

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with LMN Architects in an Amount Not to Exceed \$429,821.93 for the 185 th Street Multimodal Corridor Strategy
DEPARTMENT:	Public Works
PRESENTED BY:	Nora Daley-Peng, Senior Transportation Planner
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 March 2015, the City Council adopted the [185th Street Station Subarea Plan](#) surrounding the 185th Street corridor to enable transformation of the current, primarily single-family community to a denser mixed-use community. To support the implementation of the Subarea Plan, development of the 185th Street Multimodal Corridor Strategy (MCS) will create a master plan for the corridor that addresses the areas transportation needs for capacity, safety, access management, and accommodations for multiple travel modes (vehicles, buses, walking, cycling, and freight). The MCS will take into consideration the future location of the Sound Transit light rail station in the vicinity of NE 185th Street and Interstate 5 (I-5), and the additional transportation demands created as a result, as well as new demands based on anticipated population growth from the rezoning.

In order to advance the MCS, staff is proposing to contract with a consultant team to provide preliminary design, engineering, and stakeholder/public outreach services. Staff has completed consultant selection and contract negotiations with LMN Architects (LMN) for this work as defined in Attachment A to this staff report. Tonight, staff is requesting that Council authorize the City Manager to execute the contract with LMN in the amount of \$429,821.93 for the development of the 185th Street MCS.

RESOURCE/FINANCIAL IMPACT:

The City has \$533,275 available from the Roads Capital Fund for this preliminary work. The project cost and budget summary is as follows:

EXPENDITURES

City Staff	\$ 50,000.00
Direct Expenses	\$ 3,453.07
Consultant Base Contract	\$ 429,821.93
Contingency	\$ 50,000.00
Total Expenditures	\$ 533,275.00

REVENUE

Roads Capital Fund	\$ 533,275.00
Total Revenue	\$ 533,275.00

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract with LMN for design, engineering, and stakeholder/public outreach services for the 185th Street MCS in an amount not to exceed \$429,821.93.

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

BACKGROUND

In 2015, the City Council adopted the [185th Street Station Subarea Plan](#) surrounding the 185th Street corridor that will transform the current, primarily single-family community to a denser, mixed-use community. The purpose of the 185th Street MCS is to create a master plan for the corridor that addresses the areas transportation needs for capacity, safety, access management, and accommodations for multiple travel modes (vehicles, buses, walking, cycling, and freight). The MCS will take into consideration the future location of the Sound Transit light rail station in the vicinity of NE 185th Street and I-5, and the additional transportation demands created as a result, as well as new demands based on anticipated population growth from the rezoning.

The MCS study area encompasses NE 185th Street from Fremont Avenue N to 10th Avenue NE, 10th Avenue NE between NE 185th and 180th Streets, NE 180th Street between 10th and 15th Avenues NE, and adjacent properties. The MCS will also consider multimodal connections to the light rail station from the surrounding local street network.

The MCS project team will engage stakeholders and the public for feedback throughout the process. One of the key project tasks is the development and evaluation of several options for accommodating multimodal travel along the corridor, including the option identified in the 185th Street Station Subarea Plan, as well as a minimum of two additional improvement options. The options are likely to include sidewalk improvements along the length of the corridor, options for bicycle facilities (e.g. bicycle lanes, protected bike lanes, and shared-use paths) and features that can improve transit speed and reliability. Once the options are developed, they will be analyzed for support of the project goals and evaluation criteria, in order to help identify a preferred alternative for City staff to recommend to Council for adoption.

By creating the MCS, the community, affected jurisdictions, transit agencies, developers, and potential funding partners will have a picture of the City's vision for the corridor. The MCS will help position the City to be more successful in pursuing outside funding, as grant applications or funding requests include specific details about the project and cost estimates. In addition, the MCS will guide the future of development of the corridor in a cohesive way so that different segments of the corridor can be implemented over multiple phases and still contribute to the ultimate vision of the corridor.

DISCUSSION

In order to advance the MCS, staff is proposing to contract with a consultant team to provide preliminary design, engineering, and stakeholder/public outreach services. On July 3, 2017 the City issued a Request for Qualifications (RFQ) for development of the 185th Street MCS. An informational meeting for potential consultants was advertised with the RFQ and held on July 11, 2017. The RFQ period closed on July 31, 2017.

Five Statements of Qualifications (SOQs) were received. The following consultants submitted SOQs in response to the RFQ:

- KPG
- LMN Architects
- MAKERS Architecture & Urban Design
- MIG/SvR
- Parametrix

City staff reviewed the submittals and, based upon the evaluation criteria contained within the RFQ, selected three consultant firms for interviews. The evaluation criteria included:

- Project Approach
- Related Experience of Project Team
- Expertise of Key Staff
- Statement of Qualifications Presentation

The City held interviews with the following three firms: LMN, MAKERS, and Parametrix. The interview panel included City staff from the Public Works (Transportation and Engineering Divisions) and the Planning and Community Development Departments. The interview panel selected LMN as the most qualified consultant and entered into contract negotiations. Staff negotiated a cost for the project with LMN based upon the available budget. The base contract amount for the 185th Street MCS is \$429,821.93.

The scope of work for this contract involves Project Management, Project Goals and Evaluation Criteria, Existing Conditions Analysis and Data Collection, Future Projections, Mapping and Right-of-Way, Public Outreach, Alternatives Development, Preferred Alternative, Preliminary SEPA Compliance, Multimodal Corridor Strategy Report, and Additional Services. Staff has also identified optional tasks that it might be beneficial to have the consultant perform to support the success of the project. These tasks may include pedestrian and bicycle volumes analysis, virtual reality visualization, tactical installation, bicycle intercept surveys, additional public outreach and technical support; and physical models.

The current project budget has adequate funds for the contract and possible optional tasks. The contingency would only be spent any of the optional tasks were deemed critical for the successful completion of the project.

The project is anticipated to start in late December 2017 and is anticipated to be complete by mid-year 2019.

