



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 12, 2024
Originating Department	Community Development Department
Contact Person	Mark Hofman, AICP, Community Development Director
Title	Resolution 24-1963/Authorizing the Mayor to sign an Agreement for Consultant Services with Cascadia Consulting Group, Inc. for Climate Planning Support

Legislative History

- First Presentation September 12, 2024, City Council Work Session
 - Second Presentation September 12, 2024, Regular City Council Meeting
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Attachments:

1. Resolution 24-1963 authorizing the Mayor to sign an Agreement for Consulting Services with Cascadia Consulting Group, Inc. for Climate Planning Support.
 2. Professional Services Agreement between the City of Lake Forest Park and Cascadia Consulting Group, Inc. for Climate Planning Support, including Exhibit A- Scope of Work, Climate Element with Greenhouse Gas Emissions Reduction Sub-Element and Climate Resilience Sub-Element.
 3. Cascadia Consulting Group, Inc. Statement of Qualifications, dated May 14, 2024.
 4. Washington State Department of Commerce, Growth Management Services, Climate Planning Grant Interagency Agreement with the City of Lake Forest Park, Contract No. 24-63610-213 dated April 15, 2024.
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Executive Summary

In May 2024, City staff solicited for consultant Statement of Qualifications (SOQ) for climate planning consulting support services to assist with performing the scope of work in the approved Interagency Agreement (Attachment 4) with the Washington State Department of Commerce, Growth Management Services, to amend the city's Comprehensive Plan to include a stand-alone Climate Element, with Greenhouse Gas Emissions Reduction and Climate Resilience Sub Elements.

The selection committee for the solicited SOQ comprised City Councilmember Furutani, Environmental and Sustainability Specialist Roche, and Community Development Director Hofman. The city received a total of seven responsive, qualified SOQ submittals and the committee selected four of those for interview/presentations in July. The committee's consensus was to recommend Cascadia Consulting Group, Inc. to the Mayor and Council for these services. City staff recommends contracting Cascadia Consulting Group, Inc. to complete the Climate Planning scope of work. The total contract (Attachment 2) for the work is not to exceed \$422,617.00.

Background

The city has been awarded a grant by the Washington State Department of Commerce in an amount not to exceed \$500,000 to assist with the climate planning policies and development regulations work needed to comply with the climate planning requirements of legislation passed in 2023 (HB 1181). The legislation adds a climate goal to the Growth Management Act (GMA) and requires local comprehensive plans to have a climate element with resilience and greenhouse gas emissions mitigation sub-elements.

This climate planning work is distinct and separate from the ongoing periodic update of the Comprehensive Plan, due by December 2024. Under GMA, Lake Forest Park is required to complete the climate planning work by 2029. However, due to grant funding award and opportunity, Lake Forest Park can move forward its obligation and begin the climate planning work at this time, through June 2025. The funds provided by this grant will complement the city's limited funds available for this effort in the Community Development Department professional services budget. The grant is effective from the date of execution through June 30, 2025, on a reimbursement basis.

The Professional Services Agreement between the City of Lake Forest Park and Cascadia Consulting Group, Inc. for climate planning support will provide staff with the additional consulting services needed to complete the required planning work. As part of the climate planning policies and development regulations update, several required deliverables were identified that fit within the timeline of the grant. Included in the scope of work for the grant, and now covered within the scope of work in the Professional Services Agreement, are:

- Form a Climate Policy Advisory Team and engagement strategy that supports environmental justice;
- Explore climate impacts, identify community assets, and consider environmental justice;
- Audit existing plans and policies for climate gaps and opportunities;
- Assess vulnerability and risk;
- Pursue pathways to adapt/expand existing goals and identify policy co-benefits;
- Gather local greenhouse gas (GHG) emission and planning data;
- Inventory and estimate GHG emissions;
- Perform a vehicle mile travel (VMT) study;
- Establish emission reduction targets;
- Produce a final review draft of a climate element with resilience and greenhouse gas emissions goals and policies.

Fiscal & Policy Implications

The Professional Services Agreement between the City of Lake Forest Park and Cascadia Consulting Group, Inc. for climate planning support will be completed on a time and materials basis, not to exceed \$422,617.00. The Climate Planning work is separate and distinct from the periodic update scope of work under way. The City's adopted/amended budget includes the Climate Planning support effort in Planning Department Professional Services.

Alternatives

<i>Options</i>	<i>Results</i>
<ul style="list-style-type: none">• Authorize the Mayor to sign the agreement for consultant services with Cascadia Consulting Group, Inc.	The consultant will work with the city to complete the Climate Planning scope of work prior to the June 2025 deadline, supported by the \$500,000 grant.
<ul style="list-style-type: none">• Do not authorize the Mayor to sign the agreement for consultant services with Cascadia Consulting Group, Inc.	The city will not contract with the consultant to complete the Climate Planning scope of work prior to the June 2025 deadline.

Staff Recommendation

Following a review of the attached documents, staff recommends that the Council pass Resolution 24-1963, authorizing the Mayor to sign the Professional Services Agreement between the City of Lake Forest Park and Cascadia Consulting Group, Inc. for climate planning support.