

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Professional Services Agreement with DKS Associates in the Amount of \$337,833 for Design of the Meridian Avenue Safety Improvements 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:

Roadway safety and capacity improvements are necessary on the Meridian Avenue N corridor. This project proposes corridor improvements (addition of a center-turn lane and traffic calming measures) on Meridian Avenue N from N 155th Street to N 175th Street, which are identified in the City’s Transportation Master Plan as necessary to accommodate growth and allow the City to maintain the adopted Levels of Service.

The City’s 2018 Traffic Report indicated that 39 percent of the 46 injury and fatal collisions in Shoreline between 2010 and 2016 involved a pedestrian. As a percentage of overall injury collisions, the number of non-motorized (pedestrian and bicycle) collisions is rising. In 2018, staff sought grant funding for improvements on several identified segments of the Meridian Avenue N corridor. Proposed improvements focused on reducing the numbers of pedestrian and bicycle injury collisions. The City was awarded a \$1,139,000 Federal Highway Safety Improvements (HSIP) grant through the State’s 2018 City Safety Program. The HSIP grant funds design, right-of-way acquisition, and construction of the project.

The project will enhance safety and mobility on the Meridian Avenue N corridor between N 155th Street and N 175th Street by rechannelizing Meridian in these 20 blocks. The lane configuration will be changed from one lane in each direction with on-street parking on both sides of the street, to one lane in each direction, a center turn lane, and bike lanes in each direction. In the design the corridor will be evaluated to determine if on-street parking should be retained in localized areas. The project will also install a new pedestrian - activated rapid flashing beacon (RRFB) on Meridian Avenue N at N 163rd Street and evaluate the existing RRFB at N 170th Street for safety enhancements.

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

RESOURCE/FINANCIAL IMPACT:

The 2021-2026 Capital Improvement Program includes \$181,254 for the design phase of project. This budget was based on cost estimates developed in 2017-2018 for the HSIP application that were not escalated to present day. DKS’s fee for consultant services is higher than those estimated for CIP programming and must be increased by \$156,579, from \$181,254 to \$337,833. The additional funds will be allocated from the Roads Capital Fund. Consultant services will include developing revised engineer’s estimates for construction of the project.

An HSIP grant was awarded in the amount \$1,139,000 and requires a local match of 10% for engineering, right-of-way and construction. However, if construction funding is obligated prior to September 21, 2022, no local match is required for the construction phase.

The project budget is shown below:

EXPENDITURES

Design

Staff and Other Direct Expenses	\$99,172
DKS Associates LLC. (THIS CONTRACT)	\$337,833

Right of Way	\$60,000
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Construction	\$1,010,000
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TOTAL	\$1,507,005
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REVENUE

Design

HSIP Grant	\$1,139,000
Roads Capital Fund	\$368,005

TOTAL	\$1,507,005
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RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with DKS Associates, LLC in the amount of \$337,833 to provide design and engineering services for the Meridian Avenue Safety Improvements Project.

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

BACKGROUND

The City's 2018 Traffic Report indicated that 39 percent of the 46 injury and fatal collisions in Shoreline between 2010 and 2016 involved a pedestrian. As a percentage of overall injury collisions, the number of non-motorized (pedestrian and bicycle) collisions is rising. In mid-2018, staff sought grant funding for improvements on a number of the identified segments, focusing on reducing the numbers of pedestrian and bicycle injury collisions.

One of the roadway safety and capacity improvements is focused on the Meridian Avenue N corridor. This project proposes corridor improvements (addition of a center-turn lane and traffic calming measures) on Meridian Avenue N from N 155th Street to N 175th Street which are identified in the City's Transportation Master Plan as necessary to accommodate growth and allow the City to maintain the adopted Levels of Service.

The City was awarded a \$1,139,000 Highway Safety Improvements (HSIP) grant through the State's 2018 City Safety Program. The HSIP grant funds design, right-of-way acquisition, and construction of the project. A vicinity map of the project area is included as Attachment B.

This project will:

- Modify channelization to enhance safety by adding a center turn lanes, bike lanes and modifying or reducing parking as needed.
- Improve pedestrian safety at N 163rd Street by adding a new RRFB with refuge island.
- Improve pedestrian safety at N 170th Street (school entrance) by evaluating modification the existing RRFB at N 170th Street for the addition of a refuge island and/or other safety upgrades.

DISCUSSION

DKS Associates, LLC was selected to provide professional engineering services for the project. Scope and fee negotiations have been completed and the proposed scope of work with DKS is included in Attachment A. In accordance with the City's purchasing policies, Council authorization is required for execution of services contracts exceeding \$100,000. Council therefore must authorize the City Manager to execute a Professional Services Contract with DKS Associates LLC.

The alternative to awarding this contract to DKS is to not award the contract, which would result in two options:

1. Not proceed with the project and don't receive the grant funds.
2. Delay the project until there is adequate staff capacity to design the project in-house in 2023 and risk losing grant funding.

Staff does not recommend either of these alternatives and recommends that Council move forward with award this design contract to DKS.

COUNCIL GOAL(S) ADDRESSED

This project helps to implement City Council Goal 2: improve Shoreline’s infrastructure to continue to delivery of highly-valued public service.

RESOURCE/FINANCIAL IMPACT

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RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with DKS Associates, LLC in the amount of \$337,833 to provide design and engineering services for the Meridian Avenue Safety Improvements Project.