RESOURCE/FINANCIAL IMPACT

This project is funded for design in the 2017-2022 Capital Improvement Plan. The City has \$533,275 available from the Roads Capital Fund for this preliminary work, the project cost and budget summary is as follows:

EXPENDITURES

City Staff	\$ 50,000.00
Direct Expenses	\$ 3,453.07
Consultant Base Contract	\$ 429,821.93
Contingency	\$ 50,000.00
Total Expenditures	\$ 533,275.00

REVENUE

Roads Capital Fund	\$ 533,275.00
Total Revenue	\$ 533,275.00

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract with LMN for design, engineering, and stakeholder/public outreach services for the 185th Street MCS in an amount not to exceed \$429,821.93.

ATTACHMENTS

Attachment A: LMN – 185th Street Multimodal Corridor Strategy Scope of Work

City of Shoreline

185TH Street Multimodal Corridor Strategy
SCOPE OF WORK – Agreement No. 8647

During the term of this agreement, LMN Architects (CONSULTANT) and team will perform professional services in connection with the 185th Street Multimodal Corridor Strategy (MCS) as described in the following scope of work. This agreement will commence with the issuance of a Notice to Proceed by the City of Shoreline (CITY).

Project Description

Background

Sound Transit plans call for light rail facilities that include a station, transit loop, and parking garage to be located at approximately NE 185th Street and Interstate 5. Through adoption of the 185th Street Station Subarea Plan in March 2015, the City of Shoreline (CITY) enabled future transformation of the current, primarily single-family community to a denser, mixed-use community. In order to process development permit applications and prioritize future capital projects, the CITY requires a Multimodal Corridor Strategy (MCS) to obtain additional information and set the vision of the NE 185th Street corridor that supports the planned development.

Project Overview

The 185th Street MCS will evaluate the needs for capacity, safety, access management, and accommodations for multiple travel modes (vehicles, buses, walking, cycling, and freight). The MCS study area encompasses NE 185th Street from Fremont Avenue N to 10th Avenue NE, 10th Avenue NE between NE 185th and 180th Streets, NE 180th Street between 10th and 15th Avenues NE, and adjacent properties. Other roads that will provide multimodal connections to the light rail station including Perkins Way, will also be considered, but most will be examined through a concurrent update to the Master Street Plan, which is a separate project.

The MCS will take into consideration the future location of the Sound Transit light rail station area at NE 185th Street on the east side of Interstate 5 and related amenities, and the additional transportation demands created as a result, as well as new demands based on anticipated population growth from the rezoning.

The MCS process will evaluate several options for accommodating multimodal travel along the corridor. It will consider the option identified through the 185th Street Station Subarea Plan process, as well as a minimum of two additional alternatives for analysis. The options are likely to include sidewalk improvements along the length of the corridor, options for bicycle facilities (e.g. bicycle lanes, protected bike lanes, and shared use paths) and features that can improve transit speed and reliability. Once the options are developed, they will be analyzed for consistency with the project goals and evaluation criteria in order to help the community and Council identify and adopt a preferred alternative.

By creating the MCS, the community, affected jurisdictions, transit agencies, developers, and funding partners will have a picture of the CITY's vision for the corridor. The MCS will help position the CITY to be more successful in pursuing outside funding, as grant applications or funding requests include specific details about the project and cost estimates. Because the MCS establishes the vision for the entire roadway, the CITY can proceed with various phases in different segments, as they have already been evaluated as features that will improve the entire corridor.

This Scope of Work involves Project Management, Project Goals and Evaluation Criteria, Existing

Conditions Analysis and Data Collection, Future Projections, Mapping and Right-of-Way, Public Outreach, Alternatives Development, Preferred Alternative, Preliminary SEPA Compliance, Multimodal Corridor Strategy Report, and Additional Services.

General Scope Assumptions:

The standard of care applicable to CONSULTANT's Services will be the degree of skill and diligence normally employed by professional engineers or consultants performing the same or similar Services at the time said services are performed. CONSULTANT will re-perform any services not meeting this standard without additional compensation.

CITY will provide to CONSULTANT data in CITY's possession relating to CONSULTANT's services on the PROJECT. CONSULTANT will reasonably rely upon the accuracy, timeliness, and completeness of the information provided by CITY.

Scope of Work:

The Scope of Work is expected to include, but not be limited to, the following tasks:

1. PROJECT MANAGEMENT

The project team will be led by the CITY project manager and will include the CONSULTANT team project manager, CONSULTANT team members, and other CITY staff. This team is anticipated to meet biweekly to review project progress, discuss key issues, and allow for input from all project participants. Additionally, there may be subject-specific meetings to review and discuss key issues.

The CONSULTANT project manager will manage all technical aspects of the project, including quality assurance and quality control, monthly reports (12) of the status of project budget, work effort progress, possible delays and significant issues, and schedule. The CONSULTANT project manager will be responsible for coordinating all aspects of the work plan with the CITY's project manager and team. The consultant project manager will be responsible for producing high quality products and meeting the agreed schedule and budget. The consultant project manager will work closely with the CITY's project manager and staff to ensure the CITY is included in all aspects of the MCS.

CITY will consider requests for staff rate escalations only once a year for the CONSULTANT and their subconsultants. The CITY's approval of staff rate escalations will not change the contract's overall Grand Total fee.

CONSULTANT should expect that all major work products/deliverables will go through at least two review stages by the CITY.

The CONSULTANT will perform the following management tasks:

1.1 The CONSULTANT will prepare and maintain a project management plan that includes a project schedule, identification of the project team, scope of services, communication processes, and quality control and assurance processes.

1.2 Schedule, scope, and budget management. The CONSULTANT will be responsible for the development of a project schedule to include the phases of project development and implementation. The project schedule will be updated monthly by the CONSULTANT to monitor project progress. Administration of work, and preparation of monthly status reports. Monthly summary reports will briefly describe the previous month's activities and the planned activities for the next month in bulleted format, identify issues and/or concerns that may affect the project scope, schedule and/or budget, and compare work accomplished to the planned schedule. Budget status reporting will include tracking of percent spent and percent complete of the project tasks and estimates to complete the project scope.

