

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \$251,389 for Design of the 20 th Avenue NW New Sidewalk 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:

Shoreline residents approved an increase in the Sales and Use Tax in 2018 to design and construct new sidewalks. The ballot measure included twelve specific locations for new sidewalk. DOWL is one of two consultants that has been selected to support staff in the delivery of this program and they designed the first sidewalk project in the voter approved sidewalk program. Under this contract DOWL will develop a design for the next sidewalk project, 20th Avenue NW (NW 190th – NW 195th Street). Staff is requesting that the City Council authorize the City Manager to execute a contract with DOWL in the amount of \$251,389 to complete this sidewalk design.

RESOURCE/FINANCIAL IMPACT:

The ballot measure requires all projects be funded with bond revenue that is then repaid 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 amount is within that authorized budget. The project cost and budget summary for the design phase is as follows:

EXPENDITURES

Staff and other Direct Expenses	\$ 30,000
<i>DOWL – Design Contract</i>	\$ 251,389
Real Estate Acquisitions	\$ 20,000
Contingency	\$ 10,000
Total Expenditures	\$ 311,389

REVENUE

Bond Revenue	\$ 311,389
Total Revenue	\$ 311,389

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$251,389 for design of the 20th Avenue NW New Sidewalk Project.

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

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 twelve 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 5th Avenue NE from NE 175th Street to NE 182nd Street.](#)
- [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 1st Avenue NE from NE 192nd Street to NE 195th Street.](#)

This contract will provide a design for the next sidewalk project along 20th Avenue NW from NW 190th to NW 195th Street. This will be the third of twelve voter-approved sidewalk routes part of the new sidewalks program.

DISCUSSION

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, DOWL, LLC was identified to provide the design services for the 20th Avenue NW Sidewalk project. Attachment A to this staff report includes the scope of work for this proposed contract. The scope of work involves the design of sidewalk on one side of 20th Avenue NW from NW 190th to NW 195th Street as well as infiltration facilities to address the existing flooding and ponding issues along 20th Avenue NW. The surface water improvements will be funded from the surface water utility funds and the facilities are currently at a 60% design level.

The alternative to awarding this design contract to DOWL, LLC is to not authorize this contract, which would result in not proceeding with the design of the next sidewalk project. 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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<u>Bond Revenue</u>	<u>\$ 311,389</u>
Total Revenue	\$ 311,389

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a professional services contract with DOWL, LLC in the amount of \$251,389 for design of the 20th Avenue NW New Sidewalk Project.

ATTACHMENTS

Attachment A – DOWL, LLC Contract Scope of Work

City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street)
Sidewalk Project
EXHIBIT A: SCOPE OF WORK

This project will be completed under the Professional Services Agreement between the City of Shoreline (CITY) and DOWL, LLC. (CONSULTANT), for the 20th Ave NW (NW 190th Street – NW 195th St) New Sidewalk Project.

Project Description

This project includes the design of a new sidewalk on 20th Avenue NW, between NE 190th Street and NW 195th Street. Project elements will include the following:

- a) Construction of Curb, gutter, and a 10-foot wide shared use path on the west side of the road. The pathway will be concrete or permeable concrete.
- b) Installation of a new storm drainage system, as needed to support the proposed sidewalk.
- c) Installation of a new infiltration system, to alleviate existing ponding on 20th Ave NW within the project limits.
- d) Rechannalization of 20th Ave NW to include one 10' lane in each direction. Roadway reconstruction or overlay is not included, except as needed to install the proposed curb and gutter.
- e) Construction of ADA ramps on the west side of the street at NW 190th Street, NW 193rd Street, and NW 195th Street.
- f) Construction of fill walls, as needed to support the proposed sidewalk.
- g) Construction of 11 driveways to tie in the proposed sidewalk to existing driveways. It is assumed that Temporary Construction Easements (TCE's) will be required for all 11 driveways.
- h) Relocation of utility poles to support the proposed sidewalk construction.

Assumptions

- a) Walls are assumed to be less than three feet in height. Structural calculations will not be required.
- b) The project design will be completed within 9 months of Notice to Proceed.
- c) The project excludes the following:
 - i. Geotechnical Investigations. Design will be based on existing geotechnical information provided by the CITY.
 - ii. Environmental Review, including preparation of a SEPA Checklist.
 - iii. Dedicated bike lanes and major roadway rechannalization.
 - iv. Street overlay/reconstruction (except as needed to install new curb and gutter)
 - v. Intersection modifications.
 - vi. Significant Right-of-Way acquisitions.
 - vii. Undergrounding of power.

