

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Enter into an Agreement with EarthCorps in the Amount of \$100,000 to Provide Environmental Vegetation Management and Minor Trail Repair for Shoreline Parks and Surface Water Facilities
<b>DEPARTMENT:</b>	Parks, Recreation, and Cultural Services
<b>PRESENTED BY:</b>	Eric Friedli, PRCS Director
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Public Hearing <input type="checkbox"/> Discussion

**ISSUE STATEMENT:**

Since 2009, the City of Shoreline has entered into an agreement with EarthCorps for trail, vegetation and environmental restoration work at several Shoreline parks and surface water facilities. Since this contract amount is over \$50,000, City Council authorization is required for the City Manager to enter into the agreement.

This contract is being entered into pursuant to RCW 35.21.278 and RCW 79A.35.130, which allows the City to enter into a contract with a service organization to provide maintenance improvements to parks, surface water facilities and environmentally sensitive areas without regard to competitive bidding for public works. Thus, the contract is outside of the public works bidding laws.

**FINANCIAL IMPACT:**

This work is paid for using 2016 King County Renewal Trail Levy funding, General Capital Park Repair and Replacement funds and the Surface Water Utility operating funds. There is adequate funding within these budgets to complete this work.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to enter into an agreement with EarthCorps in the amount of \$100,000 to provide environmental vegetation management and minor trail repair for Shoreline parks and surface water facilities.

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

## **BACKGROUND**

Since 2009, the City of Shoreline has entered into an agreement with EarthCorps for trail, vegetation and environmental restoration work at Shoreline parks and surface water facilities funded from the 2006 Park Bond and Surface Water Utility operating funds. EarthCorps is a non-profit organization founded in 1993 with a mission to build a global community of leaders through local environmental service. EarthCorps provides a year-long intensive program for young adults from the United States and 80 other countries to learn best practices in community-based environmental restoration and develop their leadership skills as they supervise more than 10,000 volunteers each year. See Attachment A for a full program description.

Some examples of work that EarthCorps has performed at Shoreline parks and surface water open spaces over the past six years include:

- *Trail Maintenance*: construction and installation of trail markers, resurfacing trail beds, trail side slope stabilization, trail reconstruction after storm damage or over use, adding switch backs, check steps or stairs in steep slope trails, closing social trails, etc.
- *Environmental Restoration*: required mitigation plant monitoring and management, native plant installations, removing overgrown plants and weeds from planted park and surface water landscapes, invasive and noxious weed eradication, steep slope stabilization, removing illegally dumped trash and debris, and recruiting and leading volunteer community work parties in removing invasive species and planting natives.

See Attachment B, Scope of Work, for more details of this year's expected projects and the budget breakdown between Park and Surface Water budgets.

In 2016, Surface Water Utility operating funds, the King County Renewal Levy funds and General Capital repair and replacement funding will be used to pay for this contract. Since this proposed contract is over \$50,000, City Council authorization is required.

## **DISCUSSION**

This contract is being entered into pursuant to RCW 35.21.278 and RCW 79A.35.130, which allow the City to enter into a contract with a service organization to provide improvements to parks, surface water facilities and environmentally sensitive areas without regard to competitive bidding for public works. Thus, the contract is outside of the public works bidding laws. RCW 35.21.278 requires that the value received be at least equal to three times the payment to the organization. Attachment C to this staff report contains an analysis of typical costs to do the work proposed. RCW 35.21.278 also requires that the total payments not exceed two times the population (\$106,000 for Shoreline). This contract is under this limit. The purchasing department will coordinate any future need and limit City expenditures to be within that of the RCW.

Participants in conservation corps programs offered by a nonprofit organization affiliated with a national service organization established under the authority of the National and Community Service Trust Act of 1993 are exempt from provisions related to rates of compensation while performing environmental and trail maintenance work, provided:

- 1) The nonprofit organization must be registered as a nonprofit corporation pursuant to chapter 24.03 RCW;
- 2) The nonprofit organization's management and administrative headquarters must be located in Washington;
- 3) Participants in the program spend at least 15 percent of their time in the program on education and training activities; and
- 4) Participants in the program receive a stipend or living allowance as authorized by federal or state law.

