

LAKE FOREST PARK LAKEFRONT IMPROVEMENTS
CITY OF LAKE FOREST PARK

SCOPE OF WORK

Project Overview

The City of Lake Forest Park (City) has retained DCG/Watershed and its teaming partners (Consultant) for “Lakefront Improvements Design, Engineering, Environmental, and Permitting” (Project) located at 17345 and 17347 Beach Dr SE (parcel 4030100035, 0040), Lake Forest Park. The Project is intended to improve public waterfront access through the transition of a newly acquired single-family residential parcel into a public waterfront park. The Project is adjacent to an existing park, Lyon Creek Waterfront Preserve Park. Work is anticipated to extend across the parcel line into the existing park to create an integrated recreational program and park experience for the City and park users. Work is anticipated to include improvements to Beach Dr SE to provide safe bicycle and pedestrian connections to the Burke Gilman Trail and the SR522 intersection.

This contract outlines the initial phase of the Project, hereafter referred to as Phase 1, which will include predesign services, concept design of up to three alternatives, preferred design selection, and schematic design for the preferred concept.

Program

The site program may include the following elements: waterfront access improvements, such as docks, floats, and/or boardwalks; traffic control and safety improvements, such as crosswalks and sidewalk connections; streetscape improvements, and/or parking and drop-off area; pedestrian facilities, such as paths and trails; shoreline enhancements, such as restoration, revegetation, and/or earthwork; landscape improvements, including hardscapes, planting, and site furnishings; critical area protection and mitigation; and, demolition and renovation of existing structures.

Project Team

The project team will include the following sub-consultants: Johnston Architects (architecture); Transportation Solutions, Inc., (traffic design and engineering); APS Survey & Mapping, Inc., (land surveying); HWA Geosciences, Inc., (geotechnical engineering); Elcon Associates, Inc., (electrical engineering); and DCW Cost Management (cost estimation).

Project Schedule

The City does not yet have a target date for project completion. The City and Consultant proposed the following timeline for Phase 1 of the Project. A detailed timeline including project milestones and delivery dates will be provided at the beginning of the Project Work. The timeline for subsequent work phases will be refined at the end of Phase 1 and will be contingent on funding availability.

Phase 1: Predesign, Concept Design Alternatives, Schematic Design (±12 months, June 2023 – May 2024)

- Predesign – 14 weeks
- Concept Design and Alternatives Analysis – 12 weeks
- Preferred Design Selection – 12 weeks
- Schematic Design – 12 weeks

Future Phases (Not in Contract): Design Development, Construction Documentation, Construction Administration, Post Occupancy/Site Commissioning (June 2024 and beyond, estimates are approximate, timeline is contingent on funding, permitting, and outcome of Phase 1 work)

- *Design Development – 4 months*
- *Construction Documentation and Permitting – 9 months*
- *Bid Support and Coordination – 2 months*
- *Construction - 6 months*
- *Post Occupancy/Site Commissioning – 12 months*

Scope Summary

The Consultant anticipates providing the following Work elements under this Scope:

- Project management
- Predesign and Schematic Design services, including the following design specialties:
 - Landscape architecture
 - Architecture
 - Civil engineering
 - Marine engineering
- Preliminary technical guidance, including the following specialties:
 - Transportation engineering
 - Geotechnical engineering
 - Environmental planning and permitting
 - Arboriculture
 - Cost estimation
 - Surveying
- Stakeholder outreach and engagement
- *Future work anticipated as a contract supplement:*
 - Continued design services for the design specialties listed above, including:
 - Design Development, including Plans, Specifications, and Estimate (PS&E) at 30% and permit submittal
 - Construction Documentation, including Plans, Specifications, and Estimate (PS&E) at 60%, 90%, and 100%/Bid-ready
 - Detailed technical guidance for the specialties listed above
 - Construction Administration

Work Performed by the City

Throughout the duration of the Project, the City will perform services, furnish information, and answer questions as necessary to guide and complete the Project. The following services will be performed by the City:

- Provide existing and available as-built plans, records, studies, geospatial or other data, or other materials or records that are applicable to or that may inform, guide, or accelerate the Work outlined in this Scope.

- Provide accommodations as required for all stakeholder meetings throughout the life of this contract.
- Review and comment on all deliverables outlined in this Scope.
- Participate in meetings, reviews, and events as outlined in this Scope.

General Assumptions

The following are general project assumptions for the Scope.

- Phase 1 tasks will be performed in succession as laid out in the detailed Project schedule. Delays in the Work completion may result in additional fees and services.
- If work conducted on the Project extends for a period of more than 18 months, hourly rates may be adjusted to reflect current rates.
- Changes in the detail of Work beyond what is described in this Scope will be made as requested by the City and authorized by amendment as extra work.
- Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.
- The Consultant will invoice the City on a monthly basis as Work is completed. If required, any special reporting of funds, such as may be required by State or Federal funding sources, will be handled entirely by the City.
- The City may supplement staffing needs with experts in particular subject matters to assist in the review process for all interim, draft, and final submittals. The experts will be an extension of City staff and will assist, as needed, in providing comments and the resolution of comment responses as part of the general review process for each submittal.
- All access permissions for completion of the Work will be obtained by the City.
- The Consultant is responsible only for meeting deadlines for their tasks and has no control over those portions of the schedule related to the tasks performed by the City or any third party that is retained by the City. The Consultant will work with the City to the greatest extent feasible to maintain the overall Project schedule.
- Imperial units will be used for all project documents.
- The City project manager shall compile and organize all comments received from City departments and other reviewers and provide them to the Consultant as a single cohesive document. Any conflicting comments shall be identified and reconciled by the City project manager prior to delivery to the Consultant.
- Review should be completed in a timely manner, in the duration as specified in the Project Schedule, in one cycle. Consultant is not responsible for delays in Project Schedule resulting from delays in review. During review periods, the Consultant may move forward on tasks that do not rely on review results.
- After the first round of review comments is closed, additional comments Consultant receives shall be considered as Consultant's additional efforts in communicating, interpreting, and addressing those comments and shall be addressed in the following tasks. Any extra work which is not in Scope and triggered by these additional comments will be through amended Scope.

Exclusions

- Consultant services not specifically described in this Scope.

