

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

<b>AGENDA TITLE:</b>	Authorize the City Manager to Execute Contract Amendment 2 with DOWL, LLC in the Amount of \$14,181 for a Total Contract Amount of \$363,608 to Support the Design of 20 <sup>th</sup> Avenue NW Sidewalk Project and the Preparation of Grant Application Materials
<b>DEPARTMENT:</b>	Public Works
<b>PRESENTED BY:</b>	Tricia Juhnke, City Engineer
<b>ACTION:</b>	<input type="checkbox"/> Ordinance <input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Motion <input type="checkbox"/> Discussion <input type="checkbox"/> Public Hearing

**PROBLEM/ISSUE STATEMENT:**

Shoreline residents approved an increase in the Sales and Use Tax in 2018 to design and construct new sidewalks. The ballot measure included 12 specific locations for new sidewalk. DOWL is one of two consultants selected to support staff in the delivery of this program. DOWL is developing a design for the next sidewalk project - 20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> – NW 195<sup>th</sup> Street) - and providing additional support for preparation of grant application materials on other potential sidewalk projects.

Staff is requesting that the City Council authorize the City Manager to execute a contract amendment with DOWL in the amount of \$14,181 to complete the sidewalk design for 20<sup>th</sup> Avenue NW and prepare additional grant application materials. Amendment 1 for this contract was \$98,038 and was within the signature authority of the City Manager. This additional amendment while small, when combined with the previous amendment, requires City Council authorization.

**RESOURCE/FINANCIAL IMPACT:**

The ballot measure requires all projects be funded with bond revenue that is then repaid with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design, and construction of several sidewalk routes. Ordinance No. 903 provided \$4,700,000 in the 2021-2022 biennium for this program. This contract amount is within that authorized budget.

The grant application materials will be funded from the general Roads Capital Fund and additional surface water improvements beyond the scope of the sidewalk project will be funded with Surface Water Utility bond funds. The project cost and budget summary for the design phase is as follows:

**Project Expenditures:**

Staff and Other Direct Expenses	\$ 30,000
DOWL Design Contract	\$ 251,389
DOWL Contract Amendment 1	\$ 98,038
<b><u>DOWL Contract Amendment 2</u></b>	<b><u>\$ 14,181</u></b>
<b>Total Project Expenditures</b>	<b>\$ 393,608</b>

**Project Revenue:**

Sales and Use Tax/Bond Proceeds	\$ 359,166
Roads Capital Engineering	\$ 14,181
<u>Surface Water Utility Bond Funds</u>	<u>\$ 20,261</u>
<b>Total Project Revenue</b>	<b>\$ 393,608</b>

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute contract Amendment 2 with DOWL in the amount of \$14,181 for a total contract amount of \$363,608 to support the design of the 20<sup>th</sup> Avenue NW Sidewalk Project and the preparation of grant application materials.

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

## **BACKGROUND**

In November 2018, voters approved a 0.2% increase in Sales and Use Tax for the construction and repair of sidewalks. The ballot measure included 12 specific locations for installation of new sidewalk. In March 2019, the City Council authorized the issuance of bonds to support the program.

On September 13, 2021, Council authorized a contract with DOWL, LLC for the design of the next sidewalk project along 20<sup>th</sup> Avenue NW from NW 190<sup>th</sup> to NW 195<sup>th</sup> Street. This will be the third of the 12 voter-approved sidewalk routes. The staff report for the initial design authorization can be found at the following link: [Authorize the City Manager to Execute a Professional Services Contract with DOWL, LLC in the Amount of \\$251,389 for Design of the 20<sup>th</sup> Avenue NW New Sidewalk Project.](#)

## **DISCUSSION**

In August 2022, Amendment 1 to this contract in the amount of \$98,038 was approved by the City Manager. Amendment 2, when combined with Amendment 1 exceeds the City Managers authority and requires Council authorization. DOWL's scope for both amendments is included as Attachment A.

