

## CITY COUNCIL AGENDA MEMORANDUM

### **SUBJECT**

Resolution No. 8646 authorizing execution of a professional services agreement with Osborn Consulting, Inc., for engineering services for the Kelsey Creek Sewer Stabilization project, in the amount of \$90,000 (CIP Plan No. S-32).

### **FISCAL IMPACT**

Awarding this contract commits the City to a contract of \$90,000. This work is included in the 2013-2019 CIP. Sufficient budget exists within the Minor (Small) Capital Improvement Program (CIP Plan No. S-32) to fully fund this contract.

### **STAFF CONTACT**

Nav Otal, Director, 452-2041  
Paul Bucich, Acting Assistant Director, 452-4596  
**Utilities Department**

### **POLICY CONSIDERATION**

#### Utility Department policies:

- The Utility shall invest resources as necessary to construct, maintain and renew sewer system infrastructure and equipment such that Utility customers are provided consistent, reliable service.

#### Utility Department practice:

- Rehabilitate or replace deteriorated elements of the wastewater system. CIP Plan No. S-32 has been designated to do this.

#### City contracting policies:

- BCC 4.28 provides for the fair and equitable treatment in the purchasing process. Because the amount of the contract exceeds \$50,000, Council approval is required.

### **BACKGROUND**

In February 2013, a broken side sewer was discovered in Kelsey Creek where it ties into the sewer main, approximately 500 feet downstream of 148<sup>th</sup> Avenue NE and NE 11<sup>th</sup> Place. The creek had eroded and destabilized the bank, causing a portion of it to slide into the creek, and breaking the side sewer – manhole connection in the process. An emergency repair was undertaken on February 14, 2013 to repair the leak and temporarily stabilize the pipe.

This contract with Osborn Consulting, Inc., is to permanently stabilize the side sewer – manhole connection, better protect the bank from further erosion, and to protect the sewer main crossing Kelsey Creek at that location, which has become exposed above the stream bed. The consultant will conduct a topographic survey, develop a preliminary design, prepare and submit permit

applications, respond to environmental agency comments, prepare the final design and contract bid documents, assist the City during bidding by answering bidder questions, and provide services during construction as requested.

The selection process for this project was consistent with the City's policies and procedures. All consultants on the City's consultant roster with stream bank stabilization experience (98 consulting firms in total) were invited to submit a letter of interest and update their Statement of Qualifications (SOQs) with recent relevant experience. A total of seven firms took the opportunity to send a letter of interest and update their qualifications. The letters and SOQs from these firms were then reviewed to select the most qualified consultant.

The letters and SOQs were reviewed and ranked based on the following criteria:

- 1) Recent stream projects of similar scope and scale (to demonstrate the ability to efficiently complete all aspects of this type of size of project); and
- 2) Recent projects in nearby reaches of Kelsey Creek (to demonstrate an understanding of Kelsey Creek hydrology, hydraulics, and special issues).

Each consultant was ranked based on these criteria. Osborn Consulting, Inc. ranked highest. They completed a project in 2011 of a similar scale and scope only 600 feet downstream in Kelsey Creek; the Kelsey Creek 450 Zone Waterline Crossing Removal and Streambank Restoration. They also recently completed another Improvement project which included stream bank and streambed stabilization design. This demonstrated recent project experience on Kelsey Creek, along with other relevant projects they've completed for Redmond, Seattle Public Utilities, Whatcom County, Bellingham, and the City of Centralia, resulted in the highest total score based on the selection criteria.

As required by state law relating to contracts for architectural and engineering services, the City selects the consultant deemed to be most highly qualified for a given project. State law precludes using cost as a basis for selection of engineering firms.

### **EFFECTIVE DATE**

If adopted, this Resolution will become effective immediately.

### **OPTIONS**

1. Adopt Resolution No. 8646, authorizing execution of a professional services agreement with Osborn Consulting, Inc., for engineering services for the Kelsey Creek Sewer Stabilization project, in the amount of \$90,000 (CIP Plan No. S-32).
2. Do not adopt the Resolution and provide alternative direction to staff.

**RECOMMENDATION**

Adopt Resolution No. 8646, authorizing execution of a professional services agreement with Osborn Consulting, Inc., for engineering services for the Kelsey Creek Sewer Stabilization project, in the amount of \$90,000 (CIP Plan No. S-32).

**MOTION**

Move to adopt Resolution No. 8646, authorizing execution of a professional services agreement with Osborn Consulting, Inc., for engineering services for the Kelsey Creek Sewer Stabilization project, in the amount of \$90,000 (CIP Plan No. S-32).