- Cultural resources and archaeological services and investigations, however, these services can be added by amendment.
- Any Work in pursuit of green building certifications and/or credentials, however, these services can be added by amendment.
- Permitting fees and permit submittals, which are assumed to occur in a future contract phase.

Scope of Work – Project Phase 1

The Work to be completed in Phase 1 is broken down into the following tasks for project reporting, billing, and accounting.

- Task 1 – Project Management
- Task 2 – Stakeholder Engagement
- Task 3 – Predesign
- Task 4 – Concept Design
- Task 5 – Schematic Design

Task 1 – Project Management

This Task addresses administration of work from initiation to closure.

Project Management Plan

The Consultant will provide a Project Management Plan to direct and define the analysis and decision-making process required to complete the project. The plan will include these components:

- Project scope of work
- Project schedule
- Team roles, work assignments and organization
- List of team meetings needed for project coordination
- Communications protocols
- Required reporting for applicable grant funding
- Records management
- Change management and control procedures including Change Log
- Project safety plan
- Quality management plan
- Closeout of project
- Drafts of Consultant's standard templates for meeting agenda and summaries.

Kick-off Meeting

The Consultant will facilitate one (1) in-person or hybrid kick-off meeting with key members of the Consultant team and City staff. The kick-off meeting will cover project introductions, internal and external stakeholder identification, roles of key individuals and stakeholders (e.g., RACI analysis), review of project scope with limitations and exclusions, and goal setting.

Project Oversight and Reporting

The Consultant project manager will provide direction to the Project team, including Subconsultants, and conduct Project coordination meetings with appropriate task leaders. The Consultant will coordinate execution of the Project and meet regularly with the City project manager and staff.

The Consultant will provide direction to the Subconsultants and review their work over the course of the Project. Monthly monitoring of the subconsultant's budget will occur over the course of the Project. Current status, as well as projections, will be developed. Consultant will monitor Subconsultant costs and budgets, and propose corrective actions, if necessary. This may include formal Scope and/or budget modifications which would require City approval in advance.

The Consultant's project manager will monitor the Project planned budget versus actual progress. Consultant will prepare and submit an invoice and brief progress report monthly that reflects progress over the previous billing period and anticipated activities over the next billing period. The monthly progress report will include: a summary of any identified variances from the budget and schedule, reason(s) for the variance, and proposed corrective action(s). New Project Changes will be noted. The Consultant will update to the Project delivery schedule, as changes occur. Project schedule tasks and milestones shall be consistent with the task and deliverables described in the Scope.

The Consultant will provide Quality Assurance / Quality Control (hereafter as QA/QC) in accordance with the Consultant's in-house QA/QC Plan and modified as needed to meet Project specific requirements. The Consultant is responsible for adhering to the QA/QC procedures for all phases of body of work that include but not limited to: computer modeling assumptions, input and output files, analysis approach, design calculations, reports, plans, specifications, and cost estimates; and pertinent information on an ongoing basis. The task entails the periodic review of study criteria, design, and assumptions, as well as concepts and presentation of product format; and documents that the overall Project objectives are being fulfilled.

Assumptions:

- Internal project team coordination meetings will be held on a bi-weekly basis during Project duration. These meetings will be in addition to the coordination meetings held with the City.
- The Consultant project manager will maintain a reserve to accommodate additional quarterly meetings, either digital or in-person, with the principal-in-charge and City project manager, if needed.
- The Consultant project manager and the City project manager will confer on project progress via telephone on a biweekly basis for the duration of the Project.
- Consultant invoices will include a summary with a breakdown of hours, tasks, and descriptions of work completed.
- As part of the biweekly calls with the Consultant project manager and City project manager, the Consultant will check in on quality management to ensure product quality aligns with City's expectations, identifying and making corrective action(s), if needed.

Deliverables:

- Project Management Plan

- Kick-off meeting with key members of Consultant Team and City staff
- Biweekly meetings with City project manager
- Monthly invoices and Progress Reports, including summary of biweekly meetings, emailed to the City in electronic (PDF) format.
- Monthly updates to Project delivery schedule in electronic (PDF) format.

Task 2 – Stakeholder Engagement

This Task address communication and engagement with stakeholders external to the Project Team to be identified in the kick-off meeting.

Stakeholder Engagement Plan

Building off the stakeholder discussion from the kick-off meeting, the Consultant will develop a Stakeholder Engagement Plan that outlines goals for who, when, why, and how stakeholders will be engaged. The plan will reference milestones in the Project Schedule and will outline stakeholder engagement responsibilities and expectations for both the Consultant and City staff. The plan will be submitted for review and approval by the City. Once approved, the Stakeholder Engagement Plan will serve as primary outline for collaborative stakeholder engagement through the duration of the current Project phase.

Engagement Website

The Consultant will design, build, and host a public-facing website for the duration of the current Project phase. The website will serve as an online headquarters for the public to access project information, participate in virtual engagement activities, and register for or review materials from public engagement events.

As necessary, the Consultant will request input from the City on critical information for website establishment, such as desired URL, graphics and branding, content, and imagery. A draft of the website will be shared with City for review prior to launch. The Consultant will add the City project manager or other City staff, if requested, as co-editors of the website. After website setup and launch, the Consultant will provide monthly website updates for the duration of the current Project phase.

Stakeholder Meetings

In collaboration with the City and in accordance with the Stakeholder Engagement Plan, the Consultant will participate in the following meetings with external stakeholders through the duration of the current Project phase:

- **Direct engagement meetings (up to 16 hours across all staff, including travel):** Members of the Consultant Team will support the City in the direct engagement of individual stakeholders or members of specific stakeholder groups. These meetings are anticipated to be informal small group meetings of 1-4 stakeholders. Direct engagement meetings may be held in-person or virtually as resources allow. Direct engagement meetings will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be referenced at direct engagement meetings. Consultant will provide an informal summary of talking points or discussion highlights following each meeting.

