

## Exhibit A - SCOPE OF WORK

### City of Lynden 2025 Comprehensive Plan Climate Planning Element

#### I. Scope of Work

**Overall Scope:** Provide professional planning services necessary to complete the tasks outlined in the City's request for proposals, titled "Request for Proposals for Consultant Services – City of Lynden Comprehensive Plan – Climate Planning Update," which was due February 9, 2024. Consistent with the Peak Sustainability Proposal, our work will be divided into tasks, as described in detail below. Peak Sustainability (Peak) will serve as the prime consultant for this project, with BHC Consultants, LLC (BHC) and SCJ Alliance (SCJ) serving as subconsultants.

#### Task 0 – Project Management and Coordination

**Budget:** (none, estimated value of \$6,500 is incorporated in other tasks deliverables)

Peak will:

- Develop a project workplan that includes a project schedule and key deliverables.
- Initiate the project with a kick-off meeting with staff from the City of Lynden (the City) to review the workplan, communication preferences, and review processes.
- Meet with key City staff twice monthly, or as needed.
- Coordinate the work of the consultant team, which includes the following: tracking deliverable deadlines; reviewing work prior to submittal to client; and, internal meetings between prime and subconsultants.
- Manage overall project budget. Prepare invoices for fees and expenses and reporting on overall budget status, including current project billings, total project billings, and remaining project budget.

#### Assumptions

- Project timeline includes work from April 2024 through December 2024.
- Meetings between Peak, City Staff, and subconsultants will be held virtually unless otherwise noted.
- City staff will keep Planning Commission and City Council briefed on progress throughout the project.

#### Task 1 – Community Outreach Surveys

**Budget:** \$10000

**Deliverables:** A report summarizing the results and key findings from the survey.

Peak will:

- Work with SCJ write, distribute, promote, and promote one online outreach survey to the community.
- Convert the online survey into a physical version that can be mailed to Lynden residents by the City.
- Consolidate and analyze the raw data received from the online survey and the raw data from the paper survey tabulated by the City.
- Generate a report summarizing the results and key findings.

**Assumptions**

- Outreach for the online climate planning element survey will occur in coordination with the survey for the comprehensive plan survey.
- City staff will:
  - Review and approve the survey with up to two rounds of feedback incorporated.
  - Support survey distribution.
  - Will tabulate paper survey results and send the raw data to Peak.

**Task 2 – Community Meetings**

**Budget:** \$7500

**Deliverables:** A memo summarizing the results of targeted public meetings.

Peak will:

- Recruit and convene a representative advisory group to provide guidance and input at key decision points throughout the Climate Planning Element decision process.
- Coordinate with SCJ to support one community meeting in late spring in the City of Lynden at a public location with sufficient notice. The meeting will present the approach to the climate planning element in the context of the Comprehensive Plan updates.
- Plan and facilitate up to four community meetings focused on key audiences identified with the City that can be held virtually or in-person.
- Draft a set of key questions based on the community survey results to engage key audiences in the community meetings and specific questions for interest groups when needed.

**Assumptions:**

- The initial meeting presenting the approach to the climate planning element will be a portion of a broader meeting on the Comprehensive Plan Updates.
- City staff will:
  - Provide recommendations for the advisory group and key audiences.

- Help secure meeting venues and invite public to attend events using the City’s existing communication tools.
  - Provide the City’s Public Outreach Plan for use by the consultant team and identify existing community groups or individuals to contact for targeted outreach.
  - Will provide public noticing of events and coordinate locations or rentals.
  - Review and approve the questions for the community meetings with up to two rounds of feedback.
- Some topic meetings may be held virtually to save on costs or if public health conditions require it.

### **Task 3 – Environmental Justice Report**

**Budget:** \$10000

**Deliverables:** The Environmental Justice Report (EJ Report), which documents the process, summarizes feedback, and provides recommendations related to the Climate Planning efforts within the City.

Peak will coordinate with SCJ to:

- Create an equity baseline with comprehensive data analysis that identifies vulnerable populations consistent with the definitions of HB1181.
- Assess environmental, health and demographic indicators such as limited English proficiency, race and ethnicity, household income, and health disparities using data from the U.S. Census bureau and WA Environmental Health Disparities Map.
- Review and guide the EJ Report, as well as use the report to review the City’s County’s Comprehensive Plan for injustices, disparities, and disparate impacts.

#### **Assumptions:**

- City staff will support outreach and engagement for vulnerable and overburdened communities.

### **Task 4 – Comprehensive Plan Legislative Review**

**Budget:** \$5000

**Deliverables:** A policy gap analysis memo describing the changes needed to comply with HB 1181.

In coordination with Peak, BHC will:

- Conduct an audit of the existing Lynden Comprehensive Plan, Shoreline Master Program, and any supporting environmental or hazard mitigation plans to identify policies that support climate planning.
- Generate a memo that identifies existing policies that support the implementation of HB

1181 and identify gaps where new goals, policies, or analysis is needed.