1.3 Project management team meetings. The CONSULTANT will conduct project management meetings with the CITY project manager(s) and appropriate members of the team to discuss progress of the project and resolve issues. Meeting agendas and summaries will be prepared by the CONSULTANT. For budgeting purposes, it is assumed that meetings will be mostly bi-weekly (30), may be conducted over the phone or coincided with other project meetings such as storefront studio, team kick-off, etc., and will be attended by the CONSULTANT project manager. Team debrief meetings after public events will be held at earliest convenience following the event.

1.4 Management of all sub-consultants. The CONSULTANT will set up of subcontracts, coordinate and supervise to provide integration of the work. The CONSULTANT will be responsible for monitoring sub-consultant work for adherence to scope, schedule, budget, and quality of work.

1.5 Kick-off Meeting. The CONSULTANT team and CITY staff will hold a kick-off meeting to communicate roles and responsibilities to get the team in alignment. The meeting will also include development of project goals and evaluation criteria. These goals and evaluation criteria will serve as the guidelines through which alternatives will be evaluated and a preferred alternative selected.

CONSULTANT team members will attend along with CITY staff and then prepare the draft and final documentation of this task.

1.6 CONSULTANT Team Meetings. The CONSULTANT will plan and lead twelve (12) monthly team meetings to coordinate work between the team members. CITY staff involvement is encouraged.

Task 1 CONSULTANT Deliverables:

- Project management plan
- Prepare agendas and summary notes for all Task 1 meetings;
- Presentation materials as needed for internal and external briefings;
- Invoices accompanied by monthly progress reports recapping previous work performed during the billing cycle, budget tracking, percent complete for each task, schedule, emerging and unresolved issues, actions log and upcoming work to be completed
- Incorporate of final Project Goals and Evaluation Criteria into Multimodal Corridor Strategy Report (see Task 11 below for additional details).

Task 1 CITY Responsibilities:

- Secure meeting venues for kick-off meeting and any in-person project management team meetings
- Attend kick-off meeting and project management team meetings
- Review of draft and final materials including agendas, documents, invoices, and sub-consultant reports; and Development of work plan and project schedule with the CONSULTANT.

2. EXISTING CONDITIONS ANALYSIS AND DATA COLLECTION

The consultant will prepare an existing conditions report for the study area. Existing conditions

collection and analysis activities will utilize existing City and transit provider plans and policies listed below.

2.1 Review Existing Plans. The CONSULTANT will provide the CITY with a request for information memo, listing the technical and policy information the team will need to develop and evaluate alternatives. The CONSULTANT shall review documentation gathered, prepared, and provided by the CITY from the following relevant and plans and analysis:

- Sound Transit Lynnwood Link Final Environmental Impact Statement (EIS), including City comments on the Draft EIS
- Puget Sound Regional Council Transportation 2040
- King County Metro Connects: Long Range Plan
- King County Parking Study
- Community Transit 2011 Long Range Plan
- City of Shoreline 2012 Comprehensive Plan
- City of Shoreline 2011 Transportation Master Plan, as amended
- City of Shoreline 185th Street Station Subarea Plan Final EIS
- City of Shoreline 185th Street Station Subarea Plan
- City of Shoreline Climate Action Plan
- City of Shoreline Art Plan 2017-2022
- City of Shoreline 2017-2023 Parks, Recreation, and Open Space Plan
- City of Shoreline Engineering and Utilities Development Standards, Shoreline Municipal Code Chapter 20.70, including sections pertaining to the Master Street Plan, surface water facilities, dedications, required improvements, and utility standards
- Relevant information from Sound Transit 60% Design (or more recent iteration) materials for station site and proposed improvements
- Sound Transit Special Use Permit Application and Multimodal Access Assessment and Mitigation Plan (to be provided by the CITY when available)

2.2 Traffic Analysis. The CONSULTANT will prepare a transportation analysis report for the study area. Existing conditions data collection and analysis activities will utilize existing CITY, PSRC, and transit provider plans and policies. The transportation analysis will include an inventory of current traffic volumes; evaluation of accidents, their locations, types and causes; evaluation of existing and proposed transit services; review of transportation levels of service per the City's Subarea Plan analysis and Transportation Master Plan; and inventory of the locations and types of utilities.

This task will include an inventory of current traffic volumes and traffic operations analysis.

The CITY will provide the CONSULTANT with the following materials developed as a part of the 185th Street Subarea Plan:

- Existing and future condition Synchro files
- Existing turning movement counts on 185th Street, 10th Avenue, and 180th Street

- Inventory of existing pedestrian and bicycle facilities within proximity of the NE 185th Street proposed light rail station
- Memorandum documenting methodology for forecasted traffic volumes on 185th Street, including output assumptions from previous study evaluation of walk/bike capture rates, available
- Forecasted future (2035) pedestrian and bike volumes near the proposed light rail station

Additional materials relevant from the Lynnwood Link Extension DEIS/FEIS with respect to the proposed station at NE 185th Street/I-5, will also be provided by the CITY.

The CONSULTANT will review traffic volumes developed as part of the 185th Street Station Subarea Plan to determine if they are adequate for purposes of this study. For this scope, it is assumed that the volumes previously forecasted were adequate.

2.3 Safety Analysis. The CONSULTANT shall conduct a review of the collision data obtained and summarize the type, location, and severity of accidents along the 185th Street corridor. It is envisioned that this information will be used to assist in development of recommendations for transit, vehicle, pedestrian, bicycle enhancements.

2.4 Transit Service. The existing transit service on the corridor will be inventoried and summarized by the CONSULTANT. The CONSULTANT shall coordinate with King County Metro to obtain recent ridership information for a key representative route currently operating on the 185th Street corridor. On board survey and on-time performance data will not be collected. Ridership data shall be summarized at bus stop locations along the 185th Street.

