

# CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



## PROCESS INFORMATION

Subject: <b>Winslow Way Reconstruction Project – Heery International Phase II Contract: Amendment #1 to the original professional services agreement</b>		Date: April 23, 2008
Agenda Item: Unfinished Business		Bill No.: <b>0815</b>
Contact Person: PCD – C. Wierzbicki	Referral(s):	

## BUDGET INFORMATION

Department/Fund: See Financial Breakdown		Munis Contract Number: 2700075
Total Expenditure Required: \$1,297,940.00	Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	Budget amendment required? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No

## DESCRIPTION/SUMMARY

### **Action:**

Staff recommends that the City enter into a Professional Service Agreement with Heery International in an amount of \$1,297,940.00 for Phase II final engineering, construction planning and investigation, and business vitality planning for the Winslow Way Reconstruction Project. The total agreement amount including this expenditure is \$2,234,542.00.

### **Background:**

The Winslow Way Reconstruction Project includes the replacement of water, sewer and storm drainage utilities along Winslow Way from SR305 to Grow Ave., as well as the complete replacement of street and sidewalk facilities from SR305 to Madison Avenue (retaining art and landscape features where possible), and replacement of certain street and sidewalk facilities from Madison Ave. to Grow Ave. Final engineering documents for the project will be developed with an expected overall project budget of \$11.3 million (including costs incurred with this contract). Packages of added alternatives totaling \$3.6 million to be included in the final bidding documents only as approved by City Council.

This amendment to the PSA for the Phase II design work includes all project management, investigation, design and final engineering required for the contract documents, as well as all other required services (permitting, right-of-way acquisition services etc.), through the contract bidding in early winter of 2009. This contract does not include the cost of property acquisition, or the cost of business counseling services; however, those costs are allocated in the 2008 budget.

*Continued on next page*

## RECOMMENDED ACTION

**Motion:** That the City Council approves amendment #1 to the professional services agreement with Heery International in the amount of \$1,297,940.00 for Phase II final engineering, construction planning and investigation, and business vitality planning for the Winslow Way Reconstruction Project for a total agreement amount of \$2,234,542.00.

Winslow Way Reconstruction Project – Heery International Phase II Design: Amendment #1 to the Professional Services Agreement

**Financial information:**

This activity is budgeted for expenditure in 2008 as follows:

Allocated Funds

Sewer Utility Funds: \$500,000  
Storm Utility Funds: \$400,000  
Water Utility Funds: \$400,000  
Existing Bond Proceeds: \$227,000

Allocated Sub-Total \$1,527,000

2008 Expenditures

Spent to date in 2008: \$39,925 (Value Engineering)  
Anticipated Expenditure: \$1,297,940 (Phase II Amendment #1)  
Anticipated Expenditure: \$25,000 (Property Acquisition)  
Anticipated Expenditure: \$36,000 (Business Counseling Services)

Expended Sub-Total \$1,398,865

Remaining \$128,135

Prior Heery Contract Activity

Contract #1 \$122,953 (topographic survey and scoping)  
Contract #2 \$936,601 (30% design)  
Contract #2 Amendment #1 \$1,297,940 (100% design)

**Schedule:**

Heery International is prepared to begin the aforementioned work upon approval of the contract. Services will be provided through the contract bidding in February of 2009.

AMENDMENT No. 1

AGREEMENT FOR SERVICES (PROFESSIONAL)  
BETWEEN CITY OF BAINBRIDGE ISLAND AND  
Heery International, Inc

FOR

Project administration, public outreach, exploration, and design services for the engineering and development of construction contract documents for the reconstruction of Winslow Way between Highway 305 and Grow Avenue.

This Amendment No. 1 to the Agreement for Services (Professional), dated the 24<sup>th</sup> of April, 2008, is between the City of Bainbridge Island, hereinafter referred to as "City " and Heery International, Inc., hereinafter referred to as "Consultant".

WHEREAS, on April 4<sup>th</sup>, 2007, City and Consultant entered into an Agreement for professional services; and

NOW, City and Consultant agree to amend the original Agreement as follows:

EXHIBIT "A"

1. SCOPE OF SERVICES

Design, engineering, project management, public outreach, and exploration services per Exhibit "A", attached.

2. PAYMENT

The fee of the original Agreement, fixed sum, will be amended to include \$ 1,297,940 , the additional services described in Exhibit "A". The amended Agreement shall not exceed \$ 2,234,542 .

