

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute an Amendment to the Professional Services Agreement with Perteet, Inc. in the Amount of \$314,007 for 30% Design of the 175 th Street (Stone to I-5) Project
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:

The 2021-2026 Capital Improvement Plan identifies a project along N 175th Street from Stone Avenue N to Interstate 5. The project will maintain levels of service and promote safety by widening the roadway, constructing multi-modal improvements along the full length of the corridor, revising roadway channelization and providing intersection improvements at N 175th Street and Meridian Avenue N.

Project delay and other changes due to the COVID-19 pandemic have led to increased design and public outreach costs. The duration of 30% design development has been extended by 16-months and the approach to public outreach was revised in response to the pandemic.

The project scope must also be modified to review the feasibility for utility undergrounding along the corridor. On February 1, 2021, Council approved the preferred design concept for the corridor. As part of the approval, Council directed staff to develop design for utility undergrounding to the 30% design level. Design for undergrounding was not included in the original contract.

Staff is requesting that the City Council authorize the City Manager to execute Amendment No. 1 to Contract No. 9175 with Perteet Inc. for design, environmental and right-of-way services related to the 175th Street (Stone to I-5) Project. The amendment will provide additional scope and funding for the City's agreement with Perteet. The proposed scope of work for this Amendment is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT:

The 2021-2026 Capital Improvement Program includes the summary of funding for the project:

EXPENDITURES

Design

Staff and Other Direct Expenses	\$400,000.00
Preliminary Design Contract - Perteet No. 9175	\$1,483,824.00
Perteet No. 9175.01 - This amendment	\$314,007.00
Final Design Contract	\$2,800,000.00

Right of Way \$6,000,000.00

Construction \$32,300,000.00

TOTAL **\$43,297,831.00**

REVENUE

Design

WSDOT Surface Transportation Program	\$3,546,500.00
Transportation Impact Fees	\$11,536,794.00
Future Funds	\$28,224,199.00

TOTAL **\$43,307,493.00**

The project design phase is fully funded by a federal Surface Transportation Program (STP) grant and the City's transportation impact fee (TIF) revenue. The STP grant provides 86.5% of the total cost, with TIF funding providing the required 13.5% match to STP funds. This amendment fits within the project budget for the design phase. Right-of-way costs are expected to be funded with TIF funds as well, while the construction phase is unfunded. TIF funds are also available to provide match for grants.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Amendment No. 1 to Perteet, Inc's professional services contract in the amount of \$314,007 for a total contract amount of \$1,797,831 for engineering design, right-of-way and environmental permitting services for 30% design development of the 175th Street (Stone to I-5) Project.

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

BACKGROUND

The N 175th Street project, from Stone Avenue N to Interstate 5 (see Attachment B, Project Vicinity Map) is intended to support growth and promote safety by widening the roadway, constructing multi-modal improvements along the full length of the corridor, revising traffic channelization, and providing intersection improvements at N 175th Street and Meridian Avenue N. This project is also designated as one of seven growth projects in the City's Transportation Master Plan and is eligible to utilize transportation impact fees (TIF) for the required local funding match against the federal Surface Transportation Program (STP) grant funds.

The N 175th Street Project will provide mobility and safety improvements to pedestrians, cyclists and drivers using this corridor. Planned improvements include reconstruction of the existing street to provide two traffic lanes in each direction; medians and turn pockets; bicycle lanes; a shared-use path; curb, gutter, and sidewalk with planter strip where feasible; illumination; landscaping; and retaining walls.

Intersections with high accident rates will also be improved as part of this project. The Meridian Avenue N and N 175th Street Intersection will be improved with a new traffic signal system, pedestrian facilities and turn lane configuration. A new signalized pedestrian crossing will be installed at the intersection of Ashworth Avenue N and N 175th Street, and the existing signalized pedestrian crossing at Wallingford Avenue N and N 175th Street will be improved.

On June 4, 2018, the City Council authorized the City to enter into an agreement with the Washington State Department of Transportation (WSDOT) to accept \$3,456,500 in federal STP grant funds for the design of this project. The staff report for this Council action can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2018/staffreport060418-7d.pdf>.

On January 28, 2019, Council authorized the City Manager to enter into an agreement (contract No. 9175) for engineering consultant services with Perteet, Inc. for analysis, design, assistance in community outreach and stakeholder engagement, preparation of cost estimates, and identification and procurement of right-of-way. The staff report for this Council action can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport012819-7d.pdf>.

On July 13, 2020, staff presented a project update to the City Council which include a summary of the initial phase of project public outreach (Phase 1 Public Outreach) and presentation of the draft design concepts. The staff report for this Council presentation can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2020/staffreport071320-9b.pdf>.

On February 1, 2021 Staff presented the preferred design concept for the corridor to the City Council, which the Council approved. Staff also requested guidance from the City Council for the inclusion of utility undergrounding along the corridor. The Council

directed staff to develop design for utility undergrounding to the 30% design level. Once 30% design is complete, staff will provide more accurate cost data for undergrounding and more refined data for how undergrounding may impact construction phasing and other project elements. Staff will provide more information about utility undergrounding at a later date. The February 1, 2021 staff report can be viewed at the following link: <http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2021/staffreport020121-8a.pdf>.

