

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract Amendment with TCF Architecture, Inc. in the Amount of \$16,342 for Services During Design of the Ballinger Maintenance Facility		
DEPARTMENT:	Public Works		
PRESENTED BY:	Tricia Juhnke		
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:

At their February 24, 2020 Council meeting, the City Council executed an agreement with TCF Architecture, Inc. to design the Ballinger Maintenance Facility Project at the City property west of Ballinger Way NE, adjacent to King County’s Brightwater maintenance portal. The project includes structures and equipment to support vehicle washing, fueling, storage of salt and salt brine for snow operations and a spoils decant facility. On June 27, 2022, Council awarded a construction contract to CDK Construction Services, Inc. for the construction of this Project.

During the permit review process, comments by the City’s permitting and design review staff have required a level of effort by the geotechnical subconsultant to complete the critical areas report that was not anticipated in the original scope. This amendment adds scope and compensation to cover the unanticipated work to achieve permit approval for this Project. While this is a relatively small contract amendment, it exceeds the City Manager’s cumulative total approval authority for this contract. Tonight, staff are seeking Council authorization for the City Manager to execute a contract amendment with TCF Architecture in the amount of \$16,342 for services during design and construction of Phase 1 of the City Maintenance Facility Project.

RESOURCE/FINANCIAL IMPACT:

The City has been setting aside \$1 million annually for City maintenance facilities through the General Fund; the total amount that has been designated through the end of 2023 is \$10 million. These funds are sufficient to cover both the streets and general fund contribution for construction of the Ballinger Maintenance Facility project and completion of Phase 1 work in 2023.

City Maintenance Facility Phase 1 Budget

Project Expenditures:

Program Management & Distributed Facilities Study	\$ 68,017
North Maintenance Facility Early Works Design & Construction	\$ 738,268
NMF and Hamlin Schematic Design	\$ 547,379
<i>Ballinger Maintenance Facility Design and Construction Management</i>	
<i>Staff and Other Direct Costs</i>	<i>\$ 100,000</i>

Consultant Fees (TCF, Contract #9582, previously approved)	\$ 874,892
Additional Consultant Fees; this amendment (TCF, #9582.04)	\$ 16,342
Ballinger Maintenance Facility Construction, Equipment, and 1% for Arts	\$ 7,370,633
Total Project Expenditures	\$ 9,127,366
Project Revenue	
Limited Tax General Obligation Bond	\$ 132,185
General Capital Fund	\$ 311,049
State Appropriation	\$ 490,000
General Fund	\$ 2,467,253
Streets Fund (Covered by General Fund)	\$ 3,087,549
Surface Water Utility Fund	\$ 2,055,908
Wastewater Utility Fund	\$ 583,422
Total Available Revenue	\$ 9,127,366

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract amendment with TCF Architecture in the amount of \$16,342 for a total contract amount of \$1,413,613 for services during design and construction of Phase 1 of the City Maintenance Facility Project (Ballinger Maintenance Facility).

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

BACKGROUND

At their [January 29, 2018 Council meeting](#), the City Council approved a contract with TCF Architecture to complete a Distributed City Maintenance Facilities Analysis. This analysis produced multiple distribution scenarios for a City maintenance facility for evaluation. At the [April 22, 2019 Council meeting](#), the Council selected City Maintenance Facility Project Scenario A for furthering design and construction.

At the [February 24, 2020 Council meeting](#), the Council executed an agreement with TCF Architecture to design the Ballinger Maintenance Facility Project, formerly known as the Brightwater Site Project. The project site is at the City property west of Ballinger Way NE, adjacent to King County's Brightwater maintenance portal (see Vicinity Map in Attachment A). The project includes structures and equipment to support vehicle washing, fueling, storage of salt and salt brine for snow operations and a spoils decant facility.

At their [June 27, 2022 Council meeting](#), the Council approved the staff recommendation to award a construction contract to CDK Construction Services, Inc. in the amount of \$6,122,540 for the construction of the Ballinger Maintenance Facility Project. The design team is now working to finalize construction contract execution with CDK Construction Services while also working to obtain final approval of the construction permit with City permitting and design review staff.

DISCUSSION

Staff is now requesting that Council authorize the City Manager to execute a contract amendment (Attachment B) with TCF Architecture to complete Phase I design and construction services for this Project. The amendment includes additional scope and fee to finalize design and permitting of the Project. Specifically, this scope adds additional geotechnical work to complete permit requirements of the critical areas report that were not anticipated in the original design scope.

The City Manager has previously approved amendments to this contract with a cumulative total of \$84,167. This amendment requires Council approval because it would increase the cumulative total approved above the City Manager's \$100,000 approval authority.

