted the competitive procurement process outlined in K.C.C. 4.16.030 for contracts under \$25,000, and

WHEREAS, at the time this procurement process was conducted, it was believed that the amount of \$24,500 would be sufficient to cover the desired scope of services, and

17 WHEREAS, the budget and fiscal management committee has subsequently  
18 determined that work above and beyond the original scope of services needs to be  
19 performed, and

20 WHEREAS, the additional work consists of developing conceptual programming  
21 alternatives for the county's short-term and long-term facility space plans and this work is  
22 estimated to cost \$24,500, and

23 WHEREAS, the requirements of K.C.C. 4.16.030 would require the council to  
24 conduct another procurement process for a separate contract for the additional scope of  
25 services, and

26 WHEREAS, it would be inefficient and costly to hire a different consultant to  
27 perform the work, and

28 WHEREAS, time is of the essence to make decisions related to the executive's  
29 space plan proposals so that the costs of these proposals do not increase, and

30 WHEREAS, an efficient and timely alternative to conducting another  
31 procurement process would be to amend the contract with Staubach Northwest LLC, dba  
32 The Staubach Company to change the scope of services and increase the contract amount  
33 by \$24,500, and

34 WHEREAS, this alternative requires the finance division to approve a waiver  
35 from the standard procurement process, and

36 WHEREAS, a special market conditions waiver has been requested from and  
37 approved by the finance division pursuant to K.C.C. 4.16.040, and

38 WHEREAS, increasing the contract amount by \$24,500 for the additional scope  
39 of services would bring the total contract amount to \$49,000, and

40           WHEREAS, Motion 10651, Section III, as amended, and OR 1-020 requires the  
41 council to authorize the council chair to sign contracts in excess of twenty-five thousand  
42 dollars, and

43           WHEREAS, the council has already authorized the chair to sign the existing  
44 contract with Staubach Northwest, LLC, dba The Staubach Company, but needs further  
45 authorization to sign the contract amendment;

46           NOW, THEREFORE, BE IT MOVED by the Council of King County:

47           The chair of the metropolitan King County council is authorized to sign a contract  
48 amendment, substantially in the form attached to this motion, not to exceed \$24,500 with  
49 Staubach Northwest, LLC, dba The Staubach Company for the purpose of developing

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50 conceptual programming alternatives for the county's short-term and long-term facility  
51 space plans.

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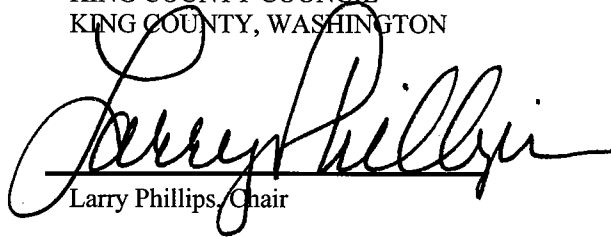
Motion 12158 was introduced on 7/11/2005 and passed as amended by the Metropolitan King County Council on 7/11/2005, by the following vote:

Yes: 12 - Mr. Phillips, Ms. Edmonds, Mr. von Reichbauer, Ms. Lambert, Mr. Pelz, Mr. Dunn, Mr. Ferguson, Mr. Hammond, Mr. Gossett, Ms. Hague, Ms. Patterson and Mr. Constantine

No: 0

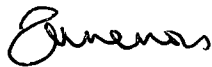
Excused: 1 - Mr. Irons

KING COUNTY COUNCIL  
KING COUNTY, WASHINGTON



Larry Phillips, Chair

ATTEST:



Anne Noris, Clerk of the Council

**Attachments**      A. Contract Amendment

CONTRACT AMENDMENT ATTACHMENT A

12158

Project Name: Space Planning
Contractor: Staubach Northwest, LLC, dba The Staubach Company
Address: 2025 First Avenue, Suite 1212
Seattle, WA 98121

Contract No.: T02364T
Date Entered: 7/11/2005
Amendment No.: #1
Date Entered:

AMENDMENT REQUESTED BY

Council
Organization
Scott White
Name
Administrator
Title

AMENDMENT EFFECTS

- Scope Of Service
Method Of Payment
Time Of Performance
Compensation
Reliance
Terms and Conditions
Results of Services

Reasons:

Contract Amendment to add to the scope of services and increase the contract amount by \$24,500 as outlined in the attached waiver dated July 5, 2005.

Name change of contractor from Staubach Northwest, LLC to Staubach Northwest, LLC dba The Staubach Company

IN WITNESS HEREOF, THE PARTIES HERETO HAVE CAUSED THIS AMENDMENT TO BE EXECUTED AND INSTITUTED ON THE DATE FIRST ABOVE WRITTEN.

