

Agenda Bill

City Council Regular Meeting

July 16, 2019



SUBJECT:	SE 8th St - 218th Ave SE Corridor Preliminary Analysis Preliminary Design Contract - Perteet Inc.	
DATE SUBMITTED:	June 25, 2019	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to enter into a contract with Perteet, Inc. for preliminary design of the SE 8th Street - 218th Avenue SE Corridor Project.	
EXHIBITS:	1. Exhibit 1 - SE 8th St - 218th Ave SE Contract 2. Exhibit 2 - Vicinity Map SE 8-218th	
BUDGET:		
Total dollar amount	\$450,100	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	340-152-595-30-63-00 and 212th-SE 4th (340-166-595-30-63-00)	<input type="checkbox"/> Budget reallocation required
		<input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input checked="" type="checkbox"/>  Transportation	<input checked="" type="checkbox"/>  Community Safety	
<input type="checkbox"/>  Communication & Engagement	<input type="checkbox"/>  Community Livability	
<input type="checkbox"/>  High Performing Government	<input type="checkbox"/>  Culture & Recreation	
<input type="checkbox"/>  Environmental Health & Protection	<input type="checkbox"/>  Financial Sustainability	

NEEDED FROM COUNCIL:

Shall the Council authorize the City Manager to enter into a contract with Perteet, Inc. for preliminary design of the SE 8th Street - 218th Avenue SE Corridor Project?

KEY FACTS AND INFORMATION SUMMARY:

This corridor consists of two roadway segments, listed on the current Six Year Transportation Capital Improvement Plan (TIP) as Projects TR-18 and TR-42. The general purpose of this analysis is to determine capacity and safety improvements necessary to accommodate increasing traffic volumes and multimodal use along the corridor. These roadway segments were first placed on the TIP in 2016 ([R2016-687](#)). During design of the SE 4th Street Improvement project and as a result of discussions

with Council and public outreach, Council requested that these corridor segments be added to the TIP and studied for improvement needs to accommodate future increasing traffic resulting from Town Center development and recent City park acquisitions. Additional information and background can be found on the [Project webpage](#).

In April 2019, staff advertised a Request for Qualifications for this project. Four firms submitted qualifications for consideration. The Perteet Inc. team was determined to be the best qualified and a detailed scope and fee has been negotiated. The major elements of the analysis include public outreach; traffic analysis; preliminary technical studies which include environment, geotechnical, and stormwater; development of a conceptual roadway footprint; and a project cost estimate.

Design requirements for a Collector Arterial roadway will be used to analyze this corridor. Since this is a transportation redevelopment project, it may not be possible to meet all design parameters and it is anticipated that constraints from existing adjacent private properties and environmental critical areas will have an impact on the final roadway footprint. This study will determine if there are necessary deviations to the Public Works Standards, highlight constraints and mitigation needs for critical areas, develop a reliable project cost estimate, and provide design guidance for the corridor.

A road concept and design recommendation with cost estimate is anticipated to be presented to City Council in Quarter 2 of 2020 after community outreach and technical analysis has been completed. City Council direction will be sought at that time for approval to establish a proposed roadway concept and design requirements, and finalized through Resolution. Currently, funding is only allocated for preliminary analysis. This analysis will provide a scoping level estimate that can be used to plan for future project costs and greatly minimize future budget and timing issues that often arise during projects that do not have a preliminary design phase.

FINANCIAL IMPACT:

The effort for preliminary analysis is included in the 2019-2020 biennial budget. The proposed contract amount for preliminary design is \$409,100 plus a 10% management reserve of \$41,000.

OTHER ALTERNATIVES CONSIDERED:

Council may choose to defer preliminary design of the project until additional engineering or construction funds are allocated and then execute a contract to complete the entire design. The likely consequences of deferring preliminary design is increased potential for unanticipated costs, schedule during final design and missed opportunities for grant funding and land acquisition for stormwater detention facilities.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Comprehensive Plan](#) - All of the goals in Transportation and multiple goals in other Elements

[Transportation Master Plan](#) - Safety for all users; Balancing a connected roadway network and neighborhood character

[6 Year TIP Projects \(TR 18 & 42\)](#) - Analyze corridor for traffic and safety

[2018 PRO Plan](#) (pg 83) - Southern half of project is within a 1/2 Mile Walkshed to neighborhood parks



CONTRACT NUMBER

801 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • Web: www.ci.sammamish.us

AGREEMENT FOR SERVICES

	Yes	No	
Insurance Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes – See Paragraph 6

This Agreement is made and entered, by and between the City of Sammamish, Washington, a Washington municipal corporation, hereinafter referred to as the "City," and

Consultant Name: Perteet Inc. hereinafter referred to as the "Consultant."

Project Description: Preliminary Analysis for SE 8th Street – 218th Avenue SE Corridor, from 212th Avenue SE to Inglewood Hill Road

Commencing:

Terminating: December 31, 2020

WHEREAS, the City desires to have certain services performed for its citizens; and
 WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;
 NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. Consultant shall perform all services diligently and completely and in accordance with professional standards of conduct and performance and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.
2. **Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
 - a) This Agreement and all exhibits attached thereto;
 - b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
 - c) The submitted project quote, bid or proposal
 - d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
 - e) W-9 Request for Taxpayer Identification #
 - f) Scope of Work

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

3. **Payment.** The City shall pay the Consultant for the Work rendered according to the following procedures and subject to the following requirements.

<u>The City shall pay the Consultant:</u>	Fill in applicable method of payment	
	YES	NO
According to the rates set forth in "Exhibit B"	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A sum not to exceed: (incl W.S.S.T., if applicable)	\$ 409,100	



Other (ex. Hourly):	\$
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3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department**, ap@sammamish.us for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 The Consultant shall complete and return the attached Form W-9, "Request for Taxpayer Identification Number" prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sammamish, they must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Consultant shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payment shall be made for any work performed by the Consultant except for the work identified and set forth in this Contract.

4. Termination

4.1 This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City

4.2 In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination

4.3 This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

4.4 The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

4.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

5. Indemnification/Hold Harmless.

5.1 Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, to the extent arising out of or resulting from any willful misconduct or negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

5.2 Should a court of competent jurisdiction determine that this Agreement is subject to [RCW 4.24.115](#), then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.



5.3 It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

6. Insurance. (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant's work through the term of the Contract and for thirty (30) days after physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant.

6.1 No Limitation. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

6.2 Minimum Scope of Insurance. Consultant required insurance shall be of the types and coverage as stated below:

- a) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- b) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO [Additional Insured endorsement CG 20 10 10 01](#).
- c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d) Professional Liability insurance appropriate to the Consultant's profession.

