



CITY OF LAKE FOREST PARK CITY COUNCIL REGULAR MEETING

Thursday, May 08, 2025 at 7:00 PM

Meeting Location: In Person and Virtual / Zoom
17425 Ballinger Way NE Lake Forest Park, WA 98155

INSTRUCTIONS FOR ATTENDING THIS MEETING VIRTUALLY:

Please note, this link works for both the Joint Meeting with Shoreline School District Board (6:00 p.m.) and Regular Meeting (7:00 p.m.).

Join Zoom Webinar: <https://us06web.zoom.us/j/87091829890>
Call into Webinar: 253-215-8782 | Webinar ID: 870 9182 9890

The City Council is providing opportunities for public comment by submitting a written comment or by attending in person to provide oral public comment.

HOW TO PARTICIPATE WITH ORAL COMMENTS:

If you are attending the meeting in person, there is a sign-in sheet located near the entrance to the Council Chambers. Simply fill the form out and the Mayor will call your name at the appropriate time. Oral comments are limited to 3:00 minutes per speaker. Oral comments are not being accepted via Zoom.

The meeting is being recorded.

HOW TO SUBMIT WRITTEN COMMENTS:

Written comments will be submitted to the Council if received by 5:00 p.m. on the date of the meeting; otherwise, they will be provided to the City Council the next day. The City Clerk will read your name and subject matter into the record during Public Comments.

As allowed by law, the Council may add and take action on 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: 7:00 PM**
2. **PLEDGE OF ALLEGIANCE**
3. **ADOPTION OF AGENDA**
4. **PUBLIC COMMENTS**

*The Council will not be accepting online public comments. This portion of the agenda is set aside for the public to address the Council on agenda items or any other topic the Council might have purview or control over. However, the Mayor or Council may not respond to comments from the public. If the comments are of a nature that the Council does not have influence or control over, then the Mayor or presiding officer may request the speaker suspend their comments. The Council may direct staff to follow up on items brought up by the public. **Comments are limited to a three (3) minute time limit.***

5. **FINAL CONFIRMATION**

A. Appointment of John Drew to Planning Commission

6. **PROCLAMATIONS**

A. Recognizing May 11 - 17, 2025 as National Police Week & May 15, 2025 as Peace Officers Memorial Day

B. Recognizing May 17 - 23, 2025 as National Safe Boating & Paddling Week

C. Recognizing May 18 - 24, 2025 as National Public Works Week

7. **PRESENTATIONS**

A. King County Regional Homeless Authority

B. Honoring and Thanking Jason Becker - Police Department Sergeant

C. Promotion of Police Department Officer Jayson Bensen to Sergeant

D. Police Department 2024 Annual Report

8. **CONSENT CALENDAR**

The following items are considered to be routine and non-controversial by the Council and will be approved by one motion. There will be no separate discussion of these items unless a Councilmember so requests, in which case the item will be removed from the Consent Calendar in its normal sequence on the agenda.

A. April 21, 2025 Committee of the Whole meeting notes

B. April 24, 2025 City Council Regular Meeting minutes

- C. City Expenditures for the Period Ending May 8, 2025

9. ORDINANCES AND RESOLUTIONS FOR COUNCIL DISCUSSION

- A. Resolution 25-2015/Authorizing the Mayor to sign Amendment No. 3 to the Professional Services Contract Agreement AG-21-002 with Transportation Solutions, Inc. for the SR 104 / 40th Place NE Roundabout Project

10. ORDINANCES AND RESOLUTIONS FOR ACTION

- A. Resolution 25-2016/Authorizing the Mayor to Sign the Water Resource Inventory Area 8 (WRIA 8) Interlocal Agreement Renewal 2026-2035

11. OTHER BUSINESS

- A. Community Development permit tracking software update to iWorQ

12. COUNCIL COMMITTEE REPORTS

- A. Councilmember Reports
- B. Mayor's Report
- C. City Administrator's Report

13. ADJOURN

FUTURE SCHEDULE

- Monday, May 12, 2025, 5:45 p.m. Joint City Council Meeting with Cities of Shoreline and Kenmore – *hybrid meeting (Shoreline City Hall and via Zoom)*
- Monday, May 12, 2025, 7:30 p.m. City Council Special Meeting – *hybrid meeting (City Hall and via Zoom)*
- Monday, May 19, 2025, 6:00 p.m. Committee of the Whole Meeting – *hybrid meeting (City Hall and via Zoom)*
- Thursday, May 22, 2025, 7:00 p.m. City Council Regular Meeting – *hybrid meeting (City Hall and via Zoom)*
- Monday, May 26, 2025 – Memorial Day, City Hall closed
- Thursday, May 29, 2025, 6:00 p.m. Budget & Finance Committee Meeting – *hybrid meeting (City Hall and via Zoom)*

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

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.



LAKE FOREST PARK WASHINGTON

Published on *Lake Forest Park Washington Meetings* (<https://lakeforestpark-wa.municodemeetings.com>)

[Home](#) > [Boards](#) > [Board Application](#) > [Webform results](#) > Board Application

Submission information

Form: [City of Lake Forest Park Boards and Commissions Application](#) [1]

Submitted by Visitor (not verified)

Tue, 02/18/2025 - 12:19pm

172.56.106.97

First Name

John

Last Name

Drew

Home Address

Mailing Address (if different from above)

Phone Number

Do you own property in Lake Forest Park?

Yes

Email

Board, Commission, Committee

Planning Commission

Years a Resident of this Municipality

12

Experience/Professional Expertise/Education (Please provide dates of education and experience.)

Data analysis, technical writing, grantsmanship, survey design, software development management, BA from UW - see attached resume

Current or Prior Experience on Boards/Commissions/Committees

Many boards and committees during career at UW: UW Computing Directors, University Strategic Analysis

Group, Kual international educational software development, MOR academic leaders, etc.

Civic Activities and Memberships (Roles with fraternal, business, church, or social groups-please provide dates)

Currently serving as webmaster/editor/analyst for LFP group Citizens Organized to Rethink Expansion (CORE).

Reasons for Wanting to Serve

My wife and I love living here in Lake Forest Park. I was a public servant during my nearly 50-year career at University of Washington. I would like to continue public service to support growth in our community while preserving the values and character of LFP.

Are you able to attend evening meetings?

Yes

Resume, Education, etc. (Optional)

[john_drew_resume.pdf](#) [2]

- [Home](#)
- [Logout](#)
- [Dashboard](#)

[Municode - Connecting You and Your Community](#)

Source URL:<https://lakeforestpark-wa.municodemeetings.com/node/791/submission/108>

Links

[1] <https://lakeforestpark-wa.municodemeetings.com/bc/application> [2] https://lakeforestpark-wa.municodemeetings.com/system/files/webform/john_drew_resume.pdf

John Drew

RETIRED DIRECTOR OF COMPUTING & INFORMATION RESOURCES, UW

Profile

Retired information technology and institutional research director with continuing involvement in community activities and writing

Experience

2022 - Present
Editor, data analyst, webmaster • [Citizens Organized to Rethink Expansion \(CORE\)](#)

Retired Feb. 2020
Director of Computing and Information Resources • [Graduate School](#) • University of Washington – retired after 47-year career at UW

2019-20
Consultant • Council of Graduate Schools • Washington, D.C.

2002-2006
Technology Services Chair • Board member • [National Association of Graduate Admissions Professionals](#)

Awards & Achievements

- Principal Investigator, Intel Foundation grant – Improving the National Name Exchange
- Co-principal Investigator, National Science Foundation grant – PhD Career Pathways
- UW President's [University Initiative Fund Awardee](#), 1999
- UW Provost [Innovation Fund Awardee](#), 2004
- Developed first system to process UW grants and contracts
- Conceived and developed [National Name Exchange](#), used by over 50 top universities in the U.S.
- Conceived and developed Graduate Funding Resource System (GFRS)
- Conceived, developed and managed [MyGrad](#), currently used by all graduate programs at all three UW campuses
- Conceived, developed and managed graduate application for admission used by over 1 million applicants to UW graduate programs at all three UW campuses

Leadership

- MOR Associates IT Leadership Program, 2008 Cohort, Boston, MA
- Co-founded [UW Computing Directors](#)
- UW Survey Design Review Team

Education

- University of Washington, Bachelor of Arts
- Post-baccalaureate coursework in quantitative methods and information science

Key Skills

<ul style="list-style-type: none">Data analysis	<ul style="list-style-type: none">Public speaking
<ul style="list-style-type: none">Requirements analysis	<ul style="list-style-type: none">Information security
<ul style="list-style-type: none">Grant writing	<ul style="list-style-type: none">Institutional research
<ul style="list-style-type: none">Policy development	<ul style="list-style-type: none">Survey design, administration & analysis



PROCLAMATION

WHEREAS, in 1962 the Congress and the President of the United States signed a proclamation which designated May 15 as “Peace Officer Memorial Day” and the week in which that date falls as “Police Week;” and

WHEREAS, members of law enforcement recognize their duty to serve the citizens of the City of Lake Forest Park by safeguarding life and property, by protecting them against violence and disorder, and by protecting the innocent against deception and the weak against oppression or intimidation; and

WHEREAS, during Law Enforcement Week and throughout the year, the Lake Forest Park City Council recognizes and appreciates the critical contributions and sacrifices made by members of law enforcement at all levels, and honors their courage and dedication; and

WHEREAS, the dedicated men and women of the Lake Forest Park Police Department provide this vital public service day and night – enforcing the law and safeguarding the lives, property, rights, and freedom of every community member.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim the City’s recognition and appreciation of our law enforcement officers, past and present, by designating the week of May 11 – 17, 2025 as

NATIONAL POLICE WEEK

In recognition of the service given by these men and women who stand guard to preserve the rights and security of all citizens.

FURTHER, the City Council calls upon the citizens of Lake Forest Park to observe May 15, 2025 as

PEACE OFFICER MEMORIAL DAY

in honor of those fallen law enforcement officers and those who became disabled in the performance of their duty and recognize and offer our respect to the survivors of our fallen heroes.

Signed this 8th day of May 2025

Thomas French, Mayor



PROCLAMATION

WHEREAS, on average, 650 people die each year in boating related accidents in the U.S., with the vast majority of those accidents caused by human error and poor judgment and not by the boat, equipment, or environmental factors; and

WHEREAS, a significant number of boaters who lose their lives by drowning each year would be alive today had they worn their life jackets; and

WHEREAS, the City of Lake Forest Park is bounded by two miles of shoreline on Lake Washington; and

WHEREAS, a large number of Lake Forest Park's residents of all ages engage in recreational boating and paddling; and

WHEREAS, the mission of the United States Coast Guard Auxiliary, Division 2, overseeing the Northshore area, is to promote and improve recreational boating safety by teaching boating safety courses and conducting vessel safety checks.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park do hereby proclaim May 17 to 23, 2025, as

NATIONAL SAFE BOATING AND PADDLING WEEK

and urge all those who boat or paddle to practice safe boating and paddling habits and wear a life jacket at all times while boating and paddling.

Signed this 8th day of May 2025

Thomas French, Mayor



PROCLAMATION

WHEREAS, public works services provided in our community are an integral part of our citizens’ everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and programs such as emergency management response, water, sanitary sewers, streets, public buildings, parks, surface water management, and solid waste collection; and

WHEREAS, the health, safety, and comfort of this community greatly depends on these facilities and services; and

WHEREAS, the quality and effectiveness of these facilities, as well as their planning, design, and construction, are vitally dependent upon the efforts and skill of public works officials; and

WHEREAS, the efficiency of the qualified and dedicated personnel who staff public works departments is materially influenced by the people’s attitude and understanding of the importance of the work they perform.

NOW, THEREFORE, the Mayor and City Council of the City of Lake Forest Park, do hereby proclaim the week of May 18 – 24, 2025 as

NATIONAL PUBLIC WORKS WEEK

in the city of Lake Forest Park and call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing our public works and to recognize the contributions that public works officials make every day to our health, safety, comfort, and quality of life.

Signed this 8th day of May 2025

Thomas French, Mayor

LAKE FOREST PARK POLICE DEPARTMENT



2024 - ANNUAL REPORT

Mission

Our mission is to develop and support a team of professionals who consistently seek and find innovative policing strategies to affirmatively promote, preserve, and deliver those quality services which enhance the security and safety of our community. To support this mission, we will work in strong partnership with the community.

Vision

Our Vision is to ensure the City of Lake Forest Park is one of the safest cities in the Puget Sound Region achieved through the delivery of quality law enforcement services.

Values

Our department values the sanctity of all life. We strive for the equal, equitable, and compassionate application of law enforcement services for all, and the universal acceptance of all people. We endeavor for the highest level of training and diversity for our police staff and maintain partnerships within our community and local governments to provide urgently needed resources for those in need.

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Message from Chief Harden



Dear Residents of Lake Forest Park,

I am honored to present the 2024 Annual Report of the Lake Forest Park Police Department. This report provides an overview of crime trends, department achievements, and our community engagement. Our commitment remains steadfast: to ensure Lake Forest Park remains one of the safest cities in the Puget Sound region.

As we reflect on the past year, our department has undergone significant staffing changes to better serve the needs of our growing community. We have welcomed new officers and introduced new lieutenant divisions to ensure continuity in leadership following Lt. Rhonda's retirement within the department. These changes help ensure we maintain the highest level of service, even as law enforcement agencies across the region face recruitment and retention challenges.

Staffing shortages remain a critical issue, as the demand for public safety services continues to grow. Like many agencies, we face a limited hiring pool, competitive wage pressures, and lengthy officer training requirements. Despite these challenges, our officers and professional staff have remained dedicated to their mission—serving with integrity, professionalism, and a deep commitment to the community.

Another focus this year has been budget management. While we have adapted to new operational demands—including the increased workload from traffic enforcement measures—we continue to work within our financial constraints to provide high-quality services. Careful fiscal planning has allowed us to balance staffing needs, technology investments, and equipment upgrades while remaining responsible stewards of taxpayer dollars.

Our community partnerships remain a cornerstone of our policing approach. Whether through neighborhood outreach, school collaborations, or crisis intervention efforts, we strive to foster trust and engagement with our residents. We appreciate your continued support and involvement, as these partnerships are vital to maintaining a safe and welcoming city.

I want to extend my sincere gratitude to the dedicated men and women of the Lake Forest Park Police Department. Their hard work and resilience, in the face of evolving challenges, ensure that Lake Forest Park remains a safe place to live, work, and visit.

For more information about our services, please visit the city website at www.cityofflp.gov or on social media. It is an honor to serve as your Chief of Police.

Michael Harden
Chief of Police
Lake Forest Park Police Department

About the Annual Report

The Annual Police Report contains information on the service efforts and accomplishments of the Lake Forest Park Police Department to support its vision, mission, and goals.

The goal of the report is to keep the City of Lake Forest Park residents, staff, administrators, and elected officials informed of the activities of the police department and criminal activity in the city. It highlights the good work of the men and women of the department while emphasizing the value they bring to the citizens daily.

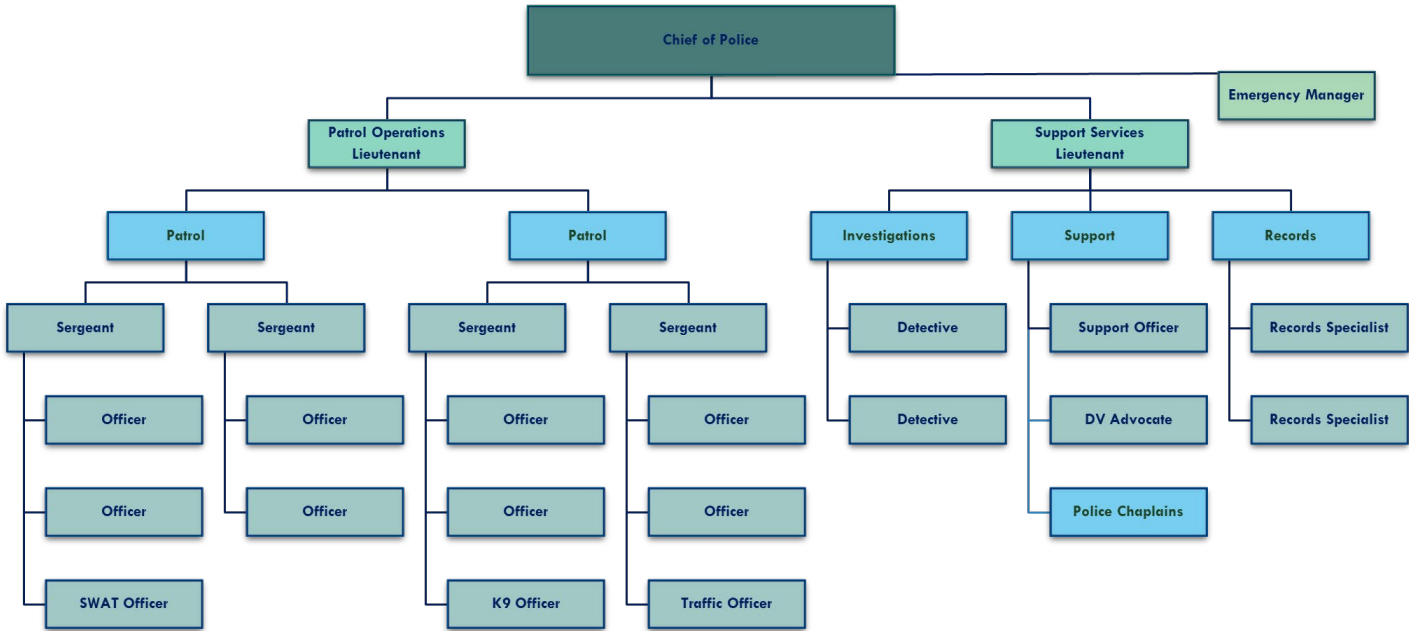
Goals

To achieve this mission, the City of Lake Forest Park Police Department has adopted the following goals and objectives:

- 1. Reduce crime and collision loss in our community.
- 2. Provide quality services and innovative policing strategies delivered through excellent customer service.
- 3. Provide appropriate resources to employees that foster a safe, ethical, innovative, knowledgeable, and healthy workforce.
- 4. Provide emergency management oversight for the Northshore Emergency Management Coalition.



2024 Organizational Chart



Support Services Additional Duties: Public Disclosure, Policy Manual, Auditing, Background Checks, Firearm Licensing, Fingerprinting, Equipment Maintenance and Purchasing, and Budgeting.

Patrol Additional Duties: Traffic, K9, SWAT, Gangs, Graffiti, Training, and Narcotics.

Additional Notes: Throughout much of 2024, we grappled with three vacant positions as we sought to fill them. Towards the close of the year, Officers Gouin, Alcean, and Montague joined our department to occupy these roles. Additionally, Officer Zelenock departed, creating another vacancy, which Officer Johnson filled at the onset of 2024.

In 2023, the City Council sanctioned the addition of three Limited Term Employee positions, aimed at expediting the hiring process to address the delays of training and the forthcoming officer retirements.

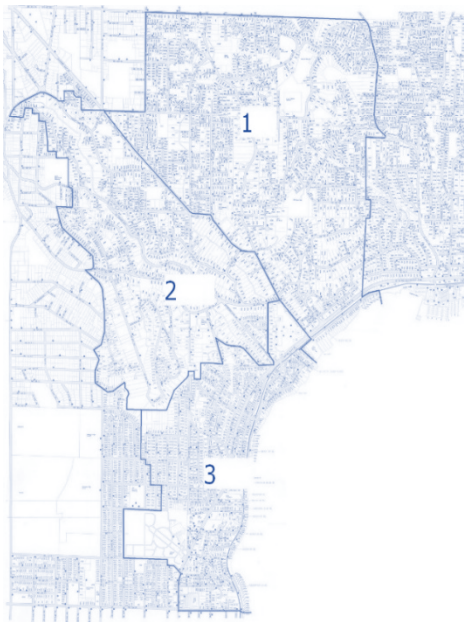


Operations Division



Patrol Operations Division Commander

Lieutenant
Diego Zanella



The Operations Division is a vital part of the Lake Forest Park Police Department, consisting of Patrol, Traffic, Crime Watch, and Block Watch units.

Patrol is responsible for ensuring public safety and maintaining law and order throughout Lake Forest Park. Operating 24/7, uniformed officers serve as the first responders to emergencies and community concerns. Their duties include responding to calls for service, conducting proactive patrols to prevent and address criminal activity, enforcing traffic laws, and assisting residents in need. Patrol officers play a crucial role in crime prevention, community engagement, and rapid incident response, contributing to the safety and well-being of our community.

Under the leadership of the Operations Division Commander, the Patrol unit is structured into four squads, each led by a Sergeant. In addition to their supervisory responsibilities, Sergeants oversee key areas such as traffic cameras, training, narcotics investigations, and coordination with regional crisis response teams.

In May 2024, the division saw a leadership transition with the retirement of Operations Division Commander Rhonda Lehman. She was succeeded by Administrative Division Commander Diego Zanella.

Despite ongoing staffing challenges in 2024, our officers have demonstrated unwavering dedication, often working extensive overtime and making personal sacrifices to ensure continuous service. Their professionalism, commitment, and hard work remain evident as they uphold the department’s high standards and seek innovative ways to provide exceptional service to the community.

We remain steadfast in our mission to develop and support a team of professionals dedicated to innovative policing strategies that enhance safety and security. Strengthening our partnership with the community remains at the core of our efforts to achieve this mission.

Lt. Diego Zanella
Patrol Operations Division Commander



Calls for Service ~ Incidents

“Calls for Service” are received by dispatch and entered as many different call types.

For example, the call type category of “**Burglary/Theft**” includes:

<i>Burglary</i>	<i>Forgery</i>	<i>Fraud</i>
<i>Identity Theft</i>	<i>Motor Vehicle Recovery</i>	<i>Motor Vehicle Theft</i>
<i>Possession of Stolen Property</i>	<i>Robbery</i>	<i>Theft</i>
<i>Vehicle Prowl</i>		

For 2024, there were 174 different call types that have been combined into these 15 broad categories.

Type of Call	2020	2021	2022	2023	2024	+/-	vs. Last Year
Information / 911	195	206	152	131	137	5%	↑
Alarms	235	218	242	189	217	15%	↑
Assault/Fights/Harassment	37	46	34	23	51	122%	↑
Burglary/Theft	526	348	452	263	226	-14%	↓
Disturbance/Noise	134	145	150	158	141	-11%	↓
Domestic	33	43	46	23	36	57%	↑
Investigations	1331	1180	1336	1269	1047	-17%	↓
Juvenile	29	21	28	30	23	-23%	↓
Liquor/Narcotics	20	11	23	27	31	15%	↑
Miscellaneous	1106	1059	1022	1156	2137	85%	↑
Parking	166	232	195	173	85	-51%	↓
Property	96	81	76	56	65	16%	↑
Public Service	2633	2721	2566	2666	2103	-21%	↓
Traffic	2859	2726	3228	3209	3302	3%	↑
Trespass	36	39	58	56	33	-41%	↓

****Incidents include officer-initiated police activity**

Call types are assigned by the dispatcher and may/may not reflect the true nature of the call or report type completed by the officer. For example, a traffic stop call type could change to a DUI report based on the officer’s investigation.

Incidents labeled “Investigations” include:

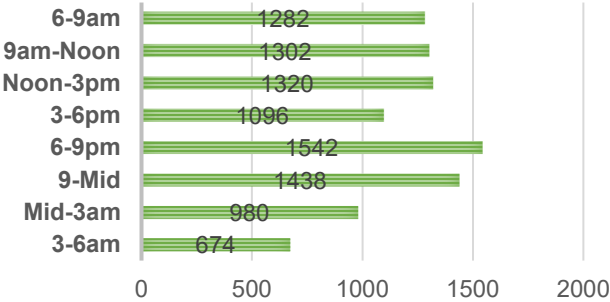
<i>Animal</i>	<i>Adult Protective Services</i>	<i>Area Check</i>
<i>Background Investigations</i>	<i>Child Protective Services</i>	<i>Death Investigations</i>
<i>Drill</i>	<i>Explosion</i>	<i>Exposing</i>
<i>Field Investigation Report</i>	<i>Graffiti</i>	<i>Illegal Dumping</i>
<i>K-9</i>	<i>Malicious Mischief</i>	<i>Missing Persons</i>
<i>Order Violation</i>	<i>Ordinance Violation</i>	<i>Paper Violation</i>
<i>Peddling</i>	<i>Registered Sex Offender</i>	<i>Sex Offense/Other</i>
<i>Shooting</i>	<i>Subject Stop</i>	<i>Suicide</i>
<i>Suspicious Circumstances</i>	<i>Threats</i>	

Calls for Service ~ Incidents (con't)



Incidents	2020	2021	2022	2023	2024
January	1068	791	754	913	848
February	884	680	605	710	701
March	713	920	791	756	711
April	623	874	721	913	770
May	924	908	882	881	858
June	799	801	829	799	890
July	814	780	916	826	846
August	821	719	863	748	740
September	784	719	902	657	806
October	742	647	938	680	845
November	599	571	699	740	800
December	665	672	708	806	819
TOTAL	9,436	9,082	9,608	9,429	9,634

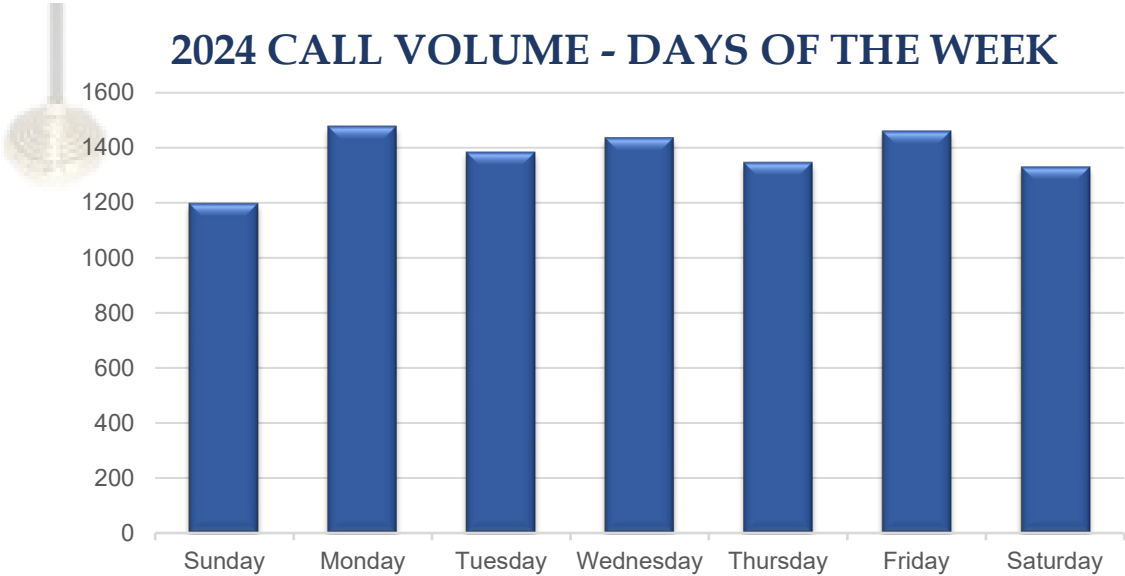
2024 CALL HOURS



Five-year average: 9,557



2024 CALL VOLUME - DAYS OF THE WEEK



Criminal Activity

Overview	2020	2021	2022	2023	2024	+/-	vs. Last Year
Incidents	9436	9082	9608	9429	9634	2%	↑
Case Reports	865	613	809	740	661	-11%	↓
Arrests	216	146	230	201	178	-11%	↓
Traffic Stops	2147	1837	2477	2593	1876	-28%	↓
Traffic Infractions	1152	767	976	907	623	-31%	↓
Criminal Traffic	127	152	173	212	140	-34%	↓
Drug Arrests	47	14	12	13	2	-85%	↓
Domestic Incidents	69	62	80	54	64	19%	↑
DUI Arrests	22	22	28	19	11	-42%	↓
Fraud/Forgery/ID	184	30	35	44	24	-45%	↓
Graffiti	20	16	25	25	7	-72%	↓
Malicious Mischief	79	62	99	93	71	-24%	↓
Vehicle Prowls	60	26	36	55	40	-27%	↓

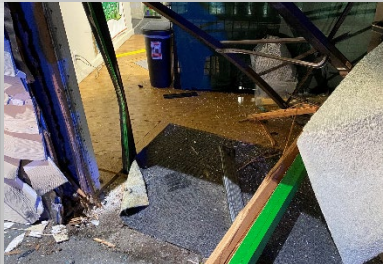
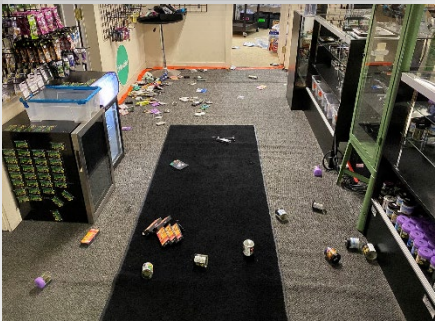
PART I CRIMES are also referred to as "Index Crimes" (FBI)

Cases	2020	2021	2022	2023	2024	+/-	
<u>Violent Crime</u>							
Homicide	0	0	0	2	0	-100%	↓
Rape	7	5	4	4	7	75%	↑
Robbery	3	1	3	5	0	-100%	↓
Assault	29	37	39	22	31	41%	↑
<u>Property</u>							
Arson	2	0	2	0	1	100%	↑
Burglary	40	29	32	30	26	-13%	↓
Vehicle Theft	16	23	24	35	28	-20%	↓
Theft	197	137	240	229	194	-15%	↓
Possession of Stolen Property	26	13	10	18	11	-39%	↓

Property Crimes

For a more detailed view of “Property Crimes,” the graph shows a breakdown of the different types of property crimes reported to the police department.

Property Crimes	2020	2021	2022	2023	2024	+/-	vs. Last Year
Burglary – 1 st & 2 nd Degree	24	18	17	10	18	80%	↑
Burglary – Residential	16	11	15	20	8	-60%	↓
Burglary (Total)	40	29	32	30	26	-13%	↓
Forgery and Fraud	13	14	12	16	7	-56%	↓
ID Theft	171	16	23	28	17	-39%	↓
Malicious Mischief	79	78	99	93	71	-24%	↓
MV Theft	16	23	24	35	28	-20%	↓
Possession of Stolen Property	26	13	27	18	11	-39%	↓
Theft	197	137	243	229	194	-15%	↓
Vehicle Prowl	60	26	36	55	40	-27%	↓



Domestic Violence

Verbal Domestic - Argument between persons with no physical contact (no crime).

Assaults - Argument between persons who get physical with each other (i.e., pushing, shoving, slapping, hitting with hands/feet, etc.)

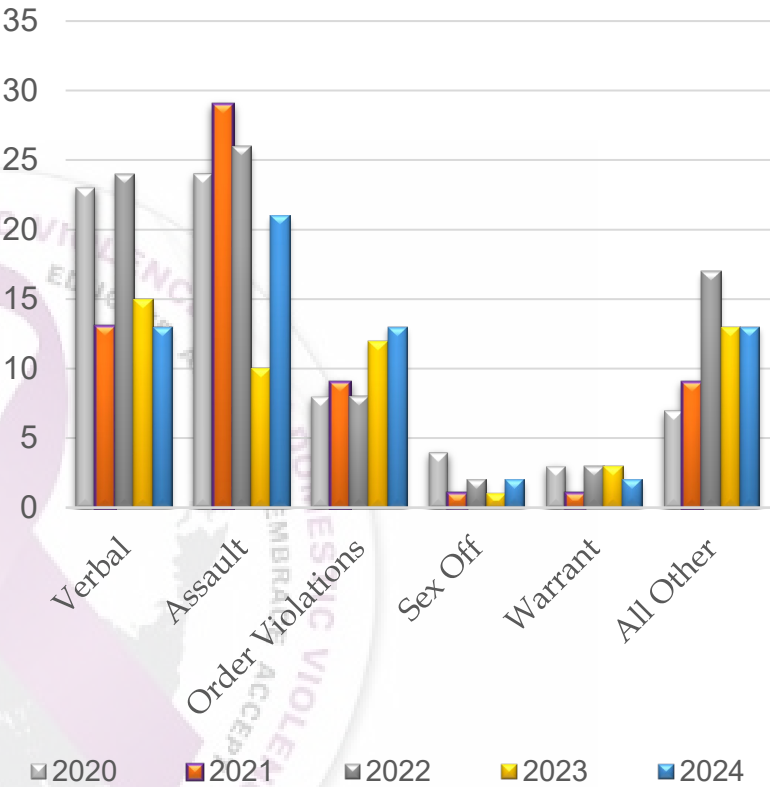
Court Order Violation - Protection orders, harassment orders, no contact and restraining orders. These orders are issued by Courts for the protection of domestic violence victims or for subjects being harassed by known subjects.

***All other domestic violence related incidents**

- APS (Adult Protective Services)
- Arson
- Behavioral Health
- Burglary - Residential
- CPS (Child Protective Services)
- Criminal Mistreatment
- Disturbance
- Harassment
- Hit and Run
- Identity Theft
- Informational Report
- Juvenile Incident
- Malicious Mischief
- Mental Hold
- Possession of Stolen Property
- Theft
- Threats
- Trespass
- Trespass Warning
- VUCSA (Drug Related)

Domestic Incidents	2020	2021	2022	2023	2024		
Verbal - No Crime	23	13	24	15	13	-13%	↓
Assault	24	29	26	10	21	110%	↑
Order Violations	8	9	8	12	13	8%	↑
Sex Offense	4	1	2	1	2	100%	↑
Warrant	3	1	3	3	2	-33%	↓
*All Other	7	9	17	13	13	0%	-
Total	69	62	80	54	64	19%	↑

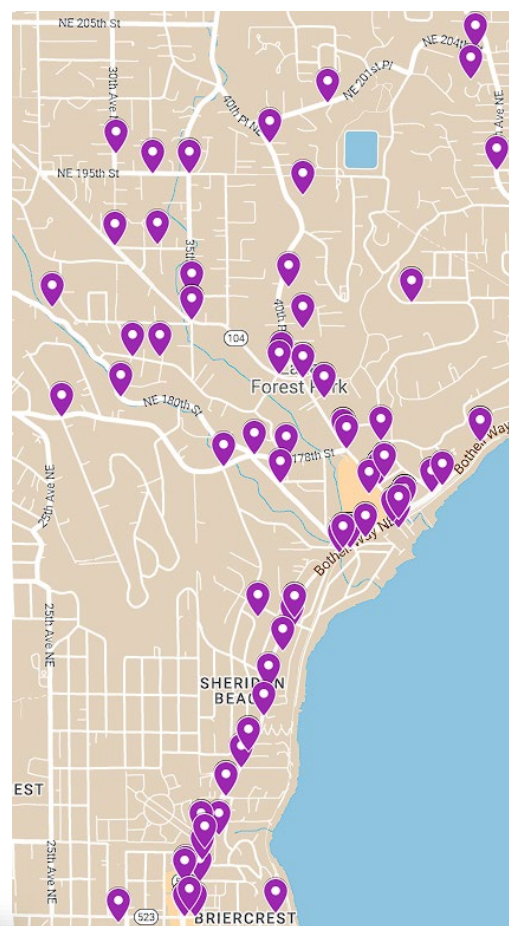
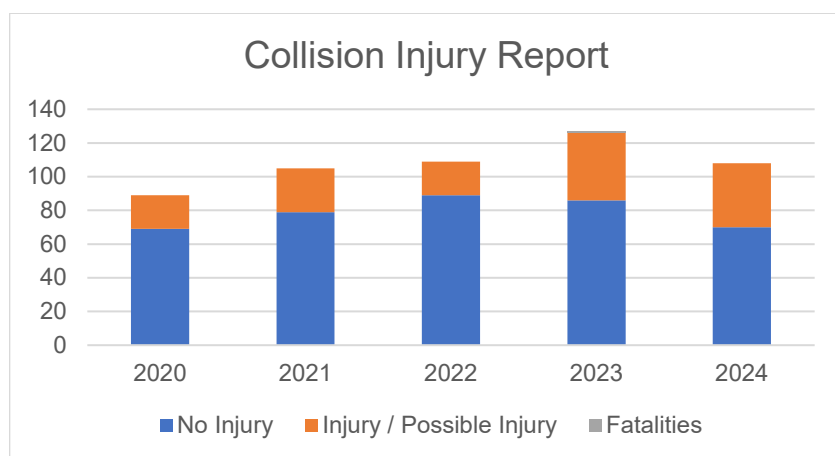
Domestic Violence Related Incidents



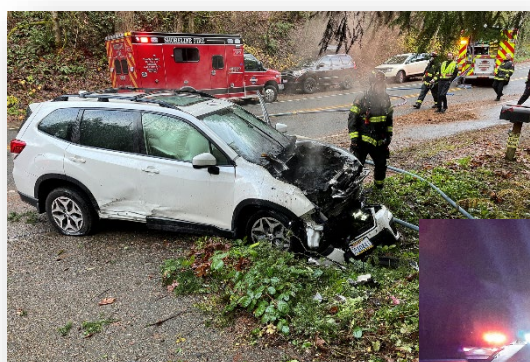
107

Year	Collision Reports
2020	89
2021	105
2022	109
2023	127
2024	108

Collision Info	2020	2021	2022	2023	2024	-/+	
Hit and Run	13	20	21	27	16	-41%	↓
Bicycle Involved	0	1	2	1	0	-100%	↓
Pedestrian Involved	3	1	0	2	2	0%	--
DUI Related	9	11	10	12	5	-58%	↓



Pin Map of 2024 Collision Locations in the City of LFP



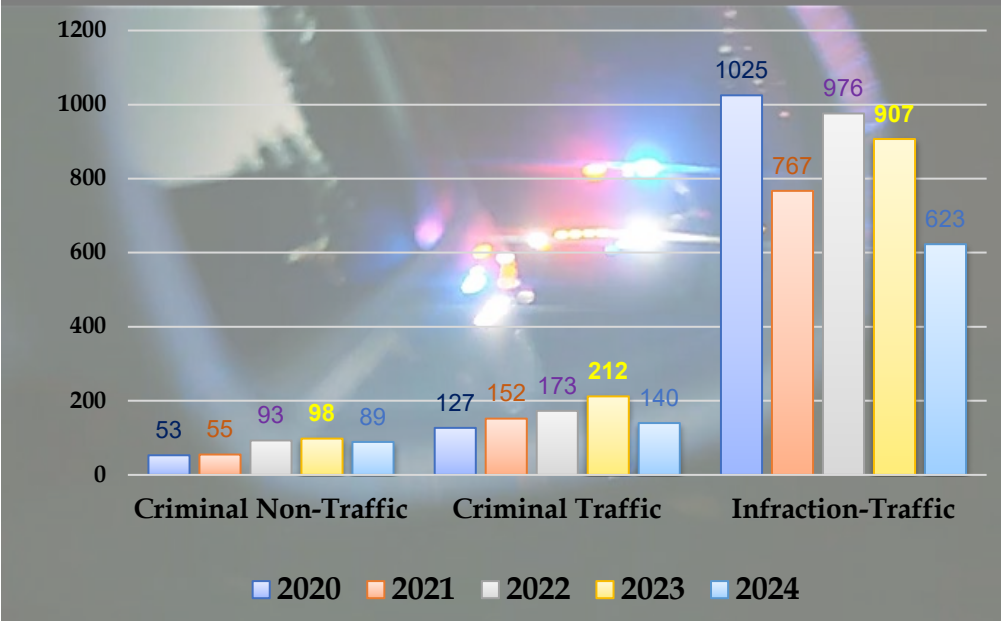
Tickets Issued

Due to continued staffing shortages, the dedicated Traffic Officer was assigned to general patrol in May 2021.

For 2022, the traffic officer continued to be assigned to a patrol crew from January to May. From May to December, the traffic officer was scheduled strictly on the traffic unit and supplemented patrol when necessary.

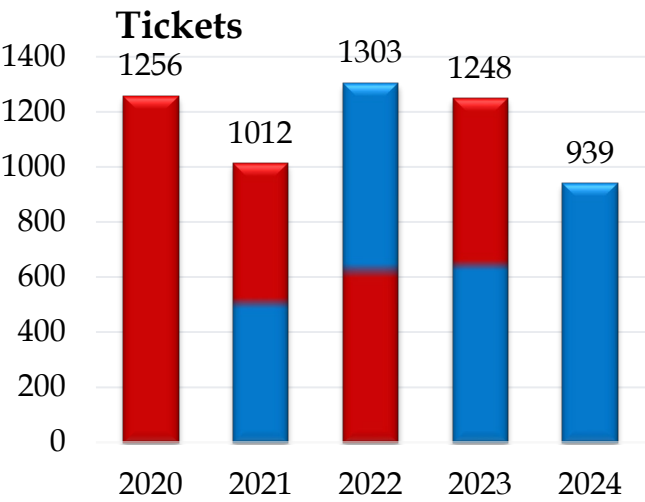
As you can see in the graph below, in May of 2023, the traffic officer moved back to a squad for coverage and was unable to do traffic unit duties.

This included all of 2024 as we did not have the staff to cover the road to allow the traffic officer to do their specific traffic duty.



*Type of Tickets	2020	2021	2022	2023	2024
Correction Notice	4	1	0	0	0
Criminal Non-Traffic	53	55	93	98	89
Criminal Traffic	127	152	173	212	140
Infraction Non-Traffic	15	8	8	11	2
Infraction-Traffic	1025	767	976	907	623
Parking	32	29	52	19	85
Drug Warnings	0	0	1	1	0
Total	1256	1012	1303	1248	939

*An issued ticket may have several different violations.



Red indicates the Traffic Officer was working the Traffic Unit detail.

Blue indicates the Traffic Officer was working General Patrol due to staffing.



Traffic Safety Photo Enforcement

Traffic safety camera systems are safety measures designed to reduce speeding and collisions while at the same time providing a force multiplier for the police units. Since beginning in 2009, the goal of our program has been pedestrian safety in our school zones and collision reduction on SR 522 (Bothell Way).

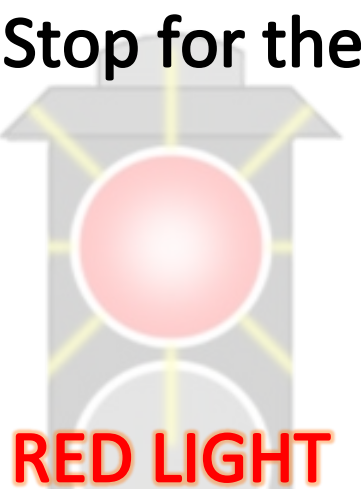
The City currently operates three red-light camera locations. These include:
SR 522 (Bothell Way NE) at SR 104 (Ballinger Way NE),
SR 522 at NE 165th Street
SR 522 at NE 170th Street

Red Light Camera

Bothell Way NE / SR104	2020	2021	2022	2023	2024	vs. Last Year
Collisions	9	19	10	6	12	↑
Citations	2,453	3,053	3,274	3,246	3,404	↑

Bothell Way NE / NE 165 th St	2020	2021	2022	2023	2024	
Collisions	7	4	2	5	3	↓
Citations	1,738	2,507	3,018	3,282	3,001	↓

Bothell Way NE / NE 170 th St	2020	2021	2022	2023	2024	
Collisions	8	6	7	16	6	↓
Citations	1,668	1,988	2,423	2,168	1,775	↓



Traffic Safety Photo Enforcement (con't)



Slow down for PEDESTRIANS



The city operates four school zone camera locations, which include LFP Elementary School (35th Ave NE), (40th PL NE), and Brookside Elementary School (NE 178th St), (37th Ave NE).

On August 8, 2024, the Lake Forest Park City Council adopted Resolution 24-1961, designating NE 178th Street as a “School Walk Zone” to enhance safety. The resolution authorizes 24/7 automated speed enforcement near Brookside Elementary, enforcing the 25-mph limit at all times, except during designated school times, which is 20-mph. This measure prioritizes community safety, particularly for children and pedestrians.

School Zone Cameras

LFP Elementary	2020	2021	2022	2023	2024	vs. Last Year
Collisions	0	1	2	0	1	↑
Citations	1,213	9,621	5,442	6,076	4,333	↓

Brookside Elementary	2020	2021	2022	2023	2024	vs. Last Year
Collisions	1	1	0	1	2	↑
Citations	1,590	13,394	7,543	8,663	*31,254	↑

*Includes School Walk Zone violations (24/7 speed)

Specialty Units



Traffic Officer B. Carlsrud

Traffic Unit

The Traffic Officer utilizes a low-profile patrol vehicle to conduct targeted traffic enforcement around the city. They typically work with other patrol officers focusing on the Department's Traffic Safety Plan and other problem areas identified through Traffic Calming Projects and Citizen Complaints.

In 2024, Officer Carlsrud issued **89** tickets and citations. Unfortunately, Ofc. Carlsrud was not able to work a full year in the traffic unit, as he had to work on patrol duties because of staffing issues.



Major Crimes Task Force (CSPA)

Lake Forest Park Police is part of the Coalition of Small Police Agencies, CSPA. The participating cities are Algona, Black Diamond, Carnation, Clyde Hill, Duvall, Enumclaw, Issaquah, Lake Forest Park, Medina, Mercer Island, Normandy Park, Pacific, and Snoqualmie. These cities have entered a partnership of resource sharing that has been applauded and recognized throughout the State.

The Major Crimes Task Force (MCTF) has over 15 detectives from these agencies, with Lake Forest Park contributing **one officer and two detectives**. The partnership and utilization of the MCTF are a crucial resource to the City and PD.

Specialty Units (con't)

SWAT/HNT

The Lake Forest Park Police Department is a member agency of the North Sound Metro (NSM) SWAT Team. North Sound Metro SWAT is a regional Special Weapons and Tactics (SWAT) team that is composed of two distinct elements: the SWAT (tactical) team, and the Hostage Negotiation Team (HNT). The team is comprised of officers from the following municipal jurisdictions: Bothell, Edmonds, Kirkland, Lake Forest Park, Lynnwood, Mill Creek, Monroe, Mountlake Terrace, Mukilteo, and Redmond.

The team services a population base of well over a quarter million residents. Current approved staffing for tactical operators is 36, plus three team commanders. HNT is allotted 13 officers.

In 2024, Officer Montague was attached as LFPPD's SWAT Operator on the team.



SWAT Officer F. Montague



HNT Detective J. Czebotar

The SWAT team also incorporates highly trained officers as Crisis Negotiators. These officers use special training and verbal tactics to "talk" violent persons experiencing behavioral health crises into surrendering to law enforcement.

In 2023, LFPPD Officer Jason Czebotar was selected to be a member of the Hostage Negotiations Team.

Specialty Units (con't)



K9 Officer G. Coleman

K9 Unit

The Lake Forest Park Police Department is proud to introduce our newest team member—K9 Bella, a specially trained narcotics detection dog, and her handler, Officer George Coleman. K9 Bella began service at the end of 2024, reintroducing the K9 program after a few years of not filling the position.

This vital addition to our public safety efforts was made possible entirely through the generous support of the North Sound Police Foundation, which funded the cost of our canine, out-of-state training, specialized equipment, and a fully outfitted K9 vehicle arriving in May 2025.

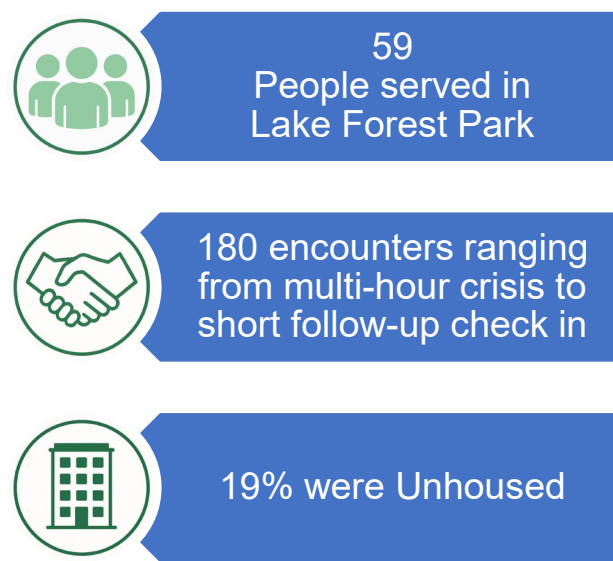
K9 Bella enhances our department’s ability to detect illegal narcotics, assist in investigations, and provide added officer safety. Beyond enforcement, the K9 program is a valuable community engagement tool. Demonstrations and school visits allow residents—especially youth—to connect with local law enforcement in a positive and memorable way.



