



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	April 10, 2025
Originating Department	Community Development
Contact Person	Mark Hofman, Community Development Director
Title	Resolution 25-2010/Authorizing the Mayor to Sign an Amendment and Extension to the Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage

Legislative History

- First Presentation – April 10, 2025
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Attachments:

1. Resolution 25-2010
 2. Amendment No. 1 to AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage
 3. AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage
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Executive Summary

The City of Lake Forest Park currently contracts with a consultant for municipal building services coverage to support existing staff during vacancies and peak permitting periods. The current Professional Services Agreement, AG-24-056 (Attachment 3), with SAFEbuilt Washington, LLC, is dated November 18, 2024, and extends through December 31, 2025, not to exceed thirty thousand dollars (\$30,000) for a specified scope of work at specific rates and fees. This proposed Resolution introduces a First Amendment to the Agreement, increasing total compensation to an amount not to exceed one hundred twenty thousand dollars (\$120,000) and extending the Agreement's term to March 31, 2026.

Background

The City of Lake Forest Park's long-time Building Official retired in late 2024, prompting the initiation of a recruitment process to fill the vacancy. To assist city staff with building permit plan reviews,

inspections, and technical building code information during this vacancy, the city initially utilized an existing consultant, BHC Consultants, which had been under contract with the city for many years. BHC had served the community in a backup capacity prior to the Building Official’s retirement. On November 1, 2024, BHC notified the city in writing that they lacked the capacity to adequately meet the city’s interim needs in this area of service and provided a 30-day notice to discontinue their services.

During the 30-day notice period, staff conducted a regional search for available and qualified consultants who could perform essential building services duties promptly. Several firms were considered; however, most were not specialists in broad municipal building services, offering only a limited range of duties and workload. SAFEbuilt was identified and recommended as a well-qualified consultant in this region, able to step in on short notice to provide building services.

The recruitment for Building Official at the city is ongoing. The originally anticipated recruitment timeline has been extended, and the need for interim municipal building services persists. The plan review and inspection duties are essential daily services provided by the city. The proposed compensation amendment and extension to the Agreement will ensure that these core services are maintained until the vacancy is filled by a highly qualified and experienced candidate.

Fiscal & Policy Implications

The permit fees collected and the budgeted salaries for vacant positions in the Community Development Department will offset this expense for contracting with the consultant for building services.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Adopt the First Amendment to AG-24-056 for compensation and extension.	City building services will continue to be provided during the recruitment for Building Official.
<ul style="list-style-type: none">• Not Adopt the First Amendment to AG-24-056 for compensation and extension.	City building services levels of service will lapse, city may search for another consultant as well as recruiting for Building Official.

Staff Recommendation

Approve Resolution 25-2010, authorizing the Mayor to sign the first amendment to the SAFEbuilt Washington, LLC contract.