DISCUSSION

The need for this amendment to the City's agreement with Perteet, Inc. has been generated by project delay and unforeseen project delivery impacts due to the COVID-19 pandemic. The City's professional services contact with Perteet included an assumed 14-month duration for developing 30% design documents and the associated environmental, right-of-way, and public outreach tasks. An extension from 14-months to 30-months was required due to City staffing changes and the availability of project management resources. During the second half of 2019, progress on the project was slowed; however, Perteet was still required to provide project management services for the extended duration.

In the first quarter of 2020, rapid progress was made for preparation to kick off the second phase of public outreach. Shortly after the outreach efforts were set in motion, the COVID-19 pandemic came into full view and it became clear that public outreach could not be executed as planned, as in-person meetings could not be safely conducted. As a result, public outreach was placed on a temporary hold as the Governor's Stay Home Stay Safe order was enacted and staff determined how to bring the project outreach approach into alignment with City and State requirements.

Staff decided to move forward with Phase 2 Public Outreach by transitioning all in-person events to virtual meetings. To facilitate the transition, the consultant team was required to abandon much of the preparation that had been executed for in-person public outreach. The consultant team updated charters and planning documents with the new virtual project approach for outreach. Additional meetings, meeting scheduling, and coordination was added to the scope of services to verify that all stakeholders would be adequately addressed.

Additional scope is required to provide the 30% design of utility undergrounding. Per SMC Section 13.20.050, utilities may remain overhead unless Council designates them for undergrounding. This code applies to capital improvement projects that meet the impacts, size, and scope of the 175th Street Stone to I-5 Project. Council has provided direction to proceed to 30% design of utility undergrounding. Once 30% design is achieved, staff will seek additional guidance from Council to determine if undergrounding should be included in the final project scope.

COUNCIL GOAL(S) ADDRESSED

This project supports Council Goal 2: "Improve Shoreline's infrastructure to continue the delivery of highly-valued public service," and Council Goal 3: "Continue preparation for regional mass transit in Shoreline."

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RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute Amendment No. 1 to Perteet, Inc's professional services contract in the amount of \$314,007 for a total contract amount of \$1,797,831 for engineering design, right-of-way and environmental permitting services for 30% design development of the 175th Street (Stone to I-5) Project.

ATTACHMENTS

Attachment A – Supplement #1 Scope of Services
Attachment B – Project Vicinity Map

EXHIBIT A

Supplement #1 Scope of Services

175th Street – Stone Avenue to I-5 Improvement Project

March 2021

City of Shoreline



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EVERETT, WA 98201
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EXHIBIT A

Supplement #1 – Scope of Services
175th Street – Stone Avenue to I-5 Improvement Project
City of Shoreline

INTRODUCTION

Under the City of Shoreline’s 175th Street – Stone Avenue to I-5 Improvement Project, the City has requested the Consultant provide extra services which were not provided in the original Consultant’s Agreement. The need for extra services has been identified as the project design is progressing and in response to City-requested schedule changes and unforeseen impacts brought on by the COVID-19 pandemic. In 2020, the initial project schedule of fourteen (14) months for all three phases was extended to thirty (30) months. The COVID-19 pandemic requires additional coordination with the City to determine new approaches to community engagement during Phase 2, as well as the additional expenditure of Consultant budget through the coordination of and participation in out of scope activities. As result, the Consultant requires additional effort to complete the Scope of Services up to the preferred preliminary design concept milestone.

Extra services include additional coordination with the City, community engagement and outreach materials, property owner meetings, preliminary alternative cost estimates, Council assistance, additional franchise utility design and coordination, and additional deliverables for developing the concept alternatives.

Consultant’s services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. Consultant will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline tasks at the discretion of the Consultant, provided that the total contracted amount is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

GENERAL SCOPE OF SERVICES

The overall purpose of this Scope of Services is to have the Consultant provide for the extra services requested by the City. The following major tasks will be included and supplemented to the original Scope of Services and completed by the Consultant:

(The task numbers below correspond to the original Scope of Services.)

Task 1 – Project Management

Task 2 – Community Engagement

Task 4 – Geotechnical Investigations (HWA)

Task 5 – Conceptual Design and Alternatives

Task 10 – Franchise Utility Design and Coordination

Task 11 – Right-of-Way Plans and Preliminary Costs

The extra services are identified in the detailed Scope of Services below.

SCOPE OF SERVICES DEFINED

Task 1 – Project Management

Due to the time extension of the original Agreement, extended by fourteen (14) months, the Consultant will provide additional project management services related to this project.

Additional project management services include:

1.1 Coordination with City of Shoreline

Consultant will continue to coordinate with the City of Shoreline on a regular to basis to keep the City's project manager informed about project status of the additional services. Regular communication with the City will occur on a weekly basis, including meeting agendas and meeting minutes via OneNote.

