

Lake Forest Park City Council

Agenda Cover Sheet

Meeting Date 11/16/2017

Title Resolution No. 1659/Authorizing Mayor to Sign Professional Services Agreement with Otak Regarding Transit-Oriented Development and a Land Use Plan for Central Lake Forest Park

Item Type

- | | |
|-----------------------------------------------|---------------------------------------------------------------|
| <input type="checkbox"/> Work Session | <input checked="" type="checkbox"/> Ordinances & Resolutions |
| <input type="checkbox"/> Proclamation | <input checked="" type="checkbox"/> Introduction/Referral |
| <input type="checkbox"/> Special Presentation | <input checked="" type="checkbox"/> Council Discussion |
| <input type="checkbox"/> Public Hearing | <input checked="" type="checkbox"/> Action |
| <input type="checkbox"/> Consent Calendar | <input checked="" type="checkbox"/> Council Discussion/Action |
| <input type="checkbox"/> Final Confirmation | |

Originating Department Executive

Contact Person Pete Rose City Administrator

Legislative History

- Special Meeting 11/16/2017

Attachments:

1. Draft Resolution 1659, with Attachment A: Professional Services Agreement with Exhibit A - Scope of Work and Exhibit B - Budget
-

Executive Summary

This cover sheet and attached resolution are provided for Council's Special Meeting on November 16, 2017. Mayor Johnson, Deputy Mayor Stanford, Councilmember Riddle, City Administrator Rose, and Planning Director Bennett served as a selection committee and interviewed the four consulting teams that submitted proposals in response to the RFP for Lake Forest Park Town Center Planning and Communications Services. In August, the Council approved MAKERS Architecture and Urban Design, however, the Council and Mayor canceled the MAKERS contract. The Administration is recommending that Council contract with Otak, whose team was ranked second by the selection committee and is providing the attached contract and scope of work for Council consideration.

Background

On May 11, 2017, the City Council authorized the Administration to seek consultants for the development of a Transit-Oriented Development (TOD) and Land Use Plan for Central Lake Forest Park. On June 2, 2017, the City placed a notice in the Daily Journal of

Commerce advertising the request for proposals for TOD & Land Use Planning services and received four proposals.

The four consulting teams that submitted proposals were:

- MAKERS as lead with Community Attributes, Fehr & Peers, and BHC Consultants
- Otak as lead with Leland Consulting Group and Fehr & Peers
- Berk as lead with Fehr & Peers, Walker/Macy, Urban One, and Fehr & Peers
- Beckwith Consulting Group with Fehr & Peers

Fiscal & Policy Implications

This project is in the budget.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none"> • Adopt resolution authorizing Mayor to sign PSA. 	Allows project to begin and develop in coordination with schedules of Sound Transit and Merlone Geier
<ul style="list-style-type: none"> • No action 	The City will continue the search for a provider of these services, and will be behind schedule.

Staff Recommendation

Adopt Resolution No. 1659 authorizing Mayor to sign the professional services agreement with Otak.

Legal Review

Type of Document	Title of Document	Date Reviewed by Legal Counsel
<i>Resolution and Contract for Professional Services</i>	<i>Resolution 1659, contract with Otak</i>	<i>11/13/17</i>

ATTACHMENT 1

RESOLUTION NO. 1659

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN A PROFESSIONAL SERVICES AGREEMENT WITH OTAK, INC REGARDING TRANSIT-ORIENTED DEVELOPMENT AND A LAND USE PLAN FOR CENTRAL LAKE FOREST PARK

WHEREAS, on May 11, 2017, the City Council authorized the Administration to seek consultants for the development of a Transit-Oriented Development and Land Use Plan for Central Lake Forest Park; and

WHEREAS, the City placed a notice in the Daily Journal of Commerce advertising the request for proposals for Transit-Oriented Development and Land Use Planning services and received four proposals; and

WHEREAS, the City desires to have certain services performed for its citizens; and

WHEREAS, the City has selected Otak, Inc. to perform such services pursuant to certain terms and conditions.