3. TERM and TERMINATION OF AGREEMENT

The amendment Agreement shall be in effect through February 28<sup>th</sup>, 2009.

IN WITNESS WHEREOF, the parties have executed this Amendment No. 1 as of April 24 , 2008.

CONSULTANT

CITY OF BAINBRIDGE ISLAND

By: \_\_\_\_\_

By: \_\_\_\_\_

Darlene Kordonowy, Mayor

Name: \_\_\_\_\_

Title: \_\_\_\_\_

<b>FIRST QUARTER TASKS - MAY AND JUNE 2008</b>		
<b>Number</b>	<b>Task</b>	<b>Total Fee</b>
Q1.01	Evaluate impacts of City value engineering direction on design elements	14,960
Q1.02	Two-day charette to reconcile final design program and final budget	15,740
Q1.03	Develop final program reconciliation report	5,083
Q1.04	Assist City with development and distribution of public and property owner announcements of upcoming site investigation activities.	2,895
Q1.05	Review of existing utility connections at/within existing structures - assumes detailed visual examination, photographic and written documentation of interior and exterior conditions at each affected property.	17,911
Q1.06	Review of existing structure/foundation condition - assumes detailed visual examination, photographic and written documentation of interior and exterior conditions at each affected property.	16,741
Q1.07	Contract and coordinate with consultant performing underground remote sensing survey of downtown core area, limited to work corridors in other locations.	14,873
Q1.08	Support City-provided required utility isolation, locating parking restrictions, and providing traffic control associated with existing conditions exploration.	567
Q1.09	Contract and coordinate with consultant performing small bore potholing to confirm utility and connection locations	30,953
Q1.10	Contract and coordinate with consultant performing hazardous materials examination coordinated with pothole locations.	10,432
Q1.11	Contract and coordinate with consultant performing geotechnical examination coordinated with pothole locations	20,722
Q1.12	Contract and coordinate with consultant performing additional survey coordinated with pothole locations	26,732
Q1.13	Contract and coordinate with consultants performing Hazardous materials examination and review of the jointly-owned City/County property at the intersection of Winslow and 305.	11,559
Q1.15	Working with the City, the Bainbridge Island Downtown Association, the Bainbridge Island Chamber of Commerce, downtown businesses, and business counseling consultant, develop a downtown vitality plan to help stores prepare for the challenges of construction.	14,966
Q1.16	Construction planning interviews with groups of property and business owners.	9,216
Q1.17	Develop construction scheduling alternates based on reconciled design	13,034
Q1.18	Assist the City with evaluating existing on-street parking supply and identifying existing demand.	1,784

<b>SECOND QUARTER TASKS - JULY AND AUGUST 2008</b>		
<b>Number</b>	<b>Task</b>	<b>Total Fee</b>
Q2.01	Assist the City in development of state and federally-required environmental assessments of project impacts.	4,832
Q2.02	Assist the City in identifying, researching, and applying for grants and loans to offset project costs.	6,966
Q2.03	Assist the City in developing alternate strategies for construction-period parking within and outside of project area.	1,814
Q2.04	Assist the City in conducting a utility rate study for funding of utility components of the project.	-
Q2.05	Assist the City with providing design documents to PSE, Qwest, Comcast for use in developing initial franchise design	227
Q2.06	Review and comment on initial PSE design - assume two meetings with utilities and City	3,957
Q2.07	Assist the City with providing written comments to PSE	1,352
Q2.08	Develop 75% PS & E documents for Winslow Way from 305 to Madison.	339,071
Q2.09	Contract and coordinate with Certified Arborist performing review of existing conditions, engineering proposals, and input on engineering drawings and specifications to assist in retention of existing trees and appropriate growing conditions for new trees.	7,704
Q2.10	Internal constructability coordination	7,873
Q2.11	Assist the City with coordinating construction schedule conditions with COBI, WSDOT, public safety agencies, public utilities, franchise utilities, and business owners to identify minimum schedule requirements and preferred schedule alternatives.	6,618
Q2.12	Contract and coordinate with property acquisition consultant for advice on property acquisition, construction easement agreements, and clear title right-of-way acquisition.	16,130
Q2.13	Contract and coordinate with an outside environmental policy consultant to assist and advise the City in development of environmental policy documentation.	10,000
Q2.13	Assist the City with coordination with PAC on call for artists for works to be incorporated in streetscape. Assistance with engineering and estimating as directed.	4,398
Q2.14	Assist the City with coordinating call for local craftspeople for design, production, and installation of needed site furnishings.	5,469
Q2.15	Assist the City with planning and hosting Neighborhood Roundtable meetings to discuss design and funding. Assume three venues, six displays.	6,400