The Consultant will attend up to thirty-two (32) one-hour online meetings in addition to the original eighteen (18) project status meetings. These meetings held under this work element will include the following participation by the Consultant team:

- Up to thirty-two (32) meetings attended by the Consultants with up to three (3) staff from the Consultant team.
- Subconsultant attendance at meetings related to design work will be included under those individual design tasks.

1.2 Project Schedule, Budget, and Team Management

The Consultant will update the project schedule, up to five (5) additional times, depending on the direction of the project. Under this Task, the Consultant will continue to manage the Consultant budgets, monitor staff and subconsultant, manage change and prepare amendments, and monitor work progress under this subtask.

1.3 Progress Reports, Invoices, Underutilized Disadvantaged Business Enterprise (UDBE) Reporting

The Consultant will prepare additional monthly progress reports for the extension of time.

Deliverables:

- Project Schedule (Microsoft Project format) and up to five (5) additional for total of (7) seven updates
- Project Meeting Agendas and notes/action items for up to thirty-two (32) additional meetings
- Sixteen (16) Additional Monthly Invoices and Progress Reports
- UDBE Status Report

Task 2 – Community Engagement

The need for extra services has been identified as the project design is progressing and in response to City-requested schedule changes and unforeseen impacts brought on by the COVID-19 pandemic. The ensuing Scope of Services for community engagement accounts reflects the change in direction to adhere to current CDC and Health Department guidelines for COVID-19 for the second and third phases of outreach.

2.1 Communications Plan

The communications plan developed under the original Scope of Services and associated detailed public engagement schedule will be modified to address schedule changes and to highlight how the City's approach to outreach changed due to the COVID-19 pandemic. This task also includes ten (10) meetings with the City and the Consultant team to adjust the public engagement approach for Phase 2.

The Phase 2 public engagement schedule revisions include:

- Summer of 2019 the priority of the project was downgraded as City staff and Council were occupied with other priorities and a new schedule was developed to restart the project in October 2019.
- In October 2019, the team kicked off Phase 2 of public outreach and working towards a community workshop planned for February 2020.
- In early November 2019, City project manager Don Ranger resigned. Bob Earl took over until a new project manager could be identified. As result of the added staffing demands, the community workshop planned for February 2020 was further delayed.
- In late January 2020, Leif Johansen took over as project manager for this project and the team began working towards the Phase 2 community meeting anticipated in Spring 2020.
- In February and March of 2020, the team transitioned the in-person public engagement planned for Spring 2020 to be held virtually in the summer of 2020.

2.2 Stakeholder Interviews and Briefings

The Consultant will support City staff to follow-up with stakeholders contacted during Phases 1 and 2 via email to share project updates and document any stakeholder feedback, concerns, or questions.

2.3 Property Owner and Tenant Outreach

The Consultant will support City staff to proactively follow-up with adjacent and impacted property owners and tenants. The purpose of this is to follow-up from earlier property owner and tenant outreach to provide an overview of the design concept and provide information about the timeline for decisions regarding property acquisition process and potential construction timeline.

Additional property owner and tenant outreach Consultant activities include:

Phase 1 – During Phase 1, the Consultant will develop a survey (online and hard-copy formats) for property owners to complete at the property owner and tenant drop-in session.

Phase 2 – During Phase 2 property owner outreach, the Consultant will support the City by developing and sending two (2) mailings to all impacted property and owners requesting meetings to discuss the project's

impacts, as well as one (1) mailing to non-impacted property owners. These were originally scheduled to be in-person meetings; however, due to the COVID-19 pandemic these meetings will take place virtually, which requires additional coordination and planning with the City. The Consultant will sort and organize property owner and tenant data to ensure mailings arrive at the correct addresses. The Consultant will also conduct two rounds of follow-up phone calls to non-responsive property owners to schedule meetings. The Consultant will lead scheduling of property owner meetings utilizing the Acuity Scheduling website and establish internal systems to coordinate directly with property owners, City staff, and other Consultant staff to schedule meetings. The Consultant will review and organize materials prior to meetings, attend all meetings, and prepare detailed meeting notes.

Phase 3 – The Consultant will develop and support the City to send one (1) mailing to all impacted property owners and one (1) email to property owners the City met with during Phase 2 to let them know about the preferred alternative. If property owners request a meeting or discuss the design or property acquisition process, the Consultant will support the City with coordinating, tracking, and attending meetings.

Prior to sending a mailing or email, the Consultant will search records in the King County Parcel Viewer to determine if any of the impacted properties have changed owners since Phase 2 engagement. If a property has a new owner, the Consultant will contact the owner(s) to offer an individual briefing to provide an overview of the project, explain the impacts to the property, and provide details on the timing and process for property acquisition.

2.4 Public Events

Public events provide an opportunity for the broader community to meet in-person with project staff and offer meaningful input at key decisions points as a part of the preliminary design phase.

