

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 \$100,000 for Additional Services During Design and Construction of the Ballinger Maintenance Facility
DEPARTMENT:	Public Works
PRESENTED BY:	Tricia Juhnke, Interim Public Works Director
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:

The internal roadway system of the Ballinger Maintenance Facility (BMF) must be redesigned due to a miscommunication with King County’s Property Management Division. The redesign requires re-orientation of one building to allow vehicles to enter and leave the BMF site through a single gate. This will require additional design work and subsequent permit revision approval from the City’s Planning and Community Development Department (PCD).

In addition to changing the orientation of one building, staff is also recommending upgrading the covered wash bay to be fully enclosed and heated. This will allow all-weather storage of the City’s new vactor truck until additional storage can be built at Hamlin Yard or the North Maintenance Facility, scheduled at the earliest for 2026 and 2029, respectively.

Tonight, staff is seeking Council authorization for the City Manager to execute a contract amendment with TCF Architecture in the amount of \$100,000 for additional services during design and construction of the Ballinger Maintenance Facility project to cover costs related to the site re-orientation and upgrading the wash bay to be heated and enclosed.

RESOURCE/FINANCIAL IMPACT:

The City has been setting aside up to one million annually from the General Fund for City maintenance facilities with \$12 million having been designated through 2023. These funds are sufficient to cover both the Streets and General Fund contributions 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, & SD Staff Cost	\$ 73,017
North Maintenance Facility Early Works Design & Construction	\$ 738,268
Facility Communication Study	\$ 50,000
Ballinger Maintenance Facility Staff and Other Direct Expenses	\$ 145,410
<i>Consultant Fees - TCF Architecture (9582)</i>	
<i>Schematic Design for NMF Final and Hamlin</i>	\$ 542,379
<i>Ballinger Design (previously approved)</i>	\$ 871,234
<i>Additional Ballinger Design and Permitting (this amendment, 9582.05)</i>	\$ 100,000
Ballinger Maintenance Facility Construction, Equipment, and 1% for Arts	\$ 7,222,860
Total Project Expenditures	\$ 9,748,168

Project Revenue

Limited Tax General Obligation Bond	\$ 132,185
General Capital Fund	\$ 521,283
State Appropriation	\$ 490,000
General Fund (covering Streets Fund portion)	\$ 5,665,441
Surface Water Utility Fund	\$ 2,349,684
Wastewater Utility Fund	\$ 589,575
Total Available Revenue	\$ 9,748,168

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to execute a contract amendment with TCF Architecture in the amount of \$100,000 for a total contract amount of \$1,513,613 for services during design and construction of Phase 1 of the City Maintenance Facility Project (Ballinger Maintenance Facility).

Approved By: City Manager **BE** 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 authorized execution of 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.

At their [August 15, 2022 Council meeting](#), the Council approved an amendment to add \$16,342 in design fees to the contract with TCF Architecture to complete design and permitting of the Ballinger Maintenance Facility Project.

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 address design and permitting revisions to address access issues through the adjacent King County property. The design change will move the location and orientation of Building A to allow vehicles to enter and leave the Ballinger Maintenance Facility site through a single gate and will enclose the wash bay to provide heated storage for equipment.

Previously approved amendments to this contract total \$1,513,613. This amendment requires Council approval because the cumulative total of approved amendments is above the City Manager's \$100,000 approval authority.

The alternative would be to not authorize the amendment. This would result in not re-orienting Building A and leaving as currently design which does not allow for reasonable traffic flow within the facility. For these reasons, this alternative is not recommended.

