

September 12, 2023

Phillip Hill ICMA-CM
City Administrator
City of Lake Forest Park
17425 Ballinger Way NE
Lake Forest Park, WA 98155
Via email: phill@cityoflfp.gov

Re: Contract Amendment No. 2 for Lake Forest Park Tree Inventory Project
(DCG/Watershed Project #220424)

Dear Phil:

Thank you for requesting a proposal for an amendment to the Lake Forest Park Tree Inventory Project. We look forward to the opportunity to continue supporting the City with this effort. The following contract amendment request (No. 2) outlines the list of tasks associated with the original contract and Contract Amendment No. 1 and summarizes the remaining level of effort and additional budget needed to complete the project deliverables.

Task 1. Project Administration

DCG/Watershed staff will provide ongoing project coordination and administration. To date, we have provided the following deliverables for this task:

- A work plan that included a project schedule and a data collection protocol.
- An initial methodology agreed upon by the project team.
- A SharePoint shared file drive for coordinating and sharing data and files.
- Ongoing administration and billing.

During the project, additional coordination and meetings were needed to address staff changes and scope of work changes to address outreach and engagement needs.

Task 2. Plot Inventory and Analysis

To date, DCG/Watershed field arborists have collected baseline plot and tree data on 71 plots across the City. This includes 57 plots from the original 2010 inventory. Due to challenges in gaining landowner approvals on all the original parcels with plot centers, our staff identified 40 new plot center locations to inventory. The City then sent out a second round of outreach letters to engage the 40 new landowners. During 2022 data collection, DCG/Watershed staff also invested resources from Task 2 to calling and coordinating with landowners to schedule site visits as some landowners wanted to be present while staff were on their properties. Our field arborists provided education and background information on the forest inventory to landowners as requested.

The original 2010 inventory included 97 plots. To match the original inventory, we need to collect data on *approximately* 26 remaining plots. We anticipate plot inventories will continue through September.

Task 3. GIS and Canopy Analysis

The balance of budget for this task spent to date has been dedicated to the initial assessment of existing data layers, preliminary data processing, and ongoing quality control of plot-level data collection. DCG/Watershed staff have also completed the initial canopy height model analysis for Lake Forest Park based on 2010 and 2016 data, which we will analyze in ArcPro and provide in the final report. The remaining budget for this task will go to completing the data analysis upon conclusion of all plot data collection and packaging the GIS data for the City.

Task 4. Report

To date, we have not billed staff time toward this task. DCG/Watershed staff will draft the comprehensive report of findings upon completion of plot data collection. This will include methodology, findings, and implications for urban forest management.

Task 5. Public Outreach Assistance - Completed

Due to staffing changes at the City and the challenges of achieving the needed numbers of landowner approvals to conduct the study, the City authorized DCG/Watershed to support public engagement efforts through an amendment to the contract (See Table 1). These tasks are completed and no additional budget will be needed. As part of Amendment No.1, DCG/Watershed accomplished the following:

- Developed a public outreach tracker that is saved to the project SharePoint.
- Identified additional landowners/plot sites.
- Designed outreach materials that included a revised outreach letter and door hanger to educate and engage landowners.
- Co-authored an outreach e-newsletter article and website post with the City Arborist.
- Conducted “door knocking” to landowners who did not respond to previous outreach mailings.
- Initiated direct coordination with landowners who provided site access for data collection via phone and email to confirm receipt of permission and notify them of site visit schedules.
- Conducted ongoing correspondence and meetings with City staff to coordinate logistics and outreach materials.
- Attended two Lake Forest Park Tree Board meetings to present status updates on the project status and accomplishments.

Our fees for this amendment request are detailed in the Budget Summary below.

