



LYNNWOOD
WASHINGTON

Request for Qualifications to Provide
Stormwater Engineering
Services

Prepared by: City of Lynnwood Public Works Department

19100 44th Ave W

Lynnwood, WA 98036

Issued: November 27, 2019 & December 4, 2019

Proposals due: December 17, 2019 by 4:00 PM

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1. STORMWATER ENGINEERING SERVICES INFORMATION

1.1 General Information

The City of Lynnwood Public Works Department (City) solicits interest from consultants who wish to be evaluated and considered to provide Stormwater Engineering Services. The City requires these services to complete the preliminary and design engineering phases, including environmental permitting for three small capital utilities projects. The City plans to award one contract to one firm (or team) to complete the projects described below. The total Agreement amount is estimated to be \$150,000. The City anticipates that this work will be conducted over a three-year-period.

Project Locations

- 188th Flood Wall Project: along 188th St SW in the vicinity of the Scriber Creek culvert crossing (in vicinity of the intersection of 55th Ave W & 188th St SW)
- Raise Old 196th St SW Project: along Old 196th St SW, area between Wilcox Park and 56th Ave W
- Scriber Lake Inlet Project: vicinity immediately downstream of existing 196th St SW culvert crossing

Summary Budget Information:

The total amount contracted for these projects is estimated to be \$150,000.

Source of funding:

These projects will be locally funded.

Type of contract:

City of Lynnwood's Standard Agreement for Professional Services, which can be accessed on the City's Capital Projects Bids website.

Project Manager: Ehsan Shirkhani
City of Lynnwood
Public Works Department
19100 44th Ave W
Lynnwood, WA 98036
Eshirkhani@lynnwoodwa.gov / 425-670-5218

1.2 Documents Available for Review

Existing documents for the Project are available as attachments:

- Attachment A - Draft Scope of Services

1.3 Funding and Programming

These projects will be funded through the City's 412 Fund (Surface Water Utility).

1.4 Schedule

The following schedule indicates the anticipated dates for steps in the consultant selection process. The City reserves the right to modify this schedule as circumstances may require.

Selection Process Steps	Date
1) Advertisement Dates	11-27-19 12-4-19
2) Deadline for RFQ-Related Questions	12-9-19
3) Deadline for Issuing Addenda	12-12-19
4) Deadline for SOQ Submittals	12-17-19
5) Results of SOQ /Selection of Interview Short-list Notification	12-30-19
6) Conduct Interviews	1-13-2020 through 1-21-2020
7) Notify firms of results	1-22-2020

2. SCOPE OF SERVICES TO BE PROVIDED BY CONSULTANT

2.1 Services Required

Firms with experience providing stormwater engineering and design services, including part or all but not limited to the following capabilities: preliminary engineering and design engineering phases; project administration and management; preparation of documentation for environmental permits; surveying and mapping; geotechnical engineering; creation of documents and provision of support for public outreach; creation of plans, specifications, and estimates; and construction design support.

2.2 Individual Projects

Projects to be executed are listed and briefly described below. The City reserves the right to add or subtract from this list as long as the elements of work to be performed conform with Section 2.1.

The firm(s) hired will be providing Stormwater Engineering services for the following projects to be completed during a three-year period:

- 188th Flood Wall Project – Repeated and significant flooding has occurred for the past 20 years in the Scriber Creek corridor between 188th Street SW and 196th Street SW in Lynnwood, impacting private residences, businesses, property, streets, and other infrastructure. The City conducted an assessment of Scriber Creek's existing conditions and developed a suite of flood reduction alternatives that would help alleviate flood risk in the corridor. Construction of a flood wall along 188th St SW has been identified as a project that would address constriction and backwaters up into the wetland area north of 188th St SW. Design process should include consideration of goals and objectives developed by a Citizen's Advisory Group; future maintenance of stream channel; equipment access; and debris removal due to beaver activity.
- Raise Old 196th St SW Project – Driveways and parking lots upstream and adjacent to Old 196th Street experience flooding during flows more frequent than the 10-year recurrence event,

cutting off access to businesses. The objectives for this project include raising portions of Old 196th St SW and adjacent driveways, and improving access to Parkview Plaza.

- Scriber Lake Inlet Project - The existing diversion vault located immediately downstream of the 196th Street SW culvert crossing is not working properly and also backs up flow into and upstream of the Scriber Creek culverts. In addition, the connected oil/water separator does not function well and, unless it is frequently maintained, has the potential to release accumulated oils during significant precipitation events. The objectives for this project include removing the diversion structure, incorporating fish passage improvements to provide minimum water depths for fish passage; removing the oil/water separator and replacing the structure with an alternative stormwater treatment. This project is anticipated to lower water levels upstream.

As part of this set of projects, the City will require the consultant to develop each project, including meeting with and coordinating stakeholders, creating a project charter, and scoping for the design phase.

3. SUBMITTAL REQUIREMENTS

The purpose of the Request of Qualifications (RFQ) is to demonstrate the consultant's ability and capacity for supporting the City's successful completion of identified projects and required services. The following is the format and content requirements for submitted Statements of Qualifications (SOQ):

3.1 Format and Content Requirements

Submittal Format

Consultant candidates shall provide an electronic copy (via e-mail as an attachment, or via e-mail with a link to an Internet location) to the contact listed in section 3.2 below. No hard-copies should be submitted. Submittals shall include one letter of interest sheet (front and/or front and back) and one cover sheet. All material submitted within the SOQ shall be no more than 20 sheets (front and/or front and back) and have a font equivalent to 12-pt or larger Times New Roman.

Transmittal Letter

The transmittal letter shall be addressed to the project manager contact identified in Section 3.2 below. The letter shall provide the consultant's primary contact information, list any sub-consultants, and identify the offices where work will be conducted. Any exceptions, objections, or requested changes to the RFQ or City of Lynnwood's Standard Agreements for Professional Services shall conform to requirements laid out in section 5.5.

SOQ Package

The submitted Proposal shall include the following elements:

1. Consultant Team (20 points):

Identify the members of your team, including sub-consultants (if any), and describe each member's role and responsibilities. Discuss the projected availability of key staff and how you will assure staff continuity and timely work performance. Include an organizational chart.

2. Qualifications and Experience (30 points):

Describe your team's qualifications for providing the requested services, highlighting the project manager's relevant qualifications and experience. Discuss previous relevant experience and explain how this experience will enable you to deliver high-quality, cost-effective services for this Project. Discuss your track record meeting budget and schedule requirements with projects experiencing large risk elements and complicated issues. Discuss your experience successfully working through the regulatory permitting process for projects in sensitive areas.