Participants are exempt from provisions related to rates of compensation only for environmental vegetation and trail work conducted pursuant to the conservation corps program.

### **FINANCIAL IMPACT**

This work is paid for using 2016 King County Renewal Trail Levy funding, General Capital Parks Repair and Replacement funds and the Surface Water Utility operating funds. There is adequate funding within these budgets to complete this work.

### **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to enter into an agreement with EarthCorps in the amount of \$100,000 to provide environmental vegetation management and minor trail repair for Shoreline parks and surface water facilities.

### **ATTACHMENTS**

Attachment A: EarthCorps Brochure  
Attachment B: 2016 Scope of Work  
Attachment C: Cost Comparison Study

# Attachment A



Since 1993, EarthCorps has been working to create a global community of leaders through local environmental service. Our restoration and education efforts focus on three key areas:

## YOUNG LEADERS

EarthCorps' Corps Program is an intensive year-long training program that unites both AmeriCorps and international participants (ages 18-25) from across the United States and around the world to learn skills in community building, habitat restoration, and leadership. EarthCorps program participants are part of a diverse group of emerging environmental leaders committed to teamwork, service, and personal growth. In addition to hands-on service, each participant takes part in 350 hours of workshops, retreats, and other formal trainings.

## HEALTHY HABITATS

EarthCorps works to restore the environment, improve air and water quality and ensure that local Puget Sound residents can enjoy safe, low-impact access to natural areas in urban, suburban and rural settings. EarthCorps seeded Seattle's urban forest restoration efforts that grew to become the Green Seattle Partnership.

## STRONG COMMUNITIES

Environmental service is a uniquely effective way to build community. Each year, 12,000 volunteers participate in environmental restoration projects led by EarthCorps. EarthCorps has lead more than 150,000 volunteers to date. Approximately half of EarthCorps volunteers are youth who volunteer as part of school teams or in order to complete service learning hours.

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## PROGRAM DESCRIPTION

Corps members spend 80% of their time in the field on a crew of six or seven young adults performing environmental restoration. A crew leader guides the crew as they complete restoration projects throughout the Puget Sound region. Restoration is physically demanding work that takes place outdoors in all weather conditions. Projects can include stream and salmon habitat restoration, erosion control, invasive plant removal, native plant installation, trail construction and maintenance, and volunteer management.

Corps members spend 20% of their time in classes, workshops, and field trainings as part of EarthCorps' education program. Education sessions mirror the learning goals of the EarthCorps experience, with curriculum covering basic botany and ecology of the Pacific Northwest, environmental restoration theories and concepts, topics in natural resource management and global environmental issues, leadership skills, and interpersonal and cross-cultural communication.

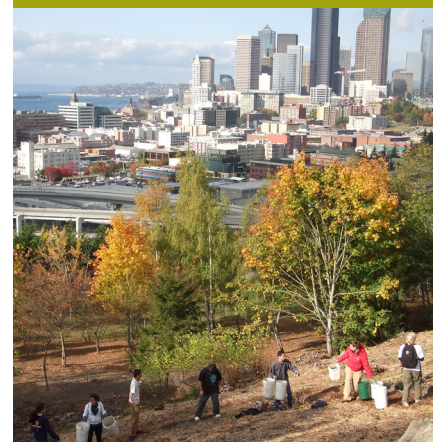
## LEADERSHIP



## COMMUNITY



## HABITAT



TO LEARN MORE, VISIT [WWW.EARTHCORPS.ORG](http://WWW.EARTHCORPS.ORG)

