

CITY OF SNOQUALMIE
AGREEMENT FOR CONSULTANT SERVICES

Contract Title:

Contract #: C23-034

THIS AGREEMENT made and entered into by and between the CITY OF SNOQUALMIE, a Washington municipal corporation (the "City"), and FCS Group a limited liability corporation ("Consultant") is dated this 10 day of April 2023.

Consultant Business: Perteet Inc.

Consultant Address: 38579 SE River St, Snoqualmie, WA 98065

Consultant Phone: 425-888-582

Consultant Fax: (425) 888-5826

Contact Name: Rahmi Kutsal, PE, Principal

Contact e-mail: rahmi.kutsal@perteet.com

Employee ID No.:

Authorized City Representative for this contract: Emily Arteche, Department Director

WHEREAS, the City desires to complete components of the city comprehensive plan;

WHEREAS, public convenience and necessity require the City to obtain the services of a consultant with expertise in the area of comprehensive planning; and

WHEREAS, the City finds that Consultant is qualified to perform and is experienced in performing the required services; and

WHEREAS, the city desires to engage the Consultant to complete components of the city 2044 comprehensive plan.

NOW, THEREFORE, the parties herein do mutually agree as follows:

1. Employment of Consultant.

A. The City retains the Consultant to provide the services described in "Exhibit A" (the "Work"). Any inconsistency between this Agreement and the Scope of Work shall be resolved in favor of this Agreement. The Consultant shall perform the Work according to the terms and conditions of this Agreement.

B. The City may revise the Work and the compensation only by a written Change Order signed by the authorized City representative that shall become a part of this Agreement.

C. The project manager(s) of the Work shall be Martin Chaw. The project manager(s) shall not be replaced without the prior written consent of the City.

D. Work shall commence when the City issues a notice to proceed and it shall be completed no later than December 31, 2024, unless the completion date is extended in writing by the City.

2. Compensation.

A. The total compensation to be paid to Consultant, including all services and expenses, shall not exceed \$134,833.00 as shown on Exhibit B, which shall be full compensation for the Work. Consultant shall notify the City when its requests for payment reach eighty-five percent of the total compensation.

B. The Consultant shall be paid in such amounts and in such manner as described in Exhibit B.

C. Consultant shall be reimbursed for Eligible Expenses actually incurred. "Eligible Expenses" means those types and amounts of expenses that are approved for reimbursement by the City in writing before the expense is incurred. If travel and/or overnight lodging is authorized, Consultant shall lodge within the corporate limits of City.

3. Request for Payment.

A. Not more than once every thirty days the Consultant shall file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment, including a report of Work accomplished and tasks completed, and an itemization of Eligible Expenses with copies of receipts and invoices.

B. All requests for payment should be sent to

City of Snoqualmie
Attn: Community Development Department
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

4. Work Product.

A. The Consultant shall submit all reports and other documents specified in Exhibit A according to the schedule established in Exhibit A. If, after review by the City, the information is found to be unacceptable, Consultant, at its expense, shall expeditiously correct such unacceptable work. If Consultant fails to correct unacceptable work, the City may withhold from any payment due an amount that the City reasonably believes will equal the cost of correcting the work.

B. All reports, drawings, plans, specifications, and intangible property created in furtherance of the Work, and any intellectual property in such documents, are property of the City and may be used by the City for any purpose; provided that re-use without Consultant's permission shall be at the City's sole risk.

5. Termination of Contract. City may terminate this Agreement by sending a written notice of termination to Consultant ("Notice") that specifies a termination date ("Termination Date") at least fourteen (14) days after the date of the Notice; provided, however, that in the event of a material breach of this Agreement, termination may be effective immediately or upon such date as determined by the City in its sole discretion. For purposes of this Agreement, "material breach" is defined as misfeasance, malfeasance or violation of any criminal law, ordinance or regulation.. Upon receipt of the Notice, the Consultant shall acknowledge receipt to the City in writing and immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Consultant's material breach, the Consultant shall be paid or reimbursed for all hours worked and

Eligible Expenses incurred up to the Termination date, less all payments previously made; provided that work performed after date of the Notice is reasonably necessary to terminate the Work in an orderly manner. The Notice may be sent by any method reasonably believed to provide Consultant actual notice in a timely manner

6. Assignment of Contract – Subcontractors. Consultant shall not assign this contract or sub-contract or assign any of the Work without the prior written consent of the City.