Project Fee Estimate

The CONSULTANT fee estimate is included as Exhibit B.

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

Standards / Design References

Work described in this Scope of Work will be performed by the CONSULTANT in accordance with the standards listed below; no order of precedence shall be established by listing.

City of Shoreline Publications

- City of Shoreline Engineering Development Manual

Washington State Department of Ecology Publications

- Stormwater Management Manual for Western Washington, current edition

Washington State Department of Transportation (WSDOT) Publications

- Standard Specifications for Road, Bridge, and Municipal Construction (M41-10), current edition
- Standard Plans for Road, Bridge, and Municipal Construction, (M21-01), current edition
- Design Manual (M22-01.14), current edition
- Roadside Manual (2017, M25-30.04), current edition
- Utilities Manual (2018, M 22-87.09), current edition
- Geotechnical Design Manual, current edition
- Amendments and General Special Provisions, current edition
- Standard Item Table, current edition
- Traffic Manual (M51-02), current edition
- Local Agency Guidelines (M36-63.34)
- Environmental Procedures Manual (M31-11), current edition

American Association of State Highway and Transportation Officials (AASHTO) Publications

- A Policy on Geometric Design of Highways and Street, current edition
- AASHTO Guide for Design of Pavement Structures, current edition
- AASHTO Guide for the Development of Bicycle Facilities, 4th Edition

U.S. Department of Transportation Publications

- Manual of Uniform Traffic Control Devices (MUTCD) for Streets and Highways, current edition

Other Publications / Design Guides

- Standards of the American Water Works Association
- American Public Works Association standards
- Americans With Disabilities Act (ADA), Title III regulations (28 CFR Part 36)
- Highway Capacity Manual 2010, Transportation Research Board
- NACTO Urban Bikeway Design Guide
- 2011 Public Right-of-Way Accessibility Guidelines (PROWAG)

Drawing Standards

- All drawings will be produced and submitted in AutoCAD and PDF format with design files prepared using Civil 3D 2020.
- Drawings will be developed using City of Shoreline drafting standards

1. PROJECT MANAGEMENT

1.1. General Project Management

The CONSULTANT will provide project management and administration, management of subconsultants, liaison with the CITY, scheduling, coordination, quality assurance and quality control, contract administration, filing and recordkeeping, and preparation of monthly invoices with progress reports.

1.2. Project Management Plan (PMP).

The CONSULTANT will prepare a Project Management Plan, which will include the following elements:

- a) Team Organizational Chart / Roles and Responsibilities
- b) Stakeholder Register / Stakeholder Management Plan
- c) Scope of Work
- d) Baseline Design Schedule
- e) Design Budget
- f) Quality Management Plan

Assumptions/Exclusions:

- a) Following City review of the draft Project Management Plan, the CONSULTANT will provide a final Project Management Plan via email.

City Responsibilities:

- a) The CITY will review and comment on the Draft Project Management Plan.

Deliverables:

Draft Project Management Plan	Microsoft Word and PDF via email
Final Project Management Plan	Microsoft Word and PDF via email

1.3. Project Schedule and Updates.

The CONSULTANT will develop a project schedule in Microsoft Project format, and provide updates on a bi-monthly basis.

Assumptions/Exclusions:

- a) Schedules will document progress, milestones, and timelines as they occur.
- b) Updates to schedules will reflect changes to schedule baseline as approved by contract supplement.

City Responsibilities:

- a) City will assist with schedule development and revision related to City internal review and Council Approval processes as needed.
- b) The City will review schedules and provide comments as needed.

