

**CITY COUNCIL AGENDA ITEM**  
CITY OF SHORELINE, WASHINGTON

<b>AGENDA</b>	Authorizing the City Manager to Execute a Professional Services Contract with KPFF, Inc. in the Amount of \$218,659 for Development of a New Sidewalk Implementation Plan
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<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 construction of new sidewalk. KPFF is one of two consultants that has been selected to support staff in the delivery of this program and is currently designing one of the initial sidewalk projects. Under this contract, KPFF will develop an Implementation Plan for the ten remaining sidewalk projects. Staff is requesting that the City Council authorize the City Manager to execute a contract with KPFF, Inc. in the amount of \$218,659 to perform this planning work.

**RESOURCE/FINANCIAL IMPACT:**

The ballot measure requires all projects 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. 903 provided \$4,700,000 in the 2021-2022 biennium for this program. This contract is within that authorized budget.

The project cost and budget summary is as follows:

**EXPENDITURES**

City Staff	\$ 44,000.00
Consultant Base Contract	\$ 218,659.00
Contingency	\$ 10,000.00
<b>Total Expenditures</b>	<b>\$ 272,659.00</b>

**REVENUE**

Bond Revenue	\$272,659.00
<b>Total Revenue</b>	<b>\$272,659.00</b>

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 the City Council authorize the City Manager to execute an agreement with KPFF, Inc. in the amount of \$218,659 for a professional services contract to provide planning services for developing an Implementation Plan for the ten remaining sidewalk projects.

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

## **INTRODUCTION**

Staff has identified the need for a consultant to prepare an Implementation Plan to program the design and completion of the remaining ten sidewalk projects identified in the 2018 ballot measure for the New Sidewalks Program. Council action is required to authorize execution of the contract for these planning services.

## **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.

Following the adoption of the ordinances, Council authorized the City Manager to execute contracts for the design of the first two sidewalk projects in April 2020. The staff reports for these authorizations can be found at the following links.

Authorizing the City Manager to Execute a Professional Services Contract with KPFF, Inc. in the Amount of \$590,011 for Design of a Sidewalk Project on 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> Street to NE 182<sup>nd</sup> Street:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport040620-7d.pdf>.

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<sup>st</sup> Avenue NE from NE 192<sup>nd</sup> Street to NE 195<sup>th</sup> Street:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport040620-7e.pdf>.

The contract will provide concept designs, updated estimates and develop a program schedule for the remaining ten locations. While design has proceeded on two of the routes, this element of the program was delayed to staffing turnover and transition.

## **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, KPFF was identified to provide the planning and design services for development of the Implementation Plan. Attachment A to this staff report includes the scope of work for this proposed contract. The scope of work involves the development of an implementation plan for the remaining phases of the sidewalk program. The implementation plan will include conceptual designs and cost estimates for the final ten sidewalks, a schedule for implementation, public outreach materials for

the overall sidewalk program, and a financial plan for issuance of bonds to support the program.

The alternative to awarding this design contract to KPFF is to not authorize this contract, which would result in not proceeding with the development of an Implementation Plan. 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 new Sidewalk Construction Program.

### **RESOURCE/FINANCIAL IMPACT**

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**ATTACHMENTS**

Attachment A – KPFF, Inc. Contract Scope of Work



## EXHIBIT A

### SCOPE OF WORK

#### **New Sidewalks Implementation Plan City of Shoreline**

#### **INTRODUCTION**

During the term of this Professional Services Agreement (AGREEMENT), KPFF (CONSULTANT) shall perform professional services for the City of Shoreline (CITY) in connection with the following project: **New Sidewalks Implementation Plan (PROJECT)**

#### **PROJECT DESCRIPTION**

The City of Shoreline is developing a new sidewalk program to prepare for the construction of 10 new sidewalk projects over the next 7-8 years. The project locations are listed below:

- 15<sup>th</sup> Avenue NE: NE 150<sup>th</sup> Street to NE 160<sup>th</sup> Street
- Meridian Avenue: N 194<sup>th</sup> Street to N 205<sup>th</sup> Street
- 8<sup>th</sup> Avenue NW: Sunset Park to Richmond Beach Road NW
- Dayton Avenue N: N 178<sup>th</sup> Street to N Richmond Beach Road
- 19<sup>th</sup> Avenue NE: NE 196<sup>th</sup> Street to NE 205<sup>th</sup> Street
- Westminster Way N: N 145<sup>th</sup> Street to N 153<sup>rd</sup> Street
- Ballinger Way NE: 19<sup>th</sup> Avenue NE to 25<sup>th</sup> Avenue NE
- Dayton Avenue N: N 155<sup>th</sup> Street to N 160<sup>th</sup> Street
- Linden Avenue N: N 175<sup>th</sup> Street to N 185<sup>th</sup> Street
- 20<sup>th</sup> Avenue NW: Saltwater Park to NW 195<sup>th</sup> Street

