

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute an Agreement with EarthCorps in the Amount of \$100,000 to Provide Repair and Maintenance for Shoreline Parks and Surface Water Facilities
DEPARTMENT:	Parks, Recreation, and Cultural Services/Public Works
PRESENTED BY:	Eric Friedli, PRCS Director, Randy Witt, Public Works Director
ACTION:	<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 agreements 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 2017 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 execute 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/JA-T**

BACKGROUND

Since 2009, the City of Shoreline has entered into agreements with EarthCorps for trail, vegetation and environmental restoration work at Shoreline parks and surface water facilities funded from the General Capital Fund, King County Trail Levy funds 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 2017, 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 based on 2010 US Census). 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.

As set forth in RCW 79A.35.130, 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 2017 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 execute 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: 2017 Scope of Work
Attachment C: Cost Comparison Study

Attachment A



LEADERSHIP

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.



COMMUNITY



HABITAT



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.

TO LEARN MORE, VISIT WWW.EARTHCORPS.ORG

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

**Scope of Work Estimates for:**

Maureen Calaizzi
 cc: Kirk Petersen
 City of Shoreline
 17500 Midvale Avenue N
 Shoreline, WA 98133

From:

Jammie Kingham
 EarthCorps
 6310 NE 74th Street
 Suite 201E
 Seattle, WA 98115
 Tel: 206.322.9296 Ext: 226
 Fax: 206.322.9312
 E-mail: jammie@earthcorps.org

Date: 1/13/2017
Name of Project: Parks and Recreation 2017
Agency Contract No.:
EarthCorps Project No.:

Narrative Scope of Work:

Task 1: EarthCorps crews will perform the following tasks: Trail maintenance at the following locations: Boeing Creek Park, Shoreview Park, Hamlin Park, and Innis Arden Reserve. Trail work needs will be assessed after winter storm damage and proposed projects will be approved by City of Shoreline staff before work occurs. **Task 2:** Crews will either assist Kruckeberg Gardnes with nursery needs or KCD with restoration efforts throughout the city. **Task 3:** Volunteer Specialists will recruit, manage, and lead volunteers in planting on November 4th at Hillwood Park.

	Dates and Crew Name	# Crew Days or PM Hours	Daily or Hourly Rate	Materials Cost	Subtotals
Task 1:					
Days in field:		24	\$ 1,300.00		\$ 31,200.00
Project Management		75	\$ 75.00		\$ 5,625.00
					\$ 36,825.00
Task 2:					
Days in field:		5	\$ 1,300.00		\$ 6,500.00
Project Management		10	\$ 75.00		\$ 750.00
					\$ 7,250.00
Task 3:					
Volunteer Management					\$ 1,540.00
					\$ 1,540.00
Subtotal					\$ 45,615.00
Materials & Handling Fee (10% of Total Materials)					
TOTAL FEE					\$ 45,615.00
Sales Tax:	9.50%	Location Code: Loc Code			\$ 4,333.43
TOTAL PAYABLE FOR PARKS, RECREATION & CULTURAL SERVICES					\$ 49,948.43
TOTAL 2016 CONTRACT FOR EARTHCORPS SERVICES					\$100,000.00

Fee Schedule	Labor
Crew Day (5-6 persons/van/equipment)	\$1,300.00
Project Manager/hour	\$75.00
Field Technician/hour	\$30.00
Field Trucks (4x4 pick up / 3 ton dump truck) \$75/day	
Payment: invoiced monthly until completion, 30 day payment requested.	



Scope of Work for:

Maureen Calaizzi
 cc: Daniel Sinkovich - Utilities Operations Specialist
 City of Shoreline
 17500 Midvale Avenue N
 Shoreline, WA 98133

From:

Jammie Kingham
 EarthCorps
 6310 NE 74th Street
 Suite 201E
 Seattle, WA 98115
 Tel: 206.322.9296 Ext: 226
 Fax: 206.322.9312
 E-mail: jammie@earthcorps.org

Date: 1/23/2017
Name of Project: Public Works Maintenance 2017
Agency Contract No.:
EarthCorps Project No.:

Narrative Scope of Work:						
<p>Task 1: An EarthCorps crew will brush cut all street rain garden sedge beds to ground level and rake out all vegetation. Crews will spread mulch in areas where bare soil is present. Task 2-6: An EarthCorps crew will maintain street rain gardens (4-5 days), the north pond at Boeing Creek Park (.5 days), and Cromwell Park ponds (1.5 days). During a late summer visit, a crew will also sweep through Meridian Park to maintain site lines and remove volunteer tree species. Each site will be maintained four times throughout the year. (spread out between April and December) Crews will perform the following tasks at each street garden visit: Weed planting areas, prune suckers, remove leaf and branch debris, remove trash, remove sediment buildup at curb cuts, trim planted areas along paved edges, and install new plants where necessary. Crews will also cut the grass between beds at the 149th and Evanston site. Note: Monthly site breakdown: 4-5 crew days for street gardens, .5 day for Boeing Creek Park, and 1.5 days for Cromwell Park. Note: The final visit site visit will be split between October/December to allow for greater coverage of winter cleanup and planting. Garbage and vegetation will be loaded into an EarthCorps truck and deposited at the Hamlin Park Maintenance Yard. All mulch will be picked up and delivered by EarthCorps. Mulch will be billed to City of Shoreline account.</p>						
Dates and Crew Name	# Crew Days or PM Hours	Daily or Hourly Rate	Materials Cost	Subtotals		
Task 1:						
Days in field: March	3	\$ 1,300.00		\$	3,900.00	
Project Management	10	\$ 75.00		\$	750.00	
EC Truck - mulch delivery				\$	75.00	
				\$	4,725.00	
Task 2:						
Days in field: April	7	\$ 1,300.00		\$	9,100.00	
Project Management	14	\$ 75.00		\$	1,050.00	
				\$	10,150.00	
Task 3:						
Days in field: June	6	\$ 1,300.00		\$	7,800.00	
Project Management	12	\$ 75.00		\$	900.00	
				\$	8,700.00	
Task 4:						
Days in field: July/August	6	\$ 1,300.00		\$	7,800.00	
Project Management	12	\$ 75.00		\$	900.00	
				\$	8,700.00	
Task 5:						
Days in field: October/November	6	\$ 1,300.00		\$	7,800.00	
Project Management	14	\$ 75.00		\$	1,050.00	
				\$	8,850.00	
Task 6:						
Days in field: December	3	\$ 1,300.00		\$	3,900.00	
Project Management	8	\$ 75.00		\$	600.00	
				\$	4,500.00	
Crew Labor				\$	40,300.00	
Project Management				\$	5,250.00	
Materials						
EC Truck				\$	75.00	
Subtotal				\$	45,625.00	
Materials & Handling Fee (10% of Total Materials)				\$	-	
TOTAL FEE				\$	45,625.00	
Sales Tax: 9.50%	Location Code: Loc Code			\$	4,334.38	
TOTAL PAYABLE FOR PUBLIC UTILITIES					\$	49,959.38
TOTAL 2016 CONTRACT FOR EARTHCORPS SERVICES						\$100,000.00

Fee Schedule	Labor
Crew Day (5-6 persons/van/equipment)	\$1,300.00
Project Manager/hour	\$75.00
Field Technician/hour	\$30.00
Field Trucks (4x4 pick up / 3 ton dump truck) \$75/day	
Payment: invoiced monthly until completion, 30 day payment requested.	



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 2016 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.