

Meeting Date: March 21, 2017

Date Submitted: 3/15/2017

Originating Department: Parks and Recreation

Clearances:

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| <input checked="" type="checkbox"/> Attorney | <input type="checkbox"/> Community Development | <input type="checkbox"/> Public Safety |
| <input type="checkbox"/> Admin Services | <input checked="" type="checkbox"/> Finance & IT | <input type="checkbox"/> Public Works |
| <input checked="" type="checkbox"/> City Manager | <input checked="" type="checkbox"/> Parks & Recreation | |

Subject: Health & Human Services Needs Assessment Contract

Action Required: Authorize the City Manager to sign a contract with BERK to provide consulting services for the 2017 Health & Human Services Needs Assessment.

Exhibits: 1. Consultant Services Contract

Budget: An allocation of \$100,000 was approved in the 2017-2018 budget for a Health & Human Services Needs Assessment project.

Summary Statement:

This consultant contract approval enables the city to complete a Health & Human Services Needs Assessment. This will be the first community-wide planning effort in regards to health and human services completed by the city in its 18 years of existence. In essence, this Needs Assessment will help identify the human service needs of the community, related resources available to residents and the resulting gaps existing in Sammamish. The resulting Implementation Strategy will demonstrate how the City will manage the results of the Needs Assessment for the next three to five years. Sammamish will use the priorities and recommendation in the Assessment to guide short-and medium-term decision-making through its budget process, work plans and other mechanisms.

Background:

In early 2015, the City Council and staff began discussing the possibility of completing the city's first Human Services Needs Assessment. In late 2015, at a meeting of the Health and Human Services Ad-Hoc Committee, it was suggested that this work item be brought back to the Council for consideration. In February, 2016 a City Council Study Session staff presentation provided an overview and approach for a Health & Human Services Needs Assessment. Later in 2016, the Needs Assessment project was discussed and approved during the 2017-18 budget process.

A Request for Qualifications was issued with a submittal due date of January 9, 2017. The city received five qualification proposals. City staff along with the Human Services Task Force evaluated the applicants, narrowing it to three strong firms for interviews conducted on January 25th. BERK Consulting was selected as the most qualified consultant.

General Project Scope of Work:

The major tasks and anticipated timelines for this project are as follows. A more detailed task and deliverable schedule is available in the attached contract Scope of Work.

1. Project Management (April-December)

This involves ongoing coordination and communication throughout the project to include the project Kick Off meeting.

2. Data Analysis & Information Gathering (April – August)

This step entails developing a community profile and an inventory. Gathering demographic, economic, social and health data to better understand health and human services needs in Sammamish. The consultant will inventory health and human services providers that deliver services to Sammamish residents using phone interviews and publicly available data. These findings will be provided to the council in a briefing scheduled in August.

3. Public Involvement (April - November)

This work includes meetings with the city’s Human Services Ad-hoc Committee and Task Force as well as developing and implementing a Diverse Stakeholder Strategy and occurs in three phases. Four meetings are scheduled with the Task Force to cover public engagement strategies, community profile and inventory review, policy direction and development in joint council meeting as well as review preliminary Needs Assessment and Implementation Strategy. The Diverse Stakeholder Strategy is to identify and develop strategies to connect with hard to reach groups including outreach to youth, person of low income and diverse communities.

During the Phase 1, engagement includes outreach to the community about the Needs Assessment and gathering information to better understand Sammamish’s needs. In Phase 2, the results of the community profile and inventory will be reported to the community to verify results and raise awareness of community needs. Phase 3 will ask the community for input on the developed Needs Assessment and Implementation Strategy to verify policy direction and build community support for implementation.

4. Assessment Development (July – December)

This component consists of policy development and the finalization of the Needs Assessment and Implementation Strategy. The task of developing policy direction will guide and inform the Implementation Strategy. The consultant will synthesize information collected in tasks 2 and 3 listed above to help the City identify priority needs and develop a

mission and vision statement. In addition, the City's Human Services grant program will be evaluated for effectiveness and criteria improvement, if warranted. The Draft Needs Assessment will be compiled from all this work including a mission and vision for the city's provision of services along with related goals and policies. It will then be reviewed by staff and Task Force, other stakeholders and Council. The consultant will provide a summary presentation to Council and incorporate feedback into the final City of Sammamish Needs Assessment.

Financial Impact:

The contract with BERK Consulting is a not-to-exceed agreement of \$69,840. However, the total authorization amount requested is \$76,824. The balance \$6,984 is a 10% contingency amount to cover any additional services if needed during the 8-month project. The requested amount is within the approved 2017-18 budget allocation of \$100,000.

Recommended Motion:

Authorize the City Manager to execute this contract with BERK Consulting in the amount of \$69,840 for consultant services for the City of Sammamish Health & Human Services Needs Assessment project and authorize an additional 10% contingency (total authorization not-to-exceed \$76,824) for any additional services if needed.