King County, Washington

By Larry Phillips
Title Chair, Council
Date

Contractor

By Robert M. Mooney
Title President
Date 7-1-05

2005-474

REC'D PROCUREMENT DIV.

05 JUL -5 AM 10:47




Metropolitan King County Council

12158

MEMORANDUM

July 5, 2005

TO: Ken Guy, Interim Director  
Department of Finance

From: Scott White, Chief of Staff   
Metropolitan King County Council

RE: **IMMEDIATE ATTENTION**: Waiver from Standard Procurement Procedures

The Metropolitan King County Council is seeking approval of a waiver from standard procurement procedures in order to process an amendment to Contract No. T02364T. The current contract amount is \$24,500. The council seeks this waiver to add to the scope of services and increase the contract amount by \$24,500.

At the beginning of June, the Council received from the county executive a supplemental appropriation request of \$677,000 to conduct due diligence and planning activities necessary to evaluate whether to purchase the building at 1130 Rainier Avenue in Seattle. The Council also received legislation requesting that the Council determine which county agencies would relocate to offices in the new county office building.

The legislation is currently before the council's Budget and Fiscal Management (BFM) Committee. The county executive is requesting council action by July 29, 2005 because: (1) the due diligence activities must be initiated as soon as possible in order to make a decision on the purchase of the building by September 30, 2005; and (2) there is a need to make adjustments to purchase of construction materials for the new county office building that depend on the decisions pending before the Council on the new county office building.

The BFM committee determined that it needed some special expertise to help with its deliberations, and directed committee staff to develop a scope of services and secure a

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contract for consulting services. Based on the assumption that the scope of services could be performed for less than \$25,000, consistent with county code requirements, committee staff solicited telephone bids from three potential consultants. Two consultants were unable to meet the county's requirements or the required deadlines. The third consultant, The Staubach Company, submitted a proposal and the Council determined that Staubach was highly capable and could deliver the products in the scope of services. A contract for \$24,500 was executed.

Since that time, BFM committee members have requested additional analysis that was not included in the original scope of services. The additional analysis includes the following tasks:

**Programming:** The consultant shall provide a series of conceptual programming alternatives for the county's short-term and long-term space planning of facilities. The work shall include review of existing facilities and current short-term and long-term planning. The consultant shall review executive proposed recommendations, proposal of a series of consultant initiated alternatives, conceptual diagrams depicting alternatives, and a summary report of conclusions and recommendations.

We estimate this additional work will cost up to \$24,500, bringing the total contract cost to \$49,000.

The requirements of KCC 4.16.030 would require us to conduct another informal process for a separate contract. We are requesting a special market conditions waiver under KCC 4.16.040 for two reasons.

First, it would inefficient and more costly to have another consultant perform the work. The Staubach Company is now familiar with the executive's proposal and the county's operations and organizational structure. It would take time (and money) for another consultant to gain the necessary background to perform the work.

Second, time is of the essence. It would take valuable time to conduct another informal process and review proposals. The executive is asking for a decision by July 29, 2005, which would require BFM Committee action no later than July 20, 2005. Delay of the decision beyond that date could cost the county a substantial amount of money to make changes in construction of the new county office building. In addition, if the executive does not receive the funds to initiate the due diligence activities soon, and, as a result the executive and council do not have the information needed to make a decision by September 30, 2005 on purchasing the building, then the county's deposit of \$250,000 may be forfeited.

We believe our request meets the criterion for a proprietary purchase consistent with KCC 4.16.040. Thank you for your consideration of our request.

12158, 2005-474

Please contact Scott White, Chief of Staff, Metropolitan King County Council, 296-0324, (Mail Stop KCC-CC-1200) for questions and additional information.

Certification:

I hereby certify that the facts and statements concerning this request for a waiver from standard procurement procedures are accurate to the best of my knowledge.

*Scott White*

Scott White, Chief of Staff

7-5-05

Date

*Lydia Fox*

Manager, Procurement & Contract Services Div.

Approve / Disapprove

7/5/05

Date

*Frank*

Director, Department of Finance

7/5/05

Date

Cc:

- James L. Brewer, Legal Counsel, Metropolitan King County Council
- Ellen Petre, Council Administrator, Metropolitan King County Council
- Shelley Sutton, Policy Staff Director, Metropolitan King County Council
- Rebecha Cusack, Lead Legislative Analyst, Metropolitan King County Council
- David Leach, Manager, Procurement & Contract Services Section