

Exhibit A
SCOPE OF WORK
City of Lynden 2025 Comprehensive Plan Update

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 – 2025 Periodic Update,” which was due February 9, 2024. Consistent with BHC Consultants, LLC (BHC) Proposal, our work will be divided into tasks, as described in detail below. BHC will be the prime consultant for this project, while some work will be completed by subconsultants SCJ Alliance and Leland Consulting.

Task 0 – Project Management and Coordination

Budget: (none, estimated value of \$5,000 is incorporated in other tasks deliverables)

Project Coordination over the Life of the Project.

- Check-In calls with BHC, twice monthly, or as needed
- Workflow Coordination and Quality Control
 - Project management of consultant team; tracking deliverable deadlines; reviewing work prior to submittal to client.
 - Internal meetings between Prime and Subs
- Monthly Invoicing and Project Status Reporting.
 - Prepare invoices for fees and expenses and provide reporting on overall budget status, including current project billings, total project billings, remaining project budget.

Task 1 – Legislative Review, Comprehensive Plan Analysis, and Checklist Completion

Budget: \$21,050

Deliverables:

1A: Finalized Comprehensive Plan Checklists (\$3,000)

1B: Memo addressing required legislative and City desired updates for each element. (\$18,050)

1.1 Project Start-Up.

- Virtual kick-off briefing session with staff (April 2024).
- City tour with staff (April or May 2024, can be scheduled to coincide with an in-person outreach event to save travel costs)
- Complete a Department of Commerce checklist including review of the Comprehensive Plan and Development Regulations
- Complete an analysis of Whatcom County Countywide Planning Policies.
- Prepare schedule in coordination with staff. Schedule to include:

- Public outreach plan schedule
- Draft deliverable deadlines
- Involvement of Boards, Commissions, and Council in briefings & review
- Research and drafting phase
- Document template, compilation, and review
- Commerce Notifications
- Adoption procedures

Assumptions

- Project timeline includes work from April 2024 through June 2024
- Meetings between BHC, City Staff, and subconsultants will be held virtually unless otherwise noted.

Task 2 – Implementation of the City’s Public Outreach Plan

Budget: \$21,500

Deliverables:

2A: A memo or report summarizing survey results and key findings of the community meetings and conclusions on community vision.

Work Tasks

2.1. Community Visioning Exercises and Outreach Events

- In-person kick-off presentation with BHC at a Planning Commission Meeting in the second quarter of 2023
- Write, distribute, promote and analyze one outreach survey to the community.
- Organize, promote, and host 2 in-person or 4 virtual targeted public meetings designed to educate and gather feedback.
- Coordinate attendance at community events during the summer of 2024 to conduct joint outreach with the Climate Resilience Planning work.

Assumptions:

- City staff will help secure meeting venues and invite public to attend events
- City staff will 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.
- Some topic meetings may be held virtually to save on costs or if public health conditions require it.
- City Staff will provide public noticing of events and coordinate locations or rentals
- City staff will keep Planning Commission and City Council briefed on progress throughout the project

Task 3 – Draft Updated Comprehensive Plan

Budget: \$20,450

Deliverables:

3A: Draft updated Comprehensive Plan (all Elements) for public and policy maker review.

Work Task:

3.1 Prepare public review draft of Comprehensive Plan, including the following elements:

Chapter 1 Introduction and Vision

- Update community profile, vision discussion, demographics, population projections, and goals and policies, based on existing conditions research and community visioning.

Chapter 2 Health and Wellness

- Review resources on regional health challenges prepared by the County Health Department.
- Coordinate with Climate Planning, Transportation, and Park and Trail Master Plan processes.
- Draft new element content identifying how the City’s vision connects to community health, wellness, safety, aesthetics, and access to healthcare and green spaces.
- Draft goals and policies to implement City’s vision for this element.

Chapter 3 Community Resilience

- Coordinate with Climate Planning consultant team to integrate this element into the plan.

Chapter 4 Land Use Chapter and Land Capacity Analysis

- Incorporate County’s Land Capacity Analysis and Buildable Lands Report into the City’s content.
- Incorporate community feedback and visioning into land use policies.
- Review and update existing goals and policies as necessary.
- GIS mapping services, if needed, to update Future Land Use Map, Zoning Map, or other Maps.
- Develop a new West Lynden Gateway Subarea Plan to establish goals and policies addressing this subarea as the main “entrance” to the City. Address current and expected development potential within this subarea over the planning period and propose a strategy for enhancing the gateway to the City.

