EXHIBIT A
SCOPE OF WORK

Prepared for:

CITY OF LAKE FOREST PARK
BEACH DRIVE SEWER IMPROVEMENTS
(Final)

Introduction:

The City owns and operates two existing lift stations located within the Beach Drive NE right-of-way. The two lift stations were constructed in 1961, rehabilitated in 2002, and are past their intended operating lives. The City plans to replace the two lift stations with a single lift station. The City has completed preliminary due diligence for the project advancing design concepts to a 30% stage.

The project scope includes the design of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club and community park on a 0.1-mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design of new sewer laterals for the impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

The City previously contracted with a consultant to develop 30% design plans that reflect this scope of work. These plans and associated files were provided to guide the preparation of this scope of work.

The project site includes critical areas (wetlands, stream buffer, and seismic hazards) and abuts Lake Washington. Additionally, the project will require work on private property in a sensitive community. Acquiring temporary construction easements will be a prerequisite to the construction phase of the project and will be included in the full design package.

Reference Documents:

The latest version of the **documents** will be used to provide guidance and background data for the development of the General Sewer Plan.

- Department of Ecology "Criteria for Sewage Works Design" August 2023
- City of Lake Forest Park Design and Construction Standards
- Latest at the time of contract execution, WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction
- City of Lake Forest Park Comprehensive Plan, November 2024
- Preliminary Engineering Report Beach Drive Lift Station, December 2025
- Lift Station 16 and 17 O&M Manuals, 12/17/2002

Scope of Services:

Scope of Services shall include project management, engineering design services, surveying and utility data acquisition services, community engagement, geotechnical and electrical engineering to support civil design, environmental permitting, acquisition of rights of entry and temporary construction and permanent easements, and construction management and construction inspection services. Deliverables will be due to the City at the 60%, 90%, and 100% design milestones. Bid document deliverables will be due

following City concurrence with the 100% design deliverables. Bid support shall also be included in the Scope of Services.

TASK 100	PROJECT MANAGEMENT

Task Description:

Project Management includes the day-to-day coordination and management of the project design phase to ensure adequate resources are made available to achieve schedule and budget expectations for identified deliverables contained in this scope of work. Service includes but not limited to invoicing and progress reporting, progress meetings, QA/QC, and internal staff coordination and progress meetings.

Assumptions:

- Correspondence with the client will be through emails and phone calls.
- It is assumed the work will have a duration of 16 months from the notice to proceed.
- Bi-weekly progress meetings are assumed to be virtual via teams. We anticipate 32 bi-weekly progress meetings with City staff and project team estimated at 1.0 hr./ea.
- Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% plans, specifications and estimates, phases.
- Table 1 list the anticipated meetings for this project through delivery of bid documents. These meetings are intended to review deliverable content, discuss project status, provide technical guidance, provided direction and memorialize action items.
- Community open house meetings will be conducted to engage the local neighborhood and Skillings will support City staff as a technical resource.
- City Council presentations are included in this scope of work as defined in Table 1.
- Skillings will prepare the bid packaging and provide bid support including responding to bidder questions, reviewing the bid proposals, preparing certified bid tabulation, and providing a recommendation for award.
- Construction contract management and full-time Construction Inspection is included in this scope of work.
- Hultz/BHU will provide electrical engineering as a subconsultant to Skillings.
- HWA Geosciences will provide geotechnical engineering as a subconsultant to Skillings.
- A Management Reserve in the amount of $103,185.71 is established to provide the City with the flexibility to authorize additional funds to the Professional Services Agreement (AGREEMENT) for allowable unforeseen costs, time and materials tasks, or reimbursing the CONSULTANT for additional work beyond that already defined in this AGREEMENT.

Tasks:

- Schedule, coordinate, and attend project meetings throughout the duration of the project. **Table 1** defines these meetings indicating purpose, frequency and duration. Additionally, the consultant will provide meeting agendas, meeting minutes, and schedule updates included for each meeting.
- Meetings will provide interaction with City staff, Council, stakeholders and public sharing project progress, design directives, technical details, scheduling and responding to questions and concerns. Milestone plan review meetings will be held at Lake Forest Park City Hall at the completion of the 60%, 90%, and 100% design phases, Skillings will conduct weekly internal staff meetings discussing task progress, work assignments, and technical resource needs. Attend and present project updates at City Council Meetings. Attend Community open house meetings to engage the local neighborhood. Skillings will support City staff as a technical resource.

- Provide in-house project and staff coordination. Weekly internal staff meetings will be conducted to discuss project status and scheduling, provide and oversee design assignments, provide technical direction to staff designers, convey design directives and provide technical guidance to designers, and coordinate QA/QC needs for PS&E. Project management Work Plans will be provided to document assigned directions and memorialize action items.
- Provide monthly invoices with Earned Value Reports and Progress Reports.
- Coordination and subconsultant management including processing invoicing, progress reporting, and coordination of deliverables.
- Prepare a Project Management Plan that includes the following.
    a. Communications plan
    b. Master deliverables list.
    c. Scope of Work and Level of Effort
    d. Project Budget and Budget Management
    e. Quality Management Plan
    f. Project Schedule
    g. Construction Opinion of Cost
    h. Change Management Plan and Scope Change Log
    i. Risk Management Plan and Risk Register
- Provide schedule updates.
- Provide monthly invoices with project update reports and earned value reports.
- Create a Comment Matrix form to document and track City comments and Skillings' responses to comments.
- Conduct QA/QC of all documents being formally submitted to the City.
- Attend two project open house / public outreach meeting. Prepare project posters and informational handouts.

Table 1

Description	Frequency	Duration	Est. Number
Bi-Weekly Progress Meeting City and Design Team	Bi-weekly	1.0 hrs	32
Design Review Meetings City	Milestones	6.0 hrs.	3
Community Open House City	TBD	6.0 hrs	3
Weekly In-House Team Meetings Skillings	Weekly	1.0 hrs.	64
Attend 3 City Council Meetings	TBD	6.0 hrs.	3

Deliverables:

- Project Management Plan
- Monthly invoices and earned value reports and progress reports.
- Materials for the public outreach meeting; project poster boards and informational handouts.
- Meeting Agendas and Minutes.
- Updated Project schedule
- Comment/Response Matrix
- Risk Register

- Change Management Matrix
- Updated Engineer's Estimate at project milestones of 60%, 90%, and 100% Plans, Specifications, and Estimates.

TASK 200 BEACH DRIVE TOPOGRAPHIC SURVEY

Task Description:

A topographic survey will be provided to support preparation of plans and specifications for construction of a new lift station, extending to a depth of approximately 25 feet below ground surface, and 525 linear feet of new gravity sewer pipeline installed using trenchless Horizontal Directional Drilling techniques that serves five (5) private residences, Civic Club, and City Park on a 0.1 mile stretch of Beach Drive NE in Lake Forest Park. The project scope also includes the design and construction of new sewer laterals for the seven (7) impacted properties. It is the City's intention to abandon in place the two (2) existing lift stations and existing lake-line sewer main.

Topographic survey will combine conventional ground survey and data collection with aerial drone photogrammetry. Aerial drone survey will focus on private property data collection to document and record existing conditions. Given the anticipated duration of the project, we recommend three (3) drone flights. The first to support conventional topographic ground survey and data collection to produce base mapping of the project limits. We recommend up to two (2) additional drone flights to document any changes on private property during the progression of the design to capture any changing conditions. Updates to the base mapping will be completed to reflect current conditions prior to release of the 100% PS&E package. The aerial photogrammetry will also be used to support development of exhibits to support Public Engagement.

Skillings will engage the services of Vendor to complete underground utility location and verification both within Beach Drive and for the five (5) private properties, Civic Club, and City Park along the new side sewer alignments. This Vendor will conduct location and potholing of existing utilities and prepare an inventory of potholing data to include depth from existing surface to top or pipe of conduit, size of pipe or conduit, and pipe or conduit material identification. Potholing will be conducted using vactor-extraction techniques to minimize restoration and access impacts. Each pothole will be numbered and data logged into a spreadsheet. The pothole locations will be documented by topographic survey and included in 60% PS&E. This information is required to not only inventory existing utilities but aid in utility coordination for the design effort.

Assumptions:

- A Record of Survey Map will be not required.
- New temporary construction easement areas will be staked in the field. This will be completed once the private side sewer alignments are confirmed in the design PS&E.
- Design Team will obtain rights of entry to the site, as needed to complete the survey.
- The survey topographic limits are defined as shown in the exhibit below.
- Up to three (3) drone flights are anticipated to document any changes to existing conditions on private property. Frequency will be determined with input and direction from City staff.
- This scope of work will include providing settlement monumentation at each of the five (5) residential homes fronting the Beach Drive sewer improvements in Beach Drive.

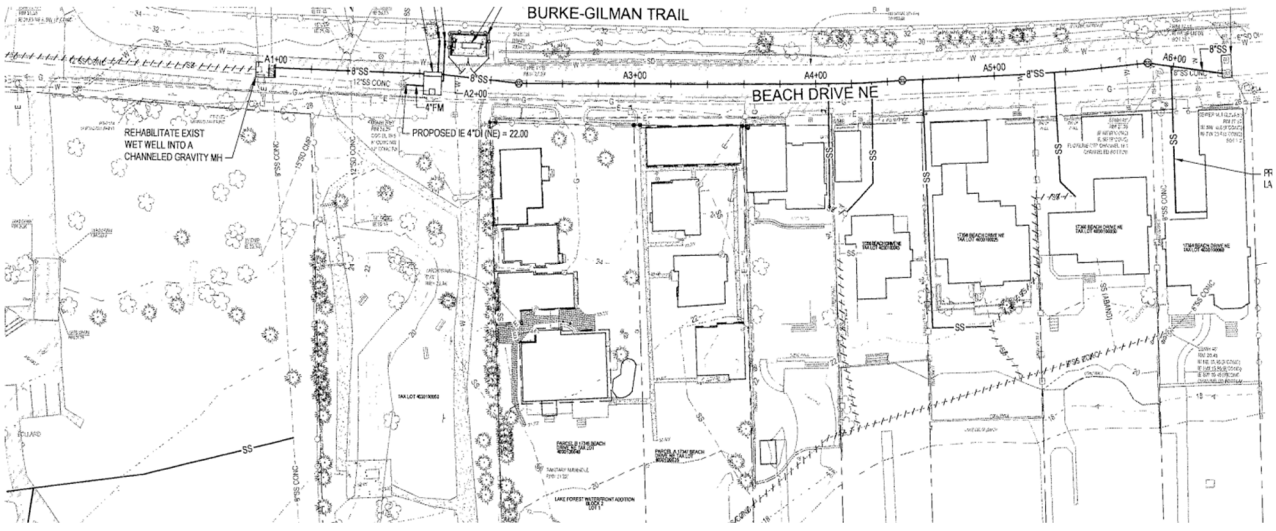
Task Description:

1. Review title reports for a boundary determination.
2. Research existing survey control and record maps.
3. Perform a field survey to locate and establish survey control points. Topographic survey of the area below.
4. Complete three (3) drone flights to document any changes to existing conditions on private property.
5. Topographic survey will identify and document existing structures and site conditions and install settlement monitoring benchmarks at defined structure locations for monitoring during construction.
6. Prepare letters to obtain right of entry. Letters to be sent by City-on-City letterhead. Skillings to provide form to be signed by property owner.
7. Topographic Survey of the area depicted in red on the attached Figure 2 Survey Limits map.
8. Process field data and develop AutoCAD base maps.
9. Coordinate with City staff and measure the size, depth, diameter, and elevation of pipe structures within the existing pump station.
10. Survey Pothole Location.
11. Prepare temporary construction easement exhibit and legal description for construction of the rerouted side sewers from sewer cleanout to new sewer main in Beach Drive.
12. Prepare permanent easement exhibit and legal description for construction of the emergency generator.
13. Provide QA/QC for deliverables.

