



## CITY OF KIRKLAND

Department of Finance & Administration  
123 Fifth Avenue, Kirkland, WA 98033 425.587.3100  
[www.kirklandwa.gov](http://www.kirklandwa.gov)

### MEMORANDUM

**To:** Kurt Triplett, City Manager

**From:** Greg Piland, Financial Operations Manager

**Date:** February 3, 2021

**Subject:** REPORT ON PROCUREMENT ACTIVITIES FOR COUNCIL MEETING OF February 16, 2021.

This report is provided to apprise the Council of recent and upcoming procurement activities where the cost is estimated or known to be in excess of \$50,000. The "Process" column on the table indicates the process being used to determine the award of the contract.

The City's major procurement activities initiated since the last report dated December 16, 2020 are as follows:

	Project/Purchase	Process	Estimate/Price	Status
1.	Fire Station 27 roofing project	Invitation for Bids	\$274,949.00	Contract awarded to Commercial Industrial Roofing of Lynnwood, WA.
2.	Structural engineering services for Petco project	Request for Qualifications	\$60,000.00	Contract awarded to WSP USA, Inc. of New York, NY. based on qualifications per RCW 39.80.
3.	Residential recycling events	Request for Proposals	\$88,800.00	Contract awarded to Olympic Environmental Resources of Seattle, WA.
4.	Organizational equity audit and needs assessment	Direct Hire*	\$138,500.00	Contract awarded to Chanin Kelly-Rae Consulting of Everett, WA.
5.	Street preservation design support services	Request for Qualifications	\$51,655.00	Contract awarded to CM Design Group LLC of Seattle, WA. based on qualifications per RCW 39.80.
6.	Public Works safety and training coordination consultant	Direct Hire*	\$135,048.00	Contract awarded to Winstead Works LLC of Snohomish, WA.

\*See attached competitive process waiver memo


**CITY OF KIRKLAND**

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** James Lopez, Assistant City Manager

**Date:** December 22, 2020

**Subject:** REQUEST FOR WAIVER OF COMPETITIVE BIDDING – ORGANIZATIONAL EQUITY ASSESSMENT

**RECOMMENDATION:**

Staff recommends the waiver of a competitive process to enter into contract with CHANIN KELLY-RAE CONSULTING for an organizational equity assessment.

**BACKGROUND DISCUSSION:**

Resolution R-5434 commits the City to several actions related to examining and dismantling institutional and structural racism in Kirkland. One such action is item 3b: "Contracting for a comprehensive City organizational equity assessment to identify gaps in diversity, equity and inclusion in all areas of City policy, practice and procedure, and to identify proposed actions steps to address these gaps." Chanin Kelly-Rae Consulting conducts such assessments and has provided this or similar services to the cities of Seattle, Redmond, and Bothell, as well as Amazon Web Services and Hopelink. Additionally, Chanin Kelly-Rae Consulting conducted the organization-wide diversity and implicit bias training for all City staff throughout 2019, which provides the foundation for staff to be prepared for the organizational equity assessment process. Throughout the coming process, staff will be tasked with identify internal and external growth opportunities as the City seeks to improve – both positionally in the community and operationally as an organization – relative to the areas of diversity, equity, and inclusion. Retaining Chanin Kelly-Rae Consulting for the organizational equity assessment strategically leverages the trusted relationships that were developed during the training process throughout 2019, and Chanin Kelly-Rae Consulting is uniquely qualified to fill this role due to the provision of prior training.

Working through the project plan, staff have identified an overall cost of \$138,500.00. The project is expected to start January 1, 2021, and finish in December of 2021.

KMC 3.85.210 provides that the competitive process may be waived by the City Manager when the purchase is legitimately limited to a single source of supply. However, for purchases costing more than \$50,000, the purchase must be reported to the City Council. If you approve this purchase, this memo and the supporting documents will be included in the next Procurement Activities Report to the Council.

Please contact James Lopez if you require additional information.

