

MEMO TO: City Council

FROM: John Marchione, Mayor

DATE: January 15, 2013

SUBJECT: APPROVAL OF SUPPLEMENTAL CONSULTANT AGREEMENT NO. 4 FOR DESIGN SERVICES: PERRIGO PARK—PHASE II, PROJECT NO. 101091

I. RECOMMENDED ACTION:

Approve the Supplemental Agreement with Barker Landscape Architects P.S. for design services for Perrigo Park Phase II in the amount of \$149,974 and authorize the Mayor to sign the Agreement.

II. DEPARTMENT CONTACTS:

| | |
|---|--------------|
| Craig Larsen, Parks and Recreation Director | 425-556-2310 |
| Tim Fuller, Public Works Director | 425-556-2733 |
| B Sanders, Senior Park Planner | 425-556-2328 |
| Steve Gibbs, Senior Engineer | 425-556-2729 |

III. DESCRIPTION:

The proposed Supplemental Consultant Agreement is for additional services required in the design of Perrigo Park—Phase II. This second phase of park development includes a four-acre expansion along the northeast boundary of the existing 27-acre park.

The original contract approved by the City Council in 2008 included design for the entire four-acre site to include: an expansion of the play area; development of a large, grassy open space with a small performance shelter and water spray feature; development of picnic shelters, and a trail to a viewpoint; and provision of 43 extra parking spaces. Construction of the total project was estimated in 2010 to cost \$2.1 million.

The 2013-2014 City Budget approved \$800,000 in funding which is intended to cover only the 43 new parking spaces. Therefore, it is necessary to revise the design package to create a construction bid set that covers only the funded portion, as well as completing most of the design and permitting for the rest of the site.

The original design contract for this project included park and parking improvements over 4 acres of property in King County's permitting jurisdiction. After 30 percent plans were submitted to the County for review, the County required the City to prepare three additional technical studies that were outside the original scope of work and have added more than a year of monitoring to the project. In addition, the County informed the City of the Novelty Hill Road improvements, which would have a significant impact on the design of the parking lot. After working with the County on critical areas issues, incorporating the road improvement design into the plan, and taking into consideration City comments, the consultant submitted 50% plans to the City that estimated the construction costs for the project to be \$2.1 million. This project was not fully funded during the budgeting by priorities process. In 2012, City Council approved \$800,000 for construction of the additional parking spaces only.

This supplement would provide funding for the consultant to bring the plans from 50% to bid documents and final permits, remove the park improvements from the plans, re-survey the property post-construction of King County's improvements along NE 196th Street, adjust the design to account for the new grades of this road, and continue to work with King County and the City of Redmond on outstanding stormwater engineering solutions.

IV. IMPACT:

- A. **Service/Delivery:** This Supplemental Consultant Agreement will provide surveying, design development, permitting by King County and the City of Redmond, and construction bid documents.

- B. **Fiscal:** The City Council approved initial funding for the Perrigo Park—Phase II in the 2007-2012 Parks Capital Investment Program (CIP) budget. The approved 2013-2014 Parks CIP provides \$800,000 funding for an initial phase of development on the new parcel at Perrigo Park. Supplemental Agreement No. 4 requests \$149,974 for consultant services, as outlined in Exhibit A, Scope of Work.

Estimated Consultant Costs:

| | |
|-------------------------------|----------------|
| Original Consultant Agreement | \$ 198,000 |
| Supplemental Agreement #1 | 19,800 |
| Supplemental Agreement #2 | 52,690 |
| Supplemental Agreement #3 | 50,700 |
| Supplemental Agreement #4 | <u>149,974</u> |

TOTAL \$471,164

V. ALTERNATIVES:

The City Council could choose to modify the scope of work, or direct staff to return at a later date. These actions would delay construction of the first phase of the work and leave the park with an unsafe parking situation.

VI. TIME CONSTRAINTS:

Approval of the agreement is needed to complete the project design and prepare for construction in 2013/14.