THIRD QUARTER TASKS - SEPTEMBER AND OCTOBER 2008		
Number	Task	Total Fee
Q3.01	Assist the City in working with downtown property owners to develop mechanisms to solicit and collect financial contributions for specific elements of the project.	4,913
Q3.02	Coordinate design documents with locations of proposed franchise equipment.	17,580
Q3.03	Coordination with COBI for phasing	2,833
Q3.04	Develop 90% PS & E documents for Winslow Way from 305 to Madison. City to provide structural engineering review and certification.	237,592
Q3.05	Assist the City in the development of a detailed funding plan that outlines fund sources and amounts, interest costs, annual payment obligations, matching requirements, and average annual obligations the City, ratepayers and households.	-
Q3.06	Develop final construction-period parking plans	1,926
Q3.07	Assist the City with development of NPDES permit documents	1,888
Q3.08	Assist the City with negotiations of contract and schedule agreements with PSE, Qwest, Comcast	4,741
Q3.09	Assist the City with planning and hosting Neighborhood Roundtable meetings to discuss construction and business vitality planning. Assume three venues, six displays.	6,627

<b>FOURTH QUARTER TASKS - NOVEMBER 2008 - JANUARY 2009</b>		
<b>Number</b>	<b>Task</b>	<b>Total Fee</b>
Q4.01	Develop final contract conditions for preferred construction schedules and incorporate into bid documents.	11,610
Q4.02	Incorporate downtown construction impact mitigation planning into bid documents	7,632
Q4.03	Incorporate final construction-period parking mitigation plans into contract documents.	5,240
Q4.04	Contract and coordinate with a third party constructability consultant for constructability review.	11,352
Q4.05	Develop Bid Documents for Winslow Way from 305 to Madison.	124,269
Q4.07	Assist the City with advertising the project for bid.	-
Q4.08	Respond to bidder questions	17,324
Q4.09	Prepare addenda	13,972
Q4.10	Assist the City with receipt and evaluation of bids for responsiveness	1,175
Q4.11	Review low bidder's references and prepare recommendation for city	2,259
Q4.12	Assist City with preparation of construction contract for council action.	1,352

<b>ONGOING TASKS - ADMINISTRATION</b>		
<b>Number</b>	<b>Task</b>	<b>Total Fee</b>
A.01	Assist the City with program coordination with agencies administering grant funds	2,545
A.02	Document control - manage record-keeping and document filing.	4,847
A.03	Team coordination - information requests, requests for meeting, coordination between team members, etc.	2,652
A.04	Provide weekly updates and progress report at weekly coordination meeting with City Staff	10,220
A.05	Provide monthly report to COBI with updated budget, schedules, and accomplishments along with monthly invoice.	7,517
<b>ONGOING TASKS - PROJECT MANAGEMENT</b>		
<b>Number</b>	<b>Task</b>	<b>Total Fee</b>
PM.01	Coordinate with geotechnical engineer, arborist	4,155
PM.02	Prepare and update project budgets	5,145
PM.03	Prepare and update project schedule	5,089
PM.04	Provide updated estimates at design milestones and regular updates	6,411
PM.05	QA/QC cycle at milestone deliveries	3,612
<b>ONGOING TASKS - PUBLIC OUTREACH</b>		
<b>Number</b>	<b>Task</b>	<b>Total Fee</b>
PO.01	Assist the City with publicizing public meetings, prepare meeting locations, host meetings and prepare notes and responses.	-
PO.02	Public Workshops Assist City with development of announcements, agendas, presentations, displays and handouts. Host and summarize findings. Hold at project milestones (4).	36,214
PO.03	Assist the City with planning and hosting monthly BIDA meetings - second Friday coffees and attend meetings.	6,201
PO.04	Assist the City with developing monthly FAQ updates.	7,592
PO.05	Monthly updates and regular maintenance of the project website	12,480
PO.06	Fixed display on Winslow Way - updated twice	10,180
PO.07	Allowance for (1) Public Open House: Assist City with development of announcement, presentation, displays and handouts as directed by the City.	6,240
PO.08	Allowance for implementation of additional public outreach elements: As directed by the City.	12,800
EXP	Reimbursable Expenses	28,772
	<b>Total Value, Amendment #1</b>	<b>\$ 1,297,940</b>

