

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a Contract with Exeltech Consulting, Inc. in the Amount of \$204,939.16 for the Aurora Avenue Median Island, Turn-pockets, Landscape and Bioretention Beds, and Irrigation Retrofit Project
DEPARTMENT:	Public Works
PRESENTED BY:	Lance Newkirk, Utility and Operations 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:

With nearly three years of in-house experience maintaining the Aurora Ave corridor landscape and stormwater features, City staff have learned that there are several elements of the original design that are not functioning well or have been compromised. This has resulted in poor system performance and high maintenance costs. The constructed assets requiring a review and possible retrofit include Median Islands, Turn-Pockets, Landscape and Bioretention Bed and Irrigations systems. To address these concerns the City advertised RFQ# 10483 on September 29, 2022, to solicit firms qualified to review current conditions, prepare a summary report with retrofit recommendations and cost estimates to alleviate the identified concerns.

Exeltech Consulting, Inc. was the only respondent and they met all the requirements of the RFQ. Tonight, staff is seeking Council's approval to authorize the City Manager to award this contract.

RESOURCE/FINANCIAL IMPACT:

This contract will be funded from 2022 General Fund and Surface Water Management Fund and split equally between the two funds. The contract value is estimated at \$204,939.16. The term of the contract will expire on December 31, 2023, unless otherwise extended.

RECOMMENDATION

Staff recommends that Council authorize the City Manager to execute a contract with Exeltech Consulting, Inc. in the amount of \$204,939.16.

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

BACKGROUND

The Aurora Avenue Corridor Improvement project redeveloped three miles of Aurora Avenue N (State Route 99) running through Shoreline. The project focus was to improve traffic flow and safety, promote economic development, improve transit speed and reliability, undergrounding of overhead utilities, provide uniform street lighting, enhance corridor aesthetics with landscape plantings and provide environmental improvements through better stormwater management. From design to completion the project spanned over a 20-year time frame had four distinct construction phases and cost about \$140 million.

From construction until final completion in 2019 the maintenance of the landscaping and stormwater features along Aurora was accomplished by private contractors. Contractor turnover, gaps in service, and the resulting expenditure of extra staff time to develop bid documents, rebid, let contracts, and contract oversight to ensure contract adherence, and bringing new contractors up to speed resulted in an inconsistent level of service to maintain these assets. As a result of the inconsistent maintenance services provided along Aurora Ave and other designated rights-of-way (ROW), City Council authorized the formation of a Grounds Maintenance Crew as part of the 2019-2020 Biennial Budget. The new crew was initially tasked with providing ROW maintenance services in 2019 and beginning in 2020 to provide parks grounds maintenance services after the park's landscape maintenance contract expired at the end of 2019.

With nearly three years of in-house experience maintaining the Aurora Ave corridor landscape and stormwater features, City staff have learned that there are several elements of the original design that are not functioning well or have been compromised. This has resulted in poor system performance and high maintenance costs. Therefore, this project will review the existing Median Islands, Turn-pockets, and Landscape and Bioretention Beds along Aurora Avenue N and improved side streets between 145th and 205th Street to ascertain current conditions. Based on current conditions, the Consultant will develop recommended retrofit or other maintenance options with cost estimates to improve stormwater infrastructure performance, reduce on-going landscape maintenance costs, ensure an aesthetically appealing and safe corridor for the public and maintenance staff alike. A discussion of the recommended improvements will be brought before Council at the end of this phase of the project to seek guidance on implementation of the recommended improvements.

Staff advertised RFQ# 10483 on September 29, 2022, to solicit firms qualified to review Aurora Avenue landscape and stormwater features, their current conditions and prepare a summary report with retrofit recommendations and cost estimates to address identified concerns. Exeltech Consulting, Inc. was the only respondent, and their statement of qualifications met all the requirements of RFQ# 10483. Staff is seeking Council's approval to authorize the City Manager to award this contract.

ALTERNATIVES ANALYSIS

Not awarding this contract to Exeltech Consulting, Inc. would result in two primary options for Council consideration:

1. Maintain the Status Quo

- This option, while not incurring any contract costs, does not provide needed professional expertise to identify and address known and currently unknown landscape and stormwater deficiencies within the Aurora Avenue Corridor. Deficiencies that, if not examined, will result in higher maintenance costs and risks of continuing performance failures to installed stormwater treatment systems.

