

**SULTAN CITY COUNCIL
AGENDA ITEM COVER SHEET**

ITEM NO: A-3
DATE: January 14, 2010
SUBJECT: Code Enforcement: Contract with BHC Consulting
CONTACT PERSON: Robert Martin, Community Development Director

ISSUE: This proposal addresses Building Code and Nuisance compliance situations that are particularly technical or protracted to the point that city staff cannot devote the focused time necessary to bring them to resolution in a reasonable amount of time. A consultant that can focus on a particularly difficult issue that affects public safety and/or adjacent property values is proposed to determine if this approach can meet a need that is not sufficiently addressed with the current part-time Community Service Officer approach.

STAFF RECOMMENDATION:

Staff recommends that the Council authorize the Mayor to negotiate a contract with BHC Consultants (in an amount not to exceed \$6,000) for on-call services to assist property owners to come into compliance with building code and nuisance code standards in particularly complex technical cases, or where the efforts of the community services officer cannot resolve the situation.

SUMMARY:

This proposal would provide on-call services for 2010 to address specific code compliance issues related to building code and nuisance management through the focused efforts of a consultant experienced in code compliance processes that are particularly technical in nature.

The services provided by this program are not provided by the city's normal community services officer program which is set up to handle most compliance projects, but cannot devote the required attention to the most problematic or technical cases. This contractor will only be called upon for specific cases where the community services officer needs technical and/or focused assistance to bring a case to closure.

BACKGROUND:

The community services officer program is set up to handle domestic animal responses and conventional building code and nuisance code compliance issues. There is a small subset of particularly difficult cases that require specific expertise and focused effort to bring to conclusion. Absent that level of effort, this type of compliance problem consumes time over long periods of the calendar and typically does not come to resolution. The violation continues to affect adjacent properties and bring down the quality of the community.

Staff proposes that BHC Consultants be placed under contract to be available to provide assistance to the community services officer when expertise in building code matters and/or when focused professional code compliance intervention is reasonably expected to bring a code compliance problem to resolution without having to go to court.

FINANCIAL CONSIDERATIONS:

Funding for this contract will come from excess funds in the Code Enforcement budget (001-060-xxx). It is not known to what extent, if any, this contract will result in charges during the budget year. If the Community Services Officer position is filled early in the budget year, and there are code compliance issues that require this contract to be activated, then staff will return to council for a budget amendment at the appropriate time.

ALTERNATIVES:

1. Propose some other level of service and authorize the Mayor to negotiate a different contract.
2. Do not adopt the proposal, removing wildlife management from

RECOMMENDATION:

Staff recommends that the Council authorize the Mayor to negotiate a contract with BHC Consultants (in an amount not to exceed \$6,000) for on-call services to assist property owners to come into compliance with building code and nuisance code standards in particularly complex technical cases, or where the efforts of the community services officer cannot resolve the situation.

ALTERNATIVES:

1. Propose some other level of service and give the Mayor direction on a different contract emphasis to negotiate and bring back to the Council.
2. Do not adopt the proposal, removing this component of the code compliance process from the program.

ATTACHMENTS:

Attachment A: City standard contract for services over \$2,500

Attachment B: Proposed Scope of Work

**AGREEMENT FOR SERVICES
BETWEEN THE CITY OF SULTAN AND
BHC CONSULTANTS**

THIS AGREEMENT, is made this ____ day of _____, 2010, by and between the City of Sultan (hereinafter referred to as "City"), a Washington Municipal Corporation, and BHC CONSULTANTS (hereinafter referred to as "Service Provider"), doing business at 1601 Fifth Avenue, Suite 500, Seattle, WA 98101.

