

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute a Professional Services Agreement with Blueline Group, LLC in the Amount of \$476,950 for Construction Management and Inspection of the 5 <sup>th</sup> Avenue NE (NE 175 <sup>th</sup> – NE 182 <sup>nd</sup> ) Sidewalk 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:**

Staff is requesting that Council authorize the City Manager to execute a contract with Blueline Group, LLC (Blueline) for construction management and inspection services for the 5<sup>th</sup> Avenue NE (NE 175<sup>th</sup> Street – NE 182<sup>nd</sup> Court) sidewalk project.

This project involves the construction of sidewalk and bicycle facilities on both sides of 5<sup>th</sup> Avenue NE from NE 175<sup>th</sup> Street to near NE 182<sup>nd</sup> Court where they will connect to the Sound Transit improvements and the trail along the rail. The project also includes wall construction, upgrades to the existing surface water pipe and pump station, infiltration facilities and permeable sidewalk. This is the second sidewalk project to be constructed as part of the 2018 Voter-Approved Sidewalk Program.

Due to the large number of projects in construction in 2022, City construction inspectors are not available to provide inspection services for these projects. Therefore, contract inspection and construction management services are needed to complete this project. Blueline has been selected as the most qualified firm to support the City during this project's construction phase. Council authorization is needed to enter into this professional services agreement with Blueline.

**RESOURCE/FINANCIAL IMPACT:**

The sidewalk program ballot measure requires all projects to 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 and the design and construction for the first several sidewalk routes. This contract is within the authorized budget, provided through Ordinance No. 903, which includes \$4,700,000 in the 2021 – 2022 biennium for this program.

Sound Transit has also provided the City with funding to complete part of these improvements as part of the Shoreline North/185<sup>th</sup> Station Access Project Priorities.

Funding will be provided by surface water utility bond funds for improvements to the existing surface water utility infrastructure in the vicinity of the project. Sewer relocation improvements will be paid for by the wastewater utility. The project cost and budget summary follows:

**EXPENDITURES**

<b>Design</b>	
Project Administration	\$ 560,000
Real Estate Acquisition	\$ 36,000
<b>Construction</b>	
Staff and other Direct Expenses	\$ 15,000
<b>Construction Management (CM) Services</b> <i>(This Contract – Blueline)</i>	<b>\$ 476,950</b>
Estimated Construction Contract	\$3,000,000
Contingency	\$ 300,000
<b>TOTAL (Design and Construction)</b>	<b>\$4,392,000</b>

**REVENUE**

Surface Water Utility Bond	\$ 22,500
Wastewater Utility Fund	\$ 98,225
Hidden Lake Dam Removal Project Fund	\$ 33,000
Sound Transit Funding	\$2,000,000
Sales and Use Tax/Sidewalk Bond Fund	\$2,238,275
<b>TOTAL Revenue</b>	<b>\$4,392,000</b>

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute a professional services agreement with Blueline Group, LLC for construction management and inspection services in the amount of \$476,950 for the 5<sup>th</sup> Avenue NE (NE 175<sup>th</sup> – NE 182<sup>nd</sup>) 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 12 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 5<sup>th</sup> Avenue NE Sidewalk Project in April 2020. More information on this can be found in the following staff report: [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.](#)

Construction on the 5<sup>th</sup> Avenue NE Sidewalk Project begins in 2022. Sidewalk will be built on both sides of 5<sup>th</sup> Avenue NE to connect existing pedestrian and bicycle facilities at NE 175<sup>th</sup> Street to the infrastructure currently in construction as part of the Sound Transit Shoreline North/185<sup>th</sup> Station project. This is the second of the twelve specific sidewalk projects to be constructed in the 2018 Voter-Approved Sidewalk Program.

## **DISCUSSION**

Due to the complex nature of the 5<sup>th</sup> Avenue NE sidewalk project and the number of projects scheduled for construction in 2022, City staff will be unable to provide construction management and inspection services for this project.