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

Section 1. City Council of the City of Lake Forest Park approves and authorizes the Mayor to sign a professional services agreement, incorporated as Attachment A, with Otak, Inc. to assist with development of a Transit-Oriented Development and Land Use Plan for Central Lake Forest Park in exchange for an amount not to exceed \$156,081.

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 16th day of November, 2017.

APPROVED:

Jeff Johnson
Mayor

ATTEST/AUTHENTICATED:

Evelyn Jahed
City Clerk

FILED WITH THE CITY CLERK: November 14, 2017
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.: 1659

**CITY OF LAKE FOREST PARK
AGREEMENT FOR CONSULTANT SERVICES**

Contract Title:
Contract #:

THIS AGREEMENT made and entered into by and between the **CITY OF LAKE FOREST PARK**, a Washington municipal corporation (the "City"), and (the "Consultant"), is dated this 13th day of November, 2017

Consultant Business: Otak, Inc.
Consultant Address: 11241 Willows Road NE Suite 200
Redmond, WA 98052
Consultant Phone: 425.822.4446
Consultant Fax: 425.827.9577
Contact Name Amanda (Mandi) C. Roberts, Principal
Consultant e-mail: mandi.roberts@otak.com Mobile: 206.949.2741
Federal Employee ID No.: 91-1324129
Authorized City Representative for this contract: Pete Rose, City Administrator

WHEREAS, the City of Lake Forest Park has solicited proposals for providing consulting services to the city for planning work related to Lake Forest Park Town Center, and

WHEREAS, the City has selected Consultant to perform the requested consulting services;

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 A incorporated herein, for the Lake Forest Park Town Center Planning and Communications Services ("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 Amanda (Mandi) C. Roberts. The project manager(s) shall not be replaced without the prior written consent of the City.

Exhibit A Work shall commence when the City issues a notice to proceed and it shall be completed no later than June 30, 2018, 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 A, including all services and expenses, shall not exceed the lump sum price of \$166,081.00, as shown in Exhibit B with the addition of a \$10,000 Management Reserve as described in Exhibit A, page 7. Management Reserve funds will only be expended if the Consultant and City have previously executed a Change Order pursuant to section 16. Consultant shall invoice for this project monthly on the basis of the progress of completion and the portion of the scope of work completed each month by the Consultant and sub consultants to the Consultant. The costs per work element are shown in Exhibit B.

B. Consultant shall be reimbursed for Eligible Expenses actually incurred that are approved for reimbursement by the City in writing before the expense is incurred.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall send electronically to Aurora Belli, Accounting Supervisor, abelli@ci.lake-forest-park.wa.us its request for payment of Exhibit A 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 according to the schedule established in Exhibit A. 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 therefore). 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: City Administrator
Municipal Services Department

17425 Ballinger Way NE
Lake Forest Park, WA 98155

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

Amanda C. Roberts
Otak, Inc.
11241 Willows Road NE, Suite 200
Redmond, WA 98052

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

	<i>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</i>
CITY OF LAKE FOREST PARK WASHINGTON	Corporation Otak, Inc.
By: _____ Jeff Johnson, Mayor	By Typed/Printed Name: Amanda C. Roberts, Principal
_____ Date	Its Date: November 13, 2017
ATTEST:	
_____ Evelyn Jahed, City Clerk	
Date: _____	
APPROVED AS TO FORM:	
_____ Kim Adams Pratt, City Attorney	
Date: _____	

EXHIBIT A
SCOPE OF WORK

EXHIBIT B
CONSULTANT RATE SCHEDULE & PROJECT BUDGET



WORK PLAN

EXHIBIT A

Lake Forest Park Town Center

Visioning, Design Concept Planning, and Communications

November 14, 2017

Introduction

In a highly collaborative community-driven process, the City of Lake Forest Park will work with the consulting team of Otak and 3 Square Blocks and its project management team from Shiels Obletz Johnson (SOJ) to develop an illustrative vision and design concepts for the Town Center. The vision and design concepts will explore various urban form options with community amenities as well as one possible site for the proposed Sound Transit parking structure and bus rapid transit facilities. The urban form options will focus on transit-oriented development and mixed use urban form that integrates housing along with existing and potential commercial, employment, and civic uses. For the purposes of this agreement, 3 Square Blocks will be a subconsultant to Otak, tasked with designing and coordinating the communications and engagement process.