- **Community Event Support (up to 12 hours across all staff, including travel):** Members of the Consultant Team will support the City at in-person pre-planned community events, such as farmers markets, concerts, picnics, or similar, occurring outside of working hours, including on weekends, as staffing and budgetary resources allow. Community event support will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be used for community events. If requested by the City, existing materials can be enlarged or reprinted for use at community events; such expenses will be billed at cost. Feedback received at community events will be collected, documented, and compiled by City staff. Consultant will not provide notes or summaries following community events.
- **Community Meetings-Charrettes (2):** The Consultant will support the City in the planning and facilitation of two design charrettes for community meetings-members occurring in-person and outside of working hours, but not occurring on weekends. Select members of the Consultant Team representing design or technical specialties with direct relevance to the planned focus of each community meeting-charrette discussion will be in attendance. The Consultant will prepare and provide materials necessary for successful meeting implementation, such as graphics, presentations, engagement exercises, and hardcopy collateral. All materials and supplies will be billed at cost; as possible and feasible, the City may provide materials and supplies for use at community meetings. Feedback received at community meetings-charrettes will be collected, documented, and compiled by the Consultant. Consultant will provide a summary of talking points, discussion highlights, and feedback received following each community meeting.
- **Official Meetings (7):** The Consultant will support the City at a total of seven (7) pre-scheduled official meetings occurring in-person during and outside of working hours, but not occurring on weekends. Official meetings are assumed to include up to five (5) meetings of the Parks and Recreation Board and up to three (3) meetings of the City Council to achieve a total of 7 official meetings. Official meetings will not require preparation of custom materials, graphics, or documentation; however, materials already prepared under other tasks may be compiled for reference or presentation at official meetings. Consultant will provide a summary of talking points, discussion highlights, and feedback received following each official meeting.

Reserve Funds for Stakeholder Compensation

To advance the design work, stakeholders representing critical interests may be engaged to support the Project on a recurrent basis. As feasible, the Consultant will endeavor to compensate these stakeholders for their commitment of time and resources. Compensated stakeholders may be engaged to provide input or contributions such as:

- Participation in coordination meetings or calls.
- Review of existing design concepts to advise on potential concerns and issues.
- Advise on sensitive design themes and motifs, such as cultural or indigenous topics, calling out critical concerns and red flag issues.
- Contribute to interpretive messaging or themes.
- Contribute supplemental design ideas, such as sketches, images, or guidance.

If a stakeholder or stakeholder group is identified by the City and the Consultant to be critical to the advancement of the Work and considered for compensation, the Consultant will notify the City in

writing (via email) of the intent to access stakeholder reserves. Each request will be accompanied by a description of stakeholder effort and recommendation for compensation. Budgetary reserves are allocated as noted for stakeholder compensation:

▪ **Tribal Representatives and/or Liaisons - \$5,000**

If a stakeholder's contribution to the Project is determined by the City and the Consultant to exceed the budget reserve noted above, the Consultant will furnish a detailed proposal that includes a detailed description of stakeholder efforts and recommendation for compensation. If approved by the City, the Consultant will submit a formal contract amendment for respective additional fee.

Assumptions:

- Stakeholder engagement will be a collaboration between Consultant and City staff. Where required or as requested, essential activities, such as scheduling, promotions, printing and mailing, accessibility accommodations, translation services, and direct stakeholder outreach will be led by the City. Attendance and facilitation will be performed jointly by Consultant and City staff, as appropriate. Production of stakeholder engagement materials, including graphics and digital format materials, will be led by the Consultant.
- Consultant stakeholder engagement activities will be limited to the level of effort represented in the Project budget.
- Website hosting fees and maintenance will be expensed to the project budget and will be covered for a term of twelve (12) months from project beginning. At Project completion and at the City's request, website and domain ownership will be transferred to the City.
- Social media and email promotions will be handled by the City using the City's existing accounts. No new or custom social media accounts, email accounts, or campaigns will be performed by the Consultant unless explicitly stated above; however, the Consultant may repost or cross post Project promotions to its existing social media accounts.
- The Consultant will endeavor to have certain staff members present at specific engagement events; however, based on individual staff commitments and schedules, some substitution of staff may occur. If alternate staff are in attendance, they will be qualified to speak about relevant design or technical issues, and they will be up-to-speed on Project status and issues.

Deliverables:

- Stakeholder Engagement Plan
- Engagement website, including setup plus twelve (12) months of maintenance and hosting
- Stakeholder meetings, as described above

Task 3 – Predesign

This Task address assessment of site conditions and compilation of background materials to constitute a design basis for subsequent work.

Data Collection and Field Verification

The Consultant will construct a base map that will inform Predesign and Schematic Design work products. The City will provide for use by the Consultant all relevant reports, studies, plans, and surveys

pertinent to the Project, including, but not limited to: as-built drawings, critical areas report, cultural resources assessment, grant applications, Environmental Assessment, surveys, and geospatial data.

The Consultant will conduct site visit(s) to verify the information shown in the existing documents. As necessary to convey the current site conditions, Consultant will document additional or missing information through photography (aerial or on-site), supplemental technical study, or other means. Consultant will confirm existing wetland, stream, and lakeshore critical area boundaries and ratings, and, if necessary, Consultant will re-delineate features that may have buffers affecting the Work area.

Reserve Services for Technical Specialties

During the course of the Phase 1 Work, certain technical specialties may be engaged on an as-needed on-call basis. Services requested of technical specialties may include, but are not limited to:

- Review of existing discipline-specific data and advise on potential concerns and issues.
- Participation in coordination meetings or calls.
- Advise on design concepts, calling out critical concerns and red flag issues during concept design.
- Contribute summary information to support documentation.

If supplemental technical studies are determined by the City and Consultant to be critical to the advancement or completion of the Phase 1 Work, the Consultant will notify the City in writing (via email) of the intent to access budget reserves. Each request will be accompanied by a level of effort estimate. If a requested task exceeds the budget reserve for that technical specialty, the Consultant will furnish a detailed fee proposal for City review, and, if approved, will submit a formal contract amendment for respective additional fee. Technical reserves are allocated as noted for the following technical specialties:

- Arborist - \$4,500
- Cultural Resources - \$10,000
- Electrical Engineering - \$5,000
- Geotechnical Engineering - \$5,000
- Hazardous Materials - \$10,000
- Survey - \$10,000
- Traffic Engineering - \$7,000

Site Analysis

The Consultant will conduct a thorough site analysis to gain a comprehensive understanding of the project site, its surrounding context, the regulatory context for the project site and proposed program, as well as the Stakeholders involved in the project. Site analysis will include the following:

- Review and compile existing data and documentation related to the project site, including previous studies, surveys, reports, and any available historical records. This includes a brief site reconnaissance to evaluate streams/wetlands on the existing park property and to screen for wetlands on the two newly acquired adjacent residential properties. Reconnaissance findings will be incorporated into the existing conditions memo.