### **Construction Services Contractor Selection**

On March 4, 2019, the City issued a Request for Qualifications (RFQ) for establishment of a Construction Services Roster. Five firms submitted Statements of Qualifications (SOQ's), which were reviewed by staff. Four firms were selected to provide Construction Management and Inspection services for a three-year period; Blueline Group; LLC was one of those four firms.

The City reached out to two of those four firms to identify which firm had the most qualified staff available to provide services for this project plus several others. Blueline was selected based on experience of key staff available and past positive experiences on Shoreline projects.

Construction of the 5<sup>th</sup> Avenue NE sidewalk project is anticipated to start in March 2022 with final completion anticipated by November 2022. The scope of work of this proposed contract is attached to the staff report as Attachment A.

### **Alternatives Analysis**

The alternative to not authorizing this contract is to assign City staff resources by re-prioritizing other work or delaying the project until City staff resources become available, which is not recommended. Current staff are fully utilized on other construction projects, including private development, the Sound Transit Lynnwood Link Extension Project, and other capital projects.

## COUNCIL GOAL(S) ADDRESSED

These projects will help implement City Council Goal 2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment.

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<b>TOTAL Revenue</b>	<b>\$4,392,000</b>

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## **ATTACHMENTS**

Attachment A: Blueline Group Construction Management Services for the 5<sup>th</sup> Ave NE Sidewalk Project Scope of Work

Project Name: 5<sup>th</sup> Ave NE Sidewalk Improvements Project      City of Shoreline Project #: 10254  
 Effective Date: January 12, 2022      Blueline Job #: 21-416

## Project Description

The Blueline Group, LLC (“Blueline”) will provide construction support services for the 5<sup>th</sup> Ave NE Sidewalk Improvements Project (“Project”) generally consisting of new storm structures, stormwater pump station, storm pipe, sidewalks, ADA curb ramps, HMA overlay and retaining walls along 5<sup>th</sup> Ave NE from NE 175<sup>th</sup> St to NE 182<sup>nd</sup> Ct.

## Task Summary

Task 001	Project Management
Task 002	Construction Inspection Services
Task 003	Construction Administration Services
Task 004	Management Reserve

## Project Schedule

Our Team shall begin work immediately upon receipt of Notice to Proceed and proceed according to the attached Project Schedule. This schedule reflects the Client’s desire to complete construction in 2022.

Key dates include:

Notice to Proceed .....	March 2022
Substantial Completion (180 working days) .....	November 2022

## Scope of Work

Blueline’s scope of work for the project is outlined on the following pages.



## Task 001 Project Management

This task is for general coordination and meetings on the project, including:

- Management of all tasks and staff.
- Communication with the City regarding construction issues, costs, and schedule.
- Budget tracking and preparation of monthly invoices for work performed during the previous month, including any pertinent backup materials.

**Deliverables:** *Monthly invoices and progress report.*

## Task 002 Construction Inspection Services

Blueline will provide full time field inspection. Services under this task are anticipated to include:

- Provide preconstruction photos.
- Review plans/specifications and visit the site.
- Attend preconstruction meeting.
- Review materials delivered to site to review compliance with approved submittals.
- Provide inspection for all aspects of the construction activity to review Contractor compliance with the contract plans and specifications.
- Coordinate materials testing with the Contractor and City's consultant.
- Record and report the progress of the construction operations to the City throughout the duration of the contract providing Inspector's Daily Reports.
- Furnish the City with verification of all quantities of materials.
- Monitor the Contractor's traffic control operations to review compliance with approved Traffic Control Plan. Inspector to drive work zone each day and coordinate with City and Contractor on compliance.
- Be responsive to requests from citizens and businesses.
- Provide field record drawing to supplement the Contractor's redlines.
- Prepare final punchlist in collaboration with the City.
- Provide post construction photographs.

