City of Lake Forest Park

Professional Services Agreement

On-Call Engineering Services Roster (LFP #: AG-26-024)

Otak Project No. 22942.A02

Task Order 2 - 37th Avenue NE Sidewalk Improvements

The general provisions and clauses of the Engineering Services agreement (LFP #: AG-26-024) dated June 23, 2026, between the City of Lake Forest Park (City) and Otak, Inc. (Consultant) shall be in full force and effect for this task assignment.

Description of Project

The City wishes to install a new crosswalk and other safety enhancement devices, such as advance warning standard flashing beacons, marked crosswalk, rectangular rapid flashing beacons (RRFB), and/or ADA curb ramps to improve safety of pedestrians crossing to 37th Avenue NE, beginning just north of SR 104 and continuing north to NE 187th Street. The City has received numerous citizen requests for enhanced pedestrian facilities on this route leading to the elementary school. Refer to the conceptual design depicted on Attachment 1.

This project will provide professional services for conducting topographic survey, preliminary design, environmental and permit review, and final design engineering to prepare final plans, specifications, and estimates (PS&E) for the following proposed improvements:

- Sidewalks in the vicinity of Lake Forest Park Elementary School at 37th Avenue NE, just north of SR 104 to NE 187th Street;
- New pedestrian crossing at the frontage of Lake Forest Park Elementary School with a solar RRFB;
- Proposed curb ramps at the two existing school driveways along the east side of 37th Avenue NE; and
- Adjustments to existing sewer and storm drainage structure frames and grates to match finish grade.

1. Project Management

1.1. Coordination with City of Lake Forest Park

Consultant will coordinate with City on a regular basis keeping the City's project manager informed about project progress, project issues, and overall project schedule. Consultant will assist in scheduling project related meetings, reviews, and other coordination activities needed to keep the project moving forward. Regular communication with the City will occur on a weekly basis.

1.2. Coordination Meetings with City

Consultant will attend a project kickoff meeting with City personnel to introduce project team members, to discuss project goals and requirements, to review the project schedule and upcoming deliverables, and to discuss other topics.

In addition, a total of three project coordination meetings with City personnel will occur on a regular basis to review progress and schedule, and to discuss project related issues and current topics. Attendance will include Consultant's project manager and project engineer along with designated City staff.

For each meeting, Consultant will prepare a brief agenda and will prepare meeting notes. All meetings are assumed to be 60-minute meetings that will be held virtually using MS Teams.

1.3. Project Monitoring and Reporting

Project management will include the coordination of design team members, internal project scheduling, and the preparation of monthly progress reports and monthly billing statements. Monthly progress reports will include information on major activities, anticipated actions, and outstanding issues to be resolved.

TASK 1 DELIVERABLES

- Meeting agenda and meeting notes
- Monthly progress reports and monthly invoices

TASK 1 ASSUMPTIONS

- See below.

2. Survey and Basemapping

- Consultant will perform surveying and mapping along the project site. Control will be on Washington State Plane North Zone and NAVD 88. The detailed design survey limits will be from centerline to 15 feet beyond the east right-of-way (ROW) of 37th Avenue, except at the location of the new sidewalk on the west side of 37th Avenue and the proposed RRFB, which will extend to the west ROW of 37th Avenue. Surveying and mapping will include constructed and natural topographic features.
- Topographic features include, but are not limited to, roadway including curbs, edge of pavement, driveways, signs, mailboxes, fences, 6-inch DBH and larger trees, striping, surface utilities, rim/invert elevations, and pipe sizes of inlets and manholes. Consultant will not obtain pipe sizes and invert elevations of manholes in active roadways where traffic control is needed.
- The detailed design survey area is approximately 580 linear feet.
- Consultant will recover a sufficient amount of monuments to resolve the ROW of 37th Avenue NE.

TASK 2 DELIVERABLE

- 2026 Civil 3D drawing

TASK 2 ASSUMPTIONS

- City will obtain rights of entry from the school district property prior to the commencement of the survey work.
- City will obtain rights of entry from the other affected properties prior to the commencement of the survey work.
- Survey work can be done within the existing ROW without flaggers and traffic control.

