

CITY COUNCIL AGENDA ITEM
CITY OF SHORELINE, WASHINGTON

AGENDA TITLE: Contract Amendment with Berger Partnership PS Landscape Architecture, for Design of Citywide Baseball/Softball Field Improvements and Citywide Trail Corridors

DEPARTMENT: Parks, Recreation and Cultural Services

PRESENTED BY: Dick Deal, PRCS Director
Maureen Colaizzi, Parks Project Coordinator

PROBLEM/ISSUE STATEMENT:

This contract amendment will provide the resources to complete construction documentation for two Park Bond related projects: Baseball/Softball Field Improvements including the restroom at Richmond Highlands and Citywide Trail Corridors including the South Woods pedestrian walkway along 150th.

This contract supplements the current contract amount of \$48,500 for a total contract amount of \$144,785. The scope of work covered in this amended contract includes complete construction documentation of the Richmond Highlands Restroom Plaza Design, Citywide Baseball/Softball Field Improvements, South Woods Pedestrian Walkway Design, and Soft Surface Trail Improvements including but not limited to: cost estimates, plans, details, specifications, bid package preparation and construction administration.

FINANCIAL IMPACT:

There are sufficient funds for both bond projects: \$250,000 for Baseball/Softball Field Improvements and \$2.5 million in Trail Corridors. The amendment to this scope will include the following funding to complete the work described in the background section of this staff report:

City-wide Field Improvements

Richmond Highland Restroom	\$ 5,540.00
Other Field Improvements	\$15,250.00

Trail Corridor Improvements

City Wide Trail Improvements	\$38,140.00
South Woods Pedestrian Walkway	\$37,355.00

Total	\$96,285.00
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An administrative selection was conducted from the City's Architectural and Engineering Service Roster. Using the waiver process, staff will continue the contract with Berger Partnership to complete the above listed scope. Staff contends that it is the City's interest to use the Berger Partnership because of their familiarity with the project's details and ability to proceed immediately with design and contract preparation saving the City time and money.

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager to execute a contract supplement with The Berger Partnership PS Landscape Architecture, for professional services in the amount not to exceed \$96,285 to design the following bond related projects: Citywide Baseball/Softball Field Improvements including Richmond Highlands Restroom and Citywide Trail Corridors including the South Woods pedestrian walkway along 150th.

BACKGROUND:

In 2006 the Berger Partnership responded to RFQ #3978 for the master site planning of Cromwell and Hamlin Park. They were not selected for this contract, but because of their extensive experience in facility design and trails they were hired to assist with the baseball/ softball field improvements and some preliminary design work on the trail corridor projects. At the time they were hired the original scope of work was \$48,500 to explore the facility options for the baseball/ softball fields, assist with the initial trail routing study and off-leash dog area preparations. As a result of their original scope of work it was decided to complete the design of the restroom at Richmond Highlands Park, and to prepare documents for the bidding of trail improvements including the South Woods pedestrian pathway along 150th.

The City Manager has waived a new RFQ for selecting an architect for the additional work exceeding \$50,000. The amendment with Berger Partnership meets the waiver criteria of 2.60.070 in that it has successfully performed work on each of these projects under the original contract; and changing architects would be costly in terms of project cost and time to complete. It is important that the City continue to make progress on the development of bond funded projects to ensure that the majority of funds are expended within three years from the date of the bond sale.

Citywide Baseball/Softball Field Improvements

Richmond Highlands Restroom Plaza Design:

A schematic design has begun for a new restroom at Richmond Highlands Baseball/Softball Fields. The restroom will be relocated to street level from its current location at the north end of the park between the two baseball/ softball fields. Amenities will be created that will include an entry plaza, park signage, bollards and access to the fields. The Berger Partnership will complete the design for the restroom plaza and prepare the project for permits and bidding. Design is anticipated to be complete this summer with construction occurring this winter. The Parks, Recreation and Cultural Services (PRCS) Board has reviewed the schematic design providing Staff with direction for completion.

Other Field Improvements:

Meetings with user groups began in January to help identify needed improvements at other fields. A cost and project matrix is being developed to prioritize needed improvements. The Berger Partnership will complete construction plans for these needed improvements and prepare a construction bid package that would include the top priorities from the list with the available bond funding. The PRCS Board will assist Staff with prioritizing the list of projects.

Citywide Trail Corridor Improvements/South Woods Sidewalk Design

South Woods Pedestrian Walkway

A requirement of the purchase of South Woods, design is underway for a pedestrian walkway along 150th Street from 25th Avenue NE to the southeast corner of the Fircrest property. Currently at 60% design, the project will include asphalt surfacing with some portions in porous concrete, new drainage features including a rain garden and weir system in the existing drainage ditches, enhanced access to the park including interpretive and entry signage. The Berger Partnership will coordinate engineering reviews and obtain permits for the project, complete the construction documents and provide construction administration services. The PRCS Board has reviewed the design drawings for the project and provided staff with direction for completing design.