2.5 Pedestrian and Bike Facilities. The 185th Street Station Subarea Plan shall be the basis for the pedestrian and bike facilities assessment. The CONSULTANT will draw on the inventory data and findings of the 185th Street Station Subarea Plan and Sound Transit's Lynnwood Link Final Environmental Impact Statement and all relevant documents. The CONSULTANT will conduct one site visit and one follow-up visit to supplement findings and to verify existing conditions of key pedestrian and bicycle nodes and barriers. The CITY will provide the bicycle related goals and policies of the 2011 Transportation Master Plan and the City's 185th Street Station Subarea Plan analysis and the Implementation Strategy for Trails.

The CONSULTANT will prepare two maps: one ½-mile radius walkshed and one 3-mile radius bikeshed map. Each map will include 1) barriers and opportunities in existing conditions and 2) planned future improvements.

This task will include a two (2) hour coordination meeting for the CITY to transmit previously prepared material and pertinent data from aforementioned transportation plans to the CONSULTANT team and for the CONSULTANT and CITY to confirm the specific approach to accomplish the deliverables for this task. The meeting will be attended by two CONSULTANT staff. Review and revision of the walkshed and bikeshed maps will consist of a draft review and final review before final deliverable submission.

In addition, CONSULTANT will create pedestrian and bike facilities information board with content provided by the CITY.

2.6 Stormwater. The location and type of existing drainage will be inventoried using GIS data and described in a brief summary memo with map diagram.

2.7 Environmental Issues. The CONSULTANT will conduct a summary analysis to evaluate environmental constraints and features in the project area. Available water table information will be provided by the CITY.

2.8 Land Use, Neighborhoods and Urban Analysis. The CONSULTANT will review the existing land use, development patterns, and neighborhood context in the project area to identify key nodes, connections, historic setting, community centers, parks and public spaces, and distinct character districts along the corridor and how they are currently being utilized. The consultant will create a series of urban analysis diagrams that demonstrate the opportunities and constraints as they relate to urban design concerns, including placemaking and connectivity.

2.9 Parking Coordination- Coordination and summary of applicable current and existing parking analysis (Subarea, Station, Park and Ride, etc.) as they relate to the corridor improvements and understanding the tradeoff between on-street parking and other facilities in the right-of-way.

2.10 Summary Documentation. CONSULTANT will summarize existing conditions (Task 2 subtasks) in a concise technical memorandum with supporting diagrams. The CITY will provide the planning context summary from relevant Task 2.1 documents for inclusion in the CONSULTANT'S Task 2 technical memorandum.

Task 2 CONSULTANT Deliverables:

- Information request memoranda summarizing data and technical information the team needs to proceed with their work.
- *Walkshed and bikeshed maps*
- *Pedestrian and bike facilities information board*
- Draft and final technical memoranda summarizing existing conditions.

Task 2 CITY responsibilities:

- Provide any applicable available information relating to existing conditions data collection, including native files from projects above, GIS, Aerial, and CAD.
- Provide planning context summary of relevant Existing Plans and Policies from Task 2.1

3. FUTURE PROJECTIONS

FUTURE PROJECTIONS AND PLANS

3.1 Traffic Operations and Level-of-Service. The CONSULTANT shall summarize the 185th Street Station Subarea Plan's future year (2035) PM peak hour forecasted traffic volumes for the signalized and unsignalized intersections on NE 185th Street from Fremont Avenue N to 10th Avenue NE, 10th Avenue NE between NE 185th and 180th Streets, NE 180th Street between 10th and 15th Avenues NE.

The CONSULTANT shall describe the approach used by previous efforts in developing projections using resources from the subarea plan and Sound Transit's travel demand model for the Lynnwood Link Extension. The intent of this review would be to propose how the mode-split analysis could be affected through proposed project improvements (as part of Task 8). It is

assumed that no new travel demand analysis would be conducted. It is also assumed that the City's rezoning is accurately reflected in the sub area plan.

The CONSULTANT will review the adequacy of the 2035 No-Build conditions Synchro model. It is assumed that this model will be sufficient for use to evaluate alternatives. A LOS summary shall be prepared contrasting existing traffic operations to the 2035 No-Build operations.

3.2 Transit Demands. Planned programs and projects that affect transit demand and mobility for future conditions will be identified along the study corridor. This task will summarize transit projects included in Shoreline Transportation Master Plan, Metro Connects, Community Transit, and Sound Transit's long-range plan. No demand model or transit service needs analysis will be performed. This task includes coordination with King County Metro, Community Transit, and Sound Transit to identify and develop potential future plans. CITY will provide relevant information about Transit agencies' planned service headways, as available.

3.3 Pedestrian Volumes and Bike Assessment. The CITY will provide pedestrian and bicycle projection numbers from Sound Transit ridership and other planning projections in the area to be used by the Consultant as a base to assess how to accommodate and grow the demand for bicycle and pedestrian facilities from today to future densities.

3.4 Utility Plans. Local agency and utility provider programs and projects will be reviewed with respect to future utility conditions along the study corridor.

3.5 Summary Documentation. Task 3 will be summarized and documented in a Future Conditions technical memorandum.

Task 3 CONSULTANT Deliverables:

- Draft and final technical memoranda summarizing future conditions, as described in Task 3.

Task 3 CITY Responsibilities:

- Provide any applicable information relating to future conditions and projections.
- Provide review and comment for draft submitted materials.

4. MAPPING AND RIGHT-OF-WAY

The CONSULTANT will provide topographical base mapping and right-of-way mapping of the project area to support the community dialogue and agency coordination, corridor strategy development and concept plans, and future acquisition needs. The CONSULTANT will produce a CAD file detailing existing right-of-way conditions, and deliver a geo-referenced aerial image and corresponding Digital Terrain Model (DTM) produced from available LIDAR data.

Assumptions:

- Wetland delineations are not included in scope and may be added by amendment.
- The CONSULTANT will not calculate individual parcel lines as part of this task. Individual parcel lines included in the CAD file for properties along the project corridor, will be shown for informational purposes only, and will use the data from Task 4.2.