Deliverables:

- AutoCAD Topographic Survey base map.
- Temporary Construction Easement descriptions and exhibit maps.
- Right of entry documents
- Final easement exhibits and legal descriptions.

Survey Limits:



TASK 300	BEACH DRIVE SEWER IMPROVEMENTS DESIGN DEVELOPMENT

Task Description:

A preliminary engineering report was previously completed for this project in December 2025. The preliminary report described the following recommendations:

The City of Lake Forest Park operates two aging lift stations along Beach Drive NE that have exceeded their service life. This Preliminary Engineering Report recommends consolidating these facilities into a single, modern lift station to improve reliability, reduce maintenance, and coordinate with the City's upcoming Lakefront Park project. The proposed design includes a wet well/dry well configuration with increased pumping capacity to improve flushing velocity, power supply, new emergency backup, and controls. The project will also abandon the existing lake gravity sewer line and install a new gravity sewer in Beach Drive, while minimizing disruption to adjacent properties and park development. The project consolidates Lift Stations 16 and 17 into one facility positioned between the existing sites, with new gravity sewer, force main, and updated side sewer connections. Existing wet wells will be retrofitted for gravity flow, and the lake line will be abandoned. The estimated Opinion of Probable Construction Cost (OPCC) is approximately $3.5 million, with a range of $2.2 million to $6.2 million based on AACE Class 5 estimates. The project schedule anticipates permitting and final design completed in late 2027, and construction in late 2028.

Horizontal Directional Drilling, a trenchless technology, was proposed for installation of the new gravity sewer main in Beach drive as well as installation of the seven (7) side sewers to be reversed and connected from private property, Lake Forest Park Civic Club, and Lakefront Park to the gravity main in Beach Drive. Traditional excavation and fill techniques will be used to complete the side sewer connections to the new sewer main, complete installation of new manholes and the installation of the lift station.

The report also contained a geotechnical report along with environmental permitting research and recommendations as appendices to support the 30 percent concept. This report was not submitted to Department of Ecology for review and approval.

The design development phase for this project will validate the current 30 percent sewer concept for the Beach Drive sewer improvements provided in the Preliminary Engineering Report. This phase will include obtaining rights of entry from the affected private residents to allow for access completing the topographic mapping and utility potholing efforts to develop a representative base map of the project site. One additional geotechnical soil boring to confirm soil characterization and soil properties provided at the northerly end of the proposed gravity sewer to augment geotechnical investigations previously completed. Our design development will include validating the findings and conclusions reached in the Preliminary Engineering Report, augmenting with additional data to support the preferred trenchless alternatives and create a final Engineering report complying with Department of Ecology "Criteria for Sewage Works Design" and WAC 173-240-060. The final engineering report will be submitted to Ecology for review and approval and become the Basis for Design for preparing bid documents for construction.

Assumptions:

- Final Engineering Report will be prepared consistently with WAC 173-240-060 and Ecology Criteria for Sewage Works Design Manual. This scope of work is founded upon the premise that the sewer main and side sewers will be a gravity collection system. City staff indicated low pressure sewer systems (LPSS) were considered in the alternatives analysis and due to operation and maintenance limitations would not be pursued further.
- Design efforts will follow the City's Design Engineering and Construction standards.

- Design efforts shall follow Department of Ecology Criteria for Sewage Works design. Should the City's design standards conflict with DOE design guidelines, DOE guidelines prevail.
- An improvement plan will be prepared for each private residential lot requiring an adjusted gravity side sewer. Gravity side sewer locations and connections are assumed from provided as-builts.
- The project design will be predicated on the existing Beach Drive Lift Stations remaining online and functional during the construction of the new Beach Drive Lift Station. Once the new Beach Drive lift station is online, modifications will be completed converting existing lift station to gravity flow through manholes and connected to the new gravity sewer.
- A construction sequencing plan will be developed to accommodate installation of new gravity side sewers to the new gravity sewer main in Beach Drive.
- Temporary bypass pumping plans and specifications will be provided with the pump station design.
- The lake-line gravity sewer main from Beach Drive is to be cut, capped, abandoned, and filled with CDF (control density fill).
- The City will provide additional updated high alarm, pump run time, and flow monitoring records to augment previously provided data for the existing lift stations to further aid in design development.
- Potholing will be provided by vendor using vactor extraction techniques to provide subsurface utility location and characterization.
- Hultz/BHU will provide electrical engineering for the pump station, as required.
- HWA Geosciences, geotechnical engineer, will provide a geotechnical investigation for the Beach Drive sewer improvements and gravity sewer.
- Commonstreet will provide right of way support obtaining rights of entry for design phase services and temporary construction easements for construction phase activities on private property.
- The new Beach Drive pump station will be designed as a duplex wet well/dry well below grade pump station.
- It is anticipated that HDD trenchless technology will be used for gravity main installation.
- Underground utility locates will be provided by a vendor.
- New emergency generator design will be provided sufficiently sized to support lift station in the event of power outages and the cost for providing this generator will be included in all construction cost estimates.
- Rights of Entry will be acquired from each of the property owners to gain access onto private property for topographic survey.
- Side sewer connections will all be served by gravity. No grinder pumps are anticipated.

Tasks:

1. Utility Coordination: Coordinate with affected utility companies. Locate existing utilities. Pothole of existing utilities. Provide vendor coordination
2. Create 3D map of existing utilities.
3. Review existing documents provided by utilities.
4. Review 30% preliminary engineering report content and conclusions
5. Prepare risk assessments and risk register to address design solutions.
6. Design decision approval matrix.
7. Validate findings and conclusions reached in the Preliminary Engineering report. Prepare draft Final Engineering Report consistent with DOE Design Guidelines and WAC 173-240-060 documenting sewer flows to the lift station, wet well design, pump sizing, valves, pump station site plan.
8. Prepare plans to reroute each affected Sanitary Side Sewer on each lot to the proposed gravity sewer. Show all work items to be constructed by the Contractor to reroute the side sewers. This

includes meeting with homeowners to determine location of existing sewer connection and routing of new sewer connections.

9. Update 30% Plans, Specifications, and Estimates to abandon the existing gravity sewer main in place, and the removal of the existing Beach Drive pump station force mains, abandoned gravity lines and power lines. This drawing will be used in the Engineering Report and environmental permit applications.
10. Research with utility contractors, potential ways, means and methods to install the gravity line with trenchless technology.
11. Prepare Quantity Take-off Notebook.
12. Update 30% Engineer's Estimate of Probable Cost to Construct.
13. Prepare project Specifications run list in CSI format.
14. Provide QA/QC of the updated 30% Plans, Specifications, and Estimates documents and draft Final Engineering Report.

Deliverables:

1. Rights of Entry for each of the property owners and Lake Forest Park Civic Club.
2. Risk register documenting risk assessments, in electronic pdf format
3. Design decisions matrix updates, in electronic pdf format.
4. 30% Plans update for the proposed gravity sewer line and abandon existing gravity sewer and abandoned Beach Drive pump station, in electronic pdf format.
5. Preliminary improvement plan for the five private residential properties, Civic Club and Lakefront Park requiring a rerouted side sewer included in the 30% update.
6. Updated Engineer's Estimate of Probable Cost to Construct.
7. Draft final engineering report for the proposed Beach Drive sewer improvements, submitted in electronic pdf format.

TASK 400 ENVIRONMENTAL DOCUMENTATION AND PERMITTING

Task Description:

The project corridor is located adjacent to Lake Washington and falls within the Shoreline Management Act (SMA) jurisdictional boundary and the Growth Management Act (GMA) boundary. The proposed work involves replacement of aging sewer infrastructure in an environmentally sensitive corridor and will require multiple environmental approvals from state and local agencies. The following sub-tasks make up the complete environmental permitting effort for the Beach Drive Sewer Improvements.

Task Assumptions:

- Permit fees are not included in this Scope of Work and will be paid directly by the City of Lake Forest Park.
- The Consultant will provide the City with regular updates on the status of pending permit applications as part of the monthly progress reporting described in Task 100.
- If any permit application requires significant additional effort beyond that described in this scope (e.g., full wetland delineation report, noise study, habitat mitigation plan, or federal ESA Section 7 consultation).It will be considered additional services and will be scoped and authorized by separate supplements.
- Shoreline permitting will require a public hearing. It is assumed that two (2) Skillings staff will attend the public hearing.
- It is assumed that two (2) staff will attend a pre-hearing check with City.

Task 401 - State Environmental Policy Act (SEPA)

Task Description:

A SEPA environmental checklist is required to determine whether the proposed project will have significant adverse environmental impacts. The SEPA Checklist is a requirement of the Shoreline Permit application process and is required for public review per the Washington State Environmental Policy Act.

Assumptions:

- The City of Lake Forest Park will serve as the lead agency for the SEPA review.
- The SEPA Checklist submittal requires a minimum of 60% site plan design to accompany the permit applications showing proposed improvements. One SEPA Checklist will be prepared and submitted for the Beach Drive Sewer Improvements project.
- Preliminary designs and all available environmental documentation will be utilized as accompanying exhibits for the final SEPA checklist package.
- The City will complete and submit the public notice of application required for the SEPA process.

Tasks:

1. Complete a site visit to assess existing conditions within the proposed project corridor and surrounding area that may be affected by the proposed improvements.
2. Prepare a draft SEPA Checklist for City review.
3. Conduct QA/QC review of the draft SEPA Checklist.
4. Revise the SEPA Checklist based on City review comments.
5. Submit the completed SEPA Checklist with supporting documentation to the City for the official SEPA submittal.

Deliverables:

- Draft SEPA Checklist with supporting documentation for City review (PDF).
- Final SEPA Checklist package for submittal to the City (PDF).

Task 402 – Critical Area Review

Task Description:

The City of Lake Forest Park classifies critical areas to include wetlands, streams, frequently flooded areas, geologically hazardous areas, and fish and wildlife habitat conservation areas. Herrera Environmental Consultants prepared a Critical Areas Report for the Beach Drive project corridor in July 2025 (Herrera Report). The work under this task is to review and validate the Herrera Report for use in supporting the project's shoreline and environmental permit applications.

