

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Purchase a Modular Building in the Amount of \$252,144.65 from Modern Building Systems for the Public Works Grounds Maintenance Crew
DEPARTMENT:	Public Works Department
PRESENTED BY:	Randy Witt, Public Works Director
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:

On November 19, 2018, the City Council approved the 2019-2024 Capital Improvement Plan (CIP). The 2019 CIP budget (including carryover) provides \$358,497 for early City Maintenance Facility (CMF) project work at the North Maintenance Facility (NMF) to prepare the site to locate the Public Works Grounds Maintenance Crew.

On April 22, 2019, in a CMF project update and discussion, Council supported approving a future budget amendment of \$4.96 million to fund Phase 1 improvements, including early CMF work at the NMF site. Of this funding, an additional \$639,617 is provided in 2019 to fund early CMF work at the NMF site, for a total budget of \$998,114. This new 2019 CMF project budget is expected to cover all estimated 2019 project related expenditures, including facilities for the Grounds Maintenance Crew use at the NMF site. Staff is preparing to return to City Council on June 3, 2019 with a budget amendment for Phase 1 of the CMF project.

Tonight, staff is requesting that the City Council approve the purchase of a Modular Building at a cost of \$252,144.65, including Washington State Sales Taxes. The Modular Building will be purchased from Modern Building Systems (MBS) which is an approved vendor identified on the King County Directors' Association (KCDA) vendor list. The Modular Building will be used by the Public Works Grounds Maintenance Crew to provide administrative and crew support facilities.

The City's purchasing policies require City Council authorization for purchases more than \$100,000. Staff will utilize the existing cooperative purchasing agreement (#15-255) with KCDA to purchase the Modular Building.

RESOURCE/FINANCIAL IMPACT:

The 2019-2020 Biennial Budget includes funding for the CMF project totaling \$391,789. This funding is not sufficient to cover the cost of the facilities for the Grounds Maintenance Crew use at the NMF site, including the purchase and installation of this Modular Building in the amount of \$252,144.65. A budget amendment is scheduled to be brought before the City Council for discussion on June 3 and adoption on June 17 to

increase appropriations to complete Phase 1 CMF Project recommended improvements expected to be completed in this biennium. The City Council's approval of that budget amendment will be necessary to ensure that completion of these improvements will not have an adverse impact on other projects in the General Capital Fund.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to purchase the Modular Building from MBS in the Amount of \$252,144.65.

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

BACKGROUND

During the 2019-2020 budget process, the City Council authorized the City Manager to transition from contracted landscape maintenance services to an in-house Landscape and Grounds Maintenance work group (now called the Grounds Maintenance Crew) within the Public Works Department. The new work group is responsible to maintain grounds and landscape vegetation within designated public rights-of-way, recreational park and other City facilities that were previously maintained under contract. Council's authorization was granted to improve the quality of landscape maintenance services throughout the City, increase managerial flexibility to direct work crews, and more quickly respond to emergent vegetation issues. The work group was also formed in response to State Law changes that increased prevailing wages paid to landscape workers, which have since been revised and reduced

As was discussed at the April 22, 2019 City Council meeting, improvements to the North Maintenance Facility (NMF) that support the Grounds Maintenance Crew need to be made under all scenarios considered for the City Maintenance Facility (CMF) project. The April 22, 2019 staff report is available at the following link:
<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport042219-9b.pdf>.

Locating the Ground Maintenance Crew at NMF aligns with the relocation work needed when improvements are built at Hamlin Yard. Siting the Crew at the NMF location will not be out of sequence or duplicative, but rather will just be done 'early' in the CMF phasing. Improvements to be made at the NMF site in 2019 to house the Grounds Maintenance Crew include:

- Demolishing the remaining ramps from the truck scale that was removed;
- Demolishing the old metal shed-style building fronting 25th Avenue NE;
- Installing a new automatic site entrance gate;
- Purchasing and installing a Modular Building for administrative and crew support functions (*which this action would authorize*); and
- Purchasing and installing shipping container storage units and a roof structure to store maintenance equipment displaced by the demolition work and for material and equipment needs of the Grounds Maintenance Crew.

