

# COUNCIL AGENDA SYNOPSIS



-----Initials-----				<b>ITEM No.</b>
Meeting Date	Prepared by	Mayor's review	Council review	
<b>02/25/19</b>	<b>RB</b>	<i>RM</i>	<i>KJH</i>	<b>4A.1</b>
<b>03/04/19</b>	<b>RB</b>			

## ITEM INFORMATION

STAFF SPONSOR: <b>RACHEL BIANCHI</b>		ORIGINAL AGENDA DATE: <b>2/25/19</b>	
AGENDA ITEM TITLE <b>Contract Amendment No. 1 for JRS Engineering</b>			
CATEGORY	<input checked="" type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Motion	<input type="checkbox"/> Resolution
	<input type="checkbox"/> Ordinance	<input type="checkbox"/> Bid Award	<input type="checkbox"/> Public Hearing
	<input type="checkbox"/> Other		
	Mtg Date 2/25/19	Mtg Date 03/04/19	Mtg Date
SPONSOR	<input type="checkbox"/> Council	<input checked="" type="checkbox"/> Mayor	<input type="checkbox"/> HR
	<input type="checkbox"/> DCD	<input type="checkbox"/> Finance	<input type="checkbox"/> Fire
	<input type="checkbox"/> TS	<input type="checkbox"/> P&R	<input type="checkbox"/> Police
	<input type="checkbox"/> PW	<input type="checkbox"/> Court	
SPONSOR'S SUMMARY	<p><b>The Council is being asked to approve a contract amendment with JRS Engineering for construction administration (CA) services associated with the Justice Center, Fire Station 51 and Fire Station 52 projects. Amendment 1 to contract 18-038 is \$56,465 with the full contract not to exceed \$136,465.00. The Council is also being asked to approve \$33,420 to be followed in a future amendment for CA services for Fire Station 52. These costs are included in the overall project budget.</b></p>		
REVIEWED BY	<input type="checkbox"/> C.O.W. Mtg.	<input type="checkbox"/> CDN Comm	<input type="checkbox"/> Finance Comm.
	<input type="checkbox"/> Trans & Infrastructure	<input type="checkbox"/> Arts Comm.	<input checked="" type="checkbox"/> Public Safety Comm.
	<input type="checkbox"/> Parks Comm.	<input type="checkbox"/> Planning Comm.	
DATE:	<b>02/19/2019</b>		COMMITTEE CHAIR: <b>ROBERTSON</b>
<b>RECOMMENDATIONS:</b>			
SPONSOR/ADMIN. <b>Mayor's Office</b>			
COMMITTEE <b>Unanimous Approval; Forward to Committee of the Whole</b>			
<b>COST IMPACT / FUND SOURCE</b>			
EXPENDITURE REQUIRED	AMOUNT BUDGETED	APPROPRIATION REQUIRED	
<b>\$56,465</b>	<b>\$56,465</b>	<b>\$56,465</b>	
Fund Source:			
Comments:			
<b>MTG. DATE</b>	<b>RECORD OF COUNCIL ACTION</b>		
<b>02/25/19</b>			
<b>MTG. DATE</b>	<b>ATTACHMENTS</b>		
<b>02/25/19</b>	<b>Informational Memorandum dated 2/1/19</b>		
	<b>Draft Contract</b>		
	<b>Public Safety Plan budget</b>		
	<b>Minutes from the Public Safety Committee meeting of 2/19/19</b>		
<b>03/04/19</b>			





## INFORMATIONAL MEMORANDUM

**TO:** Public Safety Committee  
**CC:** Mayor Allan Ekberg  
**FROM:** Rachel Bianchi, Deputy City Administrator  
**BY:** Justine Kim, Senior Program Manager, Shiels Oblatz Johnsen  
**DATE:** February 1, 2019  
**SUBJECT:** JRS Engineering Contract Amendment for Construction Administration Services

### ISSUE

The City requires an amendment to the JRS Engineering contract for construction administration services associated with the Justice Center, Fire Station 51 and Fire Station 52 projects. The cost of these additional services is included in the overall project budget and staff is not asking for additional budget authority.