# Winslow Way Reconstruction Project: Critical Tasks

as of 4/18/08

Element	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Hours	Budget	Leads	Outcomes			
<b>A Design and Engineering</b>	program reconciliation		franchise utility design 75% design		90% design		constructability review			7,800	\$789,610	SvR PWTC	project accountability: known status of all tasks, deliverables, levels of effort & budget			
<b>B Existing Conditions Investigation</b>	utilities • foundations • hazardous materials • geo-technical									1,955	153,386	Heery PWTC	sub-surface conditions known to greatest extent possible			
<b>C Business Vitality Planning</b>	business & property owners • BIDA • Chamber • CCD								kick-off	252	14,966	RW CRC	partnership & plan to bolster businesses during construction			
<b>D Construction Scheduling</b>	business & property owners interviews • develop alternatives					preferred alternative	phasing	contract conditions			732	59,462	Heery PWTC	strategies, schedules, contract conditions & contingency plans to minimize impacts of construction		
<b>E Construction Parking Strategy</b>	existing supply & demand			prioritize strategies		refine plans	contract conditions			324	10,764	Heery LUC	strategies & contract conditions to maximize nearby parking supply during construction			
<b>F Permitting</b>	SEPA/NEPA		NPDES								433	14,832	COBI PCD	environmental impacts documented & minimized		
<b>G Funding Strategy</b>	draft plan with Finance Comm.			develop private contribution & LID opportunities			finalize funding plan			816	14,424	COBI FPC	detailed plan outlining fund sources & amounts, interest costs, payment obligations, matching requirements & average annual obligations to COBI, rate payers & households			
<b>H Right-of-Way and Easements</b>	draft & negotiate agreements						clear titles			197	16,130	COBI CC	necessary right-of-way secured & titles cleared			
<b>I Art, Landscaping and Furnishings</b>	coordinate with PAC						call for craftsmen			252	9,867	COBI CRC	community engaged in preserving & creating sense of place			
<b>J Contracting</b>	negotiate franchise utility agreements					develop bid docs		advertise & respond		present contract to council			428	36,083	Heery PWTC	competitive bids received & contract awarded with detailed specifications, conditions, penalties & terms
<b>K Administration and Management</b>	budgeting • scheduling • progress reporting • grant coordination • document control									987	51,536	Heery PW	known status of all tasks, levels of effort deliverables, & budget			
<b>L Public Involvement</b>	workshops • web site • display boards • facilitation • open house									1,116	98,108	RW CRC	community informed of progress & engaged in decision making			

reimbursable expenses 28,772

● Information and/or findings available for review, comment and direction from lead city organizations **15,292 | \$1,297,940**

COBI: Owner • PCD: Planning & Community Development • PW: Public Works • SvR: Engineering • Heery: Management • RW: Public Involvement  
CC: City Council • CRC: Community Relations Committee • FPC: Finance & Personnel Committee • LUC: Land Use Committee • PWTC: Public Works & Transportation Committee

Winslow Way Reconstruction Project

**Checklist of Conditions**

#	Task
<input type="checkbox"/>	1 The City shows that the financial capacity exists to complete the project.
<input type="checkbox"/>	2 The City provides a clear and accurate picture to the community and downtown businesses of the construction schedule, showing why that schedule can be met.
<input type="checkbox"/>	3 The City actively seeks grants from state and federal agencies to help reduce the cost of the project further and to provide business assistance to the downtown businesses.
<input type="checkbox"/>	4 The City seriously works with the downtown property owners to develop a LID/TID/or BpID, or obtain other contributions for elements of the project.
<input type="checkbox"/>	5 The City completes a utility rate study. From the rate study, the City shall develop a rate structure designed to accomplish the following objectives: <ul style="list-style-type: none"> <li>• Assure that sufficient revenue is generated to provide for ongoing operational and capital requirements.</li> <li>• Project future revenue required and the necessary rates to support that revenue.</li> <li>• Distribute the costs of the systems equitably, across applicable user classes.</li> <li>• Clearly define (to system users) the rationale for fees and charges.</li> <li>• Minimize administrative requirements and associated costs,</li> <li>• Consider an ordinance to bring before the Council that provides utility rate relief for low-income individuals.</li> </ul>
<input type="checkbox"/>	6 The City has developed a parking plan for downtown Winslow during construction for temporary contractor parking, employee parking, and customer parking.
<input type="checkbox"/>	7 The City has resolved the issue of access to stores for customers and deliveries during construction.
<input type="checkbox"/>	8 The City or Chamber/BIDA has developed a tool kit for businesses to help stores survive challenges of construction during Winslow Way project. Such tool kit should include clear information on construction phasing, parking information, public relations materials for stores during construction, downtown events, and other resources for assisting the businesses during construction.
<input type="checkbox"/>	9 The Public Works Director and Project Manager have confidence that interruptions, unforeseen delays or unanticipated site conditions will not negatively impact the proposed project timeline or the city's responsibility to the Winslow Way or all-island communities.









