



## **INFORMATIONAL MEMORANDUM**

**TO: Transportation and Infrastructure Services Committee**  
**FROM: Hari Ponnekanti, Public Works Director/City Engineer**  
**BY: Cyndy Knighton, Senior Program Manager**  
**CC: Mayor Ekberg**  
**DATE: November 3, 2023**  
**SUBJECT: Transportation Element of the Comprehensive Plan**  
**Project No. 90810406, Contract No. 22-061**  
**Supplemental Agreement**

### **ISSUE**

Execute a supplemental agreement with Fehr & Peers for Phase 2 of the transportation modeling services in conjunction with the 2024 update to the Transportation Element of the City’s Comprehensive Plan.

### **BACKGROUND**

In April 2022, the City entered into a contract with Fehr & Peers in the amount of \$396,993.43 to perform the modeling services and background analysis for the update to the Transportation Element. At the time of the initial contract, only \$400,000 was available for the work, which was inadequate to perform all the necessary analysis for this major update. To work within the available budget, the scope included only the initial model development and partial outreach efforts.

### **DISCUSSION**

The attached scope of work will complete the required analysis of future conditions, including analyzing some alternative future land uses and developing a list of future road projects that could be necessary over the next 20 years. Additional public outreach will be conducted to share the results of the existing conditions analysis and to gather input on whether this long-range plan is capturing the needs of the greater Tukwila community. The report will include a new update to the transit needs, which will aid the City’s lobbying efforts with our partner transit providers. A new level of service standard will be developed to include all modes of transportation, not just the automobile. A major safety analysis will be done under a separate contract, but the findings will be incorporated into the Transportation Element. Finally, a comprehensive look at all transportation needs – for mobility as well as safety – will be presented, including an analysis of the future financial needs.

### **FINANCIAL IMPACT**

The CIP document, published in 2022, estimated that the extra scope of work would cost roughly \$300,000. Due to rising labor costs, this supplement will increase the fee by \$367,190 to a new total of \$764,183.42. Additional funding to complete the work is coming from the City’s 104 fund.

### **RECOMMENDATION**

The Council is being asked to approve the supplemental contract with Fehr & Peers in the amount of \$367,190 and consider this item on the Consent Agenda at the November 13, 2023 Special Meeting.

### **ATTACHMENTS**

- CIP Page 17
- Supplemental Agreement
- Scope of work and Fee Proposal

# CITY OF TUKWILA CAPITAL PROJECT SUMMARY

2023 to 2028

**PROJECT:** **Transportation Element of Comprehensive Plan** Project No. 72010405

**DESCRIPTION:** Update Transportation Element of the Comprehensive Plan to include updated traffic model and street network plan.

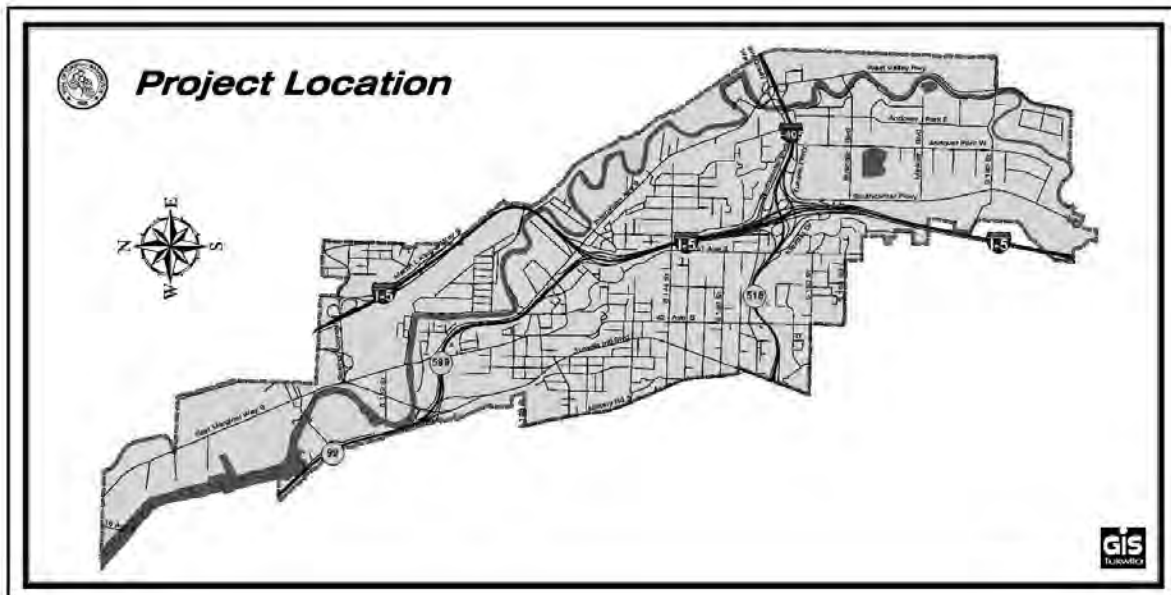
**JUSTIFICATION:** Growth Management Act transportation concurrency and traffic impact mitigations need updated traffic and capital planning. Adoption by 2024 required by Community Trade and Economic Development (CTED).