TCF Architects, who are under contract for the Distributed CMF Analysis, were retained to expand the space programming analysis at the NMF to include the Grounds Maintenance Crew and provide technical support on Modular Building design decisions with consultants and City staff. This work includes providing schematic level design, site layout plans, permitting, bidding and construction support for locating the Modular Building and storage containers at the NMF site. Attachment A to this staff report illustrates the proposed location of the Modular Building and Storage containers on the NMF site.

Staff negotiated a short-term lease with the Ronald Wastewater District (RWD) to house the new Grounds Maintenance Crew on a temporary basis until longer-term temporary facilities can be provided at the NMF.

Grounds Maintenance Crew Location Alternatives

Alternatives to locating the Grounds Maintenance Crew at locations other than the NMF site were explored but found not viable for the following reasons:

Hamlin Yard Maintenance Facility (16006 15th Avenue NE)

- The Hamlin Yard facilities marginally support existing staff, vehicles and equipment currently located at the site and cannot support the addition of the new Grounds Maintenance Crew and their vehicles and equipment.
- Neither the Streets nor Park administration and crew support buildings can support the addition of eleven (11) new staff members— seven (7) FTE and four (4) Extra Help Seasonal employees.
- Locating a temporary modular building on the site to house the Grounds Maintenance crew is not viable because of limited space and site constraints that include trees, material storage, and vehicle and equipment parking.
- Grounds Maintenance staff requires parking for City vehicle and equipment – five (5) pickup trucks, four (4) equipment trailers and two (2) large mowers. Existing uses and constraints preclude adding these vehicles and equipment on the site.
- The same site constraints apply to the Grounds Maintenance Crew bulk material storage needs (mulch and topsoil).

Ronald Wastewater District Property (17505 Linden Avenue N)

- All available parking at the RWD site is used when adding the additional staff and equipment coming on-line to provide Park grounds maintenance services in 2020, which would preclude RWD Commissioners and contract employees from conducting business during normal business hours.
- The property configuration is such that there is very limited traffic circulation; especially for safely driving and parking a pickup truck or towing a landscape maintenance trailer.
- No space for bulk material storage (mulch and topsoil) is available.
- No guarantees that RWD Commissioners would approve a lease agreement beyond its current term – one-year with a one-year renewal option.

Given these constraints, staff continues to believe that the NMF site is the best alternative for the location of the Grounds Maintenance Crew in the near term.

DISCUSSION

Tonight, staff is requesting that the City Council approve the purchase of a Modular Building at a cost of \$252,144.65, including Washington State Sales Taxes. The Modular Building will be purchased from Modern Building Systems (MBS) which is an approved vendor identified on the King County Directors' Association (KCDA) vendor list.

The Modular Building will be used by the Public Works Grounds Maintenance Crew to provide administrative and crew support facilities. The Modular Building is expected to provide approximately 1,440 square feet of enclosed heated office and crew space for the Crew, including crew room, lockers, toilets/shower, kitchenette, and two offices.

The Grounds Maintenance Crew will be housed in the NMF Modular Building until the proposed CMF improvements at Hamlin Yard are completed, which are currently unfunded and unscheduled and not expected to be completed until at least five (5) years from now.

The City's purchasing policies require City Council authorization for purchases more than \$100,000. Staff will utilize the existing cooperative purchasing agreement (#15-255) with KCDA to purchase the Modular Building.

COUNCIL GOAL(S) ADDRESSED

This project supports City Council Goal #2: "Improve Shoreline's infrastructure to continue the delivery of highly-valued public services".

RESOURCE/FINANCIAL IMPACT

The 2019-2020 Biennial Budget includes funding for the CMF project totaling \$391,789. This funding is not sufficient to cover the cost of the facilities for the Grounds Maintenance Crew use at the NMF site, including the purchase and installation of this Modular Building in the amount of \$252,144.65. A budget amendment is scheduled to be brought before the City Council for discussion on June 3 and adoption on June 17 to increase appropriations to complete Phase 1 CMF Project recommended improvements expected to be completed in this biennium. The City Council's approval of that budget amendment will be necessary to ensure that completion of these improvements will not have an adverse impact on other projects in the General Capital Fund.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to purchase the Modular Building from MBS in the Amount of \$252,144.65.

ATTACHMENTS

Attachment A – North Maintenance Interim Layout – Phase 1

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NORTH MAINTENANCE

NORTH MAINTENANCE - INTERIM LAYOUT - PHASE 1

LANDSCAPE MAINI