The CONSULTANT will assist the City by performing the following tasks:

1. Develop preliminary designs and cost estimates for each site identified above. This includes identification of key project issues such as need for walls, right-of-way, environmental impacts, etc.
2. Develop a 10-year implementation plan for design and construction of each site, including a plan for issuance of bonds.
3. Provide support in prioritizing sidewalk rehabilitation projects and facilitate a design workshop with City staff.

- 4. Support development of a communications/outreach plan to inform and provide opportunities for input on a program level.

**PROJECT TEAM**

The project team includes:

Owner	City of Shoreline
Prime Consultant	KPFF
Civil Engineer	KPFF
Drainage Engineer	KPFF
Public Outreach	EnviroIssues
Environmental / Permitting	The Watershed Company

**MAJOR MILESTONE SCHEDULE**

The following preliminary schedule of major milestones for the project:

NTP.....	January 2021
Preliminary Alternatives .....	April 2021
Design Workshop.....	May 2021
Draft Plan .....	July 2021
Final Plan .....	August 2021

**PROJECT ASSUMPTIONS**

**General Assumptions**

- 1. The CITY shall provide or make available the following items to the CONSULTANT:
  - a. CITY of Shoreline Design Standards & Guidelines
  - b. Existing GIS mapping information of the project including but not limited to general utility location maps.
  - c. Copies of existing record drawing information of the project area.
  - d. Updated utility contact information.
  - e. One set of consolidated review comments for each Major Milestone Submittal.
- 2. The CONSULTANT’s deliverables, including record drawings, are limited to the sealed and signed hard copies. Computer-generated files furnished by the CONSULTANT are for the CITY or other’s convenience. Any conclusions or information derived or obtained from these files will be at user’s sole risk.

### **Design Standards and References**

The project shall be developed in accordance with the latest edition, amendments and revisions (as of execution of this AGREEMENT) of the following publications, where applicable:

1. City of Shoreline Publications:
  - a. City of Shoreline Engineering Development Manual, 2019
  - b. City of Shoreline Standard Details, 2019
  - c. Shoreline Municipal Code
2. State Publications
  - a. 2020 Standard Specifications for Road, Bridge, and Municipal Construction
  - b. Amendments to the General Special Provisions
  - c. Ecology Stormwater Management Manual for Western Washington, 2019
  - d. WSDOT Standard Plans for Road, Bridge, and Municipal Construction
  - e. WSDOT Design Manual
  - f. WSDOT Standard Item Table
  - g. WSDOT Highway Runoff Manual
  - h. WSDOT Environmental Manual
  - i. WSDOT Traffic Manual
  - j. WSDOT Local Agency Guidelines
  - k. American Association of State Highway and Transportation Officials (AASHTO)
  - l. A Policy on Geometric Design of Highways and Streets ("Green Book"); 2011, 6th Edition
  - m. Any AASHTO policies where said policy is not in conflict with the standards of the City of Shoreline
3. U.S. Department of Transportation Publications:
  - a. Manual on Uniform Traffic Control Devices for Streets and Highways (2009 Edition with Revision Numbers 1 and 2, dated May 2012)

The services will include the tasks as outlined below:

#### **TASK 1: PROJECT MANAGEMENT (KPFF)**

The CONSULTANT shall provide project administration and coordination with the CITY to facilitate efficient progress and timely completion of the project.



***TASK 1.1: MONTHLY PROGRESS REPORTING AND INVOICING***

Prepare and submit monthly progress reports containing the following:

1. Invoices showing the actual costs; and
2. Status of work performed during work period.

***TASK 1.2: INTERNAL MEETINGS***

The CONSULTANT will hold a meeting every two weeks with the project team to ensure coordinate design tasks and ensure submittal schedules are on track. A submittal log will be created and maintained to track all deliverables sent to the CITY and other agencies.

**Deliverable(s):**

- Prepare and maintain a Submittal Log

***TASK 1.3: PROJECT MEETINGS***

Project meetings will be held monthly to coordinate with the project team, inform the CITY Project Manager of progress, identify issues, and receive direction. These meetings will be virtual. For scoping purposes, the CONSULTANT shall assume a maximum of two (2) CONSULTANT staff will attend five (5) meetings.

