

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

<b>AGENDA TITLE:</b>	Authorizing the City Manager to Execute Professional Services Agreement with DOWL, LLC in the Amount of \$336,126 for Design of the 5th Avenue NE (NE 165th Street - NE 175th Street) Sidewalk Rehabilitation Project
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

The 5th Avenue NE corridor between NE 165<sup>th</sup> St and NE 175<sup>th</sup> St exhibits a significant number barriers to pedestrian mobility. The City’s Sidewalk Rehabilitation Program prioritized this corridor for a CIP project (sidewalk rehabilitation) based on the number and severity of barriers. Barriers include, but are not limited to, damaged and non-compliant sidewalks, curb ramps, and driveway crossings.

The City’s ADA transition Plan (2019) provides a City-wide evaluation of pedestrian facilities. The ADA Transition Plan documents that many “near-term (2019-2024)” barrier removals are necessary along the corridor. This project continues the City’s effort to maintain compliance with Title II of the Americans with Disabilities Act (ADA; DOJ, 1990) and provide an equal opportunity to individuals with disabilities to participate fully in community life.

DOWL, LLC was selected to provide professional engineering design services for the project. Scope and fee negotiations have been completed; the proposed scope of work is included in Attachment A. Tonight, the City Council is being requested to authorize the City Manager to execute an agreement with DOWL, LLC for this design work.

**RESOURCE/FINANCIAL IMPACT:**

This project is fully funded by the City’s Sidewalk Rehabilitation Program. The following table summarizes the project budget for the design phase of the work:

**EXPENDITURES**

**Design**

Staff and Other Direct Expenses	\$45,000.00
<b>Design – DOWL (This Contract)</b>	<b>\$336,126.00</b>
<b>TOTAL</b>	<b>\$381,126.00</b>

**REVENUE**

**Design**

Vehicle License Fees (TBD)	\$381,126.00
<b>TOTAL</b>	<b>\$381,126.00</b>

Construction costs will be estimated as part of the design, and staff expects improvements to exceed \$1,000,000.

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a contract with DOWL, LLC, in the amount of \$336,126 to provide engineering services for the 5th Avenue NE (NE 165th Street - NE 175th Street) Sidewalk Rehabilitation Project.

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

## **BACKGROUND**

Beginning in 2017, the City Council had extensive discussions regarding sidewalks, including how to fund the repair of existing sidewalks and the installation of new sidewalks. The City utilized a Sidewalk Advisory Committee (SAC) to support the development of the Americans with Disabilities Act (ADA) Transition Plan, Sidewalk Prioritization Plan, and provide Council recommendations on funding for sidewalk repair (Sidewalk Rehabilitation Program) and expansion (New Sidewalk Program) of the sidewalk network.

On June 4, 2018, City Council adopted Ordinance No. 822 which authorizes an additional vehicle license fee of \$20 to preserve, maintain, and operate the transportation infrastructure of the City of Shoreline, including funding for sidewalk repairs and retrofits. The increased vehicle license fee revenue began to be collected in March 2019. Revenue from Ordinance No. 822 was projected to bring funding for sidewalk repairs up to approximately \$830,000 per year.

The ADA requires public entities with more than 50 employees to create and implement an ADA Transition Plan. In January 2019, the City's "ADA Transition Plan for Public for Right-of-Way" was developed. The ADA Transition Plan provides self-evaluation of ADA compliance and prioritizes projects for the removal of barriers to pedestrian mobility. The City's ADA Transition Plan can be viewed at the following link:

<https://www.shorelinewa.gov/home/showpublisheddocument/45538/637097657043270000>.

On March 4, 2019, the City Council had a discussion on the ADA Transition Plan and the priorities for sidewalk rehabilitation for the first five years (2019-2024). The staff report for this Council discussion can be found at the following link:

<http://cosweb.ci.shoreline.wa.us/uploads/attachments/cck/council/staffreports/2019/staffreport030419-8b.pdf>.