Additional Consultant public events activities include:

- **Online Public Event #2, July 2020 (Design Concepts and Evaluation) Webinar:** The second public event was to be an open house format to share potential corridor design concepts and how they were evaluated. Prior to the onset of COVID-19, the Consultant began coordination for an in-person open house but shifted to planning the event as an online webinar.
- **Online Public Event #3, April 2021 (Preferred Design Concept) Webinar:** The third and final public event will be a public webinar rather than an in-person public meeting to share the preferred preliminary design for the corridor.

The Consultant will support the City to develop an online webinar, where design team members will give a presentation on the preferred concept followed by a facilitated question and answer period where participants can ask questions and provide feedback on the design concept.

The Consultant will develop a meeting plan, materials, and agendas for each public meeting. The Consultant will also set up, staff, and facilitate all public meetings. Support will also include scheduling, leading meeting logistics, determining room layout, providing event equipment and supplies, and documenting input received.

2.5 Outreach Materials

Additional Consultant outreach materials activities include:

Phase 1 – During Phase 1, the Consultant will develop an additional flyer for survey contractors during field work in the event community members have questions about their work or the project. The Consultant will also develop additional project notifications via the City's Currents, *Alert Shoreline*, and social media content.

Phase 2 – The Consultant will develop additional project notifications via the City's Currents, *Alert Shoreline*, and social media content. The Consultant will also develop a postcard notification, which includes text, graphics, and mail house coordination.

Phase 3 – The Consultant will develop content and provide graphic design support for **project materials and notifications**. The Consultant will also develop content for the City to post on the project webpage. Notifications will include the development of roadway signs, City's Currents, *Alert Shoreline*, social media posts, and project postcard mailers. Material content can also be provided to local organizations and media sources, neighborhood associations, and key stakeholders to use in their own independent avenues for communicating with the community.

The Consultant will also support updating materials (project fact sheet, FAQs document) and notifications (City webpage, City's Currents, *Alert Shoreline*, and social media posts) once public input has been received on the preferred design concept. The Consultant will also support the development of a poster or fact sheet box that will be displayed prominently in the project area to share the latest project information once the preferred design is submitted to Council.

The Consultant will also support the City to proactively **translate materials** into languages spoken at home for populations who are limited-English speaking in the project area.

Assumptions:

- Fourteen (14) additional months of outreach support.
- Phase 3 stakeholder outreach will be provided via email update offering briefings only if requested. If briefings are requested, they will occur via phone or online video conference. One (1) outreach staff will attend each of the stakeholder interviews and/or briefings along with a City representative and a technical team member.

Deliverables:

- Develop form/survey for property owners to fill out during Phase 1 Property Owner/Tenant drop-in session
- Detailed Phase 2 public engagement schedule including material development and review deadlines, preparation meetings, and outreach publications
 - Seven (7) drafts and one (1) final
 - Weekly status updates for current review priorities and upcoming review priorities
- Develop Phase 2 property meeting briefing packet and meeting note template
- Scheduling meeting agenda and attendance/facilitation for two (2) meetings to prepare for Phase 2 and Phase 3 property owner meetings

- Scheduling, meeting agenda, and attendance/facilitation (two [2] staff and one [1] facilitator) for twenty-two (22) property owner meetings during Phase 2
- Scheduling, meeting agenda, and attendance/facilitation (two [2] staff and one [1] facilitator) for up to three (3) property owner meetings during Phase 3
- Phase 3 follow-up emails to property owners
 - One (1) draft and one (1) final email
- Update adjacent property owner spreadsheet with a review of the King County Parcel Viewer to see if the twenty-nine (29) impacted parcels have changed owners due to additional time added to the public engagement phase of the project
- One (1) draft and one (1) final summary for Phase 2 property owner meetings to be included in final Outreach Summary Report
- One (1) draft and one (1) final summary for Phase 3 property owner meetings to be included in final Outreach Summary Report
- Coordination of and staff support and/or facilitation (two [2] staff and one [1] facilitator) for two (2) public webinars
 - Two (2) webinar plans
 - Two (2) public webinar agendas
 - Two (2) facilitation guide/annotated agendas
 - Four (4) team preparation meetings
- Increased coordination and additional rounds of reviewing materials due to adjustment for COVID-19 impacts for two (2) online open houses, two (2) surveys, and related comment exports and analytics.
- Materials and notifications (one [1] draft and one [1] final of each)
 - Fact sheet (initial and three [3] updates) and increased coordination and rounds of review to adjust for COVID-19 impacts
 - FAQ (initial and three [3] updates) and increased coordination and rounds of review to adjust for COVID-19 impacts
 - *Currents* content and coordination during Phase 1 and 2 and 3
 - *Alert Shoreline* during Phase 1 and 2 and 3
 - Social media during Phase 1 and 2 and 3
 - Develop a form/survey for property owners to fill out during Phase 1
 - Individual property owner exhibits illustrating Concept A and Concept B for 30 properties along the 175th corridor – draft and final

Deliverables that were included in the original contract that were eliminated:

