

EXHIBIT A

August 8, 2022

Dave Timmer, City Planner
City of Lynden, Planning Department
300 4th Street
Lynden, WA 98264
Email: timmerd@lyndenwa.org

Re: Dickinson Park Forest Assessment Report

The Watershed Company Reference Number: 220126

Dear Mr. Timmer:

We are pleased to provide the following scope of work and budget for the City of Lynden's Dickinson Park Forest Assessment Report. Our scope of work is detailed below, which includes a description and deliverables of each task, proposal assumptions, budget, and schedule of hourly rates for Watershed staff.

Scope of Work:**Task 1. Project Administration and Coordination****A. Project kickoff.**

The Watershed team will meet with City staff to review the scope of work, timeline, and project deliverables. Watershed will follow up with a work plan which will include a project schedule for completing the field data collection and assessment report. The kick-off meeting will be conducted via video conference.

B. Project administration, coordination, and meetings with City staff.

The Watershed Project Manager will work directly with the City Project Manager to schedule meetings, coordinate the work plan, and provide status updates on project deliverables. Ongoing meetings may be conducted via video conference. To assist with project team communication and collaboration, Watershed recommends using

a SharePoint drive or similar shared file system for documents and project calendars. This can be discussed during the project kick-off.

Task 1. Deliverables Summary and Assumptions:

- A work plan will be adopted following the project kick-off meeting and will include a project schedule, timeline, and key deliverables.
- A shared digital drive, such as SharePoint, will be established for the project team.

Task 2. Forest Inventory

A. Forest Stand Characterization and Mapping

Watershed field staff will conduct an initial site visit to walk the entirety of Dickinson Park. During this site visit, field staff will qualitatively assess forest conditions, characterize forest management units, and highlight any outstanding and/or unique features such as presence and location of critical areas, exceptional trees, geologic features, and areas to focus volunteer stewardship efforts.

B. Develop Study Plot Protocol

Based on the results of the forest stand characterization, Watershed staff will work with City staff to develop a study plot data collection protocol. This protocol will be scientifically rigorous, repeatable, and may be applicable for use throughout the entire park system. Plot-level data collected will include, but is not limited to, tree species, condition, number of stems, height, diameter, and canopy radius. Smaller, nested sub-plots will include additional forest health metrics such as native and non-native understory species and cover, seedlings and saplings, and habitat features such as coarse woody debris and snags. Plot size and locations will be determined through a coarse level GIS analysis coupled with the forest stand characterization.

C. Establish Study Plots and Field Data Collection

Field staff will then establish study plots and collect field data, which we expect can be accomplished in two or three days with two of our field staff. All data will be collected in a digital spreadsheet, such as Excel, and set up based on the established protocol, when possible. Paper copies will be available as a backup. All data will be backed up daily for quality control.

Watershed staff will install permanent plot location points using rebar with end caps or similar materials provided by the City. Plot center locations will be taken using ESRI's Field Maps app on a tablet connected to a GPS unit. All plot level data can be

geospatially referenced based on plot locations, and can be provided in a geodatabase, or similar product.

Task 2. Deliverables and Assumptions

- Plot level data will be available in a digital spreadsheet, shared with the project team.
- The City of Lynden will provide materials to mark permanent plot locations.

Task 3. Geospatial Analysis and Mapping

A. Coarse level GIS Analysis.

Our GIS specialist will collect and organize any relevant available geospatial data at the beginning of the project including high spatial resolution aerial imagery, LiDAR and other topographic data, parcel boundaries, survey data, streams, soils, and any other applicable environmental data. A high-level analysis of this data, coupled with our initial forest stand characterization, will help guide the determination of plot locations and data collection efforts. Additionally, data collection will be set up digitally to be tied to geospatial locations collected by field staff.

B. Compile and Deliver GIS Data

Once all plot-level data has been collected and compiled, our GIS specialist will package it along with associated metadata and deliver it as a geodatabase or other product as agreed upon with the City. Additionally, all relevant raster and vector data associated with forest stand mapping can be delivered with associated metadata, for the City to use.

Task 3. Deliverables and Assumptions

- Any geospatial data will be shared with the project team in a geodatabase or similar product.
- This assumes the integration of existing canopy analyses and does not include additional processing of remote sensing inputs for classification (e.g., lidar data, satellite, or aerial imagery).
- All remote sensing data used will be from publicly available and open access sources and does not include the purchase of private vendor data.

Task 4. Data Analysis and Forest Assessment Report

A. Field data analysis

The Watershed team will compile all collected field data for analysis. Statistical summaries from plot level data will include, but not be limited to, number of trees, tree density (trees per acre), basal area, volume, and species composition. Collected field data and summary statistics will be integrated with geospatial data to produce a comprehensive analysis of existing forest conditions.

B. Forest Assessment Report

Watershed staff will complete a Forest Health Assessment Report including methods, all results and findings from analyses, and implications for urban forest management specific to Dickinson Park and the City of Lynden. The report will highlight major forest health findings and concerns and identify areas suitable for future volunteer engagement. The final report, as well as any additional maps or graphics will be made available in PDF format.