Deliverables:

**Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project**

Monthly Schedule update

Microsoft Project and PDF via email

1.4. Monthly Progress Reports and Invoices.

The CONSULTANT will prepare a monthly progress report and invoice for the duration of the contract, including the following:

1.4.1. Invoice

- a) Invoice will include a City of Shoreline's billing voucher as cover sheet.
- b) Invoice will include prime and subconsultant backup.
- c) Invoice will be broken out to major task level (i.e. Task 1.0, 2.0, etc).
- d) Percent complete will be reported for each major task.
- e) Invoices will be emailed to accountsreceivable@shorelinewa.gov. The project manager will not be CC'ed on the email

1.4.2. Progress Report

- a) Billing Period, Invoice Number, Shoreline Contract #, DOWL Contract #, Project Name
- b) Summary of activities performed during billing period.
- c) Potential/anticipated out-of-scope work.
- d) Potential/anticipated schedule changes or impacts.
- e) Issues to be resolved.
- f) Cost Information Report
 - Budget per task.
 - Percent complete per task.
 - Budget expended per task.
 - Amount remaining per task.

Assumptions/Exclusions:

- a) One (1) invoice and one (1) progress report will be prepared per month.

City Responsibilities:

- a) Review monthly invoice and progress report and notify Consultant of any issues.

Deliverables:

Monthly Invoice

PDF via email

Monthly Progress Report

PDF via email

1.5. Meetings.

The CONSULTANT will call the CITY to discuss progress on a bi-weekly basis.

Assumptions/Exclusions:

- a) Additional meetings are included in the Tasks listed below.

City Responsibilities:

- a) Attend bi-weekly check-in call.

**Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project**

Deliverables:

Meeting Minutes

Via email

2. RIGHT OF ENTRY

The CONSULTANT will obtain Right of Entry to perform topographic survey on affected properties adjacent to the project.

2.1. Initial Right of Entry.

The CITY will mail the Initial Right of Entry form with a Cover Letter to affected property owners as needed.

2.2. Final Right of Entry.

The CONSULTANT will send the follow-up cover letter and Final Right of Entry form to non-responsive owners within three weeks.

Assumptions/Exclusions:

- a) The CONSULTANT will keep a record of timeframe of entry and any interactions with property owners.
- b) Assumed that approximately 11 Right of Entries will be required.

City Responsibilities:

Deliverables:

Final Right of Entry Form

PDF via email

Final Right of Entry Cover Letter

PDF via email

3. TOPOGRAPHIC SURVEY

The CONSULTANT will perform a boundary and topographic survey of the project area (including all area within existing Right-of-Way on 20th Ave NW, between NW 190th Street and NW 195th Street), which will be signed and stamped by a Professional Land Surveyor registered in the State of Washington. The survey will include:

- a) Location of all right-of-way and street centerlines, showing all alignment information with lengths, bearing, interior angles, and point of tangency and length of curves, etc.
- b) Full right-of-way topography and channelization for all right of ways within the project site. We will indicate pavement type, extent of pavement, curb (indicate type of curb, top of curb and flow line elevations at 25-foot intervals), landscape, sidewalk etc.
- c) Survey Control: The horizontal control used for the survey shall be based on the Washington State Plane Coordinate System – North Zone. The vertical control used for the survey shall be based on the North American Vertical Datum of 1988 (NAVD-88) The location and elevation of the monuments and benchmarks used shall be referenced on the survey.
- d) Basis of Survey – Benchmarks/control points used, benchmark list, source of benchmark.

Exhibit A: Scope of Work

City of Shoreline

20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

- e) Indication of all surface features including but not limited to: fences, signs, parking meters, light poles, power poles, structures, drainage features, utility features, manholes, catch basins, curbs, and other site features.
- f) Contours will be shown at 1-foot intervals.
- g) Location of underground utilities such as sanitary, storm, water, electrical, gas, steam, telephone, etc. We will use a private locating service to field locate utilities prior to surveying, the fees of which will be billed as a reimbursable expense to the project. We will also research City and utility purveyor as-builts to provide a complete depiction of the utilities. The length, size, material and direction of flow (where applicable) of the utility should be included. All lines between structures shall be drawn and labeled.
- h) For the sanitary, storm, and combined utilities, include rim elevations, invert elevations, pipe size and material, direction of flow and type of structure for all structures. At a minimum, include one upstream and one downstream structure so that pipe slopes adjacent to the project can be determined.
- i) At all intersections, the location of all access ramps, signalization and lighting.
- j) Location of trees and size of trunk, species, and drip line of all trees (6)-inches or greater in diameter at breast height (4 ½ feet above grade) within the Project Area. Individual trees shall be identified by size and species.
- k) Structures, property lines, fences, appurtenances (existing encroachments, non-conformances).

