

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

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Enter into an Agreement with The Blueline Group, LLC in the Amount of \$245,000 for Development Review Services for Sound Transit
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<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:**

In March 2019, the Term Limited Employee providing development review services for the Sound Transit Lynnwood Link Extension (LLE) project left employment with the City. Rather than hire another term-limited employee, staff has opted to utilize a consultant to provide this service through the end of 2019. Blueline Group, LLC has been providing On-Call Development Review Services through an On-Call Contract for Development Review Support and was able to quickly provide the staff needed to continue to support the on-going LLE project review and permitting.

Based on the schedule for the LLE project permitting and in alignment with the original intention for Development Review Support through the end of 2019, the need for this development review and permitting support will continue through the end of 2019. This on-going need exceeds the volume and scale intended in the On-Call Contract for Development Review, and therefore a new contract is needed specifically for the LLE project. Tonight, Council is being asked to authorize the City Manager to execute a contract with the Blueline Group in the amount of \$245,000 for this purpose.

**RESOURCE/FINANCIAL IMPACT:**

The costs for this contract are directly reimbursed by Sound Transit through the Expedited Permitting and Reimbursement Agreement for the Lynnwood Link Extension Project.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a contract with The Blueline Group, LLC in the amount of \$245,000 for development review services for support of the Sound Transit Lynnwood Link Extension project.

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

## **BACKGROUND**

In March 2019, the Term Limited Employee providing development review services for the Sound Transit Lynnwood Link Extension (LLE) project left employment with the City. Permit applications for the Sound Transit LLE project had recently been submitted and were under review. The timing of this vacancy left an immediate need to fill the role for Sound Transit Development Review to maintain the schedule for permit issuance and the start of construction.

Development review for LLE project is within the scope of work of the On-Call Development Review contract and staff requested the services of a full time Development Review Engineer. The Blueline Group was able to accommodate the request and provided a Development Review Engineer on March 27, 2019.

The City Council authorized the City Manager to execute Contract No. 9210 for On-Call Development Review with The Blueline Group, LLC in the amount of \$120,000 on January 28, 2019. Although this Sound Transit LLE review work falls within that scope of work of that contract, staff did not anticipate the need for a full time Sound Transit Development Review Engineer and estimated the contract amount based on a maximum of two to three development reviews per week through the end of 2020.

The On-Call Development Review contract enabled the City to quickly continue with the plan and permit review on the project. However, the on-going fulltime support falls outside the scope and budget of the contract and a new contract is warranted. Staff anticipates the need for full-time development review to see all Sound Transit permits through issuance and transition to construction to continue through the end of 2019. The cost to continue this support through the end of 2019 is \$245,000.

## **DISCUSSION**

The Blueline Group was selected for the On-Call Development Review Support through a competitive Request for Qualification (RFQ) Process in 2019 (Contract No. 9210). The scope for this contract is essentially the same as the tasks being performed under Contract No. 9210. Given both the need for immediate review services and the fact the Blueline Group has provided excellent support under their existing contract, staff believes engaging in another RFQ process would result in delay and/or unduly burden City staff. Shoreline Municipal Code (SMC) Section 2.60.070(D) permits the City Manager to waive the RFQ process and allow for the acquisition of services in such a situation. The City Manager has granted staff's request for a waiver of the RFQ process.

The alternatives considered to provide this support include:

1. Contract with the Blueline Group LLC (recommended) – The Blueline Group have provided excellent support under difficult circumstances with the loss of the Term Limited Personnel. Continuing with the same Blueline Group personnel that has provided support for the past several months best serves the delivery of the permits by not having another transition to new staffing.

2. Fill the vacancy with another Term Limited position (not recommended) – as the term of the position was through the end of 2019, it would be difficult to hire someone for such a limited duration. In addition, the time it takes to hire staff is typically a couple of months, further reducing the duration of the term of employment. Finally, in the current employment environment, it might be difficult to attract qualified personnel to fill this role.
3. Utilize existing staff (not recommended) – there is not adequate capacity within the Development Review Engineering Team to provide full time review support for the remainder of the year. Switching resources to this project would result in significant delays to review of other development projects.

Staff recommends contracting with the Blueline Group as it meets the needs of the LLE project without impacting customer service to other development projects within the City.

### **RESOURCE/FINANCIAL IMPACT**

The cost for the Sound Transit LLE Development Review Contract is directly reimbursed through the Expedited Permitting and Reimbursement Agreement for the Lynnwood Link Project.

### **RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a contract with The Blueline Group, LLC in the amount of \$245,000 for development review services for support of the Sound Transit Lynnwood Link Extension project.

### **ATTACHMENTS**

Attachment A: Blueline Group Contract Scope of Work

The Blueline Group LLC shall provide Civil Site Development Review 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. Communicate with City Staff and applicants on the status of permits and review issues.

## 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.