2. Phased Aurora Avenue Corridor Retrofit Review

- This option, while not incurring the full contract cost up front, would result in more administrative staff time to let and award future contracts. It would also risk loss of overall project knowledge through City or Consultant staff turnover. Turnover can lead to higher project costs and outcomes that may work for a specific section of the project but are out of sync with the entire corridor.

Based on these alternative options, staff recommends that Council authorize the City Manager to execute a contract with Exeltech Consulting, Inc.

RESOURCE/FINANCIAL IMPACT

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ATTACHMENTS

Attachment A: Exeltech Consulting, Inc. Scope of Work

EXHIBIT A**CITY OF SHORELINE****AURORA AVENUE MEDIAN ISLANDS, TURN-POCKETS, LANDSCAPE AND
BIORETENTION BEDS, AND IRRIGATION RETROFIT PROJECT DESIGN SERVICES –
SCOPE OF WORK**

This scope of work includes consulting and design services for the Aurora Avenue Median Islands, Turn-pocket, Landscape and Bioretention Beds, and Irrigation Retrofit Project (PROJECT) for the City of Shoreline (CITY) in each constructed Phase of Aurora Avenue (Phase 1 – 145th to 165th, Phase 2 – 165th to 185th, Phase 3A – 185th to 192nd and Phase 3B - 192nd to 205th). Exeltech Consulting (CONSULTANT) proposes the following task to complete this scope of work.

The Consultant's work under this AGREEMENT will be completed within the timeframe shown in the key Project milestones in Table A below.

Table A: Key PROJECT Milestones	
Milestone	Estimated Completion Date
Notice to Proceed (NTP)	TBD upon contract execution
Task 2	3 months from NTP
Task 3	4 months from NTP
Task 4	5 months from NTP
Task 5	7 months from NTP
Task 6	8 months from NTP
Notice to Proceed with Next Phase	9 months from NTP

The duration of the reviews by the City and others is given in the above milestones. Mutually agreeable changes to the project milestones, whether initiated by the City or Consultant, may be the basis for adjustments in the project budget. Compensation shall not exceed (total contract amount) without prior written approval from City.

GENERAL DESIGN ASSUMPTIONS

1. The City will coordinate utility locates and survey locations of existing utilities in the vicinity of each project site.
2. City will provide an example plan set in AutoCAD format to Consultant which indicates City preferences for construction plans (e.g., title block, type fonts and line styles)
3. AutoCAD/Civil3D version 2021 shall be used for all project deliverables.
4. The Consultant has flexibility to move budget between tasks as needed with prior notification to the City.

Task 1 Project Management

The Consultant will provide overall project management and documentation of work progress of the project. Project Management scope extends for the duration of the Agreement.

Any changes that arise will be proactively communicated and documented with the City's agreement.

The Consultant will prepare monthly progress reports including a summary of work completed, and financial status of project budget. These will be included with the monthly invoice/progress payments.

Deliverable(s):

1. Monthly Progress Report (PDF)
2. Monthly Invoices (PDF)

Task 2 Review and Analysis of Existing Conditions

1. Meet with designated City staff to review and discuss project goals, existing conditions, and current infrastructure issues related to:
 - a. Irrigation system, planting, soil evaluation, Filterra units, permeable pavers, inlets within the plans provided for Phase 1, 2, 3A, and 3B
 - b. Phase 2 bioretention
 - c. Phase 2 to 3A stormwater and surface water issues
 - d. Silva cell settlement along 205th and 75th
2. Review existing relevant information including GIS data, record drawings, applicable codes, guidelines and standards.
3. Perform up to three (3) site visits and additional analysis as needed to evaluate strengths and weaknesses of current design features.
 - e. Provide a comprehensive analysis of the stormwater drainage and bioretention facilities (including Filterra “boxes”, bioswales and bioretention planters/beds)
 - i. Confirm key elevations of bioretention beds and functionality of inlets, sediment sumps, overflow outlets, underdrainage, and irrigation (where present)
 - ii. Analysis shall consider maximum treatment capacity, bypass capacity, pollutant loading, pre-treatment, and maintenance frequency needs given the Best Management Practices (BMP) location on an urban highway.
 - f. Provide landscape beds analysis that includes soil quality assessment, percentage of total planted cover vs weed colonization, plant health analysis, and appropriateness of existing plant palette as designed and installed.
 - g. Evaluation of trees within established work area by an ISA certified arborist with Tree Risk Assessment Qualification (TRAQ) using current Best Management and Standard Practices.
 - i. Provide a Level 2 Basic Tree Assessment for each tree
 - ii. Inventory all trees extant and missing/removed from original plantings using ArcGIS
 - iii. Provide data on height, DBH, species, tree health and structure ratings, and monetary value of each tree
 - h. Provide irrigation systems analysis including locating valve boxes using ArcGIS, identify constraints and the existing features and systems.
 - i. Consider long-term maintainability and costs of existing features and systems.