Specifically, Amendment 2 is needed to cover minor increases in scope and to provide support in preparing information for grant applications for future sidewalk projects. Consultant support was needed to complete grant application support documentation, including graphics and conceptual cost estimates. Staff determined that including this work in the 20<sup>th</sup> Avenue NW Sidewalk contract would allow grant application support to proceed quickly and limit staff and consultant time required. Specifically, an application was submitted for Linden Avenue N, which is one of the 12 sidewalk projects, as well as applications for 25<sup>th</sup> Avenue NE/NE 200<sup>th</sup> Street and Wallingford Avenue N/N 150<sup>th</sup> Street.

## **COUNCIL GOAL(S) ADDRESSED**

This contract supports 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 1: Implement the new Sidewalk Construction Program.

## **RESOURCE/FINANCIAL IMPACT**

The ballot measure requires all projects be funded with bond revenue that is then repaid with the Sales and Use Tax collected over the next 20 years. In 2019, the City issued the first series of bonds in the amount of \$11.6 million to fund the initial programming, design, and construction of several sidewalk routes. Ordinance No. 903 provided \$4,700,000 in the 2021-2022 biennium for this program. This contract amount is within that authorized budget.

The grant application materials will be funded from the Roads Capital Fund and additional surface water improvements beyond the scope of the sidewalk project will be funded with surface water utility bond funds. The project cost and budget summary for the design phase is as follows:

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DOWL Design Contract	\$ 251,389
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<b><i>DOWL Contract Amendment 2</i></b>	<b><i>\$ 14,181</i></b>
<b>Total Project Expenditures</b>	<b>\$ 393,608</b>

**Project Revenue:**

Sales and Use Tax/Bond Proceeds	\$ 359,166
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<b>Total Project Revenue</b>	<b>\$ 393,608</b>

**RECOMMENDATION**

Staff recommends that the City Council authorize the City Manager to execute contract Amendment 2 with DOWL in the amount of \$14,181 for a total contract amount of \$363,608 to support the design of 20<sup>th</sup> Avenue NW Sidewalks and the preparation of grant application materials.

**ATTACHMENTS**

Attachment A – DOWL, LLC Contract Amendment 1 and 2 Scope of Work

**City of Shoreline**  
**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street)**  
**Sidewalk Project**  
**Amendment #1**

**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 20<sup>th</sup> Ave NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> St) New Sidewalk Project.

### **Amendment Description**

This amendment includes additional design phase services, including the following:

- 1) Geotechnical Investigation and Report, as needed to design proposed infiltration facilities on NW 192<sup>nd</sup> Street and NW 193<sup>rd</sup> Street.
- 2) Roadway design revisions to 20<sup>th</sup> Ave NW, including:
  - a. Asphalt overlay between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street.
  - b. Curb and Gutter on the east side of 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street, to collect stormwater runoff from the east side of 20<sup>th</sup> Ave NW.
  - c. Driveway transitions on the east side of 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street.
- 3) Drainage Revisions, based on discussion with City of Shoreline staff. This includes the following:
  - a. Collection of stormwater runoff from the east side of 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street.
  - b. Updates to the Surface Water Report to reflect the additional collection areas.
- 4) Additional arborist review of trees located within the project limits.
- 5) Additional utility potholing.
- 6) Acquisition of two additional Temporary Construction Easements (TCE).

### **Project Fee Estimate**

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

**Exhibit A: Scope of Work****City of Shoreline****20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) – Amendment #1****1. GEOTECHNICAL INVESTIGATION AND REPORT****1.1. Geotechnical Investigation and Report**

The CONSULTANT will conduct a Geotechnical Investigation to determine the design infiltration rate for proposed infiltration facilities along the north side of NW 193rd Street (west of 20th Ave NW), and the north side of NW 192nd Street (east of 20th Ave NW).

The CONSULTANT will develop a draft and final Geotechnical Engineering Report.

A detailed description of geotechnical services under this task is included in **Attachment A**.