HOURS BY PROJECT TEAM MEMBER

SVR COBI Heery ROW Myers APS PACE EHS LRC Pharos Weinmann Georadar Arborist

ONGOING TASKS - ADMINISTRATION						SVR	COBI	Heery	ROW	Myers	APS	PACE	EHS	LRC	Pharos	Weinmann	Georadar	Arborist
Number	Task	Lead	Total Hours	Total Fee	Deliverable													
A.01	Assist the City with program coordination with agencies administering grant funds	COBI	82	2,545	City-provided documentation as required for agencies granting funding.		60	22										
A.02	Document control - manage record-keeping and document filing.	Heery	113	4,847	Project documentation held by both the City and the construction manager.		40	70	3									
A.03	Team coordination - information requests, requests for meeting, coordination between team members, etc.	Heery	42	2,652	Ongoing documentation as required.		16	26										
A.04	Provide weekly updates and progress report at weekly coordination meeting with City Staff	COBI	263	10,220	Weekly action item lists, progress reports, schedule updates, and budget updates.		156	107										
A.05	Provide monthly report to COBI with updated budget, schedules, and accomplishments along with monthly invoice.	Heery	112	7,517	Monthly record of project progress, deliverables during period of report, budget and schedule update.		30	74	8									
ONGOING TASKS - PROJECT MANAGEMENT																		
Number	Task	Lead	Total Hours	Total Fee	Deliverable													
PM.01	Coordinate with geotechnical engineer, arborist	Heery	48	4,155	Notes as developed. Comments incorporated into documents.	18	2	20	8									
PM.02	Prepare and update project budgets	Heery	74	5,145	Regularly updated budget reports, delivered per weekly and monthly reporting.		18	56										
PM.03	Prepare and update project schedule	Heery	74	5,089	Regularly updated schedule reports, delivered per weekly and monthly reporting.		18	56										
PM.04	Provide updated estimates at design milestones and regular updates	Heery	85	6,411	Construction estimates provided at major deliverables (reconciliation, 70%, and 90% documents).		18	62	5									
PM.05	QA/QC cycle at milestone deliveries	Heery	120	3,612	Internal and coordinated City review of documents at major deliverables.		80	40										
ONGOING TASKS - PUBLIC OUTREACH																		
Number	Task	Lead	Total Hours	Total Fee	Deliverable													
PO.01	Assist the City with publicizing public meetings, prepare meeting locations, host meetings and prepare notes and responses.	COBI	32	-	Newspaper advertisements, website and email announcements, and fliers as notice of upcoming public meetings.		32	0										
PO.02	Public Workshops Assist City with development of announcements, agendas, presentations, displays and handouts. Host and summarize findings. Hold at project milestones (4).	ROW	365	36,214	Meeting materials and displays, notes as collected at meetings.	97	60	16	192									
PO.03	Assist the City with planning and hosting monthly BIDA meetings - second Friday coffees and attend meetings.	COBI	130	6,201	Meeting materials and displays, notes as collected at meetings.		80	18	32									
PO.04	Assist the City with developing monthly FAQ updates.	COBI	112	7,592	Monthly FAQ updates.		48	16	48									
PO.05	Monthly updates and regular maintenance of the project website	ROW	114	12,480	Monthly website updates.		18	0	96									
PO.06	Fixed display on Winslow Way - updated twice	ROW	100	10,180	Displays to be mounted adjacent to Winslow Way sidewalk.	40	12	0	48									
PO.07	Allowance for (1) Public Open House: Assist City with development of announcement, presentation, displays and handouts as directed by the City.	ROW	68	6,240	As directed. Meeting materials and displays, notes as collected at meetings.		20		48									
PO.08	Allowance for implementation of additional public outreach elements: As directed by the City.	ROW	98	12,800	As directed.				98									
EXP	Reimbursable Expenses			28,772														
<b>TOTALS</b>			15,292	\$1,297,940		7,356	3,332	2,288	854	266	261	258	198	150	125	83	80	42