

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute Contract No.10320 with Osborn Consulting, Inc. in the Amount of \$290,000 for Stormwater Pipe Condition Assessment
DEPARTMENT:	Public Works
PRESENTED BY:	John Featherstone, Surface Water Utility Manager
ACTION:	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

PROBLEM/ISSUE STATEMENT:

In 2021, the City's Surface Water Utility (Utility) entered into an agreement with Osborn Consulting, Inc. (Osborn) to review closed-circuit television (CCTV) inspection videos of stormwater pipes and provide condition scoring and recommendations for maintenance and structural rehabilitation. The agreement with Osborn for this service expired on April 30, 2022. The Utility advertised an RFQ in early April 2022 for similar services over the next five years as the Utility continues programmatic CCTV inspections and assessment of piped infrastructure in support of the Condition Assessment Program.

Osborn Consulting, Inc. was the only respondent to RFQ #10320 for Stormwater Pipe Condition Assessment. Their statement of qualifications met all the requirements of the RFQ and the Utility informed Osborn on May 13, 2022 of the City's intent to seek authorization from City Council to award Contract #10320 to Osborn Consulting, Inc. and execute the contract. Tonight, staff is seeking Council's authorization for this contract.

RESOURCE/FINANCIAL IMPACT

This contract will be fully funded from the Surface Water Management Fund under the Professional Services budget. The contract value will not exceed \$290,000 over the term of the contract that will expire on January 31, 2027.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract with Osborn Consulting, Inc. not exceed \$290,000 over a five-year term to provide pipe condition assessment services for Surface Water Utility in support of the Condition Assessment Program.

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

INTRODUCTION

The Utility advertised an RFQ in early April 2022 for pipe condition assessment services over the next five years as the Utility continues programmatic CCTV inspections and assessment of piped infrastructure in support of the Condition Assessment Program. Osborn Consulting, Inc. was the only respondent and the Utility notified Osborn of its intent to award the contract to Osborn for pipe condition assessment services upon authorization by the City Council.

BACKGROUND

The City of Shoreline started inspecting and assessing the condition of City-owned stormwater pipes during development of the Boeing Creek Basin Plan in 2011. The City continued to assess its stormwater pipes in conjunction with other basin plans in successive years. After the initial round of basin planning was completed in 2016, the City identified a need to continue pursuing programmatic CCTV inspection for the remaining uninspected pipes (primarily within the Thornton Creek Basin, but also within other basins for pipes not inspected by earlier efforts). The *2018 Surface Water Master Plan* launched a new Condition Assessment Program for continued inspection and assessment of stormwater pipes.

In October of 2020, Osborn entered into an agreement with the City to provide pipe condition assessment for a backlog of CCTV Inspections performed in 2019 and 2020. In March of 2021, the City amended the agreement to extend through April 2022. Because the Utility continues to need consultant support to implement the Condition Assessment Program (as staff resources are insufficient to implement the program), the Utility decided to advertise for pipe condition assessment services over a five-year period.

DISCUSSION

In April, the Utility solicited firms for qualifications to provide pipe condition assessment services. Osborn Consulting, Inc. was the only respondent to RFQ# 10320, and subsequent evaluation determined that Osborn meets the criteria set forth in the RFQ. A *Notice of Intent to Award* was sent to Osborn on May 13, 2022, informing the City's intent to seek authorization from City Council to award Contract #10320 to Osborn Consulting, Inc. and to execute the contract.

Osborn first provided pipe condition assessment for the Utility in 2014 and have provided this service on several projects since then, most recently from October 2020 to April 2022. Osborn has been a prominent firm in pipe condition assessment in this area and have completed similar projects for multiple agencies. Tonight, staff is seeking Council's authorization for this contract.

COUNCIL GOAL(S) ADDRESSED

This project supports Council Goal #2: *Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment.* This project will meet this goal by assessing the stormwater pipe

conveyance system, subsequently identifying structural and maintenance deficiencies, and informing Operational and Capital Improvement programs for maintenance and rehabilitation.

