

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \$241,792 for Design of a Sidewalk Project on 1 st Avenue NE from NE 192 nd Street to NE 195 th Street
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:

In November 2018, Shoreline residents approved an increase in the Sales and Use Tax to construct new sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. DOWL, LLC is one of two consultants that has been selected to support staff in the delivery of this program to complete these initial projects within ten years. Under this contract DOWL, LLC will design sidewalks on 1st Avenue NE from NE 192nd Street to NE 195th Street. Staff is requesting that Council authorize the City Manager to execute a contract with DOWL, LLC in the amount of \$341,792 to perform this design work.

FINANCIAL IMPACT:

The ballot measure requires all projects to be funded with bond revenue that is then paid for with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 852 provided \$4,245,000 for the 2019-2020 budget for this sidewalk program. This contract is within that authorized budget.

Additional bonds will be issued in future years. The initial programming within this scope of work will inform a more detailed budget and schedule for expenditures and issuance of future bonds.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$241,792 for design of a sidewalk project on 1st Avenue NE from NE 192nd Street to NE 195th Street.

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

BACKGROUND

In November 2018, voters approved the 0.2% increase in Sales and Use Tax for the construction and repair of sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. In March 2019, Council authorized the issuance of bonds to support the program and authorized a budget amendment for the 2019-2020 budget. The staff reports for these authorizations can be found at the following links:

Adopting Ordinance No. 852 – 2019-2020 Biennial Budget Amendment for Sidewalk Projects:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport031819-7d.pdf>.

Adopting Ordinance No. 853 – Authorizing Issuance of Bonds for Sidewalks Supported by Transportation Benefit District 0.2% Sales Tax:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport031819-7e.pdf>.

Staff has now identified two consultants to provide design services to support the new Sidewalk Program for the construction of the 12 sidewalk projects identified in the 2018 ballot measure. Council action is required to authorize execution of the contracts for these design services.

ALTERNATIVES ANALYSIS

In October 2019, staff issued a Request for Qualifications (RFQ) to identify two consultant firms to provide program support and design for the new sidewalk and sidewalk rehabilitation programs. Nine firms submitted Statement of Qualifications. Based on these proposals, staff interviewed four firms of which two firms (KPFF, Inc and DOWL, LLC) were identified as the best qualified to provide design services.

Out of these two firms, DOWL was identified to provide the design for the sidewalk route on 1st Avenue NE from NE 192nd Street to NE 195th Street. This route was selected as an early start project because of its relative short length and ability to deliver quickly. Attachment A to this staff report includes the scope of work for this design contract.

KPFF has been selected to design the 5th Avenue NE from NE 175th Street to NE 185th Street sidewalk segment, which is being authorized under separate action on tonight's agenda. Staff intends to use these two firms for additional design of the remaining ten routes identified in the bond measure. Future Council authorizations will be needed for additional design services.

The alternative to awarding this design contract to DOWL is to not authorize this contract, which would result in the sidewalk program not proceeding with design of the sidewalk on 1st Avenue NE. As staff does not currently have capacity to perform this work in-house, this alternative is not recommended.

COUNCIL GOAL(S) ADDRESSED

Award of this contract supports Council Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment, and specifically Action Step 1: Implement the Sidewalk Repair and Construction Program.

RESOURCE/FINANCIAL IMPACT

The ballot measure requires all projects to be funded with bond revenue that is then paid for with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design and construction of several sidewalk routes. Ordinance No. 852 provided \$4,245,000 for the 2019-2020 budget for this sidewalk program. This contract is within that authorized budget.

Additional bonds will be issued in future years. The initial programming within this scope of work will inform a more detailed budget and schedule for expenditures and issuance of future bonds.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$241,792 for design of a sidewalk project on 1st Avenue NE from NE 192nd Street to NE 195th Street.

ATTACHMENTS

Attachment A – DOWL, INC Contract Scope of Work

City of Shoreline
1st Avenue NE (NE 192nd – NE 195th Street) Sidewalk Project
EXHIBIT A: SCOPE OF WORK

This project will be completed under the Professional Services Agreement between the City of Shoreline (CITY) and DOWL, LLC. (CONSULTANT), for the 1st Ave NE (NE 192nd Street – NE 195th St) Sidewalk Project.

Project Description

This project includes a new sidewalk at the following location in the City of Shoreline:

- 1) **1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**
 - a. New curb, gutter, sidewalk, and curb ramps on either the east or west side of the street. The side of the street will be determined by the CITY following an alternative analysis completed by the CONSULTANT.
 - b. A planter strip may be included (pending results of the alternative analysis).
 - c. Roadway widening to provide bicycle lanes may be included between NE 193rd Street and NE 195th Street (pending results of the alternative analysis).
 - d. Drainage improvements will be included, as needed to support the new sidewalk.
 - e. Utility relocations and adjustments may be included, as needed to support the new sidewalk.

Standards / Design References

Work described in this Scope of Work will be performed by the CONSULTANT in accordance with the standards listed below; no order of precedence shall be established by listing.

City of Shoreline Publications

- City of Shoreline Engineering Development Manual

Washington State Department of Ecology Publications

- Stormwater Management Manual for Western Washington, current edition

Washington State Department of Transportation (WSDOT) Publications

- Standard Specifications for Road, Bridge, and Municipal Construction (M41-10), current edition
- Standard Plans for Road, Bridge, and Municipal Construction, (M21-01), current edition
- Design Manual (M22-01.14), current edition
- Roadside Manual (2017, M25-30.04), current edition
- Utilities Manual (2018, M 22-87.09), current edition
- Geotechnical Design Manual, current edition
- Amendments and General Special Provisions, current edition
- Standard Item Table, current edition
- Traffic Manual (M51-02), current edition
- Local Agency Guidelines (M36-63.34)
- Environmental Procedures Manual (M31-11), current edition

Exhibit A: Scope of Work

City of Shoreline

1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project

American Association of State Highway and Transportation Officials (AASHTO) Publications

- A Policy on Geometric Design of Highways and Street, current edition
- AASHTO Guide for Design of Pavement Structures, current edition
- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition

U.S. Department of Transportation Publications

- Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways, current edition

Other Publications / Design Guides

- Standards of the American Water Works Association
- American Public Works Association standards
- Americans With Disabilities Act (ADA), Title III regulations (28 CFR Part 36)
- Highway Capacity Manual 2010, Transportation Research Board
- NACTO Urban Bikeway Design Guide
- Public Right-of-Way Accessibility Guidelines (PROWAG)

Drawing Standards

All drawings will be produced and submitted in AutoCAD and PDF format with design files prepared using AutoCAD 2018.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****1. PROJECT MANAGEMENT****1.1. General Project Management**

The CONSULTANT will provide project management and administration, management of subconsultants, liaison with the CITY, scheduling, coordination, quality assurance and quality control, contract administration, filing and recordkeeping, and preparation of monthly invoices with progress reports.