The Sidewalk Rehabilitation Program (Repair & Maintenance) was affected by I-976 (passed in November 2019) which had removed the ability of governments to impose Vehicle License Fees (VLF) for transportation purposes. The City had two VLFs imposed, a \$20 VLF for annual road surface maintenance (ARSM) and as mentioned above a second \$20 VLF for sidewalk rehabilitation. This reduced funding for sidewalk rehabilitation to approximately \$300,000 for 2020-2022.

However, on October 15, 2020, the Washington State Supreme Court ruled I-976 unconstitutional. There had been a King County Superior Court injunction order that prohibited the Department of Licensing from implementing I-976 that remained in effect until the Supreme Court issued a ruling. Those fees are now available, and the State will continue to collect VLFs as required by state law.

On March 29, 2021, the City Council adopted Ordinance No. 926 which authorized the issuance of Bonds up to \$8.35 million to facilitate the delivery of sidewalk rehabilitation and ARSM supported by VLF revenue. The staff report for this Council action can be found at the following link:

## **DISCUSSION**

The removal of barriers to pedestrian mobility has been prioritized by the City. This prioritization is reflected in the City's ADA Transition Plan and the delivery of the CIP through the Sidewalk Rehabilitation program and other CIP programs (e.g. New Sidewalk Program). The transition plan identified removal of complete barriers as a top priority for 2019-2024. The sidewalk assessment identified numerous complete barriers on 5<sup>th</sup> Avenue NE and thus it is a high priority route.

Consistent with the goals and priorities defined in the ADA Transition Plan, the focus of this project is to upgrade curb ramps and remove mobility barriers with a high barrier condition rating. Many of these barriers are lifted panels and vertical displacements which may be unpassable or very difficult to negotiate for disabled users.

Existing street trees have caused significant damage to pedestrian facilities on the corridor. Tree roots have lifted and cracked concrete panels at numerous pedestrian facilities and are the cause of the majority of the rehabilitation work. While staff will explore all options to protect trees, it is expected that some trees will need to be removed. This contract includes the services of an arborist to help identify options and opportunities to protect and preserve trees. Trees that are removed will be replaced with a tree that will grow successfully in the existing amenity zone without causing future damage to the sidewalk. In some locations, the amenity zone may be too small to support a tree.

## **ALTERNATIVES ANALYZED**

In 2019, RFQ 9447 was issued to provide consultant design support for the bond approved new sidewalks and the sidewalk rehabilitation program. DOWL and KPFF were selected as the two consultants to provide on-going services to these two programs. DOWL was selected for this project based on their capacity to perform this work.

The alternative of not awarding this contract would result in this work not being designed and the City not being able to spend the bond money within the anticipated timeframe. There is not capacity for City staff to perform this work at this time.

## **COUNCIL GOAL(S) ADDRESSED**

The project addresses City Council Goal #2: Continue to deliver highly-valued public service through management of the City's infrastructure and stewardship of the natural environment." Action Step #1 for this Council Goal is to "Implement the Sidewalk Rehabilitation and Sidewalk Construction Programs."

## RESOURCE/FINANCIAL IMPACT

This project is fully funded by the City's Sidewalk Rehabilitation Program. The following table summarizes the project budget for the design phase of the work:

### EXPENDITURES

#### Design

Staff and Other Direct Expenses	\$45,000.00
<b><i>Design – DOWL (This Contract)</i></b>	<b><i>\$336,126.00</i></b>
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<b>TOTAL</b>	<b>\$381,126.00</b>

### REVENUE

#### Design

Vehicle License Fees (TBD)	\$381,126.00
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<b>TOTAL</b>	<b>\$381,126.00</b>

Construction costs will be estimated as part of the design, and staff expects improvements to exceed \$1,000,000.

## RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with DOWL, LLC, in the amount of \$336,126 to provide engineering services for the 5th Avenue NE (NE 165th Street - NE 175th Street) Sidewalk Rehabilitation Project.