COUNCIL GOAL(S) ADDRESSED

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

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 \$12 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

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RECOMMENDATION

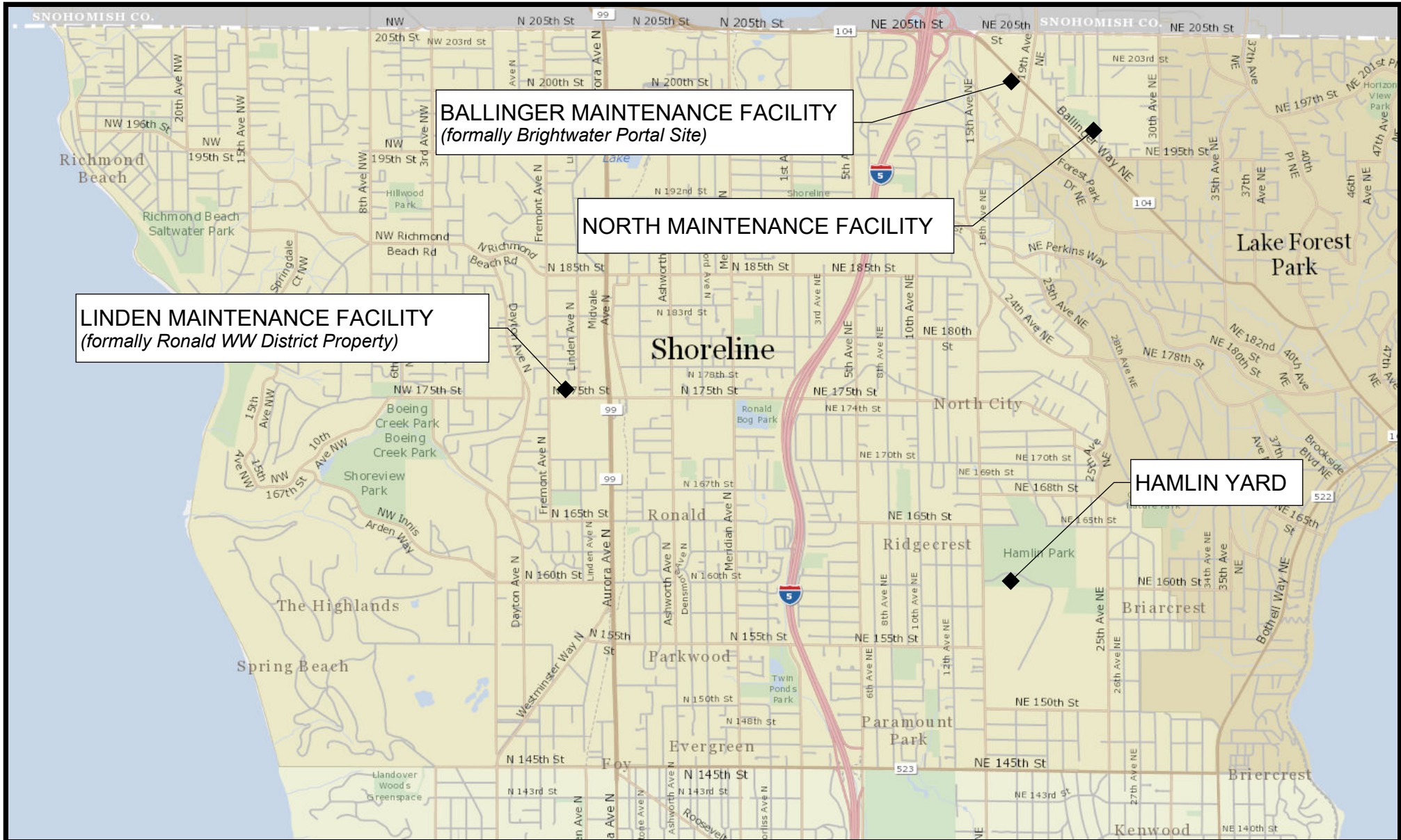
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ATTACHMENTS

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

VICINITY MAP

CITY MAINTENANCE FACILITY PROJECT



BUILDING A REDESIGN**AMENDMENT 5****CITY OF SHORELINE****BALLINGER MAINTENANCE FACILITY**

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

Dear Zach,

The original design of the Ballinger Maintenance Facility utilized two site access points. During coordination with the adjacent property owner, it was discovered that the site is allowed one access point. This requires Building A to be moved and rearranged along with adjustments to the adjacent site for the facility to the function. We are requesting additional fees to adjust the layout of building A as well as the adjacent site area in order to provide update drawings for permitting and to provide direction to the Contractor. See the attached diagram of the proposed adjustments. These fee's will be billed on an hourly basis.

