

## RESOLUTION NO. 1875

### A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF LAKE FOREST PARK, WASHINGTON, AUTHORIZING THE MAYOR TO SIGN AN AMENDMENT TO A PROFESSIONAL SERVICES AGREEMENT WITH THE WATERSHED COMPANY FOR ADDITIONAL ASSISTANCE WITH A TREE INVENTORY OF LAKE FOREST PARK

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**WHEREAS**, on August 11, 2022, City Council approved Resolution 1853 authorizing the Mayor to sign a professional services agreement with The Watershed Company to conduct a tree inventory of Lake Forest Park in exchange for an amount not to exceed \$44,680; and

**WHEREAS**, a major objective of this inventory was to revisit properties that were inventoried in 2010; and

**WHEREAS**, The Watershed Company (TWC) has encountered difficulties obtaining permission to enter previously-inventoried properties and the City Arborist position, which would have assisted with this task, has been vacant for since August of this year; and

**WHEREAS**, due to challenges in getting landowner approvals to revisit 2010 plots, TWC will need to generate and establish new plots to ensure sufficient data is collected to achieve statistical significance for the inventory properties;

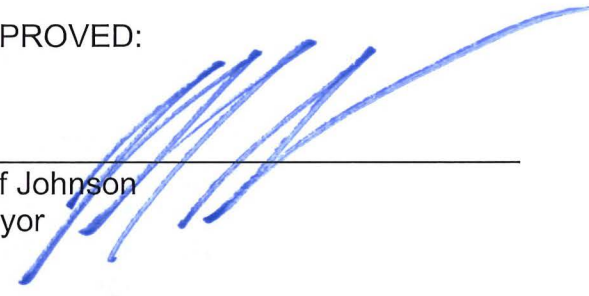
**NOW, THEREFORE, BE IT RESOLVED**, by the City Council of the City of Lake Forest Park, as follows:

Section 1. The City Council of the City of Lake Forest Park approves and authorizes the Mayor to sign Amendment #1 to Exhibit A – Scope of Work and Budget found in the Professional Services Agreement with The Watershed Company for the 2022 Tree Inventory of Lake Forest Park in exchange for an amount not to exceed \$12,125.

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.

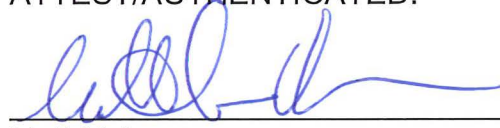
**PASSED BY A MAJORITY VOTE** of the members of the Lake Forest Park City Council this 8th day of December, 2022.

APPROVED:



\_\_\_\_\_  
Jeff Johnson  
Mayor

ATTEST/AUTHENTICATED:



\_\_\_\_\_  
Matt McLean  
City Clerk

FILED WITH THE CITY CLERK: December 2, 2022  
PASSED BY THE CITY COUNCIL: December 8, 2022  
RESOLUTION NO.: 1875

EXHIBIT A to Resolution 1875

Amendment No.1 to the  
City of Lake Forest Park Professional Services Agreement with The Watershed Company  
Dated \_\_\_\_\_, 2022

This Amendment No. 1 to the City of Lake Forest Park Professional Services Agreement for 2022 Tree Inventory between the City of Lake Forest Park and The Watershed Company, AG- \_\_\_\_\_ (hereafter the "Agreement"), is made in consideration of the mutual benefits, terms, and conditions hereinafter specified and pursuant to Section 16 of the Agreement.