4.1 Preliminary Design Mapping. The CONSULTANT will obtain available High Resolution Ortho Imagery, which will be geo-referenced to the project coordinate system, and used to develop the preliminary design. The CONSULTANT will also obtain available LIDAR data which will be used to develop a preliminary surface and contours at two-foot intervals to help with

preliminary design. Utility mapping will be developed from available GIS layers provided by the City. Underground utilities will include water, wastewater, surface water, natural gas, electricity, street lights, and telecommunications. Mapping will include critical areas including steep slopes, wetlands, and streams (including open channel and those enclosed in underground pipes or culverts).

4.2 Right-of-Way Mapping. The CONSULTANT will obtain CITY provided GIS files for the purpose of preliminary right of way delineation. The CONSULTANT will geo-reference and survey check the information to the project coordinate system. Existing right of way boundaries and parcel lines to the depth of at least ½ block to the north and south of the primary corridors will be provided.

Task 4 CONSULTANT Deliverables:

- Geo-referenced ortho-imagery for preliminary design mapping
- Right of way lines geo-referenced to the project coordinate system
- Maps on an aerial base in electronic (GIS and AutoCAD) and paper formats (PDF)

TASK 4 CITY Responsibilities:

- Provide GIS files for existing right of way lines

5. PUBLIC OUTREACH

5.1 Public Involvement Plan. The CONSULTANT will develop a public involvement plan outlining a process to collaborate with the local and at-large community for the Corridor Strategy. The plan will include goals for public involvement, identification of affected stakeholders, neighborhoods and groups, discussion of the proposed involvement timeline for the three strategy technical milestones: goal and criteria definition and visioning, alternatives development and evaluation, and preferred alternative recommendation that will be presented to Council for discussion and adoption, project area demographics and recommended translation needs, and initial project messages. The plan will also include high-level social media integration strategy that leverages the established City social media platforms, including identification of a hashtag. The plan will be a living document that can be updated to include additional or new audiences or outreach strategies identified during the future phases. The plan will also include specific strategies to engage historically underrepresented populations in the corridor visioning process.

5.2 Public Outreach Materials. The CONSULTANT will work with the CITY to develop project materials with graphics to communicate the project purpose and schedule and relay key technical information as well as opportunities for public involvement to support and inform project milestones.

5.2.1 Project Look-and-feel. The CONSULTANT will develop project look-and-feel, including a logo, tagline, branding, and document templates, including PowerPoint presentation (white PPT background is preferred).

5.2.2 Project Fact Sheet. The CONSULTANT will develop content and graphics layout for one project fact sheet and updates to the fact sheet content throughout the project. . Fact sheet template will be color, double-sided 8.5x11” pieces that provide a clear overview of key project information.

5.2.3 Project Display Boards. The CONSULTANT will develop content and graphics layout for display boards and storefront studio drop-in sessions (See 6.4.2) to relay key technical information such as the project area and parameters of the strategy, projected corridor travel volumes, development process and review, environmental impacts and potential corridor alternatives and tradeoffs.

5.2.4 Project Notifications. The CONSULTANT will develop content and graphics layout for two postcard mailings to build project awareness and provide notification of upcoming opportunities to engage, such as online open houses, staffed studio drop-in sessions and/or local events. Notification content will also be used to create display advertisements, social media posts for the CITY to post in local publications, and/or post on existing social media platforms to advertise upcoming events.

5.2.5 Conceptual Renderings.

During the alternative evaluation phase of the study, the CONSULTANT will create up to six (6) vignette sketch renderings to demonstrate the design alternatives.

For the final storefront studio series, the CONSULTANT will develop up to three (3) vignette renderings demonstrating the preferred alternative.

5.2.6 Aerial Photography.

The CONSULTANT will capture 3-5 aerial photographs from up to two sites along the corridor to be used as “existing” condition illustrations as well as underlays for the conceptual renderings.

Assumptions:

- The CITY will maintain a stakeholder email list (via the CITY's Shoreline Alert system) of interested parties, and send any electronic communications about the project directly to interested parties.
- The CONSULTANT will coordinate with CITY-approved mail house to confirm mailing list and coordinate mailing schedule and final PDF for printing.
- The CITY will be billed directly for all printing, advertisements, translation vendor, and/or mailing costs.
- The CITY will post project updates on the CITY's project website, coordinate and place display ads and post any social media updates.

5.3 Agency and Stakeholder Outreach. The CONSULTANT will work with the CITY to engage agency and/or community stakeholder groups at key project milestones (goal and criteria definition and visioning, alternatives development and evaluation, and preferred alternative).

Key groups to proactively reach out to include:

- Major property owners (i.e. Sound Transit, Seattle City Light, Shoreline School District, WSDOT etc.)
- Utility providers (i.e. Seattle Public Utilities, Seattle City Light, Ronald Wastewater District/City of Shoreline, North City Water District, Puget Sound Energy, Comcast/Xfinity, Frontier, etc.) Transit providers (i.e. Sound Transit, King County Metro, and Community Transit)
- Community and key stakeholder group leadership (immediately affected neighborhoods, interested neighborhoods, environmental organizations, bike and pedestrian advocacy groups, etc.)

Initial outreach to agency and/or community stakeholder groups will include one-on-one

outreach (in-person or via phone) led by CITY staff to determine the best or requested method to engage agency representatives and groups throughout the project and corridor strategy development. Follow-up support from the CONSULTANT team and outreach will include preparation for, attendance, and facilitation of in-person meetings with key groups and/or organizations.

Assumptions:

- The CITY will collaborate with the CONSULTANT team to develop a contact list for agency and/or community stakeholder groups and leadership
- The CITY will lead initial outreach to agency contacts and/or community groups and leadership with the CONSULTANT team's support
- The CITY will attend all meetings with agency and/or community stakeholder groups and
- The CONSULTANT team will attend and summarize any CITY-scheduled follow-up meetings with agencies and/or stakeholder groups, as requested by the CITY, with agency representatives and/or key groups and/or organizations

5.4 Public Outreach Events and Support. The CONSULTANT will work with the CITY to provide public engagement opportunities through public events, community briefings and events, open houses, and storefront studio drop-in series.