7. Indemnification.

A. To the extent provided by law and irrespective of any insurance required of the Consultant, the Consultant shall defend and indemnify the City from any and all Claims arising out of or in any way relating to this Agreement; provided, however, the requirements of this paragraph shall not apply to that portion of such Claim that reflects the percentage of negligence of the City compared to the total negligence of all persons, firms or corporations that resulted in the Claim.

B. Consultant agrees that the provisions of this paragraph 7 apply to any claim of injury or damage to the persons or property of consultant's employees. As to such claims and with respect to the City only, consultant waives any right of immunity, which it may have under industrial insurance (Title 51 RCW and any amendment thereof or substitution therefore). THIS WAIVER IS SPECIFICALLY NEGOTIATED BY THE PARTIES AND IS SOLELY FOR THE BENEFIT OF THE CITY AND CONSULTANT.

C. As used in this paragraph: (1) "City" includes the City's officers, employees, agents, and representatives; (2) "Consultant" includes employees, agents, representatives sub-consultants; and (3) "Claims" include, but is not limited to, any and all losses, claims, causes of action, demands, expenses, attorney's fees and litigation expenses, suits, judgments, or damage arising from injury to persons or property.

D. Consultant shall ensure that each sub-consultant shall agree to defend and indemnify the City to the extent and on the same terms and conditions as the Consultant pursuant to this paragraph.

8. Insurance.

A. Consultant shall comply with the following conditions and procure and keep in force at all times during the term of this Agreement, at Consultant's expense, the following policies of insurance with companies authorized to do business in the State of Washington. The Consultant's insurance shall be rated by A. M. Best Company at least "A" or better with a numerical rating of no less than seven (7) and otherwise acceptable to the City.

1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, the Consultant shall require each sub-consultant to provide Workers' Compensation Insurance for its employees, unless the Consultant covers such employees.
2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile used by Consultant in the course of

the Work. A statement by Consultant and approved by the City Administrator, certifying that no vehicle will be used in accomplishing this Agreement, may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$1,000,000 per occurrence and \$1,000,000 in the annual aggregate. Coverage may be written on a claims made basis; provided that the retroactive date on the policy or any renewal policy shall be the effective date of this Agreement or prior, and that the extended reporting or discovery period shall not be less than 36 months following expiration of the policy. The City may waive the requirement for Professional Errors and Omissions Insurance whenever the Work does not warrant such coverage or the coverage is not available.
5. Each policy shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City.

Upon written request to the City, the insurer will furnish, before or during performance of any Work, a copy of any policy cited above, certified to be a true and complete copy of the original.

B. Before the Consultant performs any Work, Consultant shall provide the City with a Certificate of Insurance acceptable to the City Attorney evidencing the above-required insurance and naming the City of Snoqualmie, its officers, employees and agents as Additional Insured on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insured. Receipt by the City of any certificate showing less coverage than required is not a waiver of the Consultant's obligations to fulfill the requirements.

C. Consultant shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Consultant shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.

D. In case of the breach of any provision of this section, the City may provide and maintain at the expense of Consultant insurance in the name of the Consultant and deduct the cost of providing and maintaining such insurance from any sums due to Consultant under this Agreement, or the City may demand Consultant to promptly reimburse the City for such cost.

9. Independent Contractor. The Consultant is an independent Contractor responsible for complying with all obligations of an employer imposed under federal or state law. Personnel employed by Consultant shall not acquire any rights or status regarding the City.

10. Employment. The Consultant warrants that it did not employ or retain any company or person, other than a bona fide employee working solely for the Consultant, to solicit or secure this Agreement or pay or agree to pay any such company or person any consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right either to terminate this Agreement without liability or to deduct from the Agreement price or consideration or to otherwise recover, the full amount of such consideration.

11. Audits and Inspections. The Consultant shall make available to the City during normal business hours and as the City deems necessary for audit and copying all of the Consultant's records and documents with respect to all matters covered by this Agreement.

12. City of Snoqualmie Business License. Consultant shall obtain a City of Snoqualmie business license before performing any Work.

13. Compliance with Federal, State and Local Laws. Consultant shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of the Work.

14. Waiver. Any waiver by the Consultant or the City of the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.

15. Complete Agreement. This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.

16. Modification of Agreement. This Agreement may be modified by a Change Order as provided in Paragraph 1, or by a writing that is signed by authorized representatives of the City and the Consultant.

17. Severability. If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, the remainder of the Agreement shall remain in full force and effect.