ATTACHMENTS

Attachment A: DKS Contract Scope of Work

Attachment B: Meridian Avenue Safety Improvements Project Vicinity Map

City of Shoreline
Meridian Avenue North Safety
Improvements Project

Exhibit A – Scope of Services

City of Shoreline
Public Works Department
November 2021

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

Scope of Work

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Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

Project Description

This project includes the design of pavement markings (generally within curb-to-curb space) on Meridian Avenue N between N 155th Street and N 175th Street. The consultant will provide the preparation of plans, specifications and estimates (PS&E) for the City of Shoreline.

- Project Limits extend along Meridian Avenue N between N 155th Street and N 175th Street.

Meridian Avenue N is a two and three-lane arterial. The City's CIP includes plans for future improvements the intersection of Meridian Avenue N and N 175th Street. These improvements will not be included as part of this project. The two signalized intersections at each end of this corridor will maintain the existing channelization. Bicycle lanes will be incorporated along the corridor and in the vicinity for the signalized intersection where feasible.

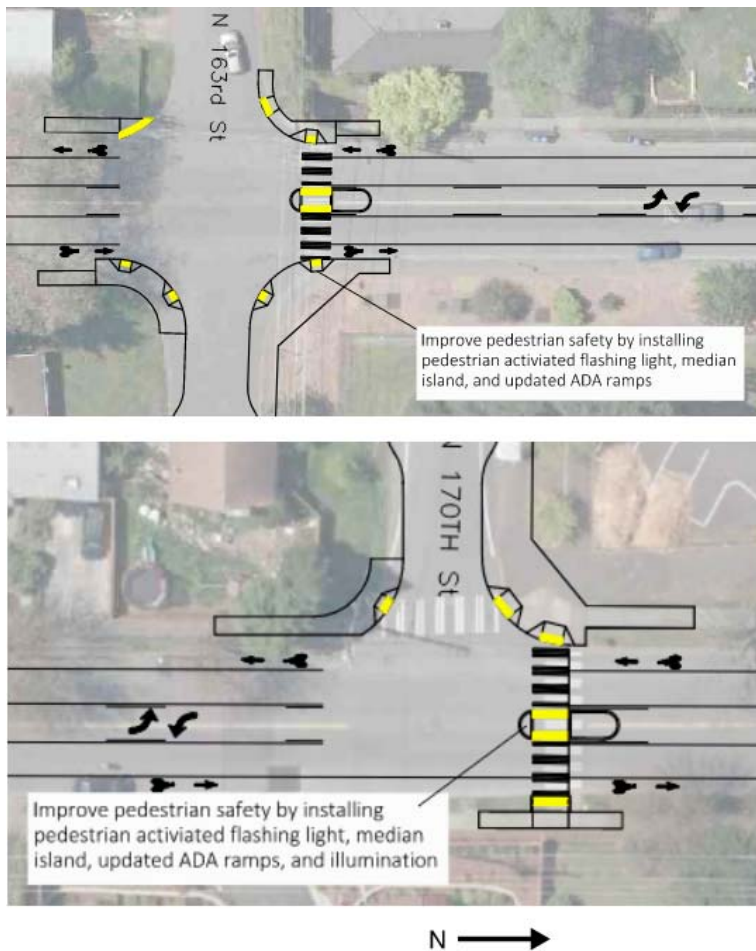
The Project will install a pedestrian-activated rectangular rapid flashing beacon (RRFB) with a raised center pedestrian refuge island at N 163rd Street. The Project will evaluate the existing pedestrian beacon (RRFB) at N 170th Street for the potential addition of a pedestrian refuge island.

Curb ramp design will be required at the following locations, as shown in the image below:

- Meridian Ave N and N 163rd Crossings
- Meridian Ave N and N 170th Crossings

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services



These figures are provided to show the intent of potential improvements at each of the two RRFB locations. The intersection improvements at the N 170th St location still need to be validated as part of this scope of work. It is possible that the N 170th St location may still be removed from the project if improvements are found to be not in alignment with the project objectives. There is an existing RRFB at this location and it may remain without these extra improvements shown above.

DELIVERABLES FURNISHED BY THE CONSULTANT

- Schedule
- Progress meetings/site evaluations
- Monthly invoices
- Monthly status reports
- Arborist memo
- Stormwater/Drainage memo
- Environmental Documentation
- 30% PS&E submittal
- Second 30% PS&E submittal following city and public involvement comments
- 90% PS&E submittal for WSDOT Local Programs Review
- 100% PS&E submittal
- Final PS&E submittal

ITEMS FURNISHED BY THE CITY

- All existing plans, reports and data that relate to the recent asphalt overlay projects

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

- ❑ Electronic copy of all available aerial and utility basemapping backgrounds in AutoCAD format within the project limits
- ❑ Electronic survey, survey centerline, and tie into survey monumentation for the project.
- ❑ Survey data and surface data complete to perform design of new proposed ADA crossings at both N 163rd St. and N 170th St. pedestrian crossings.
- ❑ Electronic copy of boilerplate construction contract and special provisions
- ❑ Permits are handled by the CITY, with the exception of Seattle City Light service connection