5.4.1 Community Briefings and Events. The CONSULTANT will support the CITY to prepare for community and neighborhood briefings, at local events or fairs and festivals (i.e. Bike Everywhere Day, Richmond Beach Strawberry Festival, Shoreline Arts Festival, and Celebrate Shoreline). These briefings and events can also be used to strategically reach and solicit input from historically underrepresented populations (i.e. seniors, limited English-speaking populations, etc.).

5.4.2 Storefront Studio. The CONSULTANT will support the planning, implementation, notification, materials development, staffing and summary of input received during two (2) rounds of a three-day staffed storefront studio. The studio drop-in "office hours" will be held during diverse days of the week and time of day (weekend and weekday, afternoon and evening) to maximize the team's ability to reach corridor users and passersby. The drop-in hours can also be used to schedule one-on-one or stakeholder group conversations (i.e. with affected property owners, student groups, developers, etc.) in a work space along the corridor to collect information, feedback and input on the project.

Assumptions:

- The CITY will lead scheduling, planning, implementation and staffing, and documentation of community briefings and events with CONSULTANT support to prepare materials for these events
- The CITY will independently staff any community briefings and local events, and document input received to inform the final outreach summary (See 5.6)
- The CITY will schedule and secure locations for the storefront studio space, help set-up, and help staff and facilitate events and drop-in sessions
- The CITY and CONSULTANT team will provide formatted (to match the project look-and-feel) and public-friendly maps and data to incorporate into meeting materials and displays for the storefront studio.

- The CITY will be billed directly for all venue costs, materials translations, and printing costs pre-approved by the CITY.

5.5 Walk and Bike Tours. The CONSULTANT will support CITY staff's lead on organizing and conducting up to one (2) two-hour walk tour and one (2) two-hour bike tour with local stakeholders along the corridor in key locations. These events may also be held in tandem with the storefront studio drop-in hours. CITY will provide summaries of walk and bike tour events. The CONSULTANT will help create an itinerary map for the walk and bike tours.

5.6 Outreach Report. The CONSULTANT will prepare an outreach report at the conclusion of the corridor strategy outreach process. The report will include an overview of the outreach approach, how input was solicited and used to inform the corridor vision and strategy, what was heard from the community, and an evaluation of the outreach process.

Task 5 CONSULTANT Deliverables:

Sub-Task 5.1 CONSULTANT Deliverables:

- Public involvement plan (1 draft and 1 final)

Sub-Task 5.2 CONSULTANT Deliverables:

- Look-and-feel for logo, tagline, handouts, display boards, and PPT presentation (1 draft and 1 final)
- Six (6) display ads (1 draft and 1 final each)
- Project fact sheet (including up to 2 updates)
- Sixteen (16) total display boards (including conceptual renderings with aerial photography backgrounds) to support two rounds of storefront studio displays, including graphics (1 draft and 1 final of each)
- Project mailer(s) (up to 2)
- Email notification and social media content (up to 2 rounds)
- Project presentation (initial and up to 2 updates) to be used at a range of outreach events, including at open houses and briefings (up to 10 presentations)
- Social media plan (1 draft and 1 final)

Sub-Task 5.3 CONSULTANT Deliverables:

- Support for initial round of one-on-one outreach to agency and/or community stakeholder groups
- Support for and attendance at up to twelve (12) in-person follow-up meetings with key groups and/or organizations (3 rounds of up to 4 meetings each round with identified key groups)
- High-level summary of key takeaways from agency and stakeholder meetings

Sub-Task 5.4 CONSULTANT Deliverables:

- Preparation for up to ten (10) community briefings and/or events (i.e. neighborhood briefings, local festivals, demonstration engagement), including:
 - Materials support and preparation only, no staffing
 - Development of a feedback survey tool to use at events
- Two (2) series of three (3) half-day staffed storefront studios including:
 - Two (2) series plans (1 draft and 1 final)

- One (1) outreach staff and one (1) technical team staff for up to six (6) total four-hour storefront studio drop-in sessions (3 days for each of 2 storefront studio series)
- Two (2) series summaries (1 draft and 1 final)

Sub-Task 5.5 CONSULTANT Deliverables:

- Provide materials and attendance for community outreach events, including any notes taken during the events.

Sub-Task 5.6 CONSULTANT Deliverables:

- One (1) Outreach report (1 draft and 1 final)

Task 5 CITY Responsibilities:

- Provide review and comment for draft submitted materials.
- Also see Sub-Tasks for Assumptions and Responsibilities.

6. ALTERNATIVES DEVELOPMENT

6.1 Develop Alternatives. The CONSULTANT will develop a set of at least three (one identified in the Subarea Plan and two new) distinct alternatives that are based upon CITY and stakeholder input, public outreach, and overall consistency with the project goals. The focus of each scenario will be on the 185th Street/10th Avenue/180th Street corridor, but alternatives should consider the broader subarea street network, including side-street cross-sections and the potential to create alleys or other means to break up super-blocks and provide better connectivity to be determined through the concurrent update to the Master Street Plan.

Alternatives include, but are not limited to, many of the following components:

- Intersection improvements needed to maintain transportation levels of service along the corridor, improve safety, and/or reduce accidents;
- Physical infrastructure improvements, technology, and/or other transit supportive treatments to improve transit speed, reliability, and facilities. Transit supportive treatments can include but are not limited to queue jumps, bus lanes, and transit signal priority (TSP);
- Sidewalks, curb ramps, pedestrian related traffic control devices and other pedestrian features;
- On- or off-street bicycle facilities;
- Intersection improvements needed to facilitate freight mobility;
- Roadway channelization & cross-sections;
- 185th Street Bridge I-5 crossing improvements;
- Access management;
- Locations for utility poles and luminaires (undergrounding of utilities must be included in at least one alternative and above-ground utilities must be included in at least one alternative);
- Utility upgrades, including possible installation of district energy infrastructure (the CITY will be studying feasibility of district energy for the 185th Street Station Subarea in the

first half of 2017);

- Potential connection between NE 185th Street and 15th Avenue NE;
- Surface water management methods and facilities, focusing on bio-swales, raingardens, and other “green infrastructure” within the amenity zone;
- Critical area impact mitigation, if applicable; and
- Urban design
- Placemaking/context sensitive design elements.
- Public Art

Task 6 CONSULTANT Deliverables:

- Three (3) concept alternative as outlined in Task 6.

