



CITY OF LAKE FOREST PARK CITY COUNCIL WORK SESSION

Thursday, November 09, 2023 at 6:00 PM

Meeting Location: In Person and Virtual / Zoom

17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR PARTICIPATING IN THIS MEETING VIRTUALLY:

Please note, this link works for both the Work Session (6:00 p.m.) and Regular Meeting (7:00 p.m.).

Join Zoom Webinar: <https://us06web.zoom.us/j/81208922305>

Call into Webinar: 253-215-8782 | Webinar ID: 812 0892 2305

Public Comment is not taken during the Work Session.

As allowed by law, the Council may add items not listed on the agenda.

For up-to-date information on agendas, please visit the City's website at www.cityoflfp.gov

Meetings are shown on the city's website and on Comcast channel 21 for subscribers within the Lake Forest Park city limits.

AGENDA

1. CALL TO ORDER: 6:00 PM

2. ADOPTION OF AGENDA

3. COUNCIL DISCUSSION TOPICS

- A.** Draft Resolution/Authorizing the Mayor to sign Amendment No. 2 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40th Place NE Roundabout Project

4. ADJOURN

FUTURE SCHEDULE

--Friday, November 10, 2023 City Hall Closed in observance of Veterans Day

--Thursday, November 16, 2023 City Council Budget and Finance Committee Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*

--Thursday, November 23, 2023 City Hall closed in observance of Thanksgiving

--Friday, November 24, 2023 City Hall closed in observance of Native American Heritage Day

--Thursday, December 14, 2023 City Council Work Session Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*

--Thursday, December 14, 2023 City Council Regular Business Meeting 7 pm – *hybrid meeting (Zoom and City Hall)*

--Thursday, December 21, 2023 City Council Budget and Finance Committee Meeting 6 pm – *hybrid meeting (Zoom and City Hall)*
--Monday, December 25, 2023 City Hall closed in observance of Christmas

Any person requiring a disability accommodation should contact city hall at 206-368-5440 by 4:00 p.m. on the day of the meeting for more information.



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	November 9, 2023
Originating Department	Public Works
Contact Person	Andrew Silvia, Senior Project Manager
Title	Resolution XXXX/Authorizing the Mayor to sign Amendment No. 2 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40 th Place NE Roundabout Project

Legislative History

- First Presentation – November 9, 2023, Work Session

Attachments:

1. Resolution XXXX/Authorizing the Mayor to Sign Amendment No. 2 to the Professional Services Contract Agreement AG 21-002 with Transportation Solutions, Inc. for Design and Construction Management Services for the SR104 and 40th Place NE Roundabout Project
2. Amendment No. 2 to Professional Services Agreement 21-002 with Transportation Solutions, Inc.

Executive Summary

The Department of Public Works (“DPW”) recommends amending the professional services agreement with Transportation Solutions, Inc. (“Consultant”) to support additional services necessary to complete the design of the SR104 and 40th Place NE Roundabout project (“Project”). These services are not included in the Consultant’s contract scope of work. Amending the contract scope of work to include these additional services would increase the contract price by \$163,304.00. Funding to support this additional cost is available in the City's Transportation Capital Fund; however, a capital budget amendment will be necessary, as described in the “Fiscal & Policy Implications” below.

Background

The City retained the Consultant to provide engineering design, permitting, and right-of-way acquisition services supporting the Project in January 2021. The City amended the Consultant's contract in January 2023 to include additional design, permitting, and right-of-way acquisition services, the necessity of which was primarily driven by increases in the project size. As project design advanced in 2023, several new project requirements emerged that have required or will require the Consultant's support to address. A complete list and description of these changes and their associated, proposed changes in the Consultant's contract scope of work are provided in Attachment 2. Generally, these changes include:

- New Code Requirements (31% of additional cost)
Two new ordinances (23-1271 and 23-1272) enacted by Council have modified permitting requirements related to tree removal and installation of retaining walls. The Project scope of work includes both activities and is therefore subject to the new code requirements. Addressing new tree code requirements will require the Consultant to complete a canopy coverage study and canopy replacement plan, update project site plans to reflect additional tree planting, and complete other, ancillary tasks. Addressing new retaining wall code requirements will require the Consultant to complete a noise study, complete the City's permitting process including a neighborhood meeting, update retaining wall design and other site plans to meet code and permitting requirements, and complete other ancillary tasks.
- Seattle City Light (SCL) Utility Relocation Requirements (48% of additional cost)
Where SCL's electric distribution infrastructure are to be installed through or near private property, SCL requires the establishment of easements that preserve their ability to maintain their assets as needed. The final design for relocation of SCL's facilities triggers this requirement, resulting in the addition of several new easements affecting three additional private properties. The Consultant must provide additional right of way acquisition negotiation support to address this new requirement. The Consultant has also provided outsized and reasonably unanticipated design coordination effort to obtain SCL's approval of the utility relocation design.
- Other Utility Relocation Support (21% of additional cost)
At DPW's request, the Consultant has provided additional support to coordinate the planned relocation of several utility facilities during construction, including developing a relocation sequencing plan and working to obtain utility purveyors' acceptance thereof, and supporting DPW's efforts to integrate the relocation of potable water facilities into the scope of the City's project and develop an associated interlocal agreement with the Lake Forest Park Water District. This additional coordination effort is intended to reduce risk of delays that may arise from disparate, uncoordinated utility relocation processes during construction.