Task	Description	Original Contract Amount	Amendment No. 1	Total Contract Amount	Total Billed thru 8/31/23	Budget Balance*	Budget Needed to complete work	Proposed Amendment No. 2
1	Project Administration and Meetings	5,275.00	2,405.00	7,680.00	8,556.25	(876.25)	1,000.00	1,876.25
2	Plot Inventory and Analysis	28,880.00	1,140.00	30,020.00	34,067.62	(4,047.62)	4,500.00	8,547.62
3	GIS and Canopy Analysis	5,210.00	-	5,210.00	3,220.00	1,990.00	1,990.00	-
4	Report of Findings	4,540.00	-	4,540.00	-	4,540.00	4,540.00	-
5	Public Outreach Assistance	-	8,580.00	8,580.00	8,539.25	40.75	-	-
E	Expenses	775.00	-	775.00	750.27	24.73	100.00	75.27
Totals		\$44,680.00	\$12,125.00	\$56,805.00	\$55,133.39	\$1,671.61	\$12,130.00	\$10,499.14

*3.0% of the original contract balance remains

We look forward to working with you to move this project forward. If you have any questions about this proposal, please do not hesitate to call.

Sincerely,



Kimberly Frappier
Environmental Planner / Urban Forester



Kenny Booth AICP
Principal, Director of Current Planning

Enclosures:
2023 Billing Rates

Proposal Assumptions

- This proposal includes general coordination with the project team via email and phone. In-person meetings with the project team and/or jurisdictional agencies are not included.*
- 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.*

DCG/Watershed 2023 Staff Billing Rates

INITIALS	STAFF NAME	TITLE	HOURLY RATE
DN	Dan Nickel, MSc	Environmental Engineer	\$220.22
HM	Hugh Mortensen, PWS	Senior Ecologist	\$220.22
JKB	J. Kenny Booth, AICP	Senior Planner	\$220.22
AW	Al Wald, LHg	Senior Hydrogeologist	\$205.20
AMC	Amber Mikluscak Champoux, PLA, GISP	Senior Landscape Architect/GIS Manager	\$194.40
GJ	Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$183.60
NL	Nell Lund, PWS	Ecologist	\$183.60
RK	Ryan Kahlo, PWS	Ecologist	\$183.60
MD	Mark Daniel, AICP	Associate Planner/GIS Specialist	\$183.60
MF	Marina French, PLA	Landscape Architect	\$175.12
KF	Kim Frappier	Environmental Planner/Arborist	\$167.40
CM	Colin Macdonald	Restoration Biologist	\$167.40
CM	Clover McInalls, PWS	Environmental Planner	\$162.00
PH	Peter Heltzel	Fisheries Biologist	\$162.00
KC	Katy Crandall	Ecologist/Arborist	\$162.00
KB	Kyle Braun	Landscape Architect/Arborist	\$155.27
AC	Alex Capron, AICP	Planner/GIS Specialist	\$151.20
AAM	April Mulcahy	Ecological Designer/Arborist	\$150.13
RH	Roan Hohlfeld	Landscape Designer/Ecologist	\$145.80
DSP	Dawn Spilsbury	GIS Analyst / FAA Licensed Drone Pilot	\$140.40
SEP	Sam E. Payne	Ecologist	\$140.40
AP	Alex Plumb	Environmental Planner	\$125.00
DF	Drew Foster	Arborist	\$135.38
AS	Amanda Sanelli	Landscape Designer	\$130.22
LFW	Lars Freeman-Wood	Arborist	\$125.17
EE	Evan Earhart	Arborist	\$118.00
DM	Devin Melville	Environmental Planner	\$130.22
FH	Fern Huynh	Landscape Designer	\$118.22
NB	Nathan Burroughs	GIS Analyst/Environmental Scientist	\$127.72
GB	Grace Brennan	Ecologist	\$124.20
HC	Hui Cao	Landscape Designer	\$120.96
BM	Betsy Mann	Marketing Manager	\$115.04
DK	Debra Klein	Accountant	\$120.22
BT	Brooke Taylor	Project Administrator	\$115.04
LO	Lexi Ochoa	Arborist	\$120.15
ARM	Angela R. Mele	Interpretive Planner	\$121.23
SY	Sage Yuasa	Ecologist	\$113.40
JK	Justin Kay	Ecologist	\$108.18
AKM	Anna Murphy	Ecologist	\$105.10
LK	Laura Keil	Landscape Designer	\$113.40
AT	Anna Tono	Marketing Coordinator	\$81.00

