

MEMORANDUM

TO: Chairperson and Members of the Board of Directors

FROM: Pete Stark, General Manager
Shonda L. Shipman, Finance Director
Magan Waltari, Procurement & Grants Coordinator

DATE: July 18, 2019

SUBJECT: Consideration of Entering into an Agreement with Brownlie, Wolf, & Lee, LLC for Municipal Legal Services

RECOMMENDATION

The Executive Committee met on July 11, 2019 and recommended that the Board of Directors approve WTA to enter an agreement with Brownlie, Wolf & Lee, LLC for on-call municipal legal services for three (3) years and authorize the General Manager to extend the agreement under its renewal options without the need for further Board approval.

BACKGROUND

WTA obtains “outside” legal services through contracting with local professionals. This provides significant value by advising both Board and staff on policy, on legislative and administrative requirements, and counseling on risk avoidance and mitigation.

Staff issued a Request for Proposals (RFP) for on-call type municipal legal services on May 13. Proposers were required to be licensed and in good standing with the Washington State Bar, understand local social and political conditions, be familiar with regulations as they apply to public entities, and possess substantial experience working with agencies overseen by governing boards comprised of elected officials.

The opportunity was advertised in five locations including Washington State’s Office of Women & Minority Business Enterprise (OWMBE) and Washington State’s Procurement Technical Assistance Center (PTAC), WTA’s website, the Bellingham Herald, and Washington Enterprise Business Solution (WEBS). A vendor list was also established using interested vendors from WTA’s last municipal legal services RFP. Of 26 known RFP holders, only Mark Lee of Brownlie, Wolf & Lee proposed.

FISCAL IMPACT

The 2019 budget includes funds to accommodate this request. Staff estimates annual expenditures to be between \$25,000 and \$50,000, dependent on what tasks are assigned and if any expert subcontractors are required. Future funding will be budgeted during the annual process. The total contract term, with all extensions, is six (6) years.