DPW staff have reviewed the Consultant's request to amend the Project design contract and have found the proposed fees to be appropriate for the related services and agree that the services are necessary to complete the Project design.

Fiscal & Policy Implications

The approved 2023-2024 capital budget includes \$633,700 for the Project's estimated soft costs including design, right-of-way acquisition support, construction engineering, permitting fees, and other miscellaneous soft costs. The approval of design contract amendment #1 increased this budget to \$997,588. The proposed contract amendment would increase this budget to \$1,160,892. Funding sufficient to support this increased budget is available to transfer from the Transportation Capital Fund (302) balance to this Project's account.

As described in the 2023-2024 capital budget, there is currently a funding deficit to support the Project's total estimated cost. The \$1.2M± deficit cited in the capital budget increased by \$363K± following approval of the first design contract amendment and would increase an additional \$163K± if the

proposed, second design contract amendment is approved. City staff are pursuing numerous external funding opportunities to close this funding gap.

Alternatives

Options	Results
<ul style="list-style-type: none">Adopt Resolution	The City will execute Amendment No. 2 to the PSA AG 21-002 with Transportation Solutions, Inc. and advance the Project by completing the work described in the amendment.
<ul style="list-style-type: none">No Action	The City will not execute Amendment No. 2 to PSA AG 21-002. The Project’s future is uncertain in this scenario, given the necessity of completing the proposed additional services for the completion of the Project as currently defined.

Staff Recommendation

Review the proposed contract amendment and provide staff with any additional questions or feedback.

RESOLUTION NO. XXXX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO. 2 TO THE PROFESSIONAL SERVICES CONTRACT AGREEMENT AG 21-002 WITH TRANSPORTATION SOLUTIONS, INC. FOR THE SR 104 AND 40TH PLACE NE ROUNDABOUT PROJECT.

WHEREAS, the City has retained Transportation Solutions, Inc. (Consultant) to provide professional engineering design services for the SR 104 and 40th Place NE Roundabout Project; and

WHEREAS, additional professional engineering and other design support services not included in the Consultant’s initial contract scope of work are required to complete the Project, including additional civil engineering design, right-of-way acquisition support, arborist and noise consulting support, and permitting support services; and

WHEREAS, the Consultant provided the City with a proposal to complete the required additional services, which City staff have reviewed and found acceptable;

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of Lake Forest Park, as follows:

Section 1. AUTHORIZATION TO EXECUTE AGREEMENT. The City Council of the City of Lake Forest Park authorizes the Mayor to sign Amendment No. 2 to the professional services agreement AG 21-002 with Transportation Solutions, Inc. in substantially the form included herewith as Attachment 1.

Section 2. CORRECTIONS. The City Clerk is authorized to make necessary corrections to this resolution including, but not limited to, the correction of scrivener’s/clerical errors, references, ordinance numbering, section/subsection numbers, and any references thereto.

PASSED BY A MAJORITY VOTE of the members of the Lake Forest Park City Council this ##th day of ####, 2023.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.:

Amendment No. 2 to the
Professional Services Agreement between the
City of Lake Forest Park and Transportation Solutions, Inc.
Dated January 21, 2021

This second Amendment to the Professional Services Agreement between the City of Lake Forest Park and Transportation Solutions, Inc., AG 21-002 (hereafter the “Agreement”), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

- 1. Exhibit A (Scope of Work) of the Agreement is amended to include the attached “Exhibit A – Addendum 2”. This addendum to the scope of work generally includes additional design, permitting, and right of way acquisition support services.
- 2. Section 2 of the Agreement is hereby amended as follows:

Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed ~~eight hundred eighty thousand two hundred sixteen dollars and seventy-five cents (\$880,216.75)~~ **one million, forty-three thousand, five hundred, twenty dollars and seventy-five cents (\$1,043,520.75)** as shown on Exhibit B, which shall be full compensation for the Exhibit A Work. Consultant shall invoice the City monthly on the basis of the portion of the Work completed each month by the Consultant and sub-consultants.

- 3. Exhibit B of the Agreement is hereby amended to include the attached “Exhibit B – Addendum 2”.

All other terms and conditions remain as provided in the original Agreement.

CITY OF LAKE FOREST PARK

TRANSPORTATION SOLUTIONS, INC.

Signed: _____

Signed: _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Dated: _____

Dated: _____

Exhibit A - Addendum 2

Scope of Services
SR 104/40th PI SE Roundabout Plans, Specifications, and Estimates

INTRODUCTION

A. Project Description

The work included within this supplemental Scope of Services is to provide additional design and consulting services to the City of Lake Forest Park (CITY) for the SR 104/40th PI SE Roundabout project (PROJECT). The additional design and consulting services by Transportation Solutions, Inc. (CONSULTANT) and its SUBCONSULTANTS are associated with the relocation of existing utility facilities and addressing permitting requirements resulting from City ordinances adopted since the execution of previous agreements.

