CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	November 12, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	Resolution 26-2110/Authorizing the Mayor to Sign Task Order 2 with Otak, Inc. for the 37th Ave NE Missing Link Project Design

Legislative History

- First Presentation — October 22, 2026 – Regular Meeting
- Second Presentation — November 12, 2026 – Regular Meeting

Attachments:

1. Resolution 26-2110/Authorizing the Mayor to Sign Task Order 2 with Otak, Inc. for the 37th Ave NE Missing Link Project Design
2. Otak Task Order 2 for 37th Ave NE Sidewalk Improvements

Executive Summary

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) approve of Task Order 2, under AG-26-024, for Otak to provide engineering design services for the 37th Ave NE Missing Link Project (Project). Task Order 2 is for a not to exceed amount of $89,000. The Project will provide upgraded pedestrian facilities along the frontage of Lake Forest Park Elementary prior to the 2027-2028 school year.

Background

Lake Forest Park Elementary does not have sidewalk facilities along their frontage. There are existing sidewalk facilities on SR 104 that end at the start of the school property. There is an existing crosswalk on 37th Ave NE. Our project will create a continuous sidewalk along the frontage of the school that connects to the existing sidewalk on SR 104. Our project will also relocate the existing crosswalk to be aligned with the existing pedestrian walk into campus and will install new lighting, ADA ramps, and a Rectangular Rapid Flashing Beacon (RRFB) at the new crossing.

DPW staff have connected with Lake Forest Park Elementary staff about our Project and have received positive feedback. These improvements will provide a safer environment for pedestrians accessing the school.

DPW staff have applied for grants from the Transportation Improvement Board (TIB) and from the Washington State Department of Transportation's (WSDOT) Safe Routes to School (SRTS) program for construction funding of this Project. Council approved $60,000 of funding for design of this project in the 2026 budget amendment. DPW staff have solicited scope and fee estimates from our on-call engineers at Otak and DEA. Otak's fee estimate was the lowest at $89,000. Although this amount is greater than the approved budget for 2026, there is a proposed $85,000 in the proposed 2027/2028 budget for the potential grant match funding.

Fiscal & Policy Implications

It is DPW's expectation that we will be awarded grant funds that will support the cost of design and construction of this Project.

Alternatives

Options	***Results***
• Approve	The City will execute Task Order 2 and Otak will provide design services for the 37th Ave Missing Link Project.
• Do not approve	The City will not execute Task Order 2 and the City will need to contract for design services for the 37th Ave Missing Link Project with a separate consultant, at a later date.

Staff Recommendation

Review Resolution 26-2110 and Task Order 2 and provide staff with questions or feedback.