6.3 Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

- a) Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;
- b) Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
- c) Worker's Compensation insurance at the limits established by the State of Washington.
- d) Professional Liability insurance (if any) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

6.4 Public Entity Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

6.5 Other Insurance Provision. The Contractor's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor's insurance and shall not contribute with it.

6.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.



6.7 Verification of Coverage. Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant before commencement of the work. Upon request by the Public Entity, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

6.8 Notice of Cancellation. The Consultant shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

6.9 Failure to Maintain Insurance. Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

7. Independent Contractor. The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, sub consultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

8. Non-Discrimination. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

9. Non-Endorsement: As a result of the selection of a consultant to supply services to the City, the Consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

10. Non-Collusion: By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

11. Wages and Other Costs. The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the Consultant by reason of this Agreement. The Consultant shall indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Consultant's failure to pay any compensation, wages, benefits or taxes.

12. Waiver. Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

13. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

14. Conflict of Interest. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

15. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination unless such disclosure is required by law or court order.



16. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

17. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Record Keeping and Reporting.

18.1 The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, [Chapter 42.56, RCW](#)

18.2 The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

18.5 The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

18.6 The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

19. Ownership of Documents On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.



20. Notices. Notices to the City of Sammamish shall be sent to the following address:

City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075
Phone number: (425) 295-0500

Project Manager: Jim Grueber

Email: jgrueber@sammamish.us

Notices to the Consultant shall be sent to the following address:

Company Name: Perteet Inc.
Contact Name: Peter De Boldt, PE
Street Address: 505 Fifth Avenue South, Suite 300
Phone Number: 206.436.0532
Email: peter.deboldt@perteet.com

21. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

The Consultant will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

22. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.



By signing below, you agree to all the terms and conditions herein.

CITY OF SAMMAMISH, WASHINGTON:

By:	Date:
Print Name:	Title:

CONSULTANT:

By: <i>Peter De Boldt</i>	Date: June 24, 2019
Print Name: Peter De Boldt	Title: Vice President

ATTEST/AUTHENTICATED:

By:	Date:
Print Name:	City Clerk

APPROVED TO AS FORM:

By:	Date:
Print Name:	City Attorney



EXHIBIT A
Scope of Work

EXHIBIT A

CITY OF SAMMAMISH

SE 8th Street – 218th Avenue SE Corridor

212th Avenue SE to Inglewood Hill Road

Preliminary Analysis

Scope of Services

June 24, 2019

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PROJECT DESCRIPTION, DESIGN CRITERIA, AND PROJECT ASSUMPTIONS

Project Description

The City of Sammamish (CITY/CLIENT) is requesting professional engineering services from Perteet, Inc. (CONSULTANT) for Preliminary Analysis of SE 8th Street – 218th Avenue SE Corridor. This multi-street corridor is comprised of three main segments; SE 8th Street from 212th Avenue SE to 218th Avenue SE; 218th Avenue SE from SE 8th Street to SE 4th Street; and 218th/217th/216th Avenues SE/NE from SE 4th Street to Inglewood Hill Road. The segments are classified as collector arterials through primarily residential areas and connect to the west side entrance of the developing Town Center. The roadway cross sections along the corridor vary both in width and type, consisting of rural two-lane cross sections with narrow shoulders and open ditches, and urban “half-streets” with curb, gutter and sidewalk. The past, present and future residential developments will have an impact on the corridor design.

This analysis will develop scoping level documents for a future road improvement project. The conceptual roadway footprint will be based on the City’s Public Works Standards for a Collector Arterial road and refined through a Context Sensitive design approach. The CONSULTANT will gather community input, investigate environmental and topographical constraints; and collect traffic data for analysis. The CONSULTANT will utilize this information to analyze and develop a “best-fit” roadway footprint; determine environmental mitigation needs, storm water treatment needs and possible storm water facility locations; and develop project design parameters and a project scoping estimate. The analysis will document any design deviations that may be necessary and will be the basis for future engineering design. The planning level total project cost estimate for this corridor is \$22.3 million.

The primary goals of this phase are:

1. Develop a preferred concept that is supported by the public
2. Develop an accurate total project cost estimate
3. Identify future design issues
 - a. Stormwater
 - b. Critical Areas
4. Obtain Council approval

The major features of the project include:

- Public Outreach
- Traffic Analysis
- Preliminary Environmental (Wetland and Stream) Analysis
- Preliminary Geotechnical Technical Memorandum

- Preliminary Stormwater Design Analysis
- Roadway Geometric Analysis
- Analysis Summary Reports
- Scoping Level Cost Estimate

The project duration is assumed to be twelve (12) months.

Design Criteria

The design and plans, specifications and estimate (PS&E) will be based on the requirements of the City of Sammamish Public Works Standards and the companion publications and documents detailed in Chapter 6 of the Standards. It is assumed the project will receive federal funds, therefore the latest WSDOT Local Agency Guidelines (LAG) Manual will be followed.

Responsibilities and Services Provided by the CLIENT

The CLIENT will:

- Provide all available existing as-built plans, right-of-way plans, horizontal and vertical monument information, GIS maps, and other mapping information, as available, to the CONSULTANT.
- Review all submittals made to the CLIENT within 15 working days, or as agreed, and return them to the CONSULTANT with consolidated written comments regarding changes needed.
- Provide an electronic copy of the aerial photograph to reference into CAD drawings.

Task 1.0 Project Management and Quality Control

1.1 Project Management

Direction of the CONSULTANT staff and review of their work over the course of the project shall be provided. This work element includes preparing monthly progress reports including the status of individual work elements, number of meetings attended, outstanding information required, and work items planned for the following month.

Periodic monitoring of the CONSULTANT'S design budget will occur over the course of the project. This work element is intended to help monitor costs and budgets, and to propose corrective actions. These actions may include formal requests for increases, modifications, or reductions in scope and/or budget.

The CONSULTANT will use Vision to deliver an earned value graph to monitor and visually present project expenditures for the project with each month's progress report.

Drawings and documents received and generated over the course of the project require review, coordination, and file management. The status of requested information will also be maintained.

1.2 Subconsultant Coordination

Direction of the SUBCONSULTANT and review of their work over the course of the project shall be provided by the CONSULTANT. Monthly monitoring of the SUBCONSULTANT's design budget will occur over the course of the project. Current status, as well as projections, will be developed. This work element is intended to help monitor costs and budgets, and to propose corrective actions. These actions could include formal requests for increases, modifications, or reductions in scope and/or budget.

1.3 Project Schedule

The CONSULTANT and the CLIENT will jointly develop an overall project schedule showing all major and supportive activities. The schedule shall be prepared to reflect a 12-conceptual design process. The schedule shall be arranged to meet key target dates. The CONSULTANT shall update the schedule monthly to reflect the current status of the project.

Deliverables: Project Schedule and Monthly Updates.

