



# AGENDA

## STAFF PRESENTATIONS

## PUBLIC COMMENT

### SHORELINE CITY COUNCIL

### VIRTUAL/ELECTRONIC REGULAR MEETING

Monday, September 13, 2021  
7:00 p.m.

Held Remotely on Zoom  
<https://zoom.us/j/95015006341>

**In an effort to curtail the spread of the COVID-19 virus, the City Council meeting will take place online using the Zoom platform and the public will not be allowed to attend in-person. You may watch a live feed of the meeting online; join the meeting via Zoom Webinar; or listen to the meeting over the telephone.**

**The City Council is providing opportunities for public comment by submitting written comment or calling into the meeting to provide oral public comment. To provide oral public comment you must sign-up by 6:30 p.m. the night of the meeting. Please see the information listed below to access all of these options:**



[Click here to watch live streaming video of the Meeting on shorelinewa.gov](https://www.shorelinewa.gov)



**Attend the Meeting via Zoom Webinar: <https://zoom.us/j/95015006341>**



**Call into the Live Meeting: 253-215-8782 | Webinar ID: 950 1500 6341**



[Click Here to Sign-Up to Provide Oral Testimony](#)

*Pre-registration is required by 6:30 p.m. the night of the meeting.*



[Click Here to Submit Written Public Comment](#)

*Written comments will be presented to Council and posted to the website if received by 4:00 p.m. the night of the meeting; otherwise they will be sent and posted the next day.*

	<u>Page</u>	<u>Estimated</u> <u>Time</u>
1. CALL TO ORDER		7:00
2. ROLL CALL		
(a) Proclamation of Welcoming Week	<u>2a-1</u>	
3. APPROVAL OF THE AGENDA		
4. REPORT OF THE CITY MANAGER		
5. COUNCIL REPORTS		
6. PUBLIC COMMENT		

*Members of the public may address the City Council on agenda items or any other topic for three minutes or less, depending on the number of people wishing to speak. The total public comment period will be no more than 30 minutes. If more than 10 people are signed up to speak, each speaker will be allocated 2 minutes. Please be advised that each speaker's testimony is being recorded. Speakers are asked to*

sign up by 6:30 p.m. the night of the meeting via the Remote Public Comment Sign-in form. Individuals wishing to speak to agenda items will be called to speak first, generally in the order in which they have signed up.

## 7. CONSENT CALENDAR

- |     |   |              |  |
|-----|---|--------------|--|
| (a) | Approval of Minutes of Regular Meeting of July 26, 2021   | <u>7a1-1</u> |  |
|     | Approval of Minutes of Regular Meeting of August 2, 2021  | <u>7a2-1</u> |  |
| (b) | Approval of Expenses and Payroll as of August 27, 2021 in the Amount of \$11,751,472.68   | <u>7b-1</u>  |  |
| (c) | Adoption of Ordinance No. 942 - Amending Shoreline Municipal Code Chapter 15.20 Landmark Preservation   | <u>7c-1</u>  |  |
| (d) | Authorize the City Manager to Execute an Amendment to the Professional Services Agreement with Pertect, Inc. in the Amount of \$1,591,698 for 60% Design of the 175 <sup>th</sup> Street (Stone to I-5) Project                 | <u>7d-1</u>  |  |
| (e) | Authorize the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \$251,389 for Design of the 20th Avenue NW New Sidewalk Project  | <u>7e-1</u>  |  |
| (f) | Authorizing the City Manager to Execute Interagency Agreement No. C2200046 with the Washington State Department of Ecology for Participation in the 2021-2023 Pollution Prevention Assistance Partnership                       | <u>7f-1</u>  |  |
| (g) | Authorizing the City Manager to Execute a Construction Contract with Blue Mountain Construction Group, LLC in the Amount of \$750,000 for the Annual Stormwater Repair, Replacement, and Shoulder Improvements Contract         | <u>7g-1</u>  |  |
| (h) | Authorize the City Manager to Execute an Amendment to the Contract with Jacobs Engineering Group for 100% Design on the SR-523 (N/NE 145th Street) Aurora Avenue to Interstate-5 Project in an Amount Not to Exceed \$1,614,366 | <u>7h-1</u>  |  |

## 8. STUDY ITEMS

- |     |  |             |      |
|-----|--|-------------|------|
| (a) | Discussion of Ordinance No. 944 – Amending Ordinance No. 776 and Ordinance No. 694 Amending Shoreline Municipal Code Chapter 3.27 for Property Tax Exemption Conditions Within the Light Rail Station Subareas and Within the MFTE Areas | <u>8a-1</u> | 7:20 |
| (b) | Discussion of Proposed Capital Funding Update of American Rescue Plan Act (ARPA)   | <u>8b-1</u> | 7:50 |

## 9. ADJOURNMENT

8:20

*Any person requiring a disability accommodation should contact the City Clerk's Office at 206-801-2230 in advance for more information. For TTY service, call 206-546-0457. For up-to-date information on future agendas, call 206-801-2230 or visit the City's website at [shorelinewa.gov/councilmeetings](http://shorelinewa.gov/councilmeetings). Council meetings are shown on the City's website at the above link and on Comcast Cable Services Channel 21 and Ziplly Fiber Services Channel 37 on Tuesdays at 12 noon and 8 p.m., and Wednesday through Sunday at 6 a.m., 12 noon and 8 p.m.*

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Proclamation Recognizing Welcoming Week in Shoreline		
<b>DEPARTMENT:</b>	Recreation, Cultural and Community Services		
<b>PRESENTED BY:</b>	Suni Tolton, Community Services		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	<input checked="" type="checkbox"/> Proclamation

**ISSUE STATEMENT:**

[Welcoming Week](#) is a national initiative of Welcoming America and a network of partners around the United States to make their communities more welcoming for all. Each year Welcoming Week takes place in September by organizations and communities providing opportunities for recent immigrants, refugees, and long-time residents to build stronger connections and affirm the importance of fostering welcoming and inclusive communities where all can thrive – regardless of immigration status, race, ethnicity, English language proficiency, religion, income, gender, sexual orientation, ability, age, or other factors.

Shoreline is home to an increasingly ethnically diverse community:

- 20% of Shoreline residents are foreign born,
- 30% of Shoreline residents are people of color,
- 26% of Shoreline residents speak a language other than English in the home, and
- 48% of Shoreline School District students are youth of color.

In our current societal challenges, many are divided politically, racial injustice and conflict are elevated, and the COVID-19 pandemic has caused future uncertainty. The spirit of Welcoming Week supports the City’s Resolution No. 401, declaring the City of Shoreline to be an inviting, equitable, and safe community for all and prohibiting inquiries by City employees regarding immigration status. The 2021 Welcoming Week theme of “Belonging Begins With Us” speaks to the City’s Resolution No. 467, that states the City is committed to building an anti-racist community.

This work is hard and ongoing but core to the vision of Shoreline as a thriving, friendly city where people of all ages, cultures, and economic backgrounds love to live, work, and play, and most of all call home.

**RECOMMENDATION**

The Mayor should read and present the proclamation.

Approved By:            City Manager **DT**            City Attorney **MK**



## PROCLAMATION

WHEREAS, Welcoming Week is a national initiative to promote connections between recent immigrants, refugees, and long-time neighbors to build stronger communities; and

WHEREAS, we recognize the Duwamish and other Puget Salish indigenous peoples were the original “welcomers” and upon whose lands we now call home; and

WHEREAS, the Shoreline population is home to people of increasingly diverse backgrounds, with 30% of residents identifying as people of color, and 20% of residents are foreign born; and

WHEREAS, new residents are vital to Shoreline in sharing different perspectives, establishing businesses, serving in civic roles, and working in critical industries; and

WHEREAS, the City of Shoreline recognizes we must work to undo historical and systemic racism, xenophobia, and other oppressions that contribute to inequity to create a welcoming city; and

WHEREAS, the Shoreline City Council is committed to ensuring that Shoreline is a welcoming, inclusive, and safe community for all; and

NOW, THEREFORE, I, Will Hall, Mayor of the City of Shoreline, on behalf of the Shoreline City Council, recognize September 10-19, 2021 as

## WELCOMING WEEK

in the City of Shoreline and encourage residents to build communities where all feel a sense of belonging and can thrive.

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Will Hall, Mayor

**CITY OF SHORELINE**

**SHORELINE CITY COUNCIL  
SUMMARY MINUTES OF REGULAR MEETING**

Monday, July 26, 2021  
7:00 p.m.

Held Remotely via Zoom

**PRESENT:** Mayor Hall, Deputy Mayor Scully, Councilmembers McConnell, McGlashan, Chang, and Roberts

**ABSENT:** Councilmember Robertson

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Hall who presided.

2. ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present except for Councilmember Robertson.

**Councilmember McConnell moved to excuse Councilmember Robertson for personal reasons. The motion was seconded by Deputy Mayor Scully and approved by unanimous consent.**

3. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

4. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided an update on COVID-19 and reported on various City meetings, projects, and events.

5. COUNCIL REPORTS

Councilmember McGlashan stated that he testified at the Sound Transit Board Meeting on behalf of the 522/523 Bus Rapid Transit. He reported that it is likely that the plan will be modified, and that the project has been put in the Tier 1 category.

6. PUBLIC COMMENT

Bill Turner, Shoreline resident, spoke to the importance of established trees and shared examples of environmentally conscious planning and development. He urged revision of the tree protection code to protect mature trees while fulfilling multifamily housing goals.

Nancy Morris, Shoreline resident, spoke to the value of trees in lowering urban temperatures. She said the destruction of significant trees impacts bird populations and suggested delaying the cutting of trees on North 160<sup>th</sup> Street until the nesting season is past.

Kathleen Russell, Shoreline resident, spoke on behalf of Save Shoreline Trees. She voiced concern over the upcoming scheduled removal of significant trees on North 160<sup>th</sup> Street as part of the Washington State Department of Transportation (WSDOT) frontage improvement project. She asked that WSDOT be encouraged to protect bird life by delaying cutting down the trees until the end of August.

Jackie Kurlle, Shoreline resident, spoke regarding the Enhanced Shelter and asked for continued maximum oversight and reporting on shelter operations.

7. CONSENT CALENDAR

**Upon motion by Deputy Mayor Scully and seconded by Councilmember McGlashan and unanimously carried, 6-0, the following Consent Calendar items were approved:**

**(a) Approval of Expenses and Payroll as of July 9, 2021 in the Amount of \$10,528,420.95**

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
05/30/21-06/12/21	6/18/2021	97371-97605	17386-17424	82764-82770	\$824,968.39
05/30/21-06/12/21	6/24/2021			WT1191-WT1192	\$135,202.62
06/13/21-06/26/21	7/2/2021	97606-97837	17425-17463	82843-82846	\$617,383.95
06/13/21-06/26/21	7/9/2021			WT1193-WT1194	\$134,010.34
					\$1,711,565.30

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
6/24/2021	1190	\$41,437.63
		\$41,437.63

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
6/16/2021	82436	82436	(\$784.86)

6/16/2021	82631	82647	\$393,183.20
6/16/2021	82648	82663	\$69,914.83
6/16/2021	82664	82671	\$60,562.95
6/16/2021	82672	82691	\$976,733.24
6/16/2021	82692	82707	\$72,276.30
6/22/2021	82708	82708	\$1,038.17
6/22/2021	82709	82710	\$90,839.37
6/24/2021	82711	82726	\$105,911.41
6/24/2021	82727	82743	\$220,576.89
6/24/2021	82744	82748	\$2,922.08
6/24/2021	82749	82763	\$97,471.56
6/30/2021	82771	82791	\$135,913.98
6/30/2021	82792	82799	\$27,371.90
6/30/2021	82800	82814	\$4,746,599.38
7/7/2021	82815	82827	\$689,084.03
7/7/2021	82828	82833	\$10,258.01
7/7/2021	82834	82842	\$1,075,745.58
7/7/2021	73112	73112	(\$200.00)
			<u>\$8,775,418.02</u>

- (b) Authorize the City Manager to Execute Supplement No. 2 to Contract 8463 with H.W. Lochner in the Amount of \$2,471,183 for Design and Environmental Services for the SR-523 & Interstate-5 Interchange Project**
- (c) Authorize the City Manager to Execute Contract Documents with the Washington State Department of Commerce to Obligate \$403,760 of Grant Funding for the Shoreline Parks Restrooms Project**
- (d) Authorize the City Manager to Execute Contract Documents with the Washington State Department of Commerce to Obligate \$353,780 of Grant Funding for the Shoreline Park Public Pavilion Project**
- (e) Authorize the City Manager to Execute a Contract with AVI-SPL in the Amount of \$370,039.05 for City Hall Video Conferencing Upgrade**

8. ACTION ITEMS

- (a) QUASI-JUDICIAL: Closed-Record Appeal Hearing - Shoreline Preservation Society, Regarding Naval Hospital Chapel Landmark Designation

Margaret King, City Attorney, reviewed the process for the Hearing. She summarized that the appeal filed by the Shoreline Preservation Society (SPS) is to consider the Landmark Commission’s granting of the Department of Social and Health Services’ (DSHS) request for a reconsideration and a subsequent modification of the Commission’s landmark boundary of the Naval Chapel on the Fircrest Campus and that Council’s decision will be based on the Record and the arguments presented tonight. She said while the Council is in the position of acting as a

quasi-judicial body, the Appearance of Fairness Doctrine applies to the decision to be made and explained the criteria for impartiality.

Ms. King listed the questions presented to Councilmembers to confirm this and said Mayor Hall and Councilmembers Roberts, McConnell, Chang, and McGlashan stated that they have had no contact with any of the parties and believe that they can hear the matter in a fair and impartial manner and each Councilmember confirmed this. Ms. King continued that Councilmember Robertson and Deputy Mayor Scully stated that they have had some contact with the Parties of Record, but since Councilmember Robertson is absent, her disclosure does not need to be recorded. Ms. King reviewed and confirmed Deputy Mayor Scully's disclosure of a conversation with Janet Way. Deputy Mayor Scully said Ms. Way called him with procedural questions, and he directed her to City staff, and he does not feel he is biased because of his conversation. Ms. King said she does not see a need to ask any Councilmember to recuse themselves and opened it to the Parties of Record to respond. There were no objections.

Mayor Hall introduced this appeal of the Shoreline Landmarks Commission's decision which granted reconsideration and then adopted a different boundary for the landmark designation for the Naval Chapel at Fircrest. He summarized the process for tonight's hearing, which includes arguments from all parties, rebuttals, clarifying questions from Council, a closed session for Council, and deliberations. There were general clarifying questions about the procedures for presentations for this remote meeting.

Janet Way, Lance Young, Wendy DiPeso, and Tom Hazelhurst were introduced as the Shoreline Preservation Society's participants. Joe Christy was introduced as the representative for DSHS and DNR, and Bob Hubenthal was in attendance for DSHS. Sarah Steen was introduced as the Shoreline Landmarks Commission representative and said she will cede five minutes of her time to DSHS/DNR.

The Shoreline Presentation Society's argument opened with Ms. Way describing the Naval Chapel historical landmark and its significance. She said after the successful landmarking of the Chapel and its forest, the decision was challenged by the action of DSHS and a missed step by the Shoreline Landmarks Commission, which resulted in sacrificing a portion of the landmarked forest. She stated that this challenge is not supported by the law and the legal burden has not been met. She described the dimensions of the segment under consideration and said SPS will demonstrate that DSHS's claim that the Commissioners made errors on the original landmark was incorrect. To emphasize the significance of the setting, Ms. Way played a video tour of the Chapel and vicinity and recordings of testimony by Victoria Stiles, Executive Director of the Shoreline Historical Museum, Senator Marilyn Chase, and Captain Joel T. Boone. Ms. DiPeso said that SPS is trying to preserve a nationally significant landmark and asserted that DSHS cares more about reducing bureaucratic overhead for future development.

In response to the Issue Statements, SPS first shared a distillation of the key evidence and several key excerpts of Landmarks Commission Meetings and exhibits in the Record supporting their position. This included evidence that the Commission was aware of what they were voting on in January; testimony emphasizing the value of the historic significance of the setting; exhibits indicating that the decision to review the boundary was in response to a threat of litigation by

DSHS; that environmental issues should be considered; and that the Shoreline Landmarks Commission improperly noticed the reconsideration hearing, impacting SPS's ability to build a case.

Mr. Young summarized that based on the testimony provided it is clear that the revised landmark boundary is a significant loss to the integrity of the landmark itself, and the testimony and deliberations from the Commissioners who voted on the original landmark boundary follow Captain Boone's vision and the significance of the northeast corner of the Chapel setting. He said this is a rare opportunity to preserve intact the integrity of one of the most historical landmarks that exists in Shoreline. He concluded by stating that the Council should vacate the revision to the original landmark voted on by the Shoreline Landmarks Commission and listed the reasons why. He said the SPS urges the Council to reverse the Shoreline Landmark Commission's reconsideration decision and maintain the original landmark. He added that important protocols were violated when the Shoreline Landmarks Commission revised their original decision and Findings of Fact.

Mayor Hall opened the floor for clarifying questions from the Council. Councilmember Roberts asked questions regarding legal standards for appeals and public noticing, and responses were given by Ms. Way, Ms. DiPeso, and Mr. Christy.

The DSHS/DNR argument was delivered by Joe Christy, Assistant Attorney General, who responded to each of the Issue Statements. He said there is no dispute that the Commission knew what they were doing in the initial Hearing, nonetheless, the ultimate Order was based on a determination that the prior determination included an error of fact. His argument included reference to the Landmarks Commission Rules and explained how they directed the action for reconsideration. He stated that it is ultimately a decision on the part of the Landmarks Commission as to what extent the boundary, or the environs of the boundary, impact the Chapel site, and in the end the decision was that inclusion of the revision area did not need to be part of the landmark designation. He stated that SPS's original application did not provide specific evidence that the revision area is integral to the site, and the video shown did not include the revision area, and DSHS provided evidence that the revision area is not integral to the site. He recognized the public comment and testimony received regarding the ecological importance of the site and described portions of it as speculative, stating that there is nothing in the Record that suggests DSHS/DNR will not continue to be good stewards of the land. Mr. Christy said there is no indication that the Commission considered DSHS's intent in their decision making. He said the Commission's process was consistent with the law, and it is not their duty to preserve environmental qualities, but to preserve historical landmarks and the features that are integral to the historic landmark experience. He added that SPS requested additional forest restoration requirements, but DSHS and DNR believe that any such requirements are unnecessary. He said that there is no evidence that the Landmarks Commission decision was based on a threat of litigation by DSHS. He stated that DSHS/DNR do not contest that SPS's notice was not consistent with the Landmark Commission's Rules of Procedure but stated that SPS did a formidable job in providing a substantial response and said DSHS/DNR cannot say whether SPS having ability to demonstrate the importance of the area as a buffer would have had an impact. He said the Landmark Commission properly followed its hearing process, SPS did not have a right to a rebuttal because DSHS was the applicant and added that during the hearing SPS did

have opportunity to present arguments and closing remarks. He said that DSHS was not required to notify the Washington State Department of Archaeology and Historic Preservation or tribal groups of its motion for reconsideration because Landmark Commission Rules do not require it.

Mayor Hall opened the floor for clarifying questions from the Council. Deputy Mayor Scully asked questions regarding the standard of review, which Mr. Christy addressed. Councilmember Roberts asked if DSHS believes a public hearing was required for the Reconsideration hearing, and Mr. Christy responded in the negative.

The Landmarks Commission was represented by Sarah Steen, who addressed Councilmember Roberts' questions about public hearings, stating that there is no requirement for a public hearing for a Reconsideration. Ms. Steen shared the Landmarks Commission response to each of the Issue Statements under consideration. She stated that the Landmarks Commission determined that their final decision was not based on confusion during deliberation, and the granting of the motion for reconsideration was valid and said it was within the Landmarks Commission's discretionary authority to issue a decision to revise the boundary based on an evaluated impact and she described the criteria used. She said the Landmarks Commission disagreed with the SPS on the scope of the forested area necessary to maintain historic setting and the omission would not significantly harm the setting of the historic Chapel. Ms. Steen emphasized that the due consideration was given to all prior testimony and deliberations in the March Hearing. She explained the way landmark boundaries are assessed and said habitat protection and environmental conservation, in and of themselves, are not within the remit of the Landmarks Commission. The Commission's final determination was based on their evaluation of the impact to resource. She stated that there is no evidence that any appeal threats were weighed in the Commission's consideration. Ms. Steen recognized and described the error in the public noticing. She reviewed the order of the hearing process and said the Landmarks Commission did not err procedurally. She concluded by stating that the DSHS was not required to notify the Washington State Department of Archaeology and Historic Preservation or tribal groups of its motion for reconsideration.

Mayor Hall opened the floor for clarifying questions from the Council but there were none.

The Shoreline Preservation Society's rebuttal included describing their interpretation of the proper legal standard to apply for a Motion for Reconsideration and asserting that DSHS has confused three concepts addressed by the Rules. Ms. DiPeso described SPS's rationale for the selection of portion of property to include in the application and how the setting impacts the landmark. She said because of the short notice for the hearing SPS did not have adequate time to provide better evidence to show how the geology that supports the building may eventually be impacted. Ms. Way added that there have been two of the Issue Statements that have been conceded to by DSHS and one by the Landmarks Commission. She said the forest and historic Chapel are assets to the City and the Council should be cognizant of that. She said there are plenty of reasons for the Council to consider the points made by SPS and she hopes the Council agrees that the bar was not met.

Mayor Hall opened the floor for clarifying questions from the Council. Councilmember Roberts said SPS's brief includes a mention of being denied process in the hearing and asked if the

Shoreline Landmarks Commission has a specified procedure for how a reconsideration motion is considered by the Commission. Mr. Young said the Rule 15.20(3)(8) specifically states that a Reconsideration is handled in the same way that an open meeting is held. Ms. DiPeso agreed with Ms. Steen that there was confusion about how the meeting was supposed to unfold, explaining that SPS was under the perception that they were the Applicants in the reconsideration, when in reality DSHS was.

Mayor Hall asked if SPS believes that a hearing is required for the Landmarks Commission to reconsider a decision. Ms. Way said it is reasonable to require a hearing for such an important site. Ms. Steen quoted the Rules of Procedure for Appeals and Reconsiderations for the Shoreline Landmarks Commission, which state that a public hearing is optional.

Mayor Hall stated that pursuant to RCW 42.30.140(2) the Council would recess into a closed session, and he expected it to last approximately thirty minutes.

**Councilmember Roberts moved to suspend Council rules and extend the meeting until 11:00 p.m. The motion was seconded by Deputy Mayor Scully. The motion passed by unanimous consent.**

The Closed Session ended at 10:20 p.m.

Mayor Hall confirmed that the Council had no objections to accepting the two documents that were emailed to the Clerk by Ms. Way yesterday. Seeing no objections, the Clerk distributed the documents via email to Council and all the parties.

Mayor Hall reviewed the procedural process to follow. The Council agreed that if consensus was reached on any one issue statement, a vote would not be necessary, but only if they were divided.

The discussion of the Issue Statements continued as follows:

1. Did the Shoreline Landmark Commission err in granting the Motion for Reconsideration filed by DSHS because it did not apply the proper legal standard for a motion for reconsideration?

After discussion, the majority of the Councilmembers agreed that the Landmarks Commission did properly consider the Motion for Reconsideration.

2. Did the Shoreline Landmark Commission err when it concluded that revising the eastern boundary to exclude the proposed 60 feet by 240 feet section would not have a significant adverse impact on the integrity and character of the Chapel setting?

Councilmembers expressed differing opinions on this issue. Councilmember McGlashan said he does not believe there was an error and explained why, adding that he does not think excluding the northern area would change the feel of the area surrounding the Chapel. Deputy Mayor Scully said he came to a different conclusion, and he does not see any way that it could be determined that the character of the forest is not important to the integrity of the historical

structure, so it is important to preserve the section. He said the Council should vote to revise the decision of the Board to include the land, and Councilmember Roberts agreed, expanding that what struck him was the importance of the pathways to the Chapel, and the section in consideration includes a pathway, so it does not seem logical to exclude this path.

Councilmember Chang agreed with the boundary in the reconsideration decision because of the topography. Mayor Hall said looking at the historical documents, there is no question that the forested setting was integral to the site, and the deliberations the Commission went through are evidence to him that there is no single perfect boundary. He said he does not see that an error in judgement was made by the Commission in their decision. Deputy Mayor Scully said not just current, but future, land use needs should be considered, and the current delineation does not make sense to him. Mayor Hall recognized that land uses change, but he feels there is an adequate buffer. He noted that there was a similarly arbitrary line in an earlier decision, so he does not feel that argument is compelling. Councilmember McConnell said the lines do not bother her and reflected on the peacefulness of the setting.

**Councilmember Roberts moved to extend the meeting until midnight. The motion was seconded by Councilmember Chang and passed by unanimous consent.**

3. Did the Shoreline Landmark Commission err because it failed to give due consideration to the findings set forth in the February 2, 2021, Findings and Fact and Decision of the Shoreline Landmark Commission?

It was generally agreed that there was no error.

4. Did the Shoreline Landmark Commission err when it did not accept testimony and arguments on protecting the existing landmark from environmental harm?

Several Councilmembers expressed the opinion that there was no error. Councilmember Roberts agreed that the forest is part of why the Chapel was built there but while he sympathizes with the issue, he does not think the Commission has the authority to consider environmental influences. Mayor Hall said he believes the Record indicates that the Commission did accept all testimony and arguments received and agreed with Councilmember Roberts that they are not explicitly charged with landmarking for environmental values, but he did not see anything in the record that showed that the degradation of the forest would impact the Chapel. Councilmember McConnell said she does not see an error in this issue. Deputy Mayor Scully said he is torn on this one, since some comments raised concern for him that the health of the forest was not considered. He recognized that while separate environmental values are not issues to consider in this situation, the integrity of the forest should be considered.

5. Did the Shoreline Landmark Commission err to the extent it considered evidence of DSHS's intent to use and develop the Fircrest property in the future?

The Council generally agreed that there was no error evident. Mayor Hall said it is clear that the Commission was trying to find a way to satisfy the landowner with the designation but observed that to some extent that may be a part of any landmarking process. He does not see evidence in the Record that the decision to revise the boundary was based on any specific plan to develop or

not develop in the area. Councilmember Chang said while there was speculation about what could happen there potentially, there was no evidence.

6. Did the Shoreline Landmark Commission err to the extent its decision to revise the boundary was a response to a threat of litigation by DSHS?

Varying opinions were expressed by Councilmembers. Deputy Mayor Scully said he was astonished by those sections of record, and he feels the attorney tried to intimidate the Commission, and there was a lot of anger apparent. He is not convinced that the attorney's actions did not have an impact on the decision and is halfway inclined to remand this. Mayor Hall agreed with the appearance of a breakdown in decorum but said he does not think the approach influenced the outcome. Councilmember McGlashan agreed with Mayor Hall's comments but said he did not take it as a threat, more as stating a fact. Councilmember Roberts said in thinking about this more, the fact that a Commissioner recused himself in frustration means it does not seem harmless. Councilmember McConnell said this does not bother her enough to send it back based on this issue.

7. Was the Appeal Action the result of an unfair and improper public process due to a lack of reasonable public notice and unfair timeline causing substantial harm to Appellant?

The importance of adhering to public process was recognized by the Council. Councilmember Roberts said if this situation had happened on their Council, they would have stopped the process and redone it. Deputy Mayor Scully said he agrees with the need for fair notice and the appropriate remedy is a remand. Councilmember Chang said the issue of 'causing substantial harm' is what she is considering, but said she is not sure that the decision would have been different. Councilmember McGlashan agreed that a rule is a rule, and therefore it should be redone, although he does not think the outcome will change. Mayor Hall said he struggles with defining a harmless error and recognized the procedural defect and noted the importance of following the established process.

8. Was the Appeal Action the result of an unlawful and unfair hearing process because Appellants were not given the opportunity to rebut DSHS arguments recently presented to Appellant?

A majority of Councilmembers expressed that it appears the Rules were followed.

9. Was DSHS required to notify the Washington State Department of Archaeology and Historic Preservation or tribal groups of its motion for reconsideration?

It was agreed that no error was noted in this issue.

At the conclusion of the discussion, Deputy Mayor Scully said he would like to be able to vote on Issue 2.

The next procedural steps were discussed prior to future action on an Ordinance formalizing the decision.

**Deputy Mayor Scully moved to direct staff to prepare Findings and Conclusions that tracks the majority of the Council’s comments tonight and finds in favor of the Appellant and directs remand to the Landmarks Commission on Issue 7 and in favor of the Respondent on the remaining Issues and present that to Council at the next available meeting. The motion was seconded by Councilmember Roberts.**

**The motion passed unanimously, 6-0.**

9. ADJOURNMENT

At 11:33 p.m., Mayor Hall declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

DRAFT

**CITY OF SHORELINE**

**SHORELINE CITY COUNCIL  
SUMMARY MINUTES OF REGULAR MEETING**

Monday, August 2, 2021  
7:00 p.m.

Held Remotely via Zoom

**PRESENT:** Mayor Hall, Deputy Mayor Scully, Councilmembers McConnell, McGlashan, Chang, Robertson, and Roberts

**ABSENT:** None.

1. CALL TO ORDER

At 7:00 p.m., the meeting was called to order by Mayor Hall who presided.

2. ROLL CALL

Upon roll call by the City Clerk, all Councilmembers were present except for Councilmember Roberts.

**Councilmember McConnell moved to excuse Councilmember Roberts for personal reasons. The motion was seconded by Councilmember Chang and approved by unanimous consent.**

(a) Proclaiming August 3, 2021 as Appreciate Your Neighbors Night in Shoreline

Mayor Hall announced the issuance of a proclamation for Appreciate Your Neighbors Night in Shoreline, explaining that it replaces the annual National Night Out Against Crime celebration this year due to the limitations on large gatherings in response to the COVID-19 pandemic.

3. APPROVAL OF THE AGENDA

The agenda was approved by unanimous consent.

Councilmember Roberts joined the meeting at 7:03 p.m.

4. REPORT OF CITY MANAGER

Debbie Tarry, City Manager, provided an update on COVID-19 and reported on various City meetings, projects, and events.

5. COUNCIL REPORTS

Councilmember Robertson reported that she attended a meeting on the North King County Coalition on Homelessness and briefly recapped the discussion.

6. PUBLIC COMMENT

Kathleen Russell, Shoreline resident, spoke on behalf of Save Shoreline Trees. She said Save Shoreline Trees questions the requirement for wider sidewalks in residential areas. She asked for a delay on the final design and installation of the 5<sup>th</sup> Avenue Northeast sidewalk, as well as future sidewalks, until the Council can discuss sidewalk widths prior to the next Transportation Master Plan update.

Martha Deisner, Shoreline resident, spoke on behalf of the Echo Lake Condominium Homeowners Association. She shared information on the 198<sup>th</sup> Street Affordable Housing Project. She supports the project but expressed concern over the mature trees planned for removal and emphasized the environmental value of trees.

Jackie Kurle, Shoreline resident, spoke regarding the Enhanced Shelter. She underscored the need for ongoing support and monitoring of activities to contribute to the success of the facility and its impact on the community.

Nancy Morris, Shoreline resident, shared resources to learn about bird protection and asked for a delay in tree removal for the WSDOT project until the end of August. She emphasized the importance of preserving urban habitats and said building codes should support the biosphere.

7. ACTION ITEMS

- (a) Action on the Purchase of Real Property Located at 19827 25th Avenue NE, Identified as King County Tax Parcel No. 042604-9030-07; and Authorize the City Manager to Take the Necessary Steps to Complete the Property Purchase

Nate Daum, Economic Development Program Manager, delivered the staff presentation. Mr. Daum shared background on the proposed acquisition and described how the property fits in with the overall strategy of the PROS Plan. He said the property under consideration would be an expansion of Brugger's Bog Park and would address the location of active uses in a wet area and described the negotiations for acquisition. He explained that the purchase would support Council Goal 2, Action Step 2 by continuing to implement the Parks, Recreation, and Open Space Plan. He displayed a vicinity map and reviewed the financial impact, including acquisition costs and funding sources. He concluded that staff recommends authorizing purchase of the property.

Mayor Hall opened the public comment period. Seeing no members of the public wishing to speak, he closed the public comment period.

**Councilmember Robertson moved to approve the purchase of real property located at 19827 25<sup>th</sup> Avenue NE, King County Tax Parcel No. 042604-9030-07 and authorize the City**

**Manager to take the necessary steps to complete the property purchase. The motion was seconded by Councilmember McConnell.**

Councilmember Robertson said this property is an important part of the vision for Brugger's Bog Park, which is currently underutilized and not up to the standards of the City's parks. She said she is optimistic that the Parks Bond will pass, and she encouraged support of the purchase.

**The motion passed unanimously, 7-0.**

Councilmember Roberts left the meeting at 7:35 p.m.

8. STUDY ITEMS

- (a) Discussion of Ordinance No. 939 - Authorizing a Non-Exclusive Franchise to Zayo Group, LLC to Construct, Maintain, Operate, Replace, and Repair a Telecommunications System Over, Along, Under, and Through Designated Public Rights-of-way in the City of Shoreline

Christina Arcidy, Management Analyst, delivered the staff presentation. Ms. Arcidy gave an overview of the Zayo Telecommunications Franchise process, stating that utilities are required to have a right-of-way franchise with the City, that the current franchise expires September 9, 2021, and that franchise negotiations were completed promptly and in good faith. She summarized the substantial sections of the franchise, adding that the proposed franchise is almost identical to the previous one. She listed the franchise considerations for Council's review, and said staff believes the criteria is met and is recommending that the renewal franchise be granted. She said there is no fiscal impact to adopting Ordinance No. 939.

Deputy Mayor Scully expressed support for the Ordinance, stating that providing high speed communications is a public service. Councilmember Robertson echoed support and questioned why Zayo has no customers in Shoreline. Ms. Arcidy described the types of consumers of the services and said she does not know of any prospective customers in Shoreline.

It was agreed that Ordinance No. 939 would return as a Consent Item.

- (b) Discussion of Resolution No. 482 - Updating the Employee Handbook

Don Moritz, Human Resources and Organizational Development Director, delivered the staff presentation. Mr. Moritz shared background on the Employee Handbook and said the proposed updates are intended to bring the Handbook and policies up to date, provide policy clarity to employees and managers, and reflect current HR and administrative practices. He summarized the changes, which include housekeeping/clean up of language, formatting, and terminology; the addition and modification of definitions; clarification and codification of existing policies and administrative procedures; and the addition of new policy provisions not previously found in the Employee Handbook. He described the noteworthy policy changes, which include adding a reference to the City's Remote Work Policy, applying select elements from the City's Maintenance Workers Collective Bargaining Agreement to the entire workforce, adding

Juneteenth as an observed holiday, expanding the Increment Weather policy, placing an annual cap on donated leave, allowing for other leave accruals to be used as an extension of sick leave, and allowing hiring managers to consider candidates from similar recent recruitments.

He concluded that staff recommends adoption of Resolution No. 482.

Councilmember McGlashan said he appreciates the timely addition of updates to the Employee Handbook as needed. Councilmember McConnell echoed his comments, recognizing the beneficial changes it offers employees.

It was agreed that Resolution No. 482 would return as a Consent Item.

9. ADJOURNMENT

At 7:43 p.m., Mayor Hall declared the meeting adjourned.

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Jessica Simulcik Smith, City Clerk

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Approval of Expenses and Payroll as of August 27, 2021
<b>DEPARTMENT:</b>	Administrative Services
<b>PRESENTED BY:</b>	Sara S. Lane, Administrative Services Director

**EXECUTIVE / COUNCIL SUMMARY**

It is necessary for the Council to formally approve expenses at the City Council meetings. The following claims/expenses have been reviewed pursuant to Chapter 42.24 RCW (Revised Code of Washington) "Payment of claims for expenses, material, purchases-advancements."

**RECOMMENDATION**

Motion: I move to approve Payroll and Claims in the amount of \$11,751,472.68 specified in the following detail:

**\*Payroll and Benefits:**

Payroll Period	Payment Date	EFT Numbers (EF)	Payroll Checks (PR)	Benefit Checks (AP)	Amount Paid
06/27/21-07/10/21	7/16/2021		17499		\$101.80
07/11/21-07/24/21	7/31/2021	98068-98290	17500-17534	83087-83091	\$820,371.59
07/11/21-07/24/21	7/31/2021			WT1198	\$108,888.37
07/25/21-08/06/21	8/13/2021	98291-98522	17535-17569	83184-83187	\$665,032.30
07/25/21-08/06/21	8/13/2021			WT1200-WT1201	\$108,056.33
Q2 2021 L&I	7/29/2021			83022	\$40,325.73
Q2 2021 ESD	7/26/2021			83023	\$16,039.65
					<u>\$1,758,815.77</u>

**\*Wire Transfers:**

Expense Register Dated	Wire Transfer Number	Amount Paid
8/6/2021	1199	\$870,730.57
8/23/2021	1202	\$1,144,030.77
8/25/2021	1203	\$19,444.30
8/27/2021	1204-1205	\$909,042.08
		<u>\$2,943,247.72</u>

**\*Accounts Payable Claims:**

Expense Register Dated	Check Number (Begin)	Check Number (End)	Amount Paid
7/29/2021	82957	82984	\$544,147.10
7/29/2021	82985	82993	\$51,771.57
7/29/2021	82994	83021	\$1,798,296.20
7/29/2021	83024	83025	\$21.28
7/31/2021	83026	83026	\$4,431.46
8/4/2021	83027	83027	\$650.00
8/4/2021	83028	83035	\$39,244.85
8/4/2021	83036	83046	\$11,076.49
8/4/2021	83047	83066	\$307,337.17
8/4/2021	83067	83085	\$160,166.49
8/4/2021	76062	76062	(\$136.59)
8/4/2021	83086	83086	\$136.59
8/10/2021	83092	83113	\$151,209.96
8/10/2021	83114	83135	\$264,813.86
8/11/2021	83136	83145	\$62,729.96
8/11/2021	83146	83166	\$1,052,339.15
8/18/2021	83167	83170	\$36,280.20
8/18/2021	83171	83183	\$379,681.43
8/22/2021	83188	83188	\$1,678.56
8/22/2021	83189	83190	\$65,085.86
8/25/2021	83191	83210	\$397,785.55
8/25/2021	83211	83230	\$209,872.63
8/25/2021	83231	83245	\$57,238.13
8/25/2021	83246	83268	\$1,244,866.69
8/25/2021	83269	83291	\$195,684.60
8/25/2021	83292	83292	\$13,000.00
			<u>\$7,049,409.19</u>

Approved By: City Manager **DT**

City Attorney **MK**

# City of Shoreline

## Expense Register for Wire Transfers

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> WT080621 <b>Posting Date:</b> 08/06/2021 <b>Batch Date:</b> 08/06/2021				
00001199	CHICAGO TITLE INSURANCE COMPANY	PROPERTY PURCHASE	2916405	870,730.57
			<b>Check Total:</b>	<u>870,730.57</u>
			<b>Total Paid:</b>	<u>870,730.57</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as wire transfer numbers **00001199** through **00001199** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 Sara S. Lane, Administrative Services Director

8/6/21  
 Date

# City of Shoreline

## Expense Register for Wire Transfers

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> WT082321 <b>Posting Date:</b> 08/23/2021 <b>Batch Date:</b> 08/25/2021				
00001202	CHICAGO TITLE INSURANCE COMPANY	PROPERTY PURCHASE	2821360	<u>1,144,030.77</u>
			<b>Check Total:</b>	<u>1,144,030.77</u>
			<b>Total Paid:</b>	<u>1,144,030.77</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as wire transfer numbers **00001202** through **00001202** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/27/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register for Wire Transfers

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> WT082521 <b>Posting Date:</b> 08/25/2021 <b>Batch Date:</b> 08/25/2021				
00001203	DEPT OF REVENUE			
		07/2021 EXCISE TAX	0010000	792.56
		07/2021 EXCISE TAX	1010000	3.10
		07/2021 EXCISE TAX	2410039	-20.67
		07/2021 EXCISE TAX	2410040	863.22
		07/2021 EXCISE TAX	2410041	1,463.82
		07/2021 EXCISE TAX	2410057	226.71
		07/2021 EXCISE TAX	2410378	2,233.44
		07/2021 EXCISE TAX	4010000	440.42
		07/2021 EXCISE TAX	4050000	13,286.27
		07/2021 EXCISE TAX	6500000	155.43
			<b>Check Total:</b>	19,444.30
			<b>Total Paid:</b>	19,444.30

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as wire transfer numbers **00001203** through **00001203** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/27/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register for Wire Transfers

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> WT082721 <b>Posting Date:</b> 08/27/2021 <b>Batch Date:</b> 08/27/2021				
00001204	CHICAGO TITLE INSURANCE COMPANY	PROPERTY PURCHASE	2916405	816,678.75
			<b>Check Total:</b>	<u>816,678.75</u>
00001205	WFG NATIONAL TITLE COMPANY OF	RELOCATION ASSISTANCE	2916405	92,363.33
			<b>Check Total:</b>	<u>92,363.33</u>
			<b>Total Paid:</b>	<u>909,042.08</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as wire transfer numbers **00001204** through **00001205** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/27/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P072621A				
<b>Batch Date:</b> 07/29/2021				
<b>Posting Date:</b> 07/29/2021				
00082957	AQUALIS	RETAINGE ON INV17566	0010000	-881.26
		CONTRACT, STORMWATER VACTOR	2709000	<u>19,440.55</u>
			<b>Check Total:</b>	<u>18,559.29</u>
00082958	B&B UTILITIES AND EXCAVATING LLC	RETAINGE ON PE #1	0010000	-12,657.07
		CONTRACT, 2021 STORMWATER	3017105	84,969.32
		CONTRACT, 2021 STORMWATER	3023305	<u>168,171.99</u>
			<b>Check Total:</b>	<u>240,484.24</u>
00082959	BOWEN,TIMOTHY DANA	CONTRACT, LEGO BASED YOUTH	2410041	<u>6,281.10</u>
			<b>Check Total:</b>	<u>6,281.10</u>
00082960	CANON FINANCIAL SERVICES INC	LEASE, COLOR COPIER	1602145	1,329.83
		LEASE, COLOR COPIER,	2709358	<u>96.84</u>
			<b>Check Total:</b>	<u>1,426.67</u>
00082961	CONTRACT LAND STAFF LLC	CONTRACT, ASSIST IN PROPERTY	2821360	<u>12,048.19</u>
			<b>Check Total:</b>	<u>12,048.19</u>
00082962	DANDYLYON DRAMA	CONTRACT, THEATER CAMP	2410041	<u>8,526.00</u>
			<b>Check Total:</b>	<u>8,526.00</u>
00082963	DAVID EVANS AND ASSOC INC	CONTRACT, PROVIDE SERVICES	2709358	9,847.27
		CONTRACT, PROVIDE SERVICES	2713356	8,445.86
		CONTRACT, PROVIDE SERVICES	3532351	11,749.81
		CONTRACT, PROVIDE WASTEWATER	3532406	<u>26,861.13</u>
			<b>Check Total:</b>	<u>56,904.07</u>
00082964	DITCH MAINTENANCE SERVICES	RETAINGE ON INV #96	0010000	-2,374.22
		CONTRACT, ON-CALL DITCH	2709000	<u>23,742.25</u>
			<b>Check Total:</b>	<u>21,368.03</u>
00082965	ENERGY SYSTEM MANAGEMENT	CONTRACT, HVAC MAINTENANCE	1612300	390.46

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>390.46</u>
00082966	ENTERPRISE HOLDINGS LLC	TRUCK, RENTALS	1612408	<u>13,595.52</u>
			<b>Check Total:</b>	<u>13,595.52</u>
00082967	FEHR & PEERS	CONTRACT, TRANSPORTATION	2915164	<u>21,660.00</u>
			<b>Check Total:</b>	<u>21,660.00</u>
00082968	FREMONT ANALYTICAL INC	SAMPLE ANALYSIS, SURFACE	2709000	<u>40.00</u>
			<b>Check Total:</b>	<u>40.00</u>
00082969	GREEN THUMB PLANT CARE	CONTRACT, INDOOR PLANT CARE, CONTRACT, INDOOR PLANT CARE,	1612300 2410041	<u>208.47</u> <u>62.87</u>
			<b>Check Total:</b>	<u>271.34</u>
00082970	INTEGRITY STRUCTURAL ENGINEERING	CONTRACT, STRUCTURAL REVIEW	1126353	<u>2,132.20</u>
			<b>Check Total:</b>	<u>2,132.20</u>
00082971	KBA INC	CONTRACT, CONSTRUCTION MNGMT	2916342	<u>2,100.14</u>
			<b>Check Total:</b>	<u>2,100.14</u>
00082972	MANAGING DYNAMICS LLC	SERVICE, LEADERSHIP	2409038	<u>200.00</u>
			<b>Check Total:</b>	<u>200.00</u>
00082973	OSBORN CONSULTING INC	CONTRACT, DESIGN 2021/2022 CONTRACT, DESIGN 2021/2022	3017105 3023305	<u>3,197.38</u> <u>2,391.12</u>
			<b>Check Total:</b>	<u>5,588.50</u>
00082974	PSF MECHANICAL INC	CONTRACT, ON-CALL PLUMBING	2709358	<u>2,233.01</u>
			<b>Check Total:</b>	<u>2,233.01</u>
00082975	RAFTELIS	CONTRACT, RECRUITMENT	1100001	<u>6,875.15</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>6,875.15</u>
00082976	RESTORATION ANAYLTICS & DESIGN LLC	CONTRACT, ECOLOGICAL	2820344	<u>2,000.00</u>
			<b>Check Total:</b>	<u>2,000.00</u>
00082977	SHORELINE LAKE FOREST PARK ARTS	CONTRACT, PROVIDE EDUCATION	2411042	<u>15,000.00</u>
			<b>Check Total:</b>	<u>15,000.00</u>
00082978	SOUND GENERATIONS	CONTRACT, SERVICES	2410041	<u>23,927.00</u>
			<b>Check Total:</b>	<u>23,927.00</u>
00082979	SOUND LAW CENTER LLC	CONTRACT, CONSULTANT	1200000	<u>1,662.50</u>
			<b>Check Total:</b>	<u>1,662.50</u>
00082980	STEWART MACNICHOLS HARMELL INC PS	CONTRACT, IN-CUSTODY	2104030	<u>21,500.00</u>
			<b>Check Total:</b>	<u>21,500.00</u>
00082981	TRANSMAP CORPORATION	CONTRACT, PAVEMENT	2918151	<u>6,824.58</u>
			<b>Check Total:</b>	<u>6,824.58</u>
00082982	TRANSMAP CORPORATION	CONTRACT, PAVEMENT	2918151	<u>12,279.18</u>
			<b>Check Total:</b>	<u>12,279.18</u>
00082983	UNITED SITE SERVICES	RENTAL, PORTABLE RESTROOMS,	1612300	245.95
		RENTAL, PORTABLE RESTROOMS,	2409038	<u>1,091.58</u>
			<b>Check Total:</b>	<u>1,337.53</u>
00082984	WEST COAST CODE CONSULTANTS INC	CONTRACT,REGULATORY PLAN	1126353	38,622.88
		CONTRACT, PERFORM REGULATORY	2506139	<u>309.52</u>
			<b>Check Total:</b>	<u>38,932.40</u>
			<b>Total Paid:</b>	<u>544,147.10</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
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"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00082957** through **00082984** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

7/29/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0072621A				
<b>Batch Date:</b> 07/29/2021				
<b>Posting Date:</b> 07/29/2021				
00082985	CENTURYLINK	TELEPHONE	1602145	61.28
				<b>Check Total:</b> 61.28
00082986	CITY OF SEATTLE	UTILITIES/ELECTRICITY	1612300	11,687.36
		UTILITIES/ELECTRICITY	2709358	227.28
		UTILITIES/ELECTRICITY	2726168	45.78
				<b>Check Total:</b> 11,960.42
00082987	CITY OF SEATTLE	UTILITIES/WATER	2409038	11,553.51
		UTILITIES/WATER	2709358	945.24
		UTILITIES/WATER	2709381	1,987.02
				<b>Check Total:</b> 14,485.77
00082988	GLOBALSTAR USA	TELEPHONE	2005062	106.85
				<b>Check Total:</b> 106.85
00082989	KING COUNTY FINANCE	FUEL USAGE	1612408	949.07
		FUEL USAGE	2709113	7,700.76
				<b>Check Total:</b> 8,649.83
00082990	NORTH CITY WATER DISTRICT	UTILITIES/WATER	1128310	64.41
		UTILITIES/WATER	2409038	15,439.11
		UTILITIES/WATER	2409380	190.38
		UTILITIES/WATER	2709169	380.77
		UTILITIES/WATER	2709381	152.30
		UTILITIES/WATER	2709382	38.08
				<b>Check Total:</b> 16,265.05
00082991	SHORELINE SCHOOL DISTRICT	FUEL USAGE	2709113	28.00
				<b>Check Total:</b> 28.00
00082992	SNOHOMISH COUNTY PUD	UTILITIES/ELECTRICITY	2709358	111.26
				<b>Check Total:</b> 111.26

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
00082993	ZIPLY FIBER	TELEPHONE	2709358	103.11
			<b>Check Total:</b>	103.11
			<b>Total Paid:</b>	51,771.57

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00082985** through **00082993** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
Sara S. Lane, Administrative Services Director

7/29/21  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0072621B				
<b>Batch Date:</b> 07/29/2021				
<b>Posting Date:</b> 07/29/2021				
00082994	AURORA PRINTS			
		PRINTING SERVICES	2914396	182.30
		PRINTING SERVICES	2916383	148.91
		PRINTING SERVICES	2918151	3,454.85
			<b>Check Total:</b>	<u>3,786.06</u>
00082995	BRADSHAW,DAVID			
		REFUND CREDIT BALANCE	2709358	7,000.00
			<b>Check Total:</b>	<u>7,000.00</u>
00082996	BROWNING,KIMBERLY WASHINGTON			
		BUSINESS LICENSE REFUND	0010000	40.00
			<b>Check Total:</b>	<u>40.00</u>
00082997	BUILDERS EXCHANGE OF WASHINGTON			
		ONLINE PUBLISHING	2914391	45.00
		ONLINE PUBLISHING	2914396	45.00
			<b>Check Total:</b>	<u>90.00</u>
00082998	CITY OF EDMONDS			
		WASTEWATER TREATMENT	2709358	586,922.21
			<b>Check Total:</b>	<u>586,922.21</u>
00082999	DEPT OF ECOLOGY			
		2020 HAZARDOUS WASTE GEN FEE	2709358	56.00
			<b>Check Total:</b>	<u>56.00</u>
00083000	DEPT OF REVENUE			
		Q2 2021 LEASEHOLD EXCISE TAX	0200000	38,984.79
		Q2 2021 LEASEHOLD EXCISE TAX	2409038	687.97
			<b>Check Total:</b>	<u>39,672.76</u>
00083001	EASTSIDE PUBLIC SAFETY			
		RADIO ACCESS FEES	2709358	259.49
			<b>Check Total:</b>	<u>259.49</u>
00083002	ECHO LAKE NEIGHBORHOOD ASSOCIATION			
		NEIGHBORHOOD REIMBURSEMENT	1300008	165.34
			<b>Check Total:</b>	<u>165.34</u>
00083003	FCS GROUP			

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
		PROFESSIONAL SERVICES	2709358	<u>1,833.75</u>
			<b>Check Total:</b>	<u>1,833.75</u>
00083004	HALPERN-MEEKIN,BEN	REFUND-PARKS PROGRAM	0010000	<u>30.00</u>
			<b>Check Total:</b>	<u>30.00</u>
00083005	JOHNSTON,NANCY	TUITION REIMBURSEMENT	1800026	<u>425.00</u>
			<b>Check Total:</b>	<u>425.00</u>
00083006	KC PET LICENSE	PET LICENSES	6500000	<u>175.00</u>
			<b>Check Total:</b>	<u>175.00</u>
00083007	KC SHERIFFS OFFICE	POLICE SERVICES	2005031	98,725.66
		POLICE SERVICES	2005032	17,367.04
		POLICE SERVICES	2005033	89,974.38
		POLICE SERVICES	2005034	532,269.39
		POLICE SERVICES	2005035	175,725.58
		POLICE SERVICES	2005036	106,449.36
		POLICE SERVICES	2005265	91,205.21
		POLICE SERVICES	2005281	<u>17,479.96</u>
			<b>Check Total:</b>	<u>1,129,196.58</u>
00083008	KDH CONSULTING INC	PASSWORD MANAGEMENT	1602145	<u>27.58</u>
			<b>Check Total:</b>	<u>27.58</u>
00083009	KIM,HS	REFUND-PARKS PROGRAM	0010000	<u>186.00</u>
			<b>Check Total:</b>	<u>186.00</u>
00083010	KING COUNTY FINANCE	PUBLIC DEFENSE SERVICES	2104030	<u>316.00</u>
			<b>Check Total:</b>	<u>316.00</u>
00083011	NORTHWEST PLAYGROUND EQUIPMENT	PROGRAM SUPPLIES	2409038	<u>2,105.41</u>
			<b>Check Total:</b>	<u>2,105.41</u>
00083012	OCCUPATIONAL HEALTH CENTERS OF	PROFESSIONAL SERVICES	2709054	65.40
		PROFESSIONAL SERVICES	2709169	43.60

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
		PROFESSIONAL SERVICES	2709358	109.00
			<b>Check Total:</b>	<u>218.00</u>
00083013	OFFICETEAM	TEMPORARY PERSONNEL	2506051	3,910.52
			<b>Check Total:</b>	<u>3,910.52</u>
00083014	PITNEY BOWES PURCHASE POWER	POSTAGE FOR METER	1601024	1,000.00
			<b>Check Total:</b>	<u>1,000.00</u>
00083015	POSTMASTER	PERMIT RENEWAL	2408037	245.00
			<b>Check Total:</b>	<u>245.00</u>
00083016	POSTMASTER	PERMIT RENEWAL	1300006	245.00
			<b>Check Total:</b>	<u>245.00</u>
00083017	SCORE	JAIL HOUSING	2103027	14,931.00
			<b>Check Total:</b>	<u>14,931.00</u>
00083018	SHORELINE FIRE DEPT	CPR/FIRST AID TRAINING	2410041	1,166.00
		CPR/FIRST AID TRAINING	2410057	88.00
		CPR/FIRST AID TRAINING	2709358	44.00
			<b>Check Total:</b>	<u>1,298.00</u>
00083019	SHORELINE SECURE STORAGE	STORAGE UNIT RENTAL	1612300	2,413.00
			<b>Check Total:</b>	<u>2,413.00</u>
00083020	STATE OF WASH-STATE TREASURER	Q2 2021 WSBCC SURCHARGES	6500000	998.50
			<b>Check Total:</b>	<u>998.50</u>
00083021	WEBB II, MICHAEL S	STATUTORY EVALUATION ALLOWANCE	2916405	750.00
			<b>Check Total:</b>	<u>750.00</u>
			<b>Total Paid:</b>	<u>1,798,296.20</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
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"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00082994** through **00083021** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

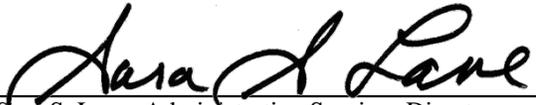
7/29/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0072621E <b>Batch Date:</b> 07/29/2021 <b>Posting Date:</b> 07/29/2021				
00083024	DEPT OF LABOR & INDUSTRIES	Q2 2021 L&I PAYMENT FOR RWW	1601357	8.19
			<b>Check Total:</b>	<u>8.19</u>
00083025	EMPLOYMENT SECURITY DEPARTMENT	Q2 2021 ESD PAYMENT FOR RWW	1601357	13.09
			<b>Check Total:</b>	<u>13.09</u>
			<b>Total Paid:</b>	<u>21.28</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083024** through **00083025** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 Sara S. Lane, Administrative Services Director

8/2/21  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0072621F <b>Batch Date:</b> 07/31/2021 <b>Posting Date:</b> 07/31/2021				
00083026	POSTMASTER	BULK MAIL POSTAGE	2408037	<u>4,431.46</u>
			<b>Check Total:</b>	<u>4,431.46</u>
			<b>Total Paid:</b>	<u>4,431.46</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083026** through **00083026** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/2/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O080221A <b>Batch Date:</b> 08/04/2021 <b>Posting Date:</b> 08/04/2021				
00083027	NORTH CITY WATER DISTRICT	FIREFLOW ANALYSIS FEE	2819299	<u>650.00</u>
			<b>Check Total:</b>	<u>650.00</u>
			<b>Total Paid:</b>	<u>650.00</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083027** through **00083027** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/4/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O080221B				
<b>Batch Date:</b> 08/04/2021				
<b>Posting Date:</b> 08/04/2021				
00083028	CENTURYLINK	TELEPHONE	2709000	61.28
				<b>Check Total:</b> 61.28
00083029	CITY OF SEATTLE	UTILITIES/ELECTRICITY	2409038	3,304.84
		UTILITIES/ELECTRICITY	2709000	282.42
		UTILITIES/ELECTRICITY	2709358	431.33
		UTILITIES/ELECTRICITY	2726168	681.87
				<b>Check Total:</b> 4,700.46
00083030	CITY OF SEATTLE	UTILITIES/WATER	1128310	48.53
		UTILITIES/WATER	1612300	2,129.44
		UTILITIES/WATER	2409038	15,249.81
		UTILITIES/WATER	2709358	331.52
		UTILITIES/WATER	2709381	10,684.64
				<b>Check Total:</b> 28,443.94
00083031	NI GOVERNMENT SERVICES INC.	TELEPHONE	2005062	85.69
				<b>Check Total:</b> 85.69
00083032	SNOHOMISH COUNTY PUD	UTILITIES/ELECTRICITY	2726168	71.09
				<b>Check Total:</b> 71.09
00083033	T-MOBILE USA INC.	TELEPHONE	1126353	18.97
		TELEPHONE	1602145	3,447.57
		TELEPHONE	2709358	171.26
		TELEPHONE	2713356	32.94
				<b>Check Total:</b> 3,670.74
00083034	VERIZON WIRELESS	TELEPHONE	1602145	378.45
				<b>Check Total:</b> 378.45
00083035	ZIPLY FIBER	TELEPHONE	1602145	1,681.21
		TELEPHONE	2709358	151.99

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<i>Check Total:</i>	<u>1,833.20</u>
			<i>Total Paid:</i>	<u>39,244.85</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083028** through **00083035** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/5/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0080221C				
<b>Batch Date:</b> 08/04/2021				
<b>Posting Date:</b> 08/04/2021				
00083036	ADVANCED PRO FITNESS REPAIR INC.	EQUIPMENT REPAIRS	2410379	<u>474.29</u>
				<b>Check Total:</b> <u>474.29</u>
00083037	GOODE,SEAN	PROFESSIONAL SERVICES	3330346	<u>100.00</u>
				<b>Check Total:</b> <u>100.00</u>
00083038	LI,SHAWN	REFUND OF WASTERWATER ACCOUNT	2709358	<u>128.00</u>
				<b>Check Total:</b> <u>128.00</u>
00083039	MCCAFFRAY,LYNN	REFUND OF WASTERWATER ACCOUNT	2709358	<u>363.10</u>
				<b>Check Total:</b> <u>363.10</u>
00083040	NAIR,ASHOK	REFUND OF WASTERWATER ACCOUNT	2709358	<u>1,077.40</u>
				<b>Check Total:</b> <u>1,077.40</u>
00083041	PSF MECHANICAL INC	RETAINAGE RELEASE	0010000	<u>5,486.50</u>
				<b>Check Total:</b> <u>5,486.50</u>
00083042	SECURCOMPUTING LLC	PROFESSIONAL SERVICES	1601357	<u>1,047.08</u>
				<b>Check Total:</b> <u>1,047.08</u>
00083043	SUPERION LLC	SUBSCRIPTION FEE	1602145	<u>2,037.29</u>
				<b>Check Total:</b> <u>2,037.29</u>
00083044	TATSUTANI,SEAN	WASTEWATER ACCOUNT REFUND	2709358	<u>93.20</u>
				<b>Check Total:</b> <u>93.20</u>
00083045	UNITED REPROGRAPHICS LLC	BUSINESS CARDS	2708052	<u>254.06</u>
				<b>Check Total:</b> <u>254.06</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
00083046	WALZ,JAMES	WASTEWATER ACCOUNT REFUND	2709358	15.57
			<b>Check Total:</b>	15.57
			<b>Total Paid:</b>	11,076.49