- Analyze existing site plans, topographic maps, aerial imagery, and GIS data to gain an understanding of the site's physical characteristics, including vegetation, critical areas, infrastructure, etc.
- Collect and analyze publicly available data, such as demographic information, land use maps, zoning regulations, and transportation networks, to assess the site's context within the surrounding area.
- Evaluate relevant geotechnical reports, soil surveys, and environmental studies to identify any potential constraints or opportunities related to soil conditions, contamination risks, or natural resource preservation.
- Utilize existing data on hydrological patterns, flood zones, and shoreline erosion to assess the site's vulnerability to natural hazards.

Conduct Regulatory Review:

- Identify and review local, state, and federal regulations and guidelines applicable to the Project development.
- Assess zoning ordinances, building codes, and land use regulations specific to the project site.
- Review relevant building, fire, energy, seismic codes etc., and safety regulations relevant for potential adaptive reuse of existing structures.
- Research and identify any specific permits or approvals needed for Project development.

Evaluate Grant Requirements:

- Review the terms and conditions of the grant agreement to understand the specific requirements and obligations associated with the grant.
- Determine the specific deliverables and outcomes expected by the grant funder and develop a plan to meet those requirements.
- Review any specific performance metrics or evaluation criteria outlined in the grant agreement and establish a system for tracking and reporting progress.
- Identify any grant-specific restrictions or limitations that may impact the Project.
- Collaborate with the City to ensure all project activities align with the grant requirements and goals and make any necessary adjustments.

Stakeholder Analysis:

- Conduct stakeholder identification and mapping to identify key stakeholders relevant to the Project. Analyze publicly available demographic and socioeconomic data to understand the characteristics and needs of the surrounding community, considering factors such as population density, income levels, and recreational preferences.
- Identify relevant governing bodies including federal, state, and local agencies that will be involved in the Project.
- Research and analyze property ownership records to understand the ownership structure and boundaries of adjacent properties.
- Identify community organizations, such as neighborhood associations, civic groups, or nonprofit organizations, neighboring businesses, and institutions to inform strategies listed in Task 2.

- Review and analyze past stakeholder input, including meeting summaries, survey results, and feedback received to identify common themes, and understand their perspectives and concerns, to inform the Project design and decision-making process.

Pre-design Charette-Workshop (1)

The Consultant will facilitate a Pre-design Charette-Workshop bringing together the core design and technical team, along with members of the City Council and Parks and Recreation Board and select stakeholders key City staff members, to engage in a collaborative session aimed at exploring project requirements, goals, vision, constraints, opportunities, and initial ideas. The purpose of the pre-design workshop is not to develop design ideas, but rather to identify the boundaries of the project so as to create a framework for meaningful public engagement. The outcome of the pre-design workshop will inform the development of messaging and interactive exercises that can be used to engage community members in thoughtful design discussions. The Consultant will document the outcomes of the workshop and provide a summary memo outlining key findings, decisions, and actionable next steps for the project team to further refine and progress the Project vision. The Consultant will:

- Facilitate a 3 hour, in person, workshop with the core design and technical team, along with key City staff members stakeholders, to gather input and insights for the Project.
- Define the workshop objectives, ensuring that the session focuses on identifying project requirements, goals, vision, constraints, opportunities, and initial ideas.
- Prepare workshop materials, including presentation slides, exhibits, and discussion prompts, to guide the session and encourage active participation.
- Conduct a brief project overview presentation, providing background information, context, and any existing project materials to ensure all participants have a shared understanding of the project.
- Facilitate discussions to allow participants to share their perspectives, ideas, and aspirations for the Project, encouraging active listening and collaboration among team members.
- Facilitate discussions around project constraints and challenges and any unique opportunities or strengths of the project site that can be leveraged to enhance the design and functionality of the Project.
- Facilitate discussions to generate ideas, design strategies, and concepts that align with illuminate the Project's goals and vision, considering factors such as user experience, sustainability, community engagement, and desired amenities.
- Capture and document the key findings, insights, and decisions made during the workshop, ensuring that all ideas, concerns, and opportunities are recorded for future reference.
- Summarize the workshop outcomes and prepare a workshop memo highlighting the key findings, decisions, and actionable next steps for the design and development process.

Assumptions:

- The City will provide the available existing information in electronic working file formats (Word, Excel, DWG, JPG, SHP, etc.) as feasible. All other information can be provided in electronic PDF format.

- A budgetary reserve is identified for supplemental technical study, if required in Phase 1. No additional technical studies will be required for Phase 1. Budgetary reserves for technical studies that are not used in Phase 1 will carry over to Phase 2.
- On-site visual confirmation is limited to items that are above ground, visually apparent, and identifiable.
- If observed, the Consultant will report major discrepancies between site observations and as-built drawings to the City.

Deliverables:

- Base map and site photographs
- Existing conditions memo, for inclusion in Schematic Design Report
- Technical documentation from supplemental studies, if completed
- Summary memo from Predesign Charette

Task 4 – Interpretive Plan

The Consultant will work with the City to develop an interpretive plan for the Lakefront property. The plan will identify potential conceptual themes, core topics and messaging, and designs ideas for onsite interpretation. This task will include research and targeted community engagement designed to identify appropriate interpretive themes and messages. The final interpretive plan will be designed to inform subsequent conceptual design efforts, and it will include recommendations such as materials, size, design, function, and placement of integrated onsite interpretation and/or interpretive elements.

Interpretive Research and Engagement

The Consultant will conduct research into the site and its context to gather a comprehensive understanding of its historical, ecological, geological and cultural significance. As part of the process, a site visit will be conducted to capture site photos to document and visually represent the site's distinctiveness and potential for interpretation.

The Consultant will develop and implement engagement exercises for the broad community, such as surveys, hands-on activities, or storytelling exercises that will be conducted at community events. The aim is to create opportunities for diverse community members to actively participate in the interpretive planning process, gather their perspectives, and foster a sense of ownership and connection to the park's resources, resulting in more inclusive and impactful interpretive programs.

