

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to execute a contract amendment for Project Management Services –Shoreline Civic Center
DEPARTMENT:	City Manager's Office
PRESENTED BY:	Jesus Sanchez, Operations Manager/Project Manager

BACKGROUND

The above referenced project was awarded in November 2006 with Mr. William Angle of Colliers International. Among other elements of the original bid, the contract bid cost submitted was \$170,000 plus miscellaneous expenses (administrative costs, printing, and presentation boards); however, the actual contract award was reduced in scope and at a cost not to exceed \$3,000. The scope of services at that time required limited consultation services for the purposes of presenting to Council a contrast of design delivery methods from the traditional public works bidding process. With the authority provided by Council at the January 22, 2007 meeting to proceed with a design/build delivery method, we are requesting a contact amendment for the balance of the original scope of work in the RFP for consultant services.

PROBLEM/ISSUE STATEMENT:


Staff is requesting that Council authorize the City Manager to execute a contract amendment to the original contract with Mr. William Angle, for the balance of the scope of services as defined in the origin bid in the RFP (See Attachment A). Mr. Angle was the best qualified candidate after a panel review based on an evaluation matrix design. Cost was one of the items in the evaluation, but not the determining factor.

Due to the importance of the Civic Center Project along with developing market trends, it is important that we proceed with the next steps of the program for design and construction of a new Civic Center for the City Of Shoreline. Mr. Angle has submitted an aggressive yet carefully planned schedule designed to achieve the our goals to build a cost conscious and quality civic building taking into account public input, sustainable development, and integrated public art (See Attachment B-Schedule).

FINANCIAL IMPACT: The contract amendment is for \$167,000, representing approximately less then one percent (1%) of projected construction costs. There are sufficient funds in the City Hall Project to cover the contract amendment costs.

RECOMMENDATION

Staff recommends the Council authorize the City Manager to execute a contract amendment with William Angle, for an amount not to exceed \$167,000.

Approved By:  City Manager  City Attorney 

Attachments

Attachment A-Scope of Work

Attachment B- Draft Schedule

Scope of Work:
Project Concept / Competitive Process / Predevelopment
Shoreline City Hall Project

A. Oversee Concepts:

- In collaboration with City officials, describe in narrative form / graphically illustrate the proposed Project, its location, its rationale, and its importance to the community;
- Review, identify, articulate programmatic scope of facility / Project to be developed;
- Identify and empower the City's Project leader; outline scope, authority, responsibilities;
- Consider Project delivery alternatives; identify the most advantageous Project delivery method;
- Model financing alternatives; in collaboration with City officials determine the most advantageous financing method based upon Project delivery method;
- Formulate / refine a public-private design-build, lease-to-own delivery approach to Project;
- Establish consensus among Project participants (& stakeholders) re: utilizing this approach;

B. Establish Project Objectives:

- In collaboration with City officials, establish, prioritize and document the Project Objectives;
- Examples might include: quality vs. cost, delivery schedule requirements, environmental impacts, City image, etc.
- Project objectives become the guiding principles of the project, influencing many Project decisions;
- Project Objectives will have significant impact on Project delivery method, schedules, financing, assumption, assumption of risks by City, etc.;

C. Create a Basic Vision of the Project:

- In collaboration with City officials and its public participation process, describe a vision that combines a preliminary building program, perspective sketch(es) of the project, an urban design concept plan, preliminary blocking and elevations of the building, a preliminary schedule;
- Consider location, facilities master plan, sense of place, employee efficiencies, parking, long term investment, etc.;
- Review the Project site master plan in light of City planning policies;
- Document and quantify the proposed land and building uses;
- This "basic vision" is considerably less than a "schematic design", which typically might require six to eight weeks and not insignificant funding;

D. Determine the Market Demand for any Private Sector Uses of the Project:

- With regard to potential private sector tenancy (in a larger Project), understand market demand and underlying economics;

- Essential step in the predevelopment process;
- Results will help identify risk elements of different development scenarios;
- This analysis will ripple throughout the decision making process;

E. Prepare a Predevelopment Budget & Schedule:

- In collaboration with City officials, propose / review / obtain consensus for a reasonable predevelopment budget & schedule timeline;
- Educate elected City officials with regard to likely development budgets and construction timeline.