**Deliverables:** *Inspector's Daily Report, records of Force Account work, weekly tabulation of quantities placed (with truck tickets attached), construction progress photos, punchlist, and record drawing redlines.*

**Assumptions:** *This task assumes a construction duration of 180 working days at 8 hours of inspection per day, with a 20% allowance for longer working days. Should inspection needs exceed the Task 002 budget, a request will be presented to the City for authorization to use the Management Reserve task.*



## Task 003 Construction Administration Services

Blueline will provide Construction Administration services for the Project during the construction period. Blueline will coordinate construction management activities with the City's staff with the intent that Blueline will take the lead communication role. Services under this task are anticipated to include:

- Support material submittal review and assist with Record of Material (ROM) compliance documentation.
- Attend preconstruction conference and issue minutes.
- Conduct weekly progress meetings and issue minutes.
- Prepare and provide draft weekly statement of working days (WSWD) to the City.
- Review RFIs and provide responses to contractor including coordination with City and EOR.
- Review force account activity and provide summary of extra work spreadsheet with attached signed FA sheets for City to review.
- Prepare draft change orders for City review and processing.
- Prepare monthly FNRs and corresponding monthly plan highlights showing bid items incorporated on plan sheets in lieu of daily FNRs.
- Coordinate and track approved quantities with Contractor and support processing of pay estimate with the City.
- Review and approve Contractor's initial schedule and 2-week look ahead schedule provided at meetings.
- General consultation and coordination on an as needed basis.
- Coordination during construction with utility purveyors and Sound Transit.
- Address construction questions.

**Deliverables:** *Blueline will provide preconstruction meeting minutes, weekly progress agenda/minutes, draft weekly statement of working days, FA sheets, draft change orders, monthly FNRs, RFI responses (coordinated with EOR), and contractor notifications as needed.*

**Assumptions:** *This task assumes the City will prepare and mail notices to residents/businesses, answer questions from the public not able to be addressed by the field inspector, coordinate construction contract, prepare preconstruction meeting agenda and send invitations, and prepare letter of substantial completion.*  
*The City will provide draft forms to Blueline at the start of the project for RFI responses, FA sheets, change orders, and contractor notifications if specific templates are to be used. Revisions to these forms directed by the City after the project has begun shall be billed under a separate task.*





## Task 004 Management Reserve

This task provides for unanticipated inspection and/or construction support services deemed necessary due to exigent circumstances or delays. Any additional work or funds under this item are not to be used unless explicitly authorized by the City. Fee estimate is based on  $\pm 10\%$  of tasks 001-003.



## General Assumptions and Notes

- Scope and fees outlined above are based on the Project Understanding included with this proposal as well as the following information (any changes to these documents may result in changes to the fees):
  - Correspondence, as well as 100% contract drawings provided by the City, prior to the effective date of this Agreement.
- Traffic Control Plans and Shoring Plans will be a requirement of the Contractor and not designed by Blueline.
- City will provide initial Record of Material (ROM) document.
- Project stops/starts and significant changes to the Project Schedule may result in changes to the fees provided above and a separate fee proposal will be provided.
- Night/weekend work is not anticipated and therefore not included. A separate fee proposal can be provided if overnight/weekend work is determined necessary. Night/weekend inspection is billed at 150% of the daytime billing rate.
- Time and expense items are based on Blueline's current hourly rates.
- These fees stated above are valid if accepted within 30 days of the date of the proposal.
- Blueline reserves the right to adjust fees per current market conditions for tasks not started within a year of contract execution.
- Blueline reserves the right to move funds between approved Tasks 001 – 003 as necessary based on approved scope of work provided the overall budget of Tasks 001 – 003 is not exceeded. City Project Manager will be notified if funds are shifted.
- Client revisions requested after the work is completed will be billed at an hourly rate under a new task called Client Requested Revisions. A fee estimate can be provided to the Client prior to proceeding with the revisions.
- If Client requests Blueline's assistance in complying with any public records request, including without limitation providing copies of documents and communications, Client will pay Blueline's hourly fees and costs incurred in providing such assistance at then-current rates. Such fees and costs will be billed as a separate task.
- The fees stated above do not include reimbursable expenses such as large format copies (larger than legal size), mileage, and plots. These will appear under a separate task called EXPENSES.

