EXHIBIT A

Overview Description of Work:

The Consultant will provide electric vehicle (EV) charging planning and engineering services for the City of Lake Forest Park (City) to evaluate EV charging capacity and the options for EV charger installation. The analysis will occur for three separate parking lots: City Hall, Police Department, and Public Works Operations. The analysis will typically include:

- EV charging needs
- Parking and traffic evaluation
- Existing electrical and utility evaluations
- Opinions of cost and funding resources

Task 1.1: Project Management

HDR's Project Manager will participate in monthly project coordination meetings with the City, reviewing the work performed in the previous period and providing a look ahead for upcoming activities and deliverable dates, and assessing the status of open action items.

The Project Manager will coordinate the efforts of HDR while:

- Assisting the City with planning and executing this project beginning in June 2025 through the completion of assessment, which is expected by the end of February 2026 (approximately 8 months).
- Developing and maintaining the project execution schedule.
- Providing document control for HDR deliverables.
- Leading HDR quality control and interdisciplinary interfaces.
- Participating in the project Kickoff Meeting and monthly project update meetings as well as deliverable reviews as outlined in the tasks below.

Task 1.2: Kickoff Meeting

To initiate the work, HDR will coordinate and facilitate a virtual project kickoff meeting with the City and the key project stakeholders. This meeting will be a working session to confirm the work scope and schedule, identify data requirements, and establish communication protocols. Following the meeting, HDR will produce meeting minutes with key decisions, commitments, and action items. Agenda items may include:

- Introduction and overview of HDR and City personnel and their skillsets as they relate to the project.
- Identify key study objectives, resources, and communication protocols.

- Review HDR's work plan.
- Identify studies and other relevant information to be considered in the project.
- Investigate data availability and data gaps. Identify additional data needs.
- Review project timeline and discuss critical path items and key milestones.
- Gain consensus as to the level of detail required to support the purpose of the assessment.
- Discuss coordination with other stakeholders (agencies).

Client Responsibilities

- Assist in facilitating the kickoff meeting.
- Provide the list of attendees for the kickoff meeting.
- Review and provide feedback on kickoff meeting agenda.
- Participate in the kickoff meeting.
- Review and provide comments to meeting minutes.

Task 1 DELIVERABLES

- Virtual monthly project team meetings, associated agendas, and meeting minutes.
- Monthly invoices.
- Preliminary Request for Information.
- Kickoff Meeting agenda and notes.

Task 1 ASSUMPTIONS

- HDR has assumed one coordination meeting per month, starting in July 2025 and ending in February 2026, accounting for a total of eight coordination meetings. Monthly meetings will be held via conference call and screen shared with the City using a virtual platform (Microsoft Teams) for hosting meetings. Meetings will last up to one hour. In this task, HDR has accounted for attendance of the Project Manager and one task lead.
- HDR's project management activities will begin in June 2025 (pending Notice to Proceed and/or Contract Execution) and wrap up by the end of February 2026 (approximately 8 months). This is to account for project closeout and final invoicing.
- The Kickoff Meeting will be up to two hours and facilitated virtually, via Microsoft Teams. HDR attendees will include the Project Manager and four Task Leads.

Task 2.1: EV Charging Needs Analysis

HDR will collect and review operational (e.g., miles/hours of operation, idling needs, and hauling requirements) data to understand the existing City fleets functions to determine

charging infrastructure needs for on-road EVs. We will allocate time to generate assumptions for missing data that are agreed upon by the City.

The foundation of an EV charging strategy begins with a review of the existing fleet and parking locations. The database will segment fleet into categories and include operations data per category such as average daily miles traveled and average hours of operations.

HDR will develop a spreadsheet to include number of vehicles, replacement cycles, fuel type, location assignment, and overnight parking site. This process helps to clarify the size and complexity of the operating fleet and begins developing the yearly fleet replacement by vehicle type, year, agency, and fleet/facility configurations.

HDR will evaluate which fleet types or use cases are ideal for electrification. We will evaluate conditions such as vehicle battery storage, battery best practices, battery degradation, idle times, and climate conditions to produce an EV expected range table for each vehicle category. The "realistic" range forecast can be used in the decision tree to compare the required operating requirements for the replacement vehicle versus the expected EV performance.

Employee and visitor parking will also be evaluated for each facility. The average time spent at each facility as well as state requirements for EV infrastructure, primarily Revised Code of Washington (RCW) 19.27.540, will be reviewed.

Task 2 DELIVERABLES

- Fleet and Vehicle Existing Conditions Database (.xls file)
- Charging Requirements Analysis Report (.pdf file)

Task 2 ASSUMPTIONS

- HDR assumes the City will provide fleet information including, but not limited to, miles/hours of operation, idling needs, hauling requirements, parking locations, replacement cycles, fuel type, location assignment, and overnight parking site for each vehicle
- HDR assumes the City will encourage staff and stakeholder attendance to workshops, if needed.
- HDR assumes the City will distribute and compile comments from key stakeholders and provide one consolidated copy.

Task 3.1: Parking Lot and Traffic Analysis

Three existing City parking lots will be evaluated to account for building size, number of employees, and number of visitors. The parking lots for consideration include City Hall, Police Department, and Public Works Operations.

A traffic analysis of each site will be completed in conjunction with the parking lot evaluation. The analysis will include the following:

- Site Visit and Existing Conditions Review
- Data Collection
- Parking Demand Assessment
- Circulation and Access Analysis
- Traffic Impact Due to Increased Demand
- Code and Design Standard Review
- Operational Impact Analysis

This analysis will evaluate existing parking constraints, stalls available, and layout and whether the existing parking lot is adequate for the current building needs and the addition of EV infrastructure.

