CITY OF LAKE FOREST PARK
CITY COUNCIL
AGENDA COVER SHEET

Meeting Date	October 22, 2026
Originating Department	Public Works
Contact Person	Nova Heaton, Director of Public Works
Title	Otak Task Order 2 for 37th Ave NE Missing Link Project

Legislative History

- First Presentation – Council Regular Meeting October 22, 2026

Attachments:

1. Otak Task Order 2 for 37th Ave NE Sidewalk Improvements
2. AG-26-024 Contract with Otak for On-Call Engineering Services

Executive Summary

The Department of Public Works (DPW) recommends that the City of Lake Forest Park (City) approve of Task Order 2, under AG-26-024, for Otak to provide engineering design services for the 37th Ave NE Missing Link Project (Project). The value of Otak's Task Order 2 is $89,000. The Project will provide upgraded pedestrian facilities along the frontage of Lake Forest Park Elementary prior to the 2027-2028 school year.

Background

Lake Forest Park Elementary does not have sidewalk facilities along their frontage. There are existing sidewalk facilities on SR 104 that end at the start of the school property. There is an existing crosswalk on 37th Ave NE. Our project will create a continuous sidewalk along the frontage of the school that connects to the existing sidewalk on SR 104. Our project will also relocate the existing crosswalk to be aligned with the existing pedestrian walk into campus and will install new lighting, ADA ramps, and a Rectangular Rapid Flashing Beacon (RRFB) at the new crossing.

DPW staff have connected with Lake Forest Park Elementary staff about our Project and have received positive feedback. These improvements will provide a safer environment for pedestrians accessing the school.

DPW staff have applied for grants from the Transportation Improvement Board (TIB) and from the Washington State Department of Transportation's (WSDOT) Safe Routes to School (SRTS) program for our Project. Ahead of being informed of our grant awards, in an effort to deliver the Project prior to the start of the 2027-2028 school year, DPW staff have solicited scope and fee estimates from our on-call engineers at Otak and DEA. Otak's fee estimate was the lowest at $89,000. Therefore, DPW recommends executing Otak Task Order 2. Specifically, DPW requests that a minimum of $15,000 be authorized for the 2026 budget year and that the Task Order 2 fee remainder of $74,000 be authorized for the 2027 budget year. Following execution and budget authorization, design work for the Project will commence.

Fiscal & Policy Implications

It is DPW's expectation that we will be awarded grant funds that will support the cost of design and construction of this Project.

Alternatives

Options	***Results***
• Approve	The City will execute Task Order 2 and Otak will provide design services for the 37th Ave Missing Link Project.
• Do not approve	The City will not execute Task Order 2 and the City will need to contract for design services for the 37th Ave Missing Link Project with a separate consultant, at a later date.

Staff Recommendation

Review Task Order 2 and provide staff with questions or feedback.