1.2. Project Management Plan (PMP).

The CONSULTANT will prepare a Project Management Plan, which will include the following elements:

- a) Team Organizational Chart / Roles and Responsibilities
- b) Stakeholder Register / Stakeholder Management Plan
- c) Scope of Work
- d) Baseline Design Schedule
- e) Design Budget
- f) Change Management Plan
- g) Risk/Issue/Change Log

Assumptions/Exclusions:

- a) Following City review of the draft Project Management Plan, the CONSULTANT will provide a final Project Management Plan via email.

City Responsibilities:

- a) The CITY will review and comment on the Draft Project Management Plan.

Deliverables:

Draft Project Management Plan	Microsoft Word and PDF via email
Final Project Management Plan	Microsoft Word and PDF via email

1.3. Quality Management Plan (QMP).

The CONSULTANT will develop a Quality Management Plan, including the following:

- a) Process, sequence, and procedures for reviews
- b) Individual roles and responsibilities for reviewers
- c) Documentation (checklists and sign-off sheets) for Quality reviews
 - Interdisciplinary QC Checklists
 - Intradisciplinary QC Checklist
 - Constructability QC Checklist

Assumptions/Exclusions:

- a) The CONSULTANT will follow internal QA/QC guidelines.

**Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

Assumptions/Exclusions:

- a) One (1) invoice and one (1) progress report will be prepared per month.

City Responsibilities:

- a) Review monthly invoice and progress report and notify Consultant of any issues.

Deliverables:

Monthly Invoice	PDF via email
Monthly Progress Report	PDF via email

1.6. Meetings.

The CONSULTANT will call the CITY to discuss progress on a weekly basis.

Assumptions/Exclusions:

- a) Additional meetings are included in the Tasks listed below.

City Responsibilities:

- a) Attend weekly check-in call.

Deliverables:

Meeting Minutes	Microsoft Word and PDF via email
-----------------	----------------------------------

**Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

2. REQUEST FOR INFORMATION

The CONSULTANT will provide the CITY with a Request for Information (RFI). The content of this RFI is anticipated to contain, but may not be limited to, the following types of information:

- a) Existing geographic information system (GIS) project mapping information, including general utility location maps for water, sanitary sewer, and storm drainage facilities. The GIS data is available online through the City's GIS website.
- b) Access to existing record drawing information of the project area as available.
- c) CITY design standards and guidelines.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) The CITY will provide the information requested in the RFI to the extent possible.

Deliverables:

Request for Information	Email
-------------------------	-------

3. RIGHT OF ENTRY

Consultant will obtain Right of Entry to perform topographic survey and drainage inspection on affected properties adjacent to the project.

Assumptions/Exclusions:

- a) The CONSULTANT will use the Right of Entry form provided by the CITY.
- b) The CONSULTANT will mail the Initial Right of Entry form with a Cover Letter to affected property owners as needed.
- c) The CONSULTANT will send a follow-up cover letter and Final Right of Entry form to non-responsive owners within three weeks.
- d) The CONSULTANT will keep a record of timeframe of entry and any interactions with property owners.

City Responsibilities:

- a) The CITY will provide CITY letterhead graphics to incorporate into the cover letter that will be attached to the Right of Entry form.

Deliverables:

Initial Right of Entry Form	Hard copy via regular mail
Initial Right of Entry Cover Letter	Hard copy via regular mail
Final Right of Entry Form	Hard copy via regular mail.
Final Right of Entry Cover Letter	Hard copy via regular mail
Record of Entry	PDF via email



Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****4. TOPOGRAPHIC SURVEY****4.1. Survey Basemap**

Consultant will perform a boundary and topographic survey of the project area (approximate areas shown in **Attachment A-1: Survey Areas**), which will be signed and stamped by a Professional Land Surveyor registered in the State of Washington. The survey will include:

- a) Location of all right-of-way and street centerlines, showing all alignment information with lengths, bearing, interior angles, and point of tangency and length of curves, etc.
- b) Full right-of-way topography and channelization for all right of ways within the project site. We will indicate pavement type, extent of pavement, curb (indicate type of curb, top of curb and flow line elevations at 25-foot intervals), landscape, sidewalk etc.
- c) Survey Control: The horizontal control used for the survey shall be based on the Washington State Plane Coordinate System – North Zone. The vertical control used for the survey shall be based on the North American Vertical Datum of 1988 (NAVD-88) The location and elevation of the monuments and benchmarks used shall be referenced on the survey.
- d) Basis of Survey – Benchmarks/control points used, benchmark list, source of benchmark.
- e) Indication of all surface features including but not limited to: fences, signs, parking meters, light poles, power poles, structures, drainage features, utility features, manholes, catch basins, curbs, and other site features.
- f) Contours will be shown at 1-foot intervals.
- g) Location of underground utilities such as sanitary, storm, water, electrical, gas, steam, telephone, etc. We will use a private locating service to field locate utilities prior to surveying, the fees of which will be billed as a reimbursable expense to the project. We will also research City and utility purveyor as-builts to provide a complete depiction of the utilities. The length, size, material and direction of flow (where applicable) of the utility should be included. All lines between structures shall be drawn and labeled.
- h) Location of geotechnical borings.
- i) For the sanitary, storm, and combined utilities, include rim elevations, invert elevations, pipe size and material, direction of flow and type of structure for all structures. At a minimum, include one upstream and one downstream structure so that pipe slopes adjacent to the project can be determined.
- j) At all intersections, the location of all access ramps, signalization and lighting.
- k) Location of trees and size of trunk, species, and drip line of all trees (6)-inches or greater in diameter at breast height (4 ½ feet above grade) within the Project Area. Individual trees shall be identified by size and species.
- l) Structures, property lines, fences, appurtenances (existing encroachments, non-conformances).

Assumptions/Exclusions:

- a) The survey shall be in accordance with City of Shoreline Development Standards.
- b) The CONSULTANT will use a private utility locating service to locate as much of the underground information as possible.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- c) The surveyor shall also obtain additional records from utility providers, and indicate the appropriate information on the drawings. If items cannot be field verified, then they should be shown on the drawings as record information, and indicated as not field verified.

City Responsibilities:

- a) The CITY will provide as-built record information, if available, for inclusion in the final survey.

Deliverables:

Basemap AutoCAD and PDF

4.2. Legal Description and Exhibit

The CONSULTANT will develop a legal description and exhibit drawing for all required Temporary Construction Easements (TCE) and Right-of-Way Acquisitions.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) N/A

Deliverables:

TCE Legal Description	PDF via email
TCE Exhibit	PDF via email
R/W Acquisition Legal Description	PDF via email
R/W Acquisition Exhibit	PDF via email

5. GEOTECHNICAL ANALYSIS**5.1. Geotechnical Project Setup:****5.1.1. Project Setup.**

HWA will initiate the project and set up billing information in support of invoicing throughout the project.