1. Exhibit A to the Agreement is revised per Exhibit A-1 attached and incorporated herein.
2. Section 2.A. of the Agreement is amended as follows:

A. The total compensation to be paid to Consultant for the Work in Exhibit A as 12/23/22 - there is a typo on the amount - \$55,805.00, which shall be full compensation for the Exhibit A and Exhibit A-1 Work. correct amount is \$56,805

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

CITY OF LAKE FOREST PARK

THE WATERSHED COMPANY

Signed: \_\_\_\_\_

Signed: \_\_\_\_\_

Printed Name: Jeff Johnson

Printed Name: Kenny Booth, AICP

Title: Mayor

Title: Principal

Dated: \_\_\_\_\_

Dated: \_\_\_\_\_



September 16, 2022

Stephen Bennett, Planning Director  
City of Lake Forest Park  
City Hall  
17425 Ballinger Way NE  
Lake Forest Park, WA 98155

**Re: Scope of Work and Budget Amendment for 2022 Tree Inventory**

The Watershed Company Reference Number: 220424

Dear Stephen:

We are pleased to provide the following revised scope of work and timeline amendment for the City of Lake Forest Park's update to the City-wide tree inventory for 2022. We have also included an updated project budget and schedule of hourly rates for Watershed staff. Our recommended scope of work is detailed below. This revised scope outlines tasks and deliverables to assist the City with landowner engagement and refines the field inventory and report timeline to reflect the revised deliverables.

**Summary Scope of Work Amendments:**

**Task 1.B. Project Administration**

To account for project management and office administration time needed to manage the additional scope of work, the revised budget includes additional effort for this line item. This covers time for the Watershed Project Manager to work directly with the City Project Manager to coordinate the work plan and provide status updates on project deliverables.

**Task 2.D. Plot Inventory and Analysis**

The scope of work remains largely consistent with the approved contract except for the schedule/timeline for field work and new plot establishment. Due to City staff changes and the additional time needed to complete a comprehensive landowner engagement effort, Watershed proposes that a portion of plots will be inventoried in September/October of 2022, with the remaining plots completed in spring of 2023 once trees have leafed out again for the growing season. Fall 2022 plots will be completed for those parcels where landowner approval has been

granted or it is not needed, such as on City-owned property. This will allow additional time during the winter months to continue with landowner outreach. Upon completion of all plot level measurements, data will be compiled and analyzed as described in the original Scope of Work dated June 22, 2022.

Due to challenges in getting landowner approvals to revisit existing plots, Watershed will generate and establish new plots to ensure sufficient data is collected to achieve statistical significance for the inventory. This is a GIS exercise to randomly identify new plot centers, based on the original methodology, to identify the size of the plot needed (1/10<sup>th</sup> acre versus 1/20<sup>th</sup> acre) and on which parcel(s) the plot falls on. The exact number of additional plots to be established will be determined by the success of landowner engagement between October 2022 and April 2023.

### **Task 3. Canopy Analysis Integration**

Watershed does not anticipate a change in the scope of work for this task, only to the timeline. The analysis and summarized results will be conducted in spring of 2023 once the field inventory is complete. As noted previously, the Watershed team will integrate statistical summary data from plot level analyses with available tree canopy data from the City, i-Tree Eco, and other sources. This will provide a more robust picture of trends and changes to the entire urban forest across the City, including spatial composition and forest types.

### **Task 4. Comprehensive Report of Findings**

Watershed does not anticipate a change in the scope of work for this task, only to the timeline. In the Spring of 2023, Watershed staff will compile a comprehensive tree inventory and urban forest assessment report for 2022-23. This report will include the methods, all results and findings from analyses, and implications for urban forest management specific to the City of Lake Forest Park.

### **Task 5. New Scope – Public Outreach Assistance**

The Watershed Company will support the City Project Manager with direct property owner outreach. This will include the following:

- **Outreach Materials Review**

Watershed will review the outreach letter and postcard developed by the City and provide suggested revisions.

- **New Plot Establishment**

Based on new plots established by our staff in Task 2, we will develop the list of property owner names and addresses to be used for additional landowner engagement.

The list of properties will include those parcels where the plot center is located as well as any adjacent properties the plot boundaries intersect. Watershed will provide landowner contact information to the City Project Manager in an Excel spreadsheet. Landowner contact information will be compiled from available King County assessor sources, and responses to outreach efforts.