Assumptions:

- Herrera Environmental Consultants completed a Critical Areas Report for the Beach Drive project corridor in July 2025. This report is assumed to be current, complete, and sufficient to support project permitting without requiring a new or supplemental critical areas study.

- The Critical Area Report included a Fish and Wildlife Habitat Conservation Area section outlining priority habitat and threatened and endangered species use within the project area. This portion of the report will be reviewed and updated with a current species list from WDFW, DNR, NOAA, and USFWS.
- The Herrera Report will be reviewed and validated by the Consultant for consistency with current City of Lake Forest Park critical areas regulations, the LFP Shoreline Master Program, and the scope of the proposed improvements prior to inclusion in permit application packages. It is assumed that the Herrera Report can be relied on and used by the City for permit application.
- A site visit may be conducted at the Consultant's discretion to confirm that existing conditions in the project corridor are consistent with the conditions documented in the Herrera Report. No new field delineation work is assumed under this task.
- If field conditions have changed materially since the Herrera Report was completed, or if the City or a reviewing agency determines the report requires supplementation, additional work will be scoped and authorized by separate supplements.
- It is assumed that Hydraulic Project Approval (HPA) will be required. Skillings to meet with Washington Department of Fish and Wildlife (WDFW) to confirm.
- It is assumed that an Army Corps of Engineers Permit Application (JARPA) will be required.

  It is assumed that the area of disturbance will exceed 1.0 acres and will require permit coverage under the Statewide General Construction Stormwater Permit. Coverage for this permit is applied for by submitting an online Notice of Intent (NOI) for coverage.

Tasks:

1. Evaluate the Herrera Report for consistency with current City of Lake Forest Park critical areas regulations and the LFP Shoreline Master Program requirements applicable to the proposed project.
2. Conduct a site visit as needed to confirm that existing conditions in the project corridor are consistent with the Herrera Report findings. Meet with WDFW during site visit.
3. Update species and habitat occurrence with current species lists.
4. Prepare a brief technical memorandum documenting the review findings, confirming the report's applicability to the proposed project, and identifying any conditions or limitations on its use in permit applications, as it applies to both SMP and GMA requirements.
5. Incorporate the Herrera Report and validation memorandum into the Shoreline Substantial Development Permit application package and other permit submittals as applicable.
6. Provide QA/QC review of deliverables.
7. Prepare Hydraulic Project Approval (HPA) application and submit it to WDFW.
8. Prepare Joint Aquatic Resource Permit Application (JARPA) and permit exhibits.
9. Prepare Notice of Intent (NOI) with Ecology.

Deliverables:

- Technical Memorandum documenting review and validation of the Herrera Critical Areas Report for use in project permitting (PDF).
- Herrera Critical Areas Report (July 2025) incorporated as a supporting exhibit in permit application packages.

- HPA Application
- JARPA permit application package
- NOI application under Statewide General Construction Stormwater Permit

Task 403 - Shoreline Management Act – Substantial Development Permit Application

Task Description:

The project corridor is located within the Shoreline Management Act (SMA) jurisdictional boundary adjacent to Lake Washington. Proposed improvements, including installation of a new lift station, gravity sewer main, and sewer laterals, will require review and approval under the City of Lake Forest Park Shoreline Master Program (SMP). Restoration of the existing infrastructure footprint within the shoreline jurisdiction is anticipated to be a permitted action under the applicable sections of the Shoreline Management Code. The following scope tasks make up the completion of the Shoreline Substantial Development Permit Application.

Assumptions:

- Environmental work will follow the guidelines and standards identified within the City of Lake Forest Park Shoreline Master Program.
- The proposed project work is anticipated to remain within or immediately adjacent to the existing right-of-way and on private property.
- A pre-application conference with the City will be conducted to confirm submittal requirements and permit pathway prior to application preparation.
- The Beach Drive sewer improvement work will occur shoreward of the Ordinary High-Water Mark (OHWM) and the SMP Shoreline Substantial Development Permit is the anticipated permit pathway; however, project design may only require a Variance or may require a Conditional Use Permit.

Tasks:

1. Conduct a site visit to evaluate the proposed project location and document existing shoreline conditions.
2. Attend a pre-application conference with City planning staff to confirm the required permit pathway and submittal checklist requirements.
3. Prepare the Shoreline Substantial Development Permit Application package, including all required supporting documents as identified in the City SMP Submittal Checklist, including:
    a. Project Narrative describing the proposed improvements and their relationship to shoreline regulations.
    b. Site map showing the project location in relation to the Ordinary High-Water Mark (OHWM) and shoreline setback, including shoreline jurisdictional areas associated with Lyon Creek connected wetlands.
    c. SEPA Checklist (prepared under Task 401).
    d. Critical Areas documentation (prepared under Task 402).
    e. Cultural / Historic Resources Documentation (prepared under Task 404).
    f. Plan Set at applicable design level.

4. Submit the draft Shoreline Substantial Development Permit Application package to the City for review and comment.
5. Revise the application package based on City review comments.
6. Submit the final Shoreline Substantial Development Permit Application package to the City for official submittal.
7. Provide QA/QC review of all application materials. Attend pre-hearing check-in meeting with City prior to Shoreline hearing.
8. Attend Shoreline hearing.

Deliverables:

- Draft Shoreline Substantial Development Permit Application Package for City review (PDF).
- Final Shoreline Substantial Development Permit Application Package for official submittal (PDF).

Task 404 - Cultural Resources

Task Description:

Cultural resource investigation is required as part of the shoreline permit application. Cultural Resource Consultants (CRC) completed a historical and cultural resource investigation and published their findings in January 2026.

Assumptions:

- CRC's (January 2026) report "Cultural Resources Assessment for the Beach Drive Lift Station 30 Percent Design Project, Lake Forest Park, King County, Washington" is applicable to this project and will be used to support environmental permitting.
- CRC coordinated with the Washington State Department of Archaeology and Historic Preservation (DAHP). This review was completed under DAHP Project No. 2025-03-01768.
- Two potential historic properties were identified by CRC (January 2026). Historic Property Inventory Forms were completed for both properties, and it was determined that they are not eligible for listing on the Historic Register.
- This task will be to validate the work completed by CRC and determine if additional cultural review is required.
- It is assumed that the CRC report can be relied on and used to support permit application.
- It is assumed that DAHP coordinated with interested Tribes and that Tribal coordination has been completed. This task will include outreach to Tribes to continue project coordination.
- This Scope of Work does not include completion of a cultural report or any additional investigations.

Tasks:

1. Review CRC report to determine any changes in project elements or footprint based on design completed under this Scope of Work.
2. Prepare letter to interested Tribes providing current project information.

Deliverables:

- Technical Memorandum regarding level of cultural investigation completed in comparison to current project footprint.
- Letter to Tribes

TASK 500	BEACH DRIVE SEWER IMPROVEMENTS **(60% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include finalizing the engineering report, preparing draft technical specifications consistent with the specifications run list prepared in design development phase, and preparing engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station.

Assumptions:

- Skillings will prepare project manual front end bid proposal and contracts, bonding requirements, and insurance requirements for inclusion in the draft 60% specifications. The front-end documents will then be submitted to City Attorney for review and approval.
- A drainage report is assumed not to be required for this project and not included in this scope of work. If it is determined a drainage report is required, this will be extra work and compensation for this extra work will be drawn from the management reserve.

Tasks:

1. Update the Design Documentation File.
2. Prepare final Engineering Design Report.
3. Prepare 60% Pump Station improvement plans, sections and details, 60% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
4. Prepare aesthetic screening design for generator and pump station elements with elevations and 3D sketch/rendering/simulation and 2D poster board.
5. Prepare 60% Plan and Profile design for gravity and force main alignments.
6. Prepare 60% private side sewer relocations and initial restoration plans
7. Develop construction staging and sequencing plan
8. Develop shoring and dewatering plans
9. Review and update risk register
10. Continue 3rd Party utility coordination
11. Complete 2nd drone flight documenting private property site conditions
12. Update Quantity Take-off Notebook.
13. Prepare 60% Engineer's Estimate of Probable Cost to Construct.
14. Prepare 60% Project Manual and technical Specifications.
15. Prepare preliminary TCE
16. Provide coordination with Survey for temporary construction easement requirements and onsite staking of proposed side sewer alignment.
17. Provide QA/QC of the 60% Plans, Specifications, and Estimates documents.
18. Submit 60% PS&E to City for Review

19. Submit Engineering Report to Ecology for review

Deliverables:

- 60% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 60% Specifications submitted in electronic pdf format
- One set of 60% Specifications mailed to remote office location
- 60% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Final engineering design report submitted in electronic pdf format.
- Comment matrix

TASK 600 BEACH DRIVE SEWER IMPROVEMENTS **(90% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 60% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing the review response matrix addressing city review comments from the 60% design effort.

Assumptions:

- The City has reviewed the 60% submittal and provided comments which will be incorporated into the 90% Plans, Specifications, and Estimates.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 90% Pump Station improvement plans, sections and details, 90% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Address and respond to DOE review comments for Engineering report
6. Prepare 90% Project Manual and technical Specifications Include specifications provided by Geotech subconsultant.
7. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 90% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
8. Develop shoring and dewatering plans
9. Develop construction staging and sequencing plan
10. Continue 3rd Party Utility Coordination
11. Update Quantity Take-off Notebook.
12. Prepare 90% Engineer's Estimate of Probable Cost to Construct.

13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 90% Plans, Specifications, and Estimates documents.
15. Submit 90% Plans, Specifications, and Estimates to City for review
16. Submit Final Engineering Report to Ecology

Deliverables:

- 90% Plans, profiles and details submitted in electronic pdf format
- One set of printed 11x17 plans, profiles, and details mailed to remote office location
- 90% Specifications submitted in electronic pdf format
- One set of 90% Specifications mailed to remote office location
- 90% Opinion of Probable Cost submitted in electronic pdf format
- One paper copy of Opinion for cost mailed to remote office location
- Comment matrix

TASK 700 BEACH DRIVE F**INAL DESIGN (100% DESIGN PLANS)**

Task Description:

This task is the next progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 90% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include preparing progression on technical specifications, engineering plans, profiles, and details for the gravity sewer and side sewer installation, and plans, sections and elevations for the new wet well/dry well lift station. This work will also include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 90% design effort.

Assumptions:

- The City has reviewed and provided comments on the 90% submittal. Comments received from the City will be incorporated into the final submittal.

