

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute an Amendment with The Blueline Group, LLC in the Amount of \$250,000 for Development Review Services for the Sound Transit Lynnwood Link Extension Light Rail Project
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:

The Blueline Group, LLC has been providing development review support to the City, specifically for the Sound Transit permit process since March 2019. Permit review and development support is now anticipated to extend mid-way into 2020.

Tonight, Council is being asked to authorize the City Manager to execute an amendment to the contract with The Blueline Group, LLC to continue with development review support for the Sound Transit Lynnwood Link Extension Light Rail Project in Shoreline.

RESOURCE/FINANCIAL IMPACT:

The current contract amount for The Blueline Group, LLC is \$245,000 and the amount of this proposed contract amendment is \$250,000. The costs for this contract are included in the City Manager’s Office budget for Light Rail Stations and is directly reimbursed by Sound Transit through the Expedited Permitting, Construction Services, and Reimbursement Agreement for the Lynnwood Link Extension Project.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an amendment with The Blueline Group LLC in the amount of \$250,000 for a contract total of \$495,0000.

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

BACKGROUND

On June 17, 2017, the City Council authorized the City Manager to execute a contract with the Blueline Group, LLC (Blueline) expressly for review of the Sound Transit Lynnwood Link Extension (LLED) Light Rail Project. The staff report for this Council authorization can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport061719-7b.pdf>.

At that time, City staff estimated that Sound Transit's project permits would be fully reviewed and issued by the end of December 2019. While 'early work' permits have been issued for the project, issuance of the 'main package' permits (primary construction permits for the light rail guideway, stations, garages, and systems) have been delayed and the review is on-going. Reviews for initial issuance of the main package permits are now estimated to continue through March of 2020. Following main package permit issuance, there will be a large volume of planned submittals from the contractors and revisions anticipated based on actual field conditions or changes requested by the contractors for a variety of reasons. Development review support will continue throughout construction of the project, although the volume is anticipated to significantly reduce by the end of 2020.

ALTERNATIVES ANALYZED

Over the past six months, the City has utilized Blueline for permit review services for the Sound Transit LLE project in lieu of City staff performing this work. Continuing with the same Blueline personnel, who are currently providing support, will provide for the best service and effective delivery of the LLE Project permits.

Staff considered the following alternatives in preparing this request:

1. Amend the contract with Blueline (**recommended**) – The Blueline Group have provided excellent support on this project. Continuing with the same Blueline Group personnel provides for continuity and minimizes the need for any additional training or project familiarization.
2. Fill the vacancy with a new Term Limited position (not recommended) – The majority of this work will take place over the next four months. The time it will take to hire staff is typically a couple of months. This would impact the ability to timely deliver permits and would result in impacts to the construction schedule. This option would also necessitate additional training and project familiarization of a new hire by the City's Light Rail Project Manager.
3. Utilize existing staff (not recommended) – The Development Review Engineering Team currently has one position vacant due to the recent transfer of one Development Review Engineer to the Surface Water Division. Adding the LLE Permit review work would result in significant delays to civil reviews and impact customer service of other development projects within the City.

Given these alternatives, staff recommends continuing to use Blueline for permit review to maintain continuity of the project review team and not impact customer service to other development projects within the City.

RESOURCE/FINANCIAL IMPACT

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RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute an amendment with The Blueline Group LLC in the amount of \$250,000 for a contract total of \$495,0000.

ATTACHMENTS

Attachment A: Amendment #1 to the Blueline Group, LLC 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.

Fee Schedule

Sound Transit Development Review

Job Number: 18-374
Date: November 13, 2019

Prepared By: Deanna Martin, PE
Reviewed By: Rob Dahn, PE

Task #	Base Tasks	Principal/ Sr Project Manager		Project Engineer		Engineer		Total Hours	Total Cost	Total Cost (Rounded)
		\$210/hr		\$178/hr		\$158/hr				
		Hours		Hours		Hours				
003	Sound Transit In House Review	0	\$ -	0	\$ -	572	\$ 90,376	572	\$ 90,376	\$ 90,400
004	Project Management	102	\$ 21,420	0	\$ -	0	\$ -	102	\$ 21,420	\$ 21,400
103	Sound Transit Offsite Engineer Review	0	\$ -	0	\$ -	858	\$ 135,564	858	\$ 135,564	\$ 135,600
999	Reimbursables (Allowance)								\$ 2,600	\$ 2,600
TOTAL		102	\$ 21,420	0	\$ -	1,430	\$ 225,940	1,532	\$ 249,960	\$ 250,000

Fee Schedule

Sound Transit Development Review

003 Sound Transit In House Review		Principal/ Sr Project Manager		Project Engineer		Engineer			
Item #	Description	\$210/hr		\$178/hr		\$158/hr		TOTAL HRS	TOTAL FEE
		HRS	FEE	HRS	FEE	HRS	FEE		
1	Inhouse Review Full Time for 3 Months	0.0	\$ -	0.0	\$ -	520.0	\$ 82,160	520.0	\$ 82,160
2	Anticipated 10% overtime	0.0	\$ -	0.0	\$ -	52.0	\$ 8,216	52.0	\$ 8,216
Total		0.0	\$ -	0.0	\$ -	572.0	\$ 90,376	572.0	\$ 90,376
003 Not to Exceed								\$	90,400

004 Project Management		Principal/ Sr Project Manager		Project Engineer		Engineer			
Item #	Description	\$210/hr		\$178/hr		\$158/hr		TOTAL HRS	TOTAL FEE
		HRS	FEE	HRS	FEE	HRS	FEE		
1	Management of Staff, Budget & Schedule	52.0	\$ 10,920	0.0	\$ -	0.0	\$ -	52.0	\$ 10,920
2	Coordination with City Project Manager	26.0	\$ 5,460	0.0	\$ -	0.0	\$ -	26.0	\$ 5,460
3	Monthly Billing Reports	24.0	\$ 5,040	0.0	\$ -	0.0	\$ -	24.0	\$ 5,040
Total		102.0	\$ 21,420	0.0	\$ -	0.0	\$ -	102.0	\$ 21,420
004 Not to Exceed								\$	21,400

103 Sound Transit Offsite Engineer Review		Principal/ Sr Project Manager		Project Engineer		Engineer			
Item #	Description	\$210/hr		\$178/hr		\$158/hr		TOTAL HRS	TOTAL FEE
		HRS	FEE	HRS	FEE	HRS	FEE		
1	Offsite Review Half Time for 9 Months	0.0	\$ -	0.0	\$ -	780.0	\$ 123,240	780.0	\$ 123,240
2	Anticipated 10% overtime	0.0	\$ -	0.0	\$ -	78.0	\$ 12,324	78.0	\$ 12,324
Total		0.0	\$ -	0.0	\$ -	858.0	\$ 135,564	858.0	\$ 135,564
103 Not to Exceed								\$	135,600

999 Reimbursables (Allowance)				Total Cost			
Item #	Description			As Needed		TOTAL FEE	
1	Mileage			\$ 2,600		\$ 2,600	
Total				\$ 2,600		\$ 2,600	
999 Reimbursables						\$	2,600