- The City will provide Consultant with appropriate project and site data, including record drawings and applicable site data, for Consultant's review and use.
- Utility potholing is not included in this scope of services.
- Utility locates are not included in this scope of services. Utility locates will be requested by the City of Lake Forest Park and will be depicted by applicable utility owners on the site for Otak to survey in the field via a single survey mobilization.
- The topographic survey will be available to the project team in February 2027. The 30% design will be completed using NearMap or Bing imagery.

3. Environmental and Permitting

- Not included

4. Coordination with Utilities

Consultant will perform limited communications with the following existing utility owners:

- King County Roads / Traffic – RRFB; one meeting assumed

Meetings shall be virtual meetings, each of which is assumed to be 30 minutes in duration. Consultant will prepare a brief meeting agenda and meeting notes for each meeting.

TASK 4 DELIVERABLES

- Meeting agenda and meeting notes

TASK 4 ASSUMPTIONS

- See below.

5. 30% Design

Perform preliminary engineering and geometric design of the project for the crosswalk and pedestrian crossing site locations. See Attachment 2 for a preliminary sheet list.

- 30% Plans. Prepare and deliver a 30% plan set consisting of the engineering drawings for the site. Consultant will prepare 30% level civil design plans for the proposed sidewalk layout. Plans will be prepared to current City standards.
- 30% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 30% design.
- Storm Drainage Memorandum. A cursory review of existing threshold discharge area(s) for the site will be conducted and area quantities of new and replaced surfaces and pollution generating and non-pollution generating surfaces will be reviewed. The applicability of storm drainage minimum requirements will be reviewed and documented in a brief technical memorandum.
- The 30% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 60% civil plans.

TASK 5 DELIVERABLES

- 30% Plans
- 30% Opinion of Construction Cost

- 30% Storm Drainage Memorandum (draft)

TASK 5 ASSUMPTIONS

- See below.

6. 60% Design

Perform a 60% engineering and geometric design of the project for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 60% Plans. Prepare and deliver a 60% plan set consisting of the engineering drawings for the site.
- 60% Special Provisions. Identify special provisions and technical specifications for the 60% design and provide an outline summary of anticipated and applicable special provisions.
- 60% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 60% design.
- 60% Storm Drainage Memorandum. Incorporate the 60% design into an updated Storm Drainage Memorandum, including incorporation of City comments to the previous version.
- The 60% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 90% civil plans.

TASK 6 DELIVERABLES

- 30% Review comment responses
- 60% Plans
- 60% Opinion of Construction Cost
- 60% Special Provisions (index only)
- 60% Storm Drainage Memorandum (final)

TASK 6 ASSUMPTIONS

- See below.

7. 90% Design

Perform a 90% engineering and geometric design of the project for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 90% Plans. Prepare and deliver a 90% plan set consisting of the engineering drawings for the site.
- 90% Special Provisions. Develop special provisions and technical specifications for the 90% design.
- 90% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the 90% design.
- The 90% civil plans will be coordinated and submitted to the City for review. Review comments will be addressed and incorporated into the 100% civil plans.

TASK 7 DELIVERABLES

- 60% Review comment responses
- 90% Plans

- 90% Opinion of Construction Cost
- 90% Special Provisions (technical chapters)

TASK 7 ASSUMPTIONS

- See below.

8. Final (100%) Ad-Ready PS&E

Finalize the design documents and produce a final (100%) sealed project design for the crosswalk and pedestrian crossing improvements. See Attachment 2 for a preliminary sheet list.

- 90% Review comment responses
- 100% Plans. Prepare and deliver a 100% plan set consisting of the engineering drawings for the site.
- 100% Special Provisions. Develop special provisions and technical specifications for the 100% design.
- 100% Opinion of Construction Cost. An opinion of construction cost will be produced to accompany the final design.
- Final (100%) Plans will be stamped and signed by Consultant.

TASK 8 DELIVERABLES

- 90% Review comment responses
- 100% Plans
- 100% Opinion of Construction Cost
- 100% Special Provisions (technical chapters)

TASK 8 ASSUMPTIONS

- See below.