A second phase of work may follow this first phase focused on implementation planning and may include assistance with development regulations/code amendments, in-depth infrastructure and capital improvement analysis and planning, environmental analysis in compliance with SEPA (in a potential planned action process), and financial analysis support. Fehr & Peers and Leland Consulting Group, also subconsultants to Otak, would be part of the team for this second phase of work.

Team Coordination and Collaboration

Our team will coordinate closely with the City's staff and the project management firm, SOJ, and through SOJ we will engage with Sound Transit and Merlone Geier Partners (MGP), the owners of the Town Center at Lake Forest Park development, as well as other key property owners and stakeholders. Fehr & Peers is involved in parallel work with the City focused on the Safe Highways project (separate from but related to their previous work on Safe Streets), and our team will coordinate closely with their staff as well.

As mentioned above, 3 Square Blocks will lead the community engagement and communications process that will involve the entire team and these stakeholders as well as a broad spectrum of community interests and the Lake Forest Park community as a whole. Otak will participate in regular interactions with the City's Interbranch Steering Committee and citizens task force, as well as key community engagement events. Refer to the team roster for contact information for key project team members.

Anticipated Schedule

The team anticipates beginning work in mid-November and completing this first phase of communications, analysis, and planning by next spring (2018), over approximately five to six months maximum. This timing will work well to analyze Lake Forest Park's and stakeholder interests ahead of informing Sound Transit's planning and design process for the SR 522/SR 523 Bus Rapid Transit project. Otak will develop a detailed schedule immediately following approval of this scope of work. It is anticipated that Phase 2 work (described above) would follow this phase at the City's discretion and continue throughout 2018 and into early 2019 for plan adoption.



WORK PLAN

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Lake Forest Park Town Center

Visioning, Design Concept Planning, and Communications

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Scope of Work

The following scope of work represents combined work planning by Otak and 3 Square Blocks.

Communications Services

3 Square Blocks will lead the following work elements, working closely with Otak and the City's team. The Consultant will take immediate steps to engage community interests within the next six weeks including creating a new master website, social media outreach, phone interviews with selected community representatives, engaging with neighborhood groups, and other activities. A design workshop series of focus group and community meetings are planned for mid-February.

1.0 Team Coordination and Collaboration

In addition to managing 3 Square Blocks' work efforts, the lead from 3 Square Blocks will participate in meetings with the City's Interbranch Steering Committee (see "Participation in Meetings"). 3 Square Blocks will have the primary responsibility for project communications to the community and for orchestrating the robust engagement plan described in the scope of work below, which will include website development and management, social media outreach, phone interviews, focus group sessions, engaging neighborhood groups, and other activities. In addition, 3 Square Blocks also will collaborate with the City and the planning team to review and test a design concept framework with future land use, zoning, and infrastructure improvements focused on the Town Center and commercially zoned properties. This work element would build on regular communications through the project website, e-serve messages, community group briefings and other methods of regular communication about the developing framework. 3 Square Blocks will provide monthly invoices with reports to Otak with a written description of work accomplished during the invoicing period.

2.0 Website

The Consultant will create and manage a new website for Town Center Planning that also incorporates two additional LFP projects, Parks & Trails and Healthy Creeks and will develop graphic logos for 3 projects. Appropriate information will be migrated from the current site and included with new content. The site format will be consistent with the Safe Streets and Safe Highways sites and these sites will be linked to the new master website.

3.0 Branding and Messaging

Theme

The Consultant will work with team City representatives to brainstorm and agree upon a project theme. Time has been included under the website logo development to include creating a masthead for the website that reflects the theme.



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Background and Context Statement

Following the debrief, interviews and material review, a new project statement will be developed. All existing information will be reviewed and revised as needed.

Consistent Messaging

A briefing paper will be developed with context and talking points to be used by all involved in the project. Talking points will be revised as needed to reflect changes in project timeline or other updates.

LFP Town Center and Big 5 Branding

Following development of content in the above steps, 3 Square Blocks will work with the Consultant team and City staff to identify key points, interconnected nature of projects and role of community involvement. A key objective will be to develop an image of the Town Center that reflects citizens' desires.

