MEMORANDUM

To: Kurt Triplett, City Manager

From: Brian Baker, Senior Capital Projects Coordinator
      David Snider, P.E., Capital Projects Manager
      Kathy Brown, Public Works Director

Date: May 9, 2019

Subject: CITY HALL SOUTH PARKING LOT (CTR-0118)—ACCEPT WORK

RECOMMENDATION:

City Council to:

- Accept the work on the City Hall South Parking Lot Project (Project), now named “The Wester Lot” by Thomco Construction, Inc., of Lake Stevens, Washington, thereby establishing the statutory lien period; and

- Approve the return of excess Project funds to the original funding source as identified in the fiscal note.

By taking action on this memo during approval of the consent calendar, the City Council is accepting the contract work completed for the City Hall South Parking Lot Project.

BACKGROUND DISCUSSION:

This Project constructed a new 84-stall parking lot on two parcels abutting to the south side of the City Hall site that were vacant at the time of construction (see Attachment A, “Vicinity Map”). This lot, named the “Wester Lot” to honor architect and former Kirkland Mayor John Hansford Wester, provides free, permit-only parking for downtown employees Monday through Friday until 5:00 p.m. The lot is open for free public parking on weekends and after 5:00 p.m. Monday through Friday. The reason for constructing this new parking lot that is only a short distance from downtown businesses was to increase the supply of parking for workers, thereby freeing up parking spaces that are more proximate to downtown businesses for customers and visitors.

At its January 3, 2017, the City Council awarded a construction contract to Thomco Construction, Inc., in the amount of $481,967.52. Construction began February 10, 2017 and was physically complete on November 28, 2018 after the plant establishment period ended.

A change order was issued to compensate the contractor for installing additional aggregate, asphalt, wheel stops, parking signs, and concrete stair modifications, all of which totaled
$45,640.02. The total compensation earned by the contractor for this Project was $511,084.68 once all bid quantities and additional work was quantified.

Toward the end of the construction, nearby residents expressed concern that headlight beams of vehicles using stalls near the south and east edges of the lot shone into their homes. Staff worked with the residents to resolve the concerns, and additional evergreen plants were installed along the lot’s south and east perimeters to screen headlights. An additional $4,345 of expense was incurred for that work.

At the end of March 2019, staff and the contractor finalized the project documentation.

Project close-out costs, which are estimated to be less than $500, are the only known or anticipated expenses remaining. This means the Project will have a surplus of just under $12,000. Staff recommends returning the actual surplus amount to the fund identified in the fiscal note.

Attachment A: Vicinity Map
Attachment B: Project Budget Report
Attachment C: Fiscal Note
**CITY HALL SOUTH PARKING LOT (CTR - 0118)
PROJECT BUDGET REPORT**

**Attachment B**

**APPROVED BUDGET**
(2015 - 2020 CIP)

- $179,400
- $582,600
- $58,000

**AWARD CONTRACT**
(Jan 2017)

- $282,835
- $481,968
- $55,197

**ACCEPT WORK**
(this memo)

- $302,570
- $515,430

**Remaining Funding** ~$12,000

**FUNDING**

- $820,000

**Legend:**
- ENGINEERING
- CONSTRUCTION
- CONTINGENCY
- FUNDING

**ESTIMATED COST**

- $- to $900,000
## Source of Request

Kathy Brown, Public Works Director

## Description of Request

Accept the work on the City Hall South Parking Lot Project (TRC 0118) and return excess project funds of $12,000 to REET I reserves.

## Legality/ City Policy Basis

## Fiscal Impact

One-time transfer of the remaining balance ($12,000) from the City Hall South Parking Lot Project (TRC 0118) to REET I Reserves. The project balance can fully fund this request.

## Recommended Funding Source(s)

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<td>$12,000 in unspent budget authority from the City Hall South Parking Lot Project (TRC 0118)</td>
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## Other Information

Project balance amounts above are estimates. Exact amounts are pending any additional activity between approval and implementation of this fiscal note.

Prepared By: Elijah Panci, Senior Financial Analyst  Date: May 16, 2019