**STATUS:** Update every 8 years. Transportation Element will be coordinated with updates to Comprehensive Plan by the Department of Community Development. Next update is scheduled for 2024. (Updated with extended time due to COVID impacts)

**MAINT. IMPACT:** None.

**COMMENT:** An update to the Transit Plan and incorporation of the Walk and Roll Plan (non-motorized) are included in the Transportation Element of the Comp Plan update. Also included is a Road Safety Plan.

FINANCIAL (in \$000's)	Through Estimated									TOTAL	
	2021	2022	2023	2024	2025	2026	2027	2028	BEYOND		
<b>EXPENSES</b>											
Design		396	300							650	1,346
Land (R/W)											0
Const. Mgmt.											0
Construction											0
<b>TOTAL EXPENSES</b>	<b>0</b>	<b>396</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>1,346</b>
<b>FUND SOURCES</b>											
Awarded Grant											0
Proposed SS4A Grant			240								240
Mitigation											0
Impact Fees											0
Concurrency Fees	0	396	60	0	0	0	0	0	0	650	1,106
<b>TOTAL SOURCES</b>	<b>0</b>	<b>396</b>	<b>300</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>650</b>	<b>1,346</b>



## CONTRACT FOR SERVICES

### Amendment #1

#### Between the City of Tukwila and Fehr & Peers

That portion of Contract No. **22-061** between the City of Tukwila and **Fehr & Peers** is hereby amended as follows:

#### **Section XX:**

2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit "A-1" attached hereto, including the provision of all labor, materials, equipment and supplies.
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, 2024, 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 Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than December 31, 2024 unless an extension of such time is granted in writing by the City.
4. **Payment.** The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:
  - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit B" attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$764,183.42 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 \_\_\_\_\_, 20\_\_\_\_\_.

CITY OF TUKWILA

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

ATTEST/AUTHENTICATED:

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

APPROVED AS TO FORM:

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

CONTRACTOR:

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

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

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

# City of Tukwila Transportation Element Update

## **Fehr & Peers Scope of Work – October 16, 2023**

The scope outlined in this document describes the second phase of the Transportation Element Update, anticipated to span between November 2023 and December 2024. At the beginning of the project, the full project scope was divided into two sections to identify the timeframes in which tasks were expected to be completed. The following tasks covers Phase 1, through adoption of the Transportation Element. This effort is intended to be developed in tandem with the Tukwila Local Road Safety Plan (LRSP), which will be incorporated in the final Transportation Element (TE) Update.

## **Phase 2**

### **Task 1 Project Management**

#### **1.1 Project Management and Communication**

Fehr & Peers will continue to lead biweekly project team meetings. Project team meetings are anticipated to be half-hour check-in calls with in-person meetings scheduled as needed.

##### *Deliverables:*

- Biweekly project team meeting notes
- Monthly invoices showing the previous month's billing by hours and tasks, and a project status report by task

### **Task 2 – Future Model Development and Application**

#### **2.1 Future Year Scenarios**

This task will develop the inputs and necessary modifications for the two future year scenarios: a long-term horizon (no action) and one additional land use scenario. The land use assumptions and transportation networks within the City of Tukwila will be updated based on information provided by the City. Outside of the City, changes will be based on the assumptions in the PSRC model. In conjunction with reviewing model outputs, Fehr & Peers will develop the intersection volume post-processor to be used in analyzing vehicle intersection operations.