4.0 Social Media

The Consultant will direct and manage a social media engagement effort. This will include initial analysis of the best methods following the stakeholder phone interviews and creation of a plan. It will include creating a Facebook page, Twitter, and Instagram accounts on the project website for timely posting of information and responding to emerging topics of interest or concern. Broader social media will be managed and monitored for content as noted in 5.0 below, using the collective feedback to inform posting on social media and identifying needs for targeted outreach. Following the stakeholder phone interviews, additional recommendations may be developed for inclusion in the outreach strategy. In addition, the Consultant will provide information for posting on the City's Facebook and Twitter sites. The existing City e-serve list will be used and supplemented with new contacts from Safe Highways and other contacts made during project start-up. Coordination with City staff will provide access to Next Door.

5.0 Communications Monitoring

The Consultant will monitor Next Door, social media, the City's email account, and press about the project. Assumes developing content and responses for 3 to 4 e-mail comments per week and compiling a monthly summary.

6.0 Other Specific Public and Stakeholder Engagement Activities

3 Square Blocks will organize and lead other activities to ensure a robust community engagement process guides the development of the vision and design concept framework plan for the town center. These activities will include community briefings and interviews with key stakeholders, focus group and stakeholder group meetings, community-wide workshop sessions (2), and other methods described in more detail below.

Situation Briefing & Phone Interviews

Participate in project debrief on the efforts and products to date. This would be followed by 10-12 phone interviews with key stakeholders, including representatives who attended the October 11th meeting.



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Neighborhood Group Meetings

The Consultant will coordinate, attend, facilitate, and document the results of up to six neighborhood group meetings in the earlier stages of the project (approximately November through January) as directed by the City. If the City desires that a portion of this time be spent facilitating Citizens Task Force meetings, some of the time and budget under this task can be transferred with authorization and confirmation of the level of effort expected.

Strategy for Public Input & Community Group Identification

With the benefit of that information, a strategy for soliciting, compiling and packaging public input would be developed in conjunction with the City and consultant team. A list of community organizations and contacts will be developed to receive information and to reach out to with briefings. The strategy anticipates using the new website, social media, community group briefings and a 3 day workshop (described below).

Meeting in a Box Materials

The Consultant will create a speaker's bureau or "meeting in a box" to reach out to community and neighborhood organizations. The task has several steps including developing materials to explain the project and a method for gathering specific feedback; identifying organizations, their contacts and schedules; making contact to set up the briefings, identifying presenters and gathering the feedback. Because this task requires considerable time to manage the logistics, scheduling, speakers and gathered information, we have included time for developing materials and contacts only, anticipating that City staff and Planning Commission members may be appropriate to do the contacts and scheduling. If it is desired to have the consultant handle the logistics, scheduling and participation in briefings, we would add time to the task.

Interactive Community Workshop Series

The Consultant team will collaborate on planning and facilitating a series of interactive design workshop sessions to gather feedback from stakeholders and community members. The event will be structured to include two days of small group working sessions (up to 8 groups), with invitation to specific neighborhoods, business interests or other stakeholder categories. Small groups would discuss the vision and site framework. Consultant team would use Day 3 to synthesize the information. Day 3 would focus on a presentation of what had been heard in the small group working sessions (with a proposed vision and draft design concept framework) first to City staff, then key stakeholders, and subsequently with refinements to the general community in an afternoon/evening session.

Community-Wide Open House

A community-wide open house would provide a final forum for feedback of the final vision and design concept framework plan prior to moving into the adoption process with the Planning Commission and City Council.



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Lake Forest Park Town Center

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Engagement Summary Report

In collaboration with Consultant team, develop a summary of the engagement process and outcomes that can be incorporated into the Vision and Design Concept Framework Plan prepared by Otak.

Planning Services

Otak will be responsible for confirming the vision and developing a design concept framework plan for the town center through a community-driven approach. Our approach will synthesize community input and comments into useable and meaningful design concepts. Otak will lead the following work elements, working closely with 3 Square Blocks and the City’s team.