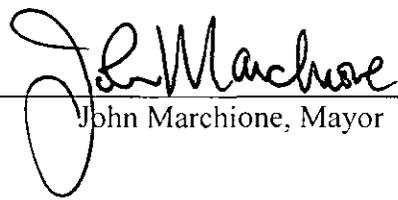
VII. LIST OF ATTACHMENTS:

- A. Supplemental Agreement
- B. Scope of Work



Craig Larsen, Parks and Recreation Director

1/8/2013
Date

Approved for Council Agenda 

John Marchione, Mayor

1/8/13
Date

ATTACHMENT A

Barker Landscape Architects
SCOPE OF WORK
Perrigo Park 2013 Improvements

Prepared for B. Sanders, ASLA Senior Park Planner
Office: 425. 556. 2328
City of Redmond Parks and Recreation MS: 4NPK
15670 NE 85th Street PO Box 97010
Redmond, WA 98073-9710

On December 15, 2012 the City of Redmond Parks and Recreation Department requested that Barker Landscape Architects PS (BLA) prepare a scope of work and cost estimate to provide design and permitting services for the **Perrigo Park 2013 Improvements**.

The previous work done at Perrigo Park included the development of plans for expanding the park with an additional 4 acres NE of the existing park. This effort began in 2007 and continued through 2009. The Parks Commission and City Council approved the expansion plans, and since the expanded area was in King County's jurisdiction (it is NOT currently inside the City of Redmond), the project design was developed and submitted to King County in 2009 and further permits submitted in 2010. There has also been considerable coordination with the City of Redmond, with particular emphasis on City stormwater, water quality and well-head protection requirements. The project has been in review with King County since 2010. It has been a slow process because the County has required long term groundwater mounding analysis which involved over a year of groundwater monitoring. This new 2013 effort is to complete the King County permits, initiate City of Redmond formal permitting, and design and bid the parking, landscape and utilities portion of the expansion.

This Scope of Work (SOW) has been crafted to allow for effort and expense beyond that which may be required to complete the project. All parties intend to work through the outline of tasks diligently, at which point the final configuration/design of each element will be determined. BLA will only bill for work and direct costs that are actually performed. Travel costs are estimates based on actual mileage, and BLA is charging for mileage, but not charging hourly billing rates for travel time.

It is further understood, and agreed to by both parties, that BLA will have initial approval to work on Tasks A, B, C, and D inclusive of all component parts of each. Any work on Tasks E and F, or tasks not identified herein, will require written approval from CITY's project manager. This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with this project:

| | |
|--|---|
| Task A. Scoping, Coordination Meetings & Administration | <i>December 2012 – December 2013</i> |
| Task B. Prepare City Permit Documents and Continued King County Permit Coordination | <i>February - March 2013</i> |
| Task C. 90% Construction Documents (and KC/Redmond final permit set 90% CDs) | <i>April - July 2013</i> |
| Task D. 100% Final Design, Specifications, and Cost Estimate | <i>June -August 2013</i> |
| Task E. Construction Support not included | |
| Task F. Additional Design Services not included | |

Task A - Scoping, Survey, Coordination Meetings & Administration

BLA and the Design Team will assess the current permit status with King County and Redmond, and we will prepare the project scope and narrative with the latest circumstances and expectations in mind, and conduct a new site survey which will consolidate recent road and landform changes and all the various site surveys. Following this work, BLA will develop a detailed project schedule and narrative to share with the team. This will serve as an outline for the project, and may require periodic updates as the project moves forward.

A permit pre-submission meeting was held with Redmond Permit authorities, attended by BLA staff and the City project manager. The purpose of this meeting is to assess permit submittal needs and timelines. BLA will adjust the project schedule based on the outcome of this meeting.

Also included in this task are project coordination meetings and administration that will be necessary throughout the duration of the contract.

Deliverables

- Scope of Work, Fee Proposal and Contract Narrative
- Project Schedule
- Periodic invoices and contract status summary sheets
- New coordinated survey of entire project area
- Minutes from Coordination Meetings

Assumptions

- BLA will document site changes and coordinate the site survey.
- Wetland delineation is not included in the scope of this task.
- Geotechnical fieldwork (soil borings) is included in the scope of this task.
- City Project Manager will organize permit and staff Meetings, and BLA team will attend and document meeting minutes
- City will develop the communication plan and contact list, conduct outreach, and arrange meeting facility.
- BLA will review, and may collaborate on the contact list and communication plan.