Assumptions/Exclusions:

- a) As described in **Attachment A**.

Deliverables:

Draft Geotechnical Report

PDF via email

Final Geotechnical Report

PDF via email

**2. ROADWAY DESIGN REVISIONS**

The original Scope of Work for this project included the design of curb, gutter, a 10-foot shared use path on the west side of the roadway, a storm drainage system to collect runoff from the west side of the roadway, and driveway transitions on the west side.

This amendment adds the design of an asphalt overlay on 20th Ave NW, between NW 193rd Street and NW 195th Street. The roadway will also be designed to collect runoff from the east side of the roadway (between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street), in addition to the west side. Revisions to the roadway design include:

**2.1. Overlay Design**

The CONSULTANT will design an asphalt mill and overlay for 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street. This will require revisions to the construction centerline profile.

**2.2. Plan and Estimate Revisions**

The CONSULTANT will revise the Site Preparation Plans, Roadway Plan/Profile, Typical Sections and roadway cross sections to account for the asphalt overlay. The CONSULTANT will revise the Engineer's Estimate to add the asphalt mill/overlay and other additional work; costs will be included in a separate Bid Schedule.

**2.3. Eastside Driveway Design**

The CONSULTANT will provide driveway plan and profile design for six additional driveways on the east side of 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street.

**Exhibit A: Scope of Work****City of Shoreline****20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) – Amendment #1**Assumptions/Exclusions:

a) N/A

Deliverables:

90% PS&amp;E

PDF via email

100% PS&amp;E

PDF via email

**3. DRAINAGE DESIGN REVISIONS**

This amendment adds revisions to the proposed drainage system, including collecting stormwater runoff from the east side of 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street. The runoff will be conveyed to the proposed storm drainage system that drains to two new infiltration facilities, and the downstream system that flows to the south.

**3.1. Drainage Plan and Estimate Revisions**

The CONSULTANT will modify the PS&E to include the collection of stormwater runoff from the east side of 20<sup>th</sup> Ave NW, between NW 193<sup>rd</sup> Street and NW 195<sup>th</sup> Street. Costs for the infiltration system will be included on a separate bid schedule.

**3.2. Surface Water Report Revisions**

The CONSULTANT will modify the Surface Water Report to include the additional collection areas.

Assumptions/Exclusions:

a) N/A

Deliverables:

90% PS&amp;E

PDF via email

100% PS&amp;E

PDF via email

**4. ARBORIST SERVICES**

The original project scope included the evaluation of approximately 16 trees in the vicinity of the proposed improvements. This amendment includes additional arborist review based on the revised project limits, which includes work on the east side of 20<sup>th</sup> Ave NW. The arborist will revise the draft arborist memorandum that was previously completed for this project.

Assumptions/Exclusions:

a) N/A

Deliverables:

Draft Final Arborist Memorandum

PDF via email

Final Arborist Memorandum

PDF via email

**Exhibit A: Scope of Work**

**City of Shoreline**

**20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) – Amendment #1**

**5. POTHOLING**

The original project scope included an allowance of \$7,000 to pothole existing utilities. This amendment an additional \$20,500 to pothole and patch identified utility conflicts (17 total). This work is described in detail in **Attachment B**.

**6. RIGHT-OF-WAY**

The original project scope included the acquisition of 11 Temporary Construction Easements (TCE) for driveway transitions. This amendment includes the acquisition of two additional TCE's for driveway transitions on the east side of 20<sup>th</sup> Ave NW.



**City of Shoreline  
20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street)  
Sidewalk Project  
Amendment #2**

**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 20<sup>th</sup> Ave NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> St) New Sidewalk Project.

**Amendment Description**

This amendment includes additional design phase services, including the following:

- 1) Development of concept-level exhibits and estimates for new sidewalks on 25<sup>th</sup> Avenue NE/ NE 200<sup>th</sup> Street.
- 2) Development of concept-level exhibits and estimates for new sidewalks on Wallingford Avenue N/N 150<sup>th</sup> Street, as described on the following pages.