1.4 Monthly Invoices/Progress Reports

Monthly invoices will be prepared by the CONSULTANT per CLIENT requirements for work activities for the prior month. These invoices shall also include SUBCONSULTANT work and will be accompanied by monthly progress reports. Invoices will include back-up material for all expenses and will show approved budget and amount expended to date.

Deliverables: Monthly Invoices and Progress Reports (12 total).

1.5 Progress Meetings

This work element provides for the preparation, attendance, follow-up, and documentation of meetings during the length of the project. These meetings will be the forums for the CLIENT to provide input and guidance for the direction of the project. They will also be used to discuss project issues, approve submittals, and develop potential solutions.

Kick-off Meeting

After receiving notice to proceed from the CLIENT, the CONSULTANT will conduct a project team kick-off meeting with staff expected to be involved in the project and key CLIENT staff. The meeting will be used to discuss key elements of the scope of work, the project schedule, document control, and QA/QC procedures, and to clearly define the roles and responsibilities of the project team members.

Progress Meetings

The CONSULTANT shall prepare for, attend, and document progress meetings, including the kick-off meeting, with CLIENT staff. Meetings will be required for coordination with the CLIENT and other affected agencies. Up to two CONSULTANT staff will attend on average one meeting every third week with the CLIENT's project manager for the duration of the project. The meetings will be held in a location acceptable to the CLIENT and the CONSULTANT.

Internal Team Coordination Meetings

It is anticipated that the CONSULTANT will have internal coordination meetings (in person or via conference call) with the CONSULTANT staff. The purpose of the meetings is to coordinate interdisciplinary issues.

Meeting Totals:

<u>Meeting:</u>	<u>Number:</u>
Kick-off Meeting	1
Progress Meetings	20 (Assumes meeting every 3-weeks for 12 months, plus 4 extra)
Internal Team Coordination Meetings	16 (Assumes meeting every 3-weeks for 12 months in person or via conference call)

Deliverables: Meeting Minutes (21 total).

1.6 Quality Control/Quality Assurance Review

This work element is for the QC/QA review of CONSULTANT deliverables by a designated QC/QA staff member of the CONSULTANT team. The review will cover documents, reports, PS&Es, and pertinent information on an on-going basis. The program entails the periodic review of study criteria, design, and assumptions, as well as concepts and presentation of product format, and assures that the overall project objectives are being fulfilled.

Deliverables:

- Pdf Copy of CONSULTANTS QC/QA process.
- A signed statement of quality assurance with each final deliverable documenting that it has been reviewed and deemed to be acceptable.

1.7 Change Management

Project Managers from the CLIENT and the CONSULTANT are responsible for managing changes to the scope and schedule. The CLIENT is responsible for the authorization of any changes to the scope, budget, and/or schedule. Team members must verify that work within their areas remains within the defined project scope, schedule, and budget. When issues, actions, or circumstances occur that could cause a change in scope, personnel, cost, or schedule, team members must communicate potential changes to the Project Manager as early as possible. Project Managers will determine whether the potential change issue will lead to a change in scope, cost, or schedule.

The CONSULTANT shall obtain written authorization from the CLIENT before implementing any change to this scope of work, schedule, or budget. All changes shall be documented using the Project Change Form.

Task 2.0 Traffic Modeling and Analysis

The CONSULTANT will review with the CLIENT existing traffic count information with the and existing conditions that could impact model results to determine the most appropriate existing conditions to model. The

CONSULTANT shall model the 2035 forecast design year based on the CLIENT's concurrency model for both the AM and PM peak hours. The traffic analysis will focus on the project corridor, including the SE 8th Street/212th Avenue SE intersection and the Inglewood Hill Road/216th Avenue intersection.

2.1 Existing Conditions Analysis (AM and PM)

The CONSULTANT shall obtain intersection turning movement counts for both the AM (7:00-9:00) and PM (4:00-6:00) peak hours at the following study corridor intersections.

1. SE 8th Street and 212th Avenue SE
2. SE 8th Street and 214th Avenue SE
3. SE 8th Street and 218th Avenue SE
4. 218th Avenue NE and SE 1st Street
5. 218th Avenue SE and Main Street
6. 218th Avenue NE and NE 1st Street
7. 216th Avenue NE and NE 4th Street
8. 216th Avenue NE and Inglewood Hill Road

The CONSULTANT shall also collect 24-hour tube count information at two locations along the corridor to collect traffic volume and speed data. One will be collected on the SE 8th Street corridor just east of 214th Avenue SE and the other will be collected on 218th Avenue NE just north of NE 1st Street. The CONSULTANT shall be on-site conducting travel time surveys during the data collection periods to observe and document traffic operations throughout the Study Corridor. Traffic counts shall be collected when local schools are in session.

The CONSULTANT shall start with the City's operational model (Synchro) within the study corridor and expand it to include all eight study area intersections. The CONSULTANT shall summarize intersection delay and LOS from the Synchro model. The CONSULTANT shall then convert the Synchro study area model into VISSIM for microsimulation and visualization purposes. The VISSIM model will be calibrated using collected field data.

Deliverables:

- Existing 2019 traffic counts in both the AM and PM peak hours at the ten study area intersections along the corridor.
- Existing 2019 Speed Study.
- Existing 2019 Synchro operational model – separate files for AM and PM peak hour
- Existing intersection delay and level of service (LOS) in table form
- Existing 2019 VISSIM simulation model

- Existing queuing and travel times in table form
- One existing conditions simulation video from a “fly over” perspective

2.2 Future 2035 No-build Analysis (AM and PM)

The CONSULTANT shall utilize the City’s forecast (year 2035) demand model to calculate future (year 2035) vehicular demands at all ten study area intersections. The demand model should be consistent with that of the future “Base Case” from the City’s Transportation Master Plan (TMP).

The CONSULTANT shall update the existing conditions Synchro and VISSIM models with the future 2035 turning movement demands.

Deliverables:

- Future year (2035) No-build traffic volumes in both the AM and PM peak hours at the nine study area intersections along the corridor.
- Future year (2035) No-build Synchro operational model
- Future year (2035) No-build intersection delay and LOS in table form
- Future year (2035) No-build VISSIM simulation model
- Future year (2035) No-build queuing and travel times in table form
- Optional Work to be added to contract if necessary in the future: One Future year (2035) No-build conditions video from a “driver” or “fly over” perspective

2.3 Future 2035 Intersection Analysis (AM and PM)

The CONSULTANT shall update the models created in Task 2.2 to create three new 3-lane alternatives. The lane configurations for the improvement alternatives are described as follows:

- **3-lane Roundabout Alternative:** Widen the Study Corridor to a 3-lane roadway (1 travel lane in each direction with a median and/or left-turn pockets at major intersections) with bike lane, curb, and sidewalk. Any intersection not meeting City operational standards in the No-build condition will be mitigated with the installation of a new mini-roundabout.
- **3-lane Stop-Sign (or Signal) Controlled Alternative:** Widen the Study Corridor to a 3-lane roadway (1 travel lane in each direction with a median and/or left-turn pockets at major intersections) with bike lane, curb, and sidewalk. Any intersection not meeting City operational standards in the No-build condition will be mitigated with the installation of a minor-street stop sign control, or a four-way stop.
- **Preferred Alternative:** The preferred alternative, which may be a blend of the 2 alternatives listed above.

