

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

<b>AGENDA TITLE:</b>	Authorize City Manager to execute contract for \$500,000 with the Authority to execute change orders up to \$75,000 between the City of Shoreline and Berryman and Henigar, Inc. to complete the update of the Comprehensive Plan and development of the Transportation and Surface Water Master Plans in coordination with the update of the Parks, Recreation and Open Space Plan
<b>DEPARTMENT:</b>	Planning and Development Services, Public Works and Parks, Recreation and Cultural Services
<b>PRESENTED BY:</b>	Rachael Markle, Planning Manager

**PROBLEM/ISSUE STATEMENT:**

The purpose of this report is to request City Council to authorize the City Manager to execute a contract for \$500,000 with the authority to execute change orders up to \$75,000 between the City of Shoreline and Berryman and Henigar, Inc. to complete the update of the Comprehensive Plan and development of the Transportation and Surface Water Master Plans in coordination with the update of the Parks, Recreation and Open Space Plan. City Council has identified this project as a goal for 2003-2004. The City's purchasing policies require Council to authorize the City Manager to enter into contracts exceeding \$50,000.

**ALTERNATIVES ANALYZED:**

The following alternatives were analyzed during the March 2, 2003 joint meeting of the City Council and Planning Commission. The Council and Commission directed staff to pursue alternative #3.

(1) Do Nothing: This was not considered a viable option. The City is required under the Growth Management Act (GMA) to update the City's Comprehensive Plan by December 1, 2004. The City could choose not to meet the State's deadline by taking no legislative action to review its plans and regulations by December 1, 2004.

(2) Complete each project separately: Update the Comprehensive Plan and Development Code, prepare a Transportation Master Plan, prepare a Parks, Recreation, and Open Space Master Plan, and a Surface Water Master Plan using separate project managers/teams, public processes, schedules and environmental review. Planning staff would provide the review for consistency with the GMA.

(3) (Recommended Strategy) Coordinated Review, Development and Adoption of Amendments and Plans: Complete the 2004 Update of the Comprehensive Plan and associated amendments to the Development Code in coordination with the development



of the Transportation and Surface Water Master Plans, and the Update of the Parks, Recreation, and Open Space Plan.

**FINANCIAL IMPACT:**

Approximately \$700,000 is budgeted for this work. The Berriman and Henigar, Inc. contract is \$500,000.

**RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract between the City of Shoreline and Berryman and Henigar, Inc. in the amount of \$500,000 with the authority to execute change orders up to \$75,000 to complete the update of the Comprehensive Plan and development of the Transportation and Surface Water Master Plans in coordination with the update of the Parks, Recreation and Open Space Plan.

Approved By:            City Manager  City Attorney 

## INTRODUCTION

- The City Council through its goals for 2003 and 2004, has identified the update of the Comprehensive Plan including the environmental elements and development of the Transportation and Surface Water Master Plans in coordination with the update of the Parks, Recreation and Open Space Plan as a top priority.

***2003-2004 Council Goal No. 3: Update elements of the Comprehensive Plan including environmental, surface water, transportation and parks and open space.***

## BACKGROUND

The Council and Planning Commission had a joint workshop on March 3, 2003 to discuss the proposed process to coordinate the State mandated 2004 update of the Comprehensive Plan with the development of the Transportation and Surface Water Master Plans. In addition, the linkages to and the importance of coordinating the development and review of the Parks, Recreation and Open Space Plan update with the development and update of these plans was also discussed. Planning and Development Services, Public Works and the Parks and Recreation Departments collaborated to develop the scope of work for this project and will continue to work closely to complete this project in 2004.

On May 12, 2003 Council authorized the City Manager to enter into a contract with GreenPlay, LLC to complete the Parks, Recreation and Open Space Plan. The scope of work for GreenPlay was written to include coordination with the update of the Comprehensive Plan and development of the Transportation and Surface Water Master Plans.

The Request for Qualifications was advertised in April 2003. Six firms/teams submitted qualifications by the May 7, 2003 deadline. The qualifications were reviewed by a seven person staff team consisting of representatives from the Planning, Parks, and Public Works departments. Three firms/teams were interviewed and multiple references were checked for the top team. Berryman and Hennigar, Inc. was selected and is recommended. Berryman and Henigar, Inc. is located in Seattle.

Berryman and Henigar presented the City with a team approach to completing this project. Berryman and Henigar will provide overall project management and will be the lead consultants on the update of the Comprehensive Plan. They assembled a team of experts in the fields of transportation, surface water, environmental planning and analysis, public participation, and municipal financing. Although, Berryman and Henigar also provide many of these same services, based on the City's RFQ and an understanding that this project is one of the Council's top priorities, they decided to design a team of the most qualified professionals available. The City's contract will only be with Berryman and Henigar. Berryman and Henigar will contract with the various team member firms.

<b>Team members</b>	<b>General Role</b>
Berryman and Henigar	<ul style="list-style-type: none"> <li>• Overall project management and coordination</li> <li>• Update of the Comprehensive Plan</li> </ul>
Mirai Associates	<ul style="list-style-type: none"> <li>• Development of the Transportation Master Plan</li> <li>• Update of the Transportation Element of the Comprehensive Plan</li> </ul>
R.W. Beck	<ul style="list-style-type: none"> <li>• Development of the Surface Water Master Plan</li> </ul>
EnviroIssues	<ul style="list-style-type: none"> <li>• Public Process</li> <li>• Public information</li> </ul>
Ogden Murphy Wallace	<ul style="list-style-type: none"> <li>• Legal review</li> </ul>
Property Counselors	<ul style="list-style-type: none"> <li>• Update of the Economic Development Element of the Comprehensive Plan</li> </ul>
HyCo (Randy Young)	<ul style="list-style-type: none"> <li>• Financial Analysis for Transportation and Surface Water</li> </ul>
Adolfson Associates	<ul style="list-style-type: none"> <li>• SEPA Review and documentation</li> <li>• Environmental Policy</li> </ul>

