Why Do We Use Consultants?

City Council Workshop

May 16, 2022

WHY Use Consultants

- Supplement staff resources

- Different types of consultant needs…
  - Architecture/Engineering (A/E)
  - Personal Services

- Not every project has consultants

WHEN Do We Use Consultants?

- Supplemental – Specific Resource Needed
  - A/E - Survey, Archaeological, Geotech
  - Other – Finance/Accounting, Recruiting, GIS

- Full Support
  - Significant resources needed
  - Expedited tasks
  - Staff unavailable

Project Examples (A/E)

In-House (Staff Only)	Supplement	Full-Support
ADA Access Improvements	Dallas Street CDBG Project (Survey)	Brady Road
Goot Park Playground	NW 11th Ave to Brady Road Water Extension (Survey)	Lake/Everett Roundabout
View Ridge Sewer Replacement	Library Automated Materials Handling Project (Architect)	18th Ave 2.0 MG Reservoir
Prune Hill Park Trail		Water/Sewer/Transp System Planning
Pavement Preservation ⟹	Pavement Preservation ⟹	Pavement Preservation

HOW Do We Select (A/E) Consultants?

Architecture/Engineering Services

- *NOT* based on cost!
  - "QBS" Process – Qualification-Based System per RCWs
  - Not a "competitive bid"
- Negotiated cost for services
  - Can't reach agreement; go to next most qualified

RFQ vs Roster Selection Process (A/E)

- RFQ (Request for Qualifications)
  - Advertise
  - Consultants submit written qualifications
  - Selection based on material submitted
  - Interviews if desired

- Professional Services Roster
  - City can choose qualified consultant from Roster

- Option to use any process – all meet RCWs

RFQ vs Roster - Time Considerations

- "Typical" RFQ
  - Develop RFQ – 2 wks**
  - Advertise – 3-4 wks
  - Selection – 2-6 wks (without/with interviews)
  - Develop Scope – 2-4 wks
  - Council Approval Process – 4 wks
  - **Total – 13-20 wks (3-5+/- months)**

- Professional Services Roster
  - Develop Scope - 2-4 wks**
  - Council Approval Process - 4 wks
  - **Total – 6-8 wks (2+/- months)**

Examples

- RFQ
  - 3rd Ave Bridge Seismic (7 mo. – Mar 2018 to Oct 2018)
  - Forest Home Booster Station (4 mo. – Jan 2020 to May 2020)
  - Lake Management Plan (7 mo. – Nov 2020 to June 2021)

- Roster
  - Crown Road Booster Station (2 mo.)
  - Lacamas Creek Trailhead (3 mo.)

RFQ vs. Roster

- Which Process does Staff Use?

- Depends!
  - Size of Project
  - Timing
  - Efficiencies
  - Past Experiences

Personal Services

- Technical expertise that is not A/E
  - "Intellectual Services"

- Examples:
  - Legal Services, Finance/Accounting, Recruitment, etc.

- "State law does not require any thresholds or processes for personal services contracting…"
  - City policies are key

- Purchased Services category similar
  - Typically "physical activities"

"WHY'S IT TAKE SO LONG...?"

Why did we select them....?

"Why do we use consultants and then still review their work?"

"CAN'T WE JUST...?"
Not usually...

Questions?