## ATTACHMENTS

- Attachment A: Project Scope of Work
- Attachment B: Project Vicinity Map

**City of Shoreline**  
**5<sup>th</sup> Avenue NE (NE 165<sup>th</sup> – NE 175<sup>th</sup> Street)**  
**Sidewalk Rehabilitation 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 5<sup>th</sup> Ave NE (NE 165<sup>th</sup> Street – NE 175<sup>th</sup> St) Sidewalk Rehabilitation Project.

### **Project Description**

This project includes the rehabilitation of pedestrian facilities located in the public right-of-way. Rehabilitation will include the removal of barriers to pedestrian mobility in compliance with the City's ADA Transition Plan and Federal ADA requirements. The project limits extend along 5<sup>th</sup> Avenue NE, between NE 165<sup>th</sup> Street and NE 175<sup>th</sup> Street. The locations of rehabilitated pedestrian facilities will include:

- a) **Sidewalk Repair:** Replacement of damaged sidewalk panels on the east and west side of 5<sup>th</sup> Avenue. The locations of sidewalk replacement will include sections of sidewalk that are barriers to pedestrian mobility. Barriers exist primarily adjacent to existing street trees as a result of root damage. These barriers may include, but are not limited to the following:
  - a) Vertical discontinuities in sidewalk surface.
  - b) Inadequate sidewalk width.
  - c) Areas of non-compliant running slope and/or cross slopes. This will not include all areas of non-compliant running slope or cross slope, but will include those areas identified by the CITY.
  - d) The CITY will provide field markings to identify barrier locations.
  - e) This scope of work is based on the replacement, grinding, or rehabilitation of sidewalk at up to 66 locations throughout the corridor, up to four sidewalk panels per location. Replacement is estimated to consist of the following:
    - i. Sidewalk repair within minimal impacts to adjacent trees – 12 locations
    - ii. Sidewalk repair with adjacent tree impacts and re-grading of sidewalk – 19 locations
    - iii. Sidewalk repair with adjacent tree removal potentially required – 35 locations. Trees will be preserved to the extent feasible. Replacement landscaping may be included for removed trees.
- b) **Driveway Repair:** Replacement of existing driveways, as required by vertical displacement or panel damage. This scope of work assumes that up to 8 driveway replacements may be required.
- c) **ADA Ramps:** Replacement of existing non-compliant curb ramps at 5<sup>th</sup> Avenue NE and NE 165<sup>th</sup> St, NE 167<sup>th</sup> St, NE 170<sup>th</sup> St and NE 175<sup>th</sup> St.
- d) Surface Utility relocations and adjustments may be included, as needed to support the replaced facilities.
- e) Replacement and repair of curb and gutter and all associated paving, patching, striping/markings and signing work items. Tree roots will be removed up to curb and gutter.

### **Project Fee Estimate**

The CONSULTANT fee estimate is attached at the end of the Scope of Work.

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th 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
- City of Shoreline ADA Transition Plan

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

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****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.



9-07-21

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**Deliverables:

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](mailto: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.

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**Exhibit A: Scope of Work**  
**City of Shoreline**  
**5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**

City Responsibilities:

- a) Attend weekly check-in call.

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 CONSULTANT 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 20 Right of Entries will be required.

City Responsibilities:

Deliverables:

Initial Right of Entry Form

PDF via email

Initial Right of Entry Cover Letter

PDF via email

Final Right of Entry Form

PDF via email

Final Right of Entry Cover Letter

PDF via email

## 3. TOPOGRAPHIC SURVEY

Consultant will perform a boundary and topographic survey of select locations within the project limits. Survey will begin following the CITY's site visit and field identification of sidewalk repair areas. The survey basemap will be signed and stamped by a Professional Land Surveyor registered in the State of Washington. The survey areas will include the following:

- a) **ADA ramps.** Area needed to replace existing ADA ramps at all intersections.  
 b) **Sidewalk at Trees:** ROW line, edges of sidewalk (at least 3 sidewalk panels on either side of trees), top of curb, flowline, ROW line, trees, vegetation, fences, and utilities within ROW.  
 c) **Sidewalk at Trees (on private property):** Survey may include an additional 10' in width along the sidewalk, onto adjacent private property that may be affected by the project. This scope of work assumes that this may be required on up to 20 properties.