Task B. Prepare City Permit Documents and Continued King County Permit Coordination

BLA will employ the existing King County permit submittals from 2011, and do minimal revisions for submittal to the City of Redmond. A City Tree Plan and Eco Score Sheet will be prepared as required by Redmond, and revised Storm Drainage and Civil plans will be developed to reflect comments recently received from King County. Information gathered from discussions with King County and City of Redmond permitting authorities are the basis of this proposal. If feedback from these authorities changes, the scope of work may change.

Assumptions

- BLA will employ existing plans with minimal revisions for the City permit set.
- BLA will provide the City required Tree Plan and Eco Score Sheet.
- A revised lighting plan will be developed
- Civil sheets will be revised based on recent King County Civil Review comments
- Architectural and Structural Sheets will not be revised for this submittal
- Fee proposal does not include participation in public meetings or presentations.
- All systems will be private; design or analysis of public main extensions not included.
- Design of active TESC filtration systems or Turbidity Monitoring Plan not included.
- Structural Design of detention and/or water quality vaults to be provided by Geotechnical Engineers
- Springline will provide civil permit materials. BLA or City will submit permits
- Reprographic allowance is an estimate, actual cost may vary and cost will be paid by Contingency
- Springline will provide height of exposed face for retaining structures as part of grading design; structural design by Geotechnical or Structural Engineer
- Springline will provide Drainage Adjustment (for King County Permitting), if necessary.

Deliverables

- A 60% cost estimate in excel bid tab format will be submitted to City for review (digital pdf). Cost estimates will be prepared after permit submittals
- Design Team will resubmit to King County with revisions with same employed for City Permit submittal.
- BLA will submit 60% plan set to Project Manager for review and comment. Plans will be prepared in half size format and digital pdf files. City will provide consolidated, written comments to BLA within two weeks from the time the draft plans are received.
- County comments may further influence plan set needs, which may need to be revised at potentially higher costs
- The scale of the drawings will be the same as for the County Permits.
- Permit application fees are not included in BLA fees
- Drainage Adjustment (for King County Permitting), if necessary

Permit Drawing Set:

1. Cover Sheet/ General Notes
2. Survey
3. Overall Site Plan
4. Demolition Plan
 - C1.0 - C1.2. Temporary Erosion Control Plans
 - C2.0 - C2.2 Grading Drainage and Utilities Plans
 - C3.0-.C3.2 Paving Plans
 - C4.0-.C4.2 Parking Lot and Driveway Sections
 - C5.0 - C5.2 Civil Details
- L1.0 - L1.2 Architectural Site Plans
- L2.0 - L2.3 Site Details
- L4. Wetland/Buffer Plan
- L5.0 -L5.3- L6.0 Planting Plans and Details
- A1.1- A10.2 Architectural Drawings (30 sheets)
- E1.1-E4.1 Electrical Site Plans and Details (7 sheets)

Task C. Develop 90% Construction Documents

Design, Specifications, Plans and Cost Estimates and KC/Redmond final permit set

The design will build upon decisions and review comments on the 60% design. This task represents the labor and expenses associated with preparing 90% design plans, specifications and cost estimate (PS&E) for all improvements that are funded for 2013. It does not include completing the barn design or renovations, or any of the shelter design construction. BLA will prepare the 90% design plans for review by City, who will provide consolidated comments from all reviewers. The cost estimate will be prepared in a bid tab format using industry estimating guides for construction, as well as best professional judgment.

