

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute a Contract with KPFF, Inc. in the Amount of \$174,500 for On-Call Survey Services		
DEPARTMENT:	Public Works		
PRESENTED BY:	Tricia Juhnke		
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 City has multiple capital projects over the next two years requiring design-level surveys. This includes three projects that are primarily federally funded. An on-call survey contract will allow the City to more efficiently provide the required survey services in a timely manner to meet the scheduling needs of each project. A single on-call contract will be cost effective by combining administrative overhead and reducing the number of times the formal Request for Qualifications (RFQ) and interview process is conducted, which is a requirement of all federally funded projects. The City solicited qualifications for this work and KPFF, Inc. was selected as the most qualified to meet the City's needs for on-call survey support. Tonight, Council is being asked to authorize the City Manager to enter into a contract with KPFF, Inc. for on-call survey services. The proposed scope of work for this contract with KPFF is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

The cost of this contract will be supported by previously appropriated funds allocated to the individual capital projects. However, the total not-to-exceed amount is based on preliminary cost estimates for the five projects named in the RFQ, plus ten percent contingency. Following is a breakdown of the five projects and their respective primary funding:

Expenses:

Ridgecrest Safe Routes to School	\$7,000	Safe Routes to School
Meridian Ave Safety	\$16,500	HSIP
Midblock Crossing & Citywide RRFB & RSS	\$5,500	HSIP
195 th Street Sidewalk Connector	\$13,000	TIB
Annual Roads Surface Maintenance Program	\$71,000	Roads Capital Fund
Future projects to be identified	\$50,000	Roads Capital Fund
Contingency (10%)	\$11,500	Roads Capital Fund
Total Expense	\$174,500	

Revenues:

Safe Routes to School	\$7,000
Highway Safety Improvements Program (HSIP)	\$22,000
Transportation Improvement Board (TIB)	\$13,000
Roads Capital Fund	\$132,500
Total Revenue:	\$174,500

RECOMMENDATION

Staff recommends that City Council authorize the City Manager to execute a contract with KPFF, Inc. in the amount of \$174,500 for on-call survey services.

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

INTRODUCTION

The City has multiple capital projects with a mix of local and federal funds scheduled for design over the next two years that require survey services. This contract covers survey services for the following projects:

- Ridgecrest Safe Routes to School (federal funds)
- Meridian Avenue Safety (N 155th Street to N 175th Street) (federal funds)
- Midblock Crossing & Citywide RRFB & RSS (federal funds)
- NE 195th Street Sidewalks (5th Avenue NE to Bridge) (local funds)
- Annual Road Surface Maintenance Program (mix of local and federal)
- Future projects to be identified

A vicinity map showing the locations of these various capital projects is attached to this staff report as Attachment B.

Having an on-call contract in place now will provide flexibility to meet each individual project's schedule as it develops. In addition, the projects with federal funds require formal RFQ and interview processes, which were undertaken during selection of a consultant for this contract.

DISCUSSION

The City advertised a Request for Qualifications (RFQ) for on-call survey services with the Daily Journal of Commerce on June 18, 2020 and June 25, 2020. Eight (8) firms submitted qualifications in response to this RFQ. Submittals were reviewed based on related experience and references, and project manager and key staff experience. The top three firms were invited for telephone interviews. KPFF, Inc. was selected as the most qualified to meet the City's needs for on-call survey support. The scope of work and rate sheet for KPFF, Inc. are included as Attachment A to this staff report.

COUNCIL GOAL(S) ADDRESSED

Four of the five projects listed above are primarily focused on increasing pedestrian safety by improving sidewalks, curb ramps, and crosswalk safety. Survey is a crucial step in completing all these projects. These projects meet the following goals:

- Council Goal 2, Action Step 1: "Implement the new Sidewalk Construction Program"
- Council Goal 5, Action Step 5: "Continue addressing traffic issues and concerns in school zones and neighborhoods using the City's speed differential map and citizen traffic complaints."

RESOURCE/FINANCIAL IMPACT

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Annual Roads Surface Maintenance Program	\$71,000	Roads Capital Fund
Future Federally funded projects to be identified	\$50,000	Roads Capital Fund
Contingency (10%)	\$11,500	Roads Capital Fund
Total Expense	\$174,500	

Revenues:

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ATTACHMENTS

- Attachment A: KPFF, Inc. Contract Scope of Work
- Attachment B: Capital Projects Vicinity Map

Attachment A

Exhibit A

Scope of Work

KPFF Consulting Engineers shall provide On-Call Surveying services for City of Shoreline contract number 9675. The scope of work provided under this On-Call Agreement shall be included, but not be limited to, the following tasks.