Chapter 5: Housing

- Incorporate findings from housing needs assessment, and revise chapter, as needed to comply with HB 1220.
- Update housing goals and policies, consistent with State RCWs and reflective of community vision and needs.

Chapter 6 Utilities

- Update to reflect any changes in growth forecasting used in the Land Use element.
- Work with the City and local utility providers to understand available capacity and whether any gaps exist in capacity, given growth projections.
- Review and update goals and policies, as needed.

Chapter 7 Capital Facilities

- Update, as necessary, and ensure consistency with existing standalone utility plans with input from other city departments.
- Confirm with city departments appropriate levels of service, assess deficiencies, and plan for needed repairs, upgrades, or new projects.

- Review existing goals and policies to ensure the element is consistent with Department of Commerce guidance.

Assumptions:

- The Transportation Element will be completed separately outside this scope and will be added as an appendix to the draft Comprehensive Plan. 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.
- City to provide GIS layers for mapping needs.
- The City will prepare a 6-year capital improvement plan to be included with the Capital Facilities Element.

Task 4 – Comprehensive Plan Update Adoption

Budget: \$11,000

Deliverables:

4A: Approved ordinance updating the Lynden Comprehensive Plan

Work Tasks

4.1 Revise Comprehensive Plan Document

- Incorporate edits to draft comprehensive plan as a result of public engagement, and comments from the Planning Commission and City Council.
- Prepare final adoption draft of Comprehensive Plan.

4.2 Public Engagement

- Attendance at up to 3 in-person workshops to discuss the draft plan.
- Virtual appearance at up to 2 Public Hearings with Planning Commission
- Virtual appearance at up to 2 Public Hearings with City Council

Assumptions

- Does not include Consultant attendance at additional hearings or appeals proceedings.
- Does not include preparation of final staff report or preparation of meeting agendas.
- Does not include meeting procedural requirements for the Department of Commerce review or SEPA comment periods.

Task 5 – Identify Development Regulations for Revisions and Updates

Budget: \$6,000

Deliverables:

5A: Memo outlining necessary and advised updates to the City Development Regulations

Work Tasks

5.1 Development Code Amendments

- Prepare a memo describing recommended changes to code based on Commerce Guidance, recent changes to RCW's, and comprehensive plan updates.
- Include the following specific activities:
 - LMC Chapter 15 Building and Construction: Review and outline necessary updates to LMC Chapter 15 for compliance and consistency.
 - LMC Chapter 17 Land Development Code: Review and outline necessary updates to LMC Chapter 17 for compliance and consistency.
 - LMC Chapter 18 Subdivision Code: Review and outline necessary updates to LMC Chapter 18 for compliance and consistency.
 - LMC Chapter 19 Zoning Code: Significant updates to the zoning code are expected for compliance with recent state legislation and expected updates to the Comp Plan. Identify those areas needing amendments within sections pertaining to, at a minimum, zoning language updates, ADUs, Design Standards, Parking, and other chapters.
- Perform peer review and provide two rounds of comments on draft development code amendments prepared by Lynden staff.

Assumptions

- City staff will draft proposed code amendments and determine how to integrate these amendments into Lynden's Municipal Code.
- BHC will provide comments and minor redlines in peer review.
- City staff will manage the adoption process of code amendments.

II. Tasks Not Included in this Scope

Based on our understanding of the scope of this project, we know there will be other consultant groups and city departments working on this Comprehensive Plan update. We have outlined the tasks and deliverables assigned to the BHC team above. The following is a list of tasks that may be necessary to complete the Comprehensive Plan update that are not included in this scope of work. If the City requests our team to perform these additional tasks or others, a contract amendment will be necessary.