Work within this supplemental Scope of Services includes development of design concepts for required relocations of overhead electrical power lines for Seattle City Light (SCL) on behalf of the CITY to correlate with the layout of the roundabout. Design concepts of relocated overhead facilities (utility lines, utility poles, guy anchors, and associated clearances to relocated overhead lines) are needed for updating exhibits associated with acquiring property rights for the PROJECT. Property rights acquisition exhibits are developed to identify locations for new right-of-way, permanent utility easements, and temporary construction easements. Work also includes coordination with other franchise utility providers of utility facilities including Lumen, Comcast, University of Washington, WSDOT, and PSE gas. Work also includes coordination with the Lake Forest Park Water District (LFPWD) for relocation of their facilities through the intersection area. Coordination of utility facility relocations is necessary for the sequencing and locations of construction activities, and development of contract specifications and temporary traffic control plans.

Work within this supplemental Scope of Services also includes providing design and consulting services associated with updated permitting requirements for revised LFPMC 16.14 Tree Canopy Preservation and Enhancement as detailed in Ordinance No. 23-1271, and for revised LFPMC 12.50 Retaining Walls as detailed in Ordinance No. 23-1272. Work involves providing a canopy coverage study, a canopy replacement plan, a noise analysis, and participation in a public meeting.

Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL

The CONSULTANT shall provide additional Project Management and Quality Control services that correspond to the services described in the following sections of this supplemental Scope of Services as required for the completion of the PROJECT.

Task 4.0 ENVIRONMENTAL DOCUMENTATION

The CONSULTANT and SUBCONSULTANTS shall work with the CITY to provide design and consulting services associated with updated permitting requirements for revised LFPMC 16.14 Tree Canopy Preservation and Enhancement as detailed in Ordinance No. 23-1271. Work associated with LFPMC 16.14 involves providing a canopy coverage study and a canopy replacement plan.

Detailed scope of services and corresponding budget for the canopy related work prepared by the arborist SUBCONSULTANT is included as an attachment to this scope of services.

The work also involves revised LFPMC 12.50 Retaining Walls as detailed in Ordinance No. 23-1272, which requires a noise study and participation in a public meeting.

Detailed scope of services and corresponding budget for the noise analysis work prepared by the noise SUBCONSULTANT is included as an attachment to this scope of services.

4.3 SEPA

The CONSULTANT and environmental SUBCONSULTANT shall provide assistance to the PROJECT by preparing updates to SEPA documentation as part of additional CITY required environmental documents for permitting. A budget allowance to update the SEPA, Critical Areas Report and other related environmental documentation for the PROJECT is set aside for the environmental SUBCONSULTANT to provide additional services.

4.6 Canopy Replacement

The CONSULTANT and arborist SUBCONSULTANT shall provide assistance to the PROJECT by preparing CITY required canopy replacement plans. Coordination between the CONSULTANTS and the CITY is required for the locations proposed canopy improvements.

4.7 Noise Analysis

The CONSULTANT and noise analysis SUBCONSULTANT shall provide assistance to the PROJECT by preparing a CITY required noise analysis for permitting associated with the proposed walls. Coordination between the CONSULTANTS and the CITY is required for the work.

Task 5.0 RIGHT-OF-WAY ACQUISITION

The CONSULTANT and SUBCONSULTANT shall provide additional Right-of-Way Acquisition services that correspond to the services described in the following sections of this supplemental Scope of Services as required for the completion of the PROJECT.

5.10 Right-of-Way Plan Adjustments

The CONSULTANT shall develop revised right-of-way plans in coordination with SCL and the CITY. The revised right-of-way plans shall be developed in accordance with communications with, and design concepts approved by SCL of relocated overhead facilities (utility lines, utility poles, guy anchors, and associated clearances to relocated overhead lines).

The original scope of services identified that acquisition for permanent right-of-way and temporary construction easements (TCE) for five (5) parcels. Two (2) additional parcels require TCE acquisitions to accommodate the construction of a retaining wall and the connection of a private driveway to the new grade of the roadway. One (1) additional parcel requires the acquisition of a permanent utility easement associated with the relocation of SCL overhead lines. Four (4) of the originally estimated five (5) parcels also require permanent utility easements associated with the relocation of SCL overhead lines. The additional parcels and property rights sought for the PROJECT, including the relocation of SCL overhead lines, require additional effort on behalf of the CONSULTANT and right-of-way SUBCONSULTANT.

A budget allowance proportionate to the increase in parcels and property rights sought for the PROJECT is set aside for the right-of-way SUBCONSULTANT to provide additional services.