Project Management

The Consultant shall prepare a project budget and manage the Professional Services Agreement between the Consultant and the City. All tasks and staff for survey services shall be managed by the Consultant. It is the responsibility of the Consultant to communicate with the City regarding survey issues, costs, and schedule. This shall include administering a monthly/final Consultant invoice to the City for the services provided. Invoices shall be issued on a per project basis and tracked independently from one another.

Records Research

Research of existing records (plats, legal descriptions, records of survey, right-of-way documents & utility records) shall be furnished by the Consultant. At the request of the Consultant, the City will provide title reports and record utility information. The Consultant shall have sufficient research, in combination with the found monumentation to establish the control, right-of-way, and abutting parcels.

Horizontal and Vertical Control

The datum for horizontal control shall be completed using Washington State Plane Coordinates (North Zone expressed in US Survey feet) NAD 83/11. The datum for the vertical control shall be NAVD 88. Sufficient control points will be added throughout the project limits to ensure that all areas within the project limits can be mapped. The Consultant shall tie into at least two (2) existing horizontal and vertical control points in order to establish the horizontal and vertical datums.

Topographic Survey

The Consultant shall perform a field topographic survey to identify existing surface conditions within the limits of the projects executed under this agreement. This shall be done using electronic surveying equipment and a one-person crew and/or two-person crew.

It is the responsibility of the Consultant to ensure that the work performed is done so in a safe manner that does not endanger the workers or pedestrian and vehicular traffic. It is assumed that no traffic control will be necessary for this project. KPFF may request City of Shoreline personnel to assist with

traffic control if it is deemed necessary to complete the work. All rights of entry agreements, if any, required to perform the work will be secured by the City prior to the survey.

Projects requiring full right of way survey will require, at least every 30', the following surface features shall be mapped in the topographic survey:

- a. Curb and gutters including flow line, front and back of curb tops
- b. Sidewalks, type specified, hatch if concrete
- c. Pavement, type specified, hatch if concrete
- d. Roadway pavement crown line
- e. Driveways, type specified, hatch if concrete
- f. Gravel areas
- g. Retaining walls including top and toe, type specified
- h. Storm drainage structures (including type of structure, invert elevation and direction, and rim elevation) Pipes, types and sizes
- i. Ditches and edges of water courses, top and bottom lines and any culvert type, size and invert elevation
- j. Sanitary sewer structures (including type of structure, invert elevation and direction, and rim elevation) Pipes, types and sizes
- k. Water utilities (valves, hydrants, blowoffs, etc.)
- l. Visible irrigation boxes
- m. Power structures, poles, guys, and lines (for aerial lines, show horizontal location for all lines on pole)
- n. Natural gas valves, lines, and blowoffs
- o. Telephone lines and structures
- p. Cable lines and structures
- q. Traffic signal and street lighting poles, conduit, and junction boxes
- r. Signage, development or community signs
- s. Plastic and painted Channelization, pavement markings, arrows and letters, crosswalks (striping including parking lot areas)

- t. Visible existing survey markers
- u. Vegetation (list trunk diameter and type for trees if 6" or greater)
- v. Fences and railings
- w. Mailboxes
- x. Bollards
- y. grade break lines, top and toe of slope lines
- z. identify and define edges of landscaped or areas of lawn and tended planted areas in or out of R/W if accessible
- aa. any other surface features or structures public, private or utility purveyor owned within the minimum survey area defined
- bb. Any existing paint locate markings identified by type

Projects requiring limited topographic area within the roadway driving surface specifically those project that are part of the ARSM will require at least every 30', the following surface features shall be mapped in the topographic survey and shall not extend beyond the edge of pavement or the back of curb whichever feature is furthest from centerline:

- a. Curb and gutters including flow line and top back of curb
- b. Pavement, type specified, hatch if concrete
- c. Roadway pavement crown line
- d. Storm drainage structures with rim elevation only, except where ADA ramps are to be improved in such case inverts of storm structures will be obtained.
- e. Sanitary sewer structures (including type of structure, invert elevation and direction, and rim elevation) Pipes, types and sizes
- f. Water utilities (valves, hydrants, blowoffs, etc.)
- g. Power structures within the roadway
- h. Natural gas valves, lines, and blowoffs
- i. Telephone structures within the roadway
- j. Cable structures within the roadway
- k. Plastic and painted Channelization, pavement markings, arrows and letters, crosswalks (striping including parking lot areas)

