

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute Amendment #3 for the Professional Services Contract with Brown and Caldwell in the Amount of \$27,500 for the 2018 Surface Water Master Plan Update
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Uki Dele, Surface Water and Environmental Services Manager
<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 City of Shoreline retained Brown and Caldwell (BC) to prepare an update to its Surface Water Master Plan that will guide the Surface Water Utility for the next five to 10 years. This work is being completed in accordance with the original services agreement effective July 7, 2016 and amended on March 9, 2017 and November 8, 2017. As worked progressed, several of the tasks were modified and effort was adjusted to accommodate new information, respond to unanticipated needs of City staff, or provide additional support.

Tonight, Council is being asked to authorize the City Manager to execute Amendment #3 to the BC professional services contract, which would increase the contract by \$27,500.

**RESOURCE/FINANCIAL IMPACT:**

The proposed adjustment for the contract with BC is \$27,500, and the current 2018 Surface Water Capital Improvement Program budget has sufficient funds to cover the additional cost. The total proposed amended contract will be \$723,897.

**Table 1. Budget Summary and Proposed Amendment**

Contracted Budget	Proposed Adjustment	Proposed Amended Budget
\$696,397	\$27,500	\$723,897

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute an amendment to the original contract 8401 with Brown and Caldwell in the amount of \$27,500 to provide completion of the 2018 Surface Water Master Plan Update project.

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

## **BACKGROUND**

The 2018 Surface Water Master Plan is a vision document that establishes a management strategy for the Surface Water Utility to help meet the established level-of-service goals and NPDES permit requirements. It also includes the development of both financial and policy processes for the Utility to implement the strategy.

Staff are working with consultants, Brown and Caldwell and FCS Group, to update the City's 2011 Surface Water Master Plan. The purpose of the 2018 Surface Water Master Plan (formerly titled the 2017 Surface Water Master Plan) is to address drainage and water quality challenges associated with growth, increasing regulations, and aging infrastructure. The 2018 Master Plan will guide the Surface Water Utility for the next five to 10 years including recommendations for capital improvements, programs, and a financial plan for long-term asset management.

## **DISCUSSION**

As noted above, the City of Shoreline retained Brown and Caldwell (BC) to prepare an update to the City's Surface Water Master Plan. This work is being completed in accordance with the original services agreement effective July 7, 2016 and amended on March 9, 2017 and November 8, 2017. The staff report for the initial contract authorization with BC can be viewed at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2016/staffreport060616-7b.pdf>.

As work progressed, several of the tasks were modified and effort was adjusted to accommodate new information, respond to unanticipated needs of City staff, or provide additional support. This includes additional revisions of the Master Plan Document, Appendixes and Operations and Maintenance Manual and continued project management and administration through final adoption of the Plan by Council in November 2018.

Table 2 below summarizes the proposed adjustments to the contracted budget. More details on the proposed amendment is provided in Attachment A, the proposed scope of the contract amendment.

**Table 2. Proposed Amendment by Task**

Scope Task	Contracted Budget, \$	Proposed Adjustment, \$	Proposed Amended Budget, \$
1. Review and consolidate data	12,705	0	12,705
2. Define levels of service (LOS)	33,176	0	33,176
3. Update asset management process	89,708	0	89,708
4. Regulatory Compliance	3,249	0	3,249
5. Stormwater Treatment	15,914	0	15,914
6. Develop recommendations	77,674	0	77,674
7. Develop rate structure/financial planning	45,185	0	45,185
8. Evaluate utility billing	27,835	0	27,835
9. Utility management policy review	40,503	0	40,503
10. Prepare master planning document	68,518	23,500	92,018
11. Present to City Council and public	37,807	0	37,807
12. Project Management	88,003	4,000	92,003
13. Condition Assessment	46,842	0	46,842
14. System Capacity	49,512	0	49,512
15. Operations and Maintenance	44,766	0	44,766
16. Additional services (optional)	15,000	0	15,000
<b>TOTAL</b>	<b>696,397</b>	<b>27,500</b>	<b>723,897</b>

**RESOURCE/FINANCIAL IMPACT**

The proposed adjustment for the contract with BC is \$27,500, and the current 2018 Surface Water Capital Improvement Program budget has sufficient funds to cover the additional cost. The total proposed amended contract will be \$723,897.

**Table 1. Budget Summary and Proposed Amendment**

Contracted Budget	Proposed Adjustment	Proposed Amended Budget
\$696,397	\$27,500	\$723,897

**RECOMMENDATION**

Staff recommends that Council move to authorize the City Manager to execute an amendment to the original contract 8401 with Brown and Caldwell in the amount of \$27,500 to provide completion of the 2018 Surface Water Master Plan Update project.

**ATTACHMENTS**

Attachment A: Proposed Scope Amendment for Contract 8401 with Brown and Caldwell

## Attachment A: Proposed Scope Amendment for Contract 8401

# Surface Water Master Plan

The City of Shoreline (City) retained Brown and Caldwell (BC) to prepare an update to its Surface Water Master Plan that will guide the Surface Water Utility (Utility) for the next five to 10 years. This work is being completed in accordance with the original services agreement effective July 7, 2016 and amended on March 9, 2017 and November 8, 2017. The City has identified the need for changes and additions to several tasks, and has asked BC to revise the scope of work, budget, and timeline accordingly. Work activities are described below:

- Aligning programs with LOS and performance measures for tracking success and developing an approach to evaluating the overall status of the programs with respect to LOS, including workshops with City staff (10/19/2017 and 11/7/2017), follow-up discussions (10/20/2017 and 10/26/2017) and a tracking spreadsheet.
- Development, revisions, and internal review of the Draft Master Plan, as well as the development of many appendices have taken longer than originally anticipated. For example, the LOS, Programs, Policies, and Procedures sections have been complicated and necessitated multiple revisions. Also, there are a greater number of projects and programs, and associated summaries, than originally assumed.
- The project has had an extended schedule due to changes and additional efforts, and will continue to be managed through the public review period and Planning Commission review. Additional effort has been, and will continue to be needed for project management, administration, reviews, and scheduling through project completion.

Table 1 summarizes the proposed adjustments to the contracted budget.

Table 1. Budget Summary for Amendment 3			
Scope Task	Current Task Budget	Proposed Adjustment	Proposed Total
1. Review and consolidate data	12,705	0	12,705
2. Define levels of service (LOS)	33,176	0	33,176
3. Update asset management process	89,708	0	89,708
4. Regulatory Compliance	3,249	0	3,249
5. Stormwater Treatment	15,914	0	15,914
6. Develop recommendations	77,674	0	77,674
7. Develop rate structure/financial planning	45,185	0	45,185
8. Evaluate utility billing	27,835	0	27,835
9. Utility management policy review	40,503	0	40,503
10. Prepare master planning document	68,518	23,500	92,018
11. Present to City Council and public	37,807	0	37,807
12. Project Management	88,003	4,000	92,003
13. Condition Assessment	46,842	0	46,842
14. System Capacity	49,512	0	49,512
15. Operations and Maintenance	44,766	0	44,766
16. Additional services (optional)	15,000	0	15,000
<b>TOTAL</b>	<b>696,397</b>	<b>27,500</b>	<b>723,897</b>