- Consult the Department of Commerce periodic Update checklist to assess gaps for climate policy.

### **Assumptions**

- City staff will provide access to existing planning documents, environmental documents, and mapping data.

### **Task 5 – Proposed Element Updates**

**Budget:** \$5000

**Deliverables:** Redline edits of existing City Comprehensive Plan elements and content for the new Health and Wellness Element and Community Resilience Chapter.

Peak will coordinate with BHC to:

- Identify content in the existing City Comprehensive Plan that could be included in the new Health and Wellness Element that address community climate change resilience.

### **Assumptions**

- City staff will provide insight into the City’s vision for the Health and Wellness Element or provide examples that represent the vision for this element.

### **Task 6 – Goals and Policy Updates**

**Budget:** \$5000

**Deliverables:** Draft Health and Wellness Element content related to climate planning, and other climate planning goals and policies to add to existing comprehensive plan updates.

Peak will coordinate with BHC to:

- Incorporate policy gap analysis and community feedback to draft new introduction content, move existing comprehensive plan goals and policies from other chapters where needed, and draft new policies and goals.
- Work with City staff to determine major structural changes for new climate planning content in the Health and Wellness element or in other comprehensive plan elements.

### **Assumptions**

- City staff will review and comment on draft goals and policies.
- The consultant team will provide City Staff with a review draft one month before the final deliverable deadline.
- The Transportation Element will be completed separately outside this scope and will be added as an appendix to the draft Comprehensive Plan. City staff will manage all drafting, review, and workflow tasks with transportation consultant.
- The update does not include work on the Parks and Trails Master Plan, which will remain an unchanged appendix.

## **Task 7a and 7b– Inventory and Climate Planning Element**

**Budget:** \$10,000

**Deliverables:** A memo summarizing potential climate impacts and an inventory of climate assets and vulnerabilities (Task 7a); draft new Climate Planning Element (Task 7b).

### Task 7a: Inventory of climate assets and vulnerabilities

In coordination with Peak, BHC will:

- Conduct a high-level climate vulnerability analysis (CVA) to identify which of the City’s assets and communities are predisposed to be adversely affected by climate change impacts.
- Review the existing Whatcom County Hazard Mitigation Plan to identify potential hazards that could be impacted by climate change.
- Draft a memo summarizing potential climate impacts and an inventory of climate assets and vulnerabilities.

### Task 7b: Draft Climate Planning Element

In coordination with Peak, BHC will:

- Complete a draft of the Climate Planning Element that includes two sub-elements, Greenhouse Gas Reduction (Task 8) and Community Resilience (Task 9).
- Include relevant background and policy information as required by HB 1181 and the Department of Commerce Guidance.

### **Assumptions**

- This task will be delivered in two phases; the inventory of climate assets and vulnerabilities will be completed in August 2024, and the draft Climate Planning Element will be completed in December 2024.
- The consultant team will use the UW Climate Impacts Group mapping information to conduct the CVA following guidance from the Department of Commerce.

## **Task 8– Greenhouse Gas Reduction Sub-Element**

**Budget:** \$6,000

**Deliverables:** a draft GHG Reduction sub-element with goals and policies to be included in the new Climate Element.

Peak will:

- Peak will review the emissions sources from the Whatcom County Climate Action Plan for reference in the Greenhouse Gas Reduction Sub-Element.
- Review current plans and activities to determine what actions the City has already taken to reduce GHGs.
- Assess opportunities for Lynden to reduce GHG emissions using the Department of Commerce’s Immediate Climate Element Planning Guidance and Menu of Measures to

generate a draft list of goals, policies, and GHG reduction measures.

- Identify key steps to implement measures, such as partnerships, City assets, funding sources, or demonstration projects.
- Draft the GHG Reduction sub-element for inclusion in the new Climate Element.

### **Assumptions**

- City staff will:
  - Provide feedback on an initial list of opportunities from the Department of Commerce’s Intermediate Climate Planning Element and the associated Menu of Measures to understand if there are any opportunities identified by Commerce that could present challenges for the City.
  - Review and comment on draft goals and policies.
- The Urban Forestry Plan will be completed separately outside this scope. City staff will manage all drafting, review, and workflow tasks with relevant leads.
- Transportation can represent a significant opportunities for Greenhouse Gas Reduction. City staff will manage all drafting, review, and workflow tasks with the consultant team leading the Transportation Element.

### **Task 9– Community Resilience Sub-Element**

**Budget:** \$8,000

**Deliverables:** Final Climate Planning Element and Community Resilience Sub-Element goals and policies that meet the requirements of HB 1181; Lynden-specific content for the updated Whatcom County Natural Hazards Mitigation Plan.

