



# CITY OF LAKE FOREST PARK

## CITY COUNCIL

### AGENDA COVER SHEET

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| <b>Meeting Date</b>           | September 24, 2026                                                                                                                                                                                                                                                           |
| <b>Originating Department</b> | Community Development                                                                                                                                                                                                                                                        |
| <b>Contact Person</b>         | Mark Hofman, Community Development Director                                                                                                                                                                                                                                  |
| <b>Title</b>                  | Resolution 26-2093 and Resolution 26-2094/Authorizing the Mayor to sign Professional Service Agreements with Facet NW, Inc. for on-call arborist support services and arborist services to support the Sound Transit Bus Rapid Transit (ST3) permit review ( <i>Action</i> ) |

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#### Legislative History

- First Presentation August 13, 2026
  - Second Presentation September 10, 2026
  - Action September 24, 2026
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#### Attachments:

1. Facet letter of no conflict of interest
  2. Resolution 26-2093 Authorizing the Mayor to Sign the Professional Services Agreement with Facet NW, Inc. for On-Call Arborist Support Services
  3. Professional Services Agreement for On-Call Arborist Support Services with Facet NW, Inc., including Exhibit A (Scope of Services) and Exhibit B (Rate Sheet)
  4. Resolution 26-2094 Authorizing the Mayor to Sign the Professional Services Agreement with Facet NW, Inc. for On-Call Arborist Services to Support the Sound Transit Bus Rapid Transit Permit Review
  5. Professional Services Agreement for On-Call Arborist Services to Support the Sound Transit Bus Rapid Transit Permit Review
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#### Executive Summary

The City of Lake Forest Park is in need of on-call arborist services for permit review of Sound Transit Bus Rapid Transit project applications and also to provide general arborists services to support staff's overflow needs. The work on Sound Transit applications and general applications are in separate contracts for ease of tracking and reimbursement.

## **Background**

Council approved Resolutions 26-2076 through 26-2083 at the June 11, 2026, regular meeting for multiple on-call engineering review service agreements to support staff overflow needs and for permit review of the Sound Transit Bus Rapid Transit project applications. The City Council thereby authorized the Mayor to sign On-Call Services Agreements with David Evans and Associates, GeoEngineers, Otak, Inc., and Verdantes (formerly PACE) to provide engineering and permit processing support to the Public Works and Community Development departments. These engineering and development consultants were selected through a competitive Request for Qualifications (RFQ) process. The selected consultants demonstrated strong past performance, expertise and knowledge of a variety of engineering and development review services.

The selected engineering consultants do not have highly specialized arborist services with direct local experience with Lake Forest Park Municipal Code tree regulations, noticing, tracking, or permitting process. Services such as planning, architecture, arborist services, etc are exempt from the Small Works Roster requirements. The City desires to support the Public Works and Community Development departments with professional arborist services on an on-call, as-needed task order basis. It is beneficial for the City to obtain the services of a consultant with experience to perform this work to support City departments. Facet NW, Inc. is qualified and experienced in the work and with city codes and processes.

Work under the on-call contracts would include (but not be limited to):

- Reviewing development applications for conformance with the City's tree regulations per Chapter 16.14 LFPMP, and condition permit approvals to ensure appropriate tree protection during development, including tree inventories, tree replacement plans, and other technical arborist reports.
- Peer review, field assessment, and verification of environmental documentation submitted in support of development proposals for compliance with tree and other environmental regulations as they relate to Chapter 16.14 LFPMP, including, but not limited to:
  - a. Arborist reports;
  - b. Critical areas reports;
  - c. Habitat assessment reports;
  - d. Shoreline no net loss reports;
  - e. Geotechnical reports;
  - f. Mitigation plans, and;
  - g. SEPA checklists.
- Timely, accurate, and detailed responses to unexpected and regularly scheduled service requests.
- Field inspections of work associated with tree protection, removal, risk assessment, replacement, and monitoring.
- On-call support services for projects where the City requires expert review and analysis to determine consistency with Chapter 16.14 LFPMP.
- Collaborative work in a regulatory environment with other agencies, interest groups, and permit applicants.
- Attend project meetings, testify at public hearings, and participate in public meetings as requested by City staff.
- Staff training and technical assistance support for Lake Forest Park Tree Board.

- The creation of memorandums that provide analysis and narrative on how applicant-provided technical reports document compliance with applicable regulations.
- Witness Testimony- provide witness testimony on behalf of the City in the event of an appeal of a related City permit or land use decision.

### **Fiscal & Policy Implications**

The need for these arborist support services is a direct result of development permit applications received by the City, which are paid for by the permit applicants through fees and reimbursement provisions.

### **Alternatives**

| <i><b>Options</b></i>                                                                                           | <i><b>Results</b></i>                                                                                                                         |
|-----------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> <li>• Approve the contracts for arborist support services.</li> </ul>        | City staff will benefit from access to specialized arborist services and dispersed, manageable workload.                                      |
| <ul style="list-style-type: none"> <li>• Do not approve the contracts for arborist support services.</li> </ul> | Delay in permit processing; reliance on existing staff resources and contracted consultant firms for support and additional workload support. |
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### **Staff Recommendation**

Approve Resolutions 26-2093 and 26-2094 authorizing the Mayor to sign the professional services agreements with Facet NW, Inc. for on-call arborist support services and on-call arborist services to support the Sound Transit Bus Rapid Transit permit review.