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083036** through **00083046** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/5/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P080221A				
<b>Batch Date:</b> 08/04/2021				
<b>Posting Date:</b> 08/04/2021				
00083047	APPLIED PROFESSIONAL SERVICES INC	CONTRACT, UTILITY POTHOLE	2819299	<u>3,200.00</u>
			<b>Check Total:</b>	<u>3,200.00</u>
00083048	AQUALIS	CONTRACT, CCTV VIDEO	2709000	<u>18,665.35</u>
			<b>Check Total:</b>	<u>18,665.35</u>
00083049	ASPECT CONSULTING LLC	CONTRACT, SURFACE WATER	2709000	<u>6,900.17</u>
			<b>Check Total:</b>	<u>6,900.17</u>
00083050	BLUELINE GROUP LLC,THE	CONTRACT, DEVELOPMENT REVIEW	1126353	<u>8,331.25</u>
			<b>Check Total:</b>	<u>8,331.25</u>
00083051	BOWEN,TIMOTHY DANA	CONTRACT, LEGO BASED YOUTH	2410041	<u>4,169.90</u>
			<b>Check Total:</b>	<u>4,169.90</u>
00083052	BRIDGE DATA SOLUTIONS	NETAPP RENEWAL, WARRANTY	1602145	<u>9,759.23</u>
			<b>Check Total:</b>	<u>9,759.23</u>
00083053	CADMAN INC.	ASPHALT & ASPHALT PRODUCTS,	2709054	223.35
		ASPHALT & ASPHALT PRODUCTS,	2709169	95.71
		ASPHALT & ASPHALT PRODUCTS,	2918151	<u>2,218.24</u>
			<b>Check Total:</b>	<u>2,537.30</u>
00083054	CANON SOLUTIONS AMERICA INC	MAINTENANCE, COLOR COPIER	1602145	465.28
		MAINTENANCE, COLOR COPIER,	2709358	<u>9.58</u>
			<b>Check Total:</b>	<u>474.86</u>
00083055	CASCADIA LAW GROUP PLLC	CONTRACT, LEGAL SUPPORT WITH	1500000	1,815.00
		CONTRACT, LEGAL SERVICES -	2819298	<u>2,254.50</u>
			<b>Check Total:</b>	<u>4,069.50</u>
00083056	CENTER FOR HUMAN SERVICES			

# City of Shoreline

## Expense Register

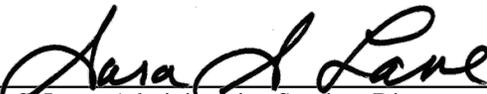
Check	Payee	Description	Org Key	Amount
		CONTRACT, PROVIDE SERVICES	2400011	47,250.00
		CONTRACT, PROVIDE MENTAL	2410057	8,787.54
			<b>Check Total:</b>	<u>56,037.54</u>
00083057	CHILD CARE RESOURCES			
		CONTRACT, ASSIST FAMILIES	2400011	1,250.00
			<b>Check Total:</b>	<u>1,250.00</u>
00083058	CONTINENTAL MESSAGE SOLUTION INC			
		SERVICE, AFTER HOURS PHONE	1100061	185.00
		SERVICE, AFTER HOURS PHONE	2709358	100.00
			<b>Check Total:</b>	<u>285.00</u>
00083059	DANDYLYON DRAMA			
		CONTRACT, THEATER CAMP	2410041	8,221.50
			<b>Check Total:</b>	<u>8,221.50</u>
00083060	DLT SOLUTIONS LLC			
		SUBSCRIPTION RENEWAL, ANNUAL	1602145	21,076.98
			<b>Check Total:</b>	<u>21,076.98</u>
00083061	EARTHCRAFT SERVICES INC			
		CONTRACT, ANIMAL VEGETATION	2709000	1,726.20
			<b>Check Total:</b>	<u>1,726.20</u>
00083062	EKL ACCOUNTING SOLUTIONS PLLC			
		CONTRACT, FINANCIAL	1601015	37,600.00
			<b>Check Total:</b>	<u>37,600.00</u>
00083063	FORTERRA NW			
		CONTRACT, PROVIDE SERVICES	2820344	9,074.23
			<b>Check Total:</b>	<u>9,074.23</u>
00083064	HERRERA ENVIRONMENTAL CONSULTANTS			
		CONTRACT, DESIGN	3023327	41,873.24
			<b>Check Total:</b>	<u>41,873.24</u>
00083065	HOPELINK			
		CONTRACT, RENTAL ASSISTANCE	2400011	70,429.42
			<b>Check Total:</b>	<u>70,429.42</u>
00083066	INCREDIFLIX INC			
		CONTRACT, CAMP CLASSES	2410041	1,655.50

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<i>Check Total:</i>	<u>1,655.50</u>
			<i>Total Paid:</i>	<u>307,337.17</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083047** through **00083066** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/5/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P080221B				
<b>Batch Date:</b> 08/04/2021				
<b>Posting Date:</b> 08/04/2021				
00083067	KDH CONSULTING INC	CONTRACT, CONSULT/ASSISTANT	1602145	15,205.97
		CONTRACT, CONSULT/ASSISTANT	2410057	48.26
		CONTRACT, CONSULT/ASSISTANT	2410378	48.26
			<b>Check Total:</b>	<u>15,302.49</u>
00083068	KPFF INC	CONTRACT, NEW IMPLEMENTATION	3208384	9,250.18
			<b>Check Total:</b>	<u>9,250.18</u>
00083069	LANDAU ASSOCIATES INC.	CONTRACT, ON-CALL CONSULTING	2506139	3,000.00
			<b>Check Total:</b>	<u>3,000.00</u>
00083070	MARSHBANK CONSTRUCTION INC	CONTRACT, WESTMINSTER WAY	2916342	84,934.99
			<b>Check Total:</b>	<u>84,934.99</u>
00083071	MARY'S PLACE SEATTLE	CONTRACT, PROVIDE SERVICES	2400011	1,250.00
			<b>Check Total:</b>	<u>1,250.00</u>
00083072	NEW BEGINNINGS	CONTRACT, SERVICES	2400011	7,177.92
			<b>Check Total:</b>	<u>7,177.92</u>
00083073	OTAK INCORPORATED - WASHINGTON	CONTRACT, ON-CALL ARBORIST	1126353	128.96
			<b>Check Total:</b>	<u>128.96</u>
00083074	PARAMETRIX INC	CONTRACT, 2021-2022 ON CALL	2726168	2,678.35
		CONTRACT, 2021-2022 ON CALL	2914179	2,619.95
			<b>Check Total:</b>	<u>5,298.30</u>
00083075	PEACE OF MIND OFFICE SUPPORT	CONTRACT, ON-CALL MINUTES	2506137	112.00
			<b>Check Total:</b>	<u>112.00</u>
00083076	PETERSON RUSSELL KELLY LIVENGOOD	CONTRACT, ASSISTANCE	1500000	8,080.00

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>8,080.00</u>
00083077	PIXELEYES LLC	CONTRACT, RECREATION GUIDE	2408037	<u>540.00</u>
			<b>Check Total:</b>	<u>540.00</u>
00083078	POWER SYSTEMS WEST	RETAINAGE ON INV SI2164000540	0010000	-57.00
		CONTRACT, GENERATOR SERVICES	1612300	<u>628.71</u>
			<b>Check Total:</b>	<u>571.71</u>
00083079	PROGRESSIVE ANIMAL WELFARE SOCIETY	CONTRACT, ANIMAL SHELTERING	1705283	<u>591.00</u>
			<b>Check Total:</b>	<u>591.00</u>
00083080	PSF MECHANICAL INC	CONTRACT, ON-CALL PLUMBING	1612300	<u>662.90</u>
			<b>Check Total:</b>	<u>662.90</u>
00083081	STURGEON ELECTRIC COMPANY INC	CONTRACT, ON-CALL ELECTRICAL	1612300	<u>3,753.61</u>
			<b>Check Total:</b>	<u>3,753.61</u>
00083082	TCF ARCHITECTURE PLLC	SERVICES, DESIGN	2819299	<u>16,990.25</u>
			<b>Check Total:</b>	<u>16,990.25</u>
00083083	UNIVERSAL FIELD SERVICES INC	CONTRACT, R.O.W. SRVCS FOR	2914392	<u>93.68</u>
			<b>Check Total:</b>	<u>93.68</u>
00083084	WALGREEN CO	LEASE, PARKING SPACES	1128310	<u>616.00</u>
			<b>Check Total:</b>	<u>616.00</u>
00083085	WONDERLAND CHILD & FAMILY SERVICES	CONTRACT, SERVICES	2400011	<u>1,812.50</u>
			<b>Check Total:</b>	<u>1,812.50</u>
			<b>Total Paid:</b>	<u>160,166.49</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
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"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083067** through **00083085** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
Sara S. Lane, Administrative Services Director

8/5/21  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> V080221A				
<b>Batch Date:</b> 08/04/2021				
<b>Posting Date:</b> 08/04/2021				
00076062	KING,MARGARET	EXPENSE REIMBURSEMENT	1500000	<u>-136.59</u>
<b>Check Total:</b>				<u>-136.59</u>
<b>Total Paid:</b>				<u>-136.59</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers

**00076062** through **00076062**

and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
Sara S. Lane, Administrative Services Director

8/5/21  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O080221D				
<b>Batch Date:</b> 08/04/2021				
<b>Posting Date:</b> 08/04/2021				
00083086	KING,MARGARET	EXPENSE REIMBURSEMENT	1500000	<u>136.59</u>
<b>Check Total:</b>				<u>136.59</u>
<b>Total Paid:</b>				<u>136.59</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers

**00083086** through **00083086**

and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."



Sara S. Lane, Administrative Services Director

8/5/21

Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P080821A				
<b>Batch Date:</b> 08/10/2021				
<b>Posting Date:</b> 08/10/2021				
00083092	ABIGANIA,ALBERT	CONTRACT, YOUTH HIP HOP	2410041	<u>4,725.00</u>
				<b>Check Total:</b> <u>4,725.00</u>
00083093	ALL PHASE COMMUNICATIONS	CONTRACT, SUPPORT SERVICES	1602145	<u>22,650.11</u>
				<b>Check Total:</b> <u>22,650.11</u>
00083094	BEROIZ ELIZALDE, AMAYA	CONTRACT, CLIMATE ACTION	3311393	<u>75.00</u>
				<b>Check Total:</b> <u>75.00</u>
00083095	BROWN AND CALDWELL	CONTRACT, DEVELOP CITY WIDE	3013374	<u>9,544.00</u>
				<b>Check Total:</b> <u>9,544.00</u>
00083096	CANON SOLUTIONS AMERICA INC	MAINTENANCE, COLOR COPIER	1602145	651.09
		MAINTENANCE, COLOR COPIER,	2709358	<u>10.41</u>
				<b>Check Total:</b> <u>661.50</u>
00083097	CARLSON,JESSICA V.	CONTRACT, YOUTH SUMMER ART	2410041	<u>1,083.60</u>
				<b>Check Total:</b> <u>1,083.60</u>
00083098	CODE PUBLISHING COMPANY	CONTRACT, MUNICIPAL CODE	1200000	<u>835.16</u>
				<b>Check Total:</b> <u>835.16</u>
00083099	CONSOLIDATED PRESS LLC	CONTRACT, PRINT & MAIL	1300006	<u>3,335.88</u>
				<b>Check Total:</b> <u>3,335.88</u>
00083100	CWA CONSULTANTS PS	CONTRACT, BUILDING PLAN	2506139	<u>51,068.87</u>
				<b>Check Total:</b> <u>51,068.87</u>
00083101	DAIZY LOGIK LLC	CONTRACT, SOFTWARE SERVICES	1601014	585.00

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>585.00</u>
00083102	DANDYLYON DRAMA	CONTRACT, THEATER CAMP	2410041	<u>9,660.00</u>
			<b>Check Total:</b>	<u>9,660.00</u>
00083103	DELL MARKETING LP	MONITOR, DELL 22, P2219H	2913063	<u>1,393.48</u>
			<b>Check Total:</b>	<u>1,393.48</u>
00083104	DYNAMIC LANGUAGE CENTER	SERVICES, TRANSLATION	1300006	<u>345.60</u>
			<b>Check Total:</b>	<u>345.60</u>
00083105	EARTHCRAFT SERVICES INC	CONTRACT, ANIMAL VEGETATION	2709000	<u>1,726.20</u>
			<b>Check Total:</b>	<u>1,726.20</u>
00083106	ENERGY SYSTEM MANAGEMENT	CONTRACT, HVAC MAINTENANCE	1612300	<u>9,003.68</u>
			<b>Check Total:</b>	<u>9,003.68</u>
00083107	FCS GROUP	CONTRACT, FISCAL & ECONOMIC	1601144	<u>2,461.25</u>
			<b>Check Total:</b>	<u>2,461.25</u>
00083108	FREMONT ANALYTICAL INC	SAMPLE ANALYSIS, SURFACE	2709000	<u>440.00</u>
			<b>Check Total:</b>	<u>440.00</u>
00083109	FRUHLING SAND AND TOPSOIL INC	DISPOSAL OF BRUSH, SOD,	2709054	760.28
		DISPOSAL OF BRUSH, SOD,	2709169	445.04
		DISPOSAL OF BRUSH, SOD,	2918151	<u>770.00</u>
			<b>Check Total:</b>	<u>1,975.32</u>
00083110	GREATAMERICA FINANCIAL SERVICES	LEASE, HP DESIGNJET T1300 44	1608155	<u>274.74</u>
			<b>Check Total:</b>	<u>274.74</u>
00083111	GREEN THUMB PLANT CARE	CONTRACT, INDOOR PLANT CARE,	1612300	208.47
		CONTRACT, INDOOR PLANT CARE,	2410041	<u>62.87</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>271.34</u>
00083112	ICONTRACTS INC	CONTRACT, CONTRACT ROUTING	1602145	<u>23,913.04</u>
			<b>Check Total:</b>	<u>23,913.04</u>
00083113	INNOVATIVE FACILITY SERVICES LLC	JANITORIAL, FACILITIES	1612300	<u>5,181.19</u>
			<b>Check Total:</b>	<u>5,181.19</u>
			<b>Total Paid:</b>	<u>151,209.96</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers

**00083092** through **00083113**

and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/11/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P080921B				
<b>Batch Date:</b> 08/10/2021				
<b>Posting Date:</b> 08/10/2021				
00083114	JOHNSTON GROUP LLC	CONTRACT,FEDERAL GOVERNMENT	1300007	<u>4,901.04</u>
				<b>Check Total:</b> <u>4,901.04</u>
00083115	KDH CONSULTING INC	CONTRACT, CONSULT/ASSISTANT	1602145	<u>7,586.06</u>
				<b>Check Total:</b> <u>7,586.06</u>
00083116	KPFF INC	CONTRACT, PRELIMINARY DESIGN	2713241	2,541.45
		CONTRACT, PROFESSIONAL SVCS	2914395	<u>33,900.96</u>
				<b>Check Total:</b> <u>36,442.41</u>
00083117	KPFF INC	CONTRACT, ON-CALL SURVEY	2913373	<u>4,168.48</u>
				<b>Check Total:</b> <u>4,168.48</u>
00083118	LY, ALISA JEAN	CONTRACT, CLIMATE ACTION	3311393	<u>75.00</u>
				<b>Check Total:</b> <u>75.00</u>
00083119	MORGAN, PATRICK	CONTRACT, RIGHT OF WAY TREE	2409038	<u>2,570.00</u>
				<b>Check Total:</b> <u>2,570.00</u>
00083120	MUNGUIA,DEBORA L BROWN	CONTRACT, STATE GOVERNMENT	1300007	<u>3,300.00</u>
				<b>Check Total:</b> <u>3,300.00</u>
00083121	NELSON,JODIE	CONTRACT, COORIDINATION	2506046	<u>2,500.00</u>
				<b>Check Total:</b> <u>2,500.00</u>
00083122	NORTH AMERICAN YOUTH ACTIVITIES LLC	CONTRACT, YOUTH SOCCER	2410041	<u>3,613.40</u>
				<b>Check Total:</b> <u>3,613.40</u>
00083123	PERTEET INC	CONTRACT, 175TH ST - STONE	2916339	94,252.05

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>94,252.05</u>
00083124	RAFTELIS	CONTRACT, RECRUITMENT	1100001	<u>11,325.15</u>
			<b>Check Total:</b>	<u>11,325.15</u>
00083125	RETAIL LOCKBOX INC	CONTRACT, BUSINESS LICENSE	1601014	1,049.60
		CONTRACT, LOCKBOX PAYMENT	1601357	<u>4,353.44</u>
			<b>Check Total:</b>	<u>5,403.04</u>
00083126	RETAIL LOCKBOX MERCHANT SERVICES	CONTRACT, ELECTRONIC PAYMENT	1601357	<u>1,855.40</u>
			<b>Check Total:</b>	<u>1,855.40</u>
00083127	SAYBR CONTRACTORS INC.	JOB ORDER CONTRACT,	2821360	<u>45,769.06</u>
			<b>Check Total:</b>	<u>45,769.06</u>
00083128	SEATTLE TREE CARE	RETAINAGE ON INVOICE #19953	0010000	-1,037.20
		CONTRACT, HAZARDOUS TREE	2409038	13,850.23
		CONTRACT, HAZARDOUS TREE	2821360	<u>9,030.57</u>
			<b>Check Total:</b>	<u>21,843.60</u>
00083129	SECURCOMPUTING LLC	SERVICES, IT SUPPORT	1601357	<u>2,525.81</u>
			<b>Check Total:</b>	<u>2,525.81</u>
00083130	SMITH,CHRISTIAN W.	CONTRACT, CONFLICT PUBLIC	2104030	<u>325.00</u>
			<b>Check Total:</b>	<u>325.00</u>
00083131	SPRINGBROOK HOLDING COMPANY LLC	SERVICES, SPRINGBROOK	1601357	<u>2,189.25</u>
			<b>Check Total:</b>	<u>2,189.25</u>
00083132	TRANSMAP CORPORATION	CONTRACT, PAVEMENT	2918151	<u>5,748.24</u>
			<b>Check Total:</b>	<u>5,748.24</u>
00083133	UNITED SITE SERVICES	RENTAL, PORTABLE RESTROOMS,	1612300	430.95
		RENTAL, PORTABLE RESTROOMS,	2820122	<u>376.92</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	807.87
00083134	USIC LOCATING SERVICES LLC	CONTRACT, SERVICES	2709000	3,372.00
		CONTRACT, SERVICES	2709358	3,372.00
			<b>Check Total:</b>	6,744.00
00083135	WORTHEN,CAROL J.	SERVICES, BUSINESS POLLUTION	2709000	869.00
			<b>Check Total:</b>	869.00
			<b>Total Paid:</b>	264,813.86

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083114** through **00083135** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/11/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O080921A				
<b>Batch Date:</b> 08/11/2021				
<b>Posting Date:</b> 08/11/2021				
00083136	ALWAYS TESTING INC.	MAINTENANCE SERVICES	1128310	<u>130.00</u>
				<b>Check Total:</b> <u>130.00</u>
00083137	CAR WASH ENTERPRISES INC	VEHICLE MAINTENANCE	2709113	<u>55.00</u>
				<b>Check Total:</b> <u>55.00</u>
00083138	CENTURYLINK	TELEPHONE	1602145	<u>731.98</u>
				<b>Check Total:</b> <u>731.98</u>
00083139	CITY OF SEATTLE	UTILITIES/ELECTRICITY	2409038	26.33
		UTILITIES/ELECTRICITY	2709358	599.86
		UTILITIES/ELECTRICITY	2726168	<u>47,767.12</u>
				<b>Check Total:</b> <u>48,393.31</u>
00083140	CITY OF SEATTLE	UTILITIES/WATER	1128310	161.56
		UTILITIES/WATER	2709381	<u>684.49</u>
				<b>Check Total:</b> <u>846.05</u>
00083141	DEPT OF LABOR & INDUSTRIES	ELEVATOR INSPECTION	1612300	<u>457.00</u>
				<b>Check Total:</b> <u>457.00</u>
00083142	KING COUNTY FINANCE	ROAD SERVICES	2726168	<u>8,842.37</u>
				<b>Check Total:</b> <u>8,842.37</u>
00083143	LEMAY MOBILE SHREDDING	SHREDDING SERVICES	2005031	<u>30.00</u>
				<b>Check Total:</b> <u>30.00</u>
00083144	OLYMPIC VIEW WATER AND SEWER	UTILITIES/WATER	2709358	<u>2,840.96</u>
				<b>Check Total:</b> <u>2,840.96</u>
00083145	SHORELINE SECURE STORAGE	STORAGE UNIT RENTAL	1612300	403.29

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<i>Check Total:</i>	<u>403.29</u>
			<i>Total Paid:</i>	<u>62,729.96</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083136** through **00083145** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/11/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O080921B				
<b>Batch Date:</b> 08/11/2021				
<b>Posting Date:</b> 08/11/2021				
00083146	ARCADIA HOMES	WASTEWATER REFUND	2709358	<u>128.00</u>
			<b>Check Total:</b>	<u>128.00</u>
00083147	BCC DIRECTORIES LLC	ADVERTISING	2506046	<u>580.50</u>
			<b>Check Total:</b>	<u>580.50</u>
00083148	CHRISTENSEN, CLAIRE	EXPENSE REIMBURSEMENT	2709000	<u>47.66</u>
			<b>Check Total:</b>	<u>47.66</u>
00083149	CITY OF EDMONDS	WASTEWATER TREATMENT	2709358	<u>43,412.65</u>
			<b>Check Total:</b>	<u>43,412.65</u>
00083150	CITY OF SEATTLE	TEMPORARY CONSTRUCTION PERMIT	2916342	<u>607.20</u>
			<b>Check Total:</b>	<u>607.20</u>
00083151	DAILY JOURNAL OF COMMERCE	ADVERTISING	2709000	<u>129.00</u>
			<b>Check Total:</b>	<u>129.00</u>
00083152	ELIAS, KIMBERLY A	WASTEWATER REFUND	2709358	<u>138.44</u>
			<b>Check Total:</b>	<u>138.44</u>
00083153	EMPLOYMENT SECURITY DEPARTMENT	REIMBURSABLE PAYMENTS	1608115	<u>1,098.74</u>
			<b>Check Total:</b>	<u>1,098.74</u>
00083154	GALVIN, HEATHER	REFUND-PARKS PROGRAM	0010000	<u>184.00</u>
			<b>Check Total:</b>	<u>184.00</u>
00083155	KING COUNTY FINANCE	WASTEWATER TREATMENT	2709358	<u>937,262.82</u>
			<b>Check Total:</b>	<u>937,262.82</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
00083156	KING COUNTY FINANCE	ANIMAL SERVICES	1705283	66,987.00
			<b>Check Total:</b>	<u>66,987.00</u>
00083157	KLETCHKA, RUTH M	WATEWATER REFUND	2709358	100.02
			<b>Check Total:</b>	<u>100.02</u>
00083158	LATIMER, COLLEEN	WATEWATER REFUND	2709358	127.57
			<b>Check Total:</b>	<u>127.57</u>
00083159	NORRIS, SANDRA	REFUND-PARKS PROGRAM	0010000	100.00
			<b>Check Total:</b>	<u>100.00</u>
00083160	PATHFINDER HOMES LLC	WASTEWATER REFUND	2709358	126.96
			<b>Check Total:</b>	<u>126.96</u>
00083161	POLEN, BEVERLY S	WASTEWATER REFUND	2709358	91.62
			<b>Check Total:</b>	<u>91.62</u>
00083162	REILLY, GREGORY	WASTEWATER REFUND	2709358	171.00
			<b>Check Total:</b>	<u>171.00</u>
00083163	SANTIAGO, REBEKAH C	PROPERTY PURCHASE	2916405	800.00
			<b>Check Total:</b>	<u>800.00</u>
00083164	TEDJOMOELJONO, ALDO	WASTEWATER REFUND	2709358	138.43
			<b>Check Total:</b>	<u>138.43</u>
00083165	TRUMBLE, KARL	WASTEWATER REFUND	2709358	70.32
			<b>Check Total:</b>	<u>70.32</u>
00083166	WILSON, ELI J	WASTEWATER REFUND	2709358	37.22

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<i>Check Total:</i>	<u>37.22</u>
			<i>Total Paid:</i>	<u>1,052,339.15</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083146** through **00083166** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/11/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P081621A <b>Batch Date:</b> 08/18/2021 <b>Posting Date:</b> 08/18/2021				
00083167	DOXO INC	CONTRACT, SERVICES ONLINE	1601357	<u>1,537.03</u>
				<b>Check Total:</b> <u>1,537.03</u>
00083168	MID PAC CONSTRUCTION INC	RETAINAGE ON INV #1934	0010000	-2,520.00
		CONTRACT, TENNIS COURT	2409038	<u>27,795.60</u>
				<b>Check Total:</b> <u>25,275.60</u>
00083169	PUBLIC SERVICE AND ENFORCEMENT LLC	CONTRACT, SERVICES	2409038	<u>7,020.00</u>
				<b>Check Total:</b> <u>7,020.00</u>
00083170	SEATTLE TREE CARE	RETAINAGE ON INV #19655	0010000	-116.22
		CONTRACT, HAZARDOUS TREE	2819148	<u>2,563.79</u>
				<b>Check Total:</b> <u>2,447.57</u>
				<b>Total Paid:</b> <u>36,280.20</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers

**00083167** through **00083170**

and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
Sara S. Lane, Administrative Services Director

8/19/21  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O081621A				
<b>Batch Date:</b> 08/18/2021				
<b>Posting Date:</b> 08/18/2021				
00083171	ALL BATTERY SALES & SERVICE	BATTERY RECYCLING	3311393	607.29
			<b>Check Total:</b>	<u>607.29</u>
00083172	ALLSTREAM	TELEPHONE	1602145	4,097.41
			<b>Check Total:</b>	<u>4,097.41</u>
00083173	ALPINE PRODUCTS INC	OPERATING SUPPLIES	2726168	2,321.54
			<b>Check Total:</b>	<u>2,321.54</u>
00083174	CITY OF EDMONDS	CAPITAL PROJECTS	3532406	345,828.95
			<b>Check Total:</b>	<u>345,828.95</u>
00083175	CITY OF SEATTLE	UTILITIES/ELECTRICITY	2726168	295.64
			<b>Check Total:</b>	<u>295.64</u>
00083176	COMCAST OF WASHINGTON	HIGH SPEED INTERNET	1602145	15.44
		EOC SERVICES	2005062	23.13
			<b>Check Total:</b>	<u>38.57</u>
00083177	DATABAR INC	STATEMENT PRODUCTION	1601357	5,528.27
			<b>Check Total:</b>	<u>5,528.27</u>
00083178	DOOLITTLE CONSTRUCTION LLC	RETAINAGE RELEASE	0010000	20,467.15
			<b>Check Total:</b>	<u>20,467.15</u>
00083179	HELLEREN, KIMBERLY	REFUND OF WASTEWATER ACCOUNT	2709358	74.44
			<b>Check Total:</b>	<u>74.44</u>
00083180	LAMB, GREGORY H	REFUND OF WASTEWATER ACCOUNT	2709358	27.20

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<i>Check Total:</i>	27.20
00083181	OAPA	REGISTRATION FEE	2506137	300.00
			<i>Check Total:</i>	300.00
00083182	SOLO 51 LLC	REFUND OF WASTEWATER ACCOUNT	2709358	74.97
			<i>Check Total:</i>	74.97
00083183	SWENSON HEALTHCARE PLLC	BUSINESS LICENSE REFUND	0010000	20.00
			<i>Check Total:</i>	20.00
			<i>Total Paid:</i>	379,681.43

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083171** through **00083183** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

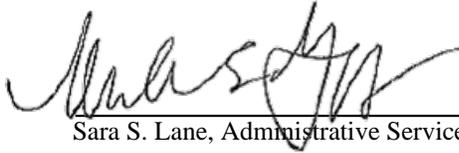
8/19/21  
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 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0082321A				
<b>Batch Date:</b> 08/22/2021				
<b>Posting Date:</b> 08/22/2021				
00083188	US BANK			
		CREDIT CARD CHARGES	1601015	384.26
		CREDIT CARD CHARGES	1602013	294.30
		CREDIT CARD CHARGES	2411042	<u>1,000.00</u>
			<b>Check Total:</b>	<u>1,678.56</u>
			<b>Total Paid:</b>	<u>1,678.56</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083188** through **00083188** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

for

8/23/21

\_\_\_\_\_ Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O082321B				
<b>Batch Date:</b> 08/22/2021				
<b>Posting Date:</b> 08/22/2021				
00083189- 00083190	US BANK			
		CREDIT CARD CHARGES	1100001	2,533.19
		CREDIT CARD CHARGES	1100061	396.93
		CREDIT CARD CHARGES	1200000	188.24
		CREDIT CARD CHARGES	1300006	260.30
		CREDIT CARD CHARGES	1500000	78.91
		CREDIT CARD CHARGES	1601014	170.00
		CREDIT CARD CHARGES	1601015	291.00
		CREDIT CARD CHARGES	1601024	423.02
		CREDIT CARD CHARGES	1601144	41.86
		CREDIT CARD CHARGES	1602018	336.27
		CREDIT CARD CHARGES	1602145	2,327.71
		CREDIT CARD CHARGES	1612300	3,690.85
		CREDIT CARD CHARGES	1800026	270.99
		CREDIT CARD CHARGES	2005031	478.18
		CREDIT CARD CHARGES	2005033	453.48
		CREDIT CARD CHARGES	2005062	76.19
		CREDIT CARD CHARGES	2400011	33.53
		CREDIT CARD CHARGES	2400407	105.00
		CREDIT CARD CHARGES	2408037	1,356.31
		CREDIT CARD CHARGES	2409038	27,636.24
		CREDIT CARD CHARGES	2409380	2,073.51
		CREDIT CARD CHARGES	2410057	1,768.23
		CREDIT CARD CHARGES	2410378	2,829.48
		CREDIT CARD CHARGES	2411042	0.00
		CREDIT CARD CHARGES	2506046	1,365.90
		CREDIT CARD CHARGES	2506051	305.84
		CREDIT CARD CHARGES	2506137	-50.00
		CREDIT CARD CHARGES	2506139	477.18
		CREDIT CARD CHARGES	2708052	185.27
		CREDIT CARD CHARGES	2709000	80.27
		CREDIT CARD CHARGES	2709054	3,206.27
		CREDIT CARD CHARGES	2709113	2,025.06
		CREDIT CARD CHARGES	2709169	1,526.86
		CREDIT CARD CHARGES	2709358	3,816.13
		CREDIT CARD CHARGES	2709381	2,052.18
		CREDIT CARD CHARGES	2709382	456.17
		CREDIT CARD CHARGES	2712255	200.75
		CREDIT CARD CHARGES	2713356	203.46
		CREDIT CARD CHARGES	2726168	137.32
		CREDIT CARD CHARGES	2913063	424.00
		CREDIT CARD CHARGES	2918151	509.58
		CREDIT CARD CHARGES	3121220	336.50
		CREDIT CARD CHARGES	3311393	7.70
			<b>Check Total:</b>	<u>65,085.86</u>
			<b>Total Paid:</b>	<u>65,085.86</u>

# City of Shoreline

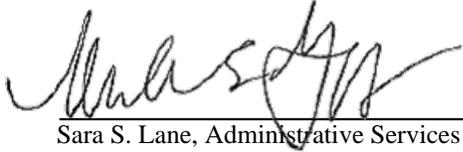
## Expense Register

Check	Payee	Description	Org Key	Amount
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"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers

**00083189** through **00083190**

and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."



\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

for

8/23/21

\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P082321A				
<b>Batch Date:</b> 08/25/2021				
<b>Posting Date:</b> 08/25/2021				
00083191	ABIGANIA,ALBERT	CONTRACT, YOUTH HIP HOP	2410041	<u>3,024.00</u>
			<b>Check Total:</b>	<u>3,024.00</u>
00083192	ARAMARK	MAT SERVICE, HAMLIN	1612300	<u>210.88</u>
			<b>Check Total:</b>	<u>210.88</u>
00083193	ASPECT CONSULTING LLC	CONTRACT, SURFACE WATER	2709000	<u>21,144.00</u>
			<b>Check Total:</b>	<u>21,144.00</u>
00083194	BHC CONSULTANTS LLC	CONTRACT, DESIGN STORMWATER	3023362	12,393.08
		CONTRACT, DESIGN STORMWATER	3023364	<u>16,948.65</u>
			<b>Check Total:</b>	<u>29,341.73</u>
00083195	BLUELINE GROUP LLC,THE	CONTRACT, DEVELOPMENT REVIEW	1126353	13,901.00
		CONTRACT, ZONING REVIEWS	2506139	1,099.00
		CONTRACT, ON-CALL	2713241	<u>19,649.25</u>
			<b>Check Total:</b>	<u>34,649.25</u>
00083196	BOWEN,TIMOTHY DANA	CONTRACT, LEGO BASED YOUTH	2410041	<u>8,403.50</u>
			<b>Check Total:</b>	<u>8,403.50</u>
00083197	CANON FINANCIAL SERVICES INC	LEASE, COLOR COPIER	1602145	1,329.83
		LEASE, COLOR COPIER,	2709358	<u>96.84</u>
			<b>Check Total:</b>	<u>1,426.67</u>
00083198	CH2M HILL INC	CONTRACT, 145TH ST CORRIDOR	2916322	39,130.42
		CONTRACT, 145TH ST AND I5,	2916405	<u>38,433.14</u>
			<b>Check Total:</b>	<u>77,563.56</u>
00083199	CITY OF MOUNTLAKE TERRACE	CONTRACT, VEHICLE MAINTENANCE	2709113	<u>6,463.49</u>
			<b>Check Total:</b>	<u>6,463.49</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
00083200	DELL MARKETING LP	MONITOR, DELL 22, P2219H	2400011	311.42
			<b>Check Total:</b>	<u>311.42</u>
00083201	DEPARTMENT OF SOCIAL & HEALTH	LEASE, OFF LEASH DOG PARK	2408037	2,000.00
			<b>Check Total:</b>	<u>2,000.00</u>
00083202	DOW ASSOCIATES,CABOT	CONTRACT, CONSULTANT SRVCS	1800026	2,351.25
			<b>Check Total:</b>	<u>2,351.25</u>
00083203	DOXO INC	CONTRACT, SERVICES ONLINE	1601357	23,100.14
			<b>Check Total:</b>	<u>23,100.14</u>
00083204	ENTERPRISE HOLDINGS LLC	TRUCK, RENTALS	1612408	13,595.52
			<b>Check Total:</b>	<u>13,595.52</u>
00083205	FORTERRA NW	CONTRACT, PROVIDE GREEN	2820344	4,805.44
			<b>Check Total:</b>	<u>4,805.44</u>
00083206	HERRERA ENVIRONMENTAL CONSULTANTS	CONTRACT, DESIGN	3023327	11,119.42
			<b>Check Total:</b>	<u>11,119.42</u>
00083207	INNOVATIVE FACILITY SERVICES LLC	JANITORIAL, FACILITIES	1612300	17,411.17
		JANITORIAL, ECHO LAKE	2409038	6,063.27
		JANITORIAL, PWGP NORTH	2409380	192.58
		JANITORIAL, RICHMOND	2410057	1,248.00
		JANITORIAL, PWSW HAMLIN	2709000	154.36
		JANITORIAL, PWS HAMLIN	2709054	231.53
		JANITORIAL, RONALD WW	2709358	578.52
		JANITORIAL, PWGS NORTH	2709381	154.06
		JANITORIAL, PWGSW NORTH	2709382	38.52
			<b>Check Total:</b>	<u>26,072.01</u>
00083208	KPFF INC	CONTRACT, PRELIMINARY DESIGN	2914354	109,285.40
			<b>Check Total:</b>	<u>109,285.40</u>
00083209	KPFF INC			

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
		CONTRACT, ON-CALL SURVEY	2913373	<u>12,917.87</u>
			<b>Check Total:</b>	<u>12,917.87</u>
00083210	KRUCKEBERG BOTANIC GARDEN	CONTRACT, KRUCKEBERG BOTANIC	2408037	<u>10,000.00</u>
			<b>Check Total:</b>	<u>10,000.00</u>
			<b>Total Paid:</b>	<u>397,785.55</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers

**00083191** through **00083210**

and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/27/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> P082321B				
<b>Batch Date:</b> 08/25/2021				
<b>Posting Date:</b> 08/25/2021				
00083211	LAKE CITY PARTNERS ENDING	CONTRACT, SHELTER & HOUSING	2400011	<u>10,903.00</u>
				<b>Check Total:</b> <u>10,903.00</u>
00083212	MORGAN, PATRICK	CONTRACT, RIGHT OF WAY TREE	2409038	<u>115.00</u>
				<b>Check Total:</b> <u>115.00</u>
00083213	NORTH AMERICAN YOUTH ACTIVITIES LLC	CONTRACT, YOUTH SOCCER	2410041	<u>3,364.20</u>
				<b>Check Total:</b> <u>3,364.20</u>
00083214	O'SHEA, MAGDALENA LEHMAN	CONTRACT, CLIMATE ACTION	3311393	<u>75.00</u>
				<b>Check Total:</b> <u>75.00</u>
00083215	OSBORN CONSULTING INC	CONTRACT, DESIGN 2021/2022	3017105	3,941.00
		CONTRACT, DESIGN 2021/2022	3023305	<u>13,876.00</u>
				<b>Check Total:</b> <u>17,817.00</u>
00083216	OTAK INCORPORATED - WASHINGTON	CONTRACT, ON-CALL ARBORIST	2409038	<u>2,257.00</u>
				<b>Check Total:</b> <u>2,257.00</u>
00083217	OTIS ELEVATOR COMPANY	CONTRACT, MONTHLY ELEVATOR	1612300	<u>1,164.76</u>
				<b>Check Total:</b> <u>1,164.76</u>
00083218	PALAMERICAN SECURITY INC	CONTRACT, ON CALL SERVICE	2409038	<u>138.75</u>
				<b>Check Total:</b> <u>138.75</u>
00083219	PEACE OF MIND OFFICE SUPPORT	CONTRACT, ON-CALL MINUTES	2506137	<u>80.00</u>
				<b>Check Total:</b> <u>80.00</u>
00083220	PERTEET INC	CONTRACT, 175TH ST - STONE	2916339	37,743.44

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>37,743.44</u>
00083221	PETERSON RUSSELL KELLY LIVENGOOD	CONTRACT, ASSISTANCE	1500000	<u>4,160.00</u>
			<b>Check Total:</b>	<u>4,160.00</u>
00083222	PROGRESSIVE ANIMAL WELFARE SOCIETY	CONTRACT, ANIMAL SHELTERING	1705283	<u>2,167.00</u>
			<b>Check Total:</b>	<u>2,167.00</u>
00083223	ROLLUDA ARCHITECTS INC	CONTRACT, ARCHITECTURAL &	2819148	<u>2,306.21</u>
			<b>Check Total:</b>	<u>2,306.21</u>
00083224	SPRINGBROOK HOLDING COMPANY LLC	SERVICES, SPRINGBROOK	1601357	<u>3,665.25</u>
			<b>Check Total:</b>	<u>3,665.25</u>
00083225	STEWART MACNICHOLS HARMELL INC PS	CONTRACT, IN-CUSTODY	2104030	<u>21,500.00</u>
			<b>Check Total:</b>	<u>21,500.00</u>
00083226	TCF ARCHITECTURE PLLC	SERVICES, DESIGN	2819299	<u>60,456.25</u>
			<b>Check Total:</b>	<u>60,456.25</u>
00083227	UNITED SITE SERVICES	FENCE RENTAL, 6X10 STANDARD	1612300	69.56
		RENTAL, PORTABLE RESTROOMS,	2409038	1,091.58
		RENTAL, PORTABLE RESTROOMS,	2820122	<u>376.92</u>
			<b>Check Total:</b>	<u>1,538.06</u>
00083228	VAN NESS FELDMAN LLP	CONTRACT, LEGAL SUPPORT	1500000	<u>2,532.50</u>
			<b>Check Total:</b>	<u>2,532.50</u>
00083229	WATERSHED COMPANY,THE	CONTRACT, ENVIRONMENTAL	1126353	<u>491.25</u>
			<b>Check Total:</b>	<u>491.25</u>
00083230	WEST COAST CODE CONSULTANTS INC	CONTRACT,REGULATORY PLAN	1126353	36,887.35
		CONTRACT, PERFORM REGULATORY	2506139	<u>510.61</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<i>Check Total:</i>	<u>37,397.96</u>
			<i>Total Paid:</i>	<u>209,872.63</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083211** through **00083230** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/27/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0082321C				
<b>Batch Date:</b> 08/25/2021				
<b>Posting Date:</b> 08/25/2021				
00083231	BUILDERS HARDWARE SUPPLY CO INC	OPERATING SUPPLIES	1612300	<u>2,940.20</u>
				<b>Check Total:</b> <u>2,940.20</u>
00083232	CAR WASH ENTERPRISES INC	VEHICLE MAINTENANCE	2709113	<u>40.00</u>
				<b>Check Total:</b> <u>40.00</u>
00083233	CITY OF SEATTLE	UTILITIES/ELECTRICITY	1612300	9,921.60
		UTILITIES/ELECTRICITY	2709000	26.23
		UTILITIES/ELECTRICITY	2709358	397.29
		UTILITIES/ELECTRICITY	2726168	<u>432.45</u>
				<b>Check Total:</b> <u>10,777.57</u>
00083234	CITY OF SEATTLE	UTILITIES/WATER	1612300	38.99
		UTILITIES/WATER	2709381	<u>992.40</u>
				<b>Check Total:</b> <u>1,031.39</u>
00083235	DEPT OF TRANSPORTATION	PROJECT MANAGEMENT	2916351	<u>185.18</u>
				<b>Check Total:</b> <u>185.18</u>
00083236	DEPT OF TRANSPORTATION	PROJECT MANAGEMENT	2914354	4,343.28
		PROJECT MANAGEMENT	2916351	<u>1,171.78</u>
				<b>Check Total:</b> <u>5,515.06</u>
00083237	FEDEX	DELIVERY CHARGES	1601016	<u>9.22</u>
				<b>Check Total:</b> <u>9.22</u>
00083238	GLOBALSTAR USA	TELEPHONE	2005062	<u>106.76</u>
				<b>Check Total:</b> <u>106.76</u>
00083239	KING COUNTY FINANCE	FUEL USAGE	1612408	688.05
		FUEL USAGE	2709113	<u>7,873.94</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>8,561.99</u>
00083240	NORTH CITY WATER DISTRICT			
		UTILITIES/WATER	2409038	18,105.84
		UTILITIES/WATER	2409380	143.42
		UTILITIES/WATER	2709169	286.86
		UTILITIES/WATER	2709381	114.74
		UTILITIES/WATER	2709382	<u>28.68</u>
			<b>Check Total:</b>	<u>18,679.54</u>
00083241	PUGET SOUND ENERGY			
		UTILITIES/GAS	1128310	52.03
		UTILITIES/GAS	2409038	57.09
		UTILITIES/GAS	2709358	<u>115.72</u>
			<b>Check Total:</b>	<u>224.84</u>
00083242	SHORELINE SCHOOL DISTRICT			
		SPARTAN GYM UTILITIES	2410379	<u>3,306.00</u>
			<b>Check Total:</b>	<u>3,306.00</u>
00083243	SHORELINE WASTEWATER UTILITY			
		UTILITIES/SEWER	1128310	192.00
		UTILITIES/SEWER	1612300	767.60
		UTILITIES/SEWER	2409038	3,352.17
		UTILITIES/SEWER	2409380	32.00
		UTILITIES/SEWER	2709381	16.00
		UTILITIES/SEWER	2709382	<u>6.40</u>
			<b>Check Total:</b>	<u>4,366.17</u>
00083244	SNOHOMISH COUNTY PUD			
		UTILITIES/ELECTRICITY	2709358	<u>106.64</u>
			<b>Check Total:</b>	<u>106.64</u>
00083245	ZEE MEDICAL			
		OPERATING SUPPLIES	1612300	<u>1,387.57</u>
			<b>Check Total:</b>	<u>1,387.57</u>
			<b>Total Paid:</b>	<u>57,238.13</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
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"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083231** through **00083245** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/27/21  
\_\_\_\_\_  
Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0082321D				
<b>Batch Date:</b> 08/25/2021				
<b>Posting Date:</b> 08/25/2021				
00083246	ALLSHOUSE,CLARE RAY	EXPENSE REIMBURSEMENT	2506139	<u>24.00</u>
			<b>Check Total:</b>	<u>24.00</u>
00083247	AMAZON WEB SERVICES INC.	SERVICE CHARGES	1602145	<u>998.76</u>
			<b>Check Total:</b>	<u>998.76</u>
00083248	CAMERON, MATTHEW	WASTEWATER REFUND	2709358	<u>55.76</u>
			<b>Check Total:</b>	<u>55.76</u>
00083249	CORELOGIC SOLUTIONS LLC	PROFESSIONAL SERVICES	1601357	<u>143.55</u>
			<b>Check Total:</b>	<u>143.55</u>
00083250	CORPORATE TRANSLATION SERVICES	TRANSLATION SERVICES	1300006	<u>14.90</u>
			<b>Check Total:</b>	<u>14.90</u>
00083251	DEPT OF LABOR & INDUSTRIES	CERTIFICATE RENEWAL	2709358	<u>402.30</u>
			<b>Check Total:</b>	<u>402.30</u>
00083252	EASTSIDE PUBLIC SAFETY	RADIO ACCESS FEES	2709358	<u>259.49</u>
			<b>Check Total:</b>	<u>259.49</u>
00083253	EVERGREEN FIRE & SAFETY INC	PROFESSIONAL SERVICES	1612300	1,153.98
		PROFESSIONAL SERVICES	1612400	<u>1,153.98</u>
			<b>Check Total:</b>	<u>2,307.96</u>
00083254	FRANCIS,DAVID	EXPENSE REIMBURSEMENT	2411156	<u>318.21</u>
			<b>Check Total:</b>	<u>318.21</u>
00083255	GORDIAN GROUP INC, THE	JOC FEES	2709358	2,824.84
		JOC FEES	2821360	287.00
		JOC FEES	2916383	<u>21,695.41</u>

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>24,807.25</u>
00083256	HARVEY, STEPHEN	WASTEWATER REFUND	2709358	<u>98.66</u>
			<b>Check Total:</b>	<u>98.66</u>
00083257	HONEY BUCKET	RENTAL FEES	1300008	<u>310.00</u>
			<b>Check Total:</b>	<u>310.00</u>
00083258	KC PET LICENSE	PET LICENSES	6500000	<u>129.00</u>
			<b>Check Total:</b>	<u>129.00</u>
00083259	KC SHERIFFS OFFICE	POLICE SERVICES	2005031	98,725.66
		POLICE SERVICES	2005032	17,367.04
		POLICE SERVICES	2005033	89,974.38
		POLICE SERVICES	2005034	532,269.39
		POLICE SERVICES	2005035	175,725.58
		POLICE SERVICES	2005036	106,449.36
		POLICE SERVICES	2005265	91,205.21
		POLICE SERVICES	2005281	<u>17,479.96</u>
			<b>Check Total:</b>	<u>1,129,196.58</u>
00083260	KING COUNTY FINANCE	ROAD SERVICES	2726168	6,882.99
		ROAD SERVICES	2915228	<u>70,742.55</u>
			<b>Check Total:</b>	<u>77,625.54</u>
00083261	KING COUNTY FINANCE	PUBLIC DEFENSE SERVICES	2104030	<u>316.00</u>
			<b>Check Total:</b>	<u>316.00</u>
00083262	KING COUNTY FINANCE	LAB ANALYSIS	2709000	<u>4,794.48</u>
			<b>Check Total:</b>	<u>4,794.48</u>
00083263	KING COUNTY POLICE CHIEF'S	ANNUAL DUES	2005031	<u>50.00</u>
			<b>Check Total:</b>	<u>50.00</u>
00083264	KING COUNTY TREASURY	2021 PROPERTY TAXES	1700024	154.99

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>154.99</u>
00083265	KOOL CHANGE PRINTING	PRINTING SERVICES	1300008	<u>851.54</u>
			<b>Check Total:</b>	<u>851.54</u>
00083266	KRUCKEBERG BOTANIC GARDEN	LYCG REIMBURSEMENT	1300008	<u>216.72</u>
			<b>Check Total:</b>	<u>216.72</u>
00083267	LAUW, JADE JACINDA	PROFESSIONAL SERVICES	3330346	<u>100.00</u>
			<b>Check Total:</b>	<u>100.00</u>
00083268	MUSI,SEAN T	TUITION REIMBURSEMENT	2709000	<u>1,691.00</u>
			<b>Check Total:</b>	<u>1,691.00</u>
			<b>Total Paid:</b>	<u>1,244,866.69</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083246** through **00083268** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/27/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> O082321E				
<b>Batch Date:</b> 08/25/2021				
<b>Posting Date:</b> 08/25/2021				
00083269	O'MALLEY, JOSEPH	WASTWATER REFUND	2709358	<u>133.37</u>
			<b>Check Total:</b>	<u>133.37</u>
00083270	PAGEFREEZER SOFTWARE INC	ARCHIVING SERVICES	1602282	<u>4,740.00</u>
			<b>Check Total:</b>	<u>4,740.00</u>
00083271	PHAM, CATHLEEN J	WASTWATER REFUND	2709358	<u>128.65</u>
			<b>Check Total:</b>	<u>128.65</u>
00083272	RICKEL, LAURENCE	WASTWATER REFUND	2709358	<u>166.76</u>
			<b>Check Total:</b>	<u>166.76</u>
00083273	SCORE	JAIL SERVICES	2103027	<u>70,121.00</u>
			<b>Check Total:</b>	<u>70,121.00</u>
00083274	SEATTLE TIMES,THE	ADVERTISING	1200000	180.63
		ADVERTISING	2506137	<u>430.86</u>
			<b>Check Total:</b>	<u>611.49</u>
00083275	SHI INTERNATIONAL CORP	SUBSCRIPTION LICENSE	1602145	<u>653.25</u>
			<b>Check Total:</b>	<u>653.25</u>
00083276	SHORELINE FIRE DEPT	Q2 2021 FIRE PERMIT SERVICES	0010000	<u>103,004.50</u>
			<b>Check Total:</b>	<u>103,004.50</u>
00083277	SHORELINE SCHOOL DISTRICT	FUEL USAGE	2709113	<u>28.55</u>
			<b>Check Total:</b>	<u>28.55</u>
00083278	SHORELINE SECURE STORAGE	STORAGE UNIT RENT	1612300	2,777.90

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	<u>2,777.90</u>
00083279	STATE AUDITORS OFFICE	AUDIT SERVICES	1601015	<u>5,480.50</u>
			<b>Check Total:</b>	<u>5,480.50</u>
00083280	TC SPAN AMERICA	UNIFORMS	2408037	307.30
		UNIFORMS	2410057	<u>615.14</u>
			<b>Check Total:</b>	<u>922.44</u>
00083281	THOMSON REUTERS	WESTLAW CHARGES	1500000	<u>591.00</u>
			<b>Check Total:</b>	<u>591.00</u>
00083282	UNITED REPROGRAPHICS LLC	BUSINESS CARDS	2005031	27.51
		BUSINESS CARDS	2506139	<u>36.33</u>
			<b>Check Total:</b>	<u>63.84</u>
00083283	UTILITIES UNDERGROUND LOCATION	PROFESSIONAL SERVICES	2709358	<u>421.83</u>
			<b>Check Total:</b>	<u>421.83</u>
00083284	VAN NESS FELDMAN LLP	LEGAL SERVICES	1601357	<u>4,207.50</u>
			<b>Check Total:</b>	<u>4,207.50</u>
00083285	VERIFIED FIRST LLC	BACKGROUND CHECKS	2409380	39.55
		BACKGROUND CHECKS	2709381	31.64
		BACKGROUND CHECKS	2709382	<u>7.91</u>
			<b>Check Total:</b>	<u>79.10</u>
00083286	VILLAMARIN,SUSANA	EXPENSE REIMBURSEMENT	2408037	<u>336.80</u>
			<b>Check Total:</b>	<u>336.80</u>
00083287	WASHINGTON ASSOC. OF BUILDING	ADVERTISING	2506139	<u>50.00</u>
			<b>Check Total:</b>	<u>50.00</u>
00083288	WASHINGTON CITIES INSURANCE	TRAINING CHARGES	2709358	50.00

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
			<b>Check Total:</b>	50.00
00083289	WASHINGTON STATE PATROL			
		BACKGROUND CHECKS	1800026	11.00
		BACKGROUND CHECKS	2408037	44.00
		BACKGROUND CHECKS	2409038	33.00
		BACKGROUND CHECKS	2409380	5.50
		BACKGROUND CHECKS	2709381	4.40
		BACKGROUND CHECKS	2709382	1.10
			<b>Check Total:</b>	99.00
00083290	WEBCHECK INC			
		PROFESSIONAL SERVICES	1601357	1,003.73
			<b>Check Total:</b>	1,003.73
00083291	WITT,RANDY			
		EXPENSE REIMBURSEMENT	2708052	13.39
			<b>Check Total:</b>	13.39
			<b>Total Paid:</b>	195,684.60

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083269** through **00083291** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
 \_\_\_\_\_  
 Sara S. Lane, Administrative Services Director

8/27/21  
 \_\_\_\_\_  
 Date

# City of Shoreline

## Expense Register

Check	Payee	Description	Org Key	Amount
<b>Batch ID:</b> 0082321F				
<b>Batch Date:</b> 08/25/2021				
<b>Posting Date:</b> 08/25/2021				
00083292	POSTMASTER	BULK MAIL POSTAGE	1300006	<u>13,000.00</u>
<b>Check Total:</b>				<u>13,000.00</u>
<b>Total Paid:</b>				<u>13,000.00</u>

"I the undersigned, do hereby certify under penalty of perjury that the materials have been furnished, the services rendered or the labor performed as described herein and shown as check numbers **00083292** through **00083292** and that the claims are just, due and unpaid obligations against the City of Shoreline and that I am authorized to authenticate and certify to said claims."

  
\_\_\_\_\_  
Sara S. Lane, Administrative Services Director

8/27/21  
Date

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Adoption of Ordinance No. 942 - Amending Shoreline Municipal Code Chapter 15.20 Landmark Preservation
<b>DEPARTMENT:</b>	City Attorney's Office
<b>PRESENTED BY:</b>	Margaret King, City Attorney
<b>ACTION:</b>	<input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Since the City's incorporation in 1995, the King County Landmarks Commission has been serving as the Shoreline Landmarks Commission. Chapter 15.20 of the Shoreline Municipal Code (SMC) incorporates by reference Chapter 20.62 of the King County Code. This incorporation, which occurred in 2003, is based on the provisions as they were then constituted rather than as they have subsequently been amended. This results in inconsistency between the regulations the King County Landmarks Commission is operating under and the City's.

Tonight, the City Council is scheduled to adopt proposed Ordinance No. 942, which would amend SMC Chapter 15.10 to align this SMC Chapter with the King County Code and update provisions consistent with City practices. Proposed Ordinance No. 942 was discussed by the Council on August 16, 2021, and Council directed that staff return this proposed Ordinance for adoption tonight.

**RESOURCE/FINANCIAL IMPACT:**

One of the primary amendments in proposed Ordinance No. 942 is to transfer appeal authority from the City Council to the City Hearing Examiner. If any Landmarks Commission appeal is filed, the City will be impacted by the fees for the Hearing Examiner. While staff would still be needed with an appeal, since the Hearing Examiner is an independent entity under contract with the City, support of staff would not be needed, thereby reducing staff resources. Otherwise, the proposed amendments are not anticipated to have a financial impact.

**RECOMMENDATION**

Staff recommends that the City Council adopt proposed Ordinance No. 942 as set forth in Attachment A to this staff report.

Approved By:            City Manager **DT**    City Attorney **JA-T**

## **BACKGROUND**

Since the City's incorporation in 1995, the King County Landmarks Commission has been serving as the Shoreline Landmarks Commission. Chapter 15.20 of the Shoreline Municipal Code (SMC) incorporates by reference Chapter 20.62 of the King County Code. This incorporation, which occurred in 2003, is based on the provisions as they were then constituted rather than as they have subsequently been amended. This results in inconsistency between the regulations the King County Landmarks Commission is operating under and the City's.

SMC Chapter 15.10 must be amended to align it with the King County Code and update provisions consistent with City practices. Proposed Ordinance No. 942 (Attachment A) provides for this code amendment. The City Council discussed proposed Ordinance No. 942 at its August 16, 2021 meeting. A copy of the staff report for that discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/Agendas/Agendas2021/081621.htm>.

## **DISCUSSION**

At the August 16<sup>th</sup> City Council meeting, the Council did not raise any issues with the amendments in proposed Ordinance No. 942 as proposed by staff. Some Councilmembers did request that the designation of a historic resource as a landmark should be broadened to include not just buildings but also surrounding property, specifically mature landscaping, which supports the historic nature of the resource. But, the Council did not want to delay adoption of proposed Ordinance No. 942 while staff developed regulations to fulfill this request. Thus, Council directed staff to place proposed Ordinance No. 942 on the consent calendar for tonight's meeting. Staff will provide the City Council with the requested amendment at some time in the future.

## **RESOURCE/FINANCIAL IMPACT**

One of the primary amendments in proposed Ordinance No. 942 is to transfer appeal authority from the City Council to the City Hearing Examiner. If any Landmarks Commission appeal is filed, the City will be impacted by the fees for the Hearing Examiner. While staff would still be needed with an appeal, since the Hearing Examiner is an independent entity under contract with the City, support of staff would not be needed, thereby reducing staff resources. Otherwise, the proposed amendments are not anticipated to have a financial impact.

## **RECOMMENDATION**

Staff recommends that the City Council adopt proposed Ordinance No. 942 as set forth in Attachment A to this staff report.

## **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 942

Attachment A, Exhibit A: Proposed Amendments to SMC Chapter 15.20

**ORDINANCE NO. 942**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON  
AMENDING CHAPTER 15.20 LANDMARK PRESERVATION OF THE  
SHORELINE MUNICIPAL CODE.**

WHEREAS, Pursuant to an Interlocal Agreement with King County and the City of Shoreline, since 1995, the King County Landmarks Commission has served as the Shoreline Landmarks Commission to provide historic landmark designation and protection for the City; and

WHEREAS, consistent with the Interlocal Agreement, the City adopted Ordinance No. 53, establishing Chapter 15.20 SMC Landmark Preservation to protect and preserve landmarks; and

WHEREAS, with the adoption of Ordinance No. 323, Chapter 15.20 SMC incorporated King County Code Chapter 20.62 by reference, however when this was done, the incorporation was as the provisions were “presently constituted” as opposed to “as amended,” resulting in inconsistency between Chapter 15.20 SMC and the King County Code as that code has subsequently been amended; and

WHEREAS, amendments are necessary to ensure that the City’s regulations parallel those of King County and will automatically amend when King County Code Chapter 20.62 is amended; and

WHEREAS, on August 16, 2021, the City Council held a study session to discuss the proposed amendments; and

WHEREAS, the City Council has determined that the proposed amendments serve the purpose of Chapter 15.20 SMC and the Interlocal Agreement, and are in the best interest and welfare of the City of Shoreline by providing for the designation, protection, and preservation of historic landmarks;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE,  
WASHINGTON DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment to Chapter 15.20 SMC Landmark Preservation.** Chapter 15.20 Landmark Preservation of the Shoreline Municipal Code is amended as set forth in Exhibit A to this Ordinance.

**Section 2. Corrections by City Clerk.** Upon approval of the City Attorney, the City Clerk is authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five days after publication.

**PASSED BY THE CITY COUNCIL ON SEPTEMBER 13, 2021.**

\_\_\_\_\_  
Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Julie Ainsworth-Taylor, Assistant City Attorney  
On Behalf of Margaret King, City Attorney

Date of Publication: , 2021  
Effective Date: , 2021

## Chapter 15.20

### LANDMARKS PRESERVATION

Sections:

- 15.20.010 Findings – Purpose.
- 15.20.020 Landmarks ~~and heritage~~ commission created – Membership and organization.
- 15.20.025 Incorporation of King County provisions.
- 15.20.026 Alteration of landmarks – Review process.
- 15.20.030 ~~Redesignation~~ Designated landmarks.

#### 15.20.010 Findings – Purpose.

The city council finds that:

A. The protection, enhancement, perpetuation, and use of buildings, sites, districts, structures and objects of historical, cultural, architectural, engineering, geographic, ethnic and archeological significance located in the city of Shoreline are necessary for the prosperity, civic pride and general welfare of the residents of the city.

B. Such cultural and historic resources are a significant part of the heritage, education and economic base of the city of Shoreline, and the economic, cultural and aesthetic well being of the city cannot be maintained or enhanced by disregarding its heritage and by allowing the unnecessary destruction or defacement of such resources.