Task 4. Deliverables and Assumptions

- The final forest assessment report, as well as any additional maps or graphics will be made available in PDF format.
- The above-described deliverables assume one draft and one final copy of the comprehensive report. Comments from the City on the assessment report will be compiled into a single document; if multiple reviewers are involved, comments will be consistent among reviewers.

Proposed Schedule

The project timeline runs from August 2022 to January 2023. The timeline provided for specific tasks is approximate. Watershed will deliver the final Forest Assessment Report (PDF) by January 31, 2023.

Task	Task / Deliverable	AUG	SEP	OCT	NOV	DEC	JAN
1	Project Administration						
	Project kick-off meeting	X					
	General project administration and coordination, including meetings and communication with City staff.	X	X	X	X	X	X
2	Forest Inventory						
	Initial site visit and walkthrough. Forest stand qualitative characterization and mapping.	X	X				
	Develop study plot protocol.		X				
	Establish study plots and collect field data.		X	X			
3	Geospatial Analysis and Mapping						
	Coarse level GIS analysis, data acquisition and setup.	X					
	Compile and package data, including metadata and methods. Deliver to City staff				X		
4	Data Analysis and Forest Assessment Report						
	Compile data, summarize results, and complete Forest Assessment Report.				X	X	X

Compensation

The Watershed Company shall receive a “not to exceed” amount of \$20,000 in compensation in exchange for the Services under this Agreement. A detailed project budget and fee schedule are included with this scope of work.

Project Assumptions:

1. *The above described deliverables will be provided in PDF format, with the exception of the GIS data. If hardcopies are requested, copies will be billed at standard in-house rates beyond the quoted price above.*
2. *The above described deliverables assume one draft and one final copy of project deliverables. Comments from the City and stakeholders on each deliverable will be compiled into a single document; if multiple reviewers are involved, comments will be consistent among reviewers.*
3. *Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed, and the total budget shall not be exceeded.*
4. *This proposal does not include tree hazard assessment.*
5. *This proposal does not include preparation of tree removal/replacement plans.*
6. *The schedule proposed is approximate. Factors outside of the control of the Watershed Company may impact the project schedule.*

Please call if you have any questions or if we can provide you with any additional information. We look forward to working with you on this exciting opportunity to conduct a forest health assessment of Dickinson Park.

Sincerely,



Kim Frappier
Environmental Planner | Urban Forester
ISA Certified Arborist, PN-8213A
TRAQ certified

Proposal approved by:



Kenny Booth, AICP
Principal / Senior Planner

Enclosures:

- Budget
- Watershed staff rate sheet (2022)

The Watershed Company
Dickinson Park Forest Assessment Report Budget
City of Lynden
August 8, 2022

Task	Subtask	Description	Kenny Booth AICP, Principal \$210	Kim Frappier Project Manager/Arborist \$155	April Mulcahy Ecological Designer \$135	Nathan Burroughs GIS Analyst \$115	Drew Foster Forest Ecologist/Arborist \$110	Hours		Total Costs
1		Project Administration								
1	1.1	Project kick-off meeting		2	2			4		\$580
1	1.2	General project administration and coordination, including meetings and communication with City staff.	4	12				16		\$2,700
			4	14	2			20	Subtotal	\$3,280.00
2		Forest Inventory						0		
2	2.1	Initial Site Visit and walkthrough. Forest stand qualitative characterization and mapping.			10		10	20		\$2,450
2	2.2	Develop study plot protocol		4	4			8		\$1,160
2	2.3	Establish study plots and field data collection.		24			24	48		\$6,360
				28	14		34	76	Subtotal	\$9,970.00
3		GIS Analysis						0		
3	3.1	Coarse level GIS analysis, data acquisition and setup.				3		3		\$345
3	3.2	Compile and package data, including metadata and methods. Deliver to City staff.				6		6		\$690
						9		9	Subtotal	\$1,035.00
4		Data Analysis and Report								
4	4.1	Field data analysis.				2	4	6		\$670
4	4.2	Summarize results and write Forest Health Assessment Report.	2	24				26		\$4,140
			2	24		2	4	32	Subtotal	\$4,810.00
E		Expense								
E		Mileage, GPS, lodging, per diem							Subtotal	\$905.00
TOTAL COST NOT TO EXCEED										\$20,000.00