### BACKGROUND

The City of Tukwila hired JRS Engineering to perform building envelop consulting services related to the Justice Center, Fire Station 51, Fire Station 52 and Fire Station 54 in connection with the Tukwila Public Safety Plan. The initial \$80,000 covered the design/bidding phase services. We are now moving into the construction administration phase for the Justice Center and Fire Station 51 sites.

### ANALYSIS

Amendment No. 1 is the construction administration services for the Justice Center and Fire Station 51 sites, portion of their contract. These are anticipated expenditures and are included in the council approved project budget.

In addition, Fire Station 52 project will require construction administration services at a future date. At this point, an estimated fee has been identified by the consultant for the City to add this scope of work to the contract when FS52 is ready to start construction. The City will issue the initial notice to proceed solely for the amount needed for Fire Station 51 and the Justice Center.

### FISCAL IMPACT

JRS Engineering has provided a proposal of \$67,415 to perform the Construction Administration services for the Justice Center and FS51 sites. We will subtract the unused FS54 design funds, making the Amendment No. 1 total amount \$56,465. As FS52 won't require CA services till a future date, we are asking for an allowance of the proposed amount of \$33,420 to be followed in an amendment at a future date. The following table shows the Contract Amount (with contingency included), the amendment amount, the allowance for FS52, and the new total. The amounts shown below are all within the approved project budgets

<b>Original Contract Amount (Including Contingency)</b>	<b>\$80,000.00</b>
Justice Center ( <i>Construction Administration Services</i> )	\$37,720.00
Fire Station 51 ( <i>Construction Administration Services</i> )	\$29,695.00
Subtract the unused FS 54 funds	(\$10,950.00)
<b>Amendment No. 1</b>	<b>\$56,465.00</b>
<b>New Contract Amount</b>	<b>\$136,465.00</b>
Fire Station 52 ( <i>Allowance</i> )	\$33,420.00
<b>Total</b>	<b>\$169,885.00</b>

**RECOMMENDATION**

Project Management Quality Assurance (PMQA) consultant has reviewed these documents and provided his concurrence. The Committee is being asked to approve the amendment to the contract and place the item on the February 25, 2019 Committee of the Whole meeting and the Regular Council Meeting on March 4, 2019.

**ATTACHMENTS**

- Proposed JRS contract amendment No. 1
- JRS proposal for services with Scope of Work and Fee
- Public Safety Plan Budget



**City of Tukwila**

6200 Southcenter Boulevard, Tukwila WA 98188

Agreement Number: 18-038

**CONTRACT FOR SERVICES**

**Amendment No. 1**

**Between the City of Tukwila and JRS Engineering**

That portion of Contract No. 18-038 between the City of Tukwila and JRS Engineering is hereby amended as follows:

**Section 1 Project Designation:** The Consultant is retained by the City to perform building envelope consulting services in connection with the project titled Tukwila Public Safety Plan, Fire Stations 51, 52 and Justice Center.

**Section 2 Scope of Services:** The Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.

**Section 3 Duration of Agreement; Time for Performance:** This Agreement shall be in full force and effect for a period commencing upon execution and ending December 31, 2020, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The duration of the contract is now through December 31, 2020, unless modified by supplemental agreement.

**Section 4 Payment:** The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:  
Payment for the work provided by the Consultant shall be made as provided on Exhibit "A" attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$136,465 (including estimated expenses) without express written modification of the Agreement signed by the City.