- Materials and notifications (one [1] draft and one [1] final of each)
- Display boards (ten [10] per public meeting, or up to twenty [20] total)
- One (1) traveling display, including placement at local gathering places
- Coordination and staff support (two [2] staff and one [1] facilitator) for up to four (4) property owner and tenant drop-in sessions (i.e., to provide alternative times/days of the week over two [2] rounds of drop-in sessions)

- One (1) mailing list for both the physical and taxpayer address for adjacent parcels and three (3) property owner and tenant letters
- Three (3) property owner drop-in session plans
- Three (3) drafts and three (3) property owner and tenant drop-in session summaries
- Interpreter coordination for six (6) drop-in sessions
- Scheduling of two (2) rounds of twelve (12), or twenty-four (24) total follow-up briefings
 - One (1) draft and one (1) final set of stakeholder interview questions
 - Two (2) stakeholder interview/briefing packets
 - Attendance at twenty-four (24) follow-up briefings
 - Two (2) drafts and two (2) final follow-up stakeholder briefings summaries

Task 4 – Geotechnical Investigations (HWA)

4.2 Phase 1 and 2 Geotechnical Explorations

The original scope and budget assumed that most borings would be drilled outside of the travel lanes along 175th (behind sidewalks) and during the daytime hours. City comments on the exploration plan combined with the location of subsurface utilities requires HWA to shift eleven (11) of the fourteen (14) borings into the roadway and requires at least one (1) of the drilling days to shift to night drilling. Additionally, due to subsurface utility locations near two of the critical borings requires the use of a vactor truck to safely drill at those two locations.

HWA has cut costs in other areas to address the budget overruns with the borings as described below.

- **Conduct Pavement Coring:** HWA will core the pavement at eight (8) locations along the project alignment. Two pavement cores were eliminated from the original scope to reduce costs due to redundancy with borings within the roadway.

Task 5 – Conceptual Design and Alternatives

5.2 Concept Alternatives Development

Based on the information gathered regarding existing condition and future development in addition to feedback from the first series of stakeholder meetings and open house, the Consultant will develop additional cross-section solutions, alignment solutions and horizontal alignment solutions to blend the various alternatives developed. It is assumed that there will be minor modifications to each of these solutions after each set of meetings.

In support of the concept development, the following tasks will also be performed:

- Planning Level Opinion of Costs include items related to:
 - Site Preparation and Earthwork
 - Roadside Development
 - Motorized and Non-Motorized Facilities
 - Stormwater Design:
 - Storm sewer catch basin types, pipe size, and lengths
 - Structure excavation Class B including haul
 - Stormwater Treatment

- Structures
 - Remove and replace cantilever sidewalk along Ronald Bog
 - Retaining Walls, including costs for excavation, backfills, etc.
- Traffic:
 - Remove existing signal systems
 - Modified signal systems
 - Revisions to existing ITS systems
 - Roundabout pedestrian signal systems
- Costs associated with Right-of-Way Planning Level Opinion of Costs are included in Task 11.5
- City Council Concept Approval Assistance

Assumptions:

- Preliminary level opinion of costs will be for the purposes of comparing alternatives only. Pertee's standard planning level opinion of cost format will be used and the opinion of costs may be provided as a range if appropriate.

Deliverables:

- Planning Level Opinion of Costs for the following concepts:
 - Roundabout Alternative at Meridian Avenue
 - Modified Signal Alternative at Meridian Avenue
 - Concept A
 - Concept B
- Ten (10) Concept Roll Plots, including cross-sections for design workshops and City review
- Materials for City Council Approval
 - Strip map of Preferred Concept
 - Project Narrative

Task 10 – Franchise Utility Design and Coordination

10.2 Relocation Coordination, Design, PS&E

The overhead utilities on the north side of 175th Street, from Shoreline City Hall east to Stone Way will need to be considered for relocation as part of this project. Per City Council's direction, the Consultant will complete a 30% design and opinion of cost for undergrounding these overhead utilities in an underground Joint Utility Trench (JUT). In addition to the overhead utilities, it is anticipated that other underground utilities in the corridor will need to be relocated due to project design conflicts and it is assumed that these other utilities will choose to be included in the JUT. The Consultant will coordinate with Seattle City Light (SCL) and the other respective utility franchises (telephone, cable, etc.) on location, placement and requirements within the JUT and associated design details, including number and size of conduits, width, and depth.

10.2.1 Franchise Utility Design Coordination

The Consultant will coordinate with the franchise utilities in the corridor to determine the underground JUT needs via virtual meetings, emails, and phone calls. The Consultant will coordinate with the utilities to determine locations, design and installation requirements, and to discuss other relocation needs. Topics at these meetings to be covered include anticipated project impacts and schedule, any planned future utility infrastructure, potential conflicts (based on 30%) and the franchise utility anticipated resolution, and preliminary timeframes required for any anticipated utility relocations.

This includes additional coordination required for undergrounding by email and telephone regarding design questions, and coordination of items during the 30% design process. The Consultant will set up meeting times and locations, prepare meeting agendas, and prepare meeting minutes.