DESIGN CRITERIA

- ❑ City of Shoreline Public Works Department Standard Details
- ❑ City of Shoreline EDM
- ❑ AASHTO (2011 Edition)
- ❑ WSDOT Local Agency Guidelines (LAG Manual – M36-63)
- ❑ WSDOT Design Manual
- ❑ WSDOT Standard Specifications (2022)
- ❑ WSDOT Standard Plans

ASSUMPTIONS – IT IS ASSUMED BY THE CONSULTANT TEAM THAT:

- ❑ The design elements, listed below, are not included as part of this scope of work. If these items are needed as part of this project, that element will be negotiated for additional scope, schedule, and budget.:
 - ❑ Political change management (This will be handled by the CITY)
- ❑ The CONSULTANT may manage individual task budgets, accordingly between tasks while working to maintain the overall budget. Prior to transferring budget between task the City's project manager shall be notified and documentation will be provided with each invoice.
- ❑ If sidewalk or other elements not impacted by the agreed upon improvements of this project are outside of City Right-of-Way, those elements will be considered out of scope.
- ❑ Up to 6 TCE – temporary construction easements
- ❑ Drainage and stormwater element are limited to a brief memo, not a full report
- ❑ Root pruning is out of the design scope, and will be part of the contractor scope
- ❑ AutoCAD Civil 3D 2020
- ❑ Microsoft Office 365
- ❑ Directed Services (can be added when directed in writing by the city) : Up to 3 ROW property acquisitions. They will all be limited to Administrative Offer Summaries (AOS's) instead of full appraisals

Meridian Avenue N Safety Improvement Project Exhibit A – Scope of Services

Task 1. Project Management and Coordination

A. Project Management

The CONSULTANT is responsible for project management of the various work elements described within this document. These responsibilities shall include but shall not be limited to:

- Communication with team members.
- Identification of project scope changes and immediate discussion of them with CITY staff.
- Development and maintenance of a project budget. If events that are outside the control of the CONSULTANT increase project cost, the CONSULTANT'S project manager shall immediately notify CITY staff and work towards a resolution.

ASSUMPTIONS

Major Milestones will include the following:

- Ad Date – no later than January 31, 2023

B. Coordination Meetings (Separate from Public Involvement)

Coordination meetings shall be conducted as needed, and it is assumed there will be three (3) general coordination meetings. The CONSULTANT shall provide the CITY with an agenda for each progress meeting at least two (2) working days prior to the meeting. The CONSULTANT shall be responsible for taking minutes at all meetings and shall supply the CITY with a copy of the notes.

Because the project is located within the City of Shoreline, it is assumed there will be two (2) coordination meetings with the City of Shoreline.

It is assumed one (1) field meeting at the project site will be conducted during the project.

The CONSULTANT shall address the project schedule at each meeting and provide a status report for the project. If the project is behind schedule, due to the CONSULTANT, CITY or outside forces, the CONSULTANT shall provide a recovery strategy at each meeting.

All project meetings will be virtual with the exception of the field meeting.

DELIVERABLES

- **Schedule and notify participants for Team Status Meetings**

C. Invoices

The CONSULTANT shall be proactive in discussing any potential budget problems and may present alternatives or make recommendations to alleviate the problem.

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

Monthly invoices for work completed to date will be submitted to the CITY. The invoices shall summarize budget, expenditures and percent expended for deliverable tasks during the billing period, percent expended of overall project elements and shall contain all elements outlined in the project contract. Invoices shall be submitted in accordance with the WSDOT LAG Manual and with the Monthly Status Report.

DELIVERABLES

- ❑ **Monthly invoices – one electronic emailed copy**

D. Monthly Status Reports

Monthly status reports shall be submitted with invoices. The status reports shall summarize activities completed for each task during the billing period and anticipated deliverables for the next month.

The CONSULTANT shall also summarize in the monthly status reports problems encountered and actions taken for their resolution, potential future delays, and issues/activities requiring CITY direction. Any elements that may impact project completion time and cost shall be highlighted.

The information entered by the CONSULTANT shall include amounts received from the CITY and amounts paid to all subconsultants. Subconsultants shall confirm the payment amount and date payment was received from the CONSULTANT each month.

- 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

DELIVERABLES

- ❑ **Monthly status reports – one electronic PDF emailed copy**

Task 2. Base Mapping

A. GIS & Mapping Information

The CONSULTANT will collect available GIS, as-built information (in AutoCAD and/or hard copy format), CADD files from the funding application (3 lane alternative), Survey monumentation, and aerial mapping available from the CITY and set up the basemap drawings based on that information.

The CONSULTANT will utilize the CITY provided aerial mapping and topographic survey to incorporate curb lines, intersections, and driveways to complete the existing basemapping. The consultant will provide field verification of survey features where necessary.

Meridian Avenue N Safety Improvement Project Exhibit A – Scope of Services

B. Topographic Survey

The CONSULTANT shall incorporate the CITY's topographic survey into the basemap.

SURVEY ITEMS FURNISHED BY THE CITY

The limits of survey at each intersection shall extend for a minimum distance of twenty (20) feet from the PC/PT of each curb return. In the vicinity of each curb return location the CITY shall survey the top and bottom of curb, gutter pan and roadway surface shots at 5-foot intervals. The roadway surface (pavement shots) shall extend into the roadway fifteen feet from face of gutter. The survey shall extend to 5' beyond the back of the existing sidewalk or to the face of building, whichever is first.