9. Advertisement and Bid Period Support

- Consultant will assist the City in soliciting construction bids, including preparation of the bid advertisement for the City's use, and coordination with Builder's Exchange regarding bidding documents if desired.
- The City will advertise for bids, distribute and track contract documents, collect document fees (if applicable), accept and process questions from bidders, distribute addenda, attend and facilitate bid opening, prepare, and distribute the bid tabulation, and evaluate bids received.
- Consultant will further assist the City in responding to any bidder questions during the bidding period and providing clarifications to the City, as required. Clarifications will be issued informally or in the form of bid addenda.

10. Construction Engineering Support

- Not included

Overall Assumptions

- Design Criteria: The design and associated documents will be based on the requirements of the City of Lake Forest Park Standard Specifications and Details, Washington State Department of Transportation

(WSDOT) Design Manual, 2026 King County Surface Water Design Manual, WSDOT Local Agency Guidelines, MUTCD, and AASHTO design guidelines.

- Permits and Cultural Resources EZ / Project Form: Request to initiate consultation for Governor's Executive Order 21-02 (GEO 21-02) projects: The City will prepare (or has prepared) an EZ form for submission by the City to the Department of Archaeology and Historic Preservation (DAHP) including related documents and information. A cultural survey or other reporting is not included. The City will serve as lead review/permitting agency for this project and will perform all permitting support for this project. Any permitting agency submittals, if required, will be by others. The City will pay all required permit fees.
- Community Involvement: The City will lead community involvement/outreach. Consultant is not expected to participate in city council meetings, tree-board meetings, school district meetings, or other meetings.
- Existing Utilities: Utility relocations, if determined to be needed, will be performed by others and designed and constructed separately by others. Relocation of existing fire hydrants, existing SCL power poles, and existing overhead electric and communications facilities is not anticipated and is not included.
- Storm Drainage Review: A formal TIR per the King County Surface Water Design Manual is assumed to not apply. Hydrologic modeling will use Western Washington Hydrologic Model (WWHM). Area of impervious surfaces for project improvements will be calculated and any triggered storm drainage minimum requirements will be itemized. The project is assumed to consist of new and impervious surfaces of such area quantities that do not trigger flow control requirements for the project. The project is also assumed to consist of non pollution-generating impervious surfaces of such area quantities that do not trigger runoff treatment requirements for the project. If storm drainage minimum requirements are triggered for runoff treatment, flow control, and/or downstream analyses, then such activities and analyses will be addressed via a separate task order authorization.
- Utility Structure Adjustments: Storm drainage design includes adjustment of existing catch basin frame and grate to finish grade, as necessary. Sanitary sewer manhole frame and lid assemblies and municipal water valve lids, if applicable, will be adjusted to finish grade. Existing storm drainage collection and conveyance facilities shall be protected in place.
- Roadway Pavement: Reconstruction of existing roadway pavements, where necessary, will match the location and pavement structural section of existing conditions.
- Existing Power Poles: Sidewalks will be narrowed and/or adjusted in alignment to accommodate existing power poles that shall remain in their existing locations. The confined geometric conditions at the existing SCL power pole at the southwest and southeast areas of the site may require a non-compliant sidewalk design. Consultant will develop a sidewalk geometric design at these areas for review and approval by the City.
- Existing Mature Trees / Tree Preservation: The City will provide the arborist support to the Consultant to ascertain and determine tree removal/preservation strategies where proposed sidewalks interface with existing mature trees. Sidewalks will be narrowed and/or adjusted in alignment to accommodate existing large trees that shall remain in their existing locations. The confined area at the northeast portion of the project site where large trees exist within City ROW may require a non-compliant sidewalk design. Consultant will work with the City to determine a design that best manages these conditions including the possible requirement to remove one or more trees. The Consultant will coordinate with the City's arborist support to determine the tree removal/preservation strategy for this area of the site. Otak will review and identify appropriate landscape architecture restoration work associated with landscaping.

