

IMPACT STATEMENT

Legislation title: *Authorize payment to Carol Williamson and Associates, LTD for \$14,659.80 for work in retail space at the 3rd and Alder SmartPark (Ordinance)

Contact name: Grant Morehead

Contact phone: 503-823-9707

Presenter name: NA; consent item

Purpose of proposed legislation and background information:

The purpose of this Ordinance is to authorize payment to the consultant for work that has been provided to the City in good faith.

In August of 2018, Carol Williamson and Associates, a certified Women Business Enterprise, was asked to provide a proposal for a tenant improvement project at 318 SW Alder St, in the ground floor of the 3rd and Adler SmartPark garage. The consultant provided a scope of work and cost estimate of \$14,659.80 for this work. Staff erroneously issued a Professional, Technical and Expert Services Purchase Order under an existing on-call services contract and the consultant proceeded with the work.

Subsequent review of this purchase determined that it should have followed a Public Improvements and Construction Services contracting process under City Code 5.34, because the work involved demolition of features within the retail space. Due to this discrepancy, Council action is required to authorize payment to the contractor.

Financial and budgetary impacts:

This work is paid for within the existing SmartPark operations and maintenance fund.

Community impacts and community involvement:

The work was necessary to prepare a vacant retail space to be marketed at potential new tenants. This maintenance activity did not require public involvement.

Budgetary Impact Worksheet**Does this action change appropriations?**

☐ **YES:** Please complete the information below.

☒ **NO:** Skip this section

Fund	Fund Center	Commitment Item	Functional Area	Funded Program	Grant	Sponsored Program	Amount