

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 amended with Exhibit A-1, including all services and expenses, shall not exceed \$55,805.00, which shall be full compensation for the Exhibit A and Exhibit A-1 Work.

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 (1/10th acre versus 1/20th 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

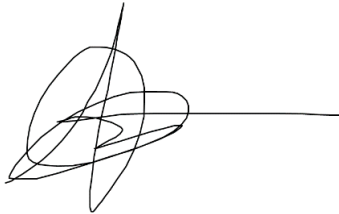
The timeline outlined below is based on experience with similar projects; the timeline given is approximate and does not constitute agreed upon due dates.

[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

			Kenny Booth, AICP, Principal	Drew Foster, Arborist, Project Manager	Kim Frappier, Arborist	Lars Freeman-Wood, Arborist	Nathan Burroughs, GIS Analyst	Brooke Taylor, Administrator	
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