

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorizing the City Manager to Execute Professional Services Agreement with DOWL LLC. in the Amount of \$454,550 for Design of the 1 st Avenue NE (NE 145 th Street to NE 155 th Street) Sidewalk Project
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, City Engineer
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

Sound Transit and the City of Shoreline have prioritized access enhancement projects (sidewalk projects) to be completed by the 2024 opening of the Sound Transit Lynnwood Link Extension Light Rail Project. The 1st Avenue NE Corridor between N 145th Street and N 155th Street lacks continuous pedestrian and bike facilities and was therefore identified for \$2,000,000 in funding from Sound Transit for this purpose. A condition of the sidewalk funding is the work must be completed prior to the 2024 opening of the Sound Transit Shoreline South/148th Street Light Rail Station.

In addition to Sound Transit access enhancements, this project will address traffic operations at the intersection of 1st Avenue NE and NE 155th Street. To maintain the City of Shoreline’s adopted level of service, a northbound right turn pocket will be added on 1st Avenue NE at the intersection.

This project will design and construct sidewalks along 1st Avenue NE between N 145th Street and N 155th Street. New sidewalks will be installed to fill gaps in the existing sidewalk network. The new sidewalks will provide continuous pedestrian facilities along at least one side of the corridor, connecting Twin Ponds Park and the future 148th Street Non-Motorized bridge. The project supports pedestrian safety in the 145th Station Subarea and provides pedestrian connectivity to the Shoreline South/148th light rail station.

DOWL, LLC was selected to provide professional engineering design services for the project. Scope and fee negotiations have been completed and the proposed scope of work for DOWL 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:

The project is fully funded in the 2021-2026 Capital Improvements Program. The following tables summarize the project budget for the work:

EXPENDITURES

Design

Staff and Other Direct Expenses	\$67,000
Survey	\$68,000
Design - DOWL (This contract)	\$454,550

Right of Way \$5,000

Construction (Including Admin.) \$1,580,356

TOTAL \$2,174,906

REVENUE

Design

ST Access Enhancement	\$2,000,000
Future Funds (Turn Pocket)	\$162,760
Roads Capital Fund	\$12,146

TOTAL \$2,174,906

As part of the early design process, the project scope will be evaluated and adjusted to maintain the total expenditures for access enhancements to \$2,000,000 or additional revenue will be identified and allocated to the project as required. Future funds are identified for the turn pocket work based on the expectation that development will pay as a result of a level of service failure.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with DOWL, LLC, in the amount of \$454,550 to provide engineering services for the 1st Avenue NE (NE 145th Street to NE 155th Street) Sidewalk Project.

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

BACKGROUND

In June 2017, the Sound Transit Board adopted Motion 2017-93, Guidelines for Access Enhancement Partnering Agreements with the Cities of Seattle, Shoreline, Mountlake Terrace, and Lynnwood, that identified amounts and types of access enhancement funds that would be available for improvements within or adjacent to the Project in these cities (the "Access Enhancement Funds").

In January 2018, the City Council authorized the City Manager to execute a [Funding and Intergovernmental Cooperative Agreement](#) between the City of Shoreline and Sound Transit. This Cooperative Agreement addresses six critical topics related to the Lynnwood Link Extension Project:

1. Street Vacations,
2. Early Project Work Permitting,
3. Access Enhancement Funds and Projects,
4. Future Projects for Public Access,
5. Coordination on Mitigation Plans, and
6. Agreement on Certain Project Elements.

This 1st Avenue NE (NE 145th Street to NE 155th Street) Sidewalk Project is prioritized and funded under Item 3, Access Enhancement Funds and Projects. A project vicinity map is included in this staff report as Attachment B. Sound Transit and the City each agreed to provide \$2,000,000 to Enhancement Projects. The City's \$2,000,000 share/match is fulfilled by funds allocated to other CIP projects detailed in Exhibit B of the Cooperative Agreement.

Access enhancement projects are required to align with Sound Transit's System Access Policy goals, including:

1. Increasing transit ridership, and
2. Encouraging convenient and safe connections to Sound Transit services through all access modes.

Per Sound Transit Motion 2017-93, Access Enhancement Projects must be completed by the 2023 opening of the Lynnwood Link Extension, however, this date was subsequently delayed to 2024 to align with the revised Sound Transit schedule.

In addition to the access enhancement project, in April 2022, review of a Traffic Impact Analysis for a nearby multi-family development project identified a level of service failure at the intersection of 1st Avenue NE and NE 155th Street. Because of the proximity to the sidewalk project, the intersection improvements have been added to the consultant scope and fee included in this contract. It is assumed that the intersection improvements will be funded by development through a latecomer or other agreement with developer(s). If these intersection improvements are not made, the intersection will not meet the City's level of service requirements and development will not be able to occur.