☒ Request Approved ☐ Request Denied

 12/22/2020

Kurt Triplett, City Manager

**CITY OF KIRKLAND**

Public Works Department

123 Fifth Avenue, Kirkland, WA 98033 425.587.3800

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**MEMORANDUM**

**To:** Kurt Triplett, City Manager

**From:** Julie Underwood, Director of Public Works

**Date:** January 20, 2021

**Subject:** REQUEST FOR CONTRACT APPROVAL TO PROVIDE TEMPORARY SAFETY & TRAINING COORDINATOR TO THE PUBLIC WORKS DEPARTMENT

**RECOMMENDATION:**

Staff recommends the approval of a sole source contract with an independent contractor to provide safety and training coordination for the Public Works Department. This limited term contract is intended to help the department address new Labor & Industries COVID related requirements, promote voluntary COVID vaccinations to our workforce, develop a training plan and schedule, and assist the Human Resources Department with PW matters.

**BACKGROUND DISCUSSION:**

The COVID-19 pandemic, which started in late February 2020, has changed the workplace dramatically. Changes have included one member per vehicle to travel to job sites; new PPE requirements such as face coverings at all times when indoors or outdoors within close proximity to others; no group meetings with more than five people, etc. At times, these changes can be a compliance challenge especially since there are no work from home options for our teams working from the Maintenance Center. The coordinator's role would be to work directly with staff to develop policy and procedure recommendations and safety plans that comply with federal, state and county guidance and requirements. Gaining buy-in and support is key to sustained compliance. Additionally, the coordinator would promote safety awareness and employee wellness using a variety of communication methods. In addition, the coordinator will work with the entire department on post COVID return-to-work planning.

Since the pandemic, it has been difficult to arrange for training and re-certifications, which are required of the Fleet, Stormwater, Streets, Sewer and Water Divisions. The coordinator would assist the managers and supervisors in identifying required trainings and re-certifications, source trainers, arrange logistics, provide records to HR, and ensure employees have the appropriate tools for training. This function is currently decentralized among the Maintenance Center managers and supervisors. Centralizing it under a single coordinator would capture economies of scale, better coordinate schedules, and develop cohesion across all operational programs. The primary function of the coordinator is to help the City get caught up from missed trainings in 2020 and to develop a plan that can be rolled out and sustained in 2021 and beyond.

Moreover, a concerted effort is needed to support HR in collecting current and accurate records of employee training, driving abstracts, CDL licenses, certifications, etc. (due to HR turnover this has not been a high priority). This role would assist HR in catching up on this important responsibility.

Another function that this role would take on is to assist HR with contact tracing of impacted PW employees. This involves proper employee notification, regular follow-up and check-in of quarantined employees, and return-to-work procedures such as testing are tracked and recorded.

We continue to experience vacancies at the Maintenance Center and this role could help us improve our onboarding and orientation with new employees. In addition, it would allow us to put a spotlight on employee safety by establishing a Safety Committee (purpose: COVID compliance, input for training and development, and identifying and addressing various workplace safety issues).

Finally, this role would work with Emergency Management to identify ongoing emergency readiness and preparedness priorities. If there's one thing we have learned in 2020 is that emergencies and unforeseen events leave us vulnerable and exposed. We want to proactively address safety and risk management duties through this role.

In the fall of 2020, staff reached out to a company that provides safety consulting services and COVID-19 safety services requesting a proposal for a full-time COVID safety officer; however, they noted that they did not have the bandwidth to supply a full-time position. In light of this information, we decided to directly recruit assistance through our LinkedIn network and were successful in identifying someone who can support us with this effort.

Shari Winstead of Winstead Works, LLC is an ideal match for our needs. Winstead is an experienced project manager with a diverse background in local government (former King County Councilmember Chief of Staff and former municipal elected official). Winstead spent most of her career at Davis Wright Tremaine law firm, with the last 12 years in HR developing and implementing engagement programs, strategic plans, policies, and wellness initiatives. Most recently Winstead prepared and launched COVID related "back-to-work" plans ensuring they met legally required protocols. Winstead also worked in the firm's employment law department specializing in L&I and EEOC claims and investigations. She is keenly aware of the role that unions play in the workplace and would bring an open, collaborative style.

The consultant would be able to devote an average of 30-40 hours per week. Additionally, the consultant has the flexibility to work onsite as well as work from home. We recommend funding this contract, estimated at \$80,000-90,000 annually, for an 18-month period, using either vacancy savings and/or reserves from:

Water-Sewer/411  
Storm/421  
Street/117  
Fleet/521

Thank you for your consideration. Please do not hesitate to let me know if you need additional information.

 1/21/21  
Concur: Kurt, Triplett, City Manager