- **Site Visit Scheduling and Ongoing Engagement**

Watershed staff will schedule data collection site visits with landowners who have provided permission by submitting the City provided approval post card. If a phone number or email was not provided, Watershed staff will contact landowners through “door knocking” while in the field conducting data collection. Likewise, for those landowners who did not respond to the City’s outreach mailer, Watershed Staff will attempt to contact landowners through “door knocking” while in the field conducting data collection. The City will provide Watershed staff with a “leave behind” information sheet or door hanger we can use that includes project information and the project manager’s contact information.



## Proposed Amended Schedule

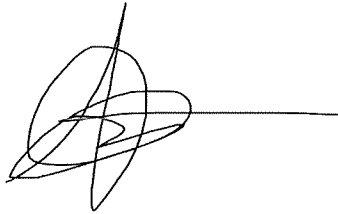
*The timeline outlined below is based on experience with similar projects; the timeline given is approximate and does not constitute agreed upon due dates.*

[illegible]

5	<i>Public Outreach Assistance</i>											
	<i>Develop landowner outreach spreadsheet; review outreach materials; Schedule site visits with landowners.</i>		X	X	X	X	X	X	X	X	X	

Please call if you have any questions or if we can provide you with any additional information.

Sincerely,



Drew Foster  
 ISA Certified Arborist, PN-8213A  
 TRAQ certified

Proposal approved by:



Kenny Booth, AICP  
 Principal / Senior Planner

Enclosures:

- Budget Amendment



## The Watershed Company

## City of Lake Forest Park 2022 Tree Inventory

### Additional Budget and Scope of Work

September 16, 2022

<b>\$210</b>	<b>Kenny Booth, AICP, Principal</b>
<b>\$110</b>	<b>Drew Foster, Arborist, Project Manager</b>
<b>\$155</b>	<b>Kim Frappier, Arborist</b>
<b>\$118</b>	<b>Lars Freeman-Wood, Arborist</b>
<b>\$115</b>	<b>Nathan Burroughs, GIS Analyst</b>
<b>\$110</b>	<b>Brooke Taylor, Administrator</b>

Task	Subtask	Description	\$210	\$110	\$155	\$118	\$115	\$110	Total Cost
1	Project Administration and Coordination								
1	1.A	Project kick-off meeting.							\$0
1	1.B	Project administration, billing, and coordination, including meetings with City staff.	2	8	5			3	\$2,405
1	1.C	Establish methodology and data collection. Review all existing metadata and previous methodology.							\$0
1	1.D	Finalize work plan. Set up data collection spreadsheets and digital maps.							\$0
Subtotal									\$2,405
2	Plot Inventory and Analysis								
2	2.A	Conduct baseline field measurements for all existing randomized plots.							\$0
2	2.B	Compile and organize collected data.							\$0
2	2.C	Data input and analysis in i-Tree and other software. Landmark tree data evaluation and analysis.							\$0
2	2..D	New plot establishment		2			8		\$1,140
Subtotal									\$1,140
3	Canopy Analysis Integration								
3	3.A	Integrate plot level data with existing canopy analyses. Comparison of canopy analysis with plot level summary statistics.							\$0
3	3.B	Overlay plots with remote sensing data for structural analysis.							\$0
Subtotal									\$0
4	Comprehensive Report of Findings								
4	4.A	Compile i-Tree summary outputs and statistical analysis into comprehensive report, including methodology, findings, and implications for urban forest management.							\$0
4	4.B	Coordinate with project team to finalize report.							\$0
Subtotal									\$0
5	Public Outreach Assistance								
5	5	Develop additional landowners/plot sites; review outreach materials; Schedule site visits with landowners. Ongoing coordination with City Project Manager regarding landowner engagement.		8	4	60			\$8,580
Subtotal									\$8,580
E	Expenses								
E	Mileage, Data collection and mapping device, other costs.								
Subtotal									
TOTAL									\$ 12,125.00