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**

The survey will include the following:

- Location of all right-of-way and street centerlines.
- Topography within the areas described above. We will indicate pavement type, extent of pavement, curb (indicate type of curb, top of curb and flow line elevations), landscape, sidewalk etc.
- 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.
- Basis of Survey – Benchmarks/control points used, benchmark list, source of benchmark.
- Indication of all surface features including but not limited to: fences, signs, light poles, power poles, structures, drainage features, utility features, manholes, catch basins, curbs, and other site features.
- Contours will be shown at 1-foot intervals.
- Location of utilities that may be affected by the proposed rehabilitation such as sanitary, storm, water, electrical, gas, telephone, etc.
- For the sanitary, storm, and combined utilities, include rim elevations. Invert elevations at up to 10 structures will also be included.
- The location of all ADA ramps, signalization and lighting.
- 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.
- 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.
- c) It is anticipated that impacts to underground facilities will not be minimal; survey of sanitary and storm inverts is limited to 10 structures.
- d) Additional survey may be completed under Management Reserve, as approved by the CITY.

City Responsibilities:

- a) The CITY will identify areas for sidewalk repair in the field prior to beginning of survey field work.
- b) The CITY will provide as-built record information, if available, for inclusion in the final survey.

Deliverables:

Basemap                      AutoCAD and PDF

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****4. ARBORIST INVESTIGATION AND MEMORANDUM**

The CONSULTANT will conduct a site visit to assess impacted trees. Impacted trees will be identified during preliminary design. Approximately 66 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.

Assumptions/Exclusions:

- a) This assumes that approximately 66 trees will be evaluated.

City Responsibilities:

- a) N/A

Deliverables:

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

**5. STORMWATER DESIGN**

The CONSULTANT will prepare a Drainage Memorandum summarizing the proposed stormwater modifications. 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.

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****5.1. 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.

**5.2. 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.

**5.3. 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.

**5.4. 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.

**5.5. 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.

**5.6. 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.

**5.7. 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.

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**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**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) It is assumed that less than 5,000 SF of new hard surfaces will added by this project, and therefore the project will only be required to comply with Minimum Requirements #1 –#5. Flow Control and Water Quality will not be required.
- c) Drainage improvements will be limited to minor relocations/adjustments to existing catch basins. Conveyance design is not anticipated to be required.

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

**6. 60% DESIGN SUBMITTAL**

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

**6.1. Field Review**

The CONSULTANT will conduct a site visit with CITY staff to review the limits of sidewalk repair, as identified by the CITY. The CONSULTANT will evaluate each location for the following:

- Sidewalk
  - Vertical discontinuities
  - Initial arborist recommendations
  - Sidewalk removal and replacement limits
  - Potential utility conflicts
- ADA Ramps
  - Ramp, Landing, and Flare dimensions
  - Utility conflicts and obstructions
  - Detectable Warning Surfaces

**6.2. 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****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****Table A: Estimated Sheet Count (60% Construction Plans)**

Sheets	Description
1	Cover Sheet
1	Notes, Legend, and Abbreviations
1	Key Plan
4	Survey Control Plan
4	Site Preparation / Temporary Erosion Sediment Control Plan
2	Typical Sections
4	Roadway Plans
3	Driveway Plan/Profile
2	Roadway Details
9	ADA Ramp Plan
4	Landscape Plan
2	Landscape Details
37	TOTAL

**6.3. 60% Special Provisions.**

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

**6.4. 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.

**6.5. 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.

**6.6. 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) Utilities requiring adjustment will be identified on the Roadway Plans and distributed by the CONSULTANT to franchise utilities.
- b) It is anticipated that utility relocations will be limited to surface adjustments. Potholing for underground conflicts may be added via Management Reserve..