Tasks:

1. Update review and response matrix.
2. Incorporate City review comments and prepare 100% Pump Station improvement plans, sections and details, 100% plans profiles and details for gravity sewer main and appurtenances, and plans, profiles, and details for the side sewer conversions and Prepare surface restoration drawings on private property and street right of way.
3. Prepare final landscaping and restoration plans for private sewer alignments
4. Review and Update Risk Register
5. Prepare 100% specifications Include specifications provided by Geotech subconsultant.
6. Incorporate 90% electrical plans and technical specifications from electrical subconsultant into 100% submittal package including electrical service, controls and emergency generator and coordinate between City and electrical subconsultant telemetry requirements for the lift station.
7. Develop shoring and dewatering plans
8. Develop construction staging and sequencing plan
9. Continue 3rd Party Utility Coordination
10. Update Quantity Take-off Notebook.
11. Prepare 100% Engineer's Estimate of Probable Cost to Construct

12. Conduct 3rd Drone Flight to document current conditions on private property
13. Complete TCEs for construction on private properties
14. Provide QA/QC of the 100% Plans, Specifications, and Estimates documents.
15. Submit 100% Plans, Specifications, and Estimates to City for review
16. Submit 100% Plans, Specifications, and Estimates to Ecology for review and approval

Deliverables:

- Final PS&E for the Beach Drive Pump Station, Force main, gravity line and side sewers (two paper 11" x 17" copy, two full size 22x34, and one PDF electronic copy). One paper copy of deliverables set to City and one copy set to remote office locations.
- Final Engineer's Estimate of Probable Cost to Construct. (two paper copies, one PDF electronic copy)
- Review Response Matrix, electronic pdf format
- AutoCAD Civil 3D 2025 DWG files of completed Final Improvement Plans.
- Comment matrix

TASK 800	BEACH DRIVE SEWER IMPROVEMENTS BID DOCUMENTS **(RFC)**

Task Description:

This task is the final progression of Plans, Specifications, and Estimates development building upon the conclusions reached in the previous 100% design development phase. The work effort will be completed in agreement with the design decision approval matrix and address solutions reached in the risk register. This work will include updating the engineer's opinion of probable cost and preparing and providing the review response matrix addressing city review comments from the 100% design effort. The RFC phase will culminate in stamped and signed Plans, Specifications, and Estimates package ready for bid advertisement and award.

Assumptions:

- The City has reviewed the 100% submittal and provided comments which will be incorporated into the RFC Plans, Specifications, and Estimates.
- The City has received approval from Ecology for construction of the proposed improvements.

Tasks:

1. Prepare RFC Plans, profiles and details for the proposed Lift Station, gravity sewer main including converting existing pump stations to manholes, side sewers, and forcemain improvement plans. Incorporate City's review comments. Finalize required telemetry and coordinate final design with the electrical subconsultant including electrical service, controls and emergency generator.
2. Update Quantity Take-off
3. Prepare RFC Engineer's Estimate of Probable Cost to Construct
4. Prepare RFC Project Specifications
5. Provide QA/QC of the RFC PS&E documents.
6. Stamp and Sign RFC documents
7. Prepare E-transmit of DWG AutoCAD files for all improvement plans.
8. Prepare Design Closeout Documentation and file maintenance.

Deliverables:

- RFC documents for the Beach Drive Lift station provided in electronic pdf format.

- RFC documents for the Beach Drive gravity sewer, forcemain, and side sewer plans and specifications in electronic pdf format.
- Review Response Matrix, electronic pdf format

TASK 900 ELECTRICAL ENGINEERING COORDINATION

Task Description

This task includes review and inclusion of electrical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates and Ready for Construction documents. Electrical subconsultant scope of work is included in Appendix A.

Assumptions:

- This work will be provided by Hultz/BHU

Tasks:

- See Appendix A for Electrical Subconsultant tasks and deliverables including emergency generator plans and details.

TASK 1000 GEOTECHNICAL ENGINEERING COORDINATION

Task Description:

This task includes review and inclusion of Geotechnical deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. This work will Include 2 additional monitoring wells at the southerly and northerly project limits and include groundwater sampling and testing throughout the design phase of the project to determine if any contaminants are present that will need mitigation during dewatering activities during construction phase. A report will be prepared to support environmental permitting efforts discussed in Tasks 400. Geotechnical subconsultant scope of work Is included in Appendix B.

Assumptions:

- This work will be provided by HWA Geosciences

Tasks:

- See Appendix B for Geotechnical Subconsultant tasks and deliverables.

TASK 1100 RIGHT OF WAY COORDINATION

Task Description:

This task includes review and inclusion of Right of way deliverables into the engineering report, 60%, 90%, and 100% Plans, Specifications and Estimates, and Ready for Construction documents. Right of Way subconsultant scope of work
Is included in Appendix C.

Assumptions:

- This work will be provided by Commonstreet Consultants

Tasks:

See Appendix C for Right of Way Subconsultant tasks and deliverables.

TASK 1200	COMMUNITY INVOLVEMENT

Task Description:

Skillings will support City staff to engage the residents along Beach Drive in Community open forums and individual on-site meetings. This task includes individual meetings with the 5 residents requiring side sewer rerouting and the Lake Forest Park Civic Club representatives. Further, we anticipate the need for 3 open house meetings with the remaining 21 residents to the north of the project limits to coordinate roadway access, contractor staging, and convey project details and timeline information. The purpose of these meetings is to maintain open dialogue to better understand the neighborhood concerns and means and methods to address their concerns in the Plans, Specifications, and Estimates.

Assumptions:

- City staff will coordinate the open house meetings including scheduling and venue selection.
- The City will lead these meetings and Skillings will be a technical resource.
- Skillings will prepare exhibits and handouts for the open house meetings.
- Skillings will prepare individual exhibits, and restoration plans for Lakefront Park, Civic Club, and 5 residential lots receiving side sewer re-routing.
- Skillings will prepare handouts to share with the remaining 21 homes north of the project limits.

Tasks:

1. Attend 3 open house community meetings
2. Prepare exhibits and handouts to support communication and dialogue during the open house events.
3. Attend 6 on-site meetings with residents and Civic Club impacted by side sewer re-routing.
4. Attend up to 3 open house meetings with the 21 residents and commercial properties with roadway access impacts.

Deliverables:

- Two 24 x 36 exhibits for each open house meeting, mounted on form-core boards for public viewing.
- 25 tri-fold handouts for each open house meeting
- 11x17 plan and profile of new side sewer alignment and restoration plan to share with each of the 5 homeowners.

END SCOPE OF WORK

Prepared by: Robin Nelson, P.E. July 29, 2026

Reviewed by: Thomas E. Skillings, P.E. July 29, 2026

Exhibit B

NEGOTIATED HOURLY RATE (NHR):						
Classification	**Man Hours**	**x**	**Rate**	**=**	**Cost**	
PRINCIPAL-IN-CHARGE	232	x	$335.00	=	$77,720.00	
SENIOR PROJECT MANAGER	752	x	$286.00	=	$215,072.00	
SENIOR PROJECT ENGINEER	399	x	$297.00	=	$118,503.00	
ENGINEER	1131	x	$198.00	=	$223,938.00	
ENVIRONMENTAL MANAGER	66	x	$309.00	=	$20,394.00	
PROJECT SCIENTIST	279	x	$126.00	=	$35,154.00	
COMMUNICATIONS SPECIALIST	24	x	$194.00	=	$4,656.00	
PROFESSIONAL LAND SURVEYOR	35	x	$217.00	=	$7,595.00	
PROJECT SURVEYOR	105	x	$155.00	=	$16,275.00	
SURVEY PARTY CHIEF	8	x	$136.00	=	$1,088.00	
2 MAN SURVEY CREW	120	x	$235.00	=	$28,200.00	
SURVEY TECHNICIAN	76	x	$132.00	=	$10,032.00	
INSPECTOR	0	x	$182.00	=	$0.00	
PROJECT ADMINISTRATOR	16	x	$171.00	=	$2,736.00	
Total Hours =	3243				**Total NHR =**	$761,363.00

REIMBURSABLES:						
Vendor APS	$20,000.00	+	15%	=	$23,000.00	
Mileage	3300	x	$0.760	=	$2,508.00	
Miscellaneous Expenses	$5,325.50	x	0%	=	$5,325.50	
					Total Expenses=	$30,833.50

SUBCONSULTANT COST (See Exhibit E):						
Geotechnical	$124,341.00	x	15%	=	$142,992.15	
Electrical - Hultz/BHU	$34,661.00	x	15%	=	$39,860.15	
ROW Commonstreet	$49,398.50	x	15%	=	$56,808.28	
					Total Subconsultants =	$239,660.58

SUB-TOTAL (NHR + REIMBURSABLES + SUBCONSULTANTS):						
					Sub Total =	$1,031,857.08

MANAGEMENT RESERVE FUND:						
SUB TOTAL =	$1,031,857.08	x	10%	=	**MRF =**	$103,185.71

GRAND TOTAL						
					GRAND TOTAL =	**$1,135,043**

PREPARED BY: Robn Nelson, P.E. **DATE:** Revised 7/22/2026

REVIEWED BY: Tom Skillings, P.E. **DATE:** Revised 7/22/2026

Item	Description	Basis	Quantity	Rate	Total
1	Telephone	Month			$0.00
2	Auto Rental	Each			$0.00
3	Lodging	Day	0	$273.80	$0.00
4	Per Diem-Meal	Day	22	$92.00	$2,024.00
5	Photocopies - Blk & White	Each	1500	$0.10	$150.00
6	Photocopies - Color	Each	450	$0.35	$157.50
7	Half Sized Prints	Each	500	$0.50	$250.00
8	Full Sized Prints	Each	24	$6.00	$144.00
9	Postage	Month			$0.00
10	Shipping	Remote Office in Nevada	3	$100.00	$300.00
11	FAXs	Each			$0.00
12	Miscellaneous Project Costs	Month	18	$100.00	$1,800.00
13	Miscellaneous Survey Costs	Estimated	1	$500.00	$500.00
14	InRoads Software	Month-No of years		$950.00	$0.00
		Total Miscellaneous Expenses			**$5,325.50**
15	Utility Locate (APS)	Estimated	1	$20,000.00	$20,000.00
	Mileage (22 trips)	Per Mile	3300	0.760	$2,508.00
		Total Expenses			**$27,833.50**

Assumptions					
1	Telephone	Estimated			
2	Auto Rental	Estimated trips			
3	Mileage	Estimated miles	102trips @ 150 mi/trip		
4	Lodging				
5	Per Diem-Meal				
6	Photocopies - Blk & White	Estimated Specifications	300 pages per manual x 5		
7	Photocopies - Colored	Estimated Engineering Report	150 pages x 3		
8	Half Sized Prints		2 sets		
9	Full Sized Prints		2 sets		
10	Postage	Estimated to Remote Office in Nevada			
11	Shipping	Estimated			
12	FAXs	Estimated			
13	Miscellaneous Project Costs	Estimated			
14	Miscellaneous Survey Costs	Estimated			
15	Purchase Order	Estimated			
Prepared by: Robin Nelson, P.E.		Date: Revised July 2, 2026			