3. Experience with Similar Services (30 points):

Please provide information regarding the firm, and the project manager's, experience with relevant and/or similar design services. Please include up to six total supporting example projects or on-call programs that demonstrate the services being requested in section 2.1 and/or are similar to the projects described in section 2.2. Please provide a description of the services, listed in section 2.1, that the firm is best fitted to provide. Please note the special conditions, constraints, risks, innovations, ideas or approaches that helped facilitate design and/or delivery.

4. References (20 points):

Submittals shall include past and present performance information from a minimum of three former clients (preferably government agencies). The performance information included in each reference must be clearly correlated to the requirements of this RFQ. Each reference shall include:

- a. The agency name, address, email address and telephone number for the current contact person of each referenced client.
- b. The dates of the work performed for referenced clients.
- c. A summary of the services performed for the referenced clients, including the time frame for implementation and date delivered.

5. Attachments (exclusive of page count):

- a. Staff Résumés - Résumés of key staff. (optional)
- b. Consultant Proposal UDBE Commitment (federal)

3.2 Deadline for Delivery of Submittals

The deadline for submission of a Statement of Qualifications (SOQ) is 4:00 PM on December 17, 2019. Submittals shall be emailed to: Ehsan Shirkhani, City of Lynnwood Public Works Department - Project Manager, Eshirkhani@lynnwoodwa.gov.

Time is of the essence, and any submittals arriving after the above-referenced submission deadline, whether by mail or otherwise, will not be considered (postmarks will not be accepted in lieu of this requirement). It is the sole responsibility of the consultant candidate to ensure that its SOQ is received before the submission deadline.

4. SELECTION AND CONTRACT DEVELOPMENT

4.1 Selection Process

The selection process will include both a SOQ review process and an interview process for short-listed firms. SOQs will take two weeks for the City to review. All firms submitting proposals will be contacted as to the status of their SOQ once short-listed firms have been selected. SOQs will be evaluated based on selection criteria outlined below.

Interviews will be scheduled over the following two weeks with short-listed firms. Selected firms should plan to have the project principal, project manager to be assigned to the project, and up to two other key project team members and/or subconsultant representatives present during interviews. Interviews will be one hour in length and with a panel. The format of the interview will be an informal question and answer format. Firms participating in interviews will be contacted shortly after interviews are held and informed of the City's final selection.

4.2 Review and Rating of Statements

The City's standard process for reviewing and rating SOQs proceeds as follows:

1. The City will designate a consultant selection committee to evaluate each SOQ submitted in response to this RFQ.
2. Selection committee members will develop an initial rating of each SOQ using the criteria and weighted values listed in section 3.1.
3. Based on the average initial ratings, the committee will establish a short list of the most qualified candidates. All consultant candidates will be notified of the results of the initial reviews.
4. The committee will interview the short-listed candidates.
5. Based on the submitted SOQs and section 2.1, the committee will develop the rating criteria and sample questions for interviews, which may or may not be sent to the short-listed candidates.
6. Based on the submitted SOQs and the interview results, the committee will develop a final rating of the interviewed candidates. All consultant candidates will be notified of the results after final reviews.

4.3 Contract Development

The selected consultant firms will be expected to negotiate and enter into one contract with the City using the contract mentioned in section 1.1. The process for developing individual contracts typically proceeds as follows:

1. The City will schedule a scoping meeting with the highest-ranking consultant candidate(s) to discuss specific details of the scope of work.
2. The highest-ranking consultant candidate(s) will be asked to submit a detailed scope of work, schedule, and cost proposal. The scope, fee estimate, contract schedule proposal will need to be consistent with the City of Lynnwood Scope and Fee Preparation Guidelines. The scope of work, schedule, and cost proposal will be incorporated into the contract.

3. During negotiations, the consultant(s) will be required to submit a current WSDOT-audited overhead for both the prime consultant and any applicable subconsultants per the WSDOT Local Agency Guidelines. Consultants that do not have current WSDOT audited overhead rates may use Safe-Harbor rates.
4. Fixed Fee rates will be negotiated with the City. For reference the City will follow Local Agency Guidelines procedures for determining equitable Fixed Fee Rates.
5. Prior to entering into a contract with the City the candidate(s) must submit a current City of Lynnwood business license.
6. The highest-ranking consultant candidate(s) may be asked to submit additional materials.
7. Prior to contract award the City will conduct a background check as needed.
8. If the City is unable to successfully negotiate a satisfactory contract with the highest-ranking consultant candidate(s), the City reserves the right to commence negotiations with the remaining candidates in order of their ranking. This process will continue until either an agreement is reached, or the City decides to re-advertise the RFQ.

5. GENERAL CONDITIONS

5.1 Requests for Supplemental Information

The City reserves the right to require the submittal of additional information that supplements or explains response materials.

5.2 Interpretation of RFQ

The consultant candidate is responsible for meeting all of the requirements, specifications, and conditions stated in this RFQ. If the consultant candidate finds discrepancies in, or omissions from, the RFQ, or is in doubt as to the meaning of a particular portion thereof, a written request for interpretation or correction should be made to the City. Such inquiries shall be directed to the project manager in written format.

Any changes to this RFQ will be made and distributed only by written addendum hereto. No addenda for this RFQ will be issued by the City after December 12, 2019

5.3 Right to Reject Submittals

The City reserves the unqualified right to reject any and all submittals received in response to this RFQ, or to waive, at its discretion, any irregularity, which the City deems reasonably correctable.

5.4 Compliance with RFQ Terms, Attachments, and Addenda

- A. The City intends to award a Contract based on the terms, conditions, attachments and addenda contained in this RFQ. Submitters shall submit submittals, which respond to the requirements of the RFQ.
- B. Submitters are strongly advised to not take exceptions to the terms, conditions, attachments and addenda; exceptions may result in rejection of the submittal. An exception is not a response to a submittal requirement. If an exception is taken, a 'Notice of Exception' must be submitted with the submittal. The 'Notice of Exception' must identify the specific point or points of exception and provide an alternative.