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**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:

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
60% Engineer’s Design Memorandum	One (1) copy and PDF

**7. ENVIRONMENTAL AND PERMITTING SERVICES**Assumptions/Exclusions:

- a) The project is anticipated to be exempt from SEPA or additional environmental permitting.

City Responsibilities:

- a) Confirm SEPA exemption.

Deliverables:

N/A

**8. RIGHT OF WAY**

The CONSULTANT will prepare and negotiate up to twenty (20) Temporary Construction Easements, as described below.

**8.1. Preparation and Administration.**

Upon Notice to Proceed, UFS staff will attend a kickoff meeting with the CITY in person or via video conference to obtain additional project information including: available contact information for property owners; discuss material and information needed from the City (Legal Descriptions, Exhibits, Staking, etc.), along with any additional information that will assist in the right of way acquisition process. We will also attend up to three (3) progress meetings either by conference call or in person and monthly progress and tracking reports when invoicing.

UFS has been provided a sample template of all acquisition documents (offer letters, deeds, easements, right of entries, consents, etc.) from the CITY for project use. All forms and documents will comply with CITY’s standards and in accordance with statutory requirements. The City’s pre-approved documents will be used. UFS will maintain acquisition records in accordance with statutory, regulatory and policy requirements. It is understood federal funds are NOT participating in the Right of Way Phase of the project.

It is understood coordination with the City will be necessary to finalize the project legal descriptions and acquisition exhibits for all the real property rights to be acquired.



**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**

For each parcel impacted, prepare acquisition files to include offer letters (\$500 minimum), a standard diary form indicating all contacts with owner(s), documents, and other items necessary to complete the work.

Assumptions:

- a) Offers of \$500 in lieu of simple donation requests
- b) Universal shall use Assessor or SCOPI (aerial) maps to delineate Temporary Easement Areas. Surveyor's legal descriptions will not be required.

Deliverables:

- a) Attend Project Kickoff Meeting (3 UFS Staff)
- b) Attend three (3) Progress Meetings (2 UFS Staff)
- c) Coordinate City approval of Acquisition forms and documents for project use
- d) Prepare up to Twenty (20) parcel acquisition files.

**8.2. Title-Ownership Review.**

UFS will confirm ownership by means of the Last Deed of Conveyance in the public records of King County, WA rather than title reports. UFS will generate a table with all owners' names, tax parcel numbers and taxpayer addresses.

Deliverables:

- a) Ownership Table

**8.3. Present Offers / Negotiations.**

Upon receipt of written approvals from the City, Universal staff will prepare offer package(s) for Temporary Easements and promptly present offers to purchase all the required real property interests and negotiate in good faith to reach a settlement with each property owner. Offers will be presented in person when at all possible. If negotiations reach an impasse, Universal shall provide the City with written notification. If necessary, Universal will attempt to secure Administrative Settlements or Voluntary Possession and Use Agreements with the owner(s), allowing the project to move forward and allowing the property owner additional time to negotiate.

Assumptions:

- a) No Real Property Valuations will be Required. Minimum offers of \$500 to defray owner's expense and time only.
- b) Temporary Easements will use an assessor or aerial map to delineate the easement area.

Deliverables:

- a) Prepare Offer Packages – Twenty (20) each.
- b) Present Offers / Conduct Negotiations.
- c) Completed parcel files and records of all Right of Way Acquisition services.

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****8.4. Parcel Closing**

*In-House Closing* – Generally for low risk and uncomplicated title clearing, this method is subject to the City’s title clearing policies and amount of acceptable risk. The signed conveyance documents and payment vouchers will be transmitted to the City for approval and processing.

Assumptions:

- a) Settlement packages will be delivered to the City for direct payment to property owners
- b) Temporary Easements will not be longer than 364 days in duration and shall not be recorded

Deliverables:

- a) Completed parcel files and records of all Right of Way Acquisition services.

City Responsibilities:

- a) Form approval, in electronic format, of all legal conveyance documents and forms prior to use (i.e., offer letters, purchase and sale agreements, escrow instructions, easements, deeds, etc.).
- b) Payment of any and all compensation payments to property owners, recording fees, legal services and any incidental costs which may arise necessary to complete each transaction.

