

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Contract #9787 with WSP USA, Inc., in the Amount of \$664,972
DEPARTMENT:	Public Works Department
PRESENTED BY:	Sierra Gawlowski, Surface Water Engineer II
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:

Staff is requesting Council to authorize the City Manager to execute a contract (#9787) with WSP USA, Inc., to provide on-call engineering services for the Surface Water Utility (Utility). The previous on-call engineering services contract for the Utility expired in December 2020. This contract helps the Utility address priority engineering, drainage assessment, and planning needs.

RESOURCE/FINANCIAL IMPACT:

The contract will be funded from the 2021-2022 adopted budget established for work the contract is expected to perform. The primary source of funding will be \$150,000 per calendar year from the Surface Water Management Fund, under the Professional Services object for miscellaneous on-call services during the contract term (three calendar years expiring December 31, 2023). This contract will also include tasks for design services to support projects listed under the Surface Water Capital Fund, including up to \$158,967 to develop design for the 25th Avenue NE Ditch Improvements between NE 177th and 178th Streets, and up to \$56,275 for the continuation of the 25th Avenue NE Flood Reduction Improvements project.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract for Professional Services with WSP USA, Inc., for \$664,972.

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

INTRODUCTION

Staff is requesting Council to authorize the City Manager to execute a contract with WSP USA, Inc. to provide on-call engineering services for the Surface Water Utility. The previous on-call engineering services contract expired in December 2020. In accordance with Shoreline Municipal Code (SMC) 2.60.070A, Council approval is required because the requested contract amount exceeds the City Manager's contract authorization limit of \$100,000.

BACKGROUND

The Utility is responsible for providing surface water management services within Shoreline. The Utility provides these services with the objectives of reducing flooding and drainage issues, improving water quality, and enhancing streams and wetlands within the City.

For many years, the Utility has utilized an on-call engineering consultant to support the Utility's services and programs. The on-call consultant helps the Utility address engineering, drainage assessment, and planning needs. In 2016 and again in 2019, Council authorized previous on-call contracts with Otak, Inc.

ALTERNATIVES ANALYSIS

Consultant Selection

In October 2020, Staff solicited a Request for Qualifications (RFQ 9787) for a consultant team to provide on-call engineering services for the Utility. Three qualified engineering service consultants submitted a Statement of Qualifications (SOQ) prior to the deadline: WSP USA, Brown and Caldwell, and Pertec. The SOQs were evaluated based on approach, experience and expertise of the consultant team, and additional insight from the team. WSP USA was selected as the most qualified consultant through the selection process because of their extensive experience in on-call services, experience working in Shoreline, and project staffing structure and availability.

Alternatives to an On-Call Contract

Not awarding this contract to WSP USA, Inc. would result in two primary options for Council consideration:

1. Continue to utilize in-house resources where staff capacity and expertise is available. This option, while incurring no contract cost, would have corresponding staff costs and would result in the delay of several projects where staff capacity and specialized expertise is not available. This would create a backlog of projects and drainage assessments.
2. Utilize professional services on a task-by-task basis. This option would require additional staff time to select and contract with consultant teams on individual tasks and small projects rather than the proposed approach. It is also less efficient to execute individual contracts on the smaller-scale projects that are typically scoped as a task under the Utility's on-call engineering contract. This is expected to result in fewer projects accomplished per calendar year and higher costs per project.

After considering these two alternatives, staff recommends utilizing WSP USA, Inc., to provide on-call engineering services through December 31, 2023, for an amount not to exceed \$664,972.

RESOURCE/FINANCIAL IMPACT

The contract will be funded from budget established for work the contract is expected to perform. The primary source of funding will be \$150,000 per calendar year from the Surface Water Management Fund, under the Professional Services object for miscellaneous on-call services during the contract term (three calendar years expiring December 31, 2023). This contract will also include tasks for design services to support projects listed under the Surface Water Capital Fund, including up to \$158,967 to develop design for the 25th Avenue NE Ditch Improvements between NE 177th and 178th Streets, and up to \$56,275 for the continuation of the 25th Avenue NE Flood Reduction Improvements project.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract for Professional Services with WSP USA, Inc., for \$664,972.

ATTACHMENTS

Attachment A: On-Call Surface Water Engineering Services Scope of Work

Exhibit A

CITY OF SHORELINE CONTRACT 9787

On-Call Surface Water Engineering Services Scope of Work

This contract is to provide engineering services on an on-call basis for the Surface Water Utility. The Scope of Work is expected to include, but not be limited to, the following tasks:

1. Project management and contract administration, including:
 - a. Organizing, managing, and coordinating the disciplines required to accomplish the contract tasks and shall perform multiple tasks concurrently.
 - b. Coordinating contract work with efforts performed by City staff and other consultants and/or contractors.
 - c. Project management and contract administration services to facilitate efficient progress on each work order including:
 - i. Managing and coordinating subconsultants;
 - ii. Managing, monitoring, and preparing bi-weekly progress reports on task budgets, schedules, and scope/scope changes, for all work performed under this contract;
 - iii. Meeting organization, facilitation, and documentation;
 - iv. Coordinating quality control and integration of timely project deliverables; and
 - v. Being the primary point of contact and communication between the Consultant's team and the City's Project Manager.