Task 1 – Supplementary fee for adjustments to the layout of Building A and adjacent site. The redesign requires the adjustments to the complete building A drawing set. This includes MEP, structural and civil drawings. Once the drawings are revised a permit revision will be submitted. See consultant proposals for further information.

Task 2 – Supplementary fee for the revision of the canopy covered wash bay into an enclosed wash bay. This will require design detailing changes, additional building and energy code compliance research and edits as well as a permit revision submittal. See consultant proposals for further information.

With the additional scope we are requesting additional fees to cover the added work required to document the changes at a total of **\$97,813**. Let me know if you have questions.

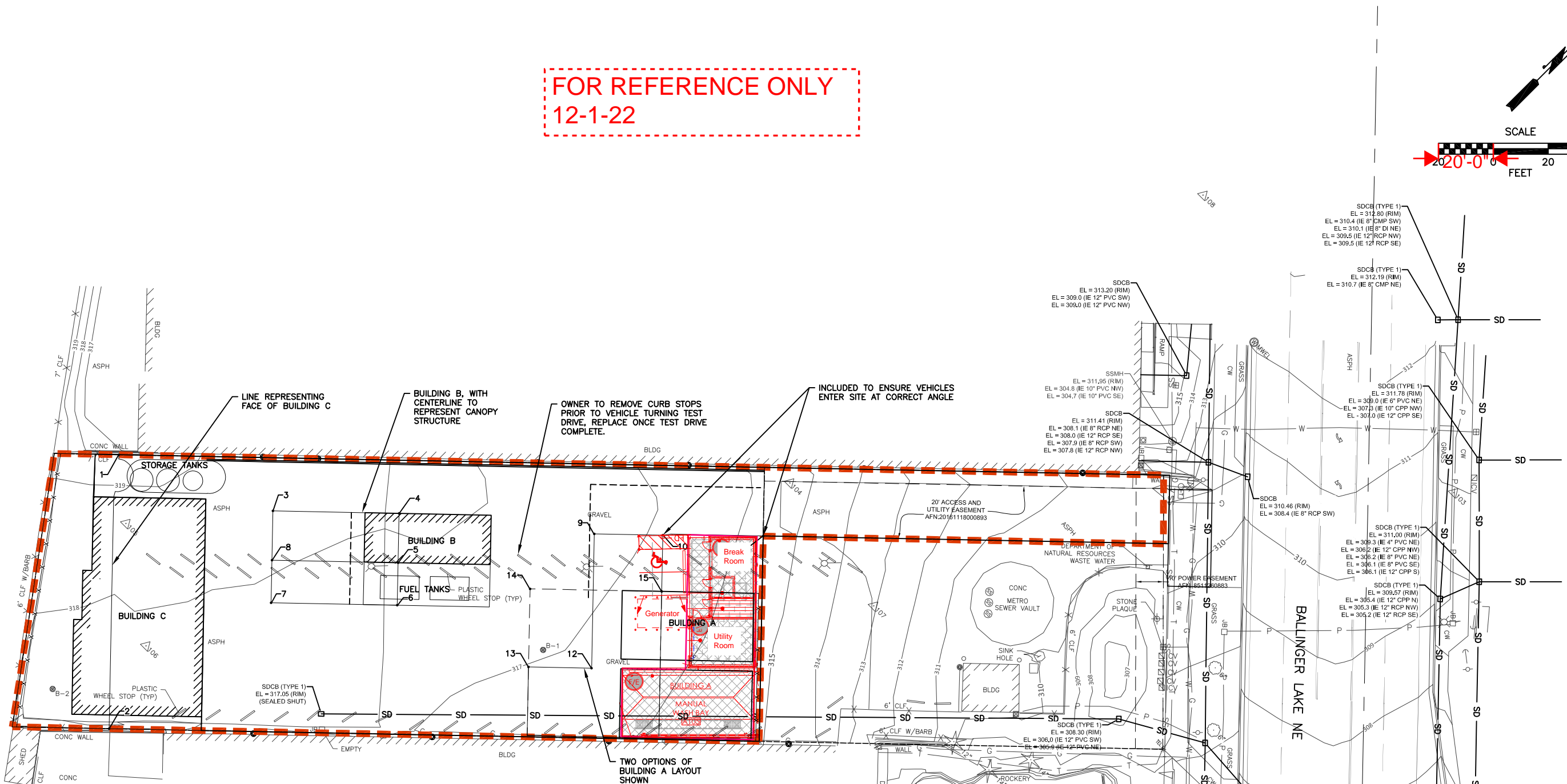
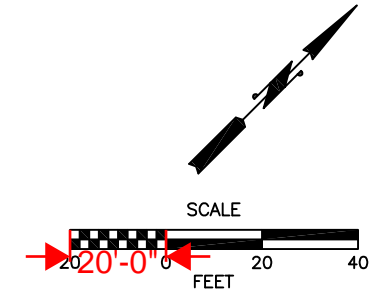
Thank you,