C. In the absence of an ordinance encouraging historic preservation and an active program to identify and protect buildings, sites and structures of historical and cultural interest, the city will be unable to insure present and future generations of residents and visitors a genuine opportunity to appreciate and enjoy the city's heritage.

D. The purposes of this chapter are to:

1. Designate, preserve, protect, enhance, and perpetuate those sites, buildings, districts, structures and objects which reflect significant elements of the city of Shoreline's, county's, state's and nation's cultural, aesthetic, social, economic, political, architectural, ethnic, archaeological, engineering, historic and other heritage;

2. Foster civic pride in the beauty and accomplishments of the past;

3. Stabilize and improve the economic values and vitality of landmarks;

4. Protect and enhance the city's tourist industry by promoting heritage-related tourism;

5. Promote the continued use, exhibition and interpretation of significant sites, districts, buildings, structures, and objects, artifacts, materials, and records for the education, inspiration and welfare of the ~~people~~ residents of the city of Shoreline;

6. Promote and continue incentives for ownership and utilization of landmarks;

7. Assist, encourage and provide incentives to public and private owners for preservation, restoration, rehabilitation and use of landmark buildings, sites, districts, structures and objects;

8. Work cooperatively with other jurisdictions to identify, evaluate, and protect historic resources in furtherance of the purposes of this chapter.

#### 15.20.020 Landmarks ~~and heritage~~ commission created – Membership and organization.

A. The King County landmarks ~~and heritage~~ commission established pursuant to Chapter 20.62 KCC is hereby designated and empowered to act as the landmarks commission for the city of Shoreline pursuant to the provisions of this chapter.

B. The special member of the King County landmarks ~~and heritage~~ commission provided for in KCC 20.62.030 shall be appointed by a majority vote of the city council subject to an open recruitment process. ~~Such special~~

~~member and~~ shall have a demonstrated interest and competence in historic preservation. A special member must be a resident or property owner within the City.

~~1. A special member shall be appointed for a term of four years. Such appointment shall be made for a four year term. Terms shall expire on March 31<sup>st</sup>. No special member may serve longer than two consecutive terms. A special member shall be deemed to have served one full term if the special member resigns at any time after appointment or if the special member serves more than two years of an unexpired term.~~

~~2. Such~~A special member shall serve until their successor is duly appointed and confirmed. In the event of a vacancy, an appointment shall be made to fill the vacancy in the same manner and the same qualifications as if at the beginning of the term, and the person appointed to fill the vacancy shall hold the position for the remainder of the unexpired term. ~~Such special member may be reappointed, but may not serve more than two consecutive four year terms~~

~~Such special member shall be deemed to have served one full term if such special member resigns at any time after appointment or if such special member serves more than two years of an unexpired term.~~ 3. A special member may be removed by the city manager, with the concurrence of the city council, for neglect of duty, conflict of interest, malfeasance in office, or other just cause, or for unexcused absence from more than three consecutive regular meetings. The decision of the city regarding removal shall be final and there so be no appeal available.

~~The~~4. A special members ~~of the commission~~ shall serve without compensation except for out-of-pocket expenses incurred in connection with commission meetings or programs. The city of Shoreline shall reimburse such expenses incurred by ~~such a~~ special member.

5. A special member shall fully comply with Chapter 42.23 RCW, Code of Ethics for Municipal Officers, Chapter 42.36 RCW, Appearance of Fairness, and such other rules and regulations as may be adopted from time to time by the city council regulating the conduct of any person holding appointive office within the city.

C. The commission shall ~~not conduct any public hearings required under this chapter with respect to properties located within the city of Shoreline until file~~ its rules and regulations, including procedures consistent with this chapter, ~~have been filed~~ with the city clerk.

#### **15.20.025 Incorporation of King County provisions.**

The following sections of Chapter 20.62 KCC, ~~as they are presently constituted as it currently exists and or as it may be hereafter amended~~, are incorporated by reference herein and made a part of this chapter: ~~except that any references to the “county” or “King County” shall refer to the city of Shoreline, and “department of development and environmental services” shall refer to “planning and development services department.”~~

A. KCC 20.62.020 – Definitions, except for the following:

Subsection H is changed to read: Director is the Director of Planning and Community Development, or designee.

Add Subsection z: “Council” is the City of Shoreline City Council.

~~paragraph 1, “Historic Preservation Officer” is the King County historic preservation officer or their designee.~~

B. KCC 20.62.040 – Designation Criteria, except that all references to “King County” are changed to read “City of Shoreline.”

C. KCC 20.62.050 – Nomination Procedure.

D. KCC 20.62.070 – Designation Procedure, except that all references to “King County” are changed to read “City of Shoreline.”

E. KCC 20.62.080 – Certificate of Appropriateness Procedures, except the last sentence of subsection A.

F. KCC 20.62.100 – Evaluation of Economic Impact.

G. KCC 20.62.110 – Appeal Procedure, except that appeals shall be filed with the City of Shoreline City Clerk for a final decision by the Shoreline Hearing Examiner consistent with Chapter 20.30 SMC, Subchapter 4 Land Use Appeals and the rules of the Hearing Examiner. Appeals of a decision by the Hearing Examiner shall be to superior court pursuant to the Land Use Petition Act, chapter 36.70C RCW.

H. KCC 20.62.130 – Penalty for Violation of ~~KCC Section 20.62.080~~SMC 15.20.025(E) above.

I. KCC 20.62.140 – Special Valuation for Historic Properties, except that reference to “King County” in Subsection C is changed to read “City of Shoreline.”

**15.20.026 Alteration of landmarks – Review process.**

Development proposals and pPermit applications for changes to landmark properties shall not be considered complete unless accompanied by a certificate of appropriateness pursuant to ~~KCC 20.62.080~~SMC 15.20.025(E) above. Upon receipt of an application for a development proposal or permit which affects a city of Shoreline landmark or ~~a~~ historic resource that has received a preliminary determination of significance under ~~KCC 20.60.070~~SMC 15.20.025(A), the application circulated to the historic preservation officer shall be deemed an application for a certificate of appropriateness pursuant to ~~KCC 20.62.080~~SMC 15.20.025(E) if accompanied by the additional information required to apply for such certificate.

**15.20.030 ~~Redesignation~~Designated landmarks.**

~~All county landmarks designated pursuant to the provisions of Chapter 20.62 KCC that are located within the boundaries of Shoreline are hereby designated as city landmarks subject to the provisions of this chapter. [Ord. 53 § 3, 1995]A. Pursuant to the provisions of this chapter, city landmarks will be designated from time to time and this section will be amended to include those city landmarks. Omission of a designated city landmark in this section does not alter or modify its designation in any way.~~

B. The following landmarks were designated by King County prior to the incorporation of the city of Shoreline. These landmarks are now city landmarks with the same advantages, responsibilities, and opportunities that all city landmarks possess pursuant to this chapter.

1. Crawford Store, 2411 NW 195th Place (Block 11, Lots 5 and 6 of Richmond Beach, Parcel No. 727710-0435)

2. William E. Boeing House, “Aldarra,” 140 Huckleberry Lane NW (Portion of Tracts 86 and 87 of Unrecord Plat of The Highlands, Parcel No. 330470-0105), National Register No. 88002743

C. The following landmarks have been designated as city landmarks since the incorporation of the city of Shoreline pursuant to this chapter:

1. Richmond Masonic Center, 753 N. 185<sup>th</sup> Street (Block 2, Lot 1 of Richmond Tracts, Parcel No. 728590-0065)

2. Ronald Grade School, 749 N 175<sup>th</sup> Street (Shorewood High School, Parcel No. 072604-9134)

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute an Amendment to the Professional Services Agreement with Perteet, Inc. in the Amount of \$1,591,698 for 60% Design of the 175 <sup>th</sup> Street (Stone to I-5) Project
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The 2021-2026 Capital Improvement Plan identifies a project along N 175<sup>th</sup> Street from Stone Avenue N to Interstate 5. The project will maintain levels of service and promote safety by widening the roadway, constructing multi-modal improvements along the full length of the corridor, revising roadway channelization, and providing intersection improvements at N 175<sup>th</sup> Street and Meridian Avenue N.

The City's initial design services contract No. 9175 with Perteet Inc. provides scope for development of design to the 30% level. The 30% design milestone was achieved in summer 2021. The contract must be amended to provide additional scope to progress design to the 60% level and begin the right-of-way phase of the project.

Staff is requesting that City Council authorize the City Manager to execute Amendment No. 3 to Contract No. 9175 with Perteet Inc. to continue with design, environmental and right-of-way services related to the 175<sup>th</sup> Street (Stone to I-5) Project. The amendment will provide additional scope and funding for the City's agreement with Perteet. The proposed scope of work for this Amendment is attached to this staff report as Attachment A.

**RESOURCE/FINANCIAL IMPACT:**

The 2021-2026 Capital Improvement Program includes the summary of funding for the project:

## EXPENDITURES

### Design

Staff and Other Direct Expenses	\$533,000.00
Preliminary Design Contract - Perteeet No. 9175	\$1,483,824.00
Perteeet No. 9175.01	\$314,007.00
Perteeet No. 9175.02	\$0
<b>Perteeet No. 9175.03 – This amendment</b>	<b>\$1,591,698.00</b>
Final Design Contract	\$1,400,000.00

**Right of Way** \$6,000,000.00

**Construction** \$41,300,000.00 - \$51,000,000.00

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**TOTAL** **\$52,622,529.00 - \$62,322,529.00**

## REVENUE

### Design

WSDOT Surface Transportation Program	\$3,546,500.00
Transportation Impact Fees	\$6,076,498.96
Future Funds	\$42,999,530.04 - \$52,699,530.04

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**TOTAL** **\$52,622,529.00 - \$62,322,529.00**

*Note: Project expenditures and revenue are shown in 2021 dollars. Construction costs included in the financial table are presented in ranges. The low end of the range excludes utility undergrounding while the upper end of the range includes full utility undergrounding of the corridor. Staff will request guidance from the City Council on utility underground at a later date. The project design phase is fully funded by a federal Surface Transportation Program (STP) grant and the City's transportation impact fee (TIF) revenue. The STP grant provides 86.5% of the total cost, with TIF funding providing the required 13.5% match to STP funds. This amendment fits within the project budget for the design phase. Right-of-way costs are expected to be funded with TIF funds as well, while the construction phase is unfunded. TIF funds are also available to provide match for grants.*

## RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Amendment No. 3 to Perteeet, Inc's professional services contract in the amount of \$1,591,698.00 for a total contract amount of \$3,389,529.00 for engineering design, right-of-way and environmental permitting services for progressing design from 30% to 60% for the 175<sup>th</sup> Street (Stone to I-5) Project.

Approved By: City Manager **DT** City Attorney **MK**

## **BACKGROUND**

The N 175<sup>th</sup> Street project, from Stone Avenue N to Interstate 5 (see Attachment B, Project Vicinity Map) is intended to support growth and promote safety by widening the roadway, constructing multi-modal improvements along the full length of the corridor, revising traffic channelization, and providing intersection improvements at N 175<sup>th</sup> Street and Meridian Avenue N. This project is also designated as one of seven growth projects in the City's Transportation Master Plan and is eligible to utilize transportation impact fees (TIF) for the required local funding match against the federal Surface Transportation Program (STP) grant funds.

The N 175<sup>th</sup> Street Project will provide mobility and safety improvements to pedestrians, cyclists and drivers using this corridor. Planned improvements include reconstruction of the existing street to provide two traffic lanes in each direction; medians and turn pockets; bicycle lanes; a shared-use path; curb, gutter, and sidewalk with planter strip where feasible; illumination; landscaping; and retaining walls.

### **Prior City Council Actions**

On June 4, 2018, the City Council authorized the City to enter into an agreement with the Washington State Department of Transportation (WSDOT) to accept \$3,456,500 in federal STP grant funds for the design of this project. The staff report for this Council action can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2018/staffreport060418-7d.pdf>.

On January 28, 2019, Council authorized the City Manager to enter into an agreement (contract No. 9175) for engineering consultant services with Perteet, Inc. for analysis, design, assistance in community outreach and stakeholder engagement, preparation of cost estimates, and identification and procurement of right-of-way. The staff report for this Council action can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport012819-7d.pdf>.

On July 13, 2020, staff presented a project update to the City Council which include a summary of the initial phase of project public outreach (Phase 1 Public Outreach) and presentation of the draft design concepts. The staff report for this Council presentation can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport071320-9b.pdf>.

On February 1, 2021, staff presented the preferred design concept for the corridor to the City Council, which the Council approved. Staff also requested guidance from the City Council for the inclusion of utility undergrounding along the corridor. The Council directed staff to develop design for utility undergrounding to the 30% design level. Once 30% design is complete, staff will provide more accurate cost data for undergrounding and more refined data for how undergrounding may impact construction phasing and other project elements. Staff will provide more information about utility undergrounding at a later date. The February 1, 2021 staff report can be viewed at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport020121-8a.pdf>.

On April 5, 2021, Council authorized the City Manager to amend the design services contract (contract No. 9175) in the amount of \$314,007 for a total contract amount of \$1,797,831 for engineering design, right-of-way and environmental permitting services for 30% design development of the 175th Street (Stone to I-5) Project. The amendment provided additional scope required due to project delay, COVID-19, and utility undergrounding design. The April 5, 2021 staff report can be viewed at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport040521-7c.pdf>.

### **DISCUSSION**

The need for this amendment to the City's agreement with Perteet, Inc. is in step with the planned delivery strategy for the project. The original contract included progressing the design to the 30% level. This amendment is needed to proceed with design to 60%, complete the environmental review and documentation, and prepare for ROW acquisitions. A future amendment will be needed to progress to final design. The scope of work for this contract amendment can be found in Attachment A.

If Council does not authorize this amendment, the project will be placed on hold. If the project schedule is delayed, the City may risk losing federal STP grant revenue.

### **COUNCIL GOAL(S) ADDRESSED**

This project supports Council Goal 2: "Improve Shoreline's infrastructure to continue the delivery of highly-valued public service," and Council Goal 3: "Continue preparation for regional mass transit in Shoreline."

### **RESOURCE/FINANCIAL IMPACT**

The 2021-2026 Capital Improvement Program includes the summary of funding for the project:

#### **EXPENDITURES**

##### **Design**

Staff and Other Direct Expenses	\$533,000.00
Preliminary Design Contract - Perteet No. 9175	\$1,483,824.00
Perteet No. 9175.01	\$314,007.00
Perteet No. 9175.02	\$0
<b><i>Perteet No. 9175.03 – This amendment</i></b>	<b>\$1,591,698.00</b>
Final Design Contract	\$1,400,000.00

<b>Right of Way</b>	<b>\$6,000,000.00</b>
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<b>Construction</b>	\$41,300,000.00 - \$51,000,000.00
<b>TOTAL</b>	<b>\$52,622,529.00 - \$62,322,529.00</b>

**REVENUE**

**Design**

WSDOT Surface Transportation Program	\$3,546,500.00
Transportation Impact Fees	\$6,076,498.96
Future Funds	\$42,999,530.04 - \$52,699,530.04
<b>TOTAL</b>	<b>\$52,622,529.00 - \$62,322,529.00</b>

*Note: Project expenditures and revenue are shown in 2021 dollars. Construction costs included in the financial table are presented in ranges. The low end of the range excludes utility undergrounding while the upper end of the range includes full utility undergrounding of the corridor. Staff will request guidance from the City Council on utility underground at a later date. The project design phase is fully funded by a federal Surface Transportation Program (STP) grant and the City's transportation impact fee (TIF) revenue. The STP grant provides 86.5% of the total cost, with TIF funding providing the required 13.5% match to STP funds. This amendment fits within the project budget for the design phase. Right-of-way costs are expected to be funded with TIF funds as well, while the construction phase is unfunded. TIF funds are also available to provide match for grants.*

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute Amendment No. 3 to Perteet, Inc's professional services contract in the amount of \$1,591,698.00 for a total contract amount of \$3,389,529.00 for engineering design, right-of-way and environmental permitting services for progressing design from 30% to 60% for the 175<sup>th</sup> Street (Stone to I-5) Project.

**ATTACHMENTS**

- Attachment A – Perteet, Inc. Supplement #3 Scope of Services
- Attachment B – Project Vicinity Map

ATTACHMENT - A

**Supplement #3 Scope of Services**

175th Street – Stone Avenue to I-5 Improvement Project

August 2021

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City of Shoreline



2707 COLBY AVENUE, SUITE 900  
EVERETT, WA 98201  
800.615.9900 | 425.252.7700

**EXHIBIT A****Supplement #3 – Scope of Services  
175th Street – Stone Avenue to I-5 Improvement Project  
City of Shoreline****INTRODUCTION**

Under the City of Shoreline’s 175th Street – Stone Avenue to I-5 Improvement Project, the City has requested the Consultant provide extra services which were not provided in the original Consultant’s Agreement. The Consultant will provide professional engineering services as detailed herein.

Extra services include additional coordination with the City, progressing the design of the project to a 60% level, additional franchise utility coordination, and the acquisition of four parcels. This phase of the project will be funded with a combination of federal (STP) and local funds.

The City of Shoreline Public Works Department proposes to improve the N 175th Street corridor between Stone Avenue N and I-5. To accommodate anticipated growth, improve pedestrian and cyclist accessibility and safety, and support future light rail stations, the City of Shoreline proposes to:

- Reconstruct the existing street to provide two traffic lanes in each direction with center medians
- Add bicycle facilities
- Add curb, gutter, sidewalk, and landscaped amenity zones
- Install retaining walls
- New signal at Meridian and two new pedestrian hybrid beacons
- Stormwater conveyance, detention, and water quality treatment
- Illumination

These improvements will require little change to the existing vertical and horizontal alignment of N 175th Street. Right-of-way will be acquired, including full and partial acquisitions and temporary construction easements. Environmental documentation and permitting will be in accordance to support NEPA and SEPA.

Consultant’s services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Consultant will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline tasks at the discretion of the Consultant, provided that the total contracted amount is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

## GENERAL SCOPE OF SERVICES

This scope of service provides extra services requested by the City. The following major tasks will be included and supplemented to the original Scope of Services and completed by the Consultant:

*(The task numbers below correspond to the original Scope of Services.)*

- Task 1 – Project Management – SUPPLEMENTED
- Task 2 – Community Engagement– SUPPLEMENTED
- Task 3 – Survey and Mapping – SUPPLEMENTED
- Task 4 – Geotechnical Investigations – SUPPLEMENTED
- Task 5 – Conceptual Design and Alternatives – COMPLETED
- Task 6 – Landscaping and Urban Design – SUPPLEMENTED
- Task 7 – Stormwater Design – SUPPLEMENTED
- Task 8 – Structural Engineering for Retaining Wall TS&L – SUPPLEMENTED
- Task 9 – Environmental Documentation and Coordination Support– SUPPLEMENTED
- Task 10 – Franchise Utility Design and Coordination – SUPPLEMENTED
- Task 11 – Right-of-Way Plans and Preliminary Costs – SUPPLEMENTED
- Task 12 – 30% Design and Design Memorandum – COMPLETED
- Task 13 – Concept Alternative Cost Estimates – COMPLETED
- Task 14 – Not Used
- Task 15 – Not Used
- Task 16 – Grant Application Preparation

NEW tasks added with this supplement:

- Task 17 – 60% Design and Design Report

With prior written approval by the City and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be produced by the Consultant.

- D1 – Grant Application Preparation
- D2 – Sewer Main Design
- D3 – Wetland Buffer and Floodplain Mitigation Approach
- D4 – Additional Survey

This Scope of Services is defined in the tasks below.

## **SCOPE OF SERVICES DEFINED**

## **Task 1 – Project Management**

The assumed duration for the work defined in this supplemental scope of services is nine (9) months. Consultant will provide additional project management services related to this project.

Additional project management services include:

### **1.1 Coordination with City of Shoreline**

The Consultant will continue to coordinate with the City of Shoreline on a regular to basis to keep the City's project manager informed about project status of the additional services. Regular communication with the City will occur on a weekly basis, including meeting agendas and meeting minutes via OneNote.

The Consultant will attend bi-weekly one-hour online meetings. These meetings held under this work element will include the following participation by the Consultant team:

- Up to eighteen (18) additional meetings attended by the Consultants with up to three (3) staff from the Consultant team.
- Subconsultant attendance at meetings related to design work will be included under those individual design tasks.

### **1.2 Project Schedule, Budget, and Team Management**

The Consultant will update the project schedule monthly, up to nine (9) additional times, depending on the direction of the project. Under this task, the Consultant will continue to manage the Consultant budgets, monitor staff and subconsultant, manage change and prepare amendments, and monitor work progress under this subtask.

### **1.3 Progress Reports, Invoices, Underutilized Disadvantaged Business Enterprise (UDBE) Reporting**

The Consultant will prepare additional monthly progress reports for the extension of time.

Deliverables:

- Project schedule (Microsoft Project format) and up to nine (9) additional updates
- Project meeting agendas and notes/action items for up to eighteen (18) additional meetings
- Nine (9) additional monthly invoices and progress reports
- UDBE status report

## **Task 2 – Community Engagement**

The need for extra services has been identified as the project design is progressing.

## **2.6 Webpage Updates (*New Subtask*) (Perteet)**

Perteet will assist the City in providing webpage updates for the project webpage. Content could include text as well as supporting graphics.

Assumptions:

- Project webpage hosted on the City's website.
- Up to five (5) updates will be made as applicable through completion of the 60% design.

Deliverables:

- Review and provide up to five (5) updates

## **Task 3 – Survey and Mapping (1 Alliance)**

The need for additional survey data has been identified as the project design has progressed as shown in Exhibit A.

### **3.1 Survey PM, Admin, QA/QC**

This task includes extended survey project management, administrative duties, and quality control for additional survey.

### **3.2 Survey Control**

This task includes the recovery of previous survey control for use in this supplemental surveying effort.

### **3.3 Field Surveying and Mapping**

The Consultant shall locate and map visible features necessary for the creation of an updated engineering design basemap within and, in places, beyond the right-of-way as shown in Exhibit A.

Assumptions:

- The budget assigned for this work element shall not exceed the amount designated for this work element.

### **3.4 Utility Surveying and Pothole Surveying Services**

This task includes the additional mapping of utilities, the surveying of approximately 20 potholes (completed in Task 10), the arrangement for additional underground 'conductive' utility locating by a third-party utility locate service, as identified in Exhibit A.

### **3.5 Office Processing**

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s) for the additional survey as identified in Exhibit A.

## **Task 4 – Geotechnical Investigations (HWA)**

Geotechnical engineering will be completed in support of advancing the design from 30% to 60%. This will include the exploration and evaluation associated with subgrade stabilization near Ronald Bog. The level of efforts assumes excavation and replacement of unstable soils with lightweight cellular concrete (LWCC) in the vicinity of Ronald Bog. Work will include completing excavations within the vicinity of Ronald Bog to assess the thicknesses of peat material in the area of the proposed improvements, providing estimates of the extent of excavation required, recommendations, and guidance regarding costs associated with use of LWCC, and design specifications associated with the use of LWCC.

### **4.1 Geotechnical Project Setup**

HWA will initiate the new task and set up billing information in support of invoicing throughout the project management.

### **4.2 Geotechnical Exploration Program**

- **Plan the Geotechnical Field Exploration Program:** HWA will plan and coordinate the geotechnical exploration program for the project. The exploration program will consist of completing a series of Cone Penetration Tests (CPTs) and Limited Access Borings (LABs).
- **Conduct Utility Locates:** HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the borings are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of drilling to further assure the clearance of the subgrade from buried public or private utilities.
- **Develop Traffic Control Plans for Geotechnical Explorations:** HWA will coordinate with the City and design team and develop site specific traffic control plans for each proposed geotechnical exploration.
- **Generate Geotechnical Exploration Work Plan Memo:** HWA will prepare a Geotechnical Work Plan Memoranda for the proposed exploration program. The work plan will be submitted to the design team and the City for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plans will also be used for utility locating clearances and for permitting that may be

necessary to access the exploration locations. We assume the City or Perteet will provide any required permits or rights of entry at no cost to HWA.

- **Conduct Geotechnical Explorations – CPTs (assume four [4] nights):** HWA proposes to advance four (4) nights of truck-mounted cone penetration tests (CPTs) within the vicinity of Ronald Bog to assess the thicknesses and extent of peat material in the area of the proposed improvements. The purpose of these borings is to determine the extent of the underlying peat material; as a result, the number of the CPTs will be dependent on the encountered extent at the time of our explorations. HWA will complete as many CPTs as deemed necessary within the allotted four (4) proposed work nights.

Given anticipated utility obstructions, we anticipate that the CPT locations will have to be shifted to miss utilities and will require a single-lane closures. CPTs will be completed in the eastbound and westbound directions along N 175th Street and the northbound and southbound directions of Meridian Avenue. CPTs will be spaced approximately 75 feet apart in the outer travel lane. The explorations will be abandoned in accordance with Ecology requirements to the base of pavement section. When used, bentonite will be pre-wet to reduce expansion. Pavement cores, at each CPT, will be patched with rapid set concrete. Work will be completed during the night to limit the impact on traffic at the project intersection.

A geotechnical engineer or a geologist from HWA will log each exploration and record all pertinent information including pavement type and depth, sample depths, stratigraphy, soil engineering characteristics, pavement type, pavement thickness, and groundwater occurrence at the time of drilling. It is important to note that the ground water encountered at the time of the CPTs could be substantially different from the actual groundwater elevations.

- **Clear Vegetation for Limited Access Borings (assume one [1] day):** HWA will clear paths in the vegetation between the project intersection and Ronald Bog in order to allow access and adequate workspace to complete the proposed limited access geotechnical explorations. Vegetation will be cleared with brush trimmers and will be limited to near surface brush. No large trees will be removed.
- **Conduct Limited Access Geotechnical Explorations (assume [1] day):** HWA proposes to advance two (2) machine-drilled limited access borings (LABs), designated LAB-1 and LAB-2, towards the shore of Ronald Bog to assess the thicknesses of peat material in the area of the proposed improvements. Each proposed exploration will be drilled with a limited access Acker drill rig outside of the travel lanes. The explorations will be abandoned in accordance with Ecology requirements.

A geotechnical engineer or a geologist from HWA will log each exploration and record all pertinent information including pavement type and depth, sample depths, stratigraphy, soil engineering characteristics, pavement type, pavement thickness, and groundwater occurrence at the time of drilling. It is important to note that the groundwater encountered at the time of drilling could be substantially different from the actual groundwater elevations.

- **Generate Boring Logs and Assign Laboratory Testing:** HWA will prepare summary

boring logs and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing will include moisture content, unit weight, hydrometers, grain-size distribution, and organic content.

#### 4.3 Geotechnical Engineering Design Services

- **Evaluate Field and Laboratory Data:** Based on the CPTs, borings, and the laboratory test results, HWA will generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.
- **Develop Geologic Cross-Sections:** HWA will construct geologic cross-sections, as needed, to assist with design of the lightweight cellular concrete in the vicinity of Ronald Bog. These cross-sections will show near surface soil conditions and will be provided in a geotechnical report.
- **Evaluate Liquefaction Potential:** HWA will evaluate the susceptibility of the subsurface soils to liquefaction at the location of the new geotechnical borings and CPTs, to assess the potential impacts to the proposed improvements.
- **Develop Final Design Level Retaining Wall Recommendations:** HWA will provide final design recommendations for retaining structures along the project alignment.
- **Develop Final Design Level Compressible Soils Mitigation Recommendations:** HWA will evaluate the results of the supplementary explorations and develop geotechnical design recommendations for the use of light weight cellular concrete to mitigate settlements in the vicinity of Ronald Bog. The recommendations will include geometry, material type and constructability.
- **Develop Lightweight Cellular Concrete Specifications:** HWA will develop light weight cellular concrete specification for use in the project specifications.
- **HWA QA/QC:** All design calculations and recommendations will be reviewed by a senior principal prior to distribution to the design team or the City of Shoreline. A geotechnical report will be prepared by a certified soils scientist, professional engineer, geologist, or hydrogeologist licensed in the State of Washington.
- **Project Coordination Meetings (assume 12 meetings):** HWA will attend up to twelve (12) meetings with the City of Shoreline and the design team. HWA assumes that this meeting will take place virtually.
- **Revise Draft Geotechnical Engineering Report:** HWA will revise our draft geotechnical report for the project. This report will contain the results of the explorations and analyses performed to date, including descriptions of surface and subsurface conditions; a site plan showing exploration locations and other pertinent features; summary coring and boring logs; and laboratory test results. The report will provide geotechnical recommendations for each of the proposed improvements. HWA's revised report will also provide updated recommendations associated with use of LWCC based on additional exploration completed.

#### 4.4 Geoenvironmental Support (*New Subtask*)

HWA will provide up to 20 hours of miscellaneous geoenvironmental support for the project as it advances to 60 percent design.

#### 4.5 Conduct Plan and Specification Review (*New Subtask*)

HWA will conduct a 60% plan, specification, and opinion of cost review to evaluate that the geotechnical aspects of the project have been incorporated into the project plans.

#### 4.6 HWA Project Management (*New Subtask*)

**Invoice Generation and Processing:** HWA will prepare monthly invoices, and progress reports for the duration of the design phase of the project.

**Geotechnical Task Management:** HWA will provide geotechnical task management to all geotechnical related aspects of the project. HWA will correspond with the City and the design team in the form of emails, fax, and telephone calls, as necessary.

Assumptions:

- All pavement cores to facilitate CPTs, conducted through the roadway will be patched with rapid set concrete . No saw cuts and hot mix asphalt patches will be required.
- The final geotechnical report will be generated in a future phase of the project, as the project approaches 100 percent design.
- HWA assumes that the compressible soil mitigation method will include the use of lightweight cellular concrete.
- The subsurface explorations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- All required rights-of-way and street use permits will be prepared by the Consultant and permitted by the City at no cost.
- The borehole and CPT locations will be surveyed by others.
- Soil samples will be collected from the borings using the Standard Penetration Test (SPT) at intervals of 2.5 feet to a depth of 20 feet and at intervals of five feet to the depth of termination, if necessary, for the LABs. No soil samples will be collected for the CPTs.
- CPTs will be completed during nighttime work hours. Anticipated work hours will be from 10PM to 6AM. LABs will be completed during daylight weekday work hours.

Anticipated work hours will be from 8AM to 5PM. The Consultant will prepare and provide noise variance documentation to the City for approval.

- Geotechnical explorations will not require WSDOT approval.

Deliverables:

- Exploration Plan
- Traffic Control Plan
- Revised Draft Geotechnical Engineering Report

## **Task 6 – Landscaping and Urban Design (HBB)**

### **6.5 60% Design (New Subtask)**

Develop 60% construction documents for planting, irrigation, and the urban design elements.

#### **6.5.1 Coordination**

Assumptions:

- Up to four (4) meetings with City of Shoreline
- Up to sixteen (16) design team coordination meetings
- Up to two (2) art coordination meetings
- Up to two (2) design workshops to discuss results of phase 3 public engagement and determine final concepts for urban design including gateway sign

Deliverables:

- Meeting notes

#### **6.5.2 Planting, Irrigation, and Urban Design Plans**

Planting Plans, Irrigation, and Urban Design plans will include:

- Planting plans and photo cut sheets for street trees, shrubs, and groundcover options. Planting design to meet City of Shoreline Standards.
- Irrigation design to meet City of Shoreline standards. Irrigation design limited to irrigation point of connection and irrigation schedule and details.
- Urban design plans, enlargements and details for gateway sign, permeable paving, freestanding wall in medians, structural soil cells, railings, and site furnishings. Site furnishings include benches, recycle/litter receptacles, bike racks, tree grates, as applicable. Gateway sign limited to layout plan, elevation, and sections. Grading, lighting, and sign details not included in this submittal.
- Urban design recommendations for retaining wall finishes, pedestrian lighting, art locations, bioretention hardscape, railing, and paving. Recommendations will be

provided in cut sheets or sketch drawn format. Paving recommendations at intersections and crosswalks will be provided in CAD format.

**Assumptions:**

- Landscape design for four (4) acquisition parcels limited to erosion control hydroseed.
- Back of sidewalk landscape restoration limited to bark mulch or seed.
- Detailed planting and restoration for private property is not include in 60% submittal.
- Off-street multi-use sidewalk and bike path per City standards detail.

**Deliverables:**

- Planting plans (1" = 20' full size – 11 sheets)
- Planting schedule, details, and notes (2 sheets)
- Plant material cut sheets
- Irrigation plans (1" = 20' full size – 11 sheets)
- Irrigation schedule, details, and notes (1 sheet)
- Urban design plans (1" = 20' full size – 4 sheets)
- Urban design schedule, typical paving enlargements, details, and notes (2 sheets)
- Urban design material memo (update 30% urban design memo)
- Develop urban design CAD file for paving pattern layout at intersections and crosswalks. CAD file will be provided to Perteet for inclusion into paving plans.

### **6.5.3 Opinion of Cost**

Prepare landscape, irrigation, and urban design opinion of cost. The engineer's opinion of cost will include the cost of new service connections including permitting and connection fees from SPU, where required.

### **6.5.4 Specifications**

Prepare special provision specifications for planting, irrigation, and urban design.

### **6.5.5 QA/QC Review**

Interdisciplinary review and QA/QC review performed by licensed senior staff person.

### **6.5.6 Artist Selection**

Assist City with the advertising and selecting an artist for project. Identify possible art locations within median, gateway sign and/or railing locations and develop Scope of Services for artist selection.

### 6.5.7 Arborist Report

Building upon the tree survey completed in the prior phase of work, the Consultant will review existing trees that will be impacted by construction and provide recommendations for tree protection. Tree protection and tree removal mitigation calculations will be shown on civil site preparation plans. Work will include field tagging trees with identification numbers, identifying tree species with common and botanical names, identifying tree size DBH, analyzing tree health per International Society of Arborist standards, and providing tree protection recommendations.

Deliverables:

- Arborist Report including tree assessment site plans, tree assessment matrix, and tree protection guidelines

## Task 7 – Stormwater Design (WSP)

### 7.4 60% Stormwater Design (*New Subtask*)

Develop 60% construction documents for stormwater design elements.

Assumptions:

- 
- It is assumed that no drainage improvement work including outfalls or stormwater BMPs installations will occur within Ronald Bog Park.
- The 60% design work will be for a single City project similar in extent of the project footprint developed during 30% design work.
- 60% design work of stormwater management systems on newly acquired parcels that are either non-contiguous or outside of 30% project limits are outside of this scope of services (i.e., new parcels separate from the project limits or non-contiguous with the limits are assumed not to be considered).
- Modeling the Ronald Bog and its outlet system is not included. All analysis of the Ronald Bog water levels will be based upon existing documents and information (i.e., prior modeling by others). Should continuous hydrologic modeling of Ronald Bog be needed, it will be considered extra work.
- Assessing quantitative impacts of the project on downstream flows and water surface elevations is not included as part of this task. It is assumed that meeting the City's published flow control requirements for the project area is sufficient.
- No treatment, detention, or conveyance improvements are needed at the west end of the project in the Boeing Creek Basin.
- Scope of work and level of effort assumes no HPA (Hydraulic Project Approval) will be required for this project.

- It is assumed that providing stormwater treatment or detention beyond that required to mitigate for the project to meet City standards will not be considered.
- Structural design drawings associated with stormwater BMPs including detention vaults or retaining walls will be considered extra work.

### **7.4.1 Confirmation of BMP Options**

Following review of the updated survey and new geotechnical reports (including infiltration tests), subconsultant will review concept (30%) design and assess earlier project recommendations for both treatment, detention, and infiltration. Subconsultant will provide an analysis of previously identified options including pros, cons, and order of magnitude estimates based on updated survey materials, geotechnical information, and City comments on 30% design. Subconsultant will meet with City and present the information with a goal of selecting which BMPs to advance to 60% design. The assessment will be documented in a brief Drainage Design Confirmation Memo to capture the different City's stakeholder requirements and direction as well as project-specific permit requirements and environmental commitments related to stormwater management. The meeting will also discuss whether to attempt to treat any areas beyond the minimum required for the project.

Should the City want to consider a "stormwater park" to either meet project stormwater requirements or to provide treatment beyond those required for the project, this will be considered additional work and conducted under a supplement.

Deliverables:

- Drainage Design Confirmation Memo (up to 15 pages, including attachments)

### **7.4.2 60% Stormwater Design Plans, Specifications, and Cost Estimate**

Building upon the 30% design and the work of Task 7.4.1, subconsultant will advance the project plans, specifications, and cost estimate to a 60% level. The design, where applicable, will comply with City of Shoreline Engineering Design Manual – Division 3 Surface Water. Based on the 30% design, the design and related engineering effort is assumed to include the following:

- New inlets and conveyance piping
- Two (2) underground detention vaults
- One (1) treatment vault (Modular Wetland systems)
- Bioretention cells for on-site treatment

The subconsultant will update the inlet spacing analysis from the 30% design. It is assumed the roadway profile will not substantively change.

Deliverables:

- 60% Drainage Plan, Profiles, and Drainage Details (up to 27 sheets)
- Review and comment on the 60% TESC Plans and Details
- 60% project special provisions (submitted with Task 17.2)
- 60% opinion of cost (submitted with Task 17.3)

### **7.5 Surface Water Report (*New Subtask*)**

A draft Surface Water Report will be prepared for the project. The report will be prepared to be in compliance with the City's drainage design standards and surface water requirements as well as updating the previous report prepared in the 30% design phase. Supporting analysis such as conveyance sizing, inlet sizing, and BMP sizing will be included as attachments. The report will document the basis of selection and sizing for stormwater BMPs. A site visit will be performed to complete the qualitative downstream analysis. A preliminary draft report will be prepared for internal team review. Subconsultant will incorporate internal team comments and update the report and prepare a draft report for City review. Subconsultant will meet with the City to review the City comments on the report if needed.

Subconsultant will prepare a final report to address City comments.

Assumptions:

- This effort does not include quantitative off-site and downstream analysis.
- The Surface Water Report will not include a CSWPP/TESC section.

Deliverables:

- Internal Draft Surface Water Report
- Draft Surface Water Report associated with the 60% design
- Revised Surface Water Report to include City comments

## **Task 8 – Structural Engineering for Retaining Wall TS&L (WSP)**

### **8.1 Wall Type Technical Reports**

For structural walls, the subconsultant shall prepare an updated Wall Type Technical Report in response to client review comments.

Deliverables:

- Final Wall Type Technical Report

### **8.2 Structural Solution for Compressible Soil Mitigation**

It has been determined that a lightweight cellular concrete will be used along portions of Meridian Avenue N and portions of N 175th Street in the vicinity of Ronald Bog as means of mitigating the compressible soils within the project limits. The structural team will coordinate with the geotechnical engineer on limits of compressible soils within the project corridor and will collaborate to advance the structural solution within these limits that can accommodate the compressible soils and adequately support the project elements. Work associated with this effort is limited to the associated budget for this task as shown in the attached budget sheet.

### **8.4 60% Submittal Retaining Wall Plans and Details (*New Subtask*)**

Develop 60% construction documents for wall design elements.

Assumptions:

- One (1) Wall may include a cantilevered sidewalk
- Wall Structural Pile Layout sheets shall describe the approximate number and length of piles for pile-supported walls.
- Wall Structural Detail Sheets and the supporting design shall be consistent with wall type to be used and will include details views without reinforcing sizes defined.
- Summary of quantities table, including wall face and pile quantities, shall be prepared and included in the Wall Structural Detail Sheets. Quantities shall be based on preliminary foundation design sizes.
- The total number of walls for this task is seventeen, and the assumed wall types are as follows:
  - Seven (7) Pile-supported
  - Seven (7) Gravity block
  - One (1) Structural earth wall
  - Two (2) Cast-in-place concrete cantilever on soldier pile (TBD)

Deliverables:

- 60% Wall Structural Pile Layout Sheet, and Wall Structural Details (up to 12 sheets) (submitted with Task 14.1 deliverables)
- 60% project special provisions (submitted with Task 14.2)
- 60% opinion of cost (submitted with Task 14.3)

## **Task 10 – Franchise Utility Design and Coordination (Perteet)**

### **10.2 Relocation Coordination, Design, PS&E**

#### **10.2.1 Franchise Utility Design Coordination**

This includes additional coordination to resolve utility conflicts by email and telephone regarding design questions, and coordination of items during the 60% design process. The Consultant will set up meeting times and locations, prepare meeting agendas, and prepare meeting minutes.

Assumptions:

- Franchise utilities will provide a record drawing to the Consultant.
- The Consultant will attend up to five (5) virtual meetings and will be attended by up to two (2) Consultant staff members per meeting, for design coordination.

**Deliverables:**

- Meeting Agenda for coordination meetings, submitted via email
- Meeting Minutes from coordination meetings, submitted via email in PDF format

**10.3 Conflict Identification and Potholing**

The Consultant will coordinate with the applicable utility franchises to perform potholing explorations during the 60% design phase. It is assumed that each utility franchise has an agreement with the City and will use a utility locate service or its own forces for potholing of their own facilities.

“Pre-pothole” and “post-pothole” meetings will be held for each round of potholing. In the “pre-pothole” meetings with vendors and franchises, expectations related to traffic control and restoration of pothole locations will be discussed. “Post-pothole” meetings will be held as necessary to discuss the findings of the potholes with the utility owners and discuss any design and/or relocations approaches that may be necessary as a result of the potholing findings.

**The work elements in this task include:**

- Coordinate and attend up to two (2) “pre-pothole” meetings with applicable utility franchises, utility locate service vendor and City staff as well as two (2) “post-pothole” meetings if needed, to discuss facility conflicts and relocations.
- Identifying potential utility conflicts and pothole locations based on the 30% plans (note: potholing will be accomplished by the utility franchises or designated utility locate service vendor)
- Manage pothole program on behalf of franchise utilities and City. The Consultant will identify potholing needs, on the utility conflicts spreadsheet, and also prepare an exhibit of potholing locations.
- Prepare and maintain the utility coordination log, utility conflict and potholing plans, utility conflict and resolution matrix, and distribution of potholing results to utilities. Utilize a utility potholing service for those locations that will not be provided by a franchise utility.

**Assumptions:**

- There will be up to 20 pothole locations.
- The budget assigned for this work element will be limited to the amount designated for this work element.

**Deliverables:**

- Meeting agendas and notes (four [4] potholing meetings)
- Utility conflict exhibits and resolution log
- Utility information updated according to pothole results at the 60% design phase

- Pothole location exhibits and results log

### **Task 11 – Right-of-Way Plans and Preliminary Costs (UFS)**

Based on the preliminary preferred alignment design, feasibility studies, and discussions with Perteet and City staff, it is assumed the project will require the total fee acquisition of four (4) separate tax parcels of real property. The total fee acquisition parcels impacted and real property rights required from each are shown in Table A below.

This scope of work includes Administration, Ownership and Title Report Review(s), Appraisal and Appraisal Review, Acquisition Negotiations, Residential Relocation, and Right-of-Way Certification services for the full acquisition of four (4) parcels as described in the table below. Acquisition of remaining impacted parcels will be performed under a supplement.

**Table A. Parcel Impacts**

No.	Tax Parcel No.	Full Fee Simple	Relocation	Valuation Type (see Note 1)
1	0390100035	X	Residential	Appraisal and Review
2	0390100040	X	Residential	Appraisal and Review
3	3073500047	X	Residential	Appraisal and Review
4	3073500058	X	Residential	Appraisal and Review

**Assumptions:**

- City shall approve designation of the title/escrow company used for this project. The title/escrow company will bill the City directly for all services provided.
- City shall provide form approval, in electronic format, of all legal conveyance documents and relocation documents and forms prior to use (i.e., offer letters, purchase and sale agreements, escrow instructions, easements, deeds, leases, and permits).
- City shall review and approve of all determinations of value, established by the project appraisers, and provide written authorization prior to offers being made to property owners.
- The actual filing of condemnation and subsequent litigation are not included.
- Closing costs such as recording fees, escrow services, title insurance fees, title reports, transfer taxes, etc., penalty costs for pre-payments; costs of a pre-existing mortgage; the prorated share of real property taxes paid subsequent to vesting title to the City shall be paid by the City directly.
- Continued negotiation services during condemnation or work associated in preparing and/or obtaining possession and use agreements are not included.
- Additional appraisal and appraisal review fees are not included.

**11.1 Parcel/Ownership Research**

Consultant shall review additional right-of-way and ownership information, review special exceptions described in each title report to determine the City's acceptance of title at closing, and provide the City with up to four (4) Title Review Summary Memos listing ownership, title exceptions, etc.

**Assumptions:**

- Consultant shall provide four (4) title reports for full acquisition parcels.

Deliverables:

- Up to four (4) Title Review Summary Memos

## 11.2 Right-of-Entry Agreements

Obtain additional right of entry permits (ROE) for the purpose of surveying, utility locates, geotechnical explorations, etc., from up to thirty-five (35) property owners. (Services provided by UFS to obtain the right of entries will be the same as identified in the original scope of services in task 11.2.)

Deliverables:

- Thirty-five (35) signed ROE permits

## 11.5 Preliminary Right-of-Way Acquisition Cost Estimate

UFS has previously provided a Right-of-Way Funding Estimate (RWFE) for preliminary alignments and the Preferred Alignment. Upon completion of Right-of-Way Plans, UFS will update the RWFE if necessary and transmit the RWFE to the City for WSDOT review. All four of the impacted parcels will require narrative appraisal reports.

Deliverables:

- Updated Right-of-Way Funding Estimate (RWFE)

## 11.6 ROW Acquisition (*New Subtask*)

The City intends to use local funding for this phase. Authorization of FHWA funds for the right-of-way phase does not apply. Due to federal funding in the design phase of the project, all right-of-way acquisition will follow the uniform relocation act and is subject to WSDOT review.

### 11.6.1 Right-of-Way Exhibits (Perteet)

The development of informational exhibits to facilitate the acquisition of property for the project.

Assumptions:

- Right-of-Way Plans are not required to start or complete the acquisition of the full acquisition parcels and will be completed with a supplement after 60% design.
- Parcel exhibits will be prepared for appraisals, negotiations with property owners, and WSDOT review.
- The purpose of the parcel exhibits for the full acquisition parcels is to illustrate the need for the parcel to be a total fee acquisition
- Exhibits shall include aerial photo with proposed project improvements and may include driveway profiles if required.

Deliverables:

- Draft and final parcel exhibits for four (4) separate parcels submitted via email in PDF format

### **11.6.2 Legal Descriptions and Depictions (1 Alliance Geomatics)**

The Legal Descriptions and Depictions work element includes the efforts necessary to draft the depictions and write the legal descriptions required by the engineer for property takes and/or easements.

Assumptions:

- Title Reports will be provided by the City.
- One (1) draft and one (1) revised, final Right-of-Way Acquisition Legal Description and Depiction per parcel is anticipated.

Deliverables:

- Four (4) Draft and Final Right-of-Way Acquisition Legal Descriptions and Depictions

### **11.6.3 Relocation Plan (UFS)**

UFS will prepare a Relocation Plan per WSDOT and federal guidelines and transmit it to the City for WSDOT review and approval.

Deliverables:

- One (1) Relocation Plan

### **11.6.4 Appraisal and Appraisal Review (UFS)**

UFS will subcontract and manage the Appraisal and Appraisal Review process with appraisal firms previously qualified by WSDOT and certified by the State of Washington. The Appraisal reports will be prepared in accordance with the Uniform Standards of Professional Appraisal Practices, Washington State Department of Transportation (WSDOT) Local Agency Guidelines, current WSDOT Right of Way Manual (in particular, Chapters 4 and 5), and the URA. Appraisal content and related expenses for specialty studies of hazardous materials (ESA Phase 1, 2, or 3), etc. are excluded. It is assumed properties to be appraised are clean of hazardous materials.

It is assumed four (4) Appraisal and four (4) Appraisal Review reports will be required on this project.

Deliverables:

- Four (4) appraisal reports
- Four (4) appraisal review reports

### **11.6.5 Acquisition Negotiation**

Appraisals and Appraisal Reviews completed in Subtask 11.6.4 above will be submitted to the City for written approval establishing the amount of Just Compensation to the property owner. Upon written approval from the City, UFS will prepare the offer package(s) and promptly submit offer packages to the City for their presentation to WSDOT according to the City's approved policies and procedures. When approved, UFS will present offers to purchase all the required real property interests and negotiate in good faith to reach a settlement with each property owner(s). Offers will be presented in person when at all possible.

Acquire real property rights from four (4) separate tax parcels as shown in Table A above. Additional parcels or real property rights other than those shown in Table A will require an amendment to this Scope of Work and related Fee Estimate.

Negotiations will be conducted in accordance with statutory and regulatory requirements and will include coordination of administrative settlement approvals with the City; negotiate as necessary with lien holders; assist escrow in the closing process; prepare and maintain parcel files to include fair offer letters and acquisition documents; a standard diary form indicating all contacts with owner(s); and other items necessary for negotiations.

Negotiations shall not be deemed to have failed until at least three significant meaningful contacts have been made and documented with each owner and/or their representative through direct personal contacts. Out-of-area owner(s) will be contacted by telephone, email, and certified mail. If negotiations reach an impasse, UFS will provide the City with written notification. The filing and cost of condemnation proceedings shall be the responsibility of the City.

Deliverables:

- Acquisition Negotiation services with owners of up to four (4) separate tax parcels
- Completed parcel files, including necessary records of all Right-of-Way Acquisition services

#### **11.6.6 Relocation Assistance**

UFS will provide Occupancy Surveys of displaced persons; General Notice of Eligibility Letters to displacees; draft and provide City's relocation assistance brochure, if needed; research of residential comparable sales that include any special relocation needs identified in the Occupancy Surveys; coordinate commercial move bids and determine maximum commercial move entitlement for City's review and approval; prepare relocation eligibility notice to include an explanation of displacees' relocation entitlements and 90 day assurances; assist displacees in search of replacement site(s); provide listings of available sites; coordinate purchase/rent of replacement site(s) with real estate agents and escrow companies/landlords or property management companies; complete Decent Safe and Sanitary (DSS) inspections; determine recommendations for actual relocation entitlements and prepare Recommendations for City's

approval; coordinate move with commercial movers/displacees and monitor moves; confirm displacees have vacated the subject sites and all personal property has been removed; assist displacees in filing relocation claims; create and maintain necessary records to support audit of project; and provide a closing report of any outstanding relocation claims or issues.

Deliverables:

- Relocation/advisory services for four (4) displacees
- Four (4) completed relocation files

#### **11.6.7 Parcel Closeout – Escrow Closing**

As part of Task 11.6.4 above and upon securing required acquisition agreements, UFS will submit the necessary acquisition documents and closing instructions to the designated Title/Escrow Company. UFS will work with the title/escrow company in order to obtain release documentation from the encumbrance(s) of public record that are not acceptable to the City in order to provide clear title to the property being acquired, subject to the City's title clearing guidelines. The escrow company shall prepare and obtain the owner(s) signature on the necessary closing documents. UFS will coordinate signatures on closing documents for submittal to the City and payment(s) to the owner(s), and coordinate with the escrow/title company in filing documents with King County.

Deliverables:

- Deliver completed original Acquisition parcel files to the City

### 11.6.8 Preparation and Administration

Discuss, strategize, and plan overall process with project team via video conference. Attend up to twelve (12) progress meetings which can be facilitated by video conference if preferred. Provide up to twelve (12) monthly progress reports indicating the work completed for the invoiced month, anticipated work for the following month, and identify issues requiring Perteet's and/or the City's input or assistance. UFS will provide sample acquisition documents for the City's review and approval for use. The City's pre-approved forms will be used when provided. Prepare acquisition parcel files to include fair offer letters; recording and ancillary documents; a standard diary form indicating all contacts with owner(s); and other items necessary for negotiations. Prepare relocation files to include all required notices and forms, a standard relocation diary indicating all contacts with displaces, and other items necessary to provide relocation assistance services. UFS will provide parcel acquisition and relocation files to City for WSDOT review according to the City's approved Right-of-Way Policies and Procedures.

Deliverables:

- Attend kick-off meeting
- Attend twelve (12) Progress Meetings
- Provide twelve (12) Monthly Progress Reports
- Coordinate with the City, approved Acquisition and Relocation forms for project use
- Prepare parcel acquisition files
- Prepare relocation files
- Submit parcel files to City for WSDOT review

### Task 17 – 60% Plans Design (*New Task*)

The Consultant will prepare 60% plans, specification outline, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 30% submittal deliverables. The 60% design work will be for a single City project similar in extent of the project footprint developed during 30% design work. The plans, specifications, opinion of cost, and decision record will be submitted to the City for review and comment.

### 17.0 Preliminary Curb Ramp Design

The Consultant will propose and design ADA compliant solutions to the maximum extent feasible for each of the identified curb ramps within the project limits, as well as for the pedestrian signals located at each of the signalized intersections. The curb ramp locations and pedestrian signals will be identified and agreed upon before any curb ramp design work is performed.

The work for this task includes the design and layout for 31 identified curb ramps. It is anticipated that the location and total number of curb ramps to be designed are as follows:

- Five (5) at Midvale Ave N
- Six (6) at Ashworth Ave N
- Four (4) at Densmore Ave N
- Four (4) at Wallingford Ave N
- Eight (8) at Meridian Ave N
- One (1) at N 176th St & Meridian Ave N
- One (1) at N 177th St & Meridian Ave N
- Two (2) at Corliss Ave N

The Consultant will prepare exhibits (1-in = 10-ft scale) showing existing conditions and proposed improvements for discussion. The Consultant will attend up to two (2) coordination meetings with the City regarding curb ramp designs.

The purpose of the exhibits is to have a review of the horizontal curb ramp layouts and gain concurrence by the City of the ramp types, locations, and alignment of the curb ramps prior to the development 60% plans. The Consultant will perform minimal design needed to propose ADA compliant solutions for the curb ramps. Dimensions and details will not be provided at this level. The exhibits will be to scale so that the extent of the impacts can be approximated at the time of review.

Deliverables:

- Draft Curb Ramp Exhibits (PDF)
- Revised Curb Ramp Exhibits to be submitted with 60% design

### **17.1 60% Plans**

It is anticipated that the 60% plans will consist of the following sheets (203 sheets):

- Cover Sheet w/Vicinity Map and Index (1 sheet)
- Legend and Abbreviations (1 sheet)
- Site Preparation/Temporary Erosion and Sediment Control Plans (11 sheets)
- Typical Roadway Sections (3 sheets)
- Roadway Plan (11 sheets)
- Miscellaneous Roadway Details (2 sheets)
- Drainage Plan (11 sheets) – WILL BE PREPARED UNDER TASK 7.4
- Drainage Profile (11 sheets) – WILL BE PREPARED UNDER TASK 7.4
- Drainage Details (5 sheets) – WILL BE PREPARED UNDER TASK 7.4
- Wall Civil Plan and Profile (15 sheets) – Perteet
- Wall Structural Pile Layout Plans (7 sheets) – WILL BE PREPARED UNDER TASK 8.4
- Wall Structural Details (5 sheet) – WILL BE PREPARED UNDER TASK 8.4

- Stormwater Detention Vault Structural General Arrangement (2 Sheets) – WILL BE PREPARED UNDER TASK 8.4
- Driveway Profiles (6 sheets)
- Driveway Details (1 sheet)
- Channelization and Signing Plans (11 sheets)
- Channelization and Signing Details (5 sheets)
- Traffic Signal Plans and Details (6 sheets) – WILL BE PREPARED UNDER TASK 17.4
- Temporary Traffic Signal Plan (1 sheet) – WILL BE PREPARED UNDER TASK 17.4
- Pedestrian Signal Plans and Details (4 sheets) – WILL BE PREPARED UNDER TASK 17.4
- Illumination Plans and Details (15 sheets) – WILL BE PREPARED UNDER TASK 17.5
- Urban Design Plans (11 sheets) – WILL BE PREPARED UNDER TASK 6.5
- Urban Design Details (3 sheets) – WILL BE PREPARED UNDER TASK 6.5
- Landscaping Plans (11 sheets) – WILL BE PREPARED UNDER TASK 6.5
- Landscaping Details (3 sheets) – WILL BE PREPARED UNDER TASK 6.5
- Irrigation Plans (11 sheets) – WILL BE PREPARED UNDER TASK 6.5
- Irrigation Details (3 sheets) – WILL BE PREPARED UNDER TASK 6.5
- Franchise Utility Plan (11 sheets) – WILL BE PREPARED UNDER TASK D1
- Franchise Utility Details (5 sheets) – WILL BE PREPARED UNDER TASK D1
- Sanitary Sewer Utility Plan and Profiles (8 sheets) – WILL BE PREPARED UNDER TASK D2
- Sanitary Sewer Utility Details (3 sheets) – WILL BE PREPARED UNDER TASK D2

Assumptions:

- Note that 60% plans will not include curb return elevations, curb ramp details, construction sequencing plans, traffic control plans, pedestrian traffic control plans, or intersection grading plans. These will be provided at 90% level.

Deliverables:

- Electronic copy of the 60% plan set in PDF format via email

### 17.2 60% Opinion of Costs

The Consultant will calculate 60% level quantities and opinion of construction costs based upon the approved 60% construction plans and current unit bid prices. The Consultant will address applicable 30% review comments and make revisions as necessary.

Deliverables:

- Electronic copy of the 60% opinion of cost summary submitted in PDF format via email

### 17.3 60% Specifications

The Consultant will prepare an outline of the Contract Provisions ("Specifications") for the 60% submittal. This outline will include essential sections of the Special Provisions for specialty materials specific to this project that are not covered by the current WSDOT/APWA Standard Specifications, or Shoreline General Special Provisions. Essential specification sections may include urban design items, lightweight cellular concrete, precast concrete stormwater detention vaults, temporary construction signal system, or temporary construction illumination system. Front end contract documents, full specifications, appendices, and bid forms will not be included in the 60% submittal.

Assumptions:

- It is assumed that the City will provide the Consultant with any Shoreline General Special Provisions and Requirements to be used on the project.
- Front end contract documents, full specifications, appendices, and bid forms will not be included in the 60% submittal.

Deliverables:

- Electronic copy of the 60% specification outline in Microsoft Word format via email

#### **17.4 60% Traffic Signal Design (WSP)**

The subconsultant will prepare traffic signal plans and pedestrian signal plans that will show all existing and proposed hardware locations, including signal pole locations and mast arm lengths; vehicular and pedestrian signal head locations; vehicle detection, pedestrian push buttons, and proposed junction box locations; conduit runs; and pole schedules. Conduit layout and wiring diagrams will be included, in addition to preliminary wire schedules and pole schedules. Cabinet termination schematics and diagrams will not be shown on at this level of design to allow for revisions following City review or changes in the design before future submittals.

A temporary signal plan at NE 175th Street/Meridian Avenue N with appropriate notes and schedules will be developed if determined necessary due to construction staging on the east leg.

Deliverables:

- 60% Traffic Signal Plans (up to one [1] sheet) and Details (up to five [5] sheets) (submitted with Task 14.1 deliverables)
- 60% Temporary Traffic Signal Plan (up to one [1] sheet) (submitted with Task 14.1 deliverables)
- 60% Pedestrian Signal Plans and Details (up to four [4] sheets) (submitted with Task 14.1 deliverables)
- 60% project special provisions (submitted with Task 14.2)
- 60% opinion of cost (submitted with Task 14.3)

#### **17.5 60% Illumination Design (WSP)**

The subconsultant will prepare illumination plans that will show all existing and proposed pole locations, junction box locations, conduit runs, electrical service locations, and light standard schedules. Illumination light levels will be checked in AGi32 lighting analysis software. Conduit layout and wiring diagrams will be included, in addition to preliminary wire schedules and pole schedules. Electrical service details will not be shown at this level of the design to allow for design changes following City review.

**Assumptions:**

- Temporary illumination plans are not included in the 60% submittal. If it is determined the temporary illumination may be needed, an appropriate note will be included in the plans with a rough estimate in the Opinion of Cost.

**Deliverables:**

- Draft AGi32 light level analysis roll plot with calculation grids and output summary (one (1) electronic PDF)
- 60% Illumination Plans and Details (up to 15 sheets) (submitted with Task 14.1 deliverables)
- 60% project special provisions (submitted with Task 14.2)
- 60% opinion of cost (submitted with Task 14.3)

### **17.6 60% PS&E QA/QC and Constructability Review of Deliverables (Perteet)**

An internal Consultant quality assurance/quality control review of deliverables will be conducted, as well as confirmation that comments received have been addressed. A record of comments received will be maintained. Response to each comment received will be tracked to confirm that they have been addressed.

The Consultant will also perform a preliminary constructability review of the 60% PS&E under this task, including a site visit. This will be done by a member of the Consultant's construction inspection team.