All other provisions of the contract shall remain in full force and effect.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2019

CITY OF TUKWILA

CONTRACTOR

\_\_\_\_\_  
Allan Ekberg, Mayor

\_\_\_\_\_  
Printed Name: Jeff Speert, Principal

ATTEST/AUTHENTICATED

APPROVED AS TO FORM

\_\_\_\_\_  
Christy O'Flaherty, MMC, City Clerk

\_\_\_\_\_  
Office of the City Attorney



<b>Fire Station 51</b>				
<b>Phase/Title</b>	<b>Quantity/Description</b>	<b>Anticipated Hours</b>	<b>Anticipated Hourly Rate Costs</b>	<b>Reimbursables</b>
Design Development	2 meetings 1 review	24	\$3,240	\$50
Construction Documents	2 meetings 2 reviews	51	\$6,750	\$100
Bidding Assistance	Assist in answering Bidder questions	6	\$810	\$0
Submittal and RFI reviews	Review of submittals, RFIs, ASIs and related documents	30	\$4,050	\$0
Pre-installation meetings	2 meetings on site	14	\$1,890	\$100
Mock-up observations	1 mock-up	8	\$1,080	\$50
Field review	15 visits (assumes 3/month)	115	\$15,525	\$400
Window Testing	First test per day Additional test (completed same day)	-	\$2,000 \$800	\$0
Air barrier testing	1 test	-	\$3,800	\$0
<b>SUBTOTAL</b>		<b>248</b>	<b>\$39,945*</b>	<b>\$700</b>

\*Assumes 2 window tests completed in the same day.

Highlighted: \$29,145 \$550 = \$29,695

<b>Fire Station 52</b>				
<b>Phase/Title</b>	<b>Quantity/Description</b>	<b>Anticipated Hours</b>	<b>Anticipated Hourly Rate Costs</b>	<b>Reimbursables</b>
Design Development	2 meetings 1 review	30	\$4,050	\$50
Construction Documents	2 meetings 2 reviews	65	\$8,775	\$100
Bidding Assistance	Assist in answering Bidder questions	6	\$810	\$0
Submittal and RFI reviews	Review of submittals, RFIs, ASIs and related documents	35	\$4,725	\$0
Pre-installation meetings	2 meetings on site	14	\$1,890	\$100
Mock-up observations	1 mock-up	8	\$1,080	\$50
Field review	21 visits (assumes 3/month)	134	\$18,000	\$475
Window Testing	First test per day Additional test (completed same day)	-	\$2,000 \$800	\$0
Air barrier testing	1 test	-	\$4,300	\$0
<b>SUBTOTAL</b>		<b>292</b>	<b>\$46,430*</b>	<b>\$775</b>

\*Assumes 2 window tests completed in the same day.

Highlighted: \$32,795 \$625 = \$33,420

<b>Fire Station 54</b>				
<b>Phase/Title</b>	<b>Quantity/Description</b>	<b>Anticipated Hours</b>	<b>Anticipated Hourly Rate Costs</b>	<b>Reimbursables</b>
Design Development	2 meetings 1 review	24	\$3,240	\$50
Construction Documents	2 meetings 2 reviews	51	\$6,750	\$100
Bidding Assistance	Assist in answering Bidder questions	6	\$810	\$0
Submittal and RFI reviews	Review of submittals, RFIs, ASIs and related documents	30	\$4,050	\$0
Pre-installation meetings	2 meetings on site	14	\$1,890	\$100
Mock-up observations	1 mock-up	8	\$1,080	\$50
Field review	18 visits (assumes 3/month)	115	\$15,525	\$400
Window Testing	First test per day Additional test (completed same day)	-	\$2,000 \$800	\$0
Air barrier testing	1 test	-	\$3,800	\$0
<b>SUBTOTAL</b>		<b>248</b>	<b>\$39,945*</b>	<b>\$700</b>

\*Assumes 2 window tests completed in the same day.

<b>Justice Center</b>				
<b>Phase/Title</b>	<b>Quantity/Description</b>	<b>Anticipated Hours</b>	<b>Anticipated Hourly Rate Costs</b>	<b>Reimbursables</b>
Design Development	2 meetings 1 review	35	\$4,725	\$50
Construction Documents	3 meetings 2 reviews	60	\$8,100	\$150
Bidding Assistance	Assist in answering Bidder questions	6	\$810	\$0
Submittal and RFI reviews	Review of submittals, RFIs, ASIs and related documents	50	\$6,750	\$0
Pre-installation meetings	3 meetings on site	21	\$2,835	\$100
Mock-up observations	2 mock-ups	16	\$2,160	\$50
Field review	18 visits (assumes 3/month)	115	\$15,525	\$400
Window Testing	First test per day Additional test (completed same day)	-	\$2,000 \$800	\$0
Air barrier testing	1 test	-	\$7,100	\$0
<b>SUBTOTAL</b>		<b>303</b>	<b>\$50,805*</b>	<b>\$750</b>

\*Assumes 2 window tests completed in the same day.

