

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE:	Authorize the City Manager to Execute a JZ Account Agreement Amendment with the Washington State Department of Transportation for the 148 th Street Non-Motorized Bridge Project
DEPARTMENT:	Public Works
PRESENTED BY:	Elizabeth Kelly, City Engineer
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:

As part of the design development of the 148th Street Non-Motorized Bridge Project, the City is required to have necessary coordination with the Washington State Department of Transportation (WSDOT). To reimburse WSDOT for costs associated with that coordination, the City has applied for and established a JZ Account with a not to exceed amount for invoicing purposes. JZ Accounts are created when a project requires review/coordination with WSDOT Developer Services, to provide a means for which WSDOT can bill their costs to the City. Reimbursable costs include but are not limited to design milestone plan reviews, Airspace Lease coordination, and construction support.

As WSDOT costs to complete Phase 1 construction and finalization of Phase 2 design of the 148th Street Non-Motorized Bridge Project are anticipated to exceed the City Manager’s signature authority, staff is requesting that Council authorize the City Manager to execute a JZ Account Agreement Amendment (Attachment A) with WSDOT in the amount of \$30,000 for a total amount not to exceed amount of \$110,000.

RESOURCE/FINANCIAL IMPACT:

This project is currently funded in the 2023-2028 CIP. This JZ Account is utilized to help ensure that there is a means to compensate WSDOT for time spent conducting design review, coordination and oversight for the project. A summary of currently estimated project expenditures and revenues is shown below:

DESIGN		
DESIGN (KPFF DESIGN ENGINEERS)		
PRELIMINARY DESIGN CONTRACT	\$	897,854
FINAL DESIGN CONTRACT	\$	2,147,473
CUL-DE-SAC AMENDMENT	\$	173,935
CITY STAFF & OTHER RESOURCES		
CITY EXPENSES	\$	290,000
JZ ACCOUNT	\$	90,000
CONTINGENCY (10%)	\$	320,000
SUBTOTAL		\$ 3,919,262
CONSTRUCTION – PHASE 1		
CONSTRUCTION COST*	\$	6,852,435
*INLCUDES CONTINGENCY (10%)		
CONSTRUCTION MANAGEMENT (KPFF)	\$	1,765,210
CITY STAFF & OTHER RESOURCES		
CITY EXPENSES	\$	280,000
JZ ACCOUNT	\$	20,000
CONTINGENCY (10%)	\$	200,000
SUBTOTAL		\$ 9,117,645
RIGHT OF WAY – PHASE 2		
ACQUISITION COST (INCL CONT)	\$	3,696,767
SUBTOTAL		\$ 3,696,767

Summary of Secured Project Revenues:

DESIGN		
GENERAL FUND	\$	234,262
STP NON-MOTORIZED	\$	2,055,000
ST SYSTEM ACCESS	\$	1,180,000
ST OVERLAP AGREEMENT	\$	450,000
SUBTOTAL		\$ 3,919,262
CONSTRUCTION – PHASE 1		
ST SYSTEM ACCESS	\$	2,520,000
KING COUNTY PARKS LEVY	\$	4,750,000
LEAP FUNDING	\$	1,847,645
SUBTOTAL		\$ 9,117,645
RIGHT OF WAY – PHASE 2		
TRANSPORTATION ALERNATIVES (TAP)	\$	2,500,000
ROADS CAPITAL FUND	\$	1,196,767
SUBTOTAL		\$ 3,696,767

A budget amendment is not required at this time, as current expenditures remain within the authorized amount for the CIP. Staff anticipates presenting a budget amendment later this year to account for additional grant funding and other changes to the CIP.

RECOMMENDATION

Staff recommends that the City Council authorize the City Manager to the JZ Account Agreement Amendment with the Washington State Department of Transportation in the amount of \$30,000 for a total amount not to exceed \$110,000 for use in the 148th Street Non-Motorized Bridge Project.

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

BACKGROUND

On March 29, 2021, the City Council authorized the City Manager to enter into a contract with KPFF, Inc. for the final design services for the N 148th Street Non-Motorized Bridge project. The staff report for the Council authorization to enter into this contract can be found at the following link: [March 29, 2021 Staff Report](#).

As part of the design development of the Bridge Project, the City is required to have necessary coordination with the Washington State Department of Transportation (WSDOT). To reimburse WSDOT for costs associated with that coordination, the City applied for and established a JZ Account with a not to exceed amount for invoicing purposes. JZ Accounts are created when a project requires review/coordination with WSDOT Developer Services, to provide a means for which WSDOT can bill their costs to the City. Reimbursable costs include but are not limited to design milestone plan reviews, Airspace Lease coordination, and construction support.