**ATTACHMENTS**

CIP Project Description  
Proposed Resolution No. 8646

**AVAILABLE IN COUNCIL OFFICE**

Consultant Contract

**FY2013-2019 Capital Investment Program**

**S-32 Minor (Small) Capital Improvement Projects**

Category: Sewer  
Department: Utilities

Status: Ongoing  
Location: Various locations throughout Sewer Utility's service area

**Programmed Funding**

Programmed Funding	Appropriated To Date	FY 2013 Budget	FY 2014 Budget	FY 2015 Budget	FY 2016 Budget	FY 2017 Budget	FY 2018 Budget	FY 2019 Budget
3,359,583	2,229,051	148,487	152,785	157,049	161,280	165,790	170,272	174,869

**Description and Scope**

This ongoing program pays for small improvements to Bellevue's sewer system to resolve deficiencies, improve efficiencies, or resolve maintenance problems, often in conjunction with other programs such as the Transportation overlay program. Projects are prioritized based on criteria including public safety/property damage, maintenance frequency, operator safety, environmental risk, reliability and efficiency gains, coordination with other city projects or development activity, and level of service impact.

PROJECT NEED: System Renewal and Replacement

**Rationale**

These improvements correct unanticipated minor deficiencies or maintenance problems of the existing system. This program allows the City to efficiently maintain and upgrade its sewer system by coordinating minor improvements with other City projects and maintenance activities. These projects are too small to justify their own CIP projects, don't fit within the scope of other sewer CIP programs, and sometimes cannot be anticipated. The budget is based on average historical need.

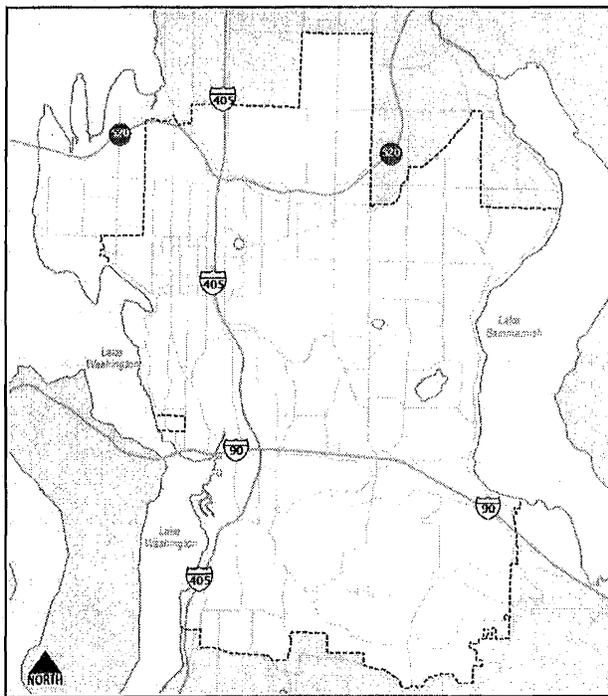
**Environmental Impacts**

The environmental impacts and the State Environmental Protection Act (SEPA) requirements are determined for each specific project, but are generally exempt.

**Operating Budget Impacts**

This project will have no impact on operating revenues (and/or) expenditures.

**Project Map**



**Schedule of Activities**

Project Activities	From - To	Amount
Project Costs	1990 - 2019	3,359,583

**Total Budgetary Cost Estimate:** 3,359,583

**Means of Financing**

Funding Source	Amount
Utility Rates/Fees	3,359,583

**Total Programmed Funding:** 3,359,583

**Future Funding Requirements:** 0

**Comments**

This project will be located throughout the service area.

CITY OF BELLEVUE, WASHINGTON

RESOLUTION NO. 8646

A RESOLUTION authorizing the execution of a professional services agreement with Osborn Consulting, Inc., in an amount not to exceed \$90,000 for engineering services for the Kelsey Creek Sewer Stabilization Project (CIP Plan No. S-32).

THE CITY COUNCIL OF THE CITY OF BELLEVUE, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. The City Manager or his designee is hereby authorized to execute a professional services agreement with Osborne Consulting, Inc., in an amount not to exceed \$90,000 for engineering services for the Kelsey Creek Sewer Stabilization Project (CIP Plan No. S-32), a copy of which agreement has been given Clerk's Receiving No. \_\_\_\_\_.

Passed by the City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2013, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

(SEAL)

\_\_\_\_\_  
Conrad Lee, Mayor

Attest:

\_\_\_\_\_  
Myrna L. Basich, City Clerk