Regional Crisis Response (RCR)

Established in 2023 by an interlocal agreement between the North King County cities of Shoreline, Lake Forest Park, Kenmore, Bothell, and Kirkland, the Regional Crisis Response Agency (RCR) provides behavioral health first response services via the public safety system. RCR Crisis Responders deploy to people in crisis in our community who call 911, to improve outcomes and reduce reliance on the crisis system by connecting people to the community of care.

During 2024, Mental Health Crisis Responders met with 59 individuals in Lake Forest Park, (some multiple times), during a total of 180 encounters. Encounters could range from a multi-hour crisis de-escalation to a short follow-up check in to ensure that someone has been effectively connected to care.

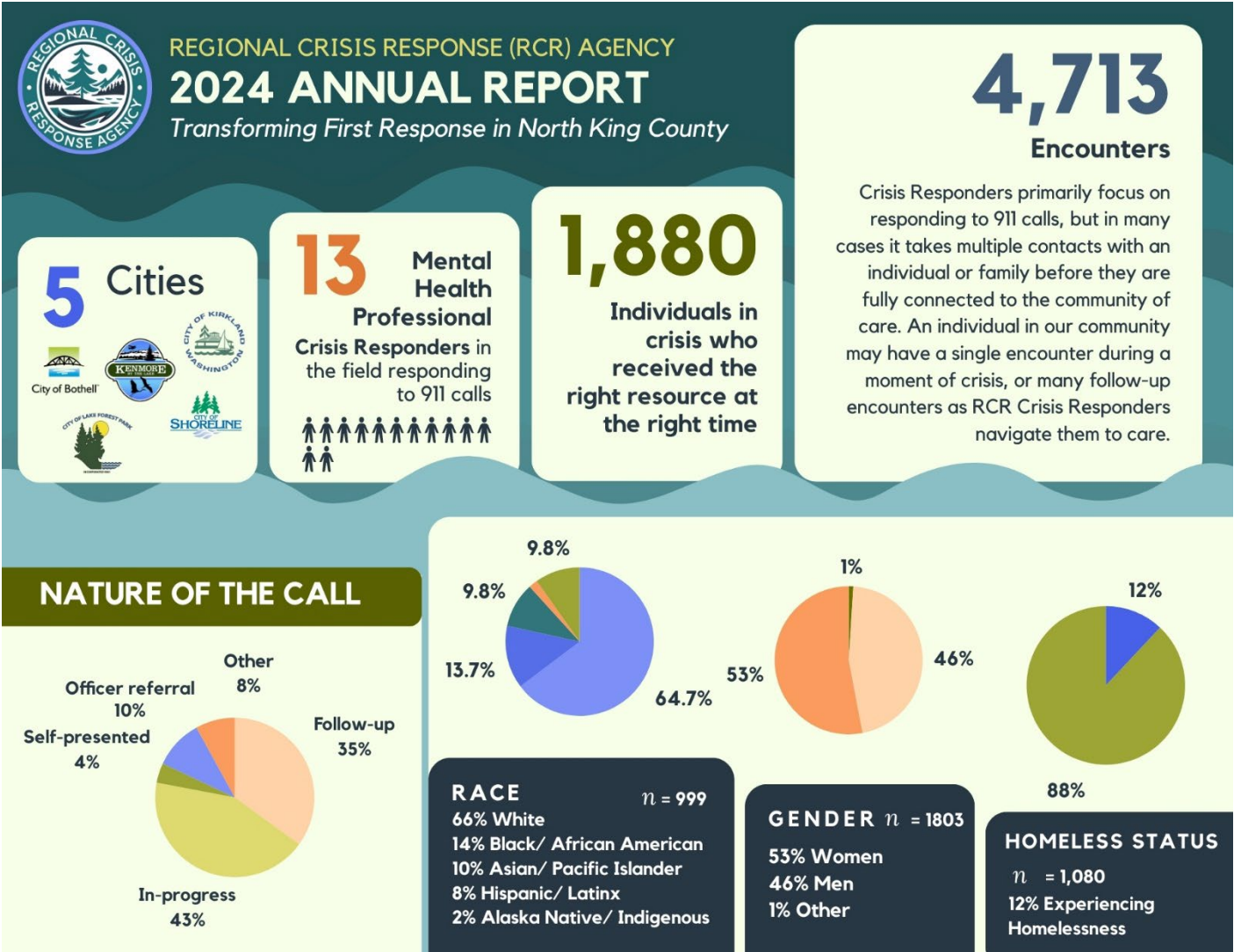


RCR Crisis Responders responded to a wide variety of calls with Lake Forest Park officers during 2024, with increased coverage from previous years as the new team grew. Several themes emerged in Lake Forest Park this year- we saw larger numbers of people displaying signs of a behavioral health crisis in public spaces and older adults in need of a higher level of support in their homes.

In 2023 the RADAR Navigator Program formally became the Regional Crisis Response Agency (RCR), with funding from the City of Lake Forest Park and the other partner cities offering robust coverage seven days a week.



Regional Crisis Response (con't)



RCR Agency Executive Director Brook Buettner

Regional Crisis Response (con't)

RCR Story

Officers responded to a civil dispute that escalated into a behavioral health situation involving an 18-year-old female with mental health challenges. The young woman, who had been staying with friends in exchange for childcare, was asked to leave, sparking a loud argument. Sgt. Parrish and Crisis Responder (CR) Sherry Sternhagen co-responded to address the situation. Sternhagen calmed the distressed individual, de-escalated the tension, and connected her to support services, while Sgt. Parrish monitored from a distance.

The presence of the Crisis Responder was instrumental in avoiding the use of force, which might have been necessary otherwise given the individual's comments about self-harm. The co-response model proved effective, enabling a compassionate resolution and freeing the officer for other duties. The report highlights the importance of mental health professionals in police responses and commends Sternhagen's skilled intervention.

In this picture, the young woman is in the middle between her mother (sitting to the right) and Sherry (sitting on the left). It was raining, cold and Sherry just shared an emergency blanket with the young woman as they sat under a carport. All are sitting on the pavement, and Sherry is engaging the very upset young person while sitting next to her. This shows a real level of understanding and commitment from our RCR Crisis Responders.



Support Services



Support Services Division Commander

Lieutenant
Ross Adams



The Lake Forest Park Police Support Services Division supports the department's operations and manages its administrative components. The Support Services Division is comprised of the Records Unit, Criminal Investigations Unit, Property and Evidence Unit, Police Support Officer, and Domestic Violence Victim advocacy. It is led by the Support Services Commander, who reports directly to the Chief of Police. This division manages all criminal investigations, records maintenance and management, property and evidence, training, recruiting, professional standards, prisoner transports, court security, technical program administration, and compliance with public records requests.

Records Unit:

The Records Unit is an integral part of the daily operations of the police department. Our Records Specialists are non-sworn personnel whose responsibilities include, but are not limited to, the logging and tracking of all officer generated reports, the issuance of concealed firearms permits, and processing of a wide variety of records, logs, court documents, and warrants containing sensitive information. Additionally, they provide timely, reliable, and accurate information in response to inquiries from the public and outside agencies.

Police Support Officer (PSO):

The police department employs a full-time specially commissioned officer whose responsibilities include, but are not limited to, maintaining the Property & Evidence Unit, transporting prisoners, providing court security services, fingerprinting, and assisting the department with a multitude of administrative duties.

Criminal Investigations Unit:

The Criminal Investigations Unit consists of two full-time detectives. These highly trained detectives investigate felony crimes, including property and violent crimes. Additionally, this unit investigates Child Protective & Adult Protective Services referrals and coordinates and monitors the registered sex offender notification program for offenders residing in Lake Forest Park.

Domestic Violence Victim Advocacy:

Staffed by a part-time domestic violence victim's advocate, this position acts as a liaison between the Municipal Court and domestic violence victims. This position ensures constant communication and resources are provided for victims of domestic violence.

Lt. Ross Adams
Support Services Division Commander

Records Unit

Records Specialists are primarily responsible for managing daily records tasks, including reviewing cases and forwarding them as necessary, tracking and reviewing traffic accident reports, and processing and auditing various types of tickets. Additionally, the Records department manages the majority of public records requests received by the police department and oversees the purging and archiving of older cases. The unit also attends regional records group meetings, with one specialist dedicated to handling all TAC responsibilities, such as audits and ensuring the yearly training for police staff is up to date, as well as conducting monthly validations. Furthermore, Records manages specific types of fingerprinting and licensing duties.



In 2024, records took in over 190 pounds of medication shipped for destruction, an increase from 2023 which had 111 pounds.

The Drug Take Back Program aims to provide a safe means of disposal for prescription medications as well as educate the community about the potential for abuse of medications. The Lake Forest Park Police Department is proud to support this program and has its own disposal center located at their office. Police officers do not have access to the drug box and citizens will need to speak to records personnel if they have questions about the program.



The Records Unit manages Concealed Pistol Licenses (CPLs) and firearm transfers.

Additionally, the Records Unit dedicated approximately **156 hours to completing 324 public records requests** (compared to 90 hours completing 376 in 2023).

They also oversee licenses issued for Déjà Vu, with **103 Entertainer Licenses issued in 2024** between renewals and new applications.

In 2024, there were 3 firearm transfers as new the Secure Automated Firearms (SAFE) system started Feb 1, 2024, so all Firearm Transfers are done by the state.

In 2024 there were 130 new, renew and replacement licenses for concealed pistol licenses (CPL's) compared to 126 in 2023.

In August 2024, one Records Specialist went on leave. With temporary support from retired Records Specialist Lee Freeman and the PD Intern (Chloe), operations remained steady.

Adjustments were also made to accommodate new Court personnel and evolving Court needs, particularly during a two-week statewide shutdown in November.

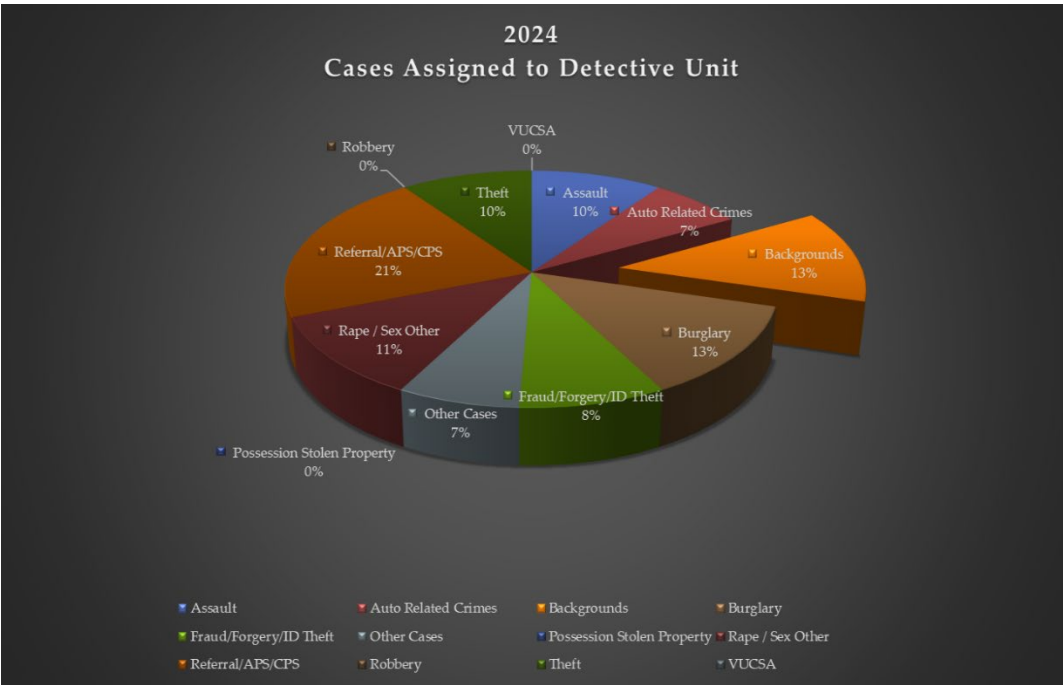
In collaboration with the Lake Forest Park Court, records staff assisted with open arrest audits required for completing criminal histories. This effort was conducted by a firm hired by the Washington State Patrol.

Assigned Investigations



Detective Teschlog

Because of staffing shortages, our investigation unit operated with only one detective for most of 2024, whereas the standard requirement calls for a minimum of two full-time detectives.



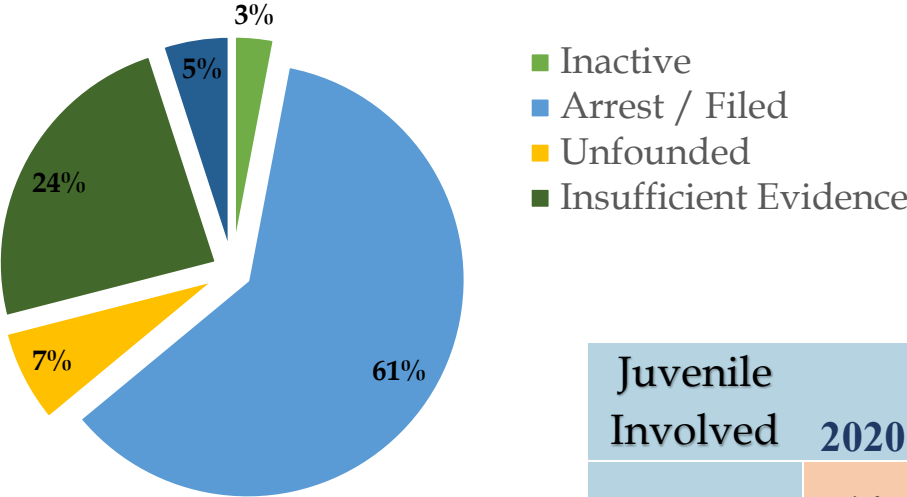
Assigned Investigations	2020	2021	2022	2023	2024	vs. Last Year
Assault	8	5	16	15	7	↓
Auto Related Crimes	2	5	6	4	5	↑
Backgrounds	2	8	10	26	9	↓
Burglary	19	8	11	4	9	↑
Fraud/Forgery/ID Theft	13	5	9	18	6	↓
Other Cases	25	10	7	11	5	↓
PSP	5	5	5	2	0	↓
Rape / Sex Other	10	9	10	11	8	↓
Referral/APS/CPS	15	19	14	5	15	↑
Robbery	2	1	3	4	0	↓
Theft	7	8	11	2	7	↑
VUCSA (Drugs)	16	5	2	0	0	--
Total	124	88	104	102	71	↓

Completed Investigations

Completed Investigations	2020	2021	2022	2023	2024	vs. Last Year
Assault	5	4	13	14	12	↓
Auto Related Crimes	1	0	9	5	5	--
Backgrounds	2	6	10	25	12	↓
Burglary	18	12	10	3	11	↑
Fraud/Forgery/ID Theft	15	4	12	12	5	↓
Other Cases	23	10	10	8	6	↓
PSP	8	3	3	3	6	↓
Rape / Sex Other	6	7	12	4	5	↓
Referral/APS/CPS	20	18	16	6	11	↓
Robbery	1	2	3	2	1	↓
Theft	10	7	10	0	10	↑
VUCSA (Drugs)	16	9	2	1	0	↓
Total	125	82	110	83	84	↑



2024 - Completed Investigations



Juvenile Involved	2020	2021	2022	2023	2024
Cases	16	10	18	15	17

Training and Professional Development

The Lake Forest Park Police Department is committed to the continuous professional development of its personnel. Through a comprehensive and evolving training program, the department ensures that officers are well-prepared to meet the complex demands of modern law enforcement with skill, compassion, and accountability.

Training covers a wide range of essential areas, including:

De-escalation and Use of Force: Officers are trained to resolve situations with the least amount of force necessary, emphasizing verbal techniques, decision-making, and preserving the sanctity of life.

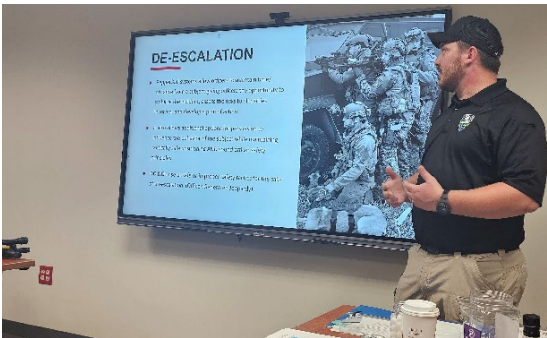
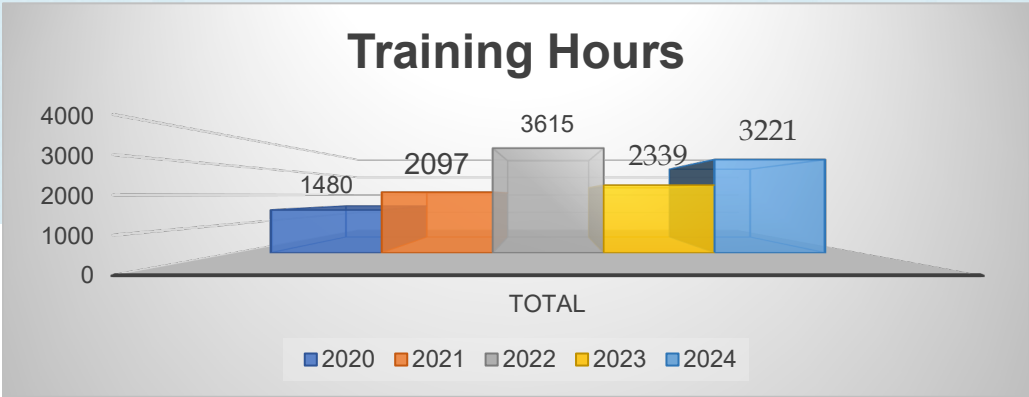
Less-Lethal Options: Including BolaWrap, PepperBall, Taser – providing officers with non or less-lethal alternatives to traditional force.

Tactical Medicine: Equipping officers with life-saving medical knowledge to treat injuries before emergency medical services arrive.

ABLE Training (Active Bystandership for Law Enforcement): Empowering officers to intervene in situations where peers may be at risk of causing harm, ensuring ethical behavior and accountability.

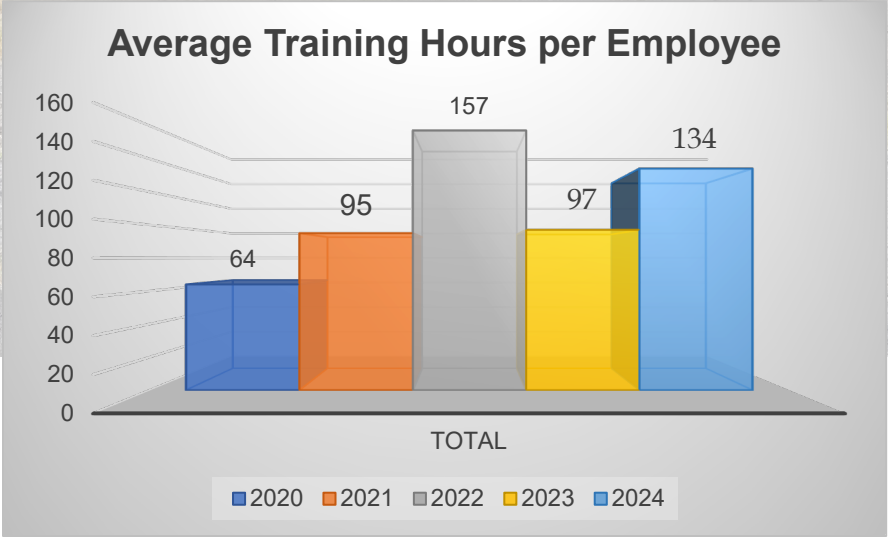
Firearms Proficiency and Scenario-Based Training

This training model ensures that LFP officers uphold the highest standards of professionalism and service. More than just technical skills, our training emphasizes empathy, integrity, and the ability to serve with compassion—principles that are essential in building trust and maintaining strong relationships with the community we serve.



Training (con't)

In 2024, LFP Police Department personnel averaged over 130 hours of training per officer, significantly exceeding state and regional minimum standards (24 hours). This investment reflects our department's dedication to both officer readiness and public safety.



State Accreditation

The Lake Forest Park Police Department continues to follow the state accreditation standards set by the Washington State Association of Sheriffs and Police Chiefs. **Of the 250+ Police Departments in the State, only 71 have this Accreditation. Out of the 35 cities in King County, LFPPD is one of only 15 accredited city agencies. The next accreditation audit will occur in 2028.**

In 2024, the Lake Forest Park PD went through the re-accreditation process and successfully passed with no identified issues. This is no small task, given the stringent requirements of accreditation and the necessity to show compliance with over 140 standards for the entire four-year period. The purpose of law enforcement agency accreditation is to professionalize the law enforcement industry by providing a review process for agencies to be certified as operating under industry best practices and standards.

Benefits of Accreditation Include:

- To increase public confidence in the agency
- To increase credibility
- To provide a systemized agency self-assessment
- To broaden perspectives
- To intensify administrative and operational effectiveness
- To ensure recruitment, selection, and promotion processes are fair and equitable
- To strengthen understanding of agency policies and procedures by agency personnel
- To improve agency morale and pride
- To decrease susceptibility to litigation and costly civil court settlements
- To potentially reduce liability insurance costs
- To provide state and local recognition of professional competence



Accreditation Standards:

The purpose of the WASPC Accreditation Program is to recognize agencies operating under industry best practices and standards. There are over 140 accreditation standards covering major law enforcement areas including:

1. Goals and Objectives
2. Role and Authority
3. Use of Force
4. Management, Staffing, Organization, and Utilization of Personnel
5. Records Management
6. Information Technology
7. Unusual Occurrences
8. Health and Safety
9. Fiscal Management
10. Recruitment and Selection
11. Training
12. Performance Evaluation
13. Code of Conduct
14. Internal Affairs
15. Patrol Function
16. Investigative Function
17. Evidence and Property Control Function
18. Prisoner Security



Staff Changes

In 2024, the Lake Forest Park Police Department experienced a year of significant transitions, reflecting both the honor of service and the growth of leadership within our ranks.

Retirement

We celebrated the dedicated career and well-earned retirement of:

- **Lieutenant Rhonda Lehman**
After years of exemplary service and leadership, Lt. Lehman concluded her career with the department. Her contributions, mentorship, and steadfast commitment to public safety have left a lasting impact.

New Hires

We welcomed three outstanding individuals to our team:

- **Officer Johnson**
- **Officer Godsil**
- **Officer Rizk**

Each new hire brings unique strengths and enthusiasm, and we are proud to have them join our mission of serving the Lake Forest Park community with integrity and professionalism.

Promotions & Transitions

Several internal transitions reflect the continued development of leadership within the department:

- **Sgt. Walker** – Promoted from officer to **Sergeant**
- **Det. Czebotar** – Transitioned from officer to **Detective**
- **Lt. Adams** – Promoted and assigned as **Lieutenant of Support Services**
- **Lt. Zanella** – Reassigned as **Lieutenant of Operations**

These role changes not only recognize individual excellence but also position our team for continued effectiveness and innovation in the year ahead.



Lieutenant Ross Adams



Sergeant Jerome Walker



New Hires



Officer Amanda Johnson

In January 2024, Officer Amanda Johnson became a member of our department. She brings 17 years of experience in the health and fitness industry. Originally from Snohomish, Amanda is passionate about wellness, weightlifting, and yoga. Outside of work, she enjoys painting, singing, and cooking. We're excited to welcome Amanda and look forward to her contributions to the department and community.



Officer Michael Rizk

Officer Michael Rizk joined the department in August 2024. He brings experience as a Corrections Deputy in Snohomish County, where he served as a corrections officer trainer. Originally from Egypt, Mike holds a bachelor's degree in law and justice from Central Washington University and served in the Washington Army National Guard as an Aircraft Electrician. Off duty, Mike enjoys outdoor adventures with his wife Kristin and daughter Sophie, including fishing, camping, and motorcycle rides. We're proud to welcome him to Lake Forest Park.



Officer William Godsil

Officer Godsil joined the Lake Forest Park Police Department on May 1st, 2024. A U.S. Army veteran and current Reserve Drill Sergeant, Will brings prior law enforcement experience from the Federal Way Police Department. Originally from Spokane, he enjoys hiking with his dog Summit, staying active, and road trips with his girlfriend Julie. We're proud to welcome Will to our team.

Retirement – Lt. Rhonda Lehman

Lieutenant Rhonda Lehman retired in May 2024 with over 30 years of with Lake Forest Park Police Department.

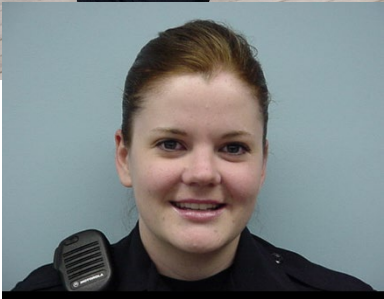
Rhonda began her career in law enforcement in 1993 as a Reserve Officer with the City of Brier and joined Lake Forest Park PD in 1994 as a reserve. She became a full-time dispatcher in 1996 and was hired as a full-time officer in 1998. Over the years, she served in a wide range of roles including Field Training Officer, Major Crimes Detective, Domestic Violence Liaison, ABLE Instructor, and part of the Seattle PD CBRN cadre. She trained countless officers, led numerous investigations, and was known for her passion for tactical medicine and first responder instruction. Rhonda was the first female supervisor in our department's history, rising from Sergeant to Lieutenant and Operations Division Commander. She graduated from both Command College and LPO and accumulated over 4,000 hours of training with our department.

Rhonda worked under five police chiefs, five mayors, and was with us through significant changes to the city and department. She leaves behind a legacy of service, mentorship, leadership, and resilience.

Rhonda, thank you for your unwavering dedication to the city, the department, and the community. Congratulations on your retirement and a remarkable career!



F10 – L2



Behind the Badge



My name is Samantha "Sam" Gouin, and I have been a Police Patrol Officer for two years. I joined the Lake Forest Park Police Department in May 2023, after 7 years of Independent and Corporate Security work in the greater Seattle area as a security officer and supervisor. I am a proud Marine Corps veteran with 8 years of service, including work with UAVs. I am currently serving as a patrol officer with a focus on traffic related needs while presently expanding my duties with the department to include Taser

Instructor and Drone Operator. I look forward to becoming a Traffic Officer and/or a Patrol Sergeant to further assist the city and its citizens. During my off-duty time, I like to participate in physical activities such as biking and weightlifting and catch up on some rest and relaxation.



My name is Christian WE Hansen, and I have worked for the Lake Forest Park PD since January of 2021 as the Police Support Officer. My primary duties at LFPPD include the management of the Property and Evidence Room and facilitating inmate court transportation. Every year I also enjoy working on community events hosted by Lake Forest Park PD. I'm originally from the PNW, having grown up in the small Seattle suburb of Skyway. I first began my work in law enforcement years ago as a contractor for Homeland Security. I worked at various federal facilities around Seattle which often put me in the center of intense situations. I

then went to work for the WA State Department of Corrections (DOC), where I worked at three different facilities: Clallam Bay Corrections Center, the Washington Corrections Center for Women, and the Monroe Correctional Complex. In 2018, I left DOC to take a position with the Bothell Police Department as a Police Support Officer, and in 2021, I accepted my current position with the LFPPD. My greatest joys at work come in the form of serving the community, seeing the kids at the annual Safety Day event, and getting to work with such amazing people at the City of Lake Forest Park. Working at LFP has been one of my life's biggest blessings.



Community



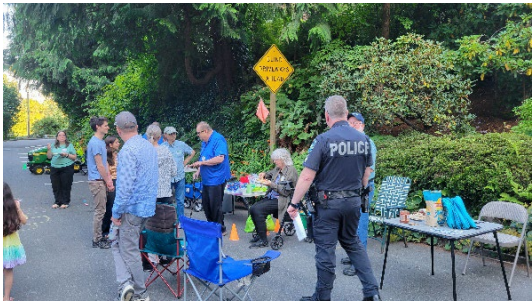
Community (con't)



Seattle U Career Fair



National Night Out



Always a fun night for our community, National Night Out is a one-night event, beginning at 6 p.m., when over 30 neighborhood parties come outside and meet their neighbors. Police and Fire stop by the parties to join in the fun and talk about neighborhood issues.

National Night Out is an annual campaign to foster police-community partnerships and promote camaraderie among neighbors, ultimately creating safer and more compassionate neighborhoods. This initiative strengthens the bond between law enforcement and community members and rekindles a true sense of community. Additionally, National Night Out offers an excellent opportunity to facilitate positive interactions between police and neighbors.

On the first Tuesday of August, National Night Out is observed by millions of neighbors in thousands of communities across all fifty states. During this event, neighborhoods organize block parties, festivals, parades, cookouts, and other community events, including safety demonstrations, seminars, youth activities, visits from emergency personnel, exhibits, and much more.



Safety Day



Safety Day for Kids!

In June 2024, the Lake Forest Park Police Department hosted "Kids' Safety Day," an expanded version of the popular 2021 Bike Rodeo. The event featured a fun and educational bicycle obstacle course where kids learned about traffic signs, crosswalk safety, navigating corners, and sharing paths with others.

Lake Forest Park Police Officers and King County Search & Rescue representatives offered tips on outdoor and water safety. Free bicycle helmets and life jackets were also distributed, including to children and adults with disabilities.

Joining the event were the Northshore Fire Department, a Police K9 unit, and the King County Marine Patrol Unit with their rescue boat. NEMCo Emergency Management was on hand to share emergency preparedness resources. Kids received free "safety bags," and the day was packed with fun activities, community vendors, and interactive displays—all set up in the City Hall parking lot.

This exciting and educational event has quickly become a favorite in our community, and we're already looking forward to the next one!

Shop with a Cop

10th Annual Holiday Hero's Shop with a Cop 2024 Sponsored by the Rotary Club of Lake Forest Park



Shop with a Cop

The 10th Annual Shop with a Cop was another huge and heartwarming success!

Lake Forest Park Police Officers had the honor of serving 11 Lake Forest Park families, bringing smiles, joy, and holiday cheer to our community. The shopping fun took place at Target in Woodinville, where our police department teamed up with our amazing partners from Woodinville Police, King County Sheriff's Office, and neighboring agencies including Redmond Police, Bothell Police, and Washington State Patrol. Together, we helped families pick out gifts and we also provided food boxes to make this holiday season extra special. A huge shoutout to the Lake Forest Park Rotary, our generous and gracious sponsor, and to the many Rotarians who joined us as volunteers. Your support makes all the difference! Thank you to everyone who participated and helped create unforgettable memories for these families. This event is what the spirit of the season is all about!



North Sound Police Foundation

The Lake Forest Park Police Department is deeply grateful for the ongoing support of the North Sound Police Foundation. Through their generous contributions, the Foundation has fully funded several key initiatives that enhance our public safety capabilities and officer wellness.

In 2024, the Foundation provided complete funding for the department's K9 Program, covering the cost of the dog, out-of-state training, necessary equipment, and the upcoming K9 vehicle. They also funded the launch of our Drone (UAV) Program, enabling aerial support for search and rescue, traffic collision analysis, and critical incident response. In addition, the Foundation supplied resources for our Cell Phone Forensics Program, helping improve our investigative capabilities in digital evidence recovery.

Beyond these programs, the Foundation contributed to officer wellness by helping purchase a portion of the new gym equipment used to support health and fitness within the department.

We sincerely thank the North Sound Police Foundation for their partnership and commitment to community safety and officer support.



To donate to
Lake Forest Park PD:



The **North Sound Police Foundation** is a non-profit organization that supports law enforcement agencies in Lake Forest Park and Mill Creek. The foundation's mission is to enhance public safety and build community partnerships by providing resources and support to law enforcement agencies.

The North Sound Police Foundation raises funds through donations, grants, and community events, using these funds to support programs and initiatives not covered by government budgets. These initiatives include equipment and technology upgrades, training and education programs, community outreach and engagement, and support for officers and their families in times of need.

Overall, the North Sound Police Foundation plays a vital role in supporting the work of law enforcement agencies in the North Sound region and building stronger relationships between law enforcement and the communities they serve.

Social Media

Our organization's social media presence remains robust on multiple platforms, such as Facebook, Instagram, and Twitter (X). However, our largest and continuously growing following is on Nextdoor.com. Our police department's posts have been successful in reaching out to thousands of residents, with hundreds of thousands of views. To improve our communication with the community, we have established the Community Partners Emergency Communication System. This system is aimed at keeping community members informed about emergent issues like natural hazards or police activities. Additionally, we have produced informative videos that can be found on our YouTube channel.



<https://www.facebook.com/LakeForestParkPD>



https://x.com/lfpd_police



<https://nextdoor.com/agency-detail/wa/lake-forest-park/lake-forest-park-police-department/>



<https://www.instagram.com/lakeforestparkpd/>



<https://www.youtube.com/@lakeforestparkpd> <https://www.instagram.com/lakeforestparkpd/>

Lake Forest Park Community Partners Emergency Notification System

When an event occurs within the City or in neighboring jurisdictions that our community needs to know about, providing current and accurate information to the public is of great importance. The Police Department has created this system to notify residents, businesses, service providers, and other partners when an event occurs in the City that will be of interest to them. The system is web-based and utilizes cellular phone text notifications. Ask for “Code Red” for more information.

Block Watch

Our Block Watch program encourages neighbors to get to know each other and work together to prevent crime; it involves citizens being trained to recognize and report suspicious activities in their neighborhoods. Citizens and police work together against crime, and citizens work with each other during emergencies. Get with your neighbors if you are interested in Block-Watch or are unsure if your neighborhood participates.

Crime Watch

Crime Watch is a program staffed by volunteers who check the homes of residents who are out of town. The Lake Forest Park Police Department sponsors this free service. Each volunteer is assigned a partner, both of whom will go out together in a city vehicle to check the houses of those residents who have submitted the Vacation House Check Form. Being a Crime Watch volunteer not only benefits our community, but also the individuals who volunteer. It is a way to become more acquainted with your neighbors, as well as an opportunity to learn how to navigate the complicated road system in Lake Forest Park.

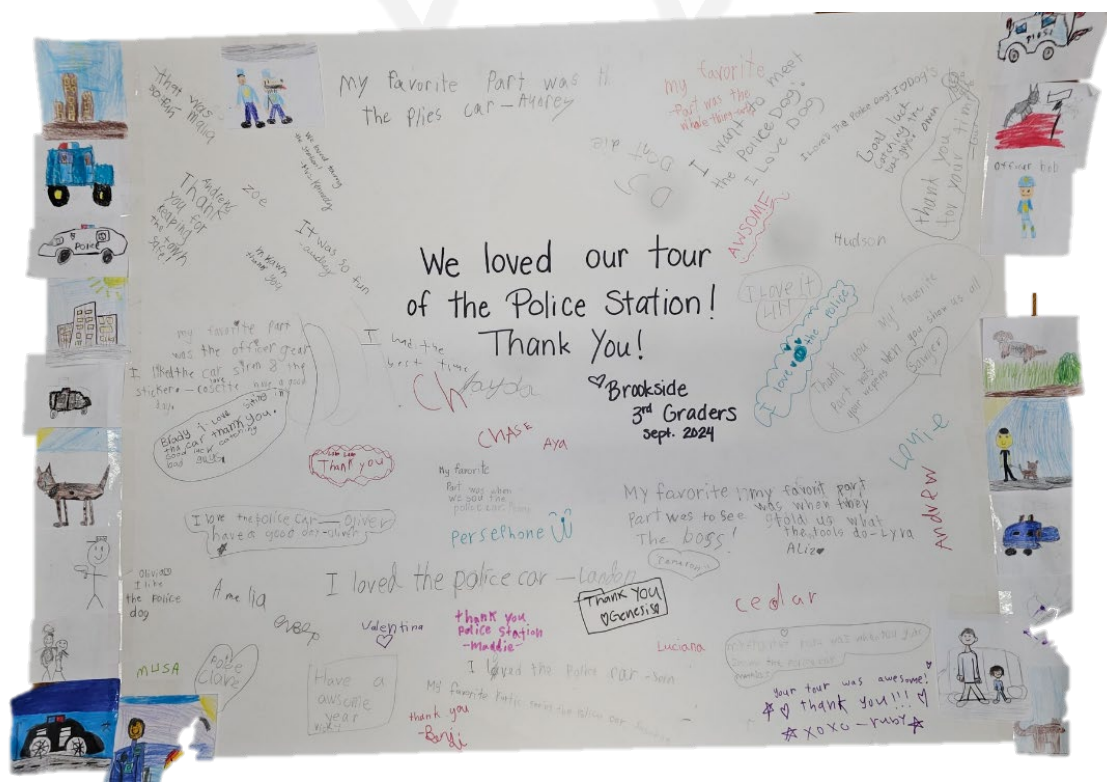
Department Awards

Awards for 2024

The Police Department wants to take this opportunity to thank the staff and community for your dedicated service in 2024.

As always, the staff continues to provide professional service to our community with compassion, respect and understanding.

Employee of the Year:	Records Specialist Kelly Vedders
Chiefs Award:	Det. Jason Czebotar
Chiefs Award:	Ofc. Jayson Benson
Top Gun Award:	Ofc. George Coleman
Pro-Active Award:	Ofc. Samantha Gouin
Community Appreciation Award:	North Sound Police Foundation
Community Appreciation Award:	Iko Knyphausen
Community Policing Award:	Sgt. Maurice “Red” Parrish
Community Policing Award:	Support Ofc. Christian Hansen
Commendation Award:	Ofc. Francisco Montague
Commendation Award:	Ofc. George Coleman
Commendation Award:	Ofc. Scott Benjamin
Commendation Award:	Ofc. Juan Robles
Unit Citation:	Commander Diego Zanella
Unit Citation:	Commander Ross Adams



CITY OF LAKE FOREST PARK
COUNCIL COMMITTEE OF THE WHOLE MEETING NOTES
April 21, 2025

It is noted this meeting was held in person in the City Council Chambers and remotely via Zoom.

Councilmembers present: Tracy Furutani, Deputy Mayor; Larry Goldman, Paula Goode, John Lebo, Semra Riddle, Ellyn Saunders

Councilmembers absent: none

Staff present: Tom French, Mayor; Phillip Hill, City Administrator; Lindsey Vaughn, Finance Director (via Zoom); Mark Hofman, Community Development Director; Matt McLean, City Clerk

Others present: 6 visitors

CALL TO ORDER

Deputy Mayor Furutani called the Committee of the Whole meeting on April 21, 2025, to order at 6:00 p.m.

Mayor French shared brief comments on the passing of Deputy Mayor Bodi and all observed a moment of silence.

PUBLIC COMMENT

Deputy Mayor Furutani invited public comments from the audience.

The following people provided comments regarding the Sign Code update:

- Randy Bannecker
- Sarah Phillips
- Roz Bird
- Silje Sodal (written comment)

There being no one else wishing to speak, Deputy Mayor Furutani closed public comments.

DISCUSSION ITEMS

Ordinance 25-1308/Amending Chapter 18.52 of the Lake Forest Park Municipal Code, Signage, to bring the Sign Code into Compliance with Recent Legal Decisions

Director Hofman introduced the item and responded to questions during the Council discussion.

Budget Challenges Discussion

Deputy Mayor Furutani introduced and facilitated a discussion on current budget challenges.

ADJOURNMENT

There being no further business, the meeting adjourned at 7:58 p.m.

Tracy Furutani, Deputy Mayor

Matt McLean, City Clerk

**CITY OF LAKE FOREST PARK
CITY COUNCIL REGULAR MEETING MINUTES
April 24, 2025**

It is noted that this meeting was held in person at the City Council Chambers and remotely via Zoom.

Councilmembers present: Tracy Furutani, Deputy Mayor; Paula Goode, Larry Goldman, Jon Lebo, Semra Riddle, Ellyn Saunders (via Zoom)

Councilmembers absent: none

Staff present: Phillip Hill, City Administrator; Kim Adams Pratt, City Attorney (via Zoom); Lindsey Vaughn, Finance Director; Mike Harden, Police Chief; Rebecca Dickinson, Public Works Director; Mark Hofman, Community Development Director; Katie Phillips, Project Manager; David Greetham, Senior Planner (via Zoom); Matt McLean, City Clerk

Others present: 12 visitors

CALL TO ORDER

Mayor French called the April 24, 2025, City Council regular meeting to order at 7:00 p.m.

FLAG SALUTE

Mayor French led the Pledge of Allegiance.

ADOPTION OF AGENDA

Deputy Mayor Furutani moved to add an item as 5.A, Proclamation Honoring the Life and Legacy of Deputy Mayor Lorri Bodi, and to amend the agenda moving item 10 to follow item 6. **Cmbr. Riddle seconded. The motion to approve the agenda as amended carried unanimously.**

PUBLIC COMMENTS

Mayor French invited comments from the audience.

The following people provided comments:

- Donna Hawkey regarding Affordable Housing Week
- Richard Hudson regarding Resolution 25-2014, Hudson Properties
- Josh Rosenau gave comments remembering Deputy Mayor Lorri Bodi

There being no one else in the audience wishing to speak, Mayor French closed public comment.

PROCLAMATIONS

Mayor French read a proclamation honoring the life and legacy of Deputy Mayor Lorri Bodi.

Councilmembers gave remarks remembering Deputy Mayor Bodi.

Cmbr. Goldman read a proclamation recognizing April 20-26, 2025 as National Volunteer Week and Honoring Citizen Volunteers.

Deputy Mayor Furutani read a proclamation recognizing May 4-10, 2025 as International Municipal Clerks Week.

Cmbr. Riddle read a proclamation recognizing May 12-16, 2025 as Affordable Housing Week.

PUBLIC HEARING – Resolution 25-2014/Authorizing the Mayor to Execute a Recommendation to King County for the Hudson Properties Enrollment in the Public Benefit Rating System (PBRs) Program

Planner Greetham gave a brief presentation and responded to council questions.

Mayor French opened the Public Hearing for public comment.

No written comments were received and no one in the audience wished to speak. Mayor French closed the Public Hearing.

RESOLUTION 54-2014/Authorizing the Mayor to Execute a Recommendation to King County for the Hudson Properties Enrollment in the Public Benefit Rating System (PBRs) Program

Cmbr. Riddle moved to waive the three-touch rule regarding Resolution 24-2014/Authorizing the Mayor to Execute a Recommendation to King County for the Hudson Properties Enrollment in the Public Benefit Rating System (PBRs) Program.

Deputy Mayor Furutani seconded. The motion to waive the three-touch rule carried unanimously.

Cmbr. Riddle moved to approve Resolution 25-2014. **Deputy Mayor Furutani seconded. The motion to approve Resolution 25-2014 carried unanimously.**

OTHER BUSINESS

Mayor French turned the meeting over to Deputy Mayor Furutani.

Electing a Vice Chair

Attorney Pratt provided guidance regarding Deputy Mayor Bodi’s vacancy. The Vice Chair will assume the Chair position, and the Council must elect a new Vice Chair.

Deputy Mayor Furutani called for nominations for Council Vice Chair.

Cmbr. Goldman nominated Cmbr. Riddle. Cmbr. Riddle accepted the nomination.

Cmbr. Goode nominated Cmbr. Lebo. Cmbr. Lebo accepted the nomination.

Cmbr. Saunders nominated Cmbr. Goldman. Cmbr. Goldman respectfully declined the nomination.

Deputy Mayor Furutani called for a vote on Cmbr. Riddle as Vice Chair. Deputy Mayor Furutani, Cmbr. Goldman and Cmbr. Riddle voted for Cmbr. Riddle. Deputy Mayor Furutani called for a vote on Cmbr. Lebo as Vice Chair. Cmbr. Goode, Cmbr. Goode, and Cmbr. Lebo voted for Cmbr. Lebo.

Candidates and nominators spoke about their nominations.

Deputy Mayor Furutani called for a vote on Cmbr. Riddle as Vice Chair. Deputy Mayor Furutani, Cmbr. Goldman and Cmbr. Riddle voted for Cmbr. Riddle. Deputy Mayor Furutani called for a vote on Cmbr. Lebo as Vice Chair. Cmbr. Goode, Cmbr. Goode, and Cmbr. Lebo voted for Cmbr. Lebo.

Election of a Vice Chair was tabled for a future meeting.

City Council Commissions and Board Liaison Appointments

Deputy Mayor Furutani reviewed current vacancies on regional and City boards. Council will consider appointments at a future meeting.

Scheduling a Special Meeting

The Council agreed to schedule a Special City Council Meeting for Monday, May 12, 2025, at 7:30 p.m.

CONSENT CALENDAR

Deputy Mayor Furutani moved to approve the Consent Calendar. **Cmbr. Riddle seconded. The motion to approve the Consent Calendar carried unanimously.**

- A. April 10, 2025 City Council Work Session Minutes
- B. April 10, 2025 City Council Regular Meeting Minutes
- C. April 17, 2025 Budget & Finance Committee Meeting Minutes
- D. Accounts Payable dated 4/24/2025 Claim Fund Check Nos. 87553 through 87605 in the amount of \$526,875.69 and a 4/8/2025 Direct Deposit transaction in the amount of \$203,917.97. Additional approved transactions: Elavon, \$766.31; Wex Bank – Chevron, \$65.16. Total approved transactions: \$731,625.13

ORDINANCES AND RESOLUTIONS FOR INTRODUCTION

RESOLUTION 25-2015/Authorizing the Mayor to Sign Amendment No. 3 to the Professional Services Contract Agreement AG-21-002 with Transportation Solutions, Inc. for the SR 104/40th Place NE Roundabout Project

Project Manager Phillips gave a brief presentation and responded to questions.

This will be brought back at future meetings.

RESOLUTION 25-2016/Authorizing the Mayor to Sign the Water Resource Inventory Area 8 (WRIA 8) Interlocal Agreement Renewal 2026-2035

Director Hofman gave a brief presentation and responded to questions.

This will be brought back at future meetings.

COUNCIL DISCUSSION AND ACTION

Administration Authorization to Purchase Police and Public Works Fleet Vehicles and Equipment in the 2025-2026 Biennium

Administrator Hill gave a brief presentation.

Deputy Mayor Furutani moved to Authorize the Administration to Purchase Police and Public Works Fleet Vehicles and Equipment in the 2025-2026 Biennium. **Cmbr. Riddle seconded. The motion carried unanimously.**

Continued Discussion on Budget Challenges

Mayor French gave a brief presentation regarding the state of the City.

COUNCILMEMBER/MAYOR/CITY ADMINISTRATOR REPORTS

Councilmembers reported on meetings they had attended.

1 Mayor French gave a brief report.

2

3 Administrator Hill gave a brief report.

4

5 **ADJOURNMENT**

6

7 There being no further business, Mayor French adjourned the meeting at 9:00 p.m.

8

9

10

11 _____
12 Thomas French, Mayor

13

14

15

16 _____
17 Matt McLean, City Clerk

DRAFT

City of Lake Forest Park
SORTED TRANSACTION CHECK REGISTER
5/08/25

VOUCHER CERTIFICATION AND APPROVAL

We, the undersigned members of the Finance Committee of the City of Lake Forest Park, Washington, do hereby certify that the merchandise or services hereinafter specified have been received, an Accounts Payable Dated 5/08/25 CLAIM FUND Check Nos. 87606 through 87657 in the amount of \$868,878.39, a VOID check No 87567, and a 4/23/25 DIRECT DEPOSIT transaction in the amount of \$202,911.61, a 4/08/25 PAYROLL FUND ACH transaction in the amount of \$212,373.28, a 4/23/25 PAYROLL FUND ACH transaction in the amount of \$168,834.35 are approved for payment this 8th day of May 2025.