*Deliverables:*

- Model forecasting report summarizing future year inputs and assumptions
- Spreadsheet of future year intersection-level forecasts

## **2.2 Future Auto Operations Assessment**

Fehr & Peers will use the travel demand model to develop future year forecasts at the intersections identified in the existing (year 2018) PM peak hour operations analysis. We will again analyze up to 75 intersections during the PM peak hour using the Synchro model, applying state of the practice methodology. For each intersection, we will report average delay per vehicle and level of service (LOS). Furthermore, future year forecasts will be utilized to perform corridor analyses for both weekdays and weekends during the midday and PM peak hours using SimTraffic. At locations where the LOS standard is not met, we will identify mitigations and report LOS results with mitigations included. If additional intersections are requested by the City, Fehr & Peers will put together a separate scope on a time and materials basis.

Then, we will update the 2018 Synchro network and SimTraffic models to incorporate the proposed project list and analyze operational performance.

Fehr & Peers will draft a memorandum, which will discuss both intersections and corridors operational performance including identifying those that fail to meet the identified operational standard.

*Deliverables:*

- Forecasted No Action Scenario – PM peak hour Synchro intersection-level and weekday and weekend (midday and PM peak hour) corridor traffic operations results
- Forecasted Land Use Alternative Scenario – PM peak hour Synchro intersection-level and weekday and weekend (midday and PM peak hour) corridor traffic operations results
- One draft and one final summary memo that tabulates traffic operations results with and without the proposed project list. These will include results from two total model runs, and Synchro results for the No Action and Forecasted Land use Alternative scenarios (with and without the proposed project list).

## **Task 3 – Public Outreach**

### **3.1 Online Engagement and Public Outreach Materials**

We will assist the City by defining project messages and creating templates and materials. In order to update the public on for the project, this task includes the following outreach methods:

- Update a project website in English and translated into up to three additional languages.

- Three fact sheets/flyers on the project – one draft and one final version of each – that incorporate Tukwila staff feedback to serve as handout material at events and when engaging with the public and stakeholders.
- Three public outreach boards and activities – one draft and one final version of each – to facilitate in-person discussion.

### **3.2 City Council Check-Ins**

The Consultant team will present at up to two City Council or boards/commissions meetings to report on progress made and to request input from the Council/board/commission. Input will be needed at key points during the development of the Transportation Element, such as:

- MMLOS metrics
- Performance metrics
- Draft project list
- Draft Plan
- LRSP and Vision Zero Statement
- Implementation items (impact fees, financial plan, etc.)

#### *Deliverables:*

- Consultant attendance at City Council/boards/commissions meetings
- Presentation materials

#### *Assumptions:*

- It is anticipated that any Council presentations related to the LRSP will be coordinated as part of the TE scope of work. If additional meetings with Tukwila City Council are needed to adopt the LRSP or Vision Zero statement, we will develop a separate scope and fee on a time and materials basis.

### **3.3 Targeted Outreach and Personalized Engagement**

Building off targeted outreach performed in Spring 2023, this targeted outreach is likely to consist of phone calls, emails, or attendance (virtually or in person) at community events or meetings. In addition to targeted outreach, Fehr & Peers will attend up to two open house meetings facilitated by the Comprehensive Plan team. In addition, Fehr & Peers will identify locations and audiences for pop-up events or online focus groups designed to serve traditionally underserved communities. We will design targeted outreach events and online focus groups/pop-up events at 1-2 locations to gain public input on the draft project list.

Locations, timing, and activities may vary based on the results of the targeted outreach. We will make use of translators regarding materials and interpreters to help facilitate in-person meetings; these interpreters can be City staff who want to cull long-term relationships or interpreters engaged through a vendor (e.g. Dynamic Languages). For the purposes of budgeting, we have included \$750 in vendor translation services.

*Deliverables:*

- Meeting agenda and notes
- Pop-up materials including electronic copies of poster boards and PDF files of hand-outs

### **3.4 Outreach Summary**

Fehr & Peers will create a document that summarizes the outreach efforts that were conducted as part of this project, including a description of outreach events and meetings, communities of emphasis, and collected feedback.

*Deliverables:*

- Outreach summary with graphics

## **Task 4 – Future Projects Development and Evaluation**

Following the understanding of trends and the identification of priorities, the project team will identify policies, programs, and projects that advance the city's priorities.

