



CITY OF KIRKLAND
Department of Public Works
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MEMORANDUM

To: Kurt Triplett, City Manager

From: Rod Steitzer, P.E., Capital Projects Supervisor
David Snider, P.E., Capital Projects Manager
Kathy Brown, Public Works Director

Date: May 26, 2016

Subject: CITY HALL SOUTH PARKING LOT – PRE-AWARD

RECOMMENDATION:

It is recommended that the City Council pre-authorize the City Manager to sign a Public Works construction contract for the City Hall South Parking Lot Project. The Project is located on the City-owned property immediately south of the Kirkland City Hall Building. (For brevity, the City Hall South Parking Lot Project will hereafter be referred to as the South Lot Project.) The pre-authorization, if approved, shall be limited. It would authorize the City Manager to sign the contract only if the lowest responsive bid price received from the lowest responsible bidder is an amount not greater than 5% over the engineer's estimate. This amount is within the total South Lot Project Budget of \$820,000.

By accepting this memo during approval of the consent calendar, City Council is authorizing the City Manager to sign a construction contract for the South Lot Project in an amount not to exceed the amount specified above.

BACKGROUND DISCUSSION:

In 2014, the City conducted a downtown parking study with two main objectives: increasing parking supply and improving parking operations. In January 2015, a draft study was presented to Council that highlighted several near-term and long-term parking recommendations. One near-term action item was the development of an interim parking lot on City-owned property immediately south of City Hall.

Development of the interim lot will help increase parking supply and improve parking operations in the downtown area. The site is a good location for downtown employees, providing permitted parking for those employees and freeing up downtown parking spaces for customers and visitors.

In April of 2015, with consideration of feedback received from public outreach efforts and an evaluation of overall estimated costs, City Council approved the development of an 84-stall parking lot on two parcels adjacent to City Hall (Attachment A).

In July, 2015, Public Works staff began the design and permitting process for the development of the 84-stall parking lot. Public Works staff, along with the assigned City Planner for the South Lot Project, established a construction advisory group (CAG) to inform nearby and interested stakeholders of the South Lot Project, as well as receive input on both the design and the State Environmental Policy Act (SEPA) process. With input from the CAG, the notable design elements for the parking lot include pervious asphalt paving, ADA access and dedicated parking stalls, added lighting, and landscaping. The South Lot is also proposed to be signed as permit-only parking for downtown employees during business hours, with parking available for the general public after hours and on weekends.

In December, 2015, through the CIP process, City Council approved a total Project budget of \$820,000. In February, 2016, City Council received a parking lot update which included information on the need for further geotechnical investigation to accommodate the surface water drainage for the pervious pavement surface, as well as surface water drainage calculations for the entire City Hall campus.