ALTERNATIVES ANALYZED

On November 23, 2021, the City issued RFQ 10079 for design of this enhancement project and intersection improvements. Four submittals were received, and three firms were short listed for interviews. Based on the RFQ and interview process, DOWL was selected as the most qualified firm for this project. Scope and fee negotiations have been completed and the proposed scope of work for DOWL is included in Attachment A.

If Council does not authorize this contract, the project will be delayed or canceled. A project delay will put the Sound Transit access enhancement funding at risk as the City of Shoreline has committed to deliver the access enhancement projects by the July 2024 opening of the Shoreline South/148th Light Rail Station. If a turn pocket is not constructed at the intersection of 1st Avenue NE and NE 155th Street, the level of service for this intersection will fail and permitting of new development in the 145th Street Subarea may be delayed until a separate traffic mitigation project can be delivered.

Tonight, the City Council is being requested to authorize the City Manager to execute an agreement with DOWL, LLC for this design work.

COUNCIL GOAL(S) ADDRESSED

The project addresses City Council Goal 2: Improve Shoreline's Infrastructure to continue the delivery of high-valued public service.

RESOURCE/FINANCIAL IMPACT

The project is fully funded in the 2021-2026 Capital Improvements Program. The following tables summarize the project budget for the work:

EXPENDITURES

Design

Staff and Other Direct Expenses	\$67,000
Survey	\$68,000
Design - DOWL (This contract)	\$454,550

Right of Way	\$5,000
---------------------	---------

Construction (Including Admin.)	\$1,580,356
---------------------------------	-------------

TOTAL	\$2,174,906
--------------	--------------------

REVENUE

Design

ST Access Enhancement	\$2,000,000
-----------------------	-------------

Future Funds (Turn Pocket)	\$162,760
Roads Capital Fund	\$12,146
TOTAL	\$2,174,906

As part of the early design process, the project scope will be evaluated and adjusted to maintain the total expenditures for access enhancements to \$2,000,000 or additional revenue will be identified and allocated to the project as required. Future funds are identified for the turn pocket work based on the expectation that development will pay as a result of a level of service failure.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract with DOWL, LLC, in the amount of \$454,550 to provide engineering services for the 1st Avenue NE (NE 145th Street to NE 155th Street) Sidewalk Project.

ATTACHMENTS

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

City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street)
Sidewalk Project
EXHIBIT A: SCOPE OF WORK

This project will be completed under the Professional Services Agreement between the City of Shoreline (CITY) and DOWL, LLC. (CONSULTANT), for the 1st Avenue NE (N 145th St – N 155th St) New Sidewalk Project.

Project Description

This project includes the design of new sidewalks on 1st Avenue NE, between N 145th St and N 155th St. Project elements will include the following:

Phase 1: New Sidewalk

- a) Construction of curb, gutter, and sidewalk along at least one side of 1st Avenue NE.
- b) Installation of a new storm drainage system, as needed to support the proposed sidewalk.
- c) Installation of detention and water quality facilities, as required based on the proposed sidewalk improvements including Phase 2: NB Right turn lane improvements discussed below.
- d) Construction of ADA ramps within the project limits.
- e) Construction of walls, as needed to support the proposed sidewalk.
- f) Construction of driveways to tie in the proposed sidewalk to existing driveways.
- g) New sidewalks will provide continuous pedestrian facilities along the corridor, connecting Twin Ponds Park and the future 148th St Non-Motorized bridge.

Phase 2: NB Right Turn Lane

The project will also include the addition of a NB right turn lane at the intersection of 1st Avenue NE and N 155th Street. This work will be included in a separate construction bid schedule, and the design effort for these improvements is described separately as **Phase 2: 1st Ave NE Right Turn Lane**.

Assumptions

- a) Walls are assumed to be less than three feet in height. Structural calculations will not be required.
- b) The project design will be completed within 12 months of Notice to Proceed
- c) The project excludes the following:
 - i. Street overlay/reconstruction (except as needed to install new curb and gutter)
 - ii. Right-of-Way acquisitions (only Temporary Construction Easements are anticipated to be required).
 - iii. Undergrounding of power.
 - iv. Impacts to Wetlands and associated permitting (only buffer impacts are anticipated to be required).

Project Fee Estimate

The CONSULTANT fee estimate is included as Exhibit A-1.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th 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 the order of listing.

City of Shoreline Publications

- City of Shoreline Engineering Development Manual

Washington State Department of Ecology Publications

- Stormwater Management Manual for Western Washington, current edition

Washington State Department of Transportation (WSDOT) Publications

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

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

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

U.S. Department of Transportation Publications

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

Other Publications / Design Guides

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

Drawing Standards

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

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

PHASE 1: NEW SIDEWALK

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
- g) Risk Register

Assumptions/Exclusions:

- a) Following City review of the draft Project Management Plan, the CONSULTANT will provide a final Project Management Plan via email.
- b) CONSULTANT will originate and update the Risk Register not less than bi-monthly and shall submit for City review together with Project Schedule updates as required Paragraph 1.3.