Deliverables:

- Future year (2035) with 3-lane Project Synchro operational models (Roundabout, Stop Sign controlled, and Preferred Alternative)
- Future year (2035) with 3-lane Project intersection delay and LOS in table form
- Future year (2035) With 3-lane Project VISSIM simulation models (Roundabout and Stop Sign controlled)
- Future year (2035) with 3-lane Project queuing and travel times in table form
- Future year (2035) with 3-lane Project conditions videos for each VISSIM developed, each with a “fly over” perspective.

2.4 Signal Warrant and Stop Control Warrant Analysis

A signal warrant analysis will be conducted for the 212th Avenue SE and SE 8th Street unsignalized intersection, and for the 218th Avenue SE and SE 8th Street if it does not meet the City’s operational standard in the No-build condition (Task 2.1). Stop Control Warrant analysis will be conducted at the other corridor intersections if they do not meet the City’s operational standard in the No-build conditions (Task 2.1). The analysis will be based on the Manual on Uniform Traffic Control Devices (MUTCD, 2009 edition). Twenty-four-hour tube counts will be collected at each intersection above that requires the warrant evaluation. Tube counts will be collected at all intersection legs except for the south leg of 218th Avenue SE at SE 8th Street (total of 7 lefts) for multi-hour volumes for the signal warrant analysis. The analysis will scale current tube count volumes by the ADT provided in task 2.1 to evaluate a 2035 warrant analysis.

Deliverables:

- Signal warrant analysis findings.

2.5 Traffic Technical Report

The Traffic Technical Report shall document the assumptions, methodology, findings, conclusions, and recommendations of traffic modeling, traffic operational analysis, and signal warrant analysis. Desired improvements for the study corridor will be highlighted. VISSIM video clips shall be provided for City Council and/or public meetings.

Deliverables:

- Traffic Technical Report (draft), electronic (PDF) format.
- VISSIM video clips for City Council and/or public meetings.

2.6 Update to Traffic Technical Report

The CITY staff shall review the Traffic Technical Report and provide one set of consolidated, non-conflicting, comments to the CONSULTANT in written format. The CONSULTANT shall revise the report to incorporate to the

comments of the CITY staff. A final report shall be submitted to the CITY's Project Manager. The CONSULTANT shall revise the report one time only.

Deliverables:

- Traffic Technical Report (final), electronic (PDF) format.

Task 3.0 Public Involvement

The goal of the community involvement task is to gather from and provide information to the public about the project and its status, and to establish a forum for the community and affected property owners and City leadership to provide input in the development of the project.

3.1 Communications Plans

The CONSULTANT will provide a Communications Plan that describes the outreach strategy for the project, key project messages, and tools and techniques that will be used to solicit input from City leadership, key stakeholders, community organizations, nearby businesses and residents and the broader public. The Communications Plan will include a public outreach schedule and describe how public input will be used to inform identification of the preliminary design. The plan will also outline all communications tasks, roles and responsibilities, external and internal stakeholders, target audiences, limited-English speaking populations, strategies for ensuring inclusive and equitable outreach, local avenues for communication and notification, and recommended City-led briefings and media and/or social media strategies. The CONSULTANT will conduct a high-level demographic analysis of the current population to identify the need for any project translations to support the outreach process

Assumptions:

- City staff will provide timely and coordinated review of all draft strategies and materials to streamline production and team efficiency.
- The City will identify and provide contact information (email, mail and phone) for project point of contact at the City to include on all outreach materials.
- The City will manage public inquiries received via the point of contact and take the lead in preparing responses to questions. The City will share these communications, as appropriate, to inform public outreach plans and/or the final outreach summary.

Deliverables:

- One (1) draft and one (1) final communications plan

3.2 Public Meeting

Public meetings provide an opportunity for the broader public to meet with project staff and offer meaningful input at key decisions points as a part of the preliminary design phase. One public meeting is planned for this project.

The meeting will be held to present potential corridor design options and to gather information from the public regarding their current experience using the corridor and key concerns that can be considered as the team identifies and evaluates potential design options.

The CONSULTANT will develop a meeting plan, materials (i.e., comment form, sign-in sheets, handouts and display boards) and agendas for the public meeting. The CONSULTANT will also set-up, staff and facilitate the public meeting. Support will also include scheduling, leading meeting logistics, determining room layout, providing event equipment and supplies, and documenting input received.

Assumptions:

- The City will be responsible for all direct costs of the in-person event, including potential venue fees and refreshments.

Deliverables:

- Coordination for and staff support and/or facilitation (1 staff and 1 facilitator) for one (1) public meeting
 - One (1) public meeting plan
 - One (1) public meeting agenda
 - One (1) facilitation guide/annotated agenda
 - One (1) comment form
 - One (1) public meeting summary
 - One (1) team preparation meeting

3.3 Online Open Houses

At the outset of the project, an online open house will be deployed to gather input from the community on their priorities, goals and future vision for the corridor. This input will be used to inform the development of initial alternatives.

To complement the public meeting, the CONSULTANT will develop a second online open house to share the same content that will be displayed at each in-person event and solicit feedback from the community via an online survey. This tool is particularly helpful to solicit broader public input from those who are unable to attend the in-person meeting yet still have a desire to provide their input on the project. All content developed for the public meeting will be used to populate the online open house, minimizing independent content development effort needed to specifically support the online open house.

The online open house includes use of a custom sub-domain website that will be seamlessly linked from the City's website, project-specific customized layout, station tabs to match in-person meeting station materials, fully responsive design (i.e., for smart phones, tablets, etc.), integration with Google Translate and social share, and a full report of comments submitted.

Assumptions:

- The online open house will include one (1) custom sub-domain, customized theme (header graphic, headline and button colors), up to five (5) station tabs per deployment, fully responsive design, integration

with Google Translate and social share, capture and report of submitted comments, hosting for up to one month per deployment, and upload of all content. Content will be largely provided by the City or be similar to print materials, requiring an assumed lower level of effort for content development.

