

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

<b>AGENDA TITLE:</b>	Motion to Authorize the City Manager to Enter into a Contract with AECOM for Construction Administration and Document Control Services in an amount not to exceed \$200,000
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<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:**

Staff is requesting Council to authorize the City Manager to execute a contract with AECOM Technical Services to provide construction administration and document control services in support of the adopted capital program.

**RESOURCE/FINANCIAL IMPACT:**

Funding for this contract comes from approved projects included in the 2017-2022 Capital Improvement Plan (CIP). These expenditures are already programmed into the approved project budgets.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to enter into a contract with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$200,000.

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

## **BACKGROUND**

The adopted CIP has a large number of projects scheduled for construction in 2017, several of which have federal funding. There are not adequate internal resources to provide the construction administration support needed to effectively manage these projects. Projects identified in the CIP that will utilize this support include:

- 2017 Bituminous Surface Treatment Contract
- Meridian and 155th Intersection Improvements (federally funded)
- Interurban Burke Gilman Connectors (federally funded)
- Wayfinding Signage
- Bike Plan Implementation (federally funded)
- Radar Speed Signs (federally funded)
- Echo Lake Safe Routes to School (federally funded)
- Curb, Ramp and Sidewalk replacement
- Twin Ponds Turf and Field Lighting
- Richmond Beach Road Rechannelization
- Stormwater Pipe Replacement

All construction projects require construction administration support to ensure the documentation and administrative requirements of the contracts are met. The current Public Works staffing will not meet the needs of managing these construction projects. Federally funded projects, however, have significantly higher documentation and construction requirements than projects without federal funding. It is imperative that federal projects are closely monitored and managed to ensure grant funds are expended appropriately; construction documentation is developed and managed correctly, the City is eligible for the grants and/or doesn't jeopardize opportunities for future grants.

### **Consultant Selection**

AECOM was selected through a competitive process. A Request for Qualifications (RFQ 8630) was issued and three Statements of Qualifications were received. Two firms were interviewed and AECOM was selected as the best qualified to meet the needs of this contract.

## **RESOURCE/FINANCIAL IMPACT**

Funding for this contract comes from approved projects included in the 2017-2022 Capital Improvement Plan (CIP). These expenditures are already programmed into the approved project budgets.

### **RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to enter into a contract with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$200,000.

### **ATTACHMENTS**

Attachment A: Scope of Work

**Exhibit A-1**  
**SCOPE OF SERVICES**  
**Construction Management Services for the**  
**Construction Administration and Document Control, Contract #xxxx**  
**FED AID#xxxxxx**  
**City of Shoreline**

AECOM Technical Services, Inc. (“Consultant”) proposes to provide to the City of Shoreline, Washington (“City”) Construction Administration and Document Control services for the various City of Shoreline projects (hereinafter called “Project”). AECOM will provide assistance to the City by augmenting their staff with personnel with the administration of construction projects.

**I. INTRODUCTION**

AECOM will provide construction administration and document control services for several projects included in the 2017-2022 Capital Improvement Plan. These projects include, but are not limited to:

- 2017 Bituminous Surface Treatment Contract
- Meridian and 155<sup>th</sup> Intersection Improvements (federally funded)
- Interurban Burke Gilman Connectors (federally funded)
- Wayfinding Signage
- Bike Plan Implementation (federally funded)
- Radar Speed Signs (federally funded)
- Echo Lake Safe Routes to School (federally funded)
- Curb, Ramp and Sidewalk replacement
- Twin Ponds Turf and Field Lighting
- Richmond Beach Road Rechannelization
- Stormwater Pipe Replacement
- Parks Repair and Replacement

This work is anticipated to be for the duration of 2017 with an option for extension and/or renewal in 2018.

Detailed scope of work and assumptions follow. The following scope of services is based upon the assumptions outlined herein. Associated costs are detailed in EXHIBIT E-1.

**I. DETAILED SCOPE OF WORK**

**Task 100 – Project Management/Quality Control**

The Consultant shall provide overall project management and contract administration associated with the service agreement between the Consultant and the City. This effort will include the following elements:

- a) Development and maintenance of a project consultant budget.
- b) Prepare of Consultant invoicing and progress reporting to the City.
- c) Perform internal administration of the Consultant’s Task Order.
- d) Prepare any supplements to the Consultant’s Task Order.
- e) Prepare AECOM project quality and safety plans.
- f) Regular communication with team members.

- g) Identification of project scope/schedule and budget changes and immediate written notification and discussion of them with the City's project staff

## **Task 200 – ADMINISTRATION AND DOCUMENT CONTROL SERVICES**

This contract will provide for construction and contract administration including document control for a variety of capital construction projects. Specific tasks include, but are not limited to, the following tasks:

- Develop and maintain paper and electronic files using the City's standardized filing system
- Prepare, manage and maintain documents for regular meetings such as agendas, minutes
- Develop and maintain a variety of documents for tracking items such as Submittal Logs, RAMS, Issues Log, etc.
- Prepare and/or assemble documentation such as change orders, work change directives, Field orders
- Manage Contractor submittals including review for completeness; route for review/approval; return to contractor, and document approval
- Communicate directly with the Contractor to resolve issues or problems particularly on administrative items
- Ensure all documentation for federally funded projects is completed and meets requirements of the LAG manual, including verification of certified payrolls.
- Develop and/or revise current forms or processes to improve current systems and processes
- Route contracts, amendments and change orders in accordance with City procedures
- Prepare and/or support documentation for grant reimbursements
- Communicate with City Staff such as inspectors, administrators, Project Managers, and Purchasing
- Provide a variety of administrative tasks in support of Construction Services within the Engineering Division.
- Research and provide information to support resolution of problems or issues.
- Draft and/or proofread a variety of documentation such as correspondence, handouts or flyers
- Provide leadership and guidance as needed to ensure compliance with document control best management practices and requirements for federal funds.

### **III. Consultant Deliverables**

The City is responsible for all deliverables. Supplemental AECOM staff will track and maintain documentation files as requested by the City, within the allocated budget.

### **IV. ASSUMPTIONS**

The detailed scope of services is based upon the assumptions outlined herein. Associated costs are detailed in EXHIBIT E-1.

#### **1. Responsibilities of the City**

- a) The City shall provide office space for AECOM near the City staff.
- b) The City shall provide all materials and equipment required for assigned work.
- c) The City is providing direct supervision of AECOM staff as well as staffing for each project that is being worked on (i.e. – project management, resident engineering, and inspection services).

#### **2. Budget**

- a. Consultant Staffing levels are anticipated in accordance with the attached budget estimate and include:
  - i. Project Manager at an average of 2 hours per week.
  - ii. One full time Contract Administrator at an average of 40 hours per week.
  - iii. One half time Contract Administrator for 6 months.

- b. The level of effort will not exceed the approved budget without prior approval by the City. Should further assistance be required, or should service be requested for longer than these time frames, and costs are anticipated to exceed the approved budget, the City will negotiate a supplement to this agreement.
- c. Consultant has the authority to shift budget between work tasks provided the overall project budget remains unchanged.