The alternative would be to not authorize the amendment. This would pause design work without obtaining the necessary permit to begin construction of the Ballinger Maintenance Facility. In addition to delaying completion of Phase 1 work, this could result in the City violating contract requirements with CDK Construction, who has been awarded the construction contract. For these reasons, this alternative is not recommended by staff.

COUNCIL GOAL(S) ADDRESSED

The execution of this construction contract addresses Council Goal #2: Continue to deliver highly valued public services through management of the City's infrastructure and stewardship of the natural environment, and specifically Action Step #7 under this

Council Goal: “Implement Phase One of the City Maintenance Facility project: construction of the Ballinger Maintenance Facility and preliminary design of the Hamlin and North Maintenance facilities.”

RESOURCE/FINANCIAL IMPACT

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ATTACHMENTS

- Attachment A – City Maintenance Facility Project Vicinity Map
- Attachment B – TCF Architecture Professional Services Amendment Scope of Work

ATTACHMENT A

VICINITY MAP

CITY MAINTENANCE FACILITY PROJECT

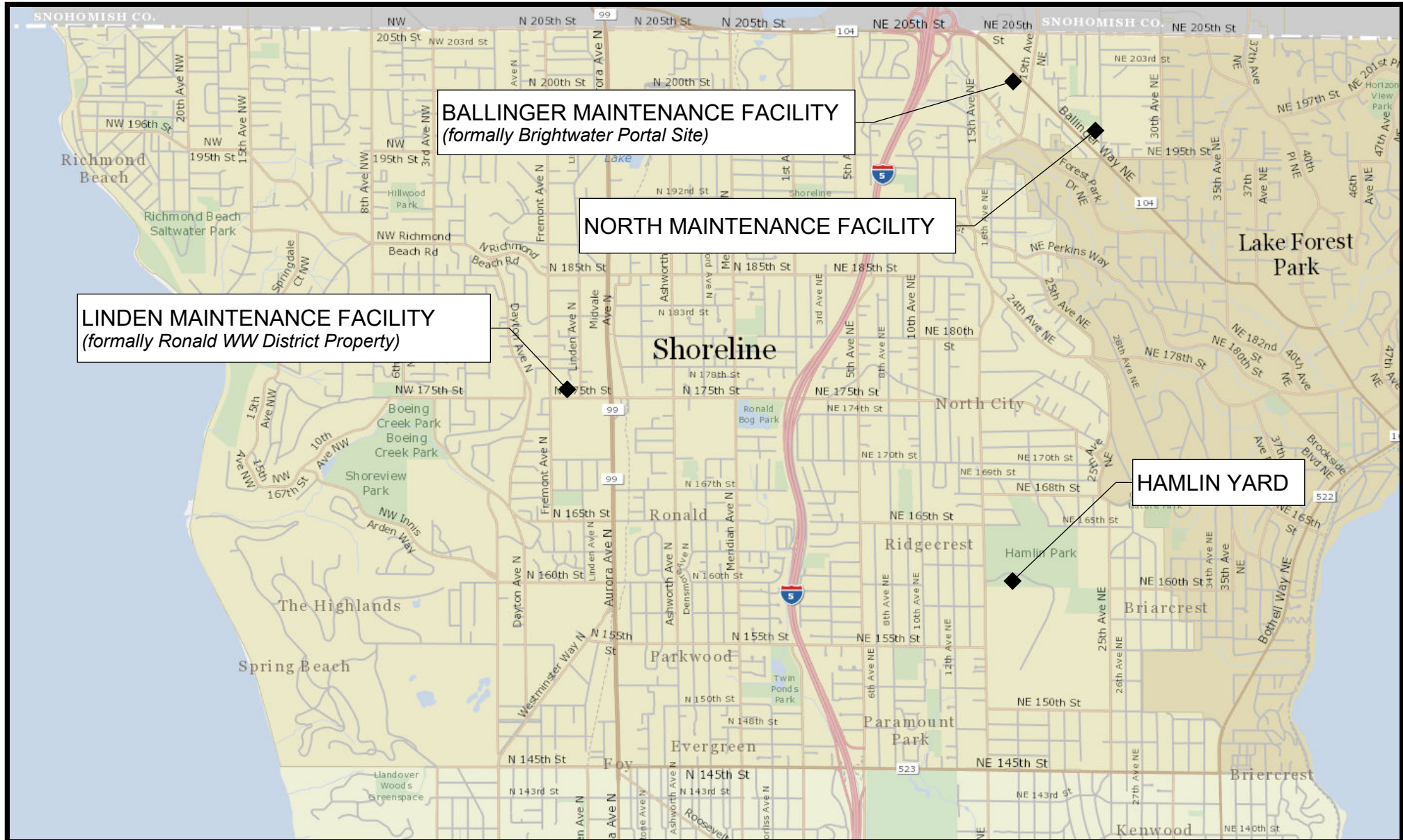


Exhibit A4

Additional Geotech Investigation & Permit Review Responses

CITY OF SHORELINE
Ballinger Maintenance Facility

Zach Evans, PE
Engineer II – Capital Improvements
City of Shoreline

Dear Zach,

In February the Design team received the comment letter from the City of Shorelines Planning and Community Development department in regard to the zoning related review. The critical areas and geotechnical review comments are requiring additional effort that is above and beyond the original geotechnical scope. Because of this additional effort additional fee is being requested as noted below. Also, see the attached scope and break down of the fee by the Geotechnical Engineer, Terracon.