WHEREAS, Service Provider is in the business of providing certain services specified herein; and

WHEREAS, the City desires to contract with Service Provider for the provision of such services for assistance with code compliance activities in the areas of structural/building code and zoning/nuisance abatement codes, and Service Provider agrees to contract with the City for same;

NOW, THEREFORE, in consideration of the mutual promises set forth herein, it is agreed by and between the parties as follows:

TERMS

- 1. Description of Work.** Service Provider shall perform work as described in Attachment A, Scope of Work, which is attached hereto and incorporated herein by this reference, according to the existing standard of care for such services. Service Provider shall not perform any additional services without the expressed written permission of the City Council.
- 2. Payment.**
 - A. The City shall pay Service Provider at the hourly rate set forth in Attachment A, but not more than a total of six thousand dollars (\$6,000) for the services described in this Agreement. This is the maximum amount to be paid under this Agreement.
 - B. Service Provider shall submit monthly payment invoices to the City after such services have been performed, and the City shall make payment within four (4) weeks after the submittal of each approved invoice. Such invoice shall detail the hours worked, a description of the tasks performed, and shall separate all charges for clerical work and reimbursable expenses.
 - C. If the City objects to all or any portion of any invoice, it shall so notify Service Provider of the same within five (5) days from the date of receipt and shall pay that portion of the invoice not in dispute. The parties shall immediately make every effort to settle the disputed portion.
- 3. Relationship of Parties.** The parties intend that an independent contractor - client relationship will be created by this Agreement. As Service Provider is customarily engaged in an independently established trade which encompasses the specific service provided to the City hereunder, no agent, employee, representative or subcontractor of Service Provider shall be or shall be deemed to be the employee, agent, representative or subcontractor of the City. None of the benefits provided by the

City to its employees, including, but not limited to, compensation, insurance and unemployment insurance, are available from the City to the Service Provider or his employees, agents, representatives or subcontractors. Service Provider will be solely and entirely responsible for his acts and for the acts of Service Provider's agents, employees, representatives and subcontractors during the performance of this Agreement. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that Service Provider performs hereunder.

4. **Project Name.** Code Compliance Assistance Contract
5. **Duration of Work.** Service Provider shall complete the work described in Attachment A on or before December 31, 2010.
6. **Termination.**
 - A. *Termination Upon the City's Option.* The City shall have the option to terminate this Agreement at any time. Termination shall be effective upon ten (10) days written notice to the Service Provider.
 - B. *Termination for Cause.* If Service Provider refuses or fails to complete the tasks described in Attachment A, or to complete such work in a manner unsatisfactory to the City, then the City may, by written notice to Service Provider, give notice of its intention to terminate this Agreement. After such notice, Service Provider shall have ten (10) days to cure, to the satisfaction of the City or its representative. If Service Provider fails to cure to the satisfaction of the City, the City shall send Service Provider a written termination letter which shall be effective upon deposit in the United States mail to Service Provider's address as stated below.
 - C. *Rights upon Termination.* In the event of termination, the City shall only be responsible to pay for all services satisfactorily performed by Service Provider to the effective date of termination, as described in the final invoice to the City. The City Manager shall make the final determination about what services have been satisfactorily performed.
7. **Nondiscrimination.** In the hiring of employees for the performance of work under this Agreement or any subcontract hereunder, Service Provider, its subcontractors or any person acting on behalf of Service Provider shall not, by reason of race, religion, color, sex, marital status, national origin or the presence of any sensory, mental, or physical disability, discriminate against any person who is qualified and available to perform the work to which the employment relates.
8. **Indemnification / Hold Harmless.** The Service Provider shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or in connection with the performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability hereunder shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service

Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

9. Insurance. The Service Provider shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, their agents, representatives, employees or subcontractors.

A. **Minimum Scope of Insurance.** Service Provider shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The City shall be named as an insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using ISO additional insured endorsement GC 20 10 10 01 and GC 20 37 10 01 or substitute endorsements providing equivalent coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

B. **Minimum Amounts of Insurance.** Service Provider shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate and \$2,000,000 products-completed operations aggregate limit.