Deliverables:

- Two (2) online open houses and related comment exports

3.4 Outreach Materials and Notifications

The CONSULTANT will develop content and provide graphic design support for project materials and notifications and provide updates as the project progresses and/or key milestones are reached. Materials will include the development of a project fact sheet, frequently asked questions (FAQ) document, and display boards for public meetings. Notifications will include the development of project posters, online and/or print display ads and project postcards. Notification content can also be used by City staff to apply to the City’s website, social media, e-newsletter and newsletter, and/or provided to local organizations, homeowner associations, and key stakeholders to use in their own independent avenues for communicating with the community.

The CONSULTANT will work with City staff to update the project website updates at key milestones, using information from the project fact sheet and FAQ document, as well as other sources.

Graphic renderings shall be in full color, with digital design and survey bases, typical cross sections, aerial photos, and site photos provided to the design team for use in the development of the graphic renderings.

Assumptions:

- For public meeting materials, City staff and CONSULTANT will provide public-friendly maps and data to incorporate into meeting displays with minimal graphic changes.
- The City will take the lead in notifying the public for the public meeting and other opportunities to provide input (i.e. event outreach, tabling, and briefings) with support on strategy, content and notifications from the CONSULTANT. The City will lead:
 - Coordination of and payment for direct mailings with the City’s preferred vendor using a “print-ready” copy of the final mailer
 - Placement of display ads with print and/or online publications
 - Distribution of information via the City’s website, social media, e-newsletter and/or mailed newsletter and providing content to other local avenues of communication
 - Placement event notification posters along the corridor at local gathering places
 - Maintenance of a stakeholder email list of interested parties
- The City will take the lead role on any proactive media outreach and media response for the project.

- The City will print any outreach materials when possible unless they do not have the equipment to produce a piece. In that case, the City will be billed directly for all external printing or mailing services, including display boards and translation services.
- On-site signage (i.e. variable message signage) will be installed by City field crews to advertise public events.

Deliverables:

- Two (2) 3D photorealistic renderings at key locations determined by the design team and the City.
- One (1) rendered plan view of the entire corridor.
- Materials and notifications (1 draft and 1 final of each):
 - Fact sheet (initial and 1 update)
 - FAQ (initial and 1 update)
 - Display boards (8 Total)
 - On-site variable message signage (1)
 - Display advertisements (online or print; 1 total)
 - Poster (2 total)
 - Postcard (2 total)
 - Content for two (2) rounds of notification for the City to post or distribute through other local avenues of communication
 - Content for up to two (2) project website updates

3.5 Outreach Summary Report

The CONSULTANT will prepare an outreach summary at the end of the public outreach process for Phase I. The summary will include an overview of the outreach approach, how input was solicited and used to inform the preliminary design, what was heard from key stakeholders, local organizations and the public during the outreach process, and an evaluation of the outreach process. This information can be used to inform the outreach process for future project phases, grant applications, and/or for future award applications for the project.

Assumptions:

- CITY will review the draft report and provide consolidated comments in a timely manner (2 weeks)

Deliverables:

- Support for one (1) City Council briefing (further described in task 7)
- One (1) draft and one (1) final outreach summary report

Task 4.0 Technical Memorandums

To support the alternatives analysis and preliminary project design, the environmental documentation is limited to an existing conditions memorandum, stream crossings memorandum, preliminary geotechnical report, preliminary retaining wall evaluation technical memorandum, infiltration evaluation technical memorandum, and preliminary storm drainage report. Implementation-level environmental documentation to fulfill SEPA or NEPA requirements will be prepared as a supplement during Phase 2- Final Design.

4.1 Critical Areas Existing Conditions Memorandum

The CONSULTANT shall prepare a Critical Areas Existing Conditions Memorandum to identify key discriminators and environmental constraints for up to three design alternatives along the same alignment. A desktop review will be conducted to review critical areas maps, environmental information, and GIS data from the City, County, and various state agencies. In addition to identifying potential environmental constraints, the Existing Conditions Memorandum shall identify possible mitigation strategies and permitting implications associated with the three design alternatives.

Specific topics addressed in the Existing Conditions Memorandum will include:

- wetlands,
- streams,
- floodplains or floodways,
- other fish and wildlife habitats (including priority and federally listed species), and
- geologically hazardous areas.

These topics will be addressed at a screening level to inform alternatives comparison and decision-making. The CONSULTANT will conduct one day of field work to identify the approximate locations of streams and wetlands at a reconnaissance level. Wetland boundaries and ordinary high-water marks of streams will not be delineated or marked in the field. The wetlands will not be formally rated, but a classification for each will be assumed to support rough impact quantification and mitigation needs assessment.

The Memorandum will assess expected permits and approvals that will be required for each of the three alternatives, including federal permits such as the Clean Water Act (CWA) Section 404 permit, state permits such as the Hydraulic Project Approval and CWA Section 401 Water Quality Certification, and local permits such as clearing, grading, and critical areas permits.

Deliverables:

- Draft Critical Areas Existing Conditions Memorandum for review and comment (electronic PDF)
- Final Critical Areas Existing Conditions Memorandum (electronic PDF)

Assumptions:

- The critical areas reconnaissance will be conducted prior to development of the alternatives.
- Stream and wetland reconnaissance effort will be limited to one field day. Approximate wetland boundaries and stream locations will be marked in the field on aerial photos. Reconnaissance will be limited to 100 feet to either side of the improved road corridor and to the road-facing wetland edge or ordinary high-water mark (for stream segments that are not perpendicular to the road). Field work will be conducted from the road right-of-way except where the City has secured property access. Where access has not been granted, the boundaries of potential wetlands and streams will be approximated based on observations made from the road right-of-way or other public land.
- Wetland data pits will not be recorded; formal wetland ratings will not be completed.
- No permit or approval applications will be prepared.
- Memorandum figures will be limited to a vicinity map, project area map, and wetland/stream reconnaissance exhibit.
- No new data will be collected except for the reconnaissance-level wetland and stream boundaries and locations.

4.2 Preliminary Stream Crossings Memorandum

The CONSULTANT shall prepare a Preliminary Stream Crossings Memorandum that will describe existing conditions of stream crossings and considerations for the design and construction of up to three fish passable structures within the project area. Field measurements of each channel's bankfull width will be collected along with photo documentation of channel conditions. The memorandum shall document average bankfull widths for each of the three channels and recommendations for fish passable culvert widths in accordance with Stream Simulation methods. The memorandum shall also provide descriptions of hydrologic, hydraulic, and geomorphological conditions based on available data.

The CONSULTANT will meet with the City and select agencies (anticipate Washington Department of Fish and Wildlife and potentially the Muckleshoot Indian Tribe) at the site to review and confirm the bankfull width and culvert span design recommendations.

Deliverables:

- Draft Preliminary Stream Crossings Memorandum for review and comment (electronic PDF).
- Final Preliminary Stream Crossings Memorandum (electronic PDF).