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:

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

- 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.
- c) City will review the Risk Register and provide comments and updates as needed.

Deliverables:

Monthly Schedule update	Microsoft Project and PDF via email
Risk Register update	MS Excel and PDF via email

1.4. Monthly Progress Reports and Invoices.

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

1.4.1. Invoice

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

1.4.2. Progress Report

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

Assumptions/Exclusions:

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

City Responsibilities:

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

Deliverables:

Monthly Invoice	PDF via email
Monthly Progress Report	PDF via email

1.5. Meetings.

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

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

Assumptions/Exclusions:

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

City Responsibilities:

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

Deliverables:

Meeting Minutes

Via email

2. TOPOGRAPHIC SURVEY

The CONSULTANT will review the Topographic Survey Basemap provided by the CITY and request additional information as may be needed for design purposes.

Assumptions/Exclusions:

- a) The survey shall be in accordance with City of Shoreline Development Standards.
 b) The survey limits will include the area within existing Right-of-Way on 1st Avenue NE, between N 145th Street and N 155th Street.
 c) Additional survey on private property may be required for driveway tie-ins.
 d) The surveyor shall also obtain additional records from utility providers and indicate the appropriate information on the drawings. If items cannot be field verified, then they should be shown on the drawings as record information and indicated as not field verified.

City Responsibilities:

- a) Topographic Survey of the project limits will be provided by the City.

Deliverables:

Review comments on Survey Basemap

Via email

3. GEOTECHNICAL

Geotechnical investigations will be required to characterize subsurface conditions at the Site and determine suitability of permeable sidewalks. The CONSULTANT will conduct a preliminary exploration phase and perform geotechnical laboratory testing to characterize on-Site soils and deliver preliminary recommendations for infiltration potential and future data collection, if needed. Our scope of work is defined in more detail below.

3.1. Desktop Review and Fieldwork Preparation

The CONSULTANT will review existing subsurface data in the Project vicinity and prepare for subsurface exploration efforts under this task. This includes internal project team coordination and preparation of a site-specific health and safety plan. It also includes an initial Site visit to assess existing conditions and mark potential exploration locations based on our understanding of the Project goals and access. CONSULTANT will coordinate one-call public utility locates at

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

least 3 business days in advance of the explorations. We will also coordinate with a private utility locator to clear the exploration areas.

Assumptions:

- a) The City will provide all applicable and relevant Project information such as existing subsurface data, preliminary Project drawings, and a topographic survey of the Site.
- b) Subcontractor costs include the private utility locator's labor. Other direct costs include mileage to and from the Site.

Deliverables:

- a) Preliminary map of proposed exploration locations (submitted prior to the start of the exploration program).

3.2. Subsurface Exploration

Shallow Test Pits and Hand Augers: The CONSULTANT will conduct an initial screening-level exploration phase consisting of a one-day test pit and hand auger exploration program. CONSULTANT will conduct test pit excavations where space allows and augment the test pit explorations with hand auger explorations where access with the excavator machine is limited by space and data gaps exist. The purpose of the test pit and hand auger program is to develop an understanding of shallow geologic and groundwater conditions in the Project vicinity (within 10-12 feet of ground surface). Relative density of the on-Site soils will be determined using a hand-held steel probe ("T-probe") and dynamic cone penetrometer (DCP) tests. Soil samples will be collected from the explorations at regular intervals for further inspection and laboratory testing. During the excavations, soils will be stockpiled on tarps near the test pit and hand auger excavations. The excavations will be backfilled with excavated soil when the explorations are complete. Based on the results of this exploration phase, CONSULTANT will make a preliminary recommendation of Site infiltration feasibility based on our geologic understanding of the Site. CONSULTANT will make recommendations with respect to the need for future exploration phases including infiltration testing (pilot infiltration tests).

Assumptions:

- a) The test pit explorations will be performed in unpaved areas within the City right-of-way (ROW).
- b) The Twin Ponds parking lots to the north and south of the Twin Ponds Park will be available for parking the excavator trailer and unloading the excavator.
- c) The low-volume side streets on either side of 1st Avenue NE can be utilized for parking the excavator trailer and unloading the excavator.
- d) The City will not charge or will waive the permitting fee for ROW access approval for the explorations. The work areas will be coned and blocked off from parking with signs at least 72 hours in advance of the explorations. We will make efforts to plan explorations such that formal traffic control (i.e. flaggers) can be avoided.
- e) The City will allow excavated soils to be placed on the ground near the explorations, and dump trucks will not be required to hold excavated soils.
- f) The exploration areas will be clear of utilities. If utilities are found at the proposed exploration areas that may impede work, we will coordinate with the City to identify alternate exploration locations.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

- g) Subcontractor costs include the excavator labor, equipment, and materials. Other direct costs include vehicle mileage to and from the Site, field equipment, and traffic control signs.

