

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute a Professional Services Contract with WH Pacific Inc. for Design of the Echo Lake Elementary Safe Route to School Project in the Amount of \$92,695
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In 2014 City staff worked with the Shoreline School District and the Police Department and identified N 195th Street from the Echo Lake Elementary School to Meridian Avenue N as a route needing sidewalks. This project will construct sidewalks, curb and gutter, curb ramps, and crosswalks on N 195th Street between Wallingford Avenue N and Meridian Avenue N, directly east of Echo Lake Elementary School. Staff is requesting that Council authorize the City Manager to execute a contract with WH Pacific Inc. for design of the Echo Lake Elementary Safe Route to School Project in the amount of \$92,695.

RESOURCE/FINANCIAL IMPACT:

The Echo Lake Elementary Safe Route to School Project is funded by through the State Safe Routes to School Program grant with additional funding from the City's Roads Capital Fund.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a professional services contract with WH Pacific Inc. in the amount of \$92,695 for the Echo Lake Elementary Safe Route to School Project.

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

BACKGROUND

In 2014 City staff worked with the Shoreline School District and the Police Department and identified North 195th Street from the Echo Lake Elementary School to Meridian Avenue N as a route needing sidewalks. Staff subsequently applied for a Safe Routes to School Grant to fund sidewalk construction in this location. This route was also identified for sidewalk improvements in the Pedestrian System Plan of the City's 2011 Transportation Master Plan.

This project will construct sidewalks, curb and gutter, curb ramps, and crosswalks on N 195th Street between Wallingford Avenue N and Meridian Avenue N, directly east of Echo Lake Elementary School. The new sidewalk will connect to the sidewalk already in place in front of the school, eastward to the N 195th Street Trail, which connects student walkers and bicyclists to the surrounding neighborhoods. Construction is scheduled for summer 2017.

DISCUSSION

Between January 12 and February 2, 2016, the City solicited Statements of Qualifications (SOQs) from consultants to design the Echo Lake Elementary Safe Route to School Project. Nine (9) SOQ's were received, and two (2) consultants were selected for interviews based on evaluation of the SOQs. After these interviews were conducted, WH Pacific was selected as best qualified to provide the requested design services. The Scope of Work for WH Pacific is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT

The Echo Lake Elementary Safe Route to School Project is funded by through the State Safe Routes to School Program grant with additional funding from the City's Roads Capital Fund. The breakdown of project expenses and revenues is below:

EXPENSES

Project Administration

Staff and Other Direct Expenses	\$15,000
<i>WH Pacific Inc. Design Contract</i>	<i>\$92,695</i>
Education and Enforcement	<u>\$10,000</u>

Total Design Phase	\$117,695
---------------------------	------------------

Construction	<u>\$412,305</u>
--------------	------------------

Total Project Cost	\$530,000
---------------------------	------------------

REVENUE

Safe Routes to School Grant	\$520,000
Roads Capital Fund	<u>\$10,000</u>

Total Revenue	\$530,000
----------------------	------------------

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a professional services contract with WH Pacific Inc. in the amount of \$92,695.00 for the Echo Lake Elementary Safe Route to School Project.

ATTACHMENTS

Attachment A: WH Pacific Scope of Services

Attachment B: Project Vicinity Map

EXHIBIT A-1

**City of Shoreline
Echo Lake Elementary Safe Route to School**

**WHPACIFIC
SCOPE OF WORK**

The work to be accomplished under this agreement will be for WHPacific, Inc. (CONSULTANT) to provide engineering design services for the City of Shoreline (CITY). Services include the production of Plans, Specifications and Engineer's Estimate (PS&E) for sidewalk improvements along the south side of N 195th Street from Wallingford Avenue North to Meridian Avenue North. The project will include the following elements:

- 1) Construction of curb, gutter, sidewalk, and amenity strip.
- 2) Widening of the existing roadway to accommodate 7-foot parking lane.
- 3) Construction of cement concrete driveway entrances at existing driveways.
- 4) Construction of ADA-compliant curb ramps.
- 5) Installation of Storm Drainage Conveyance to support the proposed sidewalk improvements.
- 6) Replacement of the existing signal pole with Rectangular Rapid Flashing Beacons (RRFB).