RESOURCE/FINANCIAL IMPACT

This contract will be fully funded from the Surface Water Management Fund under the Professional Services budget. The contract value will not exceed \$290,000 over the term of the contract that will expire on January 31, 2027

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract with Osborn Consulting, Inc. not exceed \$290,000 over a five-year term to provide pipe condition assessment services for Surface Water Utility in support of the Condition Assessment Program.

ATTACHMENTS

Attachment A: Scope of Work and Estimated Fee Schedule for Osborn Consulting, Inc.

**Attachment A – Scope of Work and Estimated Fee Schedule
Stormwater Pipe Condition Assessment
Contract No. 10320**

Introduction and Background

The City of Shoreline (City) is continuously performing pipe inspections for condition assessments on the City's surface water underground pipes. In recent years, the City's CCTV stormwater pipe inspection contractor has typically performed 700-900 pipe inspections totaling approximately 55,000 LF from April through November each year. The proposed scope will focus primarily on the pipe inspection review, condition assessment, repair recommendation, and Cityworks asset management system updates for the storm/surface water infrastructure. The City's intention is to utilize a Task Order type of contract with a do not exceed limit of \$259,134.56 through the January 31, 2027. It is estimated that the number of pipes that will be assessed under this contract will be 800 pipes, annually.

Goals and Objectives

The primary objectives of the condition assessment are to:

- Perform review of Closed-Circuit Television (CCTV) inspections along with the Pipeline Assessment Certification Program (PACP) inspection deliverables of stormwater drainage pipes
- Provide condition assessment of stormwater drainage pipes and identify condition-based maintenance and/or repair needs using City-provided criteria
- Update the City's stormwater infrastructure asset management system (Cityworks)
- Verify GIS data in Cityworks

The tasks below describe the general workflow and elements that will be conducted to accomplish the project goals.

Task 1- Project Management

Project management will include communications with the City of Shoreline project manager and the consultant team; project scheduling and oversight of the various project activities; budget tracking and oversight, including preparation of monthly invoices and progress reports; project set-up and close-out, and project coordination.

Prior to beginning of each year of condition assessments, a kick-off and closure meeting will be held online. During the kick-off and closure meeting, the City will provide the consultant team with training on how to access and use the Cityworks asset management system, define prioritization criteria, provide instructions on how to fill out the required data in Cityworks for the condition assessment review, and discuss lessons learned from the previous year of condition assessments.

Osborn Consulting, Inc. (OCI) will develop a Project Management Plan jointly with the City project manager, outlining scope, schedule, budget, workflow, responsibilities, and communication for the project duration.

OCI will schedule monthly check-in meetings with the City project manager, create the agendas, lead the meetings, as well as prepare and distribute the meeting summary via email.

Assumptions:

- Project duration is five years.
- All meetings will be held virtually using Microsoft Teams, Zoom, or similar platform.
- Project kick-off and closure meetings will be held annually, will be one hour in duration, and attended by the City project manager, pertinent City staff, and up to 5 OCI staff. OCI will coordinate with the City to prepare the agenda and the City will lead the meeting. OCI will prepare and distribute meeting notes.
- OCI will provide monthly status reports to the City project manager, which will consist of but not be limited to:
 - Invoice for all work done (including City voucher – Exhibit B)
 - Tracking of budget updates
- Monthly check-in meetings will be up to 30 minutes in duration and attended by the City project manager and OCI project manager. OCI will coordinate with the City to prepare the agendas, lead the meetings, and prepare and distribute meeting notes.
- Project coordination includes scheduling and oversight of project activities as well as budget tracking and oversight.

Deliverables:

- Monthly status reports/invoices.
- Kick-off and Closure agenda and meeting notes.
- City check-in meeting agendas and notes.
- Project Management Plan.

Task 2 - Pipe Condition Assessment and Prioritization

This task involves providing a technical analysis of pipe inspections and assigning assets for maintenance, repair, and replacement prioritization, based on City-provided prioritization criteria.