18. Notices.

A. Notices to the City of Snoqualmie shall be sent to the following address:

City of Snoqualmie
Attn: Community Development Department
38624 SE River Street
P.O. Box 987
Snoqualmie, WA 98065

B. Notices to the Consultant shall be sent to the following address:

Perteet Engineering Inc
Attn: Rahmi Kutsal, PE, Principal
38579 SE River St #1, Snoqualmie, WA 98065, USA

19. Venue. This Agreement shall be governed by the law of the State of Washington and venue for any lawsuit arising out of this Agreement shall be in King County.

IN WITNESS WHEREOF, the City and Consultant have executed this Agreement as of the date first above written.

<p>CITY OF SNOQUALMIE, WASHINGTON</p> <p>By: _____ Its: Mayor Date: April 10, 2023</p>	<p>CONSULTANT: Please fill in the spaces and sign in the box appropriate for your business entity.</p> <p>Corporation</p> <p>Perteet, Inc</p> <p>By: <u>Rahmi Kutsal</u></p> <p>Typed/Printed Name: <u>Rahmi Kutsal, PE</u></p> <p>Its: <u>PRINCIPAL</u></p> <p>Date: <u>5/23/2023</u></p>
<p>ATTEST:</p> <p>Deana Dean, City Clerk Date: April 10, 2023</p>	
<p>APPROVED AS TO FORM:</p> <p>Anna Astrakhan, Assistant City Attorney</p> <p>By: _____ Date: April 10, 2023</p>	

EXHIBIT A
SCOPE OF SERVICES
City of Snoqualmie
2024 Comprehensive Plan Periodic Update
Transportation Element and Environment Element Engineering Services

INTRODUCTION

Under the Washington State Growth Management Act, the City of Snoqualmie is obligated to update their transportation comprehensive plan on a regular basis. The last time the transportation element and environment element of the comprehensive plan was updated was in 2014. This effort will update the transportation element and environment element of the comprehensive plan in concert with an overall comprehensive plan update being conducted by others. Perteet (Consultant) will lead the transportation element and environment element of the comprehensive plan and associated Vision and Policy Element 1 as related to Goals and Policies for Transportation and Environment.

The Consultant's services will be limited to those expressly set forth herein. If the service is not specifically identified herein, it is expressly excluded. The Consultant will have no other obligations, duties, or responsibilities associated with the project except as expressly provided in this Agreement.

Transferring Budget within Contract Maximum: The level of effort is specified in the scope of services. The budget may be transferred between discipline tasks at the discretion of the Consultant, provided that the total contracted amount is not exceeded. The Consultant will have the flexibility to manage budget within a given discipline on a subtask level.

Services provided by the Consultant will consist of:

GENERAL SCOPE OF SERVICES

This Scope of Services describes the work elements to be accomplished by the Consultant as summarized under each Task. This scope consists of the following elements:

- Task 1 – Project Management and Coordination
- Task 2 – Community/Council Involvement
- Task 3 – Existing Transportation System
- Task 4 – Travel Demand Forecasting (Fehr & Peers)
- Task 5 – Future Transportation System
- Task 6 – Transportation System Improvement Costs
- Task 7 – Draft Transportation Element of Comprehensive Plan

Task 8 – Final Transportation Element of Comprehensive Plan

Task 9 – Review Existing Transportation and Environmental Element and Associated Vision/Policy Chapter

Task 10 – Environment Element of Comprehensive Plan

This Scope of Services is defined in the tasks below.

SCOPE OF SERVICES DEFINED

Task 1 – Project Management and Coordination

Overall project management and coordination on work elements include:

1.1 Project Coordination with City

The Consultant will coordinate with the City of Snoqualmie on a regular basis to keep the City's project manager informed about project progress, project issues, and schedule. Regular communication with the City will occur on a bi-weekly basis.

The Consultant will attend one (1) project kickoff meeting with the City, up to six (6) project status meetings at the City. These meetings under this work element will include the following participation by the Consultant team:

- Kickoff meeting will include attended by up to four (4) staff from the Perteet team.
- Up to six (6) meetings at the City attended by Perteet with up to two (2) staff from the Perteet team.
- The Consultant will prepare agendas and meeting notes/action items and distribute to attendees.

1.2 Project Schedule, Budget, and Team Management

The Consultant will develop an overall project schedule in Microsoft Project for these elements. This schedule is anticipated to be incorporated in a master schedule and will be provided to the City. This will be a detailed schedule by task through bid advertisement for the full project. The Consultant will prepare a draft and final schedule for the City's review, and then the Consultant will prepare monthly schedule updates as the project progresses. The Consultant will also manage the Consultant budgets, monitor staff and subconsultants, manage change, and monitor work progress under this work element.