Assumptions/Exclusions:

- a) The survey shall be in accordance with City of Shoreline Development Standards.
- b) The surveyor shall also obtain additional records from utility providers and indicate the appropriate information on the drawings. If items cannot be field verified, then they should be shown on the drawings as record information and indicated as not field verified.

City Responsibilities:

- a) The CITY will provide as-built record information, if available, for inclusion in the final survey.

Deliverables:

Basemap AutoCAD and PDF

4. ALTERNATIVE ANALYSIS

4.1. Alternative Exhibit

The CONSULTANT will develop a scroll plot exhibit for two alternatives to evaluate feasibility and potential for cost savings:

- a) 10' sidewalk with curb and gutter
- b) 10' at-grade sidewalk.

4.2. Conceptual Cost Estimate

The CONSULTANT will develop a conceptual level cost estimate for each alternative.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) Review alternatives and select alternative prior to beginning 60% design.

Deliverables:

Alternative Exhibit	PDF via email
Alternative Cost Estimate	PDF via email

5. ARBORIST INVESTIGATION AND MEMORANDUM

The CONSULTANT will conduct a site visit to assess impacted trees. Impacted trees will be identified during preliminary design. Approximately 16 trees in the vicinity of existing pedestrian facilities will be evaluated for impacts by site improvements. The arborist investigation and memorandum includes the following:

- a) Review available information and aerial maps prior to completion of site inventory.
- b) Conduct a site visit to inventory all existing trees within the Right-of-Way and trees on adjacent property that may be impacted by the proposed project. All trees within ROW will be tagged with an aluminum tag to assist with field identification.
- c) Provide a detailed visual assessment of each tree, and document tree ID number, species, diameter, health and structural condition, driplines, and proposed action for the tree, based on design plans and potential infrastructure improvement methods. Proposed actions may include preservation, tree removal, or tree management.
- d) Identify landmark trees and/or groves, if applicable.
- e) Develop Arborist memorandum, including a site map, tree table, and recommendations for each tree.

The CONSULTANT will conduct an arborist review of 60% and 90% plans and specifications, and finalize the Arborist Memorandum to align with final PS&E.

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

Assumptions/Exclusions:

- a) This assumes that approximately 16 trees will be evaluated.

City Responsibilities:

- b) N/A

Deliverables:

Arborist Memorandum (Draft)	PDF via email
Arborist Memorandum (Final)	PDF via email

6. STORMWATER DESIGN

The CONSULTANT will prepare a Drainage Memorandum summarizing the proposed stormwater modifications on both sides of 20th Street NW. This work will be done in accordance with the 2021 City of Shoreline Engineering Development Manual, and the Stormwater Management Manual for Western Washington as described below. The project will include stormwater LID BMP's to the maximum extent feasible.

6.1. Drainage Site Assessment Mapping:

Prepare drainage basin maps identifying the on-site threshold discharge areas (TDA's). Prepare a basin map showing the area that discharges storm runoff onto the project site located up-gradient of the road project (i.e. 'off-site basins'). Gather and review sensitive area maps, readily available in public records. The off-site basin map will be prepared using City topographic and GIS maps and with limited visual field verification.

6.2. Off-site Analysis

Conduct an upstream and a downstream analysis for each TDA associated with the project. This analysis will consist of a visual field investigation and reviewing city map records showing stream and storm channel corridors. The field investigation will be conducted on lands where access is readily permitted. Prepare a written assessment and a map showing the contributing upstream areas and downstream routes. The written assessment will include identifying constriction points (such as small-sized culverts), evidence of channel erosion or sedimentation, and evidence of flooding, along the downstream route. This task does not include any detailed hydraulic capacity analysis, but it can be provided as an optional service. The off-site analysis will be included in the Drainage Report.

6.3. Threshold Analysis:

Prepare new impervious and new PGIS (pollution generating impervious surface) maps. Using the new impervious and new PGIS area numbers, perform threshold analysis to determine which minimum design requirements apply to this project.

Exhibit A: Scope of Work

City of Shoreline

20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

6.4. Low Impact Development (LID) Assessment:

Prepare a feasibility assessment for the use of LID BMPs for the project. The assessment will include a documented review of LID BMPs that could be applicable within each TDA. The project will follow the requirement of List #1 for projects triggering Minimum Requirements #1 – 5.

