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**Council Meeting Date:** February 25, 2002

**Agenda Item:** 9(a)

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute a Contract with Gray & Osborne, Inc. for Engineering Services for an Amount Not to Exceed \$200,000
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Arthur E. Maronek, Interim Public Works Director

**PROBLEM/ISSUE STATEMENT:** The City of Shoreline needs additional engineering capacity and professional expertise with regard to its CIP projects. Three engineering and CIP project management positions are currently vacant. In addition, as discussed with Council on February 19<sup>th</sup>, several key issues in CIP project implementation will require a higher level of professional services than are available within existing City resources. We are proposing to address these combined issues by contracting for the services of an engineering consultant firm, Gray & Osborne, Inc., to provide leadership, engineering capacity, professional support, and training for project managers.

**ALTERNATIVES ANALYZED:**

- **Alternative #1:** While also implementing CIP projects, conduct an internal staff review, prioritize existing CIP projects, identify the abilities and limitations of existing personnel to implement all of the approved projects, recruit and hire employees to fill the three vacant positions, and train those new and the existing employees.
- **Alternative #2:** Contract for professional engineering services with an experienced consultant firm to provide engineering capacity, carefully analyze the status of CIP projects, provide leadership and mentoring to project managers, and establish systems to improve CIP project implementation over the long term.

Staff recommends Alternative #2, to contract for services through an experienced professional engineering consulting firm.

**FINANCIAL IMPACT:** There is sufficient budget in the City's Budget due to salary savings to pay for this contract.

**RECOMMENDATION**

Staff recommends that the Council authorize the City Manager to execute a contract, not to exceed \$200,000, with Gray & Osborne, Inc. for professional engineering services.

Approved By:

City Manager LB

City Attorney [Signature]

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## **INTRODUCTION**

The City of Shoreline is in need of additional engineering capacity and professional expertise with regard to its CIP projects. We are proposing to meet those challenges by hiring an experienced professional engineering consultant firm to provide leadership, engineering capacity, professional support, and training for project managers.

## **BACKGROUND**

A Request For Statement of Qualifications (RFQ) was advertised in the Daily Journal of Commerce on Wednesday, January 9, 2002 and Monday January 14, 2002, and in the Seattle Times on Thursday, January 10, 2002. Proposals were to be submitted no later than 5:00 PM, Wednesday, January 15, 2002. Proposals were reviewed and rated by a panel of City staff, and the more qualified firms were interviewed by another panel of City staff. The presentation and written documentation by Gray & Osborne provided evidence that the firm is the most qualified for providing the levels and types of professional engineering expertise currently needed at the City of Shoreline.

The scope of work for the contract would include items such as:

- 1) Review and comment on the current project management system for planning and conducting the implementation phases of CIP projects. Subsequently, if authorized, provide a draft recommended "Project Management Manual" and draft recommended "Project Tracking and Reporting System."
- 2) Following the City Council's selection of a preferred alignment, assist the Aurora Corridor Project Manager and Public Works Director by reviewing the scope of work, schedule and cost estimate for Aurora Avenue North from North 145<sup>th</sup> Street to North 165<sup>th</sup> Street and the related design phase proposal from the design consultant, and providing comments as to potential changes or improvements.
- 3) Participate in North City Business District Improvement / 15<sup>th</sup> Avenue NE Corridor Pre-design Project; review and comment on the draft scope of work and the cost and schedule proposal from the design consultant; and participate in periodic project team meetings to review status.
- 4) Review and comment on the 60% engineering drawings for the south segment of the Interurban Trail and accumulated in-house and outside agency comments on the 60% drawings. Assist the project manager and Public Works Director in implementing needed changes.
- 5) Assist with planning and scheduling coordinated design drawings and construction change orders for the completion of Paramount Park, Phase One and Phase Two.
- 6) For the following projects, review the scope of work, current status, schedule by phase, cost estimate by phase, and total project cost estimate; identify issues or uncertainties that need to be addressed in order to accelerate the schedules, and recommend steps to resolve those issues or uncertainties:
  - 3<sup>rd</sup> Avenue NW Drainage
  - Ronald Bog Drainage
- 7) Review the 60% engineering drawings for the north segment of the Interurban Trail. Participate in site reviews with Seattle City Light. Assist the project manager and Public Works Director in the implementation of necessary changes.

- 8) Review and comment on current City of Shoreline standard contract specifications. Subsequently, if authorized, provide a draft of recommended standard contract specifications for use in future construction contracts.
- 9) Review and comment on the current City of Shoreline "Engineering Development Standards" as documents to guide the pre-design, design, and construction phases of future CIP projects and private projects in the public rights-of-way. Subsequently, if authorized, provide a draft of recommended "Engineering Design and Construction Standards."
- 10) Other professional engineering work as authorized in writing.

### **ALTERNATIVES ANALYSIS**

**Alternative 1: Alternative #1:** While also implementing CIP projects, conduct an internal staff review, prioritize existing CIP projects, identify the abilities and limitations of existing personnel to implement all of the approved projects, recruit and hire employees to fill the three vacant positions, and train those new and the existing employees. Due to vacancies in three engineering and project management positions, and limitations in terms of the numbers and experience of the remaining personnel, staff recognizes that this alternative is not realistic.

**Alternative #2:** Contract for professional engineering services with an experienced consultant firm to provide engineering capacity, carefully analyze the status of CIP projects, provide leadership and mentoring to project managers, and establish systems to improve CIP project implementation over the long term. By contracting with an experienced professional engineering consultant, the benefits derived would be quantifiable in terms of monetary savings, improved service capacity, and a well-established CIP management system. The final outcome would be a clear and concise management process for all CIP projects being implemented.

Staff recommends Alternative #2, to contract for services through an experienced professional engineering consultant firm.

**FINANCIAL IMPACT:** The three vacant engineering positions will reduce costs for salaries and benefits by \$280,000, providing sufficient funding in the City's 2002 Budget due to salary savings to pay for this contract.

### **RECOMMENDATION**

Staff recommends that the Council authorize the City Manager to execute a contract, not to exceed \$200,000, with Gray & Osborne, Inc. for professional engineering services.