Soft Surface Trail Improvements

Soft surface trail improvements have been identified by the PRCS Board's Subcommittee, the Trail Corridors Study Group with input from the public participation process. The following parks will receive soft surface trail improvements, Boeing Creek, Shoreview, Innis Arden Reserve M, South Woods and Hamlin Parks. The Berger Partnership will provide cost estimates, trail restoration planting designs, details and construction drawings for these improvements including construction administration services. The PRCS Board and City Council have reviewed the trail improvements and provided Staff with direction for implementation.

RECOMMENDATION:

Staff recommends the City Council authorize the City Manager to execute a contract supplement with The Berger Partnership PS Landscape Architecture, for professional services in the amount not to exceed \$96,285 to design the following Bond related projects: Citywide Baseball/Softball Field Improvements including Richmond Highlands Restroom and Citywide Trail Corridors including the South Woods pedestrian walkway along 150th.

ATTACHMENTS:

Attachment A – Original Scope of work for Berger Partnership

Attachment B – Amended Scope of work for Berger Partnership

Approved By:

City Manager 

City Attorney 

Exhibit A

Scope of Work

This document outlines a scope for our landscape architectural services that may be pursued as part of this consultant contract.

Services will be provided per your request and direction on a time and materials basis with total fees not to exceed \$48,500 including reimbursables. Fees will be tracked by projects with scopes listed below with the specific scope of each task, anticipated staff roles, and associated hourly rates identified to you prior to proceeding:

- Parks Bond Project Citywide Baseball/softball Field Improvements:
 - Assist City in developing a prioritized list of field improvement projects from the input from user groups.
 - Attend meetings with Staff, User Groups and Park Board; conduct site visits; draft, edit and finalize a report; prepare meeting graphics.
 - Prepare cost estimates and construction drawings for prioritized improvements.
- Parks Bond Project Dog Off-Leash Area:
 - Assist City in siting and design considerations associated with a potential Off Leash Dog Park
 - Attend meetings with Staff, User Groups and Park Board; conduct site visits; prepare meeting graphics as needed; provide cost estimates.
- Parks Bond Project Trail Corridors:
 - Assist City in developing a comprehensive list of improvement projects for a Trails and Corridors Plan developed by the Trail Corridor Study Group
 - Attend meetings with Staff, User Groups and Park Board; conduct site visits; draft, edit and finalize a report; prepare meeting graphics as needed.
 - Prepare cost estimates and construction drawings for prioritized improvements as design fees allow.

This document outlines hourly rates and billing protocol for this contract.

Billing and Fees

Fees will be billed monthly based on hourly rates accrued and tracked for individual scopes of work, as defined by you. Hourly rates will be billed based on the following:

Principal (Jason Henry, Guy Michaelson)	\$150.00 per hour
Associate	\$100.00 per hour
Senior Project Manager	\$90.00 per hour
Project Manager	\$80.00 per hour
Landscape Architectural Staff	\$70.00 per hour
Administrative Staff	\$45.00 per hour

If the duration of the contract exceeds one year, hourly rates may be subject to annual adjustments at the anniversary date of the contract.

If payment for services is not received within 90 days of the invoice date, all subsequent services and/or issuance of documents may be postponed until receipt of payment, unless special arrangements are made prior to providing the services.

Reimbursables

Printing, reprographic expenses, CAD plots, film, travel costs, and other reimbursable expenses will be billed and documented monthly and will include a 10% administrative mark-up. Reimbursables will be included in the \$45,000 maximum fee. For the purposes of tracking Reimbursables, we propose a reimbursable budget of \$3,500 that will be identified on invoicing. If this budget is not used, it can be rolled back into the fee budget if required.

Consultants

Due to the general nature of this consultant contract, sub-consultants' fees are not included in the scope of work, nor are any foreseen. However, should any sub-consultants be required as the scope of work becomes further defined, we will identify them in a letter to you for approval of additional fees prior to engaging their services, or make provisions for you to contract with them directly.