7.0 Team Coordination and Collaboration

In addition to managing Otak’s work efforts, the lead from Otak will participate in meetings with the City’s Interbranch Steering Committee and citizen’s task force and help to facilitate discussions. In addition to leading the planning process, Otak will collaborate with the City and the communications team to review and test a design concept framework with future land use, zoning, and infrastructure improvements focused on the Town Center and commercially zoned properties. This work element would build on regular communications through the project. Otak will provide monthly invoices with reports to the City of Lake Forest Park with a written description of work accomplished during the invoicing period.

8.0 Illustrative Vision and Planning Background

For this work element, Otak will review and build on past work by the City and consultants and participate in selected community engagement activities to create a draft illustrative vision document. This document will include a combination of narrative and imagery to illustrate the community’s desired vision for the Town Center area. The vision will integrate and reference existing adopted policies in the City’s comprehensive plan and other planning documents as appropriate. The vision also will include new policy statements to reflect input and comments received during this communications and planning process.

The draft vision will be presented to the City team/Interbranch Steering Committee, and then to the community during the interactive workshop series to gather input and comments (see Work Element 11 below). The vision will then be refined for presentation in the community-wide open house. Subsequently the vision will be finalized for inclusion in the Final Vision and Design Concept Framework Plan that will go before the Planning Commission and City Council for adoption.

Also as part of this work element, Otak will review and summarize the planning background, which will include integration of past outcomes of community engagement, potential integration of relevant aspects of previous framework planning, and other efforts. Otak will prepare a summary memorandum assessing guiding plans and policies, integration of previous work, and other information gathered and reviewed to inform the planning



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process for City/Interbranch Steering Committee review. Comments from the City team/Interbranch Steering Committee will then help to guide ongoing work on the planning efforts.

9.0 Design Concept Planning/Options

Otak will synthesize the community's vision into urban design and built form framework concepts for the Town Center area. This work will include development of up to three design concept options in plan view supported by sketch up (3-D massing) models and other supporting graphics that illustrate urban design and urban form in the town center area. The design concepts will be shaped by input gathered from the community through multiple forums and activities, as well as through interactions with MGP and Sound Transit. This work will be conceptual but detailed enough to show building form and use. Design concept framework options will include:

- Land use and building form options.
- Community amenities, public realm and civic spaces, and other features
- Parking options (if a parking structure is developed on the site by Sound Transit, we will explore shared, non-shared, wrapped with uses, not wrapped options); we also will explore a design concept option that does not include the parking structure.
- Options for town center redevelopment, including transit-oriented development and mixed use options in varying arrangements and responding to and integrating information and plans from MGP as available.
- Framework configurations for the multi-modal street network and parking in the town center, as well as pedestrian and bicycle facilities/travel ways, options for grade-separated crossing,

The draft design concepts will be presented to the City team/Interbranch Steering Committee, and then to the community during the interactive workshop series to gather input and comments (see Work Element 11 below). The design concepts will then be refined for presentation at the community-wide open house. A preferred design concept will be highlighted and further refined for inclusion in the Final Vision and Design Concept Framework Plan that will go before the Planning Commission and City Council for adoption. It may be that the preferred design concept framework plan is a hybrid of previous options incorporating multiple options.

Prior to compiling the draft framework plan and the community-wide open house, Otak will refine the preferred design concept framework plan to a greater level of detail and develop 3-4 pedestrian scale perspective renderings to show in more detail how the preferred vision and building concepts could look. It is anticipated that these refinements and details will be shared with the Interbranch Steering Committee and other key stakeholders as they evolve.



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10.0 Technical Analysis for Development of Preferred Design Concept Framework Plan

To support development of the draft design concept framework plan, Otak will complete preliminary infrastructure review and coordination to integrate Safe Streets/Safe Highways work (being completed under a separate scope), review of existing infrastructure conditions and capital improvement plans, and identification of potential improvement needs to serve redevelopment (storm water management, utilities, public facilities, etc. in addition to transportation improvements). Recommendations will be formulated for Phase 2 analysis work to support implementation.

Also as part of this work element, Otak will work with City planning to review existing zoning and identification of existing gaps or problems in the code that need to be addressed to support moving forward with the vision and preferred concept.

