

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

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Contract with Hough Beck & Baird Inc. (HBB) Landscape Architecture, in the Amount of \$127,226 for Shoreline Parks Concept Design Plans
<b>DEPARTMENT:</b>	Parks, Recreation and Cultural Services (PRCS)
<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"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The recently adopted 2017-2023 Parks, Recreation and Open Space (PROS) Plan assessed Shoreline citizen’s needs and prioritized recreation programs, park maintenance and facility capital needs with the Parks, Recreation and Cultural Services Department’s core mission and goals. One of the Strategic Action Initiatives included in the PROS Plan includes a list of important amenities that will need to be added to existing or new parks.

The PROS Plan identified a list of parks and proposed enhancements at each park. The City’s 2018 – 2023 Capital Improvement Plan (CIP) includes \$275,000 under the Parks Facilities Recreation Amenities project to prepare a more detailed plan for the series of parks and recreation amenities identified in the PROS Plan. To conduct this work, the City selected Hough Beck & Baird Inc. (HBB) Landscape Architecture. HBB was selected by Shoreline staff through a Request for Qualifications (RFQ) process that took place in September 2017.

Working with staff and the community, HBB will develop a set of concept designs for those specific parks that will provide guidance to the community and to staff for developing implementation plans. The scope of work for the HBB proposed contract is attached to this staff report as Attachment A.

**RESOURCE/FINANCIAL IMPACT:**

This professional services contract is budgeted for up to \$127,226. The cost is budgeted through the General Capital Fund.

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute a professional services contract with Hough Beck & Baird Inc. (HBB) Landscape Architecture for \$127,226 to develop Shoreline parks concept design plans.

**ATTACHMENTS:**

Attachment A – Scope of Work for Hough Beck & Baird Inc. (HBB) Landscape  
Architecture

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



October 30, 2017

Mr. Eric Friedli  
City of Shoreline Parks, Recreation & Cultural Services  
17500 Midvale Avenue North  
Shoreline, WA 98133-4905

Re: Shoreline Parks Design Plans

Dear Mr. Friedli,

We are very excited to work with you on this project and appreciate your time in reviewing it with us on October 12, 2017. Since we have been involved with other park planning and design projects, we are confident that our office can provide the personal and professional services required to make your park improvements a success. We understand that this project involves site analysis, cost estimating, and conceptual design of park improvements for 13 separate, existing parks in Shoreline. We also understand that Hillwood Park will be the focus of initial concept designs and may proceed under a separate schedule in order to coordinate the work with the school district. This project will include a public engagement process to gather feedback and to understand the priority projects to be developed further into conceptual plans and cost estimates. Conceptual alternatives and a final plan with cost estimates and phasing will be developed for up to 5 park sites. Design development plans and associated cost estimates (30% level) for the final concept at each park is not included at this time.

Based upon our knowledge of this project and previous discussions with you, we are proposing the following professional services for your consideration under a lump sum agreement and organized by the tasks outlined below. Our proposed scope of work will easily permit modification as we progress through the design process.

**Task 1 – NEIGHBORHOOD ENGAGEMENT PLAN:** Review available background information including planning documents, history, studies, reports, GIS information, any property encumbrances, and code requirements. Prepare site basemaps using available survey, GIS, and background information. Visit the project sites and evaluate existing conditions and facilities. Prepare diagrammatic plans for up to 13 sites including programming and development options based on site analysis, proposed uses by the City, and the PROS plan; and prepare associated ROM cost estimates. We will review the diagrammatic plans with City staff and make revisions as necessary. This task includes facilitating one (1) public workshop to review the diagrammatic plans and development options and ROM cost estimates.

This task includes one (1) kick-off meeting, up to two (2) meetings with City staff and/or the Parks Board for design review and coordination, and one design charrette with Perteet.

Perteet will review background information and code requirements, visit the project sites, and provide a written summary of the opportunities and constraints. They will review diagrammatic plans and provide redline feedback to HBB and prepare civil ROM cost estimate(s); they will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

*Deliverables =*

- Communication and community engagement plan (project schedule and/or memorandum format)
- Basemaps (24" x 36", pdf format)
- Diagrammatic Plans with development options (24" x 36", pdf format; up to 13 park sites)
- ROM cost estimates (up to 13 park sites)
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentation (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summary
- Document final development options (up to 5 park sites)

**Task 2 – CONCEPTUAL DESIGN:** Prepare 2-3 concept alternatives for improvements to each priority park site including supporting images/graphics. Each concept alternative will include an associated cost estimate with maintenance cost estimates. We will review the concept plans with City staff and make revisions as necessary. This task includes facilitating two (2) public workshop (one for the parks west of I-5 and one for the parks east of I-5) to review the conceptual plans and cost estimates. Conduct one (1) quality control and constructability review, including code compliance and permit requirements, by a senior, licensed landscape architect.