Through extensive research, on-site engagement, and stakeholder involvement, the interpretive planning process will yield the identification of site-specific themes that represent community stories, natural features, and cultural heritage of the park.

Interpretive Planning Session

The Consultant will facilitate a 2–3-hour in-person interpretive planning session onsite or at City Hall with the Parks and Recreation Board. As public representatives of city-wide park issues, the Parks and Recreation Board will be engaged to distill broad community feedback into more distinct themes based on research, and community input. This session will result in a basic, draft outline for an interpretive plan. After this planning session, the identified interpretive themes will be taken to the community charrette for additional public review and feedback.

Interpretive Plan

The Consultant will work with the City to further develop the interpretive plan by refining community feedback gathered on initial interpretative themes. The plan will outline each proposed design (wayside, artistic landscaping feature, etc.) in correlation with locations, themes and stories, site management goals achieved, visitor goals achieved, target audiences reached, and other details. The Consultant will facilitate two virtual meetings with the City during this task, one working session to advance the plan, and one review meeting to discuss the final draft of the plan.

Deliverables:

- Site visit and research
- Engagement exercises
- In-person interpretive planning session
- Interpretive plan, draft and final
- Facilitation of two virtual meetings

Task 54 – Concept Design

This Task involves developing a preliminary vision and conceptual framework for the park. Working closely with City staff, analyzing feedback from stakeholders and utilizing site analysis findings, the Consultant will establish a shared vision, design objectives, and design narrative for the Project. The consultant will create a spatial layout, considering functional uses and key amenities, while incorporating best practices and inclusive design principles. Three initial design alternatives for park elements will be created and refined into a preferred concept based on community and City staff feedback. Visual representations will be developed to communicate the design concepts effectively. Additionally, design guidelines and strategies will be identified and documented to guide future phases of the Project.

Design Program

The Consultant will explore and develop a design program that reflects the desires and needs of the community while considering the site's spatial characteristics and programmatic constraints to allow for the creation of a vibrant and inclusive Project that offers diverse opportunities for recreation, cultural activities, education, and user engagement.

- Conduct an analysis of existing City parks and their program offerings to identify potential program gaps and opportunities for the Project.
- Review community feedback and input gathered from past community engagement activities and Project specific community engagement to understand the specific program desires and needs expressed by residents and stakeholders.
- Consider the diverse needs and requirements of various program types, such as recreational activities, cultural events, educational spaces, nature exploration, and social gathering areas.
- Analyze the spatial characteristics, constraints of the site and compatibility of different program elements to identify suitable areas and zones for different program elements, ensuring efficient and functional use of space.

- Develop a program matrix or list that outlines the identified program/uses, their spatial requirements, estimated user capacities, and potential synergies between different program elements.
- Prioritize program based on the project goals, community input, feasibility, and anticipated user demand.
- Document the findings, recommendations, and prioritized program in a presentation that can be shared with City staff and decision-makers for further discussion and approval.

Development of Concept Design Alternatives (3)

The Consultant will develop three alternative concept designs, exploring multiple design options that allow for creativity, adaptability, and responsiveness to various project constraints and stakeholder considerations. This will provide a comprehensive analysis of cost, permit requirements, environmental impacts, and stakeholder impacts for each alternative, facilitating informed decision-making and leading to the selection of a preferred alternative for implementation.

- Develop three distinct concept design alternatives that demonstrate different spatial arrangements, circulation patterns, and organization of program elements, while ensuring they are all functional and responsive to the project's goals, requirements, and stakeholder input. Concepts will be iterative in nature, allowing the City more flexibility in selecting a preferred design.
- Ensure that the park elements and program are not mutually exclusive to the specific design alternatives, allowing for interchangeability and flexibility in incorporating different elements based on the final design direction.
- Conduct cost estimating for each alternative, including the construction, materials, and installation costs, and any associated long-term maintenance considerations.
- Provide a summary of the permit pathway and applicable regulations for each concept design, identifying the timeline, necessary permits, approvals, and environmental review processes that need to be considered.
- Assess the potential environmental impacts associated with each concept design and define high level mitigation needs and strategies to minimize adverse effects, such as addressing stormwater management, mitigating buffer impacts, and preserving sensitive habitats.
- Evaluate the impacts on adjacent landowners and stakeholders for each concept design, identifying potential concerns, opportunities for collaboration, and strategies to address any impacts on the neighboring properties or community.
- Prepare a deliverable for the three alternatives, including a site plan that illustrates the spatial arrangement of park elements, pathways, amenities, and program areas. Develop additional sketches, diagrams, design drawings or renderings, such as perspectives, elevations, or sections, to visually communicate the design intent, key features, and user experiences for each concept.

Alternatives Presentation and Analysis (1)

The Consultant will present the program analysis and three alternatives in a workshop-style meeting that aims to gather feedback and ensure that the City's preferences and input are incorporated into the decision-making as the Project progresses to the selection of the preferred alternative. An objective of

the meeting will be to refine the full array of presented alternatives into a smaller menu to share with the public.

- Reconvene the pre-design charrette group and organize a workshop-style meeting to present the program analysis and the three concept alternatives.
- Prepare a comprehensive presentation that highlights the findings of the program analysis, including an overview of the desired park programs, identified gaps, and the incorporation of community feedback.
- Present each of the three concept alternatives, providing a thorough description and visual representations of the spatial layout, elements, circulation patterns, and programmatic arrangements.
- Facilitate a structured discussion on the merits and feasibility of each concept alternative, considering factors such as vision, project goals, site constraints, community aspirations, budgetary considerations, and sustainability objectives.
- Incorporate iterative design exercises to explore modifications, combinations, or enhancements to the concept alternatives.
- Engage in a decision-making process with the City staff to determine the preferred alternative direction based on the workshop discussions, feedback, and the alignment with the project's vision and objectives.
- Prepare a brief summary memo that outlines the workshop outcomes, including the preferred alternative direction, key design considerations, modifications or refinements discussed during the workshop, and a rationale for the final decision.

Selection of Preferred Alternative

The Consultant will refine and consolidate the elements from the three concept alternatives into one cohesive and integrated final concept design that incorporates feedback from previous Tasks.