DISCUSSION

On September 17, 2019, City staff submitted an application (Attachment B) to establish a JZ Account with WSDOT for the purpose of reimbursing WSDOT for costs incurred through design review. On January 1, 2020, staff increased the JZ Account by \$50,000 to a total not to exceed amount of \$55,000, and on May 12, 2022, staff increased the JZ Account by \$25,000 to a total not to exceed amount of \$80,000.

Funds to date have been used for establishment of the Airspace Lease, design reviews, coordination of a construction agreement for Phase 1 construction with WSDOT. Additional funds will be required to compensate WSDOT for oversight during construction of Phase 1 and further design review/coordination to complete Phase 2 design.

As WSDOT costs to complete Phase 1 construction and finalization of Phase 2 design of the Bridge Project are anticipated to exceed the City Manager's signature authority, staff is requesting that Council authorize the City Manager to execute a JZ Account Agreement Amendment (Attachment A) with WSDOT in the amount of \$30,000 for a total amount not to exceed amount of \$110,000. This Agreement Amendment would amend the initial JZ Account Application with WSDOT. If the Council elects not to authorize the execution of this increase to the JZ Account Agreement with WSDOT, the City will be unable to attain WSDOT support, oversight and approvals required to complete design and construction of this project.

COUNCIL GOAL(S) ADDRESSED

This project supports the City Council Goal 3: "Continue preparation for regional mass transit in Shoreline."

RESOURCE/FINANCIAL IMPACT

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ATTACHMENT

Attachment A: WSDOT JZ Account Agreement Amendment
Attachment B: Initial JZ Account Application



AGREEMENT FOR JZ ACCOUNT

Whereas, the City of Shoreline and the Washington State Department of Transportation (WSDOT) established a JZ Account in September 2019 with a balance \$5,000.00, for the 148th Pedestrian Bridge Project;

Whereas, the purpose of the JZ Account is to account for WSDOT’s services of reviewing and commenting on submitted engineering data and plans, completing agreements, meetings, and construction inspections; and

Whereas, the JZ Account balance has been increased on two (2) occasions, by \$50,000.00 in December 2019 and by \$25,000.00 in May 2022; and

Now, therefore, in consideration of the mutual covenants contained herein, the parties agree as follows:

- 1. **Amendment to Existing Agreement:** The agreement is amended in the following respect(s):

The JZ Account, as established in September 2019 and previously amended, is amended by the amount of \$30,000, for a new not to exceed total of \$110,000.

- 2. **Terms and Conditions of Existing Agreement Remain the Same:** The parties agree that, except as specifically provided in this amendment, the terms and conditions of the existing agreement continue in full force and effect.

CITY OF SHORELINE

Name:

Title:

Date:



Northwest Region
Sno-King Local Agency and Development Services
15700 Dayton Avenue North
P.O. Box 330310
Seattle, WA 98133

JZ ACCOUNT APPLICATION

City of Shoreline
Attn: Lea Bonebrake, Capital Projects Engineer II
17500 Midvale Avenue N
Shoreline, WA 98133-4921

September 17, 2019

JZ Number: 0543

A JZ charge account number has been opened by this office to cover all of WSDOT's costs for reviewing and commenting on submitted engineering data and plans, completing agreements, meetings and construction inspections.

PROJECT TITLE	148th Pedestrian Bridge		
STATE ROUTE	005	APPROXIMATE MILE POST	174.78
DESCRIPTION OF WORK	Survey work that includes critical area/wetland delineation and archaeological survey for a planned pedestrian bridge over I-5.		
*ESTIMATE COST	\$5,000 <i>96,250</i>		

*Actual costs may vary - additional approval required if costs exceed the Estimated Cost by more than 25%.

By signing this application the requester agrees to pay for all WSDOT costs associated with this request, including administrative costs, until this request is accepted by WSDOT as complete. **Please do not send funds at this time - an invoice will be submitted to you each month.** Payment is due within 30 days of receipt of each invoice. Interest of 1% per month may be charged on past due accounts.

REQUESTER'S INFORMATION	
City of Shoreline Developer/City Name	Email Address
(206) 801-2475 Phone Number	17500 Midvale Avenue N Billing Address
Lea Bonebrake Authorized Representative (Print or Type)	Shoreline, WA 98133-4921 City, State, Zip
Capital Projects Engineer II Title	911683888 -L Federal ID Number or SSN
 Signature	9/19/2019 Date

To avoid delays, please return this completed application as soon as possible to the following address:

Washington State Department of Transportation
Attention: Peter Alm
Sno-King Development Services, MS 240
P.O. Box 330310
Seattle, WA 98133

If you have any questions, please contact Peter Alm at 206-440-4711.

Sincerely,
Ramin Pazooki
Local Agency and Development Services Manager

FOR DEPARTMENT USE ONLY		
Peter Alm / 412463	0543	020910
WSDOT Representative / Org. Number	JZ Number	Work Op