Mark Hurley
TCF Architecture
Principal

	PROJECT TASK DESCRIPTION						Other Team Members Contracted under TCF (See Separate Proposal Letters)								TOTALS
		Principal-in-Charge	Architect/Spec Writer	Production	Project Coordinator	Admin Support	TCF HOURS	C.1 ABL (Structural)	C.2 BCE (MEP)	C.3 Pinnacle (Equipment)	C.4 Perteeet (Civil)	C.5 Terracon (Geo/Enviro)	C.6 TM Coatings (Coatings)	C.7 Adams (Hardware)	
1 - BUILDING A REDESIGN															
1.1	Building A Redesign	14	40	180	16		250								
1.2	Permit Resubmittal / Responses	2	6	14			22	\$6,500	\$3,600	\$760	\$15,200				
	ESTIMATED HOURS OR FEES	16	46	194	16	0	272								
	HOURLY RATE	\$275	\$175	\$135	\$115	\$90		See Consultant Letters							
	ESTIMATED FEES	\$4,400	\$8,050	\$26,190	\$1,840	\$0									
	SUBTOTALS			\$40,480				\$6,500	\$3,600	\$760	\$15,200	\$0	\$0	\$0	\$0
2 - BUILDING A ENCLOSED WASH BAY															
2.1	Enclosing Wash Bay	8	60	80			148								
2.2	Permit Resubmittal / Responses	2	4	6			12		\$3,900				\$300		
	ESTIMATED HOURS OR FEES	10	64	86	0	0	160								
	HOURLY RATE	\$275	\$175	\$135	\$115	\$90		See Consultant Letters							
	ESTIMATED FEES	\$2,750	\$11,200	\$11,610	\$0	\$0									
	SUBTOTALS			\$25,560				\$0	\$3,900	\$0	\$0	\$0	\$0	\$300	\$0
SUBTOTAL TASKS 1 - 2		\$7,150	\$19,250	\$37,800	\$1,840	\$0		\$6,500	\$7,500	\$760	\$15,200	\$0	\$0	\$300	\$0
TCFA MARK UP ON CONSULTANT SERVICES								\$325	\$375	\$38	\$760	\$0	\$0	\$15	\$0
TCF REIMB. EXPENSE BUDGET								\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
FEE CONTINGENCY (Held by Owner)															\$0
TCF TOTAL ESTIMATED FEES				\$66,040											\$97,813

FOR REFERENCE ONLY
12-1-22



POINT TABLE			
POINT NO	NORTHING	EASTING	DESCRIPTION
1	285896.18	1276988.93	BUILDING C
2	285823.00	1277057.08	BUILDING C
3	285921.40	1277043.14	BUILDING B
4	285953.29	1277076.30	BUILDING B
5	285940.32	1277088.77	BUILDING B
6	285929.14	1277099.53	BUILDING B
7	285897.25	1277066.37	BUILDING B
8	285908.43	1277055.62	BUILDING A
9	285998.33	1277131.90	BUILDING A
10	286015.66	1277149.93	BUILDING A
11	286041.32	1277176.04	BUILDING A
12	285963.01	1277165.87	BUILDING A
13	285947.07	1277149.29	BUILDING A
14	285967.61	1277129.53	BUILDING A
15	286000.89	1277164.14	BUILDING A