### **17.7 Construction Sequencing Memorandum (Perteet, WSP)**

The subconsultant will participate in internal working meetings and provide input to the Construction Sequencing Memorandum that will evaluate potential construction sequencing options to take into consideration different maintenance of traffic options during construction. The subconsultant will prepare maintenance of traffic (MOT) concept level graphic exhibits that will identify the various phases for each construction contract phase up to three [3] options) that will be included in the Memorandum.

**Assumptions:**

- Attendance at up to two (2) workshops with the City.

**Deliverables:**

- Construction Sequencing Memo
- Opinion of Costs for up to three (3) options
- MOT concept level exhibits (for up to three [3] options)

**17.8 60% Decision Record and Risk Matrix (Perteet, WSP, HBB)**

- The Consultant will maintain a log of major design decisions made up to this point in the design in an excel spreadsheet.
- The Consultant will maintain a risk matrix in an Excel spreadsheet that incorporates risk impact, probability, effect, and risk response recommendations for risks identified up to this point in the design.

**17.9 Response to 60% Comments (Perteet, WSP, HBB)****Assumptions:**

- 60% plan review comments from City staff will be consolidated by the City and conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will document the City's comments received in an Excel spreadsheet.
- The Consultant's draft responses will be provided on the Consultant-developed spreadsheet.
- The Consultant will attend two (2) virtual comment review meetings.
- There will be less than 300 comments.
- Actual revisions to the 60% design will be included in a separate supplement.

**Deliverables:**

- Written responses to 60% comments (PDF)

**DIRECTED SERVICES**

The following tasks have been identified as potential Directed Services. If it is determined that these services will be required, before work begins these services will require authorization from the City prior to commencing any work.

**D1 – Grant Application Preparation****D1.2 WSDOT, TIB, and Federal Grant Assistance (*New Subtask*)**

The purpose of this task is to provide grant writing assistance to the City as requested. During the course of the work, the Consultant will provide assistance to the City in the form of grant writing and preparation of grant application materials, as directed and approved by the City. The Consultant will provide a support role and will provide specific input and sections as requested. The City will compile and submit the grant applications.

The Consultant's project manager will coordinate with the City on schedule and status of grant applications, and alignment with the City's goals.

Potential Grants to be researched and pursued:

- Federally funded programs through the PSRC and countywide administrators
- Transportation Improvement Board (TIB)
- Department of Ecology
- WSDOT Safe Routes to School
- Unified Hazard Mitigation Grant Program (HMGP)

Assumptions:

- Grant writing and application assistance are budgeted on a time and materials and is limited to the fee shown on the Consultant's Fee Worksheet.
- No guarantees are made by the Consultant that funding from identified sources will result in actual monetary award, due to the competitive nature of grant funding.
- City will provide the following for each grant, if required:
  - Current vehicle and pedestrian crash data
  - Current traffic volumes (ADT)
  - General schedule goals
  - Review of draft grant application and (one) consolidated set of comments
  - Funding commitment from funding partners (if any)
  - List of businesses, high density housing, industrial areas, schools, and public facilities within 2-3 blocks of project corridor
  - Excerpt from adopted Six-Year TIP showing project
  - Excerpt from City's Comprehensive Plan defining agency CBD and Urban Activity Center(s)
  - Other information that is not typically developed by the Consultant for a typical engineering project as described under the Scope of Services, or that is not typical data that is readily available to the Consultant

## **D2 – Sewer Main Design**

As the project design progresses, if it is determined that the project team shall design sewer improvements, the Consultant will prepare a 60% sewer design.

As part of Perteet’s contract with the City for the 175th Avenue N roadway design, Perteet staff are currently performing utility coordination tasks with the associated utility franchises. This on-going work does not include coordination with the City on its specific sewer improvements. Work performed in this task will be for utility coordination specific to the sewer improvements by the City, as defined within this directed task.

The Consultant will prepare 60% level plans and opinion of costs for sewer improvements between Meridian and I-5. Plans will include plan view alignments and profiles. The intent of the plan sheets will be to illustrate the proposed sewer alignment and design solutions and identify potential utility conflicts.

Items in this task shall include:

- New sewer main and connections on 175<sup>th</sup> Avenue NE between Meridian and I-5.
- Participate in four (4) project coordination meetings with the City. Assist in the preparation of meeting agendas and prepare meeting notes as requested.
- The Consultant will coordinate with the various public and private utilities along the route to identify and verify their facilities within the project limits. Coordination will include working with the identified utilities to allow for each to be updated about the sewer improvements throughout the project’s duration.
- Preparing and maintaining a utility coordination contact log.
- Track potential utility conflicts and track the resolution and determination of those conflicts throughout the project.
- Provide a relocation summary, if necessary, to be reviewed and confirmed with each of the utility owners after the potholing is performed.
- Prepare and provide utility owners with utility plan sheets with potential conflict locations.
- Attendance at up to two (2) utility coordination meetings.
- Attendance at one (1) comment review meeting to review and discuss the 60% comments provided by the City.

Deliverables:

- Potential utility conflicts noted on 60% plans
- 60% Sewer Plans and Details (up to 4 plan, 4 profile, and 3 detail sheets) (submitted with Task 14.1 deliverables)
- 60% opinion of cost (submitted with Task 14.3)

### **D3 – Floodplain and Wetland Buffer Mitigation Approach**

Volume displacement impacts to the 100-year floodplain for Ronald Bog have been identified during 30% design as well as wetland buffer impacts associated with the Ronald Bog wetland. It is uncertain without further investigation what mitigation potential may be feasible in the context Ronald Bog to mitigate for floodplain fill volume or wetland buffer impacts. This task will consider proposed Sound Transit mitigation actions planned to occur in Ronald Bog Park for similar Sound Transit impacts and to evaluate if any residual mitigation potential may exist for the 175<sup>th</sup> project impacts. In addition, any drainage design work associated with compensating for lost surface water storage due to project fill and grading not associated with the regulated floodplains would also fall under this task. Specific services related to this task will be dependent on some the determinations made as this task progresses, therefore this effort is budgeted based on a time and materials and is limited to the fee shown on the Consultant's Fee Worksheet and may require a supplement to this task.

Items in this task shall include:

- Participate in up to four (4) project coordination meetings with the City or others under City direction.
- The Consultant may coordinate with Sound Transit or with consultants under contract with Sound Transit to investigate mitigation options on Ronald Bog park at the request of the City.
- Identify opportunities or conflicts with incorporating project mitigation in Ronald Bog Park and report to project team and City.

Deliverables:

- Correspondence and meeting summaries

### **D4 – Additional Survey**

This task includes additional survey to be identified at a future date. This task includes extended survey project management, administrative duties, and quality control for additional survey. This task includes the recovery of previous survey control for use in this supplemental surveying effort. The Consultant shall locate and map visible features necessary for the creation of an updated engineering design basemap within the right-of-way.

Assumptions:

- The budget assigned for this work element shall not exceed the amount designated for this work element.

### **ADDITIONAL (OPTIONAL) SERVICES**

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and a supplement to the contract.

## **SERVICES NOT INCLUDED IN THIS SCOPE OF SERVICES**

1. Preparation of PS&E Design beyond 60%
2. Additional traffic analysis
3. Permitting
4. Custom design of railings, wall form liners, and/or site furnishings not included. Products will be premanufactured and commercially available
5. Documentation for sustainability certifications
6. Possible construction documents for off-site tree mitigation location (planting and irrigation)
7. Wayfinding and signage design
8. Water main design
9. Bid support
10. Construction management services

## **DESIGN CRITERIA**

The design criteria shall remain the same at that established under the original Scope of Services.

Changes in any design standards or requirements after work has begun may result in extra services.

## **ITEMS TO BE FURNISHED BY THE CITY**

The City will provide the following items and services to Consultant that will facilitate the preparation of the plans and studies within the limits of the project. Consultant is entitled to rely on the accuracy and completeness of the data furnished by others.

- Coordination/scheduling of meetings with City staff.
- Timely reviews of design submittals (assumed to be three [3] weeks each).
- City standards for plant selection and irrigation products.
- Payment of any and all compensation payments to property owners, recording fees, legal services, condemnation costs and any incidental costs which may arise necessary to complete each transaction.

## **PROJECT DELIVERABLES**

The documents, exhibits, or other presentations for the work covered by this Agreement (“Documents”) shall be furnished by the Consultant to the City upon completion of the various phases of the work. Whether the Documents are submitted in electronic media or in tangible

format, any use of the Documents on another project or on extensions of this project beyond the use for which they were intended, or any modification of the Documents, or conversion of the Documents to an alternate system or format shall be without liability legal exposure to the Consultant: City shall assume all risks associated with such use, modifications, or conversions. Consultant may remove from the electronic Documents delivered to City all references to Consultant's involvement and will retain a tangible copy of the Documents delivered to City which shall govern the interpretation of the Documents and the information recorded. Electronic files are considered working files only – Consultant is not required to maintain electronic files beyond 90 days after final project billing and makes no warranty as to the viability of electronic files beyond 90 days from date of transmittal.

See deliverables under each task for those items the Consultant will provide.

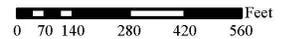
# N 175th St Stone Ave N to I-5

## Map Feature

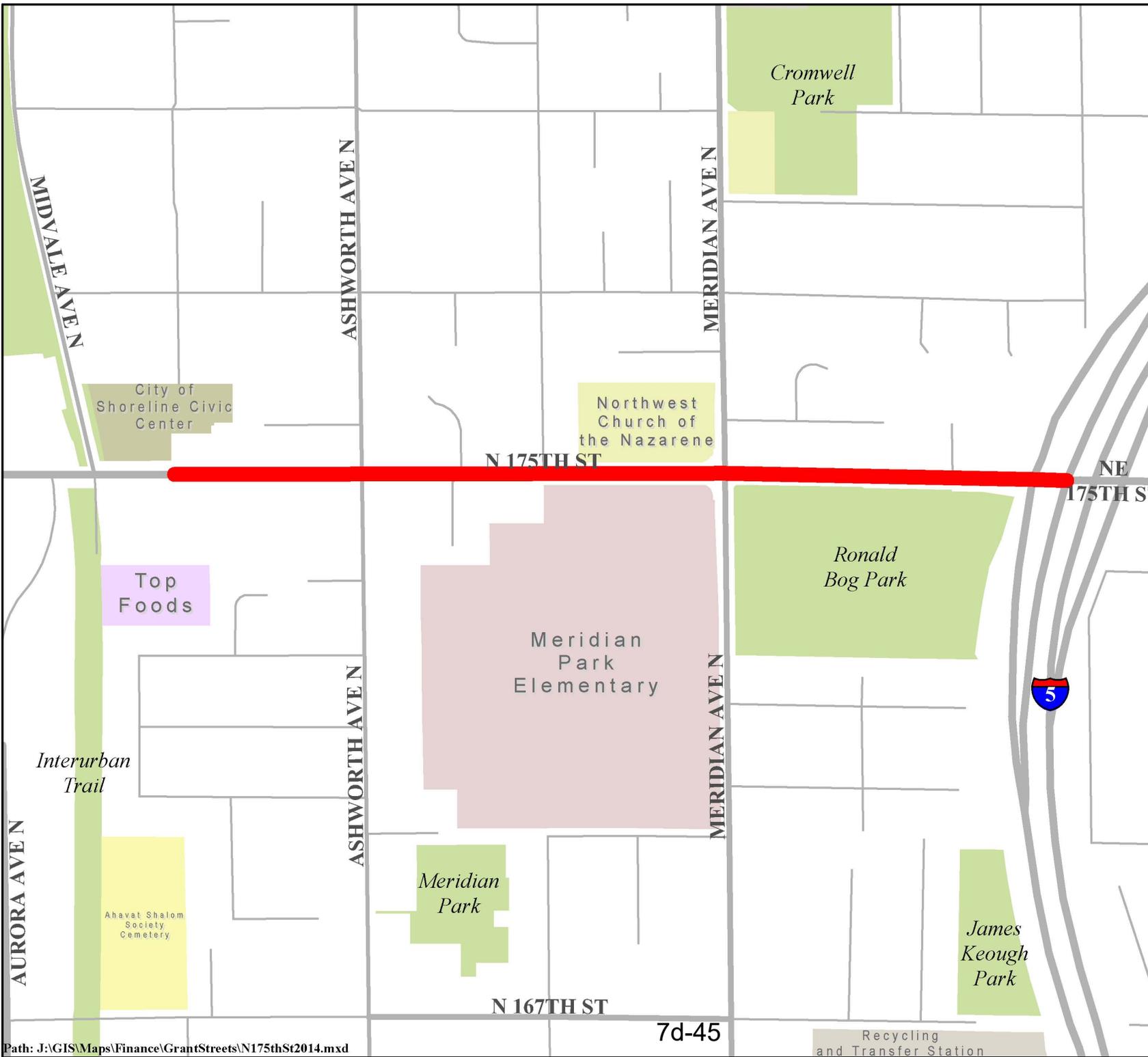
-  N 175th St Project
-  Other City Park
-  City of Shoreline Park

## Landmark

-  Cemetery
-  Commercial
-  Facility
-  Golf Course
-  Government
-  Library
-  Open Space
-  Other
-  Recreation
-  Religious
-  School
-  Transportation



User: jclark  
Date: 3/11/2014



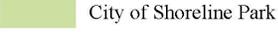
Town of Woodway

City of Edmonds

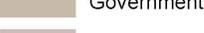
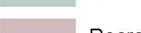
City of Mountlake Terrace

# N 175th St Stone Ave N to I-5

## Map Feature

-  N175th St Project
-  Other City Park
-  City of Shoreline Park

## Landmark

-  Cemetery
-  Commercial
-  Facility
-  Golf Course
-  Government
-  Library
-  Open Space
-  Other
-  Recreation
-  Religious
-  School
-  Transportation

0 485 970 1,940 2,910 3,880 Feet



User: jclark  
Date: 3/11/2014

Point Wells

Lake Ballinger

Echo Lake

Puget Sound

City of Lake Forest Park

City of Seattle

7d-46

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \$251,389 for Design of the 20 <sup>th</sup> Avenue NW New Sidewalk Project
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Shoreline residents approved an increase in the Sales and Use Tax in 2018 to design and construct new sidewalks. The ballot measure included twelve specific locations for new sidewalk. DOWL is one of two consultants that has been selected to support staff in the delivery of this program and they designed the first sidewalk project in the voter approved sidewalk program. Under this contract DOWL will develop a design for the next sidewalk project, 20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> – NW 195<sup>th</sup> Street). Staff is requesting that the City Council authorize the City Manager to execute a contract with DOWL in the amount of \$251,389 to complete this sidewalk design.

**RESOURCE/FINANCIAL IMPACT:**

The ballot measure requires all projects be funded with bond revenue that is then repaid with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 903 provided \$4,700,000 in the 2021-2022 biennium for this program. This contract amount is within that authorized budget. The project cost and budget summary for the design phase is as follows:

**EXPENDITURES**

Staff and other Direct Expenses	\$ 30,000
<i>DOWL – Design Contract</i>	\$ 251,389
Real Estate Acquisitions	\$ 20,000
Contingency	\$ 10,000
<b>Total Expenditures</b>	<b>\$ 311,389</b>

**REVENUE**

Bond Revenue	\$ 311,389
<b>Total Revenue</b>	<b>\$ 311,389</b>

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$251,389 for design of the 20<sup>th</sup> Avenue NW New Sidewalk Project.

Approved By:           City Manager **DT**   City Attorney **MK**

## **BACKGROUND**

In November 2018, voters approved the 0.2% increase in Sales and Use Tax for the construction and repair of sidewalks. The ballot measure included twelve specific locations for installation of new sidewalk. In March 2019, Council authorized the issuance of bonds to support the program. Following the adoption of the ordinances, Council authorized the City Manager to execute contracts for the design of the first two sidewalk projects in April 2020. The staff reports for these authorizations can be found at the following links.

- [Authorizing the City Manager to Execute a Professional Services Contract with KPFF, Inc. in the Amount of \\$590,011 for Design of a Sidewalk Project on 5th Avenue NE from NE 175th Street to NE 182nd Street.](#)
- [Authorizing the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \\$241,792 for Design of a Sidewalk Project on 1st Avenue NE from NE 192nd Street to NE 195th Street.](#)

This contract will provide a design for the next sidewalk project along 20<sup>th</sup> Avenue NW from NW 190<sup>th</sup> to NW 195<sup>th</sup> Street. This will be the third of twelve voter-approved sidewalk routes part of the new sidewalks program.

## **DISCUSSION**

In October 2019, staff issued a Request for Qualifications (RFQ) to identify two consultant firms to provide program support and design for the new sidewalk and sidewalk rehabilitation programs. Nine firms submitted Statement of Qualifications. Based on these proposals, staff interviewed four firms, of which two firms (KPFF, INC and DOWL, LLC) were identified as the best qualified to provide design services.

Out of these two firms, DOWL, LLC was identified to provide the design services for the 20<sup>th</sup> Avenue NW Sidewalk project. Attachment A to this staff report includes the scope of work for this proposed contract. The scope of work involves the design of sidewalk on one side of 20<sup>th</sup> Avenue NW from NW 190<sup>th</sup> to NW 195<sup>th</sup> Street as well as infiltration facilities to address the existing flooding and ponding issues along 20<sup>th</sup> Avenue NW. The surface water improvements will be funded from the surface water utility funds and the facilities are currently at a 60% design level.

The alternative to awarding this design contract to DOWL, LLC is to not authorize this contract, which would result in not proceeding with the design of the next sidewalk project. As staff does not currently have capacity to perform this work in house, this alternative is not recommended.

## **COUNCIL GOAL(S) ADDRESSED**

Award of this contract supports Council Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural

environment, and specifically Action Step 1: Implement the new Sidewalk Construction Program.

**RESOURCE/FINANCIAL IMPACT**

The ballot measure requires all projects be funded with bond revenue that is then repaid with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 903 provided \$4,700,000 in the 2021-2022 biennium for this program. This contract amount is within that authorized budget. The project cost and budget summary for the design phase is as follows:

**EXPENDITURES**

Staff and other Direct Expenses	\$ 30,000
<i>DOWL – Design Contract</i>	\$ 251,389
Real Estate Acquisitions	\$ 20,000
Contingency	\$ 10,000
<b>Total Expenditures</b>	<b>\$ 311,389</b>

**REVENUE**

<u>Bond Revenue</u>	<u>\$ 311,389</u>
<b>Total Revenue</b>	<b>\$ 311,389</b>

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$251,389 for design of the 20<sup>th</sup> Avenue NW New Sidewalk Project.

**ATTACHMENTS**

Attachment A – DOWL, LLC Contract Scope of Work

**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street)**  
**Sidewalk Project**  
**EXHIBIT A: SCOPE OF WORK**

This project will be completed under the Professional Services Agreement between the City of Shoreline (CITY) and DOWL, LLC. (CONSULTANT), for the 20<sup>th</sup> Ave NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> St) New Sidewalk Project.

### **Project Description**

This project includes the design of a new sidewalk on 20<sup>th</sup> Avenue NW, between NE 190<sup>th</sup> Street and NW 195<sup>th</sup> Street. Project elements will include the following:

- a) Construction of Curb, gutter, and a 10-foot wide shared use path on the west side of the road. The pathway will be concrete or permeable concrete.
- b) Installation of a new storm drainage system, as needed to support the proposed sidewalk.
- c) Installation of a new infiltration system, to alleviate existing ponding on 20<sup>th</sup> Ave NW within the project limits.
- d) Rechannalization of 20<sup>th</sup> Ave NW to include one 10' lane in each direction. Roadway reconstruction or overlay is not included, except as needed to install the proposed curb and gutter.
- e) Construction of ADA ramps on the west side of the street at NW 190<sup>th</sup> Street, NW 193<sup>rd</sup> Street, and NW 195<sup>th</sup> Street.
- f) Construction of fill walls, as needed to support the proposed sidewalk.
- g) Construction of 11 driveways to tie in the proposed sidewalk to existing driveways. It is assumed that Temporary Construction Easements (TCE's) will be required for all 11 driveways.
- h) Relocation of utility poles to support the proposed sidewalk construction.

### **Assumptions**

- a) Walls are assumed to be less than three feet in height. Structural calculations will not be required.
- b) The project design will be completed within 9 months of Notice to Proceed.
- c) The project excludes the following:
  - i. Geotechnical Investigations. Design will be based on existing geotechnical information provided by the CITY.
  - ii. Environmental Review, including preparation of a SEPA Checklist.
  - iii. Dedicated bike lanes and major roadway rechannalization.
  - iv. Street overlay/reconstruction (except as needed to install new curb and gutter)
  - v. Intersection modifications.
  - vi. Significant Right-of-Way acquisitions.
  - vii. Undergrounding of power.

### **Project Fee Estimate**

The CONSULTANT fee estimate is included as Exhibit B.

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

## **Standards / Design References**

Work described in this Scope of Work will be performed by the CONSULTANT in accordance with the standards listed below; no order of precedence shall be established by listing.

### City of Shoreline Publications

- City of Shoreline Engineering Development Manual

### Washington State Department of Ecology Publications

- Stormwater Management Manual for Western Washington, current edition

### Washington State Department of Transportation (WSDOT) Publications

- Standard Specifications for Road, Bridge, and Municipal Construction (M41-10), current edition
- Standard Plans for Road, Bridge, and Municipal Construction, (M21-01), current edition
- Design Manual (M22-01.14), current edition
- Roadside Manual (2017, M25-30.04), current edition
- Utilities Manual (2018, M 22-87.09), current edition
- Geotechnical Design Manual, current edition
- Amendments and General Special Provisions, current edition
- Standard Item Table, current edition
- Traffic Manual (M51-02), current edition
- Local Agency Guidelines (M36-63.34)
- Environmental Procedures Manual (M31-11), current edition

### American Association of State Highway and Transportation Officials (AASHTO) Publications

- A Policy on Geometric Design of Highways and Street, current edition
- AASHTO Guide for Design of Pavement Structures, current edition
- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition

### U.S. Department of Transportation Publications

- Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways, current edition

### Other Publications / Design Guides

- Standards of the American Water Works Association
- American Public Works Association standards
- Americans With Disabilities Act (ADA), Title III regulations (28 CFR Part 36)
- Highway Capacity Manual 2010, Transportation Research Board
- NACTO Urban Bikeway Design Guide
- 2011 Public Right-of-Way Accessibility Guidelines (PROWAG)

### Drawing Standards

- All drawings will be produced and submitted in AutoCAD and PDF format with design files prepared using Civil 3D 2020.
- Drawings will be developed using City of Shoreline drafting standards

## **1. PROJECT MANAGEMENT**

### **1.1. General Project Management**

The CONSULTANT will provide project management and administration, management of subconsultants, liaison with the CITY, scheduling, coordination, quality assurance and quality control, contract administration, filing and recordkeeping, and preparation of monthly invoices with progress reports.

### **1.2. Project Management Plan (PMP).**

The CONSULTANT will prepare a Project Management Plan, which will include the following elements:

- a) Team Organizational Chart / Roles and Responsibilities
- b) Stakeholder Register / Stakeholder Management Plan
- c) Scope of Work
- d) Baseline Design Schedule
- e) Design Budget
- f) Quality Management Plan

Assumptions/Exclusions:

- a) Following City review of the draft Project Management Plan, the CONSULTANT will provide a final Project Management Plan via email.

City Responsibilities:

- a) The CITY will review and comment on the Draft Project Management Plan.

Deliverables:

Draft Project Management Plan	Microsoft Word and PDF via email
Final Project Management Plan	Microsoft Word and PDF via email

### **1.3. Project Schedule and Updates.**

The CONSULTANT will develop a project schedule in Microsoft Project format, and provide updates on a bi-monthly basis.

Assumptions/Exclusions:

- a) Schedules will document progress, milestones, and timelines as they occur.
- b) Updates to schedules will reflect changes to schedule baseline as approved by contract supplement.

City Responsibilities:

- a) City will assist with schedule development and revision related to City internal review and Council Approval processes as needed.
- b) The City will review schedules and provide comments as needed.

Deliverables:

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

Monthly Schedule update

Microsoft Project and PDF via email

**1.4. Monthly Progress Reports and Invoices.**

The CONSULTANT will prepare a monthly progress report and invoice for the duration of the contract, including the following:

**1.4.1. Invoice**

- a) Invoice will include a City of Shoreline's billing voucher as cover sheet.
- b) Invoice will include prime and subconsultant backup.
- c) Invoice will be broken out to major task level (i.e. Task 1.0, 2.0, etc).
- d) Percent complete will be reported for each major task.
- e) Invoices will be emailed to [accountsreceivable@shorelinewa.gov](mailto:accountsreceivable@shorelinewa.gov). The project manager will not be CC'ed on the email

**1.4.2. Progress Report**

- a) Billing Period, Invoice Number, Shoreline Contract #, DOWL Contract #, Project Name
- b) Summary of activities performed during billing period.
- c) Potential/anticipated out-of-scope work.
- d) Potential/anticipated schedule changes or impacts.
- e) Issues to be resolved.
- f) Cost Information Report
  - Budget per task.
  - Percent complete per task.
  - Budget expended per task.
  - Amount remaining per task.

Assumptions/Exclusions:

- a) One (1) invoice and one (1) progress report will be prepared per month.

City Responsibilities:

- a) Review monthly invoice and progress report and notify Consultant of any issues.

Deliverables:

Monthly Invoice

PDF via email

Monthly Progress Report

PDF via email

**1.5. Meetings.**

The CONSULTANT will call the CITY to discuss progress on a bi-weekly basis.

Assumptions/Exclusions:

- a) Additional meetings are included in the Tasks listed below.

City Responsibilities:

- a) Attend bi-weekly check-in call.

**Exhibit A: Scope of Work  
City of Shoreline  
20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

Deliverables:

Meeting Minutes

Via email

## **2. RIGHT OF ENTRY**

The CONSULTANT will obtain Right of Entry to perform topographic survey on affected properties adjacent to the project.

### **2.1. Initial Right of Entry.**

The CITY will mail the Initial Right of Entry form with a Cover Letter to affected property owners as needed.

### **2.2. Final Right of Entry.**

The CONSULTANT will send the follow-up cover letter and Final Right of Entry form to non-responsive owners within three weeks.

Assumptions/Exclusions:

- a) The CONSULTANT will keep a record of timeframe of entry and any interactions with property owners.
- b) Assumed that approximately 11 Right of Entries will be required.

City Responsibilities:

Deliverables:

Final Right of Entry Form

PDF via email

Final Right of Entry Cover Letter

PDF via email

## **3. TOPOGRAPHIC SURVEY**

The CONSULTANT will perform a boundary and topographic survey of the project area (including all area within existing Right-of-Way on 20<sup>th</sup> Ave NW, between NW 190<sup>th</sup> Street and NW 195<sup>th</sup> Street), which will be signed and stamped by a Professional Land Surveyor registered in the State of Washington. The survey will include:

- a) Location of all right-of-way and street centerlines, showing all alignment information with lengths, bearing, interior angles, and point of tangency and length of curves, etc.
- b) Full right-of-way topography and channelization for all right of ways within the project site. We will indicate pavement type, extent of pavement, curb (indicate type of curb, top of curb and flow line elevations at 25-foot intervals), landscape, sidewalk etc.
- c) Survey Control: The horizontal control used for the survey shall be based on the Washington State Plane Coordinate System – North Zone. The vertical control used for the survey shall be based on the North American Vertical Datum of 1988 (NAVD-88) The location and elevation of the monuments and benchmarks used shall be referenced on the survey.
- d) Basis of Survey – Benchmarks/control points used, benchmark list, source of benchmark.

## Exhibit A: Scope of Work

### City of Shoreline

#### 20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project

- e) Indication of all surface features including but not limited to: fences, signs, parking meters, light poles, power poles, structures, drainage features, utility features, manholes, catch basins, curbs, and other site features.
- f) Contours will be shown at 1-foot intervals.
- g) Location of underground utilities such as sanitary, storm, water, electrical, gas, steam, telephone, etc. We will use a private locating service to field locate utilities prior to surveying, the fees of which will be billed as a reimbursable expense to the project. We will also research City and utility purveyor as-builts to provide a complete depiction of the utilities. The length, size, material and direction of flow (where applicable) of the utility should be included. All lines between structures shall be drawn and labeled.
- h) For the sanitary, storm, and combined utilities, include rim elevations, invert elevations, pipe size and material, direction of flow and type of structure for all structures. At a minimum, include one upstream and one downstream structure so that pipe slopes adjacent to the project can be determined.
- i) At all intersections, the location of all access ramps, signalization and lighting.
- j) Location of trees and size of trunk, species, and drip line of all trees (6)-inches or greater in diameter at breast height (4 ½ feet above grade) within the Project Area. Individual trees shall be identified by size and species.
- k) Structures, property lines, fences, appurtenances (existing encroachments, non-conformances).

#### Assumptions/Exclusions:

- a) The survey shall be in accordance with City of Shoreline Development Standards.
- b) The surveyor shall also obtain additional records from utility providers and indicate the appropriate information on the drawings. If items cannot be field verified, then they should be shown on the drawings as record information and indicated as not field verified.

#### City Responsibilities:

- a) The CITY will provide as-built record information, if available, for inclusion in the final survey.

#### Deliverables:

Basemap                      AutoCAD and PDF

## **4. ALTERNATIVE ANALYSIS**

### **4.1. Alternative Exhibit**

The CONSULTANT will develop a scroll plot exhibit for two alternatives to evaluate feasibility and potential for cost savings:

- a) 10' sidewalk with curb and gutter
- b) 10' at-grade sidewalk.

### **4.2. Conceptual Cost Estimate**

The CONSULTANT will develop a conceptual level cost estimate for each alternative.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) Review alternatives and select alternative prior to beginning 60% design.

Deliverables:

Alternative Exhibit	PDF via email
Alternative Cost Estimate	PDF via email

## **5. ARBORIST INVESTIGATION AND MEMORANDUM**

The CONSULTANT will conduct a site visit to assess impacted trees. Impacted trees will be identified during preliminary design. Approximately 16 trees in the vicinity of existing pedestrian facilities will be evaluated for impacts by site improvements. The arborist investigation and memorandum includes the following:

- a) Review available information and aerial maps prior to completion of site inventory.
- b) Conduct a site visit to inventory all existing trees within the Right-of-Way and trees on adjacent property that may be impacted by the proposed project. All trees within ROW will be tagged with an aluminum tag to assist with field identification.
- c) Provide a detailed visual assessment of each tree, and document tree ID number, species, diameter, health and structural condition, driplines, and proposed action for the tree, based on design plans and potential infrastructure improvement methods. Proposed actions may include preservation, tree removal, or tree management.
- d) Identify landmark trees and/or groves, if applicable.
- e) Develop Arborist memorandum, including a site map, tree table, and recommendations for each tree.

The CONSULTANT will conduct an arborist review of 60% and 90% plans and specifications, and finalize the Arborist Memorandum to align with final PS&E.

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

Assumptions/Exclusions:

- a) This assumes that approximately 16 trees will be evaluated.

City Responsibilities:

- b) N/A

Deliverables:

Arborist Memorandum (Draft)	PDF via email
Arborist Memorandum (Final)	PDF via email

## **6. STORMWATER DESIGN**

The CONSULTANT will prepare a Drainage Memorandum summarizing the proposed stormwater modifications on both sides of 20<sup>th</sup> Street NW. This work will be done in accordance with the 2021 City of Shoreline Engineering Development Manual, and the Stormwater Management Manual for Western Washington as described below. The project will include stormwater LID BMP's to the maximum extent feasible.

### **6.1. Drainage Site Assessment Mapping:**

Prepare drainage basin maps identifying the on-site threshold discharge areas (TDA's). Prepare a basin map showing the area that discharges storm runoff onto the project site located up-gradient of the road project (i.e. 'off-site basins'). Gather and review sensitive area maps, readily available in public records. The off-site basin map will be prepared using City topographic and GIS maps and with limited visual field verification.

### **6.2. Off-site Analysis**

Conduct an upstream and a downstream analysis for each TDA associated with the project. This analysis will consist of a visual field investigation and reviewing city map records showing stream and storm channel corridors. The field investigation will be conducted on lands where access is readily permitted. Prepare a written assessment and a map showing the contributing upstream areas and downstream routes. The written assessment will include identifying constriction points (such as small-sized culverts), evidence of channel erosion or sedimentation, and evidence of flooding, along the downstream route. This task does not include any detailed hydraulic capacity analysis, but it can be provided as an optional service. The off-site analysis will be included in the Drainage Report.

### **6.3. Threshold Analysis:**

Prepare new impervious and new PGIS (pollution generating impervious surface) maps. Using the new impervious and new PGIS area numbers, perform threshold analysis to determine which minimum design requirements apply to this project.

## **Exhibit A: Scope of Work**

### **City of Shoreline**

#### **20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

##### **6.4. Low Impact Development (LID) Assessment:**

Prepare a feasibility assessment for the use of LID BMPs for the project. The assessment will include a documented review of LID BMPs that could be applicable within each TDA. The project will follow the requirement of List #1 for projects triggering Minimum Requirements #1 – 5.

##### **6.5. Flow Control Analysis:**

Prepare drainage calculations for a detention facility within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM), a continuous simulation modeling software accepted by the Washington Dept. of Ecology.

##### **6.6. Water Quality Treatment Analysis:**

Prepare design calculations for a stormwater quality treatment facilities within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM). The water quality facility may be incorporated into the detention facility, as allowed by the standards.

##### **6.7. Conveyance Layout and Analysis:**

Prepare the layout of conveyance routing and perform storm pipe conveyance calculations. Pipe conveyance calculations using the Rational Method and Manning equation will be provided for the proposed storm drain system.

##### **6.8. Drainage Memorandum:**

Prepare and assemble a draft and final Drainage Memorandum with the contents limited to the task items described in this scope of work. The report is to include basin maps, design criteria, application of the minimum requirements, and a summary of erosion control facilities. Submit the draft copy to the City for review. Address comments, revise the report and submit the final Drainage Memorandum.

##### **6.9. Construction Stormwater Pollution Prevention Plan (SWPPP):**

A short form SWPPP will be prepared in accordance with the Drainage Manual for inclusion in the Final Stormwater Site Plan.

##### **6.10. Drainage Coordination Meetings:**

The CONSULTANT will attend a drainage coordination meeting with CITY Staff to coordinate the drainage approach and discuss comments on the draft drainage memorandum.

##### Assumptions:

- a) The drainage design will be done in accordance with the City of Shoreline Engineering Development Manual (2021) and the Stormwater Management Manual for Western Washington.
- b) To conduct the visual downstream analysis, it is assumed the CONSULTANT can readily acquire formal Right of Entry (included as Task 3).

**Exhibit A: Scope of Work**

**City of Shoreline**

**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

- c) In the event that stormwater vaults are chosen in the course of the project, DOWL will prepare site civil plans and details of the vault showing inside dimensions and locations where pipes connect into the vault. It is assumed that the vaults will be precast concrete and require no structural engineering design from DOWL. Structural plans by a structural engineer are not part of this scope of services but can be provided if needed.
- d) It is assumed that no off-site drainage improvements are needed, but the analysis and design of any off-site improvements can be provided.

City Responsibilities:

- a) The CITY will provide one set of review comments on the Draft Drainage Memorandum.

Deliverables:

Draft Drainage Memorandum	1 Hard Copy and PDF
Final Drainage Memorandum	1 Hard Copy and PDF
Drainage Coordination Meeting Agenda/Minutes	Microsoft Word via email

**7. 60% DESIGN SUBMITTAL**

The CONSULTANT will prepare construction plans to approximately the 60% level. The CONSULTANT will complete the following tasks:

**7.1. Field Review**

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

**7.2. 60% Construction Plans.**

The CONSULTANT will develop detailed 60% Construction Plans in accordance with CITY standards. An estimated sheet count is included on the following page:

**Exhibit A: Scope of Work  
City of Shoreline  
20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

**Table A: Estimated Sheet Count (60% Construction Plans)**

Sheets	Description
1	Cover Sheet
1	Notes, Legend, and Abbreviations
2	Survey Control Plan
2	Site Preparation / Temporary Erosion Sediment Control Plan
2	Typical Sections and Details
3	Roadway and Drainage Plan and Profile
4	Driveway Plan/Profile
2	Retaining Wall Profile
1	Retaining Wall Details
3	ADA Ramp Plan
2	Channelization and Signing Plan
23	TOTAL

**7.3. 60% Special Provisions.**

The CONSULTANT will prepare project Special Provisions. Special Provisions will be developed in accordance with WSDOT standards.

**7.4. 60% Engineer’s Estimate.**

The CONSULTANT will prepare itemized quantity calculations for all contract bid items. An Engineer’s Estimate of construction costs will be prepared.

**7.5. Maximum Extent Feasible (MEF) Documentation.**

The CONSULTANT will develop MEF documentation for any ramps that are designed to the MEF. Documentation will be in accordance with WSDOT requirements.

**7.6. 60% Review Meeting**

The CONSULTANT will attend one meeting to review CITY comments on the 60% Plans, Special Provisions, Estimates, and MEF Documentation.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) The CITY will provide the CONSULTANT with a set of consolidated review comments and “redline” review comments on the 60% Construction Plans, Contract Documents, Engineer’s Estimate, and MEF documentation. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

60% Construction Plans (11" X 17")	One (1) copy and PDF
60% Contract Documents	One (1) copy and PDF
60% Engineer's Estimate	One (1) copy and PDF

## **8. UTILITY COORDINATION**

### **8.1. Initial Utility Research and Coordination:**

The CONSULTANT will contact utilities located within the project site to obtain as-built drawings, notify them of the proposed roadway and drainage improvements, and request information on any upcoming utility projects that may affect the roadway or drainage design.

### **8.2. 60% Utility Coordination**

The CONSULTANT will identify potential utility conflicts and contact utilities to discuss impacts, review possible design adjustments, and identify potential utility relocations.

### **8.3. 90% Utility Coordination**

The CONSULTANT will contact utilities to finalize the list of required utility relocations and develop a schedule for completion.

### **8.4. 100% Utility Coordination**

The CONSULTANT will provide final plans and specifications to utilities and confirm relocation schedule.

Assumptions/Exclusions:

- a) Utility relocations are anticipated to include relocation of overhead power poles.
- b) This scope of work assumes a budget of approximately \$7000 will be used to pothole existing utilities.

City Responsibilities:

- a) The CITY will provide contact information for all franchise utility companies located within the project limits.

Deliverables:

Utility Coordination documentation	Email
Pothole results	PDF via email

## **9. RIGHT OF WAY**

The CONSULTANT will prepare and negotiate up to eleven (11) Temporary Construction Easements, as described in detail in **Attachment A**. The CONSULTANT will research property ownership, including pulling the last vesting deed.

## Exhibit A: Scope of Work

### City of Shoreline

#### 20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project

##### Assumptions/Exclusions:

- a) No Real Property Valuations will be required.
- b) Property owners are generally supportive.
- c) Owners are willing and capable of donating with Lender Approvals, if needed.
- d) Significant impacts to adjacent owner properties are not required.
- e) Ownerships will be confirmed by “Last Deed of Conveyance” rather than title reports.
- f) The CONSULTANT (Universal) will obtain said Last Deeds of Conveyance.
- g) Documents will not be recorded.
- h) Federal Funds will not be used in any phase of the project.
- i) Surveyor’s legal descriptions will not be required. Staff will use aerial images and basic descriptions such as “South Ten (10) feet of above-described real property.

##### City Responsibilities:

- a) N/A

##### Deliverables:

Temporary Construction Easement Acquisition Documents

## 10. COMMUNITY OUTREACH

### 10.1. Online Open House

The CONSULTANT will prepare for and attend an online open house to discuss the project. This includes development of the following:

- a) PowerPoint presentation to introduce the project.
- b) Online Comment Form/survey.

##### Assumptions/Exclusions:

- a) Interpretation services are not anticipated to be required for this meeting.

##### City Responsibilities:

- a) Review and provide feedback on PowerPoint presentation.
- b) Notify public of online open house using existing City resources (website, social media).

##### Deliverables:

- a) PowerPoint presentation
- b) Online Comment Form

### 10.2. Project Website Update

The CONSULTANT will provide project information for the existing City of Shoreline website. This will include the following:

- a) Project Map
- b) Project Fact Sheet and Frequently Asked Questions

##### Assumptions/Exclusions:

- a) N/A

##### City Responsibilities:

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

- a) CITY staff will review web content provided and post to the website.

Deliverables:

- a) Project Map
- b) Project Fact Sheet and Frequently Asked Questions

**10.3. One-on-one Meetings**

Attend one-on-one meetings with stakeholders and adjacent property owners, including discussions about potential effects to driveway, trees, and adjacent landscaping.

Assumptions/Exclusions:

- a) This scope of work assumes that up to 11 one-hour meetings with individual property owners may be requested, and that meetings can be grouped in blocks of 3 meetings at a time.

City Responsibilities:

- a) N/A

Deliverables:

Email summary for each property owner meeting.

**11. 90% DESIGN SUBMITTAL**

The CONSULTANT will advance construction documents to approximately the 90% level. The CONSULTANT will complete the following tasks:

**11.1. Site Conditions Review.**

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

**11.2. 60% Comments Response.**

The CONSULTANT will prepare responses to all comments received from the CITY at the 60% review.

**11.3. 90% Construction Plans.**

The CONSULTANT will address CITY comments from the 60% review, and advance plans to the 90% complete stage.

**11.4. 90% Special Provisions.**

The CONSULTANT will address CITY comments from the 60% review, and advance special provisions to the 90% complete stage.

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

**11.5. 90% Engineer’s Estimate.**

The CONSULTANT will address CITY comments from the 60% review, and advance engineer’s estimate to the 90% complete stage.

**11.6. 90% Review Meeting**

The CONSULTANT will attend one meeting to review CITY comments on the 90% Plans, Special Provisions, and Estimate.

Assumptions/Exclusions:

a) N/A

City Responsibilities

a) The CITY will provide the CONSULTANT with a set of consolidated review comments and “redline” review comments on the 90% Construction Plans, Special Provisions, and Cost Estimate. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

60% Comments Response	PDF via email
90% Construction Plans (11” X 17”)	One (1) copy and PDF
90% Contract Documents	One (1) copy and PDF
90% Engineer’s Estimate	One (1) copy and PDF

## **12. FINAL DESIGN SUBMITTAL**

The CONSULTANT will develop the project design to the final stage, and complete the following:

**12.1. Site Conditions Review.**

The CONSULTANT will conduct a final site visit to review proposed design for conformance with existing site conditions.

**12.2. 90% Comments Response.**

The CONSULTANT will prepare responses to all comments received from the CITY at the 90% review.

**12.3. 100% Construction Plans.**

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Construction Plans.

**12.4. 100% Special Provisions.**

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Special Provisions.

**12.5. 100% Engineer’s Estimate.**

The CONSULTANT will address CITY comments from the 90% review and advance the Engineer’s Estimate to the 100% complete stage.

**Exhibit A: Scope of Work  
City of Shoreline  
20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

**12.6. Final PS&E.**

The CONSULTANT will provide the final Plans, Specifications, and Cost Estimate to the CITY.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will prepare the front-end contract documents and add the Special Provisions provided by the CONSULTANT.
- b) The CITY will upload the plans and specifications to Builder’s Exchange of Washington, for distribution to Contractors.

Deliverables:

90% Comments Response	One (1) copy and PDF
100% Construction Plans (11” X 17”)	One (1) copy , PDF, and AutoCAD
100% Contract Documents	One (1) copy and PDF
100% Engineer’s Estimate	One (1) copy and PDF

**13. BIDDING SUPPORT**

The CONSULTANT will provide the CITY with bidding support, as follows:

**13.1. Response to Contractor Questions**

The CONSULTANT will prepare written responses to Contractor questions.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will forward questions to the CONSULTANT for review and response.
- b) The CITY will compile responses and issue a formal response to contractors.

Deliverables:

Response to Contractor questions	Email
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**13.2. Pre-Bid Meeting**

Attend Pre-Bid Meeting.

Assumptions/Exclusions:

- a) The CONSULTANT’s role will be to answer technical questions during the pre-bid meeting.

City Responsibilities

- a) The CITY will develop the agenda for the Pre-Bid meeting.
- b) The CITY will conduct the pre-bid meeting and develop meeting minutes.

Deliverables:

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) Sidewalk Project**

N/A

**13.3. Addenda**

Develop up to one (1) addenda, as required during the bidding period.

Assumptions/Exclusions:

a) N/A

City Responsibilities

- a) The CITY will provide content for any CITY-related addenda items.
- b) The CITY will provide a CITY form (if required) for development of the addenda.

Deliverables:

Addenda One (1) copy and PDF

**14. INFILTRATION TRENCH DRAINAGE DESIGN**

The CONSULTANT will provide additional drainage design to incorporate infiltration trenches into the 60%, 90%, and Final Plans, Specifications, and Estimates, and Drainage Memo. The infiltration trenches will be as shown in the preliminary plans prepared by Otak. The purpose of the infiltration trenches is to alleviate ponding on 20<sup>th</sup> Avenue NW, within the project limits. Infiltration trenches will be located within the project area along 20<sup>th</sup> Avenue NW and NW 193<sup>rd</sup> Street.

Assumptions/Exclusions:

- a) Significant changes to the design prepared by Otak will not be required.
- b) The infiltration trenches previously designed by Otak will be included in the Drainage Memo described under Task 6.
- c) A new geotechnical report for the infiltration system will not be required.

City Responsibilities

- a) The CITY will provide the previous geotechnical report, which will provide required infiltration rates.

Deliverables:

60%, 90%, Final PS&E	As listed in tasks above
Draft and Final Drainage Memorandum	As listed in Task 6 above

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute Interagency Agreement No. C2200046 with the Washington State Department of Ecology for Participation in the 2021-2023 Pollution Prevention Assistance Partnership
<b>DEPARTMENT:</b>	Public Works – Surface Water Utility
<b>PRESENTED BY:</b>	Lance Newkirk, Utility and Operations Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Staff is requesting that the City Council authorize the City Manager to sign an interagency agreement with the Washington State Department of Ecology (Ecology) allowing the City to participate in the new biennium of the Pollution Prevention Assistance (PPA) Partnership (formerly the Local Source Control Partnership). The City’s last interagency agreement with Ecology for participation in the PPA Partnership ended on June 30, 2021, and the new biennium of the Partnership began on July 1, 2021.

The City has used these grant funds to hire a Pollution Prevention Specialist who conducts outreach visits to businesses that are small quantity generators of hazardous waste. Staff proposes to continue to use these funds in the new biennium for this work. The City’s participation in this program provides significant service benefits to residents and businesses, protects the City’s environment, and fulfills a portion of the City’s requirements under its Western Washington Phase II Municipal Stormwater Permit (sometimes referred to as the National Pollutant Discharge Elimination System (NPDES) Permit).

**RESOURCE/FINANCIAL IMPACT:**

Participation in the PPA Partnership allows the City to receive \$115,479.46 in funding from Ecology for the July 2021 - June 2023 Biennium. There are no City funds allocated to continue the Pollution Prevention Specialist’s work without participation in the PPA Partnership.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute Interagency Agreement No. C2200046 between the Washington State Department of Ecology and the City of Shoreline to continue the City’s participation in the Pollution Prevention Assistance Partnership.

Approved By:            City Manager **DT**    City Attorney **MK**

## **BACKGROUND**

The Washington State Department of Ecology (Ecology) Pollution Prevention Assistance (PPA) Partnership (formerly the Local Source Control Partnership) provides significant grant funding to municipalities throughout the state to provide pollution prevention advice and regulatory assistance to businesses and other organizations that generate small quantities of hazardous waste. This outreach helps reduce pollution of local water ways at the source and provides educational assistance to small businesses for the best management of hazardous waste and stormwater. The City has used these grant funds to hire a Pollution Prevention Specialist who conducts outreach visits to businesses that are small quantity generators of hazardous waste.

The City is required under its NPDES permit to conduct targeted pollution prevention outreach to businesses. To meet this requirement, the City has participated in the PPA Partnership since 2011. During this ten-year period, the City received a total of \$266,900 in grant funds, which it has used to conduct hundreds of pollution prevention assistance visits to local businesses that are considered small quantity generators of hazardous waste. Through the PPA Partnership, many of these businesses have received assistance in developing spill response plans and implementing best management practices for hazardous waste, such as proper marking and disposal, covered outdoor material storage bins, secondary containment areas, and the removal of illicit connections to the storm water drainage system. Continuing this targeted pollution prevention outreach to businesses through the PPA Partnership is part of the City's 2021 Stormwater Management Program plan (a document required by the NPDES permit).

## **DISCUSSION**

Interagency Agreement No. C2200046 would allow the City to receive \$115,479.46 in grant funding from Ecology to conduct this outreach during the biennium term as stipulated in the agreement document (Attachment A). The scope of work section of the agreement outlines the relevant activities, targeted businesses, and desired outcomes of the grant funding.

## **COUNCIL GOAL ADDRESSED**

Participation in the PPA Partnership supports Council Goal 2 primarily by supporting the 2018 Surface Water Master Plan's proactive management strategy, which uses education and outreach programs to reduce pollution and meet NPDES permit compliance. By helping prevent stormwater pollution, participation in the PPA Partnership also supports the City's commitment to achieve Salmon Safe certification, one of Council's 2020-2022 Priority Environmental Strategies.

## **RESOURCE/FINANCIAL IMPACT**

Participation in the PPA Partnership allows the City to receive \$115,479.46 in funding from Ecology for the July 2021- June 2023 Biennium. There are no City funds allocated to continue the Pollution Prevention Specialist's work without participation in the PPA Partnership.

## **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute Interagency Agreement No. C2200046 between the Washington State Department of Ecology and the City of Shoreline to continue the City's participation in the Local Source Control Partnership.

## **ATTACHMENTS**

Attachment A - Agreement No. C2200046 Between the Washington State Department of Ecology and the City of Shoreline

**APPENDIX A**  
**STATEMENT OF WORK**  
**City of Shoreline**

**Section I. Introduction**

This Statement of Work is for the 2021-2023 biennial Interagency Agreement (IAA) for the Pollution Prevention Assistance (PPA) Partnership, which is overseen by the Washington State Department of Ecology (ECOLOGY), Hazardous Waste and Toxics Reduction Program.

The mission of the Pollution Prevention Assistance Partnership is:

“We protect Washington’s residents and environment by helping small businesses reduce toxic chemical use, safely manage dangerous waste, and keep stormwater free of pollutants.”

The CONTRACTOR, through their Pollution Prevention Assistance (PPA) program, will conduct multimedia source control site visits and pollution prevention activities to businesses that are small quantity generators (SQGs) of dangerous waste. In this context an SQG is any business, non-profit, facility, school, or other organization that generates less than 220 pounds of dangerous waste per calendar month and less than 2.2 pounds of extremely hazardous waste per calendar year. The site visits, along with other pollution prevention activities conducted by the CONTRACTOR, will be designed to reduce or eliminate dangerous waste and other pollutants at the source through best management practices that prevent spills and discharges to ground, air, and water (especially to industrial wastewater and stormwater).

To further facilitate the reduction or elimination of toxic chemical use at the source, the CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer-alternatives. This program will be known as the “Product Replacement Program” or PRP.

The PPA work is expected to fall within these general proportions:	
Technical Assistance (TA) visits (approximately 10-15% of TA visits will involve PRP) (see Section III)	70%
Unique Program Elements (see Section II)	15%
Training (see Section VIII)	10%
Other (admin, staff meetings, etc.)	5%

The CONTRACTOR is expected to:

- Interact with other partners within the PPA Partnership to provide technical assistance and training, and share resources and experiences.
- Set up alerts to receive notifications when requests for information have been made on the PPA Partnership SharePoint Discussion Board.
- Ensure at least one staff member is available to provide timely information and feedback to ECOLOGY’s PPA Coordinator and to attend mandatory meetings and trainings. Feedback on Partnership goals, direction, and projects will occasionally be requested via online surveys and email requests.
- Act in a professional and ethical manner, and shall avoid any conflict of interest that might influence the CONTRACTOR’s actions or judgment.
- Disclose immediately to ECOLOGY any interest, direct or indirect, that might be construed as prejudicial in any way to the professional judgment of the CONTRACTOR in rendering service under this Agreement.

Key staff, estimated FTE, and their roles are identified in Table 1. Please note, this is an estimate of time dedicated to this contract over the full two years of the contract; quarterly invoicing must reflect **actual** hours worked even if hours are higher or lower than the FTE estimate.

**Table 1: Key Staff**

Staff Name	Estimated FTE	Role
Christine Lovelace	0	Contract Management
Sub-contractor	0.8	PPA Specialist
Christine Lovelace	0	Billing
John Featherstone	0	Oversight

**Section II. Unique Program Elements**

The CONTRACTOR will conduct the unique elements for their PPA program, outlined in Table 2.

**Table 2: Unique Program Elements**

Program Element	Deliverable(s)
<b>All-Staff Planning Committee -</b> <i>Four separate committees (one for each training event) made up of PPA specialists and Ecology.</i>	Work with one or two other jurisdictions to plan 1 All-Staff Training Event (virtually or in-person)
	With other committee members determine a lead to schedule planning meetings, track tasks, and finalize the agenda.
	Arrange for meeting logistics (venue, food and beverage if in person) and speakers.
<b>Develop Outreach Resources</b>	Review existing outreach materials to determine 4 to 5 new topics for outreach materials.
	Draft outreach materials using approved branding templates and submit for review. Finalize based on feedback.
	Determine need for and translate materials as appropriate.

### Section III. Technical Assistance Visits

The CONTRACTOR will conduct technical assistance site visits to small quantity generators of dangerous wastes, and to businesses or organizations that have the potential to pollute stormwater. Approximately 60% of the visits will be Initial Visits. If Initial Visits fall below 60%, combined Initial Visits and Follow-up Visits must account for at least 80% of the total visits. While necessary, efforts should be made to minimize Screening Visits.

- An **Initial Visit** occurs at the actual site and results in a completed ‘checklist’ (or enough data gathered to complete data entry into the LSC database). It will either be the first complete visit to a site OR the first visit in two or more years.
- A **Screening Visit** is an attempted visit to the site, but the business declined or put off the visit, OR you were interrupted during the visit and were unable to gather complete data, OR you discover that the facility does not exist anymore OR you discover that the business does not qualify for a visit under the PPA program (e.g. it is a medium or large quantity generator).
- A **Follow-Up Visit** should occur within 90 days of the Initial Visit. Follow-up should generally be done through an on-site visit. However, a phone conversation, mail or email exchange may count as a Follow-Up Visit if it includes confirmation that the issues that were identified in the initial visit were resolved. Follow-up Visits must be conducted to resolve High Priority Environmental Issues (See section below).

**Table 3: Number of Technical Assistance Visits**

Number of Total Visits	124
<i>Target for Initial Visits</i>	<i>68</i>
<i>Target for Follow-up visits</i>	<i>46</i>

Business sectors, organizations, waste streams, and/or geographical area that will provide a focus for the 2021-2023 technical assistance visits are listed in Table 4.

**Table 4: Technical Assistance Targets**

<b>Target</b>	<b>Rationale for selecting</b>
Auto-Related Businesses	Known SQGs, common source of problems found. Targeted auto-related businesses in the last biennium. Address remaining businesses in this sector or those that require follow-up and to support Product Replacement Program.
Others as needed	Response to complaints, referrals, or when issues are observed or suspected.

ECOLOGY may direct a portion of technical assistance visits toward specific priority sources or contaminants.

#### **High Priority Environmental Issues**

The below list is ECOLOGY’s high priority environmental issues because they have the potential to directly impact human health and/or the environment. If one or more of these issues are found during a site visit, a Follow-up visit is justified but not necessarily required. The severity of the issue will help

determine if a Follow-up visit is necessary. A Follow-up visit to a business for other (non-high priority) issues is at the discretion of the CONTRACTOR.

When unable to resolve high priority environmental issues, the Pollution Prevention Specialist will refer the issue to ECOLOGY or other appropriate agency. Serious concerns about impacts to human health and/or the environment warrant a consultation with ECOLOGY or other regulatory agencies to determine whether or not the issue needs to be referred.

- Hazardous waste being improperly designated
- Hazardous waste being improperly disposed
- Hazardous products/wastes being improperly stored
- Compromised dangerous waste containers need to be repaired or replaced
- Illegal plumbing connection
- Illicit discharge of wastewater to storm drain
- Improperly stored containerized materials
- Improperly stored non-containerized materials
- Leaks and spills in dangerous waste storage areas

### **Visit Guidance**

The following guidance applies to technical assistance visits, unless otherwise discussed with ECOLOGY:

1. Prior to the visit:
  - Coordinate with other entities that may be conducting business visits in the area to reduce potential “inspection fatigue.”
  - Check with ECOLOGY Urban Waters staff (where applicable) to ensure that the business is not currently being visited by Urban Waters staff.
  - Research site and issues prior to the visit using a combination of data sources such as LSC Database for previous visits or visits to similar businesses, industry resources, news articles, etc.
  - To the extent possible, verify the site is not a medium or large quantity generator.
  - Check to see if a sector specific Checklist or Tip Sheet is available on the PPA Partnership SharePoint site to help guide the visit.
2. During the visit:
  - Provide technical assistance on proper management of dangerous waste, prevention of stormwater pollution, spill prevention, and reduction of hazardous substance use (when applicable).
  - Ensure, at a minimum, all items on the basic Checklist are reviewed. If while at the site, it becomes apparent the business is a medium or large quantity generator, either complete the visit and count it as a screening visit, OR formally refer the dangerous waste portion to ECOLOGY to count it as a full initial visit. This site should not be scheduled for future visits, unless it is likely their generator status has changed to qualify as an SQG.
  - If appropriate, encourage businesses to participate in local green business programs, such as the EnviroStars business certification program.

- If a Product Replacement Program (PRP) opportunity exists for the business, discuss the opportunity, terms and conditions, and steps to qualify as outlined in Section V.
  - Discuss spill response preparedness and offer spill kit for developing a plan. Funds can be used to purchase spill kits to provide to businesses. Occasionally ECOLOGY will provide spill kits through a bulk order, if funding is available.
  - If possible, photograph observed issues for before and after success stories.
  - Activities that may be beneficial during the visit include, but are not limited to, walking the site (interior and exterior), checking storm drains, checking for illicit connections, checking dumpster and waste storage, providing handouts, and ensuring necessary permits are in place.
3. At the end of the visit or after the visit:
- Provide written follow-up to document the results of the visit. This can be done by leaving a copy of the ‘Checklist’ or other documentation with the business at the end of the visit, by using a commitment postcard (format available in Branding Documents on PPA Partnership SharePoint), by sending a follow-up letter/email, or alternatively by sending a ‘thank you’ postcard if no issues were identified.
  - If necessary, coordinate with other agencies (e.g. the fire marshal, code enforcement, stormwater, wastewater treatment, and/or moderate risk waste staff) to ensure that the information you are providing is consistent with the other agency’s regulations and/or best management practices.
  - The PPA Specialists will make referrals to ECOLOGY as needed and report results.

#### **Section IV. Partnership Branding and Outreach**

When unique outreach or educational materials are developed by the CONTRACTOR using PPA Partnership funds, a draft must be sent to ECOLOGY for review and approval. To the extent feasible, the CONTRACTOR must utilize the Partnership’s branding tools and templates available to produce these materials. The intent of this requirement is to facilitate a unified image and consistent messaging across the Partnership. The Partnership logo and other branding resources are available on the PPA Partnership SharePoint site.

It may be appropriate to include funding acknowledgement on some outreach materials. The CONTRACTOR will consult with ECOLOGY’s PPA Partnership Coordinator to determine whether funding acknowledgement is required.

Finalized materials which may be useful to other Partnership contractors should be provided for upload to the resource Document Library on the PPA Partnership SharePoint Site.

Each CONTRACTOR must maintain a PPA webpage which meets the minimum requirements developed by the 2020 Resource Consistency Workgroup. See PPA Partnership SharePoint Site for requirements. The incorporation of the minimum webpage requirements should be completed by June 30, 2022 unless otherwise approved by ECOLOGY.

## **Section V. Product Replacement Program (PRP)**

The Product Replacement Program is designed to eliminate Persistent Bioaccumulative Toxic (PBT) chemicals from use in commerce. The PRP removes and replaces PBT chemicals present in products, processes, or technologies to help prevent toxics from entering the environment. One of the best and most effective ways to prevent further environmental contamination, protect water quality, and reduce human health risk is to eliminate these toxic chemicals at the source. The PRP assists businesses with switching to safer alternatives.

PPA contractors are integral to the PRP. The CONTRACTOR will seek and discuss opportunities to assist businesses with switching processes, products, or equipment to use effective safer-alternatives. For technical assistance visits, where PRP is discussed, CONTRACTOR will record in the LSC Database the type of product or equipment replacement opportunity the business is interested in and other required information.