The utility franchises shall be responsible for identifying their existing infrastructure prior to design. If franchise utility plans conflict with existing basemap information, the Consultant will update with whatever information is deemed to be more accurate based on coordination with the franchise. The Consultant will not perform any additional field work or survey to rectify any conflicts between the basemap and franchise utility plans. Additional field work or survey could be added via a contract supplement.

Assumptions:

- Franchise utilities will provide a record drawing to the Consultant
- Franchise utilities will provide pole, vault, hand hole/junction box specifications for inclusion into the project documents.
- Design coordination with franchise utilities is for conduit space in the JUT and for location of vaults and junction boxes/hand holes. Actual franchise utility relocation will be done by the franchise utility.
- The Consultant will attend up to five (5) virtual meetings and will be attended by up to two (2) Consultant staff members per meeting, for design coordination.

Deliverables:

- Meeting Agenda for coordination meetings, submitted via e-mail
- Meeting Minutes from coordination meetings, submitted via e-mail in PDF format

10.4 Underground Utility Design (30% PS&E)

This element of the work includes additional efforts to design and coordinate the preliminary undergrounding of existing overhead utilities with utility stakeholders, including Seattle City Light. Overhead power is assumed to be limited to distribution lines only. Overhead transmission line poles (if any) will be relocated and remain above ground.

Design at 30% will be limited to planimetric layout and vault locations on roll plots at 1-inch = 40-foot scale for undergrounding of utilities. Profiles and relocation details will be prepared in the future final design phase. It is assumed that SCL will provide guidance on the design for undergrounding of their facilities, including general vault locations. The Consultant will coordinate directly with the remaining franchise utilities (other than SCL) in the corridor to determine remaining utility undergrounding needs, including number and size of conduit, space within the JUT, vault and junction box/hand hole locations. If other utilities need to be relocated due to conflicts by

the proposed design, the Consultant will coordinate with those utilities to determine potential locations and design requirements, and to discuss other relocation needs.

The preparation of exhibit plans showing horizontal utility conflicts, JUT plans, profiles, typical sections and details are not included in this scope of services. In addition, if franchise utilities request other relocations or new services that cannot be included in the JUT, inclusion of the facilities in the 30% design may be accommodated as an additional service by the Consultant and as a supplement to this Agreement.

A preliminary opinion of cost, based on coordination with each utility franchise, will be prepared for this anticipated relocation with a 30% contingency. This 30% level design and opinion of cost will be submitted to the City and utility franchises for review. Up to two (2) refinements of this plan and cost will be based on comments from the franchise utilities to be used in the future final design phase. It is assumed that SCL will be the lead franchise for development of the JUT. This subtask includes coordination by email and telephone regarding design questions and coordination of items during the 30% design process.

Assumptions:

- Opinion of Construction costs will be shown on a separate bid schedule for the JUT
- Utility potholing is not included in this contract.
- Preparation of plan sheets by the Consultant are for franchise utilities to be located in a JUT only. If franchise utilities request other relocations or new services that cannot be included in the JUT, inclusion of the facilities in the Consultant prepared plans, and contract documents, may be accommodated as an additional service by the Consultant and as a supplement to this Agreement.
- Based on the Preliminary Engineering (10%) design, the Consultant will prepare a Utility Space Plan illustrating potential locations for franchise utilities to relocate underground.

Deliverables:

- One (1) draft Utility Space Plan for City review and comment submitted via e-mail in PDF format.
- One (1) final Utility Space Plan submitted via e-mail in PDF format.
- 30% JUT plans (half-size – 11" x 17"), including details. This assumes up to eight (8) plan sheets at a scale of 1-inch = 40-feet, and two (2) detail sheets
- 30% Opinion of Cost in PDF format, including backup
- All deliverables identified will be included in the Consultant's PS&E submittals. The Consultant will provide PDF copies of deliverables to the franchise utilities

Task 11 – Right-of-Way Plans and Preliminary Costs (USF)

11.3 Property Owner Meetings

In addition to the individual property owner meetings, the right-of-way consultant will attend preparation meetings and participate in Community Engagement Phase 2 webinar.

Deliverables:

- Provide preparation assistance and participation in webinar

11.5 Preliminary Right-of-Way Acquisition Cost Estimate

In addition to the one (1) Preliminary Right-of-Way Acquisition Cost Estimate included in the original Scope of Services, the right-of-way consultant shall prepare two (2) Preliminary Right-of-Way Acquisition Cost Estimates for Concept A and Concept B as requested by the City.

Deliverables:

- Provide two (2) additional Preliminary Right-of-Way Acquisition Cost Estimates for alignment alternatives

ADDITIONAL (OPTIONAL) SERVICES

The Consultant may provide additional services as directed by the City which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the City and a supplement to the contract.

SERVICES NOT INCLUDED IN THIS SCOPE OF SERVICES

1. Preparation of PS&E Design beyond 30%.
2. Bid support.
3. Construction management services.

DESIGN CRITERIA

The design criteria shall remain the same as that established under the original Scope of Services.