Otak will prepare a summary memorandum that summarizes the results of this review and analysis in draft form for City/Interbranch Steering Committee review. Review comments will be incorporated into the final content of the "Town Center Vision and Design Concept Framework Plan."

11.0 Final Vision and Design Concept Framework Plan

Based on input and comments received from project meetings, community engagement activities, and stakeholder interactions, and with collaboration of the project team/City/Interbranch Steering Committee, Otak will refine a Final Vision and Design Concept Framework Plan.

Otak will compile and prepare for adoption the "Final" Vision and Design Concept Framework Plan to formally be reviewed through Planning Commission and City Council. Two rounds of minor revisions would be expected during the adoption process. This plan will include the following components: background information, illustrative vision, concept options explored, preferred concept design framework plan and supporting illustrations/graphics, suggested next steps for implementation, including the need for design guidelines and amendments to existing zoning and development regulations, infrastructure analysis and capital project improvements, SEPA environmental compliance process, and financial analysis to support implementation.

Management Reserve Budget

Our team will be responsive and flexible to needs that may arise on this project. We understand that additional meetings may be needed, either with the City team, Interbranch Steering Committee, citizens task force, neighborhood groups, or others. Setting aside a management reserve amount will facilitate the ability to be immediately responsive should these additional needs arise. The Consultant can draw from the management reserve on a time and materials basis. We would recommend a management reserve of between \$5,000 and \$10,000 be considered.



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Potential Add-On Services to Phase 1 or Phase 2 Services

The following services could be added to Phase 1 or could be provided as future Phase 2 planning services would focus on ongoing analysis and work to support implementation of the vision and preferred design concept framework plan. This additional work may include:

- A. Detailed infrastructure analysis and capital improvement planning: capacity analysis/quantification and identification of specific improvements needed to serve the preferred alternative for redevelopment and including cost estimates, schematic layouts for storm water and utilities, transportation/streets network, public spaces, facilities, etc. This analysis will assess if the existing infrastructure can fully handle the additional traffic, demand for utilities, and other facilities and services that would be needed to implement the vision and plan. This would be taking this work to the level of completion you would expect to see in a full subarea plan and to support the SEPA planned action EA documentation. Relevant outcomes of the Safe Streets and Safe Highways plans, as well as other City capital planning and assumptions from Sound Transit’s BRT plan will be integrated into this work.

The estimated cost of this item is \$30,000; a portion of this for just assessing potential traffic conditions is estimated at \$15,000

- B. Preparation of a SEPA planned action document with environmental analysis sufficient to support implementation of town center redevelopment; there are a lot of benefits to doing this. Namely, it would really help to incentivize and catalyze the redevelopment process. This detailed work effort would provide analysis for multiple elements of the environment—water resources to land use/planning and transportation, infrastructure, public services, parks and recreation, etc.

The estimated cost of this item is \$65,000

- C. Support with Amendments to Zoning and Development Regulations—as may be needed to implement aspects of the preferred vision and development concept framework plan.

The estimated cost of this item is \$10,000 (assumes coordination with staff and code writing and that staff would process the amendments through Planning Commission)

- D. Financial Analysis (Item #7 in Previous Scope Summary)
 - o Cost/value of community space and other public benefits
 - o Value comparability to bonuses offered to/requested by developer
 - o Evaluation of bonuses offered and public benefits requested in accordance with public input received



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- Evaluation of realistic/reasonable asks
- Other elements to augment MGP market study and to address community needs
- Public/private partnership structure with financial analysis to support this
- Other recommendations to support funding and financing to implement the plan

The estimated cost of this item is \$45,000

Participation in Meetings and Coordination

3 Square Blocks will participate in the following meetings:

- The 3SB lead (Marcia Wagoner) will attend up to 6 meetings with the City and Interbranch Steering Committee and participate in brief (1 hour) bi-weekly coordination sessions with SOJ, 3SB, and members of the City team as needed
- The 3SB lead (Marcia Wagoner) will organize, attend, and facilitate up to 6 neighborhood group meetings.
- The 3SB lead (Marcia Wagoner) will assist in organizing, attend and facilitate the interactive design workshop series (includes the first community-wide open house session)
- The 3SB lead (Marcia Wagoner) will attend and help to facilitate the second community-wide open house

