



## RESOLUTION 2017-005

### AUTHORIZING THE CITY MANAGER TO SIGN THREE YEAR ON-CALL PLANNING CONTRACTS WITH SELECTED FIRMS

**WHEREAS**, the Sherwood Planning Department is currently having a staffing shortage while, simultaneously, experiencing a steady amount of development applications and interest; and

**WHEREAS**, the Planning Department is also aware of and working towards the Council goal of completing an update of the Comprehensive Plan; and

**WHEREAS**, it is occasionally necessary to supplement the existing staff with additional assistance in both current and long range planning in order to provide timely planning services; and

**WHEREAS**, the City has determined that soliciting consultants each time assistance is needed would be costly and time consuming, and not the best use of staff time and resources to recruit; and

**WHEREAS**, the City advertised in both the Daily Journal of Commerce and on the City's website a Request for Qualifications to develop a pool of qualified consultants to assist staff in the event that the workload compromises the timely service of planning services; and

**WHEREAS**, after reviewing the qualifications and considering the firms' strengths and the City's needs, and in consideration that any one firm may not be fully available to meet a specific need at a given time, the Planning Manager and Community Development Director have recommended a pool of consultant firms; and

**WHEREAS**, it is recommended that the firms of 3J-Consulting, MIG, OTAK, Mackenzie and Cogan Owens Green be placed onto a three year on-call list to be utilized as needed to fulfill specific needs within the department.

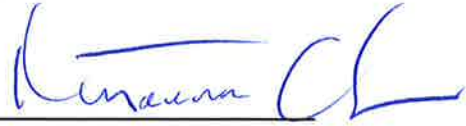
### **NOW, THEREFORE, THE CITY OF SHERWOOD RESOLVES AS FOLLOWS:**

**Section 1.** The City Council accepts the Community Development Director and Planning Manager's recommendation to place 3J-Consulting, MIG, OTAK, Mackenzie and Cogan Owens Green onto a three year on-call consultant list.

**Section 2.** The City Manager is hereby authorized to negotiate and execute a professional services agreement with each of the firms for a period of three years from the date the contract is signed.

**Section 3.** This Resolution shall be effective upon its approval and adoption.

Duly passed by the City Council this 7th of February, 2017.



Krisanna Clark, Mayor

Attest:

  
Sylvia Murphy, MMC, City Recorder