5.1.2. Collect and Review Available Geotechnical Data:

HWA will review readily available geotechnical information along the project corridor. This review will include online geotechnical databases, geologic maps and HWA library.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****5.2. Geotechnical Explorations:****5.2.1. Perform Geotechnical Site Reconnaissance:**

HWA will conduct a geotechnical site reconnaissance of the project corridor. This reconnaissance will be used to identify geotechnical challenges and to assist in planning the geotechnical exploration program.

5.2.2. Plan the Geotechnical Field Exploration Program:

HWA will plan and coordinate the geotechnical exploration program for the project. The exploration program will consist of drilling a series of up to six (6) geotechnical borings to provide data for conceptual design of sidewalks and screening for stormwater infiltration potential.

5.2.3. Conduct Utility Locates for Geotechnical Exploration:

HWA will mark the proposed exploration locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the borings are clear of utilities prior to finalizing the exploration plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of drilling to further assure the clearance of the subgrade from any buried public or private utilities.

5.2.4. Develop Traffic Control Plans and Submit ROW Use Application for Geotechnical Explorations:

HWA will coordinate with the City and design team and develop site specific traffic control plans for each proposed geotechnical exploration and submit an application for a ROW use permit from the City. We assume the ROW permit application submittal fee will be waived by the CITY for this project.

5.2.5. Generate Geotechnical Exploration Work Plan Memo:

HWA will prepare a Geotechnical Work Plan Memoranda for the proposed exploration program. The work plan will be submitted to the design team and the City for review and approval. The work plan will detail the type, location, and extent of proposed field explorations along with logistics necessary to perform the work such as traffic control plans and staging areas. The work plans will also be used for utility locating clearances and for the application of a ROW use permit that is necessary to access the exploration locations. We assume the ROW permit application submittal fee will be waived by the CITY for this project.

5.2.6. Conduct Geotechnical Explorations:

HWA will conduct a series of up to six (6) geotechnical borings along the project corridor (3 on each side of 1st Ave NE) to assess the subsurface soil conditions, local presence of groundwater, and infiltration screening along the alignment, in support of developing the 30 percent plans.

Six borings will be drilled to a depth of 10 feet below ground surface in support of sidewalk foundation design and infiltration screening. These borings will be spaced out

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

approximately one per each side of 1st Avenue NE per block (i.e., Between N 192nd and N 193rd, N 193rd and NE 195th) to cover both sides of the roadway for potential improvements.

Each boring will be drilled with a track mounted limited access drill rig. HWA will attempt to locate each of these borings within the unimproved areas adjacent to the road or sidewalks to minimize impact on vehicular traffic. However, we anticipate that at some areas the boring locations may have to be shifted onto the road shoulder or traffic lanes due right of way restrictions and/or underground utility conflicts.

Traffic control for borings that will be drilled along unimproved areas outside of road shoulders will be limited to sidewalk closure and/or pedestrian guidance around the work area. Traffic control for borings that have to be located on the road shoulder or traffic lanes will be include shoulder and single lane closures. Any anticipated lane closures will require flaggers assistance.

Depending on the soil and groundwater conditions encountered during the drilling, HWA may install a 1-inch diameter groundwater monitoring piezometer within one (1) of the proposed borings to monitor and assess the groundwater fluctuation during the wet season. Data logging transducers will be installed in the monitoring piezometer to record water levels. The water level information collected will be used in geotechnical analyses to developing recommendations for infiltration potential and possible dewatering and construction impacts, as appropriate.

Due to access limitations and the presence of overhead utilities, most borings will be drilled with limited access equipment. Each of the above described geotechnical explorations will be logged by an HWA geologist. Samples will be screened visually and with a Photoionization detector for signs of contamination. All non-contaminated drilling spoils will be drummed and transported off-site for disposal by the driller.

HWA estimates drilling operation will be completed in two (2) work days, and the flaggers if needed will be required for only one (1) work day.

5.2.7. Generate Boring Logs and Assign Laboratory Testing:

HWA will prepare summary boring logs and perform laboratory testing to evaluate relevant physical properties of the site soils. Laboratory testing will include moisture content, hydrometers, grain-size distribution, and cation-exchange.

5.2.8. Conduct Groundwater Monitoring:

HWA will install groundwater monitoring transducers in one monitoring well. These transducers will be set to take groundwater elevation readings every half an hour for 1 year. HWA will make periodic site visits to download and process the groundwater data. This data will be used to provide the designer and prospective contractors with seasonal groundwater variations across the site.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****5.3. Infiltration Testing:****5.3.1. Conduct Infiltration Screening Analyses and Provide Recommendation:**

HWA will evaluate grain size analyses data obtained during geotechnical exploration of the near surface soils to determine if onsite infiltration of stormwater is reasonable. HWA will provide preliminary design infiltration rates based on the available correlations with grain size data. This information will be used in determining the feasibility of infiltration on site and provide guidance for location(s) where the Small-scale PIT's should be conducted.

5.3.2. Plan the Infiltration Testing Program:

HWA will plan and coordinate the small-scale pilot infiltration testing (PIT) program for the project. The PIT program will consist of conducting up to two (2) PITs at two separate locations.

5.3.3. Conduct Utility Locates for Infiltration Testing:

HWA will mark the proposed PIT locations and arrange for utility locates using the Utility Notification Center. HWA will make additional site visits to verify that the proposed locations of the PITs are clear of utilities prior to finalizing the infiltration testing work plans and mobilizing the equipment. HWA will also utilize private utility locates on the day of excavation to further assure the clearance of the subgrade from any buried public or private utilities.

5.3.4. Conduct Infiltration Testing:

HWA will conduct a maximum of two (2) small scale PIT tests at location(s) designated by the design team. Due to site constraints, we anticipate the PIT's will be conducted utilizing the small-scale method with a footprint of 12 to 20 square feet each. We assume that depth to potential receptor soils will be 5 feet or less, as determined by the design team. Testing will include constant and falling head phases. Upon completion of infiltration testing, the base of each PIT will be excavated a maximum of 5 feet to observe receptor soil conditions and note the presence of groundwater and whether mounding analysis is required.

We assume that PIT's will be conducted within unimproved areas outside of road shoulders. Therefore, traffic control will be limited to sidewalk closure and/or pedestrian guidance around the work area and not require flagger assistance. In addition, restoration will be limited to backfilling and mulching. No saw cutting or HMA patches are assumed.

5.3.5. Analyze Field Data and Provide Recommendations:

HWA will evaluate the field PIT data and provide recommendations for design infiltration rate where feasible.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****5.4. Geotechnical Design Services:****5.4.1. Evaluate Field and Laboratory Data:**

Based on the borings and the laboratory test results on selected samples, HWA will generate estimates of the soil strength and other properties needed to evaluate the effects the subsurface conditions will have on the proposed improvements.