Peak will coordinate with BHC to:

- Draft policies and goals for the Community Resilience Sub-Element based on the policy gaps analysis, public engagement, and direction from City staff to address the following topics:
  - Infrastructure
  - Agriculture
  - Health and Wellness
  - Warming/Cooling Centers
  - Open Space/Greenways
- Reinforce existing comprehensive plan content to comply with HB 1181 requirements.
- Identify key steps to implement measures, including partnerships, City assets, funding sources, or demonstration projects.

### **Assumptions**

- City staff will review and comment on draft goals and policies.

## **Task 10a and 10b– Development Regulations**

**Budget:** \$10,000

**Deliverables:** Code update memo outlining needed code updates (Task 10a); Draft updated Development Regulations redlines (10b).

BHC, in coordination with Peak, will:

- Review existing City of Lynden development regulations to identify any areas of inconsistency with the goals and policies of the proposed Climate Planning Element.
- Consult the Development Regulations Update Checklist, prepared with the Comprehensive Plan Amendment, to assess if any identified code deficiencies apply to climate resilience.
- Prepare a memo on the code update approach.
- Prepare a draft of redlines to existing code chapters to add, delete, or amend development regulations to implement the City of Lynden’s Climate Planning Element.
- Provide peer review of one additional round of edits to redlines prepared by staff.

### **Assumptions**

- City staff will:
  - Review and comment on code update approach memo prior to the consultant team developing draft code redlines.
  - In scenarios where multiple options are provided in the code update approach memo, provide direction on which option to pursue.
  - Review draft code redlines and provide comment. Incorporate consultant peer review.
  - Manage City review, SEPA, and adoption.

## **Task 11-Final Ordinance of Comprehensive Plan Adoption**

**Budget:** \$8,000

**Deliverables:** Ordinance document that incorporates the climate planning and community resilience updates into the City’s Comprehensive Plan Update.

BHC will, in coordination with Peak:

- Integrate the Climate Planning Element and Climate Planning updates into the review drafts of the City’s Comprehensive Plan.
- Be available for two public hearings, one hearing before the Planning Commission and one hearing before the City Council.
- Incorporate any changes resulting from the public review process into the final ordinance draft of the City’s Comprehensive Plan as needed.

### **Assumptions**

- City staff will:
  - Perform SEPA review and noticing.
  - Receive and respond to public comment on the draft plan.
  - Provide direction to the consultant team on revisions needed after public review process.
  - Take code through adoption.

## II. Schedule

Task	Deliverable	Timeline
0	Kick-off meeting	Within two weeks of the virtual kick-off meeting for the City of Lynden Comprehensive Plan Update
0	Project Check-ins	Regularly throughout project timeline
0	Invoices	Monthly
1	A report that summarizes the results and key findings of a community survey	July 2024
2	Memo summarizing the results of public meetings	September 2024
3	Environmental Justice Report	September 2024
4	Policy gap analysis for HB 1181 compliance	July 2024
5	Redline edits of existing Comprehensive Plan elements and content for new Health and Wellness Element	December 2024
6	Draft Health and Wellness Element content related to climate planning, and other climate planning goals and policies to add to existing comprehensive plan updates	December 2024
7a	A memo summarizing potential climate impacts and an	August 2024



	inventory of climate assets and vulnerabilities	
7b	Draft new Climate Planning Element	December 2024
8a	A spreadsheet with GHG emissions data and estimations	December 2024
8a	Draft GHG Reduction sub-element with goals and policies to be included in the new Climate Element.	December 2024
9	Final Climate Planning Element and Community Resilience Sub-Element goals and policies that meet the requirements of HB 1181	December 2024
9	Lynden-specific content for the updated Whatcom County Natural Hazards Mitigation Plan	December 2024
10a	Code update memo outlining needed code updates	June 2025
10b	Draft updated Development Regulations redlines	October 2025
11	Ordinance document that incorporates the climate planning and community resilience updates into the City's Comprehensive Plan Update.	June 2025

### III. Budget

Task	Peak hours	BHC hours	SCJ hours	Total Budget
Project Management	25	0	0	\$6,500
Task 1: Community Outreach Surveys	35	0	30	\$27,500
Task 2: Community Meetings	40	0	10	
Task 3: Environmental Justice Report	35	0	30	
Task 4: Comprehensive Plan Legislative Review	0	30	0	\$15,000
Task 5: Proposed Element Updates	20	15	0	
Task 6: Goals and Policies Update	20	15	0	
Task 7a and 7b: Inventory and Climate Planning Element	0	60	0	\$10,000
Task 8: GHG Reduction Sub-Element	40	0	0	\$6,000
Task 9: Community Resilience Sub-Element	25	30	0	\$8,000
Task 10: Development Regulations	0	60	0	\$10,000
Task 11: Final Ordinance for Comprehensive Plan Adoption	0	50	0	\$8,000
<b>Totals</b>	<b>240</b>	<b>260</b>	<b>70</b>	<b>\$91,000</b>