**Project Fee Estimate**

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

**Exhibit A: Scope of Work****City of Shoreline****20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) – Amendment #2****1. PROJECT MANAGEMENT****1.1. General Project Management**

The CONSULTANT will provide project management and administration, liaison with the CITY, scheduling, coordination, quality assurance and quality control, contract administration, filing and recordkeeping for all work included in this Amendment.

**2. CONCEPTUAL SIDEWALK EXHIBIT – 25<sup>TH</sup> AVE NE****2.1. Draft Conceptual Sidewalk Exhibit**

The CONSULTANT will develop a concept-level exhibit showing an 8' sidewalk and 5' amenity zone on the west side of 25<sup>th</sup> Ave NE (from the existing sidewalk north of Ballinger Way to NE 200<sup>th</sup> Street), and a 6' sidewalk and 5' amenity zone on the north side of NE 200<sup>th</sup> St (from 25<sup>th</sup> Ave east to the sidewalk recently constructed sidewalk, approximately 500 feet east of 25<sup>th</sup> Ave NE).

- a. **Concept exhibit.** The exhibit will include proposed sidewalk, curb/gutter, amenity zone, and new pavement (as needed for curb/gutter installation).
- b. **Concept Stormwater Review.** The CONSULTANT will conduct a review of Threshold Discharge Areas and minimum threshold requirements to determine if flow control and water quality will be required and should be factored into the conceptual estimate. The CONSULTANT will also estimate the approximate linear footage of stormwater conveyance improvements that may be required.
- c. **Existing Utilities Review.** The CONSULTANT will review available GIS data to identify potential utility conflicts or relocations that should be factored into the conceptual estimate.

**2.2. Draft Conceptual Cost Estimate**

The CONSULTANT will develop a draft conceptual level cost estimate for the proposed sidewalk.

Assumptions/Exclusions:

- a) The concept design exhibit and estimate will be developed based on available aerial photo and GIS data.

Deliverables:

Draft Conceptual Exhibit

PDF via email

Draft Conceptual Cost Estimate

PDF via email

**Exhibit A: Scope of Work****City of Shoreline****20<sup>th</sup> Avenue NW (NW 190<sup>th</sup> Street – NW 195<sup>th</sup> Street) – Amendment #2****3. CONCEPTUAL SIDEWALK ALIGNMENT – WALLINGFORD AND NE 150<sup>TH</sup> Street****3.1. Draft Conceptual Sidewalk Alignment**

The CONSULTANT will develop a concept-level exhibit showing a 6' sidewalk and 5' amenity zone on the east side of Wallingford Ave N (from N 150<sup>th</sup> Street to approximately 350 to the north), and a 6' sidewalk and 5' amenity zone on the north side of N 150<sup>th</sup> Street (from Wallingford Ave N to approximately 350 feet to the east).

- d. **Concept exhibit.** The exhibit will include proposed sidewalk, curb/gutter, amenity zone, and new pavement (as needed for curb/gutter installation).
- e. **Concept Stormwater Review.** The CONSULTANT will conduct a review of Threshold Discharge Areas and minimum threshold requirements to determine if flow control and water quality will be required and should be factored into the conceptual estimate. The CONSULTANT will also estimate the approximate linear footage of stormwater conveyance improvements that may be required.
- f. **Existing Utilities Review.** The CONSULTANT will review available GIS data to identify potential utility conflicts or relocations that should be factored into the conceptual estimate.

**3.2. Draft Conceptual Cost Estimate**

The CONSULTANT will develop a draft conceptual level cost estimate for the proposed sidewalk.

Assumptions/Exclusions:

- a) The concept design exhibit and estimate will be developed based on available aerial photo and GIS data.

Deliverables:

Draft Conceptual Exhibit

PDF via email

Draft Conceptual Cost Estimate

PDF via email