The project design and PS&E will be based upon the following standards:

- 1) WSDOT Local Agency Guidelines
- 2) WSDOT Standard Specifications for Road, Bridge, and Municipal Construction (2016)
- 3) WSDOT Standard Plans
- 4) Stormwater Management Manual for Western Washington
- 5) Low Impact Technical Guidance Manual for Puget Sound
- 6) City of Shoreline Engineering Development Manual

The CONSULTANT and the CITY have prepared the following detailed scope of services for this project:

1.0 PROJECT MANAGEMENT

The CONSULTANT will provide project management and administration during the design phase of the project, to include:

- 1.1 General Project Management** – The CONSULTANT will develop and maintain project scope and budget, coordinate with CITY staff, coordinate and review the project team's work, maintain project files, and conduct project team meetings to coordinate project activities.
- 1.2 Progress Report / Invoices** – The CONSULTANT will prepare and submit progress reports/ invoices to the CITY monthly.
- 1.3 Quality Control Reviews** – The CONSULTANT will perform quality review checks prior to submittal of work to the CITY.
- 1.4 Field Review/Scoping Meeting** - The CONSULTANT will conduct one (1) site visit with the CITY staff to have a clear understanding of the Scope of Work. Any changes to the Scope of Work will be identified and resolved.
- 1.5 Project Coordination Meetings** - The CONSULTANT will attend up to two (2) project coordination meetings at the City of Shoreline City Hall Building, in conjunction with the

design submittal reviews. The CONSULTANT will prepare meeting notes and distribute to all meeting participants.

2.0 TOPOGRAPHIC SURVEY AND BASEMAP

The CONSULTANT will complete a topographic survey and develop a topographic base map for the project area from the existing right of way on the north side of NE 195th Avenue to the building line of the houses on the south side from 100 feet west of Wallingford Avenue North to the east side of the Meridian Avenue North intersection.

Included in the base map will be Right-of-Way limits; a one-foot (1') contour interval; trees; outline of vegetated areas; visible utilities having surface and/or above-ground features; underground utilities as marked on the surface by a private underground utility locate company; overhead power and cable lines in horizontal position only; sanitary sewer and storm water structure as-built plans including type of structure, rim and invert elevation, connections and pipe material if discernible, including the connecting structure lying outside of the above-described mapping limits; mailboxes; signs; fences; private driveways to the garage entrance and private owner constructed street-side improvements.

The base map will be prepared at a scale of one inch equals twenty feet (1"=20'). Base mapping will be tied to existing monumentation and defined on the plans.

3.0 PRELIMINARY PLANS (30% Plans)

3.1 Preliminary Plans - The CONSULTANT will create design base file and prepare Preliminary Design Plans to show the basic elements and extent of the project. The Preliminary Plans will be prepared at 1"=20' scale using AutoCAD Civil 3D 2014 software, WHPacific and City of Shoreline CAD standards.

3.2 Design Memorandum - The CONSULTANT will develop a preliminary design memorandum, which will include a summary of critical design elements that will provide the basis for final design and plan preparation. The design memorandum will include the following elements:

- Design Criteria
- Preliminary Sidewalk Horizontal Alignment
- Preliminary Sidewalk Vertical Alignment
- Preliminary Cut/Fill Limits/Retaining Wall Locations if any
- Preliminary Drainage Review
- Analysis of potential utility coordination items

3.3 Utility Coordination - The CONSULTANT will complete the following:

- Contact Utility Owners to obtain record drawings. Utilities will include water (SPU), sanitary sewer (Ronald Wastewater District), drainage (City of Shoreline), gas (PSE), power (Seattle City Light) and communications (Comcast, Frontier).
- Identify potential conflicts and coordinate with utility companies.

4.0 NATIONAL ENVIRONMENTAL POLICY ACT DOCUMENTATION (NEPA)

CONSULTANT will prepare an Environmental Classification Summary (ECS) for use in FWH's NEPA determination for the project. It is assumed that the appropriate NEPA mechanism for the project will

be a Documented Categorical Exclusion (DCE). The following tasks are included in the NEPA documentation:

- 4.1 Environmental Classification Summary** - CONSULTANT will complete an ECS for the project to address potential impacts to the environment from the project.
- 4.2 Cultural and Historic Resources** - Project will have no adverse effects on cultural/historic resources. CONSULTANT will coordinate with WSDOT Local Programs and prepare a letter requesting an APE determination and work with WSDOT to obtain DAHP concurrence. CONSULTANT will prepare an Area of Potential Effects document which will include the following:

- Vicinity Map
- Project Description
- Section, Township and Range
- Cross sections
- Photographs
- Areas of ground disturbance with estimate of excavation
- Information on known staging areas or borrow sites to be used

If it is determined through consultation with DAHP that a cultural resources survey is necessary for concurrence the CONSULTANT will prepare a cultural resources report for the Area of Potential Effects summarizing the findings of a literature review and cultural resources survey. This will be presented for review by the CITY. A final report will then be submitted to DAHP for concurrence.