- Geotechnical and Structural: Consultant shall provide structural support and design of RRFB pole foundations. The project does not anticipate walls or structures. Hazardous materials associated with existing soils and groundwater conditions are not anticipated and are not included.
- RRFB Pedestrian Crossing:
  - Consultant will depict the RRFB equipment on project plans and specify its location and associated signing. Consultant will design the pedestrian crossing and the RRFB pole foundations per King County requirements.
  - King County will design and install the RRFB and will check for adequate sunlight exposure for proper performance. In coordination with King County, siting of the facility and the solar panel sizing will be reviewed and validated.
  - Consultant will provide coordination with King County regarding this project element, as directed by the City, to a maximum of 5 hours.
  - Consultant will provide coordination with Seattle City Light regarding this project element, as directed by the City, to a maximum of 5 hours.
- Street Lighting: It is our understanding Seattle City Light will design and construct (install) a new overhead luminaire to the existing power pole to serve the proposed RRFB pedestrian crossing. An illumination analysis is not included in this scope of services.
- Roadway Signage: Consultant will specify sign relocation as necessary for existing city signage to accommodate sidewalk and RRFB crossing improvements. Consultant will design and specify new signage for the RRFB crossing.
- Real Property: Project elements are anticipated to be completed within existing City ROW and any temporary construction easements on adjacent private properties are not anticipated. Temporary construction access to school property is assumed to be granted to the city without the need for a temporary construction easement. ROW acquisition services are not included.
- Technical Specifications (Special Provisions): The City will provide administrative elements and chapters for the project manual. Consultant will provide all technical elements. Specifications will be based on the 2026 (or current) edition of the WSDOT Standard Specifications with the APWA supplement, current amendments, and City requirements. Special Provisions will address technical work, as well as issues such as inconvenience to the neighborhood and traveling public, allowable work hours, construction phasing, utility coordination, and other items specific to the needs of the City. The specifications will be prepared to adhere to City funding requirements. The 60% design deliverable will include outline specifications.
- Cost Estimating: A Summary of Quantities will be prepared for bid quantities anticipated, which will be used as the basis for the Engineer's Construction Cost Estimate. The engineering estimates of anticipated construction costs will be prepared using historical unit prices from similar projects, other current cost data, and recent City projects if available. Cost estimating of multiple project configurations or options is not included. Cost estimating of utility relocations and/or utility services, if applicable, is not included.
- Construction Engineering Support: Construction support and inspection services are not included in this scope of services but may be added later at the discretion of the City.
- Consultant project manager shall notify City's project manager, in writing, of any out-of-scope and/or budgetary issues that are inconsistent with this scope of services. Budget is assigned on the attached hour/fee estimate according to the various subtasks and during execution of the work, Consultant may transfer budget between tasks if necessary.

Compensation

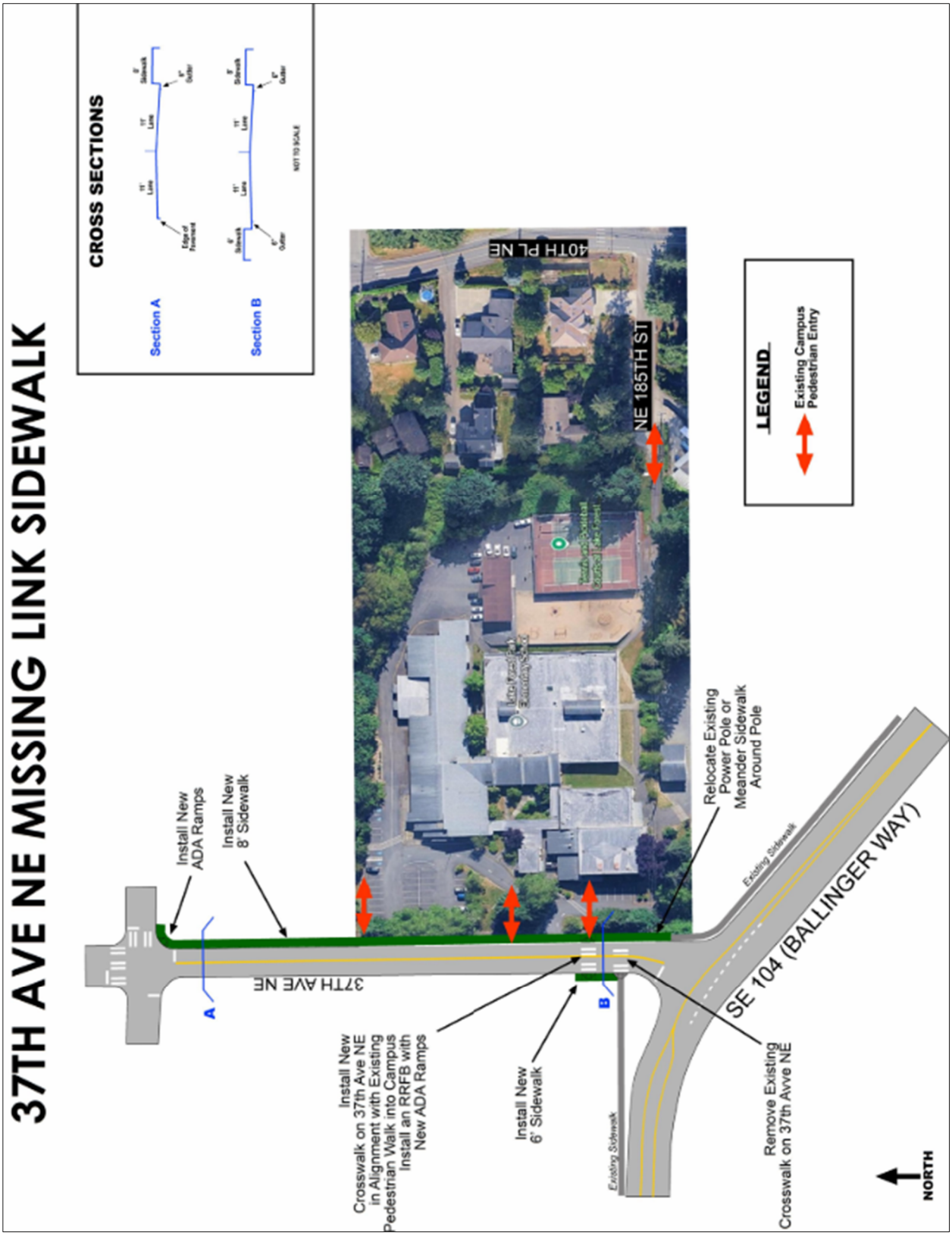
- A not-to-exceed budget is established for this task, as shown in the attached hour/fee estimate.
- Budget reviews shall be completed with City periodically to determine if a new task order or addendum is applicable and/or required.