Additional approved transactions are:
ACH transaction State of Washington in the amount of \$1,540.80
ACH transaction State of Washington in the amount of \$10,344.05
ACH transaction US Bank in the amount of \$43,442.23

Total approved claim fund transactions: \$1,508,324.71

City Clerk

Mayor

Finance Committee

Bank Reconciliation

Checks by Date

User: sschindele

Printed: 05/02/2025 - 9:35AM

Bank Accounts: Operatin

System:

Cleared and Not Cleared Checks

Check Date: From 05/08/2025 To 05/08/2025

Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	5/8/2025	State of Washington		AP		10,344.05
0	5/8/2025	State of Washington		AP		1,540.80
87606	5/8/2025	The Thompson Companies Inc All Dry		AP		15,964.31
87607	5/8/2025	Amazon Capital Services Inc		AP		2,064.52
87608	5/8/2025	Avocette Technologies Inc.		AP		843.75
87609	5/8/2025	Anthony Carl Basler		AP		350.00
87610	5/8/2025	Brown Bear Car Wash		AP		36.00
87611	5/8/2025	Cascadia Consulting Group, Inc.		AP		43,328.41
87612	5/8/2025	Center for Human Services		AP		6,750.00
87613	5/8/2025	City of Lynnwood		AP		4,265.00
87614	5/8/2025	City of Shoreline		AP		6,838.25
87615	5/8/2025	Justin Ell		AP		223.61
87616	5/8/2025	Larry Goldman		AP		67.70
87617	5/8/2025	Cassandra Howard		AP		21.33
87618	5/8/2025	Insight Public Sector, Inc.		AP		545.99
87619	5/8/2025	International Institute of Municipal Cler		AP		135.00
87620	5/8/2025	James Santerelli Enterprises		AP		106.00
87621	5/8/2025	Jet City Printing, Inc.		AP		828.35
87622	5/8/2025	Jim's Northgate Towing		AP		280.04
87623	5/8/2025	King County Finance		AP		17,452.90
87624	5/8/2025	King County Finance		AP		5,638.53
87625	5/8/2025	King County Finance		AP		139.78
87626	5/8/2025	King County Finance & Business		AP		237,257.88
87627	5/8/2025	Law Offices of Christian W. Smith		AP		300.00
87628	5/8/2025	LEPS-PSS, PLLC		AP		480.00
87629	5/8/2025	LTI, Inc.		AP		7,225.40
87630	5/8/2025	National Testing Network, Inc		AP		500.00
87631	5/8/2025	Northshore Utility District		AP		23,010.14
87632	5/8/2025	OEG, Inc dba Pride Electric		AP		12,267.19
87633	5/8/2025	Office Depot, Inc.		AP		215.85
87634	5/8/2025	OSW Equipment & Repair, Inc		AP		56,892.11
87635	5/8/2025	Pacific Office Automation		AP		82.20
87636	5/8/2025	Katie Phillips		AP		568.79
87637	5/8/2025	Pitney Bowes-Reserve Acct.		AP		8,000.00
87638	5/8/2025	Printwest, Inc.		AP		1,540.71
87639	5/8/2025	Puget Sound Energy		AP		421.75
87640	5/8/2025	Semra Riddle		AP		538.40
87641	5/8/2025	SAFEbuilt Washington, LLC		AP		6,154.87
87642	5/8/2025	Shoreline Historical Museum		AP		2,400.00
87643	5/8/2025	SKS Law, PLLC		AP		750.00
87644	5/8/2025	SouthwestSolutions Group, Inc		AP		121,818.68
87645	5/8/2025	Staples Advantage		AP		485.28
87646	5/8/2025	State Treasurer's Office		AP		12,394.52
87647	5/8/2025	Stewart MacNichols Harmell, Inc., P.S.		AP		10,000.00

Check No	Check Date	Name	Comment	Module	Clear Date	
87648	5/8/2025	Summit Law Group PLLC		AP		6,351.51
87649	5/8/2025	The Canine Resource Center Inc		AP		240.00
87650	5/8/2025	Utilities Underground Location Ctr.		AP		83.70
87651	5/8/2025	Reynard Volpe		AP		72.05
87652	5/8/2025	Washington Association of Building Ofi		AP		88.00
87653	5/8/2025	Washington State Department of Comm		AP		240,805.05
87654	5/8/2025	William Wiegat		AP		1,233.59
87655	5/8/2025	Bagby Yancey		AP		3,000.00
87656	5/8/2025	Eduardo Zaldibar		AP		262.50
87657	5/8/2025	Transpo Group USA Inc		AP		7,558.75
Total Check Count:						54
Total Check Amount:						880,763.24

Accounts Payable

Check Register Totals Only

User: sschindele
 Printed: 5/1/2025 - 11:37 AM
 Batch: 00008.05.2025 - AP 05.08.25



Check	Date	Vendor No	Vendor Name	Amount	Voucher
87606	05/08/2025	ALLDRYS	The Thompson Companies Inc All Dry	15,964.31	87,606
87607	05/08/2025	AMAZON	Amazon Capital Services Inc	2,064.52	87,607
87608	05/08/2025	AVOCETTE	Avocette Technologies Inc.	843.75	87,608
87609	05/08/2025	BASLER	Anthony Carl Basler	350.00	87,609
87610	05/08/2025	BROBEAR	Brown Bear Car Wash	36.00	87,610
87611	05/08/2025	CASCONGR	Cascadia Consulting Group, Inc.	43,328.41	87,611
87612	05/08/2025	CENTERFO	Center for Human Services	6,750.00	87,612
87613	05/08/2025	LYNNWOOD	City of Lynnwood	4,265.00	87,613
87614	05/08/2025	SHORECIT	City of Shoreline	6,838.25	87,614
87615	05/08/2025	ELLJ	Justin Ell	223.61	87,615
87616	05/08/2025	GOLDMANL	Larry Goldman	67.70	87,616
87617	05/08/2025	HOWARDC	Cassandra Howard	21.33	87,617
87618	05/08/2025	INSIGHT	Insight Public Sector, Inc.	545.99	87,618
87619	05/08/2025	IIMC	International Institute of Municipal Cl	135.00	87,619
87620	05/08/2025	CONFIDAT	James Santerelli Enterprises	106.00	87,620
87621	05/08/2025	JETCITY	Jet City Printing, Inc.	828.35	87,621
87622	05/08/2025	JIMS	Jim's Northgate Towing	280.04	87,622
87623	05/08/2025	KCJAILWK	King County Finance	17,452.90	87,623
87624	05/08/2025	KCROAD	King County Finance	5,638.53	87,624
87625	05/08/2025	KCVICTIM	King County Finance	139.78	87,625
87626	05/08/2025	KCSEWER	King County Finance & Business	237,257.88	87,626
87627	05/08/2025	LAWOFF	Law Offices of Christian W. Smith	300.00	87,627
87628	05/08/2025	PUBSAFPS	LEPS-PSS, PLLC	480.00	87,628
87629	05/08/2025	LTI	LTI, Inc.	7,225.40	87,629
87630	05/08/2025	NATLTEST	National Testing Network, Inc	500.00	87,630
87631	05/08/2025	NORTHUTI	Northshore Utility District	23,010.14	87,631
87632	05/08/2025	PRIDEELE	OEG, Inc dba Pride Electric	12,267.19	87,632
87633	05/08/2025	OFFICEDE	Office Depot, Inc.	215.85	87,633
87634	05/08/2025	OSWEQUIP	OSW Equipment & Repair, Inc	56,892.11	87,634
87635	05/08/2025	PACOFFA	Pacific Office Automation	82.20	87,635
87636	05/08/2025	PHILLIPK	Katie Phillips	568.79	87,636
87637	05/08/2025	PITBOWRE	Pitney Bowes-Reserve Acct.	8,000.00	87,637
87638	05/08/2025	PRINTWE	Printwest, Inc.	1,540.71	87,638
87639	05/08/2025	PSE	Puget Sound Energy	421.75	87,639
87640	05/08/2025	RIDDLES	Semra Riddle	538.40	87,640
87641	05/08/2025	SAFEUITW	SAFEbuilt Washington, LLC	6,154.87	87,641
87642	05/08/2025	SHOREHIS	Shoreline Historical Museum	2,400.00	87,642
87643	05/08/2025	SKSLAW	SKS Law, PLLC	750.00	87,643
87644	05/08/2025	SOUTHWES	SouthwestSolutions Group, Inc	121,818.68	87,644
87645	05/08/2025	STAPLES	Staples Advantage	485.28	87,645
87646	05/08/2025	STATEFIN	State Treasurer's Office	12,394.52	87,646
87647	05/08/2025	SMHINC	Stewart MacNichols Harmell, Inc., P.S	10,000.00	87,647
87648	05/08/2025	SUMMITLA	Summit Law Group PLLC	6,351.51	87,648
87649	05/08/2025	CANINER	The Canine Resource Center Inc	240.00	87,649
87650	05/08/2025	UTILUND	Utilities Underground Location Ctr.	83.70	87,650
87651	05/08/2025	VOLPEG	Reynard Volpe	72.05	87,651
87652	05/08/2025	WABUILD	Washington Association of Building O	88.00	87,652
87653	05/08/2025	DEPTCOMM	Washington State Department of Comu	240,805.05	87,653
87654	05/08/2025	WIEGHATW	William Wiegat	1,233.59	87,654
87655	05/08/2025	BAGBY	Bagby Yancey	3,000.00	87,655

Check	Date	Vendor No	Vendor Name	Amount
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Section 8, Item C.

87656	05/08/2025	ZALDIBAR	Eduardo Zaldibar	262.50	87,656
Check Total:				861,319.64	

Accounts Payable

Checks by Date - Summary by Check Date

User: sschindele
Printed: 5/1/2025 12:15 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
32570334	AMAZON	Amazon Capital Services Inc	04/10/2025	87.87
32506311	JOBTARGET	JOBTARGET	04/10/2025	199.00
32506313	AMAZON	Amazon Capital Services Inc	04/10/2025	68.50
32506314	AMAZON	Amazon Capital Services Inc	04/10/2025	20.00
32506315	WildBird	Wild Birds Unlimited	04/10/2025	20.00
32506316	JOBTARGET	JOBTARGET	04/10/2025	125.00
32509381	MUNIRES	Municipal Research & Services Center	04/10/2025	40.00
32509382	SEMAHMO	Semiahmoo Resort	04/10/2025	15.46
32509383	SEMAHMO	Semiahmoo Resort	04/10/2025	663.60
32509384	COSTCO	Costco Warehouse	04/10/2025	159.95
32510101	STARBUCK	Starbucks Store #373	04/10/2025	44.12
32510102	WMTA	Washington Public Treasurer's Assn.	04/10/2025	50.00
32527511	ZOOM	Zoom Video Communications, Inc	04/10/2025	496.17
32527512	AMAZON	Amazon Capital Services Inc	04/10/2025	39.70
32527513	PROVIDE	Provide Support, LLC	04/10/2025	303.00
32527514	ADOBE	Adobe Inc.	04/10/2025	17.07
32527515	AMAZON	Amazon Capital Services Inc	04/10/2025	85.26
32527516	ZOOM	Zoom Video Communications, Inc	04/10/2025	3,440.03
32527517	PARALLEL	Parallels International GmbH	04/10/2025	82.71
32527518	AMAZON	Amazon Capital Services Inc	04/10/2025	562.52
32527519	WASABI	Wasabi Technologies, Inc	04/10/2025	37.07
32527881	VERIZWIR	Verizon Wireless	04/10/2025	3,289.07
32527882	STERICYL	Stericycle, Inc.	04/10/2025	10.36
32527883	STERICYL	Stericycle, Inc.	04/10/2025	65.75
32527884	SUMMITLA	Summit Law Group PLLC	04/10/2025	9,280.00
32527885	GOODTOGO	Good To Go	04/10/2025	11.25
32527886	NORTHCIT	North City Water District	04/10/2025	54.37
32527887	NORTHCIT	North City Water District	04/10/2025	444.31
32527888	INTEGPHN	Integra Telecom, Inc.	04/10/2025	1,000.97
32527889	SEALIGHT	Seattle City Light	04/10/2025	4,039.68
32557001	TOWNECTR	Town Centre Hardware	04/10/2025	68.50
32568052	MOLDINSS	Mold Inspection Services	04/10/2025	499.00
32568053	MOLDINSS	Mold Inspection Services	04/10/2025	2,272.00
32568881	LITTLECR	Little Creek Casino Resort	04/10/2025	605.00
32568882	M3LEAD	M3 Leadership Group	04/10/2025	195.00
32568883	CENTAIFT	Centaifuge Training, LLC	04/10/2025	900.00
32568884	SIMPLIV	Simpliv Learning	04/10/2025	348.00
32568885	GUARDIAN	Guardian Alliance Technologies, Inc	04/10/2025	90.00
32568886	WSLEFIA	WA State Law Enforcement Firearms Instru	04/10/2025	230.00
32568887	CURTIS	Curtis Blue Line / LN Curtis & Sons	04/10/2025	87.13
32570331	COSTCO	Costco Warehouse	04/10/2025	188.87
32570332	AMAZON	Amazon Capital Services Inc	04/10/2025	236.49
32570333	AMAZON	Amazon Capital Services Inc	04/10/2025	492.16
32589531	WAITWHIL	Waitwhile, Inc.	04/10/2025	552.00
32589532	WAPRO	Washington Association of Public Records	04/10/2025	25.00
32589533	MRT	Mr. T's Trophies	04/10/2025	27.44
32589534	ALBERTSO	Albertsons	04/10/2025	100.91

Check No	Vendor No	Vendor Name	Check Date	
32589535	PANERA	Panera Bread	04/10/2025	346.23
32589536	COSTCO	Costco Warehouse	04/10/2025	153.33
32589537	AMAZON	Amazon Capital Services Inc	04/10/2025	3.78
32589538	AMAZON	Amazon Capital Services Inc	04/10/2025	156.36
32589539	MRT	Mr. T's Trophies	04/10/2025	47.77
32596351	ICMA	ICMA Membership Renewal	04/10/2025	149.00
32599151	SSPOLY	South Sound Polygraph LLC	04/10/2025	300.00
32599152	AMAZON	Amazon Capital Services Inc	04/10/2025	23.59
32599153	TRUPANIO	Trupanion	04/10/2025	114.38
235895313	SEMAHMO	Semiahmoo Resort	04/10/2025	679.95
325278811	SEALIGHT	Seattle City Light	04/10/2025	21.89
325278812	SEALIGHT	Seattle City Light	04/10/2025	749.26
325278813	NWCASCA	Northwest Cascade, Inc.	04/10/2025	526.11
325278814	NWCASCA	Northwest Cascade, Inc.	04/10/2025	439.07
325278815	SEATIMEA	The Seattle Times	04/10/2025	912.45
325278816	SOUNDSEC	Sound Security Inc. (Sonitrol)	04/10/2025	2,062.56
325278817	FIRESYST	Fire Systems West, Inc.	04/10/2025	510.14
325278818	FIRESYST	Fire Systems West, Inc.	04/10/2025	617.69
325278819	NWCASCA	Northwest Cascade, Inc.	04/10/2025	185.05
325278820	STERICYL	Stericycle, Inc.	04/10/2025	10.36
325278821	VERIZWIR	Verizon Wireless	04/10/2025	3,174.83
325895310	AMAZON	Amazon Capital Services Inc	04/10/2025	51.32
325895311	AMAZON	Amazon Capital Services Inc	04/10/2025	340.04
325895312	AMAZON	Amazon Capital Services Inc	04/10/2025	185.62
325895314	AMAZON	Amazon Capital Services Inc	04/10/2025	11.16
Total for 4/10/2025:				43,442.23
Report Total (72 checks):				43,442.23

Accounts Payable

Checks by Date - Summary by Check Date

User: tbaker@cityofflp.gov
Printed: 5/1/2025 12:03 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	04/08/2025	1,961.99
ACH	NAVIA	Navia Benefit Solutions, Inc.	04/08/2025	10,687.78
ACH	NAVIAFSA	Navia - FSA	04/08/2025	62.50
ACH	NAVIAHRA	Navia - HRA	04/08/2025	1,166.66
ACH	PFLTRUST	LFP PFL Trust Account	04/08/2025	2,705.95
ACH	TEAMDR	National D.R.I.V.E.	04/08/2025	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	04/08/2025	2,108.17
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	04/08/2025	9,618.46
ACH	ZAWC	AWC	04/08/2025	50,660.62
ACH	ZEMPSEC	Employment Security Dept.	04/08/2025	571.07
ACH	ZEMPWACA	Wa.Cares Tax	04/08/2025	964.71
ACH	ZGUILD	LFP Employee Guild	04/08/2025	975.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	04/08/2025	34,474.32
ACH	ZL&I	Washington State Department of Labor & I	04/08/2025	8,173.50
ACH	ZLEOFF	Law Enforcement Retirement	04/08/2025	15,294.98
ACH	ZLFPIRS	Lake Forest Park/IRS	04/08/2025	38,452.86
ACH	ZPERS	Public Employees Retirement	04/08/2025	26,301.55
ACH	ZTEAM	Teamsters Local Union #117	04/08/2025	258.23
ACH	ZWATWT	Washington Teamsters Welfare Trust	04/08/2025	7,930.48
Total for 4/8/2025:				212,373.28
Report Total (19 checks):				212,373.28

Accounts Payable

Checks by Date - Summary by Check Date

User: tbaker@cityoflfp.gov
Printed: 5/1/2025 12:04 PM



Check No	Vendor No	Vendor Name	Check Date	Check Amount
ACH	LEOFFTR	LEOFF TRUST	04/23/2025	43,208.11
ACH	NAVIA	Navia Benefit Solutions, Inc.	04/23/2025	537.41
ACH	NAVIAFSA	Navia - FSA	04/23/2025	62.50
ACH	PFLTRUST	LFP PFL Trust Account	04/23/2025	2,704.86
ACH	TEAMDR	National D.R.I.V.E.	04/23/2025	4.45
ACH	Z401AL	Vantagepoint Transfer Agents-107084 ICM	04/23/2025	1,964.75
ACH	Z457	Vantagepoint Transfer Agents-304508 ICM	04/23/2025	9,843.97
ACH	ZAWC	AWC	04/23/2025	2,177.91
ACH	ZEMPSEC	Employment Security Dept.	04/23/2025	588.06
ACH	ZEMPWACA	Wa.Cares Tax	04/23/2025	938.72
ACH	ZGUILD	LFP Employee Guild	04/23/2025	975.00
ACH	ZICMA	Vantagepoint Transfer Agents-107084 ICM	04/23/2025	35,267.26
ACH	ZL&I	Washington State Department of Labor & I	04/23/2025	7,416.51
ACH	ZLEOFF	Law Enforcement Retirement	04/23/2025	16,106.03
ACH	ZLFPIRS	Lake Forest Park/IRS	04/23/2025	38,651.82
ACH	ZPERS	Public Employees Retirement	04/23/2025	25,788.67
ACH	ZTEAM	Teamsters Local Union #117	04/23/2025	213.72
ACH	ZWATWT	Washington Teamsters Welfare Trust	04/23/2025	384.60
Total for 4/23/2025:				186,834.35
Report Total (18 checks):				186,834.35

Bank Reconciliation

Checks by Date

User: sschindele
Printed: 05/01/2025 - 12:09PM
Bank Accounts: PPOperat
System:
Cleared and Not Cleared Checks
Check Date: From 04/23/2025 To 04/23/2025
Print ACH Checks: True



Check No	Check Date	Name	Comment	Module	Clear Date	Amount
0	4/23/2025		DD 00523.04.2025	PR		202,911.61
Total Check Count:						1
Total Check Amount:						202,911.61



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	May 8, 2025
Originating Department	Public Works
Contact Person	Katie Phillips, Project Manager
Title	Resolution 25-2015/Authorizing the Mayor to sign Amendment No. 3 to the Professional Services Contract Agreement AG-21-002 with Transportation Solutions, Inc. for the SR 104 / 40th Place NE Roundabout Project

Legislative History

- First Presentation – April 24, 2025, Regular Meeting
- Second Presentation – May 8, 2025, Regular Meeting

Attachments:

1. Resolution 25-2015
2. Amendment No. 3 to Professional Services Agreement 21-002 with Transportation Solutions, Inc.
3. Professional Services Agreement 21-002 with Transportation Solutions, Inc.

Executive Summary

The Department of Public Works (“DPW”) recommends amending professional services agreement 21-002 with Transportation Solutions, Inc. (“Consultant”) to include construction management services and on-call construction management support for the SR104 / 40th PI NE Roundabout Project (“Project”). These services have been budgeted for in the current CIP at a cost of \$625,522. The DPW requested proposals from three construction management consultants for these services and recommends contracting with the consultant that provided the lowest responsive, responsible proposal at a value of \$753,331.81.

Background

The City retained the Consultant to provide engineering design, permitting, and right-of-way acquisition services supporting the Project in January 2021 under the PSA AG-21-002. Since then, the City has amended the Consultant's contract two times due to project requirements. The DPW is now requesting a third amendment that would add construction management services to the Consultant's contract in accordance with Task 12.0 of the Scope of Services outlined in the Consultant's contract. Specifically, this third amendment would add a subconsultant to the Consultant's contract to provide construction management services and amend the contract scope to include on-call construction management support services.

In an effort to find a suitable construction management subconsultant, the City, along with the Consultant, interviewed three subconsultants and received construction management proposals from each. The three subconsultants evaluated by the City and the Consultant were KBA, Inc., David Evans and Associates, Inc., and Consor North America, Inc. The proposals submitted to the City were valued at \$2.2M, \$855,755.55, and \$602,380.61. These proposals were also reviewed for scope. DPW staff report that the proposal with the lowest value was determined to be the best candidate for construction management for the Project; specifically, the proposal from Consor North America, Inc.

In addition to construction management services, the Project requires on-call construction management support services to proceed. These support services will be provided by the Consultant and five of their subconsultants to assist with the construction management of the Project. The cost of these services is \$73,802.00 for support from Transportation Solutions, Inc., and \$77,149.20 for support from Terra Vista NW, David Evans and Associates, Inc., GeoEngineers, the Berger Partnership, and Facet.

DPW staff have reviewed the Consultant's request to amend the Consultant's contract to include construction management services from Consor North America, Inc., as well as on-call construction management support services, and have found the proposed fees to be appropriate for the related services. Staff also agree that these services are necessary to advance the Project to the construction phase.

Fiscal & Policy Implications

The current CIP allocates \$625,522 for construction management services. This amount was adopted based on an engineer's estimate for construction management services. The value of this third amendment for construction management services is \$127,809.81 above the budgeted amount for this project in the CIP. If adopted, this amendment will result in a budget deficit of \$127,809.81. This deficit could potentially be offset by the Transportation Benefit District fund or by revenue collected from the traffic cameras, at the Council's discretion. Amendment No. 3 would increase the total compensation in the Professional Services Agreement with Transportation Solutions, Inc. from \$1,043,520.75 to \$1,796,852.56.

Alternatives

Options	Results
<ul style="list-style-type: none">Adopt Resolution	The City will execute Amendment No. 3 to the PSA AG 21-002 with Transportation Solutions, Inc., adding construction management services to the Project.

- No Action

The City will not execute Amendment No. 3 to the PSA AG 21-002. The City will not add construction management services to the Project and public advertisement for a construction contract for the Project will be placed on hold.

Staff Recommendation

Move to adopt Resolution 25-2015 Authorizing the Mayor to sign Amendment No. 3 to the Professional Services Contract Agreement AG-21-002 with Transportation Solutions, Inc. for the SR 104 / 40th PI NE Roundabout Project to increase the project cost by \$753,331.81 for a total of \$1,796,852.56.

RESOLUTION NO. 25-2015**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AMENDMENT NO. 3 TO THE PROFESSIONAL SERVICES AGREEMENT AG-21-002 WITH TRANSPORTATION SOLUTIONS, INC. FOR THE SR 104 / 40TH PL NE ROUNDABOUT PROJECT.**

WHEREAS, the City has retained Transportation Solutions, Inc. (Consultant) to provide professional engineering design services for the SR 104 / 40th PI NE Roundabout Project under Professional Services Agreement (PSA) AG-21-002; and

WHEREAS, PSA AG-21-002 allowed for an amendment to add construction management services to the contract; and

WHEREAS, having completed professional engineering design services, the City wishes to add construction management services to PSA AG-21-002 in preparation for public advertisement for the construction of the SR 104 / 40th PI NE Roundabout Project; and

WHEREAS, the City, together with the Consultant, interviewed with and received construction management proposals from three subconsultants for construction management services for the SR 104 / 40th PI NE Roundabout Project; and

WHEREAS, the construction management proposal received from Consor North America, Inc. (Subconsultant) was reviewed by City staff and found to be the lowest responsible and responsive proposal; and

WHEREAS, the Consultant provided the City with a proposal to provide on-call construction management services that would support the Subconsultant's proposed construction management services, which City staff has 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. The Mayor is hereby authorized to sign Amendment No. 3 to the professional services agreement AG-21-002 with Transportation Solutions, Inc., in substantially the same form as attached hereto as Exhibit A.

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 April, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2015

Amendment No. 3 to the
Professional Services Agreement between the
City of Lake Forest Park and Transportation Solutions, Inc.
Dated January 21, 2021

The Professional Services Agreement between the City of Lake Forest Park and Transportation Solutions, Inc., AG 21-002, Amendment No. 1, and Amendment No. 2 (collectively, the "Agreement"), is amended by this Amendment No. 3 to the Agreement and 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 – Amendment No. 3". This addendum to the scope of work includes construction management services and construction management 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, as amended, including all services and expenses, shall not exceed ~~one million, forty-three thousand, five hundred, twenty dollars and seventy-five cents (\$1,043,520.75)~~ one million, seven-hundred and ninety-six thousand, eight-hundred and fifty-two dollars and fifty-six cents (\$1,796,852.56) as shown on Exhibit B, as amended, 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 – Amendment No. 3".

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: _____

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Scope of Services
SR 104/40th PI SE Roundabout Improvement Project
Construction Phase

SCOPE OF WORK

During the term of this Agreement, Transportation Solutions Inc. (TSI), (CONSULTANT), shall coordinate with the construction management (CM) consultant Consor Engineers (Conсор) (CM SUBCONSULTANT) who shall perform professional services for TSI, including construction contract administration and inspection for the SR 104/40th PI NE Roundabout project (PROJECT) for the City of Lake Forest Park (CITY). The project construction, including construction support services are state and locally funded. This document shall be used to plan, conduct, and complete the work on the PROJECT.

The scope of services for the CONSULTANT is identified in Section V, Scope of Work. The scope of services for the CM SUBCONSULTANT is identified in Section VI, Scope of Work and detailed in Exhibit A. The scopes of services for other SUBCONSULTANTS are included in Section VII, Scope of Work with details as applicable in the fee proposal portion of this agreement.

I. BACKGROUND

The project improvements include upgrading of the intersection of SR 104 (Ballinger Way) / 40th PI NE and NE 184th Street with construction of a roundabout, involving earthwork and grading, retaining walls, full depth pavement replacement, planing and overlay of roadways, storm drainage, and waterline improvements, adjusting utility appurtenances, cement concrete curb, gutter, and sidewalk, driveway improvements, channelization and signing, landscaping, an irrigation system, off-site tree planting, and other related items of work.

The on-site construction is expected to be a total of 257 working days. The construction of the elements of the project located at the northeast and southeast areas of the project limits, including but not limited to: clearing and grubbing, grading, furnishing of materials and construction/installation of Wall #2, Wall #3, Wall #4, Stormwater Vault, Stormwater Treatment Manhole, Oil/Water Separator, Biofilter Vault, stormwater catch basins and pipe, as shown in Plans shall be completed within the first 130 working days of the contract.

A suspension of work, in accordance with Section 1-08.6 Suspension of Work, following completion of the work described to take place in the first 130 working days of the contract will be implemented to allow for work by others to relocate overhead and underground utilities. Following the suspension of work and 180 calendar days for utility work by others, the Contractor shall resume work on the project and complete the work in an additional 127 working days, for a combined total of 257 working days for the City’s contractor.

The project is anticipated to be advertised on or about April 30, 2025, and bids are to be opened by the City on May 28, 2025. Work is to be completed in 2026, with a significant portion of the 2025 calendar year anticipated to be used for the contractor to procure long lead equipment (stormwater detention and water quality vaults) for the PROJECT. Procurement of this material is expected to take at least 3 to 6 months based upon experience gained working on similar projects. Work on this project by the

CONSULTANT and SUBCONSULTANTS, as applicable, will begin with review of submittals provided by the contractor for the long-lead order items.

II. DESCRIPTION OF WORK

The work to be performed by the CONSULTANT and its subconsultants consists of providing construction administration, inspection, materials testing, and project management for the PROJECT. This work consists of attending project meetings setup by the CITY, corresponding with the parties involved, schedule tracking, submittal tracking, on-site inspection, materials testing, field notes and quantities, support documentation for the pay estimate preparation, aiding in change order preparation, and support to the CITY necessary to ensure that the work is construction administered and inspected in accordance with the contract plans and specifications.

TSI is providing professional services to the CITY in connection with the engineering for the project. Consor is acting as Construction Project Manager and is a subconsultant to TSI. Consor is providing construction contract administration and inspection services to the CITY. A materials testing company will be a vendor to Consor. The specific vendor to provide these materials testing services will be determined based upon availability closer to the time of need. Specific work items prepared by Consor will be done in accordance with the Washington State Department of Transportation (WSDOT) Local Agency Guidelines (LAG) Manual.

III. CONSTRUCTION MANAGEMENT TEAM

The Construction Management Team is made up of the following firms/organizations:

- Owner (CITY)..... City of Lake Forest Park
- Prime (CONSULTANT) Transportation Solutions, Inc. (TSI)
- Constr. Mgmt./Inspection (CM SUBCONSULTANT) Consor Engineers (Conсор)
- Materials Testing Servicestbd
- Civil Engineering, Grading, Drainage (SUBCONSULTANT)...TerraVista NW (TVNW)
- Geotechnical (SUBCONSULTANT) GeoEngineers (GEO)
- Structural Engineering, Walls (SUBCONSULTANT)..... David Evans and Associates (DEA)
- Landscape Architect (SUBCONSULTANT) The Berger Partnership (TBP)
- Arborist (SUBCONSULTANT).....Facet (FCT)

IV. ASSUMPTIONS AND LIMITATIONS

This scope of work is based on the following assumptions:

- Construction survey will be provided by the Contractor.
- Consor will contract directly with a material testing laboratory of their choice. The materials testing laboratory shall be capable of providing all necessary material inspection, testing and administration including:
 - Soil and aggregate materials testing.

- Proctor analysis and in-place density testing for aggregates.
- Concrete testing and concrete cylinders.
- Distribution of all test/special inspection reports to Consor, City, Contractor, TSI, and other stakeholders as identified at the pre-construction meeting.
- The City will conduct all award, and contract execution activities with review for LAG Manual compliance by Consor.
- The City, Consor, and TSI will coordinate and conduct the pre-construction meeting.
- The detailed scope of services for Consor is identified in a companion document included with this supplemental agreement and identified as Exhibit A.

V. SCOPE OF WORK ITEMS – Prime (CONSULTANT)

12.0 CONSTRUCTION MANAGEMENT SUPPORT SERVICES

12.1 Project Management and Administration

CONSULTANT shall submit a single monthly invoice, which will include the billing requests from the subconsultant. CONSULTANT shall submit monthly invoices and status reports to the CITY and track the project budget and schedule. TSI will subcontract day-to-day project construction administration and inspection services to Consor.

The cost estimate for construction support services provides budget amounts for reimbursable expenses to include but not be limited to mileage, testing, shipping reproductions, office supplies, printing fees and mitigation services directly related to the completion of the work, and which will be charged at the actual cost incurred. Budgeted amounts shown are estimates of the actual costs for reimbursable expenses.

If mutually agreed upon by the CITY and the CONSULTANT, this contract may be supplemented to include work not specifically addressed in this scope of work. This work may include additional design services and/or construction management services, both of which may include the use of existing or additional subconsultants.

12.2 Pre-Construction Activities

As requested by the CITY, the CONSULTANT will attend the pre-construction meeting. For budgetary purposes, it is assumed the CONSULTANT will attend the pre-construction meeting in person. The CITY and Consor will coordinate preparations for the pre-construction meeting.

12.3 Construction Project Meetings

The CONSULTANT will attend construction project meetings on an as-needed basis and consistent with the labor hours identified in the budget estimate.

12.4 Requests for Information (RFIs)

The CONSULTANT shall provide responses to RFIs in a timely manner and consistent with the labor hours identified in the budget estimate. It is expected that the CITY will need RFI responses within three (3) business days of the request, however more or less time may be allocated for this task depending on the nature of the issue raised.

12.5 Review and Approval of Shop Drawings/Submittals

The CONSULTANT shall evaluate shop drawings, and proposals for substitutions of materials and procedures as submitted by the Contractor for general conformance with the project requirements and intent. The CONSULTANT shall provide review and approval of shop drawings and other submittals within five (5) business days. It is anticipated that the CONSULTANT will only review materials related to the traffic signal system and that Consor will review materials for other elements of the project.

**VI. SCOPE OF WORK ITEMS – Construction Management / Inspection
(CM SUBCONSULTANT)**

13.0 CONSTRUCTION MANAGEMENT/INSPECTION SERVICES

The CM SUBCONSULTANT shall provide the consultant services as outlined in the accompanying document, which is also identified as Exhibit A.

VII. SCOPE OF WORK ITEMS – On-Call Support (Other SUBCONSULTANTS)

14.0 ON-CALL CONSTRUCTION SUPPORT SERVICES

SUBCONSULTANTS that provided design services during the design phase will be retained for the PROJECT on an on-call basis. The level of effort will be limited to the allowance outlined in the budget or the specific scope of services and corresponding budget included identified and included in this agreement.

Exhibit B - Amendment No. 3

Amendment No. 3 Fee Estimate SR 104/40TH PL SE ROUNDABOUT Improvement Project

Anticipated Work Tasks for On-Call Construction Support

	KAH	MJS	JAB		
	PM	Sr. Engr Tech CADD	Admin	Task Hours	Task Cost
	\$289.00	\$179.00	\$167.00		
Task 12.0 PROJECT MANAGEMENT AND ADMINISTRATION	84	0	18	102	\$27,282.00
Task 12.1a Project Management	20		2	22	\$6,114.00
Task 12.1b Monthly Progress Reports and Invoices	16		16	32	\$7,296.00
Task 12.1c Progress Meetings	48			48	\$13,872.00
TASK 12.2 PRE-CONSTRUCTION ACTIVITIES	18	6	0	24	\$6,276.00
Task 12.2a Coordinate with City and CM Team	12	4		16	\$4,184.00
Task 12.2b Attend Pre-Construction Meeting	4			4	\$1,156.00
Task 12.2c Prepare Documentation for Contractor	2	2		4	\$936.00
Task 12.3 CONSTRUCTION COORDINATION	40	12	0	52	\$13,708.00
Task 12.3a Attend Construction Project Meetings	16			16	\$4,624.00
Task 12.3b Address Issue from Construction Project Meetings	24	12		36	\$9,084.00
Task 12.4 REQUESTS FOR INFORMATION (RFI)	44	20	0	64	\$16,296.00
Task 12.4a Coordinate with CM Team	24			24	\$6,936.00
Task 12.4b Prepare Response to RFI	20	20		40	\$9,360.00
Task 12.5 REVIEW AND APPROVE SHOP DRAWINGS/SUBMITTAL	28	12	0	40	\$10,240.00
Task 12.5a Coordinate with CM Team	16			16	\$4,624.00
Task 12.5b Review and Prepare Response to Submittals	12	12		24	\$5,616.00
Totals	214	50	18	282	\$73,802.00

Hours Total Labor Total

Direct Expenses

Terra Vista, Civil Engineering Subconsultant	\$30,100.00
DEA Structural Engineering Subconsultant (allowance)	\$10,000.00
GeoEngineers, Geotechnical Subconsultant (allowance)	\$5,000.00
The Berger Partnership, Landscaping Subconsultant	\$13,790.00
Facet, Arborist Subconsultant	\$18,259.20
Subtotal Subconsultants	\$77,149.20

Amendment #3 On-Call Construction Support Services Subtotal Total \$150,951.20

Amendment #3 Management Reserve Fund \$0.00
Amendment #3 Subtotal with MRF \$150,951.20

Construction Management Services

Consor, Construction Management Subconsultant \$602,380.61

Amendment #3 Total Not to Exceed \$753,331.81

Management Reserve Funds Remaining after Contract Modification #8 \$0.00
Management Reserve Funds after Amendment #3 \$0.00

Maximum Amount Payable after Amendment #2 \$1,043,520.75

New Maximum Amount Payable \$1,796,852.56

**Amendment No. 3
Fee Estimate
SR 104/40TH PL SE ROUNDABOUT
Improvement Project**

**Anticipated Work Tasks
for On-Call Construction Support**

Task 12.0 PROJECT MANAGEMENT AND ADMINISTRATION

Task 12.1a Project Management

Task 12.1b Monthly Progress Reports and Invoices

Task 12.1c Progress Meetings

TASK 12.2 PRE-CONSTRUCTION ACTIVITIES

Task 12.2a Coordinate with City and CM Team

Task 12.2b Attend Pre-Construction Meeting

Task 12.2c Prepare Documentation for Contractor

Task 12.3 CONSTRUCTION COORDINATION

Task 12.3a Attend Construction Project Meetings

Task 12.3b Address Issue from Construction Project Meetings

Task 12.4 REQUESTS FOR INFORMATION (RFI)

Task 12.4a Coordinate with CM Team

Task 12.4b Prepare Response to RFI

Task 12.5 REVIEW AND APPROVE SHOP DRAWINGS/SUBMITTAL

Task 12.5a Coordinate with CM Team

Task 12.5b Review and Prepare Response to Submittals

Expenses

Totals

TSI Prime Design Consultant	TerraVista NW Civil, Grading, Drainage	DEA Walls, Structures Environmental	GeoEngineers, Geotechnical Support	Berger Landscape Arch. Onsite Planting	Facet, Arborist, Onsite Review Offsite Planting	Combined
\$27,282.00	\$4,540.00					\$31,822.00
\$6,276.00	\$2,484.00					\$8,760.00
\$13,708.00	\$8,600.00	\$5,000.00	\$5,000.00	\$4,495.00	\$10,032.00	\$46,835.00
\$16,296.00	\$8,600.00	\$5,000.00		\$4,495.00	\$3,315.00	\$37,706.00
\$10,240.00	\$5,876.00			\$4,550.00	\$4,712.00	\$25,378.00
				\$250.00	\$200.20	\$450.20
\$73,802.00	\$30,100.00	\$10,000.00	\$5,000.00	\$13,790.00	\$18,259.20	\$150,951.20



Task # Description	PIC/PM ES \$227	Engineer III RP \$167	Task Hours	Task Cost
Task 12.0 PROJECT MANAGEMENT AND ADMINISTRATION	20	0	20	\$ 4,540.00
Task 12.1a Project Management				
Task 12.1b Monthly Progress Reports and Invoices				
Task 12.1c Progress Meetings				
TASK 12.2 PRE-CONSTRUCTION ACTIVITIES	8	4	12	\$ 2,484.00
Task 12.2a Coordinate with City and CM Team				
Task 12.2b Attend Pre-Construction Meeting				
Task 12.2c Prepare Documentation for Contractor				
Task 12.3 CONSTRUCTION COORDINATION	32	8	40	\$ 8,600.00
Task 12.3a Attend Construction Project Meetings				
Task 12.3b Address Issue from Construction Project Meetings				
Task 12.4 REQUESTS FOR INFORMATION (RFI)	32	8	40	\$ 8,600.00
Task 12.4a Coordinate with CM Team				
Task 12.4b Prepare Response to RFI				
Task 12.5 REVIEW AND APPROVE SHOP DRAWINGS/SUBMITTALS	20	8	28	\$ 5,876.00
Task 12.5a Coordinate with CM Team				
Task 12.5b Review and Prepare Response to Submittals				
TOTAL	112	28	140	\$ 30,100

03.20.25



Kirk Harris, PE, PMP, Principal
Transportation Solutions, Inc.
8250 – 165th Avenue NE, Suite 100
Redmond, WA 98052

Lake Forest Park: Ballinger & 40th: Amendment for On-Call Landscape Architectural Construction Support Services

Kirk:

As requested, this letter outlines an amendment to contract dated February 28th, 2023 for providing On Call Construction Support Services for the Lake Forest Park Roundabout Improvements project. We are looking forward to working together to provide discipline-expert construction services and support in the implementation of the design. Below is our amendment fee proposal reflecting our additional scope for on-call landscape architectural construction support services.

Project Understanding

We will be part of the multidisciplinary consultant team led by TSI providing support to the City through KBA. The scope of the construction support services includes planting and irrigation and as indicated by tasks below with quantity assumptions.

Task 3.0 – On-Call Construction Support Services

- 3.1 Project Management: Provide project/contract management, and coordination with consultant/internal team throughout phase. (assumes 12 months at 1.5 hours per month). Includes (1) substantial completion site visit.
(Principal x 6 hours; Associate/Project Manager x 12 hours)
- 3.2 Submittal Reviews: Review submittals (plant procurement, soil, mulch, irrigation). Assume (1) initial review and (1) resubmittal review per each.
(Principal x 2 hours; Associate/Project Manager x 8 hours; Landscape Designer x 6 hours)
- 3.3 RFIs: RFI responses, which assumes inclusion of Substitution Requests, up to (5) RFIs included.
(Principal x 2 hours; Associate/Project Manager x 5 hours; Landscape Designer x 5 hours)

Task 4.0 - Closeout Services

- 2.1 O&M: Review manual and warranty submittals, as-builts, and develop Landscape Management Plan.

Landscape Architecture
Urban Design

Berger Partnership PS
1721 8th Ave N
Seattle, WA 98109

206 325 6877
bergerpartnership.com

03.19.25
Transportation Solutions, Inc.
Amendment 1 for Landscape Architectural Services
Page 2 of 2



(Principal x 1 hour; Associate/Project Manager x 6 hours; Landscape Designer x 3 hours; Administrative Staff x 2 hours)

2.2 Final Punch and Warranty Visits: Assumes (1) Final Site Walk and (1) Warranty Walk including travel.
(Principal x 3 hours; Associate/Project Manager x 5 hours; Landscape Designer x 5 hours)

Fees

Based on the scope of services identified at this time, we have established a fee for landscape architectural services as follows:

Task 3.0 On-Call Construction Support Services	\$8,990
Task 4.0 Closeout Services	\$4,550
Reimbursable	\$250

Total Amendment 1 Fees: \$13,790

If this proposal meets with your approval, please incorporate it as an attachment to our Sub Consultant Agreement. Please do not hesitate to call me if you have any questions.

Sincerely,

The Berger Partnership PS

A handwritten signature in black ink, appearing to read 'Jonathan Morley'.

Jonathan Morley
Principal, ASLA, LEED

APPROVED:

Date



March 18, 2025

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

Proposal for Arborist Services

Facet Reference: 2301.0347.00 (Legacy #230120)

Dear Kirk:

Thank you for requesting a proposal for arboricultural consulting services. We would be pleased to assist you with construction monitoring 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 Scope of Services described below.

SCOPE OF SERVICES

Tree Removal Monitoring \$6,497.80

Task	Scope of Work	Staff	Estimated Hours	Cost
1.1	Site visits to provide up to 32 hours of on-site monitoring of tree removals by an ISA Certified Arborist®	LFW	32	\$4,864.00
1.2	Provide a follow up memo with findings and any recommendations from monitoring site visits	LFW	6	\$912.00
1.3	Project coordination	LFW	3	\$456.00
1.4	Memo internal review	KF	1	\$193.00
1.5	Mileage	LFW	104 (Miles)	\$72.80

Tree Planting Monitoring\$3,725.40

Task	Scope of Work	Staff	Estimated Hours	Cost
1.1	Site visits to provide up to 16 hours of on-site monitoring of tree planting by an ISA Certified Arborist®	LFW	16	\$2,432.00
1.2	Provide a follow up memo with findings and any recommendations from monitoring site visit	LFW	4	\$608.00
1.3	Project coordination	LFW	3	\$456.00
1.4	Memo internal review	KF	1	\$193.00
1.5	Mileage	LFW	52 (Miles)	\$36.40

Construction Monitoring\$8,036.00

Task	Scope of Work	Staff	Estimated Hours	Cost
1.1	Site visits to provide up to 40 hours of on-site construction monitoring by an ISA Certified Arborist®	LFW	40	\$6,080.00
1.2	Provide a follow up memo with findings and any recommendations from monitoring site visit	LFW	8	\$1,216.00
1.3	Project coordination	LFW	3	\$456.00
1.4	Memo internal review	KF	1	\$193.00
1.5	Mileage	LFW	130 (Miles)	\$91.00

The Scope of Services (above) is based upon Project Assumptions, below. In the event that any facts or events differ from such assumptions, the Scope of Services and fees shall be adjusted accordingly.

PROJECT ASSUMPTIONS

1.

Deliverables will be provided in PDF format.
2.

Fieldwork activities may be rescheduled if travel, weather, or site conditions present an unacceptable safety risk (e.g., high winds, snow, ice, smoke, etc.).
3.

This proposal does not include the following services: a Level 2 of Level 3 (Advanced) arborist assessment; a wetland/stream delineation study; site layout or site planning assistance. These can be added, if necessary, under a separate agreement.
4.

This proposal does not include a Professional Land Survey.



- 5. Unless noted otherwise, this proposal is written based upon the codes and regulations in effect at the time of writing. Work that may become necessary as a result of updated or new regulations is not included in this proposal.
- 6. Comments from local, state, federal, or tribal entities related to our plans or documentation may be subjective in nature and are therefore not predictable. Responses to comments/questions or revisions to permit documents are not included in this proposal and can be completed on a time and expense basis or under a separate proposal.
- 7. No work outside of this contract will be undertaken without prior notification to the client.

PAYMENT

Our Services will be billed on a time and materials basis, with a not-to-exceed figure of \$18,259.20. We invoice monthly and accept payment by check, credit card or Automated Clearing House (ACH). Please refer to our website for details on electronic payments.

Total Fee \$18,259.20

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, Director of Current
Planning



SCOPE OF WORK

221007: SR 104 and 40th Place NE Roundabout Project CONSTRUCTION MANAGEMENT & INSPECTION SERVICES CITY OF LAKE FOREST PARK

Project Background

The City of Lake Forest Park will be constructing a roundabout on Ballinger Way NE at the intersection of SR-104, 40th Place NE, and NE 184th Street. Construction will begin in the second half of 2025. This new roundabout will include a single-lane roundabout, new sidewalks, shared-use pathways, four pedestrian crossings with refuge islands, and improved street lighting.

With a focus on safety, efficiency, and environmental sustainability, this project will allow our community to grow mindfully while also improving air quality and providing the essential infrastructure needed to promote non-vehicular travel along the SR-104 corridor.

Project Summary

Consultant will perform project management, contract administration, construction management, construction inspection, and testing and special inspection for the Project.

Project Assumptions

Pre-Construction phase services are anticipated to begin in May 2025. Construction phase services are anticipated to begin in June 2025. For budgeting purposes, a project suspension period of 125 working days (approximately 6 months) and an active construction duration of 257 working days (approximately 52 weeks) has been assumed.

Scope of Services

Consultant is proposing to perform the following services in relation to the City’s SR 104 and 40th Place NE Roundabout Project.

Task 1 - Project Management and Contract Administration

Objective

Provide overall leadership and team strategic guidance aligned with City staff objectives. Coordinate, monitor, and control the project resources to meet the technical, communication, and contractual obligations required for developing and implementing the project scope.

Subtask 1.1 Project Coordination

- Perform general administration and project management throughout the construction phase to ensure successful completion of all tasks and elements of the Project within the established scope, schedule, and budget.
- Proactively track progress of project work completed against schedule & budget.
- Inform the City of any anticipated challenges during the construction phase as they may arise and develop solutions together.

Subtask 1.2 Invoices/Status Reporting

- Prepare monthly invoices, including expenditures by task, hours worked by project personnel, and other direct expenses with the associated backup documentation.
- Monthly status reports to accompany each invoice and include comparisons of monthly expenditures and cumulative charges to budget by Task.

Subtask 1.2 Assumptions

- Assume fifteen (15) monthly invoices and status reports.

Subtask 1.2 Deliverables

- Consultant will deliver to the City a monthly invoice and status report covering:
 - Work on the project performed during the previous month
 - Issues encountered, and actions taken for their resolution
 - Potential impacts to submittal dates, budget shortfalls, or optional services
 - Construction schedule updates
 - Issues requiring project team action

Task 2 – Construction Contract Administration and Closeout

Objective

Oversee construction phase activities as first point of contact for construction contractor. Coordinate with City staff and design team. Lead all project meetings and monitor project budget

City of Lake Forest Park April 2025	CONSOR	Construction Management and Inspection 221007: SR 104 Roundabout
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and schedule, quantities and quality of materials, and verify conformance with contract documents.

Subtask 2.1 Pre-Construction Phase Services

Provide assistance to the City for construction contractor procurement and during the pre-construction phase. Consultant will perform the following tasks:

- 1. Attend construction contractor pre-bid meeting with up to one (1) consultant team members.
- 2. Attend and participate in the Pre-Construction Meeting with up to three (3) consultant team members in attendance. Prepare meeting agenda, run meeting, and issue meeting summary.

Subtask 2.1 Assumptions

- One (1) consultant staff to attend Contractor Pre-Bid Meeting.
- Three (3) consultant staff to attend Pre-Construction Meeting.

