Staff Report

December 3, 2018 Council Workshop

NE Lake Road and NE Everett Street Intersection Improvements Consultant Contract

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INTRODUCTION: The City has been awarded a $1 Million Washington State Public Works Trust Fund (PWTF) pre-construction loan for design, environmental permitting and right-of-way acquisition for the NE Lake Road and NE Everett Intersection Improvements. Staff has selected PBS as the consultant for this project.

The initial scope of work proposed is for tasks associated with Council Workshop presentations, public involvement meetings, advisory committee meetings, alternatives analyses, a 30 percent design based on the preferred alternative, and environmental review and documentation.

Once the preferred alternative has been selected, staff will present a supplement to the scope of work to complete the design, acquire right-of-way and complete the environmental permitting.

The scope of work includes the following respectively:
- Council Workshop Meeting 1 – review of project purposes and goals, advisory committee roles and responsibilities, and existing conditions and design constraints.
- Open House 1 – solicit public opinion and comment, provide information about the project and the goals drafted by the advisory committee, and to garner public insight to existing conditions and concerns (an on-line survey is also to be implemented.)
- Council Workshop Meeting 2 – review stakeholder interview summary, website survey results, Open House 1 summary, advisory committee comments, and review of the Draft Alternatives Analysis Report with a recommended alternative.
- Open House 2 – present the final preferred alternative to the general public and provide an update on the anticipated project schedule.

The contract and budget will be included with the scope of work on an upcoming Council Meeting Consent Agenda for Council's consideration. Please feel free to contact me with comments or questions. Thank you.