

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Motion to Authorize the City Manager to Execute Amendment No. 1 to Contract #8630 with AECOM Technical Services for Construction Administration and Document Control Services in an Amount Not to Exceed \$185,887.49
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Staff is requesting Council to authorize the City Manager to execute an amendment to Contract #8630 with AECOM Technical Services to provide construction administration and document control services in support of the 2018-2023 Capital Improvement Plan (CIP).

RESOURCE/FINANCIAL IMPACT:

Funding for this contract comes from approved projects included in the 2018-2023 CIP. These expenditures are already programmed into the approved project budgets.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute an amendment to Contract #8630 with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$185,887.49.

Approved By:

City Manager **DT**

City Attorney **MK**

BACKGROUND

In February 2017, Council authorized the City Manager to execute a contract with AECOM Technical Services to provide contract administration and document control services for an amount not to exceed \$200,000. Contract #8630 was executed on March 28, 2017 for an amount of \$178,801.13 with an expiration date of December 31, 2018. Anticipating a reduced work load during the winter, the contract amount allowed for approximately 12 months of full time work spread over a period of 22 months. However, staff has realized a consistent need for full time services involving work on 2017 project closeout activities, construction review of 2018 projects and administration of currently active capital projects.

DISCUSSION

This amendment will increase the contract amount by \$185,887.49 from \$178,801.13 to \$364,688.62 for continued contract administration and document control services through the end of 2018. Projects identified in the CIP that will utilize this support include:

- Meridian and 155th Intersection Improvements (federally funded)
- Annual Road Surface Maintenance Program
- Radar Speed Signs (federally funded)
- Curb, Ramp and Sidewalk replacement
- Shoreline A&B Field Turf Replacement
- Richmond Beach Road Rechannelization
- Surface water small projects
- Police Station at City Hall

Consultant Selection

AECOM was selected through a competitive process. A Request for Qualifications (RFQ #8630) was issued and three Statements of Qualifications were received. Two firms were interviewed and AECOM was selected as the best qualified to meet the needs of this contract. The scope of work for this amendment remains within the scope of work of the original RFQ #8630; no other selection process was needed.

RESOURCE/FINANCIAL IMPACT

Funding for this contract comes from approved projects included in the 2018-2023 CIP. These expenditures are already programmed into the approved project budgets.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute an amendment to Contract #8630 with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$185,887.49.

ATTACHMENTS

Attachment A: AECOM Technical Services Supplemental Agreement



Supplemental Agreement Number <u>01</u>		Organization and Address	
Original Agreement Number 8630		AECOM Technical Services, Inc. 1111 3rd Ave., Suite 1600 Seattle, WA 98101	
Project Number 2018-2023 CIP		Execution Date 3/28/17	Completion Date 12/31/18
Project Title Construction Administration and Doc Control Support		New Maximum Amount Payable \$364,688.62	
Description of Work No changes to scope of work. Adding budget to allow for services to continue into 2018 on the following additional projects: Meridian and 155th Intersection Improvements (federally funded), Annual Road Surface Maintenance Program, Radar Speed Signs (federally funded), Curb, Ramp and Sidewalk replacement, Shoreline A&B Turf Replacement, Richmond Beach Road Rechannelization, Surface water small projects, and Westminster and 155th Improvements.			

The Local Agency of City of Shoreline
 desires to supplement the agreement entered in to with AECOM Technical Services, Inc.
 and executed on 3/28/17 and identified as Agreement No. 8630

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.
 The changes to the agreement are described as follows:

I

Section 1, SCOPE OF WORK, is hereby changed to read:
 No changes to scope of work. Additional projects and budget added to account for work in 2018.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: No change to end date.

III

Section V, PAYMENT, shall be amended as follows:
 See Exhibit A for supplemental budget that is added to the original agreement budget.

as set forth in the attached Exhibit A, and by this reference made a part of this supplement.
 If you concur with this supplement and agree to the changes as stated above, please sign in the Appropriate spaces below and return to this office for final action.

By: _____ By: _____

 Consultant Signature

 Approving Authority Signature

 Date

**Exhibit "A"
Summary of Payments**

	Basic Agreement	Supplement #1	Total
Direct Salary Cost			
Overhead (Including Payroll Additives)			
Direct Non-Salary Costs			
Fixed Fee			
Total	\$178,801.13	\$185,887.49	\$364,688.62



City of Shoreline
BUDGET FOR SERVICES
Office Engineering Assistance
Various Projects

Task 100: Project Management/Quality Control

<u>Employee</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost (DSC)</u>
Tyron Bardwell	Senior Construction Manager	43	\$ 88.79	\$ 3,817.17
Patty Coughlin	Administrative Support	14	\$ 30.23	\$ 423.22
		<u>57</u>		<u>\$ 4,240.39</u>
Overhead (OH Cost -- Including Salary Additives):				
	OH Rate x DSC of	135.09%	x	\$ 4,241.19
				\$ 5,729.58
Fee:				
	Fee Rate x DSC of	30.00%	x	\$ 4,241.19
				\$ 1,272.36
Labor Subtotal - Project Management				\$ 11,242.93

Task 200: Contract Administration Assistance

<u>Employee</u>	<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Cost (DSC)</u>
Mallari, Janette	Senior Contract Administrator	1,600	\$ 45.39	\$ 72,624.00
		<u>1,600</u>		<u>\$ 72,624.00</u>
Overhead (OH Cost -- Including Salary Additives):				
	OH Rate x DSC of	110.34%	x	\$ 72,624.00
				\$ 80,133.62
Fee:				
	Fee Rate x DSC of	30.00%	x	\$ 72,624.00
				\$ 21,787.20
Labor Subtotal - Contract Administration Assistance				\$ 174,544.82

Labor Total \$ 185,787.75

<u>Reimbursable</u>	<u>Cost</u>
Expenses (Misc Supplies, printing, and shipping)	\$ 100.00
	<u>\$ 100.00</u>

<u>Subconsultants or Services</u>	<u>Cost</u>
N/A	\$
	<u>\$</u>

Total \$ 185,887.75