- C. The City reserves the right to reject any submittal for any reason including, but not limited to, the following –
- Any submittal, which is incomplete, obscure, irregular or lacking necessary detail and specificity;
 - Any submittal that has any qualification, limitation, exception or provision attached to the submittal;
 - Any submittal from Submitters who (in the sole judgment of the City) lack the qualifications or responsibility necessary to perform the Work;
 - Any submittal submitted by a Submitter which is not registered or licensed as may be required by the laws of the state of Washington or local government agencies;
 - Any submittal, from Submitters who are not approved as being compliant with the requirements for equal employment opportunity; and
 - Any submittal for which a Submitter fails or neglects to complete and submit any qualifications information within the time specified by the City.
- D. The City may, at its sole discretion, determine that a submittal with a ‘Notice of Exception’ merits evaluation. A submittal with a ‘Notice of Exception’ not immediately rejected may be evaluated, but its competitive scoring shall be reduced to reflect the importance of the exception. Evaluation and negotiation shall only continue with the Submitter if the City determines that the submittal continues to be advantageous to the City.
- E. In consideration for the City’s review and evaluation of its submittal, the Submitter waives and releases any claims against the City arising from any rejection of any or all submittals, including any claim for costs incurred by Submitters in the preparation and presentation of submittals submitted in response to this RFQ.
- F. Submittals shall address all requirements identified in this RFQ. In addition, the City may consider submittal alternatives submitted by Submitters that provide cost savings or enhancements beyond the RFQ requirements. Submittal alternatives may be considered if deemed to be in the City’s best interests. Submittal alternatives shall be clearly identified.

5.5 Acceptance of Contract, Attachments and Addenda

- i) Submitter(s) shall review the Contract, and all its attachments, and submit a signed letter by their attorney or authorized legal representative stating they intend to comply with all the terms and conditions. The signed letter shall be submitted with the submittal.
- ii) If there are exceptions taken to the terms and conditions in the Contract and any of its attachments, the Submitter’s attorney or authorized legal representative shall sign an exception letter describing reasoning for the exceptions and include the exception letter and the Contract as an attachment to the submittal, identifying the exceptions and proposed changes. All proposed changes shall be tracked the Contract using the tracking changes feature in Microsoft Word®.

The project schedule is such that it requires a very efficient submittal review and negotiation period. It is very important that any possible roadblocks or issues the Submitter may have with the terms and conditions are identified during the submittal process and resolved prior to proceeding with the Contract negotiations.

5.6 Cancellation of RFQ

The RFQ process may be canceled after opening, but prior to award, if the City determines that cancellation is in the best interest of the City for reasons like the following:

1. The services are no longer required.
2. The submittals received did not arrive in open competition, were collusive or were not submitted in good faith.
3. The City determines that its needs can be satisfied through an alternative method.

The City hereby reserves the right to amend or modify this RFQ prior to award of a contract, as necessity may dictate, and to reject any and/or all submittals received hereunder. This RFQ does not commit the City to award a contract or to pay any costs incurred in the preparation of a submittal in response to this RFQ. The City reserves the right to accept or reject any or all submittals received because of this RFQ, to negotiate with any qualified source or to cancel in part or in its entirety this RFQ, if it is in the best interest of the City as determined thereby.

5.7 Reimbursement of Costs

No reimbursement whatsoever will be made by the City for any costs incurred by consultant candidates related to the preparation or presentation of responses to this RFQ.

5.8 Notification of Withdrawal of Submittal

A consultant candidate may withdraw its submittal at any time prior to the submission deadline upon formal written notice. Submittals shall become the property of the City after the submission deadline has passed.

5.9 Public Records and Trade Secrets

All submittals received in response to this RFQ shall become the property of the City and are subject to disclosure.

5.10 Supplemental Work

The City reserves the right, if determined to be in the best interests of the City, to amend or add follow up tasks and project work as later supplements to the services outlined in this RFQ. This may include, but shall not be limited to, any additional studies, reports, planning, design, construction administration and support, and any other tasks related to the development and delivery of these services.

5.11 Evidence of Insurability/Business License

If selected the firm must be able to provide proof of insurance and City of Lynnwood business license.

5.12 Contract Audit and Review Process Requirements

All services are subject to the contract audit and review per local, state and federal requirements.

5.13 Financial Management and Accounting System Requirements

The selected consultant must have in place an adequate financial management and accounting system as required by Federal Acquisition Regulations (FAR) requirements.

5.14 Non-Discrimination Requirements

The City of Lynnwood in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Ehsan Shirkhani, Project Manager at Eshirkhani@lynnwoodwa.gov) or by calling collect ((425) 670-5218).

Title VI Statement

“The City of Lynnwood in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.”

5.15 Conflict of Interest

Consultant candidates warrant and covenant that no official or employee of the City, nor any business entity in which an official of the City has an interest, has been used, employed, retained, compensated or been gifted in any manner to solicit or assist in the procuring of the resulting contract in accordance with Lynnwood Municipal Code Section 2.94.040.

6. ATTACHMENTS

ATTACHMENT A

DRAFT SCOPE OF SERVICES

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Task 13 – Assistance with Bidding and Award	16
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Task 15 – Public Involvement	18
Task 16 – Construction Engineering Support	20

Optional Services

With prior written approval by the City and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be produced by the Consultant. Future project phases may include a Construction Administration and Management Services phase.

This Scope of Services is defined in the tasks below.

DETAILED SCOPE OF SERVICES

PRELIMINARY ENGINEERING PHASE

Task 1 – Project Management

1.1 Coordination with City of Lynnwood

Consultant shall coordinate with the City of Lynnwood (City) on a regular basis to keep the City’s project manager informed about project progress, project issues and schedule. Regular communication with the City shall occur on a weekly basis. This work element shall also include preparing an Action Items Log and keeping the log updated throughout the duration of the project.

Project Manager should hold a kick-off meeting and at least one field visit meeting. This should be accounted for in the total meetings scope below. The Consultant shall attend up to 3 project status/coordination meetings or site visits at the City. These meetings under this work element shall include the following participation by the Consultant team:

- Up to 3 meetings attended by the Consultant with up to 3 people from the Consultant team.
- Bi-weekly coordination conversations to cover project status.
- Subconsultant participation shall be as described under the subconsultant work elements.
- The Consultant shall prepare agendas and meeting notes/action items and distribute to attendees.

1.2 Project Schedule and Team Management

The Consultant shall develop an overall project schedule, which will include a detailed schedule by task to include major milestones. The Consultant shall prepare a draft and final schedule for the City review, and then the Consultant shall keep the schedule updated as the project progresses.

Updated schedules shall be provided with the monthly invoices or at a time period determined by the City’s project manager or when changes occur with the project.

1.3 Progress Reports, Invoices, and Budget Management

As part of the project, the Consultant shall prepare monthly progress reports that describe the work items and percentage of work items that were accomplished that is independent of budget expended, as well as a forecast of work to be completed over the following month. Progress report shall include a status of budget spent and remaining for each individual task. The monthly progress reports will also identify any other issues or problems that may occur in any given month. The Consultant shall submit these monthly progress reports to the City’s Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Consultant Project Manager shall notify City’s Project Manager,

in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services. The Consultant shall also manage the subconsultant budgets and invoices, manage change, and prepare amendments under this sub-task. Any expense or subconsultant charge will have supporting documents included with the invoices. The consultant shall also utilize the City provided budget tracking spreadsheet track the project, this will be submitted with monthly invoices.