Task 6.0 DESIGN (90%)

The 90% Design Submittal requires additional effort, preparation and submittal of design not included in previous agreements. The CONSULTANT and civil SUBCONSULTANT shall prepare additional plans as outlined below, as applicable, and in accordance with the detailed scope of services included as attachments to this scope of services. This additional effort includes:

6.10 Utility Relocation Plans

The CONSULTANT and SUBCONSULTANT shall prepare additional design concept exhibits for, and provide additional design coordination with, the utility companies that have overhead and underground facilities within the project limits in coordination with CITY staff.

Work includes additional and refined development of design concepts for required relocations of overhead electrical power lines for Seattle City Light (SCL) on behalf of the CITY to correlate with the layout of the roundabout. Design concepts of relocated overhead facilities (utility lines, utility poles, guy anchors, and associated clearances to relocated overhead lines) are needed for updating exhibits associated with acquiring property rights for the PROJECT.

Work also includes coordination with other overhead utility providers of utility facilities including Lumen, Comcast, University of Washington, WSDOT. Work also includes coordination with underground utility providers including PSE gas and the Lake Forest Park Water District (LFPWD) for relocation of their facilities through the intersection area.

Coordination of utility facility relocations is necessary for the sequencing and locations of construction activities, development of contract specifications and temporary traffic control plans.

Task 7.0 FINAL DESIGN AND PS&E (100%)

The 100% Design Submittal requires additional effort, preparation and submittal of design not included in the original agreement. This additional effort is related to the same sets of design efforts and coordination as identified in Task 6.0 Design (90%).

**Amendment No. 2
Fee Estimate
SR 104/40TH PL SE ROUNABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH	MJS	JAB	Task Hours	Task Cost
	PM	Sr. Engr Tech CADD	Admin		
	\$289.00	\$179.00	\$167.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	48	0	8	56	\$15,208.00
Task 1.1 Project Management	32		2	34	\$9,582.00
Task 1.2 Monthly Progress Reports and Invoices	4		6	10	\$2,158.00
Task 1.3 Progress Meetings	12			12	\$3,468.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	28	14	0	42	\$10,598.00
Task 4.3 SEPA / Permitting Updates	12	4		16	\$4,184.00
Task 4.6 Canopy Replacement Plan Coordination	12	8		20	\$4,900.00
Task 4.7 Noise Analysis Coordination	4	2		6	\$1,514.00
Task 5.0 RIGHT-OF-WAY ACQUISITION	12	8	0	0	\$4,900.00
Task 5.10 Revise Right-of-Way Plans	12	8		20	\$4,900.00
Task 6.0 DESIGN (90%)	26	8	0	34	\$8,946.00
Task 6.10a Utility Relocation Plans (SCL/Dry Utilities)	16	8		24	\$6,056.00
Task 6.10b Utility Relocation Coordination/Specs/Est (LFPWD)	10			10	\$2,890.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	14	4	0	18	\$4,762.00
Task 7.10a Utility Relocation Plans (SCL/Dry Utilities)	8	4		12	\$3,028.00
Task 7.10b Utility Relocation Coordination/Specs/Est (LFPWD)	6			6	\$1,734.00
Totals	128	34	8	150	\$44,414.00
				Hours Total	Labor Total

Direct Expenses

Terra Vista, Civil Subconsultant	\$49,091.00
ESA, Environmental Subconsultant (allowance)	\$8,000.00
DCG/Watershed, Arborist Subconsultant	\$16,465.00
Michael Minor & Associates Subconsultant	\$3,334.00
Subtotal Subconsultants	\$76,890.00

Amendment #1 Design Services Subtotal Total **\$121,304.00**

Amendment #2 Management Reserve Fund	\$0.00
Amendment #2 Subtotal with MRF	\$121,304.00

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant (allowance) \$42,000.00

Amendment #2 Total Not to Exceed **\$163,304.00**

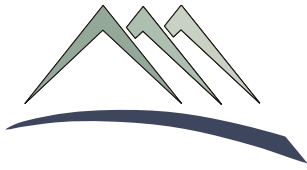
Management Reserve Funds Remaining after Contract Modification #5	\$24,783.00
Management Reserve Funds Remaining after Amendment #2	\$24,783.00