**9. COMMUNITY OUTREACH****9.1. 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

**9.2. City Council Meeting Support**

The CONSULTANT will attend one city council meeting to present the project to elected officials. The CONSULTANT will provide Powerpoint slides to incorporate into the City’s presentation.

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**City Responsibilities:

- a) CITY will conduct the meeting and schedule time for DOWL to present project as appropriate.

Deliverables:

- a) Powerpoint slides to describe project status.

**9.3. Project Communications****9.3.1. Web content**

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:

- 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

**9.3.2. Project Mailers**

The CONSULTANT will develop content for physical mailers to property owners located along the project corridor. The CONSULTANT will develop content and graphics layout for materials and notifications to support the project, including:

- a) Project kickoff postcard
- b) Fact sheet/FAQ

Assumptions:

- a) The CONSULTANT will send mailers will be sent to property owners on 5<sup>th</sup> Avenue NE, between NE 165<sup>th</sup> Street and NE 175<sup>th</sup> Street.

City Responsibilities:

- a) CITY will review content and provide comment as needed.
- b) CITY will provide CITY-branded envelopes for the CONSULTANT to mail.

Deliverables:

One project kickoff postcard  
One project fact sheet/FAQ

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****9.4. 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 20 one-hour meetings with individual property owners may be requested, and that meetings can be grouped in blocks of 5 meetings at a time.

City Responsibilities:

- a) N/A

Deliverables:

Email summary for each property owner meeting.

**10. 90% DESIGN SUBMITTAL**

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

**10.1. Site Conditions Review.**

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

**10.2. 60% Comments Response.**

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

**10.3. 90% Construction Plans.**

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

**10.4. 90% Special Provisions.**

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

**10.5. 90% Engineer's Estimate.**

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

**10.6. 90% Review Meeting**

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

**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**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

**11. FINAL DESIGN SUBMITTAL**

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

**11.1. Site Conditions Review.**

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

**11.2. 90% Comments Response.**

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

**11.3. 100% Construction Plans.**

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

**11.4. 100% Special Provisions.**

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

**11.5. 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.

**11.6. Final PS&E.**

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

Assumptions/Exclusions:

- a) The City may provide minor comments to the 100% PS&E which must be addressed by the CONSULTANT prior to final approval.

**Exhibit A: Scope of Work**  
**City of Shoreline**  
**5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**

City Responsibilities

- a) The CITY will prepare the front end contract documents.
- b) The CONSULTANT will combine the front end and the Special Provisions T.
- c) 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, and AutoCAD
100% Construction Plans (11” X 17”)	Two (2) bound copies , PDF, and AutoCAD
100% Contract Documents	Two (2) bound copies and PDF
100% Engineer’s Estimate	One (1) copy and PDF

**12. BIDDING SUPPORT**

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

**12.1. 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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**12.2. 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:

N/A

**12.3. Addenda**

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

**Exhibit A: Scope of Work  
City of Shoreline  
5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project**

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
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**Exhibit A: Scope of Work****City of Shoreline****5th Avenue NE (NE 165th Street – NE 175th Street) Sidewalk Project****13. MANAGEMENT RESERVE**

The Management reserve is for the optional services below and other services as they become necessary. Use of the management reserve requires written directive(s) from the City.