- Compile and analyze feedback received from City staff, community members, and stakeholders regarding the three concept alternatives presented.
- Provide targeted engagement with additional identified stakeholders to gather their input on the refined concept design.
- Conduct a comprehensive review and assessment of the strengths, weaknesses, opportunities, and constraints associated with each concept alternative based on the feedback received.
- Identify common themes, preferences, and key elements that have resonated positively across the feedback, indicating the most favored and desirable design components.
- Explore potential combinations and integrations of the preferred elements to create a cohesive final concept design that maximizes the desired features and functionality.
- Ensure that the refined concept design maintains alignment with the project goals, programmatic requirements, budgetary considerations, and the overall vision established for the Project.
- Summary memo including a narrative of the preferred alternative.

Assumptions:

- Up to three concept-level options for the Project which includes the newly acquired parcels, integration with the adjacent Lyon Creek Waterfront Preserve Park, and improvements to Beach Dr SE to provide safe bicycle and pedestrian connections to the Burke Gilman Trail and the SR522 intersection.
- The Consultant will provide Concept Design Alternatives with comparison narrative to the City.
- When alternatives are being considered or decisions are being made, the City will make final decisions.
- Each Concept Design Alternative will only be pursued if it is a viable option for project implementation. If an alternative is determined by agreement of the Consultant team and City project manager to no longer be viable, such as due to cost or other issue, the decision will be recorded in the Project Change Log and further development of the design option will cease.
- Once the preferred Concept Design is identified, further development of other alternatives will cease.
- The Consultant assumes that the City will provide timely and consolidated feedback on the design alternatives and subsequent refinements. This includes a clear process for consolidating comments from City staff and decision-makers into cohesive and actionable feedback.
- The Consultant assumes that the City will identify and engage additional targeted stakeholders, providing the necessary introductions and facilitating their participation in the input-gathering process for the refined concept design.

Deliverables:

- Design program memo
- Site Plans and additional design drawings as needed for each Concept
- Permit pathway and regulatory considerations documentation for each Concept
- Cost estimate for each Concept
- Landowner and Stakeholder Impact summary
- Alternatives Analysis workshop memo
- Preferred Alternative memo

Task 65 – Schematic Design

This task entails a deliberate transition from selecting the preferred alternative, derived from comprehensive feedback and stakeholder input to the documentation of the refined and cohesive preferred design for the Project. This phase culminates in the development of comprehensive design documentation, including drawings, renderings, a report that summarizes information associated with the preferred alternative including cost estimates, permit pathways, environmental impact, and stakeholder impact summaries.

Preparation of Schematic Design Package

The Consultant will develop a Schematic Design Package, visually conveying the design intent of the Project for use in communicating with the public and fulfilling funding requirements. It will consist of drawings, renderings, and other visual materials to effectively communicate the proposed design elements and overall vision for the Project. The second deliverable is a Schematic Design Report,

consolidating all relevant information such as cost estimates, permit pathways, environmental impacts, phasing considerations, etc. This report will provide a comprehensive overview of the design and serve as a reference document for moving into the next phase of project design.

In the Schematic Design Package, the Consultant will provide:

- **Site plan:** A detailed, scaled plan showing the layout of the Project, including the placement of major features, amenities, pathways, and landscape elements.
- **Enlargement plans (as needed):** This could include areas off-site along Beach Dr. or plans of proposed or adapted building structures.
- **Design drawings:** Visual representations of the Project, which may include elevation drawings, sections, and perspectives that illustrate key design elements and their relationship to the site.
- **Renderings:** High-quality visualizations of the Project.
- **Materials, finishes, and planting:** Narrative and images of materials, finishes, and high-level approach to planting to be used in the park, such as paving materials, seating options, lighting fixtures, and landscape materials.
- **Conceptual diagrams:** Diagrammatic representations of the design concepts and their underlying principles, illustrating the intended spatial relationships and design intentions.

Preparation of Schematic Design Report

The Consultant will develop a Schematic Design Report that consolidates all pertinent information related to the schematic design. It will include an itemized cost estimate, outlining projected costs associated with various design elements, materials, construction, and other relevant expenses. Also, the report will present a detailed permit pathway, summarizing the necessary permits, regulations, and approval processes required for the design's implementation. It will address potential environmental impacts, propose mitigation strategies, and provide a summary of impacts on adjacent landowners and stakeholders. Furthermore, the Schematic Design Report will consider phasing options and present a cohesive plan for the implementation of the design in a logical and feasible manner.

The Schematic Design report will include:

- **Design rationale and narrative:** A written explanation of the design approach, principles, and intentions, providing context and background information.
- **Preliminary engineering summary:** Summary prepared by the marine engineer, civil engineer, structural engineer, or other subconsultants involved in the project, providing technical analysis and recommendations related to shoreline impacts, site grading, drainage, utilities, structural elements, and other engineering considerations.
- **Sustainability strategies:** Summary of sustainable design strategies incorporated into the Project design, which may include energy efficiency, water conservation, use of recycled materials, integration of green infrastructure elements, etc.
- **Signage and wayfinding:** Summary of recommendations for park signage, wayfinding elements, and interpretive displays to guide visitors and provide information about park features, amenities, and rules.
- **Public art integration:** Concepts and strategies for integrating public art installations into the park design, highlighting opportunities for artistic expression and cultural spaces.

- **Cost estimate:** An itemized breakdown of projected costs associated with various design elements, materials, construction, and other relevant expenses.
- **Permit pathway:** A summary of the necessary permits, regulations, and approval processes required for the design's implementation, including any potential challenges or considerations.
- **Environmental impact:** A summary identifying and evaluating potential environmental impacts associated with the design, proposing mitigation strategies to minimize or eliminate adverse effects.
- **Phasing plan:** A plan outlining the recommended phasing strategy for the construction and implementation of the park design, considering logistical, financial, and operational factors.
- **Stakeholder impact:** A summary outlining the potential impacts on adjacent landowners, stakeholders, and the broader community resulting from the design and construction activities.
- **Accessibility considerations:** A summary detailing the measures taken to ensure compliance with accessibility standards and guidelines, promoting inclusivity and equitable access to the park.
- **Maintenance and operations recommendations:** Recommendations for ongoing maintenance and operational considerations, including suggested maintenance schedules, materials durability, and staffing requirements.