26024
CITY OF LAKE FOREST PARK
BEACH DRIVE SEWER IMPROVMENTS

TASK #	TASK DESCRIPTION	START DATE	END DATE	PRINCIPAL-IN-CHARGE	SENIOR PROJECT MANAGER	SENIOR PROJECT ENGINEER	ENGINEER	ENVIRONMENTAL MANAGER	PROJECT SCIENTIST	COMMUNICATIONS SPECIALIST	PROFESSIONAL LAND SURVEYOR	PROJECT SURVEYOR	SURVEY PARTY CHIEF	2 MAN SURVEY CREW	SURVEY TECHNICIAN	INSPECTOR	PROJECT ADMINISTRATOR
100	**PROJECT MANAGMENT**	**6/1/2026**	**5/31/2027**														
101	**Biweekly Progress Meetings (32 @ 1.5 hr/ea)**			48	48	48											
102	**Milestone Plan Review Meetings (3 @ 6 hrs/ea)**				18	18											
103	**Attend 3 City Council Meetings (3@ 6 hours/ea)**				18												
104	**Internal Design Team Meetings (64 @ 1 hr/ea)**			32	64	64	64										
105	**Monthly Invoicing and Progress Report (16 @ 1 hr/ea)**				16												16
106	**Subconsultant Coordination and Management**				32												
107	**Prepare PMP**			4	24		32										
108	**Schedule Updates**				8												
109	**Preparing meeting agendas and minutes**				114												
110	**Project Management & Oversight (Risk Register, Descision Matrix, and Communication Documentation.)**				88												
111	**Change Management and Documentation**				40												
112	**QA/QC Project Management Deliverables**			40													
200	**TOPOGRAPHIC SURVEY AND MAPPING**	**6/1/2026**	**6/30/2026**														
201	**Review Title Reports for Boundary Determinations**										2	10					
202	**Research Existing survey control and records map**										1	5					
203	**Field survey to locate and establish survey control**													10			
204	**Field topographic survey of Beach Drive and pot-holed utilities**													20			
205	**Field topographic survey of private sidesewers and Civic Center**													40			
206	**Install foundation settlement monitoring control on private residences**													10			

207	Aerial Drone Survey of Private Residiences (1st flight)						8								12		
208	Process field data and develop C3D base mapping											40			40		
209	Prepare legal descriptions and exhibits for TCEs										12	16					
210	Stake TCE's in the field											16		40			
211	QA/QC Deliverables										8						
300	DESIGN DEVELOPMENT	6/1/2026	9/30/2026														
301	Coordinate and Manage Vendor Potholing for Existing Utilities				1	4	8										
302	Create C3D mapping of existing utilities				1	4	40										
303	Research and review utility mapping (documents provided by others) Along with Utility coordination					4	24										
304	Review existing documentation provided by City including Options Analysis and Pre-design report prepared by others.				8	8	8										
305	Prepare Risk Assessment and Risk register			4	4	4											
306	Prepare Design Decision Matrix				2												
307	Validate 30% Design provided by others, Prepare draft Final Engineering Report				4	2	40										
308	Prepare Side sewer relocation plans including homeowner meetings					4	40										
309	Update 30% Plans					2	32										
310	Research and discuss HDD means and methods with contractors and update risk register			2	4	4	4										
311	Prepare Quantity Take-off Notebook					1	2										
312	Update 30% Opinion of Probable Cost					1	8										
313	Develop Specification Run List (CSI Format)				1	4											
314	QC all deliverables			16	16												
400	ENVIRONMENTAL PERMITTING	6/1/2026	9/30/2026														
401	SEPA							4	40								
402	Critical Area Review				1		16	16	90								
403	Shorelines Management Permitting				9			44	140								
404	Cultural Resources							2	9								
500	60% PS&E SUBMITTAL	10/1/2026	11/30/2026														
501	Update Design Documentation File					4	8										
502	Finalize Engineering Report				8	8	24										

503	**Prepare 60% PS&E Plans for Lift Station**					8	32										
504	**Prepare 60% PS&E for Gravity sewer and sidesewers**					2	24										
505	**60% side sewer relocation plan and profiles and Develop preliminary landscaping restoration plans**					2	40										
506	**Develop Construction Sequencing and Staging Plans**				2	4	12										
507	**Develop Shoring and Dewatering Plan and details**				4	8	40										
508	**Review and Update Risk Register**				8	8	4										
509	**Continue 3rd party utility coordination**					2	8										
510	**Conduct 2nd Drone Flight to document current conditions on private property**						8								12		
511	**Update quantity takeoffs**				2	8	32										
512	**Update Opinion of Probable Cost for 60% submittal**						8										
513	**Prepare 60% Specifications**				4	8	24										
514	**Coordination with survey and review draft TCEs**				2												
515	**QA/QC all deliverables and address internal comments**			24	4	8	16										
516	**Submit 60% PS&E Submittal to City for Review**				1		2										
517	**Submit Engineering Report to Ecology for Review and Approval**				1		1										
	90% PS&E SUBMITTAL	**12/1/2026**	**1/31/2027**														
601	**Update review and response matrix**					2	12										
602	**Prepare 90% PS&E Plans for Lift Station, gravity sewer main & sidesewers**					4	40										
603	**Develop preliminary landscaping restoration plans**				1	4	16										
604	**Review and Update Risk Register**				4	4	4										
605	**Address Ecology review comments on Engineering Report**					4	40										
606	**Prepare 90% specifications**				8	8	40										
607	**Include 90% Electrical Power and Emergency Generator Plans and SCADA plans**						2										
608	**Develop Shoring and Dewatering Plan and details**				4	4	12										
609	**Update Construction Sequencing and Staging Plans**				2	4	8										
610	**Continue 3rd party utility coordination**					2	8										
611	**Prepare finalize exhibits for sidesewer relocations**						8										

612	Update quantity takeoffs						4										
613	Update Opinion of Probable Cost for 90% submittal					1	4										
614	Coordination with survey and review final TCEs				2							2					
615	QA/QC all deliverables and address internal comments			24	2	4	24										
616	Submit 90% PS&E Submittal to City for Review				1		1										
617	Submit Final Engineering Report to Ecology for Review and Approval				1		1										
700	100% PS&E SUBMITTAL	2/1/2027	3/31/2027														
701	Update review and response matrix			1	1	2	12										
702	Prepare 100% PS&E Plans for Lift Station, gravity sewer main & sidesewers			1	2	8	32										
703	Develop Final landscaping restoration plans				1	4	12										
704	Review and Update Risk Register				2	2	2										
705	Prepare 100% specifications					4	32										
706	Include 100% Electrical Power and Emergency Generator Plans and SCADA plans					2	8										
707	Develop Shoring and Dewatering Plan and details				1	2	8										
708	Update Construction Sequencing and Staging Plans				2	8	8										
709	Continue 3rd party utility coordination					2	8										
710	Prepare final exhibits for 5 Private sidesewer relocations & Civic Center					4	24										
711	Update quantity takeoffs				1	2	8										
712	Update Opinion of Probable Cost for 100% submittal				1	2	8										
713	Conduct final drone flight to document current conditions on Private Property				1		8						8		12		
714	Final TCEs				2	4					12	16					
715	QA/QC all deliverables			24	2	24	24										
716	Submit 100% PS&E Submittal to City for Review				2												
717	Submit 100% Plans and Specifications to Ecology for Review and Approval				2												
800	READY FOR CONSTRUCTION (RFC) SUBMITTAL	4/1/2027	5/31/2027														
801	Prepare RFC documents incorporating review comments from the 100% PS&E.					2	24										

802	Update quantity takeoffs						4										
803	Update Opinion of Probable Cost for RFC submittal				1	2	8										
804	Prepare RFC Specifications				1	2	8										
805	QA/QC RFC submittal				1	2	4										
806	Stamp and Sign RFC Plans and Specifications				4												
807	Prepare E-transmittal for CAD files and Specifications						4										
808	Design Closeout Documentation				2		4										
900	ELECTRICAL ENGINEERING COORDINATION	5/1/2026	3/31/2027														
901	Review, Coordination, and Inclusion of Electrical subs deliveriables				8		8										
902	QA/QC of subconsultant deliverables			4	8												
1000	GEOTECHNICAL ENGINEERING COORDINATION	6/1/2026	11/30/2026														
1001	Review, Coordination, and Inclusion of Electrical subs deliveriables				20		8										
1002	QA/QC of subconsultant deliverables			8	12												
1100	RIGHT OF WAY COORDINATION	6/1/2026	4/1/2027														
1101	Review, Coordination, and Inclusion of Electrical subs deliveriables				12		8										
1102	QA/QC of subconsultant deliverables				8												
1200	COMMUNITY INVOLVEMENT	6/1/2026	5/31/2027														
1201	Attend Community Meetings (3 @ 6hrs/ea)				18	18											
1202	Prepare Exhibits for 5 Private Property & Civic Center Sidesewer Relocation and Restoration				1	2	24			24							
1203	Attend 5 meetings with Private Homeowners and 1 meeting with Civic Center (6 mtgs @ 6 hrs/ea)				36												
1204	Allow for 3 open house meetings with individual 21 affected homeowners along Beach Drive for informational and educational project engagement.				18	18											
	HOURS PER DISCIPLINE			232	752	399	1131	66	279	24	35	105	8	120	76	0	16

APPENDIX A

HULTZ BHU
engineers inc

July 27, 2026

Skillings
5016 Lacey Boulevard SE
Lacey, WA 98503

Attention: Robin Nelson

Subject: **City of Lake Forest Park – Sewer Improvements**
Engineering Services Proposal - Design (REV 3)

Dear Robin:

Thank you for this opportunity to submit our proposal for electrical engineering services for this project.

Project Description

The project replaces two existing lift stations with a single lift station, installs a new gravity sewer pipeline to serve private residences and two community parks, and new sewer laterals for seven impacted properties. The two existing lift stations will be abandoned in place. A previously prepared 30% design plans reflect this scope of the project.

Scope of Services

General: Our scope of work is for the electrical power systems and pump controls, including a natural gas fired generator.

Design Phase: Provide electrical engineering, design, drawings, and technical specifications for our scope. Work includes:

- Electrical load calculations and conductor/raceway sizing.
- Electrical design drawings, with one line diagram, panel schedules, and equipment connections.
- Attending online meetings to review/coordinate the design.
- Coordination with local electrical utility for power service.
- Stainless steel enclosure for pump starters and controls.
- On-site gas fired generator and automatic transfer switch.
- Pump controls and sequencing.
- Progress submittals (60%, 90%, Construction Set).
- SCADA.
- Specifications.
- Cost Estimates (60%, 90%, Construction Set).

Bid and Construction Phases: See separate proposal.