Assumptions:

- Hydrologic and/or Hydraulic modeling needs will not be performed but recommendations for future modeling needs will be summarized.
- City will provide access 200 feet upstream and downstream from each crossing.
- See additional CONSULTANT requirements in Section 5.3 assumptions pertaining to analysis and documentation of project needs/impacts required by SMC 21A.50, Environmentally Critical Areas.

4.3 Preliminary Geotechnical Technical Memorandum

The CONSULTANT's geotechnical contribution to the project will include assessment of sloping areas within the corridor, assessment of wall and foundation types, assessment of potential infiltration locations, embankment material and design considerations, and assessment of erosion potential. In order to complete a geotechnical scope of work, the geotechnical portion of the project will include three phases.

Research

The CONSULTANT shall begin with a literature search of readily-available information. The CONSULTANT shall review readily-available information including Soil Conservation maps (NRCS), USGS maps, LIDAR maps, City of Sammamish information, and reports prepared by the CONSULTANT or others in the area. A thorough review of the available information will provide valuable information, allowing efficient planning of the on-site fieldwork.

Field Reconnaissance

The CONSULTANT shall perform a site walkover of the project area. At that time, the CONSULTANT shall map the exposed geology and document the current condition of the project area.

Preliminary Technical Memorandum

Upon conclusion of the literature research and field reconnaissance, the CONSULTANT shall provide a preliminary geotechnical report describing the findings. Preliminary findings in the report will include:

- General geologic characterization along the corridor,
- Qualitative assessment of slope stability along the corridor,
- Qualitative assessment of the erosion potential along the corridor,
- Qualitative assessment of the existing roadway pavement and its potential for salvaging.
- Conceptual wall alternatives for the cut and fill sections along the corridor,
- Conceptual foundation alternatives for the stream crossing structures at the corridor,
- Possible stormwater infiltration locations along the corridor,

- Possible embankment fill material to be used along the corridor, and
- Potential design considerations to be considered for future phases.
- Documentation of any additional design requirements that may be necessary

Deliverables:

- Draft Preliminary Geotechnical Technical Memorandum for review and comment (electronic PDF)
- Final Preliminary Geotechnical Technical Memorandum (electronic PDF)

Assumptions:

- The CONSULTANT'S site reconnaissance will be limited to public right-of-way and properties where the CITY has secured access. Where access has not been granted, the CONSULTANT'S observations will be made from the road right-of-way or other public land. Vegetation clearing by the CONSULTANT will not be performed.
- No subsurface explorations will be done in this phase.
- Geotechnical engineering analyses involving calculations will not be performed during this phase. Pavement design, wall design, slope stability, settlement, infiltration, and foundation design will be performed during the next phase of the project.
- The CONSULTANT will assess erosion potential along slopes adjacent to the corridor. Erosion potential along the upstream and downstream stream embankments will not be assessed.
- The CONSULTANT will review SMC 21A.50, Environmentally Critical Areas prior to any site assessments and address all report requirements that can be performed without calculations or subsurface exploration.
- The CONSULTANT will evaluate the conceptual roadway design and provide summary of design elements that will need future consideration and analysis to meet SMC 21A.50 requirements.
- The CONSULTANT will review and collect records from King County Health Department for adjacent parcels with On-Site Sewage Disposal Systems.

4.4 Preliminary Storm Drainage Design Memorandum

This is a *transportation redevelopment project* that will be adding more than 2,000 square feet of new impervious surfacing and require drainage improvements. The CONSULTANT shall prepare a conceptual level stormwater analysis of the project area, including:

- Conduct one site visit to evaluate existing drainage patterns and existing drainage systems, and natural discharge locations.

- Review the City of Sammamish GIS database, as-builts, and hydraulic information for existing storm drainage systems as provided by the City. Determine the drainage basin(s) and Project Threshold Determination Areas (TDAs).
- Estimate the existing impervious, new impervious, and new pervious areas for the preferred roadway alternative
- Determine and document the project storm drainage requirements for the preferred roadway alternative
- Determine if on-site detention is feasible or if property acquisition is necessary for off-site storage.
- Prepare a preliminary stormwater summary memorandum summarizing the flow control and water quality best management practices (BMPs) and possible locations investigated for the preferred roadway alternative. Summarize the nine core requirements and five special requirements and options available for the project to meet the requirements as defined in the King County 2016 Stormwater Design Manual and amended by the City of Sammamish.
- Identify the existing stormwater facilities adjoining the project and evaluate the potential feasibility of modifying one or more of the facilities to meet part of the flow control and/or water quality requirements for the project.
- Develop a preliminary storm drainage schematic level plan showing potential flow control and water quality facility locations and approximate sizes for the preferred alternative.
- Provide preliminary stormwater/drainage cost estimate for the preferred alternative.
- Summarize the existing stormwater facilities information known such as year constructed, function, design criteria and feasibility to use (included with the memorandum).
- Preliminary storm drainage schematic level exhibit for the preferred alternative identifying general flow direction, likely detention and treatment facility locations and outfall locations.

Deliverables:

- Draft Stormwater Summary Memorandum for review and comment (electronic PDF)
- Final Stormwater Summary Memorandum (electronic PDF)
- Preliminary stormwater/drainage cost estimate for the preferred alternative.

Assumptions:

- Flow Control and Water Quality modeling will be done using an approved continuous hydrologic model as listed in the King County 2016 Stormwater Design Manual to develop general size requirements for flow control and water quality to a preliminary design level.

- Soils information will be based on NRCS mapping of the area and historical soil information provided by the City of Sammamish.
- No quantitative analysis will be conducted to size storm drainage conveyance.
- Preliminary stormwater summary memorandum will include schematic level drainage plans showing approximate locations, types, and preliminary footprint areas. No drainage profiles, details, or grading will be provided.
- Design will follow the King County 2016 Stormwater Design Manual as amended by City of Sammamish.

Task 5.0 Alternatives Analysis (10% Design)

5.1 Review of Existing Data

The CONSULTANT shall review all CITY provided as-builts, developer plans, and CITY GIS data within the project area. Aerial photo and GIS data will be used to develop a conceptual basemap for exhibits.

5.2 Project Site Visits

The CONSULTANT anticipates conducting up to four (4) site visits with up to two (2) CONSULTANT staff during the Alternatives Analysis to become familiar with the site. CLIENT staff will be present at the site visits, if requested.

5.3 Concepts Development

Based on information gathered regarding existing conditions and public feedback as described in tasks 2-4, the CONSULTANT will develop up to three (3) concept alternatives. The concept alternatives will depict the scenarios modeled in Task 2 and a “best fit” context sensitive concept that provides equal or better performance in value, safety and maintenance.

This will include up to two team working sessions with key consultant and City staff to explore design concepts.