Assumptions:

- The Consultant will rely on the accuracy and completeness of existing data provided by the City or publicly available sources and will not be responsible for verifying its accuracy unless explicitly agreed upon in the scope of work. Additional surveys or technical studies may be identified during Schematic Design and conducted in a future project phase.
- The Schematic Design Report will be no more than 30 pages including visuals
- The City will review and provide consolidated comments to the draft deliverables within a reasonable timeframe to avoid project delays. This includes a clear process for consolidating comments from City staff and decision-makers into cohesive and actionable feedback.
- The City will provide a clear understanding of the project budget and any specific cost limitations or constraints as they are understood at the time.

Deliverables:

- Draft and Final Schematic Design Package
- Draft and Final Schematic Design Report

End of Phase 1 Scope

Other Services (Not in Phase 1 Contract)

Design Development (NIC)

Preparation of one (1) document package representing 30% PS&E, including plan drawings, outline specifications (in six-digit or WSDOT format, tbd), and cost estimate in sufficient detail to describe all aspects of the proposed development and consistent with the current design stage. Conduct detailed site investigations, if needed, to inform design development and prepare for eventual permit submittals.

Construction Documentation (NIC)

Preparation of three (3) document packages representing 60%, 90%, and 100% PS&E, including plan drawings, specifications (in predetermined format), and cost estimate in sufficient detail to describe all aspects of the proposed development and consistent with the respective design stage. 60% PS&E will be submitted for permits, as outlined in the permit pathway provided in the Schematic Design package.

Bid Support Coordination (NIC)

Assembly of one (1) document package for advertisement for public bid. Provide support services to assist with contractor selection and contracting.

Construction Administration (NIC)

Administration of construction, including weekly meetings, site visits, contractor coordination, and review of built work through construction completion. Post-construction site commissioning, including quarterly follow-up through site establishment period (e.g., one year after construction).

Phase 1 Tasks:	Total Consultant Labor Fees
Task 1: Project Management <ul style="list-style-type: none"> ▪ Project management plan ▪ Kick-off meeting ▪ Project administration, including subconsultant coordination ▪ Biweekly meetings ▪ Monthly tracking and reporting 	\$ 26,977
Task 2: Stakeholder Engagement <ul style="list-style-type: none"> ▪ Stakeholder engagement plan ▪ Engagement website, setup plus twelve (12) months hosting and maintenance ▪ Stakeholder meetings, as described above 	\$ 41,585
Task 3: Pre-Design <ul style="list-style-type: none"> ▪ Data collection and field verification ▪ Site Analysis ▪ Predesign charrette (1) 	\$ 38,174
Task 4: Interpretive Plan <ul style="list-style-type: none"> ▪ Interpretive Research and Engagement ▪ Interpretive Planning Session ▪ Interpretive Plan 	\$9,978
Task 45: Concept Design <ul style="list-style-type: none"> ▪ Design Program ▪ Development of 3 Alternatives, including cost estimates and visuals ▪ Alternatives Presentation and Analysis (1) ▪ Selection of Preferred Alternative 	\$ 58,132
Task 456: Schematic Design <ul style="list-style-type: none"> ▪ Preparation of schematic design package, including cost estimates and visuals ▪ Summary schematic design report 	\$ 42,613
BASE DESIGN FEE	\$ 207,481 217,459
On-call Technical Reserves <ul style="list-style-type: none"> ▪ Arborist (\$4,500) ▪ Electrical Engineering (\$5,000) ▪ Geotechnical Engineering (\$5,000) ▪ Survey (\$10,000) ▪ Traffic Engineering (\$7,000) ▪ Cultural Resources (10,000) ▪ Hazardous Materials (\$10,000) ▪ Tribal Representatives and/or Liaisons (\$5,000) 	\$ 31,500 56,500
Total Fee with Reserve Services	\$ 238,981 273,959