Changes in any design standards or requirements after work has begun may result in extra services.

ITEMS TO BE FURNISHED BY THE CITY

The City will provide the following items and services to Consultant that will facilitate the preparation of the plans and studies within the limits of the project. Consultant is entitled to rely on the accuracy and completeness of the data furnished by others.

- Coordination/scheduling of meetings with City staff.
- Timely reviews of design submittals (assumed to be three [3] weeks each).

PROJECT DELIVERABLES




The documents, exhibits, or other presentations for the work covered by this Agreement (“Documents”) shall be furnished by the Consultant to the City upon completion of the various phases of the work. Whether the Documents are submitted in electronic media or in tangible format, any use of the Documents on another project or on extensions of this project beyond the use for which they were intended, or any modification of the Documents, or conversion of the Documents to an alternate system or format shall be without liability legal exposure to the Consultant: City shall assume all risks associated with such use, modifications, or conversions. Consultant may remove from the electronic Documents delivered to City all references to Consultant’s involvement and will retain a tangible copy of the Documents delivered to City which shall govern the interpretation of the Documents and the information recorded. Electronic files are considered working files only –

Consultant is not required to maintain electronic files beyond 90 days after final project billing, and makes no warranty as to the viability of electronic files beyond 90 days from date of transmittal.













See deliverables under each task for those items the Consultant will provide.

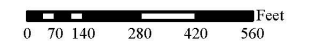
N 175th St Stone Ave N to I-5

Map Feature

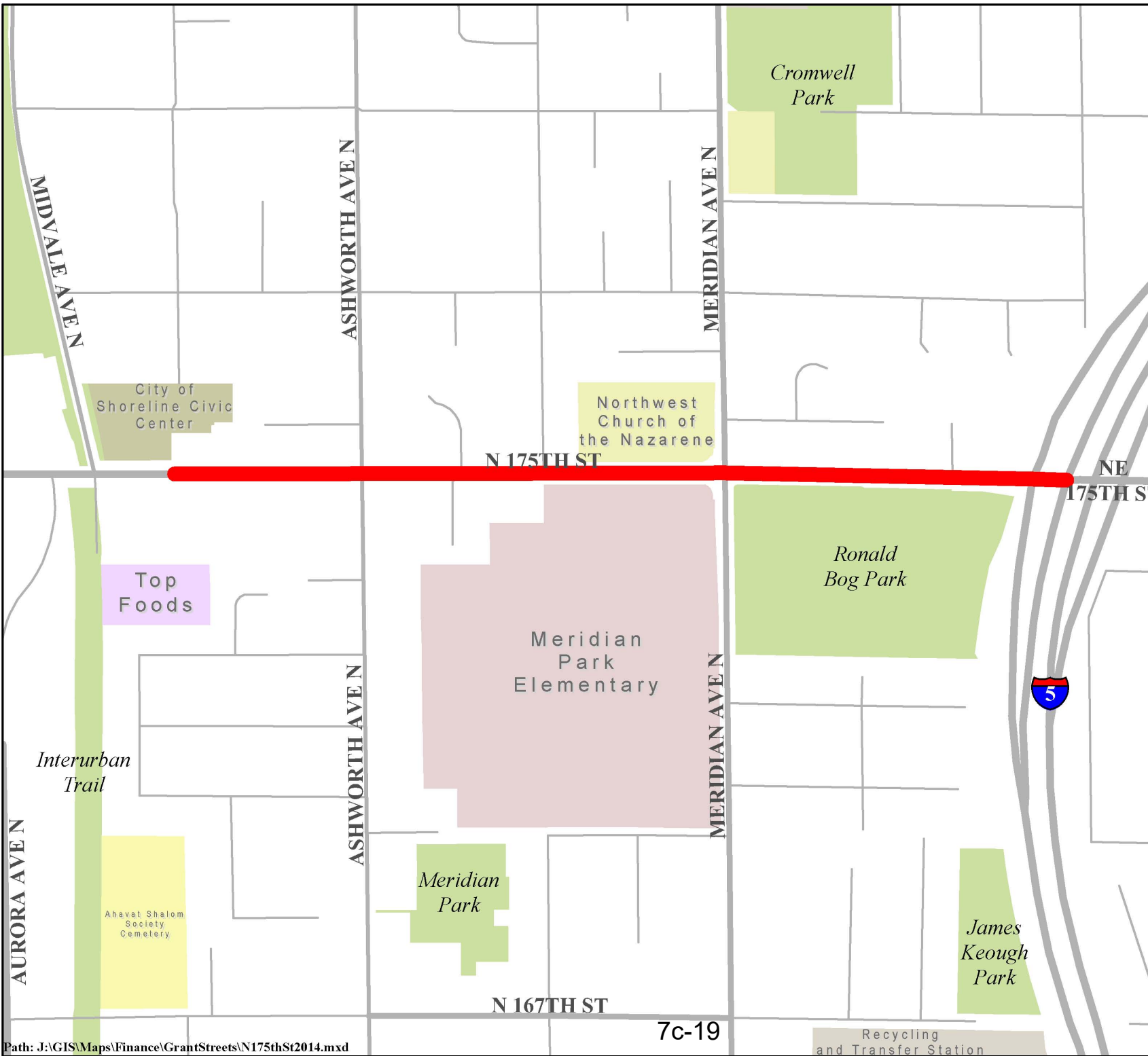
-  N 175th St Project
-  Other City Park
-  City of Shoreline Park