6310 NE 74th Street, Suite 201E Seattle, WA 98115 phone 206.322.9296 fax 206.322.9312

## **Scope of Work: Restoration Services For City of Shoreline**



**Prepared for:  
Maureen Colaizzi**

***2/2/2016***

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## **NARRATIVE SCOPE OF WORK**

Restoration and maintenance activities on City of Shoreline properties. Crews will perform these activities at the following locations:

- Innis Arden Reserve – trail maintenance
- Shoreview/Boeing Creek Park – trail maintenance
- Cromwell Park – trail maintenance/vegetation management
- Richmond Beach and Saltwater Park – stair replacement (9)
- Hamlin Park – trail maintenance
- Kruckeberg Botanical Gardens –native garden installation
- Meridian Park – trail maintenance/vegetation management
- Richmond Highlands Recreation Center – vegetation removal
- Paramount Open Space – trail maintenance
- Greenworks facilities – vegetation management

### **EarthCorps will provide the following:**

- A 5-7 person crew with crew leader and staff oversight of project
- Basic hand tools along with access to power tools (brush cutter and chainsaws) and specialized equipment including spray and knotweed injection tools and fall restraint systems.
- Training and education in ecological restoration best management practices, ecology, leadership and community outreach.
- Workers' compensation, health insurance, and related taxes.
- Washington Labor & Industries documentation
- Administrative/ payroll and human resource services.

### **Agency will provide the following:**

- All materials needed for the completion of projects.
- All permits needed to complete scopes of work.

## **SCHEDULE**

All work will occur between March 1<sup>st</sup>, 2016 and December 31<sup>st</sup> 2016

## BUDGET FOR PARKS, RECREATION & CULTURAL SERVICES

Crew Labor and Project Management	\$	47,650.00
Materials and disposal fees	\$	2,363.97
TOTAL of Sub-totals	\$	50,013.97
Materials Handling Fee (no disposal fees)	\$	104.40
<b>TOTAL FEE</b>	\$	50,118.37
Sales Tax (9.5%)	\$	4,761.25
<b>TOTAL PAYABLE</b>	\$	54,880.00

## BUDGET FOR PUBLIC WORKS

Crew Labor and Project Management			\$ 41,205.00
Materials and disposal fees			
		TOTAL of Sub-totals	\$ 41,205.00
Materials Handling Fee			
		<b>TOTAL FEE</b>	\$ 41,205.00
Sales Tax (9.5%)			\$ 3,914.48
		<b>TOTAL PAYABLE</b>	\$ 45,120.00
<b>Overall Contract Budget 2016</b>			<b>\$100,000.00</b>

## EARTHCORPS RATES AND FEES BREAKDOWN

**Project Manager - \$75.00/ hour**

An EarthCorps project manager coordinates the communication and logistics to ensure crews are equipped with the knowledge and skills to perform the requested tasks. In addition, a project manager can develop restoration plans, purchase materials, coordinate project activities between various entities, and essentially ensure the project goals and objectives are met to the partner's satisfaction. Furthermore a project manager can write and/or collaborate on grant opportunities and provide reports.

**Crew of 5-7 persons including crew leader - \$1,250/day**

Crew includes transportation to and from the work site as well as hand tools to complete tasks such as invasive plant removal, installation of erosion control materials, planting, trail construction, and stewardship of sites. In addition crews are trained to operate herbicide application equipment, brush cutters, and power wheelbarrows. The crew leader is qualified to operate chainsaws for bucking material and is a licensed Washington State Pesticide Applicator.

Three-ton capacity dump truck or 4 x 4 pickup truck - \$75/day

Other materials, disposal fees and equipment rentals – Direct costs

Coordination and approval from the City is necessary before ordering or supplying and materials. The City may elect to provide materials rather than utilizing this contract.

## **EARTHCORPS BACKGROUND**

EarthCorps is a non-profit organization founded in 1993 with a mission to build a global community of leaders through local environmental service. EarthCorps provides a year-long intensive program for young adults from the US and 80 other countries to learn best practices in community-based environmental restoration and develop their leadership skills as they supervise more than 10,000 volunteers each year.