Subtask 2.1 Deliverables

- Meeting agenda and meeting minutes

Subtask 2.2 Project and Weekly Construction Meetings

Attend and lead project, weekly construction, and utility coordination meetings with up to one (1) consultant team members in attendance. Prepare meeting agenda, run meeting, and issue meeting summary.

Subtask 2.2 Assumptions

- One (1) consultant staff to attend (Construction Manager and Assistant Construction Manager). Assume 55 weekly/project meetings during active construction and 6 Monthly meeting during the suspension.

Subtask 2.2 Deliverables

- Meeting agenda and meeting minutes

Subtask 2.3 Construction Contract Administration

Provide construction management and administration services to monitor that the project is completed according to the Contract Documents. Perform the following tasks.

- 1. Coordinate and communicate with City and construction contractor on a regular basis to discuss project issues and status.

- 2. Issue change orders, including independent cost justifications, and maintain a change order log.
- 3. Issue field work directives and non-conformance reports.
- 4. Issue weekly statement of workdays (WSWDs) summarizing the work performed by the contractor and any unworkable days.
- 5. Assess contractor-submitted baseline schedule, schedule updates, and 3-week look ahead schedules for feasibility and conformance with the Contract.
- 6. Monitor overall project construction budget.
- 7. Maintain material quantity and quality documentation.

Subtask 2.3 Assumptions

- Assume fifty-six (52) WSWDs.
- Assume ten (5) change orders taking ten (10) hours per change orders to coordinate with City, EOR and contractor and draft change orders.

Subtask 2.3 Deliverables

- Change order documents for City review and approval.
- Field work directives and non-conformance reports
- Quality and quantity documentation

Subtask 2.4 Monthly Progress Estimates

Track quantities of materials installed monthly on pay note documents and draft progress estimates. Review estimates with the construction contractor prior to finalizing and submitting to the City for payment.

Subtask 2.4 Assumptions

- Thirteen (12) monthly invoices are assumed will be required during active construction and project closeout.

Subtask 2.4 Deliverables

- Quantity tracking spreadsheet
- Monthly progress estimates with recommendation to pay

Subtask 2.5 Shop Drawings, Submittals and RFIs

Prepare and maintain submittal log for approximately 50 submittals and/or shop drawings. Receive, log, distribute, and track submittal reviews and responses for project submittals. Prepare

a submittal and documentation matrix for reference by contractor, EOR and construction management team. Prepare and maintain RFI log for 15 RFIs. Receive, log, distribute, and track RFIs and respond to construction contractor.

Subtask 2.5 Assumptions

- 50 shop drawings and submittals are assumed, with an average of two (2) hours per submittal. Assume
- 15 RFIs are assumed, with an average of one (1) hour per RFI.

Subtask 2.5 Deliverables

- Updated Submittal Log
- Reviewed submittals and shop drawings returned to construction contractor
- Updated RFI Log
- Reviewed RFI responses to construction contractor

Subtask 2.6 Labor Compliance

Support the City with labor compliance monitoring including the following tasks.

1. Track and file statements of intent to pay prevailing wages (Intent).
2. Review and approve Request to Sublets (RTS).

Subtask 2.6 Assumptions

- 10 Request to Sublets are assumed, with an average of one and half (1.5) hours per request.
- The City will perform the following tasks:
 - Collect and review certified payroll and work with contractor and subcontractors to resolve deficiencies.
 - Verify, track and file affidavit of paid wages (Affidavit).

Subtask 2.6 Deliverables

- Requests to Sublets filed
- Intents filed

Subtask 2.7 Project Closeout

Consultant will lead the close-out phase to document completion of the project and adherence to City requirements. Consultant will provide complete project files to the City and perform the following duties to assist with project close-out.

Substantial Completion/Punch List: Upon substantial completion of work, Construction Inspector will provide punch list of any outstanding items and coordinate completion with contractor.

City of Lake Forest Park	CONSOR	Construction Management and Inspection
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As-Built Drawings: Construction Inspector will confirm that the contractor is maintaining a set of “Record Drawings”

Project Closeout: Transfer project documentation to the City for permanent storage. Provide a thumb drive or other electronic transfer method with all electronic documents and pictures.

Subtask 2.7 Deliverables

- Punch list
- Project Closeout Documents (Project documentation files including Electronic documents and pictures on a thumb drive).

Task 3 – Construction Inspection

Objective

Provide full-time construction inspection to observe construction, monitor the work by the construction contractor, and document that the work is in general compliance with the requirements of the Contract Documents. The Construction Inspector is to act as the City’s on-site representative, is responsible for routine interfacing with the construction contractor and stakeholders, and is to observe the construction contractor’s operations and work.

Subtask 3.1 Construction Inspection

The Construction Inspector’s activities, in general, will include the following tasks.

1. Attend pre-construction conference, project, and weekly progress meetings.
2. Establish pre-construction site conditions using photo and video log of sites.
3. Observe/inspect the contractor’s activities, operations, and work and document the contractor’s work is in general compliance with the requirements of the contract documents. Observations will be completed on the standard WSDOT daily report form unless specified differently by the City.
4. Monitor the contractor’s progress with respect to planned/scheduled work.
5. Document contractors and DBE subcontractors working onsite and conduct wage rate interviews for all DBE contractors, contractor and sub-contractors.
6. Document the contractor’s construction activities (preparation of daily reports, photographs, etc.).
7. Create field note records of bid item work performed.
8. Verify and document that traffic control is per accepted traffic control plans when on-site.

- 9. Keep Construction Manager and City informed of project progress, issues, and developments.
- 10. Review minor change requests by the contractor.
- 11. Coordinate, observe, and document material testing and special inspection
- 12. Utility coordination with stakeholders
- 13. Track force account labor and equipment/materials; issue force account sheets for additional payment when required.
- 14. Maintain field construction records and as-built set.
- 15. Maintain photo log

Subtask 3.1 Assumptions

- Inspection hours are estimated at 8.5 hours per day during the active construction period and 8 hours per week for 25 weeks for the utility relocation period and/or occasional overtime. This estimate includes attendance at all project meetings.

Subtask 3.1 Deliverables

- Daily progress reports, photos, force account documentation
- DBE on site review
- Contractor and sub-contractors wage rate interviews
- Daily on-site contractor and sub-contractors list

Task 4 – Testing and Special Inspection Services During Construction

Objective

Work under this task includes material testing and special inspection services in accordance with Project requirements.

Subtask 4.1 Material Testing and Special Inspections

Consultant will assist the City in developing a quality assurance program. Consultant will provide material testing and special inspection as outlined and at the frequency indicated in the WSDOT LAG Manual.

Subtask 4.1 Assumptions

- Testing level of effort based on assumptions in included quote (attached).

Subtask 4.1 Deliverables

- Material test and special inspection test reports

City of Lake Forest Park April 2025	CONSOR	Construction Management and Inspection 221007: SR 104 Roundabout
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Proposed Material Testing and Special Inspection Firm

- HWA Geotech – Material Testing and Special Inspection

Proposed Project Fee Estimate

Consultant proposes to perform this work on a time and expense basis with a total not to exceed amount of \$ 602,380.61. The proposed fee estimate is provided as “Exhibit B.” Fee estimates are based upon Consultant’s approved indirect overhead rates.

SR 104 and 40th Place NE Roundabout Project
City of Lake Forest Park
PROPOSED FEE ESTIMATE

Labor Classification	LABOR CLASSIFICATION (HOURS)							Labor Cost	Overhead	Fee	Subconsultants		Expenses	Total
	Construction Manager X	Construction Manager III	Construction Manager IV	Inspector IV	Construction Admin Specialist III	Administrative III	Hours				Material Testing	Subconsultant Total		
	Cost	Cost	Cost	Cost	Cost	Cost								
Staff Name	\$104.00	\$69.71	\$55.24	\$58.35	\$47.50	\$42.18			171.29%	30.00%				
	Mike Hagerly	Brandon Humphrey	Ronald Moscor	Matt Fernando	Christina Roman	Sue Fletcher								
Task 1 - Project Management and Contract Administration														
Task 1.1 - Project Coordination							0	\$	\$	\$		\$	\$	\$
Task 1.2 - Invoice/Status Reporting	8	8					36	\$	2,233.28	\$	669.98	\$	\$	\$
							0	\$		\$		\$	\$	\$
Task 1 Subtotal	8	8	0	0	0	0	36	\$	2,233.28	\$	669.98	\$	\$	\$
Task 2 - Construction Contract Administration and Closeout														
Task 2.1 - Pre Construction Meeting		14		4			18	\$	1,209.14	\$	362.80	\$	\$	\$
Task 2.2 - Project and Weekly Construction Meetings		184					184	\$	9,341.14	\$	2,802.34	\$	\$	\$
Task 2.3 - Contract Administration		15			200		205	\$	15,424.14	\$	4,627.81	\$	\$	\$
Task 2.4 - Monthly Progress Estimates		0		17			18	\$	988.20	\$	296.48	\$	\$	\$
Task 2.5 - Prep Drawings, Submittals and RFI		65		31			148	\$	8,860.65	\$	2,656.20	\$	\$	\$
Task 2.6 - Labor Compliance		0		15			23	\$	1,270.18	\$	381.06	\$	\$	\$
Task 2.7 - Project Closeout		18		30	30		308	\$	5,896.48	\$	1,768.94	\$	\$	\$
Task 2 Subtotal	0	300	30	44	300	0	744	\$	42,981.40	\$	12,897.52	\$	\$	\$
Task 3 - Construction Inspection														
Task 3.1 - Construction Inspection				2385			2385	\$	189,135.58	\$	57,445.54	\$	\$	\$
Task 3 Subtotal	0	0	0	2385	0	0	2385	\$	189,135.58	\$	57,445.54	\$	\$	\$
Task 4 - Testing and Special Inspection Services During Construction														
Task 4.1 - Material Testing and Special Inspections							0	\$		\$	\$	\$	\$	\$
Task 4 Subtotal	0	0	0	0	0	0	0	\$		\$	\$	\$	\$	\$
TOTAL - ALL TASKS	8	328	30	2429	300	20	3155	\$	184,360.26	\$	55,308.08	\$	6,921.60	\$

**CITY OF LAKE FOREST PARK
PROFESSIONAL SERVICES AGREEMENT**
**Agreement Title: Design and Construction Management Services for
the SR 104 and 40th Place NE Roundabout Project**

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and **Transportation Solutions** (the "Consultant"), is dated this 21st day of January 20 21.

Consultant Business: Transportation Solutions, Inc.
Consultant Address: 16932 Woodinville Redmond Road STE A206
Woodinville, WA 98072
Consultant Phone: 425.375.2091
Consultant Fax: NA
Contact Name: Victor Salemann
Consultant e-mail: victors@tsinw.com
Federal Employee ID No.: 91-1383114

Authorized City Representative for: Neil Jensen, City Engineer
this contract:

WHEREAS, the City desires to complete the design and construction of a roundabout to be located at **SR 104 and 40th Place NE**, to improve safety and mobility for the community; and

WHEREAS, pursuant to an invitation of the City, the Consultant submitted to the City a Statement of Qualifications; and

WHEREAS, the City completed an evaluation of all submittals and determined Transportation Solutions has the experience and expertise; and

WHEREAS, Transportation Solutions is qualified and willing to undertake the aforementioned services, consistent with all requirements of State law and City ordinances and regulations;

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant. The City retains the Consultant to provide the services described in Exhibit B incorporated herein, for the SR 104 and 40th Place NE Roundabout Project ("collectively "Scope of Work" or the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

The City may revise the Work and the compensation only by a written Change Order signed by the authorized representatives of the parties that shall become a part of this Agreement.

The project manager(s) of the Work shall be Victor Salemann and Michelle Mach. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit B Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2023, unless the completion date is extended in writing by the City. Notwithstanding the foregoing, Consultant shall not be responsible for any delay or failure to meet deliverable deadlines if such delay or failure was caused in whole or in part by a delay or failure of the City.

2. Compensation.

A. The total compensation to be paid to Consultant for the Work in Exhibit B, including all services and expenses, shall not exceed five hundred sixteen thousand three hundred twenty nine Dollars (\$516,329) as shown on Exhibit B, which shall be full compensation for the Exhibit B 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.

B. Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred. If overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to Neil Jensen, City Engineer, njensen@ci.lake-forest-park.wa.us its request for payment of Exhibit B Work, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

4. Work Product. The Consultant shall submit all reports and other documents specified in Exhibit B according to the schedule established in Exhibit B. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner.

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution thereof). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.

2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.

3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.

5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Lake Forest Park, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Lake Forest Park Business License. Consultant shall obtain a City of Lake Forest Park business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Section 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Lake Forest Park shall be sent to the following address:

City of Lake Forest Park
Attn: Neil Jensen, P.E., City Engineer
Public Works Department
17425 Ballinger Way NE
Lake Forest Park, WA 98155

B. Notices to the Consultant shall be sent to the following address:

Transportation Solutions
Attn: Victor Salemann
16932 Woodinville Redmond Road STE A206
Woodinville, WA 98072

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

20. Counterpart Signatures. This Agreement may be executed in one or more counterparts, including by facsimile, scanned or electronic signatures, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written

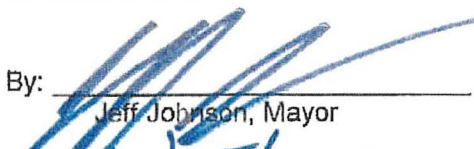


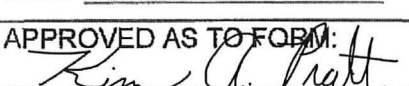
<p>CITY OF LAKE FOREST PARK WASHINGTON</p> <p>By:  Jeff Johnson, Mayor</p> <p>Date: <u>1/15/2021</u></p>	<p>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</p> <p>CONSULTANT: Transportation Solutions, Inc.</p> <p>By:  Printed Name: <u>Victor Salemann</u></p> <p>Its <u>President</u> Date: <u>1/21/21</u></p>
<p>ATTEST:</p> <p> Evelyn Jahed, City Clerk</p> <p>Date: <u>1/15/2021</u></p>	
<p>APPROVED AS TO FORM:</p> <p> Kim Adams Pratt, City Attorney</p> <p>Date: <u>1/19/2021</u></p>	

Exhibit B

Scope of Services

SR 104/40th PI NE Roundabout Plans, Specifications, and Estimates

INTRODUCTION

A. Project Description

The objective of this project is to prepare Plans, Specifications, and Estimates necessary for the construction of a single lane roundabout with a raised central island and sidewalks at the intersection of SR 104/40th PI NE in Lake Forest Park, Washington.

The intersection is set in a primarily residential area yet is the intersection of two primary roadways. SR 104 is an east west State Highway connecting SR 522 to the Edmonds Ferry Terminal and beyond and 40th PI NE is a major local north-south route.

Existing Conditions, Opportunities & Challenges

- Surrounding land uses are mostly single-family homes with driveways onto SR 104. Proposed changes will need to consider neighborhood access.
- The stop-controlled intersection has misaligned legs and can be confusing to navigate. For drivers heading north on SR 104, 40th Place NE can be viewed as the natural through movement, rather than northbound SR 104, which requires drivers to bear left. Left turns from the side streets onto southbound SR 104 are especially difficult due to limited sight distance. The intersection operates at LOS F today and will further degrade in the future.
- Moreover, the corner between 40th Place NE and NE 184th Street is very wide with no pedestrian landing or marked crosswalk between the two approaches. The curb ramps on 40th Place NE are located 40 feet from the intersection, adding to the confusion of where to cross the stop controlled approaches.
- There is no pedestrian crossing of SR 104.
- The angle of intersection legs and topography pose challenges for any proposed improvements.

Proposed Improvements

The City of Lake Forest Park is proposing to construct a traditional four-leg single lane roundabout. Southbound through movements on SR 104 would make a right turn at the roundabout, and northbound through movements would be left turns.

- A short retaining wall may be needed on the northeast corner to minimize right-of-way impacts.
- The roundabout design will include pedestrian crossings for all legs. RRFB's may be desirable on the SR 104 approaches.
- The central island may include art and/or landscaping.
- Each adjacent property will ideally maintain one point of access in and out of their property from SR 104 in both directions.

- The roundabout design will be forward compatible with future buffered bike lanes and sidewalks on the SR 104 approaches.
- The roundabout design will address safety for all modes.
- The roundabout design will maintain the corridor's unique identity and natural landscape.
- The roundabout design will take a phased approach that provides benefits over time.
- The roundabout design will consider the draw on the City's financial resources in selecting design solutions, as well as positioning future improvements for regional, state and federal investment.
- The roundabout design will protect natural environment and encourage low impact design approaches.
- The roundabout design will discourage neighborhood cut-through traffic.
- The roundabout design will minimize impacts on neighboring properties (e.g., right-of-way, access, noise, visibility).

B. Project Coordination

This scope of work uses the following references for project team members:

CITY or the City is the City of Lake Forest Park

WSDOT is the Washington State Department of Transportation

CONSULTANT is Transportation Solutions, Inc. or its subconsultants

C. Design Criteria

As part of the design effort on this project, design criteria will be developed and approved by the CITY. When developing this design criteria, City of Lake Forest Park standards will govern. Additionally the following Standards and guidelines will be used:

- WSDOT Local Agency Guidelines June 2020
- WSDOT Design Manual September 2020
- NCHRP REPORT 672 Roundabouts, An Informational Guide, Second Edition 2010
- AASHTO's "A Policy on Geometric Design of Highways and Streets" 2011

D. Key Project Tasks and Schedule

Task	Task Duration
Task 1 Project Management and Quality Control	February - December 2021
Task 2 Data Collection and Survey	February - March 2021
Task 3 WSDOT Approvals/Preliminary (30%) Design	February - June 2021
Task 4 Environmental Documentation	February - June 2021
Task 5 ROW Acquisition	May - November, 2021
Task 6 Design (90%)	June - September, 2021
Task 7 Final Design and PS&E (100%)	October - December 2021
Task 8 Landscape Design	June - December 2021
Task 9 Constructability Review	April - December 2021
Task 10 Geotechnical	February - June 2021

E. Information, Responsibilities, and Services Provided by the CITY

The following information will be provided by the CITY. This is not intended to be an exhaustive list and additional data to be provided by the CITY are included throughout the scope of work:

- City of Lake Forest Park, Safe Highways Report, March 2018 including all appendices
- WSDOT approved Channelization Plans for the existing intersection configuration
- Roadway and utility as-built drawings
- Available geotechnical data, boring logs, and as-built drawings showing geotechnical information
- Typical pavement structural section recommendations based on other area projects (for cost estimating purposes)
- Typical storm water infiltration rate recommendations based on other area projects
- Planning and land use data
- Any available recent traffic counts
- 5 year crash data
- Existing WSDOT right-of-way plans for the project area

F. General Project Assumptions

This Scope of Services is based upon certain assumptions and exclusions, identified below and under specific tasks. The following assumptions were used in the development of this scope of services:

- AutoCAD 2016 or later will be utilized on the project
- AGi32 software will be used for illumination design
- MS Excel will be utilized for spreadsheets
- MS Word will be utilized for word processing
- Roundabout LOS will be analyzed using SIDRA and WSDOT LOS procedures
- AutoTurn will be utilized to evaluate truck turning movements
- Construction bid estimates and other opinions of cost and schedule are estimates. Therefore, Consultant makes no warranty that actual project costs, financial aspects, economic feasibility, or schedules will not vary from Consultant's opinions, analyses, projections or estimates.

G. Change Management

The Project Managers from the CITY and the CONSULTANT are responsible for managing changes to the scope and schedule. The CITY is responsible for the authorization of any changes to the scope, budget, and/or schedule. Team members must ensure that work within their areas remains within the defined project scope, schedule, and budget. When issues, actions, or circumstances occur that could cause a change in scope, personnel, cost, or schedule, team members must communicate potential changes to the Project Manager as early as possible.

The Project Managers will determine whether the potential change issue will lead to a change in scope, cost, or schedule. Verified changes will be communicated to project stakeholders. The

Project Manager will be prepared to explain the effect of the change to the team, so schedules and budgets can be adjusted.

This is a time and materials contract with a not to exceed maximum. The level of effort for various tasks are estimates and may vary. The contract will be managed to the contract maximum, not the task level budgets.

Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL

1.1 Project Management

Project management will be on-going during the course of the project. The project manager will maintain communication with the CITY, will monitor the project's scope, schedule, and budget, and other similar project management tasks.

1.2 Monthly Progress Reports and Invoices

CONSULTANT will provide monthly progress reports and invoices in accordance with CITY standard procedure. The project team will coordinate on the first invoice so that the format is acceptable to the CITY. Each progress report and invoice package will include the CONSULTANT invoice showing all labor and direct expenses included for the period, the monthly progress report, and breakdown of labor hours and direct expenses charged for the period for CONSULTANT and each subconsultant.

Assumptions

- The invoice format for this project will be one that is acceptable to the CITY.
- Progress Report and Invoice packages will be prepared monthly for eighteen (18) months.
- For purposes of this scope it is assumed that project management will require 4 hours per month.

Deliverables

- Monthly Progress Report and Invoice Packages

1.3 Progress Meetings

Meetings (typically videoconference) will be scheduled weekly as needed to monitor the progress of the project, to coordinate with team members, and to maintain accountability between all members of the team including the CONSULTANT, subconsultants, and the CITY.

1.4 Quality Control/Quality Assurance

Quality Control reviews will be completed prior to submittal of major deliverables. These will include:

- Draft and Final Topographic Survey
- Draft and Final WSDOT Submittals (ICE, BOD, Context and Modal Accommodation Report, and Channelization Plan)
- Draft and Final 30% Submittals
- Draft and Final 90% Plan Set
- Draft and Final 100% Plan Set
- Draft and Final Plans, Specifications and Estimates

Task 2.0 DATA COLLECTION AND SURVEY

Sources of information may include prior contract plans, WSDOT plans, as-builts, surveys, and field visits to collect information, City files and databases, design and policy manuals, transportation plans, previous studies, discussions with City, and other sources of information as needed.

2.1 Obtain As-Builts and Contract Plan Sheets

CONSULTANT will request from the City any as-built construction documents and contract plans for improvements located in the project vicinity. Any existing area boring logs, roadway structural sections or area infiltration rates that were developed for other area projects will also be provided to the CONSULTANT team.

2.2 Review Relevant City Plans and Studies

CONSULTANT will review the Highway Safety Plan and Transportation Element of the Comprehensive Plan, and Six-year TIP.

2.3 Verify Environmental Constraints

The CONSULTANT will review available critical areas mapping (steep slopes, streams, and buffers), and significant trees that may influence design.

2.4 Review Existing Utilities

Utilizing the topographic survey and available files and information received from the City, existing utility constraints will be identified and considered.

2.5 Site Visits to Obtain Additional Information

Technical staff from the project team will perform a site visit to obtain additional project information not obtainable through electronic media. This may include confirming or reviewing existing surface features, topographical, utility, boundary, environmental and other constraints.

2.6 Topographic Survey

CONSULTANT will provide Topographic Survey as described below.

Full Mapping for Design

- Entirety of the intersection stated above along with 200' North along 40th Place NE, 200' East along NE 184th Street, 450' West along SR 104, and 250' South along SR 104.
- Mapping will extend for the full ROW width plus 20' beyond ROW where possible.

Limited Mapping for WSDOT Channelization Plan preparation

- Extending an additional 100' along 40th Place NE and NE 184th Street, and an additional 300' North and South along SR 104.
- Mapping will be from edge of roadway to edge of roadway.

Survey PM, Admin, QA/QC

This task includes the survey project management, administrative duties, and quality control required for a project of this complexity and magnitude.

Survey Control

This task includes the establishment of survey control, or the recovery of existing survey control, as

required for the project. Typically, survey control will be set, found, or referenced utilizing Real Time Kinematic (RTK) GPS (GNSS) and the Washington State Reference Network (WSRN) in conformance with industry standards. This survey control is then typically propagated, as required, utilizing standard terrestrial total station measurements.

Geodetic Survey Control (Coordinates)

Current WSRN coordinate system is NAD83-2011 Epoch 2010.00 Coordinates.

Horizontal

Typically, survey work shall reference the Washington State Plane Coordinate System of 1983 as established in accordance with Chapter 58.20 Revised Code of Washington.

Vertical

Typically, the Vertical Datum for the survey work shall reference the North American Vertical Datum of 1988 (NAVD88).

Cadastral Survey Control (Lines established and marked on the ground by suitable monuments, which are used as starting and closing points in surveys of the public domain of the United States.)

Units shall be in US Survey Feet.

Field Surveying and Mapping

This task includes the field surveying and mapping required for this specific effort. CONSULTANT will be using a 3D Laser Scanner supplemented with traditional Total Station and GPS technologies to collect the data for use in the creation of a basemap.

CONSULTANT will provide ground-based topographic surveys to generate basemaps at a 1"=20' scale and to prepare DTM generated 1-foot contours. Field survey will pick up curbs, edges of pavements, drainage structures (centers of lids), fences, mailboxes, retaining structures, culverts, guard rails, utility surface features, field markings of existing sub-surface utilities, traffic and business signs, striping, trees (type and size for trees over 6-inches DBH), and limits of landscape areas.

CONSULTANT will obtain Right of Entry for survey on private property.

CONSULTANT will use appropriate signage, high-visibility clothing and traffic control devices while performing field survey.

Utility Surveying Services

CONSULTANT will locate all visible surface features of subsurface utilities.

CONSULTANT will subcontract with a private utility locating company to mark the horizontal locations of conductible utilities within the full mapping area. CONSULTANT will survey the utility markings for incorporation into the basemap.

Measure Downs for sewer manholes, catch basins and storm drain manholes with pipe size, material, direction, and invert elevations will be obtained, if possible, at each structure. Nearest drainage structure outside the mapping limits will also be collected.

Office Processing

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s). Break lines will be created along curbs, walls, and other surface features in order to generate an accurate

Digital Terrain Model.

For 3D laser scanning efforts, sub-tasks include the registering of point clouds; evaluating the registrations; exporting the point cloud data to Civil3D; creating or picking of appropriate points in Civil3D; Linework and Layering, and standard CADD drafting of the deliverables, as required.

Right-of-Way/Boundary Resolution and Acquisition Support

Right-of-way and parcel boundaries will be resolved within the full mapping area. Up to 15 parcels will be resolved along with easements that affect the parcel.

Up to 5 land descriptions and exhibits will be prepared to support temporary construction easement
or ROW acquisition.

Task 3.0 WSDOT Approvals/Preliminary Design (30%)

The intersection is on a State Route and therefore WSDOT approval is required for several design elements. Key WSDOT approvals include:

- Intersection Control Evaluation (ICE)
- Geometric Design Peer Review
- Basis of Design (BOD) and Modal Accommodation Report
- Channelization Plan for Approval

3.1 Intersection Control Evaluation (ICE)

The CONSULTANT shall complete a WSDOT Intersection Control Evaluation (ICE), formerly known as the Intersection Control Analysis. The ICE is a 5-step process meant to screen and evaluate alternatives to determine the best possible intersection type and design. Due to the safety and operational performance record, a roundabout is required to be evaluated. The ICE will follow the latest WSDOT guidance and generally include:

- Summary of Background and Project Needs
- Alternatives Feasibility
- Operational and Safety Performance Analysis
- Alternatives Evaluation
- Additional Information to support Control Type Selection

The CONSULTANT will rely upon the CITY's Completed Highway Safety Study for the data necessary to complete the ICE to the greatest extent feasible. Information not included in the Highway Safety Study or its appendices will be developed by the CONSULTANT.

The CONSULTANT assumes that the WSDOT review comment cycle will take up to three (3) cycles. Any revisions requested by WSDOT beyond three (3) review cycles is considered extra work. CONSULTANT assumes that WSDOT will require 3 to 4 weeks to create and return written comments to the CONSULTANT.

3.2 Basis of Design (BOD) and Modal Accommodation Report (MOR)

The CONSULTANT shall complete WSDOT BOD and Modal Accommodation Report Forms for the project. The BOD and MOR will follow the latest WSDOT guidance and generally include:

- A Summary of Community Engagement to Date
- A General Project Description
- Identification of Project Needs
- Identification of Roadway Context
- Identification of Design Controls
- Alternatives Analysis
- Identification of Design Elements Changed

The CONSULTANT will rely upon the CITY's Completed Highway Safety Study for the data necessary to complete the BOD and MOR to the greatest extent feasible. Information not included in

the Highway Safety Study or its appendices will be developed by the CONSULTANT.

The CONSULTANT assumes that the WSDOT review comment cycle will take up to three (3) cycles. Any revisions requested by WSDOT beyond three (3) review cycles is considered extra work. CONSULTANT assumes that WSDOT will require 3 to 4 weeks to create and return written comments to the CONSULTANT.

3.3 Geometric Design Peer Review

The CONSULTANT shall coordinate a WSDOT Geometric Plan Review. WSDOT requires a Geometric Design Peer Review for new roundabouts on State Routes. The Peer review will be held soon after the conceptual roundabout layout is developed. The peer review should include the following WSDOT participants:

- Region Traffic Office
- Assistant State Traffic Engineer
- Region Project Development Engineer or Engineering Manager
- Assistant State Design Engineer

The intent of this peer review is to review, discuss, evaluate, and provide feedback on the 2-D roundabout layout design in order to finalize the channelization plan.

3.4 WSDOT Channelization Plan for Approval

The CONSULTANT will work with the CITY and WSDOT to prepare channelization plans and documentation necessary to obtain WSDOT Channelization Plan Approval. The Channelization Plans will be prepared in accordance with the latest version of the WSDOT NORTHWEST REGION CHANNELIZATION PLAN CHECKLIST. The Channelization Plans will include:

- Channelization Plan Sheets
- Detail Sheets
- Typical Roadway Sections
- Roundabout Details

The channelization plan review process is typically an iterative process. The first submittal is reviewed by an Area Traffic Analyst, the Area Design Reviewer, and several operations groups within Traffic. The first review usually takes the longest time due to the number of groups reviewing the plans.

The CONSULTANT will review the written comments from WSDOT. The CONSULTANT will make the required changes, document design decisions, and submit a revised submittal to WSDOT and the CITY.

The CONSULTANT assumes that the WSDOT review comment cycle will take up to three (3) cycles. Any revisions requested by WSDOT beyond three (3) review cycles is considered extra work. CONSULTANT assumes that WSDOT will require 3 to 4 weeks to create and return written comments to the CONSULTANT.

3.5 Preliminary Paving and Grading Plans

The CONSULTANT will prepare preliminary paving and grading plans based upon the WSDOT approved BOD and Channelization Plan. The preliminary paving and grading plans will include motorized and non-motorized elements of the project. Key design elements in the preliminary paving

and grading plans include:

- General roundabout geometry
- Central island
- Splitter islands
- Circulating roadway
- Curbing details
- Pavement details including colors and textures
- Non-motorized facilities
- Sidewalks
- Crossings
- Required ADA facilities
- Illumination
- Signing and pavement markings

3.6 Drainage Report and Preliminary Drainage Plans

It is assumed that the new plus the replaced impervious surface area is less than 5,000 square feet, therefore a drainage report is not required. The CONSULTANT shall:

- Determine and document the new and replaced pervious and impervious areas.
- Determine and document the criteria for detention/retention and water quality design.
- Develop and size drainage collection and conveyance tie-ins. It is assumed that new catch basins and storm drains will be tied into existing storm drains within 50 feet of the project site.
- Drainage Plan and Profile will be included in the plan set.

3.7 Preliminary WSDOT Right-of-Way Plans

The CONSULTANT will prepare preliminary right-of-way plans in WSDOT format based upon the WSDOT approved Channelization Plan, Preliminary Paving and Grading Plans, and Preliminary Drainage Plans. The preliminary right-of-way plan will be the basis for initial property acquisition activities.

3.8 Utility Coordination Plan

The CONSULTANT will prepare a utility coordination plan identifying CITY and Franchised utilities requiring adjustment or relocation due to the project. No potholing is anticipated at this time. If potholing is deemed necessary, it will be considered extra work.

3.9 Cost Estimate

The CONSULTANT will develop a 30% cost estimate for the preliminary design. The cost estimate will use WSDOT Standard Bid Items. All major work items will be quantified. Miscellaneous items such as traffic control, landscaping, drainage, barrier, etc. will not be quantified but will be included as a percentage of major work items.

Task 4.0 ENVIRONMENTAL DOCUMENTATION

The CONSULTANT shall work with the CITY to complete a State Environmental Policy Act (SEPA) checklist for the project.

Assumptions

- The project will require a SEPA Checklist
- No additional technical reports or surveys will be required in support of the SEPA Checklist including but not limited to air quality, noise, environmental justice, and hazardous materials. If this documentation is required, it can be prepared by the CONSULTANT as an extra service. An allowance for these extra services are included in the fee estimate.

4.1 NEPA

NEPA documentation will not be required for this project.

4.2 Section 106 Cultural Resources Compliance

The CONSULTANT shall complete the Washington State Cultural Resources compliance process.

4.3 SEPA

The CONSULTANT shall complete the SEPA Checklist for the CITY's SEPA responsible officials' review and signature.

Deliverables:

SEPA Checklist for CITY's SEPA responsible officials' review and signature.

Task 5.0 RIGHT-OF-WAY ACQUISITION

CONSULTANT will furnish these services under the processes and procedures as outlined in CH 468-100 WAC and the City's Property Acquisition Policies and Procedures, Washington State Department of Transportation's Local Agency Guideline Manual, M36-63 and the Right-of-Way Manual.

The overall right-of-way acquisition objectives are:

Negotiate to purchase Temporary Construction Easements from two parcels, and right-of-way in fee from (5) five parcels:

- 18411 acquisition
- 18410 acquisition and TCE for driveway adjustment
- 18242 acquisition
- 18403 acquisition and TCE for driveway adjustment
- 18251 acquisition TCE for driveway adjustment

5.1 Review Title Reports

Provide CITY with a parcel summary memo listing ownership, title exceptions, existing easements, or other rights of record, and comments or concerns for five (5) parcels.

5.2 Prepare and setup parcel files for five (5) parcels

Review title reports. Provide CITY with a parcel summary memo listing ownership, title exceptions, existing easements, or other rights of record, and comments or concerns for five (5) parcels.

5.3 Prepare a True Cost Estimate

5.4 Acquisition Forms

Prepare acquisitions forms needed to get temporary construction easements and fee acquisitions for five (5) parcels.

5.5 Offer packages

Prepare and review offer package and package assemblage for five (5) parcels. This scope of work does not include condemnation, or the preparation and negotiations of Possession and Use agreements. Possession and use agreements can be provided as extra services, if requested.

5.6 Negotiation Services

Provide negotiation services for the purchase of temporary construction easements and right-of-way in fee for (5) parcels.

5.7 Vest Titles

Coordinate with the title company to get titles vested in the CITY, prepare payment vouchers, title policy and recording fees, and submit to CITY to process payment for the parcel (CITY will issue actual payment of all fees and closing costs such as title policies, recording fees, and escrow services) for (5) parcels.

5.8 Coordination and Documentation

Provide overall coordination for right-of-way activities; maintain records, parcel diary reports, files, documents, and reports.

5.9 Status Reports

Provide written status reports on a monthly basis and provide verbal status reports as requested.

Task 6.0 DESIGN (90%)

Design (90%) shall consist of a 90% plan set based on the 30% design for City review followed by a 100% plan set for final review. The 90% plans will include all the following elements. (The 90% plans may include requests for clarification for minor details that will be resolved in the 100% plans.)

6.1 Index, Vicinity Map, Legend, and General Notes

CONSULTANT will develop an Index and Vicinity Map showing the project location and a list of sheets included in the design plans.

6.2 Site Preparation Plan

The site preparation plan will specify site preparation activities including but not limited to clearing, grubbing, cut, fill, roadway removal, sidewalk removal, demolition, and existing utility protection, demarcation and/or relocation in order to create favorable site conditions which facilitate construction activities.

6.3 Horizontal Layout and Grading Plans

Horizontal layout and grading plans will be prepared using a combination of plan view and curve data tables including:

- Horizontal geometry for the intersection including:
 - Central island
 - Splitter islands
 - Truck aprons
 - Approach roadways
 - Curb, gutter, and sidewalk limits
 - Driveway restoration limits
- Point elevations corresponding with horizontal geometry, high points, and low points

Assumptions

- Plans will be prepared at 1" = 20' full size (22"x34") and 1" = 40' half size (11"x17")
- Plans will use City and WSDOT Standard Details

6.4 Roundabout Details

Roundabout detail sheets will be prepared to show mountable curb details, splitter island geometric details, and truck apron details.

6.5 TESC Plan

Project specific temporary erosion sedimentation control (TESC) plan will be prepared consistent with CITY requirements.

6.6 Paving Plans and Roadway Sections

The paving plans will include:

- Paving limits
- Curb, gutter, and sidewalk limits
- Driveway restoration limits
- Roadway sections
- Driveway sections

6.7 Drainage Plans

It is anticipated/assumed that the new plus the replaced impervious surface area is less than 5,000 square feet, therefore a drainage report is not required. The CONSULTANT shall:

- Determine and document the new and replaced pervious and impervious areas.
- Determine and document the criteria for detention/retention and water quality design.
- Develop and size drainage collection and conveyance tie-ins. It is assumed that new catch basins and storm drains will be tied into existing storm drains within 50 feet of the project site.
- Drainage Plan and Profile will be included in the plan set (2 sheets).

6.8 Pavement Marking and Signing Plans

The CONSULTANT shall prepare pavement marking plans indicating locations for channelization and pavement markings. The CONSULTANT shall prepare signing plans including standard roundabout signage and Rectangular Rapid Flash Beacons for the crosswalks.

6.9 Illumination Plans

It is anticipated that illumination will be required and provided by Seattle City Light (SCL). The CONSULTANT will provide design criteria for SCL to utilize for design. If SCL is unable to provide the illumination design the CONSULTANT will provide the design as extra work.

Assumptions:

- Illumination will be designed, installed, and maintained by SCL
- City will coordinate with SCL

6.10 Utility Relocation Plans

The City shall coordinate utility relocations based upon the roundabout design and utility relocation plan provided by the CONSULTANT. The CONSULTANT will make minor revisions to the roundabout design to avoid utilities if requested.

Found utilities will be used to create preliminary utility plans. These plans will show the locations of each existing utility based on plans provided by the utility companies and/or existing plans. Initial utility contacts will be made, requests for utility company maps of existing utilities will be delivered and an explanation of the project provided. The preliminary utility plans will be provided to the utility companies for their verification of location and to plan the relocation of any facilities necessary to the project. The preliminary utility packages are provided to the utility companies to initiate the verification process and begin the coordination effort of confirming utility location and depth and confirming potholing/monitoring.

Assumptions

- Utility relocation will be the responsibility of the affected utility

6.11 Traffic Control Plans

Project specific traffic control plans will be prepared consistent with WSDOT requirements for State Routes. The traffic control plans will consider the potential closure of one or more intersection approaches to accelerate construction and reduce construction costs.

6.12 Specifications

The CONSULTANT will prepare WSDOT/APWA specifications required for the public ad and award of the project.

6.13 Itemized Quantity Takeoff and Cost Estimate

Quantity takeoffs for the multiple design tasks will be reported by each task lead and a preliminary cost estimate for the project will be developed. The cost estimate will take into account recent construction project bid prices in the project vicinity. The cost estimate will also include right-of-way costs, construction contingencies, construction engineering, and contractor mobilization.

6.14 Compile and Submit Design Package

CONSULTANT will prepare the Design Submittal package based on CITY requirements and

WSDOT's Design Manual and submit the package for review and comment. The Design Plans are as described above and as summarized below:

Scope Item	Description
6.1	Index, Vicinity Map, Legend and General Notes
6.2	Site Preparation Plan
6.3	Horizontal Layout and Grading Plans
6.4	Roundabout Details
6.5	TESC Plan
6.6	Paving Plans and Roadway Sections
6.7	Drainage Plans
6.8	Pavement Marking and Signing Plans
6.9	Illumination Plans
6.10	Utility Relocation Plans
6.11	Traffic Control Plans
6.12	Specifications
6.13	Itemized Quantity Takeoff and Cost Estimate
6.14	Compile and Submit Design Package
8.0	Landscape/Irrigation Plans

Deliverables:

- 90% Design Plans
- Itemized Quantity Takeoff and Cost Estimate
- 90% Specifications
- Bid Forms

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

Final Design (100%) shall consist of a 100% PS&E Plan Package. The Final Design plans will include all the following elements as described in Task 6 and including resolution of comments received on 90% submittal.

Deliverables:

- 100% Design Plans
- Itemized Quantity Takeoff and Cost Estimate
- 100% Specifications
- Bid Forms

Task 8.0 LANDSCAPE/URBAN DESIGN

The full scope of landscape/urban design services will be developed subsequent to the completion of the 30% design at which time areas requiring landscape restoration, landscape installation, hardscape installation, or art installation will be more fully known. No additional work on this task will be undertaken prior to written approval of scope and fee for services for this task.

8.1 Initial Landscape/Urban Design Coordination

Deliverables: To be determined

Task 9.0 CONSTRUCTABILITY REVIEW

The CONSULTANT will complete constructability reviews at the 30%, 90%, and 100% design milestones.

9.1 30% Constructability Review

The constructability reviewer will accompany lead designer on a plans-in-hand site visit to acquaint CONSULTANT with the Project and site.

The constructability review at this stage will be for areas of:

- Cost saving opportunities
- Constructability and operability
- Maintenance of traffic during construction
- Utility coordination

The constructability reviewer will submit a letter report detailing limits of the review, in the time and budget available, and highlighting key areas of concern.

9.2 90% Constructability Review

Review the 90% Plans, Project Manual/Contract Provisions, and Engineer's Estimate for such things as:

- General clarity
- Consistency among standard specifications, amendments, and special provisions/bid items
- Completeness and adequacy of bidding and contracting documents/forms
- Special Provisions for non-standard items
- Pay items for construction elements

The constructability reviewer will prepare and submit a Constructability Review Comments spreadsheet along with red-line markup of the documents.

9.3 100% Constructability Review

The constructability reviewer will complete a final review of 100% Plans, Project Manual/Contract Provisions and Preliminary Engineer's Estimate, prior to going to Ad. This review will be only to ascertain if previous review comments were addressed.

Task 10.0 GEOTECHNICAL

It is anticipated that the geotechnical services for the project will consist of a review of existing data to provide geotechnical parameters for design and construction of the retaining walls and illumination foundations. The CONSULTANT shall provide the following scope of services:

10.1 Review Existing Data

Collect and review existing geologic and geotechnical data available for the general vicinity.

10.2 Site Reconnaissance

Complete a site reconnaissance to observe site conditions, soil exposures, and plan the hand auger exploration locations. Complete a general assessment of the existing pavement distress.

10.3 Evaluate Near-Surface Soil Conditions

Evaluate near-surface soil conditions by completing hand auger borings outside the existing pavement area. Based on geologic maps, we anticipate soils will consist of recessional outwash deposits with a minor thickness of surficial fill. Depending on perched groundwater conditions or gravel content, borings may be appropriate during a subsequent phase if hand augers obtain refusal near the surface.

10.4 Geotechnical Laboratory Testing

Complete geotechnical laboratory testing to evaluate in-situ moisture contents and gradation characteristics to assess earthwork recommendations and LID feasibility. Depending on subsurface findings and stormwater design requirements, field infiltration testing may be required during a subsequent phase in accordance with KCSWDM guidelines as adopted by City of Lake Forest Park.

10.5 Evaluate Feasibility of Low Impact Drainage Design

Evaluate feasibility of low impact drainage design based on grain sized analyses of soils collected in the hand augers.

10.6 Pole Foundation Recommendations

Provide preliminary recommendations for design of the illumination pole foundations based on conditions encountered in the hand augers. Subsequent borings may be appropriate if the hand augers meet refusal without confirming subsurface conditions consistent with recessional outwash deposits.

10.7 Retaining Wall Recommendations

Provide recommendations for retaining walls including earthwork and subgrade preparation, placement and compaction of structural fill, allowable bearing pressure, and mitigation of unsuitable soil conditions. This will include an evaluation of the effects of weather and/or construction equipment on site soils.

10.8 Technical Memorandum

Summarize the results of the data review, hand augers and recommendations in a technical memorandum with appropriate figures.

Deliverables:

- Geotechnical Memorandum

Task 11.0 BID SUPPORT

The CONSULTANT will be available by phone and email to respond to contractor questions during the bidding period. All questions will be documented by the CITY and forwarded to the CONSULTANT for processing. The CONSULTANT assumes that up to three (3) addenda may be processed under this scope of work. The CONSULTANT will draft addenda, if any, and forward to the CITY for processing. The cutoff date for the Q&A and/or Addenda will be 3 working days prior to the bid advertisement date, as amended.

Deliverables:

- Prepare Responses to Bidder Questions
- Prepare up to three (3) Addenda

Task 12.0 CONSTRUCTION MANAGEMENT SUPPORT SERVICES

At the CITY'S discretion, a separate scope of work with an addendum to this contract will be prepared by the CONSULTANT for construction management support.