This task includes up to three (3) meeting(s) with City staff and/or the Parks Board for design review and coordination, and one (1) charrette meeting with Perteet.

Perteet will review conceptual alternatives and provide redline feedback to HBB and will prepare civil cost estimates (5 sites). They will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

*Deliverables =*

- 2-3 Concept designs for each park site (24" x 36", black and white)
- Photo boards (images depicting overall landscape character; 24"x36", color)
- Cost estimates
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentations (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summaries

### **Task 3 – HILLWOOD PARK CONCEPTUAL PLAN**

Prepare 2-3 concept alternatives for improvements to Hillwood Park including supporting images/graphics. Each concept alternative will include an associated cost estimate with maintenance cost estimates. We will review the concept plans with City staff, make revisions as necessary. This task includes facilitating two (2) public workshops to review the conceptual plans and cost estimates. Conduct one (1) quality control and constructability review, including code compliance and permit requirements, by a senior, licensed landscape architect.

This task includes up to five (5) meeting(s) with City staff and/or the Parks Board, the Shoreline School District, and/or architectural design team for design review and coordination, and one (1) charrette meeting with Perteet.

Perteet will review conceptual alternatives and provide redline feedback to HBB and will prepare a civil cost estimate (1 site). They will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

*Deliverables =*

- 2-3 Concept designs (24" x 36", black and white)
- Photo boards (images depicting overall landscape character; 24"x36", color)
- Cost estimates
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentations (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summaries
- Preferred alternative plan (24"x36", black and white)

**Task 4 – PREFERRED & FINAL ALTERNATIVE PLANS:** Prepare preferred conceptual design alternatives for each priority park based on comments received by City staff and the community and board subcommittee. Photo examples and/or graphic sections/elevations will be provided showing general character or examples of design elements proposed. Preferred alternatives will be in AutoCAD format to facilitate cost estimating. Each preferred alternative plan will include a detailed cost estimate and phasing plan(s) as applicable. We will conduct accessibility and inclusion reviews on each alternative, as well as permitting and code compliance reviews. This task includes facilitating one (1) public workshop for each site to review the final preferred alternative plans and cost estimates. We will revise the preferred alternative plans and cost estimates based on comments received and develop final preferred alternative plans. Conduct one (1) quality control and constructability review, including code compliance and permit requirements, by a senior, licensed landscape architect. Based on feedback received from the City Council and City staff, we will finalize the preferred alternatives and prepare an executive summary.



This task includes up to three (3) meetings with City staff and/or the Parks Board for design review and coordination and one (1) charrette meeting with Perteeet. One (1) presentation will be made to the City Council to present the preferred alternative plans.

Perteeet will review the preferred and final alternative plans and provide redline feedback to HBB and will prepare civil cost estimates (5 sites). They will attend one (1) meeting with City staff and HBB, and one (1) charrette meeting with HBB.

**Optional Services – NOT INCLUDED AT THIS TIME:**

- |   |                           |
|---|---------------------------|
| a) Additional Public Meeting (40 hours)                       | \$ 5,720.00 / per meeting |
| b) Additional City Staff and/or Parks Board Meeting (8 hours) | \$ 1,144.00 / per meeting |

*Deliverables =*

- Preferred & Final Alternative design plans (AutoCAD, pdf format)
- Photo/graphics boards (images depicting overall landscape character; 24"x36", color)
- Cost estimates
- Public meeting notices, comment forms, and handouts for public meetings
- Public workshop presentations (PPT and/or color rendered plans in PDF format)
- Public comments / meeting summaries
- Executive Summary

In consideration of the above services, we are proposing the following estimated fee:

- |   |              |
|---|--------------|
| 1. Neighborhood Engagement Plan   | \$ 30,860.00 |
| 2. Conceptual Design  | \$ 27,014.00 |
| 3. Hillwood Park Concept Plan   | \$ 22,413.00 |
| 4. Preferred & Final Alternative Plans  | \$ 46,464.00 |
| 5. Expenses (Mileage, parking, reproduction, printing, and other project related costs) | \$ 475.00    |

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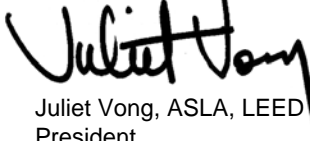
**Total Cost of Services** **\$ 127,226.00**

Our proposed hourly rates for additional work and the work described above are as shown in Exhibit A. We reserve the right to move time between tasks as needed to accomplish the overall goals of the project. It may be necessary to utilize an independent AutoCAD Service company to meet the proposed schedule for this project. If necessary, time incurred by the independent AutoCAD Service Company will be billed at the Computer & Technical Staff rate shown in Exhibit A, not to exceed the Total Cost of Services for the project. Design development and construction documentation is not included at this time. A civil design report, drainage report/analysis, or traffic analysis is not included at this time.