Summary of additional fee:

TCF: Contract Set Up and PM -	\$750
Terracon: Analysis & Responses -	\$14,850
5% Mark up:	\$742
Total:	<u>\$16,342</u>

Thank you,



Mark Hurley
TCF Architecture
Principal

Attachments
Consultant Proposal

March 28, 2022

TCF Architecture, PLLC
902 N 2nd Street
Tacoma, Washington 98403-1931



Attn: Mr. Mark Hurley - Principal
P: (253) 572-3993
E: mark@tcfarchitecture.com

Re: Proposal for Plan Review & Geologic Hazard Critical Area Review Services
City of Shoreline Ballinger Site
20035 Ballinger Way NE
Shoreline, King County, Washington
Terracon Project No. 81195086

Dear Mr. Hurley:

We appreciate the opportunity to submit this proposal to TCF Architecture, PLLC (TCF) to provide Plan Review & Geologic Hazard Critical Area Review services for the above referenced project. The following are exhibits intended for attachment to a Subconsultant Additional Services Agreement modifying our original agreement for the above referenced project dated May 6, 2020.

Exhibit A	Project Understanding
Exhibit B	Scope of Services
Exhibit C	Compensation and Project Schedule
Exhibit D	Labor Details

Our base fee to perform the Scope of Services described in this proposal is \$14,862.50. See Exhibit C for more details of our fees and consideration of additional services.

Your authorization for Terracon to proceed in accordance with this proposal can be issued by issuing a Subconsultant Additional Services Agreement modifying our original agreement.

Sincerely,
Terracon Consultants, Inc.

Tori Hesedahl
Senior Engineer

Dennis R. Stettler
Senior Engineering Consultant

Terracon Consultants, Inc. 21905 64th Ave. W, Suite 100 Mountlake Terrace, WA 98043
P (425) 771 3304 F (425) 771 3549 terracon.com

EXHIBIT A - PROJECT UNDERSTANDING

Terracon prepared a geotechnical engineering report for the project dated August 19, 2020. This report was based on project information provided to us by TCF. At the time of sealing this report the project design was still underway. We understand that this report was submitted with the final design to the City of Shoreline for review and comment prior to issuing building permits. The City of Shoreline responded with comments in a memorandum dated February 2, 2022.

Terracon met with TCF, the City's project manager, and the City's plan reviewer to discuss the numerous comments from the permit submittal. A summary of our understanding of items pertaining to geologic hazard critical areas that the City's reviewers need to see to address their comments and concerns prior to issuing permits is summarized as follows:

- Resumes demonstrating that Terracon staff meet the experience requirements detailed in the Shoreline Municipal Code (SMC).
- A site plan showing the project site and the area surrounding the site for a distance of at least 200 feet. Detailed requirements for what is to be shown on the site plan are outlined in the SMC.
- Revised architectural and civil site plans indicating the location of the buffer relative to proposed improvements and the slope.
- Discussion of mitigation measures to indicate whether or not mitigation measures are necessary, and if so, what is necessary.
- A letter prepared by the geotechnical engineer indicating that the final design was reviewed and that the geotechnical engineer concurs with the design. Design review should include
 - architectural site plan
 - civil site, grading, and drainage plans
 - drainage report
 - landscape and irrigation plans
 - project specifications pertaining to geotechnical concerns
- Third party review will be required based on our recommendation to reduce the buffer to less than the 50-foot minimum.

Please let us know if our understanding conflicts with TCF's.

The summary above is not intended to be exhaustive. The SMC contains very detailed requirements, many of which are outside of Terracon's area of expertise.

EXHIBIT B - SCOPE OF SERVICES

Terracon has prepared this scope with the intent of addressing the requirements of the SMC for development near steep slope critical areas that are within our area of expertise. Many of the SMC requirements will best be addressed by other design disciplines.

Plans and Specifications Review

Terracon has reviewed the SMC and the City's review comments. We prepared initial responses to the City's comments and provided those to TCF. These services are included under this line item.

Terracon will review from a geotechnical perspective and provide comment on the final design drawings and specifications indicated below:

- architectural site plan
- civil site, grading, and drainage plans
- landscape and irrigation plans
- project specifications pertaining to geotechnical concerns

Our review will look for conformance with the recommendations we provided in the geotechnical report for the project and with the SMC geologic hazards critical areas provisions.