5.4.2. Generate AASHTO Seismic Design Parameters:

Based on the soils encountered along the alignment, HWA will determine the Site Class for seismic design. The design spectral acceleration parameters will then be selected in accordance with the AASHTO Specifications for Road and Bridge.

5.4.3. Evaluate Liquefaction Potential:

HWA will evaluate the susceptibility of the subsurface soils to liquefaction along the corridor and assess the potential impacts to the proposed improvements.

5.4.4. HWA QA/QC:

All design calculations and recommendations will be reviewed by a senior principal prior to distribution to the design team or the CITY. As part of the design team, HWA will sign at project QA/QC acknowledgment prepared as part of the project QA plan by DOWL.

5.4.5. Project Coordination Meetings:

HWA will participate in one project coordination meeting at DOWLS, or the City of Shoreline offices.

5.4.6. Prepare Draft and Final Geotechnical Engineering Report:

HWA will prepare a draft and final geotechnical report for the project. This report will contain the results of the subsurface exploration program, including logs, laboratory test results, and a description of surface and subsurface conditions; a site plan showing exploration locations and other pertinent features; and geotechnical engineering recommendations for the design and construction of the proposed roadway improvements.

5.5. Project Management (HWA Geosciences)**5.5.1. Invoice Generation and Processing:**

HWA will prepare monthly invoices, and progress reports for the duration of the design phase of the project.

5.5.2. Geotechnical Task Management:

HWA will provide task management to all geotechnical related aspects of the project. HWA will correspond with the City and the design team in the form of meetings, emails, fax, and telephone calls, as necessary.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions/Exclusions:

- a) Six (6) geotechnical borings will be completed in support of development of the 30 percent design for the corridor. Additional geotechnical explorations may be required to support final design development.
- b) Initial Stormwater infiltration screening will be limited to grain size analysis. In addition, a maximum of two (2) small-scale Infiltration field tests will be completed as part of this design phase.
- c) All geotechnical borings conducted through the roadway will be patched with rapid-setting concrete. No saw cuts and hot mix asphalt patches will be required.
- d) The subsurface explorations will not be used to assess site environmental conditions. However, visual and/or olfactory observations regarding potential contamination will be noted. Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or ground water are encountered, the material will be properly contained on-site for disposal. Profiling and disposal of contaminated cuttings are not included in our proposed scope of services.
- e) All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- f) All required rights of way and street use permits will be applied for by HWA assuming processing fees, if any, are waived by the CITY.
- g) Soil samples will be collected from the borings using the Standard Penetration Test (SPT) at intervals of 2.5 feet.
- h) All non-contaminated drilling spoils and related debris will be drummed on site and transported off site for disposal by the drilling subcontractor.
- i) All Geotechnical Explorations will be completed during daylight eight-hour weekday work hours.
- j) The wells installed as part of our services will be abandoned by the contractor during construction.

City Responsibilities:

- a) The CITY will review and approve the ROW permit application for this work.

Deliverables

Geotechnical Work Plan Memorandum

Draft Geotechnical Engineering Report

Final Geotechnical Engineering Report

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****6. RIGHT OF WAY**

It is understood there are no federal funds are participating in any phase of the project. However, it is assumed the City desires to preserve its eligibility for future federal funding opportunities. Therefore, all Right of Way activities will be completed per the City's WSDOT approved Right of Way acquisition policies and procedures, WSDOT's Local Agency Guidelines - Section 25 (Right of Way Procedures) and the federal Uniform Relocation Assistance and Real Property Acquisitions Policies Act (URA). This scope of work is based on the following:

- a) Assumptions made throughout this scope of work for Right of Way services.
- b) Discussions with the City's design team – DOWL.
- c) Review of King County aerial exhibits provided by DOWL.
- d) Recent tour of the project limits.
- e) Review of limited public online ownership information.
- f) ROW Plans or reliable acquisition exhibits not available at this time.

It is assumed the real property rights to be acquired for this project will be limited to various combinations of Partial Fee Simple and Temporary Construction Easements (TCE) from five (5) separate tax parcels shown in Table A below. Real Property rights to acquire are necessary for construction of sidewalks and reconnection of existing driveways. Additional parcels or real property rights (permanent slope easements, utility easements, permits, etc.) to be acquired from each will require an amendment to this scope of work and related fee estimate.

TABLE A			
Parcel Data		Property Rights to Acquire	
No.	Current Use	Partial Fee Simple	Temp. Const. Easement
1	SFR		X
2	SFR	X	X
3	SFR		X
4	SFR	X	X
5	Partial / Soccer	X	X

Note: Real Property Rights to Acquire as shown are assumed. Not based on approved ROW Plan or Exhibits.

Assumptions/Exclusions:

- a) City desires to preserve its eligibility for future federal funding opportunities.
- b) Real Property Rights to acquire as shown in Table A are presumed.
- c) City does not require title insurance for the permanent real property rights acquired.
- d) City will provide subdivision guarantees in lieu of title reports for all impacted parcels.
- e) Five (5) separate tax parcels will require the acquisition of real property rights.
- f) Each of the five (5) tax parcels impacted will qualify for the Appraisal Waiver process.
- g) Appraisal and Appraisal Review reports will not be required.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- h) Temporary Construction Easements will be recorded.
- i) There are no occupants or personal property displaced by the project(s).

CITY Responsibilities:

- a) Subdivision Guarantees in lieu of Title Reports.
- b) Approve designation of the escrow company used for this project. The escrow company will bill the City directly for all escrow services, if any.
- c) Form approval, in electronic format, of all legal conveyance documents and forms prior to use (i.e. offer letters, deeds, easements, etc.).
- d) Review and approval of all determinations of value, established by the project appraisers, and provide written authorization prior to offers being made to each property owner.
- e) Payment of all compensation payments to property owners, recording fees, legal services and any incidental costs which may arise necessary to complete each transaction.

6.1. Preparation and Administration

Upon Notice to Proceed, UFS staff will attend a kick off meeting with the City and DOWL to obtain additional project information including: available contact information for property owners; discuss material and information needed from DOWL (ROW Plan, Legal Descriptions, Exhibits, Staking, etc.), along with any additional information that will assist in the right of way acquisition process. We will also participate in four (4) progress meetings through conference calls and provide up to six (6) monthly progress and tracking reports when invoicing.

UFS will provide sample templates of all acquisition documents (offer letters, deeds, easements, right of entries, permits, etc.) for the City's review and approval for project use. All forms and documents will comply with City's standards and in accordance with statutory requirements. The City's pre-approved documents will be used when provided. UFS will maintain acquisition records in accordance with statutory, regulatory and policy requirements. For each parcel impacted, prepare acquisition files to include fair offer letters, a standard diary form indicating all contacts with owner(s), recording and ancillary documents, and other items necessary to complete the work.