Deliverables:

- a) Email communication or phone conference with DOWL and the City with results.

3.3. Geotechnical Laboratory Testing

CONSULTANT will subcontract a geotechnical testing laboratory to perform testing on selected soil samples retrieved from the explorations. Laboratory tests may include natural moisture content, particle size analysis, cation exchange capacity, and organic content.

Assumptions:

- a) Subcontractor costs include the geotechnical testing laboratory.
- b) No other direct costs are assumed.

Deliverables:

- a) None

3.4. Geotechnical Data Report

Using the results of our exploration program and laboratory testing, the CONSULTANT will produce a brief geotechnical data report to document our findings, results, and conclusions and recommendations. Report will include:

- a) Characterization of Site geology and subsurface conditions across the Site
- b) Logs of explorations and site and exploration map showing locations of the explorations
- c) Laboratory testing results
- d) Conclusions and recommendations for infiltration feasibility (If infiltration is deemed feasible at the Site)
- e) Recommendations for future infiltration testing (such as pilot infiltration tests)

Assumptions:

- a) Design of infiltration features will be performed in accordance with the 2019 Stormwater Management Manual for Western Washington, as adopted by the City of Shoreline.
- b) Geotechnical engineering report will be initially submitted as a draft. CONSULTANT will finalize report upon receipt and resolution of comments from Project stakeholders.

Deliverables:

- a) Draft geotechnical data report
- b) Final geotechnical data report

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project****4. WETLAND/WETLAND BUFFER/WATERS DELINEATION & CRITICAL AREAS REPORT**

The CONSULTANT will conduct a wetland and waters reconnaissance within the project study area and will delineate any wetlands that are present in accordance with the criteria and methods described in the 1987 US Army Corps of Engineers (USACE) Wetland Delineation Manual and the 2010 Western Mountains, Valley, and Coast Regional Supplement. Under this task Consultant will:

- a) Research and review existing information regarding the project area and compile background information and maps for use in the field.
- b) Delineate and map boundary(ies) of wetlands within 200 feet of the project area.
- c) Rate delineated wetlands according to the Washington State Department of Ecology 2014 Rating System, and determine City of Shoreline wetland buffer widths.
- d) Delineate the ordinary high water mark (OHWM) of all jurisdictional waterways within the project area.

Consultant will prepare a Critical Areas Report (CAR) for the project site, in accordance with the requirements of City of Shoreline Municipal Code (SMC) Chapter 20.80 (Critical Areas). The report will include a description of the project site, the field methods utilized, and the results of the site investigation. The report will also include a map showing the locations of mapped wetlands, waters, and associated buffers within the project site.

Assumptions/Exclusions:

- a) Consultant shall obtain all rights-of-entry before conducting any environmental fieldwork on private property.
- b) Wetlands and streams associated will not be directly impacted during construction.
- c) One (1) round of City review of the Draft Critical Areas Report.

City Responsibilities:

- a) Topographic Survey of the project limits will be provided by the City.

Deliverables:

Draft Critical Areas Report	PDF via email
Final Critical Areas Report	PDF via email

5. CONCEPTUAL SIDEWALK ALIGNMENT**5.1. Conceptual Sidewalk Alignment**

The CONSULTANT will develop a scroll plot exhibit showing sidewalk on both the east and west sides of the 1st Avenue NE. This will be used to determine the preferred design concept prior to advancing the Plans to the 60%, 90%, and final design stage.

- a. Scroll plot to include proposed sidewalk, curb/gutter and new pavement, hatched where appropriate.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

- b. Scroll plot shall include aerial and survey data. Critical items such as utility poles, trees, structures, right of way and property lines, etc shall be legible.
- c. **Concept ADA Review.** The CONSULTANT will develop a conceptual design for ADA ramps throughout the project site, for review and comment by the CITY.

5.2. Conceptual Cost Estimate

The CONSULTANT will develop a conceptual level cost estimate for the proposed sidewalk. The estimate will be divided into east side improvements and west side improvements.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

- a) Review and comment on concept ADA design.
- b) Review alternatives and select alternative prior to beginning 60% design.

Deliverables:

Alternative Exhibit	PDF via email
Alternative Cost Estimate	PDF via email

6. ARBORIST INVESTIGATION AND MEMORANDUM

Preservation of existing trees to the maximum extent feasible is important to the scope of this project. The CONSULTANT will conduct a site visit to assess impacted trees. Impacted trees will be identified during conceptual sidewalk alignment development. Approximately 20 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, tree replanting, root grinding or other tree management techniques.
- d) Identify "landmark trees" as defined by City of Shoreline Code 20.20.048 and/or groves, if applicable.
- e) Develop Arborist memorandum, including a site map (tree assessment site plan), tree assessment matrix, and recommendations for each tree. The tree matrix will document
 - a. Species
 - b. Size
 - c. Condition
 - d. Maintenance Recommendations