- 4.3 Approval Documentation of Right of Way** – Right of way documentation for the project will be prepared.

5.0 STATE ENVIRONMENTAL POLICY ACT (SEPA)

- 5.1** CONSULTANT will prepare a SEPA checklist for the project. We assume that the CITY's final determination will be a declaration of Non-Significance and that there will be no public comments or public hearing. We also assume that the CITY will circulate the SEPA and conduct the required public comment procedures.

6.0 PUBLIC INVOLVEMENT

The CONSULTANT will assist the CITY in meeting with property owners and other stakeholders to obtain their input in final design of project. This task includes the following:

- 6.1** Attendance at up to six (6) individual on-site property owner meetings.
- 6.2** Preparation of one (1) aerial photo exhibit, with an overlay of the proposed design.
- 6.3** Preparation of up to six (6) driveway permits.
- 6.4** Attendance to a meeting with the School District pertaining to the Educational Program and Enforcement of the School District for the Echo Lake Elementary Safe Route to School Project. The School District will prepare the educational program including the schedule for implementation.

7.0 90% DESIGN

The CONSULTANT will update the project design to the ninety (90) percent complete stage. The CONSULTANT will complete the following tasks:

- 7.1 Utility Coordination** - Based on coordination with the utility companies, the CONSULTANT will complete the following:
- Determine if conflict resolution requires a design change or utility relocation.
 - Adjust design to minimize utility relocation, where feasible.
 - Confirm locations that require utility relocation.
 - If required, pothole potential utility conflicts to determine actual depth (consider an allowance of \$2,000 for potholing).
 - Coordinate with utilities to schedule the required relocation work.
- 7.2 Postal Service Coordination** - The CONSULTANT will coordinate with the Post Office for any specifications that should be incorporated into the contract documents, for the relocation of mailboxes during construction.
- 7.3 90% Plans** - The CONSULTANT will develop project plans to the 90% complete stage. The scale of the roadway plan and profile sheets will be one inch equals twenty feet (1"=20'). The plans will be prepared using AutoCAD Civil 3D 2014 software and WHPacific and City of Shoreline CAD standards.
- 7.4 Cross Sections** - The CONSULTANT will prepare cross sections at 25-foot intervals. The cross sections will be used to identify size and locations of cut and fill slopes, potential impacts to right of way and utilities, and possible areas for retaining walls.
- 7.5 Drainage Report** - The CONSULTANT will prepare a Drainage Report, in accordance with the latest Surface Water Design Manual.
- 7.6 Engineer's Estimate** - The CONSULTANT will identify standard and non-standard bid items, and will provide itemized quantity calculations for all contract bid items. An engineer's estimate of construction costs will be prepared.
- 7.7 Contract Documents** - The CONSULTANT will prepare project specifications. Specifications will follow the 2016 WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction. The CONSULTANT will prepare project-specific special provisions and incorporate relevant WSDOT General Special Provisions to specify work not covered in the Standard Specifications. Federal contract provisions, CITY bid documents, prevailing wage rates, and applicable standard plans will be added. The CITY will provide bid documents required for use in the specifications. Specifications will be prepared in Microsoft Word format.

The CONSULTANT will send the 90% Design to the CITY and WSDOT Local Programs for review and comment.

8.0 100% DESIGN

The CONSULTANT will update the project design to the 100 percent complete stage. The CONSULTANT will complete the following tasks:

- 8.1 100% Plans** - The CONSULTANT will address CITY and WSDOT Local Programs comments from the 90% review, and advance the plans to the 100% complete stage.
- 8.2 Final Cross Sections** - The CONSULTANT will address CITY comments from the 90% review, and advance the Cross Sections to the 100% complete stage.

- 8.3 Final Drainage Report** - The CONSULTANT will address CITY comments from the 90% review, and update the drainage report based on the 100% design.
- 8.4 100% Cost Estimate** - The CONSULTANT will address CITY and WSDOT Local Programs comments from the 90% review, and update the cost estimate based on the 100% Plans.
- 8.5 100% Contract Documents** - The CONSULTANT will address CITY and WSDOT Local Programs comments from the 90% review, and advance the Contract Documents to the 100% complete stage.
- 8.6 Comment Response** - The CONSULTANT will review the CITY's 90% review comments, and prepare responses to all comments.

The CONSULTANT will transmit a PDF copy of the 100% Plans, Specifications, and Estimate to the CITY and WSDOT Local Programs for a final review. The CONSULTANT will provide hard copies of the Final Drainage Report and Final Cross Sections.