We are excited about working with you on this project, and are prepared to negotiate any adjustments in design services and/or fees to meet the requirements of the project. If you have any questions regarding the above proposal, please call.

Best Regards,

HOUGH BECK & BAIRD INC.



Juliet Vong, ASLA, LEED AP  
President

Attachments: Exhibit A. HBB Fee Proposal



<b>Project:</b> Shoreline Parks Design Plans
<b>Client:</b> City of Shoreline, Washington
<b>Firm:</b> Hough Beck & Baird Inc. (HBB)
<b>Date:</b> 10/30/2017

Scope of Work	Principal	PM / LA	Design	Comp / Tech	Contracts Administration	Admin.	TASK SUBTOTAL
	\$ 177.00	\$ 155.00	\$ 132.00	\$ 112.00	\$ 105.00	\$ 80.00	

TASK 1	Neighborhood Engagement Plan	0	38	69	96	0	0	\$25,750.00
1.1	Review background information & prepare basemaps		1	6	12			
1.2	Kick-off meeting with City staff and Park Board		2	2				
	- Prepare communication and community engagement plans		1					
1.3	Site visits		16	16	16			
1.4	Design charrette meeting with Civil		2	2				
1.5	Prepare diagrammatic plans with development options		4	8	32			
1.6	ROM cost estimates			16				
1.7	Review meetings with City staff and/or board subcommittee (2)		4	4				
1.8	Public workshop #1 (1 estimated)							
	- prepare materials/presentation for public workshop		2	6	24			
	- attend public workshop		4	4				
	- prepare meeting summary with public comments			1				
1.9	Document final development option (up to 5 park sites)		2	4	12			

TASK 2	Conceptual Design	4	23	56	72	0	0	\$19,729.00
2.1	Prepare 2-3 concept alternatives (for up to 5 park sites)		5	16	48			
2.2	Cost estimates			16				
2.3	Design charrette meeting with Civil		2	2				
2.4	Review meeting with City staff and board subcommittee (3)		6	6				
2.5	Public workshop #2 (2 estimated)							
	- prepare materials/presentation for public workshop		2	6	24			
	- attend public workshops		8	8				
	- prepare meeting summaries with public comments			2				
2.6	Quality control review	4						

TASK 3	Hillwood Park Concept Plan	2	22	40	42	0	0	\$13,748.00
3.1	Prepare 2-3 concept alternatives		2	8	16			
3.2	Cost estimate			8				
3.3	Design charrette meeting with Civil		2	2				
3.4	Review meeting with City staff and Park Board (3)		6	6				
3.5	Review meeting with City staff, school district, architecture (2)		4	4				
3.6	Public workshop (2 estimated)							
	- prepare materials/presentation for public workshop		1	2	8			
	- attend public workshops		6	6	6			
	- prepare meeting summaries with public comments			2				
3.7	Prepare preferred alternative plan		1	2	12			
3.8	Quality control review	2						

TASK 4	Preferred & Final Alternative Plans	4	37	88	120	0	0	\$31,499.00
4.1	Prepare preferred alternatives (up to 5 parks) & support graphics		8	24	80			
4.2	Cost estimates			16				
4.3	Design charrette meeting with Civil		2	2				
4.4	Review meeting with City staff and/or Park Board (3)		6	6				
4.5	Prepare accessibility & inclusion review for each park site			5				
4.6	Phasing, permitting requirements, & code compliance			5				
4.7	Revisions to preferred alternatives and related documentator		1	4	16			
4.8	Public workshop #3 (5 estimated)							
	- prepare materials/presentation for public workshop		1	2	8			
	- attend public workshops		15	15				
	- prepare meeting summaries with public comments			5				
4.9	Revisions to preferred alternatives and related documentator		1	2	8			
4.10	Presentation to City Council (PPT)		2					
4.11	Quality control review	4						
4.12	Finalize preferred alternative plans & executive summary		1	2	8			

<b>Total Hours</b>	10	120	253	330	0	0	
<b>Total Cost</b>	\$1,770.00	\$18,600.00	\$33,396.00	\$36,960.00	\$0.00	\$0.00	\$90,726.00

Reimbursable Expenses	\$ 300.00
Subtotal of HBB Services	\$ 91,026.00
Subtotal of Pertect Services	\$ 36,200.00
<b>TOTAL COST OF SERVICES</b>	<b>\$ 127,226.00</b>