

TDC RESOLUTION NO. 625-21

A RESOLUTION OF THE TUALATIN DEVELOPMENT COMMISSION AUTHORIZING THE ADMINISTRATOR TO EXECUTE A SOLE SOURCE CONTRACT WITH ELAINE HOWARD CONSULTING, LLC.

WHEREAS, Elaine Howard Consulting, LLC, was previously selected from the City's Qualified Pool List (QPL) to provide project assistance with Urban Renewal for the City and the Tualatin Development Commission;

WHEREAS, under ORS 279A.060, the Tualatin Development Commission is designated as the Local Contract Review Board for the Urban Renewal Agency that is the Tualatin Development Commission;

WHEREAS, ORS 279B.075 authorizes the TDC to enter into a sole source contract upon the making of certain findings;

WHEREAS, the TDC published notice of the public hearing in the Tigard-Tualatin Times a minimum of seven days prior to allow protests to be filed; and

WHEREAS, it is in the public interest to enter into this sole source contract.

NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF TUALATIN, OREGON, that:

Section 1. The Tualatin Development Commission authorizes the Administrator to enter into a sole source contract through a direct negotiation with Elaine Howard Consulting, LLC.

Section 2. The justification for sole source procurement is based on the following findings:

- A. Elaine Howard, LLC, Inc. has already worked with the City and TDC relating to its urban renewal programs and is aware of the needs related to those programs;
- B. Selecting a new consultant would require the new consultant to become familiar with the projects and program, in order to perform similar work, likely requiring delays, additional costs to be incurred, and inefficient delivery of services;
- C. Elaine Howard, LLC's knowledge and experience will ensure there is continuity of service and efficient delivery of services to keep the TDC's programs moving forward in a timely manner;
- D. The City previously conducted a qualified pool list of consultants and Elaine Howard LLC, was the only consultant who submitted a proposal. It is therefore likely that Elaine Howard, LLC is the only provider for these services; and
- E. If the TDC were to utilize a quote or proposal process, it is very likely that Elaine Howard, LLC, would be the selected consultant. This is because Elaine Howard, LLC, is most familiar with the urban renewal programs of the TDC.

Section 3. This resolution is effective upon adoption.

INTRODUCED AND ADOPTED by the Tualatin Development Commission this _____
day of _____, 2021.

CITY OF TUALATIN, OREGON

BY _____
Chair

APPROVED AS TO FORM

BY _____
Attorney

ATTEST:

BY _____
Administrator