CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 8, 2026
Originating Department	Public Works
Contact Person	Katie Phillips, Project Manager
Title	Resolution 26-2098/Authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project *(Second presentation)*

Legislative History

- First Presentation — October 1, 2026, Special Work Session
- Second Presentation — October 8, 2026, Regular Meeting

Attachments:

1. Resolution 26-2098
2. Professional Services Agreement with Skillings, Inc.

Executive Summary

The Department of Public Works (DPW) recommends awarding a Professional Services Contract to Skillings, Inc. (Consultant) in the amount of $1,135,043.00 to advance the Beach Drive Lift Station Project (Project) from the existing 30% design through 100% design and subsequent Ready for Construction (RFC) documents. The contract will be supported by the Sewer Capital Fund.

Background

The current sewer configuration that serves the Civic Club, the future Lakefront Park, and five homes immediately to the East, includes two lift stations and a sewer main that runs through private property along Lake Washington's edge. While still functional, the current sewer configuration is past its recommended service life.
This Project aims to decrease long-term maintenance costs by consolidating two lift stations into one and relocating the connected sewer main to the right-of-way. The City has achieved 30% design for the Project and wishes to advance the Project to a 100% design deliverable through the PSA.

A Request for Qualifications (RFQ) for 100% design of the Project was publicly advertised. The City received one proposal in response to our RFQ, from Skillings, Inc.

The Consultant's scope and fee proposal is contained within the Professional Services Agreement attached as Attachment 2. Milestone deliverables include: project management and coordination; topographic survey and mapping; utility data acquisition and potholing; validation and refinement of the existing 30% design; advancement of design and development of 60%, 90%, and 100% Plans, Specifications, and Estimates (PS&E); Opinions of Probable Construction Cost at design milestones; preparation of final specifications and Ready for Construction documents; bid support; electrical engineering; geotechnical engineering; environmental permitting and agency coordination; right-of-way, easement, and property-owner coordination; side-sewer relocation/restoration planning; and community involvement/public outreach. The scope also includes preparation and coordination of the Final Engineering Report and Washington State Department of Ecology review and approval. City staff find the scope and fee appropriate for the required work and DPW finds Skillings, Inc. qualified to complete the work.

The City estimates that design will account for approximately 15% of the overall project cost. The proposed professional services agreement has a not-to-exceed amount of $1,135,043.00. Following City Council authorization and contract execution, the design effort is anticipated to begin on January 31, 2027. The broad project schedule below reflects the anticipated start and is subject to refinement as design, permitting, property/easement coordination, funding, and agency reviews progress. Construction is presently anticipated to begin in January 2029; the construction advertisement date will be established as those prerequisites and bid authorization are completed.

Anticipated Project Schedule

Design Development - approximately January 31, 2027

60% Design - approximately May 31, 2027

90% Design - approximately July 31, 2027

100% Design - approximately September 30, 2027

Ready for Construction (RFC) Documents - approximately November 30, 2027

Construction Advertisement/Bidding – Date to be established following final design, permitting, easement/property coordination, funding, and bid authorization

Anticipated Construction Start - January 2029

Fiscal & Policy Implications

This Project is supported by the Sewer Capital Fund.

Alternatives

Options	***Results***
• Approve Resolution	The City will contract with Skillings, Inc. for 100% design of the Beach Drive Lift Station.
• No Action	The City will not contract with Skillings, Inc.

Staff Recommendation

Move to approve Resolution 26-2098 authorizing the Mayor to Sign a Professional Services Agreement with Skillings, Inc. for 100% Design of the Beach Drive Lift Station Project