The CITY shall complete a topographic survey for curb ramp design for the following locations within the project limits:

- Meridian Ave N/N 163rd St intersection ramps (up to 7)
- Meridian Ave N / N 170th St intersection ramps (up to 4)

All survey work shall be conducted in accordance with the CITY standards and requirements and shall utilize the CITY provided horizontal and vertical datums including a Survey/Construction centerline.

Survey Details:

Horizontal control: Horizontal Datum NAD83(91), Vertical Datum NAVD88

Roadway centerline: Roadway centerline for Meridian Avenue N, stations and street names, bearing & distances between monuments, when possible to obtain without closing lanes.

Right-of-way, property lines & easements: Right-of-way lines from GIS or offset from centerline, property addresses

Transportation: Pavement, driveways, curb & gutter, crosswalks; joints between different pavement types; ADA ramps, sidewalk limits; traffic signal equipment including junction boxes, loops (if any), PPBs, and poles.

Utilities: Surface and underground locations of water, sewer, storm drain; gas & electric; telecommunications such as utility manholes, vaults, inlets valves catch basins, hydrants, cleanouts, and the like.

ASSUMPTIONS

- Mapping will be prepared in AutoCAD 2020.
- CITY GIS and/or as-built data will be used only to depict property lines and rights-of-way.

DELIVERABLES

- Topographic Survey of project intersections and selected streets as described herein.
- Land XML files of everything in the Project Area

C. Field Data Collection

The CONSULTANT shall construct a project centerline for the basemap with stationing beginning at an identifiable point as determined by monuments or curb extensions from an intersecting street. The construction stationing will be generated using a wheel counter in the field. Distances will be verified by scaling the CITY-provided plans or aerial photographs.

Consultant will provide curb to curb measurements at key locations along the corridor.

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

D. Base Maps

The CONSULTANT shall use the data collected in items A, B and C above to complete the basemap preparation at a scale of one (1) inch equals thirty (30) feet for the corridor.

Task 3. Pre-Design Elements

A. Subconsultant Coordination

The CONSULTANT will coordinate with SUBCONSULTANT to provide ADA curb ramp design and Environmental compliance for NEPA and SEPA documentation.

B. Design Criteria

The CONSULTANT will review the design criteria.

The CONSULTANT will develop a design criteria and confirm these elements with the CITY before beginning conceptual design tasks:

- Design vehicle
- Lane width, minimum
- Center lane (TWLTL) width, minimum
 - Center lane storage, minimum and
 - Placement of these along the corridor versus left turn pockets/median bulb outs
 - Taper rates for Meridian Ave
 - Center pedestrian median storage width, minimum
- Bicycle lane width, minimum
 - Color – will lanes be painted across side streets
- Parking width, minimum
- RRFB requirements including power sources

C. Early Coordination with WSDOT for ADA Compliance (CM)

Early coordination with WSDOT will include up to two (2) virtual meetings with each meeting lasting up to 1 hour.

The CONSULTANT will send out letters to WSDOT Local Programs to confirm the current scope of two RRFB locations and channelization that stays within curb to curb will only require ADA improvements (limited) to the two RRFB locations as part of this scope of work.

ASSUMPTIONS

- ADA upgrades for the corridor will be limited to the crossings at the scope for the RRFB crossings included as part of this scope of work. Any additional ADA upgrades are not included as part of this scope.

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

DELIVERABLES

- Meeting minutes with WSDOT Local programs
- Land XML files of everything in the Project Area

D. Power Coordination and Power Feasibility assessment

I. Coordination with power company to determine tie in points for permanent RRFB installations.

Currently there are two pedestrian crossings planned for this corridor:

One at Meridian/ 163rd

- Current plan is to have this location hard wired. Power source will need to be determined and confirmed as part of this early coordination task.
- Include a meeting with power utility
- Confirmation of the power tie in and SCL requirements needed for the construction.
- CITY pays service connection fees to SCL.

One at Meridian /170th

- Power feasibility assessment.
- Rough order of magnitude estimate to provide direct power instead of keeping the existing solar panel RRFBs at this intersection. Review prior task for improvements made at the intersection including but not limited to median center refuge, bulb outs, and infrastructure improvements versus keeping the existing infrastructure as-is.
- Review 170th as-builts and records of the existing RRFB crossing equipment.
- If it is feasible to upgrade the crossing and include direct power

E. Utility coordination at RRFB crossings:

The CONSULTANT will coordinate with other utilities including water, sanitary sewer, stormwater, power, gas, telephone, cable television, and other fiber owners located at the two RRFB noted within the SOW. Coordination shall include notifying utilities of upcoming work and coordinating proposed utility improvements, adjustments and relocations required by this project.

DELIVERABLES

- Tie in for electrical power at Meridian/163rd
- Tie in for electrical power at Meridian/170th (possible)
- Notification letter to utilities
- Conversation meeting summaries to City
- Plan sheet will be submitted to each utility for review at design milestones

F. III. Postmaster General coordination.

Contact the Postmaster General with a letter or phone call. State we which mailbox to move. Coordinate new location. Park and walk or drive along. Look up local Postmaster General. Coordinate temporary mailboxes.