9.0 FINAL DESIGN PLANS, SPECIFICATIONS AND ESTIMATES (PS&E)

Based on the CITY's review of the 100% Plans, the CONSULTANT will produce a final set of Bid-Ready Plans, Specifications, and Cost Estimate. The CONSULTANT will complete the following tasks:

- 9.1 Final Plans** - The CONSULTANT will address CITY and WSDOT Local Programs comments from the 100% review, and finalize the plans for bid advertisement.
- 9.2 Final Cost Estimate** - The CONSULTANT will address CITY and WSDOT Local Programs comments from the 100% review, and finalize the cost estimate for bid advertisement.
- 9.3 Final Contract Documents** - The CONSULTANT will address CITY and WSDOT Local Programs comments from the 100% review, and finalize the contract documents for bid advertisement.

Final Plans and Specifications will be provided in electronic (Word, PDF and AutoCAD) format, and in hard copy format. The CITY will upload the plans and specifications to Builder's Exchange for distribution to Contractors.

ASSUMPTIONS

- 1) The project design will be completed within seven (7) months of the signed notice to proceed.
- 2) One (1) Invoice/Progress Report will be prepared per month.
- 3) The CONSULTANT will prepare construction plans in AutoCAD Civil 3D 2014 format.
- 4) The CITY will provide Right-of-Entry for properties on the south side of N 195th Street for completion of survey work.
- 5) The roadway and sidewalk section will be designed based on CITY standard plans. Geotechnical investigation for pavement design will not be required.
- 6) The CITY will provide contact information for all utilities located within the project limits.
- 7) The CONSULTANT will complete potholing for potential utility conflicts. This scope of work includes an allowance of \$2,000 for potholing.
- 8) Individual property owner meetings are estimated to be up to one (1) hour each. It is assumed that all meetings can be completed in three (3) separate trips.
- 9) The project will not require additional right-of-way or permanent easement.
- 10) The CITY will distribute Contract Documents via Builder's Exchange.

