

**LYNNWOOD
CITY COUNCIL
Work Session**

Date: Monday, May 4, 2020

Time: 7:00 PM

**Place: This meeting will be held electronically via
Zoom**

**This agenda complies with Governor
Inslee's Proclamation #20-28 and the
Washington State Attorney General's
Guidance on the Open Public Meetings
Act dated March 26, 2020.**

- 7:00 PM **A** Comments and Questions on Memo Items
- 7:05 PM **B** COVID-19 Update
- 9:35 PM **C** Executive Session, if needed
- 9:40 PM **D** Mayor Comments and Questions
- 9:45 PM **E** Council President and Council Comments
- Adjourn

Memorandums for Future Agenda Items:

M-1 Contract Amendment - Parametrix

Memorandums for Your Information:

FYI-1 Energy Savings HVAC Project with Washington State Department of Energy Services

Contact: Executive Office (425) 670-5001

CITY COUNCIL ITEM A

**CITY OF LYNNWOOD
City Council**

TITLE: Comments and Questions on Memo Items

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM B

**CITY OF LYNNWOOD
City Council**

TITLE: COVID-19 Update

DEPARTMENT CONTACT: Christine Frizzell, Council President

SUMMARY:

The City continues to monitor and respond to the COVID-19 emergency. The Council will receive an update from City staff.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM C

**CITY OF LYNNWOOD
City Council**

TITLE: Executive Session, if needed

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM D

**CITY OF LYNNWOOD
City Council**

TITLE: Mayor Comments and Questions

DEPARTMENT CONTACT: Nicola Smith, Mayor

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM E

**CITY OF LYNNWOOD
City Council**

TITLE: Council President and Council Comments

DEPARTMENT CONTACT: Christiine Frizzell, Council President

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available

CITY COUNCIL ITEM M-1

CITY OF LYNNWOOD Administrative Services

TITLE: Contract Amendment - Parametrix

DEPARTMENT CONTACT: Karen Fitzthum, Interim City Clerk/Chief Procurement Officer,
Cathy Robinson, Procurement Mgr

SUMMARY:

The City requires the services of a consultant to perform permit review and inspection services to support the Lynnwood Link Light Rail construction project. Parametrix provides these services under contract for the City. The current contract will be amended to increase the contract amount from \$1,000,000 to \$2,000,000.

The City has an interlocal agreement with Sound Transit for reimbursement of costs associated to the permit review and inspections on the construction of their project in our jurisdiction.

ACTION:

Authorize the Mayor to execute contract amendment #2 with Parametrix for permit review and inspection services increasing the total contract value to \$2,000,000.

BACKGROUND:

On February 21, 2019, the City entered into a contract with Parametrix for permit review and inspection services related to the Lynnwood Link Light Rail project for \$1,000,000, with the understanding this amount may need to be revised later.

On September 30, 2020 Amendment #1 was executed to reflect 2020 rate increases. The original contract amount remained unchanged.

The proposed action was reviewed and determined to meet the necessary and routine threshold for action under the Covid-19 emergency restrictions.

This contract amendment was originally anticipated for April 2020 action by the Council. As part of our obligation to Sound Transit under the ILA, we must maintain our review of permits they submit, and this contract is necessary to continue that work. The contract is anticipated to continue through 2025 and this is one of several amendments that will be brought to the Council for approval in the years to come.

PREVIOUS COUNCIL ACTIONS:

Council approved the contract with Parametrix on December 10, 2018.

FUNDING:

A portion of the \$1,000,000 contract increase is reimbursable by Sound Transit. The contractor deferred permits are subject to permit fees paid to the City of Lynnwood which will cover the remaining portion of the increase.

ADMINISTRATION RECOMMENDATION:

Approve

DOCUMENT ATTACHMENTS

Description:

[Contract 3037 - Procurement Report](#)

Type:

Backup Material

Procurement Report
Contract #3037, Amendment #2 - Lynnwood
Link Light Rail Permit & Inspections Services

Purpose of Contract:

Provide permit review and inspection services to City Staff in support of the Lynnwood Link Light Rail construction project.

Estimated cost:

On February 21, 2019, the City entered into a contract with Parametrix for permit review and inspection services related to the Lynnwood Link Light Rail project for \$1,000,000, with the understanding this amount may need to be revised later.

On September 30, 2020 Amendment #1 was executed to reflect 2020 rate increases. The original contract amount remained unchanged.

Amendment #2 is requesting an additional \$1,000,000 increasing the total contract amount to \$2,000,000. This additional increase is for reviewing contractor deferred permits.

A portion of the \$1,000,000 contract increase is reimbursable by Sound Transit. The contractor deferred permits are subject to permit fees paid to the City of Lynnwood which will cover the remaining portion of the increase.

Advanced Planning:

The department worked with the Consultant on the additional costs and revenue offset.

Method of Procurement:

City used a Request for Qualifications process to select the most qualified.

Type of Contract:

This is a service contract.

Term of Contract:

Original contract term expires on February 20, 2021, with two additional 2-year contract extensions available.

Solicitation: N/A

Record of Negotiation: N/A

Recommended Action: Approve

Procurement Officer: Ginny Meads, Buyer

Date: March 23, 2020

CITY COUNCIL ITEM FYI-1

CITY OF LYNNWOOD Public Works

TITLE: Energy Savings HVAC Project with Washington State Department of Energy Services

DEPARTMENT CONTACT: Marcie MacQuarrie

SUMMARY:

Facilities staff have been working under the existing Interlocal Agreement with Washington State Department of Energy Services Energy program to replace the heating, ventilation and air conditioning (HVAC) systems in City Hall and Council Chambers.

The current HVAC units are approximately 50 years old and it is becoming expensive and difficult to keep them in working order. The units are long past life expectancy, there is a significant amount of maintenance, energy and labor cost to keep them running, and the parts to repair them are becoming obsolete.

With a 13-week lead time to obtain the new units, it is important that we go forward with this project to ensure that we get the units installed prior to fall bad weather.

Replacement of the units this year is part of a current agreement and already in the adopted capital budget so no additional specific action is needed at this time from Council.

ACTION:

No action needed. Informational item only.

BACKGROUND:

The City of Lynnwood has an ILA with the Washington State Department of Enterprise Services (DES) which manages the Energy Program that allows local agencies to access design-build services for energy or water saving projects. DES charges a small fee to the local agency for managing this program.

Lynnwood has made use of the DES Energy Program many times in recent years. We used this project delivery system to install a screw press at the Wastewater Treatment Plant (WWTP), to build the new Sanitary Sewer Lift Station #16, to upgrade the secondary aeration system at the WWTP, the rebuilding of the sheet metal buildings at the WWTP that cover the headworks and the primary clarifiers and the replacement of the secondary treatment air scrubbers, and the installation of radio-read water meters throughout the city.

The DES program includes measurement and verification of the energy and/or water savings. Energy rebates in addition to energy savings could be up to \$50,000.

PREVIOUS COUNCIL ACTIONS:

The previous version of this Interlocal Agreement with the Washington State DES was approved by Council in October of 2019 and is good through 2023.

FUNDING:

Funding for the new HVAC equipment is in the current capital budget adopted for the 2019-2020 biennium, fund 370 Facilities Capital Infrastructure, under Municipal Buildings Capital Maintenance line for \$950,000.

The total cost of this project is \$799,844 plus applicable taxes. This amount reflects the guaranteed maximum price committed to by Trane Technologies who is the contracted Energy Services provider for DES.

DOCUMENT ATTACHMENTS

Description:

Type:

No Attachments Available