C. **Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Service Provider's insurance coverage shall be primary insurance as respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

2. The Service Provider's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
 - D. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
 - E. **Verification of Coverage.** Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work.
 - F. **Subcontractors.** Service Provider shall include each subcontractor as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage shall be subject to all of the same insurance requirements as stated herein for the Service Provider.
- 10. Entire Agreement.** The written provisions and terms of this Agreement, together with all documents attached hereto, shall supersede all prior verbal statements of any officer or other representative of the City, and such statements shall not be effective or be construed as entering into or forming a part of, or altering in any manner whatsoever, this Agreement.
- 11. City's Right of Supervision, Limitation of Work Performed by Service Provider.** Even though Service Provider works as an independent contractor in the performance of his duties under this Agreement, the work must meet the approval of the City and be subject to the City's general right of inspection and supervision to secure the satisfactory completion thereof. In the performance of work under this Agreement, Service Provider shall comply with all federal, state and municipal laws, ordinances, rules and regulations that are applicable to Service Provider's business, equipment, and personnel engaged in operations covered by this Agreement or accruing out of the performance of such operations.
- 12. Work Performed at Service Provider's Risk.** Service Provider shall be responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be responsible for any loss of or damage to materials, tools, or other articles used or held for use in connection with the work.
- 13. Ownership of Products and Premises Security.**
- A. All reports, plans, specifications, data maps, and documents produced by the Service Provider in the performance of services under this Agreement, whether in draft or final form and whether written, computerized, or in other form, shall be the property of the City.
 - B. While working on the City's premises, the Service Provider agrees to observe and support the City's rules and policies relating to maintaining physical security of the City's premises.
- 14. Modification.** No waiver, alteration or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of the City and Service Provider.

- 15. Assignment.** Any assignment of this Agreement by Service Provider without the written consent of the City shall be void.
- 16. Written Notice.** All communications regarding this Agreement shall be sent to the parties at the addresses listed below, unless notified to the contrary. Any written notice hereunder shall become effective as of the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.
- 17. Non-Waiver of Breach.** The failure of the City to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein conferred in one or more instances shall not be construed to be a waiver or relinquishment of said covenants, agreements or options, and the same shall be and remain in full force and effect.
- 18. Resolution of Disputes, Governing Law.** Should any dispute, misunderstanding or conflict arise as to the terms and conditions contained in this Agreement, the matter shall be referred to the City Manager, whose decision shall be final. In the event of any litigation arising out of this Agreement, the prevailing party shall be reimbursed for its reasonable attorney fees from the other party. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

IN WITNESS WHEREOF, the parties have executed this Agreement on the day and year above written.

CITY OF SULTAN

SERVICE PROVIDER

By: _____
Carolyn Eslick, Mayor

By: _____
Title: _____
Taxpayer ID #: _____

CITY CONTACT

SERVICE PROVIDER CONTACT

City of Sultan
319 Main Street, Suite 200
Sultan, WA 98294
Phone: 360-793-2231

Craig Chambers, Manager
1601 Fifth Avenue
Suite 500
Seattle, WA 98101
Phone: 206-505-3400

Fax: 360-793-3344

ATTEST/AUTHENTICATED

By: _____
City Clerk

APPROVED AS TO FORM

By: _____
Office of the City Attorney

SCOPE OF WORK

BHC Consultants has been requested to present a proposal for services to the City of Sultan for Building Code and Nuisance violation enforcement. Staff has advised that the City's Community Services Officer needs consultant assistance in cases where normal code compliance involvement is ineffective in gaining compliance with building construction and land use/nuisance codes. It is our understanding that the city wishes to retain the services of William Hill of BHC Consultants to be available on an on-call basis to assist the City's Community Services Officer with enforcement actions on properties where building construction and land use ordinances have not been followed in accordance with the adopted permit processes of the City.

The following outline identifies the proposed process to be followed in most cases. Other actions may be necessary depending on the nature and circumstances necessary to gain compliance with the applicable code.

Investigative Period:

1. Receive request and instructions from city for enforcement action.
2. Review specific and pertinent project and action files
3. Review the city's ordinances
4. Make initial site visit and contact with property owner to discuss the city's concerns and/or filed complaints

Action Period:

5. Review/research violation against city code and determine extent and degree of Violation
6. Write and record violation into correction notice
7. Brief City on proposed enforcement action to be taken
8. Contact owner and advise of required corrections and present correction notice. Give a 30 day (maybe longer depending on specifics) notice to comply

Follow up Period:

9. Follow up inspection to determine level of compliance
10. If compliance met then issue final approval and remove notice to comply.

Hourly rate for above noted services: \$120.00