### **4.1 Develop Proposed Project List**

After reviewing projects in adopted plans, crash data, developing modal networks, identifying MMLOS standards and modal networks, and identifying systemic safety trends in the LRSP, Fehr & Peers will develop the proposed project list. This includes suggesting capital improvements that fill a gap in the multimodal networks. In addition, Fehr & Peers will work with City staff to add projects identified in the online webmap. These improvements will address needs identified for all modes and support the established transportation goals.

Fehr & Peers will lead up to three meetings with City staff. In the first meeting with City staff, we will review the final list of roadway projects in adopted plans and programs provided by City staff. In addition, Fehr & Peers will work with City staff to add projects identified in the transportation needs assessment, projects to meet future MMLOS standards, and projects identified in the online webmap. Then, we will lead up to two meetings to review the "expanded" project list with the identified additions, which will include the full list of project ideas developed in the LRSP.

*Assumptions:*

- City staff will provide a list of roadway projects currently planned for Tukwila and actively participate in project list development meetings

*Deliverables:*



- List of draft policies, programs, and projects
- Meeting materials including agenda and meeting notes

## **4.2 Policy, Program, and Project Prioritization**

As part of this task, Fehr & Peers will use the performance metrics developed in TASK 4 of Phase 1, to prioritize policies, programs, and projects. The prioritized list will be presented to the City Council, and members of the public during the second phase of public outreach and will be refined based on their feedback. Fehr & Peers will lead a meeting with City staff to review the prioritized project list. Projects from the LRSP will also be evaluated in this process.

*Assumptions:*

- City staff will participate in meetings to review the prioritized project list.

*Deliverables:*

- Draft and Final prioritized lists
- Meeting materials including agenda and meeting notes

## **4.3 Transit Service Recommendations**

The transit element will update the direction for transit. It can include updated recommendations for fixed-route service and on new technologies that can expand coverage and serve hard-to-reach areas where big 40-foot buses may not be appropriate. Recommendations may focus on the span of service of Metro Flex, additional types of on-demand services to enhance intra-Tukwila trips and first/last mile access, and ensuring job-access.

The short-term plan will provide an overview of the proposed changes and detailed descriptions of all individual changes. For each proposed change, the service plans will include:

- A description of proposed changes
- The rationale for the change
- Maps of proposed changes
- Planning level operating cost increases for either King County Metro or Sound Transit services, recognizing that these are not City of Tukwila costs
- Capital cost planning-level estimates
- Other relevant information

*Deliverable:*

- Service recommendations memo

## Task 5 – Project Cost Estimates

This task will involve providing cost estimating services to provide project construction cost for use in the City of Tukwila Transportation Element of the Comprehensive Plan Update.

### 5.1 Cost Estimate Review and Updates

KPFF will review the previously developed cost estimates of up to five (5) projects listed in the Transportation Element of the Comprehensive Plan Update. The pay items will be evaluated for their relevance to the project's scope of work, and missing pay items will be identified. Measurable quantities of major cost items will be quantified using aerial imagery. Unit prices and lump sum cost will be reviewed and compared to current bid results and the WSDOT Unit Bid Analysis. Updated cost estimates will be provided for use in the Transportation Element of the Comprehensive Plan.

*Assumptions:*

- Five (5) previously developed cost estimate in the Transportation Element of the Comprehensive Plan Update will be reviewed and updated. Fehr & Peers will direct KPFF on which projects to review.
- Cost estimates will be submitted in MS Excel and PDF formats.
- Unit prices will be developed using recent project bid history and the WSDOT Unit Bid Analysis.
- Quantities calculations will be created for the measurable pay items. Percentage based costs may be used for pay items that cannot be clearly measured at this level of design.

### 5.2 New Project Development and Cost Estimating

KPFF will develop order-of-magnitude cost estimates for up to fifteen (15) new projects to be identified as part of this work, incorporating safety concepts identified as part of the LRSP. Figures for up to five (5) projects will be created. The figures will be CAD layouts on aerials that show major project elements. These will be used to quantify major cost items such as HMA, sidewalk, curb and gutter, ramps, earthwork, RRFB's, and utility impacts. Items that cannot be quantified such as drainage, signing, mobilization, illumination, etc., will be estimated based on a percentage of the overall project cost.