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

G. Drainage Design Memo (CM Design)

As part of the project, a brief drainage memo will be provided to document that this project meets the thresholds for a Small Impact Project as defined by the City of Shoreline Surface Water Drainage Requirements Technical Guidance memo dated 3/2019. s under the DOE thresholds for minimum requirements.

A Small Impact Project triggers Minimum Requirement #2 of the 2014 Department of Ecology (DOE) Stormwater Management Manual for Western Washington. Minimum Requirement #2 is a Stormwater Pollution Prevention Plan (SWPPP). Per City of Shoreline requirements, a SWPPP narrative and plan is required for Small Impact Projects. The City of Shoreline SWPPP Short Form for Small and Medium Construction Projects template will be used.

ASSUMPTIONS

- Detention and water quality treatment, and upgrades to the existing storm sewer system will not be required for this project.**
- The Storm Drainage Memo will be limited to roughly a three-to-five-page document including figures.**
- The City of Shoreline SWPPP Short Form for Small and Medium Construction Projects template will be used to create the SWPPP.**

DELIVERABLES

- Draft Drainage Memo**
- Draft SWPPP narrative**
- Draft Erosion/Sedimentation Control Plans**
- Final Drainage Memo**
- Final SWPPP narrative**
- Final Erosion/Sedimentation Control Plans**

H. Arborist (UFS/BC - James Barborinas)

The CONSULTANT will conduct a site visit to assess impacted trees. Impacted trees will be identified during preliminary design. Approximately 1 tree in the vicinity of existing pedestrian facilities will be evaluated for impacts by site improvements. The arborist investigation and memorandum includes the following.

SUBCONSULTANT will provide tree assessment services as needed during site improvements. SUBCONSULTANT is to provide the services listed below SUBCONSULTANT will provide an Arborist Report for the trees included in this service:

- Onsite evaluation of impacted trees
- Virtual or in-person meetings to discuss conditions and alternatives for retention, protection, or removal
- Provide a written response with recommendations for removal, retention, protection, and/or maintenance as needed.

DELIVERABLES

- Arborist Memo - Written response with recommendations**

Meridian Avenue N Safety Improvement Project Exhibit A – Scope of Services

Task 4. Environmental Documentation (Widener)

I. Environmental Documentation and Coordination (Widener)

Design Assistance and Early Coordination with Agency

Prior to beginning work, Widener will coordinate with project engineering staff and state agencies as necessary to identify the specific permitting and documentation requirements and develop a strategy for completing them.

Deliverable(s):

Memoranda documenting the coordination activities with state and federal agencies.

Environmental Justice

Services required to complete an environmental justice (EJ) analysis includes the following main components:

- Collecting demographic data for the project area using local data sources and the US Census Data.
- Identifying any environmental justice populations in the area (minority or low-income populations).
- Review public outreach activities to ensure potential EJ populations are offered an opportunity to participate in project planning and decision-making.
- Identifying any potential disproportionate effects to EJ populations from project activities and identifying how impacts could not be avoided or minimized and what mitigation measures could be implemented.

NEPA CE

Services will be provided to prepare the NEPA CE form by reviewing technical reports related to the project, applying project-specific data to the form, and coordinating approval for the project by both WSDOT and FHWA.

Deliverable(s):

- A draft of the NEPA CE will be provided.
- The final NEPA CE documentation will be provided incorporating City comments.
- The final NEPA CE documentation will be provided incorporating WSDOT/FHWA comments if required. It is assumed that WSDOT/FHWA comments will not alter the basic conclusion of the documentation or require further alternative studies.

ESA No Effect Determination.

The Consultant will prepare a brief effect determination letter on species listed as threatened under ESA (assumed to be “no effect”). We will obtain updated species lists from agency web sites. Evaluation of specific project details such as construction techniques and equipment used, timing of construction, temporary sediment and erosion control measures, and best management practices will be based on information provided during early design coordination. Information on the amount of new impervious surfaces, stormwater detention, and stormwater quality treatment will be based on information provided during early design coordination with the project team.

Assumptions:

- The project will have no effect on listed species, or their designated critical habitat and a detailed Biological Assessment will not be required.

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

Deliverables:

- Draft ESA No Effect Letter
- Final ESA No Effect Letter

Section 106 Exemption

The Consultant will conduct the required National Historic Preservation Act Section 106 Cultural Resources Survey. Work would consist of the following tasks necessary to comply with Section 106:

- Conduct a background search to identify known cultural resources within the project area of potential effect (APE) defined by the City and assess the potential for the APE to contain cultural resources.
- Conduct a pedestrian field reconnaissance with WSDOT to complete the assessment of the potential for the APE to contain cultural resources.

Assumptions:

- We will assist the City of Shoreline with APE definition.
- No historic properties within the APE.
- The project qualifies as exempt under WSDOT's programmatic agreement.
- No human burials or archaeological sites will be encountered.

Deliverables:

- Draft APE Exemption Letter
- Final APE Exemption Letter

DELIVERABLES

- Draft ECS
- Final ECS

Task 5. Intersection Designs (CM Design)

The CONSULTANT will prepare intersection plans to accommodate ADA pedestrian crossings as part of the first order of work on this corridor. This element will be developed to accommodate the available space at the intersection, attempt to avoid ROW acquisitions, and tie in with the existing infrastructure/sidewalks. Curb return layouts and side street widths will be revised as necessary to fit proposed ADA compliant curb ramps within the existing right-of-way. The CONSULTANT will provide two options for review by the CITY.

