

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

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| AGENDA TITLE: | Authorizing the City Manager to Execute Amendment No. 3 to Contract No. 8630 with AECOM Technical Services for Construction Administration and Document Control Services in an Amount Not to Exceed \$115,000 |
| 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 Amendment No. 3 to Contract No. 8630 with AECOM Technical Services to provide construction administration and document control services in support of the 2019-2024 Capital Improvement Plan (CIP). This amendment will increase the AECOM contract amount by \$115,000 from \$364,688.62 to \$479,688.62 to continue contract administration and document control services through the end of 2019.

RESOURCE/FINANCIAL IMPACT:

Funding for this contract comes from approved projects included in the 2019-2024 CIP. These expenditures are already programmed into the approved project budgets.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute Amendment No. 3 to Contract No. 8630 with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$115,000.

Approved By:

City Manager **DT**

City Attorney **MK**

BACKGROUND

On February 13, 2017, Council authorized the City Manager to execute a contract with AECOM Technical Services to provide contract administration and document control services. The staff report for this initial contract award can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2017/staffreport021317-7k.pdf>.

Contract No. 8630 with AECOM was executed on March 28, 2017 for an amount of \$178,801.13. There have been two (2) amendments to this contract since that time: Amendment No. 1 to increase the contract amount by \$185,887.49 for a total contract amount of \$364,688.62, and Amendment No. 2 to extend the contract expiration date to December 31, 2019. Amendment No. 3 is expected to be the final amendment to this contract and will provide budget to complete contract administration and document control services through the 2019 construction season.

In 2017, the decision was made to contract for these services. Currently, staff intends to continue contracting these services in 2020 and beyond. In late 2019, staff will issue a Request for Qualifications (RFQ) to solicit these services for the upcoming 2020-2025 CIP.

DISCUSSION

This amendment will increase the contract amount by \$115,000.00 from \$364,688.62 to \$479,688.62 to continue contract administration and document control services through the end of 2019. Examples of projects identified in the CIP that will utilize this support include:

- Meridian and 155th Intersection Improvements (federally funded),
- Annual Road Surface Maintenance Program,
- WTSC School Zone Flashers,
- 2019 Pavement Marking, and
- Westminster and 155th Improvements.

Consultant Selection

In 2017, AECOM was selected through a competitive process. RFQ No. 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 No. 8630; no other selection process was needed.

The alternative to not authorizing the execution of this amendment would result in not having adequate resources to properly manage projects that are ready to go to construction. The Meridian and 155th Intersection Improvement project has federal funds which require additional and more stringent requirements for Document Control.

RESOURCE/FINANCIAL IMPACT

Funding for this contract comes from approved projects included in the 2019-2024 CIP. These expenditures are already programmed into the approved project budgets.

RECOMMENDATION

Staff recommends that Council move to authorize the City Manager to execute Amendment No. 3 to Contract No. 8630 with AECOM Technical Services for contract administration and document control services in an amount not to exceed \$115,000.

ATTACHMENTS

Attachment A: AECOM Technical Services Supplemental Agreement



**Washington State
Department of Transportation**

| | | | |
|---|--|--|-----------------------------|
| Supplemental Agreement Number <u>8630.03</u> | | Organization and Address | |
| Original Agreement Number 8630 | | AECOM Technical Services, Inc. 1111 3rd Ave., Suite 1600 Seattle, WA 98101 | |
| Project Number 2019-2024 CIP | | Execution Date 3/28/17 | Completion Date 12/31/19 |
| 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 2019 on the following projects: Meridian and 155th Intersection Improvements (federally funded), Annual Road Surface Maintenance Program, WTSC School Zone Flashers, 2019 Pavement Marking 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. Budget added to account for work in 2019.

II

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: Completion Date: December 31, 2019

III

Section V, PAYMENT, shall be amended as follows:
 No changes to Payment Provisions.

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 and 2 | Supplement #3 | Total |
|---|--------------------------------------|---------------|--------------|
| Direct Salary Cost | | | |
| Overhead (Including Payroll Additives) | | | |
| Direct Non-Salary Costs | | | |
| Fixed Fee | | | |
| Total | \$364,688.62 | \$115,000.00 | \$479,688.62 |