6.5. Flow Control Analysis:

Prepare drainage calculations for a detention facility within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM), a continuous simulation modeling software accepted by the Washington Dept. of Ecology.

6.6. Water Quality Treatment Analysis:

Prepare design calculations for a stormwater quality treatment facilities within each TDA. The hydrologic analysis will be done using the Western Washington Hydrology Model (WWHM). The water quality facility may be incorporated into the detention facility, as allowed by the standards.

6.7. Conveyance Layout and Analysis:

Prepare the layout of conveyance routing and perform storm pipe conveyance calculations. Pipe conveyance calculations using the Rational Method and Manning equation will be provided for the proposed storm drain system.

6.8. Drainage Memorandum:

Prepare and assemble a draft and final Drainage Memorandum with the contents limited to the task items described in this scope of work. The report is to include basin maps, design criteria, application of the minimum requirements, and a summary of erosion control facilities. Submit the draft copy to the City for review. Address comments, revise the report and submit the final Drainage Memorandum.

6.9. Construction Stormwater Pollution Prevention Plan (SWPPP):

A short form SWPPP will be prepared in accordance with the Drainage Manual for inclusion in the Final Stormwater Site Plan.

6.10. Drainage Coordination Meetings:

The CONSULTANT will attend a drainage coordination meeting with CITY Staff to coordinate the drainage approach and discuss comments on the draft drainage memorandum.

Assumptions:

- a) The drainage design will be done in accordance with the City of Shoreline Engineering Development Manual (2021) and the Stormwater Management Manual for Western Washington.
- b) To conduct the visual downstream analysis, it is assumed the CONSULTANT can readily acquire formal Right of Entry (included as Task 3).

Exhibit A: Scope of Work

City of Shoreline

20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

- c) In the event that stormwater vaults are chosen in the course of the project, DOWL will prepare site civil plans and details of the vault showing inside dimensions and locations where pipes connect into the vault. It is assumed that the vaults will be precast concrete and require no structural engineering design from DOWL. Structural plans by a structural engineer are not part of this scope of services but can be provided if needed.
- d) It is assumed that no off-site drainage improvements are needed, but the analysis and design of any off-site improvements can be provided.

City Responsibilities:

- a) The CITY will provide one set of review comments on the Draft Drainage Memorandum.

Deliverables:

Draft Drainage Memorandum	1 Hard Copy and PDF
Final Drainage Memorandum	1 Hard Copy and PDF
Drainage Coordination Meeting Agenda/Minutes	Microsoft Word via email

7. 60% DESIGN SUBMITTAL

The CONSULTANT will prepare construction plans to approximately the 60% level. The CONSULTANT will complete the following tasks:

7.1. Field Review

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

7.2. 60% Construction Plans.

The CONSULTANT will develop detailed 60% Construction Plans in accordance with CITY standards. An estimated sheet count is included on the following page:

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

Table A: Estimated Sheet Count (60% Construction Plans)

Sheets	Description
1	Cover Sheet
1	Notes, Legend, and Abbreviations
2	Survey Control Plan
2	Site Preparation / Temporary Erosion Sediment Control Plan
2	Typical Sections and Details
3	Roadway and Drainage Plan and Profile
4	Driveway Plan/Profile
2	Retaining Wall Profile
1	Retaining Wall Details
3	ADA Ramp Plan
2	Channelization and Signing Plan
23	TOTAL

7.3. 60% Special Provisions.

The CONSULTANT will prepare project Special Provisions. Special Provisions will be developed in accordance with WSDOT standards.

7.4. 60% Engineer’s Estimate.

The CONSULTANT will prepare itemized quantity calculations for all contract bid items. An Engineer’s Estimate of construction costs will be prepared.

7.5. Maximum Extent Feasible (MEF) Documentation.

The CONSULTANT will develop MEF documentation for any ramps that are designed to the MEF. Documentation will be in accordance with WSDOT requirements.

7.6. 60% Review Meeting

The CONSULTANT will attend one meeting to review CITY comments on the 60% Plans, Special Provisions, Estimates, and MEF Documentation.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) The CITY will provide the CONSULTANT with a set of consolidated review comments and “redline” review comments on the 60% Construction Plans, Contract Documents, Engineer’s Estimate, and MEF documentation. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

60% Construction Plans (11" X 17")	One (1) copy and PDF
60% Contract Documents	One (1) copy and PDF
60% Engineer's Estimate	One (1) copy and PDF

8. UTILITY COORDINATION

8.1. Initial Utility Research and Coordination:

The CONSULTANT will contact utilities located within the project site to obtain as-built drawings, notify them of the proposed roadway and drainage improvements, and request information on any upcoming utility projects that may affect the roadway or drainage design.