Scale of the drawings is defined in the PS&E scope of work below.

The options will be provided to the City. The City will select the preferred option. This will be considered one submittal.

Meridian Avenue N Safety Improvement Project Exhibit A – Scope of Services

DELIVERABLES

- ❑ ADA crossing designs 30% design at Meridian/ 163rd Intersection (up to two options)
- ❑ ADA crossing designs 30% design at Meridian/ 170th Intersection (up to two options)

Task 6. Public Involvement

CONSULTANT will develop a comprehensive engagement program designed to inform and educate the public about the proposed improvements to the corridor. The Plan will specify dates, times and purpose of various virtual meetings and engagement tools.

Key elements of the Plan will include:

Workshop (Up to One)

The purpose of the workshop is to provide education and collect feedback from the community on various topics associated with the Corridor Plan. To gather thoughts and input from a large range of community stakeholders, workshop will be held in a virtual format and then made available online.

The workshop will be structured as a family-friendly event and use techniques that engage the interest of participants, maximize opportunities for input and discussion, and incorporate residents' input into the planning process. Workshop methods will include:

- Pre-meeting advertisement that clearly explains the intent, topics, and format of the event.
- Opportunities before and after workshops submit comments/questions.
- Live-polling activities as part of our online presentations.
- Recording of the workshops for future reference.
- Development of a “virtual workshop” on the project website following the “live” meeting.
- Accommodation for Spanish language translation.

Promotion Timelines:

- ✓ Three-Four weeks prior:
 - Social Media Event Posts
 - Postcard
 - Peach Jar
 - Website Updates
 - Email to neighborhood Groups (Consultant drafts and City sends)
 - News Release (Currents)
 - Alert Shoreline (City eNotification)
 - City Council Announcements
- ✓ Two weeks prior:
 - Social Media Posts re: Workshop Format and Goals
 - Stakeholder Outreach (Chamber/Community Groups/Faith Based Groups)
 - Website Updates
 - eBlasts (Alert Shoreline?)
- ✓ One week prior:
 - Social Media
 - eBlast Reminders

The following assumptions are made about the virtual workshop:

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

- Up to Four CONSULTANT staff members will attend the workshop
- The workshops will each be two hours long
- CONSULTANT task manager and support staff will each spend up to four hours preparing for the for the workshop, and up to two hours after the workshop debriefing and summarizing findings

Focused Stakeholder Meetings (Up to Three)

Focused stakeholder meetings with key partners are valuable because they allow alternative ways of obtaining information from the without using surveys, which tend to be viewed as scientific and only produce quantitative data. Focus groups utilize qualitative data collection methods. Just as in the dynamics of real life, the participants can interact, influence, and be influenced—giving actionable insight into their knowledge of key issues related to housing and regional needs for the City, their community and the groups or people they represent.

Up to two staff members will attend up to three meetings with residents/property owners with issues and City's Public Works team. Each stakeholder meeting is assumed to be up to two hours long.

Collateral Development/Social Media

The City, supported by its consultant team will develop a number of tools to support this effort and provide easy access to materials, documents and information about the process. These will include:

Dedicated Project Webpage

DKS will provide the following content for the City to post on their dedicated website:

- Project information and overview and purpose of the Plan.
- Listing of the meeting.
- Presentations and materials produced for the workshop.
- Fact sheets regarding the planning process.
- All drafts and materials produced for the Plan.
- Library with all relevant documents.
- Online surveys.
- Social pinpoint (interactive online comment capture).
- Forms for comment/questions.
- eNews sign-ups.
- Links to the site, online surveys, art and information promoting the effort will be provided to each of the individual transit providers for distribution and/or posting on their sites.

Social Media

The project team will develop social media materials promoting the process, workshop and opportunities for participation via Facebook, Next Door and other as appropriate.

eNews

Over the course of the project DKS will provide content for us in the City's Community Newsletter (Currents). This will include:

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

- Promote website launch,
- Promote upcoming workshops,
- Provide information regarding the Plan process,
- Conduct topic-specific surveys, and
- Promote opportunities to review proposed strategies and Plan documents.

Collateral Development & Translation Services

The project team will develop the following materials:

- Project (Plan) Description
- Frequently Asked Questions
- Flyers/Posters for Workshop

DELIVERABLES

- Draft and Final Engagement Plan**
- Project Website with Social Pinpoint (information forwarded to City)**
- Postcard Mailers**
- One Virtual Workshops**
- Social Media Posts (information forwarded to City)**
- ENewsletters (4)**
- Collateral Materials**

Task 7. PS&E Design

A. Site Evaluations

The CONSULTANT shall review on-site conditions for the corridor to identify the specific construction items to be included in the project improvements including paving limits, pavement repair areas, utility castings, pavement markings, and edge treatments.

B. Options Analysis

The CONSULTANT shall prepare an Options Analysis at roughly the 30% design phase. The Options Analysis will include initial base mapping, site evaluations, and order of magnitude comparisons for up to two different channelization options for each of the two RRFB sites within this scope of work. Options may include:

- Review of turning movements at each of the RRFB sites to evaluate where to locate center turn lane movements versus median refuge.
- Review possible bulb out locations, which may be a combination of taking width from the side street or narrowing Meridian to a two lane travel way with bicycle lanes.