Otak will participate in the following meetings:

- The Otak staff lead (Mandi Roberts) will attend up to 6 meetings with the City and Interbranch Steering Committee and participate in brief (1 hour) bi-weekly coordination sessions with SOJ, 3SB, and members of the City team as needed
- Otak lead (Mandi Roberts) to attend up to 6 neighborhood group meetings facilitated by 3SB.
- Otak lead (Mandi Roberts) to attend up to 2 coordination sessions with MGP (organized by SOJ; these can be phone conferences, but in person meetings would be preferred; note that one of these sessions should occur during the work on design concepts under 9.0 above and the other session could be part of the design workshop series)
- Otak (Mandi Roberts) lead to attend up to 2 coordination sessions with Sound Transit (organized by SOJ; these can be phone conference, but in person meetings would be preferred; note that one of these sessions should occur during the work on design concepts under 9,0 above, and the other session could be part of the design workshop series)
- Three Otak staff will attend the interactive design workshop series (includes the first community-wide open house session)
- Two Otak staff will attend the second community-wide open house; Otak will support organizing this meeting and documenting results



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- Otak lead (Mandi Roberts) to attend and support staff with presentations/discussions at up to 3 meetings/briefings with the Planning Commission on ideas, proposals, options, incentives, etc.
- Otak lead (Mandi Roberts) to attend and support staff with presentations to City Council—up to 2

In addition to these meetings and workshop sessions, Otak will coordinate internally with 3SB, Fehr & Peers, and Leland Consulting Group and cover day-to-day communications with SOJ and City staff.

Project Deliverables

The following deliverables will be provided by the Otak/3 Square Blocks team under the Phase 1 scope of work.

Communications Services

- Reconfigured master website
- Branding and messaging memorandum
- Social media postings and monitoring (3-4 email comments per week and monthly summary for five months)
- Situation briefing draft questions
- Situation briefing/interview outcomes summary memorandum
- Meeting in a Box Materials (with heavy support from Otak on presentation materials/graphics/illustrations of vision and design concept plan products)
- Support with logistics for interactive community workshop series sessions and community-wide open house
- Engagement summary report—draft and final

Planning Services

- Summary memorandum assessing guiding plans and policies, integration of previous work, and other information gathered and reviewed to inform the planning process for City and its Interbranch Steering Committee review
- Illustrative vision—preliminary draft for City/Interbranch Steering Committee
- Illustrative vision—draft for citizens task force and community (interactive workshop series)
- Illustrative vision—refined draft for community-wide open house
- Illustrative vision—final for adoption
- Design concept plans (up to three framework options)—preliminary draft for City/Interbranch Steering Committee review
- Design concept plans—draft for citizens task force and community
- Design concept plans—refined for community-wide open house



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- Presentation materials, displays, and hand-outs for meetings described under Task 11 and the interactive community workshop sessions
- Summary memorandum assessing land use/zoning code analysis, infrastructure analysis needs, and other implementation considerations—draft for City/Interbranch Steering Committee
- Vision and Design Concept Framework Plan – final for adoption; will include:
 - Final illustrative vision
 - Final Design Concept Framework Plan (and summary of options considered)
 - Recommendations for Implementation Phase of Work

Project Budget

The team will complete this scope of work with Phase 1 planning and communications services and provide the deliverables listed for a lump sum budget of \$156,081. Budgeted costs per work element are shown in the attached table. Phase 2 services will be scoped separately, and the consultant agreement will be modified to include these additional services as needed. Should the need for scope modifications, additional services, and/or budget changes arise during the project, the Consultant will immediately notify the City of Lake Forest Park and SOJ and will not proceed with any additional services without first receiving written authorization from the City.