Planning & Permitting Process

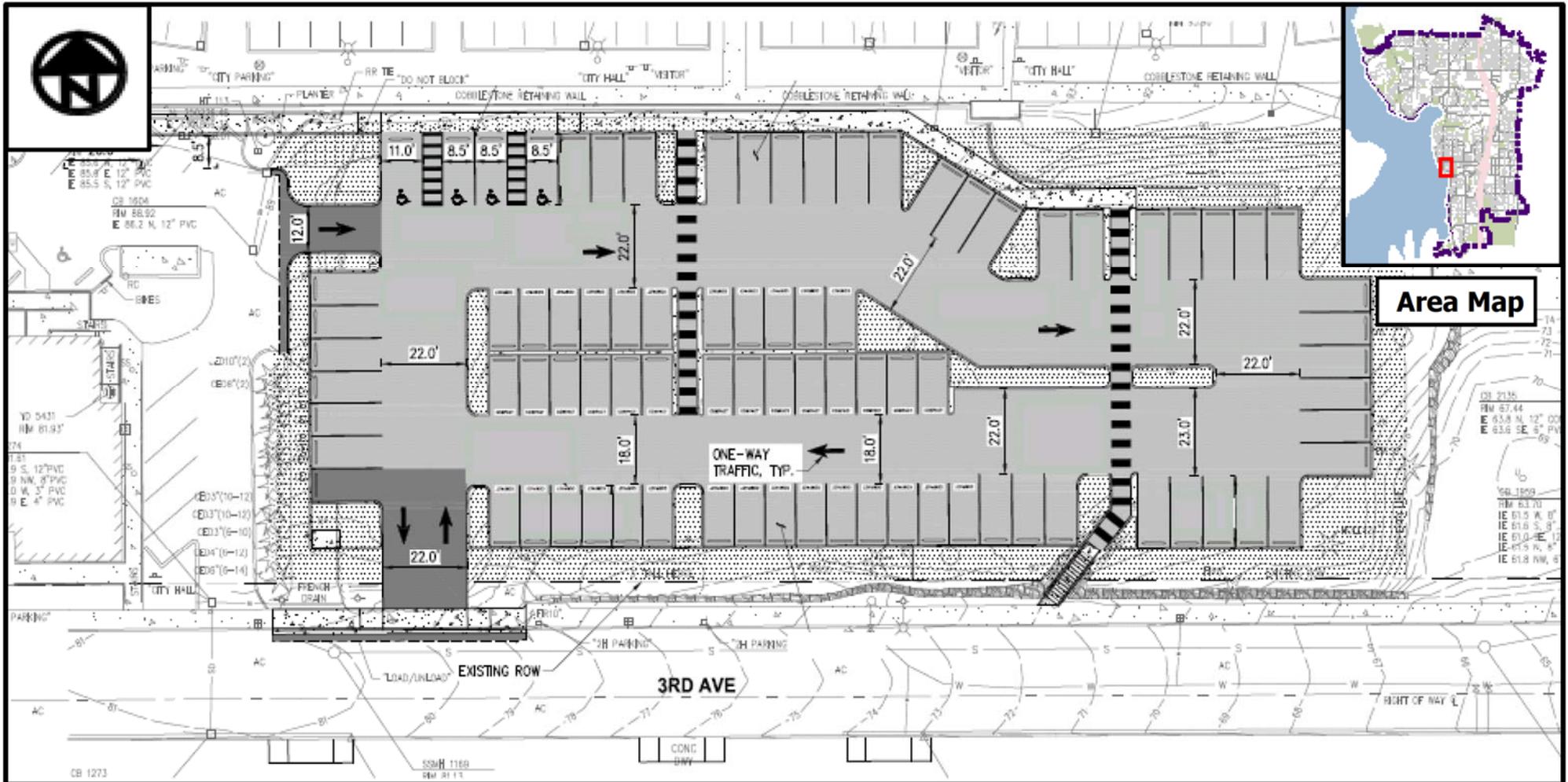
The project site is on two City owned property south of City Hall. A Process IIA zoning permit was required to include the two parcels into government facility use. The permit application was completed in March, 2016, with the SEPA Determination of Non-Significance (DNS) issued in April, 2016. The hearing examiner date was then established on May 12, 2016, with the hearing held at City Hall on May 16, 2016. The assigned planner presented facts, details, and the public process for the project. The staff report also included documentation of the determination not to underground the overhead power lines based on the established cost threshold criteria. Three members of the public commented on the project: one speaker recognizing staff efforts for the public process, one speaker commenting on use of the lot for park, and one speaker commenting on use of lot for affordable housing. All testimonies are summarized in the hearing minutes. The hearing examiner approved the project on May 19 with the development conditions outlined in the staff report. The notice of approval will be released after the appeal period has lapsed (June 2, 2016); no project activity may commence until after that date.

Staff Recommendation

As the South Lot Project's current construction schedule calls for a summer 2016 start, there is a compelling need to award the contract for the South Lot Project as soon as possible. The pervious asphalt is particularly weather sensitive. The current Project schedule calls for a project completion by late summer or early fall of 2016. An award as soon as possible will help reduce the risk of weather-related delays, and increase the likelihood of meeting the targeted completion date.

As presented to City Council in the February 2, 2016 Project Update, staff anticipates that bidding for the Project might be influenced the current construction business climate and the availability of contractor staff during a typically busy period for the general contracting business. To avoid a substantial delay in the South Lot Project caused by a low bid that may be within a relatively close margin of the estimated contract amount, staff requests Council approval for the City Manager to execute a construction contract for up to 105 percent of the current engineer's estimate plus contingency. In the event an increase in funding is needed, staff would update City Council at the first regularly scheduled City Council meeting with options for moving the Project forward.

With the receipt of a low bid price that meets the criteria specified above, staff will immediately begin the pre-construction public outreach process by notifying adjacent property owners with an informational mailer describing the Project. This information, along with a regularly updated construction schedule, will also be posted on the City's website.



Vicinity Map
Permit Parking at City Hall
84 Stall Configuration