TWO OPTIONS OF BUILDING A LAYOUT SHOWN

Nov 08, 2022 - 10:43am max.magee X:\Shoreline_City of Projects\20180114 - Shoreline CSMF\001 - Brightwater\CADD\05 - Exhibits\Vehicle TurningSetup.dwg Layout Name: A.1

 <p>PERTEET 2707 COLBY AVENUE, SUITE 900 EVERETT, WA 98201 425.252.7700 800.615.9900</p>	<p>CITY OF SHORELINE BRIGHTWATER VEHICLE TURNING TEST</p>	<p>FIGURE 1</p>
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AUTHORIZATION FOR ADDITIONAL SERVICES



TO: Mr. Mark Hurley, AIA
 TCF Architecture, PLLC
 902 North Second Street
 Tacoma, WA 98403
EMAIL: mark@tcfarchitecture.com

DATE: December 1, 2022
PROJECT NO.: 2190518.20
PROJECT NAME: City of Shoreline Maintenance Facility –
 Brightwater Site
SUBJECT: Building A Revisions

SERVICES PROVIDED:

Civil Engineering
 Structural Engineering
 Land Use Planning
 Landscape Architecture
 Land Surveying

DESCRIPTION OF WORK:

The anticipated scope of work at Building 'A' for the City of Shoreline Brightwater Site has been modified to address conflicts with adjacent easements. The following changes have been made to the project:

- Relocate Building 'A' on the project site.
- Revise the wash bay at Building 'A' to an enclosed masonry building. This change would eliminate the pre-engineered framing system at the wash bay, and utilize a conventional steel roof system.
- Evaluate the possibility of locating additional equipment on the roof of Building 'A'.

BILLING SUMMARY:

Task 62: Brightwater Building A Revisions \$6,500

AGREEMENT:

Client agrees to the scope of additional services and additional costs/fee set forth above. Further, Client agrees that this Authorization for Additional Services is subject to the same terms and conditions as specified in the original Contract/Agreement dated June 18, 2019. AHBL's receipt of a signed copy of this Authorization for Additional Services shall constitute its notice to proceed with performance.

Client Purchase Order No: _____

Client Name: _____

Signature: _____ Date: _____

Printed Name/Title: _____

AHBL Project Mgr. Signature:  _____ Date: 12/1/2022

AHBL Proj. Mgr. Printed Name: Andrew McEachern, P.E., S.E. _____

 TACOMA

2215 North 30th Street, Suite 300
 Tacoma, WA 98403-3350
 253.383.2422 TEL

 SEATTLE

1200 6th Avenue, Suite 1620
 Seattle, WA 98101-3117
 206.267.2425 TEL

 SPOKANE

827 West First Avenue, Suite 220
 Spokane, WA 99201-3904
 509.252.5019 TEL

 TRI-CITIES

5804 Road 90, Suite H
 Pasco, WA 99301-8551
 509.380.5883 TEL

c: Accounting

ADM/

Q:\2019\2190518\20_STR\NON_CAD\PROJ_MGT\2190518.20 - auth05 - Brightwater Bldg A Revisions.docx

Mark Hurley

From: Frank Coleman Jr. (Pinnacle Consulting Group, Inc.) <fcoleman@pinnaclegrp.com>
Sent: Monday, December 5, 2022 10:49 AM
To: Mark Hurley
Cc: Rekik Mekonnen (Pinnacle Consulting Group, Inc.)
Subject: RE: CSBW - Building A design revision proposal

Mark,

The cost to modify the plans per your changes noted the Concept Sketch is:

8 hours x \$95 per manhour = \$760

We will proceed after a contract amendment is issued.