Fee Estimate
SR 104/40TH PL SE ROUNDABOUT
Plans, Specifications, and Estimates

Anticipated Work Tasks	VLS PIC	MLM Sr. Engr	ALB Traffic Engr	MS Sr. Engr Tech CADD	DH Engr I	JB Admin	Task Hours	Task Cost
	\$235.00	\$180.00	\$168.60	\$155.00	\$105	\$115.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	92	100	0	0	0	24	166	\$42,380.00
Task 1.1 Project Management	8	40				12	60	\$10,460.00
Task 1.2 Monthly Progress Reports and Invoices		12				12	24	\$3,640.00
Task 1.3 Progress Meetings	24	48					72	\$14,280.00
Task 1.4 Quality Control/Quality Assurance	60						60	\$14,100.00
Task 2.0 DATA COLLECTION AND SURVEY	0	16	2	4	0	0	22	\$3,837.00
Task 2.1 Obtain As-Builts and Contract Plan Sheets		2		2			4	\$670.00
Task 2.2 Review Relevant City Plans and Studies		2	2				4	\$697.00
Task 2.3 Verify Environmental Constraints		2					2	\$360.00
Task 2.4 Review Existing Utilities		2					2	\$360.00
Task 2.5 Site Visits to Obtain Additional Information		6					6	\$1,080.00
Task 2.6 Obtain Topographical Survey		2		2			4	\$670.00
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	14	128	32	100	64	0	338	\$53,942.00
Task 3.1 Intersection Control Evaluation (ICE)	2	24	16				42	\$7,486.00
Task 3.2 Basis of Design and Modal Accommodation Report		8					8	\$1,440.00
Task 3.3 Geometric Design Peer Review	4	4		12			20	\$3,520.00
Task 3.4 WSDOT Channelization Plan for Approval	2	32	16	40	40		130	\$19,328.00
Task 3.5 Preliminary Paving and Grading Plan	4	32		32			68	\$11,660.00
Task 3.6 Drainage Report and Preliminary Drainage Plan		8					8	\$1,440.00
Task 3.7 Preliminary WSDOT Right-of-Way Plan		8					8	\$1,440.00
Task 3.8 Utility Coordination Plan		4		16			20	\$3,200.00
Task 3.9 Cost Estimate	2	8			24		34	\$4,430.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	0	8	10	10	0	0	28	\$4,675.00
Task 4.1 NEPA							0	\$0.00
Task 4.2 Section 106 Cultural Resources Compliance			2	2			4	\$647.00
Task 4.3 SEPA		8	8	8			24	\$4,028.00
Task 5.0 RIGHT-OF-WAY ACQUISITION	2	12	0	12	0	0	26	\$4,490.00
Task 5.1 Review Title Reports							0	\$0.00
Task 5.2 Prepare Parcel Files							0	\$0.00
Task 5.3 Prepare True Cost Estimate							0	\$0.00
Task 5.4 Acquisition Forms							0	\$0.00
Task 5.5 Offer Packages							0	\$0.00
Task 5.6 Negotiation Services							0	\$0.00
Task 5.7 Vest Titles							0	\$0.00
Task 5.8 Coordination and Documentation	2	12		12			26	\$4,490.00
Task 5.9 Status Reports							0	\$0.00
Task 6.0 DESIGN (90%)	0	157	0	220	42	2	421	\$67,000.00
Task 6.1 Index, Vicinity Map, Legend, and General Notes		1		2			3	\$490.00
Task 6.2 Site Preparation Plan		2		8			10	\$1,600.00
Task 6.3 Horizontal Layout and Grading Plans		40		60			100	\$16,500.00
Task 6.4 Roundabout Details		16		32			48	\$7,840.00
Task 6.5 TESC Plan		2		2			4	\$670.00
Task 6.6 Paving Plans and Roadway Sections		8		2			10	\$1,750.00
Task 6.7 Drainage Plans		8		2			10	\$1,750.00
Task 6.8 Pavement Marking and Signing Plans		12		32			44	\$7,120.00
Task 6.9 Illumination Plans		8		32			40	\$6,400.00
Task 6.10 Utility Relocation Plans		8		8			16	\$2,680.00

Task 6.11 Traffic Control Plans	8		32			40	\$6,400.00
Task 6.12 Specifications	32					32	\$5,760.00
Task 6.13 Itemized Quantity Takeoff and Cost Estimate	8			40		48	\$5,640.00
Task 6.14 Compile and Submit Design Package	4		8	2	2	16	\$2,400.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	0	81	0	113	12	208	\$33,585.00
Task 7.1 Index, Vicinity Map, Legend, and General Notes		1		1		2	\$335.00
Task 7.2 Site Preparation Plan		1		4		5	\$800.00
Task 7.3 Horizontal Layout and Grading Plans		20		30		50	\$8,250.00
Task 7.4 Roundabout Details		8		16		24	\$3,920.00
Task 7.5 TESC Plan		1		2		3	\$480.00
Task 7.6 Paving Plans and Roadway Sections		4		2		6	\$1,030.00
Task 7.7 Drainage Plans		4		2		6	\$1,030.00
Task 7.8 Pavement Marking and Signing Plans		6		16		22	\$3,560.00
Task 7.9 Illumination Plans		4		16		20	\$3,200.00
Task 7.10 Utility Relocation Plans		4		4		8	\$1,340.00
Task 7.11 Traffic Control Plans		4		16		20	\$3,200.00
Task 7.12 Specifications		16				16	\$2,680.00
Task 7.13 Itemized Quantity Takeoff and Cost Estimate		4			10	14	\$1,770.00
Task 7.14 Compile and Submit PS&E Package		4		4	2	12	\$1,780.00
Task 8.0 LANDSCAPE/URBAN DESIGN	0	12	0	12	0	0	\$4,020.00
Task 8.1 Initial Landscape/Urban Design Coordination		12		12			\$4,020.00
Task 9.0 CONSTRUCTABILITY REVIEW	0	4	0	0	0	0	\$720.00
Task 9.1 Constructability Review (30%)		1				1	\$180.00
Task 9.2 Constructability Review (90%)		2				2	\$360.00
Task 9.3 Constructability Review (100%)		1				1	\$180.00
Task 10.0 GEOTECHNICAL	0	8	0	0	0	0	\$1,440.00
Task 10.1 Collect Existing Data		1				1	\$180.00
Task 10.2 Site Reconnaissance		1				1	\$180.00
Task 10.3 Evaluate Near Surface Conditions						0	\$0.00
Task 10.4 Laboratory Testing						0	\$0.00
Task 10.5 Evaluate LID		2				2	\$360.00
Task 10.6 Foundation Recommendations		1				1	\$180.00
Task 10.7 Retaining Wall Recommendations		1				1	\$180.00
Task 10.8 Technical Memorandum		2				2	\$360.00
Task 11. BID SUPPORT	0	16	0	16	0	4	\$5,820.00
Task 12 CONSTRUCTION MANAGEMENT SUPPORT	0	0	0	0	0	0	\$0.00
Totals	108	542	44	487	118	32	\$221,909.00
						Hours Total	Labor Total

Direct Expenses	
Survey Subconsultant - Alliance Geomatics	\$56,530.00
Civil Subconsultant - Terraviva	\$108,036.00
ENV Subconsultant - Widener (Allowance)	\$10,000.00
GeoTech Subconsultant - Geoengineers	\$11,736.00
Constructability Review Subconsultant - KBA	\$9,680.00
Landscape Subconsultant Berger Partnership (Allowance)	\$10,000.00
Design Services Subtotal Total	\$427,891.00
Management Reserve Fund	\$18,080.00
Design Total Not to Exceed	\$446,881.00
ROW Acquisition Services	
ROW Subconsultant	\$69,348.00
Grand Total Not to Exceed	\$516,329.00



Scope of Services

Background

This is a skewed, four-legged intersection with stop control for the Southbound (40th Place NE) and Westbound (NE 184th Street) approaches. The geometry of the intersection is problematic for many users including misaligned legs that lead to confusion over which route is SR 104, and lack of sight distance which makes turning left onto SR 104 and pedestrian crossings hazardous. Moreover, the intersection lacks amenities for those choosing to walk or bike.

Project Limits

Full Mapping:

Entirety of the intersection stated above along with 200' North along 40th Place NE, 200' East along NE 184th Street, 450' West along SR 104, and 250' South along SR 104.

Mapping will extend for the full ROW width plus 20' beyond ROW were possible.

Limited Mapping:

Extending an additional 100' along 40th Place NE and NE 184th Street, and an additional 300' North and South along SR 104.

Mapping will be from edge of roadway to edge of roadway

1. Surveying and Mapping

1.1. Survey PM, Admin, QA/QC

This task includes the survey project management, administrative duties, and quality control required for a project of this complexity and magnitude.

1.2. Survey Control

This task includes the establishment of survey control, or the recovery of existing survey control, as required for the project. Typically, survey control will be set, found, or referenced utilizing Real Time Kinematic (RTK) GPS (GNSS) and the Washington State Reference Network (WSRN) in conformance with industry standards. This survey control is then typically propagated, as required, utilizing standard terrestrial total station measurements.

- Geodetic Survey Control (Coordinates)

- o Current WSRN coordinate system is NAD83-2011 Epoch 2010.00 Coordinates
- o Horizontal

Typically, survey work shall reference the Washington State Plane Coordinate System of 1983 as established in accordance with Chapter 58.20 Revised Code of Washington.

- o Vertical



Typically, the Vertical Datum for the survey work shall reference the North American Vertical Datum of 1988 (NAVD88).

- Cadastral Survey Control (Lines established and marked on the ground by suitable monuments, which are used as starting and closing points in surveys of the public domain of the United States.)
- Units shall be in US Survey Feet.

1.3. Field Surveying and Mapping

This task includes the field surveying and mapping required for this specific effort. 1 Alliance will be using a 3D Laser Scanner supplemented with traditional Total Station and GPS technologies to collect the data for use in the creation of a basemap.

1 ALLIANCE will provide ground-based topographic surveys to generate basemaps at a 1"=20' scale and to prepare DTM generated 1-foot contours. Field survey will pick up curbs, edges of pavements, drainage structures (centers of lids), fences, mailboxes, retaining structures, culverts, guard rails, utility surface features, field markings of existing sub-surface utilities, traffic and business signs, striping, trees (type and size for trees over 6-inches DBH), and limits of landscape areas.

CONSULTANT will obtain Right of Entry for survey on private property. 1 ALLIANCE will use appropriate signage, high-visibility clothing and traffic control devices while performing field survey.

1.4. Utility Surveying Services

1 ALLIANCE will locate all visible surface features of subsurface utilities.

1 ALLIANCE will subcontract a private utility locating company to mark the horizontal locations of conductible utilities within the full mapping area. 1 ALLIANCE will survey the utility markings for incorporation into the basemap.

Measure Downs for sewer manholes, catch basins and storm drain manholes with pipe size, material, direction, and invert elevations will be obtained, if possible, at each structure. Nearest drainage structure outside the mapping limits will also be collected.

1.5. Office Processing

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s). Breaklines will be created along curbs, walls, and other surface features in order to generate an accurate Digital Terrain Model.



For 3D laser scanning efforts, sub-tasks include the registering of point clouds; evaluating the registrations; exporting the point cloud data to Civil3D; creating or picking of appropriate points in Civil3D; Linework and Layering, and standard CADD drafting of the deliverables, as required.

1.6. Right-of-Way/Boundary Resolution and Acquisition Support

Right-of-Way and parcel boundaries will be resolved within the full mapping area.

Up to 15 parcels will be resolved along with easements that affect the parcel.

The CONSULTANT will provide title reports for each parcel being resolved.

Up to 5 land descriptions and exhibits will be prepared to support temporary construction easement or ROW acquisition

Exhibit A – Survey Limits



1 Alliance Geomatics
 Bellevue | Everett | Tacoma | Portland
 Main 425.598.2200 | Fax 425.502.8067
 1261A 120th Ave NE, Bellevue, WA
 980053 1

PROJECT	NUMBER	20-139
	NAME	SR 104 Roundabout
	CLIENT	Transportation Solutions
	OWNER	City of Lake Forest Park

Date 28-Dec-20

2020-21 WSDOT OH - Loaded Rates

by MG

ckd BB



1 ALLIANCE
GEOMATICS
 SURVEYING & MAPPING

TASK			Director	Land Surveyor 3	Land Surveyor 3	Land Surveyor 2	Eng Aid 4	Eng Aid 4	Eng Aid 4	Eng Aid 2	Eng Aid 2	Admin Assist 5	Admin Assist 5	FEE
			Principal	PM	QM	PLS/Project	CADD 5	CADD 4	TECH 5	TECH 3	TECH 3	APM	ACCT	
			\$ 248.00	\$ 175.00	\$ 131.00	\$ 131.00	\$ 121.00	\$ 121.00	\$ 121.00	\$ 93.00	\$ 93.00	\$ 127.00	\$ 127.00	
No.	DESCRIPTION	HRS												TASK
1	PM; Admin; QA/QC	26	2	8								8	8	\$ 3,928
2	Survey Control	45	1	4	2	6			15	15				\$ 5,420
3	3D Laser Scanner	21	1	4					8	8				\$ 2,660
4	Field Mapping	110	2	8					40	40	20			\$ 12,315
5	Utility Locates and Mapping	18		2					8	8				\$ 2,062
6	Office Processing	65	1	4	4		56							\$ 8,248
7	ROW/Boundary/Easements	130		8	8	90			8	8	8			\$ 16,694
	TOTAL HOURS	415	7	38	14	96	56	0	80	80	28	8	8	415
			\$ 1,736.00	\$ 6,650.00	\$ 1,834.00	\$ 12,576.00	\$ 6,776.00	\$ -	\$ 9,680.00	\$ 7,440.00	\$ 2,604.00	\$ 1,016.00	\$ 1,016.00	\$ 51,328.00
			TOTAL DIRECT BURDENED SALARY COSTS											\$ 51,328
			OTHER DIRECT COSTS											
MILEAGE	(ONE WAY)	20	MILEAGE (TOTAL MILES)		800		\$ 0.575	DRAFT						\$ 460
number of field days	20		PER DIEM (DAYS)											\$ -
NOTES			LODGING (DAYS)											\$ -
			MATERIALS & SUPPLIES					Scanner Rental						\$ 2,242
			OTHER (DESCRIBE)					Utility Locates (APS)						\$ 1,500
			SUE LOCATES					Traffic Control (Uniformed Officer)						\$ 1,000
			TOTAL OTHER DIRECT COSTS											\$ 5,202
			GRAND TOTAL FEE ESTIMATE											\$ 56,530



TerraVista NW LLC

Consulting Engineers

Project Description

The project is located at the intersection of SR-104 and 40th PL NE in Lake Forest Park, Washington and will include development of a roundabout to replace the existing intersection. Transportation Solutions will be the Prime Consultant and will provide the layout of the roundabout. TerraVista NW will prepare the civil grading, drainage, utilities, and hardscape documentation.

This scope of services shall be for the Engineering Phase of the project, which will follow a schedule of 30%, 90%, and 100% completion. The 30% submittal will coincide with the submittal to WSDOT for review of the traffic control plan.

Scope of Work

Task 1 – Project Management and Coordination

TerraVista NW will perform the following tasks:

- Contract management
- Coordinate with the Client on project design, budget, and schedule
- Perform up to two (2) in-person meetings
- Participate in periodic online coordination meetings.
- Provide up to 8 hours of support with public outreach
- Perform QA/QC review

Task 2 – Data Gathering and Engineering

TerraVista NW will perform the following tasks:

- Review studies and documentation provided by others
- Perform up to two (2) site visits
- Review available information on existing utilities within the area.
- Perform stormwater hydrologic and hydraulic calculations
- Prepare stormwater drainage report

Task 3 – Preliminary Design

TerraVista NW will prepare 30% design documents that will include:

Plans

- Traffic control plan
- Road Cross Sections
- Grading Plan
- Grading Profiles
- Drainage Plan
- Paving Plan
- Utility Plan

Technical Specifications

Opinion of Probable Cost

Task 4 – Final Design

TerraVista NW will prepare 90% and 100% design documents that will include:

Plans

- Traffic control plan
- Erosion control and site prep plan
- Road Cross Sections
- Curb Layout Plan
- Grading Plan
- Grading Profiles
- Drainage Plan
- Drainage Profiles
- Paving Plan
- Island Details
- ADA Ramp Details
- Utility Plan
- Misc Details

Technical Specifications

Opinion of Probable Cost

Assumptions

1. TerraVista NW will issue electronic files to Client their records. Hard copies will not be provided.
2. Permitting and approval will only be required through WSDOT for traffic control plan and the City of Lake Forest Park for the design.
3. Support for public outreach by TerraVista NW will be minimal and less than 8 hours of effort.
4. As a transportation project, the project is exempt from stormwater quantity and quality control.
5. Quantitative downstream stormwater analysis will not be required.
6. Relocation design of franchise utilities (dry utilities) will be provided by utility purveyors.
7. Relocation of water and sewer mains will not be required.
8. Relocation of up to two fire hydrants and 8 water meters may be necessary
9. TSI will prepare project manual
10. TSI will perform all permit coordination.
11. Right-of-way coordination and documentation will be provided by others.

Exclusions

1. Construction Support Services
2. Channelization Plan
3. Signage Plan
4. Landscape and Irrigation Plan
5. Pump/lift stations
6. Retaining wall design and detailing
7. Notice of Intent (NOI) to Dept of Ecology
8. SEPA checklist



Task #	Description	PIC/PM ES \$185	Engineer III RP \$136	Engineer III KH \$136	Total Hours
Task 1	Project Management and Coordination				
	Coorespondence and coordination with team	30	12		42
	Contract management	8			8
	Attend Meetings	12	12		24
	Public Outreach	8			24
	QA/QC	24			
Task 2	Data Gathering and Engineering				
	Review documentation	2	12		14
	Perform site visits	12	12		24
	Perform stormwater calculations	4	16		
	Prepare drainage report	2	16		
Task 3	Preliminary Design				
	Prepare 30% Plans	44	180		224
	Prepare 30% Technical Specifications	16			16
	Prepare 30% Opinion of Probable Cost	8	8		16
Task 4	90% Design				
	Prepare 90% Plans	20	100	78	198
	Prepare 90% Technical Specifications	6			6
	Prepare 90% Opinion of Probable Cost	2	8		10
Task 5	100% Design				
	Prepare 100% Plans	8	36	10	54
	Prepare 100% Technical Specifications	4			4
	Prepare 100% Opinion of Probable Cost	2	6		8
	Subtotal Hours	212	418	88	672
	Subtotal Fee	\$ 39,220	\$ 56,848	\$ 11,968	
TOTAL FEE					\$ 108,036

SR-104 Roundabout

1/4/2021

**PROPOSED GEOENGINEERS SCOPE OF SERVICES
BALLINGER WAY NE (SR 104) AND 40TH PLACE NE ROUNDABOUT
LAKE FOREST PARK, WASHINGTON**

FILE NO. 197-009-00

GeoEngineers is pleased to present our scope of services for the proposed roundabout to be located at the intersection of Ballinger Way NE, 40th Place NE and NE 184th Street in Lake Forest Park, Washington. Our scope is based on our discussions with Transportation Solutions, our experience working on similar pavement projects, and our experience working on geotechnical projects within Lake Forest Park. Our services are requested to complete a site reconnaissance, and evaluate near-surface soils outside of the existing pavement area by completing hand augers as a basis for providing preliminary geotechnical recommendations for earthwork, retaining walls, illumination pole foundations, and a preliminary assessment of infiltration feasibility. Based on our project understanding, we propose our scope of services include the following tasks:

1. Collect and review existing geologic and geotechnical data available for the general vicinity.
2. Complete a site reconnaissance to observe site conditions, soil exposures, and plan the hand auger exploration locations. Complete a general assessment of the existing pavement distress.
3. Evaluate near-surface soil conditions by completing hand auger borings outside the existing pavement area. Based on geologic maps, we anticipate soils will consist of recessional outwash deposits with a minor thickness of surficial fill. Depending on perched groundwater conditions or gravel content, borings may be appropriate during a subsequent phase if hand augers obtain refusal near the surface.
4. Complete geotechnical laboratory testing to evaluate in-situ moisture contents and gradation characteristics to assess earthwork recommendations and LID feasibility. Depending on subsurface findings and stormwater design requirements, field infiltration testing may be required during a subsequent phase in accordance with KCSWDM guidelines as adopted by City of Lake Forest Park.
5. Evaluate feasibility of low impact drainage design based on grain size analyses of soils collected in the hand augers.
6. Provide preliminary recommendations for design of the illumination pole foundations based on conditions encountered in the hand augers. Subsequent borings may be appropriate if the hand augers meet refusal without confirming subsurface conditions consistent with recessional outwash deposits.
7. Provide recommendations for retaining walls including earthwork and subgrade preparation, placement and compaction of structural fill, allowable bearing pressure, and mitigation of unsuitable soil conditions. This will include an evaluation of the effects of weather and/or construction equipment on site soils.
8. Summarize the results of our data review, hand augers and recommendations in a technical memorandum with appropriate figures.

GEOENGINEERS LABOR HOURS ESTIMATE

Job Numbers		197-009-00	Job Name:	Ballinger Way NE and 40th Ave NE Roundabout			Owner:	City of Lake Forest Park		
Client:		TSI								
		\$246.00	\$231.00	\$188.00	\$164.00	\$145.00	\$112.00	\$98.00	Total Hours	Total Labor Cost
Task	Task Description	Principal/ Associate	Senior Engineer	Project Engineer	Staff Engineer	GIS/CAD	Admin 3	Admin 2		
1	Data Review/Project Setup and Coordination and Management	1		4			2	1	8	1,320
2	Site Reconnaissance			6			2		8	1,352
3	Hand Auger Explorations/Logs			2	8		1	2	13	1,995
4	Sample Review and Laboratory Testing			2	2				4	704
5 - 7	Engineering Analyses/Recommendations	2		8	4		2	2	16	2,696
8	Technical Memorandum, Site Plan and Figures	2		8	2	4	2		18	3,128
Total Labor		5	0	28	16	4	9	5	67	\$11,196

Total Labor Costs

\$11,196

Expenses

Field Equipment and Expenses/Mileage	
Subcontracted Drilling	
Subcontracted Private Locate and Air-Knife	
Laboratory Tests	
440	
Total Expenses	0

Total Fee Estimate

\$11,736

SCOPE OF WORK

Right of Way Acquisition Services for the City of Lake Forest Park for the SR105/50th Place Roundabout Project. We will furnish these services under the processes and procedures as outlined in CH 568-100 WAC and the City's Property Acquisition Policies and Procedures, Washington State Department of Transportation's Local Agency Guideline Manual, M36-63 and the Right of Way Manual.

The overall right-of-way acquisition objectives are:

1. Negotiate to purchase Temporary Construction Easements from two parcels, and right-of-way in fee from five parcels;
2. Determine property values for five parcels;
3. Assist the City of Lake Forest Park with the acquisition forms

We outline a specific list of Performance Objectives in the following paragraphs.

SPECIFIC OBJECTIVES

The key objectives for this project include:

1. Review title reports. Provide the City of Lake Forest Park with a parcel summary memo listing ownership, title exceptions, existing easements, or other rights of record, and comments or concerns for (5 parcels);
2. Prepare and setup parcel files (5 parcels);
3. Prepare a True Cost Estimate;
4. Prepare acquisitions forms needed to get temporary construction easements for driveway adjustments for three parcels and fee acquisitions for five parcels;
5. Prepare and review offer package and package assemblage. This proposal does not include condemnation, or the preparation and negotiations of a Possession and Use agreements.
6. Provide negotiation services for the purchase of temporary construction easements and right-of-way in fee from (five parcels);
7. Obtain appraisal reports and review appraisal reports prepared by a fee appraisers approved by the Washington State Department of Transportation, a total of five parcels.
8. Coordinate with the title company to get titles vested in the City, prepare payment vouchers title policy and recording fees, and submit to City to process payment for the parcel (The City will issue actual payment of all fees and closing costs such as title policies, recording fees, and escrow services) - (5 parcels);
9. Provide overall coordination for right-of-way activities; maintain records, parcel diary reports, files, documents and reports (four parcels);
10. provide written status reports on a monthly basis and provide verbal status reports as requested;
11. Attend monthly project status meetings as requested (maximum of 1 meeting); and
12. Deliver completed file to the City of Lake Forrest Park, a total of five parcel files.

PROJECT SCOPE EXCLUSIONS

1. Those services related to getting releases of encumbrances from title, which require legal action;
2. Condemnation support, preparing and negotiating P&U agreements, and subsequent litigation;
3. Closing costs such as recording fees, escrow services, title insurance fees, title reports, transfer taxes, penalty costs for pre-payments; costs of a pre-existing mortgage; the pro rate share of real property taxes paid after vesting title to the CITY;
4. Continuing negotiations for those parcels listed for condemnation or for possession and use agreements;
5. Appraisal and appraisal review fees for litigation;
6. Relocation Assistance; and
7. Legal descriptions.

Proposal
SR104/40th Place Roundabout

Item 1: Project Administration	Prop Mgt	Admin	PM / Sr. Acq Agent	Acq Agent	ROW Tech	Title	REO	Escrow	Total
Coord w/ TS and City of Lake Forest Park			10						10
Certification Assistance -			0	0					0
Clerical -									0
Contract Admin -			5						5
Administrative Offer Summaries/ TCE			15						15
Progress Reporting -			16						16
True Cost Estimate			0						0
Coord w/ Subconsultants-			7						7
Hours:	0		53	0		0	0	0	53
Direct Labor \$:		0.00	7,155.00	0.00	0.00				\$ 7,155.00
Item 2: Right-of-Way Acquisition									
Title, Plans, and Appr. Review			8	8	4				20
Pre-Offer/File Setup/Document Prep			20	20	4				44
Negotiations - 1 Parcel (3 Property Owners)			65	55					120
Clearing Title -			25	20					45
Condemn Support -			0						0
Data/file & Diary Management, Maintenance and overall ROW activities.			6	6	8				20
Hours:	0	0	124	109	16	0	0	0	249
Direct Labor \$:		0.00	16,740.00	12,535.00	1,648.00				\$ 30,923.00
Direct Labor Totals:									
Hours:	0	0	177	109	16	0	0	0	302
Dollars:	0	0.00	23,895.00	12,535.00	1,648	0	0	0	\$ 38,078.00

Direct Salary Cost: \$ 38,078.00

Per Parcel Breakdown:

Five Parcels

Direct Labor Rate: n/a

Audited Overhead Rate: n/a

Profit: n/a

Composite Multiplier:***Total Labor Fee: \$ 38,078.00****Expenses:**

Review Appraisal \$ 6,000.00

Appraisal (3) \$ 25,000.00

Mileage/Travel \$ 175.00

Reprographic, Copy, & Printing \$ 55.00

Courier Overnight Postage \$ 40.00

Subtotal: \$ 31,270.00***TOTAL \$ 69,348.00**

Amendment No. 1 to the
Professional Services Agreement between the
City of Lake Forest Park and Transportation Solutions, Inc.
Dated January 21, 2021

This first 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 1". 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 ~~five hundred sixteen thousand three hundred twenty nine Dollars (\$516,329)~~ **eight hundred eighty thousand two hundred sixteen dollars and seventy-five cents (\$880,216.75)** 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 1".

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

CITY OF LAKE FOREST PARK

TRANSPORTATION SOLUTIONS, INC.

Signed: _____

Signed: _____

Printed Name: Jeff Johnson

Printed Name: Victor Salemann

Title: Mayor

Title: President

Dated: 1/26/22

Dated: 1/26/23

Exhibit 1

Supplement No. 1

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 advancing the design documents between the 30% development level to construction bid documents ready to advertise for bids.

Work within this supplemental Scope of Services includes development of designs for several retaining walls including a cut retaining wall system that is over ten feet tall, grading of the approach legs of the roundabout beyond the limits initially anticipated, an enclosed underground stormwater detention and treatment facility system, development of a landscape and irrigation design, coordination of integration of art into the project improvements, additional topographic survey, utility company coordination, survey field staking of proposed relocated Seattle City Light (SCL) utility poles, survey field staking of proposed right-of-way limits and roadway features as part of communications with the affected adjacent parcels owners, documents for two added temporary construction easements from affected parcels, additional requested design documentation from WSDOT as part of its required approval of the roundabout design, and additional related coordination with city staff.

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 2.0 DATA COLLECTION AND SURVEY

Additional data collection and survey is required for the design of the project and coordination with adjacent affected parcel owners from which the CITY desires to purchase a portion of private property for a widened right-of-way area for the PROJECT. A detailed scope of services and corresponding budget for the additional survey work prepared by the SUBCONSULTANT is included as an attachment to this scope of services. A summary of the additional work included in this supplemental agreement is as follows:

2.5 Site Visits to Obtain Additional Information

The SUBCONSULTANT will perform additional site visit information to obtain storm drain system information that had been previously paved over by roadway improvements.

2.6 Topographic Survey

The SUBCONSULTANT will conduct additional topographic survey beyond the limits originally anticipated in the original agreement in accordance with the needs of the design team. The additional survey work primarily involves the heavily vegetated and relatively steep northeast quadrant of the intersection and the southeast quadrant of the intersection that is obscured from the roadway by dense hedges. Coordination with the CITY for it to obtain right-of-entry authorization from the parcel owners is required to complete this work.

The SUBCONSULTANT will update the topographic base map to include features surveyed, including trees, streams, wetlands, and structures and the digital terrain model (DTM) previously prepared for the PROJECT. Coordination with the CONSULTANT for the updated survey work and base map and DTM deliverable is required.

2.7 Right-of-Way Acquisition Support

The SUBCONSULTANT will prepare seven (7) temporary construction easement documents for parcels within the PROJECT limits. Two of these parcels were not originally anticipated to require parcels rights to construct the project. Five of the parcels were anticipated to require permanent right-of-way acquisition, but not temporary rights. Existing topography and proposed wall design influences the need for both temporary and permanent property rights for the PROJECT. Coordination with the CONSULTANT for the additional deliverables is required.

2.8 Staking – Proposed Utility Poles

The SUBCONSULTANT will stake with hub and lath the locations of up to (13) proposed utility poles for visual inspection by interested parties, including SCL and CITY staff. Staking of the SCL poles is a requirement of SCL as part of their involvement in the PROJECT. The positions of existing utility poles are shown to conflict with the proposed improvements and new locations of proposed utility poles is required to complete the PROJECT. The new utility poles will also serve as light poles to illuminate the roundabout intersection. Coordination with the CONSULTANT for the locations of the SCL utility poles is required.

2.9 Staking – Proposed Project Features

The SUBCONSULTANT will stake with hub and lath the locations of various features for the project requiring up to one week of field time. Staking of these features will help inform parcel owners and other interested parties of the proposed improvements for the PROJECT. Staking limits will be a useful communication tool during negotiations for acquisition of property rights from parcel owners. Coordination with the CONSULTANT for the locations of the proposed project features is required.

The following locations may be staked in the field as part of project development:

- Proposed right-of-way limits along each affected parcel (5)
- Proposed temporary construction easement limits within each affected parcel (7)
- Proposed back of sidewalks
- Proposed face of retaining walls
- Proposed trees to be removed

Task 3.0 WSDOT Approvals/Preliminary Design (30%)

3.4 WSDOT Channelization Plan for Approval

WSDOT Channelization Plan for Approval for the PROJECT design requires the preparation and submittal of additional WSDOT documentation not included in the original agreement. This document includes:

- Design Decision, a WSDOT document required to approve lateral clearances to curb faces at the approaches for a roundabout, which vary from those dimensions outlined in Design Manual Section 1239.06.

Task 4.0 ENVIRONMENTAL DOCUMENTATION

4.4 Existing Tree Impacts

The environmental SUBCONSULTANT shall provide assistance to the PROJECT by preparing additional CITY required environmental documents for permitting in addition to those services identified in Contract Modification #2. These additional services include:

- Preparation of graphics and calculations related to the buffer impacts and the tree removal counts.
- Impact and tree count analysis and incorporation of results into the critical areas report.
- CITY Municipal Code review and analysis related to buffer interruption, tree classifications, removal, replacement, and permitting requirements.
- Coordinate with the arborist to conduct an existing tree inventory and assessment.

Additional work associated with the environmental documentation task is anticipated following the CITY’s review of the critical areas report. Coordination with the CITY’s Planning Department will be required to determine the level of effort required for consulting services to gain CITY environmental permitting approval of the PROJECT. Management reserve funds included in the fee estimate may be used for this work after the scope is determined.

4.5 Arborist Evaluation and Report

The arborist SUBCONSULTANT shall provide assistance to the PROJECT by preparing CITY required arborist evaluation and report for permitting. Coordination with the CONSULTANT for the locations proposed improvements in relation to the existing trees is required.

Task 6.0 DESIGN (90%)

The 90% Design Submittal requires additional effort, preparation and submittal of design not included in the original agreement. The civil and structural SUBCONSULTANTS 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:

6.3 Horizontal Layout and Grading Plans

The SUBCONSULTANT and CONSULTANT shall prepare horizontal layout and grading plans that extend further west and north than anticipated in the original agreement to match proposed grades with existing topography. Additional grading for the proposed retaining walls at each quadrant of the intersection will be required in accordance with the updated topographic base map and DTM.

6.7 Drainage Plans

The SUBCONSULTANT shall prepare drainage plans that included enclosed underground detention and water quality facilities in addition to the work identified in the original agreement. Connections to the existing drainage system will be made at two locations and extend further west than originally anticipated.

6.9 Illumination Plans

The structural SUBCONSULTANT shall prepare light pole foundation design for illumination poles that are not able to be provided by SCL. It is anticipated that a light pole at the southeast quadrant of the intersection along a proposed fill retaining wall will require a foundation design that is compatible with the wall design. Coordination between the CONSULTANT and structural SUBCONSULTANT for illumination system is required

6.10 Utility Relocation Plans

The SUBCONSULTANT and CONSULTANT shall coordinate with the utility companies that have overhead and underground facilities within the project limits in coordination with CITY staff. The CONSULTANT shall assist the CITY with coordination related to relocation of existing water facilities owned and maintained by the Lake Forest Park Water District. Coordination involves telephone/video conference calls and field meetings to discuss project status, maintain project schedule, and to facilitate adjustments to planned pole locations required due to field conditions.

The original agreement indicated that the CITY would coordinate utility relocations based upon the roundabout design and utility relocation plan provided by the CONSULTANT and the CONSULTANT would make minor revisions to the roundabout design to avoid utilities if requested. Design development of the project has required more consulting services to augment the coordination efforts by the CITY that were originally anticipated.

6.11 Traffic Control Plans

The CONSULTANT shall prepare Pedestrian Accommodation Detour Plans as part of the WSDOT approval requirements for the project. These plans will be prepared in conjunction with the proposed construction phasing and temporary traffic control plans.

6.15 Wall Design Plans

The civil SUBCONSULTANT shall prepare wall plan and profile plans for the five (5) walls necessitated by the existing topography and proposed project footprint. The requirement of walls was revealed following development of preliminary design plans (30%) and receipt of updated topographic survey for the PROJECT.

The structural SUBCONSULTANT shall prepare structural analysis, design, and drawings for the proposed five (5) walls in the project limits. Coordination between the CONSULTANT and civil and structural SUBCONSULTANTS for the locations, heights, and types of the proposed walls is required.

6.16 Landscape and Irrigation Plans

The landscape SUBCONSULTANT shall prepare landscape and irrigation plans in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and civil and landscape/irrigation SUBCONSULTANT for the locations of the proposed landscaping and irrigation is required for inclusion in the 90% plans and specification submittal.

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 plans identified in Task 6.0 Design (90%).

Task 8.0 LANDSCAPE/IRRIGATION DESIGN

The landscape SUBCONSULTANT shall develop landscape/irrigation design concepts in coordination with CITY staff and in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and landscape SUBCONSULTANT for the scope of the proposed landscaping is required.

Task 10.0 GEOTECHNICAL

The geotechnical SUBCONSULTANT shall conduct additional geotechnical analysis required for retaining wall and utility pole foundation design as outlined in the recommendations of the technical memorandum and in accordance with the detailed scope of services included as an attachment to this scope of services. Coordination between the CONSULTANT and the geotechnical and structural SUBCONSULTANTS for the geotechnical investigation and retaining wall and pole foundation design is required.

**Supplement No. 1
Fee Estimate
SR 104/40TH PL SE ROUNDAABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH	MLM	MJS	DLH	JAB	Task Hours	Task Cost
	PM	Sr. Engr	Sr. Engr Tech CADD	Engr I	Admin		
	\$263.50	\$189.50	\$173.50	\$112.50	\$129.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	148	0	0	0	24	172	\$42,094.00
Task 1.1 Project Management	48				12	60	\$14,196.00
Task 1.2 Monthly Progress Reports and Invoices	12				12	24	\$4,710.00
Task 1.3 Progress Meetings	48					48	\$12,648.00
Task 1.4 Quality Control/Quality Assurance	40					40	\$10,540.00
Task 2.0 DATA COLLECTION AND SURVEY	6	0	12	0	0	18	\$3,663.00
Task 2.5 Site Visits to Obtain Additional Information	1		1			2	\$437.00
Task 2.6 Obtain Topographical Survey	1		2			3	\$610.50
Task 2.7 Right-of-Way Acquisition Support	2		4			6	\$1,221.00
Task 2.8 Staking - Proposed Utility Poles	1		1			2	\$437.00
Task 2.9 Staking - Proposed Project Features	1		4			5	\$957.50
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	4	0	4	12	0	20	\$3,098.00
Task 3.4 WSDOT Channelization Plan for Approval - DD	4		4	12		20	\$3,098.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	8	0	4	0	0	12	\$2,802.00
Task 4.4 Existing Tree Impacts	4		2			6	\$1,401.00
Task 4.5 Arborist Evaluation Report	4		2			6	\$1,401.00
Task 6.0 DESIGN (90%)	36	28	60	0	0	124	\$25,202.00
Task 6.3 Horizontal Layout and Grading Plans		8	12			20	\$3,598.00
Task 6.7 Drainage Plans	4	2	8			14	\$2,821.00
Task 6.9 Illumination Plans		2	4			6	\$1,073.00
Task 6.10 Utility Relocation Plans	20	4	8			32	\$7,416.00
Task 6.11 Traffic Control Plans	4	8	16			28	\$5,346.00
Task 6.15 Wall Design Plans	4	2	6			12	\$2,474.00
Task 6.16 Landscape and Irrigation Plans	4	2	6			12	\$2,474.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	18	18	36	0	0	72	\$14,400.00
Task 7.3 Horizontal Layout and Grading Plans		2	6			8	\$1,420.00
Task 7.7 Drainage Plans	2	2	2			6	\$1,253.00
Task 7.9 Illumination Plans		1	4			5	\$883.50
Task 7.10 Utility Relocation Plans	12	2	4			18	\$4,235.00
Task 7.11 Traffic Control Plans	2	8	16			26	\$4,819.00
Task 7.15 Wall Design Plans	1	1	2			4	\$800.00
Task 7.16 Landscape and Irrigation Plans	1	2	2			5	\$989.50
Task 8.0 LANDSCAPE/URBAN DESIGN	4	0	4	0	0	8	\$1,748.00
Task 8.1 Initial Landscape/Urban Design Coordination	4		4			8	\$1,748.00
Task 10.0 GEOTECHNICAL	2	0	4	0	0	6	\$1,221.00
Task 10.9 Geotechnical Coordination	2		4			6	\$1,221.00
Totals	226	46	124	12	24	432	\$94,228.00
						Hours Total	Labor Total

Direct Expenses	
1-Alliance, Survey Subconsultant	\$49,989.00
Terra Vista, Civil Subconsultant	\$47,969.00
David Evans and Associates, Inc, Structural Subconsultant	\$83,369.75
ESA, Environmental Subconsultant (allowance)	\$8,000.00
Herrera, Arborist Subconsultant	\$17,681.00
GeoEngineers, Geotechnical Subconsultant	\$18,761.00
Berger Partnership, Landscape Subconsultant (less allowance from original contract)	\$24,390.00
Subtotal Subconsultants	\$250,159.75

Supplement #1 Design Services Subtotal Total \$344,387.75

Supplement #1 Management Reserve Fund \$19,500.00
Supplement #1 Subtotal with MRF \$363,887.75

Right-of-Way Acquisition Services
 Abeyta & Associates, Right-of-Way Subconsultant \$0.00

Supplement #1 Grand Total Not to Exceed \$363,887.75

Changes to Total Budget Amount after Contract Modification #1 \$0.00
 Management Reserve Funds Remaining after Contract Modification #2 \$5,283.00
 Management Reserve Funds Remaining after Supplement #1 \$24,783.00

Original Maximum Amount Payable \$516,329.00
New Maximum Amount Payable \$880,216.75



10/12/2022
20-139

Kirk Harris, PE
Transportation Solutions
16932 Woodinville Redmond Rd. NE, Suite A206
Woodinville, WA 98072

**Re: Professional Surveying Services Proposal – Amendment 1
Lake Forest Park, SR 104/40th Place Roundabout**

Dear Kirk,

1 Alliance Geomatics, LLC (1 Alliance) is pleased to provide this proposal for professional surveying and mapping services in support of Lake Forest Park on the SR 104/40th Place Roundabout project.

Background

This is a skewed, four-legged intersection with stop control for the Southbound (40th Place NE) and Westbound (NE 184th Street) approaches. The geometry of the intersection is problematic for many users including misaligned legs that lead to confusion over which route is SR 104, and lack of sight distance which makes turning left onto SR 104 and pedestrian crossings hazardous. Moreover, the intersection lacks amenities for those choosing to walk or bike.

Scope of Services

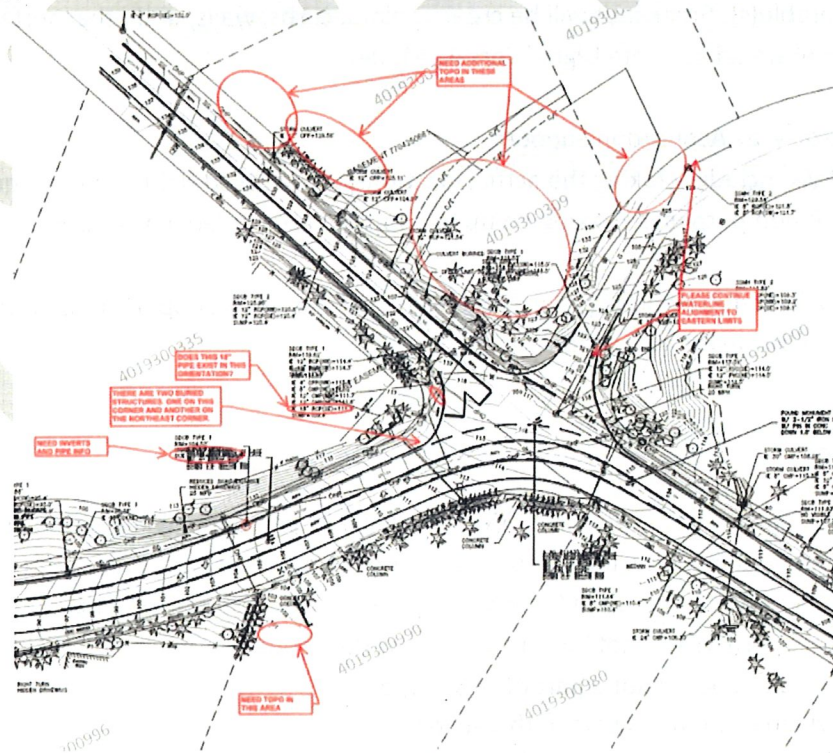
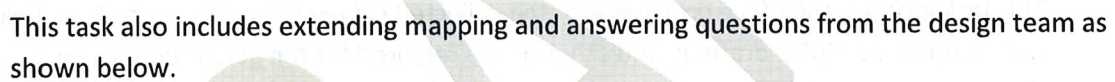
1. Surveying and Mapping

1.1. Survey PM, Admin, QA/QC

This task includes the survey project management, administrative duties, and quality control required for a project of this complexity and magnitude.

1.2. Field Surveying and Mapping

This task includes mapping of flagged critical areas as identified by others and as shown below.





CONSULTANT will obtain Right of Entry for survey on private property. 1 ALLIANCE will use appropriate signage, high-visibility clothing and traffic control devices while performing field survey.

1.3. Utility Surveying Services

1 ALLIANCE will assist the project team in determining the stormwater connections at the Northwest Quadrant of the project site.

This task includes staking the actual locations of up to 13 proposed Seattle City Light poles for visual inspection by interested parties.

1.4. Proposed Feature Staking

At the request of the engineer, 1 Alliance will stake actual positions of proposed features for City review in the field. This task is limited to one week (40 hours) of field time and is also limited by the hours shown on the level of effort.

1.5. Office Processing

This task includes the office processing of the collected survey data, data extraction, field book note reductions, CADD drafting, and other duties required for the generation of the deliverable(s). Breaklines will be created along curbs, walls, and other surface features in order to generate an accurate Digital Terrain Model.

1.6. Right-of-Way Acquisition Support

This task includes staking the actual locations of proposed right-of-way acquisition areas for negotiation purposes. Staking on up to 7 parcels is included in this task.

Up to 2 land descriptions and exhibits will be prepared to support temporary construction easement or ROW acquisition

Understandings

1. Health, Safety, and Security are priority. 1 Alliance personnel will not proceed if the conditions are deemed unhealthy, unsafe, or not secure from harm of any type.
2. 1 Alliance is not responsible for any delays or errors caused by others.
3. Boundary corners will not be set as a part of this scope.
4. A record of Survey is not a part of this scope.
5. Tree driplines are not a part of this scope.
6. Scanning will only be performed during favorable weather conditions.



7. Rights-of-Entry will be organized, granted, and confirmed by The Consultant or Others.
8. Title Reports with underlying documents for the affected Parcels to be provided by others.
9. Total duration for this effort, from start to final deliverable, is estimated to be 6 months after completion of anticipated fully executed contract.
10. The fee estimate expires 90 days after this dated proposal and may need to be revised thereafter.

Deliverables

1. AutoCAD Civil 3D 2018 survey base map, electronic copy. (not to include terrain model)
2. Autocad Civil 3D 2018 terrain model, electronic copy.
3. .XML terrain model.

Level of Effort

\$49,989

1 Alliance appreciates the opportunity to present this proposal. If you have any questions, please feel free to call.

Sincerely,

1 Alliance Geomatics, LLC

A handwritten signature in blue ink that reads 'Mark Groot'.

Mark Groot, PLS
Survey Project Manager

PROJECT	NUMBER	20-139
	NAME	SR 104 Roundabout
	CLIENT	Transportation Solutions
	OWNER	City of Lake Forest Park

Date 12-Oct-22

by MG

ckd BB



Amendment 1		Director	Land Surveyor 3	Land Surveyor 3	Land Surveyor 2	Eng Aid 4	Eng Aid 4	Eng Aid 4	Eng Aid 2	Eng Aid 2	Eng Aid 2	Admin Assist 5	Admin Assist 5	Admin Assist 5	FEE
No.	DESCRIPTION	HRS	PM	QM	PLS/Project	CADD 5	CADD 4	TECH 5	TECH 3	TECH 3	TECH 3	APM	ACCT	ACCT	TASK
1	PM; Admin; QA/QC	17	4	8								2	2		\$ 3,383
2	Field Surveying and Mapping	32	2					10	10	10					\$ 3,950
3	Utility Surveying Services	40	2		2			12	12	12					\$ 4,926
4	Proposed Feature Staking	132	4		8			40	40	40					\$ 16,047
5	Office Processing	15	2		12										\$ 2,320
6	Right-of-Way Acquisition Support	149	4		12			40	40	40					\$ 18,725
7		0													\$ -
TOTAL HOURS		385	18	8	12	34	0	102	102	102	102	2	2		385
			\$ 3,723.66	\$ 1,654.96	\$ 1,845.12	\$ 4,562.46	\$ -	\$ 13,687.38	\$ 11,192.46	\$ 11,192.46	\$ 11,192.46	\$ 301.92	\$ 301.92	\$ 150.96	\$ 49,351.33
			TOTAL DIRECT BURDENED SALARY COSTS												
			\$ 49,351												
			OTHER DIRECT COSTS												
MILEAGE	(ONE WAY)	20			1020		\$ 0.625								\$ 638
PER DIEM	(DAYS)	26													\$ -
LOGGING	(DAYS)														\$ -
MATERIALS & SUPPLIES															
OTHER (DESCRIBE)															
SUE LOCATES															
			TOTAL OTHER DIRECT COSTS												
			\$ 638												
			GRAND TOTAL FEE ESTIMATE												
			\$ 49,989												

DRAFT

Scanner Rental

Utility Locates (APs)

Traffic Control (Uniformed Officer)



TerraVista NW LLC

Consulting Engineers

Exhibit A

Scope Description

Stormwater Flow Control and Water Quality Measures

The original contract anticipated that stormwater flow control and water quality measures would not be required. This is based on a review of the provisions of the stormwater manual and information available related to the anticipated design of project at the time the contract was prepared. During the 30% design phase, a survey of existing conditions was performed and a layout of the proposed design was developed. Once this information was available an analysis of the required stormwater improvements was performed and it was determined that stormwater flow control and water quality measures would be required to meet the provisions of the stormwater regulations.

To prepare a comprehensive opinion of probable cost for the 30% design phase and meet the project schedule, the design team proceeded with developing the overall stormwater improvements which included flow control and water quality measures, under the current budget. However, as this expenditure was not included in the original scope, a contract amendment is requested for the design and documentation for the additional stormwater infrastructure.

The complexity of the storm drain system greatly increased thus requiring additional coordination time and documentation of the system, in both construction plans and technical reports. The stormwater design currently developed by the design team currently includes catch basins and associated piping, as well as a treatment train that includes a stormwater detention vault, oil water separator, and two water quality systems. The original scope assumed that only catch basins and some minor piping to connect to existing storm mains would be required. Additionally, due to the large size of the flow control and water quality systems, time was spent to strategically locate the facilities to minimize disruption project phasing, traffic flow, and to other existing critical infrastructure in the project limits, such as water and sewer mains as well as electrical utilities.

Although the stormwater detention vault and water quality systems are large, the design team has taken many steps in an effort to keep the facility sizes to a minimum and thus manage potential project costs. These steps include strategic grading of the paved surfaces and placing catch basin inlets in such a manner as to only route the required amount of stormwater to the flow control and water quality systems, rather than the entire project limits of work. Flows not required to be routed to the stormwater facilities would be bypassed and connected to the existing stormwater infrastructure. This is allowed by the stormwater regulations and beneficial to the project as without this effort, the size of the flow control and water quality facilities could potentially be three to four times as big. This effort also required additional time to be spent by the design team.

Change of Agency Project Leadership

At the completion of the 30% design phase, the project leadership at the Agency changed. This resulted in an extension to the schedule to allow for Agency staff to be brought up to speed. Additional time was expended by the design team to assist the new leadership team in becoming familiar with the design and addressing outstanding issues.

Retaining Walls

The original scope of services did not include design and detailing of retaining walls within the project. Although the structural design will be provided by other consultants, TerraVista NW will need to prepare wall profiles to support the structural design of the walls. Also, additional time was spent in determining the extents of the retaining walls and viable locations within the project site and private property.

Increased Project Complexity

The original scope of services was based on what was known at the time the contract was drafted and what would be anticipated for the project. As the design progressed through 30% and 90% development, the complexities of a project that had significant topographic differences resulted in additional time being spent to develop grading of the roadway approaches, beyond what was originally assumed. Roadway approach grading needed to be significantly adjusted several times to try to minimize impacts to driver experience, adjacent driveways, overall earthwork, existing utilities, and so on. This added effort would benefit the overall project budget and coordination with property owners.

