

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to contract with Olympic Associates of Seattle for project management services for City Hall.
DEPARTMENT: City Manager's Office
PRESENTED BY: Robert L. Olander, Deputy City Manager

PROBLEM/ISSUE STATEMENT:

One of the primary goals in the City Council 2002-2003 workplan is to "Implement a City Hall Plan". This item formalizes the next major step in this process is to hire a project management firm.

The big picture problem we are solving here was well defined shortly after incorporation by the first City Council. The City has little control over the costs of leasing and maintaining office space for City Hall. In addition, the City's customer service locations have become de-centralized between two buildings, which creates a barrier to providing quality customer service. Furthermore, the City's image lacks a sense of community while it occupies leased office space in two adjacent buildings.

FINANCIAL IMPACT:

The City Hall project has been budgeted in the 2003-2008 Capital Improvement Program. This budget and schedule is subject to change, as the more we move forward on this project the greater the certainty we have regarding costs and schedule.

This project will cost \$479,591, which is roughly 3.1% of the total project cost.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to enter into a contract with Olympic Associates of Seattle in the amount of \$479,591, plus a contingency allowance not to exceed 10% of the original contract.

Approved By: City Manager  City Attorney 

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INTRODUCTION

One of the primary goals in the City Council 2002-2003 workplan is to "Implement a City Hall Plan". This item formalizes the next major step in this process is to hire a project management firm.

On August 19th, staff introduced the staff from Olympic Associates and shared the project schedule and costs for this contract.

BACKGROUND

On April 1st, Staff shared a project plan with the Council for the City Hall project. This plan included a number of decisions regarding the project. These included, verifying affordability, selecting a project management consultant, revising the 2000 space needs analysis for City Hall, and developing a site selection criteria.

To date, we have completed the affordability analysis, as part of the Capital Improvement Program discussion in July. Staff has also completed a Request for Qualifications process for selecting a project management firm, and will bring a formal selection for Council consideration next week. As part of the scope of work for the project management firm, we have included the revisions to the 2000 space needs analysis as a task. The City Attorney is also in negotiations with our current landlords to extend our existing leases.

Olympic is being proposed as the contractor for this service, after a Request for Qualifications process involving 34 firms. Olympic was selected based on their experience in a number of similar projects with excellent results in our area. These projects included Edmonds City Hall, the Shoreline Fire Department Training Center, the Lake Forest Park City Hall and the Northshore Senior Center. Seattle-based Olympic has been in the project management business since 1955

On August 19th staff shared the project management contract costs, schedule and benefit with Council. This included a review of Olympic's experience, the steps involved in successful oversight of this project and the value they add to the overall project.

Other items remaining include a decision on a project delivery method and criteria for selecting a site (or sites) for consideration.

ALTERNATIVES ANALYSIS

There is no practical alternative to this contract, which would provide the City with the same or greater level of reliability for this project. This is the largest City architectural project to date, which will ultimately require project management skills that the City staff does not have, and would be expensive to duplicate. The City's 2003-2008 Capital Improvements Plan has very few architectural projects, which makes it hard to justify having City staff perform this function for this project.

While the City could proceed on this project with out a project management firm, Council decided in April that it was preferable to have a project management firm involved to reduce the possibility of cost and schedule growth.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to enter into a contract with Olympic Associates of Seattle in the amount of \$479,591, plus a contingency allowance not to exceed 10% of the original contract.

ATTACHMENTS

Attachment 1: City Hall Project Costs, Schedule and Tasks



CITY OF SHORELINE
NEW CITY HALL

EXHIBIT B

DESIGN AND CONSTRUCTION MANAGEMENT
FEE PROPOSAL
(7/30/02)

	2002												2003												TOTAL HOURS PHASE TOTAL	TOTAL PHASE TOTAL
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
STAFF	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	15	180	\$ 1,500	
PROJECT MANAGER	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
RISK MANAGEMENT	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
ESTIMATOR	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
MIS	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
PIC	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
ADMIN SUPPORT	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
PROGRAMMING	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
SCOPE OF WORK	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	10	120	\$ 1,000	
TOTAL	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	100	1,200	\$ 10,000	

PROJECT SCHEDULE

- Project Delivery Method
- SME Selection/Programming
- AME RFC / Selection
- Project Design
- SEPA/CUP (if req)
- Building Permit
- Bid/award
- Construction
- Occupancy/Close Out



**CITY OF SHORELINE
NEW CITY HALL
DESIGN AND CONSTRUCTION MANAGEMENT
FEE PROPOSAL
(7/30/02)**

EXHIBIT B

SCOPE OF WORK	2004												2005												TOTAL HOURS PHASE I & II	TOTAL PHASE I & II
	1	2	3	4	5	6	7	8	9	10	11	12	1	2	3	4	5	6	7	8	9	10	11	12		
PROJECT MANAGER																									2324	\$ 278,792
RISK MANAGEMENT																									72	\$ 8,208
ESTIMATOR																									158	\$ 14,950
MIS																									188	\$ 21,424
PIC																									400	\$ 57,416
ADMIN SUPPORT																									345	\$ 17,686
PROGRAMMING																									63	\$ 7,680
TOTAL																									3354	\$ 383,866

PROJECT SCHEDULE

- Project Delivery Method
- Site Selection/Programming
- AME RFI / Selection
- Project Design
- SEPA/CUP (if req'd)
- Building Permit
- Bid/Award
- Construction
- Occupancy/Close Out