7.0 EVALUATION OF ALTERNATIVES

Using the evaluation criteria developed, the CONSULTANT will provide input on project alternatives to aide in the evaluation of alternatives.

Alternatives evaluation will include the following areas:

7.1 Traffic Analysis Using Synchro. THE CONSULTANT will test traffic operations using SYNCHRO for up to three (3) alternatives (using the 2035 No-Build PM model). The Synchro models will be modified in terms of potential channelization and signalization changes. Intersection LOS will be summarized for each of the alternatives.

It is assumed that one (1) of the alternatives will represent the level of mitigation proposed as part of the subarea plan. This will provide an evaluation of achieving the current level of service (LOS) D standards for the City. Subsequent alternatives will represent the conditions of the proposed configuration with no attempt to modify to meet the LOS D standard.

It is assumed that a revised 2035 demand model run will not be conducted (typically used to evaluate diversion or mode-split change resulting from significantly different roadway configurations).

7.2 Environmental Evaluation. The CONSULTANT will develop a comparative analysis of the alternatives with respect to environmental benefits and impacts. CONSULTANT will work with staff to coordinate this effort with Task 9 – Preliminary SEPA Compliance.

7.3 Safety Assessment. The CONSULTANT will provide a qualitative comparative analysis of the alternatives with respect to the multimodal analysis. The subsequent Transit, Bicycle and Pedestrian Assessments evaluation are assumed to incorporate safe travel as part of their evaluation measures and are not addressed by this task.

7.4 Transit Assessment. The CONSULTANT will develop a comparative analysis of the alternatives with respect to transit service and accommodations. The CONSULTANT will conduct a qualitative analysis of how transit service would be impacted by the proposed alternative in terms of reliability and travel time. Proposed transit enhancement features of the three (3) alternatives will also be described. Access to bus stops is assumed to be addressed

in the Pedestrian Accessibility task.

7.5 Bicycle Assessment. The CONSULTANT will develop a bicycle level of stress analysis to evaluate the proposed alternatives. It is envisioned that this will consider the type of bicycle facility (such as separation from automobiles), directness of travel, adjacent roadway PM Peak volumes, grade, lighting, and roadway speed.

7.6 Pedestrian Accessibility Assessment. The CONSULTANT will develop a pedestrian level of traffic stress analysis to evaluate the proposed alternatives. It is envisioned that this will consider the type of pedestrian facility (width and separation such as plantings and street trees), directness of travel, adjacent roadway PM Peak volumes, grade, roadway speed, and lighting. It is assumed that signal warrant analyses will not be performed.

A portion of the study may include an analysis of parallel pedestrian and bicycle facilities as recommended in the 185th Station Subarea Plan and provide location-specific recommendations on bicycle and pedestrian improvements to inform crossing treatments, bicycle facility type selection, wayfinding, and transit stop connectivity.

7.7 Freight Benefits Assessment. The CONSULTANT will develop a comparative analysis of the alternatives with respect to freight mobility.

7.8 Property Impacts. The CONSULTANT will develop a minimal comparative analysis of the alternatives with respect to property impacts that considers property acquisition and impacts to structures/buildings.

7.9 Partner Agency Standards. The CONSULTANT will consider implications of partner agency standards, such as Washington DOT, Community Transit, King County Metro, etc., on design alternatives.

7.10 Cost Comparison. The CONSULTANT will develop order of magnitude cost estimates for the alternatives and a comparative analysis of the implementation costs for the alternatives.

7.11 Street Cross Section. The CONSULTANT will develop a comparative analysis of the alternatives with respect to street cross section & lane widths.

7.12 Intersections. The CONSULTANT will develop a comparative analysis of the alternatives with respect to intersection level of service, transit considerations, and multimodal accommodation.

7.13 Placemaking. The CONSULTANT will develop a comparative analysis of the alternatives with respect to the quality of the street for people including programming opportunities, street furniture, landscaping, public art and legibility.

7.14 Street Grid Reestablishment. The CONSULTANT will develop a comparative analysis of the alternatives with respect to the continuity of a permeable street grid that improves ease of access.

7.15 Urban Design. The CONSULTANT will develop a comparative analysis of the alternatives with respect to the interface of building facades and other private/public opportunities with adjacent properties.

7.16 Utilities. The CONSULTANT will develop a comparative analysis of the alternatives with respect to the impact to utilities and integration of utilities into the streetscape alternative.

7.17 Surface Water Management. The CONSULTANT will develop a comparative analysis of the alternatives with respect to the opportunity for natural drainage or other sustainable surface water management practices.

7.18 Critical Area Impact Mitigation. The CONSULTANT will develop a comparative analysis of the alternatives with respect to the impact or opportunity to mitigate impacts to critical or sensitive areas.

7.19 Impact to On-Street Parking Assessment. Assessment of impact of installation of bike facilities and/or other improvements that could impact available on-street parking. CONSULTANT will utilize available data from the City of Shoreline's, Sound Transit's, King County Metro's parking studies that encompass the project area.

Task 7 CONSULTANT Deliverables:

- Draft and final technical memoranda describing identification and screening of initial alternatives;
- Draft and final technical memoranda describing analysis and screening of preferred alternative advanced for more detailed evaluation from Task 7

Task 7 CITY responsibilities:

- Provide review and comment for draft submitted materials.

8. PREFERRED ALTERNATIVE

Following public review and meetings, a preferred alternative (PA), CITY staff will recommend a Preferred Alternative for City Council discussion and adoption. The consultant will further develop the PA to specify the alignment, cross-sections, intersection improvements, 185th St. Bridge I-5 crossing modifications, transit infrastructure improvements, bicycle and pedestrian facilities, streetscape improvements, and utility relocation and/or upgrades.