Proposed Fee

We propose to provide our services on a lump sum fee basis for:

60% Design	$ 15,313
90% and 100% Design	$ 19,348
Total	$ 34,661

2026 Hourly rates for any hourly work: Principal $250/hr; Associate Principal $225/hr; Senior Engineer $180/hr; Senior Project Manager $170/hr; Project Engineer $165/hr; Project Manager $150/hr; Senior Designer $130/hr; Project Designer $120/hr; CAD Technician $110/hr; Clerical $75/hr. We assume an additional 4% for any additional services provided in 2027, and 7.5% for services provided in 2028

Assumptions/Qualifiers

1. If there are Owner standards we are to adhere to, those will be provided to us prior to the start of our design.
2. No utility locates are included in our scope.
3. No structural engineering or design of seismic anchorage is included in our scope (these can be specified as bidder designed where not covered by the structural engineer or others).
4. We assume that the Owner (and other interested parties) will review our progress submittal and final design documents to confirm their design intent is being met.
5. Meetings will be the virtual type.
6. Project will not be bid until all permit comments have been resolved.
7. SCADA programming and shop drawings will be by the contractor.
8. If we are not retained for construction phase services (submittal reviews, responding to questions, site visits, etc.) claims shall be waived to the extent they could have been avoided had we provided such services.

We appreciate this opportunity to work with you.

Sincerely,
Hultz|BHU Engineers Inc.

Rick Hultz
Principal

APPENDIX B

HWA GeoSciences Inc.
DBE/MWBE

July 31, 2026
HWA Project No. 2026-058-21

Skillings
5016 Lacey Boulevard Southeast
Lacey, Washington 98503

Attn: **Robin Nelson, P.E.**

Subject: **GEOTECHNICAL ENGINEERING, HYDROGEOLOGICAL, AND GEOENVIRONMENTAL DESIGN SERVICES**
Lift Station & Sewer Improvements Project
Beach Drive Southeast
Lake Forest Park, Washington

Dear Robin,

Thank you for the opportunity to present this proposal from HWA GeoSciences Inc. (HWA) to provide geotechnical engineering, hydrogeological, and geoenvironmental services for the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Our proposed scope of work is presented below.

PROJECT BACKGROUND

Our understanding is that the City of Lake Forest Park (the City) has requested a scope and fee for the final design of a new lift station and sewer improvements that are anticipated to extend from approximately 17337 to 17364 Beach Drive SE. The City previously completed an alternatives analysis and developed a 30% design for a potential trenchless alternative that was provided to our team after the project was awarded. This included a 30% design geotechnical report prepared by Ciani & Hatch Engineering (CHE). HWA has also performed work in the area to support the ongoing design of the Lakefront Park project with the City.

Based on the available geotechnical information, the site soils are anticipated to consist of approximately 30 feet of soft / loose alluvial soils overlying dense / hard glacially consolidated soils. Groundwater is anticipated to be encountered at about 5 to 8 feet below the ground surface. The project alignment is mapped as being within a seismic hazard zone, and it is in close proximity to Lake Washington and Lyon Creek. It is also in relative proximity to a property listed by the Washington State Department of Ecology (Ecology) as a cleanup site where drycleaning solvents were released to soil and groundwater.

Based on the information available and our understanding of the project, we propose the following scope of services to support developing the site design:

PROJECT MANAGEMENT

- ***Project Setup***
- ***Project Coordination Meetings:*** HWA will attend up to four (4) virtual meetings with the City and/or the design team to coordinate work, or to discuss our findings. This is anticipated to include one (1) kickoff meeting and up to three (3) design meetings, each lasting up to 1 hour.
- ***Project and Contract Management:*** HWA will prepare monthly invoices, and progress reports throughout the duration of the project, which we anticipate to be twelve (12) months. We will correspond with the design team in the form of emails, and telephone calls, as necessary. We will provide project management for our services, and we will coordinate with and manage all our subcontractors.

GEOTECHNICAL SERVICES

Existing geotechnical borings are shown on the attached markup of the 30% submittal provided to our team. Previous borings are located at about STA -100, STA 200, and STA 400. We propose an additional boring to collect additional subsurface information at the northeast end of the proposed alignment, at about STA 650. We propose the following set of geotechnical services to support the project:

Geotechnical Fieldwork:

- ***Plan and Coordinate Subsurface Exploration Program:*** HWA will plan and coordinate the geotechnical exploration program for the project that will include advancing one additional geotechnical boring at the northeast end of the proposed alignment. This boring will be advanced to approximately 50 feet below the ground surface to support development of geotechnical recommendations.
- ***Site Reconnaissance and Utility Locates***: HWA will conduct a reconnaissance of the project site to identify site access challenges and to mark exploration locations prior to notifying the one-call utility service. An additional site visit will be performed to verify that the proposed exploration location is clear of utilities prior to mobilizing our equipment.
- ***Generate Geotechnical Subsurface Exploration Plan (SEP):*** HWA will prepare a geotechnical SEP for the proposed work that will detail the type, location, and extent of proposed field exploration along with logistics necessary to perform the work such as traffic control plans and staging areas. The SEP will be submitted to the City for review and approval. We assume any required permits or rights of entry will be acquired by others at no cost to HWA.
- ***Conduct Geotechnical Borings:*** A truck- or track-mounted drill rig equipped with hollow-stem auger and/or mud rotary tooling will be used to advance an additional geotechnical boring at the site. The boring will be drilled by a licensed geotechnical/well

driller under subcontract to HWA and monitored under the full-time observation of an HWA representative. The boring will be completed as a permanent groundwater monitoring well that can be used for pump testing and as an observation well during construction.

- ***Generate Exploration Logs and Assign Laboratory Testing:*** Samples retrieved from our exploration will be sealed in plastic bags and taken to our Bothell, Washington laboratory for further examination and testing. Testing will evaluate moisture contents, grain-size distributions, and/or Atterberg limits. Soil and laboratory test information will be presented in a summary log that will be generated upon completion of our exploration program.

Geotechnical Engineering and Analysis:

- ***Review Available Geotechnical Information***: Upon notice to proceed, HWA will review available geotechnical information from the previous report prepared by CHE during the 30% design. We will prepare a memorandum to document our concurrence, or note any non-concurrence, with CHE's geotechnical recommendations and to compile existing information from other projects, such as the Lakefront Park project.
- ***Evaluate Geologic and Seismic Hazards:*** The site is mapped as a seismic hazard on the City's critical hazard map; HWA will either concur with existing assessments or evaluate the site for nearby faults or other geologic hazards, and provide a qualitative assessment of their potential impacts to the project.
- ***Generate Seismic Design Parameters***: Based on the geologic information obtained from our field exploration program in the vicinity of the improvements, HWA will either concur with CHE's previously recommended parameters or determine the Site Class for seismic design and generate seismic design parameters. We assume that if updates to seismic parameters are required, they will be based on procedures outlined in ASCE 7-22 to comply with forthcoming building code updates for Washington State, anticipated at the end of 2026.
- ***Evaluate Liquefaction and Lateral Spreading Potential:*** HWA will either concur with CHE's liquefaction and lateral spreading assessments or evaluate the susceptibility of the subsurface soils to liquefaction and assess the potential impacts to the proposed improvements.
- ***Develop Recommendations for Temporary Shoring:*** HWA will either concur with CHE's recommendations or develop new recommendations for pipe installation including trench shoring, suitability of in situ soil for trench support, and trench dewatering considerations.
- ***Develop Buoyancy and Lateral Earth Pressures Recommendations:*** HWA will either concur with CHE's recommendations for buoyancy and lateral earth pressures or develop new recommendations.

- ***Develop Recommendations for Trenchless Construction:*** HWA will either concur with CHE's trenchless construction recommendations or develop new recommendations.
- ***Develop Considerations for General Earthwork and Construction:*** HWA will evaluate the site conditions and provide general considerations or recommendations regarding earthwork and construction for the site including recommendations for pipe bedding and backfill and suitability of in situ soil for reuse.

Reporting:

- ***HWA QA/QC:*** HWA will have all design calculations and geotechnical recommendations reviewed by a senior principal prior to distribution to the design team or the City.
- ***Draft Geotechnical Engineering Report:*** HWA will prepare a draft geotechnical report to support 60% design. This report will present the results of our field explorations and include:
    - A description of the geotechnical site exploration program.
    - The logs of the site investigations, including any existing subsurface geotechnical data and the results of any field tests conducted.
    - A description of all laboratory tests conducted and the test results.
    - A description of the geologic and seismic setting.
    - A site plan showing exploration and groundwater monitoring well locations.
    - Engineering recommendations for construction of the proposed improvements.
- ***Respond to Review Comments:*** HWA will respond to review comments in the form of emails to the design team.
- ***Final Geotechnical Engineering Report:*** The report will be finalized at the 90% design milestone after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.

Geotechnical Deliverables:

- Existing Data Review Memorandum (PDF)
- Geotechnical Subsurface Exploration Plan (PDF)
- Draft Geotechnical Engineering Report (PDF)
- Final Geotechnical Engineering Report (PDF)

GEOPHYSICAL SURVEY

We understand that trenchless construction is anticipated to be preferred at this site and horizontal directional drilling (HDD) is likely to be the preferred method. HDD is typically well suited for clays and sands; however, as the drill head advances it can be deflected off of contacts with dense material, such as the glacially consolidated soils along the alignment that were noted to be near the bottom of the currently proposed pipe invert.

Geophysical surveys are a non-invasive and cost-effective means to map subsurface geological structures and contacts. This would be useful for evaluating the depth of the contact with the glacial soils along the entire project alignment, which would help reduce uncertainty with selecting and planning for trenchless construction and shoring design at the manholes and the lift station. Geophysical data can also be used to support seismic design. We recommend the City consider including a geophysical survey as part of the scope of work and propose the following set of services to support the project:

Geophysical Study Fieldwork:

- ***Plan and Coordinate Geophysical Survey:*** HWA will plan and coordinate a geophysical survey along the approximately 600 foot alignment to estimate depth to dense material. We assume that a two-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Conduct Geophysical Survey:*** The combined MAM (Microtremor Array Measurements) and MASW (Multichannel Analysis of Surface Waves) method evaluates ground stiffness by measuring shear-wave velocity (Vs) of the subsurface. The purpose of the survey is to collect shear wave velocity measurements at several locations along the project alignment and identify any distinct changes in geologic conditions and/or subsurface stratigraphy (i.e., depth to dense soils or bedrock) and highlight areas of interest for conducting geotechnical explorations.

  Passive and active data collection methods are used in combination for the geophysical survey. Passive methods utilize vibrations induced by ordinary activity such as passing vehicles; active methods rely on inducing a shear wave at a known point and time, such as hitting a plate at the ground surface with a mallet or hammer. The array geometry including geophone spacing will be determined by a field representative from HWA experienced with geophysical surveys.

Reporting:

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** Data collected during the geophysical survey will be processed to obtain a shear wave velocity model for each array location along the alignment. The individual one-dimensional shear wave velocity profiles generated from each array

location will then be used to construct the final two-dimensional shear wave velocity cross section for stratigraphic interpretation. Results of the geophysical survey will be provided in the geotechnical report.