Highlighted: \$37,170 \$550 = \$37,720

- Composite Hourly Rate is \$135/hour

- Contracts will be awarded on a time-and-material basis by hourly rates.

\$100,835

<b>TOTAL</b> (Including exterior walls and roof systems)	<b>1,091</b>	<b>\$177,125</b>	<b>\$2,925</b>
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**City of Tukwila - Facilities Plan  
TOTAL PROJECT**

**MONTHLY Budget Report  
(REVISED Budgets; D-20 Plan Adopted by Council)**

Life to Date Costs  
as of January 25, 2019 (reconciled w/accrual thru Dec 31, 2018 GL)

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining % Committed	Remaining Budget	Cost at Completion
<b>COUNCIL REPORTING SUMMARY - JUSTICE CENTER</b>								
A/E Services (both Design & CA)	\$ 3,278,125	\$ 221,875	\$ 3,500,000	\$ 3,141,729	\$ 1,705,300	\$ 1,456,429	\$ 358,271	\$ -
Permits/Fees	\$ 700,000	\$ -	\$ 700,000	\$ 99,868	\$ 99,868	\$ -	\$ 600,132	\$ -
Construction (Pre-Con, Const & Tax)	\$ 38,738,678	\$ (11,315)	\$ 38,727,363	\$ 563,671	\$ 282,108	\$ 281,563	\$ 38,163,692	\$ -
Construction Related Costs (incl Bond)	\$ 2,117,639	\$ 170,000	\$ 2,287,639	\$ 407,828	\$ 242,726	\$ 165,102	\$ 1,874,811	\$ -
PM Services (incl Other Professional Svcs)	\$ 1,815,875	\$ 296,721	\$ 2,112,596	\$ 1,967,303	\$ 870,929	\$ 1,096,374	\$ 145,293	\$ -
Contingency (incl Construction & Project)	\$ 6,507,731	\$ (1,646,239)	\$ 4,861,492	\$ -	\$ -	\$ -	\$ 4,861,492	\$ -
Contingency for Site Contamination (soils,hazmat)	\$ -	\$ 750,000	\$ 750,000	\$ -	\$ -	\$ -	\$ 750,000	\$ -
Land Acquisition	\$ 14,133,295	\$ (81,042)	\$ 14,052,253	\$ 13,705,681	\$ 13,679,255	\$ 26,427	\$ 346,572	\$ -
Contingency for Land Acquisition	\$ 1,250,000	\$ 300,000	\$ 1,550,000	\$ 918,462	\$ 918,462	\$ -	\$ 631,538	\$ -
<b>TOTAL</b>	\$ 68,536,343	\$ -	\$ 68,536,343	\$ 20,804,542	\$ 17,798,648	\$ 3,005,894	\$ 47,731,801	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining % Committed	Remaining Budget	Cost at Completion
<b>COUNCIL REPORTING SUMMARY - FIRE STATION 51</b>								
A/E Services (both Design & CA)	\$ 1,070,000	\$ 222,781	\$ 1,292,781	\$ 1,236,572	\$ 747,820	\$ 488,751	\$ 56,209	\$ -
Land Acquisition	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Permits/Fees	\$ 234,000	\$ -	\$ 234,000	\$ 34,557	\$ 34,557	\$ -	\$ 199,443	\$ -
Construction (Pre-Con, Const & Tax)	\$ 9,396,000	\$ -	\$ 9,396,000	\$ 165,000	\$ 99,273	\$ 65,727	\$ 9,231,000	\$ -