Maximum Amount Payable after Amendment 1 \$880,216.75

New Maximum Amount Payable **\$1,043,520.75**

**Amendment No. 2
Fee Estimate
SR 104/40TH PL SE ROUNDBABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	TSI Prime	TerraVista NW Civil	ESA Environmental	DCG / Watershed Arborist	Michael Minor & Assoc. Noise	Abeyta & Assoc. Right-of-Way	Combined	Project Design	2023 Tree Ordinance	2023 Wall Ordinance	SCL Relo. Coordination	LFPWD Relo. Coordination
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	\$15,208	\$7,210					\$22,418	\$3,015	\$3,552	\$2,441	\$9,299	\$4,111
TASK 4.0 ENVIRONMENTAL DOCUMENTATION												
Task 4.3 SEPA / Permitting Updates	\$4,184	\$2,929					\$7,113	\$2,860	\$3,860	\$393		
Task 4.6 Canopy Replacement Plan Coordination	\$4,900	\$5,355	\$4,000	\$16,465			\$30,720		\$30,720			
Task 4.7 Noise Analysis Coordination	\$1,514	\$1,465	\$4,000		\$3,334		\$10,313			\$10,313		
Task 5.0 RIGHT-OF-WAY ACQUISITION												
Task 5.10 Revise Right-of-Way Plans	\$4,900	\$1,674				\$42,000	\$48,574	\$3,287			\$45,287	
Task 6.0 DESIGN (90%)												
Task 6.10a Utility Relocation Plans (SCL/Dry Utilities)	\$6,056	\$8,372					\$14,428	\$1,782			\$12,646	
Task 6.10b Utility Relocation Coordination/Specs/Est (LFPWD)	\$2,890	\$6,857					\$9,747					\$9,747
Task 7.0 FINAL DESIGN AND PS&E (100%)												
Task 7.10a Utility Relocation Plans (SCL/Dry Utilities)	\$3,028	\$8,372					\$11,400	\$891			\$10,509	
Task 7.10b Utility Relocation Coordination/Specs/Est (LFPWD)	\$1,734	\$6,857					\$8,591					\$8,591
Totals	\$44,414	\$49,091	\$8,000	\$16,465	\$3,334	\$42,000	\$163,304	\$11,835	\$38,132	\$13,147	\$77,741	\$22,449



TerraVista NW LLC

Consulting Engineers

Exhibit A

Scope Description

Dry Utilities Coordination and Design Efforts

During the 90% Design Phase, complexities arose with coordination with the franchise utility purveyors, such as SCL, UW, Lumen, PSE, and so on, regarding the phasing and location of the associated dry utilities. Typically, dry utilities can be relocated by the purveyor ahead of the transportation project, or at least at a convenient time during construction that doesn't disrupt the project. However, it became an evolving level of effort during the roundabout design that the intricacy of the overhead and underground utilities needed a higher level of coordination between the design team, the City, and the utility purveyors to steer their relocation efforts to a positive outcome for the project. If left to their own internal planning efforts without adequate cross coordination of efforts, the project could be significantly delayed during construction as well as unnecessary impacts to the local residents utilizing their services.

TerraVista NW's original scope of services assumed that franchise utility relocations would be provided by the utility purveyors. This assumed a hands off approach by TerraVista NW, whereby we would be provided a utility relocation plan with minimal involvement by TerraVista NW. This also assumes that the purveyors simply work around the proposed roundabout design, however, due the complexity of the amount of utilities onsite, adjustments had to be made to the roundabout design to accommodate some of the utility relocations.

This added coordination helped facilitate a smooth construction process that could potentially avoid unnecessary change orders by the roundabout contractor.

Water District Coordination and Design Efforts

TerraVista NW's original contract assumed that the water and sewer mains would not need to be relocated. This is true for the sewer main, however, the existing water main needs to be relocated due to the placement of the drainage system in the roundabout. The water district has elected to provide the design of the water main relocation to the City to be included in the Contract Documents, in lieu of the design team providing it. For similar reasons as the dry utility coordination, additional effort has been expended by TerraVista NW to participate in meetings and other coordination associated with supporting the water district in relocating the water mains in a location that would not impact the design of the roundabout. The coordination effort became an evolving level of effort without a clear definition of the total amount of time required to coordinate with the water district.

Utility Sequencing Efforts

The design team facilitated ongoing meetings and follow up communication with the utility purveyors to discuss the logistics of relocating their respective utilities, and how this would integrate with the other utility purveyor relocation efforts. Due to the amount of regrading of the site as well as the size of the stormwater system, TerraVista NW needed to provide a supporting role in this effort to assist with development of a sequencing plan that would identify when the roundabout contractor needed to onsite and the windows of time when they shut down and allow each purveyor to access the site to relocate their utilities. Exhibits and other documents have been produced for clarity in the process, some of which will be included in the bid documents as well.

Canopy Replacement Plan Coordination

The City recently adopted a new tree ordinance that preserves tree canopies within the City. The project will remove several trees within the project limits, and the design team will need to provide additional

coordination with the City to evaluate the impacts of the proposed tree removal with regard to the new ordinance as well as review options for tree preservation.

Additional support for permitting

At the time TVNW's original scope was prepared, the full extent of permitting of the project was not outlined by the City. At this time more is known about the permitting and additional support will be needed from TVNW to support the permitting effort.

- Assistance to City staff for preparation of clearing and grading permit
- Assistance to City staff for preparation/update of SEPA checklist (ESA)
- Assistance to City staff for preparation Critical Areas Permit application (ESA)
- Work resulting from the City's new wall ordinance

Additional Right of Way Plan Assistance

Provide assistance with integrating additional Temporary Construction Easement (TCE) and Right of Way (ROW) boundaries into construction documents.