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

- e. Risk rating
- f. Preservation value
- g. Arborist comments (e.g character, structure, susceptibility to root impacts and damage during construction, trees in groves or any other special recommendations)
- h. Approximate mitigation measures (new trees planted)
- f) Prepare special provisions and general notes for tree and vegetation protection, tree planting and maintenance instructions, and monitoring.
- g) Recommend tree species for replacement. Selection of replacement trees shall be per Appendix G (Right-of-Way Street Tree List) of the EDM
- h) Assist the City in determining costs associated with proposed rehabilitation, enhancement or mitigation work related to trees and understory vegetation.
- i) Assist the City in interpreting and implementing regulations related to tree removal, protection, and replacement by providing arboreal expertise

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 20 trees will be evaluated.

City Responsibilities:

- c) N/A

Deliverables:

- | | |
|---|---------------|
| Tree Matrix and site map (Draft) – Delivered at 30% - 50% design) | |
| Arborist Memorandum (Draft) – (delivered with 60% design) | PDF via email |
| Arborist Memorandum (Final) - (delivered with 90% design) | PDF via email |

7. STORMWATER DESIGN

The CONSULTANT will prepare a Surface Water Report summarizing the proposed stormwater modifications on 1st Ave NE. 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.

7.1. 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.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project****7.2. Off-site Analysis**

Conduct an upstream and a downstream analysis for each TDA associated with the project, and review available information previously completed for offsite drainage areas. 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.

7.3. Threshold Analysis:

Prepare new impervious, new/replaced hard surfaces and vegetated surfaces, 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.

7.4. 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.

7.5. Flow Control Analysis:

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

7.6. Flow Control Design:

This subtask will include all work to design the flow control facility and prepare PS&E. In the event that the required volume of flow control is available for purchase from the adjacent 145th Street project, this subtask may be deleted from the scope of work for the 1st Avenue NE project.

7.7. Water Quality Treatment Analysis:

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

7.8. Conveyance Layout and Analysis:

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

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project****7.9. Surface Water Report:**

Prepare and assemble a 60%, 90%, and final Surface Water Report 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.

7.10. 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.

7.11. Drainage Coordination Meetings:

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

Assumptions:

- a) The drainage design will be done in accordance with the City of Shoreline Engineering Development Manual (2021) and the Stormwater Management Manual for Western Washington.
- b) To conduct the visual downstream analysis, it is assumed the CONSULTANT can readily acquire formal Right of Entry.
- c) One detention facility is anticipated to be required.
- d) In the event that stormwater vaults are chosen in the course of the project, DOWL will prepare site civil plans and details of the vault showing inside dimensions and locations where pipes connect into the vault. It is assumed that the vaults will be precast concrete and require no structural engineering design from DOWL. Structural plans by a structural engineer are not part of this scope of services but can be added via Optional Services if needed.
- e) It is assumed that no off-site drainage improvements are needed.

City Responsibilities:

- a) The CITY will provide available information that has been completed for the offsite drainage systems. It is understood that the portions of the offsite drainage area west of the project are scheduled for redevelopment. The City has analyzed future flows and sized a future storm drain main on the west side of 1st Avenue. The future storm drain main will replace the existing open ditch and culvert system along the west side of 1st Ave between NE 145th St and Thornton Creek. This scope does not include analysis, design, or construction of the future storm drain main.
- b) The CITY will provide one set of review comments on the Draft Drainage Memorandum.

Deliverables:

60% Surface Water Report	PDF via email
90% Surface Water Report	PDF via email
Final Surface Water Report	PDF via email
Drainage Coordination Meeting Agenda/Minutes	Microsoft Word via email

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

8. UTILITY COORDINATION

8.1. Initial Utility Research and Coordination:

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

8.2. 60% Utility Coordination

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

8.3. 90% Utility Coordination

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

8.4. 100% Utility Coordination

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

Assumptions/Exclusions:

- a) This scope of work assumes a budget of approximately \$15,000 will be used to pothole existing utilities.
- b) It is anticipated that relocation of utility poles should be avoided. The sidewalk will be designed to avoid power pole relocation where feasible.

City Responsibilities:

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

Deliverables:

Utility Coordination documentation	Email
Pothole results	PDF via email

9. WETLAND BUFFER MITIGATION PLAN

The CONSULTANT will prepare a conceptual and a final wetland buffer impact mitigation plan. The conceptual plan will include a description of the buffer areas to be impacted by the project based on the 60 percent design, and a description of how the impacts will be mitigated. The detailed Draft Detailed Buffer Impact Mitigation Plan will be developed based on 90% project design and will include detailed planting plans and specifications, and a monitoring approach and schedule.

Assumptions:

- a) One (1) round of City review of the Draft Detailed Buffer Mitigation Plan.
- b) Buffer mitigation can be achieved on City-owned sites and will not require property acquisition.