The contract scope includes the following categories of tasks:

**Overall project management:**

- Develop and implement the work plan and schedule
- Develop and implement the communication plan
- Develop and apply a document template
- Provide overall project coordination and integration
- Develop and implement the adoption process

**Comprehensive Plan Update**

- Collect and update data
- Analyze existing Comprehensive Plan goals and policies
- Draft update of objectives and review of all chapters of the Comprehensive Plan for consistency with GMA, other state and federal laws

**Environmental Element and Development Regulations including Shoreline Master Program Element and Development Regulations**

- Conduct shoreline characterization and inventory, mapping and analysis
  - Analyze and draft update of goals, policies and objectives
  - Update and develop development regulations pertaining to critical areas
  - Analyze and draft update of goals, policies and objectives of the Shoreline Master Program
- Update and develop development regulations and procedures pertaining to shorelines

### **Transportation Master Plan**

- Review existing reports and assemble existing conditions
- Establish and evaluate future transportation conditions through 2025
- Identify existing transportation problems
- Update Transportation model
- Update City's street functional classification system
- Establish policy guidance on street cross section design standards based on facility classifications
- Develop Evaluation Criteria to screen and evaluate future transportation improvements
- Develop a list of transportation improvement concepts and improvements
- Evaluate list of transportation concepts and improvements in relation to transportation financing alternatives
- Develop a draft 20 year transportation facility plan
- Final product = Transportation Master Plan

### **Surface Water Master Plan**

- Gather and review available drainage and utility information
- Analyze surface water policies and regulations
- Perform analysis of the stormwater conveyance system
- Perform water quality analysis
- Building upon existing data: Identify wildlife habitat locations and analyze three levels of service for improving habitat
- Evaluation of stormwater operations and maintenance needs and costs
- Development of a six year and twenty year prioritized CIP
- Development of an implementation plan
- Explore the purchase and implementation of a surface water modeling system for the City
- Final product = Surface Water Master Plan

### **Capital Improvement and Fiscal Planning**

- Integrate the actions and strategies of the transportation, surface water parks capital needs with other city capital needs
- Reassess the level of capital facilities provided, review the level of service standards and revise or develop implementation procedures
- Verify revenue sources
- Update the fiscal impact analysis/finance plan
- Review and revise the concurrency management program
- Final product = 6-year CIP project list and 20 year CIP project list

### **Public Involvement – for development of all plans and updates**

- Develop a public involvement plan
- Prepare public involvement materials: newsletters, notices, web updates, community information displays, and informational articles
- Design and support public workshops and open houses
- Develop a public comment database
- Prepare a final report summarizing public involvement

### **Environmental Review - for development of all plans and updates**

- Conduct a coordinated SEPA Review on the Comprehensive Plan update, Transportation and Surface Water Master Plans, development Code amendments and the Update of the Parks, Recreation and Open Space Plan
- It is anticipated that a Supplemental Environmental Impact Statement based on the Environmental Impact Statement prepared for the Comprehensive Plan will be prepared at a programmatic (planning) level as opposed to a project specific environmental review.
- As budgeted, there are remaining funds that could be allocated for additional environmental review should it become necessary.

The budget for this project is approximately:

\$250,000	Surface Water Master Plan
\$250,000	Transportation Master Plan
\$ 70,000	Shoreline Master Program
\$ 22,299	Remainder of Berryman and Henigar Contract to update Critical Areas Regulations
<u>\$108,620</u>	2002 Budget Carried Over for completion of former Council Goal No. 8
\$700,919	

The contract with Berryman and Henigar will utilize \$500,000 of the total project budget. The remaining \$200,919 will be used to fund related "in house" tasks such as : production and advertising associated with the development of the plans and updates; portions of City staff salaries for work on the project, supplies and rentals procured by the City for this project, and additional public outreach if needed. Also included in the \$200,919 is the \$75,000 authorization for the City Manager to execute change orders should the scope of work need to be broadened. Finally, staff will be managing the costs of this project with a desired goal of completing the project under budget.

### **ALTERNATIVES ANALYSIS**

The following three firms were interviewed:

- Berryman and Henigar, Inc.;
- Jones and Stokes; and
- Parametrix

Each firm was rated on the following criteria:

- Project Approach 0-30 points
- Related Experience of Project Team 0-25 points
- Expertise of Key Staff 0-25 points
- Ability to meet time schedule 0-10 points

Based on the above criteria, a six-person panel collectively gave Berryman and Henigar's team the highest score. More specifically,

- Best articulated approach of combining the development, public process, analysis, environmental review of all four planning projects to create coordinated long range plans;
- Project management is local (Seattle) and has a committed track record in the City and according to the references checked, throughout the region to get the project done on time, on target and on budget;
- Although all of the team's interviewed were qualified, the Berryman and Henigar team not only possessed the requisite number of years of experience and experience working on similar projects – the team has completed surface water and transportation planning projects for neighboring jurisdictions such as Seattle,....
- The Berryman and Henigar team includes legal support, which was not a highlighted component in the other two interviews.
- Berryman and Henigar "scored" high with the interview team and with the references on the value received for the money expended.
- Berryman and Henigar are described as being very flexible by references.

### **RECOMMENDATION**

Staff recommends that Council authorize the City Manager to execute a contract between the City of Shoreline and Berryman and Henigar, Inc. in the amount of \$500,000 with the authority to execute change orders up to \$75,000 to complete the update of the Comprehensive Plan and development of the Transportation and Surface Water Master Plans in coordination with the update of the Parks, Recreation and Open Space Plan.

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