



City of Tualatin

TUALATIN DEVELOPMENT COMMISSION Staff Report

TO: Honorable Chairman and Members of the Commission
THROUGH: Sherilyn Lombos, Administrator
FROM: Jonathan Taylor, Economic Development Manager
DATE: April 26, 2021

SUBJECT:

Consideration of Resolution 625-21 authorizing the administrator to execute a sole source contract with Elaine Howard Consulting, LLC.

RECOMMENDATION:

Approve Resolution

EXECUTIVE SUMMARY:

The contract presented is for requested work from Elaine Howard Consulting, LLC to assist the Tualatin Development Commission with the substantial amendment process for the Leveton Tax Increment Finance District. The plan is to be amended to incorporate the Tualatin Development Commission's identified project – Herman Road Extension. The substantial amendment process is expected to conclude in October 2021.

As the local contract review board for the Urban Renewal Agency, the Tualatin Development Commission is authorized by ORS 279B.075 to enter into a sole source contract with Elaine Howard Consulting, LLC. The agency may enter into a sole source contract based upon certain findings and publishing a notice of public hearing seven days prior to allow protests to be filed. The notice was published on April 22, 2021. Entities wishing to protest will have until April 29, 2021 to protest the award of this contract.

The justification for sole source procurement for this contract is:

- 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.

OUTCOMES OF DECISION:

Contract will be awarded to Elaine Howard, LLC.

ALTERNATIVES TO RECOMMENDATION:

None

FINANCIAL IMPLICATIONS:

The amount of the contract is \$16,500.

ATTACHMENTS:

- Resolution
- Contract