

MFA Amendment Authorization

Between Maul Foster & Alongi, Inc. (MFA), and the City of Lynden.

Signing of this authorization by MFA and Client authorizes MFA to complete the additional work as described below (Work) under the terms and conditions of the Agreement for Professional Services between the City of Lynden and Peak Sustainability Group: 05/10/2024. As communicated on 9/16/24, Peak Sustainability Group is now a division of MFA. All contract provisions noted in the Agreement for Professional Services remain in full force and effect and shall be undisturbed by this change order, except for the changes described below.

MFA project number: M0927.04.001

Amendment order number: 01

Project name: City of Lynden: 2025 Comprehensive Plan Climate Planning Element

Project location: Lynden, Washington

SCOPE OF WORK

City of Lynden 2025 Comprehensive Plan Climate Planning Element

I. Scope of Work

Overview: This amendment adds scope to accommodate tasks to support the development of the Climate Planning Element, including interviews that occurred with City Council members, a Commerce requirement to provide GHG analysis, additional support for the advisory group beyond initial scope, and additional data analysis and research needed to complete the Climate Impacts Assessment.

Task 0 – Project Management and Coordination

- Coordination with the City of Lynden and subconsultants for an extra six months.

Assumptions

- Project timeline includes work from April 2024 through June 2025.

Task 0 budget modification

No budget modification needed for task 0 as there is adequate budget to coordinate with the City of Lynden and subconsultants for an extra six months.

Task 1 – Community Outreach Surveys

- Conduct interviews with the City Council and Mayor early in the process to understand City leadership perspectives on the Climate Planning Element.

Task 1 budget modification:

- Labor, MFA: \$650
- Direct expenses: \$0
- Total: \$650

Task 2 – Community Meetings

No modifications for this task.

Task 3 – Environmental Justice Report

- Additional research.

Task 1 budget modification:

- Labor, MFA: \$100
- Direct expenses: \$0
- Total: \$100

Task 4 – Comprehensive Plan Legislative Review

- Additional research required based on state legislation, including HB 1181.

Task 4 budget modification:

- Labor, BHC: \$2010
- Direct expenses: \$0
- Total: \$2010

Task 5 – Proposed Element Updates

- Additional research and updates required based on state legislation, including HB 1181.

Task 5 budget modification:

- Labor, BHC: \$2240
- Direct expenses: \$0
- Total: \$2240

Task 6 – Goals and Policies Update

No modifications for this task.

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

- Additional research needed to meet the minimum requirements from the Department of Commerce to comply with HB 1181.

Task 7a and 7b budget modification:

- Labor, BHC: \$3000
- Direct expenses: \$0
- Total: \$3000

Task 8a and 8b– Greenhouse Gas Reduction Sub-Element

- Conduct Greenhouse Gas Reduction Analysis to meet the minimum requirements from the Department of Commerce.

Task 8 budget modification:

- Labor, MFA: \$1,185
- Direct expenses: \$0
- Total: \$1,185

Task 9– Community Resilience Sub-Element

- Additional research and coordination.

Task 9 budget modification:

- Labor, MFA: \$815
- Direct expenses: \$0
- Total: \$815

Task 10a and 10b– Development Regulations

No change in budget total for this task. \$1250 is shifted from BHC to MFA to allow for project support and coordination through June 2025 (reflected by the change in hours distribution between BHC and MFA in the table below).

Task 11– Final Ordinance of Comprehensive Plan Adoption

No change in budget total for this task. \$1000 is shifted from BHC to MFA to allow for project support and coordination through June 2025 (reflected by the change in hours distribution between BHC and MFA in the table below).

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	November 2024

Task	Deliverable	Timeline
2	Memo summarizing the results of public meetings	November 2024
3	Environmental Justice Report	November 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 inventory of climate assets and vulnerabilities	December 2024
7b	Draft new Climate Planning Element	December 2024
8a	A spreadsheet with GHG emissions data and estimations	February 2025
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	Total hours with Amendment 01			Original Contract Budget	Amendment 01	Total new budget with Amendment 01
	MFA	BHC	SCJ			
Project Management	25	0	0	\$6,500	\$0	\$6,500
Task 1. Community Outreach Surveys	38*	0	30	\$27,500	\$650	\$28,250
Task 2. Community Meetings	40*	0	10		\$0	
Task 3. Environmental Justice Report	36*	0	30		\$100	
Task 4. Comprehensive Plan Legislative Review	0	42*	0	\$15,000	\$2010	\$19,250
Task 5. Proposed Element Updates	20	28.5*	0		\$2240	
Task 6. Goals and Policies Update	20	15	0		\$0	
Task 7a and 7b. Inventory and Climate Planning Element	0	78*	0	\$10,000	\$3,000	\$13,000
Task 8a and 8b. GHG Reduction Sub-Element	48*	0	0	\$6,000	\$1,185	\$7,185
Task 9. Community Resilience Sub-Element	31*	30	0	\$8,000	\$815	\$8,815
Task 10a and 10b. Development Regulations	8*	52*	0	\$10,000	\$0	\$10,000
Task 11. Final Ordinance for Comprehensive Plan Adoption	6*	46*	0	\$8,000	\$0	\$8,000
Totals	275	292	70	\$91,000		\$101,000

*Indicates that hours changed as a result of amendment 01

So agreed to this 15th day of January, 2025.

By Maul Foster & Alongi, Inc.



Signature

David Roberts

Printed Name

Principal in Charge

Title

By the City of Lynden

Signature

Printed Name

Title