Assumptions

- Coordination with Union Hill for Developer Extension Agreement
- The 90% design will be consistent with design elements developed for the 60% design.
- This design set combines all areas into a single bid package for only those items that are anticipated to be funded for construction in 2013.
- Specifications for 90% will follow WSDOT format with Redmond General Conditions and Construction Contract
- The City will review the 90% PS&E package and will provide consolidated comments to BLA to be incorporated into the 100% design package
- The Construction cost estimate will be presented in 2013 dollars.
- All work will be in conformance with the City Redmond and applicable King County requirements.
- Storm Drain will flow by gravity flow and pump systems are not required.
- Stormwater Flow Control/Detention and water quality can be addressed with flow dispersion or infiltration techniques.
- Springline will provide civil permit materials. Reproduction and actual permit submittals by City or BLA
- Project will be bid with unit prices for most items. (Unit price contracts will require additional work for preparation of construction documents.)
- City and County Drainage codes have not changed since last drawings were submitted.

Deliverables

- Plans will be prepared in 11"x17"-inch (half sized) format and full size (digital "pdf").
- A 90% cost estimate in bid tab format will be submitted to CITY for review (digital pdf).
- WSDOT formatted project specifications for all work
- General Conditions and contractual requirements provided by City, to be modified by BLA for this project
- Updated project schedule.

Permit Drawing Set:

1. Cover Sheet/ General Notes
2. Survey
3. Overall Site Plan
4. Demolition Plan
- C1.0 - C1.2. Temporary Erosion Control Plans
- C2.0 - C2.2 Grading Drainage and Utilities Plans
- C3.0- C3.2 Paving Plans
- C4.0- C4.2 Parking Lot and Driveway Sections
- C5.0 - C5.2 Civil Details
- L1.0 - L1.2 Architectural Site Plans
- L2.0 - L2.3 Site Details
- L4. Wetland/Buffer Plan
- L5.0 -L5.3- L6.0 Planting Plans and Details
- E1.1-E4.1 Electrical Site Plans and Details (3 sheets - not including Barn and Shelter electrical plans)

D. Complete 100% Construction Documents & Issue Bid Documents

The final design will build upon permit decisions and review comments on the 90% design. This task represents the labor and expenses associated with finalizing 100% design plans, specifications and cost estimate (PS&E) for all improvements that are funded for 2013. It does not include completing the barn design or renovations, or any of the shelter design construction, or other items deemed to be outside of the project construction budget. The determination of the construction scope will be done after permit conditions and cost estimates have been defined.

BLA will prepare the 100% design plans for review by City, who will provide consolidated comments, which will be incorporated in the 100% design. The cost estimate will be prepared in a bid tab format using industry estimating guides for construction, as well as best professional judgment. Once the project is out to bid, BLA will answer questions from bidders via the phone, and also attend Pre-Bid Conference Meeting on-site with interested bidders to address the project scope and answer questions in-person. In response to questions, BLA will prepare and issue addenda materials as necessary.

Assumptions

- The 100% design will be consistent with design elements developed for the 90% design. Any substantial changes may result in additional design efforts and costs.
- Contractor comments / questions will be compiled into addenda material, reviewed by City, and provided to all bidding parties by City.

Deliverables

BLA will submit plan set for review and comment at 100%. Plans will be prepared in 11"x17"-inch (half sized) and full size format (digital "pdf").

- A 100% cost estimate in bid tab format will be submitted to City for review (digital pdf).
- WSDOT formatted project specifications for all work
- General Conditions and contractual requirements provided by City. BLA will provide base and alternate bid descriptions, and customize bidder's information specifically for this project.
- 100% complete construction drawings:

Construction Drawing Set:

1. Cover Sheet/ General Notes
2. Survey
3. Overall Site Plan
4. Demolition Plan
- C1.0 - C1.2. Temporary Erosion Control Plans
- C2.0 - C2.2 Grading Drainage and Utilities Plans
- C3.0- C3.2 Paving Plans
- C4.0- C4.2 Parking Lot and Driveway Sections
- C5.0 - C5.2 Civil Details
- L1.0 - L1.2 Architectural Site Plans
- L2.0 - L2.3 Site Details
- L4. Wetland/Buffer Plan
- L5.0 -L5.3- L6.0 Planting Plans and Details
- E1.1-E4.1 Electrical Site Plans and Details (3 sheets - not including Barn and Shelter electrical plans)

- Addenda materials, as necessary

E. Construction Support (not included at this time)

This task represents the labor and expenses associated with attending regular construction meetings, and supporting communication needs throughout the construction phase. BLA will attend 1 on-site pre-construction meeting and up to 16 on-site meetings throughout the construction phase. BLA will compile meeting minutes, and will distribute to the CITY Project Manager, the Project Contractor, and other project contacts as needed. BLA will provide clarification drawings, responses to questions, submittal review, modification proposals, design changes, and review of pay applications throughout the construction phase. BLA will compile record drawings, and will distribute to the City's Project Manager and other project contacts as needed.