DELIVERABLES

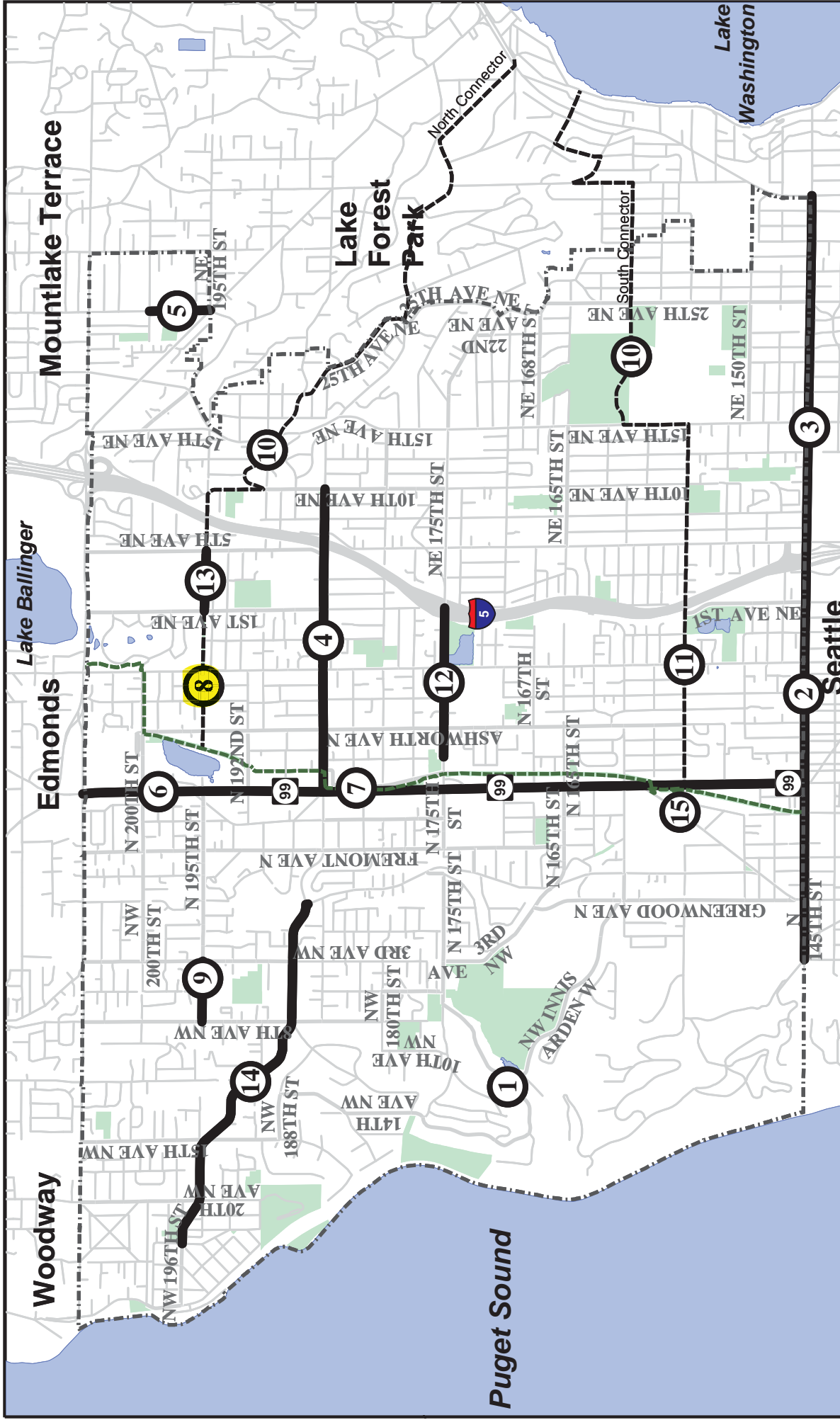
- 1) Project Management
 - a. Invoice/Progress Report – 1 copy per month (7 total)
 - b. Meeting Minutes – 1 copy via email.
- 2) Topographic Survey/Basemap
- 3) Preliminary Plans and Design Memorandum – 5 copies
- 4) Draft and final ECS
- 5) APE Documentation package
- 6) APE Letter
- 7) SEPA checklist
- 8) Public Involvement
 - a. Meeting Minutes – 1 copy via email.
- 9) 90% Design
 - a. 90% Plans – 2 full size (22" x 34") copies
 - b. 90% Plans – 3 half-size (11" x 17") copies
 - c. 90% Cross Sections – 5 copies (11" x 17")
 - d. 90% Estimate – 5 copies
 - e. 90% Specifications – 5 copies
 - f. 90% Drainage Report – 5 copies
- 10) 100% Design
 - a. 100% Plans – 1 electronic copy (PDF)
 - b. Final Cross Sections – 1 copy
 - c. Final Drainage Report – 1 copy
 - d. 100% Cost Estimate – 1 electronic copy (PDF)
 - e. 100% Specifications – 1 electronic copy (PDF)
 - f. Comment Response – 1 copy (Excel)
- 11) Final Design
 - a. Final Signed Plans – 1 electronic copy (PDF)
 - b. Final Signed Plans – 2 full size (22" x 34") copies
 - c. Final Signed Plans – 5 half size (11" x 17") copies
 - d. Final Cost Estimate – 1 copy
 - e. Final Specifications – 1 electronic copy (PDF)
 - f. Final Specifications – 7 hard copies

SCHEDULE FOR COMPLETION

The CONSULTANT will begin work upon the CITY issuing a notice-to-proceed. See project schedule for details.

OPTIONAL SERVICES

Upon written approval by the CITY, the CONSULTANT will provide engineering services beyond this Scope of Work. Services may include additional meetings, adding additional or increasing the existing design tasks, right-of-way acquisition services, services of an Arborist, construction management and inspection services, geotechnical services, or other work deemed necessary by the CITY. Such work will be specified in a written supplement to this agreement, which will establish the scope and costs.



City of Shoreline 2016-2021 Roads Capital Improvement Plan



Date: 9/25/2015

- Interurban
- Trail
- Connector
- Trail
- Park

- 10th Ave NW Bridge
- 145th St Corridor Improvements
- 145th St Corridor Study
- 185th St Corridor Study
- 25th Ave NE
- 195th to 200th Sidewalks
- Aurora Ave N 192nd to 205th
- Aurora Ave N 145th to 192nd
- Safety Improvements
- Echo Lake Safe Routes to School**

9. Einstein Safe Routes to School
10. Interurban Trail
- Burke Gilman Connectors (2 Routes)
11. Meridian Ave N & N 155th St
- Signal Improvements
12. N 175th St - Stone Ave N to I-5
13. NE 195th Separated Trail
14. Richmond Beach Rechannelization
15. Westminster and 155th Improvements

CITYWIDE IMPROVEMENTS

- Annual Road Surface Maintenance Program
- Bike System Implementation
- Curb Ramp, Gutter, & Sidewalk Program
- Radar Speed Signs
- Traffic Safety Improvements
- Traffic Signal Rehabilitation
- Transportation Master Plan Update