3 Lane Section

The basic roadway to be evaluated will be a Collector Arterial consisting of two lanes with a center turn lane, bike lanes, planter strips, and sidewalks to be installed within City right-of-way on both sides of the road. Alternatives will be evaluated for intersection type, environmental constraints, and concerns raised through public outreach and may include the following:

- Planted median locations and widths vs continuous two way left turn lane.
- Two-lane vs three lane section
- On street parking
- Non-motorized facility types
- Intersection types i.e. stop sign control or roundabouts for the intersections listed in Task 2.1.

Assumptions:

- All drawings will be prepared in AutoCAD 2016 format, utilizing the CONSULTANT's CAD standards, and will be drawn at one-inch equals forty feet for 11"x17" plans.
- Roll plots and 11"x17" exhibits will be developed.
- CITY shall provide all as-builts, developer plans, and GIS data within the project area.
- GIS will be utilized for right of way and parcel lines and are not to be considered resolved boundaries.
- Utilize as-built roadway profile info and input into CAD where needed.
- Simple measurement tools will be utilized to collect localized information where needed, e.g. driveway slopes and elevation differences critical culvert crossings. Detailed and complex survey is not a part of these services.
- The design speed will be established by the CITY prior to the development of horizontal or vertical concept alternatives without analysis by the CONSULTANT.
- Up to two horizontal concepts (cross-sections) will be developed for up to four roadway segments.
- Up to two intersection control alternatives will be developed for each of the intersections pending traffic analysis results.
- Areas of significant vertical change will be analyzed based on Lidar surface contours to determine the potential extends of improvements required for these areas to meet slope and vertical curve standards based on the maximum and minimum design speeds for a Collector Arterial road. (Areas of significant vertical change is defined as locations where the existing grade would need to change to meet culvert clearance requirements or stopping sight distance requirements.)
 1. 218th Ave NE approximately 600' north of SE 8th St
 2. 217th Ave NE approximately 300' north of NE 1st St
- Preliminary cost estimates will not be developed for alternative analysis purposes.

Deliverables:

- Simple cross-sections created using street mix
- Colored roll plots for the corridor
- Colored 11x17 exhibits for the intersection alternatives

5.4 Preferred Concept

Based on feedback from the second series of public engagement effort, the CONSULTANT will develop the preferred alternative which may consist of a combination or hybrid of alternatives from the previous step.

A cost estimate for the preferred concept will be developed including: design, construction, and right-of-way acquisitions costs for the entire length of the project.

Assumptions:

- The preferred concept will be a refinement of the concept development task alternatives, and not a new concept.
- The ROW need will be assessed, and a factor of the assessed value based on the City's recent CIP project data will be assigned to determine an approximate ROW cost.
- There will not be a ROW sub-consultant on the team for this phase of work.
- A cost estimate will only be developed for the preferred alternative.

Deliverables:

- Roll plot of preferred concept overlaid on an aerial photo with GIS ROW lines
- Preliminary Cost Estimate
- Rendering of preferred concept (includes revisions to all renderings identified under Task 6.3, and one (1) additional 3D photorealistic rendering).

5.5 Design Report

A Design Report shall be prepared for this project by the CONSULTANT. The document will be used to brief the Council and public on the process used to develop the preferred alternative. The document will describe the methods and assumptions used to develop the preferred alternative, provide schematic details of the preferred alternative and assemble all technical memorandums as appendices.

Assumptions:

- The CONSULTANT will document deviations from the Public Works Standards. For each deviation, the CONSULTANT will provide
 - a description of unique circumstances justifying the deviation request, and
 - a detailed description of the proposed deviation design.
- CITY will review the draft design report and provide consolidated comments in a timely manner (2 weeks)

Deliverables:

One draft and one final Design Report including the following elements:

- Traffic Analysis Summary (Task 2)
- Public Involvement Summary (Task 3)
- Critical Areas Existing Conditions Memo (Task 4.1)
- Preliminary Stream Crossing Memo (Task 4.2)
- Preliminary Geotechnical Technical Memorandum (Task 4.3)
- Preliminary Storm Drainage design and Report (Task 4.4)
- Summary of concept alternatives (Task 5.3)
- Preferred concept (Task 5.4)
 - Undergrounding existing overhead utilities
 - Illumination recommendations
- Cost estimate of preferred concept (Task 5.4)
- Design Deviation Summaries (Task 5.5)

Task 6.0 City Council

It is assumed that the City Council will be adopting the preferred concept as outlined in the Design Report.

6.1 Council Briefing

The CONSULTANT will provide support for the team and City staff in preparation for briefing City Council. The CONSULTANT's support will include providing an interim report on the outreach process and any key takeaways learned to date to inform Council discussion and/or guidance and decisions on the preliminary design.

Council Meeting

It is anticipated that the up to two CONSULTANT staff will attend one (1) meeting with the City Council to present the Design Report and preferred concept.

The CONSULTANT shall prepare a Council Memorandum and PowerPoint presentation for use at the City Council Meeting for the project. The goals and format of the presentation will be developed collaboratively with the CLIENT.

Task 7.0 Utility Coordination

7.1 Utility Coordination

Franchise utility coordination will be the responsibility of the CONSULTANT. The CONSULTANT will arrange one utility coordination meeting with Sammamish Plateau Water and Sewer and other franchise utilities to introduce the project and to gather utility information. The CITY shall secure the meeting location. The CONSULTANT shall prepare and distribute the meeting agenda and meeting minutes to all participants.

The CONSULTANT shall prepare and send a notice containing the scope and schedule of the project to all public and private utility agencies impacted by the CITY's project. The CONSULTANT will request as-builts and any future plans for above and below ground facilities from public and private utilities serving the project area. The CITY will provide the CONSULTANT with a list of Utilities to be contacted.

Deliverables:

- Utility Coordination Meeting Minutes
- Utility coordination log (Excel based spreadsheet) submitted via e-mail in Excel format.

Task 8.0 Optional Services

Optional Services are to be utilized only for unforeseen added work that is not included in this Scope of Services. The CONSULTANT shall obtain written authorization from the CITY prior to doing any work under Optional Services. The compensation amount for work under Optional Services must be agreed to prior to the commencement of the work and will be paid for with the Management Reserve funds. The CITY will not compensate the CONSULTANT for work under Optional Services without prior written authorization and agreement on the compensation amount.

Optional Services may include:

- Tree assessment
- Preparation for and attendance at additional Council meetings
- Fly over simulation
- Staking ROW
- True Value Right of Way Cost Estimate
- Full topographic survey

PHASE 2 - FINAL DESIGN AND PS&E

Funding is currently not available for additional project phases. In the event that funding was to become available and dependent on the satisfactory performance of the CONSULTANT team, additional phases of work will be will be negotiated as a separate supplement to this contract.

