



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

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| Meeting Date | March 12, 2026 |
| Originating Department | Community Development |
| Contact Person | Mark Hofman, Community Development Director |
| Title | Resolution 26-2066/Authorizing the Mayor to Sign a Second Amendment and Extension to the Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage (2 nd Touch) |

Legislative History

- First Presentation – February 26, 2026
 - Second Presentation – March 12, 2026
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Attachments:

1. Resolution 26-2066
 2. Proposed Second Amendment to AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage
 3. Amendment No. 1 to AG-24-056 – Professional Services Agreement with SAFEbuilt Washington, LLC for Municipal Building Services Coverage, Dated November 18, 2024
 4. 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 augment existing staff during vacancies in positions and times of heavy permitting demand. The current Professional Services Agreement, AG-24-056 (Attachment 4), with SAFEbuilt Washington, LLC is dated November 18, 2024, ran through December 31, 2025, and states a not to exceed amount of thirty-thousand dollars (\$30,000) for a specified scope of work and at specific rates and fee amounts. A First Amendment to this Agreement (Attachment 3), signed by the City on November 16, 2025, increased the total compensation to an amount not to exceed one-hundred twenty thousand dollars (\$120,000) and extended the Term of the Agreement to March 31, 2026. For the purposes stated

below, the proposed Second Amendment (Attachment 2) extends the Term of Agreement to March 31, 2027, replaces Exhibits A and B with an updated schedule of fees for services, and requests an additional compensation of one-hundred twenty thousand dollars (\$120,000) for the extended time period, increasing the not to exceed amount to \$240,000.

Background

The City of Lake Forest Park’s long-time Building Official retired in late 2024 and a recruitment to fill the vacancy was initiated. To assist city staff with building permit plans reviews, inspections, and technical building code information assistance for the duration of the vacancy, the city initially utilized an existing consultant (BHC Consultants) under contract with the city for many years. BHC 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 did not have the capacity in this area of service to adequately serve the city’s interim needs and gave 30-days’ notice to discontinue services.

During that 30-day notice period, staff conducted a regional search for available and qualified consultants that could perform the essential building services duties in a timely manner. Several firms were considered. Most of those firms were not specialists in broad municipal building services and could only perform a limited range of duties and workload. SAFEbuilt was identified and recommended as a well-qualified consultant in this region that could step in with the capacity in short notice to perform building services.

In August 2025, an in-house Building Official was hired and began building services work at the city. The Community Development Department initiated an electronic permit tracking and review system in July 2025 and continued to implement the program into 2026. The city’s Building Official was primarily focused on implementation of the electronic tracking and permit issuance process. The primary building services of permit inspections and plan reviews continued under SAFEbuilt to present. In January 2026, the city’s Building Official notified the city of retirement and left service as of January 30, 2026. The recruitment for a Building Official thus continues at the city and the need for interim municipal building services remains present. The plan review and inspection duties are an essential daily service provided by the city. The proposed compensation amendment and extension to the Agreement would ensure those core services will be provided until the vacancy is filled by a highly qualified and experienced candidate.

Fiscal & Policy Implications

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

Alternatives

| <i>Options</i> | <i>Results</i> |
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| <ul style="list-style-type: none"> Adopt the Second Amendment to AG-24-056 for compensation and extension. | Municipal building services will continue to be provided during the recruitment for Building Official. |
| <ul style="list-style-type: none"> Not Adopt the Second Amendment to AG-24-056 for compensation and extension. | Municipal building services levels of service will lapse. |

Staff Recommendation

Approve Resolution 26-2066 authorizing the Mayor to sign the amendment to avoid a lapse in levels of service.