Construction Related Costs (incl Bond)	\$ 931,000	\$ -	\$ 931,000	\$ 133,546	\$ 80,187	\$ 53,358	\$ 797,454	\$ -
PM Services (incl Other Professional Svcs)	\$ 526,000	\$ -	\$ 526,000	\$ 344,681	\$ 120,475	\$ 224,206	\$ 181,319	\$ -
Contingency (incl Construction & Project)	\$ 1,116,000	\$ (222,781)	\$ 893,219	\$ -	\$ -	\$ -	\$ 893,219	\$ -
<b>TOTAL</b>	\$ 13,273,000	\$ -	\$ 13,273,000	\$ 1,914,355	\$ 1,082,313	\$ 832,043	\$ 11,358,645	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining % Committed	Remaining Budget	Cost at Completion
<b>COUNCIL REPORTING SUMMARY - FIRE STATION 52</b>								
A/E Services (both Design & CA)	\$ 1,415,000	\$ 234,222	\$ 1,649,222	\$ 1,548,449	\$ 252,910	\$ 1,296,539	\$ 100,773	\$ -
Land Acquisition	\$ 16,000	\$ -	\$ 16,000	\$ 17,157	\$ 17,157	\$ 0	\$ (1,157)	\$ -
Permits/Fees	\$ 353,000	\$ -	\$ 353,000	\$ -	\$ -	\$ -	\$ 353,000	\$ -
Construction (Pre-Con, Const & Tax)	\$ 13,298,000	\$ 456,500	\$ 13,754,500	\$ 137,500	\$ 16,258	\$ 137,500	\$ 13,617,000	\$ -
Construction Related Costs (incl Bond)	\$ 787,000	\$ -	\$ 787,000	\$ 532,289	\$ 187,089	\$ 377,557	\$ 1,004,185	\$ -
PM Services (incl Other Professional Svcs)	\$ 1,345,000	\$ (40,722)	\$ 1,304,278	\$ -	\$ -	\$ 345,200	\$ 254,711	\$ -
Contingency (incl Construction & Project)	\$ 18,610,000	\$ 650,000	\$ 19,260,000	\$ 2,629,210	\$ 473,413	\$ 2,155,797	\$ 16,630,790	\$ -
<b>TOTAL</b>	\$ 18,610,000	\$ 650,000	\$ 19,260,000	\$ 2,629,210	\$ 473,413	\$ 2,155,797	\$ 16,630,790	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining % Committed	Remaining Budget	Cost at Completion
<b>COUNCIL REPORTING SUMMARY - FIRE STATION 54</b>								
A/E Services (both Design & CA)	\$ 150,000	\$ (7,000)	\$ 143,000	\$ 132,895	\$ 131,495	\$ 1,500	\$ 10,005	\$ -
Land Acquisition	\$ 902,668	\$ 25,596	\$ 928,264	\$ 928,265	\$ 928,165	\$ 100	\$ (1)	\$ -
Permits/Fees	\$ 20,000	\$ -	\$ 20,000	\$ 1,517	\$ 1,517	\$ -	\$ 18,483	\$ -
Construction (Pre-Con, Const & Tax)	\$ 230,000	\$ -	\$ 230,000	\$ 106,700	\$ 67,856	\$ 38,844	\$ 123,300	\$ -
Construction Related Costs (incl Bond)	\$ 50,000	\$ 9,875	\$ 59,875	\$ 44,752	\$ 22,798	\$ 21,954	\$ 15,123	\$ -
PM Services (incl Other Professional Svcs)	\$ 107,500	\$ -	\$ 107,500	\$ 106,665	\$ 84,815	\$ 21,850	\$ 835	\$ -
Contingency (incl Construction & Project)	\$ 41,832	\$ (28,471)	\$ 13,361	\$ -	\$ -	\$ -	\$ 13,361	\$ -
<b>TOTAL</b>	\$ 1,502,000	\$ -	\$ 1,502,000	\$ 1,320,894	\$ 1,236,646	\$ 84,248	\$ 181,106	\$ -