Sincerely,

Frank E. Coleman Jr. *President*

Pinnacle Consulting Group, Inc. | *Celebrating our 33rd Year of Business*

114 Ave C, STE 102, Snohomish, WA 98290

O: 360.563.7401 C: 206.459.1193

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From: Rekik Mekonnen (Pinnacle Consulting Group, Inc.) <rmekonnen@pinnaclegrp.com>
Sent: Monday, December 5, 2022 9:37 AM
To: Frank Coleman Jr. (Pinnacle Consulting Group, Inc.) <fcoleman@pinnaclegrp.com>
Subject: FW: CSBW - Building A design revision proposal

Frank,
Here is the update sent from TCF on Ballinger Project-Building A.

Rekik

From: Mark Hurley <mark@tcfarchitecture.com>
Sent: Sunday, December 4, 2022 11:30 AM
To: Max Magee <max.magee@perteet.com>; Rekik Mekonnen (Pinnacle Consulting Group, Inc.) <rmekonnen@pinnaclegrp.com>
Subject: FW: CSBW - Building A design revision proposal

Max – Rekik,

DEC 8, 2022

Mark Hurley
TCF Architecture
902 N Second Street
Tacoma, WA 98403

Re: CSMF Brightwater
Scope of Work – Amendment 4

Dear Mark,

Perteet proposes to provide the following services as an amendment to our existing contract.

Task 9 (Supplement): Construction Administration

9.6 Building A Redesign

Perteet will update civil plans to reflect site changes associated with the Building A relocation and re-design. Updated plans and design include, but are not limited to control plans, grading plans, paving plans, drainage plans and profiles, and utility plan and profiles. Permit revisions associated with this redesign may require the resubmittal of SEPA documentation, the Drainage report, and Summary of quantities.

Deliverables:

- Revised Control Plan
- Revised Grading Design and Grading Plan
- Revised Grading Profile
- Revised Paving Plan
- Revised Drainage Design and Plan
- Revised Drainage Profile
- Revised Utility Plan
- Revised Utility Profile
- Revised SEPA

Assumptions:

- Perteet will submit a revised set of plan sheets for city review and comment. The city will provide comments to Perteet and Perteet will prepare a final set of plan sheets. This assumes only 1 review by the city.
- Services do not include the preparations of additional specifications.
- Revisions to the SEPA are limited to Section B-1.e, which pertains to grading volumes.

- Revisions to the Drainage report are limited to conveyance calculations.

The effort for this sub-task will be limited to the hours as defined in the attached fee schedule.

Budget

Tasks 1-9 (Existing authorization)	\$ 152,084.00
Task 9.6 (Supplement)	\$15,200.00
<hr/>	
New Contract Total	\$167,284.00

Please do not hesitate to contact me at 425.322.0284.

Sincerely,
Max Magee
Project Manager
Perteet Inc



Project Shoreline CSMF - Brightwater Amend. 4

Contract Start Date 12/12/2022

Last Update date 12/9/2022

Client TCF Architecture PLLC

Contract End Date 12/12/2023

Perteet Project No. 20180114.0100A4

PM Max Magee

Contract Duration: 12 Months

Task	Billing Rate	Sr. Engineer / Mgr	Lead Technician/ Designer	Total Hours	Labor Dollars
		\$200.00	\$130.00		
Task 9 - Construction Administration					
9.6 - Building A Redesign		42.00	40.00	82.00	\$13,600.00
Total Task 9 - Construction Administration		42.00	40.00	82.00	\$13,600.00
Task 7 - Permitting Assistance and Documentation		8.00		8.00	\$1,600.00
Total Task 7 - Permitting Assistance and Documentation		8.00	0.00	8.00	\$1,600.00
Total Hours		50.00	40.00	90.00	
Total Dollars		\$10,000.00	\$5,200.00		\$15,200.00

SUMMARY		
Labor		\$15,200.00
Expenses		\$0.00
Subconsultants		\$0.00
CONTRACT TOTAL		\$15,200.00