Deliverables:

Attend Project Kickoff Meeting (3 UFS Staff) – City Office
 Attend four (4) Progress Meetings (2 UFS Staff) – Conference Calls
 Provide six (6) Monthly Progress Reports
 Coordinate City approval of Acquisition forms and documents for project use
 Coordination with City and DOWL

6.2. Title / Ownership Review

It is assumed the City does not required title insurance for the permanent real property rights to be acquired. Therefore, the City or DOWL will provide subdivision guarantees in lieu of title reports for each of the five (5) tax parcels shown in Table A. As an alternative, for those parcels requiring only Temporary Construction Easements, UFS will obtain Last Deeds of Conveyance from public records to confirm ownership information for signatory authority.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

For budget purposes, it is assumed five (5) subdivision guarantees in lieu of title reports will be provided. Parcel Title Summary and Risk Analysis Memo's will be developed for each subdivision guarantee listing encumbrances from other parties of interest with recommendations to either accept or clear each, subject to the City's acceptance of risk. Note: Subdivision Guarantees are less expensive than title reports. However, Subdivision Guarantees are not insurable as are Title Reports. As mentioned above in this subtask, it is assumed the City does not required title insurance for the permanent real property rights to be acquired.

Deliverables:

Five (5) Parcel Title Summary and Risk Analysis Memo's

6.3. Public Outreach

UFS will prepare an "Introduction Informational Letter" for delivery by the City to each property owner shown in Table A below. The letter will describe the purpose of the project; the project schedule; identify the City's consultants (DOWL, Universal Field Services, etc.) and purpose of each firm.

Deliverables:

Sample "Introduction Informational Letter"

6.4. Project Funding Estimate (PFE)

UFS will subcontract and manage completion of the PFE through our state licensed and WSDOT approved appraiser. The PFE will be prepared in accordance with the City's WSDOT approved Right of Way Acquisition procedures, and WSDOT's Local Agency Guidelines – Section 25 (Right of Way Procedures). The five (5) separate tax parcels shown in Table A will be included in the PFE.

Generally, the PFE is a tool to be used for confirming estimated Right of Way costs and primarily for consideration of utilizing the Appraisal Waiver process when the estimated amounts of just compensation to property owners are at or below the City's WSDOT approved Appraisal Waiver limit and when the acquisition is uncomplicated.

As part of the PFE, individual parcel worksheets will be prepared to estimate the amount of just compensation using confirmed comparable sales data selected by the appraiser and information obtained from the City's approved Right of Way plans. All parcel worksheets will be combined into a project summary worksheet for review by the City. It is assumed all parcels will qualify for the Appraisal Waiver process described above meaning Administrative Offer Summary (AOS) worksheets in-lieu of Appraisals as the basis for all offers. Offers to property owners based on AOS worksheets are considered Administrative offers.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

(Note: Completion of the PFE is required in order to take advantage of the Appraisal Waiver process. For offers of \$10,000 or more up to \$25,000, property owners must be informed in writing if the offer is not based on an appraisal and that an appraisal will be provided if requested. This requirement could have a slight impact on the project schedule and budget).

Deliverables:

Project Funding Estimate to include five (5) tax parcels

6.5. Appraisal / Appraisal Review / Administrative Offer Summary Worksheets

With results of the PFE discussed above and in consideration of the City's appraisal waiver limit of \$25,000, UFS will coordinate with the City to confirm which parcels will require AOS Worksheets, Appraisals and Appraisal Review reports. It is assumed Appraisal and Appraisal Review reports will not be required which is subject to project design, impacts to a property's remaining use, property owner requests and as may be directed by the City.

All AOS worksheets and Appraisal reports (if any) will be completed in accordance with the Uniform Standards of Professional Appraisal Practices, WSDOT Local Agency Guidelines, the WSDOT Right of Way Manual. Preparation of Appraisals and Appraisal Reviews will require an amendment to this scope of work and related fee estimate.

Deliverables:

AOS Worksheets – five (5) each

Appraisal /Appraisal Reviews – N/A

6.6. Present Offers / Negotiations

Upon written approvals from the City on each AOS worksheet establishing the amounts of just compensation, Universal staff will prepare offer package(s) and promptly present offers to purchase all the required real property interests and negotiate in good faith to reach a settlement with each property owner(s). Offers will be presented in person when at all possible. If negotiations reach an impasse, Universal shall provide the City with written notification. If necessary, Universal will attempt to secure Administrative Settlements or Voluntary Possession and Use Agreements with the owner(s), allowing the project to move forward and allowing the property owner additional time to negotiate. As a last resort, if the owner is unwilling to agree to a Voluntary Possession and Use Agreement, the file will be transmitted to the City's legal staff for mediation or filing of a condemnation action. Universal will provide limited technical support for all mediation or condemnation as required.

Deliverables:

Prepare Offer Packages – five (5) each

Present Offers / Conduct Negotiations.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****6.7. Parcel Closing**

Subject to the City's current title clearing policies, Universal will provide advisory assistance to the City in determining the most appropriate method of closing each transaction. Generally, the signed conveyance documents will be transmitted to the City for approval and direct payment to each property owner.

Prior to sending a settled acquisition package to the City for payment and recording, Universal will request an update for each subdivision guarantee from the designated Title Company to ensure ownership has not changed and new encumbrances or exceptions have not been recorded. Upon review of updated title information and previously completed Parcel Title Summary Memos, Universal will provide advisory assistance to the City in determining the most appropriate method of closing each transaction. It is assumed all Temporary Construction Easements in addition to all permanent acquisitions will be recorded.

Subject to the City's current Title Clearing policies, the method of closing can be completed in-house or through a reputable escrow firm. Typically, the title company will provide escrow services.

In-House Closing – Generally for low risk and uncomplicated title clearing, this method is subject to the City's title clearing policies and amount of acceptable risk. The signed conveyance documents and payment vouchers will be transmitted to the City for approval, payment and recording. Simultaneously, Universal will coordinate with recommendations to the City for taking title to certain exceptions and encumbrances. Note: It is assumed this method of closing will be used for the project.

Escrow Closing – Generally for higher risk and complicated title clearing, this method will also consider the City's title clearing policies. The signed conveyance documents together with escrow instructions will be transmitted to the City for approval and signature. Once City approval is received, the transaction package will be delivered to the designated escrow company for title clearing, payment and recording. Albeit the escrow firm's responsibility, Universal will work with the Escrow and Title Company in their effort to remove unacceptable exceptions.

Deliverables:

Completed parcel files and records of all Right of Way Acquisition services.