The CONTRACTOR will assist ECOLOGY with the following programs:

1. Replacement of dry cleaning technology that uses perchloroethylene by visiting dry cleaners, discussing the program, assisting with required paperwork, and completing the final visit after new machine installation. Guidelines for this program are outlined in separate documents and posted on the PPA Partnership SharePoint.
2. Promoting awareness of the national mercury thermostat takeback program at appropriate businesses.

Additional takeback and replacement programs ECOLOGY is exploring for addition to the PRP include, but are not limited to:

1. PFAS-containing firefighting foam takeback program. Currently ECOLOGY is working directly with fire departments, but this program may be expanded to businesses with PFAS-containing fire suppression systems.
2. Flame retardants in foam and equipment at gymnasiums, play centers, and recreation facilities.
3. Degreasers and solvents in parts washing systems in multiple business sectors.
4. PCB-containing light ballasts in schools.
5. Additional chemicals and products may also be added to this list.

ECOLOGY, in collaboration with the PPA Partnership, will develop procedures and criteria, which must be met for a business to receive reimbursement for any of the above chemicals or products. PRP payments for reimbursement to the business will come directly from ECOLOGY and are not included within the CONTRACTOR's funding compensation associated with this contract.

The PRP reimbursement payment will be made through direct disbursement from ECOLOGY to the business implementing the product or equipment replacement. In order to facilitate these payments, the CONTRACTOR must assist ECOLOGY in maintaining records indicating how the business qualified for the PRP reimbursement per the PRP program's eligibility criteria. Eligibility criteria will be developed by ECOLOGY and the Product Replacement Program Committee for each type of reimbursement offered.

The CONTRACTOR will provide technical assistance to the business to help ensure the business qualifies for a PRP reimbursement payment from ECOLOGY by completing the following steps, unless

otherwise specified in guidelines developed specific to an individual reimbursement. Specific requirements for individual reimbursement programs will be maintained on the PPA Partnerweb SharePoint site.

1. CONTRACTOR conducts technical assistance visit and provides business with recommendations to reduce or eliminate a qualifying chemical or product. These recommendations must be recorded in the LSC Database.
2. CONTRACTOR must communicate to the business that it may take up to 4 months to receive payment from ECOLOGY after purchase and that the business must respond to inquiries from ECOLOGY or the Office of Financial Management (OFM) in a timely manner to avoid delays in payment.
3. CONTRACTOR assists business as needed with paperwork required to apply for reimbursement, including a state payee registration form.
4. Business purchases approved product or equipment and converts fully to utilization of new product or equipment in accordance with the eligibility criteria for the PRP reimbursement.
5. Business submits receipts for the product or equipment purchase and installation to ECOLOGY's PRP Coordinator. This submittal may be facilitated through the CONTRACTOR's representative for some PRP projects.
6. CONTRACTOR may be requested by ECOLOGY to verify through a site visit and review of records that product or equipment has been installed per PPA Specialist or ECOLOGY recommendations, old product or equipment has been legally disposed of or decommissioned, and all other eligibility criteria have been met.

For information about an optional voucher program that the CONTRACTOR can provide directly to a business, see Section XI.

## Section VI. Timeline

**Table 5: Timeline**

<b>Time Period</b>	<b>Goal for number of Site Visits</b>	<b>Unique Program Element activities</b>	<b>Technical Assistance Target activities</b>
<b>July 1, 2021 – December 31, 2021</b>	10	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	Auto-related businesses. Others as needed.
<b>January 1, 2022 – June 30, 2022</b>	30	<ul style="list-style-type: none"> <li>• Develop Outreach Resources</li> </ul>	Auto-related businesses. Others as needed.
<b>July 1, 2022 – December 31, 2022</b>	30	<ul style="list-style-type: none"> <li>• Develop Outreach Resources</li> <li>• All-Staff Planning Committee</li> </ul>	Auto-related businesses. Others as needed.
<b>January 1, 2023 – June 30, 2023</b>	54	<ul style="list-style-type: none"> <li>• Develop Outreach Resources</li> </ul>	Others as needed.

## **Section VII. Local Source Control (LSC) Database**

Information gathered during technical assistance visits by the CONTRACTOR must include all of the elements that are listed in the most up-to-date PPA Checklist (check PPA Partnership SharePoint site for details) and be entered into ECOLOGY's LSC database. The following guidance applies to all technical assistance visits, unless otherwise discussed with ECOLOGY:

- Collect enough information to complete all of the applicable fields in ECOLOGY's LSC database and enter it into the database within 15 work days of the visit.
- If you make a referral to a regulatory agency, enter the information about the referral into the database within 15 work days of the referral.
- Ensure that data entry is complete and accurate.
- At a minimum all elements on the most recent version of ECOLOGY's PPA Checklist must be checked at each business visit. Specialists must attest that they have verified all elements.
  - Additional sector specific checklists are available on the ECOLOGY PPA Partnership SharePoint Site.
  - CONTRACTOR may substitute use of their own version(s) of the checklist(s) as long as it contains all elements on ECOLOGY's most recent checklist (See PPA Partnership SharePoint for details), and has been reviewed and approved by ECOLOGY staff.
- Refer to the LSC database instructions posted in the database interface, or contact ECOLOGY PPA staff, for assistance with database entry.
- If using paper checklists or equivalent documentation, maintain originals in accordance with your local public disclosure laws.

## **Section VIII. Training**

ECOLOGY expects that the CONTRACTOR will provide basic training to the Pollution Prevention Assistance Specialists on topics relevant to their position. ECOLOGY will provide additional training to ensure that CONTRACTOR's staff are properly trained and supported to conduct PPA activities, and that experienced staff are exposed to new information, and have opportunities to share their expertise for the benefit of the PPA Partnership. The following types of training are provided. Table 6 below contains a tentative training schedule; ECOLOGY will communicate the final schedule to the CONTRACTOR.

### **New PPA Specialist Mentoring and Training**

ECOLOGY staff and experienced PPA Specialists will provide a variety of training support to new PPA staff. ECOLOGY will provide new hires a "welcome email" within the first two weeks of work as a PPA Specialist. This email will provide instructions for accessing the PPA Partnership SharePoint, LSC Database, and guidance on resources and training. All Specialists are expected to create an "alert" for the PPA Partnership SharePoint Discussion Board to receive email alerts at least once per week when topics are posted.

#### **1. New PPA Specialist Training & SharePoint Resources**

New PPA specialist training is provided in the form of self-paced online modules available through ECOLOGY's PartnerWeb SharePoint site, and web-based discussion panels. The web-based discussion panels will be planned and conducted by ECOLOGY staff and include new specialists and experienced PPA specialists who can offer suggestions and feedback to new specialists. The discussion panels are scheduled for the second Thursday of every other month from 10:30 to 12:00. On occasion these meetings will need to be rescheduled to accommodate panelists or new specialists

who cannot make the originally scheduled date. ECOLOGY staff will provide as much notice as possible when these panels are rescheduled.

Schedule:

Discussion Panel Schedule – July 2021 thru June 2023		
2021	2022	2023
August 12, 2021	February 10, 2022	February 9, 2023
October 14, 2021	April 14, 2022	April 13, 2023
December 9, 2021	June 9, 2022	June 8, 2023
	August 11, 2022	
	October 13, 2022	
	December 8, 2022	
Attendance Requirement: All new specialists who have not yet attended six (6) discussion panels are required to attend. Panelists are required to attend all discussion panels.		

## 2. Field Mentoring & Training Review

The CONTRACTOR will provide training to their new staff to ensure they can perform the work. In addition, ECOLOGY will assign two experienced PPA Specialists as mentors to provide field training and support to a new hire. If available, one mentor will be from the CONTRACTOR’s organization and the other mentor from another PPA contractor (partner) jurisdiction in as close proximity as possible. Mentors will be assigned within two weeks of notifying ECOLOGY of new staff hires.

Field mentoring will involve a series of accompanied field visits designed by the mentor and ECOLOGY staff to support the needs of the new hire. When the mentor and new hire determine they are ready, an ECOLOGY staff will accompany the new hire on a few technical assistance visits, to ensure that they are providing accurate information on proper waste management, spill prevention, storm water pollution prevention, and toxics reduction opportunities.

### All-Staff Trainings for all PPA Specialists

All-Staff Trainings will be planned and conducted by teams of PPA Specialists from two to three PPA contractors (partners). When appropriate these trainings will be held in-person to facilitate interaction and networking between PPA Specialists, ECOLOGY, and invited presenters. Depending on current situations related to the COVID-19 pandemic or other health and safety concerns, All Staff Trainings may be held virtually via an online platform. Training topics are intended to help new staff become more competent in their work, and experienced staff to gain greater technical depth on relevant topics. ECOLOGY staff will determine the teams, provide initial guidance, review agendas, and provide support for planning and logistics.

Schedule: Typically, these trainings are held the second Wednesday in September and March or April. The trainings are usually scheduled between 8:30 a.m. and 3:30 p.m. with overnight travel allowed for jurisdictions if needed (see state travel rules). ECOLOGY must pre-approve overnight travel if it is being charged to the PPA budget. When training is held virtually online, the training will be scheduled across two half-days.

If staff and resources become available, ECOLOGY will add an additional All Staff Training event. An additional training event would likely be held in June.

**Attendance Requirement:** Unless prior approval has been given by ECOLOGY, it is mandatory for at least one PPA specialist per jurisdiction to attend the All Staff Trainings. This person is responsible for disseminating information back to the PPA specialists from that jurisdiction. Managers are welcome but not required to attend. Generally, training substitutions are not allowed for the All Staff Trainings, however, exceptions may apply. ECOLOGY staff must approve non-emergency absences or training substitutions at least two weeks prior to the training.

**Webinar Trainings**

ECOLOGY conducts Webinars during most of the months that do not have All Staff Trainings. These sessions are intended to expose PPA Specialists to new information or technical topics relevant to their work. Suggestions on topics and speakers are welcomed from PPA contractors (partners). ECOLOGY will also ask PPA contractors to present on case studies.

**Schedule:** These are one and a half hour sessions, held on the second Wednesday of the month. Occasionally these sessions will need to be scheduled at alternative times to accommodate speaker availability. Up to eight Webinars will be scheduled each year.

**Attendance Requirement:** Each PPA Specialist must attend at least six of the eight Webinars each year.

Another type of training that is relevant to PPA Specialists’ work may be substituted for up to two of the Webinars. Notification of the substitution must be provided to and pre-approved by ECOLOGY at least two weeks in advance of the Webinar.

**Table 6: Tentative Training Schedule (subject to change)**

Date	Type	Date	Type
July, 2021	No training	July, 2022	No training
August 11, 2021	Webinar	August 10, 2022	Webinar
September 8-9, 2021	Webinar or All-Staff*	September 14-15, 2022	Webinar or All-Staff*
October 13-14, 2021	Webinar or All-Staff*	October 12-13, 2022	Webinar or All-Staff*
November 10, 2021	Webinar	November 9, 2022	Webinar
December 8, 2021	Webinar	December 14, 2022	Webinar
January 12, 2022	Webinar	January 11, 2023	Webinar
February 9, 2022	Webinar	February 8, 2023	Webinar
March 9-10, 2022	Webinar or All-Staff*	March 8-9, 2023	Webinar or All-Staff*
April 13-14, 2022	Webinar or All-Staff*	April 12-13, 2023	Webinar or All-Staff*
May 11, 2022	Webinar	May 10, 2023	Webinar
June 8, 2022	Webinar	June 14, 2021	Webinar
* When possible an in-person All Staff Training will be held in conjunction with the NW Chapter Annual Conference.			

## **Section IX. Reporting and Contract Changes**

### **Quarterly Progress Reports**

A brief progress report shall be submitted quarterly with each invoice (see schedule in Section X, Table 7). This report should indicate the work completed during the quarter and billed on the invoice, including the type and number of visits conducted, progress on Unique Program Elements, and any other information regarding contract performance that should be brought to ECOLOGY's attention. The Progress report must also include the number of visits where the PRP was presented and discussed. The Progress report should only include the status of the work conducted during the quarter and NOT include a roll-up of progress to-date since it services as backup documentation for the expenses included in the quarterly invoicing, see Section X.

### **Annual Reports**

Annual reports are used to briefly summarize contract status to-date including: number of site visits performed, Unique Program Element activities conducted, Technical Assistance Target activities conducted, lessons learned, and budget status. Annual reports shall be provided to ECOLOGY by July 31, 2022 and July 31, 2023. The report shall include two to three 'case studies' of a business or organization that benefitted from a PPA site visit. Photographs of the business before and after the visit, showing the beneficial changes should be provided, if at all possible. The second year annual report should capture details for the full contract period as ECOLOGY will use these reports to create a biennial report on the Partnership. ECOLOGY will make report templates available on the PPA Partnership SharePoint. ECOLOGY will request, with advanced notice, that PPA CONTRACTORS provide presentations on their case studies at Webinars and All-Staff meetings.

### **Contract Changes**

Any of the following changes shall be reported to the ECOLOGY PPA Partnership Coordinator within 10 business days:

- Key personnel changes (staff or manager leaving, new hires, etc.)
- Initiation of or changes to a subcontract (see Section 18 of the Interagency Agreement for specific information that is required regarding subcontractors)

## **Section X. Invoicing**

Invoice (billing) procedures are outlined in the Interagency Agreement, (see Section 4). In addition, the following information is provided:

- See also Appendix A, Statement of Work, Section V.
- The Invoice Voucher (form A19-1A) must have a wet signature or scanned if submitted electronically. If submitting a scanned copy, the CONTRACTOR will retain original signed A-19-1A in CONTRACTOR's records per record retention requirements.
- Support documents may be submitted via email.
- Each invoice shall only bill for actual hours worked during the quarter which may be higher or lower than the FTE estimate in Section I, Table 1 of Appendix A, *Statement of Work*.
- Quarterly invoicing will follow the schedule in Table 7.

**Table 7: Invoicing Schedule**

<b>Quarter</b>	<b>Months</b>	<b>Due Date</b>
1	July, August, September 2021	November 10, 2021
2	October, November, December 2021	February 10, 2022
3	January, February, March 2022	May 10, 2022
4	April, May, June 2022	July 31, 2022 (earlier Due Date due to end of fiscal year requirements)
5	July, August, September 2022	November 10, 2022
6	October, November, December 2022	February 10, 2023
7	January, February, March 2023	May 10, 2023
8	April, May, June 2023	July 31, 2023 (earlier Due Date due to end of biennium requirements)

**Section XI. Voucher Program**

The CONTRACTOR will offer businesses vouchers for the cost of pollution prevention equipment or other recommendations, in accordance with the procedures developed for this voucher program. Payments will be made directly by the CONTRACTOR to the business. Examples of qualifying equipment or costs include but are not limited to secondary containment, drum covers, drum funnels with lids, infrastructure changes, substitution of less toxic products, and catch basin cleaning. The CONTRACTOR must maintain records for each of their voucher reimbursement payments issued and ensure a business is limited to one voucher per calendar year. Each voucher payment will be capped at \$500 or less. These reimbursements will come from the \$5,000 budget category included in this contract and cannot be shifted to or from other budget categories (see Appendix B). Documentation of voucher payments will be submitted to ECOLOGY with the quarterly invoicing (Section X).

The specific forms, processes, and procedure for this voucher program will be developed in the first six months of this contract by the Product Replacement Program Advisory Committee. The CONTRACTOR will follow the procedures approved by ECOLOGY and housed on the PPA Partnership SharePoint. The target date for beginning to offer this voucher program is January 3, 2022.

## Section XII. Resources

The following are resources to materials referenced in this contract. Links to and the resources listed are subject to change.

- PPA Partnership SharePoint:  
<https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/SitePages/Home.aspx>
- LSC Database:  
<http://ecyaphwtr/lsc/Home.aspx>
- Invoice Voucher A19-1A:  
<https://des.wa.gov/sites/default/files/public/documents/HRPayroll/SACS/A-19-1AForm.doc?=5c82f>
- Partnership Report Templates:  
<https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/Templates/Forms/AllItems.aspx>
- Checklists & Tip Sheets:  
[https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/\\_layouts/15/start.aspx#/Checklist%20%20Tip%20Sheets/Forms/AllItems.aspx](https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/_layouts/15/start.aspx#/Checklist%20%20Tip%20Sheets/Forms/AllItems.aspx)
- New Specialist Training modules:  
[https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/\\_layouts/15/start.aspx#/New%20Specialist%20Training/Forms/AllItems.aspx](https://partnerweb.ecy.wa.gov/sites/HWTR/LSC2016/_layouts/15/start.aspx#/New%20Specialist%20Training/Forms/AllItems.aspx)
- Travel Per Diem Rates:  
<https://www.ofm.wa.gov/sites/default/files/public/resources/travel/colormap.pdf>

**APPENDIX C**  
**SPECIAL TERMS AND CONDITIONS**

- 1) Certification Regarding Suspension, Debarment, Ineligibility or Voluntary Exclusion
- a) CONTRACTOR, by signing this agreement, certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds. If the CONTRACTOR is unable to certify to the statements contained in the certification, they must provide an explanation as to why they cannot.
  - b) CONTRACTOR shall provide immediate written notice to ECOLOGY if at any time the CONTRACTOR learns that its certification was erroneous when submitted or had become erroneous by reason of changed circumstances.
  - c) The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meaning set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact ECOLOGY for assistance in obtaining a copy of those regulations.
  - d) CONTRACTOR agrees it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under the applicable Code of Federal Regulations, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
  - e) CONTRACTOR further agrees by signing this agreement, that it will include this clause titled "CERTIFICATION REGARDING SUSPENSION, DEBARMENT, INELIGIBILITY OR VOLUNTARY EXCLUSION" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
  - f) Pursuant to 2CFR180.330, the CONTRACTOR is responsible for ensuring that any lower tier covered transaction complies with certification of suspension and debarment requirements.
  - g) CONTRACTOR acknowledges that failing to disclose the information required in the Code of Federal Regulations may result in the delay or negation of this funding agreement, or pursuance of legal remedies, including suspension and debarment.
  - h) CONTRACTOR agrees to keep proof in its agreement file, that it, and all lower tier CONTRACTORS or subcontractors, are not suspended or debarred, and will make this proof available to ECOLOGY before requests for reimbursements will be approved for payment. CONTRACTOR must run a search in <http://www.sam.gov> and print a copy of completed searches to document proof of compliance.
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**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Construction Contract with Blue Mountain Construction Group, LLC in the Amount of \$750,000 for the Annual Stormwater Repair, Replacement, and Shoulder Improvements Contract
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	John Featherstone, Surface Water Utilities Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The 2018 Surface Water Master Plan defines multiple programs in support of maintaining and improving City-owned stormwater and related infrastructure identified through the Utility's inspection programs and customer service requests. Funding was allocated within the Surface Water Management Operations Maintenance and Repairs budget object for contracts which support the objectives of these programs.

Between July 15, 2021, and August 10, 2021, the City solicited contractors to bid on Contract #10050, the Annual Stormwater Repair, Replacement, and Shoulder Improvement contract. The engineer's estimate for the contract bid items was \$345,025. The bid from Blue Mountain Construction Group, LLC in the amount of \$333,608 was the lowest responsive and responsible bid. As a unit bid contract, the contract bid amounts were based upon potential bid items quantities of work within a given year. It is not anticipated that all bid items quantities will be performed annually, rather it will be based on the City's priority needs. The contract amount is based on the available program budgets, rather than the contractor bid total, with an approximate annual budget of \$250,000 per year and a contract duration of three years leading to a contract amount of \$750,000. Work is anticipated to start in fall of 2021 and continue annually through the summer of 2024.

Staff is requesting that Council authorize the City Manager to execute a contract with Blue Mountain Construction Group, LLC, for the Annual Stormwater Repair, Replacement, and Shoulder Improvements Contract in an amount to not exceed \$750,000 through 2024.

**RESOURCE/FINANCIAL IMPACT:**

This contract is fully funded by City's Surface Water Management Utility fund. Below is a breakdown of the budget for the Annual Stormwater Repairs, Replacement, and Shoulder Improvements contract.

**Contract Expenditures:**

**Construction:**

Staff and other Direct Expenses	\$ 30,000
<u>Construction Contract</u>	<u>\$ 750,000</u>
<b>Total Contract Expenditures</b>	<b>\$ 780,000</b>

**Contract Revenue:**

**Surface Water Operations:**

*Salaries	\$ 30,000
<u>**SWM Operations Fund Repairs and Maintenance</u>	<u>\$750,000</u>
<b>Total Contract Revenue</b>	<b>\$780,000</b>

\* Staff costs are included within the Salary budget object for Surface Water Management Utility Fund.

\*\* Includes projected 2023-2024 Repairs and Maintenance budget.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a contract with Blue Mountain Construction Group, LLC, in the amount of \$750,000 for the Annual Stormwater Repair, Replacement, and Shoulder Improvements contract.

Approved By:           City Manager **DT**   City Attorney **MK**

## **BACKGROUND**

The *2018 Surface Water Master Plan* designated multiple maintenance programs within Surface Water Utility (Utility) Operations to maintain and improve stormwater infrastructure throughout the City. The Catch Basin Repair and Replacement Program is an annual program to maintain catch basins that have failed inspection and need repair or replacement to comply with the City's National Pollution Discharge Elimination System (NPDES) State Permit. The Stormwater Pipe Replacement and Repair Program was established to maintain aging pipe infrastructure inspected and diagnosed by the Condition Assessment Program. The Small Repairs Program is an on-going program to address drainage issues that may be a result improperly functioning or a lack of infrastructure in the area, which can include addressing road shoulder drainage issues.

The Utility annually inspects stormwater infrastructure to meet its NPDES Permit requirements and to protect the public from stormwater flooding. The NPDES Permit requires that we maintain failing catch basins within six (6) months of inspection or within one (1) year for all other infrastructure types that serve a flow control or water quality purpose. The City previously had a similar unit-based contract to complete catch basin repairs and replacements when City maintenance crews were unable to complete due to resources.

In addition to our NPDES required inspections, pipes and roadway ditches are inspected on scheduled cycles to proactively address failing infrastructure needs and reduce the risk of flooding and other drainage issues. Every year, pipes and ditches are identified that need to be repaired, replaced, or improved. Roadway shoulders can degrade over time, which leave them susceptible to erosion and potholes caused by surface water runoff.

The Surface Water Utility is seeking a contractor to repair and improve stormwater and related infrastructure funded by these programs. The work in this contract will focus on these small-scale repairs, replacements, and improvements to the City's stormwater infrastructure and provide shoulder improvements that have been identified through our inspection programs and customer requests to the City.

## **DISCUSSION**

Surface Water Utility programs address on-going stormwater infrastructure repairs, replacements, and improvements to maintain proper function. The unit bid contract was initiated to address small-scale construction outside the scope of CIP projects and for infrastructure failures in need of a near-term repair.

City infrastructure maintained as part of this work will include stormwater pipes, ditches, and catch basins, and roadway improvements such as asphalt berms, thickened edges, and shoulder erosion repair and grading.

The contract amount is to not exceed \$750,000 over three (3) years with an option for a fourth year. Work orders will be assigned to the contractor as needed, but at a minimum of once per year. The contractor will have 120 working days to complete the work from the City's 'Notice to Proceed' for each set of work orders assigned.

**Contract Bid Process – Bid#10050**

Between July 15, 2021 and August 10, 2021, the City solicited for contractors to construct the work under Bid# 10050 as noted above. Bids were opened on August 10, 2021, and four (4) bids were received. Blue Mountain Construction Group, LLC, was the low bidder with a bid of \$333,608 (Attachment A). The other bid proposals were \$377,039.50; \$487,635; and \$783,012.

City staff determined that the bid from Blue Mountain Construction Group, LLC, is responsive and has met the requirements of the bid. This was verified by:

- Evaluation of the bid through the creation of bid tabulations, and
- Verification that the contractor is properly licensed in Washington and has not been barred from contracting on federal- and state-funded projects, and
- Verification that the contractor met the City-required supplemental criteria.

The engineer’s estimate for the cumulative bid item schedules was \$345,025. Construction is anticipated to start in November 2021.

**COUNCIL GOAL(S) ADDRESSED**

This project addresses Council Goal #2: Continue to deliver highly valued public services through management of the City’s infrastructure and stewardship of the natural environment. This project will meet this goal by repairing, replacing, and improving stormwater and related infrastructure throughout the City.

**RESOURCE/FINANCIAL IMPACT**

This project is fully funded by City’s Surface Water Utility fund. Below is a breakdown of the budget for the Annual Stormwater Repairs, Replacement, and Shoulder Improvements contract.

**Contract Expenditures:**

**Construction:**

Staff and other Direct Expenses	\$ 30,000
<i>Construction Contract</i>	<i>\$ 750,000</i>
<b>Total Contract Expenditures</b>	<b>\$ 780,000</b>

**Contract Revenue:**

**Surface Water Operations**

* Salaries	\$ 30,000
**SWM Operations Fund; Repairs and Maintenance	\$ 750,000
<b>Total Contract Revenue</b>	<b>\$ 780,000</b>

\* Staff costs are included within the Salary budget object for Surface Water Management Utility Fund.

\*\* Includes projected 2023-2024 Repairs and Maintenance budget.

## **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a contract with Blue Mountain Construction Group, LLC in the amount of \$750,000 for the Annual Stormwater Repair, Replacement, and Shoulder Improvements contract.

## **ATTACHMENTS**

Attachment A: City of Shoreline Bid Invitation and Blue Mount Construction Group Bid Proposal Sheet

# Attachment A

## CITY OF SHORELINE UNIT PRICED CONTRACT INVITATION TO BID

**PROJECT TITLE: ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER  
IMPROVEMENTS  
BID 10050**

**BID DUE DATE: No later than August 10, 2:00 PM, Pacific Local Time Exactly**

### **I. CALL FOR BID**

Notice is hereby given that sealed bids will be received by Shoreline City Clerk's Office at the Shoreline City Hall, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905. Bids are due no later than **2:00 PM**, Pacific Local Time, according to the clock in the City Clerk's office, **August 10, 2021**, at which time the bids will be opened and publicly read.

The City of Shoreline seeks a Contractor to furnish all labor, materials, and equipment necessary to meet the business and operational needs of the City for the category of work referenced above. The work shall include, but is not limited to annual stormwater repair and replacement of stormwater infrastructure including catch basins and drainage pipes, and shoulder improvements to roadway ditches, gravel shoulders, berms, and thickened edges.

All bidding shall be based upon compliance with the Contract Plans and Contract Provisions.

#### **Estimated Annual Contract Value**

\$250,000, annually

No site visit is planned for this project.

#### **Term**

The initial term of this contract shall be three years with the City having the option to renew for one additional year and shall not exceed \$750,000 including Washington State sales tax, whichever occurs first.

#### **Bid Documents**

Plans, specifications, addenda, and the bidders (plan holder) list for this project may be viewed or ordered on-line from Builder's Exchange at <http://www.bxwa.com>. To access on-line, click on "bxwa.com", "Posted Projects", "Public Works", "City of Shoreline", and "Project Bidding". Bidders must register with Builder's Exchange to be notified of addendum and new documents on this project. It is the Bidder's responsibility to check for addenda and other new documents on-line.

Each bid shall be accompanied with a certified check, cashier's check, or surety company bid bond, on a form acceptable to the City, from State-licensed Surety Company as surety, in an amount not less than 5% of bid amount, payable to City of Shoreline

Proposals are to be submitted only on the forms provided in these Contract Provisions. Incomplete proposals and proposals received after the time fixed for the opening will not be accepted or considered. Faxed responses are not acceptable. Substitutions will not be accepted during the bid process. All bidders must certify that they are not on the Comptroller General's list of ineligible contractors nor on the list of parties excluded from Federal procurement or non-procurement programs.

Bids may not be withdrawn after bid opening.

The City expressly reserves the right to cancel the invitation to bid prior to the submittal deadline, reject any or all bids, and the right to waive any informalities or irregularities and to further award the Project to the lowest, responsive, responsible bidder as it best serves the interest of the City.

The City of Shoreline, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation, issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

## II. INSTRUCTIONS TO BIDDERS AND GENERAL TERMS AND CONDITIONS

- 1. Standard Specifications:** Bidding shall be in strict accordance with the 2021 Standard Specifications for Road, Bridge and Municipal Construction, issued by the Washington Department of Transportation (WSDOT), as modified or supplemented by the Special Provisions (hereafter, "Specification" or "Specifications"). Deletion, amendment, alteration or additions to any subsection or portion of the Standard Specifications shall pertain only to that particular portion of the section, and the balance shall continue to be in force. Bidders shall obtain these publications at the Bidder's own expense. The Washington State Department of Transportation (WSDOT) Standard Specifications will apply to this contract. These can be found at <http://www.wsdot.wa.gov/publications/manuals/> (click on "Standard Specification").
- 2. Bid Form:** No bid shall be considered except those submitted on the Bid Proposal forms included with the Contract Provisions. Substitutions will not be accepted during the bid process.
- 3. Interpretation of Contract Documents:** No oral interpretations will be made to any Bidder as to the meaning of the bid or contract documents; and any oral communication is not binding upon the City of Shoreline. Requests for an interpretation or questions in regard to this project must be directed via email to Daniel Sinkovich at [dsinkovich@shorelinewa.gov](mailto:dsinkovich@shorelinewa.gov). Questions via phone will not be accepted. Bidders shall submit questions no later than 5:00 PM, July 27, 2021, Pacific local time. Any interpretation deemed necessary by the City will be in the form of an addendum to the Bid documents. Addendums will be posted on the Builder's Exchange website. All addenda shall become part of the bid specifications. Where a response or addendum from the City cannot be obtained prior to the bid opening, it is understood that the Bidder has made provisions for a more costly method before submitting the bid. Where conflicts or omissions occur in Plans, Specifications, or other related Contract Documents (such as manufacturer's instructions, reference standards, and regulatory agencies and codes), Bidders shall assume the more stringent requirements and verify with the City before beginning work.
- 4. Addenda:** No alteration or modification of the terms and conditions of these Contract Documents will be binding unless included in a written addendum issued and approved by the City. Bidders are responsible for checking the City of Shoreline link on the Builder's Exchange website, for the issuance of any addenda prior to submitting a bid. Bids shall reflect performance according to the Addenda. No Bid Bond, if required, shall be released for failure to consider Addenda.

5. **Signature:** Each bid must be signed in longhand by the Bidder with the Bidder's usual signature. Bids by partnership must be signed by one of the managing partners, followed by the partner's printed name. Bids by corporations must be signed by an officer having authority to sign, followed by the officer's printed name and position.
6. **Non-Collusion:** By bid signature the Bidder certifies that the Bid is non-collusive, and not made in the interest of any person not named, and that the Bidder has not induced or solicited others to submit a sham offer, or to refrain from proposing.
7. **Gifts:** The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Bidder shall not give a gift of any kind to City employees or officials at any time, even after award of a contract.
8. **Submission of Bids:** To receive consideration, bids must be submitted prior to the specified time for opening, in a sealed envelope, clearly marked with company name, address, telephone number, bid number, title of bid, and time of opening to the City of Shoreline, City Clerk's Office. Bidders assume the risk for the method of delivery chosen. The City assumes no responsibility for delayed delivery. No oral, telephonic or facsimile bids or modifications will be accepted. Any bid or modification of a bid received at the City of Shoreline after the stated time and date for the bid closing will not be accepted or considered.

Bids remain confidential until bid opening after which bids are considered a public record subject to public disclosure under Chapter 42.56 RCW. Bidder shall mark as "proprietary" any information that Bidder believes meets the exemption under RCW 42.56.270(1). This designation will be considered by the City in response to public records requests. Bid results will be made available as soon as practical following the bid opening at the time and date specified. Bid results may be viewed on-line at the City of Shoreline link on Builder's Exchange website: <http://www.bxwa.com> and also at the City of Shoreline website: <http://www.shorelinewa.gov/> - Bids & RFPs.

9. **Withdrawal of Bids:** Any Bidder may withdraw their Bid, either personally or by written request, at any time prior to the time set for the Bid submittal deadline.
10. **Bid Price:** The bid price shall include everything necessary to perform and complete each work order/project, including, but not limited to, furnishing all materials, equipment, tools, plant, and other facilities and all management, superintendent's labor and service. The bid shall remain in effect for sixty (60) calendar days after the bid opening. In the event of a discrepancy between the unit price and the total price for any Bid item, the unit price will govern and the total item price will be adjusted accordingly. If the Bid is an incorrect total of all Bid items included on the Bid Proposal, the total Bid price will be corrected. If tax is calculated improperly, the City shall utilize the correct tax rate and correct the total Bid.
11. **Prevailing Wages:** This project is a Public Work as defined in RCW 39.04.010. The Awarded Contractor shall comply with all state laws relating to employment and wages. The hourly wages to be paid laborers, workers, or mechanics shall not be less than the prevailing rates for an hour's work in the same trade or occupation in King County. The State of Washington prevailing wage rates applicable for this public works project may be found at the following website address of the Department of Labor and Industries, and is made part of this contract: <http://www.lni.wa.gov/TradesLicensing/PrevWage/WageRates/default.asp>. The applicable effective date for prevailing wages for this project is the bid submittal date. A copy of the applicable prevailing

wage rates are also available for viewing at the offices of the City, located at 17500 Midvale AVE N, Shoreline, WA 98133-4905. Upon request, the City will mail a hard copy of the applicable prevailing wages for this project.

The cost of filing Prevailing Wage forms with the State Department of Labor and Industries shall be at no additional cost to the City.

No payment will be made on this contract until the contractor and each and every subcontractor has submitted a 'Statement of Intent to Pay Prevailing Wages' that has been approved by the Department of Labor and Industries. No final payment or release of any retainage will be made until the contractor and each and every subcontractor has submitted an 'Affidavit of Wages Paid' following L&I filing requirements, and that has been approved by the Department of Labor and Industries.

Contractor is responsible for filing forms pursuant to L&I requirements. At time of bid these requirements were known to be as follows:  
Intents and affidavits for prevailing wages paid must be submitted annually for all work completed within the previous twelve-month period of the unit priced contract.

The City shall adjust the prevailing wages (hourly wage rates and fringe benefits) bid by the Awarded Contractor annually. In order to calculate the change in prevailing wages due to the Awarded Contractor, the Awarded Contractor shall provide to the City a breakdown of the fully loaded labor rates for each classification of labor including hourly wage rates, fringe benefits, overhead and profit. The City shall not pay for any price escalation for overhead, profit, equipment, material, or any other costs except for changes in the prevailing wages (hourly wage rates and fringe benefits).

12. **Estimated Quantities:** The unit quantities shown in the bid submittal sheet are estimates and are stated only for bid comparison purposes. The City does not warrant that the actual quantities of work will correspond with those estimates. The City reserves the right to increase or decrease any of the quantities shown without adjusting the unit contract prices by Change Order. Payment will be made on the basis of the actual quantities satisfactorily completed in accordance with the Contract requirements.
13. **Examination of Site and Contract Documents:** The submission of a bid shall constitute an acknowledgment upon which the City may rely that the bidder has thoroughly examined and is familiar with the Contract Provisions, including addenda, work site identified in such documents, and all applicable statutes, regulations, ordinances, and resolutions dealing with or related to the work and services to be provided herein. The failure or neglect of a bidder to examine such documents, work site(s), statutes, regulations, ordinances, or resolutions shall in no way relieve the bidder from any contract obligations. No claim for additional compensation will be allowed which is based upon a lack of knowledge of any Contract Provisions, work site(s), statutes, regulations, ordinances, or resolutions.
14. **Contract Bond:** A contract bond equal to 25% of the amount of the total contract value, including sales tax is required.

As required, the Awarded Contractor shall furnish an approved Contract Bond, on the forms enclosed herein. The Contract Bond shall be in force through the term of the contract including any extensions until final completion and acceptance by the City, and also for such period following acceptance by the City which the law allows liens to be filed. After the date of final completion and any lien period, the Contract Bond will be released once all required releases have been received by the applicable state agencies. All contract bonds shall be furnished by a corporate surety company authorized to do

business in the State of Washington. The surety must be approved and appear on the most current revision of the U.S. Treasury Circular 570 and be a company acceptable to the City.

15. **Indemnification/Hold Harmless:** The Awarded Contractor shall defend, indemnify and hold the City and its officers, agents, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, costs, and expenses arising out of or in connection with the performance of the contract, except for injuries and damages caused by the sole negligence of the City.

This Agreement is subject to RCW 4.24.115. In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Contractor and the City, its officers, officials, employees and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of the contract.

16. **Insurance:** The Awarded Contractor shall obtain and keep in force during the term of the contract and until 30 days after the physical completion date, unless otherwise indicated below, the following insurance with insurance companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW. The insurance provided must be with an insurance company with a rating of A-: VII or higher in the A.M. Best's Key Rating Guide, which is licensed to do business in the State of Washington. The Awarded Contractor shall provide the City with written notice of any policy changes, cancellations, or reduction in coverage within two (2) business days of the receipt of such notice. Exceptions to form must be approved by the City's Risk Manager. **The City's contract number must be referenced on the insurance forms(s).**

- A. **Commercial General Liability Insurance** shall be written with limits of liability of no less than \$2,000,000 combined single limits, per occurrence and \$2,000,000 in aggregate, and shall include:
1. Premises & Operations;
  2. Owners and Contractors Protective;
  3. Products Liability, including completed Operations Coverage for one (1) year;
  4. Contractual Liability;
  5. Broad Form Property Damage;
  6. Commercial Form (to include Bodily Injury);
  7. Employees as Additional Insured;
  8. Explosion, Collapse & Underground Hazard;
  9. Independent Contractors;
  10. Personal Injury;
  11. Stop Gap;
  12. Cross Liability Clause.
- B. **Automobile Liability** shall be written with \$1,000,000 Combined Single Limit.
- C. **Builder's Risk Liability Insurance** is required for all contracts that require new construction, for the full value of the structure, and with no more than \$10,000 deductible.

- D. Additional Named Insured Endorsement shall include the City of Shoreline as Additional Named Insured. A Certificate of Insurance including the Additional Named Insured Endorsement shall be filed with the City after award, but prior to execution of the contract.
- E. The Certificate of Insurance (ACCORD Form 2009/09) cancellation clause shall be revised to read as indicated below. Exceptions to this requirement must be approved by the City.

Insurance shall be written on an occurrence and not a claims made basis, and shall be primary to any other insurance or risk pool coverage of the City.

Failure of the Awarded Contractor to fully comply with the requirements set forth herein regarding insurance shall be considered a material breach of Contract and shall be cause of immediate termination of the Contract and of any and all obligations regarding the same. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from operations under this Contract.

- 17. **Taxes:** Taxes are to be paid by the City as indicated on the Bid Proposal Sheet. Where no line item is provided for Washington State Sales Tax, Rule 171 (WAC 458-20-171) applies.
- 18. **Business License:** As mandated by SMC 5.05.030, if awarded the contract, the Awarded Contractor shall obtain a City of Shoreline business license prior to the execution of the contract and shall maintain the business license in good standing throughout the term of the contract.
- 19. **Low Responsible Bidder:** It is the intent of the City to award a contract to the low responsible bidder. Before award, the bidder must meet the following state responsibility criteria and, if applicable, supplemental responsibility criteria to be considered a responsible bidder. The bidder is required to submit documentation demonstrating compliance with the criteria.

**A. State Responsibility Criteria.** The Bidder must meet the following state responsibility criteria as set forth in RCW 39.04.350:

- 1) At the time of bid submittal, have a current certification of registration in compliance with chapter 18.27 RCW.
- 2) Have a current Washington State Unified Business Identifier (UBI) number.
- 3) If applicable:
  - a) Have Industrial Insurance (workers' compensation) coverage for the Bidder's employees working in Washington State, as required in Title 51 RCW;
  - b) Have a Washington State Employment Security Department number, as required in Title 50 RCW; and
  - c) Have a Washington State Department of Revenue state excise tax registration number, as required in Title 82 RCW.
- 4) Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3),
- 5) Have received training from the Washington State Department of Labor & Industries or a training provider approved by the Department on the requirements related to public works and prevailing wage under chapter 39.04 RCW and chapter 39.12 RCW unless the bidder has completed three or more public works projects and has had a valid business license in Washington for three or more years, and
- 6) Within the three-year period immediately preceding the date of the bid solicitation, not have been determined by a final and binding citation and notice of assessment issued by the Washington State Department of Labor and Industries or through a civil judgment

entered by a court of limited or general jurisdiction to have willfully violated, as defined in RCW 49.48.082, any provision of chapter 49.46, 49.48, or 49.52 RCW.

**B. Supplemental Bidder Responsibility Criteria.** If supplemental criteria apply to this project, the criteria are included in “Attachment A.” The Bidder may make a written request for the City to modify any or all of the supplemental criteria. Modification of supplemental criteria shall be the City’s discretion. Any modifications to the supplemental criteria shall be made by addenda prior to bid opening as set forth in Section 4.

**20. Subcontractor Responsibility:** The Awarded Contractor shall include the language of this section in each of its first-tier subcontracts and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. The requirements of this section apply to all subcontractors regardless of tier. At the time of subcontract execution, the Awarded Contractor shall verify that each of its first-tier subcontractors meets the following bidder responsibility criteria:

- A.** At the time of bid submittal, have a current certification of registration in compliance with chapter 18.27 RCW.
- B.** Have a current Washington State Unified Business Identifier (UBI) number.
- C.** Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065(3).
- D.** If applicable:
  - 1) Have Industrial Insurance (workers’ compensation) coverage for the Bidder’s employees working in Washington State, as required in Title 51 RCW;
  - 2) Have a Washington State Employment Security Department number, as required in Title 50 RCW; and
  - 3) Have a Washington State Department of Revenue state excise tax registration number, as required in Title 82 RCW
- E.** Have an electrical contractor license, if required by Chapter 19.28 RCW;
- F.** Have an elevator contractor license, if required by Chapter 70.87 RCW;
- G.** Not be disqualified from bidder on any public works contract under RCW 39.06.010 or 39.12.065(3).

**21. Non-Responsive Bids:** Any documents supplementing or deviating from the expressed requirements of the Invitation to Bid and the other Bid documents may result in the rejection of Bid as non-responsive.

**22. Bid Errors:** Except for automatic corrections that must be made by the City under Section II-8, a Bidder who wishes to claim error after the Bids have been opened and tabulated shall submit a notarized affidavit signed by the Bidder, accompanied by original worksheets used in preparation of the Bid, requesting relief from the Award. The affidavit shall describe the specific error(s) and certify that the worksheets are the originals used in the preparation of the Bid.

The affidavit and worksheets must be received by the City before 5:00 PM Pacific local time on the next business day following the day of the Bid opening or the claim of error will not be considered. The City will review the certified worksheets to determine the validity of the claimed error. If the claim of error is allowable under applicable law, the Bidder will be relieved of responsibility, and the Bid Deposit of the Bidder claiming error will be returned. Thereafter, at the discretion of the City, all Bids may be rejected or an award made to the next lowest responsive, responsible Bidder.

A low bidder on a public works project who claims error and fails to enter into a contract is prohibited from bidding on the same project if a second or subsequent call for bids is made for the project.

23. **Bid Protest:** Any Bidder may file a written protest against award of the contract to the lowest bidder within two full business days of bid opening. A protest submittal shall be delivered to the City of Shoreline, City Clerk, 17500 Midvale Ave N, Shoreline, WA 98133-4905, phone (206) 801-2700 with the words “Bid Protest” prominently and clearly displayed on any outer cover containing the protest notice as well as the notice itself. The following minimum information must be included in the written protest notice: 1) the name, address and phone number (including area code) of the protesting bidder; and 2) the protesting bidder's contact person's name and telephone number (including area code); and 3) a statement(s) describing the nature of the protest; and 4) the City bid number and title.

If the City intends to award the contract to other than the low bidder, a notice of intent to award shall be sent to all bidders. Any Bidder other than the selected bidder may protest the award using the procedure outlined above within five (5) business days of mailing the notice or two (2) business days of actual receipt by electronic facsimile or personal delivery.

No contract shall be executed earlier than two (2) business days (excluding holidays and weekends) from the date a written protest is received.

24. **Award of Contract:** The City reserves the right to reject any or all bids, to accept the bid of the lowest responsive, responsible bidder, to call for new bids, or waive any informalities in the bidding. Upon award of the contract, the successful Bidder will receive a Notice of Award and Contract Documents. The awarded Bidder (Contractor) must sign and return all Contract Documents to the City within ten (10) business days. If not returned within ten (10) business days, the City retains the right to cancel the award and go to the next lowest responsive, responsible bidder.
25. **Notice to Proceed:** The Awarded Contractor shall not commence work until a Notice to Proceed for each task/project has been issued by the City. An initial Notice to Proceed will be given after the Contractor has submitted a completed W-9 form and after the contract has been executed by the City and the Contractor, and where applicable, by any State or Federal agencies responsible for funding any portion of the Project. The time allowed for Physical Completion of the work shall begin as of the date specified in the Notice to Proceed, or if no date is specified, the next working day following the date of the Notice to Proceed.
26. **Work Orders:** The work shall be assigned by the City through work orders.
27. **Request to Subcontract Work:** The Awarded Contractor shall complete and submit to the City a Request to Subcontract Work form three (3) working days prior to a subcontractor performing the work. No more than fifty percent (50%) of the work performed under this contract may be performed by subcontractors.
28. **Assignment:** The Awarded contract, or any interest herein, or claim hereunder, shall not be assigned or transferred in whole or in part by the Contractor to any other person or entity without the prior written consent of the City, which consent will not be unreasonably withheld. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of Contractor as stated herein.
29. **Payment:** The Awarded Contractor shall be paid, upon submission of a proper itemized invoice, the prices stipulated herein for work performed (less deductions, if any), in accordance with all payment and retainage instructions herein. Submitted invoices must contain the following minimum information

- A. Contract Number
- B. Work Order number
- C. Bid item number, bid quantity, unit, unit price and description as appropriate
- D. Sales Tax as applicable

The Payment Request will be reviewed by the City before payment is made. If the City is in disagreement with the Payment Request, the City shall file a notice of dispute. Contractor shall be paid or a notice of dispute sent within thirty (30) days after the Payment Request is received by the City.

In accordance with RCW 51.12.050, the City reserves the right to deduct from the payment any outstanding industrial insurance premiums owed by the Contractor or Subcontractors.

30. **Retainage:** RCW 60.28.011 states that public improvement contracts shall provide, and public bodies shall reserve, contract retainage not to exceed five (5) percent of the moneys earned by the Awarded Contractor as a trust fund for the protection and payment of claims and taxes.

For projects with retainage requirements, the Awarded Contractor will complete and furnish to the City a Retainage Instruction form. Retained funds are held until released by the City upon compliance with all other City, State and Federal requirements. The City shall not release retainage until it has received releases from the State Department of Revenue, Employment Security, the State Department of Labor & Industries, any liens, and receipt of approved Affidavits of Wages paid for the Contractor and each and every subcontractor.

The City will issue payment on the retainage amount forty-five days after the City has accepted the contract as complete **or** upon receipt of all necessary releases, whichever is later.

31. **Applicable Law and Forum:** The Awarded Contractor shall comply with all federal, state and local laws, rules, regulations applicable to its performance. The Contract shall be governed by and construed according to the laws of the State of Washington. Any suit arising from here shall be brought in King County Superior Court.

**BID PROPOSAL SHEET (Page 1 of 10)**

**ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS**

**BID 10050**

**BID DUE No Later than August 10, 2021, 2:00 PM, EXACTLY, PACIFIC LOCAL TIME**

Having carefully examined all documents enclosed herein, the undersigned proposes to perform all Work in strict compliance with all documents, for the amount set forth below.

**SCHEDULE:** All work shall be completed within 120 working days from the annual "Notice to Proceed" date issued by the City of Shoreline. Liquidated damages shall be imposed as specified in the Contract Documents for each day Contractor fails to meet the completion date.

**BID ITEM QUANTITIES:** Bid item quantities are based on the estimated annual project scope of work. Quantities of items will be determined based on the actual work performed and will vary on an annual basis.

**BID AWARD:** Determination of low bidder will be made on the basis of the 'Total Base Bid Price'. The below signed bidder acknowledges that bids must be submitted for the base bid and additive items. Partial bids will not be considered.

**COMPANY NAME** Blue Mountain Construction Group, LLC

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### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS Bid 10050

#### BASE BID ITEMS (SCHEDULE A - CATCH BASIN REPAIR AND REPLACEMENT)

Item No.	Section	Item Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Amount (Figures)	
A1	1-07	SPCC Plan	1	LS	\$1,411.00	\$1,411.00	
A2	1-07	SWPPP (including Erosion and Water Pollution Control)	1	EA	\$1,411.00	\$1,411.00	
A3	1-09	Mobilization	10	EA	10% of Project Location Cost <b>(DO NOT BID)</b>	10% of Project Location Cost <b>(DO NOT BID)</b>	
A4	1-10	Flaggers	32	HR	\$75.00	\$2,400.00	
A5	1-10	Other Traffic Control Labor	20	HR	\$80.00	\$1,600.00	
A6	1-10	Sequential Arrow Sign	16	HR	\$8.00	\$128.00	
A7	2-02	Sawcutting	180	LF	\$5.00	\$900.00	
A8	2-09	Structure Excavation Class B incl. haul	65	CY	\$135.00	\$8,775.00	
A9	2-09	Shoring or Extra Excavation Class B	512	SF	\$3.00	\$1,536.00	
A10	2-09	Vacuum Excavation incl. haul	10	HR	\$250.00	\$2,500.00	
A11	5-04	HMA Cl. 1/2 in. PG 58-22	15	TON	\$209.00	\$3,135.00	
A12	5-04	Asphalt berm	20	LF	\$45.00	\$900.00	
A13	7-05	Catch Basin Type 1	5	EA	\$2,879.00	\$14,395.00	
A14	7-05	Catch Basin Type 1L	2	EA	\$2,878.00	\$5,756.00	
A15	7-05	Catch Basin Type 2 48 In. Diam.	1	EA	\$5,064.00	\$5,064.00	
A16	7-05	Catch Basin Type 2 Additional Height	8	LF	\$1,063.00	\$8,504.00	
A17	7-05	Concrete Inlet	2	EA	\$2,622.00	\$5,244.00	
A18	7-05	Combination Inlet	2	EA	\$2,657.00	\$5,314.00	
A19	7-05	Precast Concrete Rectangular Adjustment	2"	10	EA	\$321.00	\$3210.00
A20			6"	1	EA	\$399.00	\$399.00

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Provided to Builders Exchange of WA, Inc. For usage Conditions Agreement see [www.bxwa.com](http://www.bxwa.com) - Always Verify Scal

## BID PROPOSAL SHEET (Page 3 of 10)

### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS BID 10050

Item No.	Section	Item Description		Bid Quantity	Bid Unit	Unit Price (Figures)	Total Amount (Figures)
A21	7-05	Precast Concrete Rectangular Adjustment	12"	1	EA	\$399.00	\$399.00
A22	7-05	Connection to Existing Storm Sewer, Ductile Iron Romac Coupler or Equivalent	12"	3	EA	\$866.00	\$2,598.00
A23			18"	2	EA	\$1,255.00	\$2,510.00
A24			24"	1	EA	\$1,645.00	\$1,645.00
A25			30"	1	EA	\$2,034.00	\$2,034.00
A25	7-05	Connection to Existing Storm Sewer Strongback Fernco or Equivalent Coupler	12"	5	EA	\$477.00	\$2,385.00
A26			18"	3	EA	\$555.00	\$1,665.00
A27			24"	1	EA	\$866.00	\$866.00
A28			30"	1	EA	\$866.00	\$866.00
A29	7-05	Connection to Existing Storm Sewer, Type K Coupler	12"	5	EA	\$866.00	\$4,330.00
A30			18"	3	EA	\$866.00	\$2,598.00
A31			24"	1	EA	\$866.00	\$866.00
A32			30"	1	EA	\$866.00	\$866.00
A33	7-05	Stormwater Drainage Structure Grouting and Repair		10	HR	\$253.00	\$2,530.00
A34	7-05	Stormwater Drainage Structure Grouting Repair incl. Confined Space Entry		20	HR	\$253.00	\$5,060.00
A35	7-05	Drainage Structure Shear Gate Replacement		8	HR	\$175.00	\$1,400.00
A36	7-21	Temporary Stormwater System Bypass Pumping Plan		10	EA	\$141.00	\$1,410.00
A37	7-21	Temporary Stormwater System Bypass Pumping		2	DAY	\$2,105.00	\$4,210.00
A38	8-01	Inlet Protection		8	EA	\$178.00	\$1,424.00
A39	8-02	Topsoil Type A		2	CY	\$282.00	\$564.00

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## BID PROPOSAL SHEET (Page 4 of 10)

### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS BID 10050

Item No.	Section	Item Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Amount (Figures)
A40	8-02	Seeding and Fertilizing	3	SY	\$29.00	\$87.00
A41	8-04	Cement Conc. Traffic Curb and Gutter	20	LF	\$50.00	\$1000.00
A42	8-04	Cement Conc. Traffic Curb	30	LF	\$50.00	\$1,500.00
A43	8-06	Cement Con. Driveway Entrances	4	SY	\$250.00	\$1,000.00
A44	8-14	Cement Conc. Sidewalk	2	SY	\$100.00	\$200.00
A45	8-30	Gravel Shoulder Restoration	150	SF	\$2.00	\$300.00

**SCHEDULE A BASE BID: \$ 116,895.00**

*(In Figures)*

One Hundred Sixteen Thousand Eight Hundred Ninety Five and 00/100 Dollars

***(Total Bid to be written in words)***

**COMPANY NAME**      Blue Mountain Construction Group, LLC

#### BASE BID ITEMS (SCHEDULE B - PIPE REPLACEMENT (INVERTS LESS THAN 4 FT. DEEP))

Item No.	Section	Bid Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Price (Figures)
B1	1-07	SPCC Plan	1	LS	\$1,411.00	\$1,411.00
B2	1-07	SWPPP (including Erosion and Water Pollution Control)	5	EA	\$1,411.00	\$7,055.00
B3	1-09	Mobilization (per site)	5	EA	10% of Project Location Cost <b>(DO NOT BID)</b>	10% of Project Location Cost <b>(DO NOT BID)</b>
B4	1-10	Other Traffic Control Labor	15	HR	\$80.00	\$1,200.00
B5	1-10	Flaggers	24	HR	\$75.00	\$1,800.00
B6	1-10	Sequential Arrow Sign	8	HR	\$8.00	\$64.00
B7	2-01	Clearing	20	SY	\$86.00	\$1,720.00

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## BID PROPOSAL SHEET (Page 5 of 10)

### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS BID 10050

Item No.	Section	Bid Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Price (Figures)	
B8	2-02	Potholing	8	EA	\$250.00	\$2,000.00	
B9	2-02	Sawcutting	300	LF	\$5.00	\$1,500.00	
B10	2-02	Removal of Pavement, Sidewalks, Curb and Gutter incl. haul	100	SF	\$22.00	\$2,200.00	
B11	2-09	Shoring or Extra Excavation Class B	500	SF	\$3.00	\$1,500.00	
B12	2-09	Vacuum Excavation incl. haul	10	HR	\$250.00	\$2,500.00	
B13	5-04	Asphalt Berm	30	LF	\$47.00	\$1,410.00	
B14	5-04	HMA Cl. 1/2 in. PG 58-22	50	TON	\$230.00	\$11,500.00	
B15	5-04	HMA Cl. 3/8 in. PG 58-22	50	TON	\$230.00	\$11,500.00	
B16	5-06	Planing Bituminous Pavement	67	SY	\$50.00	\$3,350.00	
B17	7-04	Pipe Replacement; Ductile Iron	12"	100	LF	\$231.00	23,100.00
B18			18"	50	LF	\$301.00	\$15,050.00
B19	7-04	Pipe Replacement; Corrugated Polyethylene Storm Sewer Pipe; Type S	12"	100	LF	\$168.00	\$16,800.00
B20			18"	50	LF	\$200.00	\$10,000.00
B21	7-08	Transitional Coupler; Strongback Ferenco or equivalent	12"	4	EA	\$477.00	\$1,908.00
B22			18"	2	EA	\$555.00	\$1,110.00
B23	7-08	Transitional Coupler; Type K Coupling	12"	2	EA	\$866.00	\$1,732.00
B24			18"	2	EA	\$866.00	\$1,732.00
B25	7-08	Transitional Coupler; Romac Ductile Iron Coupling or Equivalent	12"	2	EA	\$866.00	\$1,732.00
B26			18"	2	EA	\$1,255.00	\$2,510.00
B27	7-08	Connecting to Existing Storm Structure	12"	2	EA	\$507.00	\$1,014.00
B28	7-08		18"	2	EA	\$507.00	\$1,014.00

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## BID PROPOSAL SHEET (Page 6 of 10)

### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS BID 10050

Item No.	Section	Bid Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Price (Figures)
B29	7-21	Temporary Stormwater System Bypass Pumping Plan	5	EA	\$141.00	\$705.00
B30	7-21	Temporary Stormwater System Bypass Pumping (per site)	2	DAY	\$2,105.00	\$4,210.00
B31	8-01	Inlet Protection	10	EA	\$178.00	\$1,780.00
B32	8-02	Topsoil Type A	5	SY	\$282.00	\$1,410.00
B33	8-02	Seeding and Fertilizing	5	SY	\$29.00	\$145.00
B34	8-02	Sod Installation	5	SY	\$109.00	\$545.00
B35	8-02	Plant Installation	3	EA	\$175.00	\$525.00
B36	8-02	Bark or Woodchip Mulch	5	CY	\$148.00	\$740.00
B37	8-30	Gravel Shoulder Restoration	800	SF	\$2.00	\$1,600.00
B38	8-04	Cement Conc. Traffic Curb and Gutter	50	LF	\$50.00	\$2,500.00
B39	8-04	Cement Conc. Traffic Curb	25	LF	\$50.00	\$1,250.00
B40	8-04	Cement Conc. Sidewalk	4	SY	\$100.00	\$400.00
B41	8-06	Cement Conc. Driveway Entrance	10	SY	\$250.00	\$2,500.00
B42	8-22	Paint Line	100	LF	\$5.00	\$500.00

**SCHEDULE B BASE BID: \$ 147,222.00**

*(In Figures)*

One Hundred Forty Seven Two Hundred Twenty Two and 00/100 Dollars

***(Total Bid to be written in words)***

**COMPANY NAME** Blue Mountain Construction Group, LLC

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### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS BID 10050

#### BASE BID ITEMS (SCHEDULE C - SHOULDER IMPROVEMENTS)

Item No.	Section	Item Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Amount (Figures)
C1	1-07	SPCC Plan	1	LS	\$1,411.00	\$1,411.00
C2	1-07	SWPPP (including Erosion and Water Pollution Control)	5	EA	\$1,411.00	\$7,055.00
C3	1-09	Mobilization (per project location)	5	EA	10% of Project Location Cost (DO NOT BID)	10% of Project Location Cost (DO NOT BID)
C4	1-10	Other Traffic Control Labor	10	HR	\$80.00	\$800.00
C5	1-10	Flaggers	64	HR	\$75.00	\$4,800.00
C6	1-10	Sequential Arrow Sign	8	HR	\$8.00	\$64.00
C7	2-01	Clearing	20	SY	\$86.00	\$1,720.00
C8	2-01	Grubbing	20	SY	\$86.00	\$1,720.00
C9	2-03	Roadway Excavation Including Haul	100	CY	\$128.00	\$12,800.00
C10	2-09	Vacuum Excavation Including Haul	10	HR	\$250.00	\$2,500.00
C11	2-02	Potholing	3	EA	\$250.00	\$750.00
C12	4-02	Crushed Surfacing Top Course	50	TON	\$96.00	\$4,800.00
C13	4-02	Gravel Base	10	TON	\$102.00	\$1,020.00
C14	4-02	Crushed Surfacing Base Course	30	TON	\$113.00	\$3,390.00
C15	5-04	HMA Cl. 1/2 in. PG 58-22	10	TON	\$263.00	\$2,630.00
C16	5-04	HMA Cl. 3/8 In. PG 58-22	10	TON	\$263.00	\$2,630.00
C17	5-04	Asphalt Thickened Edge (excluding HMA)	50	LF	\$36.00	\$1,800.00
C18	5-04	Asphalt Berm (excluding HMA)	50	LF	\$36.00	\$1,800.00
C19	7-21	Temporary Stormwater System Bypass Pumping Plan (per site)	5	EA	\$141.00	\$705.00
C20	7-21	Temporary Stormwater System Bypass Pumping (per site)	2	DAY	\$2,105.00	\$4,210.00

F312-3 09/23/14

## BID PROPOSAL SHEET (Page 8 of 10)

### ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS BID 10050

Item No.	Section	Item Description	Bid Quantity	Bid Unit	Unit Price (Figures)	Total Amount (Figures)
C21	8-01	Inlet Protection	5	EA	\$178.00	\$890.00
C22	8-01	Biodegradable Erosion Control Blanket	15	SY	\$31.00	\$465.00
C23	8-01	Coir Log	20	LF	\$28.00	\$560.00
C24	8-01	Wattle	20	LF	\$20.00	\$400.00
C25	8-02	Topsoil Type A	10	CY	\$282.00	\$2,820.00
C26	8-02	Plant Installation	20	EA	\$175.00	\$3,500.00
C27	8-02	Seeding and Fertilizing	10	SY	\$29.00	\$290.00
C28	8-02	Sod Installation	5	SY	\$109.00	\$545.00
C29	8-02	Bioretention Soil Mix	10	CY	\$226.00	\$2,260.00
C30	8-02	Compost	3	CY	\$117.00	\$351.00
C31	8-15	Quarry Spalls	3	TON	\$185.00	\$555.00
C32	8-22	Paint Line	50	LF	\$5.00	\$250.00

**SCHEDULE C BASE BID: \$ 69,491.00**

*(In Figures)*

Sixty Nine Thousand Four Hundred Ninety One and 00/100 Dollars

*(Total Bid to be written in words)*

**COMPANY NAME** Blue Mountain Construction Group, LLC

**BID PROPOSAL SHEET (Page 9 of 10)**

**ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS  
 BID 10050**

**SCHEDULE D: FORCE ACCOUNT MARKUP**

Item No.	Section	Labor, Equipment, Materials (Not included in Unit Contract Items)	Actual Cost	Markup* Percentage
D1	1-09	Labor	X	29%
D2	1-09	Equipment	X	21%
D3	1-09	Materials	X	21%

\*Markup Percentage from WSDOT Standard Specification 1-09.6

**TOTAL SCHEDULE A**    \$ 116,895.00  
*(In Figures)*

**TOTAL SCHEDULE B**    \$ 147,222.00  
*(In Figures)*

**TOTAL SCHEDULE C**    \$ 69,491.00  
*(In Figures)*

**TOTAL BASE BID (SCHEDULE A + B + C)**    \$ 333,608.00  
*(In Figures)*

Three Hundred Thirty Three Thousand Six Hundred Eight and 00/100 Dollars  
*(Total Bid to be written in words)*

**COMPANY NAME**    Blue Mountain Construction Group, LLC

**BID PROPOSAL SHEET (Page 10 of 10)**

**ANNUAL STORMWATER REPAIR, REPLACEMENT, AND SHOULDER IMPROVEMENTS  
BID 10050**

- This page of the bid form must be signed.
- Use ink and print legibly.
- Unit prices, when relevant, are mandatory and shall control.
- Initial and date any changes, erasures or cross-outs.
- Initial here JP to verify your Bid considers addenda: 0 through 0

Company Name: <u>Blue Mountain Construction Group, LLC</u>
Company Address: <u>2335 W Newton St</u>
City/State/Zip: <u>Seattle, WA 98199</u>
Phone: <u>(425) 998-3218</u> Fax: _____
E-Mail: <u>JPanas@BlueMtnCG.com</u>
State of Incorporation or formation of business entity: <u>Washington</u>
Location of Washington Office, if any: <u>Seattle</u>
Print Name of Signatory: <u>Josh Panas</u>
Print Title of Signatory: <u>President of Field Operations</u>
Contractor Signature: <u>Josh Panas</u>
Date: <u>8/10/2021</u>

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute an Amendment to the Contract with Jacobs Engineering Group for 100% Design on Phase 1 of the SR-523 (N/NE 145th Street) Aurora Avenue to Interstate-5 Project in an Amount Not to Exceed \$1,614,366
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The City of Shoreline has passed the 60% design submittal milestone for the 145th Corridor project (SR 523 - Aurora Avenue N to Interstate 5). Now that the entire corridor has been designed to the 60% design level, Phase 1 of the project design will be advanced to completion.