Geophysical Survey Deliverables:

- Geologic Cross Section and Shear Wave Velocity Data

HYDROGEOLOGICAL SERVICES

Based on the depth of the groundwater table and the proximity to Lake Washington, dewatering is anticipated to be a significant component of construction. We propose the following set of hydrogeological services to support the project:

Well and Aquifer Testing

- ***Plan and Coordinate Pump Testing:*** HWA will plan and coordinate single-well pump tests for up to three monitoring wells on Beach Drive to estimate potential dewatering rates. We assume that up to a three-person crew will be sufficient for this effort and that traffic control will not be required.
- ***Pump Testing:*** HWA will set up and monitor datalogging pressure transducers to collect baseline water levels in pumping wells for at least 24 hours prior to testing, including barometric and temperature effects. HWA will then set up and monitor a variable rate step test for up to 4-hours to ascertain desired pumping rates for a subsequent constant-rate aquifer pumping test for up to 4-hours (and 24-hour recovery test) similar to State of Washington standards for drinking water well testing (173-160 WAC). Pumping tests may be at least one day apart to allow for aquifer recovery.

  We anticipate that an in-house 2 inch well pump that can pump at a maximum rate of 5 gallons per minute may be sufficient for this work, however, a more powerful suction pump system may be rented if necessary. Large diameter wells and specialty pumps provided by a pumping subcontractor would be required to evaluate high rates and are not part of this scope. We have assumed that groundwater discharged from the tests will be relatively clean and can be discharged into the local storm system or vegetated areas.

Reporting:

- ***Pump Testing Analysis:*** HWA will perform analysis of testing data to estimate aquifer parameters including hydraulic conductivity and transmissivity using applicable analytical approaches.
- ***Preliminary Dewatering Analysis:*** HWA will perform analysis of testing data to estimate dewatering rates for approximately 650 feet of trench along Beach Drive SE. Dewatering rates will assume the use of sheet piles within excavations and will be for the excavation

depths specified at the time of the analysis. Additional analysis for different alignments, depths, or different trench conditions will require additional effort. Results of this analysis are intended to be used by the design team and the City for planning purposes only and should not be provided to the Contractor. Dewatering design is the responsibility of the contractor.

- ***Additional HWA QA/QC:*** All evaluations and deliverables will be reviewed by a senior or principal hydrogeologist or engineer prior to distribution to the design team or the City.
- ***Additional Reporting:*** HWA will develop a final dewatering memorandum for internal use by the City for the purpose of estimating dewatering rates and costs and preparing the construction specifications. Pump testing results with estimated hydraulic conductivities will be provided as an appendix to the geotechnical report, which will also include general dewatering recommendations.

Hydrogeological Services Deliverables:

- Pump Testing Results as Appendix in Geotechnical Report (PDF)
- Final Internal Dewatering Memo (PDF)

GEOENVIRONMENTAL SERVICES

As mentioned above, an Ecology-listed cleanup site (Cleanup ID 396) is located near the project footprint, roughly 400 feet to the west. Documents available via Ecology's cleanup site database indicate that releases of tetrachloroethene (PCE) and trichloroethene (TCE) to shallow groundwater took place at that site between 1964 and 1989. Cleanup and monitoring efforts at the site were ongoing as of 2025. Due to the current project's proximity to that site and up- or cross-gradient location, there is a concern that the contaminant plume could have reached the project footprint, or could be pulled into it by project dewatering efforts. We propose the following set of geoenvironmental services to support the project:

Geoenvironmental Fieldwork:

- ***Additional Well Installation and Environmental Screening/Sampling:*** HWA will oversee a supplemental exploration program for the project that will include advancing one additional soil boring at the west-southwest end of the proposed alignment. This boring will be advanced to approximately 20-30 feet below the ground surface and completed as a resource protection well for the purpose of groundwater sampling. Soil samples will be collected every 2.5 feet and field-screened using a photo-ionization detector (PID) and standard observational techniques. Selected samples will be collected into laboratory-provided glassware for analysis. Sampling equipment will be decontaminated between each sample collected from this boring. The boring will

otherwise be conducted in the same manner and during the same driller and consultant deployment as the geotechnical boring described above.

- ***Groundwater Sampling:*** No sooner than 48 hours after drilling, HWA will collect groundwater samples using low-flow sampling techniques from each of the two new and two existing wells on site. Groundwater field parameters (conductivity, pH, temperature, dissolved oxygen and oxidation-reduction potential) will be recorded during purging. The sampler will wear a clean pair of disposable gloves for each new sample and record any notable observations. All groundwater samples will be analyzed for volatile organic compounds (VOCs) by EPA Method 8260D.

Reporting:

- ***Draft Groundwater Sampling Memorandum:*** HWA will prepare a draft memorandum summarizing the results of the initial drilling, soil sampling, and groundwater sampling investigation. This report will present the results of our field explorations and include:
  - A description of the site exploration program.
  - Boring logs, with observations (if any) of contamination.
  - A description of the geologic and hydrogeologic setting.
  - A site plan showing exploration and groundwater monitoring well locations.
  - A description of all laboratory tests conducted and the test results.
  - Discussion of construction wastewater disposal implications.
- ***Final Groundwater Sampling Memorandum:*** The memorandum will be finalized after comments from the City and design team are received. We assume that only one round of comment review will be required and that comments will be consolidated by others and provided to HWA in one document.
- ***Environmental Construction Specifications:*** HWA will provide drop-in specifications for an approach to be followed by the project contractor to monitor for groundwater contaminant migration during dewatering and (if necessary) appropriately manage construction wastewater flows.

Geoenvironmental Deliverables:

- Draft Groundwater Sampling Memorandum (PDF)
- Final Groundwater Sampling Memorandum (PDF)
- Environmental Construction Specifications (PDF)

ASSUMPTIONS/CONDITIONS

The following assumptions were made as part of the development of the proposal for HWA's geotechnical engineering and hydrogeological services:

- All exploration locations will be within the City's rights-of-way or property for which rights of entry have been previously secured. All required permits will be provided by others at no cost to HWA.
- Utility locates will be comprehensive and accurate enough to allow reliable and safe location of our boring. Vacuum extraction of the upper portion of our boring is not included.
- Field explorations for geotechnical borings, geophysical surveys, and/or pump testing can be accomplished during normal daylight workdays and hours, with at least a minimum of 8 hours available per day.
- Traffic control will be required for drilling. Geophysics and pump testing will not require traffic control.
- Exploration locations will be field located using handheld GPS and measurement from existing known features. Surveying of actual exploration locations is not included.
- Analysis, testing, storage, and handling of potentially contaminated soil and groundwater (either sampled or spoils from drilling) are beyond this scope of services. If contaminated soils and/or groundwater are encountered, the material will be properly contained on-site for disposal as mutually agreed upon without additional cost to HWA.
- Discharge from pump testing may be directed to nearby storm drains or into vegetated areas, as appropriate.
- Flow rates provided in the Internal Dewatering Memorandum will be valid for the trench geometries/lengths defined in the document. Such rates are not applicable to trench lengths/depths of other sizes (i.e., rates provided for a 50-foot-long open trench are not twice the expected rates for a 25-foot-long open trench).
- Only one round of review of the Geotechnical Engineering Report will be required.
- Following delivery of the draft report, all soil samples will be disposed of, unless otherwise mutually agreed upon. Long-term storage of soil samples by HWA is not included.

CLIENT RESPONSIBILITIES

1. Provide access to the site to perform site reconnaissance, utility locates, field work, and groundwater monitoring.
2. Provide necessary permits and rights of entry at no cost to HWA.

3. Provide advance notice to the community of site activities before each mobilization.

PROJECT BUDGET

We estimate that the scope of services proposed herein will require a budget as detailed on the attached project cost estimate. We will not exceed the attached cost estimate without your prior authorization. However, if during the evaluation of the available data or during our field exploration unanticipated subsurface conditions are revealed that would require a level of effort beyond the scope of our study, we will contact you immediately to discuss any necessary modifications to our scope of services and/or budget estimate.

The budget presented in this proposal reflects an estimate based on our current understanding of the project requirements for a scope of work developed from the information provided. Within the limits of HWA's total project, we reserve the right to transfer hours and budget dollars between tasks to satisfy project requirements. Our budget also reflects estimated direct costs to the project for testing, drilling, etc. HWA may also transfer funds allocated for direct costs to professional/technical hours or vice versa, to satisfy project requirements.

Thank you again for the opportunity to provide this proposal for geotechnical engineering and hydrogeological services to support the City of Lake Forest Park's Beach Drive Lift Station & Sewer Improvements Project. Should you have any questions regarding this proposal, or require additional services, please contact us at your convenience.

Sincerely,

HWA GEOSCIENCES INC.

William R. Rosso, P.E.
Geotechnical Engineer

Steven R. Wright, P.E.
Geotechnical Engineer, Vice President

Attachments: Project Cost Estimate
30% Submittal Markup

Project Cost Estimate - Design
LFP Beach Drive
Lake Forest Park, Washington
Prepared for Skillings, attn. Robin Nelson, PE

HWA GeoSciences Inc. DBE/MWBE

HWA Ref: 2026-058-21
Date: 31-Jul-26
Prepared By: WRR/SRW

Scope of Work
Refer to the project scope of work document.

ESTIMATED HWA LABOR:

WORK TASKS	2026 BILLING RATES										
	Principal IX	Geotech. Eng. VIII	Geotech. Eng. VI	Geotech. Eng. II	Hydro-geologist V	Geologist V	Geologist IV	CAD	Contracts Admin	TOTAL	TOTAL
DESCRIPTION	$350.00	$330.00	$250.00	$160.00	$230.00	$200.00	$160.00	$155.00	$185.00	HOURS	AMOUNT
Project Management	**0**	**0**	**29**	**0**	**0**	**0**	**0**	**0**	**20**	**49**	**$10,950**
Project setup			1						2	3	$620
Project coordination meetings			4							4	$1,000
Project and Contract Management			24						18	42	$9,330
Geotechnical	**8**	**16**	**38**	**48**	**6**	**0**	**16**	**12**	**0**	**144**	**$31,060**
Plan and coordinate field exploration program			2	2						4	$820
Site reconnaissance and utility locates (two site visit)			2				6			8	$1,460
Generate geotechnical subsurface exploration plan (SEP)		1	1	4	2			4		12	$2,300
Conduct geotechnical boring (1 day)			1				10			11	$1,850
Generate boring log and assign laboratory testing			1		4					5	$1,170
Review available geotechnical information		2	4	8						14	$2,940
Evaluate Geologic and Seismic Hazards			1	2						3	$570
Generate Seismic Design Parameters			1	2						3	$570
Evaluate Liquefaction and Lateral Spreading Potential			1	2						3	$570
Develop Recommendations for Temporary Shoring			1	2				4		7	$1,190
Develop Recommendations Buoyancy and Lateral Earth Pressures			1	2						3	$570
Develop Recommendations for Trenchless Construction		4	4	4						12	$2,960
Develop Considerations for General Earthwork and Construction		1	2	4						7	$1,470
HWA QA/QC	8									8	$2,800
Draft Geotechnical Data Report		4	8	12				4		28	$5,860
Respond to Review Comments on Draft Geotechnical Data Report		2	4							6	$1,660
Final Geotechnical Data Report		2	4	4						10	$2,300
Geophysics	**4**	**0**	**4**	**0**	**0**	**19**	**9**	**0**	**0**	**36**	**$7,640**
Plan and coordinate geophysical fieldwork			2			2				4	$900
Conduct Geophysical Survey						9	9			18	$3,240
Additional HWA QA/QC	4									4	$1,400
Additional Reporting			2			8				10	$2,100
Hydrogeology	**16**	**2**	**6**	**9**	**59**	**0**	**9**	**0**	**0**	**101**	**$24,210**
Plan and coordinate pump testing			2		2					4	$960
Pump Testing Fieldwork				9	9		9			27	$4,950
Pump Testing Analysis					24					24	$5,520
Dewatering Analysis					16					16	$3,680
Additional HWA QA/QC	16									16	$5,600
Additional Reporting		2	4		8					14	$3,500
Geoenvironmental	**11**	**0**	**0**	**0**	**22**	**0**	**38**	**0**	**0**	**71**	**$14,990**
Additional Well Installation and Environmental Screening/Sampling							10			10	$1,600
Groundwater Sampling (4x wells)							20			20	$3,200
Groundwater Sampling Memorandum (draft)	2		0		16		8			26	$5,660
Groundwater Sampling Memorandum (final)	1				4					5	$1,270
Environmental Construction Specifications	8		0		2					10	$3,260
TOTAL LABOR CHARGES:	39	18	77	57	87	19	72	12	20	401	**$88,850**