***TASK 1.4: MANAGEMENT AND QUALITY CONTROL***

The CONSULTANT will provide direction and oversight of the project design team to ensure accurate and timely implementation of the work plan and the appropriate coordination of work activities, including the review of each project design team member's work over the course of the project.

This effort is for the overall design project and is intended to provide the leadership that the team will need to understand project interfaces, deadlines, budget constraints, and other issues.

The schedule will be developed in coordination with the CITY under this task.

This task includes the effort related to providing quality control for the work activities in this scope of work. It will include a review by staff with technical expertise in the specific work area and by senior staff to ensure that the project is technically correct and meets the requirements of the scope of work.

## **TASK 2: PRELIMINARY ENGINEERING (KPFF)**

### **TASK 2.1: SITES VISIT**

The CONSULTANT will visit the site to document the existing conditions, and will gather, review, and process available CAD, GIS, aerials, plans, and engineering studies pertinent to each individual sidewalk project.

### **TASK 2.2: ADA EVALUATION**

The CONSULTANT will investigate the existing pedestrian facilities within the project limits to identify deficiencies per the current ADA standards. The City's ADA transition plan will be assessed to determine if upgrades identified in the plan can be incorporated into the project.

### **TASK 2.3: PREPARATION OF ALTERNATIVES**

1. The CONSULTANT will prepare one (1) conceptual design for each of the projects as described in the City's Sidewalk Prioritization Plan and in compliance with the City's design standards. The conceptual design will include proposed elements such as curbs, sidewalk, and paving limits. Potential wall locations and impacts to ROW, trees, utilities, environmentally critical areas, and other key elements will be identified. Figures will be created that display the conceptual designs on aerials. The CONSULTANT will provide recommendations for design modifications to avoid major impacts and solicit input from the CITY.
2. Concept level cost estimates will be generated for each alternative based on measurements of major bid items. Unit prices will be based on the WSDOT Unit Bid Analysis and recent bid results. The costs for some bid items such as landscaping, illumination, drainage, and traffic control, will be estimated as a lump sum or percentage of the total construction cost. The estimates will also include a contingency that is appropriate for this level of design.

### **Deliverables:**

- 11x17 Concept figures. (PDF)
- Cost comparisons of major bid items. (PDF and Excel)

### **TASK 2.4: DESIGN WORKSHOP**

The CONSULTANT and CITY will meet virtually to discuss the opportunities and challenges of each concept. The CONSULTANT will present an assessment of the project complexities; recommend design modifications to reduce right-of-way, utility, and environmental impacts; and discuss issues related to constructability, schedule, and construction cost.

**Deliverables:**

- Materials for Design Workshop
- Meeting Notes

***TASK 2.5: STORMWATER ASSESSMENT***

The CONSULTANT will develop a stormwater strategy for each project based on guidance provided in the Shoreline Engineering Development Manual and Ecology's Stormwater Management Manual for Western Washington (SWMMWW). New hard surfaces and pollution generating surfaces will be measured to determine which Minimum Requirements will be triggered. Preliminary sizing of flow control and water quality facilities will be calculated in conjunction with an investigation into LID opportunities at the site. Known stormwater issues within the project limits will be assessed and potential mitigation measures will be recommended. The stormwater strategy developed in this task will be summarized and included in the Implementation Plan.

***TASK 3: IMPLEMENTATION PLAN (KPFF)***

The CONSULTANT will develop an implementation plan documenting preliminary engineering and mapping out a path forward for implementation of the projects.

***TASK 3.1: INFORMATION GATHERING***

Review and document all available studies and plans previously completed that have relevance to the project. Assess the relevance of the documents for use in future sidewalk design and incorporate into the Implementation Plan.

***TASK 3.2: STAKEHOLDER INVOLVEMENT PLAN***

Develop a plan that lays out the process for identifying stakeholders, engaging them through the duration of the project, and methods to receive feedback. Document any communications or decisions that were made during the Preliminary Engineering task.

***TASK 3.3: PUBLIC OUTREACH AND COMMUNICATION PLAN***

Determine how project information, schedules, and property impacts will be communicated to the public.

***TASK 3.4: PRIORITIZATION PLAN AND IMPLEMENTATION SCHEDULE***

1. Document the design criteria with a matrix for each project based on applicable standards.
2. Work with the City to determine prioritization metrics and create matrix showing scoring

results.

3. Analyze the findings of the preliminary engineering phase, prioritization, and funding availability to develop an implementation schedule.
4. Summarize the prioritization, document the decision making process, and clearly show justification for project scheduling.