The original contract with CH2M Hill included 30% design and environmental review of the project. A contract supplement was approved for 60% design and to begin the right-of-way phase of the project. Since the initial contract authorization, CH2M Hill has been acquired by Jacobs Engineering Group (Jacobs), thus the name has been revised from the original contract.

Tonight, Council is being asked to authorize the City Manager to execute an amendment (Supplement #5) with Jacobs to continue with design and right-of-way services for 100% design on Phase 1 (Interstate 5 to Corliss Avenue).

**RESOURCE/FINANCIAL IMPACT:**

Jacobs will continue engineering design and right-of-way services for the project as defined in Attachment A to this staff report. The fee estimate for services is \$1,614,366 as per Attachment B. The City has received \$4,235,000 of Surface Transportation Program grant funding for environmental review and final design. The additional funds for this amendment include \$660,954 in Roads Capital Funds and \$1,117,129 in Connect Washington Grants. Future phases of the project will utilize Connecting Washington grant funding. The project cost and budget summary for the design phase is as follows:

**EXPENDITURES**

City Staff + Expenses	\$691,595
<u>Consultant Contracts</u>	
30-Percent Design and Environmental	\$ 1,710,639
60-Percent Design and Right-of-Way Acquisition Services	\$ 1,873,112
<b>100-Percent Design and Right-of-Way Acquisition</b>	<b>\$ 1,614,366</b>
<b>Services – Phase 1</b>	
WSDOT	\$ 50,000
Contingency	\$ 73,371
<b>Total Expenditures</b>	<b>\$ 6,013,083</b>

**REVENUE**

Roads Capital Fund (Design Phase)	\$ 660,954
Federal Grant (Design Phase)	\$ 4,235,000
Connecting Washington (Design Phase, LA8901)	\$ 663,621
Connecting Washington (Right-of Way-Phase, LA9999)	\$453,508
<b>Total Revenue</b>	<b>\$ 6,013,083</b>

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute an amendment with Jacobs Engineering Group for 100% design and right-of-way services related to Phase 1 of the SR-523 (N/NE 145th Street) Aurora Avenue N to Interstate-5 Interchange Project in an amount not to exceed \$1,614,366 for a contract maximum amount of \$5,198,116.

Approved By:           City Manager **DT**   City Attorney **MK**

## **BACKGROUND**

In 2016, the City completed the [145th Street Multimodal Corridor Study](#) which identified needed improvements along SR-523 (145<sup>th</sup> Street) from Aurora Avenue N to Interstate-5, in addition to improvements on three other segments of the corridor. The improvements are needed to improve traffic operations, safety, pedestrian, and bicycle mobility and to improve access to the proposed 145<sup>th</sup> Street light rail station. The Multimodal Corridor Study broke the project into five phases that are consistent with segments of the roadway. This contract covers the segment from Interstate 5 to Aurora Avenue N. The interchange is being designed through a separate project; the segment from SR-522 to I-5 is included in the Sound Transit 3 BRT scope; and the final segment from Aurora Avenue to 3<sup>rd</sup> Avenue is not currently funded for design.

On June 5, 2017, City Council authorized the City Manager to enter into a contract with CH2M Hill for the design and environmental services for the 145<sup>th</sup> Corridor project. The staff report for this Council authorization can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport060517-7b.pdf>. The scope of the initial contract covered through 30% design and environmental review for a contract amount of \$1,710,639.

On November 18, 2019, the City Council authorized the City Manager to execute an amendment for the contract with Jacobs Engineering Group for the design and right of way services for the 145<sup>th</sup> Corridor Project. The staff report for this Council authorization can be found at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport111819-7f.pdf>. The scope of the amendment covered through 60% design and right of way services for a contract amount of \$1,873,112.

Since the initial contract authorization, CH2M Hill has been acquired by Jacobs Engineering Group (Jacobs), thus the name has been revised from the original contract.

## **DISCUSSION**

Work performed under this amendment will advance the design of Phase 1 (Interstate 5 to Corliss Avenue) to 100% completion and will support the City's future purchase of the right-of-way needed for the project. The project has three funding sources: local funding from the Roads Capital Fund; federal State Transportation Project (STP) grant funding for engineering and design; and State Connecting Washington (CWA) grant funding. Additional funding will be needed for completion of the project.

## **ALTERNATIVES ANALYSIS**

CH2M Hill was selected for this work in 2017 based on a competitive selection process including review of written qualifications, an interview, and a review of references. The scope of the selection process included design, right-of-way services and construction. Their work on the preliminary design and environmental documentation has been satisfactory and staff recommends that the consultant be retained for the additional services presented.

The alternative is to not authorize this amendment which would stop progress on the design of the project resulting in a delay in construction and potentially risk grant funds.

**COUNCIL GOAL(S) ADDRESSED**

Progress on the 145<sup>th</sup> Corridor Project helps to implement City Council Goal 2: Continue to deliver highly valued public services through management of the City’s infrastructure and stewardship of the natural environment; and Goal 3: Continue preparation for regional mass transit in Shoreline.

**RESOURCE/FINANCIAL IMPACT**

Jacobs will continue engineering design and right-of-way services for the project as defined in Attachment A to this staff report. The fee estimate for services is \$1,614,366 as per Attachment B. The City has received \$4,235,000 of Surface Transportation Program grant funding for environmental review and final design. The additional funds for this amendment include \$660,954 in Roads Capital Funds and \$1,117,129 in Connect Washington Grants. Future phases of the project will utilize Connecting Washington grant funding. The project cost and budget summary for the design phase is as follows:

**EXPENDITURES**

City Staff + Expenses	\$691,595
 <u>Consultant Contracts</u>	
30-Percent Design and Environmental	\$ 1,710,639
60-Percent Design and Right-of-Way Acquisition Services	\$ 1,873,112
<b>100-Percent Design and Right-of-Way Acquisition</b>	<b>\$ 1,614,366</b>
<b>Services – Phase 1</b>	
WSDOT	\$ 50,000
Contingency	\$ 73,371
<hr/> <b>Total Expenditures</b>	<hr/> <b>\$ 6,013,083</b>

**REVENUE**

Roads Capital Fund (Design Phase)	\$ 660,954
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Connecting Washington (Design Phase, LA8901)	\$ 663,621
Connecting Washington (Right-of Way-Phase, LA9999)	\$453,508
<hr/> <b>Total Revenue</b>	<hr/> <b>\$ 6,013,083</b>

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute an amendment with Jacobs Engineering Group for 100% design and right-of-way services related to Phase 1 of the SR-523 (N/NE 145th Street) Aurora Avenue N to Interstate-5

Interchange Project in an amount not to exceed \$1,614,366 for a contract maximum amount of \$5,198,116.

### **ATTACHMENTS**

- Attachment A: Jacobs Engineering 145th Street Multimodal Corridor Project – Aurora Avenue to Interstate-5 Project, Phase 1 Final Design and Bidding Support Scope of Work (Supplement #5)
- Attachment B: Fee Estimate/Level of Effort (LOE)

**City of Shoreline**  
**145<sup>th</sup> Street Multimodal Corridor Project**  
**Aurora Avenue to I-5**  
**PH.1 Final Design and Bidding Support**

**05/12/2021**

**Exhibit A4 - Scope of Work**  
**Supplement #5**

During the term of this AGREEMENT, CH2M HILL, Inc., a wholly owned subsidiary of Jacobs Engineering, Inc. (CONSULTANT) team will perform professional services in connection with the 145th Street Multimodal Corridor Project as described below. The CONSULTANT team consists of CH2M HILL, Inc., LMN Architects, Envirolssues, Parametrix, HBB Landscape Architecture, and RES Group Northwest.

## **PROJECT DESCRIPTION**

This Scope of Work is for the CITY of Shoreline 145th Street Multimodal Corridor Project with project extents from the Aurora Avenue intersection to the I-5 Interchange (approximately 1 mile). The entire corridor was designed through 60% milestone. The City is developing final engineering and construction in Phases. Phase 1 extents are from approximately Corliss Avenue to the I-5 Interchange. Phase 2 extends from Corliss Avenue to Wallingford Avenue. Phase 3 completes the project from Wallingford Avenue to Linden Avenue. This scope of work is for the design completion of Phase 1. This scope includes survey and base mapping, right of way acquisition, final design engineering, plans, specifications, cost estimating, public involvement, agency approvals, and agency coordination. The Project will be completed in Phases. This scope of work is for the following phases:

- Phase 1 Final design, from 60% through support services during bidding

Completion of Phase 2 and other phases will require an amendment of this scope.

Proposed improvements are based on the 145<sup>th</sup> Street Corridor 60% Design, expected to be completed in May 2021.

This scope of work assumes that the project will have duration of no more than 16 months commencing in July 2021 and being completed by October 2022.

The baseline milestone schedule for the project is shown on the table below:

Table 2. Project Design Milestones

	Dates
PS&E – 60% Submittal	May 31, 2020
PS&E – 90% Submittal	December 2021
WSDOT R/W Certification*	June 2022
Advertise Date for construction bids*	October 2022
Award	December 2022

### Scope Assumptions

The following general assumptions have been made in developing the Scope of Work and Budget for 145th Street. Additional detail has been included in the task descriptions contained in the remainder of the Scope of Work

### General Assumptions

1. This Scope of Work is premised on a notice-to-proceed date of approximately July 1, 2021, with a 16-month project duration for final design activities. CONSULTANT's ability to meet this schedule is contingent upon timely receipt of information and / or comments from CITY or third parties.
2. CITY will secure agreements between City of Shoreline and City of Seattle agencies and stakeholders and coordinate the execution of this Scope of Work. A stakeholders meeting (led by CITY) will occur prior to signing agreements to ensure that there is agreement from other City agencies and the products they need. If additional design work is required beyond this scope of work to satisfy the agreements, the project milestone dates and the project schedule will be revised to reflect delay associated with additional design work.
3. Work performed will be in accordance with the WSDOT Local Agency Guidelines as applicable.
4. If additional sheets are required to adequately detail the project, then the level of effort and associated fees will be adjusted.
5. All drawings will be produced using AutoCAD.
6. City of Shoreline, SDOT and review AGENCIES will take four weeks to review all products. CITY will be responsible for the collecting comments from AGENCIES reviews, resolving conflicting comments, and submitting one set of consolidated comments to the CONSULTANT for each submittal.
7. The CONSULTANT will coordinate and obtain rights-of-entry.
8. If asbestos or hazardous substances in any form are encountered or suspected, CONSULTANT will stop its own work in the affected portions of the PROJECT to permit testing and evaluation by

CITY. If asbestos is suspected, CONSULTANT will, if requested, support CITY with related activities using a qualified subcontractor at an additional fee and contract terms to be negotiated. If hazardous substances other than asbestos are suspected, CONSULTANT will, if requested, conduct tests to determine the extent of the problem and will perform the necessary studies and recommend remedial measures at an additional fee and contract terms to be negotiated. CITY recognizes that CONSULTANT assumes no risk and/or liability for a waste or hazardous waste site originated by other than CONSULTANT.

9. Subsurface Investigations - In soils, foundation, groundwater, and other subsurface investigations, the actual characteristics may vary significantly between successive test points and sample intervals and at locations other than where observations, exploration, and investigations have been made. Because of the inherent uncertainties in subsurface evaluations, changed or unanticipated underground conditions may occur that could affect total project cost and/or execution. These conditions and cost/execution effects are not the responsibility of CONSULTANT.
10. Opinions of Cost, Financial Considerations, and Schedules - In providing opinions of cost, financial analyses, economic feasibility projections, and schedules for the project, CONSULTANT has no control over cost or price of labor and materials; unknown or latent conditions of existing equipment or structures that may affect operation or maintenance costs; competitive bidding procedures and market conditions; time or quality of performance by operating personnel or third parties; and other economic and operational factors that may materially affect the ultimate project cost or schedule. Therefore, CONSULTANT makes no warranty that CITY's actual project costs, financial aspects, economic feasibility, or schedules will not vary from CONSULTANT's opinions, analyses, projections, or estimates.
11. CONSULTANT will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by CITY.

## 1.0 PROJECT MANAGEMENT

The CONSULTANT will provide overall project administration and management for the duration of this contract.

- 1.1 Project Management Plan. A brief update to the project management plan will be prepared to include a project work breakdown structure (WBS), identification of the project team and organization structure, scope of services, quality management plan, risk analysis plan, and project Health and Safety Plan.
- 1.2 Quality Plan. No additional work for this task.
- 1.3 Project Schedule. An overall project schedule completion date will be established by the CITY. A detailed schedule for the CONSULTANT work elements shall be prepared by the CONSULTANT and will be jointly developed with the CITY. The schedule shall be revised up to 6 times during the course of the project, at the request of the CITY.
- 1.4 Direction and Review. Implementation of the workplan, and direction of the staff and review of their work over the course of the project shall be provided. This is for the overall project rather than a specific work element and shall provide guidance to the entire team. The CONSULTANT shall

direct and control the staff by supervising their work, holding regular internal coordination meetings, and by other methods.

- 1.5 Document Management. The CONSULTANT shall provide for the management of the drawings and documents received and generated over the course of the project. This information shall be filed to facilitate ready and selective retrieval.
- 1.6 Monthly Progress Reports and Invoicing. This work element shall include the monthly invoice and progress reports. Invoices and backup shall be prepared in accordance with the format agreed to with the CITY project manager. The progress reports shall describe the work accomplished during the billing period including the status of individual work elements, meetings attended, and action or information needed from the CITY. Progress reports shall also indicate work to be accomplished during the next month. The progress reports shall be submitted to the CITY with the monthly invoice.
- 1.7 Budget Monitoring and Projections. Periodic monitoring of the CONSULTANT'S budget shall occur over the course of the project and projections provided to the CITY upon request. Current project financial status as well as independent projections (i.e. non-project related Consultant staff) to complete work shall be developed as needed. This work element is intended to help monitor costs and budgets and to propose corrective actions. These actions could include formal requests for budget or scope modifications.
- 1.8 Issue and Change Management. The Project Change Log will be updated to identify changes and communicate response strategies. Six updates to the Change Log are assumed.
- 1.9 Subconsultant Management. SUBCONSULTANT management shall provide an overview of progress, review invoices and provide overall coordination of SUBCONSULTANTS conducting various project elements.

#### *Task 1 Deliverables:*

- Project Management Plan
- Project schedule and up to six (6) schedule updates
- Monthly invoices and progress reports
- Monthly budget status reporting
- Project change log and updates

## 2.0 PROJECT DELIVERY AND PROJECT COORDINATION

This work element is continuous throughout the duration of the project. It includes the work necessary to coordinate the work with the CITY, related projects, and partner agencies.

- 2.1 Project Management Team Meetings. The CONSULTANT will plan, facilitate, and host weekly project management team (PMT) meetings. These meetings assumed to be 1.5 hours in length. Up to two CONSULTANT team staff members will attend each meeting, depending on the agenda. The CONSULTANT will prepare meeting agendas, meeting summaries, and action items.
- 2.2 Risk Management. The Risk Register is a tool that identifies potential risks to the project and management strategies for those risks. A Risk Register will be maintained and updated by the CONSULTANT up to five times to monitor project progress over the course of the development of this Project Element.

- 2.3 Interchange Project Coordination Meetings. The CONSULTANT will participate in monthly project coordination meetings with the Interchange Project team. These meetings will occur at the CITY's office and are assumed to be 2 hours in length. Up to two CONSULTANT team staff members will attend each meeting, depending on the agenda. The CONSULTANT will prepare meeting agendas, meeting summaries, and action items.
- 2.4 Consultant Project Team Meetings. The CONSULTANT will plan and lead bi-weekly team meetings to coordinate work between the team members. This effort is for the overall project rather than a specific task and is intended to provide the coordination that the team will need to understand project priorities, deadlines, and resolve issues that arise. CITY staff involvement is encouraged. For budgeting purposes, bi-monthly meetings, two hours in length are assumed over the duration of the project (24 meetings).
- 2.5 City of Shoreline Design Coordination Meetings. Design coordination meetings with City of Shoreline staff will be required throughout the development of final design. Meetings may include Public Works, Stormwater, Maintenance, and other City departments. The CONSULTANT will plan and lead meetings to coordinate design decisions. Eight (8) meetings are assumed for this task.
- 2.6 Additional Project Coordination Meetings as Directed. The CONSULTANT will support the CITY as directed with participation in additional coordination meetings. Meeting support includes preparation of agendas, meeting notes, and meeting materials. The level of effort (LOE) for this task is limited to the budget established in Exhibit D under this task.
- 2.7 Constructability Review. The CONSULTANT will conduct a constructability review of the Project. Construction management professionals from the CONSULTANT team will review the project design after the 90% milestone to provide comments on constructability issues for the project. The Constructability Review will include a constructability review meeting with project and Public Works staff. The CONSULTANT shall prepare for and facilitate the Constructability Review meeting. It is anticipated that comments will address project plans, specifications, bid items, utility conflicts, construction sequencing, construction staging, and traffic control with the goal of reducing risk of changes during construction.

#### *Task 2 Deliverables:*

- PMT meeting agendas and meeting notes
- Risk Register, up to five updates
- Interchange Coordination Meeting notes

### 3.0 Funding Support

The CONSULTANT will assist the CITY in its continued pursuit of full funding for the Project. This will consist of the preparation of funding applications and promotion of the project.

- 3.1 Grant Application Support. The CONSULTANT will provide supporting technical information for grant applications, assist with preparation and delivery of project graphics and presentation information, and support project information requests. City will identify funding opportunities and prepare applications.

*Task 3 Deliverables:*

- Grant application support, up to two (2)

## 4. Right of Way

### 4.1 Property Owner Coordination Support

The CONSULTANT will prepare property restoration exhibits for communicating with property owners. These deliverables may be used in meetings with CITY staff, the CITY's appraiser, and property owners. Up to six exhibits are assumed. The CONSULTANT will coordinate project design elements with developers. Coordination will include sharing grading information, utility design, and property interface design. The CONSULTANT will participate in five (5) coordination meetings with developers and the City of Shoreline. Exhibits may include the following:

- Driveway restoration/modification designs, including profiles and any needed drainage.
- Modification or provision of walls (cast in place, rockery, landscape block, etc.
- Modification of walkways, paths, steps, railings, etc.
- Landscaping and property restoration (lawn, mulch, plantings, etc.)
- Utility service adjustments or relocations
- Property cross-sections, as needed
- Property line offset dimensions.
- Other site-specific modifications to existing appurtenances to be included in property exhibits

*Deliverable(s):*

- Property interface exhibits (6)

### 4.2 Building Demolition Construction Package

As part of the right of way acquisition process, for full parcel acquisitions that contain building structures, these structures can present a public safety concern if they are not demolished. The CONSULTANT will prepare construction documents for the demolition of these structures. The CONSULTANT shall prepare plans to depict the limits of demolition and regrading. The CONSULTANT shall prepare specifications for the bid package for the demolition of buildings on these properties. The CONSULTANT shall prepare an opinion of cost estimate. An initial outline will be prepared for the construction package to be reviewed by the CITY. A 90% submittal will be prepared, and a final submittal will be prepared.

*Assumptions:*

- Eight buildings are assumed

*Deliverable(s):*

- Building demolition construction package initial outline
- 90% Submittal Demolition bid package including plans and specifications
- Final Submittal Demolition bid package including plans and specifications
- Building demolition opinion of cost estimate

### 4.3 Property Demo Permitting Support

The CONSULTANT will prepare permitting for the demolition of eight (8) full-acquisition parcels, per the City of Shoreline Planning and Community Development Demolition Permit Submittal Checklist. The following items will be prepared for each parcel:

4.3.1 Permit Application. The Consultant will prepare the permit application form and compile the following checklist items.

4.3.2 Wastewater Permit Application for sewer cap-off

4.3.3 Critical Areas Worksheet

4.3.4 Asbestos/Demolition Notification. The Consultant will request asbestos/demolition notification from Puget Sound Clear Air Agency

4.3.5 Rodent Abatement Plan. The City will contract directly with a pest control company to develop a Rodent Abatement Plan.

4.3.6 Site Plan

4.3.7 Stormwater Pollution Prevention Plan (SWPPP). The Consultant will prepare the Short Form SWPPP for eight (8) parcels.

4.3.8 Historic Property Report. The Consultant will compile the Historic Property report that was prepared for the Cultural Resources Report in 2019.

*Deliverable(s):*

- Building demolition permit applications (8)
- Wastewater permit applications (8)
- Critical Areas Worksheets (8)
- Asbestos/Demolition Notifications (8)
- Site Plans (8)
- Short Form SWPPP (8)
- Historic Property Report (8)

### 4.4n Property Survey and Basemapping

Full-acquisition properties will be topographically surveyed to prepare base mapping for the Building Demolition Construction Package. The CONSULTANT will prepare a 1"=20' topographic base map and digital terrain model (DTM) within the limits of the eight (8) full-acquisition parcels. The base map will include building faces, building corners, trees with sizes noted, curbs, sidewalks, culverts, valves, hydrants, meters, manholes, catch basins, vaults, utility poles, and other surface features within the Project limits as described above. One-foot contours will be generated from the DTM.

## 4.6 Appraisals and Appraisal Reviews.

For Appraisals, the original contract budget estimate assumed 17 parcels at a cost of \$25,600. The original budget was based on an estimate prepared by appraisal firm, Valbridge in 2019. Valbridge is no longer in business, and the current estimates prepared by appraisal firm SOVA is \$45,000. This includes twenty (20) noncomplex appraisals at \$2000 each and two (2) complex appraisals at \$2500 each. For Appraisal Reviews, the original contract budget assumed 17 at \$525, and appraisal reviews are now priced at \$1200 each for 22 parcels for a total of \$26,400, per a recent estimate from appraisal reviewer sub-contractor Appraisal Group of the Northwest.

## 4.12 Rights of Entry (ROE).

Consultant will coordinate and obtain rights of entry to support field surveys, arborist activities, and utility exploration, up to 75 rights of entry.

## 5.0 Phase 1 Contract Drawings

This final design task progresses the design from 60 percent design level to 90 percent contract drawings for review, and 100 percent drawings for review, and FINAL (bid ready) contract drawings. See Attachment A for sheet list by Discipline. In addition to preparing the contract drawings, the CONSULTANT will maintain design documentation including design calculations. Quantity take-offs will be performed for each discipline under this task, to be compiled in Task 6, Cost Estimating.

### 5.1 General Plans

#### 5.1.1 General Plans

The CONSULTANT will prepare a cover sheet in accordance with CITY standards and an index of drawings. The list of plan sheet titles in the indices will exactly match the titles as they appear on the plan sheets. See Appendix A for preliminary list of the contract drawing sheets.

The CONSULTANT will prepare a vicinity map showing the project limits in accordance with CITY standards. The vicinity map will include the beginning and ending of construction, stations, major cross streets, waterways, and critical areas.

The CONSULTANT will prepare a sheet layout index for each scale used showing the sheet layout for the various disciplines. The CONSULTANT will prepare general notes, abbreviations, and symbols sheet.

A summary of quantities depicting bid items quantities will not be included in the plan set.

#### 5.1.2 Survey Control, Alignment, and Right of Way Plans

The CONSULTANT will prepare a Survey Control, Alignment, and Right of Way Plan that will show monumentation, alignment information, right of way, and survey control.

#### 5.1.3 Construction Sequence and Traffic Control Plans

The CONSULTANT will develop construction staging plans at a scale sufficient to show the project limits on five plan sheets, with the sheets repeated for assumed three stages of construction. The plans will include staging notes describing contractor requirements for maintaining traffic lanes, access to parcels,

and maintenance of a safe work zone. The plans will also delineate specific areas of concern such as interfaces with other construction contracts, critical access requirements for individual properties, commitments made to adjacent property owners and businesses, and CITY and other agency requirements. The CONSULTANT will coordinate with KC Metro, Seattle Fire/Life Safety, and CITY Traffic to identify requirements for closures, detour and/or relocation of facilities for any transit route or facilities and specific roadways and will include these requirements in the Construction Staging plans. The construction staging plans prepared by the CONSULTANT will serve as the basis for the contractor to prepare detailed construction staging and maintenance of traffic plans. Locations for Contractor staging and laydown areas will be identified on the plans.

The CONSULTANT will develop a Detour Plan to depict the circulation and routing of traffic around construction areas during construction. The Detour Plan will include the placement of detour signs including variable messaging signs (VMS).

Public communication materials and graphics for the construction staging and detour will be developed under Task 10 Community Engagement.

#### 5.1.4 Site Preparation and Temporary Erosion Control

The CONSULTANT will define the demolition activities, including items to be abandoned, salvaged, recycled or removed, and identify facilities that need to be protected during construction. Site Prep and TESC plans will include surface feature items, such as pavements (by type), sidewalk, curbs, walls, building structures and foundations and miscellaneous structures. Demolition required for utilities, drainage features, signing, striping, signalization and illumination will not be included in these drawings and will be shown on the relevant discipline drawings. Building remodeling is not included in the demolition drawings, these items will be addressed in the real estate agreements with the necessary modifications completed by the property owner before acquisition.

Private property fencing and gates will not be included.

The CONSULTANT will prepare erosion control measures and details which show temporary erosion and sedimentation controls measures to be used for this project.

##### *Task 5.1 Deliverable(s):*

- plans described in Tasks 5.1.1 through 5.1.4 and as listed in Attachment A: Sheet List by Discipline

## 5.2 Roadway Plans

The CONSULTANT will prepare plans, profiles, cross-sections, and details for the roadway improvements.

### 5.2.1 Typical Roadway Sections

The CONSULTANT will prepare typical roadway cross-sections denoting roadway widths, sidewalks, medians, amenity zones, and traffic lanes.

### 5.2.2 Paving and Grading

The CONSULTANT will prepare roadway modification plans that will show dimensions for roadway outlines and sidewalks. The plans will also show curb returns, tapers, intersection layouts, proposed driveway access, and other pertinent surface features. Property conform limits will be developed and shown in the form of cut-and-fill lines and property reconstruction limit. The CONSULTANT will perform property interface design to existing terrain, including driveway grading, and identify retaining wall

location and grading to match existing. Property interface design will be shown on the roadway modification plans. The location of preliminary driveway access for the properties impacted by the selected alternative will be determined based on property access requirements and City of Seattle standards. Existing driveways might be combined, or their location changed to maintain/improve traffic operations and account for safe operations. Driveway modifications will be shown on the paving and grading plans.

The CONSULTANT will prepare vertical profile drawings for the main roadways and cross streets within the project area. Cross-slope diagrams will be included on the profiles. Cross-sections will be prepared denoting roadway widths, sidewalks, medians, landscaping and traffic lanes.

The CONSULTANT will prepare paving details for non-standard construction item details, such as non-standard curbs and driveway aprons.

### 5.2.3 Intersection Grading

Intersections in the project area will be prepared at 1 inch = 10 feet scale showing number of lanes, turn pockets, and curb return data for each leg of the intersection including tables with gutter elevations at PC, PT, quarter; grades, radius and length of curve. Lane width and therefore the overall footprint of each major intersection will be essentially known and can be used to ascertain right-of-way impacts. Roadway contour grading for intersections will be prepared. Vehicle turn simulation figures, at 1 inch = 40 feet scale, will be updated as necessary.

### 5.2.4 Curb Ramp Plans

Curb ramps will be detailed at 1 inch = 10 feet scale showing dimensions and grading information to construct curb ramps. Curb ramps and sidewalks will be designed to meet ADA guidance to the maximum extent feasible (MEF). Designs that do not meet full ADA guidance will be documented in an MEF memorandum developed under Task 12.1.3

#### *Task 5.2 Deliverable(s):*

- Roadway plans described in Tasks 5.2 and as listed in Attachment A: Sheet List by Discipline

## 5.3 Drainage and Utility Plans

### 5.3.1 Drainage Plans and Details

The CONSULTANT will prepare plans and details for the drainage design, including plan views of drainage pipes and structures, connections to the existing stormwater systems, stormwater treatment and flow control facilities, and nonstandard drainage details. These storm system layouts will include elevations on all inverts, catch basin and manhole locations, and the details required to describe the stormwater facilities. Pothole locations will be identified on the plans.

### 5.3.2 Drainage Profile Plans

These plans will include profiles for drainage lines required within the project limits. Pipe size, length, and type as well as drainage structures will be included on the plans. Profiles of the stormwater facilities will also be included. Existing and proposed utility crossings will be depicted.

### 5.3.4 Drainage and Hydraulic Modeling

Prepare a Final Hydraulic Report following WSDOT format to document that level of design. The report shall include discussion and supporting calculations for the conveyance elements (pipes), water quality and flow control facilities. City comments on the Draft Hydraulic Report will be addressed in the Final Hydraulic Report. A single report will be prepared for review by the City, WSDOT and City of Seattle.

### 5.3.3 Stormwater Pollution Prevention Plan

The CONSULTANT will prepare a stormwater pollution prevention plan (SWPPP). The SWPPP will include a narrative describing the pollution prevention strategy. The SWPPP will incorporate by reference the Erosion Control Plans and details in Task 5.2.4. The plan will contain sections describing sources of pollutants, the project's water quality protection strategies, erosion prevention and managing activities, and spill prevention. A draft SWPPP will be prepared for CITY review, and a final draft SWPPP will address CITY comments. The final SWPPP will be prepared by the Contractor.

### 5.3.4 Utility Design

The CONSULTANT will prepare utility plans that show existing utilities (type, size, and location) and information related to proposed relocations. Seattle City Light undergrounding will be depicted on the plans including plans and details for trenching and locations of conduit and vaults. Telecommunications joint trench and undergrounding design will be shown on the plans and details. Relocation data will also be depicted in a table format. Public and private utility systems will be identified, shown on the plans, and coordinated with the various utility companies. The CONSULTANT will design the water line relocations per SPU standards and include plan layout of the water lines, hydrant locations, valve locations, and connections. Profiles of proposed water lines will also be included. Design of all other utility relocations will be prepared by the utility owner and will be coordinated by the CONSULTANT.

For coordination purposes, the Utility plans will include the street lighting poles, traffic signal poles, conduit runs, and junction box locations as designed in Task 5.4, Traffic Plans. Pothole locations will be identified on the plans. Locations of utilities will also be coordinated with project elements designed by the Landscape and Irrigation discipline.

Vibration monitoring is required by SPU for protection of the existing water main. The CONSULTANT will prepare plans, details, and specifications to address vibration monitoring per SPU requirements. Specifications will be prepared in Task 7.

#### *Assumptions*

1. Coordination meetings with utility providers are conducted under Task 12.4
2. Upgrades for water lines and sanitary sewer lines are not included in this scope.
3. Cathodic protection is not included in the scope.

#### *Task 5.3 Deliverables:*

- Drainage Plans and Utility plans as noted in Task 5.3 and as listed in Attachment A: Sheet List by Discipline
- Erosion Control plans at the 90 percent, 100 percent, and Final (bid ready) levels
- Draft SWPPP based on 90 percent design submittal.

- Draft Final SWPPP based on 100 percent design submittal.
- Final Hydraulic Report

## 5.4 Traffic Plans

### 5.4.1 Channelization and Signing

The CONSULTANT will prepare plans and details for the channelization, including lane and edge stripes, stop bars, pavement markings, crosswalks, and geometry of striped medians and turn pockets. Limits of channelization will match paving limits and extended beyond paving limits to match extent of channelization modified due to construction staging and temporary traffic control.

Signing plans will show proposed signs, sign structures, and sign relocations and removals. The sign schedule will be updated and included in the Signing Plans.

### 5.4.2 Traffic Signal Design:

The CONSULTANT will prepare traffic signal plans and wiring diagrams. The CONSULTANT will prepare signal plans for the First Avenue NE and Corliss Ave N.

The CONSULTANT will prepare 90% traffic signal plans based on the 60% design review comments from CITY, SDOT, and WSDOT. The plans will include the type and location of control equipment, signal poles and supports, signal heads, conduit runs, type of detection, phasing diagram, wiring diagram, pole schedule, and other equipment required for improving and revising the traffic signal system. The plans will also include location of push buttons and curb ramps, vehicular and pedestrian signal head locations, stop bar and crosswalk locations, detection locations, service point location, and interconnect/fiber communication locations.

Signal design will also include wiring diagrams for the new signal as well as a pole schedule for the proposed luminaries. Agency coordination and documentation for agency approval is included in Task 12. The traffic signal will be designed for installation and construction that provides new signal equipment and the minimum interruption of service. The design assumes that existing signal equipment will not be reused.

#### *Deliverable(s):*

- Traffic signal plans as listed in Attachment A: Sheet List by Discipline

### 5.4.3 ITS, Communications and Signal Interconnect

The CONSULTANT will prepare design plans for the project corridor that includes ITS and signal interconnect.

#### Intelligent Transportation System Design

The final design will include a communications network to support the existing or relocated CCTV, traffic signals, and system detection and connection to the City of Seattle and WSDOT systems. Detailed design drawings will be developed for fiber routing, fiber splicing, and hardware networking. The design will include the identification of junction box locations and types, splice locations and splice details, communications electronics (e.g., modems, encoders, transcoders multiplexers, TMC requirements), communications cabinet(s), interface with WSDOT fiber (if appropriate), and fiber storage locations.

The signal interconnect system for the project corridor will be installed to interact with other existing traffic signals in the City of Seattle interconnect system. System interconnection will be coordinated with SDOT, CITY, King County, and WSDOT. Signal design will be coordinated with channelization, signing, illumination, and utility designs.

*Deliverable(s):*

- ITS design depicted on the Traffic Signal plans

#### 5.4.4 Illumination Design:

The CONSULTANT will prepare illumination plans. Illumination plans will establish lighting spacing, height, mast arm length, luminaire type and location per the design option identified in Task 5. Lighting poles will be verified and coordinated with the signal pole and sign locations. This scope of work for illumination will include the compatibility for power and light-fixture placement for the ultimate configuration of a five lane cross-section along 145th Street from Aurora Avenue to I-5.

*Deliverable(s):*

- Signing and Illumination plans (90 percent, 100 percent, and Final)
- Illumination Calculation package

### 5.5 Structures Design and Retaining Wall Plans

This task will involve final design of the retaining walls and miscellaneous minor structures, including detention vaults, drainage structures, and signal and illumination pole foundations to produce 60 percent, 90 percent, 100 percent, and Final (bid-ready) plans.

#### 5.5.1 Retaining Wall Plans and Structure Details

The CONSULTANT will prepare detailed design drawings for bidding and construction of the retaining walls and miscellaneous minor structures. These drawings will include plans, profiles, typical sections, and details for the walls. The details will include wall barrier design details, form liner finish details, foundation details, pedestrian safety rail details, luminaire mounting details, and sloping and shoring requirements. Pedestrian safety rail details to be coordinated with urban design elements including lighting pavement treatments and form liner finishes.

The CONSULTANT will prepare detailed structural calculations for the analysis and design of the retaining walls and miscellaneous minor structures. A structural integrity check, plans check, and constructability check will be completed on the 90 percent retaining wall designs.

*Task 5.5 Deliverable(s):*

- Retaining wall and miscellaneous minor structures plans at the 90 percent, 100 percent and Final (bid-ready) levels

### 5.6 Landscaping, Irrigation and Urban Design

*Assumptions:*

- Wayfinding and signage design are not included.
- Parklet and public space design is not included in this scope of work. Design of parklets in the Phase 1 project area will be designed with Phase 2 scope of services.

- Art specific drawings will be provided by the artist working directly with the CITY, HBB will coordinate with planting, irrigation and urban design.

### 5.6.1 Meetings

To accomplish this work, there will need to be meetings (shown below) that allow for sharing ideas, information, criteria and data. These will be “internal” in nature, involving the CONSULTANT team, other possible consultants, and CITY staff. The following is a list of the meetings that are anticipated:

Meeting Types	Urban Design and Landscaping SUBCONSULTANT
City of Shoreline Coordination Meetings	monthly
Design Team Coordination Meetings	weekly
Art Coordination Meetings	3, 2-hour meetings

#### *Deliverable(s):*

- Meeting notes

### 5.6.2 Landscape Architecture & Urban Design Construction Documents

The CONSULTANT will develop 90 percent, 100 percent, and final bid construction documents for planting, irrigation, and the urban design elements.

Landscaping shall include planting and irrigation plans, enlargements, details and may include Green Stormwater Infrastructure per stormwater design recommendations. Design includes development of back of sidewalk restoration as required to support the roadway design. Tree protection recommendation to be provided by arborist and will be shown on civil drawings. Tree mitigation will include on-site and off-site locations. The CONSULTANT will coordinate with off-site location and quantity needed.

A Final Arborist Report shall be prepared, addressing review comments of the Draft Arborist Report submitted at 60% milestone.

Construction documents for off-site tree mitigation location (planting and irrigation) are not included.

Irrigation will be designed for plant establishment. Back of sidewalk planting and irrigation will meet and match existing conditions. Back of sidewalk irrigation restoration will be by Force Account.

Urban design includes the following elements:

- Retaining wall finish treatment (assume custom pattern)
- Fall protection/railing (assume custom railing/paneling)
- Accent paving at shared-use sidewalk
- Transit stop design including elements like benches, trash receptacles, bike racks, and shelters.

Materials board will be compiled with samples of urban design treatments of custom elements (paving patterns, wall treatment, railing) to be created. All structural details including footings and attachment details required for the urban design elements will be provided and reviewed by structural design in Task 5.5.

*Deliverable(s):*

- Landscape & Irrigation construction documents, including plans and details for planting, irrigation and urban design elements.
- Final Arborist Report
- Materials board with urban design treatments.

## 5.7 Supplemental Design

The CONSULTANT will support the City as directed to address design changes requested by the City. This task includes roadway design, stormwater design, utilities, traffic signals, and other disciplines as needed to support design changes. The City may direct the CONSULTANT to revise design based on an update to the Engineering Design Manual (EDM). This task includes supplemental design to address changes to the EDM.

- Review and analysis of design options for Side Streets
- Stormwater facility relocation

*Deliverable(s):*

- Supplemental design elements will be included as part of 90% design submittal PS&E package.

## 5.8 Submittals (90 Percent, 100 Percent, and Final Bid-Ready)

See assumptions in general sections for the number of copies to be submitted.

### 5.8.1 90 Percent Submittal

The 90 percent submittal will include electronic files in PDF format; 90 percent plans, special provisions and supplemental technical specifications; and updated cost estimates at the 90 percent complete design level for project design review.

Calculations will be completed and checked in accordance with established QC procedures and submitted electronically in PDF format. Drawings will be nearly complete (90 percent) and will have incorporated or resolved all comments made during the 60 percent design review and other informal reviews. The cost estimate will be formatted to reflect the bid item breakdown.

### 5.8.2 100 Percent Submittal

The 100 percent submittal will include electronic files in PDF format; special provisions and supplemental technical specifications; and updated cost estimates at the 100 percent complete design level for project design review.

Drawings will have incorporated or resolved all comments made during the 90 percent design review and other informal reviews. Unless otherwise agreed, the CONSULTANT'S final list of proposed contract

bid items and quantities will be submitted. The cost estimate will be formatted to reflect the bid item breakdown.

#### 5.8.4 Final Submittal

The Issue for Bid (100 Percent) Submittal will include electronic files in AutoCAD and PDF formats; special provisions and supplemental technical specifications; and bid item list ready for bidding of the work. Drawings will be stamped and signed by the appropriate CONSULTANT team professional licensed in the State of Washington. Final drawing check prints (prepared in accordance with established QC procedures) will be submitted to the City. Final sealed original calculations (properly indexed) and cost-estimating back-up will be submitted.

### Cost Estimating

#### 6.1 Engineer's Estimate

The CONSULTANT will calculate quantities and prepare an engineer's estimate for the project at the 90 percent, 100 percent, and final levels of completion. The estimates will be prepared using the summary of quantity sheets with documented unit costs, lump-sum prices, and back up. The CONSULTANT will submit unit price documentation for nonstandard work items. The estimates will be submitted in electronic format (Excel and PDF).

#### 6.2 Cost Estimating Support

The CONSULTANT will develop cost estimates and analysis to support decision making, coordination with developers, grant support, and project communications.

##### *Deliverable(s):*

- One 90 percent design level estimate with quantity and unit cost back-up and documentation.
- One 100 percent design level
- One final bid-ready design level estimate with quantity and unit cost back-up and documentation.

### Specifications

#### 7.1 Specifications

The CONSULTANT will use of the *WSDOT APWA Standard Specifications 2020* in preparing the contract documents as applicable to the project design. The CONSULTANT will modify the standard specifications by preparing contract specifications. The CONSULTANT will review any proposed changes to the standard specifications with CITY and *receive CITY's concurrence* before preparing the contract specifications. In addition, the CONSULTANT will prepare new specification sections with contract specific requirements when the standard specifications do not cover a certain work element.

The CONSULTANT is responsible for the preparation of all divisions including federal divisions 0 and 1. CITY will provide a current boilerplate example for Divisions 0 and 1 specifications.

#### 7.2 Annual Updates as Requested

The *WSDOT APWA Standard Specifications 2020* shall be used in preparing the contract documents as applicable to the project design. The CONSULTANT will modify the project specifications as directed by

the CITY in accordance with annual updates to the *WSDOT APWA Standard Specifications*. One update is assumed for this task.

*Deliverable(s):*

- Contract specifications: 90 percent, 100 percent, and final bid-ready submittals

## Permitting

### 8.1 NPDES Permit

*Assumptions:*

- CITY will be responsible for all permit fees
- CITY will be responsible for all newspaper ad fees
- The Public Notice will be published in one newspaper, the Seattle Times.
- The Stormwater Pollution Prevention Plan (SWPPP) will be prepared by the CONSULTANT under Task 4.3.3 of this Scope of Work
- CONSULTANT will prepare Public Notice for newspaper publication
- A Public Hearing will not be requested during permit review and approval.

The CONSULTANT will prepare an NPDES Notice of Intent (NOI) for submittal to the Washington Department of Ecology. The draft NOI will be submitted to the CITY for review and comment prior to CITY submittal to Ecology. The NOI will be submitted on or before the first Public Notice (see below) and at least 60 days prior to discharge of stormwater from construction activities.

CONSULTANT will prepare a draft Public Notice for CITY review. CONSULTANT will revise the Public Notice and will arrange for newspaper publication. The Public Notice will be published in the newspaper once a week for two consecutive weeks.

*Deliverable(s):*

- NPDES Notice of Intent
- Public Notice

### 8.2 WSDOT Discharge Permit

*Assumptions:*

- CITY will be responsible for all permit fees

The CONSULTANT will prepare a WSDOT Discharge Permit for submittal to the Washington Department of Transportation (WSDOT). The draft Discharge Permit will be submitted to the CITY for review and comment prior to submittal to WSDOT.

### 8.3 Utility Service Permits

#### 8.3.1 SPU Irrigation Service Permit

The CONSULTANT will prepare a water service permit submittal to the SPU. This task includes coordination with SPU to achieve permit approval.

### 8.3.2 Electrical Service Permits

The CONSULTANT will prepare up to four (4) electrical service permit submittals to the SCL for service connections for new traffic signal at Corliss Ave, illumination, and irrigation power service. This task includes coordination with SCL to achieve permit approval.

### 8.3.1 SDOT ITS Service Connection Permit

The CONSULTANT will prepare an ITS Service Connection permit submittal to the SDOT. This task includes coordination with SDOT to achieve permit approval.

## Geotechnical Investigations

### 9.1 Supplemental Geotechnical Investigation and Analysis

#### 9.1.1 Supplemental Geotechnical Investigation

The geotechnical work includes subsurface explorations and development of geotechnical design parameters for drainage facilities and traffic signal poles.

Subsurface Exploration and Data Report. The CONSULTANT will perform site reconnaissance, limited subsurface exploration, and laboratory testing to produce information for geotechnical design of the project elements.

Obtain and review existing subsurface information, coordinate and plan access and restoration for test holes, and identify features that affect other geotechnical design work elements.

The subsurface exploration will consist of up to 7 borings with continuous standard penetration test sampling to a depth described below. Visual inspection and documentation of the existing pavement condition as part of the pavement rehabilitation assessment.

- *2 borings at stormwater facility location – at depth 20' below bottom of vault (40-45' depth) in case groundwater is there. Install piezometer at each location.*
- *3 borings for deep conveyance from vault to ditch outlet, to confirm no groundwater is there. Install piezometer at each location.*
  - 1) *1 for 112-6 CB (30' deep)*
  - 2) *1 for 115-1 CB (20' deep)*
  - 3) *1 for between 112-7 and 115-1 (20' deep)*
- 1 boring at 1<sup>st</sup> Ave intersection at depth of 15' for signal pole foundation design
- 1 boring at Corliss Ave intersection at depth of 15' for signal pole foundation design

The CONSULTANT will check the piezometers 3 times, at an interval of every couple months, one in the low time of year and one in high time of year (winter).

Potholing will be performed at each signal pole location to confirm no conflicts with existing utilities. Eight (8) potholes will be performed.

#### 9.1.1 Supplemental Geotechnical Analysis

The CONSULTANT will update the Geotechnical Data Report containing a map of the sample locations and laboratory test results. The data report will also contain applicable logs and laboratory test results

from previous geotechnical or hydro-geological explorations in the project vicinity, as well as published descriptions of site geology. It is intended that the Geotechnical Data Report, containing the un-interpreted subsurface data from subsurface explorations, will become part of the construction contract documents.

*Assumptions:*

General geotechnical issues and assumptions for the project are discussed below.

- *This scope of work does not include an environmental assessment or exploration to define contamination; the site is assumed to be free of soil and groundwater contamination*
- *The extent of the subsurface exploration program to be implemented will be reviewed and discussed with the CITY to obtain CITY endorsement that the appropriate level of subsurface exploration is performed to reasonably manage project risks.*
- *The site is underlain by primarily granular soils and calculations of consolidation settlement and liquefaction susceptibility are not required. Granular soils are also assumed to be non-aggressive from a corrosion standpoint.*
- *Borings will be drilled with hollow stem auger and groundwater depths will be noted at the time of drilling only. Groundwater monitoring wells will not be installed.*
- *Explorations will be within City-owned or controlled property*
- *Traffic control will be required for all borings and cores.*
- *The CONSULTANT will obtain all permits for work with the right of way, the City will pay for the permit fees directly.*
- *The soils are uncontaminated.*
- *Soil samples will not be retained past the final completion of the Geotechnical Data Report.*
- *The CONSULTANT will record soil sample locations with a handheld GPS.*
- *Cultural resource monitoring is not required.*

*Deliverable(s):*

- Final Geotechnical Data Report

## Community Engagement

### 10.1 Community Outreach Support

Outreach to local residents, business owners and tenants, property owners, and groups affected by changes to this corridor will continue throughout the final design and right-of-way acquisition phase. Agencies with jurisdiction and interest in this corridor will also be included, such as transit providers, resource agencies, WSDOT, and all related City of Seattle departments.

Public involvement tasks include updating a Public Involvement Plan (PIP) and conducting community outreach activities throughout the next phase of the design process, which are described in the remainder of this section.

#### 10.1.1 Public Involvement Plan

The CONSULTANT will update the project public involvement plan (PIP) for review by the CITY. The PIP will reflect progress made to date on the project to complete the planning, environmental and preliminary design phase, including what the team has learned to date regarding corridor stakeholders

and preferred outreach methods. The PIP will remain a working document throughout the duration of this project.

The updated PIP will include refreshed public involvement goals, objectives, individual work tasks, key messages, stakeholder groups, team roles and responsibilities, and a schedule of the work activities for the final design and right-of-way acquisition phase. The CONSULTANT will coordinate with Community Services group at the City. Two coordination meetings with Community Services are assumed. The CONSULTANT will work closely with CITY staff in implementing the plan.

*Deliverable(s):*

- Draft PIP (electronic copy)
- Final PIP (electronic copy)

### 10.1.2 Newsletter

The CONSULTANT will develop newsletters that describe the selected alternative, the remaining design process and schedule, and ways to stay involved as the CITY approaches the construction phase for the project. It is anticipated that these newsletters will be prepared at pre-construction project milestones. The newsletter will also be available at the final design/pre-construction public event (See TASK 10.1.3).

*Deliverable(s):*

- Project newsletter (1)

### 10.1.3 Public Events

#### Public Event

One round of broader public outreach will be held in an online format to share the final design, schedule and what to expect during upcoming construction. It is anticipated that this round of outreach will be held once final design is complete for the corridor and prior to construction.

The CONSULTANT will coordinate with CITY to develop a meeting plan that describes the proposed agenda and format, roles and responsibilities, materials, and schedule. The CONSULTANT will organize all logistics for the meeting, develop the open house sign-in sheets, and coordinate meeting staff. CITY will rent and pay any fees for the meeting facility.

For the online public event, the CONSULTANT will prepare displays and presentation materials, which will include display boards to graphically depict project information, and produce additional information displays, agendas, and comment forms as needed. The CONSULTANT will also convene and lead an all-team preparation meeting prior to the public event.

The CONSULTANT will attend the meeting to facilitate the presentation, convey project information, seek public input, record public comments, and encourage use of comment forms. The CONSULTANT will also coordinate with the CITY to provide interpretation services, as requested by the community.

The CONSULTANT will document the public's feedback and outcomes of the public event in a meeting summary. It is expected that the CITY will make the meeting summary report available to the public on the CITY's project website and may include responses to comments received during the comment period. The CONSULTANT will also work with CITY to prepare the responses to the comments received during the meetings.

*Deliverable(s):*

- Meeting plan and agenda and annotated facilitators agenda
- Meeting sign-in sheets, comment forms and other logistics support materials
- Meeting displays and other public information materials
- Team preparation meeting
- Meeting summary

### Online Open House

To complement the in-person public event, the CONSULTANT will develop an online open house to share the same content that will be displayed at the in-person event. The online open house will include a public survey to solicit feedback from the community. The online open house tool is particularly effective to solicit broader public input from those who are unable to attend the in-person meeting yet still have a desire to provide their input on the project and share their concerns prior to construction. The online open house includes use of a custom sub-domain website that will be seamlessly linked from the City's website, have a project-specific customized layout, station tabs to match in-person meeting station materials, fully responsive design (i.e. for smart phones, tablets, etc.), integration with Google Translate and social share, and a full report of comments submitted. All content developed for the public meetings will be used to populate the online open house, minimizing independent content development effort needed to specifically support the online open house.

*Deliverable(s):*

- One (1) online open house and one (1) associated survey
- One(1) comment export and online open house analytics report

### Meeting Notification Materials

The CONSULTANT will also coordinate with and support the CITY with event notifications. Support will include writing, designing and/or placing advertisements announcing the public event, its location, and date. The CONSULTANT will develop a notification schedule and coordinate with the CITY on key deadlines for notification development and distribution. The CITY will draft any press releases, *Currents* articles and/or social media to advertise the public event. The CONSULTANT will draft content for flyers, posters, display advertisements, on-corridor signage, website notifications and/or key stakeholder emails/letters to be distributed by the CITY. Notification materials will include in-language information regarding requests for translation and/or interpretation services at public events. The CITY will maintain a project e-mail (through the ShorelineAlerts system) contact list to send notifications to individuals or groups that have requested project updates.

*Deliverable(s):*

- Notification development schedule
- Review of press releases, *Currents* articles and/or social media
- Flyer
- Poster
- Display advertisement(s)
- On-corridor signage

- Email
- Letter

#### 10.1.4 Outreach Materials

Assist the CITY with the preparation of various outreach materials and project communication materials, including project maps, cross sections, schedule graphics, fact sheets, FAQ's, property owner brochures, website updates. The CONSULTANT will prepare public communication graphics for the detour routing during construction. The CONSULTANT will prepare Project presentation graphics. These materials will be prepared on an as needed basis, pending CITY, key stakeholder, community and/or property owner information requests. All support materials will be prepared in clear, understandable terminology, with maximum use of graphics to enhance clarity. The CONSULTANT will also coordinate with the CITY to produce translated versions of outreach materials using the CITY's approved translation provider. The CITY will manage and make any updates required to the project website using content from the CONSULTANT. The CITY will utilize these outreach materials for any city-wide outreach efforts, including at other project public events and/or local events, fairs and festivals. Any additional or unanticipated outreach materials needs that may arise during this phase will be applied toward this task.

##### *Deliverable(s):*

- Updated project roll plot (1 assumed)
- Typical sections (3)
- Plan view graphics (3)
- Project schedule graphic (1)
- Public communication graphics for detour information (2)
- Fact sheets (1)
- FAQs (1)
- Website updates (2)
- Additional infographics and/or community outreach materials, as identified (up to 4 assumed)

#### 10.2 City Council Support

Support the CITY staff at CITY Council meetings. Develop supporting reports and/or documentation for the City Council Meetings. These reports may include a summary of public input received to date and/or graphics to illustrate design elements.

##### *Deliverable(s):*

- Supporting documentation for City Council Meetings

#### 10.3 Property Owner Meetings

Assist the CITY in meetings with property owners and/or tenants. The meetings will be working meetings to discuss and present property interface designs. Collect and compile the comments from the property owner meetings and enter them into the project interface design notebook. Attend meetings and provide handouts and sketches for each property.

*Deliverable(s):*

- Property interface design sketches including plan, cross section, and driveway profile

## 12.0 Agency Coordination, Documentation and Approvals

The CONSULTANT will coordinate with applicable stakeholder agencies to develop and provide the necessary documentation for agency approvals.

### 12.1.1 WSDOT Coordination Meetings

The CONSULTANT will support the CITY in coordination with WSDOT. The CONSULTANT will prepare for, attend, and participate in up to four (4) meetings with WSDOT staff. The CONSULTANT will prepare meeting notes. These meetings include documents approval coordination meetings, comment resolution meetings, and project update briefings.

The CONSULTANT will prepare for and participate in monthly meetings with the WSDOT Development Services lead. Up to two (2) consultant staff will attend these meetings.

### 12.1.2 WSDOT Channelization Plans for Approval

The CONSULTANT will prepare and submit WSDOT Channelization Plans for CITY review and then WSDOT review. The Channelization Plans will be prepared per WSDOT Northwest Region Chan Plan Checklist. It is anticipated that the Chan Plans will be at 1"=40" for 11x17 plots. Coordination with WSDOT will be performed under this task. Revisions to the Channelization Plans and development of the Project Analysis will be performed under this task as well. Draft Chan Plan Submittal was developed under 60% Design Scope. This task assumes one additional draft submittal and one final submittal.

### 12.1.3 Design Documentation

The CONSULTANT will prepare and submit Design Documentation as required for approval by WSDOT. WSDOT coordination meetings for Design Documentation including an initial meeting to confirm documentation requirements are included in task 12.1.1. The following documents are included:

- Design Analyses
- Access Control – Evaluation of Manage Access
- Roadside Safety Analysis – Clearzone Memo
- Signal Permits
- ADA Maximum Extent Feasible Document
- Workzone Mobility and Safety Report

*Task 12.1 Deliverable(s):*

- WSDOT Coordination Meeting agendas and meeting notes (6)
- DRAFT WSDOT Channelization Plans for Approval (1)
- FINAL WSDOT Channelization Plans for Approval (1)
- DRAFT WSDOT Design Documentation Package (2)
- FINAL WSDOT Design Documentation Package (2)
- Workzone Mobility and Safety Report

## 12.2 City of Seattle

The CONSULTANT will coordinate with the City of Seattle by attending coordination meetings, design submittal review meetings, and other general coordination. Seattle has determined that the Project would be reviewed through a Street improvement Permit (SIP), and therefore SIP submittals and coordination will be required by the Project team.

### 12.2.1 Seattle Coordination Meetings

The CONSULTANT will support the CITY in coordination with the City of Seattle including SDOT, SCL, SPU, and Seattle IT. The CONSULTANT will prepare for, attend, and participate in up to nine (9) meetings with City of Seattle agencies. The CONSULTANT will prepare agendas and meeting notes.

The CONSULTANT will support the CITY in coordination with the City of Seattle with participating in bi-weekly meetings with SDOT leadership. Twenty (20) additional meetings are assumed for one (1) Consultant team member.

### 12.2.2 Design Review and Resolution

The CONSULTANT will prepare responses to design comments and participate in SIP coordination to resolve design comments from SDOT, SPU, SCL, and Seattle IT. Three meetings with ten consultant staff are assumed.

### 12.2.3 SIP Permitting Support

Seattle is requiring that the Project be permitted through the Street Use Street Improvement Permit (SIP). The CONSULTANT shall provide permitting support to prepare SIP permit submittals at 90% Design, including 90% submittal and responses to 90% comments.

#### *Task 12.2 Deliverable(s):*

- Meeting agendas and meeting notes
- Responses to comments
- SIP submittal packages (90%)

## 12.3 King County Metro

### 12.3.1 Transit Coordination

The CONSULTANT will coordinate transit elements with King County Metro to obtain approvals necessary for improvements impacting the existing transit infrastructure. The CONSULTANT will develop and coordinate the following items with King County Metro.

