

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

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute a Contract with The Blueline Group, LLC in the Amount of \$120,000 for On-Call Development Review and Construction Inspection Services
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Randy Witt, Public Work 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 City continues to experience a significant increase in development activity such that the workload exceeds staff capacity. Therefore, the City sought on-call support to assist City staff in providing consistent and dependable development review and construction inspection services.

The City advertised a Request for Qualifications (RFQ) for on-call development review support in November 2018 and seven (7) engineering firms submitted qualifications in response to the RFQ. The Blueline Group's submittal was selected as the most qualified to meet the City's needs for on-call support.

This contract will provide on-call engineering review services necessary to address current development review and inspection workload and allow staff to meet review targets and provide more predictability and consistency to customers. The initial term of this contract is anticipated to be from contract execution through December 2020, with the option to extend the term for an additional year.

**RESOURCE/FINANCIAL IMPACT:**

The cost for this contract will be supported through permit revenue.

**RECOMMENDATION**

Staff recommends that City Council authorize the City Manager to execute a contract with The Blueline Group, LLC in the amount of \$120,000 for on-call development review and construction inspection services.

Approved By:            City Manager **DT** City Attorney            **JA-T**

## **BACKGROUND**

The City of Shoreline continues to experience a significant increase in development activity due to a variety of factors, including Light Rail Station Subarea rezones, commercial developments along the Aurora corridor, Shoreline School District construction projects, and the Sound Transit Lynnwood Link Extension project. Demands for development review and construction inspection services can be unpredictable and, therefore, the City is seeking on-call support to assist City staff in providing consistent and dependable development review and construction inspection.

## **DISCUSSION**

The City advertised a Request for Qualifications (RFQ) for on-call development review with the Daily Journal of Commerce on November 7, 2018 and November 14, 2018. Seven (7) engineering firms submitted qualifications in response to this RFQ. Submittals were reviewed based on approach, related experience, and ability to meet review deadlines. The Blueline Group's submittal was selected as the most qualified to meet the City's needs for on-call support. The scope of work and rate sheet for the Blueline Group is Attachment A to this staff report.

Blueline Group's staff are very knowledgeable in the City's codes, permitting processes, the Stormwater Management Manual for Western Washington and the associated NPDES general stormwater permit. The execution of this contract will allow City staff to assign projects to Blueline Group for review and enable the City to meet accelerated and expedited permit review deadlines. The initial term of this contract is anticipated to be from contract execution through December 2020, with the option to extend the term for an additional year.

## **RESOURCE/FINANCIAL IMPACT**

The cost for this contract will be supported through permit revenue.

## **RECOMMENDATION**

Staff recommends that City Council authorize the City Manager to execute a contract with The Blueline Group, LLC in the amount of \$120,000 for on-call development review and construction inspection services.

## **ATTACHMENTS**

Attachment A: Blueline Group Contract Scope of Work

## **Attachment A Scope of Work**

Provide On-Call Civil Site Development Review and Construction Inspection support services including, but not limited to, the following tasks:

1. Review permit plans and documentation to determine compliance with City codes, Ronald Wastewater District utility codes, Department of Ecology stormwater requirements and other relevant codes, regulations, and statutes.
2. Prepare review comment letters for distribution to permit applicants.
3. Provide assigned personnel at Shoreline City Hall to answer questions from applicants, developers, citizens and other parties, as directed by the City's project manager.
4. Maintain development review log; including the permit number and project name, description of review, and how many hours spent on the review.
5. Communicate with City Staff and applicants on the status of permits and review issues.
6. Perform research and provide recommendations on development related topics and/or support continuous improvement initiatives for development review.
7. Provide assigned personnel to perform construction inspections on City capital projects, private development projects, and utility construction projects in the City rights-of-way or other City property; ensure compliance with applicable codes, regulations, and statutes.
8. Prepare and maintain a variety of written and electronic reports, documentation and project files including daily inspection reports, field note records, material quantity calculations, City asset inventory, and photographs.
9. Provide full-time or part-time personnel to provide construction inspection services. Inspection services may be day, night, or overtime work.
10. Provide vehicle, laptop with internet connection, cell phone, personal protective equipment, and a digital camera for all assigned personnel.

### 2019 HOURLY RATE SCHEDULE

Principal Engineer	\$210/hr
Senior Project Manager	\$194/hr
Project Manager	\$184/hr
Senior Project Engineer	\$184/hr
Project Engineer	\$173/hr
Engineer	\$153/hr
Construction Administration	\$165/hr
Construction Inspector	\$120/hr
Senior Engineering Designer	\$153/hr
Engineering Designer	\$140/hr
Senior Engineering Drafter	\$135/hr
Engineering Drafter	\$122/hr
Planning Manager	\$165/hr
Project Planner	\$153/hr
Planner	\$135/hr
Assistant Planner	\$122/hr
Permitting Coordinator	\$90/hr
Principal Landscape Architect	\$142/hr
Landscape Project Manager	\$130/hr
Landscape Designer	\$95/hr
Landscape Technician	\$85/hr
Project Administrator	\$90/hr

**Notes:**

Standard hourly rates include expenses for telephone, fax, photocopies (letter and legal size), and postage. Please refer to The BlueLine Group's standard contract regarding the firm's policy regarding other project expenses.

### 2019 PLOTTING RATE SCHEDULE

11" x 17" Bond	\$0.75/sheet
18" x 24" Bond	\$3.05/sheet
22" x 34" Bond	\$3.45/sheet
24" x 36" Bond	\$3.70/sheet
30" x 42" Bond	\$4.35/sheet
36" x 48" Bond	\$5.00/sheet

**Notes:**

- Plotting rates are reviewed annually and adjusted accordingly and include 10% Sales Tax.

### 2019 MILEAGE RATE SCHEDULE

Vehicle mileage as measured from the Consultant's Kirkland, Washington office to the project site shall be reimbursed at the then-current Privately Owned Vehicle (POV) mileage reimbursement rates established by the U.S. General Services Administration.

**NOTE: ALL RATES ARE EFFECTIVE JANUARY 1, 2019, ARE REVIEWED ANNUALLY AND ARE ADJUSTED ACCORDINGLY.**