Time for Completion

Consultant will not begin work under the terms of this task order until authorized in writing by the City. It is anticipated that services provided under this task order will be completed by the end of September 2027. The anticipated project schedule is as follows. Timelines and durations are approximate and are subject to change.

Item	Anticipated Completion Date
Task Order 2 Approval	Dec 2026
Project Kickoff and Work Plan	Jan 2027
Project Survey	Jan/Feb 2027
30% Design Deliverable / Draft Storm Drainage Memorandum	Jan 2027
60% Design Deliverable / Final Storm Drainage Memorandum	Feb 2027
90% Design Deliverable	Mar 2027
100% Final / Ad-Ready PS&E	Apr 2027
Advertisement and Bid Period Support	May 2027
Task Order Completion	Sep 2027

Attachment 1: Project Limits / Preliminary Site Plan



Attachment 2: Sheet Index (Preliminary)

No	*Sheet No*	*Sheet Title*	*Orig*	*Scale (Full Size)*	*30 PCT*	*60 PCT*	*90 PCT*	*Final*
1	CV-1	Cover Sheet	Otak	N/A	X	X	X	X
2	GN-01	General Notes and Legend	Otak	N/A	X	X	X	X
3	RS-01	Typical Sections	Otak	N/A		X	X	X
4	SP-01	Alignment and Site Prep Plan - 01	Otak	1:20	X	X	X	X
5	SW-01	Sidewalk Plan / Profile - 01	Otak	1:5	X	X	X	X
6	SW-02	Sidewalk Plan / Profile - 02	Otak	1:5	X	X	X	X
7	SW-03	Sidewalk Plan / Profile - 03	Otak	1:5	X	X	X	X
8	SW-04	Sidewalk Plan / Profile - 04	Otak	1:5	X	X	X	X
9	PD-01	Pedestrian Crossing Plan	Otak	1:5	X	X	X	X
10	TC-1	Traffic Control Plan	Otak	1:50			X	X
11	TC-2	Traffic Control Details	Otak	N/A			X	X
12	DET-01	Details - 01 (Civil / Structural)	Otak	N/A		X	X	X
13	DET-02	Details - 02 (Landscape)	Otak	N/A			X	X
14	ST-01	Standard Plans - 01	Otak	N/A		X	X	X
15	ST-02	Standard Plans - 02	Otak	N/A		X	X	X
16	ST-03	Standard Plans - 03 (if needed)	Otak	N/A		X	X	X