Deliverables:

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

- | | |
|--|---------------|
| a) Conceptual Buffer Mitigation Plan | PDF via email |
| b) Draft Detailed Buffer Mitigation Plan | PDF via email |
| c) Final Detailed Buffer Mitigation Plan | PDF via email |

10. 60% DESIGN SUBMITTAL

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

10.1. Field Review

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

10.2. 60% Construction Plans.

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

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

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

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project****10.3. 60% Special Provisions.**

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

10.4. 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.

10.5. 60% Review Meeting

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

Consultant will tabulate and respond to City comments. Tabulation to be provided at 60% review meeting.

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

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

Deliverables:

60% Construction Plans (11" X 17")	PDF via email
60% Contract Documents	PDF via email
60% Engineer's Estimate	PDF via email

11. SEPA

The CONSULTANT will prepare a SEPA environmental checklist in accordance with Washington Administrative Code (WAC) 197-11-960. The checklist will include a project description based on 60% design, and will describe potential impacts to environmental elements including water resources, plants, animals, land use, transportation, and public services.

Assumptions:

- a) One (1) round of City review of the Draft SEPA checklist.
- b) The draft SEPA checklist will be provided within 20 working days following the determination of the selected sidewalk alternative.

Deliverables:

Draft SEPA Environmental Checklist	PDF and Word via email
Final SEPA Environmental Checklist	PDF and Word via email

**Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

12. RIGHT OF WAY

The CONSULTANT will prepare and negotiate up to ten (10) Temporary Construction Easements, as described below.

12.1. Preparation and Administration.

Upon Notice to Proceed and subject to COVID-19 mandates, UFS staff will prepare for and participate in a ROW kick-off meeting with the project team via video conference to obtain project information including available property owner contact information; material and other information needed from the project team to assist and expedite the right of way acquisition process. Participate in up to six (6) progress meetings via video conference call and provide six (6) monthly progress reports.

UFS will provide sample templates of all acquisition documents (offer letters, temporary easements, temporary permits, etc.) for the City's review and approval 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 when provided. UFS will maintain acquisition records in accordance with statutory, regulatory and City policy requirements. Prepare acquisition files to include fair offer letters, a standard diary, recording and ancillary documents, and other items necessary to complete the work.

Deliverables:

- a) Prepare for and participate in a Right of Way Kickoff Meeting (2 UFS Staff) – via video conference call
- b) Prepare for and participate in six (6) Progress Meetings (2 UFS Staff) – via video conference
- c) Provide six (6) Monthly Progress Reports
- d) Coordinate City approval of Acquisition forms and documents for project use

12.2. Title-Ownership Review.

Condition of title encumbrances and ownership information are typically confirmed through reviews of Preliminary Title Commitments (Title Reports) or Subdivision Guarantees. Since permanent real property rights are not required for this project, "Last Deeds of Conveyances" will be used in lieu-of Title Reports to confirm ownerships and signature authority.

Assumptions:

- a) Last Deeds of Conveyance will be available through online public records
- b) City is willing to take the risk to rely upon Last Deeds of Conveyance for signatory authority.

Deliverables:

- a) Last Deed of Conveyance – Ten (10) each

12.3. Public Outreach

UFS will prepare a draft "Introduction / Informational Letter" for the City's review, acceptance, and delivery on City letterhead to each of the ten (10) property owners or owner representatives shown in Table A below. The letter will describe the purpose of the project; the

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

project schedule; identify the City's consultants (DOWL Engineering, Universal Field Services, etc.) and the purpose of each.

Assumptions:

- a) City to deliver the Introduction / Informational letters on City letterhead.

Deliverables:

- b) Sample "Introduction Informational Letter"

12.4. Real Property Valuations

Upon receipt of an approved Right of Way Plan and/or individual Parcel Acquisition Exhibits, together with the City's approval, UFS will initiate preparations of Administrative Value Finding (AVF) worksheets similar to WSDOT's Administrative Offer Summary (AOS) worksheets for each of the ten (10) tax parcels as shown in Table A. AVF worksheets will be based on available comparable land sales and adjusted King County assessor's land value per square foot.

Completed AVF worksheets will be submitted to the City for review and written approval establishing amounts of just compensation to be offered each property owner. Appraisal reports are excluded and will require an amendment to this scope of work and related fee estimate if needed.

Assumptions:

- a) Minimum payments of \$500 will be offered to owner of parcels requiring TCE's.
- b) City policy excludes payment for private improvement (fencing, landscaping, irrigation, etc.) encroachments impacts in public right of way.
- c) Cost to Cure estimates for loss of private improvement within TCE areas provided by DOWL.

Deliverables:

- a) Administrative Value Finding (AVF) worksheets – Ten (10) each

12.5. Present Offers / Negotiations.

Upon receipt of written approvals from the City establishing the amounts of just compensation to property owners determined in sub-task D above, Universal staff will prepare offer package(s) 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(s). 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. As a last resort, if the owner is unwilling to agree to a Voluntary Possession and Use Agreement, the file will be transmitted to the City's legal staff for mediation or filing of a condemnation action.