	Original Budget	Budget Transfers	Current Budget	Committed Budget	Life to Date Costs	Remaining % Committed	Remaining Budget	Cost at Completion
<b>COUNCIL REPORTING SUMMARY - PUBLIC WORKS</b>								
A/E Services (both Design & CA)	\$ 767,385	\$ 15,000	\$ 782,385	\$ 318,882	\$ 33,393	\$ 285,489	\$ 463,503	\$ -
Land Acquisition	\$ 22,000,046	\$ 3,333,913	\$ 25,333,959	\$ 25,294,683	\$ 25,292,483	\$ 2,200	\$ 39,276	\$ -
Permits/Fees	\$ 110,000	\$ (20,000)	\$ 90,000	\$ -	\$ -	\$ -	\$ 90,000	\$ -
Construction (Pre-Con, Const & Tax)	\$ 4,950,000	\$ (1,842,500)	\$ 3,107,500	\$ -	\$ -	\$ -	\$ 3,107,500	\$ -
Construction Related Costs (incl Bond)	\$ 529,036	\$ (416,293)	\$ 112,743	\$ 65,643	\$ 50,471	\$ 15,172	\$ 47,100	\$ -
PM Services (incl Other Professional Svcs)	\$ 668,426	\$ (348,426)	\$ 320,000	\$ 279,832	\$ 129,585	\$ 150,247	\$ 40,168	\$ -
Contingency (incl Construction & Project)	\$ 975,107	\$ (721,694)	\$ 253,413	\$ -	\$ -	\$ -	\$ 253,413	\$ -
<b>TOTAL</b>	\$ 30,000,000	\$ -	\$ 30,000,000	\$ 25,959,040	\$ 25,505,932	\$ 453,108	\$ 4,040,960	\$ -





### **PUBLIC SAFETY COMMITTEE**

Meeting Minutes

February 19, 2019 – 5:30 p.m. – Hazelnut Conference Room, City Hall

Councilmembers: Dennis Robertson, Chair; Kate Kruller, Zak Idan

Staff: David Cline, Bruce Linton, Jay Wittwer, Chris Partman, Laurel Humphrey

**CALL TO ORDER:** Chair Robertson called the meeting to order at 5:30 p.m.

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### **I. ANNOUNCEMENT**

### **II. BUSINESS AGENDA**

Chair Robertson and Councilmember Idan agreed to consider the locking mailbox pilot program as the first order of business.

#### **A. Locking Mailbox Pilot Program**

Staff briefed the Committee on a new locking mailbox pilot program that the Police Department is implementing. Mail theft is a major community concern. In 2017 the City intended to help residents install locking cluster mailboxes, but received no applications as it required unanimous consent from a block of residents to install. Staff proposes to launch a pilot program similar to that used in SeaTac, which has been successful. The City will purchase a bulk order of Mail Boss mailboxes in the amount of \$11,664, and residents will be able to purchase these at the reduced rate of \$108 (or \$52 for low income residents). The City will install the mailbox at the residence. The pilot program will begin with 100 mailboxes to allow staff to evaluate the demand and allow for adjustments. The initial purchase of 100 will still allow the City to receive the bulk discount. Committee members expressed support for the program and Councilmember Idan suggested reaching out to those who have already reported mail theft to promote it. **DISCUSSION ONLY.**

#### **B. Public Safety Plan Contracts**

*Amendment to JRS Engineering Contract for Construction Administration Services*

Staff is seeking Council approval to amend the JRS Engineering contract for construction administration services associated with the Justice Center, Fire Station 51 and Fire Station 52 projects. These services were anticipated and included in the project budget. JRS Engineering has proposed a total of \$67,415, but subtracting Station 54 design funds makes the amendment total \$56,465. **MAJORITY APPROVAL. FORWARD TO FEBRUARY 25, 2019 COMMITTEE OF THE WHOLE.**

*Amendment to Bush, Roed, and Hitchings for Land Survey Services*

Staff is seeking Council approval to amend the Bush, Roed & Hitchings, Inc. contract in the amount of \$30,300 for land survey services associated with the Justice Center, Fire Station 52, Fire Station 54 and Public Works projects. This will be Amendment No. 4 and will provide delineation of existing wetlands to the Public Works site and Lot Line Consolidations to the