Base Map Preparation

The Consultant shall prepare a basemap in electronic format in Autocad 2018 using Carlson Surveying software, a surface file in Civil 3D format will be provided as well as a land XML file. This basemap shall include all surface features listed above, catch basin rims and invert elevations, a TIN Surface depicting one-foot contours, right-of-way lines, parcel lines, and parcel information (property owner name, address, parcel number) when required. Break lines shall be provided for all pertinent sections (at a minimum these shall include crown, flow line, curb, and any other vertical faces). The TIN shall include these break lines. All layers, blocks, text styles, point styles, and line types shall be derived from KPFF drawing standards. Point descriptions will follow Consultants point coding and a detailed list of codes will be provided to the City. At a minimum, a narrative explaining how the horizontal control was established will be included in the basemap. This shall include a description of the monuments and the basis for bearing. A minimum of .08" lettering at 1" = 20' scale shall be used in the drafted file. Utility and topographic notes shall be .08". Surveyor shall use KPFF drafting standards including symbology, line types and standard drawing layers in the file.

Deliverables will be an AutoCAD basemap in the formats listed above, PDF sheets sets or hard copies can be provided upon request by the City Project Manager

Easement Exhibits & Descriptions

The Consultant will prepare easement exhibit maps and descriptions to accompany the easement documents where required. The easements and descriptions will be prepared and written per the WSDOT LAG Manual Standards. All property owner negotiations, easement preparation, and recording of easement documents will be performed by the City of Shoreline or a right of way consultant contracted with the City.

ASSUMPTIONS

In addition to any assumptions previously made in this proposal, the following assumptions have been made in preparation of this scope of work:

- KPFF will be allowed unrestricted access to site during course of project.
- Where required, the City will secure rights of entry for adjacent properties.
- City will provide any record utility information within the project limits.

- Potholing utilities is not part of this scope. Should potholing be necessary to complete design, KPFF can provide a fee proposal for coordinating and locating utility potholes. Potholing for the shoring design will be coordinated by others.
- Underground utilities will be mapped based on locates painted on the ground, these locates are limited to conductible utilities only, ground penetrating radar will not be utilized for this project. Utilities may exist that are not conductible. In this case, KPFF will show surface features and supplement with record data provided by the City.
- Traffic control is not part of this scope. Should traffic control, including but not limited to, flaggers, and lane closures become necessary, KPFF will work with City crews to coordinate traffic control. At the request of the City, KPFF can hire a private consultant to perform the traffic control necessary to complete the scope of work.
- It is assumed the City will provide any necessary title reports required for the projects under this contract.

Rate Structure

All work performed under this contract will be performed at the hourly rates as listed below. These rates are based on KPFF’s audited overhead rates per the WSDOT annual audit. All rates herein are compiled assuming an overhead rate of 137.21% and a fixed fee of 30%.

Hourly Rates

Principle/Survey Manager	\$169.60/hr
Sr. Project Surveyor	\$117.17/hr
Project Surveyor	\$93.52/hr
Crew Chief	\$77.40/hr
Instrument Person	\$66.80/hr
CADD Tech	\$80.16/hr
Project Coordinator	\$66.80/hr
Admin	\$82.84/hr

The total estimated fee for the projects as understood by the consultant and the City of Shoreline, with the understanding that the consultant, at the time of this proposal does not have access to all potential project limits. Current project limits are defined for the following projects, ARSM, 195th Street, 5th Avenue to Pedestrian Bridge, Meridian Avenue N. Safety, Midblock Crossing on NW Richmond Beach Road, Ridgecrest Safe Routes to School, and up to 5 other projects may be added during the contract timeframe. Estimate fee will be **\$XXX,XXX**.

DELIVERABLES:

Each project will have deliverables of an AutoCAD basemap in 2018 format with a Civil 3D Surface file and an Land XML file. A PDF copy with sheet sets will be provide at the City Project Managers requests. KPFF will provide a preliminary copy of the survey basemap for the City's review. A final copy of the basemap will be provided once City comments are addressed.

RECEIVABLES:

City will provide to the KPFF an exhibit identifying the limits of survey. Title reports where adjacent properties will require a right of way acquisition or a temporary construction easement. Rights of Entry to private properties where access is required. Utility records including GIS and as built data within the project limits.

Attachment B

Vicinity Map