7. ALTERNATIVES ANALYSIS

The CONSULTANT will develop up to two (2) alternatives for the sidewalk proposed on 1st Avenue NE. Alternatives may include locating the sidewalk on the east or west side of the roadway. The consultant will develop the following for each alternative:

7.1. Sidewalk Alternative Exhibits

The CONSULTANT will develop a scroll plot exhibit and typical section for each alternative.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- a) Proposed curb, gutter, sidewalk, planter strips.
- b) Proposed driveway and curb ramps.
- c) Proposed storm drainage.
- d) Potential LID treatments.
- e) Approximate cut/fill limits.
- f) Right of Way.
- g) Proposed Temporary Construction Easements (TCE's).
- h) Existing non-conformance / encroachments.
- i) Existing private drainage systems.
- j) Existing traffic and illumination.
- k) Existing sensitive areas.
- l) Anticipated driveway revisions.
- m) Anticipated tree impacts.
- n) Anticipated utility relocations required.

Deliverables:

Sidewalk Alternative Exhibits

PDF via email

Typical Section Exhibits

PDF via email

7.2. Conceptual Engineer's Estimate and Cost Breakdown

The CONSULTANT will develop a cost estimate and cost breakdown for each alternative.

Deliverables:

Conceptual Engineer's Estimate (1 for each alternative)

PDF via email

7.3. Alternative Analysis Memorandum

This memorandum will highlight advantages and disadvantages for each sidewalk alternative, and provide recommendations for a preferred alternative. Alternatives will be summarized in a design criteria matrix.

Deliverables:

Alternative Analysis Memorandum

PDF via email

7.4. Project Summary Sheets.

The CONSULTANT will develop a Project Summary Sheet for each alternative. Project Summary Sheets will be formatted to match the example provided by the CITY.

7.5. Alternatives Analysis Review Meeting

The CONSULTANT will attend one meeting to review CITY comments on the Plans, Estimates, Alternative Analysis Memorandum, and Project Summary Sheets.

City Responsibilities:

- a) The CITY will review the Alternative Exhibits, Conceptual Engineer's Estimate, and Memorandum within 3 weeks of submittal.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

- b) Following the meeting, the CITY will select one alternative to advance to the 60% design phase.

Deliverables:

Meeting Agenda/Minutes

Microsoft Word via email

8. ARBORIST REPORT

The CONSULTANT will conduct a site visit to assess approximately 13 trees for potential impacts of the proposed site improvements, and document tree identifier, species, DSH, health and structural condition, drip lines, and a proposed action for the tree (remove, retain, etc.)

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) N/A

Deliverables:

Tree protection recommendation report

PDF via email

9. STORMWATER DESIGN

The CONSULTANT will prepare stormwater plans, details and a Drainage Report summarizing the stormwater design approach, with exhibits and supporting drainage calculations. This will include a drainage site assessment and the design of detention facilities, stormwater treatment facilities, storm conveyance system and outfall system. This work will be done in accordance with the Stormwater Management Manual for Western Washington (current edition) as described below. The project will include stormwater LID BMP's to the maximum extent feasible.

9.1. Drainage Site Assessment Mapping:

Prepare drainage basin maps identifying the on-site threshold discharge areas (TDA's). Prepare a basin map showing the area that discharges storm runoff onto the project site located up-gradient of the road project (i.e. 'off-site basins'). Gather and review sensitive area maps, readily available in public records. The off-site basin map will be prepared using City topographic and GIS maps and with limited visual field verification.

9.2. Off-site Analysis

Conduct an upstream and a downstream analysis for each TDA associated with the project. This analysis will consist of a visual field investigation and reviewing city map records showing stream and storm channel corridors. The field investigation will be conducted on lands where access is readily permitted. Prepare a written assessment and a map showing the contributing upstream areas and downstream routes. The written assessment will include identifying constriction points (such as small-sized culverts), evidence of channel erosion or

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

sedimentation, and evidence of flooding, along the downstream route. This task does not include any detailed hydraulic capacity analysis, but it can be provided as an optional service. The off-site analysis will be included in the Drainage Report.

9.3. Threshold Analysis:

Prepare new impervious and new PGIS (pollution generating impervious surface) maps. Using the new impervious and new PGIS area numbers, perform threshold analysis to determine which minimum design requirements apply to this project.

9.4. Low Impact Development (LID) Assessment:

Prepare a feasibility assessment for the use of LID BMPs for the project. The assessment will include a documented review of LID BMPs that could be applicable within each TDA.

9.5. Flow Control Analysis:

Prepare drainage calculations for a detention facility within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM), a continuous simulation modeling software accepted by the Washington Dept. of Ecology.

9.6. Water Quality Treatment Analysis:

Prepare design calculations for a stormwater quality treatment facilities within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM). The water quality facility may be incorporated into the detention facility, as allowed by the standards.

9.7. Conveyance Layout and Analysis:

Prepare the layout of conveyance routing and perform storm pipe conveyance calculations. Pipe conveyance calculations using the Rational Method and Manning equation will be provided for the proposed storm drain system.

9.8. Drainage Report:

Prepare and assemble a draft and final Drainage Report with the contents limited to the task items described in this scope of work. The report is to include basin maps, stormwater facility description, design criteria, detention and water quality calculations, conveyance design and calculations, and a summary of erosion control facilities. Submit the draft copy to the City for review. Address comments, revise the report and submit the final Drainage Report.

9.9. Construction Stormwater Pollution Prevention Plan (SWPPP):

A SWPPP will be prepared in accordance with the Drainage Manual for inclusion in the Final Stormwater Site Plan.

9.10. Drainage Coordination Meetings:

The CONSULTANT will attend up to two drainage coordination meetings with CITY Staff to coordinate the drainage approach and discuss comments on the draft drainage report.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions:

- a) The drainage design will be done in accordance with the Stormwater Management Manual for Western Washington (2020).
- b) To conduct the visual downstream analysis, it is assumed the CONSULTANT can readily acquire formal Right of Entry (included as Task 3).
- c) In the event that stormwater vaults are chosen in the course of the project, DOWL will prepare site civil plans and details of the vault showing inside dimensions and locations where pipes connect into the vault. It is assumed that the vaults will be precast concrete and require no structural engineering design from DOWL. Structural plans by a structural engineer are not part of this scope of services but can be provided if needed.
- d) It is assumed that no off-site drainage improvements are needed, but the analysis and design of any off-site improvements can be provided.

City Responsibilities:

- a) Any critical areas (such as wetlands, stream channels, and buffers) will be provided by the CITY to the CONSULTANT, which can be incorporated into the site assessment maps.
- b) The CITY will provide one set of review comments on the Draft Drainage Report.

Deliverables:

Draft Drainage Report	1 Hard Copy and PDF
Final Drainage Report	1 Hard Copy and PDF
Drainage Coordination Meeting Agenda/Minutes	Microsoft Word via email

10. ENVIRONMENTAL AND PERMITTING SERVICES

The CONSULTANT will prepare environmental documentation and provide assistance to the CITY in obtaining environmental permits and approvals.

10.1. Wetland Memorandum and SEPA Checklist

The CONSULTANT will conduct a site visit to verify the presence or absence of wetlands, streams and their associated buffers and will prepare a brief memorandum documenting our findings.