Scope of Work

Task 1 – Project Management and Coordination

TerraVista NW will perform the following additional tasks:

- Contract management
- Coordinate with the design team on aspects related to flow control and water quality systems
- Coordinate with Agency on allowable treatment systems and code interpretations.
- Participate in additional periodic online coordination meetings.
- Perform QA/QC review

Task 2 – Data Gathering and Engineering

TerraVista NW will perform the following tasks:

- Review studies and documentation provided by others
- Perform up to one (1) additional site visits

Task 3 – Preliminary Design

TerraVista NW will perform the following tasks:

- Review options for capturing stormwater and routing to treatment facilities.
- Perform additional stormwater hydrologic and hydraulic calculations
- Prepare additional supporting documentation for the stormwater drainage report
- Review options for placement of retaining walls

TerraVista NW will prepare 30% design documents that will also include:

Plans

- Add information to the drainage plans
- Additional stormwater details

Additional Technical Specifications

Additional information on Opinion of Probable Cost

Task 4 and 5 - Final Design

TerraVista NW will perform the following tasks:

- Review options for capturing stormwater and routing to treatment facilities.
- Perform additional stormwater hydrologic and hydraulic calculations
- Prepare additional supporting documentation for the stormwater drainage report
- Review options for placement of retaining walls

TerraVista NW will prepare 90% and 100% design documents that will also include:

Plans

- Add information to the drainage plans
- Additional stormwater details

Additional Technical Specifications

Additional information on Opinion of Probable Cost

Assumptions

1. Placement of stormwater flow control and water quality facilities will not significantly change as of the date of this contract amendment.
2. Extents of new or replaced impervious surfaces will not change as of the date of this contract amendment.
3. Project grading will not significantly change as of the date of this contract amendment
4. Roadway profiles will not be required to be included in the construction documents. Grading will be identified through the use of spot elevations.
5. Roadway improvements shall utilize applicable published codes and regulations for reference. The City Agency will identify any non-published requirements that need to be incorporated into the project, early in the 90% design phase.

**Exhibit B**

Task #	Description	PIC/PM ES \$194	Engineer III RP \$143	Total Hours
Task 1	Project Management and Coordination			
	Coorespondence and coordination with team	20	8	28
	Contract management	8		8
	Attend Meetings	4		4
	QA/QC	40		40
Task 2	Data Gathering and Engineering			
	Review additional technical information		4	
	Perform additional site visits		4	4
Task 3	Preliminary Design			
	Review drainage options	2	6	8
	Perform additional stormwater calculations	1	6	7
	Prepare 30% Plans	4	24	28
	Prepare 30% Technical Specifications			
	Prepare 30% Opinion of Probable Cost	2	8	10
Task 4	Final Design			
	Review drainage options	4	16	20
	Perform additional stormwater calculations	2	9	11
	Provide additional documentation for drainage report	2	12	14
	Prepare 90% Plans	4	60	64
	Prepare 90% Technical Specifications	8		8
	Prepare 90% Opinion of Probable Cost	2	6	8
Task 5	100% Design			
	Prepare 100% Plans		26	26
	Prepare 100% Technical Specifications	2		2
	Prepare 100% Opinion of Probable Cost		4	4
	Subtotal Hours	105	193	294
	Subtotal Fee	\$ 20,370	\$ 27,599	
TOTAL FEE				\$ 47,969

City of Lake Forest Park
SR 104 and 40TH Place NE Roundabout Project
Wall Design Scope of Services

DEA is being retained by Transportation Solutions (TSI) to support the SR 104 and 40th PL NE Roundabout Project for the City of Lake Forest Park (CITY). The scope of services is to include the conceptual and final design of retaining walls, project coordination time and project management and invoicing time.

General Assumptions:

- Design codes:
 - AASHTO LRFD Bridge Design Specifications, 9th Edition with Interims.
 - WSDOT Bridge Design Manual – June 2022
- Construction Specifications
 - 2023 Washington State Department of Transportation (WSDOT) Standard Specification for Road, Bridge and Municipal Construction.
- A cast-in place wall facia may be provided for some wall types although it is not required.
- Level of effort based upon the design of two wall types: a soldier pile wall without tie-backs, with a cast-in-place fascia, and developing a performance specification and cross section for a gravity block wall
- The existing slope is stable from a global stability standpoint.
- Fall protection will be required on walls. Design anticipates using a standard WSDOT or CITY supplied railing detail.
- Plan set assumes 9 sheets including:
 - Wall Plan and Elevation sheets
 - Wall Details
 - Fall Protection Details
- Level of effort assumes that DEA is provided survey data and Initial Wall Profile and Alignment sheets in CADD
- Geotechnical information is provided by others, not subconsulted to DEA, in accordance with assumed Design Codes.
- 100% Deliverables, excluding Cost Opinions, shall be signed and sealed by a Professional Engineer in the state of WA and be marked Issued For Construction.

Task 100 – Project Management

Direction of the DEA staff and review of their work over the course of the PROJECT shall be provided. This work element includes preparing monthly progress reports including the status of individual work elements, number of meetings attended, outstanding information required and work items planned for the following month

Periodic monitoring of the PROJECT budge will occur over the course of the PROJECT. Assessment of current PROJECT status, as well as projections of future status, shall be developed by the DEA. This work element is intended to monitor costs and budgets, and to propose corrective actions. These actions could include formal requests for budge increases, or scope modifications or reductions.

Drawings and documents generated over the course of the PROJECT require review, coordination, and file management. Level of effort for Technical Reviews and Quality Control activities is included in individual tasks. This information will be filed to facilitate ready and selective retrieval.

DEA will develop monthly invoices which include progress reports.

Scope, schedule and budget will be monitored regularly by DEA for their work. In the event of a change in scope or schedule, DEA will communicate changes to TSI as soon as possible, and where deemed required develop an amendment to modify this agreement.

Deliverables:

- Project coordination with CITY and/or TSI and DEA staff on project scope and work tasks
- Management of the project scope, deliverables, budget, and schedule
- Monthly Invoices and Progress Reports

Assumptions:

- Meetings where DEA is involved are held via phone, Zoom, Team, or other virtual. Travel time to additional locations has not been included but can be added by amendment.
- Duration of the Project will be six (6) months.

Task 200 – Conceptual Design and Concept Coordination

Task 200.1 - Development of a Conceptual Design Memo

DEA shall develop a high level summary memo containing primary constraints for each wall and determine preferred wall type deemed most practical for this location. The document will provide illustrations of similar wall construction options and basic input to cost to verify impact to project budget.

Task 200.2 – Field Visit

DEA will send one engineer to the field to visit site and examine existing conditions. The site visit is assumed to last 3 hours plus travel time.

Deliverables:

- Conceptual Wall Design Memo

Task 300 – Retaining Wall Design

Task 300.1 – Coordination with Geotechnical Engineer

DEA will meet as needed, up to the level of effort assumed in this agreement, to coordinate geotechnical parameters and verify that provided parameters are in alignment with project design codes and design constraints.

Task 300.2 – 90% Retaining Wall Design (Design and Drawings)

Project includes 5 walls of various heights. Preliminary data indicates that:

- Wall GR01 (184+00 to 184+50 RT), block fill wall anticipated, abutting driveway, max exposed height shows as approximately 4'
- Wall GR02 (184+70 to 185+20 RT), block fill wall anticipated, abutting driveway, max exposed height shows as approximately 4'
- Wall GR03/GR05 (SE quadrant), fill wall, between back of walkway and wetland buffer, max exposed height shows as approximately 7' is assumed to be a soldier pile wall.
- Wall GR04/GR05 (NE quadrant), cut wall – expected soldier pile wall for some segments, max exposed height shows as approximately 12.5'
- Wall GR04 (NE quadrant, north of driveway), cut wall/type unknown, near 48" DBH deciduous tree, max exposed height shows as approximately 5' is anticipated to be a block wall or soldier pile wall as determined by the conceptual design memo.

Walls are assumed to be either a soldier pile wall or gravity block wall for determining Level of Effort. Level of Effort shall be re-evaluated following the selection of wall types in the Conceptual Wall Design Memo. Level of effort is based upon only one soldier pile wall and a performance based specification for a gravity block wall to be designed by the Contractor. This task includes the design, drawing development and quality control of retaining walls during Consultant Design Phase.

Task 300.3 – 90% Retaining Wall Specifications

DEA will develop supplemental construction specifications, where required, to address wall aesthetic features and colors. It is assumed that all other construction specifications are included in the WSDOT Standard Specifications. A block wall performance specification will be provided to accommodate a Contractor facilitated design.

Task 300.4 – 90% Retaining Wall Opinion of Construction Cost

DEA will develop a 90% level probable Opinion of Construction Cost for work designed under Task 300.2 to be included in overall project Opinion of Construction Cost.

Task 300.5 – 100% Retaining Wall Design (Design and Drawings)

DEA will update the design and construction drawings from Task 300.2 to address comments received and in accordance with the design.

Task 300.6 – 100% Retaining Wall Specifications

DEA will update the retaining wall specifications from Task 300.3 to address comments received and in accordance with the design.

Task 300.7 – 100% Retaining Wall Opinion of Construction Cost

DEA will develop a 100% level probable Opinion of Construction Cost for work designed under Task 300.5 to be included in overall project Opinion of Construction Cost.

Task 400 – Pole Foundation Design

Pole foundation design is excluded from this agreement but may be included by amendment.

Task 500 – Design Support During Bidding

Engineering support during bidding will be provided assuming that only minor questions from the contractor are requested and no significant changes involving drawings are required. Additional design support during bidding may be added by amendment to this agreement.

Task 600 – Engineering Support During Construction

No engineering support during construction is assumed at this time although can be added by amendment to this agreement once Tasks 300 and 400 are complete. This may include review of Contractor facilitated designs.

PROJECT FEE ESTIMATE

Owner: City of Lake Forest Park
Client: Transportation Solutions
PR22053 - SR104 & 40th PI NE Roundabout
Structural Engineering Services



DAVID EVANS
AND ASSOCIATES INC.

Section 9, Item A.

11/15/2022

WORK DESCRIPTION	PERSONNEL AND HOURLY RATES					Total Hours	Direct Salary Cost	OH 177.62%	Negotiated Profit 10% DSC + OH	All Inclusive Hourly Rate
	PM	Str Dsgnr	QC Eng	CAD	Prj Coord					
	\$84.00	\$44.00	\$82.00	\$45.00	\$46.00					
Task 100 - Project Mangement	12	0	0	0	12	24	\$ 1,560.00	\$ 2,770.87	\$ 433.09	\$ 4,763.96
Project Setup, Monthly Progress Report and Invoice (6 months)	6				12	18	\$ 1,056.00			
Project communication, and coordination	6					6	\$ 504.00			
TASK 200 - Conceptual Design and Concept Coordiantion	7	25	6	0	0	38	\$ 2,180.00	\$ 3,872.12	\$ 605.21	\$ 6,657.33
200.1 - Development of a Conceptual Design Memo										
Draft Conceptual Design Memo	1	25	6			32	\$ 1,676.00			
200.2 - Field Visit	6					6	\$ 504.00			
TASK 300 - Retaining Wall Design	22	202	70	138	0	432	\$ 22,686.00	\$ 40,294.87	\$ 6,298.09	\$ 69,278.96
300.1 - Coordination with Geotechnical Engineer	2	8				10	\$ 520.00			
300.2 - 90% Retaining Wall Design (Design and Drawings)										
Calculations	4	60	18			82	\$ 4,452.00			
Plans Preparation	6	48	23	98		175	\$ 8,912.00			
300.3 - 90% Retaining Wall Specifications	2	20	6			28	\$ 1,540.00			
300.4 - 90% Retaining Wall Opinion of Construction Cost	1	8	3			12	\$ 682.00			
Response to 90% Comments		4	2			6	\$ 340.00			
300.5 - 100% Retaining Wall Design (Design and Drawings)										
Calculations	2	18	6			26	\$ 1,452.00			
Plans Preparation	3	30	10	40		83	\$ 4,192.00			
300.6 - 100% Retaining Wall Specifications	1	3	1			5	\$ 298.00			
300.7 - 100% Retaining Wall Opinion of Construction Cost	1	3	1			5	\$ 298.00			
TASK 400 - Pole Foundation Design (Not Used)	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -
TASK 500 - Design Support During Bid	2	8	2	4	0	16	\$ 864.00	\$ 1,534.64	\$ 239.86	\$ 2,638.50
Review of RFIs	2	8	2	4		16	\$ 864.00			
TASK 600 - SUPPORT DURING CONSTRUCTION (EXCLUDE FROM CURRNET AGF	0	0	0	0	0	0	\$ -	\$ -	\$ -	\$ -
Construction Observation and Field Report						0	\$ -			
Review of Submittals						0	\$ -			
Respond to RFI						0	\$ -			
DIRECT EXPENSES										\$ 31.00
TOTAL LABOR	43	235	78	142	12	510	\$ 27,290.00	\$ 48,472.50	\$ 7,576.25	\$ 83,338.75

Direct Expenses	
Reproduction (Full Size)	\$0
Mileage at \$0.625/mile (1 Rd Trip @ 50 miles)	\$31
Parking	\$0
FedEx	\$0
Total	\$31

Cost Estimate Summary	
Direct Salary Cost (DSC)	\$ 27,290.00
Overhead @ 177.62% x DSC	\$ 48,472.50
Negotiated Profit @ 10% x (DSC + O	\$ 7,576.25
Direct Expenses	\$ 31.00
Grand Total	\$ 83,369.75

SCOPE OF WORK

CITY OF LAKE FOREST PARK STATE 104 ROUNABOUT PROJECT – TREE INVENTORY AND ARBORIST REPORT

On **Monday, October 3, 2022**, Environmental Science Associates (ESA) authorized Herrera Environmental Consultants (Herrera) to prepare a scope of work and cost estimate to conduct a tree inventory and prepare an arborist report for the State 104 Roundabout Project design for Transportation Solutions, Inc. (TSI) and the City of Lake Forest Park.

Herrera will provide labor, materials, equipment, and supplies to perform a tree inventory, provide associated data collection and data reporting services for baseline conditions required to facilitate project permitting and restoration design. This scope of work includes a discussion of the activities, assumptions, and deliverables. Schedule will be determined after this proposal has been approved

• Task 1.0 – Tree Inventory	1
• Task 2.0 – Arborist Report.....	3
• Project Schedule.....	3
• Project Cost Estimate.....	3

TASK 1.0 – TREE INVENTORY

Herrera will review background materials provided by ESA and City Code LFPMC 16.14 for tree regulations for City of Lake Forest Park. An ISA Arborist from Herrera and a field biologist will conduct a tree inventory along State Route 104 project area for all significant trees (as determined by City of Lake Forest Park [Chapter 16.14](#)). Tree inventory data that will be collected from within the project area will include the following information:

- Tree Genus and Species
- Tree trunk diameter in inches 4.5 feet above grade (diameter at breast height, DBH)
- Critical Root Zone (CRZ), and interior Critical Root Zone
- Tree Category indicating if tree is Significant (6" or greater DBH) or Landmark (greater than 24" DBH)

SCOPE OF WORK

- The general health condition of each tree recorded as one of six categories: Excellent, Good, Fair, Poor, Critical, Dead and general observations warranting recognition.
- Level I Tree Risk Assessment for all trees
- Level II Tree Risk Assessment for any trees with structural or biological issues determined by Level I assessment.
- Existing and proposed canopy coverage.
- Each inventoried tree will be tagged with an aluminum numbered tree tag.
- GPS coordinates of trees inventoried using ArcGIS Field Maps on digital tablet with approx. 1-meter accuracy

Assumptions

- Arborist inventory and assessment will meet standards as defined in City of Lake Forest Park's Chapter 16.14 Tree Canopy Preservation and Enhancement tree code which states all trees over 6 inches in diameter are significant, including invasive species.
- Two Herrera staff will conduct a tree survey along State 104 within the project area.
- Only trees with DBH 6 inches and greater will be included in inventory
- Trees will be evaluated through visual inspection only. No physical inspection of the upper canopy, sounding, root crown excavation, or resistograph or other technologies will be used in the evaluation of trees.
- Access will be provided to all trees requiring inventory through private property ahead of fieldwork, provided by TSI or ESA.
- ESA will provide background data, site maps and project area limits to Herrera prior to fieldwork. ESA will provide base layers (CAD or GIS) showing where the project area limits are located prior to fieldwork, specifically all contour lines, utilities, property lines, and existing and proposed structures within the CAD plans.
- Deliverables for Task 1 will be included in the Task 2: Arborist Report deliverable package.

SCOPE OF WORK

Deliverables

- Tree Inventory table showing unique tree identification number, species, common name, DBH, health and general notes (Excel, PDF)
- Site plan showing tree locations and their unique tree identification number (PDF, GIS shapefiles)
- A scale 1" = 20' site plan detailing the location of property lines, critical areas and buffers, critical and interior critical roots zones of all trees, existing and proposed utilities, 2-foot contours, and existing and proposed structures.

TASK 2.0 – ARBORIST REPORT

Herrera will provide a summary technical memo that will include the following:

- Discussion of tree inventory methodology and data collection
- Appendices with tree inventory data, photos and maps collected during Task 1
- Trees in the vicinity of construction that could be impacted by the proposed development activity
- Recommendations for trees to be removed
- Recommendations for trees to be protected
- Tree protection fencing (type and locations)
- Timeline for tree protection activities
- List of protection measures and conditions to be taken during all development activities to ensure code compliance during development activities.

PROJECT SCHEDULE

Subject to change based on contract, it is estimated that fieldwork will take place in October 2022 and the arborist report and associated deliverables will be submitted by November 2022.

PROJECT COST ESTIMATE

Work described above will be completed for a budget not to exceed \$17,681.

**ADDITIONAL GEOENGINEERS SCOPE OF SERVICES
BALLINGER WAY NE (SR 104) AND 40TH PLACE NE ROUNDABOUT
LAKE FOREST PARK, WASHINGTON**

FILE NO. 197-009-00

GeoEngineers is pleased to present our proposed additional scope of services for the proposed roundabout to be located at the intersection of Ballinger Way NE, 40th Place NE and NE 184th Street in Lake Forest Park, Washington. We understand the proposed grading to construct the roundabout will result in higher cut walls along the northwest portion of the site, which are more suited to permanent soldier pile walls. Our additional services will include subsurface borings with a limited access drill rig to evaluate subsurface soil and groundwater conditions at the proposed wall location and geotechnical recommendations for the permanent walls. Our scope is based on our discussions with Transportation Solutions, our experience working during the preliminary design of the project, and our experience on similar soldier pile wall projects. Based on our project understanding, we propose our scope of services include the following tasks:

1. Review our previous report prepared for the project and the 30 percent design documents to plan the exploration program.
2. Coordinate site access with Transportation Solutions and City of Lake Forest Park including proposed boring locations, access restrictions, working hours, and other on-site drilling requirements.
3. Visit the project site to mark out preliminary locations for explorations and contact the Washington State One Call Utility Locate Service. We will also retain a private utility locating service. We will make follow up site visits to check that all notified utilities have marked their lines in the vicinity of the exploration locations.
4. Advance two or three borings up to 25 feet below existing ground surface (bgs). The field explorations will be performed under the direction of an engineer or geologist from our firm. The explorations will be located in the field by pacing or tape measurements from existing site features such as structures, roads and property features. Our representative will maintain a detailed log of each exploration and obtain samples of the various materials encountered. The samples will be returned to our office for additional examination and analysis.
5. Evaluate pertinent physical and engineering characteristics of the site soils based on laboratory tests from the borings. The laboratory tests will likely include moisture content, percent fines content, and grain-size distribution, as appropriate.
6. Provide geotechnical design recommendations for design of the walls including lateral earth pressure diagrams, appropriate surcharge pressures, minimum diameter and embedment of soldier piles, LRFD reduction factors, axial capacity, lateral design (L-Pile parameters), temporary lagging, and drainage.

7. Provide seismic design criteria based on the WSDOT Geotechnical Design Manual (GDM) and the AASHTO Load and Resistance Factor Design (LRFD) Bridge Design Specifications.
8. Evaluate the potential for liquefaction and lateral spreading of the site soils and provide estimates of liquefaction-induced settlements.
9. Confirm our previous recommendations for earthwork including excavation considerations, temporary slopes, suitability of on-site soil for reuse as structural fill, imported fill specifications, and placement and compaction criteria, and the effects of weather and construction equipment on the site soils.
10. Prepare a draft and final written report containing our findings, conclusions and recommendations for your review. Our final report will incorporate comments from the project team.

SCHEDULE

We are prepared to begin our services upon your authorization to proceed. At this time drilling can typically be scheduled approximately 5 to 6 weeks out. Site exploration will be completed in 1 day. Laboratory testing will require up to 7 to 10 days, depending on the specific tests selected for the soils encountered. Preliminary verbal recommendations will be provided as information is developed. The draft report summarizing results of our geotechnical engineering evaluation can be completed within 2 weeks following the laboratory testing. If this tentative schedule does not meet your needs, please contact us regarding any modifications that will allow us to meet your time schedule.

Attachment: GeoEngineers Fee Estimate

GEOENGINEERS LABOR HOURS ESTIMATE

Job Number:		197-009-00	Job Name:		Additional Geotechnical Services SR104 and 40th Ave NE Roundabout				Owner:	City of Lake Forest Park	
Client:		TSI									
		\$260.00	\$243.00	\$199.00	\$173.00	\$152.00	\$145.00	\$120.00	\$105.00		
Task	Task Description	Principal/ Associate	Senior 2 Engineer	Project 1 Engineer	Staff 3 Engineer	Staff 2 Engineer	GIS/CAD	Admin 3	Admin 2	Total Hours	Total Labor Cost
1,2	Data Review/Project Setup, Coordination and Management, Subcontracts	1		4				2	2	9	1,506
3	Site Visit, Mark Explorations, Complete Locate, Briefing			2	6	2		1		11	1,860
4	Field Exploration/Drilling	0.5		2		10		1		13.5	2,168
5	Sample Review and Laboratory Testing, Logs	0.5		2	2	2			2	8.5	1,388
6-9	Engineering Analyses/Recommendations	2		6	4		2			14	2,696
10	Technical Memorandum, Site Plan and Figures	2		4	6		4	2	2	20	3,384
Total Labor		6	0	20	18	14	6	6	6	76	\$13,002

Total Labor Costs

\$13,002

Expenses

Field Equipment and Expenses/Mileage	832
Subcontracted Drilling	4,087
Subcontracted Private Locate	400
Laboratory Tests	440
Total Expenses	\$5,759

Total Fee Estimate

\$18,761

Section 9, ItemA.



10.7.22 (revised 11.11.22)

Kirk Harris, PE, PMP, Principal
 Transportation Solutions, Inc.
 8250 – 165th Avenue NE, Suite 100
 Redmond, WA 98052

Lake Forest Park: Ballinger & 40th: Proposal for Landscape Architectural Services

Kirk:

Thanks again for inviting us to join your team for the project in Lake Forest Park. We are looking forward to working together to incorporate a roundabout with artwork at this intersection. Below is our fee proposal reflecting our scope landscape architectural services.

Project Understanding

We will be joining a multidisciplinary consultant team led by TSI. The scope of the project includes a new roundabout intersection, sidewalks and associated site improvements per plan titled "LFP RAB_Improvement Exhibit_2022-09-06" as provided by TSI. As landscape architect, our scope of services will include design and documentation of planting and irrigation as indicated by task below.

Task 1.0 Landscape Design - Roundabout

- 1.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumes up to 1.5 hours/month through CD for this task).
- 1.2 Design Development: Develop planting concepts, typologies (e.g. street trees, shrubs, bioretention) & overall landscape character.
- 1.3 Construction Documents: Prepare drawings (plans/material callouts, schedules, details) suitable for permitting and bidding. Coordinate above with all utility locations, setbacks, etc. Prepare technical specifications related to our scope of work in WSDOT/APWA format.

Task 2.0 Irrigation Design - Roundabout

- 2.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumed total hours for this task).
- 2.2 Design Development: Review codes, as-builts and coordinate irrigation point of connection.



- 2.3 Construction Documents: Prepare drawings (plans/material callouts, schedules, details) suitable for permitting and bidding. Prepare technical specifications related to this scope of work in WSDOT/APWA format.

Assumptions

If your assumptions differ from those noted below, please let us know immediately.

- We will be a subconsultant to TSI (Prime Consultant) and this proposal will be included as an attachment to an AIA Standard Consultant Agreement (or equivalent).
- Fees for sub-consultant services (except irrigation) are not included in our fees.
- The Prime Consultant, prior to the beginning of each design phase, will provide up to date and accurate base information from previous phase. Civil and Landscape will provide, and be provided, with information in AutoCAD format.
- The project will be documented in a single phase.
- Specific services excluded from our proposal include Bid & CA scope for Landscape & Irrigation Design, Hardscape Design, Art Concept Development, life-cycle costs analysis, environmental graphics, wayfinding, lighting design, presentation-quality physical and/or electronic models and 3D renderings, sustainability rating system (e.g. Envision) documentation, cost estimating, record document production at completion of CA. Detailed tree retention plans, if required by governing agency, shall be provided by consulting arborist. Construction Documents and Construction Administration services for Artwork are not included at this time.
- Attendance and preparation for all special topic meetings (Design Review, City Council, etc.) not previously mentioned will be invoiced on an hourly basis unless specifically described above.
- We will coordinate with the team to facilitate completion of permit documents, however, permit submittal and administration of applications/ fees/ etc. will be done by Prime Consultant.

Fees

Based on the scope of services identified at this time, we have established a Time & Expenses Basic Services fee for landscape architectural services as follows:

1.0 Landscape Design – Roundabout Total	\$26,220
1.1 PM & QA/QC	
1.2 Design Development	
1.3 Construction Documents	
2.0 Irrigation Design – Roundabout Total	\$7,920
2.1 PM & QA/QC	
2.2 Design Development	
2.3 Construction Documents	
3.0 Reimbursable Expenses	\$250

11.11.22
Transportation Solutions, Inc.
Proposal for Landscape Architectural Services
Page 3 of 3



If applicable printing, reprographic expenses, CAD plots, travel costs, and other reimbursable expenses will be billed against estimated amount above and include a 10% mark-up. Fees will be billed on a monthly basis for hours accumulated at the following rates. Services beyond those noted in this proposal will be billed as additional services on an hourly basis at rates listed below, or lump sum fees can be negotiated prior to the commencement of the services.

Principal	\$225.00 per hour
Associate	\$180.00 per hour
Project Manager	\$150.00 per hour
Landscape Architectural Staff	\$120.00 per hour
Administrative Staff	\$105.00 per hour

We look forward to working with you on this project. If this proposal meets with your approval, please sign one of the copies and return it to our office. Work will be scheduled upon our receipt of the signed proposal. Please do not hesitate to call if you wish to discuss or need additional information.

Sincerely,
The Berger Partnership PS

A handwritten signature in black ink, appearing to read 'Jonathan Morley', written over a horizontal line.

Jonathan Morley
Principal, ASLA, LEED

APPROVED:

Date

Attachments: Berger Partnership Labor Hour Estimate 11.11.22

Lake Forest Park: Ballinger & 40th

Berger Partnership Level of Effort (LOE) Estimate 11.11.22

Description	Principal \$ 225.00	Associate/ PM \$ 180.00	LA Staff & Irrigation \$ 120.00	Admin \$ 105.00	Fee
Task 1.0 Landscape Design – Roundabout					
1.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumes up to 1.5 hours/month through CD for this task).	18	18		2	\$ 7,500.00
1.1 Design Development: Develop planting concepts, typologies (e.g. street trees, shrubs, bioretention) & overall landscape character.	12	16	24		\$ 8,460.00
1.2 Construction Documents: Prepare drawings (plans/material call-outs, schedules, details) suitable for permitting and bidding. Coordinate above with all utility locations, setbacks, etc. Prepare technical specifications related to our scope of work in WSDOT/APWA format.	12	18	36		\$ 10,260.00
Task Totals	42	52	60	2	\$ 26,220.00
Task 2.0 Irrigation Design – Roundabout					
2.1 Project Management & QA/QC: Provide project/contract management, and coordination with consultant/internal team throughout phase. Participate in periodic design coordination meetings or conference calls with client and/or consultant team (assumed total hours for this task).	6	6	8	2	\$ 3,600.00
2.2 Design Development: Review codes, as-builts and coordinate irrigation point of connection		2	6		\$ 1,080.00
2.3 Construction Documents: Prepare drawings (plans/material call-outs, schedules, details) suitable for permitting and bidding. Prepare technical specifications related to this scope of work in WSDOT/APWA format.		2	24		\$ 3,240.00
Task Totals	6	10	38	2	\$ 7,920.00

Subtotal \$ 34,140.00

Total Reimbursables \$ 250.00

Total Estimated Fee: \$ 34,390.00

**Supplement No. 1
Fee Estimate
SR 104/40TH PL SE ROUNDABOUT
Plans, Specifications, and Estimates**

Anticipated Work Tasks	KAH PM	MLM Sr. Engr	MJS Sr. Engr Tech CADD	DLH Engr I	JAB Admin	Task Hours	Task Cost
	\$263.50	\$189.50	\$173.50	\$112.50	\$129.00		
Task 1.0 PROJECT MANAGEMENT AND QUALITY CONTROL	148	0	0	0	24	172	\$42,094.00
Task 1.1 Project Management	48				12	60	\$14,196.00
Task 1.2 Monthly Progress Reports and Invoices	12				12	24	\$4,710.00
Task 1.3 Progress Meetings	48					48	\$12,648.00
Task 1.4 Quality Control/Quality Assurance	40					40	\$10,540.00
Task 2.0 DATA COLLECTION AND SURVEY	6	0	12	0	0	18	\$3,663.00
Task 2.5 Site Visits to Obtain Additional Information	1		1			2	\$437.00
Task 2.6 Obtain Topographical Survey	1		2			3	\$610.50
Task 2.7 Right-of-Way Acquisition Support	2		4			6	\$1,221.00
Task 2.8 Staking - Proposed Utility Poles	1		1			2	\$437.00
Task 2.9 Staking - Proposed Project Features	1		4			5	\$957.50
TASK 3.0 WSDOT APPROVALS/PRELIMINARY DESIGN (30%)	4	0	4	12	0	20	\$3,098.00
Task 3.4 WSDOT Channelization Plan for Approval - DD	4		4	12		20	\$3,098.00
TASK 4.0 ENVIRONMENTAL DOCUMENTATION	8	0	4	0	0	12	\$2,802.00
Task 4.4 Existing Tree Impacts	4		2			6	\$1,401.00
Task 4.5 Arborist Evaluation Report	4		2			6	\$1,401.00
Task 6.0 DESIGN (90%)	36	28	60	0	0	124	\$25,202.00
Task 6.3 Horizontal Layout and Grading Plans		8	12			20	\$3,598.00
Task 6.7 Drainage Plans	4	2	8			14	\$2,821.00
Task 6.9 Illumination Plans		2	4			6	\$1,073.00
Task 6.10 Utility Relocation Plans	20	4	8			32	\$7,416.00
Task 6.11 Traffic Control Plans	4	8	16			28	\$5,346.00
Task 6.15 Wall Design Plans	4	2	6			12	\$2,474.00
Task 6.16 Landscape and Irrigation Plans	4	2	6			12	\$2,474.00
Task 7.0 FINAL DESIGN AND PS&E (100%)	18	18	36	0	0	72	\$14,400.00
Task 7.3 Horizontal Layout and Grading Plans		2	6			8	\$1,420.00
Task 7.7 Drainage Plans	2	2	2			6	\$1,253.00
Task 7.9 Illumination Plans		1	4			5	\$883.50
Task 7.10 Utility Relocation Plans	12	2	4			18	\$4,235.00
Task 7.11 Traffic Control Plans	2	8	16			26	\$4,819.00
Task 7.15 Wall Design Plans	1	1	2			4	\$800.00
Task 7.16 Landscape and Irrigation Plans	1	2	2			5	\$989.50
Task 8.0 LANDSCAPE/URBAN DESIGN	4	0	4	0	0	8	\$1,748.00
Task 8.1 Initial Landscape/Urban Design Coordination	4		4			8	\$1,748.00
Task 10.0 GEOTECHNICAL	2	0	4	0	0	6	\$1,221.00
Task 10.9 Geotechnical Coordination	2		4			6	\$1,221.00
Totals	226	46	124	12	24	432	\$94,228.00
						Hours Total	Labor Total

Direct Expenses

1-Alliance, Survey Subconsultant	\$49,989.00
Terra Vista, Civil Subconsultant	\$47,969.00
David Evans and Associates, Inc, Structural Subconsultant	\$83,369.75
ESA, Environmental Subconsultant (allowance)	\$8,000.00
Herrera, Arborist Subconsultant	\$17,681.00
GeoEngineers, Geotechnical Subconsultant	\$18,761.00
Berger Partnership, Landscape Subconsultant (less allowance from original contract)	\$24,390.00
Subtotal Subconsultants	\$250,159.75

Supplement #1 Design Services Subtotal Total **\$344,387.75**

Supplement #1 Management Reserve Fund **\$19,500.00**

Supplement #1 Subtotal with MRF **\$363,887.75**

Right-of-Way Acquisition Services

Abeyta & Associates, Right-of-Way Subconsultant **\$0.00**

Supplement #1 Grand Total Not to Exceed **\$363,887.75**

Changes to Total Budget Amount after Contract Modification #1	\$0.00
Management Reserve Funds Remaining after Contract Modification #2	\$5,283.00
Management Reserve Funds Remaining after Supplement #1	\$24,783.00

Original Maximum Amount Payable **\$516,329.00**

New Maximum Amount Payable **\$880,216.75**

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.

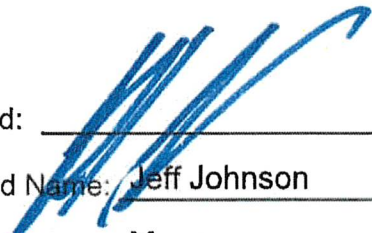
A. The total compensation to be paid to Consultant for the Work in Exhibit A, including all services and expenses, shall not exceed ~~eight hundred eighty thousand two hundred sixteen dollars and seventy-five cents (\$880,216.75)~~ **one million, forty-three thousand, five hundred, twenty dollars and 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: 
Printed Name: Jeff Johnson
Title: Mayor
Dated: 12/14/2023

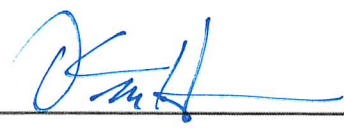
Signed: 
Printed Name: KIRK HARRIS
Title: PRINCIPAL
Dated: 12/18/23

Exhibit 1

Amendment No. 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 ROUNDABOUT
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 ROUNDBOUT
 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	\$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

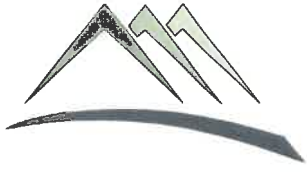


Exhibit A

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 Water District Coordination Utility Sequencing Efforts Canopy Replacement Plan Coordination Additional support for permitting Add'l ROW Plan Assistance	30 30 30 13 12 3	20 20 3 10 8 7	50 50 33 23 20 10
Task 5	100% Design Dry Utilities Coordination Water District Coordination Utility Sequencing Efforts Canopy Replacement Plan Coordination Additional support for permitting	7 6 6 2 2	5 4 1 5 2	12 10 7 7 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 ROUNDABOUT
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**

Construction Management

For the SR 104 / 40th Pl NE
Roundabout Project

Roundabout Construction Support

Construction Management

- City requested proposals from three construction management consultants

Construction Management Support

- On-call support will be provided by our current engineering design consultant and their subconsultants
- Will bridge the gap between design considerations and construction realities

Construction Management Proposals Received

\$2.2M – outlier

\$855,756 – competitive proposal

\$602,381 – lowest responsive, responsible
proposal came from Consor North America, Inc.

Amendment Recommendation

Construction Management

- \$602,381 for Consor North America, Inc.

Construction Management Support

- \$73,802 for Transportation Solutions, Inc. (TSI)
- \$77,149 for TSI subconsultants including Terra Vista, David Evans and Associates, GeoEngineers, Berger Partnership, Facet

Fiscal Considerations

Amendment Value

\$753,332

- Includes both Construction Management and Construction Management Support (\$602,381 + \$73,802 + \$77,149)

CIP Allocation Value

\$625,522

- Amendment value is \$127,810 over budgeted CIP allocation value
- Deficit could be offset by Transportation Benefit District fund or by traffic camera revenue

Questions



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	May 8, 2025
Originating Department	Community Development
Contact Person	Mark Hofman, Community Development Director
Title	Resolution 25-2016/Authorizing the Mayor to Sign the Water Resource Inventory Area 8 (WRIA 8) Interlocal Agreement Renewal 2026-2035

Legislative History

- WRIA 8 Presentation, Jason Mulvihill-Kuntz – Committee of the Whole, March 24, 2025
- Resolution Introduction – City Council Regular Meeting, April 24, 2025
- Third touch – City Council Regular Meeting, May 8, 2025

Attachments:

1. Resolution 25-2016
2. Proposed WRIA 8 Interlocal Agreement Renewal 2026-2035
3. Current WRIA 8 Interlocal Agreement 2016-2025
4. WRIA 8 Geographical Exhibit
5. WRIA 8 Salmon Recovery Council Interlocal Agreement Renewal Memo, January 16, 2025
6. WRIA 8 Interlocal Agreement 2025 Cost Share

Executive Summary

This Resolution (**Attachment 1**) is to authorize the Mayor to sign the Water Resource Inventory Area 8 (WRIA 8) Interlocal Agreement renewal for 2026-2035 (**Attachment 2**). The existing 10-year WRIA 8 Interlocal Agreement (**Attachment 3**), used to support watershed-based salmon recovery efforts, expires December 31, 2025. The Agreement provides a mechanism and governance structure for the joint funding, planning, and implementation of priority salmon recovery projects and programs. The Agreement and the memorandum of understanding between King County as WRIA 8 service provider

and the Salmon Recovery Council (SRC) need to be renewed to continue the WRIA 8 salmon recovery effort.

Background

Since 2001, the City has been part of the WRIA 8 Salmon Recovery Council through an Interlocal Agreement (ILA). WRIA 8 includes 29 jurisdictions located in King and Snohomish Counties, collaborating to implement the recommendations of the Chinook Salmon Conservation Plan. This Plan outlines actions to restore and protect salmon habitat. It is an approved plan that meets the federal Endangered Species Act requirements and supports the recovery of WRIA 8's threatened Cedar River and Sammamish River Chinook salmon populations (**Attachment 4**). In 2015, the City renewed the ILA for ten years, extending it through 2025 (Resolution 1501 and Agreement No. AG-15-043).

The existing WRIA 8 Interlocal Agreement is set to expire on December 31, 2025. Following a partner review period, the proposed interlocal agreement was approved at the January 2025 WRIA 8 Salmon Recovery Council meeting. The new agreement was drafted to avoid substantial changes and continues the cost share arrangement for participating jurisdictions.

According to a WRIA 8 Salmon Recovery Council Interlocal Agreement Renewal Memo, dated January 16, 2025 (**Attachment 5**), the current WRIA 8 ILA has served partner governments well and no major changes have been identified to the purpose, structure, or function of the Salmon Recovery Council or Management Committee. Therefore, the proposed ILA renewal largely reflects clerical edits and reorganization to improve clarity, reflect current practices, and make the ILA more concise. The renewed ILA will be effective by January 1, 2026, or when at least 9 jurisdictions representing at least 70% of the population of WRIA 8 have signed the ILA. Lake Forest Park's Partner Cost Share for the 2025 budget is \$5,409, based on a formula considering population, assessed value and square miles. Please see the attached Cost Share Table (**Attachment 6**) for more information.

WRIA 8 staff are requesting to have the 2026-2035 renewal agreement fully executed by the end of September 2025. WRIA 8 Salmon Recovery Manager, Jason Mulvihill-Kuntz, gave an Interlocal Agreement Briefing to the city's Committee of the Whole on March 24, 2025. Per the ILA, the City appoints one elected official to participate on the WRIA 8 Salmon Recovery Council and attend subsequent meetings. The current appointed Council liaison, Councilmember Tracy Furutani, and staff will continue to provide updates to the City Council on the work implemented within the WRIA 8 area.

Fiscal & Policy Implications

The 2025 and 2026 cost share for the City to participate in WRIA 8 are contained in the adopted 2025/2026 Budget.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> Adopt the Resolution authorizing the Mayor to sign the WRIA 8 Interlocal Agreement Renewal for 2026-2035. 	The City <u>will</u> continue to participate in WRIA 8 salmon recovery efforts as a member.
<ul style="list-style-type: none"> Not Adopt the Resolution authorizing the Mayor to sign the WRIA 8 Interlocal Agreement Renewal for 2026-2035. 	The City <u>will not</u> continue to participate in WRIA 8 salmon recovery efforts as a member.

Staff Recommendation

Adopt Resolution 25-2016 authorizing the Mayor to sign the WRIA 8 Interlocal Agreement Renewal for 2026-2035.

RESOLUTION NO. 25-2016

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING
THE MAYOR TO SIGN THE WATER RESOURCE
INVENTORY AREA 8 INTERLOCAL AGREEMENT
RENEWAL 2026-2035**

WHEREAS, the City of Lake Forest Park values ecosystem health; water quality improvement; flood hazard reduction; open space protection; and maintaining a legacy for future generations, including commercial, tribal, and sport fishing, quality of life, and cultural heritage; and

WHEREAS, the City of Lake Forest Park is a member of the Interlocal Agreement for the Watershed Basins within Water Resource Inventory Area 8 (WRIA 8), which addresses long-term watershed planning and conservation of the aquatic ecosystems and floodplains, and provides funding and implementation for related activities and projects; and

WHEREAS, the City has been part of the WRIA 8 Salmon Recovery Council through an Interlocal Agreement (“ILA”) since 2001. The WRIA 8 ILA includes 29 jurisdictions located within King and Snohomish Counties working together to implement the recommendations of the Chinook Salmon Conservation Plan; and

WHEREAS, the WRIA 8 Chinook Salmon Conservation Plan is one of 15 watershed-based chapters of the Puget Sound Salmon Recovery Plan; and

WHEREAS, the Chinook Salmon Conservation Plan includes actions to restore and protect salmon habitat. It is an approved plan that meets the requirements of the federal Endangered Species Act and supports recovery of WRIA 8’s threatened Cedar River and Sammamish River Chinook salmon populations; and

WHEREAS, the City of Lake Forest Park adopted Resolution 926 ratifying the Chinook Salmon Conservation Plan on June 6, 2005; and

WHEREAS, the WRIA 8 Chinook Salmon Conservation Plan recognizes that salmon recovery is a long-term effort, and focuses on 10-year implementation time horizons to allow for evaluation of progress and updating Plan goals and priorities; and

WHEREAS, the City of Lake Forest Park adopted Resolution 1501 authorizing the Mayor to sign the WRIA 8 ILA 2016-2025 on July 23, 2015 (Agreement No. AG-15-0430); and

WHEREAS, the existing 10-year WRIA 8 Interlocal Agreement 2016-2025, used to support watershed-based salmon recovery efforts, expires December 31, 2025; and

WHEREAS, the City wishes to continue to identify, coordinate, and implement habitat, water quality, flood hazard reduction, and water quantity projects in the watersheds through the WRIA 8 ILA partnership to support watershed-based salmon recovery efforts.

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

Section 1. AUTHORIZATION. The Mayor is hereby authorized to sign the Water Resource Inventory Area 8 Interlocal Agreement 2026-2035 for continued support of watershed-based salmon recovery efforts, in substantially the same form as attached hereto as Exhibit A.

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 ____ day of _____, 2025.

APPROVED:

Tom French
Mayor

ATTEST/AUTHENTICATED:

Matthew McLean
City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 25-2016

INTERLOCAL AGREEMENT

For Chinook Salmon Conservation Planning for the Watershed Basins within
Water Resource Inventory Area 8

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 Revised Code of Washington (RCW) by and among the eligible governments signing this agreement that are located in King and Snohomish Counties, lying wholly or partially within the management area of the Lake Washington/Cedar/Sammamish Watershed or Watershed Resource Inventory Area ("WRIA") 8, which includes all or portions of the Lake Washington, Cedar River, and Sammamish River basins, all political subdivisions of the State of Washington (individually for those signing this Agreement, "party", and collectively "parties").

WHEREAS, the parties share interests in and responsibility for addressing long-term watershed planning and conservation of the aquatic ecosystems and floodplains for purposes of implementing the WRIA 8 Chinook Salmon Conservation Plan ("WRIA 8 Plan") and improving watershed health for the watershed basins in WRIA 8 and wish to provide for funding and implementation of various activities and projects therein; and

WHEREAS, Puget Sound Chinook salmon, including the WRIA 8 Cedar and Sammamish populations, were listed as threatened under the Endangered Species Act (ESA) in 1999 and steelhead trout were listed as threatened under ESA in 2007; and

WHEREAS, the parties recognize their participation in this Agreement demonstrates their commitment to proactively working to address the ESA listing of Chinook salmon; and

WHEREAS, the parties recognize achieving WRIA 8 salmon recovery and watershed health goals requires a recommitment to, and acceleration of, the collaborative implementation and funding of salmon recovery and watershed conservation actions, and

WHEREAS, the parties have executed Interlocal Agreement for the years 2001-2005 to develop the WRIA 8 Plan, contributed to the federally-approved Puget Sound Salmon Recovery Plan, and desire to continue providing efficient participation in the implementation of such plans; and

WHEREAS, the parties took formal action in 2005 to ratify the WRIA 8 Plan, and

WHEREAS, the parties have executed the 2001-2005 Interlocal Agreement, and extensions for the years 2007-2015 and 2016-2025 to implement the WRIA 8 Plan and improve watershed health; and

WHEREAS, the parties seek information on watershed conditions and salmon conservation and recovery needs to inform local decision-making bodies regarding actions in response to listings under the ESA; and

WHEREAS, the parties have participated for 20 years in prioritizing and contributing resources and funds for implementing projects and programs to protect and restore salmon habitat and watershed health; and

WHEREAS, the parties wish to monitor and evaluate implementation of the WRIA 8 Plan through adaptive management; and

WHEREAS, the parties wish to continue to identify, coordinate, and implement habitat, water quality, flood hazard reduction, and water quantity projects in the watersheds; and

WHEREAS, the parties recognize climate change is likely to affect watershed ecosystem function and processes, and salmon habitat restoration actions are a proactive approach to making the watershed ecosystem more resilient to changing conditions, which supports watershed health for human communities and salmon populations; and

WHEREAS, the parties have an interest in participating on the Puget Sound Salmon Recovery Council and other groups associated with Puget Sound recovery because of the contributions of the Lake Washington/Cedar/Sammamish Watershed to the overall health of Puget Sound and to collectively seek funding to implement the WRIA 8 Plan; and

WHEREAS, the parties have an interest in participating on the Washington Salmon Coalition and other groups associated with the Salmon Recovery Funding Board to collectively seek funding to implement the WRIA 8 Plan; and

WHEREAS, the parties have an interest in supporting implementation of the Puget Sound Partnership Action Agenda to restore the health of Puget Sound as it relates to salmon recovery and WRIA 8 priorities; and

WHEREAS, the parties recognize the importance of efforts to protect and restore habitat for multiple species in WRIA 8, including Lake Sammamish kokanee, and will seek opportunities to partner and coordinate Chinook recovery efforts with these other efforts where there are overlapping priorities and benefits; and

WHEREAS, the parties have an interest in achieving multiple benefits by integrating salmon recovery planning and actions with other regional efforts, including floodplain management, stormwater management, water quality improvement, etc.; and

WHEREAS, the parties recognize that identification of watershed issues, and implementation of salmon conservation and recovery actions may be carried out more efficiently if done cooperatively than if carried out separately and independently;

NOW, THEREFORE, in consideration of the mutual promises, benefits and covenants contained herein, the parties hereto do mutually covenant and agree as follows:

MUTUAL COVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:
 - 1.1. **ELIGIBLE GOVERNMENTS:** The governments eligible for participation in this Agreement as parties are state, local, and federally recognized Indian tribal governments, state and local agencies, and special purpose districts within WRIA 8 boundary.
 - 1.2. **WRIA 8 ILA Parties:** The Parties to the WRIA 8 Interlocal Agreement (“Party” or “Parties”) are the *Eligible Governments* who sign this Agreement and are responsible for implementing this Agreement. The Parties to this ILA shall each designate a representative and alternate representative to the *WRIA 8 Salmon Recovery Council*.
 - 1.3. **WRIA 8 SALMON RECOVERY COUNCIL:** The *WRIA 8 Salmon Recovery Council* created herein is the governing body responsible for implementing this Agreement and is comprised of *Party* representatives and *Stakeholders*. The *WRIA 8 Salmon Recovery Council* is a voluntary association of *Eligible Governments* located wholly or partially within the management area of WRIA 8. The *WRIA 8 Salmon Recovery Council* shall be responsible for making recommendations for implementing the *WRIA 8 Plan* to the *Parties*.
 - 1.4. **LAKE WASHINGTON/CEDAR/SAMMAMISH WATERSHED (WRIA 8) CHINOOK SALMON CONSERVATION PLAN:** The *WRIA 8 Chinook Salmon Conservation Plan* (*WRIA 8 Plan*) as referred to herein is the three volume document, the 2017 update to the WRIA 8 Plan, and any subsequent updates adopted in accordance with the procedures provided for in Section 6 below, developed in partnership with *Stakeholders* and ratified by the *Parties* for the purposes of preserving, protecting, and restoring habitat with the intent to recover listed species, including sustainable, genetically diverse, harvestable populations of naturally spawning Chinook salmon.
 - 1.4. **MANAGEMENT COMMITTEE:** *Management Committee* as referred to herein is chosen by *Party* representatives, according to the voting procedures in Section 5 herein, charged with certain oversight and administrative duties on behalf of the *Parties* as provided in Section 4.2.
 - 1.5. **SERVICE PROVIDER:** *Service Provider*, as used herein, means that agency, government, consultant or other entity which supplies staffing or other resources to and for the *WRIA 8 Salmon Recovery Council*, in exchange for payment. The *Service Provider* may be a party to this Agreement.
 - 1.6. **FISCAL AGENT:** The *Fiscal Agent* refers to that agency or government which performs all accounting services for the *WRIA 8 Salmon Recovery Council*, as it may require, in accordance with the requirements of Chapter 39.34 RCW.