Assumptions:

- City will provide the following information:
 - GIS tree data of the project area
 - Description of each stormwater performance issue with pictures if applicable
 - Drainage report with facility design and sizing for each stormwater performance issue
 - Original Geotechnical Report for each stormwater performance issue

- Location of inlet issues
 - Soil specifications for the various phases
 - Updated As-built irrigation plans with functioning areas (pipes that can carry water, wire connectivity from valve to controller, et), as site visit will when the system has been winterized.
 - Irrigation specification for the various phases
 - Irrigation plans reference Toro Sentinel central control. Understanding from the maintenance team if it is being used and their issues/concerns.
 - Operating (dynamic pressure) and GPM for each location, especially key for the drip system location if we plan to convert to spray system.
 - Silva cells plans, locations in the phases and details
 - Utilities mapping (Above and below grade)
 - Maintenance team markup on plans of areas with compaction and frequent crossing by pedestrian
 - Other relevant information
- Upon notice to proceed, City representative will schedule a site visit with the key maintenance staff.
 - One (1) virtual meeting with the City maintenance team to discuss long-term maintainability and costs of existing features and systems.

Task 3 Summary Report

1. Prepare a report summarizing the findings from Task 2. Report must document all background information, analysis, evaluations, and recommendations. The report shall be organized by findings for each constructed Phase of Aurora Avenue (Phase 1 – 145th to 165th, Phase 2 – 165th to 185th and Phase 3A – 185th to 192nd and Phase 3B - 192nd to 205th)
2. The report must also provide prioritized improvement recommendations for the Aurora Avenue corridor as a whole and for each Phase, based on specific direction and feedback from the City.
3. Share draft report with designated City staff for review and comments.

Deliverable(s):

1. Draft Summary Report (MS-Word)

Assumptions:

- One (1) round of City review for draft summary report. Comments from the review will be addressed by Consultant in the final summary report.
- City shall provide review comments within two (2) weeks of submittal, delay in review/responses will push out the deliverables schedule.
- The City will distribute the draft report to the City's project team for review and comment. The City will compile comments received into one document, rectify any contradictory comments, and send them to the Consultant.
- Tree heights will be within 10-ft margin of error. Tree diameters will be within 2-inches DBH margin of error.

- Trees that do not have a unique ID, a new ID will be created.

Task 4 Redesign/Retrofit Options

1. From findings in Task 3, prepare redesign/retrofit options that address identified deficiencies.
2. Conduct one (1) virtual workshop and receive feedback on preliminary concepts with designated City staff and other stakeholders.

Assumptions:

- City representative will schedule a virtual workshop with designated City staff and other stakeholders.

Task 5 Conceptual Redesign/Retrofit Design Plans & Opinion of Cost

1. Develop schematic level plans based on feedback received in Task 4 that include:
 - a. Planning level cost estimates,
 - b. Recommended order of improvements, and
 - c. Estimated timeline to construct.
2. Prepare workshop conceptual designs and receive feedback from City staff.
3. From received feedback on the plans and designs, prepare draft final Summary Report that includes redesign/retrofit recommendations for Aurora Avenue as a whole and for each Phase.
4. Prepare PowerPoint presentation that summarizes findings and participate in one (1) virtual City Council meeting to receive Council feedback on conceptual plans.
5. From feedback received at Council meeting, update and submit final Summary

Deliverable(s):

1. Schematic level plans
2. PowerPoint presentation
3. Final Summary Report (MS-Word)

Assumptions:

- Work with City to develop presentation support materials for their meetings with the City Council. Assume the Team will participate in one (1) virtual City Council meeting.

Task 6 Next Phase Scope Development

The Consultant will evaluate the tasks necessary and prepare a Scope of Work for next phase that includes Preliminary Design, Final Design and Contract Management Services.

Deliverable(s):

1. Scope and fee estimate