

Council Agenda Bill

AB Number

AB25-045

Agenda Bill Information

Title*

Professional Services Agreement with BERK Consulting to create the City of Snoqualmie Strategic Plan

Action*

Motion

Council Agenda Section

Committee Report

Council Meeting Date*

03/24/2025

Staff Member

Mike Chambless

Department*

Administration

Committee

Finance and Administration

Committee Date

03/18/2025

Exhibits

Packet Attachments - if any

PROFESSIONAL SERVICES AGREEMENT BERK w SOW Reviewed (002).docx

84.37KB

Summary

Introduction*

Brief summary.

This action would approve the Mayor to execute a professional service agreement with BERK Consulting of Seattle to assist staff in creating the City of Snoqualmie Strategic Plan for an amount not to exceed \$100,000.

Proposed Motion

Motion to authorize the Mayor to execute the professional services agreement with BERK Consulting for an amount not to exceed \$100,000.

Background/Overview*

What was done (legislative history, previous actions, ability to hyperlink)

Strategic Planning as presented by the Municipal Research and Services Center of Washington is "the process by which leaders of an organization, such as a local government, determine what it intends to be in the future and how it will get there. It involves developing a vision for the organization's future and determining the necessary goals, priorities, and action strategies to achieve that vision."

This effort will create a strategic plan for the City using information attained through public outreach efforts, the updated General Plan, and a host of other information sources.

Our selected consultant Berk Consulting has the ability and many years of local (WA) experience developing strategic plans for both public and private agencies.

Analysis*

The City of Snoqualmie circulated a Request for Proposals (RFP) in early February. There were 9 qualified responses. A committee made up of the Mayor, 2 councilmembers, the City Administrator, and the Parks & Public Works Director. Reviewed each proposal and determined the top three submittals. The top three were invited to present to the committee and BERK Consulting was selected as a result of this process. A scope of work was negotiated and a Professional Services Agreement was created.

Budgetary Status*

Funds have already been authorized in this year's budget.

Fiscal Impact

Amount of Expenditure	Amount Budgeted	Appropriation Requested
\$100,000.00	\$4,374,673.00	\$0.00

Budget Summary

Administration recommends approving the professional service agreement with BERK Consulting totaling \$100,000. This expenditure was incorporated within the 2025-26 Biennial Budget in the Administrative Departments (General Fund #001), with \$4,374,673 being set aside for services. Currently, \$1,151,925 has been spent on services within the biennium, leaving \$3,222,748 for additional services. With the addition of the BERK Consulting agreement, the remaining Administrative Departments' biennial budget appropriation for services would be \$3,122,748. Therefore, sufficient appropriation exists within the 2025-2026 Biennial Budget to fund the contract.

Fiscal Impact Screenshot

Administrative Services (#001)

2025-2026 Biennial Budget	
Beginning Budget	\$ 4,374,673
Expenditures	\$ (1,151,925)
Outstanding Contract Value (Previously Approved)	\$ -
Current Available Budget	\$ 3,222,748
Value of this Expenditure (AB25-045)	\$ (100,000)
Available Budget after AB25-045	\$ 3,122,748