

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Professional Services Contract with the Blueline Group, LLC in an Amount Not to Exceed \$125,000 for On-Call Planning Services
DEPARTMENT:	Planning and Community Development
PRESENTED BY:	Andrew Bauer, Planning Manager
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:

Development activity continues at a rapid pace due to regional market trends and the ongoing Sound Transit Light Rail extension that will open two stations in the City in 2024 and that was the impetus behind the City's ambitious station area rezones that were adopted in 2015-16. In addition to managing review of new developments, there are several long-range planning priorities each year, as well as the periodic update of the Comprehensive Plan that is due to be completed in mid-2024.

Demands for planning services related to new development can be unpredictable and, therefore, staff is seeking to replace the existing contract for on-call support to assist staff in providing consistent and dependable planning services. To that end, the proposed consultant contract with Blueline Group, LLC would provide for development review support for compliance with adopted land use and zoning regulations within City codes and technical assistance on planning related projects such as policy and code development. If authorized, the proposed contract would be for a duration of five years (through the end of 2026) and would replace the existing planning services on-call contract that expires at the end of 2021.

RESOURCE/FINANCIAL IMPACT:

The contract with the Blueline Group, LLC would utilize existing professional services budget of up to \$25,000 per year for a total amount of up to \$125,000 over the five-year duration of the contract.

RECOMMENDATION

Staff recommends Council authorize the City Manager to execute a professional services contract with the Blueline Group, LLC in an amount not to exceed \$125,000 for on-call planning services.

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

BACKGROUND

Development activity continues at a rapid pace due to regional market trends and the ongoing Sound Transit Light Rail extension that will open two stations in the City in 2024 and that was the impetus behind the City's ambitious station area rezones that were adopted in 2015-16. In addition to managing review of new developments, there are several long-range planning priorities each year, as well as the periodic update of the Comprehensive Plan that is due to be completed in mid-2024. Demands for planning services related to new development can be unpredictable and, therefore, staff is seeking to replace the existing contract for on-call support to assist staff in providing consistent and dependable planning services.

The existing professional services contract for on-call planning services has been in effect since 2019 and will expire at the end of 2021. Planning and Community Development staff have utilized the existing contract to supplement resources during times of significant permit review activity and to assist with review of expedited permit applications. On-call planning services will continue to be needed to address the continued demands of permit applications due to a strong development market, as noted above. The contract may also be utilized to assist with other planning tasks from time-to-time.

DISCUSSION

The on-call planning services consultant selection included a Request for Proposal (RFP) process to request proposals from interested parties. Five responses were received and were evaluated by a panel of staff based on the criteria identified in the RFP. The five respondents were:

- The Blueline Group, LLC
- AHBL, Inc.
- LDC, Inc.
- Shockey Planning Group, Inc.
- The Watershed Company

All respondents were evaluated on their approach, related experience of their team, ability to meet deadlines, and cost. Based on the panel's evaluation, the Blueline Group, LLC rated the highest based on the following considerations:

- They provide similar on-call services to other cities in the region and are familiar with the City's needs.
- They have a team of experienced professional planners with a broad range of expertise with both development review and long-range planning.
- They can respond quickly to the City's needs and meet deadlines.
- Their costs are competitive with the other respondents evaluated.

If authorized, the on-call planning services contract would be effective January 1, 2022 and would remain in effect for a duration of five years. The proposed Scope of Work of the Blueline Group, LLC contract is attached to this staff report as Attachment A.

RESOURCE/FINANCIAL IMPACT

The contract with the Blueline Group, LLC would utilize existing professional services budget of up to \$25,000 per year for a total amount of up to \$125,000 over the five-year duration of the contract.

RECOMMENDATION

Staff recommends Council authorize the City Manager to execute a professional services contract with the Blueline Group, LLC in an amount not to exceed \$125,000 for on-call planning services.

ATTACHMENT

Attachment A: The Blueline Group, LLC Agreement for On-Call Planning Services
Scope of Work

EXHIBIT A

Scope of Services

This defines the scope of services between the City of Shoreline and The Blueline Group LLC (Consultant) for planning services.

- A. The services by the Consultant will consist of the following, which will be authorized via written task orders or by email, fax, or a permit review request:
 - 1. Review land use and permit application plans and associated documents to determine compliance with the City's Comprehensive Plan, Development Code including but not limited to zoning, critical areas, SEPA, and other relevant codes and regulations.
 - 2. Coordinate with other City staff, consultants, and outside agencies as part of development review process.
 - 3. Prepare review comment letters for distribution to applicants.
 - 4. Provide assigned personnel to answer questions from applicants, developers, citizens, and other parties as directed by the City's project manager.
 - 5. Communicate with City staff and applicants on the status of permits and review issues.
 - 6. Perform research and provide recommendations on development-related topics.
 - 7. Represent the City at public meetings and hearings related to land use and permit application review and/or policy and code amendments, as needed.
 - 8. Conduct site visits and inspections related to land use and permit applications.
 - 9. Conduct research to inform recommendations to City staff and prepare draft policy and code amendment language and associated staff reports and background analysis.

- B. The Consultant shall report to and work under the general supervision of the Planning Manager, or other City Staff as designated by the Director of Planning and Community Development.

- C. The Consultant shall provide the City access to all books, documents, papers, and records of Consultant that are pertinent to this Agreement for the purpose of making audit, examination, excerpts and transcripts.

- D. Payment:
 - 1. The City agrees to pay the Consultant for services performed in accordance with the hourly billing rates based on staff position and the plot rate schedule as set forth on Attachment 1 to this Scope of Work.
 - 2. The City agrees to pay the Consultant vehicle mileage as measured from the Consultant's Kirkland, Washington office to Shoreline City Hall necessary to provide the professional services set forth in this Agreement. Mileage shall be reimbursed at rate set forth on Attachment 1 to this Scope of Work.
 - 3. All other direct costs and subconsultants necessary to provide the professional services set forth in this Agreement may be charged at actual cost plus ten (10)

percent. A copy of the original invoice shall be provided to the City at the time of billing. Other direct costs may include, but are not limited to:

- Out-sourced reproductions (printing, copying, mounting, etc.)
- Other out-sourced services pertinent to providing professional services

E. Permit Review Responsibilities:

The Consultant is responsible for the following:

- Participate in general orientation provided by the City of the City's review process, development code, permit tracking system, GIS, Administrative Orders, Code Interpretations, Review Policy and Procedure, and zoning review checklist.
- Once a week, on a mutually agreed day with the City Planning Manager, pick up of new application material or copies of relevant plans, studies, and submittal information, and revisions to corrections to be reviewed, and responses of applicant inquiries via the City-assigned project manager.
- Submit a draft corrections memorandum within 3 weeks of receiving a new application to the City-assigned project manager. Repeat this step until revised plans are ready for City approval.
- Complete plan approval within 1 week via the City-assigned project manager's notice to the Consultant.
- Submittal of monthly invoice detailing Consultant costs per permit review.

The City is responsible for the following:

- Provide Consultant with general orientation of the City's review process, development code, permit tracking system, GIS, Administrative Orders, Code Interpretations, Review Policy and Procedure, and zoning review checklist.
- Where possible the City will provide electronic or internet access to the Consultant for review resources and, if not available, then paper sources.
- Final permit approvals for zoning reviews.
- Primary contact with the permit applicant.