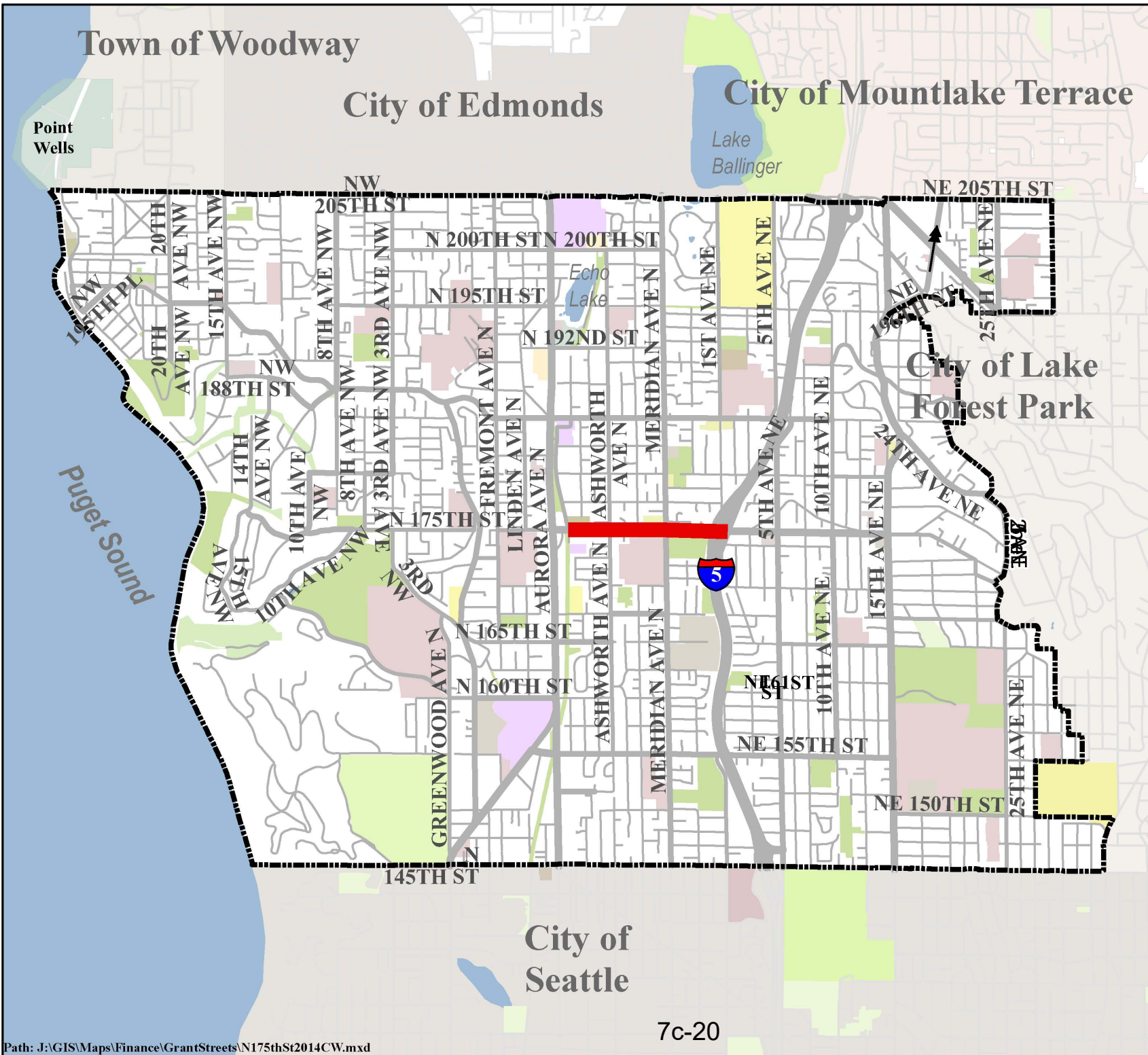
Landmark

-  Cemetery
-  Commercial
-  Facility
-  Golf Course
-  Government
-  Library
-  Open Space
-  Other
-  Recreation
-  Religious
-  School
-  Transportation



User: jclark
Date: 3/11/2014





N 175th St Stone Ave N to I-5

Map Feature

- N175th St Project
- Other City Park
- City of Shoreline Park

Landmark

- Cemetery
- Commercial
- Facility
- Golf Course
- Government
- Library
- Open Space
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- Religious
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- Transportation