8.2. 60% Utility Coordination

The CONSULTANT will identify potential utility conflicts and contact utilities to discuss impacts, review possible design adjustments, and identify potential utility relocations.

8.3. 90% Utility Coordination

The CONSULTANT will contact utilities to finalize the list of required utility relocations and develop a schedule for completion.

8.4. 100% Utility Coordination

The CONSULTANT will provide final plans and specifications to utilities and confirm relocation schedule.

Assumptions/Exclusions:

- a) Utility relocations are anticipated to include relocation of overhead power poles.
- b) This scope of work assumes a budget of approximately \$7000 will be used to pothole existing utilities.

City Responsibilities:

- a) The CITY will provide contact information for all franchise utility companies located within the project limits.

Deliverables:

Utility Coordination documentation	Email
Pothole results	PDF via email

9. RIGHT OF WAY

The CONSULTANT will prepare and negotiate up to eleven (11) Temporary Construction Easements, as described in detail in **Attachment A**. The CONSULTANT will research property ownership, including pulling the last vesting deed.

Exhibit A: Scope of Work

City of Shoreline

20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

Assumptions/Exclusions:

- a) No Real Property Valuations will be required.
- b) Property owners are generally supportive.
- c) Owners are willing and capable of donating with Lender Approvals, if needed.
- d) Significant impacts to adjacent owner properties are not required.
- e) Ownerships will be confirmed by “Last Deed of Conveyance” rather than title reports.
- f) The CONSULTANT (Universal) will obtain said Last Deeds of Conveyance.
- g) Documents will not be recorded.
- h) Federal Funds will not be used in any phase of the project.
- i) Surveyor’s legal descriptions will not be required. Staff will use aerial images and basic descriptions such as “South Ten (10) feet of above-described real property.”

City Responsibilities:

- a) N/A

Deliverables:

Temporary Construction Easement Acquisition Documents

10. COMMUNITY OUTREACH

10.1. Online Open House

The CONSULTANT will prepare for and attend an online open house to discuss the project. This includes development of the following:

- a) PowerPoint presentation to introduce the project.
- b) Online Comment Form/survey.

Assumptions/Exclusions:

- a) Interpretation services are not anticipated to be required for this meeting.

City Responsibilities:

- a) Review and provide feedback on PowerPoint presentation.
- b) Notify public of online open house using existing City resources (website, social media).

Deliverables:

- a) PowerPoint presentation
- b) Online Comment Form

10.2. Project Website Update

The CONSULTANT will provide project information for the existing City of Shoreline website. This will include the following:

- a) Project Map
- b) Project Fact Sheet and Frequently Asked Questions

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

- a) CITY staff will review web content provided and post to the website.

Deliverables:

- a) Project Map
- b) Project Fact Sheet and Frequently Asked Questions

10.3. One-on-one Meetings

Attend one-on-one meetings with stakeholders and adjacent property owners, including discussions about potential effects to driveway, trees, and adjacent landscaping.

Assumptions/Exclusions:

- a) This scope of work assumes that up to 11 one-hour meetings with individual property owners may be requested, and that meetings can be grouped in blocks of 3 meetings at a time.

City Responsibilities:

- a) N/A

Deliverables:

Email summary for each property owner meeting.

11. 90% DESIGN SUBMITTAL

The CONSULTANT will advance construction documents to approximately the 90% level. The CONSULTANT will complete the following tasks:

11.1. Site Conditions Review.

The CONSULTANT will conduct a site visit to review existing site conditions for the preparation of plans.

11.2. 60% Comments Response.

The CONSULTANT will prepare responses to all comments received from the CITY at the 60% review.

11.3. 90% Construction Plans.

The CONSULTANT will address CITY comments from the 60% review, and advance plans to the 90% complete stage.

11.4. 90% Special Provisions.

The CONSULTANT will address CITY comments from the 60% review, and advance special provisions to the 90% complete stage.

**Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project**

11.5. 90% Engineer’s Estimate.