1.4 QA/QC

N/A

1.5 Risk Assessment

N/A

Assumptions:

- The project duration will be no longer than 3 years.
- Maximum of 6 project schedule updates shall be prepared.
- Meetings between Consultants will be conducted under the various Scope tasks.
- Consultant will be responsible for setting up and maintaining a project file sharing site

Deliverables:

- Project Schedule (Microsoft Project format) and up to 6 updates
- Project Meeting Agendas, meeting notes
- Action Items Log
- Monthly Invoices and Progress Reports
- Monthly project status correspondence with notes.
- Budget Tracking spreadsheet

City Responsibilities:

- City will coordinate City staff and City facility scheduling of meetings held at City Hall or field visits.
- City will provide Budget Tracking spreadsheet to consultant with explanation of usage.
- City will provide the risk register spreadsheet to the consultant.

Task 2 – Topographic Survey, Basemapping, Legal Descriptions

N/A

Task 3 – Geotechnical Investigations

N/A

Task 4 – Environmental Permitting and Documentation

The overall level of environmental analysis for the project shall include SEPA review, NEPA review, JARPA review (if applicable), and issuance. The Consultant shall assist the City by preparing a SEPA checklist and any associated NEPA/JARPA documents for the project action.

4.1 NEPA

The Consultant shall prepare draft and final NEPA documents for the City within the preliminary engineering phase along with an environmental memo that defines all work needed for final approval of NEPA documentation and a statement showing readiness of final submittal. The NEPA documents shall be prepared utilizing information from RFIs, site investigations and other available resources. The NEPA process shall culminate in a ready to submit Categorical Exclusion (CE) documentation form which shall include but not limited to:

- Permits, approvals, and Right of Way (ROW)
- Air quality, critical and sensitive areas, cultural resources/historical structures, flood plains/flood ways, hazardous/waste problems, noise, 4(f)/6(f) resources, agricultural lands, rivers/streams/tribal waters, tribal lands, water quality/storm water, environmental justice.
- Biological assessments and EFH evaluations.

The draft CE documentation shall culminate in a NEPA kick off meeting with stakeholders from regulatory agencies. Findings/comments from this kick off meeting will determine the final CE documentation submitted for NEPA approval.

4.2 SEPA Checklist

The Consultant shall prepare a SEPA checklist for the City within the preliminary engineering phase. The SEPA checklist shall be prepared utilizing information from RFIs, site investigations and other available resources.

4.3 JARPA

To be negotiated between PM and Consultant when needed.

Assumptions:

- The City will review the draft documentation prepared by the Consultant and provide 3 rounds of comments prior to final Consultant completion.
- Public notice for NEPA/SEPA will be handled by the City or other regulatory agencies.
- Minimum of 3 meetings for environmental phase.

Deliverables:

- Draft NEPA CE form in electronic format for City review.
- Environmental memo form in electronic format for City review.
- Final NEPA CE form with associated appendices in electronic format for City review.

- Draft SEPA Checklist in electronic format for City review.
- Final SEPA Checklist in electronic format for City review.
- Draft and Final JARPA to be determined by PM
- Agendas and meeting minutes for all meetings that occur in task 4
- Provide QC form for verification of adherence to QA/QC policies for all work performed under Task 4.

City Responsibilities:

- Coordinate and facilitate NEPA kickoff meeting
- Respond to RFIs and provide requested information

Task 5 – Storm Drainage Analysis

The drainage design shall be developed using the Department of Ecology (Ecology) <coordinate with Stormwater Supervisor for current version> Stormwater Management Manual for Western Washington (SWMMWW). The <coordinate with Stormwater Supervisor for current version> Low Impact Design Manual and the Lynnwood Municipal Code shall also be used. The flow control and water quality treatment BMPs shall be designed using industry standard practices. Design Criteria shall be provided to the City for their review and concurrence before the Consultant proceeds with detailed design work.

5.1 Stormwater Site Plan

Consultant shall prepare Stormwater Site Plan containing the following items as described in chapter 3, volume 1 of the SWMMWW:

- Site analysis: Collect and analyze information on existing conditions
- Prepare preliminary development layout
- Perform offsite analysis (PM to verify with Stormwater Supervisor before scope is finished)
- Determine applicable minimum requirements (flow chart from section 2.4 SWMMWW)
- Prepare permanent Stormwater control plan
- Prepare Temporary Erosion Sediment Control Plan
- Check compliance with all applicable minimum requirements

5.2 Stormwater Design Technical Memorandum

The Consultant shall provide a memorandum discussing the elements identified above. The memorandum shall also include any Storm pipe conveyance calculations necessary for the design of the project.

Assumptions:

- Consultant will include Stormwater Site Plan in the Technical memorandum
- Consultant will use the most current version of SWMMWW adopted by the City (unless otherwise directed by the City).
- City will provide all applicable adjacent and on-site development as-built plans and reports to the Consultant.
- A Stormwater Pollution Prevention Plan (SWPPP) as required under the Construction Stormwater General Permit from the State Department of Ecology will be prepared by the Contractor and will not be prepared by the Consultant under this Scope of Services.
- The downstream route field investigation is assuming the Consultant has permission to enter private properties to conduct the work. If any formal permissions are needed to enter private property, the permissions are to be acquired by the City.
- City will provide one set of consolidated review comments to the Consultant for inclusion into the final memorandum.
- City review time is assumed to be approximately three weeks (3)

Deliverables:

- One (1) word searchable PDF of the Flow chart from section 2.4 SWMMWW . Also to be included in the appendix of the drainage report.
- One (1) word searchable PDF of the permanent Stormwater control plan. Also to be included in the appendix of the drainage report.
- One (1) word searchable PDF of the Temporary Erosion Sediment Control Plan. Also to be included in the appendix of the drainage report.
- Draft Stormwater Design Technical Memorandum - One (1) word searchable PDF
- Final Stormwater Design Technical Memorandum – One (1) word searchable PDF

City Responsibilities:

- City will provide all applicable adjacent and on-site development as-built plans and reports to the Consultant.
- City will provide one set of consolidated review comments to the Consultant for inclusion into the final memorandum.

Task 6 – PE/30% Design

6.1 Design Criteria

The design and preliminary PS&E shall be based on the requirements of the City of Lynnwood Standard Specifications and Details and grading and critical area regulations. In addition, the following documents shall be used as reference guides: WSDOT Design Manual, WSDOT Traffic Manual, most recent Washington DOE Stormwater Management Manual for Western Washington, Transportation Improvement Board design standards, Local Agency Guidelines, MUTCD, and AASHTO design guidelines. PM may have to include other design criteria based on project.