Assumptions

1. Extents of new or replaced impervious surfaces will not change as of the date of this contract amendment, which would require redesign of the drainage system.
2. Project grading will not significantly change as of the date of this contract amendment.
3. Site improvements shall utilize applicable published codes and regulations for reference. Any non-published requirements by the permit agency during permit review, may be considered an additional service and will be discussed at that time.
4. The permit agency will prepare a comprehensive list of comments with the 1st round review. Responding to additional comments received at subsequent reviews may be considered an additional service.
5. Significant changes to the design of the documents prepared by TerraVista NW will not occur after documents are issued by TerraVista NW for the 90% submittal. Minor adjustments will be accommodated.

Exhibit B

Task #	Description	PIC/PM ES \$206	Engineer III RP \$151	Total Hours
Task 1	Project Management and Coordination			
	Project Management	35		35
Task 2	Data Gathering and Engineering			
	Review additional technical information			
Task 3	Preliminary Design			
	Prepare 30% Plans			
	Prepare 30% Technical Specifications			
	Prepare 30% Opinion of Probable Cost			
Task 4	90% Design			
	Dry Utilities Coordination	30	20	50
	Water District Coordination	30	20	50
	Utility Sequencing Efforts	30	3	33
	Canopy Replacement Plan Coordination	13	10	23
	Additional support for permitting	12	8	20
	Add'l ROW Plan Assistance	3	7	10
Task 5	100% Design			
	Dry Utilities Coordination	7	5	12
	Water District Coordination	6	4	10
	Utility Sequencing Efforts	6	1	7
	Canopy Replacement Plan Coordination	2	5	7
	Additional support for permitting	2	2	4
	Subtotal Hours	176	85	261
	Subtotal Fee	\$ 36,256	\$ 12,835	
TOTAL FEE				\$ 49,091

August 30, 2023

Kirk Harris, PE, PMP
Principal
Transportation Solutions
425.375.2329
kirkh@tsinw.com

Re: Proposal for Arborist Services

DCG/Watershed Reference Number: 230120

Dear Kirk:

Thank you for requesting a proposal for arborist services. We would be pleased to assist you with a canopy coverage study and tree replacement plan for your ROW project along SR-104, 40th PI NE, and NE 184th St in the City of Lake Forest Park. Under this proposal, we will conduct the following Scope of Services.

Scope of Services:

Task 1. Canopy Coverage Study

Task	Scope of Work	Staff	Estimated Hours	Cost
1.0	Preliminary review, respond to prime consultant	LFW	2	\$250.00
1.1	Set up file and invoicing software	BT	1	\$115.00
1.2	A canopy coverage study will be conducted using tree inventory canopy radius data to determine the extent of canopy loss from significant trees proposed for removal and provide tree replacement calculations using LFPMC 16.14 – General Tree List for Lake Forest Park 15’ to 30’ Height.	LFW	18	\$2,250.00
1.3	Create GIS map for tree canopy coverage calculation.	NB	12	\$1,500.00
1.4	Respond to City/prime consultant review, comments, and questions	LFW	4	\$500.00
1.5	Internal review	JKB	2	\$450.00
Total	\$5,065.00			

Deliverables for Task 1:

- One canopy coverage study
- One map depicting calculated canopy coverage from removed trees

Task 2. ROW Planting Site Reconnaissance

Task	Scope of Work	Staff	Estimated Hours	Cost
2.0	Preliminary review, respond to prime consultant	LFW	2	\$250.00
2.1	Identify suitable tree replacement planting sites prioritizing first areas within the proposed project's ROW, followed by off-site replanting areas within other city ROWs. Request and review underground facility locations related to planting locations.	LFW	20	\$2,500.00
2.2	Create GIS map indicating proposed planting sites.	NB	8	\$1,000.00
2.3	Respond to City/prime consultant review, comments, and questions	LFW	4	\$500.00
2.4	Internal review	JKB	2	\$450.00
Total	\$4,700.00			

Deliverables for Task 2:

- One memo detailing proposed replanting site suitability
- One map depicting areas of proposed replanting

Task 3. Canopy Replacement Plan

Task	Scope of Work	Staff	Estimated Hours	Cost
3.0	Preliminary review, respond to prime consultant	LFW	2	\$250.00
3.1	Provide a canopy replacement plan which will document mitigation of significant tree canopy loss, a 3-year maintenance and monitoring plan for replanted trees, and a 3-year maintenance, monitoring and watering plan for at-	LFW	24	\$3,000.00

	risk trees including a replacement plan if an at-risk tree fails.			
3.2	Create GIS map for tree canopy replacement plan	NB	20	\$2,500.00
3.3	Respond to City/prime consultant review, comments, and questions	LFW	4	\$500.00
3.4	Internal review	JKB	2	\$450.00
Total	\$6,700.00			

Deliverables for Task 3:

- One canopy replacement plan
- One map of tree replacement plan

Project Management

Throughout the course of the project, we will coordinate with you and the design team regarding project planning, budget, progress, and timeline. Lars Freeman-Wood will be the project manager and primary point of contact for communication. Kenny Booth will be advising principal. We will provide project invoices on a monthly basis. Based on the project scope, we assume the project duration to be four to six weeks.