Prior to starting the Options Analysis phase, the CONSULTANT and CITY shall meet to discuss parameters for the Design and what types of options should be considered and evaluated.

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

The Options Analysis will be submitted for review by the CITY. The CITY will provide comments and select a preferred alternative. The CONSULTANT shall update the Options Analysis by addressing comments from the CITY and outlining the preferred alternative.

C. PS&E

PLANS, SPECIFICATIONS & ESTIMATES (PS&E)

A Basis of Design memo will be used to document design decisions, provide background information to support to the design process, and outline issues to be resolved. The memo will be provided with the 30% and 90% submittals.

Plan Sheet size shall be 22 Inches, height, by 34 Inches, width. Plan Sheets will be prepared at a scale of 1" = 30'. The drawing scales, lettering, and general delineation of the plans will render legible reproduction at half scale (11" x 17" size).

The CONSULTANT will be supplied with a "Boiler Plate" version of the CITY Project Manual. The CONSULTANT will edit the "Boiler Plate" version, by supplementing as necessary with project specific information, and by deleting unnecessary special provisions.

The CITY shall provide the CONSULTANT with review comments after each milestone submittal. Comments shall be compiled by the CITY. The CONSULTANT shall provide a response for each CITY comment. If there is not clear direction in the comment or there are conflicting comments the CONSULTANT shall provide the CITY with options for how to resolve the issue raised in the comment.

The CONSULTANT will implement a QA/QC program and document the process at each milestone submittal. QA/QC documents will be submitted to the CITY at each milestone.

COVER SHEET, INDEX AND PROJECT LOCATION MAP

Shall include an index listing plan sheet titles as they appear in the plan set, city map and project location, project title, and contract bid number as may be applicable. The vicinity map illustrating the project limits shall be shown on the map on the cover sheet (Assume 1 sheet).

City will provide cover sheet template

LEGEND AND GENERAL NOTES SHEET

Provide legend and general notes for the project (Assume 1 sheet)

OVERLAY/CHANNELIZATION PLANS (1"=30')

Provide roadway plans for the work illustrating all roadway design elements including pavement repair areas, grinding, pavement recycling, paving limits, minor drainage improvements, utility adjustments, minor curb and gutter replacement, edge treatment and channelization. The top view of the plan sheet will show the overlay design and the bottom view will show the channelization design (Assume 11 sheets)

CURB RAMP PLANS (1"=10')

Provide curb ramp plans for the work illustrating the layout and grading for curb ramps. Plans shall include existing and proposed elevations at tie-in locations, ramp and landing elevations and slopes, and dimensions for all ramp features. (Assume 8 sheets)

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

TRAFFIC CONTROL AND PEDESTRIAN DETOUR PLANS (NTS)

*Provide traffic control and pedestrian detour plans for construction zones utilized during the project.
(Assume 8 sheets)*

MISCELLANEOUS DETAILS SHEET

Provide details for construction elements (Assume 2 sheets)

The anticipated sheet list is:

<u>Sheet No.</u>	<u>Description</u>
1	Cover Sheet, Index and Project Location Map
2	Legend and General Notes
3-4	Site Prep and Demo Plans
5-12	Channelization Plans
13-17	Curb Ramp Plans
17-18	RRFB Details (electrical)
19-23	Traffic Control Plans
24-26	Miscellaneous Details

30% PS&E SUBMITTAL

The CONSULTANT shall submit one (1) Basis of Design memo and one (1) electronic set of half-size plans for the **30% design**. This submittal shall be a conceptual drawing only. This 30% would incorporate the selected intersection design at the RRFB location from Task 5.

60% PS&E SUBMITTAL

The CONSULTANT shall submit one (1) Basis of Design memo; one (1) electronic set of half-size plans, one (1) electronic copy of the specification package, one (1) electronic copy of the estimate, and one (1) electronic set of QA-QC documents for the **90% design**. This submittal shall be the complete PS&E and shall include all drawings, quantities, the specification package, and the estimate.

Consultant shall submit ACAD (at 60% DD) to City to initiate record drawing process.

90% PS&E SUBMITTAL TO WSDOT LOCAL PROGRAMS

The CONSULTANT shall submit one (1) electronic set of half-size plans, one (1) electronic copy of the specification package, one (1) electronic copy of the estimate, and one electronic set of QA-QC documents for the **90% design**. This submittal shall be the complete PS&E and shall include all drawings, quantities, the specification package, and the estimate.

100% PS&E SUBMITTAL

The CONSULTANT shall submit one (1) electronic set of half-size plans, one (1) electronic copy of the specification document, one (1) electronic copy of the estimate and one (1) electronic copy of the QA-QC documents for the **100% design**. This submittal shall be the complete PS&E and shall include all drawings, quantities, the specification package, and the estimate.

FINAL PS&E SUBMITTAL

The CONSULTANT shall submit one (1) electronic set of half-size plans, one (1) electronic copy of the specification document, and one (1) electronic copy of the estimate for the **FINAL PS&E**, which shall include all drawings complete, the CONSULTANT's stamp and signature, the quantities complete, the specifications package ready to advertise for bid, and the final Engineer's estimate of cost. An electronic copy of the final submittal will also be uploaded by the CONSULTANT to Builder's Exchange.