6.2 Project Site Visits

The Consultant shall conduct up to 6 site visits to review and discuss design considerations with City staff. Elements identified by these site visits shall be incorporated into the design as directed by the City Project Manager. The Consultant shall conduct 3 additional site visits as needed to resolve design questions and issues.

6.3 Conceptual Design Level Alternatives

N/A

6.4 Preliminary Engineering Design report (30% Design)

The Consultant shall prepare a Preliminary Engineering Design report that documents the results of the work described in this scope of services. Elements of the report shall include:

- An executive summary
- Description of current and future project conditions
- Descriptions and drawings of the recommended improvements for project elements
- Cost estimates for improvements (and additional right-of-way if necessary)
- A recommended implementation strategy
- Appendices that include supporting information

The Preliminary Engineering Design report shall be prepared by the Consultant in draft form and submitted to the City Project Managers for review. The City staff will complete their review and provide one set of consolidated comments to the Consultant. The Consultant shall revise the draft Preliminary Engineering Design report to respond to the comments of the City staff. A final Preliminary Engineering Design report shall be submitted to the City Project Manager.

<The Consultant shall attend the City Council meeting where staff will present the results of the study to the Lynnwood City Council>

6.5 Preliminary Design (30% Plans and Estimate)

<The Consultant shall create plans and estimate for 30% preliminary design for all alternatives as directed by the City.> For the preliminary design, the Consultant shall determine the appropriate cross-

sections, traffic calming treatments, traffic control devices, non-motorized treatments, drainage improvements, and landscape concepts. *(PM to add/subtract appropriate project elements.)* A cost estimate for the preliminary design shall be prepared.

Assumptions:

- The City PM shall determine which personnel from various departments such as: maintenance, transportation, traffic operations, construction, drainage, landscape, and environmental shall attend the site visits.
- Consultant should identify and communicate all areas and issues that may be encountered to proceed to design phase.

Deliverables:

- Cover sheet including a vicinity map and sheet index;
- Typical roadway sections:
- Roadway plans;
- Roadway profiles;
- Drainage plans;
- Channelization plans;
- Landscaping plans
- Conceptual design level project cost estimates, one electronic copy
- Conceptual design level summary memorandum one electronic copy
- Preliminary Engineering Design Report (draft and final), one electronic copy

City Responsibilities:

- Provide review and feedback on Preliminary Engineering Design Report, design alternatives, and estimates
- Provide As-built information as requested
- Provide key evaluation criteria for Preliminary Engineering Design Report
- Scheduling and coordinating meetings with City staff on City premises

ENGINEERING DESIGN PHASE

Task 7– Subsurface Utility Engineering (SUE) and Utility Coordination

The Consultant shall perform all SUE work necessary to identify and eliminate conflict areas and assist the City in managing the utility coordination process for the project, which shall include providing utility franchises with project information, copies of each Plan submittal, and identification of potential utility conflicts and relocations. The Consultant shall coordinate and manage the potholing efforts through the design phase. The Consultant shall also prepare and maintain a utility coordination log, and a SUE Potholing Matrix spreadsheet, both of which shall be maintained and updated throughout the design phase of the project.

The Consultant shall assess utility impacts and coordinate the tasks as described below.

The Consultant shall coordinate with the various public and private utilities along the corridor (assumed to be, Snohomish County PUD, Puget Sound Energy (PSE) for gas, AWWD for water and sewer, and Frontier, Comcast, Black Rock/Wave and Zayo for cable and telecommunications).

Consultant shall follow the City of Lynnwood's Subsurface Utility Engineering Potholing Guidelines.

The Consultant shall provide the following services:

- Right of Entry (ROE) shall be created for each property affected by SUE efforts (if applicable)
- Establish contacts for each utility. Maintain and update a utility coordination log (Excel-based spreadsheet)
- Coordinate with franchise utilities to collect record drawings, confirm locations, and verify ownership of the utility facilities.
- Coordinating and attending up to 3 meetings with franchise utilities, as needed. Prepare meeting agendas and notes. Meetings may include up to 3 Consultant staff.
- Identify potential utility conflicts, identify potholing needs, and resolutions of those conflicts throughout the project in the SUE Potholing Matrix spreadsheet. This includes documentation of which facilities will be relocated prior to, or during construction, if required.

Assumptions:

- Conduct up to 5 potholes performed under the Consultant's Agreement. The Consultant shall coordinate with the applicable utility franchises to coordinate and perform potholing explorations during the 60% and 90% PS&E design phases.
- Potholing shall occur after 60% PS&E is complete and review is finalized. Potholing shall be defined by the Consultant and at a minimum cover all structural or utility conflicts for non-gravity systems, utilities believed to be mislabeled or misidentified and all non-gravity systems when the roadway is to be lowered.
- It is assumed that the following utility franchises exist along each project. These include:
 - Power (Snohomish County PUD)
 - Communication and Fiber-optics (Frontier and Zayo)
 - Cable (Comcast)
 - Gas Distribution (Puget Sound Energy)
 - Water (AWWD)
 - Sewer (AWWD)
 - Stormwater (City of Lynnwood)
- It is assumed that the City will prepare inter-local agency agreements between the City and the utility franchises for incorporation of relocations required by the proposed improvements. Examples of the services that could be included are: the adjustment of utilities, removal of abandoned structures and facilities, trenching, and traffic control.
- It is assumed that the City will distribute internally the plans sets for City owned utilities for review.

Deliverables:

- Potholing Plan, showing SUE boundaries and all conflicts to be identified.
- SUE Potholing Matrix spreadsheet – updated with potholing results and conflict exhibits per Subsurface Utility Engineering Potholing Guidelines in electronic format
- Utility Coordination log which includes name of utility, information for point of contact (POC), type and number of utilities, date of communications, subject, resolution, and priority of conflict with respect to schedule, in electronic format
- Agendas and meeting notes in electronic format
- Half size 30%, 60%, 90%, and Final plan sets sent to applicable utility franchises (hard copy and PDF)

City Responsibilities:

- Provide Consultant with existing drawings and as-built information
- Provide Consultant with City standards for pothole repair
- Provide Consultant with applicable guidelines
- Provide Consultant with standard ROE template
- City will prepare inter-local agency agreements between the City and the utility franchises for incorporation of relocations required by the proposed improvements.

Task 8 – Utility Engineering Design

The Consultant shall form all work associated with water, sewer, and storm utilities under this task. This may include but is not limited to:

8.1 Water Utility Engineering

N/A

8.2 Sewer Utility Engineering

N/A

8.3 Storm Sewer Utility Engineering

The Consultant shall model and design any necessary Storm Sewer infrastructure that is associated with the project. This will be in conjunction with any Comprehensive Plan identified by the City PM.