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Project Schedule

COMMUNICATIONS		NOV	DEC	JAN	FEB	MAR	APR	MAY
1.0	Team Communications and Collaboration	[Solid red bar from Nov to May]						
2.0	Website	[Solid red bar in Nov, dotted red line with arrow from Dec to May]						
3.0	Branding and Messaging	[Solid red bar in Nov, dotted red line with arrow from Dec to May]						
4.0	Social Media	[Solid red bar in Nov, dotted red line with arrow from Dec to May]						
5.0	Communications Monitoring	[Dotted red line with arrow from Dec to May]						
6.0	Specific Engagement Activities	[Solid red bar from Nov to May]						
	Interviews/Neighborhood Group Meetings	[Solid red bar from Nov to Jan]						
	Engagement Strategy	[Solid red bar from Dec to Jan]						
	Meeting in a Box	[Solid red bar from Jan to Feb]						
	Focus Group/Stakeholder Group Sessions	[Solid red bar in Feb]						
	Community-wide Open House #1	[Small solid red square in Feb]						
	Community-wide Open House #2	[Small solid red square in Apr]						
	Engagement Summary Report	[Solid red bar in May]						
PLANNING		Interbranch Steering Committee Meetings [Blue diamonds in each month] Citizens Task Force Meetings [Small red squares in Dec, Jan, Feb, Mar, Apr]						
7.0	Team Communications and Collaboration	[Solid green bar from Nov to May]						
8.0	Illustrative Vision and Planning Background	[Solid green bar from Nov to Feb]						
9.0	Design Concept Planning/Options	[Solid green bar from Nov to Mar]						
10.0	Technical Analysis for Development of Preferred Design Concept Framework Plan	[Solid green bar from Feb to Apr]						
11.0	Engagement, Reviews, and Final Vision and Design Concept Framework Plan	[Solid green bar from Nov to May]						
		ADOPTION [Blue bar from Mar to May]						



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Budget Breakdown per Work Element

3 Square Blocks—Communications		
1.0	Team Communications and Collaboration	\$7,926
2.0	Website	\$14,730
3.0	Branding and Messaging	\$8,240
4.0	Social Media	\$2,286
5.0	Communications Monitoring	\$4,926
6.0	Other Specific Public and Stakeholder Engagement Activities	\$42,523
	Reimbursable Expenses	\$1,495
	Subtotal Budget	\$82,126
Otak—Planning		
7.0	Team Coordination and Collaboration	\$8,864
8.0	Illustrative Vision and Planning Background	\$7,425
9.0	Design Concept Planning/Options	\$19,520
10.0	Technical Analysis for Development of Preferred Design Concept Framework Plan*	\$11,025
11.0	Final Vision and Design Concept Framework Plan	\$24,276
	Reimbursable Expenses	\$2,845
	Subtotal Budget	\$73,955
	TOTAL BUDGET ALL PHASE 1 SERVICES	\$156,081

* Anticipates minimal involvement by Fehr & Peers and Leland Consulting Group in this Phase 1 scope (up to \$2,000 each to consult on design concept framework development). More detailed technical and financial analysis by Fehr & Peers and Leland Consulting Group would occur in Phase 2, or see list of potential add-on items for Phase 1.

Otak, Inc.
Schedule of Professional Billing Rates

Core Team

Mandi Roberts, Principal/Senior Project Manager	174.00
Curtis LaPierre, Landscape Architect VI	133.00
Mark Shelby, Urban Designer III	125.00
Cristina Haworth, Planner II	108.00
Finis Ray, Planner I/Urban Designer	85.00

Staff Categories for Other Potential Support

Sr. GIS Specialist Planner	108.00
GIS Specialist - Planner	76.00
Planning/GIS Intern	54.00
Scientist V	140.00
Scientist IV	130.00
Scientist III	114.00
Scientist II	89.00
Scientist I	75.00
Environmental Specialist	115.00
Civil Engineer VII	140.00
Civil Engineer VI	133.00
Civil Engineer V	126.00
Civil Engineer IV	112.00
Civil Engineer III	102.00
Civil Engineer II	90.00
Civil Engineer I	83.00
Engineering Designer V	111.00
Engineering Designer IV	97.00
Engineering Designer III	87.00
Engineering Designer II	78.00
Engineering Designer I	69.00
Contract Administrator	100.00
Project Admin. Asst	72.00
Graphics Specialist	94.00

3 Square Blocks Professional Billing Rates

Marcia Wagoner	\$161.00
Michael Read	\$161.00
Casey Bradfield	\$110.00
Anna Snyder Kelly	\$110.00
Rebecca Fornaby	\$110.00