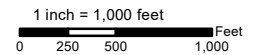
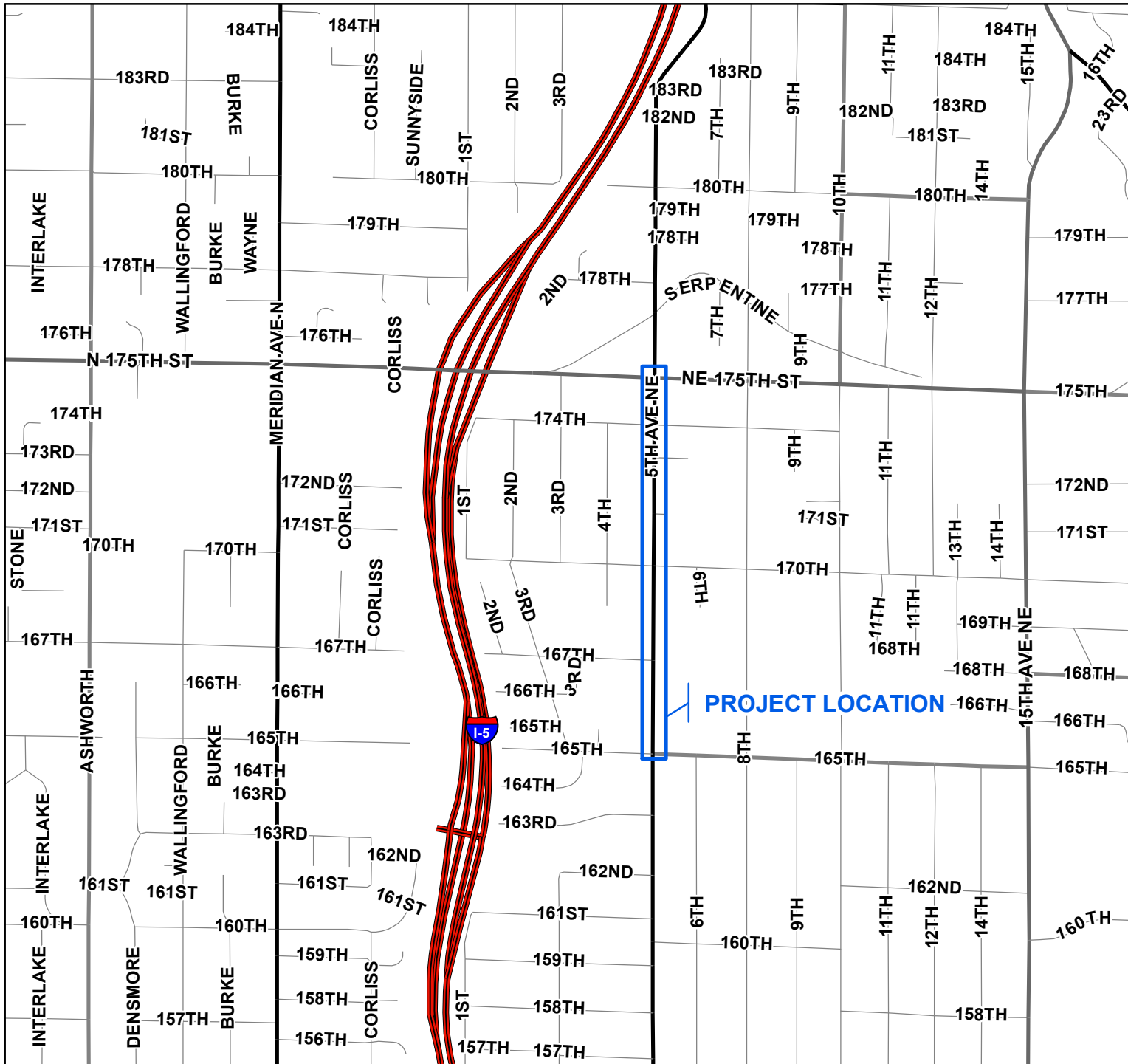
Services authorized under management reserve may include but are not limited to the following:

- 13.1. Right of Entry
- 13.2. Utility Survey.
- 13.3. Arborist review of trees within project area
- 13.4. Geotechnical Investigation
- 13.5. Construction Plans
  - 13.5.1. Sidewalk Repair Areas
  - 13.5.2. Driveways
- 13.6. Temporary Construction Easements
- 13.7. Online open House
- 13.8. One-on-one meetings

A budget of \$65,000 has been included for Management Reserve, to be authorized by the CITY as needed.



Vicinity Map  
5th Avenue NE:  
NE 165th St - NE 175th St



No warranties of any sort, including accuracy, fitness, or merchantability, accompany this product.