This task also represents the labor and expenses associated with responding to questions that arise during construction, and supporting communication needs throughout the construction phase. Also included in this task is a final Punch-List inspection, where BLA will visit the site to ensure that the contractor has constructed all design elements to a satisfactory condition, and has completed all items listed in the contract.

Assumptions

- Construction meetings will be scheduled on a regular basis and will be used to review key junctures in the construction process.
- Meeting minutes will be used to document progress, review project schedule, address questions, provide action items, and respond to any other issues that need to be addressed throughout the course of construction.
- Photo documentation to be provided, as needed.
- Responses to Submittals and RFIs will be provided before or during the construction meetings.
- Modification proposals to be generated as needed.
- The City of Redmond will serve as the primary construction administrator and manager for the construction phase.
- The City of Redmond will provide in-house review on standard WSDOT and City of Redmond standard submittals for Civil, Landscape and Structural items. The consultant will review atypical, project specific submittals, details, flatwork, etc. as directed by the City Project Manager.
- The City shall provide and schedule facilities for weekly contractor meetings and be responsible for leading all meetings and taking record notes. Consultants will attend at the Project Manager's request. This proposal assumes attendance at one meeting per month (12 total maximum) over the duration of the project construction, not including the maintenance period.
- All permit fees and counter reviews will be completed and provided by the City of Redmond.
- City shall be responsible for construction quantity verification and contractor pay estimate review and processing.
- The number of construction RFIs and/or change orders is unknown. The consultant will review on an as needed basis as requested by the City of Redmond. RFI reviews and responses will be billed on an hourly basis for the contingency budget.
- City shall provide Consultant with one full-size set of construction plans with "red-line mark-ups" of field changes for use in preparing record drawings
- Consultant scope of construction services do not include on-going annual monitoring/reporting, beyond the construction-specified 12-month plant establishment period.
- Final punch list to be provided prior to close-out
- After as-builts are provided by the contractor BLA will compile them into a record drawing set.
- Construction support services do not include any redesigns for unforeseen conditions or review of Change Order Proposals based on unforeseen conditions.

Deliverables

- Meeting minutes
- Clarification Drawings
- Submittal Review
- Responses to RFIs, as needed
- Modification Proposals, as needed.
- Final punch list
- Record Drawings