City of Lake Forest Park – On-Call Engineering Services Roster
Task 2 - 37th Avenue NE Sidewalk Improvements

Hours and Fee Estimate
LFP #: AG-26-024; Otak Project # 22942.A02
October 19, 2026

Task	Description	Engineer 9	Engineer 8	Engineer 5	Engineer 3	Engr. Tech V	Scientist 6	Scientist 3	Surveyor 6	Survey Crew Chief 3	Survey Field Tech 3	Survey Data Analyst 4	Project Coord-inator 3	Total Hours	Total Budget by Task
001	**Project Management**														
	Project Management	2	4	4			2		2					14	$3,730.00
	City Progress Meetings and Coordination		6	8			2		2					18	$4,468.00
	Project Accounting, Set up, and Invoicing		2	2									4	8	$1,588.00
002	**Survey and Basemapping**														
	Survey and Basemapping				2				16	32	32	20		102	$15,054.00
	Records Review				2				2					4	$790.00
003	**Environmental and Permitting**														
	DAHR EZ Form														
	SEPA														
	Other														
004	**Coordination with Utilities**														
	SCL Coordination		1	2	2									5	$996.00
	King County Roads (RRFB)		1	2	2									5	$996.00
005	**30% Design**														
	30% Civil Design / 30% Plans		2	16	32	16								66	$10,700.00
	Structural Engineering (RRFB Fnd)			2	2									4	$686.00
	Landscape / Restoration						2	2						4	$700.00
	Opinion of Cost			4	12									16	$2,452.00
	Storm Drainage Memo (Draft)			4	8									12	$1,912.00
006	**60% Design**														
	60% Civil Design / 60% Plans		2	2	32	20								56	$8,396.00
	Structural Engineering (RRFB Fnd)			2	4	2								8	$1,260.00
	Landscape / Restoration					2	2	6						10	$1,556.00
	Opinion of Cost / Specifications Outline		2	4	8									14	$2,532.00
	Storm Drainage Memo (Final)			4	8									12	$1,912.00
007	**90% Design**														
	90% Civil Design / 90% Plans		2	2	32	20								56	$8,396.00
	Structural Engineering (RRFB Fnd)			2	4	2								8	$1,260.00
	Landscape / Restoration					2	2	6						10	$1,556.00
	Opinion of Cost / Specifications		2	4	16			2					2	26	$4,164.00

City of Lake Forest Park – On-Call Engineering Services Roster
Task 2 - 37th Avenue NE Sidewalk Improvements

Hours and Fee Estimate
LFP #: AG-26-024; Otak Project # 22942.A02
October 19, 2026

Task	Description	Engineer 9	Engineer 8	Engineer 5	Engineer 3	Engr. Tech V	Scientist 6	Scientist 3	Surveyor 6	Survey Crew Chief 3	Survey Field Tech 3	Survey Data Analyst 4	Project Coord-inator 3	Total Hours	Total Budget by Task
008	**Final / Ad-Ready PS&E**														
	Final Plans	2	2	2	12	12		2						32	$5,470.00
	Special Provisions		2	2	4								2	10	$1,852.00
009	**Advertisement and Bid Period Support**														
	Support to the City		2	2	2									6	$1,306.00
	Bidder Questions (if applicable)		2	4	4									10	$1,992.00
	Addenda (if applicable)		2	4	4	4								14	$2,600.00
010	**Construction Engineering Support**														
	Not Included														
	Total Hours	4	34	78	192	80	10	18	22	32	32	20	8	530	
	Negotiated Billing Rate	$357.00	$310.00	$208.00	$135.00	$152.00	$212.00	$138.00	$260.00	$152.00	$90.00	$144.00	$138.00		
	Total Labor Cost	*$1,428*	*$10,540*	*$16,224*	*$25,920*	*$12,160*	*$2,120*	*$2,484*	*$5,720*	*$4,864*	*$2,880*	*$2,880*	*$1,104*		***$88,324.00***
	Reimbursables Expenses														
	Utility Locates														***$0.00***
	Mileage/Travel														***$50.00***
	Project Total														**$88,374.00**

Say	**$89,000.00**