Assumptions:

- City will provide existing available Comprehensive Plan information.
- City will provide any necessary front end templates
- Consultant will provide list of recommended procurements
- City review will take minimum of 2-3 weeks

Deliverables:

- Electronic copy of models created.

- Electronic copy of the 60% plan set in PDF format that pertain to Utilities (can be included in 60% set)
- Exhibits in PDF format
- Electronic copy of the 60% Utilities PSE set QC red lines and signed QC form (can be included in 60% set)
- A summary of any cost estimates associated to procurements.

City Responsibilities:

- Provide the Consultant with any Lynnwood General Special Provisions and Requirements to be used on the project.
- Provide existing available as-built information.
- Consolidate all review comments.
- Coordinate internal staff scheduling and review.

Task 9 – 60% PS&E

The Consultant shall update the design criteria that were established during the preliminary design phase (PE Phase). The Consultant shall then prepare 60% plans, specifications, and opinion of costs for the construction contract. The plans, specifications, and opinion of cost shall be submitted to the City for review and comment.

9.1 60% Plans

Plans shall include details for the construction of the proposed improvements. The plans shall be prepared in accordance with accepted industry practices. Plans shall be prepared and provided in AutoCAD 2019 format. It is anticipated that the 60% plans shall consist of the following sheets (PM to add/subtract from list below as needed):

- Cover Sheet w/Vicinity Map and Index
- Legend and Abbreviations
- Summary of quantities
- Construction Phasing/Sequencing Plan (to include staging/laydown)
- Site Preparation/Temporary Erosion and Sediment Control Plans
- Roadway/Drainage Plan and Profile
- Drainage Details
- Wall Plan and Profile
- Wall Sections and Details
- Driveway Profiles
- Channelization and Signing Plans and Details
- Signal Plans and Details
- Planting Plans
- Demolition Plan
- Utility Plan and Profile

- Notes
- ROW plan
- Structural plan

9.2 60% Opinion of Costs

The Consultant shall calculate 60% level quantities and opinion of construction costs based upon the 60% construction plans and current unit bid prices. A contingency shall be included to accommodate additional construction costs not yet specifically identified and account for yearly inflation if project exceeds one year.

9.3 60% Specifications

The Consultant shall prepare Contract Provisions ("Specifications") for the 60% submittal. These shall include Project specific Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications, including City of Lynnwood General Standard Provisions (GSP).

9.4 60% Design

The Consultant shall propose design solutions for each of the identified elements within the project limits. It is anticipated that the location and total number of elements to be designed are as follows:

- Structures
- Foundations
- Drainage
- Stormwater
- Utilities

Assumptions:

- The City will provide the Consultant with any Lynnwood General Special Provisions and Requirements to be used on the project.
- Bid forms will not be included in the 60% submittal - the Opinion of Costs will reflect the bid items at this submittal level.
- The City will provide the Consultant with their standard, current, boilerplate contract language ("front end docs") to be used for the project.
- City will provide existing available as-built information.
- City review will take minimum of 3-6 weeks

Deliverables:

- Electronic copy of the 60% plan set in PDF format
- Electronic copy of the 60% opinion of cost summary submitted in PDF format
- Electronic copy of the 60% Specifications in PDF format
- Exhibits in PDF format

City Responsibilities:

- Provide the Consultant with any Lynnwood General Special Provisions and Requirements to be used on the project.
- Provide the Consultant with their standard, current, boilerplate contract language (“front end docs”) to be used for the project.
- Provide existing available as-built information.
- City to consolidate all review comments

Task 10 – 90% PS&E

The Consultant shall prepare 90% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 60% submittal deliverables. The plans, specifications, and opinion of cost shall be submitted to the City for review and comment.

10.1 Response to 60% Comments

The Consultant shall review the City’s 60% review comments for incorporation into the 90% design phase. The Consultant shall attend 1 comment review meeting with the City staff, and provide the City with written responses to the City’s comments. Responses shall be provided on the commented documents provided by the City.

10.2 90% Plans

The Consultant shall revise the 60% design and plans based on the City’s comments and prepare the 90% plans. The 90% design shall attempt to finalize the major elements of design for the project. All project elements shall be detailed out/expanded and shown in the 90% plans.

It is anticipated, that in addition to the plan sheets prepared at the 60% design level, the following sheets shall be provided for the 90% design level:

- Planting Details
- Project specific Traffic Control Plans and Details to include non-motorized movements
- Summary of Quantities
- Construction Sequencing Plans
- Any other Plans/details

During the 90% design phase, the Consultant shall prepare the Construction Sequencing and Project specific Traffic Control Plans on 11” x 17” plan sheets at 1” = 80’ scale. The construction sequencing shall illustrate the proposed work zones, describe major construction elements, and provide a general traffic control plan for each phase of construction.

10.3 90% Opinion of Costs

The Consultant shall calculate 90% level quantities and opinion of construction costs based upon the approved 90% construction plans and current unit bid prices. The Opinion of Costs shall reflect the bid items at this submittal level.

10.4 90% Specifications

The Consultant shall prepare Contract Provisions ("Specifications") for the 90% submittal. These shall include Special Provisions for the items of work that are not covered by the current WSDOT/APWA Standard Specifications, including City of Lynnwood General Requirements.

Assumptions:

- The Consultant will attend 1 comment review meeting at the City offices
- The City will provide the Consultant with any updates to the standard, current, boilerplate contract language ("front end docs") to be used for the project.
- City review will take minimum of 3-6 weeks
- All comments will either be responded to or incorporated in the 90% submittal for all reviews and meetings that have occurred.
- Project Specific Traffic Control plans will provide a basis for a Contractor to understand the City's preferred pedestrian traffic control requirements for the project, and to provide a common basis for Contractor's bids.

Deliverables:

- Written responses to 60% comments (prior to comment resolution meeting)
- Electronic copy of the 90% plan set in PDF format
- Electronic copy of the 90% opinion of cost summary submitted in PDF format
- Electronic copy of the 90% Specifications in PDF format
- Summary of all changes to plans, specifications, and estimate based on 60% comments with 90% submittal.

City Responsibilities:

- Provide the Consultant with any updates to Lynnwood General Special Provisions and Requirements to be used on the project.
- Provide the Consultant with any updates to the standard, current, boilerplate contract language ("front end docs") to be used for the project.
- City to consolidate all review comments

Task 11 – 100% PS&E

The Consultant shall prepare 100% plans, specifications, and opinion of costs for the construction contract, and incorporate applicable comments received from the City based on the 90% submittal deliverables. The plans, specifications, and opinion of cost shall be submitted to the City for review and comment.