A primary objective of this task will be to ensure that the PA is specific enough to present to elected officials, key stakeholders, affected communities, and grant funding agencies and be detailed enough to enable all parties to understand the requirements for its implementation. This includes resources to discuss potential property acquisition with homeowners. Some of the construction of the PA will take place through redevelopment, and as such the City will need to develop mechanisms to require this, including modifying Development Code regulations and Master Street Plan standards to articulate frontage improvements and setbacks.

8.1 Concept Design. The CONSULTANT will develop a concept design for the PA.

8.2 Cost Estimating. The CONSULTANT will develop planning level cost estimates for the PA by phase and segment, including costs for future phases required for its implementation (design, environmental review, right-of-way acquisition, construction). The cost estimates will include a high level risk assessment.

8.3 Preliminary ROW Needs Analysis. The CONSULTANT will prepare an analysis of preliminary right-of-way requirements based on existing property lines, required takes, and

changes to current access. Review ownership information for each parcel. 70 parcels are assumed for this work. Final parcel calculations will not be performed.

8.4 Design Guidelines. The CONSULTANT will provide design guidelines for streetscape elements such as street furniture and landscaping in a typical cross-section and brief discussion. The cross-section will illustrate the preferred dimensions of the three sidewalk zones: curb zone, travel zone and building frontage zone. Adjacent parking and bicycle facilities will be included if relevant. The guidelines will include recommendations for sidewalk dimensions and amenities such as street furniture and landscaping. A brief accompanying discussion and list with example images will be drafted.

8.5 Summary Documentation. Subtasks will be summarized in a concise memoranda. The CONSULTANT will also develop visualization materials including final cross sections (up to 5) and up to 3 renderings of the preferred concept.

Task 8 CONSULTANT Deliverables:

- Draft and final alternative analysis; including an alternatives matrix graphic
- Identify catalytic projects that should be considered for capital project funding in the future; and
- Up to 10% design plans including channelization, bicycle and pedestrian facilities, parking, traffic signals, transit speed, reliability and facility improvements, pedestrian crossings, utility modifications, relocations and/or upgrades, major structures (such as retaining walls), surface water facilities, illumination, and urban design/placemaking/context sensitive design for the PA.
- Preliminary Cost Estimate of PA
- Preliminary ROW Needs Analysis
- Design Guidelines
- Task 8 Summary documentation

Task 8 CITY Responsibilities:

- Provide review and comment for draft submitted materials.

9. PRELIMINARY SEPA COMPLIANCE

CITY staff will develop a high level environmental analysis document (assume SEPA non-project checklist) that outlines the evaluation process and PA. The CITY will analyze the PA based on criteria including air quality and greenhouse gas reduction, noise, vibrations, critical areas, storm-water management, social/economic impacts (particularly during construction), energy consumption, environmental justice, cultural and historic resources, land use, both motorized and non-motorized transportation safety, mobility, and parking.

The CONSULTANT will provide up to twelve (12) hours of coordination for the environment analysis document.

Task 9 CONSULTANT Deliverables:

- No defined deliverables for the CONSULTANT in Task 9, only CONSULTANT support for up to twelve (12) hours.

Task 9 CITY Responsibilities:

- Lead the preparation of environmental analysis document as described in Task 9.

10. PROJECT DEVELOPMENT STRATEGY AND FUNDING ASSISTANCE In consultation with the CITY Project Manager, the CONSULTANT will develop a strategy to maintain momentum developed during the MCS to advance the project into the next phases of design, environmental review, and funding procurement.

- The CONSULTANT will work with CITY staff to identify leveraging opportunities within the existing city project roster and budget, identify low hanging fruit or pilot projects to kick-off corridor improvements and outline strategies to integrate project priorities into future opportunities.
- The CONSULTANT will identify external funding sources available to the CITY.
- The CONSULTANT will provide a bulleted list of issues for final environmental clearance.
- The CONSULTANT will be available to attend up to two (2) City Council meetings.

Task 10 CONSULTANT Deliverables:

- Assumes attendance of two (2) strategy meetings.
- Assumes attendance of two (2) City Council meetings.
- Draft and final memoranda that outline a strategy to advance the project into the design and environmental review phases and funding procurement.

Task 10 CITY Responsibilities:

- Coordinate and attend all meetings associated with Task 10.
- Provide review and comment for draft submitted materials.

11. MULTIMODAL CORRIDOR STRATEGY REPORT

The CONSULTANT will prepare a final report incorporating the analyses and documentations prepared for Tasks 1-10. The primary objective of this task will be to provide a synthesis of the MCS process, describe the PA, and serve as a guide to enable all stakeholders to understand the requirements for future steps associated with improvements to the 185th Street Corridor.

Task 11 CONSULTANT Deliverables:

- Draft and final Multimodal Corridor Strategy reports in electronic and paper formats.

Task 11 CITY Responsibilities:

- Provide review and comment for draft submitted materials.

12. ADDITIONAL SERVICES (OUT OF SCOPE)

The CONSULTANT may be retained to develop additional analysis, engagement and communication tools, including but not limited to the following:

12.1 Existing and Future Pedestrian and Bike Volumes.

Based on existing demand and PSRC future employment and population forecasts, the CONSULTANT will produce maps and future activity estimates for pedestrians and bikes. The CONSULTANT will compare the existing and future scenarios to understand the intensity of required bicycle and pedestrian treatments.

12.2 Virtual Reality Visualization.

The CONSULTANT will develop 3D sketch visualizations in 360 degree Virtual Reality (VR) environment this will include three (3) locations for each of the three (3) alternatives for a total of nine (9) views.

12.3 Tactical Installation.

During the alternative evaluation phase of the study, the CONSULTANT will create a mockup of a sidewalk section alternatives to be used as a conversation tool for public input and engagement.

12.4 Bicycle Intercept Surveys.

The CONSULTANT will develop survey to collect public input on cyclist perspectives on corridor improvement.

12.5 Additional Public Outreach and Technical Support.

The CITY may request CONSULTANT support for additional public outreach and technical support as needed and defined by the CITY within the limits of the contingency budget.

12.6 Physical Model.

During the alternative evaluation phase of the study, the CONSULTANT will create up to three (3) vignette sketch/foam physical models of the corridor to demonstrate the design alternatives.