

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Authorizing the City Manager to Execute Amendment No. 2 to Contract 9404 with The Blueline Group, LLC in the Amount of \$300,000 for Development Review Services for the Sound Transit Lynnwood Link Extension Light Rail Project

DEPARTMENT: Public Works

PRESENTED BY: Tricia Juhnke, City Engineer

ACTION: _____ Ordinance _____ Resolution X Motion
 _____ Discussion _____ 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 be needed through December 31, 2020.

Tonight, Council is being asked to authorize the City Manager to execute Amendment No. 2 to contract 9404 with The Blueline Group, LLC to continue with development review support for the Sound Transit Lynnwood Link Extension Light Rail Project in Shoreline through December 2020.

RESOURCE/FINANCIAL IMPACT:

The original contract with The Blueline Group, LLC was executed June 26, 2019 in the amount of \$245,000. In December 2019 Council authorized the City Manager to execute Amendment No. 1 in the amount of \$250,000. This proposed contract Amendment No. 2 is in the amount of \$300,000 and results in a total contract value of \$795,000. 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 Amendment No. 2 with The Blueline Group LLC in the amount of \$300,000 for a total contract amount of \$795,000.

Approved By: City Manager **DT** City Attorney **JA-T**

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 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, LLC (Blueline) was able to accommodate the request and provided a Development Review Engineer on March 27, 2019.

On June 17, 2019, the City Council authorized the City Manager to execute a contract with Blueline expressly for review of the LLE 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>.

On December 9, 2019, the City Council authorized the City Manager to execute Amendment No. 1 with Blueline to continue to provide review of the Sound Transit LLE 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/staffreport120919-7e.pdf>

Currently there is adequate budget on this contract to fund full time review through May 2020. Staff anticipates the demand for full time review will continue through the end of June and then reduce to half time through the end of 2020.

DISCUSSION

It has been difficult to predict the amount of time necessary for review and issuance of permits for the LLE project due to its size and scope. In order to meet the construction critical path schedule, staff adjusted the typical permit process and issued some permits conditionally for specific pieces of work. This process has allowed for efficiencies in the construction schedule, however it also has increased the number of review cycles and time to complete review. Blueline engaged additional staff to assist with this workload and as a result the contract amount was depleted at a faster rate than anticipated.

Early work permits and one of the main package permits have been issued. There are approximately twenty permits currently under review and staff expects these outstanding permits to be issued by the end of June 2020. However, meeting this timeline relies on Sound Transit's response time to review comments and the quality of their revised plans.

Following issuance of all permits in June there will be a need for review of planned submittals from the contractors and revisions anticipated based on actual field conditions or changes requested by the contractors. The need for development review support will continue throughout this phase of the project through December 31, 2020. At this time staff will re-evaluate the need to continue consultant development review support for this project.

ALTERNATIVES ANALYZED

Over the past year, 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 an 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 has 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. Utilize existing City staff (not recommended) – 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

The original contract with The Blueline Group, LLC was executed June 26, 2019, in the amount of \$245,000. In December 2019 Council authorized the City Manager to execute Amendment No. 1 in the amount of \$250,000. This proposed contract Amendment No. 2 is in the amount of \$300,000 and results in a total contract value of \$795,000. 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 Amendment No. 2 with The Blueline Group LLC in the amount of \$300,000 for a total contract amount of \$795,000.

ATTACHMENTS

Attachment A: Amendment No.2 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.

Sound Transit Development Review

Job Number: 19-396
Date: March 18, 2020

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

		Principal/ Sr Project Manager		Project Engineer		Engineer				
Task #	Base Tasks	\$210/hr		\$178/hr		\$158/hr		Total Hours	Total Cost	Total Cost (Rounded)
		Hours		Hours		Hours				
003	Sound Transit In House Review	0	\$ -	0	\$ -	1,496	\$ 236,368	1496	\$ 236,368	\$ 236,400
004	Project Management	67	\$ 14,070	0	\$ -	0	\$ -	67	\$ 14,070	\$ 14,100
103	Sound Transit Offsite Engineer Review	0	\$ -	140	\$ 24,920	140	\$ 22,120	280	\$ 47,040	\$ 47,000
999	Reimbursables (Allowance)								\$ 2,500	\$ 2,500
TOTAL		67	\$ 14,070	140	\$ 24,920	1,636	\$ 258,488	1,843	\$ 299,978	\$ 300,000

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 2 Months	0.0	\$ -	0.0	\$ -	320.0	\$ 50,560	320.0	\$ 50,560
2	Inhouse Review Half Time for 6 Months	0.0	\$ -	0.0	\$ -	1040.0	\$ 164,320	1040.0	\$ 164,320
3	Anticipated 10% overtime	0.0	\$ -	0.0	\$ -	136.0	\$ 21,488	136.0	\$ 21,488
Total		0.0	\$ -	0.0	\$ -	1496.0	\$ 236,368	1496.0	\$ 236,368
003 Not to Exceed								\$ 236,400	

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	34.0	\$ 7,140	0.0	\$ -	0.0	\$ -	34.0	\$ 7,140
2	Coordination with City Project Manager	17.0	\$ 3,570	0.0	\$ -	0.0	\$ -	17.0	\$ 3,570
3	Monthly Billing Reports	16.0	\$ 3,360	0.0	\$ -	0.0	\$ -	16.0	\$ 3,360
Total		67.0	\$ 14,070	0.0	\$ -	0.0	\$ -	67.0	\$ 14,070
004 Not to Exceed								\$ 14,100	

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 of Permits (additional support for 8 wks)	0.0	\$ -	128.0	\$ 22,784	128.0	\$ 20,224	256.0	\$ 43,008
2	Anticipated 10% overtime	0.0	\$ -	12.0	\$ 2,136	12.0	\$ 1,896	24.0	\$ 4,032
Total		0.0	\$ -	140.0	\$ 24,920	140.0	\$ 22,120	280.0	\$ 47,040
103 Not to Exceed								\$ 47,000	

999 Reimbursables (Allowance)					Total Cost		
Item #	Description				As Needed		TOTAL FEE
1	Mileage				\$ 2,500		\$ 2,500
Total					\$ 2,500		\$ 2,500
					999 Reimbursables		\$ 2,500