The CONSULTANT will conduct research and gather information necessary to prepare a SEPA Checklist to document the level of environmental impact associated with the project.

10.2. Environmental / Permitting Pre-Application Meeting

The CONSULTANT will attend one pre-application meeting to discuss the project with CITY planning/permitting staff.

Assumptions/Exclusions:

- a) No wetland or streams are present within 300 feet of the project site.

City Responsibilities:

- a) Any critical areas (such as wetlands, stream channels, and buffers) will be provided by the CITY to the CONSULTANT, which can be incorporated into the site assessment maps.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Deliverables:

Wetland Memorandum

PDF via email

SEPA Checklist

Microsoft Word and PDF via email

Meeting Agenda and Minutes

Microsoft Word via email

11. UTILITY COORDINATION**11.1. Initial Utility Research and Coordination:**

The CONSULTANT will contact utilities located within the project site to obtain as-built drawings, notify them of the proposed roadway and drainage improvements, and request information on any upcoming utility projects that may affect the roadway or drainage design. Utility records requests will be noted in a Utility Coordination Log.

11.2. 60% Utility Conflict Assessment:

The CONSULTANT will develop Utility Conflict Plans identifying all potential utility conflicts. Each potential conflict will be listed on a Utility Conflict spreadsheet for analysis and tracking.

11.3. 60% Utility Coordination Meeting:

The CONSULTANT will lead a Utility Coordination Meeting with all utilities in attendance to discuss potential utility impacts, review possible design adjustments, and identify potential utility relocations.

11.4. Potholing

The CONSULTANT will use a Subconsultant to conduct potholing of utility crossings and potential conflicts. Pothole results, verifying horizontal and vertical location and pipe material type, will be provided via email.

11.5. 90% Utility Conflict Assessment:

The CONSULTANT will update the Utility Conflict Plan and Spreadsheet. At this stage, all utilities requiring relocation should be identified.

11.6. 90% Utility Coordination Meetings/Field Visit:

The CONSULTANT will lead a 90% Utility Coordination Meeting to finalize the list of all required utility relocations and develop a schedule for completion. The CONSULTANT will meet with individual utilities in the field, if required to determine final utility relocations.

11.7. 100% Utility Conflict Plan Update:

The CONSULTANT will update the Utility Conflict Plan and Spreadsheet with schedule information for required relocations or adjustments.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions/Exclusions:

- a) This scope of work assumes a budget of approximately \$3000 will be used to pothole existing utilities.
- b) It is assumed that up to three individual utility coordination meetings will be required to finalize utility relocation plans.

City Responsibilities:

- a) The CITY will provide contact information for all franchise utility companies located within the project limits.

Deliverables:

Utility Coordination Log	(60%, 90%, 100%) PDF via email
Utility Conflict Plans and Spreadsheet	(60%, 90%, 100%) PDF via email
Utility Coordination Meeting Agenda / Minutes	PDF via email
Pothole results	PDF via email

12. 60% DESIGN SUBMITTAL

The CONSULTANT will prepare construction plans to approximately the 60% level. The CONSULTANT will complete the following tasks:

12.1. Site Conditions Review.

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

12.2. 60% Construction Plans.

The CONSULTANT will develop detailed 60% Construction Plans in accordance with CITY standards. An estimated sheet count is included below:

Table B: Estimated Sheet Count (60% Construction Plans)

Sheets	Description
1	Cover Sheet
1	Notes, Legend, and Abbreviations
1	Key Plan
2	Survey Control Plan
2	Site Preparation / Temporary Erosion Sediment Control Plan
2	Typical Sections
3	Roadway Plan and Profile
2	Roadway Details
3	Drainage Plan and Profile
2	Drainage Details

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**

4	ADA Ramp Plan
2	Driveway Plan and Profiles
2	Channelization and Signing Plan
2	Landscape Plan
1	Landscape Details
4	Temporary Traffic Control Plan
34	TOTAL

12.3. 60% Contract Documents.

The CONSULTANT will prepare project contract documents. Contract Documents will be developed in accordance with CITY standards, and will incorporate CITY provided front end documents (bid proposal, contract), Technical Specifications, and applicable appendices.

12.4. 60% Engineer's Estimate.

The CONSULTANT will prepare itemized quantity calculations for all contract bid items. An Engineer's Estimate of construction costs will be prepared.

12.5. 60% Engineer's Design Memo.

The CONSULTANT will prepare a preliminary design memorandum that summarizes the proposed design criteria.

12.6. Maximum Extent Feasible (MEF) Documentation.

The CONSULTANT will develop MEF documentation for any ramps that are designed to the MEF. Documentation will be in accordance with WSDOT requirements.

12.7. 60% Review Meeting

The CONSULTANT will attend one meeting to review CITY comments on the 60% Plans, Contract Documents, Estimates, Design Memo, and MEF Documentation.

Assumptions/Exclusions:

a) N/A.

City Responsibilities:

a) The CITY will provide the CONSULTANT with a set of consolidated review comments and "redline" review comments on the 60% Construction Plans, Contract Documents, Engineer's Estimate, Design Memo, and MEF documentation. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

60% Construction Plans (11" X 17")	One (1) copy and PDF
60% Contract Documents	One (1) copy and PDF
60% Engineer's Estimate	One (1) copy and PDF
60% Engineer's Design Memorandum	One (1) copy and PDF

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project

13. COMMUNITY OUTREACH

13.1. Project Management (Enviroissues)

13.1.1. Monitor project budget and schedule

Includes billing invoices and monthly progress reports.

13.1.2. Project Coordination

Includes meetings and ongoing coordination with DOWL and City staff throughout the project's duration as needed.

Assumptions/Exclusions:

a) N/A

City Responsibilities:

a) N/A

Deliverables:

14 Monthly invoices

Up to 4 meetings with the City and DOWL

13.2. Communications and Public Outreach Plan Development

13.2.1. Stakeholder research and analysis

Build on existing stakeholder research and conduct updated analysis to ensure the plan addresses community expectations.

13.2.2. Key message and tactic development

Develop clear messages and talking points to help inform the community of the project's goals and schedule. Develop tools and tactics for project communications based on research and feedback from stakeholders and city staff.

Assumptions/Exclusions:

a) N/A

City Responsibilities:

a) CITY will review Plan and provide comments within 2 weeks.

Deliverables

One communications and outreach plan

13.3. Public Meeting Planning

13.3.1. Open House

Support planning and implementation of a public meeting.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**Assumptions/Exclusions:

- a) Includes meeting logistics and planning, scheduling and providing event equipment and supplies
- b) Logistics, materials development (i.e., comment form/worksheet, sign-in sheets, nametags, directional signage).
- c) Set-up, staff, facilitate, and summarize public meeting.
- d) Collaborate with the City to provide interpretation services, as needed.

City Responsibilities:

- a) N/A

Deliverables:

One meeting plan.

Up to five display boards.