*Assumptions:*

- Cost estimates for up to fifteen (15) new projects will be developed. Fehr & Peers will provide the location and scope of work for each project.
- Project figures consisting of 11x17 sheets with CAD linework depicting major project elements overlaid on aerials.
- Cost estimates will be submitted in MS Excel and PDF formats.

- Unit prices will be developed using recent project bid history and the WSDOT Unit Bid Analysis.
- Quantities calculations will be created for the measurable pay items. Percentage based costs may be used for pay items that cannot be clearly measured at this level of design.
- Fehr & Peers will provide project limits and details of the 15 new projects.

*Deliverable(s):*

- Draft and Final Cost estimates for up to fifteen (15) projects identified by the City and Consultant team. Estimates will be delivered in MS Excel and PDF formats.
- Figures for up to five (5) projects. Figures to be delivered as 11x17 PDF's.

## **Task 6 - Project Funding Evaluation**

The goal of the funding analysis is to provide the City with a planning-level understanding of the baseline funding availability as well as potential resources available for future transportation capital projects. The funding analysis will focus on identifying the primary funding elements for transportation projects.

### **6.1 Funding Opportunities**

Fehr & Peers and the City will jointly work to develop a financial plan. The City will provide estimates of historical and anticipated transportation expenditures City-wide Fehr & Peers and the City will develop a list of the potential future funding sources, estimate amounts likely to be available and identify projects that would be eligible for each funding source. The City will summarize available grant sources that Tukwila may pursue in the future. The transportation improvements will be evaluated from a point of the financial feasibility.

Fehr & Peers will prepare a memo summarizing the financial situation and available funding opportunities.

*Deliverable:*

- Draft and final memo

## **Task 7 - Report Development**

The goal of this task will be to create Tukwila's Transportation Element Background Report, which lays out the vision developed through the prior tasks in this scope and prior scopes.

## **7.1 Draft Report**

Fehr & Peers will compile the modal elements into a Transportation Element Background report. These documents will be concise and user-friendly, while also conveying the necessary information to fulfill the scope items described above.

*Deliverable:*

- Draft report

## **7.2 Administrative Draft Report**

In response to a single consolidated round of comments from City staff, the project team will revise the draft report for presentation to the City Planning Commission.

In response to another single consolidated round of comments compiled by City staff from the Planning Commission, the project team will prepare an Administrative Draft Report for members of the public.

*Assumptions:*

- A single consolidated round of non-conflicting comments will be compiled by City staff and provided to Fehr & Peers.
- After incorporating edits, a secondary round of consolidated round of non-conflicting comments will be compiled by City staff from the Planning Commission and provided to Fehr & Peers.

*Deliverable:*

- Revised Draft Report (based on feedback from City staff)
- Administrative Draft Report (based on feedback from Planning Commission)

## **7.3 Final Report**

In response to feedback received during public outreach, the project team will revise the Administrative Draft Report to develop the Final Report.

*Assumptions:*

- Comments from members of the public will be compiled in the memorandum presenting key takeaways from the public event and will be addressed in the final report.
- A single consolidated round of comments will be compiled by City staff and provided to Fehr & Peers.