Project Assumptions:

1. *If the project alignment changes, any additional analysis required will be completed on a time and materials basis beyond the scope provided above, but only with client approval.*
2. *This proposal does not include critical areas reconnaissance or delineation.*
3. *This proposal does not include preparation of any deliverables other than those specified above (e.g. critical areas report, landscape plans).*
4. *Assessment of geologically hazardous areas is not included in this scope.*
5. *This proposal does not guarantee issuance of permits.*
6. *This proposal does not include permit submittals.*
7. *The assessment represents a snapshot at the time of the field work and may not necessarily remain accurate in the future.*
8. *Any required access permissions will be acquired by others.*

9. *No construction observation and monitoring are included with this proposal, but can be added on a time and materials basis or under an additional proposal.*
10. *This proposal assumes that an AutoCAD file of proposed project extents, existing conditions, and alignment will be provided following contract approval and/or when preliminary drawings become available.*
11. *Unless noted in the scope of services above, all deliverables will be provided in PDF format.*
12. *One day of site visits is included as reconnaissance for suitable replanting sites. If additional site visits are needed, these can be completed on a time and materials basis beyond the scope provided above, but only with client approval.*

Payment:

Our Services will be billed on a time and materials basis, with a not-to-exceed figure of \$15,965.00.

Please call if you have any questions or if we can provide you with any additional information.

Sincerely,



Lars Freeman-Wood
ISA Certified Arborist® WE-8769AU
Qualified Tree Risk Assessor (TRAQ)
ISA Certified Utility Specialist®

Proposal approved by:

Kenny Booth, AICP
Principal

**Michael Minor & Associates**

Sound . Vibration . Air
4923 SE 36th Avenue
Portland, Oregon 97202
503.220.0495 ~ fax 866.847.0495

To: Katheryn Seckel, Environmental Planner
From: Michael Minor, Principal, MM&A
Date: April 6, 2023
Subject: Scope and Fee for Noise:
SR-104 at 40th Place NE Roundabout Project Noise Analysis Review

Noise Analysis Scope of Work for WSDOT/FHWA Compliance

Michael Minor & Associates (MM&A) will provide a noise memorandum for the SR-104 at 40th Place NE Roundabout Project. The level of analysis will be determined by reviewing the project to first determine if it meets the level of a Type 1 Project as defined in the current Federal-Aid Policy Guide, Subchapter H, Part 772, *Procedures for Abatement of Highway Traffic Noise and Construction Noise* (FHWA 2010) and the *2011 Traffic Noise Policy and Procedures* (WSDOT 2012).

If the project is not considered Type 1, a noise review of the proposed retaining walls will be performed under the Lake Forest Park Ordinance Number 23-1272, Section 12.50.020 C6. This section requires consideration of retaining wall design to minimize noise reflections. The analysis will not include any noise measurements or predicted noise levels using the FHWA TNM. The analysis will consist of a review of the noise wall design to verify it meets the applicable ordinance on retaining walls.

If the project meets FHWA Type 1 requirements, a complete noise analysis is normally required. However, because this project is not receiving federal funding, a detailed noise study is not required. At the request of the City of Lake Forest Park, a scope and fee for a detailed noise analysis meeting WSDOT standards can be provided.

Noise Screening: Type 1

The project will be reviewed to determine the level of noise analysis typically required under the FHWA and WSDOT policy for federal funded projects. Under FHWA and WSDOT, only projects that are determined to be a Type 1 project are required to have a detailed noise study. For a project to be considered Type 1, the project must meet one or more of the following criteria:

- 1) The construction of a highway on a new location; or,
- 2) The physical alteration of an existing highway where there is either:
 - a. Substantial Horizontal Alteration. A project that halves the distance between the traffic noise source and the closest receptor between the existing condition to the future build condition.
 - b. Substantial Vertical Alteration. A project that removes shielding, therefore exposing the line-of-sight between the receptor and the traffic noise source. This is done by either

altering the vertical alignment of the highway or by altering the topography between the highway traffic noise source and the receptor; or

- 3) The addition of a through-traffic lane(s). This includes the addition of a through-traffic lane that functions as a HOV lane, High-Occupancy Toll (HOT) lane, bus lane, or truck climbing lane; or,
- 4) The addition of an auxiliary lane, except for when the auxiliary lane is a turn lane; or,
- 5) The addition or relocation of interchange lanes or ramps added to a quadrant to complete an existing partial interchange; or,
- 6) Restriping existing pavement for the purpose of adding a through-traffic lane or an auxiliary lane; or,
- 7) The addition of a new or substantial alteration of a weigh station, rest stop, ride-share lot, or toll plaza.

If a project is determined to be a Type I project under this definition, then the entire project area as defined in the environmental document is a Type I.

The initial review of the project area indicates that the proposed project is not likely meet these criteria on any noise-sensitive properties as defined under FHWA and WSDOT policy. The project will not add any new through lanes and does not appear to change the vertical or horizontal alignment sufficiently to meet Type 1 requirements (half the distance to the travel lanes or expose a previously shielded receiver).

The noise technical memorandum will be submitted in MS Word format for review and comments. After revisions based on the comments are completed, a final memorandum will be produced in PDF electronic format.