We will participate in one cycle of review, comment, then review to check that our comments were adequately addressed.

Slope Stability Analysis

Terracon will compare the final design to the assumptions supporting the slope stability analysis in the project geotechnical engineering report. If in our opinion the final design differs significantly from previous analysis, we will perform additional analysis based on the final design configuration. The intent of the slope stability analysis will be to demonstrate that development outside of recommended buffer limits will not adversely affect the stability of the existing slope.

Foundation loads and maximum material storage heights or loads from final design must be provided to Terracon for use in our analyses.

Site Plan

Terracon will prepare a critical areas site plan from a CADD base file(s) provided by others. The CADD base plan provided to Terracon must show the site and surrounding area to a distance of at least 200 feet around the site. The provided CADD base files must show at minimum the following elements:

- The type and extent of any critical areas other than geologic hazard areas, and buffers on, adjacent to, or off site within 200 feet, that are likely to impact or be affected by the proposal
- Proposed development, including the location of existing and proposed structures, fill, significant trees to be removed, vegetation to be removed, storage of materials, and drainage facilities
- Two-foot topographic contours of the project area (project site and area surrounding to a distance of at least 200 feet)
- Clearing limits, including required tree protection consistent with SMC [20.50.370](#)

The site plan prepared by Terracon, modified from the provided CADD base file(s), will include the following:

- The type and extent of geologic hazard areas, and buffers on, adjacent to, and off site within 200 feet
- The location of springs, seeps, or other surface expressions of groundwater on or off site within 200 feet of the project area Terracon observed during our May 2020 reconnaissance.

Terracon will prepare two cross sections from the provided topographic contours indicating the height of slope, slope gradient, and cross-section of the project area.

Plan Review/Critical Area Review Letter

Terracon will prepare two resumes describing the qualifications of key individuals responsible for preparing geotechnical recommendations and documents for this project.

Terracon will prepare a letter documenting our review of the project plans and specifications as described herein and provide our opinion regarding conformance of the project plans and specifications to our recommendations. This letter will discuss need for mitigation measures. Recommended mitigation measures, if any, will be described. We will make specific references to pertinent sections of the SMC. We will attach our qualifications, site plan, and cross-sections to this letter.

Meetings and Consultation

We have budgeted for up to 8 hours of meetings and consultation with a senior engineer. Included in this time is the meeting Terracon attended with TCF and the City's plan reviewer.

EXHIBIT C - COMPENSATION AND PROJECT SCHEDULE

Compensation

Based upon our understanding of the site, the project as summarized in Exhibit A, and our planned Scope of Services outlined in Exhibit B, our base fee is shown in the following table:

Task	Time & Expense
Plans and Specifications Review	\$3,587.50
Slope Stability Analysis	\$4,560.00
Site Plan and Cross Sections	\$1,780.00
Plan Review/Geologic Hazards Letter	\$3,255.00
Meetings and Consultation	\$1,680.00
Total	\$14,862.50

Unless instructed otherwise, we will submit our invoice(s) to the address shown at the beginning of this proposal. If conditions are encountered that require Scope of Services revisions and/or result in higher fees, we will contact you for approval, prior to initiating services. A supplemental proposal stating the modified Scope of Services as well as its effect on our fee will be prepared. We will not proceed without your authorization, as evidenced by your signature on the Supplemental Agreement for Services form.

Project Schedule

We developed a schedule to complete the Scope of Services based upon our existing availability and understanding of your project schedule. In the event the schedule provided is inconsistent with your needs, please contact us so we may consider alternatives. We estimate that we can complete our scope of services within 4 weeks of receiving all information requested in our Scope of Services.

EXHIBIT D – LABOR DETAILS

TASK NUMBER	TASK DESCRIPTION	Senior Engineering Consultant	Senior Engineer	Staff Engineer	Clerical/Admin	Clerical/Admin	CADD	TOTAL HOURS	TOTAL FEES
		\$265	\$210	\$140	\$75	\$75	\$110		
1.1	Review and Prepare Initial Responses to City's Comments	1.5	6.5	0	0	0	0	8	1762.5
1.2	Review Permit Drawings and Specifications and Provide Comments	2	3.5	4	0	0	0	9.5	1825
2	Additional Slope Stability Analysis	2	4	22	0	0	1	29	4560
3	Prepare Site Plan and Cross Sections	1	3.5	4	0	0	2	10.5	1780
4.1	Resumes	1	2	0	4	2	0	9	1135
4.2	Letter Preparation	1	3.5	8	0	0	0	12.5	2120
5	Meetings and Consultation	0	8	0	0	0	0	8	1680
	TOTAL HOURS	8.50	31.00	38.00	4.00	2.00	3.00		
	TOTAL FEES	2252.5	6510	5320	300	150	330		14862.5