11.1 Response to 90% Comments

The Consultant shall review the City's 90% review comments for incorporation into the 100% design PS&E. The Consultant shall attend 1 comment review meeting with the City staff and provide the City with written responses to the City's comments. Responses shall be provided on the commented documents provided by the City.

11.2 100% Plans

The Consultant shall revise the 90% design and plans based on the City's comments and prepare the 100% plans. All project elements shall be finalized and shown in the 100% plans.

11.3 100% Opinion of Costs

The Consultant shall calculate 100% level quantities and opinion of construction costs based upon the approved 90% construction plans and current unit bid prices. The Consultant shall address applicable 90% review comments and make revisions as necessary.

11.4 100% Specifications

The Consultant shall prepare the 100% Specifications based upon the 100% design. The Consultant shall address applicable 90% review comments and make revisions as necessary. Bid forms, including the bid schedule, shall be filled out with the project quantities with this submittal.

Assumptions:

- The City will provide one set of City review comments to the Consultant, reflective of all City staff comments, for the 90% plans and opinion of costs.
- Conflicting comments will be resolved by City staff prior to transmitting to the Consultant.
- The Consultant will attend 1 comment review meeting at the City offices.

Deliverables:

- Written responses to 90% comments (prior to comment resolution meeting)
- Electronic copy of the 100% Project Manual in PDF format
- Electronic copy of the 100% plan set in PDF format
- Electronic copy of the 100% opinion of cost summary submitted in PDF format
- Summary of all changes to plans, specifications, and estimate based on 90% comments with 100% submittal.

City Responsibilities:

- City to consolidate all review comments

Task 12 – Final Ad-Ready PS&E

The Consultant shall prepare Final Ad-Ready signed plans, specifications, and opinion of costs, suitable for reproduction for advertisement. This task includes incorporating and responding to 100% comments

by the City. Minor adjustments to the final plan set may be made, if required, prior to printing the signed contract documents.

Assumptions:

- Any major changes post 100% submittal initiated by the City may be considered out of scope work.
- City is responsible for posting bid advertisement to local publications

Deliverables:

- Written responses to the 100% review comments (prior to comment resolution meeting)
- The Consultant shall provide Builders Exchange with a camera-ready or electronic plan set and Contract Specifications for purposes of their scanning and contract document distribution during bidding.
- Electronic copy of the final plans; half size and full size signed plans, in PDF format
- Electronic copy of the opinion of cost summary submitted in PDF format
- Electronic copy of the final Project Manual (“Specifications”), including the Bid Schedule, submitted in PDF format

City Responsibilities:

- City is responsible for posting bid advertisement to local publications

Task 13 – Assistance with Bidding and Award

The Consultant shall respond to Contractor questions as requested by the City during the bidding process. The Consultant shall provide clarifications to the City, which may include Plan sheet revisions, Special Provision language, or information clarification for review and approval by the City. The Consultant shall prepare Addenda and submit to Builders Exchange. The Consultant shall fill in engineer’s estimate portion of bid tabulation spreadsheet via template provided by the City.

13.1 Pre-bid Meeting and Contractor Questions

This work element also includes attendance by the Consultant (with up to 2 Consultant member) at the pre-bid meeting. The Consultant shall take meeting minutes and provide a draft and final copy of the meeting minutes to the City. The Consultant shall log questions received by Contractors for the purposes of issuing an informational addendum.

13.2 Contract Addenda

Consultant to provide assistance with clarifying or updating contract plans and project manual through addendum process. Consultant to post addenda to Builders Exchange.

13.3 Preparation of Contract Documents

The Consultant shall prepare a Conformed Set of Contract Documents that reflect the changes made through addenda, if any. Consultant shall follow outline of final Project Manual provided by the City. All

applicable permits and reports shall be included as appendices in the conformed Project Manual. The final conformed set shall have all addenda pages replace the original pages that were altered by the addenda.

Assumptions:

- The City will advertise the project for construction.
- The City will forward all Contractor questions to the Consultant.
- The City will determine if the bids are responsive/responsible or not.

Deliverables:

- Meeting minutes and notes from pre-bid meeting
- Electronic copies of addenda, including an informational addendum.
- List of potential contractors to perform the designed work
- Bid tabulation spreadsheet with engineer's estimate and bid item portion completed
- Conformed plan set, 3 full size, 3 half size bound hard copies and electronic copy at a minimum of 400dpi
- Conformed Project Manual, 5 bound hard copies and electronic copy

City Responsibilities:

- City to provide bid tabulation template
- City to provide format for conformed project manual
- City to provide addendum template
- City will schedule and coordinate City staff and facilities for pre-bid meeting
- City to provide final contract information for conformed Project Manual.

Task 14 – Stakeholder Coordination

Consultant shall coordinate all design elements and critical project aspects with external stakeholders. This may include but is not limited to:

- Snohomish County Public Utilities District No 1
- Puget Sound Energy
- Community Transit
- Sound Transit
- Blackrock
- Wave
- Frontier Communications

14.1 Monitor and Manage Stakeholder Engagement

Consultant shall identify people, groups, and organizations that have significant influence on project direction and success. Consultant shall identify processes and steps to complete coordination with

Stakeholders. Consultant shall hold up to 2 coordination meetings to determine stakeholder involvement and requirements in design phase.

Assumptions:

- The City will lead coordination efforts for internal Stakeholders
- The City may not need to attend coordination efforts for external Stakeholders
- The City will assist in establishing initial Stakeholder list

Deliverables:

- Electronic copies of meeting minutes and notes from any Stakeholder coordination meetings.
- Electronic copies of agenda.
- Electronic copies of (updated) Stakeholder Register
- Electronic copies of (updated) Change Log

City Responsibilities:

- Provide Stakeholder Register template
- Provide Change Log template
- Provide agenda template
- Schedule staff and facilities for internal coordination meetings

Task 15 – Public Involvement

The goal of the public involvement task is to assist the City in providing information to the public about the PROJECT's status while establishing a forum for the community and affected property owners to provide input in the development of the PROJECT. Implementation of the community involvement task will be a joint effort of the CONSULTANT and the CITY.

15.1 Project Public Meeting

The CONSULTANT shall assist the CITY with planning, scheduling, preparing, and participating in number (#) public meetings (one at ##% and one at ##% design phases) that the CITY will conduct. The public meetings shall provide citizens with the most current project information and an opportunity to supply input on key project issues. An objective of the public meetings is to present issues to the community in a way that highlights the findings of recent work. A summary of the public meetings shall be prepared by the CONSULTANT.

In general, the purpose of the public meetings is as follows:

- Public Meeting #(#) (##%): To present the proposed ##% design for the project, the results of the design effort, the environmental data gathered, and the proposed improvements with a goal to gather general input regarding the proposed improvement project. Up to number representatives from the Consultant team will attend the Public Meeting.

