

SCOPE OF WORK - EXHIBIT A [2025-2026]

SECTION 1—Work Products

Scope of Services to be Provided by the Agency during the term of this agreement:

The Agency shall provide the City of Lake Forest Park residents programs to support education and understanding of the history of Lake Forest Park.

A. Performance Measures: The Agency shall provide the following each year

1. Collaborative Exhibits:

One (1) collaborative exhibit or evaluation and update of a previous exhibit with Lake Forest Park or a designated LFP community partner

2. Tours, Outreach, and Related Programs

Tour Groups: ~ Two

Community outreach activities (i.e. community events, walking tours, etc): ~ Two

3. Historic Preservation Research

Access to services provided year-round for City staff, consultants, residents and community groups. Continually assess and research Lake Forest Park specific materials for archives

4. Lakefront Property

Work with the City and its Parks and Recreation Advisory Board (PRAB) staff in coordination of the properties history for its design and development.

5. Community Partnership Development

Meet a minimum of three (3) times a year with community partners and City PRAB staff to maximize marketing for heritage activities and other cultural activities.

6. Public Health and Safety

All programs, events, and activities shall be conducted in accordance with public health guidelines, including but not limited to, Washington State or King County Departments of Health in effect at the time of the activity.

B. The City of Lake Forest Park shall be able to use the museum facility meeting space at no cost, based on availability.

C. Operation Hours: The Museum facility will be open year-round, with typical hours being Tuesday through Saturday 10 a.m. to 4 p.m. Archives, special tours and related research will be available by appointment.

D. Marketing: The Agency will provide marketing for all events, programs, and services through the Museum's normal methods, including but not limited to, website, e-newsletter, social media, and brochures.

INVOICE FOR SERVICES - EXHIBIT B [2025-2026]

SECTION 2—Service Report

Agency: Shoreline Historical Museum

Reporting Dates: _____ to _____

	Program/Activity	Event Date	Event Location	Number of Services Hours	Status /Outcome
1.					
2.					
3.					
4.					
5.					
6.					

SECTION 3—Service Summary Report

1. Describe your achievements and lessons learned for the quarter in implementing program activities: