



CITY OF LAKE FOREST PARK

CITY COUNCIL

AGENDA COVER SHEET

Meeting Date	September 14, 2023
Originating Department	Planning
Contact Person	Phillip Hill, City Administrator
Title	Resolution No. 23-1912/Authorizing the Mayor to Sign an Agreement for Consultant Services with SCJ Alliance for the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan

Legislative History

- First Presentation – August 10, 2023
 - Second Presentation – September 14, 2023
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Attachments:

1. Resolution No. 23-1912/Authorizing the Mayor to Sign an Agreement for Consultant Services with SCJ Alliance for the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan.
 2. Professional Services Agreement for Consultant Services with SCJ Alliance for the 2024 periodic update to the Comprehensive Plan
 3. Fee and Schedule for Consultant Services with SCJ Alliance for the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan.
 4. SCJ Alliance Statement of Qualifications
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Executive Summary

Subsequent to Council's approval on August 10, 2023, SCJ requested revisions to the indemnification clause and other minor corrections to the contract. The indemnification clause revisions to section 7 are reasonable and standard for this type of consultant contract.

In May 2023, City staff solicited for consultant Statement of Qualifications (SOQ's) for the 2024 Periodic Update of the City of Lake Forest Park's Comprehensive Plan. The selection committee comprised Planning Commission Chair Larson, Commissioner Alvarez, Councilmember Furutani, Director Bennett, and Administrator Hill. The group's consensus was to recommend SCJ Alliance to the Mayor and Council for these services. City staff recommends contracting SCJ Alliance to complete the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan. The total contract for the work is \$219,902.00, supported by the 2023-24 Adopted Budget, Planning Department Professional Services.

Background

Cities and counties fully planning under RCW 36.70A.040 must complete a periodic update for their entire comprehensive plan and development regulations, including those related to critical areas and natural resource lands. Periodic updates must be done every eight years; however, this is set to change to every 10 years after the current cycle. The map below shows when the next periodic updates are due in each Washington county.



Fiscal & Policy Implications

The City’s adopted budget includes the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan. The budget for this project is \$219,902.00 and is supported by the 2023-24 Adopted Budget, 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 SCJ Alliance. 	<p>The consultant will work with the city to complete the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan prior to the December 2024 deadline.</p>
<ul style="list-style-type: none"> Do not authorize the Mayor to sign the agreement for consultant services with SCJ Alliance. 	<p>The city will not contract with the consultant to complete the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan prior to the December 2024 deadline.</p>

Staff Recommendation

Staff recommends approving Resolution No. 23-1912 authorizing the Mayor to sign an Agreement for Consultant Services with SCJ Alliance to complete the 2024 Periodic Update of the City of Lake Forest Park Comprehensive Plan prior to the December 2024 deadline.