- Stop amenities and standards
- Maintenance of bus zone amenities
- Accommodating micro-mobility at bus zones

#### *Task 12.3 Deliverable(s):*

- Meeting agendas and meeting notes

## 12.4 Utilities

### 12.4.1 Utility Coordination

The CONSULTANT will coordinate with utility companies within the project area to incorporate design of utilities that require relocation. The CONSULTANT will provide technical assistance to the CITY in support of the CITY's relocation agreement negotiations with the applicable utility companies.

The CONSULTANT will coordinate with each utility company to confirm that their design is consistent and compatible with the roadway design.

The CONSULTANT will attend meetings with utility companies including SCL, SPU, PSE, Lumen, Comcast, Seattle IT, and Zayo. Coordination with SCL, SPU, and Seattle IT is included in task 12.2. Up to six (6) meetings are assumed for two (2) CONSULTANT staff. Following is a breakdown of the number of meetings per agency:

- Puget Sound Energy (PSE – Gas): one
- Private Telecommunications Companies (Century Link, Comcast, Zayo): five

### 12.4.2 Utilities Task Force Coordination Meetings

The CONSULTANT will support the CITY in coordination with the Utilities Task Force bi-weekly meetings. Fifteen (15) additional meetings are assumed for up to two (2) Consultant team members.

*Task 12.4 Deliverable(s):*

- Meeting notes

## 12.5 Maintenance and Operations Coordination Support

The CONSULTANT will support the CITY in coordination with the City of Seattle and WSDOT in developing Maintenance and Operations Agreements. The Consultant will participate in up to six (6) additional meetings with the City and agency partners.

## 12.6 Additional Agency Coordination Meetings as Directed

The CONSULTANT will support the City as directed with participation in additional coordination meetings with Agency partners. Meeting support includes preparation of agendas, meeting notes, and meeting materials. The level of effort for this task is limited to the budget established in Exhibit D LOE.

## 13.0 Supplemental Survey

### 13.1 Supplemental Survey

It is assumed that during the design phase, some level of supplemental survey may be necessary as the design progresses. The CONSULTANT will perform supplemental surveys as needed for purposes such as private property match/conforms, locating additional utility features, structures and elevations, or to obtain features requiring more definition for design purposes. For budgeting purposes this task item has been estimated not to exceed 80-field crew hours. Any costs for performing additional survey beyond 80-field crew hours, will be covered by supplemental agreement.

### 13.1 Supplemental Survey

Potholing will be conducted at each new signal pole location (8) and coordinated with the various utility owners. It is assumed that the CITY will pay permit fees to perform this work.

### 14.0 not used

### 15.0 Art Integration

#### *Assumptions:*

- The process and procedures for review and approval will be determined by the Arts Coordinator. No existing process or procedure is currently in place for art coordination, so the effort of establishing these is ongoing.
- Incorporation of public art will be limited to the following project elements prior to construction:
  1. Install a decorative pavement treatment (stamping, embedded letters, decorative treatment) at the NE corner of the intersection of 1<sup>st</sup> Ave and 145<sup>th</sup> Street and at the intersection of Corliss Ave and 145<sup>th</sup> Street.

### 15.1 Coordination

The CONSULTANT will coordinate with the City's Art Director and a third-party artist to support integration of public art into the project. The Consultant will attend three meetings with three staff participants. This task also includes coordination of Art elements with City project leadership and the project design team.

### 15.2 Design Renderings

Conceptual design renderings are prepared under 30% and 60% Design scope. For 90% Design, the Consultant will develop refined design renderings. The Consultant will develop plans and details to depict art integration concepts. Three sheets are assumed.

#### Task 15 Deliverables:

- Design renderings (3) Final

### 16.0 Bidding Assistance

The CONSULTANT shall provide construction contract procurement assistance for the Project as requested by the CITY. The level of effort for this task is limited to the budget established in Exhibit D LOE. Work areas may include, but are not limited to:

- a. Invitation to Bid document preparation assistance
- b. Prepare draft responses to bidder questions
- c. Assistance in preparing addenda for Invitation to Bid
- d. Bid review assistance  
Attend project related meetings

**ATTACHMENT A**

## Sheet List by Discipline

<b>90% &amp; 100% Submittal</b>			
<b>Drawing Title</b>	<b>Scale</b>	<b>No. of Sheets</b>	<b>Comments</b>
<b>General Plans</b>			
Cover sheet, Location and Vicinity Map	N/A	1	
Drawing Index	N/A	2	
General notes, legend, abbreviations	N/A	2	
Survey Control Plans	1 inch = =100 ft	2	
Alignment and Right of Way Plans	1 inch = 40 feet	5	
Construction Sequence and Traffic Control Plans	1 inch = 40 feet	10	
Detour Plan and details	N/A	3	
Site Preparation and TESC Plans	1 inch = 20 feet	5	
TESC notes	N/A	1	
TESC details	N/A	2	
<i>General plans: subtotal</i>		33	
<b>Roadway Plans</b>			
Typical sections	N/A	3	
Paving and Grading plans	1 inch = 20 feet	5	
Roadway profiles	1 inch = 20 feet (height)	4	
Intersection grading plans	1 inch = 10 feet	4	
Curb Ramp Details	1 inch = 10 feet	4	
Roadway details	N/A	3	
<i>Roadway plans: subtotal</i>		23	
<b>Drainage and Utility Plans</b>			
Drainage notes	N/A	1	

<b>90% &amp; 100% Submittal</b>			
<b>Drawing Title</b>	<b>Scale</b>	<b>No. of Sheets</b>	<b>Comments</b>
Utility notes	N/A	1	
Drainage plans	1 inch = 20 feet	5	
Utility plans	1 inch = 20 feet	5	
Drainage profiles	1 inch = 20 feet (height)	5	
Drainage details	N/A	7	
Utility sections and details	N/A	9	
<i>Drainage and Utility plans: subtotal</i>		33	
<b>Traffic Plans</b>			
Channelization and Signing plans	1 inch = 20 feet	5	
Signing Schedule and Details	N/A	4	
Pedestrian Lighting, and interconnect notes	N/A	1	
Illumination plans	1 inch = 20 feet	5	
Pedestrian Lighting pole schedules	N/A	2	
Illumination single line diagrams	N/A	1	
Illumination details	N/A	1	
Traffic signal interconnect and ITS details	N/A	1	
Traffic signal notes	N/A	2	
Signal removal plans	1 inch = 10 feet	1	
Traffic signal plans	1 inch = 10 feet	4	
Traffic signal wiring diagram and terminations	N/A	3	
Traffic signal pole schedule	N/A	3	
<i>Traffic plans: subtotal</i>		33	
<b>Structural Plans</b>			
<b>Retaining wall general notes</b>		1	
<b>Retaining Wall Location Map and Schedule</b>		1	

<b>90% &amp; 100% Submittal</b>			
<b>Drawing Title</b>	<b>Scale</b>	<b>No. of Sheets</b>	<b>Comments</b>
Retaining wall plans and profiles	1 inch = 10 feet	5	
Retaining wall details	N/A	3	
<i>Structural plans: subtotal</i>		10	
<b>Landscaping and Urban Design Plans</b>			
Planting plans	1 inch = 20 feet	6	
Planting schedule	N/A	2	
Planting details	N/A	3	
Irrigation details	N/A	3	
Irrigation Schedule		1	
Irrigation Plans		5	
Urban Design Schedule Notes and Abbreviations		1	
Urban Design Plans	1" = 20'	5	
Urban Design Enlargements	N/A	2	
Urban Design Details	N/A	3	
<i>Landscaping, irrigation, &amp; Urban Design plans: subtotal</i>		31	
<b>TOTAL</b>		<b>163</b>	

**City of Shoreline**

Exhibit D3 - Fee Estimate / LOE

**145th Street Multimodal Corridor Project**

**CH2M HILL, Inc.**

Employee or Category	Hrs.	x	Rate	=	Cost
Senior Consultant	12		\$ 118.47		\$ 1,421.64
QA/QC Lead	193		\$ 103.00		\$ 19,879.00
Project Manager	796		\$ 104.14		\$ 82,895.44
Senior Engineer	493		\$ 89.75		\$ 44,244.29
Environmental Lead	96		\$ 71.99		\$ 6,911.04
Design Engineer	801		\$ 81.84		\$ 65,553.84
Lead Engineer	1286		\$ 68.93		\$ 88,643.98
Design Engineer	1100		\$ 55.08		\$ 60,588.00
Design Engineer	308		\$ 43.79		\$ 13,487.32
Designer	562		\$ 37.55		\$ 21,103.10
Environmental Engineer	10		\$ 52.95		\$ 529.50
Lead CAD Technician	796		\$ 50.88		\$ 40,500.48
CAD Technician	70		\$ 31.13		\$ 2,179.10
Office/ Administration	153		\$ 44.51		\$ 6,810.03
Project Controls	106		\$ 50.24		\$ 5,325.00
Contracts Admin	30		\$ 69.27		\$ 2,078.00
Utilities Lead	270		\$ 74.72		\$ 20,174.00
KaDeena Yerkan	99		\$ 82.69		\$ 8,186.00
Kim Wetzel	100		\$ 55.64		\$ 5,564.00
Tara Callear	124		\$ 39.33		\$ 4,877.00
Camilo Lopez Vargas	16		\$ 72.60		\$ 1,162.00
David Crawford	9		\$ 46.00		\$ 414.00
Drew Fletcher	30		\$ 39.04		\$ 1,171.00
Graphic Designer	109		\$ 48.16		\$ 5,249.00
<b>Total Hrs.</b>	<b>7569</b>				<b>\$ 508,946.76</b>

**Direct Salary Cost** \$ 508,946.76

**Salary Escalation Cost (estimated)**  
 2022 2% \$ 10,178.94

**Total Direct Salary Cost** \$ 519,125.69

**Overhead Cost @ 103.33% of Direct Labor** \$ 536,412.58  
**Net Fee @ 32.0% of Direct Labor** \$ 166,120.22  
**Total Overhead & Net Fee Cost** \$ 702,532.80

**Total Labor Cost** \$ 1,221,658.49

Direct Expenses	Quantity	Unit \$	Cost
Reports/Copies	0	\$0.05 /each	0.00
Reprographics	0	\$10 /each	0.00
Mail/Deliveries/etc.	0	\$15 /each	0.00
Mileage	0	\$0.580 /mile	0.00
Auto Rental/Gasoline	0	\$85 /day	0.00
Lodging	0	/day	0.00
Equipment Rentals, EDM, GPS	0	/day	0.00
Parking	0	\$15 /each	0.00
Tolls	0	\$5 /each	0.00
			<b>\$0.00</b>

Subcontracts			
LMN			\$0.00
EnviroIssues			\$0.00
Parametrix			\$57,790.67
Alta			\$0.00
HBB			\$124,366.32
RES			\$40,000.00
SOVA			\$25,000.00
Appraisal Group of the Northwest			\$10,000.00
First American Title Company			\$0.00
APS			\$8,000.00
Gregory Drilling			\$16,100.00
TCS (Traffic Control)			\$5,000.00
Hayre McElroy (lab)			\$2,450.00
Urban Forestry Services, Inc			\$4,000.00

**Direct Expenses Subtotal** \$292,706.99

**Total** \$1,514,365.48

MANAGEMENT RESERVE AMOUNT \$100,000.00

**TOTAL AGREEMENT** \$1,614,365.48

Exhibit D3 - Fee Estimate / LOE		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total	
CH2M HILL, Inc.																											
Task	Task Description	Senior Consultant	QA/QC Lead	Project Manager	Senior Engineer	Environmental Lead	Design Engineer	Lead Engineer	Design Engineer	Design Engineer	Designer	Environmental Engineer	Lead CAD Technician	CAD Technician	Office/Administration	Project Controls	Contracts Admin	Utilities Lead	KaDeena Yerkan	Kim Wetzel	Tara Callear	Camilo Lopez Vargas	David Crawford	Drew Fletcher	Graphic Designer	CH2M Total	
Raw Rates		\$118.47	\$103.00	\$104.14	\$89.75	\$71.99	\$81.84	\$68.93	\$55.08	\$43.79	\$37.55	\$52.95	\$50.88	\$31.13	\$44.51	\$50.24	\$69.27	\$74.72	\$82.69	\$55.64	\$39.33	\$72.60	\$46.00	\$39.04	\$48.16	Total	
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs
<b>1.0</b>	<b>Project Management</b>																										
1.1	Project Management Plan		3	8												16	2									29	
1.2	Quality Plan																										
1.3	Project Schedule			20				12																		32	
1.4	Direction and Review			72																						72	
1.5	Document Management							4								36										40	
1.6	Monthly Progress Reports and Invoicing			16												16										32	
1.7	Budget Monitoring and Projections			16													32	8								56	
1.8	Issue and Change Management			52													6									58	
1.9	Subconsultant Management			16													32	8								56	
	<b>Task 1.0 Total</b>		<b>3</b>	<b>200</b>				<b>16</b>							<b>68</b>	<b>66</b>	<b>22</b>									<b>375</b>	
<b>2.0</b>	<b>Project Delivery And Project Coordination</b>																										
2.1	Project Management Team Meetings			110				110																		220	
2.2	Risk Management			12				4																		16	
2.3	Interchange Project Coordination Meetings			32				32																		64	
2.4	Consultant Project Team Meetings			32	32		32	32	32	32			32		24			30								278	
2.5	City of Shoreline Design Coordination Meetings			16	16		16	16																		64	
2.6	Additional Project Coordination Meetings as Directed			16	16		16	16											8							56	
2.7	Constructability Review		44	4	44			4																		96	
	<b>Task 2.0 Total</b>		<b>44</b>	<b>222</b>	<b>108</b>		<b>48</b>	<b>214</b>	<b>32</b>	<b>32</b>			<b>32</b>		<b>24</b>			<b>30</b>	<b>8</b>						<b>794</b>		
<b>3.0</b>	<b>Funding Support</b>																										
3.1	Grant Application Support			16			16							10												42	
	<b>Task 3.0 Total</b>			<b>16</b>			<b>16</b>							<b>10</b>												<b>42</b>	
<b>4.0</b>	<b>Right of Way</b>																										
4.1	Property Owner Coordination Support			12				32	8		22															74	
4.2	Building Demolition Construction Package		12	28	54		50	144	58			10	80					28								464	
4.3	Property Demolition Permitting Support																										
4.3.1	Permit Applications						16								16											32	
4.3.2	Wastewater Permit Applications				8		16																			24	
4.3.3	Critical Areas Worksheets					16	8																			24	
4.3.4	Asbestos/Demolition Notification					16	8										8									32	
4.3.5	Rodent Abatement Plan			16																						16	
4.3.6	Site Plan			4			16						16													36	
4.3.7	SWPPP				4		24																			28	
4.3.8	Historic Property Report					16																				16	
4.4	Property Survey and Basemapping			8				12																		20	
4.6	Appraisals and Appraisal Reviews																										
4.1	Rights of Entry																										
	<b>Task 4.0 Total</b>		<b>12</b>	<b>68</b>	<b>66</b>	<b>48</b>	<b>138</b>	<b>188</b>	<b>66</b>		<b>22</b>	<b>10</b>	<b>96</b>		<b>16</b>		<b>8</b>	<b>28</b>								<b>766</b>	
<b>5.0</b>	<b>Phase 1 Contract Drawings</b>																										
<b>5.1</b>	<b>General Plans</b>																										
5.1.1	General Plans		2				8	8					30													48	
5.1.2	Survey Control, Alignment, and Right of Way Plans		2				12	12	8		24		16													74	
5.1.3	Construction Sequence and Traffic Control Plans	12	4	8			22	22	24		46		20													158	
5.1.4	Site Preparation and Temporary Erosion Control		4		28		20	8	24		28		70													182	
<b>5.2</b>	<b>Roadway Plans</b>																										
5.2.1	Typical Roadway Sections		4					8	12				24													48	
5.2.2	Paving and Grading		18	8			12	72	62		46		60													278	
5.2.3	Intersection Grading		4				18	8	72		54		8													164	
5.2.4	Curb Ramp Plans		4				16	12	82		82		4													200	
<b>5.3</b>	<b>Drainage and Utility Plans</b>																										
5.3.1	Drainage Plans and Details						22	44	52	8			54													180	
5.3.2	Drainage Profile Plans				4		8	20	24				12													68	
5.3.3	Drainage and Hydraulic Modeling				14		40	42		40			12												16	164	
5.3.4	Stormwater Pollution Prevention Plan		2		32				8				16		6											64	
5.3.5	Utility Design		15		12		4	6	120				60	60				88								365	
<b>5.4</b>	<b>Traffic Plans</b>																										
5.4.1	Channelization and Signing		4	2			18	16	60		100		8													208	
5.4.2	Traffic Signal Design		12		36			92		90			32													262	
5.4.3	ITS, Communications and Signal Interconnect		4		6			24		32			24													90	
5.4.4	Illumination Design						68		90				30													188	
<b>5.5</b>	<b>Structures Design and Retaining Wall Plans</b>																										
5.5.1	Retaining Wall Plans and Structure Details		10		16			80		60			40													206	

CH2M HILL, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Task	Task Description	Senior Consultant	QA/QC Lead	Project Manager	Senior Engineer	Environmental Lead	Design Engineer	Lead Engineer	Design Engineer	Design Engineer	Designer	Environmental Engineer	Lead CAD Technician	CAD Technician	Office/Administration	Project Controls	Contracts Admin	Utilities Lead	KaDeena Yerkan	Kim Wetzel	Tara Callear	Camilo Lopez Vargas	David Crawford	Drew Fletcher	Graphic Designer	CH2M
Raw Rates		\$118.47	\$103.00	\$104.14	\$89.75	\$71.99	\$81.84	\$68.93	\$55.08	\$43.79	\$37.55	\$52.95	\$50.88	\$31.13	\$44.51	\$50.24	\$69.27	\$74.72	\$82.69	\$55.64	\$39.33	\$72.60	\$46.00	\$39.04	\$48.16	Total
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs
<b>5.6</b>	<b>Landscaping, Irrigation and Urban Design</b>																									
5.6.1	Meetings			5			9																			14
5.6.2	Landscape Architecture & Urban Design Construction Documents		4				8						16													28
<b>5.7</b>	<b>Supplemental Design</b>																									
5.7.1	Supplemental Design Submittals (90 Percent, 100 Percent, and Final Bid-Ready)		4	8	15		15	20	18																	80
<b>5.8</b>	<b>90 Percent Submittal</b>																									
5.8.1	90 Percent Submittal		8	12	20			36	20	20			24		5											145
5.8.2	100 Percent Submittal		8	12	20			36	20	20			24		5											145
5.8.3	Final Submittal			24	10			24	10				24		5											97
	<b>Task 5.0 Total</b>	<b>12</b>	<b>113</b>	<b>79</b>	<b>213</b>		<b>300</b>	<b>590</b>	<b>706</b>	<b>270</b>	<b>380</b>		<b>608</b>	<b>60</b>	<b>21</b>			<b>88</b>							<b>16</b>	<b>3456</b>
<b>6.0</b>	<b>Cost Estimating</b>																									
6.1	Engineer's Estimate			16	40		40	40	20		80															236
6.2	Cost Estimating Support			10	10		10	10	10																	40
	<b>Task 6.0 Total</b>			<b>26</b>	<b>50</b>		<b>50</b>	<b>40</b>	<b>30</b>		<b>80</b>															<b>276</b>
<b>7.0</b>	<b>Specifications</b>																									
7.1	Specifications		12	4	40		40		40							40		40								216
7.2	Annual Updates as Requested						32																			32
	<b>Task 7.0 Total</b>		<b>12</b>	<b>4</b>	<b>40</b>		<b>72</b>		<b>40</b>							<b>40</b>		<b>40</b>								<b>248</b>
<b>8.0</b>	<b>Permitting</b>																									
8.1	NPDES Permit					12	4											4								20
8.2	WSDOT Discharge Permit					24																				24
<b>8.3</b>	<b>Utility Service Permits</b>																									
8.3.1	SPU Irrigation Service Permit		1															12								13
8.3.2	Electrical Service Permits		1	2				12																		15
8.3.3	SDOT ITS Service Connection Permit		1				12																			13
	<b>Task 8.0 Total</b>		<b>3</b>	<b>2</b>		<b>36</b>	<b>16</b>	<b>12</b>																		<b>69</b>
<b>9.0</b>	<b>Geotechnical Investigations</b>																									
<b>9.1</b>	<b>Supplemental Geotechnical Investigation and Analysis</b>																									
9.1.1	Supplemental Geotechnical Investigation			2	6		16	2	32						16		16									90
9.1.2	Supplemental Geotechnical Analysis		2	2	4		30	2																		40
	<b>Task 9.0 Total</b>		<b>2</b>	<b>4</b>	<b>10</b>		<b>46</b>	<b>4</b>	<b>32</b>						<b>16</b>											<b>114</b>
<b>10.0</b>	<b>Community Engagement</b>																									
<b>10.1</b>	<b>Community Outreach Support</b>																									
10.1.1	Public Involvement Plan			4			4											12			5					25
10.1.2	Newsletter			2														1			5				3	11
10.1.3	Public Events			8	4													24	40	70					25	171
10.1.3	Online Open House			4														7	23		16	9	30		5	94
10.1.3	Meeting Notification Materials						2											10	27		8				15	62
10.1.4	Outreach Materials			8			8		16				24					16	10	20					40	142
<b>10.2</b>	<b>City Council Support</b>			4			4													15		10			5	38
<b>10.3</b>	<b>Property Owner Meetings</b>						16		24										6		6					52
	<b>Task 10.0 Total</b>			<b>30</b>	<b>4</b>		<b>34</b>		<b>40</b>				<b>24</b>						<b>91</b>	<b>100</b>	<b>124</b>	<b>16</b>	<b>9</b>	<b>30</b>	<b>93</b>	<b>595</b>
<b>12.0</b>	<b>Agency Coordination, Documentation and Approvals</b>																									
<b>12.1</b>	<b>WSDOT</b>																									
12.1.1	WSDOT Coordination Meetings			24				30		6																60
12.1.2	WSDOT Channelization Plans for Approval			6				20	30		80															136
12.1.3	Design Documentation		4	8				50	100																	162
<b>12.2</b>	<b>City of Seattle Coordination</b>																									
12.2.1	Seattle Coordination Meetings			20			9	40											18							87
12.2.2	Design Review and Resolution			8			8	16	16										16							64
12.2.3	SIP Permitting Support			4				16							8											28
<b>12.3</b>	<b>King County Metro Coordination</b>																									
12.3.1	Transit Coordination			6				6																		12
<b>12.4</b>	<b>Utilities Coordination</b>																									
12.4.1	Utility Coordination							12											12							24
12.4.2	Utilities Task Force Coordination Meetings			30															30							60
<b>12.5</b>	<b>Maintenance and Operations Coordination Support</b>			8																						8
<b>12.6</b>	<b>Additional Agency Coordination Meetings as Directed</b>			16			16	16											8							56
	<b>Task 12.0 Total</b>		<b>4</b>	<b>130</b>			<b>33</b>	<b>206</b>	<b>146</b>	<b>6</b>	<b>80</b>				<b>8</b>			<b>84</b>							<b>697</b>	

CH2M HILL, Inc.		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	Total
Task	Task Description	Senior Consultant	QA/QC Lead	Project Manager	Senior Engineer	Environmental Lead	Design Engineer	Lead Engineer	Design Engineer	Design Engineer	Designer	Environmental Engineer	Lead CAD Technician	CAD Technician	Office/ Administration	Project Controls	Contracts Admin	Utilities Lead	KaDeena Yerkan	Kim Wetzel	Tara Callear	Camilo Lopez Vargas	David Crawford	Drew Fletcher	Graphic Designer	CH2M
Raw Rates		\$118.47	\$103.00	\$104.14	\$89.75	\$71.99	\$81.84	\$68.93	\$55.08	\$43.79	\$37.55	\$52.95	\$50.88	\$31.13	\$44.51	\$50.24	\$69.27	\$74.72	\$82.69	\$55.64	\$39.33	\$72.60	\$46.00	\$39.04	\$48.16	Total
		Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs	Total hrs
<b>13.0</b>	<b>Supplemental Survey</b>																									
13.1	Supplemental Survey				2		12		8																	22
	<b>Task 13.0 Total</b>				<b>2</b>		<b>12</b>		<b>8</b>																	22
<b>15.0</b>	<b>Art Integration</b>																									
15.1	Coordination			4			12																			16
15.2	Design Renderings			3			12						4													19
	<b>Task 15.0 Total</b>			<b>7</b>			<b>24</b>						<b>4</b>													35
<b>16.0</b>	<b>Bidding Assistance</b>																									
16.1	Bidding Assistance			8		12	12	16					32													80
	<b>Task 16.0 Total</b>			<b>8</b>		<b>12</b>	<b>12</b>	<b>16</b>					<b>32</b>													80
<b>TOTALS</b>		<b>12</b>	<b>193</b>	<b>796</b>	<b>493</b>	<b>96</b>	<b>801</b>	<b>1286</b>	<b>1100</b>	<b>308</b>	<b>562</b>	<b>10</b>	<b>796</b>	<b>70</b>	<b>153</b>	<b>106</b>	<b>30</b>	<b>270</b>	<b>99</b>	<b>100</b>	<b>124</b>	<b>16</b>	<b>9</b>	<b>30</b>	<b>109</b>	<b>7569</b>

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of Ordinance No. 944 – Amending Ordinance No. 776 and Ordinance No. 694 Amending Shoreline Municipal Code Chapter 3.27 for Property Tax Exemption Conditions Within the Light Rail Station Subareas and Within the Multifamily Tax Exemption Areas
<b>DEPARTMENT:</b>	City Manager’s Office - Economic Development Program
<b>PRESENTED BY:</b>	Nathan Daum, Economic Development Manager
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input type="checkbox"/> Motion <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The Multifamily Property Tax Exemption (MFTE, also known as PTE) program is the City’s main affordable housing program and is intended to encourage increased residential opportunities within residential targeted areas (RTA) of the City, assist in directing future population growth to the RTAs, and achieve development densities that stimulate a healthy economic base that are more conducive to transit use in targeted areas. The City has nine (9) RTAs for its MFTE program.

The MFTE program provides for a 12-year property tax exemption on new housing construction and improvements. This does not exempt the land valuation or non-housing-related improvements from taxation. For a development to qualify for the MFTE program a project must be multifamily housing development with at least 20% of the units meeting the affordable housing definition in Shoreline Municipal Code (SMC) Chapter 3.27.020.

SMC 3.27.040(D)(2) allows for applications to the MFTE program until December 31, 2021 in the City’s light rail station areas. The light rail station areas are the only RTAs in Shoreline to have a MFTE sunset date. To date, no multifamily buildings have been completed in the light rail station areas.

In 2021, the State Legislature enacted [Senate Bill 5287](#) which expanded the MFTE program to allow for the preservation of existing affordable units that were created by the program by creating a 20-year MFTE program that, in return for the tax exemption, would keep units affordable for 99 years. This aligns with the current mandatory affordability requirement of Shoreline’s light rail station areas. Shoreline is one of seven cities in our region where an affordability requirement outlasts the offsetting tax exemption of an MFTE program.

SB 5287 also provides for the opportunity for a property that qualified for and used a property tax exemption and is within 18 months of expiration, to apply to extend the exemption for an additional 12 years if it meets locally-adopted affordability requirements. To qualify, an applicant must be approved by the city and commit to rent or sell at least 20 percent of the housing units to low-income households.

Tonight, the City Council will consider proposed Ordinance No. 944 (Attachment A), which would remove the December 31, 2021 sunset to the MFTE program in the light rail station area RTAs, establish a 20-year MFTE program, and provide for a 12-year MFTE extension option.

**RESOURCE/FINANCIAL IMPACT:**

During the development of an MFTE project, the value of the improvements is taxable until the City certifies project completion and compliance with MFTE requirements. On the following January 1, the 12-year tax exemption begins, but this does not reset tax revenues. Forgone taxes are only those levied on the difference, if any, between the value assessed prior to and after MFTE certification. Any balance is not added to the assessed value until the 13<sup>th</sup> year. Although improvements from the development projects may be exempt from property tax, these projects contribute significant one-time revenues from impact fees, real estate excise tax and sales tax. These projects also result in increased population that generates increased state-shared revenues and local sales and utility taxes, even during the property-tax exemption period. Staff and consultant time is required to process applications, file annual reports to the county and state, and to monitor compliance with affordable housing requirements.

**RECOMMENDATION**

No action is required; this agenda item is for discussion purposes only. Three potential code amendments in proposed Ordinance No. 944 are recommended by staff for consideration:

1. Extension and expansion of MFTE in the light rail station subareas.  
Proposed Ordinance No. 944 would eliminate the 2021 expiration of the MFTE program in the subareas and expand the MFTE boundaries to add the newly enacted Phase 2 station area zoning (Attachment A, Exhibit A) to encourage multifamily projects in these areas, with the inclusive affordability required by the development code in these areas.
2. Establishment of a 20-year MFTE program as authorized by the State legislature as a pilot program to be tested in Shoreline.
3. Adoption of a 12-year extension for MFTE projects to remain in the program as authorized by the State legislature for all jurisdictions.

Council action on proposed Ordinance No. 944 is currently scheduled for September 27, 2021.

Approved By:           City Manager **DT**   City Attorney **JA-T**

## INTRODUCTION

Washington law (RCW 84.14) encourages property tax exemptions for multifamily investment in urban areas as a tool to manage growth, to encourage affordable housing, and to use land more efficiently. RCW 84.14 sets upper limits of 8 years of MFTE for market-rate housing and 12 years of MFTE for projects that include housing affordable to low- and moderate-income households. Although at one time the City had a market-rate MFTE program, the City now only has a 12-year program for projects that include housing affordable to households that meet the state's definition of "low-income." Low-income is defined as "a single person, family, or unrelated persons living together whose adjusted income is at or below eighty percent of the median family income adjusted for family size, for the county, city, or metropolitan statistical area, where the project is located, as reported by the United States department of housing and urban development."

The City's current MFTE program provides a 12-year property tax exemption on new and refurbished housing improvements in exchange for at least 20% of the units qualifying as affordable housing. The tax exemption does not apply to the land valuation or non-housing-related improvements. The exemption applies to taxes levied by all taxing districts during the 12-year period on the newly constructed and refurbished improvements.

Currently, the City has identified nine residential targeted areas (RTA) which are eligible for the City's MFTE program. Per Shoreline Municipal Code (SMC) Chapter 3.27.030 the nine RTAs are: Aurora Avenue North Corridor, Ballinger Way NE commercial area, Hillwood commercial area, Richmond Beach commercial area, Southeast Neighborhood commercial area, North City Business District, Ridgecrest commercial area, and the two light-rail station areas.

Affordable housing is defined in SMC 3.27.020 for all targeted residential areas, except the two light-rail station areas. As per SMC 3.27.020 for studio and one-bedroom units the affordability level is no more than 70% of Area Median Income (AMI) and larger units at 80% AMI. As per state statute, low-income households must have an income no more than 80% of the median income of their county, while moderate income would be an income between 80 and 115 percent of the median income in the county. Current rent and income limits are detailed in the attached City of Shoreline 2021 Income and Rent Limits Chart (Attachment B). Affordability requirements for the two light-rail station areas is defined in SMC 20.40.235.

In 2021, the State Legislature enacted [Senate Bill 5287](#) which expanded the MFTE program to allow for the preservation of existing affordable units that were created by the program by creating a 20-year MFTE program that, in return for the tax exemption, would keep units affordable for 99 years. This aligns with the current mandatory affordability requirement of Shoreline's light rail station areas. Shoreline is one of seven cities in our region where an affordability requirement outlasts the offsetting tax exemption of an MFTE program. The cities of Bothell, Issaquah, Kirkland, Newcastle,

Redmond, and Sammamish all have programs that require lifetime affordability tied to a specific land use zone.

SB 5287 also provided for the opportunity, for a property that qualified for and used a property tax exemption and is within 18 months of expiration, to apply to extend the exemption for an additional 12 years if it meets minimum locally-adopted affordability requirements. To qualify, an applicant must be approved by the city and commit to rent or sell at least 20 percent of the housing units to low-income households.

The purpose of tonight's discussion is to consider

1. Options to maintain, repeal, or extend the MFTE sunset in the light rail station area residential target areas;
2. Adoption of a 20-year MFTE program; and
3. Adoption of a 12-year MFTE contract extension.

### **BACKGROUND**

In 2002, the City Council established the Property Tax Exemption program (MFTE, also known as PTE) to attract development to Shoreline. Originally Shoreline's programs did not include any affordable housing requirements, rather, MFTE was adopted to achieve development densities that stimulate a healthy economic base and are more conducive to transit use in the targeted areas. In 2011, Council established the Aurora Ave N Corridor Property Tax Exemption Area to manage growth, to stimulate housing options, to ensure competitiveness, and to promote efficient use of land. In 2013, the Council imposed a 500-unit limit on MFTE for the Shoreline Place Community Renewal Area (CRA). In 2015, the Council established an affordability requirement for all MFTE projects. Also in 2015, the Council removed the sunset, then set for the end of that year for applications to the City's MFTE program for projects located in any of the City's RTAs. The discussion at that time noted that light rail station subarea planning was underway and that multifamily housing was expected to be a majority of the development in the subareas, with MFTE being an important incentive for multifamily homebuilders.

In 2017, the Council added Phase 1 light rail station subarea zones to the seven existing RTAs for a total of nine RTAs in the City's MFTE program. A sunset date of December 31, 2021 was set at that time for MFTE in the light rail station RTAs. The alternative of limiting the program by a unit-count cap was discussed, with a sunset considered preferable for its predictability for developers and ease of administration for the City. The ease of revisiting the sunset date was also discussed, should an extension be deemed necessary.

In 2019, Council repealed the 500-unit cap on MFTE for the CRA, which was the only MFTE Area to have such a cap at that time. The discussion included the need for the MFTE program for Shoreline to be competitive with other submarkets in the Seattle metropolitan area where the incentive is available, and the importance of multifamily

development as a product type with much greater interest compared to retail or other commercial uses.

### **MFTE Incentive Overview**

Housing affordability is a multifaceted challenge, and a variety of strategies are needed to continue to address the crisis from all angles. Established originally to encourage redevelopment in urban areas of Washington as an alternative to unsustainable sprawl, MFTE has also proven an efficient tool for incentivizing the private sector to build below-market rate housing. In essence, the property-tax exemption, from all taxing jurisdictions, provides the trade-off necessary to allow for 20% of the units to be rented at below-market rates.

While programs vary from city to city, MFTE is now so commonplace that many multifamily homebuilders do not consider investments in areas where it is not available. As the cost of construction has increased, the property tax exemption provides a critical reduction in operating expenses and, as such, has become an expectation on the part of institutional investors and lenders considering financing any given project. Where the affordability requirement and tax exemption duration are aligned, generally these offsetting conditions result in an increased supply of new housing at both market and below-market rents.

Despite unprecedented demand for housing, the cost of construction has also never been higher. This creates a perfect storm of unaffordable existing housing stock for the typical wage-earner and unaffordable construction costs for the typical builder seeking to add much-needed supply. While Shoreline's development sites are comparatively affordable, many remain on the market for many years simply because rents are not high enough in most areas outside of Seattle to justify the high cost of construction. Escalating rents in the Shoreline submarket can ultimately help make a project feasible upon completion, but this is a process that could slow or reverse at any time after the capital would be put at risk to begin construction. Very few builders have full control of the capital required for their projects, relying on more conservative, quantitatively-focused lenders and equity partners. MFTE reduces expenses in a way the investor can count on.

### **MFTE Program Results**

Since the first MFTE project in 2007, 12 buildings with a total of 1,308 units have enrolled in the City's MFTE programs, producing 378 affordable units. Three multifamily projects—Artiste, Echo Lake Apartments and High Hill—were constructed without participating in Shoreline's MFTE programs during that time. Participating projects are summarized below and in the 2021 MFTE Report (Attachment C).

<b>Year(s)</b>	<b>MFTE Project(s)</b>
2002-2006	<i>No MFTE projects</i>
2007	1. The 88-unit Arabella, Shoreline’s first MFTE project. Expired in 2017/owner began paying property tax on the building in 2018.
2008-2013	<i>No MFTE projects</i>
2014	2. The 165-unit Polaris. 100% affordable, in the North City MFTE area. Permanent (State) property tax exemption.
2015	3. The 129-unit Malmo in the Aurora Avenue North Corridor MFTE area. 4. The 5-unit North City Development.
2016-2017	<i>No MFTE projects</i>
2018	5. The 80-unit Interurban Lofts in the Aurora Avenue North Corridor. 6. The 60-unit Sunrise Eleven in the Ballinger Way NE MFTE Area.
2019	7. The 72-unit 205 Apartments in the Ballinger Way Area. 8. The 221-unit Paceline, in the Aurora Avenue North Corridor.
2020	9. The 81-unit Arabella II in North City (MFTE a HUD financing condition).
2021	10. The 164-unit Geo Apartments in the Aurora Avenue North Corridor. 11. The 243-unit Postmark Apartments in North City. 12. The 16-unit 3108 Apartments in the Southeast Neighborhoods Commercial Area.
2022-2024	Eight (8) projects anticipated to add 1,477 additional MFTE units over the next two to three years.

Eight more buildings, currently in design and permitting, are expected to enroll in the City’s 12-year MFTE program. This will add approximately 1,477 MFTE units, including an estimated 670 affordable units. It is important to note that, with the exception of the light rail station areas, the affordable units can be converted to market rate units at the expiration of the 12-year MFTE program. Within the light rail station areas, the City’s current regulations require affordable units for a period of 99 years, even though the property-tax exemption period only lasts 12 years. Staff has received feedback from the development community that this requirement is one of several impediments to the feasibility of projects, given the cost of construction in the region and rental rates in the Shoreline sub-market.

Five out of the nine RTAs have not yet yielded completed MFTE projects:

- 145th Street Station Subarea
- 185th Street Station Subarea
- Hillwood Commercial Area
- Richmond Beach Commercial Area
- Ridgecrest Commercial Area

**Senate Bill 5287**

Statewide, as in Shoreline, MFTE has been the subject of discussions as to its effectiveness as a tool, impacts to public finances, and the relationship between

benefits to private developers and public benefits that are generated by use of this tool. Additionally, over the past few years as early MFTE projects approached the end of the tax exemption period, the possibility loomed that thousands of affordable units would convert to market rate. State legislators and advocacy groups sought to prevent a significant decrease in the supply of affordable units across the state in the midst of a worsening housing crisis.

In 2021, the state enacted [Senate Bill 5287](#) which expanded certain provisions of the MFTE program. The bill's provisions include:

- MFTE projects that are within 18 months of expiration are allowed to extend the property tax exemption for an additional 12 years. While state law previously allowed affordable units to be targeted to “moderate-income” households, SB 5287 mandates that the affordable units be made available only to low-income households. Fortunately, this new provision aligns with the City’s existing 12-year MFTE program requirements. Accordingly, multifamily housing projects which seek a continuing 12-year exemption simply must continue to include 20% of units as affordable to low-income households, defined by the state as those earning no more than 80% of AMI. However, SB5287 does impose some new requirements for MFTE applicants: they must provide notice to tenants in rent-restricted units at the end of the tenth and eleventh years of the extended 12-year exemption that the program will expire; and property managers must provide relocation assistance of one month’s rent to qualified tenants in their final month when affordability requirements end.
- A city with a mandatory inclusionary zoning requirement for affordable housing which ensures affordability of housing units for at least 99 years and which has a population of no more than 65,000 may offer a 20-year exemption program for properties that commit to renting at least 20 percent of units as affordable to low-income households for at least 99 years, if the property is within one mile of high-capacity transit of at least 15-minute scheduled frequency. This legislation was targeted for Shoreline to conduct a 20-year property tax exemption pilot program in its light rail station subareas.

The legislature also provided funding and direction to the state Department of Commerce, in [Engrossed Substitute Senate Bill 5092](#), to work with cities, counties and other stakeholders to study MFTE and assess the relative costs and benefits.

## **DISCUSSION**

### **Light Rail Station Subarea Affordable Housing Policies**

SMC 3.27.030 designates the City’s MFTE residential targeted areas, including the 145<sup>th</sup> and 185<sup>th</sup> Street Station Subareas. At the time that the City Council approved adding the Station Subareas as RTAs only Phase 1 of the 185<sup>th</sup> Station Subarea had been activated and as such it is only the Phase 1 zoning that is reflected in SMC 3.27.030. On March 31, 2021, Phase 2 of the 185<sup>th</sup> Station Subarea rezone was activated. Proposed Ordinance No. 944 expands the MFTE boundaries to add the

newly enacted 185<sup>th</sup> Street Station Phase 2 station area zoning to encourage multifamily projects in these areas.

SMC 3.27.040(D)(2) stipulates that the designation of residential targeted areas within the 145<sup>th</sup> and 185<sup>th</sup> Street Station Subareas shall automatically expire on December 31, 2021.

In its November 30, 2020 meeting, Council discussed potential measures to address the lack of development in MUR-70 zones of the two Light Rail Station Subareas including potential expansion to Phase 2/3 zoning in the light rail station subareas and the extension or elimination of the December 31<sup>st</sup> sunset of the MFTE program. More information about this discussion can be found here: [185th Street Station Subarea Plan Progress Report 2015-2020](#).

In its April 5, 2021 meeting, Council discussed potential expansion and extension of the MFTE program in the light rail station areas as a low-effort, medium/high impact, short-term code amendment (2021-2022). More information about this discussion can be found here: [185th Street Subarea Plan Progress Report Follow-up: MUR-70 Regulations](#).

SMC 20.40.235 sets forth the mandatory inclusionary affordable housing requirements for the 145<sup>th</sup> and 185<sup>th</sup> Street Station Subareas. Affordable housing is voluntary in MUR-35' zone and mandatory in the MUR-45' and MUR-70' zones. Within the MUR-45' and MUR-70' zones, developers must do the following, regardless of any existence of a MFTE program within the Station Subareas:

- For studio or 1-bedroom units, make 20% of the units affordable for households making 70% or less of King County AMI or 10% of the units affordable to households making 60% or less of the King County AMI.
- For units with two (2) or more bedrooms, make 20% of the units affordable to households making 80% or less of the King County AMI or 10% of the units affordable for household making 70% or less of the King County AMI.
- In either case, affordable units shall remain affordable for a minimum of 99 years from the date of initial occupancy. Thus, as noted earlier, the time period for units to remain affordable in the Station Subareas far exceeds the requirement of the City's 12-year MFTE program in all other RTAs.

The City does provide opportunities for permit fee reduction and impact fee reduction/waiver if the units are affordable to households whose income is no more than 60% of AMI.

Given the overlap of the existing 12-year MFTE program and the mandatory inclusionary affordable housing requirements in the Station Subareas (land use based), it is important to understand how they work together under the current municipal code requirements. The land use requirement within MUR-45 and MUR-70 zones requires that a developer provide either 20% or 10% of their units as affordable based on a specific percentage of median income for 99 years. Under current regulations this

developer could also choose to participate in the City's 12-year MFTE program if they provide a minimum of 20% of their units as affordable units. At the end of the 12-year period, this developer must maintain a minimum of 10% units as affordable units (meeting the appropriate median income threshold) for the remaining 87 years without any tax exemption.

### **Proposed Elimination of Station Subarea MFTE Sunset**

If Council does not take action, the 12-year MFTE program in the Station Subareas will expire on December 31, 2021 and will no longer be available to developers. Staff still considers this is a critical tool to support development in the Station Subareas and the creation of affordable housing. Proposed Ordinance No. 944 eliminates the 2021 expiration of the City's 12-year MFTE program in the 145<sup>th</sup> and 185<sup>th</sup> Street Station Subareas. While MFTE has become more commonplace throughout the region, mandatory affordability like the 99-year requirement in Shoreline's light rail station subareas is still rare. The cost of construction has risen so dramatically, and development has proceeded so much faster in other areas since Shoreline rezoned its Station Subareas, it is unclear when, if ever, a mandatory inclusionary affordability requirement could stand on its own without the offsetting MFTE. If at some future point it becomes feasible for projects to secure underwriting with the requirement but without the offsetting tax benefit, Council could reconsider setting a sunset date at that time.

### **Proposed 20-Year MFTE Program**

Staff also recommends that Council enact a 20-year MFTE program for projects subject to 99-year affordability requirements. A 20-year exemption may still not provide an adequate offset for the cost of 99-year affordability, but this was the time period that the State Legislature established to test the concept. Time will tell if this program will incentivize developers to move forward with a project subject to the mandatory inclusion of affordable units for 99 years. If such a program were adopted by the Council, the City would also participate in the study to be conducted by the Department of Commerce regarding its use, lack thereof, or other lessons learned in implementation.

The City Council could impose some form of a limit on the 20-year program, such as 1,000 units, or a sunset date, if there was concern of the number of projects that could qualify for this program.

While designed with Station Subarea redevelopment challenges in mind, SB 5287 is written such that projects in any Shoreline RTA that are within one mile of high-capacity transit at 15-minute frequency could opt in to the 99-year affordability requirement. As such, the proposed 20-Year Program is not limited to any one RTA and would apply to potential future projects within other RTAs such as the Ballinger Way NE Commercial Area RTA or Aurora Ave N Corridor RTA.

If the Council supports staff's recommendation of eliminating the sunset of the 12-year MFTE in the Station Subareas, having the 20-year MFTE program available provides an additional option for development decisions in these areas and how the development community can continue to provide various levels of affordable housing.

### **Proposed 12-Year MFTE Extension**

Staff recommends that the Council adopt provisions to allow MFTE projects that are within 18 months of expiration to be extended for an extra 12 years in order to maintain a number of affordable housing units for qualifying low-income households. Multifamily housing projects which seek a continuing 12-year exemption simply must continue to include 20% of units as affordable to low-income households. They will also need to follow the notice and relocation requirements that were included in SB5287 as the expiration of the extended period nears. Staff would recommend the 12-year extension be made available only for projects in the 12-year MFTE program; it would not be available to projects enrolled in the proposed 20-year MFTE program.

### **ALTERNATIVES**

Staff has identified potential policy options for Council consideration related to the Station area MFTE sunset of December 31, 2021, the opportunity to establish a 20-year MFTE program, and the opportunity to adopt a 12-year MFTE extension:

#### **1. Station Area MFTE Sunset, December 31, 2021**

- a. Maintain the 2021 deadline for enrollment into the City's MFTE, recognizing that projects so far have not materialized with this incentive available and therefore may be even more infeasible without, or
- b. Extend the 2021 deadline to effectively reduce the City's nine MFTE areas by two at some future date, or
- c. Remove the deadline, expand the boundaries to include Phase 2 zoning, and set a unit-count cap to limit enrollment into the City's MFTE, recognizing this could reduce interest on the part of potential applicants while increasing administrative complexity, or
- d. Remove the deadline and expand the boundaries to include 185<sup>th</sup> Street Station Subarea Phase 2 zoning (*Staff Recommendation in Proposed Ordinance No. 944*).

#### **2. Adoption of 20-year MFTE Program**

- a. Maintain the 12-year MFTE program as the only MFTE program available in the City of Shoreline, or
- b. Adopt the 20-year MFTE program as an additional program available only to projects with inclusive affordability for a term of 99 years (*Staff Recommendation in Proposed Ordinance No. 944*).

#### **3. Adoption of 12-year MFTE Extension**

- a. Maintain existing MFTE program's maximum duration of 12 years, recognizing that so far zero MFTE units have been constructed in the Station Subareas and after 2026 affordable MFTE units in other RTAs will begin reverting to market rate if an extension is not available, or
- b. Adopt a 12-year MFTE extension in certain RTAs, or
- c. Adopt a 12-year MFTE extension available for application in all RTAs (*Staff Recommendation in Proposed Ordinance No. 944*)

## **STAKEHOLDER INPUT**

In both unsolicited input and responses from developers active in Shoreline, staff received comments on MFTE, its influence on their development decisions, and the importance of modifying the City's policies to make redevelopment of underutilized land feasible. The multifamily homebuilders who responded cited the importance of recognizing that development has yet to occur at a pace which could be considered sustainable enough to allow the MFTE program to sunset in the Station Subareas. Stakeholder comments received by staff included:

- Strong support for the duration of the mandatory affordability to be no longer than the duration of the tax exemption. At the time of the 12-year tax exemption's expiration, the financial impact of the affordability requirement is considered to cause Station Subarea multifamily projects' return on investment to turn to the negative.
- Strong support for a longer duration of tax exemption, seen as the essential expense-reduction offset for the revenue reduction of affordable housing requirements.
- Due to the propensity for older buildings to become more affordable as they age relative to new product on the market, years 13-30 are the most challenging with most developers supporting the adoption of a 12-year extension option.
- General support for MFTE as a way to facilitate more supply in a market constrained by challenges of developing more inventory to the degree that there is a housing shortage.
- Without the MFTE program, the justification for some multifamily homebuilders' recent projects may have been insufficient. Ultimately, once opened, rents have in some cases exceeded expectations, but that can ultimately come nearly four years after the decision to purchase the land.
- Support for adjusting the City's MFTE requirements in response to the differing market conditions in different neighborhoods recognizing that demand in the market and City interests in revitalization may not be aligned. Simply put, even with the tax exemption provided by the MFTE program, market rents in some areas of the City are so low that the lost revenue from the affordability requirements which are set uniformly citywide cannot be overcome by the combination of revenue from higher rents in the market-rate units and the cost-reduction of the tax exemption.
- Shoreline Place CRA Property Owner Merlone Geier shared feedback from potential development partners with whom they are in discussions regarding Block D of their redevelopment plan. MFTE was considered a critical element in the feasibility of a residential mixed use Block D which would replace the lower portion of the Sears Building and tie into the 17,000 square-foot all-retail first phase at the corner of Westminster Way and N 155<sup>th</sup> St. (Block E) and would include the creation of a new "C Street" bisecting the CRA. Block D would also include more than 17,000 square feet of retail and public space negotiated by the City.

## **COUNCIL GOALS ADDRESSED**

Proposed Ordinance 944 supports the 2021-2023 City Council Goals, specifically: “Goal 1: Strengthen Shoreline’s economic climate and opportunities” which states in Action Step #1:

“Conduct a review of development that has occurred in the 145th Station Area; identify City policies and regulations that may need to be revised in order to realize the City’s vision of mixed-use, environmentally sustainable, and equitable neighborhoods within the MUR zones.”

Additionally, continued promotion of the MFTE program reflects Goal 1, Action Step #5 of the 2018-2020 Council Goals, which remains a priority of the City but has since been operationalized as an ongoing component of staff’s work:

“Encourage affordable housing development in Shoreline, including continued promotion of the Property Tax Exemption program, partnership with King County in the development of affordable housing on the City’s property at Aurora Avenue and N 198th Street, and identify opportunities for integration of affordable housing at the future community and aquatic center facility.”

## **RESOURCE/FINANCIAL IMPACT**

### **Sample 12-Year MFTE Project**

Because the City’s overall assessed valuation grows when new projects are built and, typically, assessed more than once prior to receiving their tax exemption certificate, at least partial values for most projects are added to the tax rolls. Some projects’ full improvement valuations may even be added prior to issuance of a final certificate of tax exemption. Although an MFTE project is exempt from paying those taxes on the improvements, any assessed value added is not removed from the City’s total assessed value. Therefore, the City may not experience a significant lowering of the amount of new property tax collected compared to a scenario in which a project does not participate in MFTE.

For the purposes of revenue analysis, it is the City’s standard practice to evaluate MFTE projects as if no revenue is generated for the City from the improvements during the 12-year exemption period. Still, there are other revenue streams that are generated by a multifamily project and its residents typically far in excess of the revenues generated on underutilized land prior to development. These include one-time and ongoing revenues:

#### *One Time Revenues:*

- Real Estate Excise Tax (REET) of 0.5% is provided to the City when a property is sold.
- Impact Fees: The City currently collects park and transportation impact fees for all new residential units (single-family and multi-family). In 2021 each new multi-family apartment units is assessed a transportation impact fee of \$4,565 and a park impact fee of \$2,812. While impact fees are designed to ensure concurrency with a level of

service as a result of the growth in population, they also contribute to desirable projects that benefit the whole community.

- Sales & Use Tax: Sales and use tax of 1.05% on construction costs is provided to the City when a project is developed in Shoreline. The amount of sales tax is dependent on the cost of the project.

*On-Going Revenues:*

- Sales & Use Tax: As new residents occupy the multifamily units, they buy goods in Shoreline that generate sales tax. On average, staff estimates that each resident of a multi-family unit generates approximately \$119.74 per year of sales taxes.
- Utility Taxes: All residents of multifamily housing use a variety of utilities which are subject to utility taxes and franchise fees. This includes water, wastewater, garbage, electricity, natural gas, cable, telecommunications, and surface water. On average, staff estimates that each resident of a multi-family unit generates approximately \$114.77 per year of utility taxes.
- State Shared Revenues: Many of the state-shared revenues distributed to the City are based on a per capita basis. Each resident generates approximately \$36.15 per year of state-shared revenues for the City. Multifamily housing occupancy is estimated at two residents per unit.

In order to quantify the fiscal contribution of a multifamily project, staff analyzed the potential fees and revenues collected for a hypothetical project that qualifies for the multifamily property tax exemption with a project that is \$30 million in construction valuation on a 35,000-square-foot lot estimated to yield 125 apartments. The REET collected by the City on the developer’s purchase of this hypothetical property would be approximately \$17,500. The City’s share of sales taxes, which are collected on the total of a project’s hard and soft costs, would total an estimated \$315,000. Approximately \$922,125 in impact fees would be collected for the 125 units. It is anticipated that this project would generate nearly \$1.255M in one-time revenues.

**One-time City Revenues**

REET on Land Sale	\$17,500
Sales Tax of 1.05% (Construction)	\$315,000
Impact Fees (125 Units X \$7,377)	\$922,125
<b>Total (One-time)</b>	<b>\$1,254,625</b>

The table below provides a comparison of on-going annual revenues prior to the development, the revenue stream during the 12-year property tax exemption period, and the revenue stream following the expiration of the 12-year tax exemption period. As can be seen in this table, the pre-redevelopment revenues are approximately \$17,500 per year, during the 12-year tax exemption period approximately \$69,000 and following the expiration of the exemption period \$112,000.

## Ongoing Annual Revenue

	<b>Pre-Development</b>	<b>Development and MFTE Program Duration</b>	<b>Post MFTE Program</b>
<b>Assumptions</b>	(Current conditions)	(Years 1-12)	(Years 13+)
<b>Total Units</b>	24	125	125
<b>MFTE Program-Enrolled Affordable Units</b>	0	25	0
<b>Population</b>	48	250	250
<b>Property Tax (Land)</b>	\$1,309	\$1,309	\$1,309
<b>Property Tax (Improvements)</b>	\$3,213	\$0	\$43,138
<b>Sales Tax</b>	\$5,748	\$29,935	\$29,935
<b>Utility Tax</b>	\$5,509	\$28,693	\$28,693
<b>State-Shared Revenue (restricted)</b>	\$1,735	\$9,038	\$9,038
<b>Total (Annual)</b>	<b>\$17,514</b>	<b>\$68,974</b>	<b>\$112,112</b>

Staff and consultant time is required to process applications, file annual reports to the state and King County, and to monitor compliance with affordable housing requirements.

### **RECOMMENDATION**

No action is required; this agenda item is for discussion purposes only. Three potential code amendments in proposed Ordinance No. 944 are recommended by staff for consideration:

1. Extension and expansion of MFTE in the light rail station subareas.  
Proposed Ordinance No. 944 would eliminate the 2021 expiration of the MFTE program in the subareas and expand the MFTE boundaries to add the newly enacted Phase 2 station area zoning (Attachment A, Exhibit A) to encourage multifamily projects in these areas, with the inclusive affordability required by the development code in these areas.
2. Establishment of a 20-year MFTE program as authorized by the State legislature as a pilot program to be tested in Shoreline.
3. Adoption of a 12-year extension for MFTE projects to remain in the program as authorized by the State legislature for all jurisdictions.

Council action on proposed Ordinance No. 944 is currently scheduled for September 27, 2021.

## **ATTACHMENTS**

Attachment A: Proposed Ordinance No. 944

Attachment A, Exhibit A: Proposed Amendments to SMC Chapter 3.27

Attachment B: Shoreline 2021 Income and Rent Limits Chart

Attachment C: 2021 MFTE Report

**ORDINANCE NO. 944**

**AN ORDINANCE OF THE CITY OF SHORELINE, WASHINGTON, AMENDING CHAPTER 3.27 PROPERTY TAX EXEMPTION OF THE SHORELINE MUNICIPAL CODE TO PROVIDE FOR A TWELVE YEAR EXTENSION PERIOD, ESTABLISH A TWENTY YEAR PROGRAM, EXPAND RESIDENTIAL TARGETED AREAS FOR THE 185<sup>TH</sup> STREET LIGHT RAIL STATION SUBAREA, AND ELIMINATE THE SUNSET OF THE PROGRAM WITHIN THE LIGHT RAIL STATION SUBAREAS.**

WHEREAS, in 2002, the City of Shoreline established a Multi-Family Property Tax Exemption (PTE) program as authorized by RCW Chapter 84.14 and is codified in Shoreline Municipal Code (SMC) Chapter 3.27; and

WHEREAS, since that time, SMC Chapter 3.27 has been amended to expand the PTE program to other residential targeted areas, to establish eligibility criteria, to define the duration of the program, and to ensure all previous actions were codified in SMC Chapter 3.27; and

WHEREAS, with the adoption of Ordinance No. 776 on April 10, 2017, the City Council designated Phase 1 of the 145<sup>th</sup> and 185<sup>th</sup> Light Rail Station Subareas as residential targeted areas eligible for the PTE program but established a “sunset” period of December 31, 2021 for the use of the PTE in these areas; and

WHEREAS, the purpose of the December 31, 2021 sunset was to provide for a short-term incentive to spur lot assemblages and the development of large multi-family projects in the areas closer to the Light Rail Stations; however given the real estate market, COVID-19, and Sound Transit’s construction schedule, development has not occurred as anticipated; and

WHEREAS, with the adoption of Ordinance No. 706, the City Council established three (3) phases for the 185<sup>th</sup> Light Rail Station Subarea; and

WHEREAS, with Ordinance No. 776, the City Council designated only Phase 1 of the Light Rail Stations Subareas as residential targeted areas eligible for the PTE; and

WHEREAS, at its November 30, 2020 and April 5, 2021 regular meetings, the City Council discussed the phasing of the Light Rail Station Subareas and an extension of the PTE for the Subareas beyond that set in Ordinance No. 776 and it was determined that expansion within the 185<sup>th</sup> Street Station Subarea was appropriate; and

WHEREAS, in 2021, the Washington State Legislature adopted Engrossed Second Substitute Senate Bill 5287 (ESSSB 5287), amending RCW Chapter 84.14 to further incentivize affordable housing in urban areas; and

WHEREAS, amendments approved by the Legislature available to the City are the ability to extend a property tax exemption for an additional 12 years after completion of the first

exemption term and to establish a 20-year property tax exemption when the Multi-Family housing is within one (1) mile of high capacity transit, both subject to certain criteria; and

WHEREAS, the City Council discussed the PTE program at its September 13, 2021 regular meeting and has considered the entire public record, public and stakeholder comments, written and oral; and

WHEREAS, the City Council has determined that the amendments to SMC Chapter 3.27 are in the best interests of the City of Shoreline and the need to provide affordable housing to its residents;

**NOW THEREFORE, THE CITY COUNCIL OF THE CITY OF SHORELINE, WASHINGTON, DO ORDAIN AS FOLLOWS:**

**Section 1. Amendment – SMC Chapter 3.27 Property Tax Exemption.** SMC Chapter 3.27 is amended as set forth in Exhibit A to this Ordinance.

**Section 2. Corrections by City Clerk or Code Reviser.** Upon approval of the City Attorney, the City Clerk and/or the Code Reviser are authorized to make necessary corrections to this Ordinance, including the corrections of scrivener or clerical errors; references to other local, state, or federal laws, codes, rules, or regulations; or ordinance numbering and section/subsection numbering and references.

**Section 3. Severability.** Should any section, subsection, paragraph, sentence, clause, or phrase of this Ordinance or its application to any person or situation be declared unconstitutional or invalid for any reason, such decision shall not affect the validity of the remaining portions of this Ordinance or its application to any person or situation.

**Section 4. Publication and Effective Date.** A summary of this Ordinance consisting of the title shall be published in the official newspaper. This Ordinance shall take effect five (5) days after publication.