- Public Meeting #(#) (##%): To present the final design for the project. The CONSULTANT shall provide display items that contain important project information to the public. Up to number representatives from the Consultant team will attend the Public Meeting.

15.2 Project Postcard/Information Flyer and eNews/Social Media content

The CONSULTANT shall assist in preparing number (#) postcard/flyer to inform community residents of (project status/imminent work/project activities) information about the PROJECT, and identify opportunities to provide input to the PROJECT. The postcard/flyer format will use (to be determined by PM and Admin Staff). The postcard/flyer will present the same information in slightly different formats and shall also provide a meeting notice for the public meeting for the PROJECT.

The CITY shall provide the CONSULTANT a template flyer for the CONSULTANT to follow and fill in as appropriate. The CONSULTANT shall provide a draft to the CITY for review and approval prior to finalizing. The CITY will provide review comments in written format within number (3) working days of receipt. CITY comments shall be incorporated into the final format of the flyer. Prior to mailing of the postcard by the CITY, the CONSULTANT shall provide to the CITY the final version of the postcard. The CONSULTANT shall produce a camera ready postcard for production and distribution to those on the mailing list prepared by the CITY. The color postcard will be printed and mailed by the CITY.

Assumptions:

- Public notices for design approvals are not included.
- It is anticipated that up to number (#) different presentation boards will be prepared for each Public meeting.

Deliverables:

- Display Boards and discussion materials for Public Involvement activities that draw upon materials developed under other tasks, submitted via e-mail. Up to number (#) presentation boards for the Public meeting. Draft versions of the presentation boards will be submitted via e-mail at least number (#) days before the activity.
- Number (#) Public Involvement activity mailers original (8.5" x 11", tri-fold) announcements submitted in MS Word or MS Publisher and PDF format.
- Draft and final text and design for Public meeting newspaper display ads or articles.
- Public meeting comment form, submitted via e-mail in MS Word format.
- Summary of Public meeting comments, submitted via e-mail in MS Excel format.

City Responsibilities:

- City will secure location for public meetings.
- City will print and distribute all mailers.
- Information from post cards will be input into eNews/Social Media platforms by city staff.

Task 16 – Construction Engineering Support

The CONSULTANT shall provide on-call construction administration service to the CITY supporting the PROJECT during the construction phase. This shall include but is not limited to, project management, on-site observation, material testing, request of information (RFI) responses, special inspection and record drawing creation.

16.1 Project Management**16.1.1 Coordination with City of Lynnwood**

Consultant shall coordinate with the City staff in a timely manner to resolve construction issues that directly correlate to design. Most responses should occur in less than 2 working days. If issues arise that take more than 2 weeks to resolve CONSULTANT shall provide status updates on a weekly basis. This work element shall also include preparing an Action Items Log and keeping the log updated throughout the duration of construction. Consultant shall attend the Pre-Construction meeting and clarify constructor's questions covering contract documents.

The Consultant may be requested to attend up to 2 construction status/coordination meetings or site visits. These meetings under this work element shall include the following participation by the Consultant team:

- Up to 2 meetings attended by the Consultant with up to 3 people from the Consultant team.
- Subconsultant participation shall be as described under the subconsultant work elements.
- The Consultant shall prepare agendas and meeting notes/action items and distribute to attendees.

16.1.2 Progress Reports, Invoices, and Budget Management

As part of the project, the Consultant shall prepare monthly progress reports that describe the work items and percentage of work items that were accomplished that is independent of budget expended, as well as a forecast of work to be completed over the following month. Progress report shall include a status of budget spent and remaining for each individual task. The monthly progress reports will also identify any other issues or problems that may occur in any given month. The Consultant shall submit these monthly progress reports to the City's Resident Engineer/Construction Project Manager with the monthly invoices. The monthly invoices will bill by individual tasks. The Consultant Project Manager shall notify City's resident engineer/Construction Project Manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services. The Consultant shall

also manage the subconsultant budgets and invoices, manage change, and prepare amendments under this sub-task. Any expense or subconsultant charge will have supporting documents included with the invoices. The consultant shall also utilize the City provided budget tracking spreadsheet track the project, this will be submitted with monthly invoices.

16.2 Responses to Request for Information (RFI)

The CONSULTANT shall review contractor's submittals and provide timely responses to RFI's at the request of the CITY. CONSULTANT shall provide assistance to the Resident Engineer/Construction Project Manager in preparing estimate of cost impacts due to change when required. This may also include shop drawing/submittal reviews at the request of the CITY. At CITY's request site visits will be covered under this subtask to evaluate site conditions and make on-site recommendations.

16.3 Material Testing

CONSULTANT/SUBCONSULTANT shall provide construction support observation and material testing support during construction. Included in this effort will be:

- Inspection, sampling and testing of necessary materials on the project

Any work performed within this task order will be done only upon the request and direction of the City.

16.4 Special Inspection

To Be Defined When Needed

16.5 Record Drawings

The CONSULTANT shall prepare and submit final Record Drawings (electronic PDF copy and hard copy to be printed full size) at the completion of construction based on As-Built information provided by the CONTRACTOR. Any work performed within this Task Order will be done only upon the request and direction of the City.

Assumptions:

- The project duration will be no longer than 36 months.
- Meetings between Consultants will be conducted under the various Task 16 subtasks.
- Consultant will be responsible for maintaining a project file sharing site
- Any change condition to the contract documents that occur after construction contract award will be handle through supplements.
- CITY will direct ALL work under subtask 16.2
- CITY will prepare all change orders.
- All communication shall be routed through the CITY, CONSULTANT shall not communicate with the CONTRACTOR unless directed by the CITY.
- 5 number of RFIs
- 5 number of submittals and 2 resubmittals based on review comments

Deliverables:

- Project Meeting Agendas, meeting notes

- Action Items Log
- Monthly Invoices and Progress Reports
- Budget Tracking spreadsheet
- RFI recording and tracking log
- RFI Responses, electronic copy (searchable PDF)
- 2 number of submittal review with comments
- Follow-up written recommendations developing from site visits
- Written field reports will be prepared for all inspections and reviewed for QC
- Final Record Drawings (electronic PDF copy and hard copy to be printed full size)

City Responsibilities:

- City will coordinate City staff and City facility scheduling of meetings held at City Hall or field visits.
- City will provide Budget Tracking spreadsheet to consultant with explanation of usage.
- CITY will provide CONTRACTOR with decisions based on recommendations from CONSULTANT.
- The City will review the submitted set of Record Drawings prepared and submitted by the Contractor to the City prior to work by the CONSULTANT.