

KITTITAS COUNTY  
DEPARTMENT OF PUBLIC WORKS

**AGENDA STAFF REPORT**

**AGENDA DATE:** January 2, 2018

**ACTION REQUESTED:** Authorize the Director of Public Works Negotiate a Scope of Work and Fee with Dewberry Updating the County's Hazard Mitigation Plan and Executing a Professional Services Agreement Providing Acceptable Terms are met.

---

**BACKGROUND:** Public Works has received federal funding for updating the County's Hazard Mitigation Plan. During the month of November, PW solicited qualified candidates attracting four responders. The County Engineer, Planner III and the Director reviewed all responder qualifications and prefer Dewberry.

**INTERACTION:** Public Works

**RECOMMENDATION:** Authorize the Director negotiate a scope of work and fee with Dewberry allowing the Director's signature on a professional services contract providing acceptable terms are met (funding within the limits of the awarded grant).

**HANDLING:** Return one original to Public Works

**ATTACHMENTS:** Exhibit 1: Resolution concerning Dewberry

**LEAD STAFF:** Mark R. Cook, Director

BOARD OF COUNTY COMMISSIONERS  
COUNTY OF KITTITAS  
STATE OF WASHINGTON

RESOLUTION NO. 2018 - \_\_\_\_\_

**TITLE: AUTHORIZE THE DIRECTOR OF PUBLIC WORKS TO NEGOTIATE  
SCOPE OF WORK AND FEE UPDATING THE COUNTY'S HAZARD MITIGATION  
PLAN**

**WHEREAS:** The Public Works Department has received federal funding to update the County's adopted Hazard Mitigation Plan; and

**WHEREAS:** The Board of County Commissioners directed Public Works advertise for professional services by issuing a Request for Qualifications in the local paper of record; and

**WHEREAS:** Four (4) qualified firms responded to the request for qualifications process closing on November 16, 2017; and

**WHEREAS:** A review committee of Public Works evaluated each proposal and a majority of reviewers has selected Dewberry as the preferred firm providing Hazard Mitigation Plan update services;

**NOW, THEREFORE BE IT RESOLVED** that the Board of County Commissioners, in the best interest of the public, does hereby direct the Director of Public Works negotiate a scope of work and fee for service with Dewberry updating the County's adopted Hazard Mitigation Plan.

**BE IT FURTHER RESOLVED** the Director of Public Works is authorized to enter into a professional services contract with Dewberry providing an acceptable scope of work and fee, within approved grant funding limits, is successfully negotiated.

DATED this second (2<sup>nd</sup>) day of January, 2018, at Ellensburg, Washington.

BOARD OF COUNTY COMMISSIONERS  
KITTITAS COUNTY, WASHINGTON

\_\_\_\_\_  
Chairman

Attest:

Clerk of the Board- Julie Kjorsvik

\_\_\_\_\_  
Vice-Chairman

Deputy Clerk of the Board- Mandy Buchholz

\_\_\_\_\_  
Commissioner