Potential deliverables for this task include:

- *Bi-weekly progress reports with detailed status of each active task;*
- *Monthly budget and schedule updates for each active task;*
- *Meeting agendas, minutes, and notes with revisions as required; and*
- *QA/QC documentation.*

2. Engineering and technical services:
 - a. The Consultant's team shall provide the full range of engineering and technical services necessary to execute surface water drainage assessments, preliminary design, and/or design projects on a work order basis, including:
 - i. Data collection, review, and analysis
 - ii. Engineering analyses
 - iii. Study and report preparation
 - iv. Development, evaluation, and recommendation of design alternatives and final designs
 - v. Conceptual design, preliminary design, detailed design, and preparation of final design documents (plans, specifications, and estimates)
 - vi. Services during construction.
 - b. The disciplines and tasks may include, but are not limited to, those identified below:
 - i. Hydraulic, hydrologic, and drainage engineering in accordance with the current version of the City of Shoreline Engineering Development Manual

1. Hydrologic and hydraulic studies;
 2. Drainage design reviews, studies, and reports;
 3. Low Impact Development (LID)/green stormwater infrastructure (GSI) design and analysis;
 4. Culvert analysis, storm drainage conveyance, open channel flow, and habitat restoration projects requiring hydraulic engineering analyses, field inspection, and/or verification reports; and
 5. Floodplain review and analysis.
- ii. CAD design engineering
 1. AutoCAD Design drawings using AutoCAD Civil 3D 2015 (City will be upgrading to AutoCAD Civil 3D 2018 in 2021);
 2. Prepare civil earthwork and drainage design drawings and details; and
 3. Prepare topographic, base map, and as-built plan sets.
 - iii. Land Survey Engineering
 1. Perform as the Engineer of Record for topographic surveying, base map, and as-built surveys;
 2. Establish and/or recover right-of-way property and easement lines;
 3. GPS location survey and mapping;
 4. GIS mapping of utilities infrastructure; and
 5. Drainage system survey.
 - iv. Fluvial Geomorphology/Engineering Geology
 1. Fluvial geomorphology in the activities of sedimentation, erosion, and scour; and
 2. Engineering geology expertise for project site assessments.
 - v. Geotechnical Engineering
 1. Soil tests, borings, excavating test pits, and reports;
 2. Infiltration testing and analyses;
 3. Design review and inspection for the City's existing small dams; and
 4. Slope stability analyses.
 - vi. Landscape Architecture Design
 1. Preparation of landscape and irrigation plans for the roadside, planter strips, and detention ponds; and
 2. Preparation of planting plans for stream and wetland restoration projects; and
 3. Identify native trees, shrubs, and perennials appropriate for use and salvage at project locations;
 4. Identify and design methods for eradication of invasive plant species;
 5. Identify appropriate plantings for LID/GSI facilities; and
 6. Identify climate-resilient plantings.
- c. Miscellaneous Services
 1. Assist with Stormwater Ordinances, Rules and Regulations, and other regulatory document implementation;
 2. Stormwater Compliance Monitoring and Assessment;
 3. Illicit discharge investigations and development of Illicit Discharge Detection and Elimination (IDDE) plans;
 4. Development of Operating and Maintenance (O&M) Programs for storm drainage systems;

5. NPDES Phase II Permit implementation support;
6. Budget development for plans and projects;
7. Coordination with regulatory agencies, such as the U.S. Army Corps of Engineers, Washington State Department of Fish & Wildlife, Ecology, Tribes, the City's Planning and Community Development Department, and others as needed;
8. Development and implementation of education and public outreach to various audiences, such as City departments and employees, City residents, etc.;
9. Presentation of plans and strategies to the City Manager, City Council, and other departments to demonstrate need for investing in projects;
10. Assistance as needed in development of department stormwater management plans, monitoring plans, and watershed improvement plans that incorporate strategies to meet Total Maximum Daily Loads (TMDL) pollutant reduction goals;
11. Provide third-party review of technical reports and/or plans; and
12. Ensuring the City is in compliance with all State and Federal laws, rules, regulations, and standards.

Potential deliverables for this task include:

- *Engineering and environmental studies, evaluations, review and analysis of previous related work, technical memos, reports, and recommendations. All reports shall include a draft version, submitted to the City's Project Manager for review comments, and a final version that addresses the City's comments on the draft, as well as backup documentation and data (such as GIS files, spreadsheets, databases, modeling files and results, etc.); and*
- *Plans, specifications, and estimate (PS&E's) for all necessary engineering disciplines at multiple design phases. Each phase revision shall address the City's comments on the previous phase documents. The final submittal shall include any CAD files.*

Contract Term

The term of this contract shall be from the date of execution through midnight December 31, 2023.

Estimated Budget

The primary source of funding will be \$150,000 per calendar year from the Surface Water Management Fund Professional Services object for miscellaneous on-call services during the contract term. This contract will also include tasks for design services to support projects listed under the Surface Water Capital Fund, including up to \$158,967 to develop design for the 25th Ave NE Ditch Improvements between NE 177th and 178th Streets, and up to \$56,275 for the continuation of the 25th Ave NE Flood Reduction Improvements..

Price Adjustment

In order to protect the interest of the City and to give the consultant a reasonable basis for cost negotiations, a price adjustment feature is incorporated into the specifications and contract documents and shall be binding on the Consultant and the City. Pricing (consultant rates) shall remain firm from contract execution through December 31, 2021. For the remaining years of the contract, pricing may be adjusted each annually, effective on January 1 of each year, based on

the change in the Seattle All Urban Consumer Price Index (CPI) in the June over June index data. Consultant request for contract adjustment shall be submitted by the Consultant on or before October 1 of each calendar year.