

**Kittitas County
Board of County Commissioners**

Agenda Staff Report

Agenda Date: October 21st, 2014

Action Requested: Request the Board sign the Personal Services Agreement with FCS Group for the Cost Analysis determination for Community Development Services and to provide a costing model for other department to use.

Background:

On June 3, 2014, the Board of County Commissioners requested the following:

Kittitas County is seeking quotes for an Cost Analysis determination for the setting of permits/fees for the Community Development Services Department ("Department") for building and planning. The successful bidder shall determine the applicable rate to charge for permits/fees and provide a model for others to utilize.

Description of Work

1. Contractor shall determine the permit/fee for the building and planning departments. This shall include, but not be limited to, consideration of costs incurred in the Department for permits/fees and the revenues generated. The Contractor shall develop a costing model for the Department to utilize and update annually to determine the correct cost for developing the rate for the permit/fees. The costing model should be available for Kittitas County to utilize in other departments.

The Quotes were to be delivered before July 15, 2014, with the anticipated decision made by August 5, 2014.

We received two proposals:

Vendor	Date Received	Amount of Proposal	Date of Interview
The Athena Group	July 14, 2014	\$58,342	August 1, 2014
FCS Group	July 15, 2014	\$23,485 includes all options	August 8, 2014

The Board of County Commissioners interviewed each vendor. At the final meeting

the Board agreed that FCS would work for us, pending reference checks. County Auditor Jerry Pettit contacted several of the references for the FCS Group and all were very positive.

The original proposal had a completion date of December 2014. Due to the delay in moving forward with the documents the project completion date is moved to February 28, 2015.

Recommendation

The Board approves and sign the Personal Services Agreement with FCS Group for the Cost Analysis determination for Community Development Services and to provide a costing model for other department to use in the amount of \$23,485.

Handling:

Return one original to Judy Pless and she will return to FCS Group

Attachments:

Personal Services Agreement

Lead Staff

Judy Pless, Budget & Finance Manager
Kittitas County Auditor's Office