1.7 **STAKEHOLDERS:** *Stakeholders* refers to those public and private entities within WRIA 8 who reflect the diverse interests integral for planning, implementation, and adaptive management of the **WRIA 8 Plan**.

2. **PURPOSES.** The purposes of this Agreement include the following:

- 2.1 To provide a mechanism and governance structure for the implementation and adaptive management of the **WRIA 8 Plan**.
- 2.2 To share the cost of the WRIA 8 Service Provider team to coordinate and provide the services necessary for the successful implementation and management of the **WRIA 8 Plan**. The maximum financial or resource obligation of any participating eligible jurisdiction under this Agreement shall be limited to its share of the cost of the Service Provider staff and associated operating costs.
- 2.3 To provide a mechanism for securing technical assistance and funding from state agencies or other sources.
- 2.4 To provide a mechanism for the implementation of other multiple benefit habitat, water quality and floodplain management projects with local, regional, state, federal and non-profit funds as may be contributed to or secured by the **WRIA 8 Salmon Recovery Council**.
- 2.5 To annually recommend WRIA 8 salmon recovery programs and projects for funding by the King County Flood Control District through the District's Cooperative Watershed Management grant program.
- 2.6 To serve as the salmon recovery "Lead Entity" as designated by state law (Chapter 77.85 RCW) for WRIA 8. The Lead Entity is responsible for developing a salmon recovery strategy, working with project sponsors to develop projects, convening local technical and citizen committees to annually recommend WRIA 8 salmon habitat restoration and protection projects for funding by the State of Washington Salmon Recovery Funding Board, and representing WRIA 8 in Puget Sound region and statewide salmon recovery forums.
- 2.7 To provide a framework for cooperation and coordination among the parties on issues relating to the implementation of the **WRIA 8 Plan** and to meet the requirement or a commitment by any party to participate in WRIA-based or watershed basin planning in response to any state or federal law which may require such participation as a condition of any funding, permitting or other program of state or federal agencies, at the discretion of such party to this Agreement.
- 2.8 To develop and articulate WRIA-based positions on salmon habitat, conservation, and funding to state and federal legislators.
- 2.9 To provide for the ongoing participation of residents and other **Stakeholders** in salmon recovery and other watershed efforts and to ensure continued public outreach efforts to

educate and garner support for current and future watershed and ESA listed species response efforts in accordance with the **WRIA 8 Plan**.

- 2.10 To provide information for parties to use to inform land use planning, regulations, and outreach and education programs.
- 2.11 To provide a mechanism for on-going monitoring and adaptive management of the **WRIA 8 Plan** as defined in the Plan.

It is not the purpose or intent of this Agreement to create, supplant, preempt, or supersede the authority or role of any individual jurisdiction or water quality policy bodies such as the Regional Water Quality Committee.

- 3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective on execution by at least nine (9) of the **Eligible Governments** representing at least seventy percent (70%) of the affected population, as authorized by each **Parties'** legislative body, and further provided that after such signatures this Agreement has been filed by King County and Snohomish County in accordance with the terms of RCW 39.34.040 and 200. Once effective, this Agreement shall remain in effect through December 31, 2035; provided, however, that this Agreement may be extended for such additional terms as the parties may agree to in writing, with such extension being effective upon its execution by at least nine (9) of the **Eligible Governments** representing at least seventy percent (70%) of the affected population of WRIA 8.
- 4. **ORGANIZATION AND MEMBERSHIP.** The parties hereby establish **WRIA 8 Salmon Recovery Council** to serve as the formal governance structure for carrying out the purposes of this Agreement in collaboration with **Stakeholders**.
 - 4.1 Each **Party** shall appoint one (1) elected official and one (1) alternate to serve as its representative on the **WRIA 8 Salmon Recovery Council**. The alternate representative may be a different elected official or senior staff person. **Party** representatives shall be responsible for maintaining the **Party's** status as an active party by attending **WRIA 8 Salmon Recovery Council** meetings. A **Party** representative's position will be considered inactive on the third consecutive absence and shall not be included in calculating a quorum under Section 5.1. **Stakeholders** shall be appointed or removed by **Party** representatives using the voting provisions of Section 5.3 of this Agreement.
 - 4.2 Upon the effective execution of this agreement and the appointment of representatives to the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall meet and choose from among the **Party** representatives, according to the voting provisions of Section 5, at least five (5) elected officials or their designees, to serve as a **Management Committee** to oversee and direct the scope of work, funds, and personnel agreed to and contributed under this Agreement, in accordance with the adopted annual budget, work program, and such other directions as may be provided by the **WRIA 8 Salmon Recovery Council**. Representatives of the **Fiscal Agent** and **Service Provider**

may serve as non-voting ex officio members of the **Management Committee**. The **Management Committee** shall act as an executive subcommittee of the **WRIA 8 Salmon Recovery Council**, responsible for oversight and evaluation of any **Service Providers** or consultants, administration of the budget and work program, and for providing recommendations on administrative matters to the **WRIA 8 Salmon Recovery Council** for action, consistent with the other subsections of this section.

- 4.3 The **Service Provider** to the **WRIA 8 Salmon Recovery Council** for the term of this agreement shall be King County Department of Natural Resources and Parks, unless the **Parties**, pursuant to the voting provisions of Section 5, choose another primary **Service Provider**. The **Management Committee** shall prepare a Memorandum of Understanding to be signed by an authorized representative of the **Service Provider** and an authorized representative of **WRIA 8 Salmon Recovery Council**, which shall set out the expectations for services to be provided. Services should include, without limitation, identification of, and job descriptions for, dedicated staff, description of any supervisory role retained by the **Service Provider** over any staff performing services under this Agreement, and a method of regular consultation between the **Service Provider** and the **Management Committee** concerning the performance of services hereunder.

4.3.1 The **Management Committee** shall make recommendations to the **WRIA 8 Salmon Recovery Council** for action, including decisions related to work program, staffing and service agreements, and budget and financial operations, annually for each year of this Agreement. All duties of the **Management Committee** shall be established by the **WRIA 8 Salmon Recovery Council**.

- 4.4 By October 1 of each year, the **WRIA 8 Salmon Recovery Council** shall develop and approve an annual budget, establishing the level of funding and total resource obligations of the **Parties** which are to be allocated on a proportional basis according to the average of the population, assessed valuation and area attributable to each **Parties**, in accordance with the formula set forth in Exhibit A, which formula shall be updated every third year by the **WRIA 8 Salmon Recovery Council**. Individual cost shares may change more frequently than every three years for **Parties** involved in an annexation that changes the area, population, and assessed value calculation of such party to the extent that the cost shares established by the formula set forth in Exhibit A would be changed by such annexation. For parties that are not county or city governments, the level of funding and resource obligation will be determined in communications with the **Management Committee**, which will develop a recommendation for review and approval by the **WRIA 8 Salmon Recovery Council**.

- 4.5 **Party** representatives of the **WRIA 8 Salmon Recovery Council** shall oversee and administer the expenditure of budgeted funds and allocate resources contributed by each

Party or obtained from other sources in accordance with implementation and adaptive management of the **WRIA 8 Plan** during each year of this Agreement.

- 4.6 The **WRIA 8 Salmon Recovery Council** shall review and evaluate the duties to be assigned to the **Management Committee** hereunder and the performance of the **Fiscal Agent** and **Service Provider** to this Agreement and provide for whatever actions deemed appropriate and necessary to ensure that quality services are efficiently, effectively, and responsibly delivered in the performance of the purposes of this Agreement. The performance of the Service Provider and Fiscal Agent shall be assessed every two years starting in 2027. In evaluating the performance of any **Service Provider**, the **WRIA 8 Salmon Recovery Council** may retain an outside consultant to perform a professional assessment of the work and services so provided.
- 4.7 The **WRIA 8 Salmon Recovery Council** through the primary **Service Provider** may contract with similar watershed forum governing bodies or any other entities for any lawful purpose related hereto, including specific functions and tasks which are initiated and led by another party to this Agreement beyond the services provided by the primary **Service Provider**. The **Parties** may choose to create a separate legal or administrative entity under applicable state law, including without limitation a nonprofit corporation or general partnership, to accept private gifts, grants or financial contributions, or for any other lawful purposes. Nothing in this Agreement shall be construed as creating a separate legal or administrative entity. The **Parties** acknowledge neither the **WRIA 8 Salmon Recovery Council** nor the **Management Committee** is a separate legal entity.
- 4.8 The **WRIA 8 Salmon Recovery Council** shall adopt operating and voting procedures for its deliberations, but such procedures shall not affect the voting provisions contained in Section 5. The **WRIA 8 Salmon Recovery Council** shall also adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation.
5. **VOTING.** The **Parties** on the **WRIA 8 Salmon Recovery Council** shall make decisions; approve scopes of work, budgets, priorities and any other actions necessary to carry out the purposes of this Agreement as follows:
 - 5.1 Decisions shall be made using a consensus model as much as possible. Each **Party** agrees to use its best efforts and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the **Parties** at the meeting, or by a majority recommendation agreed upon by the active **Parties**, as specified in Section 4.1, with a minority report. Any **Party** who does not accept a majority decision may request weighted voting as set forth below. No action or binding decision will be taken by the **WRIA 8 Salmon Recovery Council** without the presence of a quorum of active **Parties**. A quorum exists if a majority of the active **Parties'** representatives are present

at the **WRIA 8 Salmon Recovery Council** meeting, provided that positions left vacant on the **WRIA 8 Salmon Recovery Council** by **Parties** shall not be included in calculating the quorum.

- 5.2 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall take action on a dual-majority basis, as follows:
 - 5.2.1 Each **Party**, through its appointed representative, may cast its weighted vote in connection with a proposed **WRIA 8 Salmon Recovery Council** action.
 - 5.2.2 The weighted vote of each **Party** in relation to the weighted votes of each of the other **WRIA 8 ILA Parties** shall be determined by the percentage of the annual contribution by each **Party** set in accordance with Subsection 4.4 in the year in which the vote is taken.
 - 5.2.3 For any action subject to weighted voting to be deemed approved, an affirmative vote must be cast by both a majority of the active **Parties** and by a majority of the weighted votes of the active **Parties**. A vote of abstention shall be recorded as a “no” vote.
- 5.3 The **WRIA 8 Salmon Recovery Council** may deem it appropriate to appoint to the **WRIA 8 Salmon Recovery Council** non-party **Stakeholder**.
 - 5.3.1 Nomination of **Stakeholder** may be made by any **Party** representative to the **WRIA 8 Salmon Recovery Council**. Appointment to the **WRIA 8 Salmon Recovery Council** of a **Stakeholder** requires either consensus or a dual majority vote of the **Parties** as provided in Section 5.2.
 - 5.3.2 **Party** representatives on the **WRIA 8 Salmon Recovery Council** may deem it appropriate to allow **Stakeholders** to vote on particular **WRIA 8 Salmon Recovery Council** decisions. The **WRIA 8 Salmon Recovery Council** may determine which issues are appropriate for non-party voting by either consensus or majority as provided in Section 5.1, except in the case where legislation requires non-party member votes. **Stakeholders** shall not cast a vote for decisions subject to voting under Section 5.2.
 - 5.3.3 Decisions of the entire **WRIA 8 Salmon Recovery Council** shall be made using a consensus model as much as possible. Voting of the entire **WRIA 8 Salmon Recovery Council** will be determined by consensus or majority as provided in Section 5.1.
 - 5.3.4 By accepting appointment to the **WRIA 8 Salmon Recovery Council**, **Stakeholders** agree to follow the operating and voting procedures established by Section 4.8 and shall not distribute any version or amendment to the **WRIA 8 Plan** which has not been ratified consistent with Section 6.5.

6. **IMPLEMENTATION and ADAPTIVE MANAGEMENT OF THE WRIA 8 CHINOOK SALMON**

CONSERVATION PLAN. The ***WRIA 8 Plan*** shall be implemented consistent with the following:

- 6.1 The ***WRIA 8 Salmon Recovery Council*** shall provide information to the ***Parties*** regarding progress in achieving the goals and objectives of the ***WRIA 8 Plan***. Recommendations of the ***WRIA 8 Salmon Recovery Council*** are to be consistent with the purposes of this Agreement. The ***WRIA 8 Salmon Recovery Council*** may authorize additional advisory bodies on priority topics such as subcommittees and work groups.
- 6.2 The ***WRIA 8 Salmon Recovery Council*** shall act to approve or remand any ***WRIA 8 Plan*** amendments prepared and recommended by the committees of the ***WRIA 8 Salmon Recovery Council*** within ninety (90) calendar days of receipt of the plan amendments, according to the voting procedures described in Section 5. In the event any amendments are not so approved, they shall be returned to the committees of the ***WRIA 8 Salmon Recovery Council*** for further consideration and amendment and thereafter returned to the ***WRIA 8 Salmon Recovery Council*** for decision.
- 6.3 After approval of the ***WRIA 8 Plan*** amendments by the ***WRIA 8 Salmon Recovery Council***, the plan amendments shall be referred to the ***Parties*** for ratification prior to the submission to any federal or state agency for further action. Ratification means an affirmative action, evidenced by a resolution, motion, or ordinance of the jurisdiction's legislative body, by at least nine (9) jurisdictions within WRIA 8 representing at least seventy per cent (70%) of the total population of WRIA 8. Upon ratification, the ***WRIA 8 Salmon Recovery Council*** shall transmit the updated ***WRIA 8 Plan*** to any state or federal agency as may be required for further action.
- 6.4 In the event that any state or federal agency to which the ***WRIA 8 Plan*** or amendments thereto are submitted shall remand the ***WRIA 8 Plan*** or amendments thereto for further consideration, the ***WRIA 8 Salmon Recovery Council*** shall conduct such further consideration and may refer the plan or amendments to the committees of the ***WRIA 8 Salmon Recovery Council*** for recommendation on amendments thereto.
- 6.5 The ***Parties*** agree that any amendments to the ***WRIA 8 Plan*** shall not be forwarded separately by any ***Party*** or ***Stakeholder*** to any regional, state, or federal agency unless the changes have been approved and ratified as provided herein.

7. **OBLIGATIONS OF PARTIES; BUDGET; FISCAL AGENT; RULES.**

- 7.1 Each ***Party*** shall be responsible for meeting its individual financial obligations hereunder as described in Section 2.2 and established in the annual budget adopted by the ***WRIA 8 Salmon Recovery Council*** under this Agreement and described in Section 4.4.

- 7.2 The maximum funding responsibilities imposed upon the **Party** during each year of this Agreement shall not exceed the amounts that are established annually pursuant to Section 4.4 herein.
- 7.3 No later than October 1 of each year of this Agreement, the **WRIA 8 Salmon Recovery Council** shall adopt a budget, including its overhead and administrative costs, for the following calendar year. The budget shall propose the level of funding and other responsibilities (e.g., staffing) of the individual **Parties** for the following calendar year and shall propose the levels of funding and resources to be allocated to specific prioritized planning and implementation activities within WRIA 8. The **Parties** shall thereafter take whatever separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed budget and shall have done so no later than December 1 of each such year.
- 7.4 Funds collected from the **Parties** or other sources on behalf of the **WRIA 8 Salmon Recovery Council** shall be maintained in a special fund by King County as **Fiscal Agent** and as *ex officio* treasurer on behalf of the **WRIA 8 Salmon Recovery Council** pursuant to rules and procedures established and agreed to by the **WRIA 8 Salmon Recovery Council**. Such rules and procedures shall set out billing practices and collection procedures and any other procedures as may be necessary to provide for its efficient administration and operation.
- 7.5 Any **Party** to this Agreement may inspect and review all records maintained in connection with such fund at any reasonable time.
8. **LATECOMERS.** Any **Eligible Government** may become a **Party** only with the written consent of all the **Parties**. The provisions of Section 5 otherwise governing decisions of the **WRIA 8 Salmon Recovery Council** shall not apply to this section. The **WRIA 8 Salmon Recovery Council** and the **Eligible Government** seeking to become a party shall jointly determine the terms and conditions under which the **Eligible Government** may become a **Party**. The terms and conditions shall include payment of an amount by the new **Party** to the **Fiscal Agent**. The amount of payment is determined jointly by the **WRIA 8 Salmon Recovery Council** and the new **Party**. The payment of the new **Party** is to be a fair and proportionate share of all costs associated with activities undertaken by the **WRIA 8 Salmon Recovery Council** and the **Parties** on its behalf as of the date the **Eligible Government** becomes a **Party**. Any **Eligible Government** that becomes a **Party** pursuant to this section shall thereby assume the general rights and responsibilities of all other **Parties** to this Agreement.
9. **TERMINATION.**
- 9.1 Termination can only occur on an annual basis, beginning on January 1 of each calendar year, and then only if the terminating **Party**, through action of its governing body, provides at least sixty (60) days' prior written notice of its intent to terminate. The

terminating **Party** shall remain fully responsible for meeting all of its funding and other obligations through the end of the calendar year in which such notice is given, together with any other costs that may have been incurred on behalf of such terminating **Party** up to the effective date of such termination. It is possible that the makeup of the **Parties** to this Agreement may change from time to time. Regardless of any such changes, the **Parties** choosing not to exercise the right of termination shall each remain obligated to meet their respective share of the obligations of the **WRIA 8 Salmon Recovery Council** as reflected in the annual budget. The shares of any terminating **Party** shall not be the obligation of any of the **Parties** not choosing to exercise the right of termination.

- 9.2 This Agreement may be terminated at any time by the written agreement of all **Parties**. In the event this Agreement is terminated all unexpended funds shall be refunded to the parties pro rata based on each **Party's** cost share percentage of the total budgeted funds and any real or personal property acquired to carry out the purposes of this Agreement shall be returned to the contributing party if such **Party** can be identified, and if the party cannot be identified, the property shall be disposed of and the proceeds distributed pro rata as described above for unexpended funds.
10. **PROPERTY:** The **Parties** do not contemplate a need to acquire or hold property to facilitate the purpose of this agreement. To the extent property is acquired on behalf of the **WRIA 8 Salmon Recovery Council**, the ownership of said property shall be retained by the purchasing **Party** and said property will be returned to the purchasing **Party** upon termination of the agreement and/or the purchasing **Party's** participation in the agreement.
11. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by federal law as governing to tribes and state law as to all other **Parties**, and for the limited purposes set forth in this agreement, each **Party** shall protect, defend, hold harmless and indemnify the other **Parties**, their officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such **Party's** own negligent acts or omissions related to such **Party's** participation and obligations under this Agreement. Each **Party's** agrees that its obligations under this subsection extend to any claim, demand, and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each **Party**, by mutual negotiation, hereby waives, with respect to the other **Parties** only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this section shall survive and continue to be applicable to parties exercising the right of termination pursuant to Section 9.
12. **NO ASSUMPTION OF LIABILITY.** In no event do the **Parties** to this Agreement intend to assume any responsibility, risk or liability of any other **Party** to this Agreement or otherwise with

regard to any **Party's** duties, responsibilities or liabilities under the Endangered Species Act, or any other act, statute or regulation of any local municipality or government, the State of Washington or the United States.

13. **VOLUNTARY AGREEMENT.** This agreement is voluntary and it is acknowledged and agreed that, in entering into this Agreement, no **Party** is committing to adopt or implement any actions or recommendations that may be contained in the **WRIA 8 Plan** pursuant to this Agreement.
14. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the **Parties** to this Agreement from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any party to this Agreement which is not a **Party** to such decision or agreement.
15. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation the non-party members, National Marine Fisheries Service, United States Fish and Wildlife Service, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the **WRIA 8 Salmon Recovery Council** or any of the **Parties**, or their officers, elected officials, agents and employees, to any third party.
16. **AMENDMENTS.** This Agreement may be amended, altered, or clarified only by the unanimous consent of the **Parties** to this Agreement, represented by affirmative action by each **Party's** legislative body.
17. **COUNTERPARTS.** This Agreement may be executed in counterparts.
18. **APPROVAL BY PARTIES' GOVERNING BODIES.** The governing body of each **Party** must approve this Agreement before any representative of such **Party** may sign this Agreement.
19. **FILING OF AGREEMENT.** This Agreement shall be filed by King County and Snohomish County in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.
20. **PREVIOUS INTERLOCAL.** This Agreement shall repeal and replace the **Parties'** previous interlocal agreement, which was expected to terminate on December 31, 2025, and was adopted on or about July 16, 2015.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below:

Approved as to form:

TOWN OF BEAUX ARTS VILLAGE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF BELLEVUE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF BOTHELL:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF CLYDE HILL:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF EDMONDS:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF EVERETT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

TOWN OF HUNTS POINT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF ISSAQUAH:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF KENMORE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF KENT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

KING COUNTY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF KIRKLAND:

By: _____

By: _____

Title: _____

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Date: _____

Date: _____

Approved as to form:

CITY OF LAKE FOREST PARK:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MAPLE VALLEY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MEDINA:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MERCER ISLAND:

By: _____

By: _____

Title: _____

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Approved as to form:

CITY OF MILL CREEK:

By: _____

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Approved as to form:

CITY OF MOUNTLAKE TERRACE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF MUKILTEO:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF NEWCASTLE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF REDMOND:

By: _____

By: _____

Title: _____

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Approved as to form:

CITY OF RENTON:

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CITY OF SAMMAMISH:

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CITY OF SEATTLE:

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Date: _____

Date: _____

Approved as to form:

CITY OF SHORELINE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

SNOHOMISH COUNTY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

CITY OF WOODINVILLE:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

TOWN OF WOODWAY:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

Approved as to form:

TOWN OF YARROW POINT:

By: _____

By: _____

Title: _____

Title: _____

Date: _____

Date: _____

INTERLOCAL AGREEMENT
For the Watershed Basins within Water Resource Inventory Area 8

PREAMBLE

THIS AGREEMENT ("Agreement") is entered into pursuant to Chapter 39.34 RCW by and among the eligible county and city governments signing this agreement that are located in King and Snohomish Counties, lying wholly or partially within the management area of Watershed Resource Inventory Area ("WRIA") 8, which includes all or portions of the Lake Washington, Cedar River, and Sammamish River basins, all political subdivisions of the State of Washington (individually for those signing this Agreement, "party", and collectively "parties"). The parties share interests in and responsibility for addressing long-term watershed planning and conservation.

WHEREAS, the parties share interests in and responsibility for addressing long-term watershed planning and conservation of the aquatic ecosystems and floodplains for purposes of implementing the Lake Washington/Cedar/Sammamish Watershed (WRIA 8) Chinook Salmon Conservation Plan ("WRIA 8 Plan") and improving watershed health for the watershed basins in WRIA 8 and wish to provide for funding and implementation of various activities and projects therein; and

WHEREAS, Puget Sound Chinook salmon, including the WRIA 8 Cedar and Sammamish populations, were listed as threatened under the Endangered Species Act (ESA) in 1999; and

WHEREAS, the parties recognize their participation in this Agreement demonstrates their commitment to proactively working to address the ESA listing of Chinook salmon; and

WHEREAS, the parties recognize achieving WRIA 8 salmon recovery and watershed health goals requires a recommitment to, and acceleration of, the collaborative implementation and funding of salmon recovery actions, and

WHEREAS, the parties have participated in an Interlocal Agreement for the years 2001-2005 to develop the WRIA 8 Plan, contributed to the federally-approved Puget Sound Salmon Recovery Plan, and desire to continue providing efficient participation in the implementation of such plans; and

WHEREAS, the parties took formal action in 2005 and 2006 to ratify the WRIA 8 Plan, and

WHEREAS, the parties have participated in an extension of the 2001-2005 Interlocal Agreement and an Interlocal Agreement for the years 2007-2015 to implement the WRIA 8 Plan; and

WHEREAS, the parties seek information on watershed conditions and salmon conservation and recovery needs to inform local decision-making bodies regarding actions in response to listings under the ESA; and

WHEREAS, the parties have prioritized and contributed resources and funds for implementing projects and programs to protect and restore salmon habitat; and

WHEREAS, the parties wish to monitor and evaluate implementation of the WRIA 8 Plan through adaptive management; and

WHEREAS, the parties wish to continue to use adaptive management for identifying, coordinating and implementing basin plans and water quality, flood hazard reduction, water quantity, and habitat projects in the watersheds; and

WHEREAS, the parties recognize climate change is likely to affect watershed ecosystem function and processes, and salmon habitat restoration actions are a proactive approach to making the watershed ecosystem more resilient to changing conditions, which supports watershed health for human communities and salmon populations; and

WHEREAS, the parties have an interest in participating on the Puget Sound Salmon Recovery Council and other groups associated with Puget Sound recovery because of the contributions of the Lake Washington/Cedar/Sammamish Watershed to the overall health of Puget Sound and to collectively seek funding to implement the WRIA 8 Plan; and

WHEREAS, the parties have an interest in participating on the Washington Salmon Coalition and other groups associated with the Salmon Recovery Funding Board to collectively seek funding to implement the WRIA 8 Plan; and

WHEREAS, the parties have an interest in supporting implementation of the Puget Sound Partnership Action Agenda to restore the health of Puget Sound as it relates to salmon recovery and WRIA 8 priorities; and

WHEREAS, the parties recognize the importance of efforts to protect and restore habitat for multiple species in the Lake Washington/Cedar/Sammamish Watershed, including Lake Sammamish kokanee, and will seek opportunities to partner and coordinate Chinook recovery efforts with these other efforts where there are overlapping priorities and benefits; and

WHEREAS, the parties have an interest in achieving multiple benefits by integrating salmon recovery planning and actions with floodplain management, water quality and agriculture; and

WHEREAS, the parties recognize that identification of watershed issues, and implementation of salmon conservation and recovery actions may be carried out more efficiently if done cooperatively than if carried out separately and independently;

NOW, THEREFORE, in consideration of the mutual promises, benefits and covenants contained herein, the parties hereto do mutually covenant and agree as follows:

MUTUAL COVENANTS AND AGREEMENTS

1. **DEFINITIONS.** For purposes of this Agreement, the following terms shall have the meaning provided for below:

- 1.1. **ELIGIBLE JURISDICTIONS:** The governments eligible for participation in this Agreement as parties are the Counties of King and Snohomish; the cities of Bellevue, Bothell, Brier, Clyde Hill, Edmonds, Everett, Issaquah, Kenmore, Kent, Kirkland, Lake Forest Park, Lynnwood, Maple Valley, Medina, Mercer Island, Mill Creek, Mountlake Terrace, Mukilteo, Newcastle, Redmond, Renton, Sammamish, Seattle, Shoreline, Woodinville; the towns of Beaux Arts, Hunts Point, Woodway and Yarrow Point; and other interested public agencies and tribes.
- 1.2. **WRIA 8 SALMON RECOVERY COUNCIL:** The *WRIA 8 Salmon Recovery Council* created herein is the governing body responsible for implementing this Agreement and is comprised of members who are designated representatives of eligible jurisdictions who have authorized the execution of and become parties to this Agreement. In addition, the *WRIA 8 Salmon Recovery Council* includes members who are not representatives of the parties and are comprised of a balance of stakeholder representatives and any other persons who are deemed by the parties to this Agreement to be appropriate for the implementation and adaptive management of the *WRIA 8 Plan*. The appointed representatives of parties will appoint the members who are not representing parties, using the voting provisions of Section 5 of this Agreement.
- 1.3. **LAKE WASHINGTON/CEDAR/SAMMAMISH WATERSHED (WRIA 8) CHINOOK SALMON CONSERVATION PLAN, JULY 2005:** *WRIA 8 Plan* as referred to herein is the three volume document, and any subsequent updates adopted in accordance with the procedures provided for in Section 6 below, developed in partnership with stakeholder representatives and ratified by the parties to this Agreement for the purposes of preserving, protecting, and restoring habitat with the intent to recover listed species, including sustainable, genetically diverse, harvestable populations of naturally spawning Chinook salmon.
- 1.4. **MANAGEMENT COMMITTEE:** *Management Committee* as referred to herein consists of five (5) elected officials or their designees which elected officials are chosen by the party members of the *WRIA 8 Salmon Recovery Council*, according to the voting procedures in Section 5, and charged with staff oversight and administrative duties on the *WRIA 8 Salmon Recovery Council's* behalf.
- 1.5. **SERVICE PROVIDER(S):** *Service Provider(s)*, as used herein, means that agency, government, consultant or other entity which supplies staffing or other resources to and for the *WRIA 8 Salmon Recovery Council*, in exchange for payment. The *Service Provider(s)* may be a party to this Agreement.

- 1.6 **FISCAL AGENT:** The *Fiscal Agent* refers to that agency or government which performs all accounting services for the **WRIA 8 Salmon Recovery Council**, as it may require, in accordance with the requirements of Chapter 39.34 RCW.
- 1.7 **STAKEHOLDERS:** Stakeholders refers to those public and private entities within the WRIA who reflect the diverse interests integral for planning, implementation, and adaptive management for the recovery of the listed species under the Endangered Species Act, and may include but are not limited to environmental and business interests.
2. **PURPOSES.** The purposes of this Agreement include the following:
 - 2.1 To provide a mechanism and governance structure for the implementation and adaptive management of the implementation of the **WRIA 8 Plan**
 - 2.2 To share the cost of the WRIA 8 Service Provider team to coordinate and provide the services necessary for the successful implementation and management of the **WRIA 8 Plan**. The maximum financial or resource obligation of any participating eligible jurisdiction under this Agreement shall be limited to its share of the cost of the Service Provider staff and associated operating costs.
 - 2.3 To provide a mechanism for securing technical assistance and funding from state agencies or other sources.
 - 2.4 To provide a mechanism for the implementation of other multiple benefit habitat, water quality and floodplain management projects with local, regional, state, federal and non-profit funds as may be contributed to or secured by the **WRIA 8 Salmon Recovery Council**.
 - 2.5 To annually recommend WRIA 8 salmon recovery programs and projects for funding by the King County Flood Control District through the District's Cooperative Watershed Management grant program.
 - 2.6 To serve as the salmon recovery "Lead Entity" as designated by state law (Chapter 77.85 RCW) for WRIA 8, The Lead Entity is responsible for developing a salmon recovery strategy, working with project sponsors to develop projects, convening local technical and citizen committees to annually recommend WRIA 8 salmon habitat restoration and protection projects for funding by the State of Washington Salmon Recovery Funding Board, and representing WRIA 8 in Puget Sound region and state wide salmon recovery forums.
 - 2.7 To provide a framework for cooperation and coordination among the parties on issues relating to the implementation and management of the implementation of the **WRIA 8 Plan** and to meet the requirement or a commitment by any party to participate in WRIA-based or watershed basin planning in response to any state or federal law which may require such participation as a condition of any funding, permitting or other program of state or federal agencies, at the discretion of such party to this Agreement.

- 2.8 To develop and articulate WRIA-based positions on salmon habitat, conservation and funding to state and federal legislators.
- 2.9 To provide for the ongoing participation of citizens and other stakeholders in such efforts and to ensure continued public outreach efforts to educate and garner support for current and future ESA efforts.
- 2.10 To provide information for parties to use to inform land use planning, regulations, and outreach and education programs.
- 2.11 To provide a mechanism for on-going monitoring and adaptive management of the **WRIA 8 Plan** as defined in the Plan.

It is not the purpose or intent of this Agreement to create, supplant, preempt or supersede the authority or role of any individual jurisdiction or water quality policy bodies such as the Regional Water Quality Committee.

3. **EFFECTIVE DATE AND TERM.** This Agreement shall become effective on January 1, 2016 provided it has been signed by that date by at least nine (9) of the eligible jurisdictions within WRIA 8 representing at least seventy percent (70%) of the affected population, as authorized by each jurisdiction's legislative body, and further provided that after such signatures this Agreement has been filed by King County and Snohomish County in accordance with the terms of RCW 39.34.040 and .200. If such requirements are not met by January 1, 2016, then the effective date of this Agreement shall be the date on which such requirements are met. This Agreement provides the mechanism and governance structure for implementation of the **WRIA 8 Plan** from January 1, 2016 through December 31, 2025. Once effective, this Agreement shall remain in effect through December 31, 2025; provided, however, that this Agreement may be extended for such additional terms as the parties may agree to in writing, with such extension being effective upon its execution by at least nine (9) of the eligible jurisdictions within WRIA 8 representing at least seventy per cent (70%) of the affected population,.
4. **ORGANIZATION AND NATURE OF WRIA 8 SALMON RECOVERY COUNCIL.** The parties hereby establish a governing body for WRIA 8 and the Lake Washington-Cedar and Sammamish watershed basins and associated Puget Sound drainages (hereinafter the "**WRIA 8 Salmon Recovery Council**") the precise boundaries of which are established in Chapter 173-500 WAC, or as determined by the **WRIA 8 Salmon Recovery Council**, to serve as the formal governance structure for carrying out the purposes of this Agreement in partnership with non-party members. Each party to this agreement shall appoint one (1) elected official to serve as its representative on the **WRIA 8 Salmon Recovery Council**. The **WRIA 8 Salmon Recovery Council** is a voluntary association of the county and city governments, and other interested public agencies and tribes, located wholly or partially within the management area of WRIA 8 and the Lake Washington/Cedar/Sammamish watershed basins and associated Puget Sound drainages who

choose to be parties to this Agreement. Representatives from stakeholder entities who are selected under the voting provisions of Section 5.2 of this agreement are also part of this association.

4.1 Upon the effective execution of this agreement and the appointment of representatives to the **WRIA 8 Salmon Recovery Council**, the party members of the **WRIA 8 Salmon Recovery Council** shall meet and choose from among its members, according to the voting provisions of Section 5, five (5) elected officials or their designees, to serve as a **Management Committee** to oversee and direct the funds and personnel contributed under this Agreement, in accordance with the adopted annual budget and such other directions as may be provided by the party members of the **WRIA 8 Salmon Recovery Council**. Representatives of the **Fiscal Agent** and **Service Provider** may serve as non-voting ex officio members of the Management Committee. The **Management Committee** shall act as an executive subcommittee of the **WRIA 8 Salmon Recovery Council**, responsible for oversight and evaluation of any **Service Providers** or consultants, for administration of the budget, and for providing recommendations on administrative matters to the **WRIA 8 Salmon Recovery Council** for action, consistent with the other subsections of this section.

4.1.1 Services to the **WRIA 8 Salmon Recovery Council** for the term of this agreement shall be provided by King County Department of Natural Resources which shall be the primary **Service Provider** unless the party members pursuant to the voting provisions of Section 5 choose another primary **Service Provider**. The **Management Committee** shall prepare a Memorandum of Understanding to be signed by an authorized representative of King County and an authorized representative of WRIA 8, which shall set out the expectations for services to be provided. Services should include, without limitation, identification of and job descriptions for dedicated staff in increments no smaller than .5 FTE, description of any supervisory role retained by the **Service Provider** over any staff performing services under this Agreement, and a method of regular consultation between the **Service Provider** and the **Management Committee** concerning the performance of services hereunder.

4.1.2 The **Management Committee** shall make recommendations to the party members of the **WRIA 8 Salmon Recovery Council** for action, including decisions related to work program, staffing and service agreements, and budget and financial operations, annually for each year of this Agreement. All duties of the **Management Committee** shall be established by the party members of the **WRIA 8 Salmon Recovery Council**.

- 4.2 The party members of the **WRIA 8 Salmon Recovery Council** shall have the authority and mandate to establish and adopt the following:
- 4.2.1 By September 1 of each year, establish and approve an annual budget, establishing the level of funding and total resource obligations of the parties which are to be allocated on a proportional basis according to the average of the population, assessed valuation and area attributable to each party to the Agreement, in accordance with the formula set forth in Exhibit A, which formula shall be updated every third year by the **WRIA 8 Salmon Recovery Council**, as more current data become available, and in accordance with Section 2.2. Individual party cost shares may change more frequently than every three years for parties involved in an annexation that changes the area, population, and assessed value calculation of such party to the extent that the cost shares established by the formula set forth in Exhibit A would be changed by such annexation. For parties that are not county or city governments, the level of funding and resource obligation will be determined in communications with the **Management Committee**, which will develop a recommendation for review and approval by, the **WRIA 8 Salmon Recovery Council**.
- 4.2.2 Review and evaluate annually the duties to be assigned to the **Management Committee** hereunder and the performance of the **Fiscal Agent** and **Service Provider(s)** to this Agreement, and provide for whatever actions it deems appropriate to ensure that quality services are efficiently, effectively and responsibly delivered in the performance of the purposes of this Agreement. In evaluating the performance of any **Service Provider(s)**, at least every three (3) years, the **WRIA 8 Salmon Recovery Council** may retain an outside consultant to perform a professional assessment of the work and services so provided. Evaluations of the **Service Provider(s)** shall occur in years 3, 6, and 9 of the Agreement
- 4.2.3 Oversee and administer the expenditure of budgeted funds and allocate the utilization of resources contributed by each party or obtained from other sources in accordance with an annual prioritized list of implementation and adaptive management activities within the WRIA during each year of this Agreement.
- 4.3 The **WRIA 8 Salmon Recovery Council** through the primary **Service Provider** may contract with similar watershed forum governing bodies or any other entities for any lawful purpose related hereto, including specific functions and tasks which are initiated and led by another party to this Agreement beyond the services provided by the primary **Service Provider**. The parties may choose to create a separate legal or administrative entity under applicable state law, including without limitation a nonprofit corporation or

general partnership, to accept private gifts, grants or financial contributions, or for any other lawful purposes.

- 4.4 The party members of the **WRIA 8 Salmon Recovery Council** shall adopt other rules and procedures that are consistent with its purposes as stated herein and are necessary for its operation.

5. **VOTING.** The party members on the **WRIA 8 Salmon Recovery Council** shall make decisions; approve scope of work, budget, priorities and any other actions necessary to carry out the purposes of this Agreement as follows:

- 5.1 No action or binding decision will be taken by the **WRIA 8 Salmon Recovery Council** without the presence of a quorum of active party members. A quorum exists if a majority of the party members are present at the **WRIA 8 Salmon Recovery Council** meeting, provided that positions left vacant on the **WRIA 8 Salmon Recovery Council** by parties shall not be included in calculating the quorum. In addition, positions will be considered vacant on the third consecutive absence and shall not be included in calculating a quorum until that time in which the party member is present. The voting procedures provided for in 5.1.1 through 5.1.2 are conditioned upon there being a quorum of the active party members present for any action or decision to be effective and binding.

- 5.1.1 Decisions shall be made using a consensus model as much as possible. Each party agrees to use its best efforts and exercise good faith in consensus decision-making. Consensus may be reached by unanimous agreement of the party members at the meeting, or by a majority recommendation agreed upon by the active party members, with a minority report. Any party who does not accept a majority decision may request weighted voting as set forth below.

- 5.1.2 In the event consensus cannot be achieved, as determined by rules and procedures adopted by the **WRIA 8 Salmon Recovery Council**, the **WRIA 8 Salmon Recovery Council** shall take action on a dual-majority basis, as follows:

- 5.1.2.1 Each party, through its appointed representative, may cast its weighted vote in connection with a proposed **WRIA 8 Salmon Recovery Council** action.

- 5.1.2.2 The weighted vote of each party in relation to the weighted votes of each of the other parties shall be determined by the percentage of the annual contribution by each party set in accordance with Subsection 4.2.1 in the year in which the vote is taken.

- 5.1.2.3 For any action subject to weighted voting to be deemed approved, an affirmative vote must be cast by both a majority of the active party members to this Agreement and by a majority of the weighted votes of the active party members to this Agreement. No action shall be valid

and binding on the parties to this Agreement until it shall receive majority of votes of both the total number of active party members to the Agreement and of the active members representing a majority of the annual budget contribution for the year in which the vote is taken. A vote of abstention shall be recorded as a "no" vote.

- 5.2 The party members on the **WRIA 8 Salmon Recovery Council** may deem it appropriate to appoint to the **WRIA 8 Salmon Recovery Council** non-party stakeholder representatives and other persons who are appropriate for the implementation and adaptive management of the **WRIA 8 Plan**.
 - 5.2.1 Nomination of such non-party members may be made by any member of the **WRIA 8 Salmon Recovery Council**. Appointment to the **WRIA 8 Salmon Recovery Council** of such non-party members requires either consensus or dual majority of party members as provided in Section 5.1.
 - 5.2.2 The party members on the **WRIA 8 Salmon Recovery Council** may deem it appropriate to allow non-party members to vote on particular **WRIA 8 Salmon Recovery Council** decisions. The party members may determine which issues are appropriate for non-party voting by either consensus or majority as provided in Sections 5.1, except in the case where legislation requires non-party member votes.
 - 5.2.3 Decisions of the entire **WRIA 8 Salmon Recovery Council**, both party and non-party members, shall be made using a consensus model as much as possible. Voting of the entire **WRIA 8 Salmon Recovery Council** will be determined by consensus or majority as provided in Sections 5.1 and a majority of the non-party members.

6. **ADAPTIVE MANAGEMENT OF THE WRIA 8 CHINOOK SALMON CONSERVATION PLAN.**

The **WRIA 8 Plan** shall be implemented with an adaptive management approach. Such an approach anticipates updates and amendments to the **WRIA 8 Plan**. Such amendments to be effective and binding must comply with the following provisions:

- 6.1 The **WRIA 8 Salmon Recovery Council** shall act to approve or remand any **WRIA 8 Plan** amendments prepared and recommended by the committees of the **WRIA 8 Salmon Recovery Council** within ninety (90) calendar days of receipt of the plan amendments, according to the voting procedures described in Section 5.
- 6.2 In the event that any amendments are not so approved, they shall be returned to the committees of the **WRIA 8 Salmon Recovery Council** for further consideration and amendment and thereafter returned to the **WRIA 8 Salmon Recovery Council** for decision.

- 6.3 After approval of the **WRIA 8 Plan** amendments by the **WRIA 8 Salmon Recovery Council**, the plan amendments shall be referred to the parties to this Agreement for ratification prior to the submission to any federal or state agency for further action. Ratification means an affirmative action, evidenced by a resolution, motion, or ordinance of the jurisdiction's legislative body, by at least nine (9) jurisdictions within WRIA 8 representing at least seventy per cent (70%) of the total population of WRIA 8. Upon ratification, the **WRIA 8 Salmon Recovery Council** shall transmit the **updated WRIA 8 Plan** to any state or federal agency as may be required for further action.
- 6.4 In the event that any state or federal agency to which the **WRIA 8 Plan** or amendments thereto are submitted shall remand the **WRIA 8 Plan** or amendments thereto for further consideration, the **WRIA 8 Salmon Recovery Council** shall conduct such further consideration and may refer the plan or amendments to the committees of the **WRIA 8 Salmon Recovery Council** for recommendation on amendments thereto.
- 6.5 The parties agree that any amendments to the **WRIA 8 Plan** shall not be forwarded separately by any of them to any state or federal agency unless it has been approved and ratified as provided herein.

7. **OBLIGATIONS OF PARTIES; BUDGET; FISCAL AGENT; RULES.**

- 7.1 Each party shall be responsible for meeting its financial obligations hereunder as described in Section 2.2, and established in the annual budget adopted by the **WRIA 8 Salmon Recovery Council** under this Agreement and described in Section 4.2.1. The maximum funding responsibilities imposed upon the parties during the first year of this Agreement shall not exceed the amounts set forth in Exhibit A, which shall be updated every third year as described in Section 4.2.1, or as annexations result in changes to the area, population, and assessed value calculation for those parties involved in the annexation to the extent that the cost shares established by the formula set forth in Exhibit A would be changed for such parties by the annexation.
- 7.2 No later than September 1 of each year of this Agreement, the **WRIA 8 Salmon Recovery Council** shall adopt a budget, including its overhead and administrative costs, for the following calendar year. The budget shall propose the level of funding and other responsibilities (e.g. staffing) of the individual parties for the following calendar year and shall propose the levels of funding and resources to be allocated to specific prioritized implementation and adaptive management activities within the WRIA. The parties shall thereafter take whatever separate legislative or other actions that may be necessary to timely address such individual responsibilities under the proposed budget, and shall have done so no later than December 1st of each such year.

7.3 Funds collected from the parties or other sources on behalf of the **WRIA 8 Salmon Recovery Council** shall be maintained in a special fund by King County as **Fiscal Agent** and as *ex officio* treasurer on behalf of the **WRIA 8 Salmon Recovery Council** pursuant to rules and procedures established and agreed to by the **WRIA 8 Salmon Recovery Council**. Such rules and procedures shall set out billing practices and collection procedures and any other procedures as may be necessary to provide for its efficient administration and operation. Any party to this Agreement may inspect and review all records maintained in connection with such fund at any reasonable time.

8. **LATECOMERS**. A county or city government, or other interested public agency or tribe in King or Snohomish County lying wholly or partially within the management area of WRIA 8 and the Lake Washington-Cedar and Sammamish watershed basins and adjacent Puget Sound drainages which has not become a party to this Agreement within twelve (12) months of the effective date of this Agreement may become a party only with the written consent of all the parties. The provisions of Section 5 otherwise governing decisions of the **WRIA 8 Salmon Recovery Council** shall not apply to Section 8. The parties and the county, city, or other public agency or tribe seeking to become a party shall jointly determine the terms and conditions under which the county, city, or other public agency or tribe may become a party. These terms and conditions shall include payment by such county, city, or other public agency or tribe to the **Fiscal Agent** of the amount determined jointly by the parties and the county, city, or other public agency or tribe to represent such county, city, or other public agency or tribe's fair and proportionate share of all costs associated with activities undertaken by the **WRIA 8 Salmon Recovery Council** and the parties on its behalf as of the date the county, city, or other public agency or tribe becomes a party. Any county, city, or other public agency or tribe that becomes a party pursuant to this section shall thereby assume the general rights and responsibilities of all other parties to this Agreement. After the inclusion of such entity as a party to this Agreement, the formula for party contribution shall be adjusted for the following year to reflect the addition of this new party.9.

TERMINATION. This Agreement may be terminated by any party, as to that party only, upon sixty (60) calendar days' written notice to all other parties. The terminating party shall remain fully responsible for meeting all of its funding and other obligations through the end of the calendar year in which such notice is given, together with any other costs that may have been incurred on behalf of such terminating party up to the effective date of such termination. This Agreement may be terminated at any time by the written agreement of all parties. It is possible that the makeup of the parties to this Agreement may change from time to time. Regardless of any such changes, the parties choosing not to exercise the right of termination shall each remain obligated to meet their respective share of the obligations of the **WRIA 8 Salmon Recovery Council** as reflected in the annual budget.