The CONSULTANT will address CITY comments from the 60% review, and advance engineer’s estimate to the 90% complete stage.

11.6. 90% Review Meeting

The CONSULTANT will attend one meeting to review CITY comments on the 90% Plans, Special Provisions, and Estimate.

Assumptions/Exclusions:

a) N/A

City Responsibilities

a) The CITY will provide the CONSULTANT with a set of consolidated review comments and “redline” review comments on the 90% Construction Plans, Special Provisions, and Cost Estimate. The CITY will provide the review comments within 3 weeks of submittal.

Deliverables:

60% Comments Response	PDF via email
90% Construction Plans (11” X 17”)	One (1) copy and PDF
90% Contract Documents	One (1) copy and PDF
90% Engineer’s Estimate	One (1) copy and PDF

12. FINAL DESIGN SUBMITTAL

The CONSULTANT will develop the project design to the final stage, and complete the following:

12.1. Site Conditions Review.

The CONSULTANT will conduct a final site visit to review proposed design for conformance with existing site conditions.

12.2. 90% Comments Response.

The CONSULTANT will prepare responses to all comments received from the CITY at the 90% review.

12.3. 100% Construction Plans.

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Construction Plans.

12.4. 100% Special Provisions.

The CONSULTANT will address CITY comments from the 90% review, and provide a complete, bid-ready set of Special Provisions.

12.5. 100% Engineer’s Estimate.

The CONSULTANT will address CITY comments from the 90% review and advance the Engineer’s Estimate to the 100% complete stage.

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

12.6. Final PS&E.

The CONSULTANT will provide the final Plans, Specifications, and Cost Estimate to the CITY.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will prepare the front-end contract documents and add the Special Provisions provided by the CONSULTANT.
- b) The CITY will upload the plans and specifications to Builder’s Exchange of Washington, for distribution to Contractors.

Deliverables:

90% Comments Response	One (1) copy and PDF
100% Construction Plans (11” X 17”)	One (1) copy , PDF, and AutoCAD
100% Contract Documents	One (1) copy and PDF
100% Engineer’s Estimate	One (1) copy and PDF

13. BIDDING SUPPORT

The CONSULTANT will provide the CITY with bidding support, as follows:

13.1. Response to Contractor Questions

The CONSULTANT will prepare written responses to Contractor questions.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) The CITY will forward questions to the CONSULTANT for review and response.
- b) The CITY will compile responses and issue a formal response to contractors.

Deliverables:

Response to Contractor questions	Email
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13.2. Pre-Bid Meeting

Attend Pre-Bid Meeting.

Assumptions/Exclusions:

- a) The CONSULTANT’s role will be to answer technical questions during the pre-bid meeting.

City Responsibilities

- a) The CITY will develop the agenda for the Pre-Bid meeting.
- b) The CITY will conduct the pre-bid meeting and develop meeting minutes.

Deliverables:

Exhibit A: Scope of Work
City of Shoreline
20th Avenue NW (NW 190th Street – NW 195th Street) Sidewalk Project

N/A

13.3. Addenda

Develop up to one (1) addenda, as required during the bidding period.

Assumptions/Exclusions:

a) N/A

City Responsibilities

- a) The CITY will provide content for any CITY-related addenda items.
- b) The CITY will provide a CITY form (if required) for development of the addenda.

Deliverables:

Addenda One (1) copy and PDF

14. INFILTRATION TRENCH DRAINAGE DESIGN

The CONSULTANT will provide additional drainage design to incorporate infiltration trenches into the 60%, 90%, and Final Plans, Specifications, and Estimates, and Drainage Memo. The infiltration trenches will be as shown in the preliminary plans prepared by Otak. The purpose of the infiltration trenches is to alleviate ponding on 20th Avenue NW, within the project limits. Infiltration trenches will be located within the project area along 20th Avenue NW and NW 193rd Street.

Assumptions/Exclusions:

- a) Significant changes to the design prepared by Otak will not be required.
- b) The infiltration trenches previously designed by Otak will be included in the Drainage Memo described under Task 6.
- c) A new geotechnical report for the infiltration system will not be required.

City Responsibilities

- a) The CITY will provide the previous geotechnical report, which will provide required infiltration rates.

Deliverables:

60%, 90%, Final PS&E	As listed in tasks above
Draft and Final Drainage Memorandum	As listed in Task 6 above