Assumptions:

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

- a) Negotiations will be limited to the industry standard of three (3) meaningful contacts per parcel.
- b) City will use its rights of eminent to fulfill this scope of work if necessary.

Deliverables:

- a) Prepare ten (10) Acquisition Offer Packages (TCE - \$500.00 minimum payment)
- b) Present Offers / Conduct Negotiations with owners of ten (10) separate tax parcels.
- c)

12.6. Parcel Closing

Subject to the City's current Title Clearing policies, the method of closing can be completed in-house or through a reputable escrow firm. UFS is recommending in-house closing rather than closing services through a reputable escrow firm.

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) Temporary Construction Easements will be recorded with King County's Assessor's office.
- b) City does not require Title Insurance for the real property rights to be acquired as shown in Table A below.
- c) Title Clearing is not required.
- d) Settlement packages will be delivered to the City for direct payment to property owners and recording with King County.
- e) City staff will send copies of recorded documents and proof of payment to UFS via email for the original Acquisition files.

Deliverables:

- a) Ten (10) completed acquisition files and records of all Right of Way Acquisition activities.

12.7. Right of Way Certification

Since there are no federal funds (FHWA) participating in any phase of the project, Right of Way Certification through WSDOT Real Estate Services and Local Programs is not required.

Assumptions:

- a) Sound Transit does not require its review of completed Acquisition files for Certification.

Deliverables:

- a) N/A (For informational purposes only)

City Responsibilities:

- a) Form approval, in electronic format, of all legal conveyance documents and forms prior to use (i.e., offer letters, deeds, easements, etc.).
- b) Review and written approval of all determinations of value prior to offers being made to property owners.

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project**

- c) Payment of all compensation payments to property owners, recording fees, legal services and any incidental costs which may arise necessary to complete each transaction.
- d) Send "Introduction Letters" to property owners on City Letterhead.

TABLE A			
Parcel Data			Real Property Rights to Acquire
No.	Tax Parcel No	Taxpayer / Owner	Temp. Construction Easement
1 thru 10	TBD	TBD	X

13. COMMUNITY OUTREACH**13.1. 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:

PowerPoint presentation
Online Comment Form

13.2. Project Website Update

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

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

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

Assumptions/Exclusions:

- a) N/A

City Responsibilities:

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

Deliverables:

Project Map
 Project Fact Sheet and Frequently Asked Questions

13.3. One-on-one Meetings

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

Assumptions/Exclusions:

- a) This scope of work assumes that up to 10 one-hour meetings with individual property owners may be requested, and that meetings can be grouped in blocks of 3 meetings at a time.

City Responsibilities:

- a) N/A

Deliverables:

Email summary for each property owner meeting.

14. 90% DESIGN SUBMITTAL

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

14.1. Site Conditions Review.

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

14.2. 60% Comments Response.

The CONSULTANT will prepare responses to all comments received from the CITY at the 60% review. The CONSULTANT will submit draft responses to the CITY for review and concurrence within 1 week of the 60% review meeting. Final responses will be included with the 90% design submittal.

14.3. 90% Construction Plans.

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

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project****14.4. 90% Special Provisions.**

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

14.5. 90% Engineer's Estimate.

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

14.6. 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.

14.7. 90% Review Meeting

The CONSULTANT will attend one meeting to review CITY comments on the 90% Plans, Special Provisions, and Estimate. Consultant will tabulate and respond to City comments. Tabulation to be provided at 90% review meeting.

Assumptions/Exclusions:

- a) N/A
- b) MEF Documentation shall be completed in accordance with the current publication of the EDM

City Responsibilities

- a) The CITY will provide the CONSULTANT with a set of 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")	PDF via email
90% Special Provisions	PDF via email
90% Engineer's Estimate	PDF via email
MEF Documentation	PDF via email

15. FINAL DESIGN SUBMITTAL

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

15.1. Site Conditions Review.

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

15.2. 90% Comments Response.

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

Exhibit A: Scope of Work**City of Shoreline****1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project****15.3. 100% Construction Plans.**

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

15.4. 100% Special Provisions.

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

15.5. 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.

15.6. Final PS&E.

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

Assumptions/Exclusions:

- a) N/A

City Responsibilities

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

Deliverables:

90% Comments Response	PDF via email
100% Construction Plans (11" X 17")	Two bound copies, PDF and AutoCAD
100% Contract Documents	Two bound copies and PDF
100% Engineer's Estimate	PDF via email

16. BIDDING SUPPORT

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

16.1. 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
----------------------------------	-------

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

16.2. 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

16.3. Addenda

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

Assumptions/Exclusions:

- a) N/A

City Responsibilities

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

Deliverables:

Addenda

PDF via email

17. CONSTRUCTION SUPPORT

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

17.1. Requests For Information (RFI) Response

The CONSULTANT will prepare written responses to Contractor RFI's, as requested by the CITY.