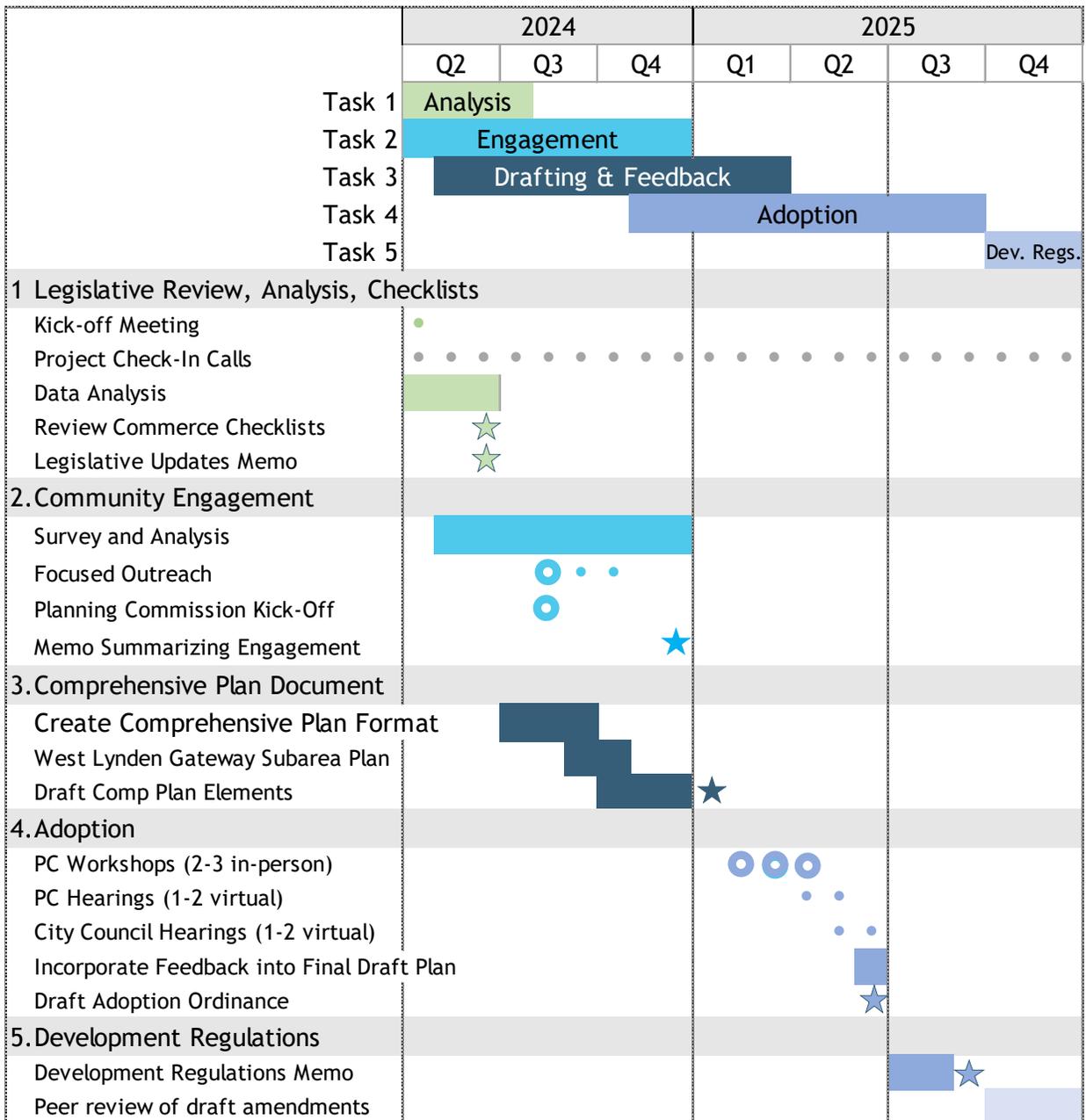
- Web hosting
- Preparing a SEPA Checklist or Making a Threshold Determination.
- Additional drafts of Comprehensive Plan document beyond one draft and one final version.
- Updating critical areas regulations and preparation of new Best Available Science analysis specific to Lynden.
- Updates to the Shoreline Master Program.
- Creating new or updated stormwater management regulations.
- Creating or updating Utilities or Engineering Standards.
- Creation of updated transportation or parks impact fees.
- Transportation modeling or updates to the Transportation Element.

III. Budget

This budget represents the Tasks outlined in this Scope of Work. Per the City's request, these tasks will be invoiced monthly as a lump sum, based on percentage complete per task. Monthly invoices will not include employee names, hours or rates.

	Deliverables	Estimated Budget
1A	Finalized Comprehensive Plan Checklists	\$3,000
1B	Memo addressing required legislative and City desired updates for each element.	\$18,050
2A	A memo or report summarizing survey results and key findings of the community meetings and conclusions on community vision.	\$21,500
3A	Draft updated Comprehensive Plan (all Elements) for public and policy maker review.	\$20,450
4A	Approved ordinance updating the Lynden Comprehensive Plan.	\$11,000
5A	Memo outlining necessary and advised updates to the City Development Regulations.	\$6,000
	Total Contract Amount	\$80,000

IV. Schedule



- ☆ Key deliverable due
- In-person meeting
- Virtual attendance