**PASSED BY THE CITY COUNCIL ON SEPTEMBER 27, 2021**

\_\_\_\_\_  
Mayor Will Hall

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
Jessica Simulcik Smith  
City Clerk

\_\_\_\_\_  
Julie K Ainsworth-Taylor  
Assistant City Attorney  
on behalf of Margaret King, City Attorney

Date of Publication: \_\_\_\_\_, 2021  
Effective Date: \_\_\_\_\_, 2021

**Chapter 3.27**

**PROPERTY TAX EXEMPTION**

**SECTION 3.27.010 IS AMENDED TO READ AS FOLLOWS:**

**3.27.010 Purpose**

The purpose of this chapter providing for an exemption from ad valorem property taxation for multifamily housing in the residential targeted areas is to:

- A. Encourage increased residential opportunities within the residential targeted area;
- B. Stimulate new construction or rehabilitation or conversion of existing vacant, ~~and~~ underutilized, or substandard buildings to multi-family housing for revitalization of the designated targeted areas;
- C. Assist in directing future population growth to the residential targeted area, thereby reducing development pressure on single-family residential neighborhoods; and
- D. Achieve development densities that stimulate a healthy economic base and are more conducive to transit use in the designated residential targeted area.

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**SECTION 3.27.020 IS AMENDED TO READ AS FOLLOWS:**

**3.27.020 Definitions.**

A. “Affordable housing” means residential housing that is rented or sold to a person or household whose annual household income does not exceed 70 percent of the median household income adjusted for family size for King County, determined annually by the U.S.

Department of Housing and Urban Development, for studio and one bedroom units and not exceeding 80 percent of the area median household income adjusted for family size for two bedroom or larger units.

B. “Department” means the city of Shoreline department of community and economic development.

C. “High-capacity transit” means public transit providing a substantially higher level of passenger capacity and operates with at least 15-minute scheduled frequency.

€D. “Household annual income” means the aggregate annual income of all persons over 18 years of age residing in the same household.

∅E. “Multifamily housing” means a building or ~~project~~ a group of buildings having four or more dwelling units designed for permanent residential occupancy.

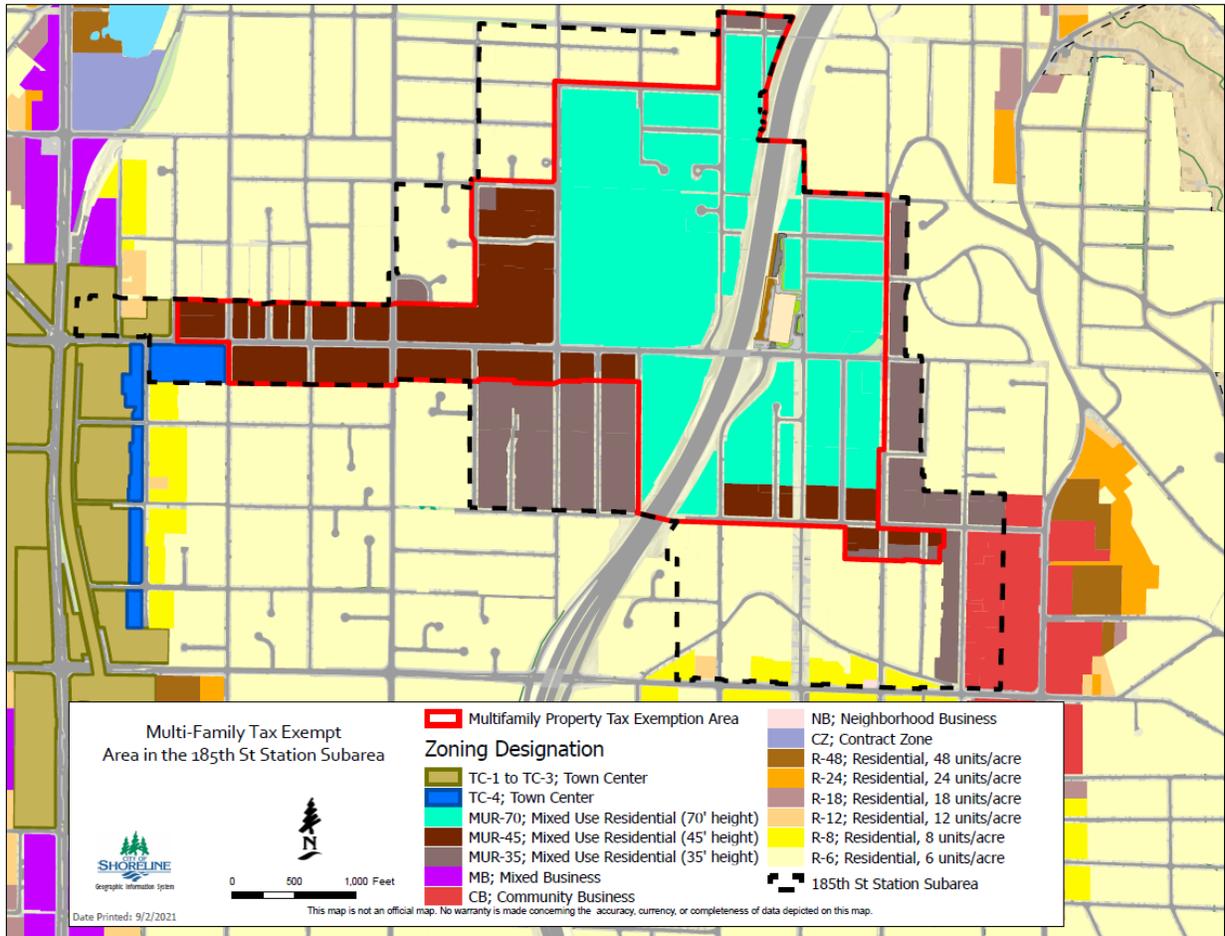
€F. “Owner” or “property owner” means the property owner of record.

€G. “Permanent residential occupancy” means multifamily housing that provides either rental or owner-occupancy for a period of at least one month, excluding hotels, motels, or other types of temporary housing that predominately offer rental accommodation on a daily or weekly basis.

**SECTION 3.27.030 IS AMENDED AS FOLLOWS:**

**3.27.030 Designation of residential targeted areas.**

Attachment I - 185<sup>th</sup> Street Station Subarea is deleted in its entirety and replaced with a new Attachment I as shown below:



**SECTION 3.27.040 IS AMENDED TO READ AS FOLLOWS:**

**3.27.040 Eligibility standards and guidelines.**

A. Eligibility Requirements. To be eligible for exemption from property tax under this chapter, the property must satisfy all of the following requirements:

1. The project must be located within one of the residential targeted areas designated in SMC 3.27.030;
2. The project must be multifamily housing consisting of at least four dwelling units within a residential structure or as part of a mixed used development, in which at least 50 percent of the space must provide for permanent residential occupancy;

3. The project must be designed to comply with the city's comprehensive plan, applicable development regulations, and applicable building and housing code requirements;
4. At least 20 percent of the housing units must be affordable housing as defined in SMC 3.27.020, except for housing units within the 145th Street Station Subarea and the 185th Street Station Subarea which must meet the median income requirements of the 20 percent affordability option as set forth in SMC 20.40.235;
5. For the rehabilitation of existing occupied multifamily projects, at least four additional residential units must be added except when the project has been vacant for 12 consecutive months or more;
6. The project must be scheduled for completion within three years from the date of issuance of the conditional certificate;
7. Property proposed to be rehabilitated must fail to comply with one or more standards of the applicable state or local building or housing codes. If the property proposed to be rehabilitated is not vacant, an applicant must provide each existing tenant housing of comparable size, quality, and price and a reasonable opportunity to relocate;
8. The mix and configuration of housing units used to meet the requirement for affordable units under this chapter shall be substantially proportional to the mix and configuration of the total housing units in the project; and
9. The applicant must enter into a contract with the city, approved by the city council, under which the applicant has agreed to the implementation of the project on terms and conditions satisfactory to the city. ~~The contract must be approved by the city council.~~

B. Duration of Tax Exemption. The following property tax exemptions are available for qualified properties in designated residential targeted areas:

1. Twelve-year tax exemption: ~~The value of new housing construction and rehabilitation improvements qualifying under this chapter shall be exempt from ad valorem property taxation. If the property otherwise qualifies for the exemption under this chapter and meets the conditions in subsection A of this section, an exemption~~ for 12 successive years beginning January 1st of the year immediately following the calendar year ~~after~~of issuance of the final certificate of tax exemption; or
2. Twenty-year tax exemption: If the property otherwise qualifies for the exemption under this chapter, meets the conditions in subsection A of this section, and the conditions set forth below, an exemption for 20 successive years beginning January 1st of the year immediately following the calendar year of issuance of the final certificate of tax exemption:
  - a. The property is located within one mile of high-capacity transit of at least 15-minute scheduled frequency measured in a straight line from the property line at which access from the property to a public street is provided to the nearest existing or planned high-capacity transit stop or station; and
  - b. The Owner must record a covenant or deed restriction acceptable to the city ensuring continued rental of units for at least 99 years and sets forth criteria to maintain public benefit if the property is converted to a use other than permanent affordable low-income housing.

C. Extension of tax exemption. The Owner of property that received a tax exemption pursuant to subsection B(1) of this section, may apply for an extension for an additional 12 successive years. No extension will be granted for property that received a 20-year tax exemption pursuant to subsection B(2) of this section.

1. Only one (1) extension may be granted.
2. Failure to timely apply for an extension shall be deemed a waiver of the extension.
3. For the property to qualify for an extension:

- a. The property must have qualified for, satisfied the conditions of, and utilized the twelve-year exemption sought to be extended;
  - b. The Owner must timely apply for the extension on forms provided by the City within 18 months of expiration of the original exemption;
  - c. The property must meet the requirements of this chapter for the property to qualify for an exemption under subsection A as applicable at the time of the extension application, and
  - d. The property must continue to rent or sell at least 20 percent of the multifamily housing units as affordable housing units for low-income households for the extension period.
4. If an extension is granted by the City, at the end of both the tenth and eleventh years of a twelve-year extension, the applicant or the property owner at that time, must provide tenants of affordable units with notification of the applicant's or property owner's intent to provide the tenant with relocation assistance in an amount equal to one (1) month as provided in RCW 84.14.020, as amended.

C D. Limitation on Tax Exemption Value.

1. The exemption provided for in this chapter does not include the value of land or nonhousing-related improvements not qualifying under this chapter.
2. In the case of rehabilitation of existing buildings, the exemption does not include the value of improvements constructed prior to the submission of the application for conditional certificate required by this chapter.
3. The exemption does not apply to increases in the assessed value made by the county assessor on nonqualifying portions of the building and value of land.

~~D~~ E. Residential Targeted Areas – Specific Requirements.

1. Units within the 145th and 185th Street Station Subareas must meet the median income requirements of the 20 percent affordability option as set forth in SMC 20.40.235.
2. ~~The designation of residential targeted areas with the 145th and 185th Street Station Subareas shall automatically expire on December 31, 2021. Complete applications for exemption filed prior to this date will be considered vested under this chapter.~~

The income and rent limits published here are effective now for properties in the City of Shoreline's affordable housing program receiving initial certificates of occupancy on or after April 1, 2021.

The Governor of Washington issued Proclamation 20-19.1, an order which prohibits landlords, property owners, and property managers "from increasing or threatening to increase the rate of rent or the amount of any deposit for any dwelling or parcel of land occupied as a dwelling" anywhere in the state through June, 2021. Therefore, **2019 income and rent limits remain in effect until the Governor lifts the order** for projects that opened before April 1, 2020.

## 2021 Income and Rent Limits

## City of Shoreline

The rent and income limits shown below apply to all MFTE projects except those with height bonuses in the MUR-70 zone. Projects in MUR-70 that don't use the height bonus do follow these rent and income limits.

Based on the King County (Seattle-Bellevue HFMA) Median Income:

**\$115,700** for a family of 4.

**Rent Limits**

Table 1 70% AMI	BEDROOMS	Maximum Monthly Housing Costs	Maximum Rent if No Other Expenses	Maximum Rent if Tenant Pays Own Utilities, and No Other	Maximum Rent if Tenant Pays Own Utilities, Renters Insurance, and No Other Expenses
		Studio	\$1,417	\$1,417	\$1,309
"Open 1"	\$1,519	\$1,519	\$1,411	\$1,398	
One	\$1,519	\$1,519	\$1,411	\$1,398	

**Table 3: Household Income Limits**

AMI: Household Size	70% Initial Occupancy	90% Recertification
1	\$56,700	\$72,900
2	\$64,800	\$83,350
3	\$72,900	\$93,750
4	\$81,000	\$104,150
5	\$87,500	\$112,500

Table 2 80% AMI	BEDROOMS	Maximum Monthly Housing Costs	Maximum Rent if No Other Expenses	Maximum Rent if Tenant Pays Own Utilities, and No Other	Maximum Rent if Tenant Pays Own Utilities, Renters Insurance, and No Other Expenses
		Two	\$2,083	\$2,083	\$1,949
Three	\$2,407	\$2,407	\$2,237	\$2,224	
Four	\$2,684	\$2,684	\$2,473	\$2,460	

AMI: Household Size	80% Initial Occupancy	100% Recertification
1	\$64,800	\$81,000
2	\$74,050	\$92,600
3	\$83,350	\$104,150
4	\$92,600	\$115,700
5	\$100,000	\$125,000

Maximum monthly housing costs are 30% of the maximum household income, and include basic utilities, one parking space, and any costs required by the property owner (e.g., renter's insurance).

Income and housing cost limits are adjusted from the 4-person basis according to the table below, left.

Maximum contract rents are calculated by deducting charges borne by the tenant: basic utilities or utility allowance, first parking space, and monthly costs required for tenancy (e.g., renters insurance). Instead of deducting actual expenses, the owner may deduct allowances according to the table below, right.

**Table 4: Other Expense Allowances**

Bedrooms	Electricity and/or Gas	Water, Sewer, Garbage	Garbage	Renter's Insurance
Studio	\$38	\$55	\$15	\$13
"Open 1"	\$38	\$55	\$15	\$13
One	\$38	\$55	\$15	\$13
Two	\$53	\$66	\$15	\$13
Three	\$70	\$85	\$15	\$13
Four	\$93	\$103	\$15	\$13

Example: The maximum rent of an 80% AMI studio with all utilities included, and no other required expenses, would be: **\$1,417**

The maximum rent for the same studio with no utilities included and renters insurance required would be: **\$1,296**

The maximum rent for the same studio with water, sewer, and garbage included (i.e., no W/S/G allowance) but not electricity and gas, and renter's insurance required would be: **\$1,351**

## 2021 Property Tax Exemption Program Report - City of Shoreline

Updated 8/27/2021

Currently in PTE Program								
Units	Project	Type	Affordable	Start	End	Improvements Valuation (2021)	City Tax Rate (2021)	City Property Tax Abatement
16	3108 Apartments	12-year affordable	4	1/1/2021	12/31/2032	\$ 3,483,900	\$ 1.28912	\$ 4,491
81	Arabella II	12-year affordable	17	1/1/2020	12/31/2031	\$ 21,285,800	\$ 1.28912	\$ 27,440
164	Geo Apartments	12-year affordable	34	1/1/2021	12/31/2032	\$ 50,139,000	\$ 1.28912	\$ 64,635
80	Interurban Lofts	12-year affordable	16	1/1/2018	12/31/2029	\$ 3,720,800	\$ 1.28912	\$ 4,797
129	Malmo	12-year affordable	26	1/1/2015	12/31/2026	\$ 34,355,000	\$ 1.28912	\$ 44,288
5	North City Development	12-year affordable	1	1/1/2015	12/31/2026	\$ 595,700	\$ 1.28912	\$ 768
221	Paceline	12-year affordable	44	1/1/2019	12/31/2030	\$ 65,930,600	\$ 1.28912	\$ 84,992
165	Polaris*	12-year affordable	165	1/1/2015	12/31/2026	see note		
60	Sunrise Eleven	12-year affordable	12	1/1/2018	12/31/2029	\$ 14,551,900	\$ 1.28912	\$ 18,759
72	The 205 Apartments	12-year affordable	14	1/1/2019	12/31/2030	\$ 18,847,000	\$ 1.28912	\$ 24,296
243	The Postmark	State program	49	1/1/2021	12/31/2032	\$ 64,101,500	\$ 1.28912	\$ 82,635
<b>1,236</b>			<b>382</b>			<b>\$ 277,011,200</b>		<b>\$ 357,101</b>

Graduates of PTE Program								
Units	Project	Type		Start	End	Improvements Valuation (2021)	City Tax Rate (2021)	2020 Revenue
88	Arabella	10-year market	n/a	1/1/2008	12/31/2017	\$ 24,738,100	\$ 1.28912	\$ 31,890
<b>88</b>						<b>\$ 24,738,100</b>		<b>\$ 31,890</b>

Conditional Certificates of PTE								
Units	Project	Type	Affordable	Cert. Date	Expiration	Status	Est. Completion	Final App
330	Alexan at Shoreline Place	12-year affordable	66	5/11/2020	5/11/2023	Construction	Jul-21	no
315	18815 Aurora Ave N	12-year affordable	63	Pending	Pending	Construction	Mid 2020	no
124	Trad Apartments	12-year affordable	25	Pending	Pending	Construction	Apr-21	no
227	Quinn by Vintage*	State program	226	Pending	Pending	Predevelopment	Oct-22	no
241	Crux*	State program	241	Pending	Pending	Predevelopment	2024	no
203	Geo II	12-year affordable	41	Pending	Pending	Construction	2023	no
22	2152 185th	12-year affordable	5	Pending	Pending	Construction	2022	no
15	1719 185th	12-year affordable	3	Pending	Pending	Construction	2022	no
<b>1,477</b>			<b>670</b>					

**2,801 Total homes**

**1,052 Affordable homes**

\*Participates in alternative state incentive program offering full property tax exemption; the City's MFTE program acts as backup.

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA TITLE:</b>	Discussion of Proposed American Rescue Plan Act (ARPA) Capital Funding Allocation Update		
<b>DEPARTMENT:</b>	Recreation, Cultural and Community Services		
<b>PRESENTED BY:</b>	Susana Villamarin, RCCS Senior Management Analyst		
<b>ACTION:</b>	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Resolution	<input type="checkbox"/> Motion
	<input checked="" type="checkbox"/> Discussion	<input type="checkbox"/> Public Hearing	

**PROBLEM/ISSUE STATEMENT:**

The American Rescue Plan Act (ARPA), which was signed into law by President Biden on March 11, 2021, is a \$1.9 trillion economic stimulus bill. Within the ARPA, the Coronavirus State and Local Fiscal Recovery Fund provides \$350 billion for states, municipalities, counties, tribes, and territories, including \$130 billion for local governments, split evenly between municipalities and counties. The City of Shoreline was awarded \$7,533,842 and will receive the funds in two tranches. The first tranche was received in August 2021 and the second will be received in August 2022.

On June 14, 2021, staff presented to Council a proposed phased funding plan for the City's ARPA funds of \$7.53M. Council expressed support on the proposed target allocations of the City's ARPA funds, the phased funding plan approach, and Phase 1 funding recommendations, including funding 1.4 FTE 'ARPA Navigator' positions and supporting community, youth, and business recovery efforts. The City Manager recommended that approximately \$4 million of the allocation to the City be allocated for infrastructure investment. Council asked staff to return for additional discussion on the proposed infrastructure investments as the Council required additional information on the proposed wastewater and stormwater capital projects in the light rail station areas, opportunities for more distribution of projects throughout the city and prioritizing projects with environmental benefit. Regulations require that ARPA eligible costs be incurred/obligated by December 31, 2024 and must be spent by December 31, 2026.

This staff report will provide a status update on implementing efforts with the targeted ARPA funds and will review the ARPA capital project funding criteria, projects that were considered and recommended, and additional project opportunities.

**RESOURCE/FINANCIAL IMPACT:**

The \$7,533,842 in ARPA funding the City will receive will cover eligible expenditures that are fully obligated by December 31, 2024. Budgeting these funds will happen through a mid-biennial budget adjustment for the 2021-2022 biennial budget and CIP update, and then through future biennial budget processes.

**RECOMMENDATION**

No action is requested tonight. Staff recommends that the City Council provide feedback on the staff recommendation on capital projects to use a portion of the City's ARPA funds.

Approved By:           City Manager **DT**   City Attorney **MK**

## **BACKGROUND**

The American Rescue Plan Act (ARPA), which was signed into law by President Biden on March 11, 2021, is a \$1.9 trillion economic stimulus bill. Within the ARPA, the Coronavirus State and Local Fiscal Recovery Fund provides \$350 billion for states, municipalities, counties, tribes, and territories, including \$130 billion for local governments, split evenly between municipalities and counties. The City of Shoreline was awarded \$7,533,842 and will receive the funds in two tranches. The first tranche was received in August 2021 and the second will be received in August 2022.

ARPA funding covers the period of March 3, 2021, through December 31, 2024. Costs must be incurred/obligated by December 31, 2024 and must be spent by December 31, 2026. Staff are continuing to work on developing a comprehensive plan to make the best use of these funds within the required timeframes.

These ARPA funding considerations and the City's initial ARPA funding plan was discussed by Council at their June 14, 2021 City Council meeting. The staff report for this agenda item can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport061421-8b.pdf>.

### **Eligible Uses of Funding**

Coronavirus State and Local Fiscal Recovery Funds provide a substantial infusion of resources to meet pandemic response needs and rebuild a stronger, more equitable economy as the country recovers. Within the categories of eligible uses, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Recipients may use Coronavirus State and Local Fiscal Recovery Funds as follows:

- To respond to the public health emergency caused by COVID-19 or its negative economic impacts, including assistance to households, small businesses, and nonprofits, or aid to impacted industries such as tourism, travel, and hospitality.
- To respond to workers performing essential work during the COVID-19 public health emergency by providing premium pay to eligible workers.
- For the provision of government services to the extent of the reduction in revenue due to the COVID - 19 public health emergency relative to revenues collected in the most recent full fiscal year prior to the emergency.
- To make necessary investments in water, sewer (includes both storm and wastewater), or broadband infrastructure.

### **Guiding Principles**

Staff are using the following guiding principles to develop a recommended ARPA funding allocation plan to the City Council:

- ARPA funds are temporary in nature and a one-time allocation. As such, staff will be recommending programs that should not be considered on-going and will terminate when the ARPA funds have been expended by the City. Investment in qualifying infrastructure projects support this principle.

- The City needs to be informed of the ARPA plans of other regional partners so that the use of the City's allocation can best meet the needs of the community and fill gaps not identified by other programs. This includes understanding the program eligibility from other federal and state programs.
- The City program should have a role in helping Shoreline residents and businesses navigate the process to access funds through local, regional, state, and federal programs.
- Needs may evolve over a multi-year process and as such the programming of funds should be prudent and not rushed. The program may be a multi-phased process.

### **DISCUSSION**

At the June 14, 2021 City Council meeting, the Council agreed with the City Manager's overall recommended targeted allocations for the following categories as follows:

<b>Category</b>	<b>Subcategory</b>	<b>Targeted Amounts</b>
Respond to public health emergency caused by COVID-19 or its negative economic impacts.	a. Limited Term ARPA Navigators (1.4 FTE)	\$511,000
	b. Human Service Needs	\$1,600,000
	c. Community and Youth Recovery	\$400,000
	d. Business Recovery and Stabilization	\$500,000
City cost recovery for COVID-19 related expenses.		\$500,000
Make necessary investments in water, sewer, stormwater, or broadband infrastructure.		\$4,022,000
<b>Total</b>		<b>\$7,533,000</b>

### **Phase 1 Funding Activities Status**

Within the ARPA targeted allocation categories, Council supported the following activities under a Phase 1 approach. A status of these activities is also provided.

1. Allocated \$511,000 to fund up to 1.4 FTE limited-term ARPA Navigator positions. *Status: The City's Equity and Social Justice Coordinator position is currently structured as a 0.6 FTE position. This position provided tremendous support to the City's earlier COVID emergency response efforts. Staff have added 0.4 FTE of an ARPA Navigator to this position, and this staff member has begun the process of researching how Federal, State and County ARPA resources are being deployed. Additionally, staff have conducted a hiring process for a 1.0 FTE ARPA Navigator and expect to have this position filled by early September. Staff anticipate beginning to provide direct assistance to residents in October 2021.*

2. Allocated \$225,000 to fund community and youth recovery by supporting the YOLO program and a contracted Mental Health Therapist for youth and teens during 2022.  
*Status: This allocation provides assurance that these programs will continue through 2022.*
  
3. Allocated \$93,000 to fund outreach and analysis to Shoreline businesses through a three-year partnership with the Shoreline Chamber of Commerce.  
*Status: The contracting process has been completed, with the City and the Chamber of Commerce partnering to advertise the opportunity to potential business-outreach subcontracting candidates, which will be selected with City staff input. This work will begin in fall of 2021 and will include at least five (5) meetings per week for a total of at least 240 meetings with Shoreline businesses during the contract period, as well as reporting, analysis, and recommendations for future business support initiatives.*
  
4. Allocated \$500,000 to fund City Cost Recovery  
*Status: ARPA funds may be used for the provision of government services to the extent of the reduction in revenue experienced due to the COVID-19 public health emergency. Shoreline's reduction in revenue is measured relative to the revenue collected in 2019, which is the most recent full fiscal year prior to the pandemic. The Municipal Research and Services Center (MRSC) developed a tool that staff used to calculate the revenue reduction for 2020. As government services includes the provision of police services, staff proposes to cover up to \$500,000 of police services costs in 2021.*

*Staff estimates that additional eligible City costs to support response to the public health emergency for 2021 total approximately \$1 million. These include costs for Remote Learning, lobby monitors for City Hall, personal protective equipment (PPE), information technology's support of remote work, and modifications to the Council Chambers and conference rooms to support hybrid conferencing. At this time, it is anticipated these costs will be covered with the use of fund balance for the General Fund.*

*There are currently \$1.6M in ARPA funds allocated to address identified human services needs for Shoreline residents. As staff fully develops a recommendation for these funds, it is possible that some may be available to reallocate to the Cost Recovery category.*

5. Allocated approximately \$4M for qualifying infrastructure investments.  
*Status: At the June 14<sup>th</sup> Council meeting, Council asked staff to review the ARPA capital project funding criteria, projects that were considered and recommended, and consider additional project opportunities. This staff report provides this review.*

### **ARPA Funded Capital Projects**

At the June 14 City Council meeting, staff recommended that Council allocate \$4,022,000 of ARPA funds to the following for wastewater and surface water projects.

Utility	Description	Obligation Date	Cost (ARPA Eligible)
Sewer	<b>Modify an existing sewer manhole at east end of 148<sup>th</sup> non-motorized bridge.</b> The project will modify an existing utility hole as part of the bridge project. This project serves the 145 <sup>th</sup> station area.	2023	\$130,000
Sewer	<b>Replace and realign an existing sewer line in the 3<sup>rd</sup> Avenue alignment from 145<sup>th</sup> to 147<sup>th</sup> as part of the 145<sup>th</sup> projects.</b> A portion of this project is driven by the needs of the 145 <sup>th</sup> interchange project and the remainder is to realign and upsize the existing sewer line to support nearby development and flows from Seattle. This project serves the 145 <sup>th</sup> station area.	2024	\$1,500,000
Storm	<b>Upgrade stormwater pump station 26.</b> This project involves a full rebuild due to its age, lack of ability to handle high-runoff events without flooding, and frequent pump maintenance issues. The pump station is on 10 <sup>th</sup> Avenue NE just south of NE 185 <sup>th</sup> Street, serving the 185 <sup>th</sup> station area drainage.	2023	\$2,400,000
<b>TOTAL</b>			<b>\$4,030,000</b>

Council was comfortable with the amount of ARPA funds allocated to capital projects but wanted further discussion on the projects recommended and whether others should be considered. The June 14<sup>th</sup> staff report also included a list of other sewer and surface water projects considered but not recommended.

### **ARPA Capital Project Eligible Uses**

As mentioned earlier, recipients have broad flexibility to decide how best to use this funding to meet the needs of their communities. Within the Interim Final Rule and information from the US Treasury, limitations of eligible use (or eligibility criteria) are noted as follows:

- Costs must be incurred/obligated by December 31, 2024 and must be spent by December 31, 2026.
- Projects that would be eligible to receive financial assistance through the EPA Clean Water State Revolving Fund (CWSRF) or the Drinking Water State Revolving Fund (DWSRF). Although the exact details are not known, federal contracting and reporting requirements will need to be followed. This will require additional time to follow the processes and developed the documents, and additional costs will be incurred on meeting those requirements. This will impact smaller projects more than larger ones.

Under the DWSRF, projects would support the drinking water system and categories of eligible projects include: treatment, transmission and distribution (including lead service line replacement), source rehabilitation and decontamination, storage, consolidation, and new systems development.

Under the CWSRF, these projects would support the wastewater or stormwater systems and categories of eligible projects include: construction of publicly- owned treatment

works, nonpoint source pollution management, national estuary program projects, decentralized wastewater treatment systems, stormwater systems, water conservation, efficiency, and reuse measures, watershed pilot projects, energy efficiency measures for publicly-owned treatment works, water reuse projects, security measures at publicly-owned treatment works, and technical assistance to ensure compliance with the Clean Water Act.

The US Treasury encourages recipients to consider green infrastructure investments and projects to improve resilience to the effects of climate change. For example, more frequent and extreme precipitation events combined with construction and development trends have led to increased instances of stormwater runoff, water pollution, and flooding. Green infrastructure projects that support stormwater system resiliency could include rain gardens that provide water storage and filtration benefits, and green streets, where vegetation, soil, and engineered systems are combined to direct and filter rainwater from impervious surfaces.

Within the Federal requirements and guidance for use of ARPA funds, for the June 14<sup>th</sup> Council meeting, staff focused on projects that:

- Are in areas that serve economic development. These are identified as the 148<sup>th</sup> and 185<sup>th</sup> light rail station areas. This recognizes that establishing infrastructure in these areas facilitates redevelopment of properties and supports the City's economic vitality which benefits the entire city. The light rail station areas were rezoned to reflect community goals for vibrant, mixed-use, walkable, sustainable, and equitable urban centers immediately surrounding the two new stations. The higher costs of establishing urban-scale utilities and infrastructure have been a key impediment to the redevelopment playing out elsewhere in the region during the five years since these areas were rezoned. Therefore, an important criterion can be met of making investments to spur additional follow-on investment and job-creation of the private sector.
- Are in existing plans. This focuses on existing priority projects in City planning efforts. In particular, the Capital Improvement Plan is utilized as it identifies those projects that have been reviewed and the timing of design and construction are established.
- Can meet funding requirements for obligation and expenditure. This is a threshold criterion for projects considered; if a project in the City plans cannot confidently be obligated and construction completed within the ARPA requirements, it is not considered.

With the City Council input at the June 14<sup>th</sup> meeting, additional focus areas were developed:

- That provide green infrastructure. These are stormwater projects envisioned to provide water storage, infiltration and filtration and other environmental benefits as part of helping address stormwater management and reducing flooding.

Green streets are noted as an example of this type of improvement although other types of projects meet this criterion.

At the June 14<sup>th</sup> Council meeting, there was discussion of including “rain gardens” in the projects considered. The City has a program for developing rain gardens on private property where the Surface Water Utility offers rebates up to \$2,000 for home or business owners to install a rain garden or native vegetation landscaping on their property. These features are part of a natural approach to managing rainwater flows and seek to mimic forested conditions by allowing rainwater to soak into the soils. These projects are an important surface water activity, but do not lend themselves to funding with ARPA due to their small size and cost. However, staff was able to add projects for consideration where vegetation, soil, and engineered systems are combined (known as “bioretention” facilities) to direct and filter rainwater from impervious surfaces in the green infrastructure projects grouping.

- Are outside of the station areas. Projects outside the station areas have been added for both immediate and future funding.
- Meet existing priorities of the Wastewater and Surface Water Utilities. The Wastewater Utility has a prioritized list of capital projects in the 2021 Sewer General plan. The first five years of the plan was included the City’s CIP as part of the Ronald Wastewater District assumption. The plan has not been vetted or adjusted by City staff. The projects up to 2027 from the Sewer General plan are included in Attachment A. The Surface Water Utility also has a list of capital projects, prioritized under the 2018 Surface Water Master Plan (SWMP). The next five years of prioritized projects are in the current CIP. The Surface Water projects as originally prioritized and planned for funding up through 2026 in the SWMP and updated since to meet evolving needs are included in Attachment B.

In developing a list of capital projects to consider for application of these funds, staff consulted the 145<sup>th</sup> and 185<sup>th</sup> Subarea Plans, the Ronald Wastewater District Comprehensive Sewer Plan, the 2018 SWMP, and recent modeling information. Since the last Council discussion, additional projects have been considered that follow the updated criteria. Staff also considered the size of the project as application of ARPA funds will require meeting the Federal contracting and reporting requirements. Meeting these requirements is an expensive burden on a smaller project.

A table of the projects considered and those recommended for funding is shown below with notation if the project is within or benefits the station areas (economic development area), is on track to meet the ARPA obligation and completion dates, and if there are “green infrastructure” environmental benefits. The projects recommended in the table below provide for projects that are in the light rail station areas, provide strong environmental benefit, and meet the ARPA regulatory requirements.

In these projects, the ARPA funding will support a planned project that is underway. Of note are two projects: NE 148<sup>th</sup> Street Infiltration Facilities and the 12<sup>th</sup> Avenue NE Bioretention retrofit, which are not recommended for ARPA funding because of their

size. Although that is the case, staff anticipates that utility funds could be allocated to them and other projects, in the “considered but not recommended list” during the CIP update process. This would be possible as a result of applying ARPA funds to projects previously funded through the utility and in essence allowing the utility to fund additional projects. Both the NE 148<sup>th</sup> Street Infiltration Facilities and the 12<sup>th</sup> Avenue NE Bioretention retrofit are projects in current capital project planning.

The estimates in the tables below are a “rough order of magnitude” and will be updated as the projects develop.

Project Recommended for Use of ARPA funds								
Utility	Project	Description	Obligation Date	Possible allocation	Recommended ARPA Funds	Economic Dev. Area	Meet ARPA Dates	Green Enviro. Benefit
Sewer	Replace and realign an existing sewer lines in the 1st Ave and 3rd Ave alignments from 145th to 147th as part of the 145th projects	This project realigns and upsizes the existing sewer line to support nearby development in the 145th station area, replace deteriorated pipes and manage sewage flows from Seattle. The realignment in 3rd Ave will also support redevelopment or use of recently acquired 145th property adjacent to the freeway. The timing of project is driven by coordination with the 145th projects. This project is emerging and not fully funded in the Wastewater CIP.	2024	\$ 1,100,000	\$ 1,100,000	X	X	
Storm	Upgrade stormwater pump station 26. (located on 10th Avenue NE just south of NE 185th Street)	This project located in the heart of the 185th Street Light Rail Station Area involves replacing an old, failing stormwater pump station with a new underground pump station facility to better handle high-runoff events and protect the area from flooding. The existing detention pond will be replaced with an underground facility designed to maximize infiltration and flow control to help protect McAleer Creek downstream of the pump station. In addition the project will feature on-site features demonstrating low impact development techniques and include environmental educational signage. In addition, the surface of the site will be intended for public use as a basic park-like setting, with potential development of other park features in the future.	2023	\$ 3,405,200	\$ 2,922,000	X	X	X
<b>Total ARPA funds</b>					<b>\$ 4,505,200</b>	<b>\$ 4,022,000</b>		

Projects Considered and not Recommended for ARPA (Projects Funded through ARPA may allow for a shift in Utility Funding to these Projects)								
Utility	Project	Description	Obligation Date	Possible allocation	Recommended ARPA Funds	Economic Dev. Area	Meet ARPA Dates	Green Enviro. Benefit
Storm	NE 148 <sup>th</sup> St Infiltration Facilities NE 148th Street between 12th Avenue NE and 15th Avenue NE.	Storm runoff on NE 148th Street between 12th Avenue NE and 15th Avenue NE flows to a single catch basin mid-block which is easily overwhelmed and stormwater ponding occurs within large areas on both sides of NE 148th Street. This project will install new stormwater facilities to capture and infiltrate stormwater along both sides of the street. These infiltration facilities will capture runoff, store it below ground, and allow it to naturally soak into the soils below. Some of the facilities will have "rain garden" plants at the surface. Others will have hard surfaces which allow for a vehicle to continue parking above.	2022	\$ 250,000	\$ -	X	X	X
Storm	12th Ave NE Bioretention retrofit (17000 block)	Drainage from 12th Ave NE can cause drainage issues for nearby properties. This project will enhance and expand the existing bioretention facility on the east side of 12th Ave NE to infiltrate more runoff from the street and lessen downstream drainage issues.	2022	\$ 200,000	\$ -		X	X
Storm	Hidden Lake Dam Removal - Phase 1	Phase 1 of the Hidden Lake Dam removal project includes removal of the dam and artificial lake, construction of trail improvements and restoration of Boeing Creek to natural conditions and habitat for native species. Here incase we want to apply ARPA funding here for another project in recommendation.	2022	\$ 1,600,000	\$ -		X	X
Sewer	185 <sup>th</sup> sewer line upgrade from Meridian Avenue to Corliss Avenue (RWD 2023 CIP).	This project upgrades a portion of the existing sewer line in 185th Street in the 185th station area.	2023	\$ 325,000	\$ -	X	X	
Sewer	148th non-motorized bridge manhole adjustment	The project will modify an existing utility hole as part of the non-motorized bridge project. This project serves the 145 <sup>th</sup> station area.	2023	\$ 130,000	\$ -	X	X	
<b>Total</b>					<b>\$ 2,505,000</b>	<b>\$ -</b>		

### RESOURCE/FINANCIAL IMPACT

The \$7,533,842 in ARPA funding the City will receive will cover eligible expenditures that are fully obligated by December 31, 2024. Budgeting these funds will happen through a mid-biennium budget adjustment for the 2021-2022 biennial budget, and then through future biennial budget processes.

### RECOMMENDATION

No action is requested tonight. Staff recommends that the City Council provide feedback on the staff recommendation on capital projects to use a portion of the City's ARPA funds.

### ATTACHMENTS

Attachment A: List of Sewer General Plan Projects Through 2027

Attachment B: List of Originally Prioritized Sewer General Plan Projects Through 2026  
in the Surface Water Master Plan

**TABLE 8.1  
CAPITAL IMPROVEMENT PROJECTS (2021-2040)**

<b>ID</b>	<b>Capital Improvement Project</b>	<b>Project Location and/or Description</b>	<b>Estimated Project Cost via Pipebursting</b>	<b>Estimated Project Cost via Open Cut</b>	<b>Estimated Project Cost</b>	<b>Recommended Year of Construction</b>
<b><i>I. PUMPING</i></b>						
P-1	Lift Station No. 12 Pre-Design Report	Richmond Beach Dr NW	-	-	\$ 50,000	2022
P-2	Lift Station No. 12 Design and Construction	Richmond Beach Dr NW	-	-	\$ 850,000	2024
P-3	Lift Station No. 15 Pre-Design Report	10th Ave NE	-	-	\$ 50,000	2025
P-4	Lift Station No. 15 Design and Construction	10th Ave NE	-	-	\$ 1,700,000	2027
P-5	Lift Station No. 5 Pre-Design Report	NW 166th St	-	-	\$ 50,000	2028
P-6	Lift Station No. 5 Design and Construction	NW 166th St	-	-	\$ 1,275,000	2030
<b>Subtotal for Pumping Projects</b>					<b>\$ 3,975,000</b>	

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION**

C-1	Annual Sewer Repair and Replacement Projects	\$2,500,000 annually (except 2021)	-	-	\$ 47,500,000	Annually (except 2021)
C-2	Small Works Annual Sewer Repair and Replacement Projects	\$400,000 annually (except 2021)	-	-	\$ 7,600,000	Annually (except 2021)
2021 CIP-1*	2021 CIP (Total Cost = \$7,725,000 +/-)	Edmonds Treatment Plant	-	-	\$ 1,500,000	2021
2021 CIP-2*		Appletree Lane Grinder System	-	-	\$ 700,000	2021
2021 CIP-3*		Admin Building Ramp	-	-	\$ 100,000	2021
2021 CIP-4*		Hydraulic Model	-	-	\$ 20,000	2021
2021 CIP-5*		LS 4 Force Main Improvements	-	-	\$ 1,300,000	2021
2021 CIP-6*		145th Street Sewer / ST	-	-	\$ 480,000	2021

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2021 CIP-7*	2021 CIP Cont. (Total Cost = \$7,725,000 +/-)	Storm Creek Repairs	-	-	\$ 200,000	2021
2021 CIP-8*		LS's Cathodic Protection	-	-	\$ 250,000	2021
2021 CIP-9*		Seismic Work	-	-	\$ 175,000	2021
2021 CIP-10*		O&M CIP Ridgecrest 5	-	-	\$ 2,500,000	2021
2021 CIP-11*		Corridor CIP 145th, 175th, and 185th	-	-	\$ 500,000	2021
2021 CIP-12*		Small Works System Repairs	-	-	\$ 200,000	2021

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2022 CIP	2022 CIP (Total Cost = \$1,500,000+/-)	Replace approximately 213 feet of 8" pipe with 10" pipe between I6038 and I6076 along NE 200th St	\$ 163,491	\$ 205,201	-	2022
		Replace approximately 87 feet of 8" pipe with 15" pipe between I6076 and I6077 along NE 200th St	\$ 72,539	\$ 89,063	-	2022
		Replace approximately 330 feet of 8" pipe with 12" pipe between I6077 and J6017 along NE 200th St	\$ 261,790	\$ 324,739	-	2022
		Replace approximately 628 feet of 8" pipe with 10" pipe between J6017 and J6019 along 25th Ave NE	\$ 483,317	\$ 606,621	-	2022
		Replace approximately 384 feet of 10" pipe with 12" pipe between J6019 and J6020 along 25th Ave NE	\$ 304,312	\$ 377,484	-	2022
		Replace approximately 310 feet of 10" pipe with 15" pipe between J6020 and J6022 along 25th Ave NE	\$ 257,252	\$ 315,851	-	2022

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2023 CIP	2023 CIP (Total Cost = \$1,300,000 +/-)	Replace 333 feet of 8" pipe with 10" pipe between F5100 and G5077 on N 185th St	\$ 256,507	\$ 321,948	-	2023
		Replace approximately 10 feet of 8" pipe with 10" pipe between G5076 and G4025 on 1st Ave NE	\$ 7,694	\$ 9,656	-	2023
		Replace approximately 271 feet of 8" pipe with 12" pipe between G4025 and G4026 on 1st Ave NE	\$ 214,827	\$ 266,483	-	2023
		Replace approximately 351 feet of 8" pipe with 10" pipe between G4026 and G4027 on 1st Ave NE	\$ 269,664	\$ 338,460	-	2023
		Replace approximately 351 feet of 8" pipe with 10" pipe between G4028 and G4029 on 1st Ave NE	\$ 283,128	\$ 355,359	-	2023

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2024 CIP	2024 CIP (Total Cost = \$1,700,000 +/-)	Replace approximately 575 feet of 8" pipe with 10" pipe between E1070 and E1068 along Linden Ave N and N 155th St	\$ 442,079	\$ 554,862	-	2024
		Replace approximately 675 feet of 8" pipe with 10" pipe between E1047 and E1056 along the Interurban Trail	\$ 519,631	\$ 652,200	-	2024
		Replace approximately 400 feet of 8" pipe with 10" pipe between E1065 and E1066 along the Interurban Trail	\$ 307,824	\$ 386,356	-	2024
		Replace approximately 75 feet of 8" pipe with 12" pipe between E1066 and E1067 along the Interurban Trail	\$ 59,498	\$ 73,804	-	2024

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2025 CIP-1	2025 CIP 1 (Total Cost = \$700,000 +/-)	Replace approximately 272 feet of 8" force main with 12" force main between H4029 and H4103 along 10th Ave NE and NE 185th St	\$ 523,581	\$ 649,478	-	2025
2025 CIP-2	2025 CIP 2 (Total Cost = \$1,000,000 +/-)	Replace approximately 634 feet of 8" pipe with 10" pipe between H4001 and H4030 along NE 185th St	\$ 487,626	\$ 612,029	-	2025
		Replace approximately 300 feet of 8" pipe with 10" pipe between H4103 and H4102 along NE 185th St	\$ 230,503	\$ 289,309	-	2025
		Replace approximately 147 feet of 8" pipe with 12" pipe between I4001 and I4002 along NE 185th St	\$ 116,378	\$ 144,361	-	2025

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2026 CIP	2026 CIP (Total Cost = \$1,200,000 +/-)	Replace approximately 271 feet of 12" pipe with 15" pipe between F2004 and F2005 along the Interurban Trail and Aurora Ave N	\$ 224,763	\$ 275,961	-	2026
		Replace approximately 302 feet of 15" pipe with 21" pipe between E2075 and E2067 along Westminster Way	\$ 270,363	\$ 338,857	-	2026
		Replace approximately 560 feet of 18" pipe with 21" pipe b/t E2066 and E2064 along N 160th St	\$ 501,514	\$ 628,568	-	2026
2027 CIP	2027 CIP (Total Cost = \$1,900,000 +/-)	Replace approximately 613 feet of 18" pipe with 21" pipe between E3007 and E3001 along Carlyle Hall Rd	\$ 548,783	\$ 687,812	-	2027
		Replace approximately 820 feet of 21" pipe with 24" pipe between E3001 and D3020 along Carlyle Hall Rd	\$ 754,598	\$ 948,585	-	2027
		Replace approximately 185 feet of 18" pipe with 24" pipe between E3019 and D3020 along Carlyle Hall Rd	\$ 170,245	\$ 214,010	-	2027

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2028 CIP	2028 CIP (Total Cost = \$800,000 +/-)	Replace approximately 751 feet of 15" pipe with 21" pipe between G4050 and G4052 and fix flow pattern in downstream MH (G4052) on N 175th St (G4051 to G4052 is not overcapacity but has been added by O&M due to belly)	\$ 672,595	\$ 842,990	-	2028
2029 CIP	2029 CIP (Total Cost = \$800,000 +/-)	Replace approximately 366 feet of 8" pipe with 10" pipe between I6058 and I6060 along NE 196th St	\$ 281,589	\$ 353,428	-	2029
		Replace approximately 86 feet of 8" pipe with 10" pipe between I5002 and I5003 along NE 195th St	\$ 66,243	\$ 83,142	-	2029
		Replace approximately 130 feet of 12" pipe with 15" pipe between I5016 and I5019 in easements	\$ 107,936	\$ 132,523	-	2029
		Replace approximately 274 feet of 12" pipe with 15" pipe between I5024 and I5025 along NE 190th St	\$ 227,588	\$ 279,430	-	2029

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

2030 CIP	2030 CIP (Total Cost = \$1,200,000 +/-)	Replace approximately 549 feet of 18" pipe with 21" pipe between E2037 and E2042 along Fremont Pl	\$ 491,398	\$ 615,889	-	2030
		Replace approximately 525 feet of 18" pipe with 21" pipe between E2043 and E2048 along Greenwood Dr	\$ 405,902	\$ 508,734	-	2030
		Replace approximately 71 feet of 15" pipe with 18" pipe between E2048 and E2049 along Greenwood Dr	\$ 62,048	\$ 75,073	-	2030
N/A	Obligated Future CIP	40% cost of specific City of Seattle-owned sewer main replacement projects per agreement	-	-	\$ 15,658,674	Undetermined
N/A	Future CIP	Replace approximately 975 feet of 8" pipe with 10" pipe between E5038 and E5054 in easements and along N 192nd St	\$ 750,442	\$ 941,895	-	-
N/A	Future CIP	Replace approximately 710 feet of 8" pipe with 10" pipe between H6026 and H6028 along NE 200th St	\$ 546,405	\$ 685,804	-	-

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

N/A	Future CIP	Replace approximately 405 feet of 8" pipe with 10" pipe between I2014 and I2016 in Fircrest	\$ 311,748	\$ 391,281	-	-
N/A	Future CIP	Replace approximately 210 feet of 12" pipe with 15" pipe between C5019 and C5020 along NW 191st St	\$ 174,327	\$ 214,036	-	-
N/A	Future CIP	Replace approximately 1,015 feet of 10" pipe with 12" pipe between F3022 and F3059 along the Interurban Trail	\$ 805,363	\$ 999,015	-	-
N/A	Future CIP	Replace approximately 591 feet of 10" pipe with 12" pipe between H3064 and H3066 along NE 170 St and 11 Ave NE	\$ 469,160	\$ 581,971	-	-
N/A	Future CIP	Replace approximately 259 feet of 15" pipe with 18" pipe between F6087 and F6088 along N 205th St	\$ 225,305	\$ 272,599	-	-
N/A	Future CIP	Replace approximately 309 feet of 8" pipe with 10" pipe between E4017 and E4016 on Evanston Ave N	\$ 237,966	\$ 298,675	-	-

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**II. COLLECTION cont.**

N/A	Future CIP	Replace approximately 592 feet of 12" pipe with 15" pipe between F6053 and F6056 in easements and along Ashworth Place N	\$ 492,236	\$ 604,360	-	-
N/A	Future CIP	Replace approximately 962 feet of 8" pipe with 10" pipe between E4029 and E4022 on N 175th St and Fremont Ave N	\$ 739,748	\$ 928,472	-	-
N/A	Future CIP	Replace approximately 237 feet of 18" pipe with 21" pipe between D3008 and D3006 along 3rd Ave NW	\$ 212,172	\$ 265,924	-	-
N/A	Future CIP	Replace approximately 292 feet of 14" pipe with 15" pipe between F6043 and F6053 along the Interurban Trail	\$ 242,711	\$ 297,997	-	-
N/A	Future CIP	Replace approximately 313 feet of 8" pipe with 10" pipe between I2012 and I2013 in Fircrest	\$ 240,428	\$ 301,766	-	-
<b>Subtotal for Collection Projects</b>					<b>\$ 98,025,736</b>	

ID	Capital Improvement Project	Project Location and/or Description	Estimated Project Cost via Pipebursting	Estimated Project Cost via Open Cut	Estimated Project Cost	Recommended Year of Construction
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**III. OTHER**

O-1	Personnel Retrieval Davits for Lift Stations	Various	-	-	\$ 70,000	2022
O-2	Vibration Analysis, Thermal Imaging, and Energy Audit on Lift Stations	Various	-	-	\$ 25,000	2023
O-3	Lift Station No. 3 Backup Power	15th Ave NW	-	-	\$ 435,000	2024
O-4	Lift Station No. 11 Backup Power	17th Ave NW	-	-	\$ 522,000	2026
O-5	Lift Station No. 14 Backup Power	NE 178th St	-	-	\$ 557,000	2028
O-6	Annual I/I and Hydraulic Model Update and Review	\$35,000 annually (except 2021)	-	-	\$ 665,000	Annually (except 2021)
<b>Subtotal for Other Projects</b>					<b>\$ 2,274,000</b>	
<b>Capital Projects (2021-2040) Grand Total<sup>1</sup></b>					<b>\$ 104,274,736</b>	

<sup>1</sup> All estimated project costs in this table are a preliminary estimate for budget purposes. Project costs are subject to refinement of project objectives, scope, and more detailed cost estimates. All costs are in 2020 dollars.

**TABLE 8.2  
10-YEAR CAPITAL IMPROVEMENT PLAN (2021-2030)**

ID	Capital Improvement (See Table 8.1 for detailed description)	Funding Source*	Estimated Project Cost - Thousands (2020 \$)									
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030
<b><i>I. PUMPING</i></b>												
P-1	Lift Station No. 12 Pre- Design Report	A,C	-	50	-	-	-	-	-	-	-	-
P-2	Lift Station No. 12 Design and Construction	A,C	-	-	-	850	-	-	-	-	-	-
P-3	Lift Station No. 15 Pre- Design Report	A,C	-	-	-	-	50	-	-	-	-	-
P-4	Lift Station No. 15 Design and Construction	A,C	-	-	-	-	-	-	1,700	-	-	-
P-5	Lift Station No. 5 Pre- Design Report	A,C	-	-	-	-	-	-	-	50	-	-
P-6	Lift Station No. 5 Design and Construction	A,C	-	-	-	-	-	-	-	-	-	1,275
<b>Subtotal for Pumping Projects</b>			<b>-</b>	<b>50</b>	<b>-</b>	<b>850</b>	<b>50</b>	<b>-</b>	<b>1,700</b>	<b>50</b>	<b>-</b>	<b>1,275</b>

ID	Capital Improvement (See Table 8.1 for detailed description)	Funding Source*	Estimated Project Cost - Thousands (2020 \$)									
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030

**II. COLLECTION**

C-1	Annual Sewer Repair and Replacement Projects	C	-	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500	2,500
C-2	Small Works Annual Sewer Repair and Replacement Projects	C	-	400	400	400	400	400	400	400	400	400
2021 CIP	2021 CIP	C	7,925	-	-	-	-	-	-	-	-	-
2022 CIP	2022 CIP	C	-	1,919	-	-	-	-	-	-	-	-
2023 CIP	2023 CIP	C	-	-	1,292	-	-	-	-	-	-	-
2024 CIP	2024 CIP	C	-	-	-	1,667	-	-	-	-	-	-
2025 CIP	2025 CIP	C	-	-	-	-	1,695	-	-	-	-	-
2026 CIP	2026 CIP	C	-	-	-	-	-	1,243	-	-	-	-
2027 CIP	2027 CIP	C	-	-	-	-	-	-	1,850	-	-	-
2028 CIP	2028 CIP	C	-	-	-	-	-	-	-	843	-	-
2029 CIP	2029 CIP	C	-	-	-	-	-	-	-	-	849	-

ID	Capital Improvement (See Table 8.1 for detailed description)	Funding Source*	Estimated Project Cost - Thousands (2020 \$)									
			2021	2022	2023	2024	2025	2026	2027	2028	2029	2030

**II. COLLECTION Cont.**

2030 CIP	2030 CIP	C	-	-	-	-	-	-	-	-	-	1,200
<b>Subtotal for Collection Projects</b>			<b>7,925</b>	<b>4,819</b>	<b>4,192</b>	<b>4,567</b>	<b>4,595</b>	<b>4,143</b>	<b>4,750</b>	<b>3,743</b>	<b>3,749</b>	<b>4,100</b>

**III. OTHER**

O-1	Personnel Retrieval Davits for Lift Stations	A,C	-	70	-	-	-	-	-	-	-	-
O-2	Vibration Analysis, Thermal Imaging, and Energy Audit on Lift Stations	A,C	-	-	25	-	-	-	-	-	-	-
O-3	Lift Station No. 3 Backup Power	A,C	-	-	-	435	-	-	-	-	-	-
O-4	Lift Station No. 11 Backup Power	A,C	-	-	-	-	-	522	-	-	-	-
O-4	Lift Station No. 14 Backup Power	A,C	-	-	-	-	-	-	-	557	-	-
O-5	Annual I/I and Hydraulic Model Update and Review	A,C	-	35	35	35	35	35	35	35	35	35
<b>Subtotal for Other Projects</b>			<b>-</b>	<b>105</b>	<b>60</b>	<b>470</b>	<b>35</b>	<b>557</b>	<b>35</b>	<b>592</b>	<b>35</b>	<b>35</b>
<b>Grand Total</b>			<b>7,925</b>	<b>4,974</b>	<b>4,252</b>	<b>5,887</b>	<b>4,680</b>	<b>4,700</b>	<b>6,485</b>	<b>4,385</b>	<b>3,784</b>	<b>5,410</b>

\* the capital projects for 2021 have been documented and approved by the District Board via resolution in November 2020

\*\* Funding Sources: A- GFC      Funded from District General Facilities Charges revenue

B- LFC      Constructed by developer extension, or by District with subsequent cost recovery thru  
Local Facilities Charge revenue

C- Rates      System improvements projects funded by sewer service charges and bonds

Surface Water Utility Fund: Capital Improvement Program Summary 2021-2026

	2021E	2022E	2023E	2024E	2025E	2026E	2021-2026 TOTAL
<b>PROJECT EXPENDITURES</b>							
<u>CAPACITY</u>							
10TH AVE NE DRAINAGE IMPROVEMENTS	\$ 251,481.00	\$ 102,230.00	\$ 5,000.00	\$ 1,679,412.00	\$ -	\$ -	\$ 2,038,123.00
25TH AVE NE DITCH IMPROV BETWEEN NE 177TH AND 178TH STREET	\$ 104,783.00	\$ 104,816.00	\$ 1,525,126.00	\$ -	\$ -	\$ -	\$ 1,734,725.00
25TH AVE. NE FLOOD REDUCTION IMPROVEMENTS	\$ 56,275.00	\$ 50,000.00	\$ 50,000.00	\$ -	\$ -	\$ -	\$ 156,275.00
HERON CREEK CULVERT CROSSING AT SPRINGDALE CT NW	\$ -	\$ 446,900.00	\$ 460,307.00	\$ 1,703,990.00	\$ 958,311.00	\$ -	\$ 3,569,508.00
NE 148TH INFILTRATION FACILITIES	\$ 74,800.00	\$ 527,034.00	\$ -	\$ -	\$ -	\$ -	\$ 601,834.00
NW 195TH PLACE AND RICHMOND BEACH DRIVE FLOODING	\$ -	\$ 435,098.00	\$ 449,573.00	\$ -	\$ -	\$ -	\$ 884,671.00
12TH AVENUE NE BIORETENTION POND RETROFITS*	\$ -	\$ 200,000.00	\$ -	\$ -	\$ -	\$ -	\$ 200,000.00
<u>REPAIR AND REPLACEMENT</u>							
HIDDEN LAKE DAM REMOVAL	\$ 370,267.20	\$ 2,544,268.00	\$ 52,989.00	\$ 4,438,500.00	\$ -	\$ -	\$ 7,406,024.20
PUMP STATION 26 IMPROVEMENTS	\$ 211,755.00	\$ 3,374,254.00	\$ -	\$ -	\$ -	\$ -	\$ 3,586,009.00
PUMP STATION 30 UPGRADES	\$ 1,000.00	\$ 290,000.00	\$ 1,854,613.00	\$ -	\$ -	\$ -	\$ 2,145,613.00
PUMP STATION MISCELLANEOUS IMPROVEMENTS	\$ 83,650.00	\$ 404,960.00	\$ -	\$ -	\$ -	\$ -	\$ 488,610.00
STORMWATER PIPE REPLACEMENT PROGRAM	\$ 1,148,936.00	\$ 868,520.00	\$ 1,626,100.00	\$ 500,000.00	\$ 50,000.00	\$ 1,500,000.00	\$ 5,693,556.00
SURFACE WATER SMALL PROJECTS	\$ 853,536.00	\$ 841,906.00	\$ 767,877.00	\$ 772,898.00	\$ 50,000.00	\$ 650,000.00	\$ 3,936,217.00
STORM CREEK EROSION MANAGEMENT**	\$ -	\$ 320,000.00	\$ 680,000.00	\$ -	\$ -	\$ -	\$ 1,000,000.00
BARNACLE CREEK CULVERT REPLACEMENT**	\$ -	\$ 250,000.00	\$ 250,000.00	\$ 1,500,000.00	\$ -	\$ -	\$ 2,000,000.00
<u>PROJECTS TO BE COMPLETED IN CURRENT BIENNIUM (2019-2020)</u>							
SYSTEM CAPACITY MODELING STUDY	\$ 142,890.90	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 142,890.90
WESTMINSTER WAY N PIPE REPLACEMENT	\$ 505,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 505,000.00
<u>NON-PROJECT SPECIFIC</u>							
SURFACE WATER MASTER PLAN	\$ -	\$ 289,819.00	\$ 298,513.00	\$ -	\$ -	\$ -	\$ 588,332.00
SURFACE WATER CAPITAL ENGINEERING	\$ 179,427.00	\$ 198,722.00	\$ 223,270.00	\$ 248,770.00	\$ 258,720.80	\$ 269,069.63	\$ 1,377,979.43
COST ALLOCATION CHARGES	\$ 221,814.00	\$ 173,201.00	\$ 209,357.00	\$ 209,357.00	\$ 238,762.00	\$ 245,925.00	\$ 1,298,416.00
TRANSFERS OUT	\$ 238,495.36	\$ 814,966.64	\$ -	\$ -	\$ -	\$ -	\$ 1,053,462.00
<b>TOTAL CAPITAL EXPENDITURES</b>	<b>\$ 4,444,110.46</b>	<b>\$ 12,236,694.64</b>	<b>\$ 8,452,725.00</b>	<b>\$ 11,052,927.00</b>	<b>\$ 1,555,793.80</b>	<b>\$ 2,664,994.63</b>	<b>\$ 40,407,245.53</b>

\* Originally proposed as 2021 design CIP under 2018 Surface Water Master Plan; removed as project from previous CIPs when smaller projects were rolled into SW Small Projects Program; shown here as standalone

\*\*Proposed as new high priority projects starting in 2022, not yet authorized