Phase A: City Wide Field Improvements

Completed under original contract

Attended 2-3 meetings with City, user groups and Park Board

Site visit to the fields, including one city wide tour with user groups

Provided draft report of the meeting

Removed from original contract

No items removed

\$0.00

Scope to be added to contract

Prepare Cost Estimate and approve matrix

\$580.00

Attend 2 meetings with City of Shoreline

\$590.00

Prepare 50% Construction documents for improvements from matrix

\$1,940.00

Coordinate comments from City of Shoreline and prepare appropriate permit documents (Building; related to backstops and covered dug outs)

\$600.00

Prepare 100% Construction documents (Specifications and drawings)

\$1,020.00

Bid Administration (Addenda, Questions)

\$270.00

Construction Administration

\$540.00

Total \$5,540.00

Phase A: Richmond Highlands Restroom

Completed under original contract

Obtain bids from surveyor and complete a site survey

Site planning for a new restroom on site including parking study options

Restroom manufacture selection and criteria

Removed from original contract

Covered dugouts

\$0.00

Scope to be added to contract

Attend pre-application mtg w/ City staff to review project

\$700.00

3 meetings with City staff

\$1,720.00

100% Design Development (site plan and elevations)

. \$0.00

100% Design Development estimate

\$590.00

Coordinate with Romtec on Restroom design

\$1,080.00

Coordinate with COS on building elevations, materials, elevations, fixtures

\$700.00

50% Construction Document set for all site elements indicated on 100% DD plan

\$2,900.00

Revise documents based on City comments

\$700.00

100% Construction Documents (dwgs and specs), bid ready

\$1,120.00

Structural engineer for site walls and foundation slab as needed

\$2,500.00

Coordinate with Romtec for installation and permitting of

\$700.00

structure	
Assist City of Shoreline with Bid phase (addenda, questions)	\$380.00
Construction Administration to assist City of Shoreline with design intent	<u>\$2,160.00</u>
Total	\$15,250.00

Phase C: Trail corridors report

Completed under original contract	
Attended trail corridor study group mtg on June 25, 2007	
Provided GPS positioning of trails staked in the field through surveyor	
Provided graphics of trail alignments using City GIS mapping	
Incorporated work by OTAK at Shoreview and Boeing Creek for graphics	
Removed from original contract	
No items removed	\$0.00
Scope to be added to contract	
Prepare cost estimate for soft surface trails	\$480.00
Attend 1 City Council / Park Board meeting	\$320.00
Additional site visits to each site to refine scope of improvements	\$2,500.00
Four design coordination meetings	\$1,960.00
Provide typical trail details (trail bed, box steps, limited retaining, boardwalk)	\$5,600.00
Provide trail restoration planting (vegetation management plan, planting details)	\$4,800.00
Update cost estimates for each site	\$2,060.00
Volunteer package preparation (three document packages assumed)	\$3,800.00
Bid package preparation (two document packages assumed)	\$4,560.00
Construction administration (including volunteer events)	<u>\$12,060.00</u>
Total	\$38,140.00

Phase C: South Woods

Completed under original contract	
Attended 3 meetings with City Staff	
Obtain bids from surveyor and complete a site survey	
Visited the site and walked trail alignments with City Staff and Community Representatives	
Prepared trail layout options for review at public open house	
Prepared graphics for Park Board meeting	
Worked with Mayfly Engineering for assistance on Civil related scope	
Prepared 65% Construction documents for trail and storm water features	

Prepared associated storm water calculations to meet City requirements
 Researched permeable concrete specifications

Removed from original contract

No items removed \$0.00

Scope to be added to contract

Attend 5 additional meetings with City of Shoreline staff to finalize direction \$2,160.00

Coordinate all civil related work with Mayfly engineering \$1,260.00

Revise drawings based on input received from City of Shoreline \$1,080.00

Prepare 100% Construction documents in coordination with Mayfly \$2,420.00

Develop permeable standard specs/drawings for the city \$700.00

Prepare Cost Estimate based on the 100% Construction Document set \$700.00

Bid Administration \$540.00

Construction Administration for Site layout and planting \$4,320.00

Civil related scope to be added as follows: \$23,634.80

- Production of layout, grading and storm drainage and profile plan sheets. Permit submittals will be stamped and signed by a licensed engineer.

- Review, design and comment on elements found on the cover sheet, demolition and TESC sheet and detail sheets produced by The Berger Partnership. Details will be stamped by a licensed engineer as required.

- Structural design of all retaining walls. All wall details will be stamped and signed by a licensed structural engineer. These details will be located on detail sheets drafted by The Berger Partnership.

- A drainage report detailing how our proposed plans meet the design criteria set forth in the Shoreline Development Code.

- Cost estimate assistance related to civil design elements.

- Attendance at up to five meetings with design team and/or city staff.

- Research into traffic accidents related to weirs in ditches.

- A pervious pavement specification commensurate with other pervious paving that has been constructed successfully in similar conditions.

- Specifications for other civil design elements.

- Construction Administration for Civil design elements

Assist the City of Shoreline during the Bidding phase (addenda, questions)

\$540.00

Total \$37,354.80

Phase B: Off Leash Dog Area

Completed under original contract

No tasks have been completed

Removed from original contract	
Scope will be removed from contract	\$0.00
Scope to be added to contract	
No tasks will be added	\$0.00
Total	<u>\$0.00</u>
Amended Services Total	<u>\$96,284.80</u>
Grand Total	\$96,284.80

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