ATTACHMENT B

| City of Redmond Perrigo Park 2012-2013 Park Design Services 2012 Scope of Work for B Sanders, ASLA, Parks Project Manager | |  B A R K E R L A N D S C A P E A R C H I T E C T S, P S. 1511 NW 52nd St. Seattle, WA 98107 tel 206.783.2870 fax 206.783.3212 | |  City of Redmond WASHINGTON | | created 11/28/2012 updated 1/07/2013 |
|---|----------------|--|------------|---|----------------|---|
| Scope of work & outline schedule prepared by Barker Landscape Architects 1514 NW 52nd Street, Seattle, Washington 98107 (206) 783-2870 fax (206) 783-3212 john@barkerla.com | | Assumptions: Landscape Architectural and engineering design services for parking, utilities, loop path and associated walls and landscaping are included, but not other structures. Follow up to complete King County permitting for parking, utilities and loop path is included, but final design of is not included. Construction observation/support is NOT included in this proposal. See detailed narrative which elaborates on all scope items. Timeline December 2012 - December 2013 | | Breakdown of work by personnel in hours | | target dates |
| | | Barker Landscape Architects | | Springline LLC | LSA Surveyors | |
| | | JB | NM | JV/SW | PA | Electrical, Geotech |
| | | Land Arch. | Land Arch. | Land Arch. | Civil Engineer | other direct \$ |
| | | | | | | Subtotal |
| A. Scoping, Survey, Coordination Meetings & Administration | | | | | | |
| | | \$95 | \$85 | \$75 | | |
| Project scoping | Nov-December | 10 | 4 | | \$350 | \$1,640 |
| Update and revise base map with additional survey work | Dec-12 | 2 | 2 | 4 | \$350 | \$5,910 |
| Additional Geotechnical support for walls | Dec-12 | 1 | 4 | | | \$4,435 |
| Project phone conferences/coordination w/Team | 13 months | 2 | 14 | | \$600 | \$1,980 |
| Coordination meetings during design phase | 13 months | 2 | 14 | | \$2,000 | \$3,480 |
| Develop schedule, spreadsheet and narrative for design work | Nov-12 | 2 | 2 | | \$400 | \$760 |
| team site visit | Dec-12 | 3 | 3 | | \$300 | \$890 |
| update project schedule and probable cost estimate | * | 3 | 4 | | \$1,000 | \$1,625 |
| subtotal setup and general coordination | | 25 | 47 | 4 | \$5,000 | \$20,720 |
| | | \$2,375 | \$3,995 | \$300 | | |
| B. Prepare City Permit Documents and Continued King County Permit Coordination | | | | | | |
| Retirements to existing documents limited to civil changes based on King County review comments. Most sheets will NOT be revised | January | | | | | |
| 60% cover sheet | * | | 1 | 1 | | \$190 |
| 60% TESC/demo | * | 0 | 0 | 1 | | \$105 |
| revise drainage and utilities plan for King County | * | 2 | 8 | 8 | \$5,000 | \$6,500 |
| 60% grading | * | 0 | 0 | 0 | | \$30 |
| 60% layout | * | 0 | 0 | 1 | | \$105 |
| 60% City Tree Plan | * | 1 | 4 | 8 | | \$1,065 |
| City Eco-Score Sheet | * | 1 | 4 | 8 | | \$1,065 |
| 60% Wetland/Buffer and Planting plans (5 sheets) | * | 0 | 2 | 6 | | \$650 |
| 60% site lighting plans (3 sheets) | * | 0 | 0 | 1 | | \$825 |
| 60% Site & Utilities Details | * | | 2 | 2 | \$5,000 | \$5,420 |
| Shelter, Stage and Barn Architectural Plans, including electrical and structural will not be revised, but replotted (30 sheets) | * | | | | | \$200 |
| Address King County comments (Landscape management plan, retaining wall) with revised Civil Set to KC Standards | * | 2 | 8 | 16 | \$5,000 | \$7,220 |
| Develop refined costs estimates | * | 6 | 1 | 8 | \$1,000 | \$2,255 |
| Estimate earthwork cut/fill calculations | * | | 4 | | | \$690 |
| subtotal 60% CDs | | 12 | 34 | 60 | \$16,000 | \$26,320 |
| | | \$1,140 | \$2,890 | \$4,500 | | |
| C. Develop 90% Construction Documents (and KC/Redmond final permit set - 90% CDs) | | | | | | |
| Coordination with Union Hill Water District for Developer Extension agreement | February-March | 1 | 6 | 6 | | \$1,055 |
| 90% cover sheet | * | | 1 | 1 | | \$160 |
| 90% TESC/demo | * | 1 | 2 | 2 | \$2,000 | \$2,415 |
| 90% grading | * | 1 | 8 | 16 | \$3,500 | \$5,475 |
| 90% drainage and utilities plans and details | * | 1 | 4 | 4 | \$2,500 | \$3,235 |
| 90% layout plan | * | 1 | 8 | 32 | | \$3,175 |
| 90% irrigation plan | * | 2 | 4 | 32 | | \$2,930 |
| 90% tree plan | * | 1 | 8 | 16 | | \$1,975 |
| 90% planting plan | * | 1 | 8 | 32 | | \$3,175 |