***TASK 3.5: UTILITY COORDINATION PLAN***

Describe the utility impacts identified in the preliminary engineering phase, potential cost and schedule risks, summarize the coordination efforts with utility representatives, and evaluate undergrounding the electrical service within each project corridor. Define the coordination procedures for future sidewalk design work.

***TASK 3.6: GRANT APPLICATION PLAN***

Review available grant funding sources and assess project elements and locations to determine favorability for future grant funding. Develop a grant funding schedule to be used to inform the project implementation schedule.

***TASK 3.7: GEOTECHNICAL REQUIREMENTS***

Describe potential geotechnical requirements and exploration locations for structures and drainage infiltration.

***TASK 3.8: ENVIRONMENTAL REQUIREMENTS***

Summarize the environmental assessment performed by The Watershed Company to describe critical areas near the project limits and identify potential impacts, mitigation, and costs.

***TASK 3.9: RIGHT OF WAY IMPACT ASSESSMENT***

Summarize the potential need for right-of-way acquisition and temporary construction easements, and identify the parcels and areas impacted.

***TASK 3.10: DRAFT PLAN***

Assembly of content created in Task 3 into a formal Implementation Plan.

***TASK 3.11: FINAL PLAN***

Response to City comments and updates to Implementation Plan.

**Deliverables:**

- Draft Implementation Plan: one (1) electronic memo in Word format; one (1) electronic memo in PDF format; up to five (5) hard copies as needed.
- Final Implementation Plan: one (1) electronic memo in Word format; one (1) electronic memo in PDF format; up to five (5) hard copies as needed.

***TASK 4: PUBLIC OUTREACH (ENVIROISSUES)***

***TASK 4.1: PROJECT MANAGEMENT***

Provide program management (billing invoices, monthly progress reports) and coordination with KPFF and City staff throughout the program development phase. Monitor the project budget and schedule. Meet with the City and KPFF as needed and assist in coordination between contractors.

**Deliverables:**

- Seven (7) Monthly invoices
- Up to two meetings with the City and KPFF
- General support for the City in coordinating program and project outreach with both KPFF and DOWL.

***TASK 4.2: OUTREACH SUPPORT AND MATERIALS***

Envirolssues will provide support to the City and KPFF to conduct outreach and build the framework for the sidewalk improvement program, including branding, website revisions, notifications and public information materials. Our work will include:

1. Develop a communications and outreach plan for implementation of the sidewalk improvement program.
2. Create a simple visual identity for the program aligned with City of Shoreline branding/identity.
3. Revisions to the existing webpage for the overall sidewalk plan to include:
  - a. Website copy; including answers to frequently asked questions, schedule and progress of sidewalk projects
  - b. Graphics to support sidewalk schedule and progress
  - c. An introduction video to explain the previous sidewalk prioritization work and goals of the program. (AS DIRECTED)

**Assumptions:**

- Assumes a project schedule of January 1, 2021 through July 30, 2021 (7 months) and includes the program development phase only.
- This scope does not include outreach to be performed as part of specific projects. Project-specific outreach will be addressed in separate scopes of work.
- EnviroIssues will develop copy, coordinate review, develop graphics, and coordinate printing for all materials and notifications.
- The sidewalk program projects will use the same City webpage. EnviroIssues will draft content for the full program webpage. Content about specific projects will be added as needed. The City will host and manage website updates.
- Assumes one creative meeting between EnviroIssues and the City of Shoreline to discuss visual identity and introduction video.
- The introduction video will have an approximate length of one minute and raw footage will be provided by the City.

**Deliverables:**

- One (1) communications and outreach plan
- Copy for one webpage, including graphics.
- One (1) introduction video for the website (AS DIRECTED).
- Translation of up to three documents, in up to three languages.

***TASK 5: ENVIRONMENTAL SERVICES (THE WATERSHED COMPANY)***

***TASK 5.1: ENVIRONMENTAL REVIEW***

For the ten sidewalk projects, Watershed staff will perform a reconnaissance-level screening for critical areas (limited to wetlands and streams) located in close proximity to the proposed locations of the sidewalk improvements. Determination of critical areas will be consistent with the definitions and requirements of local, state, and federal regulations. Any critical areas encountered will be field located using GPS. Watershed will subsequently prepare a report documenting the findings of the reconnaissance. The report will include: field sketches of critical areas encountered indicating their approximate size and location; estimated classification of the critical areas; a description of available mitigation opportunities; identification of permit requirements; and key regulatory implications including estimated standard buffer widths.