*Deliverables:*

- Final Report
- All tables, graphics and maps in appropriate formats

10/16/2023		Fehr & Peers						Nelson\Nygaard				KPF			FP Total	NN Total	KPFF Total	Subtotal				
		Principal in Charge	Senior Planner / Deputy PM	Modeling/ Operations Lead	Outreach Lead	Project Planner	Graphics	Admin	Senior Principal II	Senior Associate II	Associate I	Senior Designer I	Civil Lead	Project Engineer	CAD Technician							
		Chris Breiland	Emily Alice Gerhart	Jeff Pierson	Sydney Weisman	Tino Jonga	Krystle Li	Brittany Skinner	Thomas Wittmann	Peter Soderberg	James Hughes	Jenny Boone	Nathan Anderson	Taylor Masuda	Michael Vu							
Tasks		\$ 365	\$ 220	\$ 240	\$ 150	\$ 175	\$ 190	\$ 145	\$ 283	\$ 153	\$ 104	\$ 142	\$ 220	\$ 164	\$ 120							
<b>Phase 2</b>																						
<b>Task 1: Project Management</b>																			\$ 20,835	\$ 5,368	\$ -	\$ 26,203.02
1.1	Project Management and Communication	24	32	4	2	5		20	6	24									\$ 20,835	\$ 5,368.02	\$ -	\$ 26,203.02
<b>Task 2: Model Development</b>																			\$ 75,660	\$ -	\$ -	\$ 75,660.00
2.1	Future Year Scenarios	12	20	40		80		10											\$ 33,830	\$ -	\$ -	\$ 33,830.00
2.2	Future Auto Operations Assessment	2	12	16	8	180	4	8											\$ 41,830	\$ -	\$ -	\$ 41,830.00
<b>Task 3: Public Outreach</b>																			\$ 33,875	\$ 4,894	\$ -	\$ 38,768.82
3.1	Online Engagement and Public Outreach Materials	2	4		12	6	4	2	2	8	8	16							\$ 5,510	\$ 4,893.82	\$ -	\$ 10,403.82
3.2	City Council/Boards/Commission Check-ins	8	16				4	2											\$ 7,490	\$ -	\$ -	\$ 7,490.00
3.3	Targeted Outreach and In-person engagement	8	20		32	16	12	6											\$ 18,070	\$ -	\$ -	\$ 18,070.00
3.4	Outreach Summary		8		6			1											\$ 2,805	\$ -	\$ -	\$ 2,805.00
3.5	*Optional task - see below																					
<b>Task 4: Future Projects Development and Evaluation</b>																			\$ 44,325	\$ 14,277.48	\$ -	\$ 58,602.48
4.1	Develop Proposed Project List	16	40	4		24	8	6											\$ 22,190	\$ -	\$ -	\$ 22,190.00
4.2	Policy, Program, and Project Prioritization	4	24	4	48	16	8	7											\$ 20,235	\$ -	\$ -	\$ 20,235.00
4.3	Transit Service Recommendations	4	2					0	20	40	24								\$ 1,900	\$ 14,277.48	\$ -	\$ 16,177.48
<b>Task 5: Project Cost Estimates</b>																			\$ 2,925	\$ 2,205.82	\$ 65,760	\$ 70,890.82
5.1	Cost Estimate Review and Updates	4	6					1	2	8	4		60	120					\$ 2,925	\$ 2,205.82	\$ 32,880	\$ 38,010.82
5.2	New Project Cost Estimating												60	120					\$ -	\$ -	\$ 32,880	\$ 32,880.00
<b>Task 6: Project Funding Evaluation</b>																			\$ 7,770	\$ 2,355.72	\$ -	\$ 10,125.72
6.1	Funding Opportunities	8	8			16		2	4	8									\$ 7,770	\$ 2,355.72	\$ -	\$ 10,125.72
<b>Task 7: Report Development</b>																			\$ 65,090	\$ 14,693.22	\$ -	\$ 79,783.22
7.1	Draft Report	16	60		20	40	40	11	2	24	40	12							\$ 38,235	\$ 10,103.70	\$ -	\$ 48,338.70
7.2	Administrative Draft Plan	4	36		8	20	8	5	2	4	8								\$ 16,325	\$ 2,010.82	\$ -	\$ 18,335.82
7.3	Final Report	5	20		4	10	8	3	2	4	8	4							\$ 10,530	\$ 2,578.70	\$ -	\$ 13,108.70
Labor Total		117	308	68	140	413	96	84	40	120	92	32	120	240	0				\$ 250,480	\$ 43,794	\$ 65,760	\$ 360,034.08
Other Direct Expenses on optional tasks (mileage, printing, translations, etc.)																			\$ 7,010	\$ 150	\$ -	\$ 7,160.00
<b>Subtotal (2023 - 2024)</b>																			\$ 257,490	\$ 43,940	\$ 65,760	\$ 367,190.00
<b>Total (Labor + Expenses)</b>																						\$ 367,190.00
<b>Optional Tasks</b>																						
3.5	Optional Intercept Survey	2	2					0	8	12	32								\$ 1,170	\$ 7,431.80	\$ -	\$ 8,601.80

**Notes:**  
 This fee proposal is valid for a period of 90 days from the proposal submittal date.  
 Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.  
 Mileage is billed at the IRS rate plus 10% handling fee  
 All other direct expenses are billed with 10% handling fee  
 Other direct costs including computer, communications, parking, and reproduction charges are billed as a percentage of labor