Task 3.2: Parking Lot Concept Design

Following analysis of Task 3.1, HDR will evaluate parking lot designs to accommodate the needs identified in Task 3.1, including EV infrastructure considerations. The recommendation will focus on restriping the existing layout and will attempt to avoid demolition and reconstruction of hard infrastructure, saving time and money. Minor hardscape improvements may also be included, but a complete parking lot rebuild will not be considered.

The layouts will be high-level concepts for buildings outlines, parking stalls, and EV infrastructure. Layouts will include circulation patterns for vehicles, materials and personnel that will provide an efficient, cost effective, and safe facility operation. Ingress and egress routes will maximize safety and security and minimize vehicular and pedestrian conflict on and off the site. And the concepts will establish site area relationships.

The concept designs will be completed in PDF, rather than in AutoCAD or Revit. A concept budget will be developed under this task in conjunction with the preliminary layout. The concept budget will be utilized for grant application purposes within Task 5.

Task 3 DELIVERABLES

- Parking Lot and Traffic Analysis Report (.pdf file)
- Up to 6 parking lot concept designs, two for each of three facilities (.pdf file)
- Preliminary opinion of probable construction cost (OPCC) for up to 2 concept layouts per facility

Task 3 ASSUMPTIONS

- HDR assumes the City will provide the building square footage, fleet vehicles, number of employees/vehicles, and average daily visitors for each facility.
- All site visits are assumed to occur within a single day
- Major parking lot reconstruction will be avoided
- OPCC will be AACE Class 5 estimate (-50 to +100%) based on the early concept plan
- Traffic analysis will only be performed within the parking lots and will not extend to the adjacent streets

Task 4.1: Existing Electrical Infrastructure Analysis

The City will provide HDR with as-built plans, one-line diagrams, and site plans prior to performing an on-site electrical evaluation of existing infrastructure. The City shall also provide copies of each facility's utility bills and/or historical usage data indicating the facility's peak energy demand (kW) dating back 12 months. If the utility information is not available, a request will also be made to Seattle City Light (SCL) under Task 4.2. If utility information is not available, a 30-day meter reading will be required from a third party.

The City shall provide access for HDR staff to evaluate the existing electrical infrastructure, including but not limited to:

- Utility transformer (exterior only)
- Electrical rooms
- Electrical panels/switchboards
- Service entrance conductors, if possible.

HDR will aim to evaluate the following information at each facility:

- Utility transformer size and voltage
- Service entrance size and voltage and main breaker size
- Any spare circuit breakers or space for spares that might be available for EV infrastructure. HDR will note other substantial loads in the panel to avoid overloading when EV charging circuits are added

- Document where additional electrical infrastructure may need to be installed should the existing capacity not be sufficient
- Assess possibility for a separate utility service, such as identifying utility poles, pad mount enclosures or transformer locations and their proximity to the EV charging area
- Determine available locations for EV charging stations
- Identify and note possible existing underground or overhead obstructions for conduit routing such as trees, gas lines, asphalt/concrete saw-cutting required, existing utilities, fencing, and drainage structures.

Task 4.2: Utility Coordination

HDR will coordinate and attend one virtual meeting with SCL staff to discuss EV charging at each of the three facilities. This meeting will occur following Tasks 2.1, 3.1, and 4.1. Information discussed with SCL will be considered for the Task 3.2 concept design.

Topics of discussion with utilities typically include:

- Utility capacity to handle EV charging load
- Location of existing utility infrastructure and proposed improvements
- Equipment and construction lead times
- EV charging rates and rebate programs offered by the utility

Task 4 DELIVERABLES

- Electrical Infrastructure Analysis Report (.pdf file)
- Concept designs to be included within Task 3 deliverables (.pdf file)

Task 4 ASSUMPTIONS

- HDR assumes the City will provide access to the existing electrical infrastructure during the site visit.
- All site visits are assumed to occur within a single day

Task 5.1: Funding Resources

HDR will support the City with identifying applicable federal, state, and local funding sources for EV infrastructure and developing an application narrative. Rebates may also be available through the utility. An explanation of each identified funding source, available funds and constraints or match requirements, and grant schedule will be included within the narrative.

A grant application narrative will be developed by HDR that describes the purpose, need, and community benefits of electrifying Lake Forest Park's fleet. This narrative content can then be used by the City for further pursuing funding opportunities as they become available.

A concept budget will be developed under Task 3 in conjunction with the preliminary layout. The concept budget will be utilized for grant application purposes.

Task 5 DELIVERABLES

- Funding Source Report (.pdf file)
- Narrative content for use in grant / funding applications (.doc file)

Task 5 ASSUMPTIONS

- The City will provide any available data related to potential matching funds and will work with HDR to collect any additional data as identified.
- If a funding opportunity is identified, preparation and submittal of a complete application will be part of a separate task.

General Assumptions

A summary report is included for each of Tasks 2 through 5. Each report will include one draft submittal and one final submittal. It is assumed that the City will provide a single set of comments either to a PDF, Word, or spreadsheet summary within 2 weeks of draft submittal. HDR will address the comments and issue a final report.

All meetings are assumed to be held virtually.

EXHIBIT B

FEE ESTIMATE

City of Lake Forest Park: City of Lake Forest Park EV Charging

Task #	Task Description	Total Labor	Total Escalation	Total Expenses	Total Subconsultants	Total Fee
1	Project Management	$18,561	$0	$0	$0	$18,561
2	EV Charging Needs Analysis	$45,686	$0	$0	$0	$45,686
3	Parking and Traffic Analysis	$65,482	$0	$0	$0	$65,482
4	Electrical Analysis	$40,855	$0	$0	$0	$40,855
5	Funding Resources	$23,904	$0	$0	$0	$23,904
		$194,488	$0	$0	$0	$194,488