One comment form/survey (format to be determined in conjunction with City).

One facilitator and one additional staff.

13.3.2. City Council Support

Support communications with elected officials, including briefings to City Councilors.

Assumptions/Exclusions:

- a) Attend/present at one council meeting.

City Responsibilities:

- a) CITY will conduct meeting and schedule time for DOWL/Enviroissues to present project as appropriate.

Deliverables:

One prep sessions.

One council presentation/slide deck.

13.3.3. Council of Neighborhoods Meeting

Support communications with the Council of Neighborhoods, including briefings.

Assumptions/Exclusions:

- a) Attend/present at one Council of Neighborhoods meeting following alternatives analysis phase.
- b) Attend/present at one Council of Neighborhoods meeting following 90% phase.

City Responsibilities:

- a) CITY will attend meeting.

Deliverables:

Two prep sessions.

Two presentations/slide decks.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****13.3.4. One-on-one Meetings**

Support one-on-one meetings with stakeholders and neighbors, including discussions about potential effects to driveways or landscaping, and other potential encroachments.

Assumptions/Exclusions:

- a) Prepare for and attend up to one meeting with each stakeholder/neighbor.
- b) Assumes one EnviroIssues staff and one City and/or technical staff.
- c) Assumes up to 10 stakeholders/neighbors.
- d) Exhibits to be developed by Dowl.

City Responsibilities:

- a) N/A

Deliverables:

Scheduling and attendance at up to 10 meetings.
 One list of interview questions
 One briefing packet for each meeting
 One summary for each meeting

13.4. Project Communications**13.4.1. Web content**

Develop and maintain website content on the existing City of Shoreline website.

Assumptions/Exclusions:

- a) Includes regular updates to be shared on the City's website.
- b) EnviroIssues will develop content.
- c) Assumes monthly updates or more as needed.

City Responsibilities:

- a) CITY staff will review web content provided and post to the website.

Deliverables:

Web posts and page updates biweekly or more as needed.

13.4.2. Signage and Materials Development

Develop content and graphics layout for materials and notifications to support the project, including:

Assumptions:

- a) Project kickoff postcard
- b) Fact sheet/FAQ
- c) Currents/Shoreline alerts content
- d) On-corridor signage (type and placement to be determined in conjunction with city)
- e) Poster
- f) Translations, as needed

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project**City Responsibilities:

- a) CITY will review content and provide comment as needed.

Deliverables:

- One project kickoff postcard
- One project fact sheet/FAQ
- Up to four Currents/Shoreline alerts.

13.4.3. Outreach

Includes door-to-door outreach and distribution of fact sheets and other information to neighbors, and respond to questions as needed.

Assumptions:

- a) Two staff people will visit stakeholders/project neighbors to distribute project information.
- b) Assumes up to 25 stakeholders/neighbors.

City Responsibilities:

- a) N/A

Deliverables:

- Distribution of poster to no more than five locations.
- Fact sheet/FAQ distribution to up to 25 residents and businesses.
- Translation of up to three documents, in up to three languages, as needed.

14. 90% DESIGN SUBMITTAL

The CONSULTANT will advance construction documents to approximately the 90% level. The CONSULTANT will complete the following tasks:

14.1. Site Conditions Review.

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

14.2. 60% Comments Response.

The CONSULTANT will prepare responses to all comments received from the CITY at the 60% review.

14.3. 90% Construction Plans.

The CONSULTANT will address CITY comments from the 60% review, and advance plans to the 90% complete stage.

14.4. 90% Contract Documents.

The CONSULTANT will address CITY comments from the 60% review, and advance contract documents to the 90% complete stage.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****14.5. 90% Engineer's Estimate.**

The CONSULTANT will address CITY comments from the 60% review, and advance cost estimate to the 90% complete stage.

14.6. Final Engineer's Design Memo.

The CONSULTANT will address CITY comments and incorporate them into the Final Engineer's Design Memorandum.

14.7. 90% Review Meeting

The CONSULTANT will attend one meeting to review CITY comments on the 90% Plans, Contract Documents, Estimates, and Design Memo.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will provide the CONSULTANT with a set of consolidated review comments and "redline" review comments on the 90% Construction Plans, Contract Documents, and Cost Estimate. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

60% Comments Response	PDF via email
90% Construction Plans (11" X 17")	One (1) copy and PDF
90% Contract Documents	One (1) copy and PDF
90% Engineer's Estimate	One (1) copy and PDF
Final Engineer's Design Memorandum	One (1) copy and PDF

15. FINAL DESIGN SUBMITTAL

The CONSULTANT will develop the project design to the final stage, and complete the following:

15.1. Site Conditions Review.

The CONSULTANT will conduct a final site visit to review proposed design for conformance with existing site conditions.

15.2. 90% Comments Response.

The CONSULTANT will prepare responses to all comments received from the CITY at the 90% review.

15.3. 100% Construction Plans.

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Construction Plans.

15.4. 100% Contract Documents.

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Contract Documents.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project****15.5. 100% Engineer's Estimate.**

The CONSULTANT will address CITY comments from the 90% review and advance the Cost Estimate to the 100% complete stage.

15.6. Final PS&E and Upload to Builder's Exchange.

The CONSULTANT will provide the final Plans, Specifications, and Cost Estimate to the CITY.

The CONSULTANT will upload the plans and specifications to Builder's Exchange of Washington, for distribution to Contractors.

Assumptions/Exclusions:

a) N/A

City Responsibilities

a) N/A

Deliverables:

90% Comments Response	One (1) copy and PDF
100% Construction Plans (11" X 17")	One (1) copy , PDF, and AutoCAD
100% Contract Documents	One (1) copy and PDF
100% Engineer's Estimate	One (1) copy and PDF

16. BIDDING SUPPORT

The CONSULTANT will provide the CITY with bidding support, as follows:

16.1. Response to Contractor Questions

The CONSULTANT will prepare written responses to Contractor questions.

Assumptions/Exclusions:

a) N/A

City Responsibilities

- The CITY will forward questions to the CONSULTANT for review and response.
- The CITY will compile responses and issue a formal response to contractors.

Deliverables:

Response to Contractor questions	Email
----------------------------------	-------

16.2. Pre-Bid Meeting

Attend Pre-Bid Meeting.

Assumptions/Exclusions:

- The CONSULTANT's role will be to answer technical questions during the pre-bid meeting.

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (NE 192nd Street – NE 195th Street) Sidewalk Project

City Responsibilities

- a) The CITY will develop the agenda for the Pre-Bid meeting.
- b) The CITY will conduct the pre-bid meeting and develop meeting minutes.

Deliverables:

N/A

16.3. Addenda

Develop up to one (1) addenda, as required during the bidding period.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will provide content for any CITY-related addenda items.
- b) The CITY will provide a CITY form (if required) for development of the addenda.

Deliverables:

Addenda

One (1) copy and PDF