Noise Analysis Assumptions:

- > A review of planned and permitted properties will be performed to identify any potential new noise sensitive land uses.
- > CAD files (MicroStation or Civil 3D) will be provided.
- > If it is determined that the project meets the Type 1 requirements, then additional noise analysis may be required that is outside of this scope of services.

Noise Analysis Deliverables:

- > Noise Memorandum (draft and final)

Noise Analysis Time Frame:

- > Typical time to complete the memorandum is typically two week from NTP and receipt of the most current project design.

Type 1 Screening and Retaining Wall Analysis Fee:

The cost estimate for the noise is \$3,334.08.

Details below.

SR-104 at 40th Place NE Roundabout Project Noise Analysis Review

Noise Analysis and Abatement						
Task #	Description	M. Minor Principal	Lead Noise Analyst	Noise/Air Technician	Noise Technician	Labor Cost by Task
		M. Minor	M. Cordasco	B. Bloom	R. Roy	
		\$75.00	\$37.00	\$35.00	\$33.00	
1	Project Introduction/Preparation	1	1	0	0	\$112.00
2	Type 1 noise analysis review	2	12	0	0	\$594.00
3	Review retaining walls	6	2	0	0	\$524.00
4	Meetings	2	0	0	0	\$150.00
5		0	0	0	0	\$0.00
6		0	0	0	0	\$0.00
7		0	0	0	0	\$0.00
8		0	0	0	0	\$0.00
Labor Cost by Personnel		\$825.00	\$555.00	\$0.00	\$0.00	\$1,380.00
Indirect Cost Calculations						
1.116	WSDOT approved Rate from 7/17/2023	920.70	619.38	0.00	0.00	1540.08
Fixed Fee Calculations						
0.3		247.50	166.50	0.00	0.00	414.00
Total Labor Costs						
		1993.20	1340.88	0.00	0.00	3334.08
Direct Expense						
Travel		Per-Diem	Hotel	Miles/Car	Air/Train/Cab	Count #
Depart (use First & Last Day rates)		\$0.00	\$0.00	\$0.00	\$0.00	
Overnight		\$0.00	\$0.00	\$0.00	\$0.00	
Return (use First & Last Day rates)		\$0.00	\$0.00	\$0.00	\$0.00	
Totals		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Other						
Item A						\$0.00
Item B						\$0.00
Item C						\$0.00
Direct Expense Total						
						\$0.00
Total not to Exceed Cost Estimate						
						\$3,334.08

**Amendment No. 2
Fee Estimate
SR 104/40TH PL SE ROUNABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH PM \$289.00	MJS Sr. Engr Tech CADD \$179.00	JAB Admin \$167.00	Task Hours	Task Cost
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	48	0	8	56	\$15,208.00
Task 1.1 Project Management	32		2	34	\$9,582.00
Task 1.2 Monthly Progress Reports and Invoices	4		6	10	\$2,158.00
Task 1.3 Progress Meetings	12			12	\$3,468.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	28	14	0	42	\$10,598.00
Task 4.3 SEPA / Permitting Updates	12	4		16	\$4,184.00
Task 4.6 Canopy Replacement Plan Coordination	12	8		20	\$4,900.00
Task 4.7 Noise Analysis Coordination	4	2		6	\$1,514.00
Task 5.0 RIGHT-OF-WAY ACQUISITION	12	8	0	0	\$4,900.00
Task 5.10 Revise Right-of-Way Plans	12	8		20	\$4,900.00
Task 6.0 DESIGN (90%)	26	8	0	34	\$8,946.00
Task 6.10a Utility Relocation Plans (SCL/Dry Utilities)	16	8		24	\$6,056.00
Task 6.10b Utility Relocation Coordination/Specs/Est (LFPWD)	10			10	\$2,890.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	14	4	0	18	\$4,762.00
Task 7.10a Utility Relocation Plans (SCL/Dry Utilities)	8	4		12	\$3,028.00
Task 7.10b Utility Relocation Coordination/Specs/Est (LFPWD)	6			6	\$1,734.00
Totals	128	34	8	150	\$44,414.00
				Hours Total	Labor Total

Direct Expenses

Terra Vista, Civil Subconsultant	\$49,091.00
ESA, Environmental Subconsultant (allowance)	\$8,000.00
DCG/Watershed, Arborist Subconsultant	\$16,465.00
Michael Minor & Associates Subconsultant	\$3,334.00
Subtotal Subconsultants	\$76,890.00

Amendment #1 Design Services Subtotal Total **\$121,304.00**

Amendment #2 Management Reserve Fund	\$0.00
Amendment #2 Subtotal with MRF	\$121,304.00

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant (allowance) \$42,000.00

Amendment #2 Total Not to Exceed **\$163,304.00**

Management Reserve Funds Remaining after Contract Modification #5	\$24,783.00
Management Reserve Funds Remaining after Amendment #2	\$24,783.00

Maximum Amount Payable after Amendment 1 \$880,216.75

New Maximum Amount Payable **\$1,043,520.75**