### Location Restoration

EarthCorps' core expertise is community-based environmental restoration. We regard restoration as a process of reestablishing healthy habitat: returning a polluted or degraded environment as closely as possible to a thriving, self-sustaining ecosystem. As restoration practitioners, our goal is to expedite natural processes in rebuilding a functioning natural ecosystem.

Environmental service is a uniquely effective way to build community. When people put their hands into the dirt together and see their efforts transform a threatened area into a more vibrant landscape, they forge a special bond, empowering themselves and their community.

### Global Leadership

Based in Seattle, Washington, EarthCorps brings together emerging environmental leaders from more than 60 countries to work on projects in the Puget Sound region and Cascade Mountains. As part of EarthCorps' intensive hands-on curriculum, they learn multiple restoration techniques, try out project design and management, develop leadership and team-building skills, and help manage thousands of local volunteers on projects.

## **EARTHCORPS PROJECT LEAD:**

Jammie Kingham, Field Operations Manager  
Tel: (206) 322-9296 ext. 226  
Email: [jammie@earthcorps.org](mailto:jammie@earthcorps.org)



## City of Shoreline Cost Comparison Study

### EarthCorps vs General Contractor

Objective/Purpose: Per RCW 35.21.278 and RCW 79A.35.130 that allow the use of a volunteer/service organization, EarthCorps, instead of publicly advertising the work via standard bid procedures there is a requirement to demonstrate EarthCorps provides (3) three times the value as a Contractor.

#### Analysis

This 2015/16 analysis demonstrates the value via costs of a Contractor is more than three (3) times as much as the costs for similar work by EarthCorps.

#### ***EarthCorps***

Cost per day (8) hours: \$1220

Crew size: 7

Project Manager: 1 hour/day \$75.00

Total cost/day: \$1,295

For a \$100,000 contract EarthCorps can be utilized for 77 days.

#### ***Contractor***

\*Cost for a General Laborer: \$50.00/hour

\*Cost for Construction Site Supervisor: \$66.80/hour

\* These rates are based on Washington State Department of Labor and Industries prevailing wage rates and force account rates utilized in City of Shoreline 2015 construction contracts. They include prevailing wages, benefits and employment taxes.

Cost per day (8 hours)

(7 laborers + supervisor): \$3,334.40

Mark-up (per Force Acct reqts): 29%

Total cost/day: \$4,301.38

For a \$100,000 contract a Contractor could be utilized for 23 days.

**Cost comparison (Contractor cost/day / Earthcorps cost/day): 3.3**

**Other items for consideration and analysis of benefits to utilizing EarthCorps**

- Utilizing a Contractor would require developing a specific scope with detailed plans and specifications in order to provide a fair bid environment and in order to manage the contract. Earth Corps can operate from field direction on a weekly or daily basis from City Staff with minimal direction. Estimated cost: \$7-10k
- Contract Administration and construction management is much higher with a Contractor compared with EarthCorps. Managing submittals, bonding, pay requests, etc takes significantly more resources to ensure responsible contract management than managing a service agreement with EarthCorps. Estimated costs: \$10k
- The quality of work with EarthCorps may be higher and is more predictable than utilizing a Contractor. Based on the requirement to utilize the lowest responsible bid, it is difficult to be confident in the abilities of a Contractor that may perform the work. EarthCorps specializes in Trail and Vegetation Management
- EarthCorps has flexibility in performing the work and operates at the direction of the City. With a Contractor there is less flexibility and increased risk/costs associated with changes in plans and work.
- EarthCorps has experience in coordinating and working with neighborhood/volunteer groups in performing work. The City can easily combine EarthCorps efforts with a community event without additional risks to increased costs. A typical Contract and Contractor does not allow for easy coordination or work alongside community or volunteer functions.