

**COUNTY COMMISSION REQUEST FOR ACTION # 2023-202**

**Title:** Staff Augmentation for Facility RFP Development

**COMMISSION MEETING DATE:** October 17, 2023, at 9:00 AM

**REQUESTING DEPARTMENT OR AGENCY:** County Administration

**CONTACT PERSON:** Phillip Smith-Hanes

**DEADLINE IF ANY FOR ACTION:** Select Date

**DATE SENT COUNTY COUNSELOR:** Select Date

**1. Request for Action**

On several occasions since the beginning of the year (most recently on September 19), the Commission has discussed the need to move forward with plans for addressing facility needs for various County departments. As part of the 2024 budget, the Commission approved in concept issuance of a joint Request for Proposals (RFP) with the City of Salina to study both County and City downtown facilities and recommend plans for most effectively addressing the space needs of both organizations. Staff would like to begin preparation for issuance of that RFP so that it can be issued as soon as possible after the first of the year and maximize the time available for a selected firm to complete their study and recommendations. However, staff currently faces time constraints due to a number of competing projects.

On June 6 and 20, the Commission approved two agreements with consulting firms for temporary senior executive services. These agreements allow for individual projects (such as development of a policy or an RFP) to be conducted on the County's behalf by experienced professionals using a work order under these existing agreements. Staff reached out to both of these firms for proposed work orders. Both firms responded with scopes of work that address the County's need to develop the RFP.

After review, staff recommends moving forward with the scope of work offered by Shockey Consulting. The principal reason for this is that Shockey is located in Kansas City and the other firm is in the Dallas area. While much of the work for either firm would be performed remotely, travel expenses would be less for Shockey and Shockey could more easily market the resulting RFP to firms that would be likely to submit proposals for work in Central Kansas.

**2. Alternatives for Action**

1. Authorize the Chair to sign a scope of work with Shockey Consulting to augment staff's capacity to develop an RFP for facility study.
2. Authorize the Chair to sign a scope of work with SGR to augment staff's capacity to develop an RFP for facility study.

3. Do not move forward with staff augmentation and wait for staff to have time to work on RFP development (likely after the first of the year).

**3. Staff Recommendation**

Staff recommends moving forward with the scope of work with Shockey Consulting.

**4. Budget Impact**

The scope of work as proposed by Shockey Consulting totals \$33,992. This would be paid from the County Capital Improvement Fund, which has a current balance of \$6.064 million. So far this year, more than \$2 million has been transferred into the Fund, with a likelihood of additional funds being transferred as books are closed for 2023.

**5. Action Taken by County Commission**