Consultant Fee Determination Summary



505 Fifth Avenue S., Suite 300, WA 98104 | P 425.252.7700

Project: SE 8th St - 218th Ave Corridor, from 212th Ave SE to Inglewood Hill Rd

Client: City of Sammamish

Hourly Costs Plus Fixed Fee Estimate

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	127.00	93.00	\$11,811
Sr. Associate	14.00	67.00	\$938
Sr. Associate	10.00	68.75	\$688
Sr. Engineer / Mgr	390.00	63.00	\$24,570
Sr. Engineer / Mgr	28.00	67.00	\$1,876
Engineer III	338.00	47.00	\$15,886
Engineer II	316.00	35.00	\$11,060
Engineer I	399.00	33.50	\$13,367
Technician III	76.00	37.00	\$2,812
Accountant	15.00	41.00	\$615
Total Direct Salary Costs	1,713.00		\$83,623
Overhead @		189.23%	\$158,240
Fixed Fee @		32.00%	\$26,759
Total Labor Costs			\$268,622

Reimbursables

<u>Expenses</u>	<u>Amount</u>
Miscellaneous Expenses	\$200.00
Traffic Counts/Parking Invent.	\$3,400.00
Reproduction - Reimbursed	\$100.00
Total Expenses	\$3,700.00

<u>In-House Costs</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Mileage - \$.58	1,569	\$0.580	\$910.00
Total In-House Costs			\$910.00

Subconsultants

<u>Subconsultants</u>	<u>Cost</u>	<u>Markup</u>	<u>Amount</u>
EnviroIssues, Inc.	\$43,520.00	1.00	\$43,520.00
Hough Beck & Baird, Inc.	\$16,156.00	1.00	\$16,156.00
Shannon & Wilson, Inc.	\$76,192.00	1.00	\$76,192.00
Total Subconsultants	\$135,868.00		\$135,868.00

CONTRACT TOTAL	\$409,100.00
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Rates shown reflect the typical compensation rate of employees assigned to the billing category listed. Each category may have multiple employees assigned to that billing category and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment in June of each calendar year.

Prepared By: Peter G De Boldt

Date: June 24, 2019



EXHIBIT B

REQUEST FOR CONSULTANT PAYMENT

Invoice #: _____ Invoice Date: _____

Consultant: _____

Mailing Address for Payment: _____

Telephone: _____

Email Address: _____

Specific Program – Contract # - Task Order:

Contract Period: _____ Reporting Period: _____

AMOUNT REQUESTED THIS INVOICE: \$ _____

Authorized Signature: _____

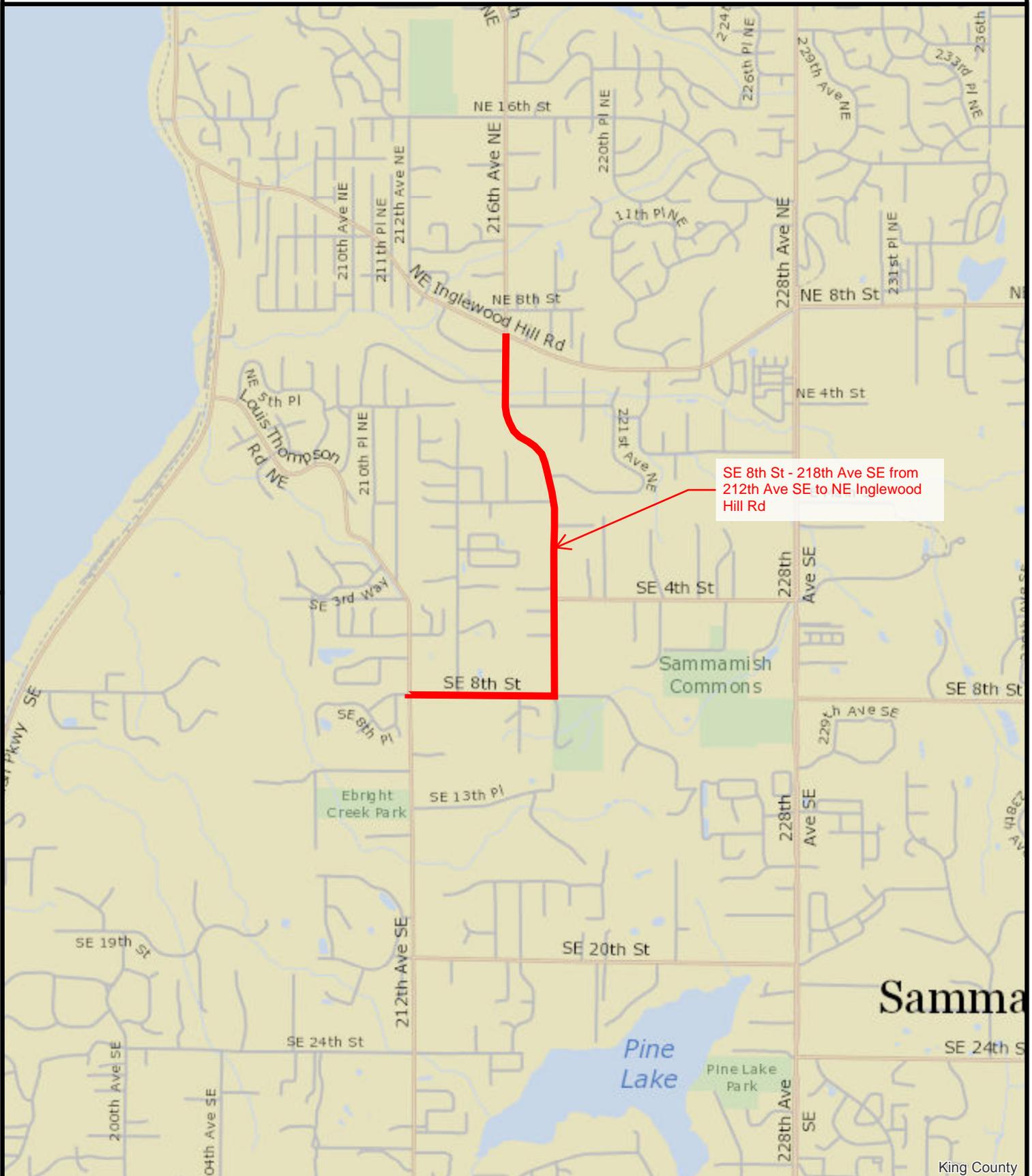
PLEASE ATTACH INVOICE
With Itemized Description of Service Provided

For Department Use Only

Total Contract Amount	\$		Authorization to Consultant: \$
Previous Payments	\$		Account Number:
Current Request	\$		
Balance Remaining	\$		Date:

Approved for Payment By: _____ Date: _____

SE 8th St - 218th Ave SE Vicinity Map



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Date: 1/9/2019

Notes:

Exhibit A



King County

King County