Hourly Rates Effective January 2022*

Dan Nickel, MSc	Environmental Engineer	\$210
Hugh Mortensen, PWS	Senior Ecologist	\$210
J. Kenny Booth, AICP	Senior Planner	\$210
Al Wald, LHg	Hydrogeologist	\$190
Amber Mikluscak, PLA, GISP, MLA	Senior Landscape Architect/GIS Manager	\$180
Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$170
Nell Lund, PWS	Senior Ecologist	\$170
Ryan Kahlo, PWS	Senior Ecologist	\$170
Mark Daniel, AICP	Senior Planner/GIS Specialist	\$170
Marina French, PLA, MLA	Senior Landscape Architect	\$160
Kimberly Frappier, MSc	Environmental Planner	\$155
Clover McIngalls, PWS	Environmental Planner	\$150
Peter Heltzel, MSc, CFP	Fisheries Biologist	\$150
Heather Rogers, LG, MSc, WPiT	Planner/Geomorphologist	\$150
Katy Crandall, PWS	Ecologist/Arborist	\$145
Leila Willoughby-Oakes	Associate Planner	\$145
Kyle Braun, PLA	Landscape Architect/Arborist	\$140
April Mulcahy	Ecological Designer/Arborist	\$135
Roeh Hohlfeld, MLA	Ecologist/Arborist/Landscape Designer	\$135
Alex Capron	Planner/GIS Specialist	\$130
Dawn Spilsbury	GIS Analyst/FAA Licensed Drone Pilot	\$130
Sam Payne, PWS	Ecologist/Arborist	\$125
Grayson Morris, PLA, MLA, SITES AP	Landscape Architect	\$120
Amanda Fleischman, MLA	Landscape Designer	\$118
Fern Huynh	Landscape Designer	\$117
Nathan Burroughs, MSc	GIS Analyst	\$115
Grace Brennan	Ecologist	\$115
Bri Hines	Environmental Planner	\$115
Devin Melville	Environmental Planner	\$113
Hui Cao	Landscape Designer	\$112
Alexis Ochoa	Arborist	\$110
Drew Foster	Arborist	\$110
Debra Klein	Accountant	\$110
Brooke Taylor	Accountant/Project Administrator	\$110
Betsy Mann	Marketing Manager	\$110
Angela Mele	Interpretive Planner	\$105
Jake Robertson	Arborist	\$105
Sage Presster	Ecologist	\$105
Justin Kay	Ecologist	\$100
Laura Keil	Landscape Designer	\$100
Jesse Rogers	Arborist	\$90
Anna Tono	Marketing Coordinator	\$75

Acronym Key:

CFP = Certified Fisheries Professional as certified by the American Fisheries Society
 EIT = Engineer In Training
 LG = Licensed Geologist
 LHg = Licensed Hydrogeologist
 GIS = Geographic Information System
 PWS = Professional Wetland Scientist as certified by the Society of Wetland Scientists
 PLA = State of Washington Professional Landscape Architect
 AICP = American Institute of Certified Planners
 MSc = Master of Science degree
 MLA = Master of Landscape Architecture
 GISP = GIS Professional



*Rates for 2022 only; escalator clause for cost of living may apply in future years

Direct Costs

<u>Auto Mileage</u> Maximum standard rate allowable by IRS																													
<u>Reproduction:</u>																													
<table border="0"> <thead> <tr> <th><u>Black & White Printing</u></th> <th><u>Rate per Page</u></th> </tr> </thead> <tbody> <tr> <td>8 1/2 x 11</td> <td>\$0.10</td> </tr> <tr> <td>11 x 17</td> <td>\$0.20</td> </tr> <tr> <td>12 x 18</td> <td>\$0.30</td> </tr> <tr> <td colspan="2"> </td> </tr> <tr> <th><u>Color Printing</u></th> <th><u>Rate per Page</u></th> </tr> <tr> <td>8 1/2 x 11</td> <td>\$1.00</td> </tr> <tr> <td>11 x 17</td> <td>\$2.00</td> </tr> <tr> <td>12 x 18</td> <td>\$2.50</td> </tr> </tbody> </table>	<u>Black & White Printing</u>	<u>Rate per Page</u>	8 1/2 x 11	\$0.10	11 x 17	\$0.20	12 x 18	\$0.30			<u>Color Printing</u>	<u>Rate per Page</u>	8 1/2 x 11	\$1.00	11 x 17	\$2.00	12 x 18	\$2.50	<table border="0"> <thead> <tr> <th><u>Plotting</u></th> <th><u>Rate per SF</u></th> </tr> </thead> <tbody> <tr> <td>B&W Bond</td> <td>\$1.05</td> </tr> <tr> <td>Color Bond</td> <td>\$1.18</td> </tr> <tr> <td>B&W Glossy</td> <td>\$12.18</td> </tr> <tr> <td>Color Glossy</td> <td>\$13.76</td> </tr> </tbody> </table>	<u>Plotting</u>	<u>Rate per SF</u>	B&W Bond	\$1.05	Color Bond	\$1.18	B&W Glossy	\$12.18	Color Glossy	\$13.76
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Outside Reproduction	At cost																												
Electrofishing Equipment Fee	\$100.00/day																												
Trimble Geo XH - GPS Equipment Fee	\$190.00/day																												
Field Tablet	\$20.00/day																												
Solomat Water Quality Testing Equipment Fee	\$50.00/day																												
YSI Salinity pH Meter	\$50.00/day																												
Expert testimony	Expert testimony is billed at 1.5 times standard hourly rates																												
Lodging and per diem	Reimbursement will be at a rate not to exceed the WA State OFM per diem rate for location services are provided. Out-of-State locations will be reimbursed at the current GSA rate for location services are provided.																												
Other Direct Costs At Cost																													