

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Award – Kennedy Consulting, LLC
for Organizational Development Consulting
Services in Support of the City
Development Review Process

FOR AGENDA OF: 06-20-17 **BILL NO:** 17134

MAYOR'S APPROVAL: *[Signature]*

DEPARTMENT OF ORIGIN: CDD/CA *[Signature]*

DATE SUBMITTED: 06-14-17

CLEARANCES:

City Attorney *[Signature]*
CAO *[Signature]*
Purchasing *[Signature]*
Finance *[Signature]*
Public Works *[Signature]*

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS: A. AB15243: "Contract
Change Order Approval –
Kennedy Consulting, for
Organizational
Development Consulting
Services in Support of
Multiple Departments."

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$50,000	BUDGETED \$50,000*	REQUIRED \$0-

*Account Number 001-70-0661-511 – General Fund – Community Development Department – Department Administration – Professional Services Account. The \$50,000 Amount Budgeted is a combination of a \$20,000 appropriation available in the FY 2016-17 Budget and a \$30,000 appropriation in the FY 2017-18 Recommended Budget that will be adopted at the June 20, 2017, Council meeting.

RECOMMENDED ACTION:

City Council, acting as Contract Review Board, authorizes the award of a professional services contract to Kennedy Consulting, LLC in the amount of no more than \$50,000, for continuation of organizational development work in the City's Development Review Process (Phase Three) in a form approved by the City Attorney.

HISTORICAL PERSPECTIVE:

In November of 2015, the Contract Review Board approved a contract change order for Kennedy Consulting Contract Number 2745-13 (Exhibit A attached). Within Contract Number 2745-13 were portions of work provided by Kennedy Consulting, LLC, inclusive of sub-consultants, specific to organizational development work in the City's Development Review Process, as follows:

1. March 2015: Purchase Order 94558 was issued in the amount \$40,000 for review and redesign of the City's Development Review Process (Phase One). A total of \$40,000 was spent.
2. December 2015: Purchase Order 95480 was issued in the amount of \$40,000 for continuation of organizational development work in the City's Development Review Process (Phase Two). A total of \$39,813 was spent.

On May 12, 2017, the City issued Solicitation #3218-17B for 'Organizational Development Consulting for the City's Development Review Process' with a 'not to exceed' amount of \$50,000. This solicitation

was issued with a proposal due date of June 5, 2017. Kennedy Consulting, LLC, inclusive of sub-consultants, was the only proposer. Kennedy Consulting, LLC's proposal satisfies the review of a staff committee involved in the project.

INFORMATION FOR CONSIDERATION:

This Contract Approval is for specific to ongoing work in continuous organizational development in the City's Development Review Process. The cost for this work is \$50,000.

Given the history of City expenditures with Kennedy Consulting, LLC on the City's Development Review Process in Phases One and Two and the potential expenditure in Phase Three, the total amount of contract money could reach \$129,813, which exceeds \$100,000. Under the City's Purchasing Code 47-0295, the Contract Review Board must approve any amendment that causes an Intermediate Procurement to exceed \$100,000.

AGENDA BILL

**Beaverton City Council
Beaverton, Oregon**

SUBJECT: Contract Change Order Approval –
Kennedy Consulting, for Organizational
Development Consulting Services in
Support of Multiple Departments

FOR AGENDA OF: 11-10-15 **BILL NO:** 15243

MAYOR'S APPROVAL: *[Signature]*

DEPARTMENT OF ORIGIN: CDD/CA *CT*

DATE SUBMITTED: 10-30-15

CLEARANCES: City Attorney *[Signature]*
CAO *[Signature]*
Purchasing *[Signature]*
Finance *[Signature]*

PROCEEDING: CONSENT AGENDA
(CONTRACT REVIEW BOARD)

EXHIBITS:

BUDGET IMPACT

EXPENDITURE	AMOUNT	APPROPRIATION
REQUIRED \$52,488	BUDGETED \$52,488	REQUIRED \$-0-

RECOMMENDED ACTION:

City Council, acting as Contract Review Board approves contract change orders to the Kennedy Consulting Contract Number 2745-13 as follows;

1. \$10,675 change order representing the ratification of payments made under Contract Number 2745-13 that exceeded the \$100,000 threshold requiring Contract Review Board approval.
2. \$12,488 change order representing the remaining balance on outstanding purchase orders issued under Contract Number 2745-13 (detailed below).
3. \$40,000 additional change order authority to continue the organizational development work in the Community Development Department including the review and re-design of the City's development review process.

With the above three change order actions the total amount of the contract will be \$163,163.

HISTORICAL PERSPECTIVE:

In November 2012, the Community Development Department (CDD) initiated Contract Number 2745-13 with Kennedy Consulting, LLC for professional services for a rapid assessment of CDD's work flow and a total of \$18,788 was spend on this project. Due to the success of this endeavor, additional projects were issued under this contract as follows:

1. August 2014: Purchase Order 93876 was issued in the amount of \$26,250 for the Implementation of CDD's rapid assessment recommendations. The Purchase Order has a remaining balance of \$625.
2. September 2014: Purchase Order 93970 was issued in the amount of \$17,900 for a similar work flow assessment for the various Mayor's Office Programs in order to identify a common strategic direction. This Purchase Order has a remaining balance of \$7,338.
3. October 2014: Purchase Order 94039 was issued in the amount of \$9,163 for an assessment and recommendations for Mayor's public involvement and communications group.
4. October 2014: Purchase Order 94067 was issued in the amount of \$14,000 for an assessment of City Attorney's Office and implementation of a strategic plan. This Purchase Order has a remaining balance of \$2,000.

5. March 2015: Purchase Order 94558 was issued in the amount of \$40,000 for review and redesign of the city's development review process headed by CDD. The Purchase Order has a remaining balance of \$2,525.

INFORMATION FOR CONSIDERATION:

The total amount expensed to date on this contract is \$110,675 and with \$12,488 in remaining purchase order balances issued under this contract gives a total committed value \$123,163. Additionally, the Community Development Department's adopted budget includes \$40,000 to continue work on redesign of the city's development review process. With the addition of this work, Contract 2745-13's total authorized amount would be \$163,163. Under the City's Purchasing Code 47-0295, the Contract Review Board must approve any amendment that causes an Intermediate Procurement to exceed \$100,000.