Assumptions/Exclusions:

- a) This scope assumes that responses for up to ten (10) RFI's will be required.

City Responsibilities

- a) The CITY will forward questions to the CONSULTANT for review and response.
 b) The CITY will review CONSULTANT response.

Deliverables:

RFI Response

via Email

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

PHASE 2: 1ST AVENUE NE/N 155TH ST. NB RIGHT TURN LANE

18. Sidewalk Alignment

18.1. Conceptual Sidewalk Alignment

The CONSULTANT will update the Conceptual Sidewalk Alignment exhibit developed under Phase 1, Task 5.1 to include an approximately 200' long NB right-turn lane on 1st Avenue NE, at the intersection with N 155th Street.

18.2. Conceptual Cost Estimate

The CONSULTANT will update the conceptual level cost estimate developed under Phase 1, Task 5.2, to include an approximately 200' long NB right-turn lane on 1st Avenue NE, at the intersection with N 155th Street.

Assumptions:

- a) The roadway will be widened on the west side of the roadway to avoid impacts to areas on the east side of the road. Changes to the location of the existing roadway crown are not anticipated.

Deliverables:

- a) Deliverables will be combined with the exhibit and cost estimate generated under Phase 1, Task 5. Phase 2 work will be included in a separate bid schedule in the conceptual cost estimate.

19. 60% DESIGN SUBMITTAL

The CONSULTANT will prepare construction PS&E for the NB right turn lane to approximately the 60% level, and integrate them into the PS&E developed under Phase 1, Task 10. The CONSULTANT will complete the following tasks:

19.1. 60% Construction Plans.

The CONSULTANT will develop detailed 60% Construction Plans in accordance with CITY standards. Sheets that will require additional design effort to include the NB right turn lane will include the following.

Table B: Estimated Sheet Count – NB Right Turn Lane (60% Construction Plans)

Sheets	Description
1	Site Preparation / Temporary Erosion Sediment Control Plan
1	Typical Sections and Details
1	Roadway and Drainage Plan and Profile
1	Channelization and Signing Plan
4	TOTAL

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

19.2. 60% Engineer's Estimate.

The CONSULTANT will prepare itemized quantity calculations for all contract bid items for the NB Right Turn Lane. An Engineer's Estimate of construction costs will be prepared. All bid items for the NB Right Turn Lane will be included in a separate bid schedule.

Assumptions:

- a) The detention facility designed under Phase 1, Task 7, will be designed to include the contributing area from the new NB right turn lane. A separate facility is not anticipated to be required.
- b) The roadway widening area will use the City's standard pavement section; new pavement section design will not be required.

City Responsibilities:

- a) N/A

Deliverables:

- a) Deliverables will be combined with the 60% Plans and Estimate generated under Phase 1, Task 10.

20. 90% DESIGN SUBMITTAL

The CONSULTANT will advance construction documents for the NB Right Turn Lane to approximately the 90% level. The CONSULTANT will complete the following tasks:

20.1. 60% Comments Response.

The CONSULTANT will prepare responses to all comments on the NB Right turn lane received from the CITY at the 60% review. The CONSULTANT will submit draft responses to the CITY for review and concurrence within 1 week of the 60% review meeting. Final responses will be included with the 90% design submittal.

20.2. 90% Construction Plans.

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

20.3. 90% Engineer's Estimate.

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

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) N/A

Deliverables:

- a) Deliverables will be combined with the 90% Plans and Estimate generated under Phase 1, Task 14.

Exhibit A: Scope of Work
City of Shoreline
1st Avenue NE (N 145th Street – N 155th Street) Sidewalk Project

21. FINAL DESIGN SUBMITTAL

The CONSULTANT will advance construction documents for the NB Right Turn Lane to the final design stage. The CONSULTANT will complete the following tasks:

21.1. 90% Comments Response.

The CONSULTANT will prepare responses to all comments on the NB Right turn lane received from the CITY at the 90% review. The CONSULTANT will submit draft responses to the CITY for review and concurrence within 1 week of the 60% review meeting. Final responses will be included with the 90% design submittal.

21.2. 100% Construction Plans.

The CONSULTANT will address CITY comments from the 90% review, and advance plans to the 100% complete stage.

21.3. 100% Engineer's Estimate.

The CONSULTANT will address CITY comments from the 90% review, and advance engineer's estimate to the 100% complete stage.

Assumptions/Exclusions:

- a) N/A

City Responsibilities

- a) N/A

Deliverables:

- a) Deliverables will be combined with the 100% Plans and Estimate generated under Phase 1, Task 15.

VICINITY MAP

1st Ave NE (NE 145th St to NE 155th St)
Sidewalk Project