Meridian Avenue N Safety Improvement Project Exhibit A – Scope of Services

ASSUMPTIONS

- PS&E submittals shall be electronic
- All reproduction costs for plans and specs will be reimbursed by the CITY.
- Construction Estimates will be prepared in accordance with the City's estimating policy
- PS&E documents will be prepared in accordance with the WSDOT LAG Manual
- Separate Bid Schedules for the City of Shoreline (federal participating)

DELIVERABLES

- 30% concept drawing
- 60% PS&E Submittal
- 90% PS&E Submittal to WSDOT Local Programs
- 100% PS&E Submittal
- Final PS&E Submittal
- Electronic backup (Excel format) for quantity tabulations and unit cost prices broken out separately for each street at the 90%, 100% and Final Submittals

Task 8. Maximum Extent Feasible (MEF) Documentation

A. MEF Document Preparation

The CONSULTANT will develop the MEF Document for two intersections: Meridian & 163rd and Meridian & 170th. The MEF Document will outline the existing and proposed ramp conditions, compliance with ADA requirements and provides a narrative "Maximum Extent Feasible" justification for non-complaint ramps. The document will include existing and proposed ramp design information as well as a narrative describing design considerations, options and analysis that were evaluated to determine the "maximum extent feasible" was reached. A draft document will be prepared after the 90% submittal and a final document will be submitted with the 100% submittal.

DELIVERABLES

- MEF Document – Draft (at 90% submittal)
- MEF Document – Final (at 100% submittal)

Task 9. LAG Manual Documentation

A. Design Process Documentation

The CONSULTANT will complete the following LAG Manual documents for review and submittal to WSDOT by the CITY:

- Project Development Checklist

Meridian Avenue N Safety Improvement Project Exhibit A – Scope of Services

- Local Agency Design Matrix Checklist - LAG Manual Appendix 42.101
- Local Programs PS&E Checklist and all non-standard Division 1 special provisions to be submitted with 90% PS&E, 95%PS&E, 100%PS&E and Final PS&E submittals.

Task 10. Bid Support

The CONSULTANT shall post the bid documents on Builders Exchange together with all, if any, amendments and/or bidder questions and answers.

The CONSULTANT shall provide responses to bidder questions during the bid phase.

The CONSULTANT shall prepare addenda in City format as required.

CONSULTANT will not charge for addenda if they are needed to correct or clarify errors or omissions in the bid documents.

DELIVERABLES

- Electronic copies of addenda in PDF format
- Electronic copies of signed final PS&E documents in PDF format

Task 11. Management Reserve

The Management Reserve task is for tasks above and beyond the scope in this document. It will cover the following elements:

- ROW acquisition needs over the budget allowed in this scope
- Outreach and coordination with residents and property owners in project area
- Additional public outreach open house

Task 12. DIRECTED SERVICES:

A. Right-of-Way Administration and Coordination (CM Design and CommonStreet)

The Consultant shall provide right-of-way (ROW) administration and acquisition services for the City of Shoreline's the Meridian Ave Safety Improvements Project Meridian Avenue Safety Improvements project including:

Right-of-Way Administration and Coordination

Tasks include managing the right of way process, including:

- client and stakeholder communications;

Meridian Avenue N Safety Improvement Project

Exhibit A – Scope of Services

- leading of task force meetings;
- state and federal compliance oversight;
- ROW Certification, including coordination with WSDOT LAC;
- risk management tasks affecting the right of way program;
- acquisition file setup; property research and owner contact, and schedule and budget controls.

Title Services

Tasks include:

- ordering and reviewing title reports for all affected parcels,
- establishing ownership data,
- identifying clearance items and drafting all conveyance documents, vouchers and other necessary documentation.
- Further includes either setting up client escrow account or facilitating execution of all conveyance documents, payment vouchers and closing data.
- Includes recording of conveyance documents and closing of acquisition file.

Appraisals and Appraisal Review Services

Assumes six (6) non-complex valuations under \$25,000.

- Tasks include site inspection, gathering of comparable sales data, field inspection of comparable sales, market and valuation analysis and preparation of Administrative Offer Summaries (AOS's) and backup data book

Assumptions:

- AOS is adequate for these properties, and valuations are under \$25,000

Negotiation Services

The Sub-consultant shall provide negotiation services including but not limited to:

- Includes owner contact, reviewing all AOS and compensation data, delivering offer package, negotiating settlements and preparing justification memos, maintaining parcel diaries and preparing files for closeout.

ROW Plans (CM)

Right-of-Way plans will be prepared that identify Temporary Construction Easements (TCE) and Right-of-Way required to construct the proposed improvements. Plans will be prepared in accordance with WSDOT standards.

- Draft ROW plans
- Final ROW plans

B. Temporary Construction Easements and Post ADA Designs (CM Design and CommonStreet)

It is assumed that TCE's will be required at up to 6 properties, as show in the image below.

Meridian Avenue N Safety Improvement Project
 Exhibit A – Scope of Services



Identify Temporary Construction Easements (TCE) required to construct the proposed improvements. Plans will be prepared in accordance with WSDOT standards.

A separate TCE exhibit will be prepared for each parcel that requires an easement. The exhibit will be an 8-1/2 x 11 PDF figure that identifies the parcel layout, parcel number and easement dimensions. The exhibit will accompany the written easement document.

DELIVERABLES

- Draft TCE exhibits
- Final TCE exhibits