Revised 5/30/2023		Prime Consultant (DCG/Watershed)											Subconsultants							Team Totals					
City of Lake Forest Park / Lakefront Improvement Project (No. 230336)		Project Manager, Senior Landscape Architect	Landscape Architect	Landscape Designer	Ecologist	Senior Environmental Planner	Senior Marine Civil Engineer	Marine Engineer	Senior Civil Engineer, Principal-in-Charge	Drone Pilot, GIS Analyst	Interpretive Planner	RESERVE FEE - Arboriculture (DCG/Watershed)	Prime Consultant Fees	Architecture (Johnson Architects)	Transportation Engineering (Transportation Solutions)	Cost Estimation (DCW Cost Management)	RESERVE FEE - Geotechnical Engineering (HWA Geosciences)	RESERVE FEE - Survey (APS Survey)	RESERVE FEE - Electrical Engineering (Elcon)	RESERVE FEE - Cultural Resources	RESERVE FEE - Hazardous Materials	RESERVE FEE - Tribal Representatives and/or Liaisons	Subconsultant Fees	Team Totals	
Task #	Task Title	\$194.40	\$167.00	\$113.40	\$145.80	\$220.22	\$213.00	\$162.00	\$299.00	\$140.00	\$121.23														
1	Project Management/Coordination											\$ 20,430.30	\$ 6,257.30	\$ 289.00	\$ -								\$ 6,546.30	\$ 26,976.60	
1.01	Project Management Plan	4	2						1			\$ 1,410.60	\$ 220.00										\$ 220.00	\$ 1,630.60	
1.02	Kick-off Meeting (assumes 90 min mtg, plus prep, travel, attendance, and follow up memo)	4	3			3	3					\$ 2,578.26	\$ 860.00	\$ 289.00									\$ 1,149.00	\$ 3,727.26	
1.03	Project Oversight and Reporting (PRIME PM ONLY, includes scheduling, ancillary communication, invoicing, budget tracking; assumes 2 hr/mo)	24										\$ 4,665.60											\$ -	\$ 4,665.60	
1.04	Biweekly internal team mtgs (x24 @ 0.5 hrs ea.)	12	12					12				\$ 6,280.80	\$ 4,720.00										\$ 4,720.00	\$ 11,000.80	
1.05	Biweekly mtgs w/ LFP PM (x24 @ 1 hr ea)	24							2			\$ 5,263.60	\$ 440.00										\$ 440.00	\$ 5,703.60	
1.06	Mileage Expenses (@ 2023 federal rate of c65.5/mi, assumes roundtrip travel from local office)											\$ 31.44	\$ 17.30										\$ 17.30	\$ 48.74	
1.07	Printing/Reproduction/Plotting Expenses											\$ 200.00											\$ -	\$ 200.00	
2	Stakeholder Engagement											\$ 31,359.42	\$ 10,225.15	\$ -	\$ -								\$ 10,225.15	\$ 41,584.57	
2.01	Stakeholder Engagement Plan	8	2									\$ 1,889.20	\$ 220.00										\$ 220.00	\$ 2,109.20	
2.02	Engagement Website (setup + 12 mo)	4	4	32								\$ 5,074.40	\$ 380.00										\$ 380.00	\$ 5,454.40	
2.03	Direct Engagement Mtgs (16 hrs across full team)	14										\$ 2,721.60	\$ 440.00										\$ 440.00	\$ 3,161.60	
2.04	Community Event Support (12 hrs across full team)	12										\$ 2,332.80	\$ -										\$ -	\$ 2,332.80	
2.05	Community Charrettes (x2, inc prep)	8	16	12			2	8				\$ 7,310.00	\$ 5,620.00										\$ 5,620.00	\$ 12,930.00	
2.06	Official Mtgs x 7 (Assume 4 hrs/mtg for prep, travel, attendance, and follow up memo)	28	28									\$ 10,119.20	\$ 3,480.00										\$ 3,480.00	\$ 13,599.20	
2.07	Mileage Expenses (@ 2023 federal rate of c65.5/mi, assumes roundtrip travel from local office)											\$ 212.22	\$ 85.15										\$ 85.15	\$ 297.37	
2.08	Website Expenses (includes hosting, domain fees)											\$ 500.00											\$ -	\$ 500.00	
2.09	Printing/Reproduction/Plotting Expenses											\$ 1,200.00											\$ -	\$ 1,200.00	
3	Pre-design											\$ 22,451.68	\$ 14,014.06	\$ 1,707.48	\$ -								\$ 15,721.54	\$ 38,173.22	
3.01	Data Collection and Field Verification (inc. dev basemap)	8	16	4	10		4	12		8		\$ 10,054.80	\$ 6,800.00	\$ 578.00									\$ 7,378.00	\$ 17,432.80	
3.02	Site Analysis	4	12	12	2		4	12				\$ 7,230.00	\$ 1,200.00	\$ 252.00									\$ 1,452.00	\$ 8,682.00	
3.03	Pre-design Workshop (3 hr mtg, w/ travel)	8	8	12			4					\$ 5,104.00	\$ 5,980.00	\$ 867.00									\$ 6,847.00	\$ 11,951.00	
3.04	Mileage Expenses (@ 2023 federal rate of c65.5/mi, assumes roundtrip travel from local office)											\$ 62.88	\$ 34.06	\$ 10.48									\$ 44.54	\$ 107.42	
3.05	Printing/Reproduction/Plotting Expenses											\$ -											\$ -	\$ -	
4	Interpretive Planning											\$ 9,977.46	\$ -	\$ -	\$ -								\$ -	\$ 9,977.46	
4.01	Interpretive Research and Engagement	4	2							14		\$ 2,808.82											\$ -	\$ 2,808.82	
4.02	Interpretive Planning Session	6	6							12		\$ 3,623.16											\$ -	\$ 3,623.16	
4.03	Interpretive Plan	2								24		\$ 3,298.32											\$ -	\$ 3,298.32	
4.04	Mileage Expenses (@ 2023 federal rate of c65.5/mi, assumes roundtrip travel from local office)											\$ 47.16											\$ -	\$ 47.16	
4.05	Printing/Reproduction/Plotting Expenses											\$ 200.00											\$ -	\$ 200.00	
5	Concept Design											\$ 29,021.82	\$ 22,154.06	\$ 835.24	\$ 6,120.00								\$ 29,109.30	\$ 58,131.12	
5.01	Design Program	4	8					4				\$ 2,761.60	\$ 6,800.00										\$ 6,800.00	\$ 9,561.60	
5.02	Development of Concept Design Alternatives	24	36	16	2	12	8	10				\$ 18,750.24	\$ 11,760.00	\$ 252.00	\$ 6,120.00								\$ 18,132.00	\$ 36,882.24	
5.03	Alternatives Presentation and Analysis (2 hr mtg, w/ travel)	8	8				4					\$ 3,743.20	\$ 2,960.00	\$ 578.00									\$ 3,538.00	\$ 7,281.20	
5.04	Selection of Preferred Alternative	8	8				4					\$ 3,743.20	\$ 600.00										\$ 600.00	\$ 4,343.20	
5.05	Mileage Expenses (@ 2023 federal rate of c65.5/mi, assumes roundtrip travel from local office)											\$ 23.58	\$ 34.06	\$ 5.24									\$ 39.30	\$ 62.88	
5.06	Printing/Reproduction/Plotting Expenses											\$ -											\$ -	\$ -	
6	Schematic Design											\$ 24,005.48	\$ 13,000.00	\$ 167.00	\$ 5,440.00								\$ 18,607.00	\$ 42,612.48	
6.01	Preparation of Schematic Design Package	20	32	16			4	8				\$ 13,194.40	\$ 10,400.00	\$ 167.00	\$ 5,440.00								\$ 16,007.00	\$ 29,201.40	
6.02	Preparation of Schematic Design Report	12	18	10	3	4	4	6	4			\$ 10,811.08	\$ 2,600.00										\$ 2,600.00	\$ 13,411.08	
6.03	Mileage Expenses (@ 2023 federal rate of c65.5/mi, assumes roundtrip travel from local office)											\$ -											\$ -	\$ -	
6.04	Printing/Reproduction/Plotting Expenses											\$ -											\$ -	\$ -	
7	Technical Reserves											\$ 4,500.00	\$ 4,500.00	\$ 7,000.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	\$ 52,000.00	\$ 56,500.00
Anticipated Labor Hours by Staff Role		238	213	114	17	19	41	72	7	8	50	\$ 4,500.00	\$ 137,246.16	\$ 65,650.57	\$ 9,998.72	\$ 11,560.00	\$ 5,000.00	\$ 10,000.00	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	\$ 5,000.00	\$ 160,998.94	\$ 273,955.45	