LABORATORY TESTING SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Moisture Content w/Description	10	$40	$400
Percent Passing #200 Sieve	2	$125	$250
Combined Grain Size & Hydrometer	6	$330	$1,980
Atterberg Limits	2	$310	$620
LABORATORY TESTING TOTAL:			**$3,250**

ENVIRONMENTAL LABORATORY TESTING SUMMARY:

Test	Tests	Cost	Cost
VOCs by EPA Method 8260D	6	$170	$1,020
ENVIRONMENTAL LABORATORY TESTING TOTAL:			**$1,020**

ESTIMATED COSTS PER TASK:

Project Management	$10,950
Geotechnical Services	$51,039
Geophysical Survey	$9,140
Hydrogeological Services	$29,840
Geoenvironmental Services	$23,372
TOTAL SUBCONTRACTOR COSTS:	**$124,341**

ESTIMATED DIRECT EXPENSES:

Mileage: 0.725/mi, 11 round trips at 20 miles/trip	$160
GPS Unit Rental, $75/day, 3 day	$225
Transducer Rental: $650/datalogger, 5	$3,250
Water Level Indicator: $30/day, 6 days	$180
Development Pump/Surge Block	$200
Pump Test Pump and Generator	$2,000
Geophysics Equipment	$1,500
Photoionization Detector (PID)	$125
Peristaltic Sampling Pump	$50
Laboratory Testing	$3,250
TOTAL DIRECT EXPENSES:	**$10,940**

ESTIMATED SUBCONTRACTOR COSTS:

Private Utility Locate	$775
Traffic Control	$6,000
Drilling Subcontractor - 1 day	$15,000
YSI Rental	$150
Environmental Laboratory	$1,020
Subcontractor Mark-Up (7%)	$1,606
TOTAL SUBCONTRACTOR COSTS:	**$24,551**

TASK TOTALS AND SUMMARY:

Total Labor Cost	$88,850
Direct Expenses	$10,940
Subconsultant Costs	$24,551
TOTAL:	**$124,341**

APPENDIX C

COMMONSTREET
CONSULTING

1102 A St, Suite 300, #306
Tacoma, WA 98402

(844) ROW-CERT

info@csrow.com

www.csrow.com

April 6, 2026

Skillings
Attn: Robin Nelson
5016 Lace Blvd. SE
Lacey, WA 98503

Re: Scope and Fee Proposal – Lake Forst Park: Beach Drive NE Sewer Lift Station Project

Thank you for the opportunity to provide right of way services for this important sewer system improvement project for the City of Lake Forest Park. It is our understanding that Commonstreet is providing turn-key right of way services for the Beach Drive NE Sewer Lift Station Project. This work will include early design/pre-acquisition support services, title review, valuations of partial acquisitions, property owner negotiations, acquisition documentation, and file closing support. The scope and fee proposal provided herein is in response to a request for a scope and fee for this project with no Federal Highway Administration (FHWA) funding and does not include certification support.

Scope Summary and Project Understanding
This project will replace two existing sewer lift stations with a single lift station. The fee proposal provided herein is based upon an assumption of potential ROW impacts, assuming up to seven (7) rights of entry and up to seven (7) partial acquisitions (permanent and/or temporary easements) from seven (7) parcels. The project also requires one (1) partial acquisition of permanent or long-term rights on the trail parcel owned by King County. It is understood that any change in scope will require an amendment in scope and fee. All ROW activities will comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) and the City's ROW Procedures. This is a total amount not to exceed (NTE) budget and allocation between subtasks is for reference only and does not constitute separate budgets for each subtask.

Assumptions
- This project is locally funded and no WSDOT ROW Certification will be required.
- Commonstreet has been provided a *30% Submittal Beach Drive Lift Station Site Plan.* This scope and fee is based upon that drawing.
- Impacts on private properties will be limited to work realigning and reconnecting the existing side-sewer connections to private residences. Installation and construction work of the new main sewer line and lift station will be conducted within existing City-owned right of way or on City-owned property (with the exception of land rights required on the King County-owned trail parcel).
- If it is determined there will be project impacts to private properties (unrelated to side-sewer connections) that require additional temporary easement rights along the south boundary of Beach Drive NE, waiver valuations and/or appraisals will be completed. This work will require additional scope and fee.
- The City requires no more than seven (7) rights of entry.

- The City requires no more than seven (7) partial acquisitions from seven (7) parcels consisting of permanent and/or temporary easements for work specifically related to realigning and reconnecting the existing side-sewer connections to private residences.
- The aforementioned seven (7) partial acquisitions do not require appraisal valuations, as the purpose of the construction work on private property is for the direct benefit of each individual private property. Existing improvements on private property will be protected in place or replaced with like kind. All property owners will agree to conveying the necessary rights without requiring compensation.
- The City requires no more than one (1) partial acquisition from one (1) King County-owned parcel consisting of a permanent and/or temporary easement/permit.
- If the acquisition of property rights on the King County-owned parcel requires an appraisal valuation, an appraisal will be completed. Said appraisal will require additional scope and fee.
- There are no full acquisitions.
- No design changes will occur after the initial valuation assignment is authorized.
- Legal descriptions suitable for recording and meeting all requirements will be provided to Commonstreet from a licensed survey company.
- No occupants or personal property will be displaced requiring relocation services and no relocation services will be required.
- The City will provide ROW document templates or Commonstreet will utilize WSDOT templates and provide to the City for review and approval. Revisions will be limited to no more than two rounds of review prior to City approval.
- Once offer package templates are approved by the City, no changes will be made.
- Property owners with improvements in the existing ROW will be notified by Commonstreet and all encroachments will be removed, cured, or abandoned during the acquisition process.
- Title reports will be provided by the City and/or ordered by Commonstreet.
- The City will pay directly to the title company all expenses for title commitments, recording fees, escrow services, and title insurance.
- If the Notice to Proceed (NTP) is received after 120 days from this proposal, fees and billing rates may require revision to reflect cost of living increases and current business conditions.

Best regards,



Joel Schleppi
Project Manager
Western/Central Washington

Scope of Services

Task 1.0 –Project Management and Administration

- Prepare for and attend early design development meetings as requested by the City or the project team;
- Provide pre-acquisition services as requested by the City or project team to support early design development;
- Prepare for an attend up to three (3) community meetings;
- Respond to inquiries and needs identified by your team, the City, and/or project stakeholders;

- Oversight of preliminary ROW activities to comply with project requirements;
- Provide written and oral status updates on right of way activities;
- Review City's Right of Way Procedures;
- Develop and execute the Right of Way program in compliance with state law and Uniform Act requirements;
- Maintain quality control/quality assurance protocols in the execution of the ROW tasks;
- Coordinate title reviews;
- Provide oversight to all aspects of the ROW program.

Task 2.0 – Acquisition Services

- Create state or federal-compliant project files for each parcel;
- Request the City order new and/or updates to existing title commitments;
- Review title reports for each parcel and identify every exception;
- Once a parcel's title interest has been reviewed, identify methods of clearance per City direction;
- Project file set-up;
- Produce templates approved by City to draft offer packages;
- QA/QC all documents, tasks, and processes before, during, and after acquisition process;
- Prepare and present rights of entry documents to affected property owners for signature;
- Prepare, deliver, and present offer packages;
- Clear encroachments to comply with federal and state requirements.

Task 3.0 – Project File Close Out

- Collaborate with City during closing and recording processes;
- Set up client escrow account or facilitate execution of all conveyance documents and closing data along with recorded conveyance documents and closing of files;
- Compile completed/closed files;
- Prepare parcel files (electronic and/or hard copy) in a format requested by the City and provide to City for retention.

COMMONSTREET CONSULTING

Scope and Fee Table Summary

City of Lake Forest Park - Beach Drive NE Sewer Lift Station Project

4/6/2026

Attachment A

The below schedule of hourly rates shall be increased by five percent (5%) annually on the anniversary of the effective date of the contract.
Services subcontracted by Commonstreet will be invoiced at cost plus ten percent (10%).

	Tasks	Job Classifications	Rate	Qty.	Total
1.0	Project Management and Administration	*Principal*	*$306.00*	*4*	$1,224.00
		Project Manager	*$188.00*	*28*	$5,264.00
		Senior Project Control Specialist	*$155.00*	*28*	$4,340.00
2.0	Acquisition Services	*Project Manager*	*$188.00*	*18*	$3,384.00
		Sr. Right of Way Agent	*$155.00*	*36*	$5,580.00
		Right of Way Agent	*$125.00*	*124*	$15,500.00
		Senior Project Control Specialist	*$155.00*	*24*	$3,720.00
3.0	Project and File Close-Out	*Project Manager*	*$188.00*	*12*	$2,256.00
		Sr. Right of Way Agent	*$155.00*	*12*	$1,860.00
		Right of Way Agent	*$125.00*	*12*	$1,500.00
		Senior Project Control Specialist	*$155.00*	*28*	$4,340.00
	Hourly Total			**326**	**$48,968.00**
	Expenses		**Rate**	**Qty.**	**Total**
	Other Direct Costs (ODC's)	*Copying, Printing, Mailing, Recording*	$300.00	1	$300.00
		Mileage at current federal rate	*0.725*	180	$130.50
	Expense Total				**$430.50**
	Contract Total				**$49,398.50**