F. Request for Qualifications - Developers:

- Draft RFQ;
- Review with City Attorney;
- Obtain City Agreement;
- Finalize;
- Oversee Procurement Office distribution;
- Run Informational Meetings;
- Answer Inquiries;
- Review Responses to RFQ;
- Prepare Report for Selection Committee;
- Rank;
- Notify Finalists;

G. Prepare Request for Proposals – Developers:

- Draft RFP, Development Agreement, Budget Template;
- Review with City Attorney;
- Obtain City Agreement;
- Finalize;
- Oversee Procurement Office distribution;
- Run Informational Meetings;
- Answer Inquiries;
- Review Responses to RFP;
- Prepare Report for Selection Committee;
- Rank;
- Select developer;

H. Manage the Collaborative Pre-development Process/Development Agreement:

- Define collaborative process;
- Coordinate and oversee negotiations;
- Define deliverables (design, Project budget, etc.);
- Agree upon reimbursable pre-development budget;
- Agree upon a final schedule;
- Negotiate final terms of development agreement;
- Attend weekly design / pre-development meetings;

- Interface with bond counsel, underwriters, City Attorney, etc. re financing method;
- Coordinate legal issues, e.g., real estate, construction and tax exempt debt, etc. with City Attorney in preparation for closing;
- Coordinate and oversee transaction closing;

I. Brief Elected Officials: In collaboration with City staff

- Keep elected officials apprised of Project approach, current status, etc.

(If 63-20 is decided upon as a financing method)

J. Request for Qualifications – Facilitating 63-20 Non-Profit:

- Draft RFQ;
- Review with City Attorney;
- Obtain City Agreement;
- Finalize;
- Oversee Procurement Office distribution;
- Review Responses to RFQ;
- Prepare Report for Selection Committee
- Rank;
- Notify;

Week #	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22
	Jan / Feb 31 thru 2	February 5 thru 9	February 12 thru 16	February 19 thru 23	Feb / March 26 thru 2	March 5 thru 9	March 12 thru 16	March 19 thru 23	March 26 thru 30	April 2 thru 6	April 9 thru 13	April 16 thru 20	April 23 thru 27	April / May 30 thru 4	May 7 thru 11	May 14 thru 18	May 21 thru 25	May / June 28 thru 1	June 4 thru 8	June 11 thru 15	June 18 thru 22	June 25 thru 29
RFQ - Ten Weeks																						
1st Draft Delivery	31-Jan	6-Feb																				
Review & Edit	6 days																					
Final Edits - Prepare for Publication	14 days																					
Publication & Publicity	1 day																					
Written Notices																						
Direct Calls to Developers	14 days																					
Pre-submittal Conference	14 days																					
Written Question(s) Deadline	1 day																					
Submittals Due	35 days																					
Score & Rank	21 days																					
Notify Finalists	1 day																					
Council Briefing / Next Steps	1 day																					
Community Input																						
Written Notices / Advertisements	28 days																					
Community Evening / Oral Commentary	1 day																					
Written Comments Due	7 days																					
RFP -																						
Outline & Delivery of Outline	14 days																					
1st Draft Delivery	7 days																					
Review & Edit	7 days																					
2nd Draft Delivery	7 days																					
Incorporate Public Comments, Review & Edit	14 days																					
3rd Draft Delivery	7 days																					
Review & Prepare for Publication	7 days																					
Publication	1 day																					
Pre-submittal Conference	1 day																					
Written Question(s) Deadline	1 day																					
Proposals Due	56 days																					
Score & Rank	21 days																					
Final Selection of Developer	1 day																					
Council Briefing / Next Steps	1 day																					