Steps to be completed by OCI for this task include:

- OCI will access The City's Cityworks web-based asset management system through OCI computers.
- OCI will access the assigned 'PACP inspect' work orders through the Cityworks "Inbox" dashboard.
- OCI will use the City-provided PACP Condition Assessment Report; An excel spreadsheet that includes pipe criticality scores, pipe rating scores, and field comments from the PACP inspection.
- The CCTV videos will be downloaded to OCI computers either through OneDrive or from a hard drive provided by The City.
- OCI will create a "Child" 'Condition Assessment' work order in Cityworks initiated from the 'PACP Inspect' work order
- OCI will provide pipe condition assessment using video, PDF report, field crew notes, and PACP information. OCI shall watch the video's full duration as part of the condition assessment process.
- The information below will be entered directly into the Cityworks system and "submitted" back to The City for completion of the asset' assessment:
 - Review data for GIS discrepancies and flag any inconsistencies.
 - Determine if the inspection is complete.
 - Identify and record utility cross-bores.

- Identify and record presence of stormwater connections.
- Identify and record major voids.
- Record City provided criticality score.
- Record City provided QSR and QMR.
 - Review QSR and QMR numbers. If discrepancies are found between the PDF reports and the City provided PACP Condition Assessment Report spreadsheet, determine which numbers are correct.
 - Combine QSR and QMR ratings for pipes that have inspections from both the upstream and downstream ends of the asset.
- Assign structural and maintenance condition score and provide justification for assigned score.
- Assign structural and maintenance PSCORES based on City provided condition assessment matrix.
- Assign rehabilitation and maintenance type.
- Determine if the asset requires further evaluation.
- Record amount of labor spent in Cityworks work order to complete the asset's condition assessment.
- Populate the 'Actual Finish Date' field in Cityworks work order.

Assumptions:

- 'PACP Inspect' work orders submitted to OCI by the City will be complete and ready for the condition assessment process.
- The City will submit work orders to OCI's username and configure the "Inbox" dashboard for OCI's use.
- The City will provide OCI with at least five log-in authorizations for the Cityworks website, and all work performed in this task will be done on OCI equipment through OCI office locations.
- CCTV video files will be transferred to OCI from the City via One Drive or by a hard drive provided by the City. If a hard drive is used to transfer the video files, up to two round trips will be made by OCI staff annually to pick up the hard drives from City Hall.
- PDF inspection reports will be accessible in the Cityworks work order.
- Available asset information will be in Cityworks imbedded directly in the work order.
- GIS data and mapping is integrated into the Cityworks mapping system.
- The City will resolve/update any GIS discrepancies flagged during the condition assessment process.
- OCI will not update any of the City's GSI data.
- OCI will assign a structural condition score, rehabilitation type, maintenance condition score, and maintenance type to each pipe based on criteria provided by the City at the kick-off meeting.
- No cost estimates will be provided.
- Approximate labor hours will be tracked in Cityworks to be used as a tool to estimate future work, however actual hours spent on project related work may vary between Cityworks and hours billed.

Deliverables:

- Completed stormwater pipe condition assessments will be considered delivered by populating the required Cityworks fields and submitting the 'Condition Assessment' work order back to The City in the Cityworks system.

Stormwater Pipe Condition Assessment_Contract# 10320_ Estimated Fee Schedule				
Task	Sub-Task	Task Description	Task Estimated Cost	Total Est. Hours
1		PROJECT MANAGEMENT		
	1	Monthly Status Reports	\$ 15,340.33	78
	2	Annual Kick-Off and Closure Meeting	\$ 7,296.27	42
	3	Monthly Project Check-In Meetings	\$ 6,574.34	31
	4	Project Management Plan	\$ 1,232.00	7
	6	Project Coordination	\$ 12,118.45	60
SUBTOTAL			\$ 42,561.39	218
2		PIPE CONDITION ASSESSMENT AND PRIORITIZATION		
	1	Collect CCTV Field Data	\$ 3,101.34	22
	2	Review & Evaluate Videos and Reports & Provide Condition Assessment	\$ 243,471.83	1771
SUBTOTAL			\$ 246,573.17	1793
TOTAL			\$ 289,134.56	2011