10. **HOLD HARMLESS AND INDEMNIFICATION.** To the extent permitted by state law, and for the limited purposes set forth in this agreement, each party shall protect, defend, hold harmless and indemnify the other parties, their officers, elected officials, agents and employees, while acting within the scope of their employment as such, from and against any and all claims (including demands, suits, penalties, liabilities, damages, costs, expenses, or losses of any kind or nature whatsoever) arising out of or in any way resulting from such party's own negligent acts or omissions related to such party's participation and obligations under this Agreement. Each party agrees that its obligations under this subsection extend to any claim, demand and/or cause of action brought by or on behalf of any of its employees or agents. For this purpose, each party, by mutual negotiation, hereby waives, with respect to the other parties only, any immunity that would otherwise be available against such claims under the industrial insurance act provisions of Title 51 RCW. The provisions of this subsection shall survive and continue to be applicable to parties exercising the right of termination pursuant to Section 9.
11. **NO ASSUMPTION OF LIABILITY.** In no event do the parties to this Agreement intend to assume any responsibility, risk or liability of any other party to this Agreement or otherwise with regard to any party's duties, responsibilities or liabilities under the Endangered Species Act, or any other act, statute or regulation of any local municipality or government, the State of Washington or the United States.
12. **VOLUNTARY AGREEMENT.** This is a voluntary agreement and it is acknowledged and agreed that, in entering into this Agreement, no party is committing to adopt or implement any actions or recommendations that may be contained in the ***WRIA 8 Plan*** pursuant to this Agreement.
13. **NO PRECLUSION OF ACTIVITIES OR PROJECTS.** Nothing herein shall preclude any one or more of the parties to this Agreement from choosing or agreeing to fund or implement any work, activities or projects associated with any of the purposes hereunder by separate agreement or action, provided that any such decision or agreement shall not impose any funding, participation or other obligation of any kind on any party to this Agreement which is not a party to such decision or agreement.
14. **NO THIRD PARTY RIGHTS.** Nothing contained in this Agreement is intended to, nor shall it be construed to, create any rights in any third party, including without limitation the non-party members, NMFS, USFWS, any agency or department of the United States, or the State of Washington, or to form the basis for any liability on the part of the ***WRIA 8 Salmon Recovery Council*** or any of the parties, or their officers, elected officials, agents and employees, to any third party.
15. **AMENDMENTS.** This Agreement may be amended, altered or clarified only by the unanimous consent of the parties to this Agreement, represented by affirmative action by their legislative bodies.
16. **COUNTERPARTS.** This Agreement may be executed in counterparts.

17. **APPROVAL BY PARTIES' GOVERNING BODIES.** The governing body of each party must approve this Agreement before any representative of such party may sign this Agreement.
18. **FILING OF AGREEMENT.** This Agreement shall be filed by King County and Snohomish County in accordance with the provisions of RCW 39.34.040 and .200 and with the terms of Section 3 herein.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates indicated below:

Approved as to form:

TOWN OF BEAUX ARTS VILLAGE:

By: _____

By: 


Title: _____

Title: MAYOR


Date: _____

Date: 8 Sept 2015

Approved as to form:

By: 
Title: Dep. City Atty
Date: 10/22/15

CITY OF BELLEVUE:

By: 
Title: Dep. City Mgr
Date: 10/22/2015

Approved as to form:

CITY OF BOTHELL:

By: 

By: 

Title: Assoc City Mgr

Title: City Manager

Date: 10/27/15

Date: 10-28-15

Approved as to form:


By: _____

Title: _____

Date: _____

CITY OF CLYDE HILL:

By: 

Title: 

Date: 8/13/18

Approved as to form:

CITY OF EDMONDS:

By:

Sharon Catta

By:

W. Earl

Title:

CITY ATTORNEY

Title:

Mayor

Date:

11-5-15

Date:

11.4.15

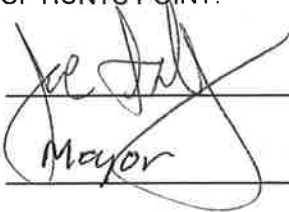
Approved as to form:

By: _____

Title: _____

Date: _____

TOWN OF HUNTS POINT:

By:  _____

Title: Mayor

Date: 14 Sept 2015

Approved as to form:

CITY OF ISSAQUAH:

By: _____

By:  _____

Title: _____

Title:  _____

Date: _____

Date:  _____

Approved as to form:

By: _____

Title: _____

Date: _____

CITY OF KENMORE:

By: 

Title: CITY MANAGER

Date: 12/18/2015

Approved as to form:

By:

Jim Bulahn

Title:

CITY ATTORNEY

Date:

8/21/15

CITY OF KENT:

By:

Ezette Cook

Title:

Mayor

Date:

8/26/15

Approved as to form:

KING COUNTY:

By: [Signature]
Title: Deputy Prosecuting Atty.
Date: 12/1/15

By: [Signature]
Title: Director, KCDNR
Date: 12/1/2015

Approved as to form:

CITY OF KIRKLAND:

By: _____

By: Maulynne Beard

Title: _____

Title: Deputy City Manager

Date: _____

Date: 12/3/15

Approved as to form:

By: K. Q. Pratt
Title: Interim City Attorney
Date: 7-23-15

CITY OF LAKE FOREST PARK:

By: Catherine Stanford
Title: Deputy Mayor
Date: 7-23-15

Approved as to form:

By: PTau
Title: City Attorney
Date: 10-15-15

CITY OF MAPLE VALLEY:
By: [Signature]
Title: City Manager
Date: 10/15/2015

Approved as to form:

CITY OF MEDINA:

By: _____

By: _____

Title: _____


Title: City Manager


Date: _____

Date: 1-13-2016

Approved as to form:

CITY OF MERCER ISLAND:

By: 
Kari L. Sand
Title: City Attorney
Date: 11.23.15

By: 
Title: City Manager
Date: 11-30-15

Approved as to form:

By:

Shane Moloney

Title:

City Attorney

Date:

10-15-2015

CITY OF MILL CREEK:

By:

Rebecca Polysotto

Title:

City Manager

Date:

10-16-15

Approved as to form:

By: Greg Sch
Title: City Attorney
Date: 9-21-2015

CITY OF MOUNTLAKE TERRACE:

By: [Signature]
Title: INTERIM CITY MGR
Date: 9/21/15

Approved as to form:

CITY OF MUKILTEO:

By: _____

By: 


Title: _____

Title: Mayor


Date: _____

Date: 9.29.15

Approved as to form:

By: 
Title: City Attorney
Date: 11/10/15

CITY OF NEWCASTLE:

By: 
Title: City Manager
Date: 11/17/15

Approved as to form:

By:

James E. Hanley
James E. Hanley

Title:

CITY ATTORNEY

Date:

November 5, 2015

CITY OF REDMOND:

By:

Michael B. O'Connell for
John Marchione

Title:

Mayor

Date:

November 4, 2015

Approved as to form:

By: Laurence Warner

Title: City Attorney

Date: 9/21/15

CITY OF RENTON:

By: Dennis Lee

Title: Mayor

Date: 9/21/15

Attest: Jason Seth

Jason Seth, City Clerk



Approved as to form:

By: 

Title: City Attorney

Date: October 7, 2015


CITY OF SAMMAMISH:

By: 


Title: City Manager

Date: October 7, 2015

Approved as to form:

By: 
Title: Timothy Harris
Asst City Attorney
Date: 7/21/15

CITY OF SEATTLE:


By: 
Title: DIRECTOR, SPU
Date: 7/23/15

Approved as to form:

By:

Title:

Date:



City Attorney
10-28-15

CITY OF SHORELINE:

By:

Title:

Date:


Acting City Manager
10-28-15

Approved as to form:

By:



Title:

Deputy Pros. Atty

Date:

9/14/15

SNOHOMISH COUNTY:

By:



Title:

Executive

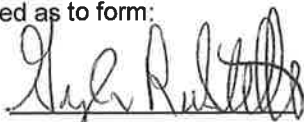
Date:

12-18-15

COUNCIL USE ONLY	
Approved:	<u>12-16-15</u>
Docfile:	<u>D-20</u>

Approved as to form:

By:



Title:

City Attorney

Date:

10/6/2015

CITY OF WOODINVILLE:

By:



Title:

Interim City Manager

Date:

10/9/15

Approved as to form:

By:

Wagner Stenck

Title:

Town Attorney

Date:

9/22/15

TOWN OF WOODWAY:

By:

Carla A. Nichols

Title:

MAYOR

Date:

Sep. 21, 2015

Approved as to form:

By:

Amos Jaseya Warhol

Title:

Clerk Treasurer

Date:

October 19 2015

TOWN OF YARROW POINT:

By:

AB Chel

Title:

Mayor

Date:

October 19 2015

Exhibit A

Regional Watershed Funding

WRIA Based Cost-share: WRIA 8

For 2016

Total : \$553,713

Note: Total reflects WRIA 8 Salmon Recovery Council decision (March 19, 2015) to provide for an annual increase in the ILA cost share not to exceed the Consumer Price Index for Wages, which is estimated to be 2.18% in 2016. Jurisdictional area, population, and assessed value is to be recalculated every three years per the WRIA 8 interlocal agreement for 2016-2025.

WRIA 8 Salmon Recovery Council approved 3-19-15

WRIA 8 Jurisdiction	Population (Pop)		Assessed Value (AV)		Area (Sq. Mi.)		Cost-Share Amount (Average of Pop, AV, Area)		WRIA 8 Jurisdiction
Beaux Arts	290	0.0%	\$104,734,000	0.0%	0.08	0.0%	0.0%	\$143	Beaux Arts
Bellevue	132,100	9.3%	\$33,167,992,493	12.5%	33.53	7.2%	9.7%	\$53,631	Bellevue
Bothell	40,540	2.9%	\$5,955,222,655	2.2%	13.66	2.9%	2.7%	\$14,849	Bothell
Clyde Hill	2,980	0.2%	\$1,714,510,000	0.6%	1.06	0.2%	0.4%	\$2,004	Clyde Hill
Edmonds	39,950	2.8%	\$7,512,735,402	2.8%	8.99	1.9%	2.5%	\$14,007	Edmonds
Hunts Point	395	0.0%	\$784,473,000	0.3%	0.28	0.1%	0.1%	\$709	Hunts Point
Issaquah	32,130	2.3%	\$6,132,631,583	2.3%	11.4	2.4%	2.3%	\$12,981	Issaquah
Kenmore	21,170	1.5%	\$2,835,378,679	1.1%	6.14	1.3%	1.3%	\$7,169	Kenmore
Kent	0	0.0%	\$1,714,000	0.0%	0.45	0.1%	0.0%	\$180	Kent
King County (Uninc.)	129,665	9.2%	\$16,265,512,387	6.1%	166.03	35.7%	17.0%	\$94,041	King County (Uninc.)
Kirkland	81,730	5.8%	\$14,356,215,877	5.4%	17.81	3.8%	5.0%	\$27,719	Kirkland
Lake Forest Park	12,680	0.9%	\$1,844,674,400	0.7%	3.51	0.8%	0.8%	\$4,330	Lake Forest Park
Maple Valley	2,454	0.2%	\$357,899,600	0.1%	1.3	0.3%	0.2%	\$1,085	Maple Valley
Medina	3,000	0.2%	\$2,822,326,500	1.1%	1.41	0.3%	0.5%	\$2,918	Medina
Mercer Island	22,720	1.6%	\$9,132,580,404	3.5%	6.21	1.3%	2.1%	\$11,790	Mercer Island
Mill Creek	18,600	1.3%	\$3,048,481,121	1.2%	4.68	1.0%	1.2%	\$6,404	Mill Creek
Mountlake Terrace	20,160	1.4%	\$2,269,630,481	0.9%	4.17	0.9%	1.1%	\$5,862	Mountlake Terrace
Mukilteo	20,440	1.4%	\$3,843,580,393	1.5%	6.00	1.3%	1.4%	\$7,722	Mukilteo
Newcastle	10,640	0.8%	\$1,888,944,600	0.7%	4.46	1.0%	0.8%	\$4,471	Newcastle
Redmond	55,840	3.9%	\$11,941,569,998	4.5%	16.45	3.5%	4.0%	\$22,123	Redmond
Renton	59,193	4.2%	\$6,961,057,377	2.6%	13.81	3.0%	3.3%	\$18,040	Renton
Sammamish	48,060	3.4%	\$8,110,684,304	3.1%	17.05	3.7%	3.4%	\$18,675	Sammamish
Seattle	435,487	30.7%	\$92,061,834,922	34.8%	53.01	11.4%	25.6%	\$141,950	Seattle
Shoreline	53,670	3.8%	\$7,322,409,100	2.8%	11.59	2.5%	3.0%	\$16,693	Shoreline
Sno. Co. (Uninc.)	159,369	11.3%	\$20,454,964,615	7.7%	55.51	11.9%	10.3%	\$57,030	Snoh. Co. (Uninc.)
Woodinville	10,990	0.8%	\$2,507,893,071	0.9%	5.66	1.2%	1.0%	\$5,424	Woodinville
Woodway	1,300	0.1%	\$441,766,909	0.2%	1.08	0.2%	0.2%	\$905	Woodway
Yarrow Point	1,015	0.1%	\$838,037,500	0.3%	0.36	0.1%	0.2%	\$859	Yarrow Point
Totals	1,416,568	100.0%	\$264,679,455,371	100.0%	465.69	100.0%	100.0%	\$553,713	Totals
								\$553,713	

NOTE: King County land area excludes the Upper Cedar basin

DATA SOURCES:

- Parcels with 2013 Assessment data
- 2010 Census Tracts
- 2013 Population
- King County Cities
- Snohomish County Cities





WRIA 8 Salmon Recovery Council Interlocal Agreement Renewal (2026-2035)

January 16, 2025

Decision

The SRC should consider approval of the proposed final draft WRIA 8 Interlocal Agreement.

Background

The current WRIA 8 Interlocal Agreement (ILA) between the 29 local government partners expires December 31, 2025. The ILA provides a mechanism and governance structure for the joint funding, planning, and implementation of priority salmon recovery projects and programs. The ILA and the memorandum of understanding between King County as WRIA 8 service provider and the Salmon Recovery Council (SRC) need to be renewed to continue the WRIA 8 salmon recovery effort. Between July and November, WRIA 8 ILA partners worked with WRIA 8 staff and the King County Prosecuting Attorney's Office to develop final draft language for a renewed ILA for approval by the WRIA 8 Salmon Recovery Council at the November 2024, and ratification by all ILA partners by the end of 2025. The new ILA is intended to be effective on January 1, 2026.

The current WRIA 8 ILA has served partner governments well and no major changes have been identified to the purpose, structure, or function of the Salmon Recovery Council or Management Committee. Therefore, the proposed draft ILA largely reflects clerical edits and reorganization to improve clarity, reflect current practice, and make the ILA more concise. A summary of more significant changes is in the table on page 3. The ILA review process and schedule below identifies major milestones for renewing the ILA by December 31, 2025. The renewed ILA will be effective by January 1, 2026, or when at least 9 jurisdictions representing at least 70% of the population of WRIA 8 have signed the ILA.

ILA Review and Process

- ✓ **May-June 2024:** WRIA 8 staff work with King County Prosecuting Attorney's Office to develop draft ILA language.
- ✓ **July 2024:**
 - ILA Renewal 'kickoff' with initial review of draft language by WRIA 8 Implementation and Technical Committee and Salmon Recovery Council.
 - Send draft ILA to WRIA 8 ILA partner governments to request formal review and identify appropriate point of contact.

✓ **September – December 2024:**

- Host virtual meeting with interested partner attorneys to review and discuss draft ILA.
- Update Salmon Recovery Council and Implementation Technical Committee on review feedback.

☐ **January 16, 2025: Salmon Recovery Council approves ILA.**

☐ **January – November 2025:**

- Final ILA available for partner governments to sign.
- ILA partner governments ratify the ILA.

☐ **December 2025 (or earlier):**

- Final ILA is ratified and signed by all partner governments or the minimum required number of partners for ILA to be in effect (at least nine partner governments representing at least 70% of the affected population).

WRIA 8 ILA Renewal – Summary of Proposed Changes

July 2024

Proposed Change	Document Reference	Notes/Considerations
Added to “Whereas” statement on page 2 to include “stormwater management” and “water quality improvement” to the example regional efforts that ILA parties are interested in integrating with salmon recovery actions.	Preamble (p.2), second to last “Whereas” statement	<ul style="list-style-type: none"> Recognizes the interest in seeking multiple benefits of salmon recovery actions with other closely aligned regional efforts.
Explicitly define the eligible ILA partners to include state, local, and tribal governments, agencies, and special purpose districts within WRIA 8.	Definitions – Eligible Jurisdictions (Section 1.1, p3)	<ul style="list-style-type: none"> Broadens potential ILA membership and coordination; Salmon Recovery Council approves addition of any new ILA partners and the annual cost share for added partners; May require changes to the proportional/ weighted voting rules in Section 5.1.2; Could allow entities other than cities and counties more influence in WRIA 8 decisions.
Replace reference to “citizens” with “residents”	Throughout	<ul style="list-style-type: none"> More inclusive and better represents WRIA 8 outreach and engagement interests.
Clarifies the ILA is in effect when it has been executed by at least nine of the eligible governments representing at least 70% of the affected population of the watershed, rather than on a specific date.	Effective date and term (Section 3, p.5)	<ul style="list-style-type: none"> Clarifies when the ILA is in effect.

Revises the due date for developing and approving an annual budget to October 1 (previously September 1)	Organization and Membership (Section 4.4, p.7) Obligations of Parties; Budget; Fiscal Agent; Rules (Section 7.3, p.12)	<ul style="list-style-type: none"> Reflects current practice to approve the budget for the coming year at the Salmon Recovery Council's September meeting.
Changed sequence of evaluating service provider and fiscal agent performance to every two years instead of every three years.	Organization and Membership (Section 4.6, p.8)	<ul style="list-style-type: none"> This reflects an appropriate evaluation sequence as discussed by WRIA 8, WRIA 9, and the Snoqualmie Watershed Forum staff in communication with King County.
Added new Section 10, to address a requirement in RCW 39.34.030, regarding how any property acquired on behalf of the WRIA 8 Salmon Recovery Council will be dealt with upon termination of the agreement.	Property (Section 10, p.15)	<ul style="list-style-type: none"> Addresses requirement in RCW 39.34.030 The parties to the ILA have not, and do not anticipate, needing to acquire or hold property to fulfill the purpose of the ILA.

Exhibit A - WRIA 8 Interlocal Agreement

Regional Watershed Salmon Recovery Funding

WRIA Based Cost-share: WRIA 8 2025

Final ILA Partner Cost Share for 2025 Budget**Approved by WRIA 8 Salmon Recovery Council on September 19, 2024**

WRIA 8 Jurisdiction	Population (Pop)		Assessed Value (AV)		Area (Sq. Mi.)		2025 Cost Share (reflects 3.60% CPI-W estimate) (Average of Pop, AV, Area)		WRIA 8 Jurisdiction
Beaux Arts	315	0.02%	\$285,891,000	0.04%	0.08	0.02%	0.03%	\$193	Beaux Arts
Bellevue	154,600	8.91%	\$96,339,979,101	13.67%	33.53	7.12%	9.90%	\$75,283	Bellevue
Bothell	49,550	2.85%	\$17,957,876,264	2.55%	13.67	2.90%	2.77%	\$21,054	Bothell
Clyde Hill	3,115	0.18%	\$4,389,953,700	0.62%	1.06	0.22%	0.34%	\$2,603	Clyde Hill
Edmonds	43,370	2.50%	\$16,549,900,400	2.35%	8.97	1.91%	2.25%	\$17,118	Edmonds
Everett	33,485	1.93%	\$6,381,442,800	0.91%	5.20	1.11%	1.31%	\$9,986	Everett
Hunts Point	460	0.03%	\$1,783,212,000	0.25%	0.29	0.06%	0.11%	\$866	Hunts Point
Issaquah	41,290	2.38%	\$17,493,815,787	2.48%	12.11	2.57%	2.48%	\$18,843	Issaquah
Kenmore	24,230	1.40%	\$7,459,653,182	1.06%	6.15	1.31%	1.25%	\$9,533	Kenmore
Kent	0	0.00%	\$12,761,000	0.00%	0.45	0.10%	0.03%	\$246	Kent
King County (Uninc.)	102,707	5.92%	\$35,458,579,530	5.03%	163.04	34.65%	15.20%	\$115,568	King County (Uninc.)
Kirkland	96,920	5.58%	\$45,311,849,550	6.43%	17.84	3.79%	5.27%	\$40,057	Kirkland
Lake Forest Park	13,660	0.79%	\$4,237,895,040	0.60%	3.51	0.75%	0.71%	\$5,409	Lake Forest Park
Maple Valley	5,022	0.29%	\$1,155,422,680	0.16%	0.94	0.20%	0.22%	\$1,654	Maple Valley
Medina	2,925	0.17%	\$6,866,863,700	0.97%	1.41	0.30%	0.48%	\$3,657	Medina
Mercer Island	25,800	1.49%	\$21,056,678,532	2.99%	6.30	1.34%	1.94%	\$14,732	Mercer Island
Mill Creek	21,630	1.25%	\$6,848,308,200	0.97%	4.68	0.99%	1.07%	\$8,143	Mill Creek
Mountlake Terrace	23,810	1.37%	\$5,911,042,400	0.84%	4.16	0.88%	1.03%	\$7,844	Mountlake Terrace
Mukilteo	21,221	1.22%	\$7,572,645,200	1.07%	5.99	1.27%	1.19%	\$9,046	Mukilteo
Newcastle	13,610	0.78%	\$5,376,208,083	0.76%	4.46	0.95%	0.83%	\$6,324	Newcastle
Redmond	77,490	4.46%	\$36,605,924,250	5.19%	16.56	3.52%	4.39%	\$33,399	Redmond
Renton	70,904	4.08%	\$18,024,891,468	2.56%	14.01	2.98%	3.21%	\$24,382	Renton
Sammamish	61,452	3.54%	\$26,240,200,285	3.72%	19.09	4.06%	3.77%	\$28,694	Sammamish
Seattle	556,865	32.08%	\$233,153,890,428	33.09%	53.00	11.26%	25.48%	\$193,716	Seattle
Shoreline	61,120	3.52%	\$16,722,153,900	2.37%	11.58	2.46%	2.79%	\$21,179	Shoreline
Sno. Co. (Uninc.)	213,926	12.32%	\$55,882,188,800	7.93%	55.38	11.77%	10.67%	\$81,163	Snoh. Co. (Uninc.)
Woodinville	13,830	0.80%	\$6,429,716,438	0.91%	5.66	1.20%	0.97%	\$7,379	Woodinville
Woodway	1,340	0.08%	\$1,112,962,100	0.16%	1.09	0.23%	0.16%	\$1,186	Woodway
Yarrow Point	1,135	0.07%	\$2,075,804,200	0.29%	0.36	0.08%	0.15%	\$1,108	Yarrow Point
Totals	1,735,781	100.0%	\$704,697,710,018	100.0%	470.56	100.0%	100.0%	\$760,366	
							2025 TOTAL	\$760,366	

Population:

- Population estimates are based on 2023 OFM April 1st Estimates and 2023 OFM Small Area Estimate Program (SAEP) data for census blocks.
 - Jurisdictions entirely within a WRIA are assigned the 2023 OFM April 1st Estimate directly. Jurisdictions that straddle WRIA boundaries are assigned the percent share of the 2023 OFM April 1st Estimate based on a geographic allocation of census blocks across WRIA boundaries, accounting for water areas and public land where people are unlikely to live.
- Note:** This method was tested against the 2021 ILA Cost Share tables using 2020 OFM data and was determined to be highly comparable for estimating population breakdowns. As OFM releases data every year, and the data spans both King and Snohomish Counties, this is a consistent and repeatable analysis across the entire study area.
- The portion of Kent in WRIA 8 is solely the Kent Watershed and has no population allocated to it.

***Assessed Value & Area:**

Snohomish County: Assessed value is based on Snohomish County Assessor's data March 2021, for market land value + market improvements value
King County: Assessed value is based on King County Assessor's data February 2021, land + improvements value
Assessed value and area (sq. miles) excludes the Upper Cedar River subwatershed.

City Administrator Report

City of Lake Forest Park

Date: May 8, 2025

TO: Honorable Deputy Mayor and Councilmembers

FR: Phillip Hill, City Administrator

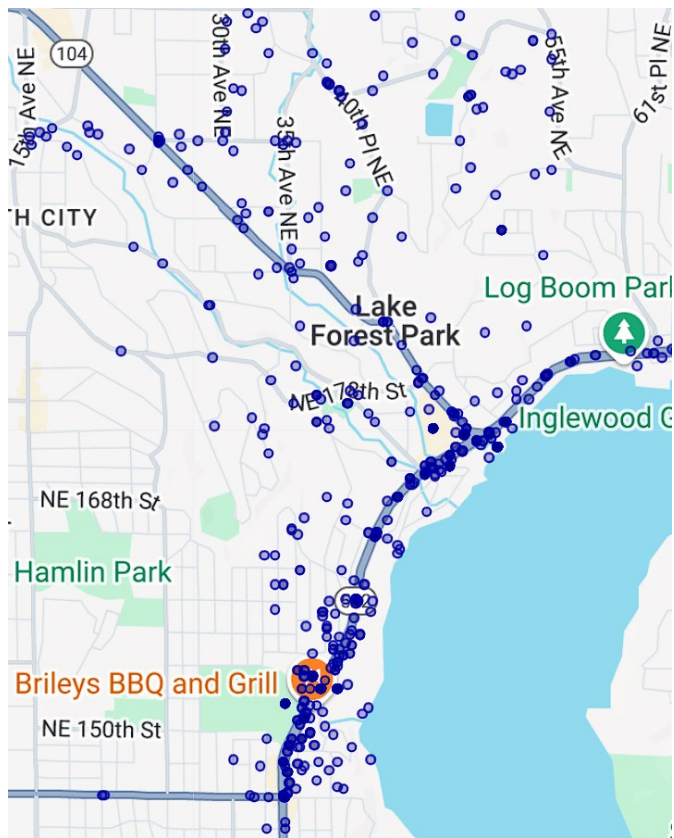
CC: Honorable Mayor Tom French
Leadership Team

The City Administrator Report is meant to provide the council, staff and community an update on the activities of the City and on issues that concern the City. This memo will be provided in each Council packet and is divided into key sections.

Please let me know if you have any questions or need additional information about any of the following items and please feel free to contact any of the department heads for additional information.

I. Intergovernmental and local issues update.

Police Department



Police incidents heatmap for April 2025:
Each blue dot is an incident generated by dispatch or an officer.
This map represents **917** Call Incidents in **April**

Traffic General	375
Questionable Activity	44
E911	43
Contact of a Person	34
Theft	26
Warrants	23
Traffic Collision	10
Welfare Check	10
Behavioral Health	6
Disturbance	6
Area Check	6
Noise Complaint	5
Order Service	5
Trespass	4
Vehicle Theft	3

Case Reports Taken for April 2025

Theft	12
Trespass	8
Warrant Arrest	4
Informational report	2
Behavioral Health	2
Assault	2
Order Violation	2
Child Protective Services	2
Domestic	2
Adult Protective Services	2
Recovered Property	1

Death Investigation	1
DUI	1
Disturbance	1
Found Property	1
Malicious Mischief	1
Stolen Property	1
Missing Person	1
Fraud	1
Vehicle Prowl	1
Civil Dispute	1
Harassment	1

Total – 50

Notable Incidents:**Assist**

LFPPD Officers assisted the fire department at the Chevron Gas Station with traffic control (propane tank leaking).



LFPPD Officers (one patrol officer and one SWAT operator) assisted Edmonds PD with a barricade subject. Our officer provided coverage with a less lethal tool (40mm launcher). SWAT deployed a flashbang, and the subject surrendered. <https://www.shorelineareanews.com/2025/04/standoff-in-ballinger-neighborhood.html>

Thefts

Officers responded to an attempted theft of alcohol at Safeway. The store manager recovered the stolen items, and the juveniles left before the officer's arrival.

Another attempted theft of alcohol at Safeway. This time the juvenile suspect ran from the store, fell, and broke the bottle of wine that he had just stolen. Officers conducted an area check but could not find him.

Two subjects tested demo bikes at the Amped Adventure store and did not bring them back. No suspects' information.

A subject stole a bottle of tequila from Safeway. The reporting party was uncooperative and rude with dispatch, resulting in no usable suspect description being provided to responding officers. No leads at this time.

Theft in progress at Safeway. Officers responded and quickly caught, charged, and trespassed both suspects.

Animal problem

A serious dog attack occurred on the Burke-Gilman Trail involving an unleashed and aggressive dog that attacked another dog. Unfortunately, the injured dog had to be euthanized due to the severity of its injuries. The attacking dog was taken to a veterinarian, where it was identified through a microchip. LFPPD officers contacted King County Animal Control, which conducts the investigation.

Adult Protective Services

Officers responded to a possible elderly abuse. This case was sent to detectives for follow-up and investigation.

Harassment

Disagreement between two neighbors. Some vague "threats" were made by one of them, but the versions are inconsistent. The investigation is still in progress.

Behavioral Health

A subject with multiple mental health issues came from Seattle to the Sheridan Market to call 911. Officers responded, and he stated that he was assaulted in Seattle, he had now pain in his head and was hearing voices. The subject was transported to the Hospital.

Officers responded to a person in crisis and out of control in his residence. There was not enough evidence to ITA the subject, but the officers were able to calm him down. RCR was advised of the incident.

Disturbance

Officers responded to the Safeway store because a subject was yelling for no reason inside the store. He was ultimately trespassed by Safeway.

Officers contacted five individuals at Horizon View Park at 1:00am. While no criminal activity was observed, they were warned for being in the park after hours.

An unknown person who called himself "police auditor" came to the PD and started to record our vehicles, our building, and our officers. He made obscene gestures towards the officers several times. One of the officers explained that he was being audio and video recorded via BWC and the subject left.

Police Department Photos and Award Ceremony.

On April 17th, all police personnel participated in the department's biannual group and staff photo session. The event was generously sponsored by the North Sound Police Foundation, featuring food from Briley's BBQ and The People's Burger food truck.

Following the meal and photo session, Chief Harden hosted an awards ceremony recognizing staff achievements from 2023 and 2024. The event was well-attended by Mayor French, police volunteers, and police family members. As part of the day's activities, Support Officer Johnson delivered a presentation on health and wellness, focusing on the importance of body movement.



The Police Department Award Winners:**2023**

Employee of the Year:	Detective Craig Teschlog
Chiefs Award:	Sgt. Jason Becker
<i>Top Gun Award:</i>	<i>Ofc. Juan Robles</i>
<i>Pro-Active Award:</i>	<i>Ofc. Jayson Benson</i>
<i>Community Appreciation Award:</i>	<i>Lake Forest Park Rotary</i>
<i>Community Appreciation Award:</i>	<i>LFP Nekter Juice Bar</i>
<i>Community Policing Award:</i>	<i>Lt. Diego Zanella</i>
<i>Commendation Award:</i>	<i>Records Specialist Kelsey Altus</i>
<i>Commendation Award:</i>	<i>Ofc. Brandon Carlsrud</i>
<i>Commendation Award:</i>	<i>Ofc. Juan Robles</i>
<i>Unit Citation:</i>	<i>Records Specialist Kelly Vedders</i>
<i>Unit Citation:</i>	<i>Records Specialist Kelsey Altus</i>
<i>Unit Citation:</i>	<i>Detective Craig Teschlog</i>
<i>Unit Citation:</i>	<i>Ofc. George Coleman</i>
<i>Unit Citation:</i>	<i>Sgt. Jerome Walker</i>

2024

Employee of the Year:	Records Specialist Kelly Vedders
Chiefs Award:	Det. Jason Czebotar
Chiefs Award:	Ofc. Jayson Benson
<i>Top Gun Award:</i>	<i>Ofc. George Coleman</i>
<i>Pro-Active Award:</i>	<i>Ofc. Samantha Gouin</i>
<i>Community Appreciation Award:</i>	<i>North Sound Police Foundation</i>
<i>Community Appreciation Award:</i>	<i>Iko Knyphausen</i>
<i>Community Policing Award:</i>	<i>Sgt. Maurice "Red" Parrish</i>
<i>Community Policing Award:</i>	<i>Support Ofc. Christian Hansen</i>
<i>Commendation Award:</i>	<i>Ofc. Francisco Montague</i>
<i>Commendation Award:</i>	<i>Ofc. George Coleman</i>
<i>Commendation Award:</i>	<i>Ofc. Scott Benjamin</i>
<i>Commendation Award:</i>	<i>Ofc. Juan Robles</i>
<i>Unit Citation:</i>	<i>Commander Diego Zanella</i>
<i>Unit Citation:</i>	<i>Commander Ross Adams</i>

II. Internal City Information

Human Resources:

- **Staffing Updates:**
 - Oral board interviews were conducted with lateral and exceptional level Police Officer candidates. A Civil Service Commission meeting was held on April 30th, certifying updated eligibility lists.
 - Interviews were also conducted for a Maintenance Worker position, Seasonal Maintenance Worker position and the Court Clerk vacancy.
- **City Wellness:** Two wellness challenges have been launched: (1) Bike Everywhere Month and (2) Trailblazers Challenge. Each year City Administrator Hill champions “Bike Everywhere Month” and staff join his team. Together they log hundreds of miles! City Clerk McLean is leading the AWC walking challenge again this year; participating staff track their activity level and compete as a team against other cities. Thank you to both wellness champions for leading these events again this year!
- HR Director Moore and City Administrator Hill will be attending AWC’s Labor Relations Institute (LRI) conference May 7 – 9. This is a very informative conference that focuses on human resource and labor relations topics tailored for the public sector.

Finance & Information Technology Department

During April the Finance Director attended the Washinton Public Treasurer’s Conference in Lake Chelan where the focus was Artificial Intelligence. Overall, the conference was an eye-opening perspective, especially at a Finance Conference where majority of us have been conditioned through the course of our career experiences to lean into paper. As always, it was great to continue increasing the expansion of the network of fellow Finance Professionals to call on in times of need.

The Finance Department is working diligently on the City’s annual financial report that is due 150 days following the first of the year and is submitted electronically through the Washington State Auditor’s website. The due date is May 30th and I am proud to give Trish Andrus, Accounting Supervisor, a shoutout for completing the majority of the required schedules as we are close to having the City’s annual financial report fully completed for fiscal year 2024.

Municipal Services Department

Passport Services

During March, we processed 541 passports and took 401 photos, generating total revenue of \$26,995. In comparison, March 2024’s revenue was \$18,135.

In April, we processed 520 passports with 359 photos, generating total revenue of \$25,380. In comparison, in April 2024, the revenue was \$22,690.

Passport Revenue

Month	Passport Revenue	Photo Revenue	Total
March	\$18,935	\$8,020	\$26,995
February	\$18,200	\$7,180	\$25,380

III. Council Information**IV. Response to Citizen and Council Comments****V. Contract Reporting**

No new contracts to report.

VI. Legislative Update**Sine Die Report**

April 27, 2025

The Legislature adjourned sine die at 6:32pm on the 105th day of session, April 27. The final week of the legislative session was filled with sadness, tension, and procedural commotion.

Legislators have been completing their final tasks on bills and budgets while [mourning the passing](#) of Sen. Bill Ramos (D-Issaquah). House Republicans utilized several procedural maneuvers to oppose revisions to parents' rights in schooling, rent regulation, and the closure of two facilities that serve individuals with developmental and intellectual disabilities. Additionally, Rep. Jeremie Dufault (R-Selah) was banned from voting on the House Floor after yelling at the Speaker following a procedural ruling. Legislators on both sides of the aisle expressed an array of emotions as they voted on one of the largest tax increases the state has seen since the 1990s.

Now that the Legislature has adjourned, the Governor has 20 days to sign bills and budgets into law that were delivered to him in the final five days of the legislative session. The Governor has the authority to veto the entirety of bills and veto full sections of bills; the Governor does not have the authority to veto specific sentences. Click [here](#) to track the Governor's bill action.

Funding Requests

City Request	House Proposal	Senate Proposal	Final Budget
\$1 million for Lakefront	\$0	\$1 million	\$1 million

Park			
\$1.05 million for 40 th Place NE/ SR 104 Roundabout	\$0	Included on a list of projects eligible for future funding if revenue is available	\$0 (no new funding included for any project)
SR 104 Complete Streets & Multimodal Connections	\$0 specifically dedicated to SR 104 but maintains funding levels for maintenance and preservation	\$0 specifically dedicated to SR 104 but increases funding levels for maintenance and preservation	\$0 specifically dedicated to SR 104 but slightly increases funding levels for maintenance and preservation

Final Budgets

2025-27 Operating Budget: The Legislature faced a \$15 billion Operating Budget deficit over the next four years, largely driven by a nearly \$11 billion increase to maintain current programs and meet statutory requirements for program expansion. However, revenue growth has slowed. Between fiscal year 2022-24, revenues grew 5.2 percent annually; starting in fiscal year 2025, the annual growth rate is expected to reduce to 3.5 percent.

The final 2025-27 Operating Budget relies on a combination of program cuts and \$4.4 billion in revenue from new tax increases. Over the four year outlook, the new taxes will generate \$9.5 billion in revenue. In the 25-27 budget, \$6.8 billion is allocated to maintain existing services such as K-12 staff salary inflation, and forecasted caseload and per-capita costs in child care, low-income medical assistance, and long-term care services. The budget leaves \$2.3 billion in reserves, including \$2.1 billion in the Budget Stabilization Account, often referred to as the Rainy Day Fund. Some notable components of the proposed Operating Budget include:

- All state-shared revenues are maintained, including liquor profits and taxes, cannabis taxes, county criminal justice assistance, and the city-county assistance account.
- \$288 million is swept from the Public Works Assistance account
- \$27.2 million is allocated to the Office of Public Defense for grants to counties and cities (cities receive about 10 percent of these funds)
- \$18 million for legal aid for indigent immigrants
- \$25 million for utility assistance for low-income households
- \$60 million in community reinvestment grants
- \$62 million for the building, operation, and maintenance of permanent supportive housing costs; \$117 million for the operation of homelessness housing programs, including shelter; \$100 million for Consolidated Homelessness Grants; \$90 million to house individuals residing in encampments
- \$200 million for the Covenant Homeownership Program
- \$18 million in GMA Implementation Formulaic Grants (previously \$20 million was allocated)

- \$2.75 million for World Cup enhanced public safety

2025-27 Capital Budget: The 2025-27 Capital Budget appropriates \$4.5 billion in new bond capacity and \$7.5 billion in total funds, including cash, federal funds, and other revenue sources. The Capital budget provides investments in infrastructure that are relevant to local governments, including:

- \$605 million for the Housing Trust Fund
- \$365 million for the Public Works Assistance Account to finance infrastructure projects for cities, counties, and special purpose districts
- \$81 million for the Community Economic Revitalization Board to assist communities with financing publicly owned economic development infrastructure improvements to encourage new business development and expansion.

2025-27 Transportation Budget: Prior to session, budget writers indicated that the Transportation Budget faced a \$1 billion shortfall in 2025-27 alone, and a multi-billion-dollar shortfall over the next six years, largely driven by increases in project costs.

The Legislature raised revenue to generate \$3.2 billion over the next six years. Additionally, the state transfers a portion of state sales tax revenue (.1 percent of 6.5 percent) to the Transportation Budget starting in fiscal year 2028 to generate additional money. This is more money for transportation than was proposed by the House, and less money than what was proposed by the Senate. As a result, the final transportation budget does not fund any new projects but also does not delay projects as significantly as was proposed by the House earlier in the session.

Legislation

Rent Stabilization: [House Bill 1217](#), sponsored by Rep. Emily Alvarado (D-34th LD), limits rent increases to 7 percent, plus inflation, or 10 percent, whichever is less. After the first 12 months of tenancy, it prohibits increases during the first year and establishes stricter notice requirements for rent hikes. Exemptions apply to newly constructed units (less than 12 years old), public housing authorities, nonprofit-owned properties, and certain owner-occupied units. The bill also caps security deposits and move-in fees at one month's rent, restricts late fees, and provides enforcement mechanisms allowing tenants to terminate leases without penalty for unauthorized rent increases. A challenge from the Senate Minority Leader, John Braun, forced a delay in the vote on the bill. The challenge argued that the bill was not drafted in compliance with Senate rules and violated [Senate Rule 25](#) (one subject rule). A conference committee was established to realign the lengthy bill title with the intent of the bill, making some further adjustments before final passage on the final day of session. The bill becomes effective immediately upon the Governor signing it into law.

Lot Splitting: [House Bill 1096](#), sponsored by Rep. Andrew Barkis (R-2nd LD), facilitates administrative lot splitting to expand middle housing and affordable ownership opportunities in cities under the Growth Management Act. The bill streamlines the process by allowing residential lots to be split into two through administrative review without public hearings, provided conditions such as compliance with development regulations, renter displacement

mitigation, and restrictions on further splitting are met. Cities with comprehensive plan updates due in 2027 must incorporate the requirements into their next update, while others must implement them within two years of the bill's effective date.

Civil Asset Forfeiture Reform: [House Bill 1440](#), sponsored by Rep. Roger Goodman (D-45th LD), establishes a unified framework to standardize civil asset forfeiture procedures, replacing existing processes across various statutes. Key provisions include extended deadlines for contesting forfeitures, shifting the burden of proof to seizing agencies to “clear, cogent, and convincing evidence,” protections for innocent owners and community property interests, and revenue allocation prioritizing victim restitution and behavioral health programs. The act applies to seizures occurring on or after January 1, 2026. The House concurred in Senate amendments and passed final passage on April 24 with a vote of 58-37. The Senate had passed the bill on April 23 with a vote of 28-20 after adopting floor amendments.

Public Safety Funding: [House Bill 2015](#), sponsored by Rep. Debra Entenman (D-47th LD), establishes mechanisms to enhance funding for local law enforcement recruitment, retention, training, and public safety initiatives. The bill creates a supplemental criminal justice account, a local law enforcement grant program, and authorizes a local option sales tax for criminal justice purposes. Grant funds may be used to support hiring, training, and retaining law enforcement officers, peer counselors, and behavioral health personnel, with a focus on co-response teams and community policing efforts. The House concurred in Senate amendments on April 22, and the bill passed final passage in the House with 55 yeas, 42 nays, and 1 excused.

VII. Community Events



The City's Arbor Day event on April 27, 2025, was a great success, thanks to the LFP Tree Board, Parks and Recreation Board, Secret Garden Tour, and the Climate Action Committee.

BE A SUPER HERO - COMBAT FOOD INSECURITY

PACK THE PARK

\$35
ADULTS

\$20
STUDENTS

MAY 10, 2025
**5K FUN
RUN/WALK**
9:00AM-2PM
ANIMAL ACRES PARK

**BENEFITING THE LAKE FOREST PARK FARMERS MARKET BUCKS AND
SHORELINE SCHOOLS ANGEL FUND**



Pack the Park is back! Grab your capes and your friends to join in for a 5K around Lake Forest Park. This year the funds collected will benefit the Third Place Commons Farmer's Market Bucks program and the Shoreline School District Angel Fund-which pays off negative school lunch balances.

After our 5K Fun Run/Walk, join us in the park for food, games and the rocking sounds of Lago Vista Social Club till 2:00PM. It's fun for all!

Sign up here <https://runsignup.com/.../LakeForestPark/PackThePark5kFunRun>

Recycling Collection Event with the City of Kenmore Saturday, May 31, 2025

The Cities of Lake Forest Park and Kenmore are partnering for a combined Recycling Collection Event! Take a look at the [Event Flyer](#) to view the full list of what you can and cannot bring. Please be aware fees do apply for certain items. The collection event will take place Saturday, May 31, 2025 from 9:00 a.m. to 3:00 p.m. at [Northlake Lutheran Church](#).

Items you can bring ([please view the event flyer for full details and information](#)):

- Tires*
- Propane Tanks*
- Appliances & Scrap Metal*
- Porcelain Toilets & Sinks*
- Lead Acid & Household Batteries
- Mattresses*
- Paper Shredding (4 box limit)
- Clean Bulky Wood
- Refrigerators & Freezers*

***Fees apply**

Please note: No flat beds or dump trucks allowed. We reserve the right to refuse over-sized, commercial, contaminated, excessive, or unacceptable loads.



Grab your tickets for the Secret Gardens of Lake Forest Park, Tour and Garden Market Saturday, June 14th! City will be hosting a table at the Town Center, stop by and say hi!

**SHORELINE FIRE DEPARTMENT**

OPEN HOUSE

PANCAKE BREAKFAST & SAFETY FAIR

The event will run from 9:00 am until 12:00 pm
and will include a free pancake breakfast (9 to 11).

SATURDAY, JUNE 7
9:00 am – 12:00 pm

- ✓ **Challenge Course for Kids**
- ✓ **Tour the Fire Engine, Aid Car and Rescue Truck**
- ✓ **Live Firefighter Demonstrations**

The safety fair will include:

- King County Library
- Kenmore & Lake Forest Park PD
- Northshore Utility District
- Certified Car Seat Technicians
- Additional Exhibitors with Valuable Health & Safety Information



**Vehicle Extrication
& Hose Demo**



**Kid's Challenge
Courses**



**Hands Only
CPR**



**Teddy Bear Clinic
(Bring Your Own Bear)**

STATION 51 – 7220 NE 181st Street, Kenmore

www.ShorelineFire.com | [f /ShorelineFire](https://www.facebook.com/ShorelineFire) | [/shorelinefiredepartment](https://www.instagram.com/shorelinefiredepartment)

Join the Pancake Breakfast & Safety Fair Saturday, June 7th, City will be hosting a table, stop by and say hi!

The poster features a textured, painterly background in shades of brown, green, and yellow. At the top, the title 'Miyawaki Urban Forest' is in large, dark brown letters, with 'HISTORY PROJECT' in smaller letters below it. The words 'POLLINATOR PARTY' are written in large, bold, yellow letters with a black outline, slanted upwards. To the left of the title is a detailed illustration of a hummingbird in flight. To the right is a black bat in flight. In the bottom left corner is a small beetle, and in the bottom right corner is a small insect. A QR code is located in the bottom right corner of the poster area.

Miyawaki Urban Forest

HISTORY PROJECT

POLLINATOR PARTY

Saturday, May 31st—3pm to 5pm

Celebrate the essential role of pollinators!

- Make a seed bomb
- Talk with pollinator experts
- Come dressed as your favorite pollinator
- Make a pollinator mask
- Go on a Miyawaki Forest tour


3 pm - 4 pm—Mosquito Fleet
Bluegrass Music

4 pm - 5 pm—Eric Ode
Children's Singer/Entertainer

Enjoy refreshments, friends, learning and fun in our young springtime forest!

<https://shorelinehistoricalmuseum.org/exhibits-to-see/miyawaki-forest/>

Shoreline Historical Museum
HERITAGE CENTER @ SHORELINE
Lake Forest Park | North Seattle | Shoreline
📍 **18501 Linden Ave N, Shoreline**
Bus Routes nearby: E-line and 348



Lake Front Park Workshop #4 June 11, 2025

Join us for the fourth Community Workshop on Wednesday, June 11th, in the Council Chambers of LFP's City Hall. This is an open house event with activities for all ages. Stop by anytime between 5:30 p.m. and 7:30 p.m. The design team will share updates on the park design, and the community will be invited to share their priorities for the park.

Your input is essential to the design of Lake Forest Park's future public lakefront park! Be sure to visit the project website for more information on the project, sign up to receive email updates, and go on a virtual tour of the park!



Save the date!

Community Workshop #4

The next community meeting will occur on Wednesday, June 11, 2025. The design team will share updates on the park design and the community will be invited to share their priorities for the park. The workshop will be held in Council Chambers at Lake Forest Park City Hall.

lfplakefrontpark.com



VIII. Upcoming City Sponsored Events

[NEMCo Community Emergency Response Team \(CERT\) Training - Session 3 of 3](#)

May 10, 2025, 8:00 AM - 5:00 PM

[More Details](#)

[Lake Forest Park Farmers Market Opens Mother's Day](#)

May 11, 2025, 10:00 AM - 2:00 PM Third Place Commons

[More Details](#)

[Understanding Today's Youth Addiction Crisis](#)

May 24, 2025, 10:00 AM - 11:00 AM City Hall and via Zoom

[More Details](#)

IX. Meetings Calendar**[City Council Special Meeting \(hybrid meeting\)](#)****May 12, 2025, 7:30 PM City Hall and via Zoom****[More Details](#)****[Planning Commission Meeting \(hybrid meeting\)](#)****May 13, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****[Climate Policy Advisory Team Meeting \(hybrid meeting\)](#)****May 14, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****[North King County Coalition on Homelessness](#)****May 15, 2025, 1:00 PM - 2:30 PM****[More Details](#)****[City Council Budget & Finance Committee Meeting \(hybrid meeting\)](#)****May 15, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom****[More Details](#)****[City Council Committee of the Whole Meeting \(hybrid meeting\)](#)****May 19, 2025, 6:00 PM - 7:30 PM City Hall and via Zoom****[More Details](#)****[City Council Regular Meeting \(hybrid meeting\)](#)****May 22, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)****[Special Date - Parks and Recreation Advisory Board Meeting \(hybrid meeting\)](#)****May 28, 2025, 7:00 PM - 9:00 PM City Hall and via Zoom****[More Details](#)**