1.3 Monthly Progress Reports

As part of the project, the Consultant will prepare monthly progress reports that describe the work items and work items that were accomplished during a given month, as well as a forecast of work to be completed over the following month. The progress report will include a status of budget spent and remaining. The monthly progress reports will also identify other issues that may be occurring, if any. The Consultant will submit these monthly progress reports to the City's project manager with the monthly invoices. The Consultant project manager will notify City's project manager, in writing (memo format), of any out of scope and/or budgetary issues that are inconsistent with this Scope of Services.

Assumptions:

- The duration of this phase of the project shall be no longer than twelve (12) months.
- Project kickoff meeting will be held at Snoqualmie City Hall or virtually. The Transportation Element will begin after the Land Use element.
- Meetings between Consultants will be conducted under other scope tasks.

Deliverables:

- Kickoff Meeting Agenda and Summary of Meeting Notes/Action Items.
- Project Gantt Schedule (Microsoft Project format) for kickoff meeting and with each monthly progress report. An electronic copy of the project schedule will be provided in MS Project that allows editing by the City's Project Manager
- Invoices and Progress Reports with tasks labeled and hours used for each task.

Task 2 – Community Planning Commission

The Consultant, when requested by the City, will support the City for each of the meetings described below.

2.1 Community Meetings

The Consultant will attend community meetings organized by the City for the comprehensive plan update. The Consultant will focus on presenting elements of the transportation element of the comprehensive plan and receiving community input on the transportation element and/or environmental element. The Consultant will provide up to one (1) staff member for each element for up to two (2) community meetings. The City will prepare meeting agendas and community input summaries and distribute these to the Consultant.

Deliverables:

- Graphics outlining the process for development of the transportation element of the comprehensive plan, the existing transportation network in Snoqualmie (based on GIS maps), and proposed changes to the transportation network (using GIS maps).

2.2 Legislative Process

The Consultant will attend Planning Commission and City Council meetings organized by the City for the comprehensive plan update. The Consultant will focus on presenting elements of the transportation element and/or the environmental element of the comprehensive plan and receiving input on the elements. The Consultant will provide up to one (1) staff member for each element for up to eight (8) Council meetings.

Deliverables:

- PowerPoint presentation materials for each Council meeting which could include any of the following elements:
 - Draft Goal and Policies Element reviews as identified in Element 1 Vision and Policy plan sections of existing comprehensive plan (Transportation, p. 28 and Environment, p. 19).
 - Graphics outlining the process for development of the transportation element of the comprehensive plan,
 - The existing transportation network in Snoqualmie (based on GIS maps),
 - Proposed changes to the transportation network (using GIS maps)
 - Environmental element items, including critical areas context under GMA, including wetlands, critical aquifer recharge areas, fish and wildlife habitat areas, frequently flooded areas, and geologic hazard areas.

Task 3 – Existing Transportation System

The Consultant will re-evaluate the City's existing transportation system.

Services provided by the Consultant under this task will include:

- Based on existing intersections identified in the Transportation Element, identify the 15 critical intersections for existing condition traffic analysis.
- Collect traffic counts for the PM peak periods for the 15 intersections.
- Conduct level-of-service (LOS) analysis for up to 15 intersections for the PM peak periods.
- Collect collision data for Snoqualmie Parkway and SR 202 within the City limits.

Assumptions:

- Segment level of service analysis will not be necessary.
- Summary document for transportation element will be developed similar to current Comprehensive Plan's Section D in Comprehensive Plan Element 8.

Deliverables:

- Summary of existing traffic conditions at the 15 existing intersections, expressed as LOS summaries for the PM peak periods.
- Figures illustrating existing transportation system network classifications.
- Figures illustrating existing transit system.
- Figures illustrating existing truck routes.
- Figures illustrating existing pedestrian and bicycle facilities.
- Figures summarizing crash data collected for Snoqualmie Parkway and SR 202.
- Summary document describing existing transportation system.

Task 4 – Travel Demand Forecasting (Fehr & Peers)

The purpose of this task is to provide travel demand forecasts for the City of Snoqualmie's Transportation Element Update.

4.1 Existing Data Collection and Base Year Model Inputs

The existing data required to develop the City's model will be collected and organized under this task. As part of this task, we will coordinate with the City to discuss the following data needs.

The existing inputs to the PSRC travel model will be used as the basis for model development. Travel model land use inputs for the City will be updated based on the information provided by the City; Fehr & Peers will review the roadway and transit networks. The existing PSRC input assumptions will be used when updated data is not available from the City; for example, neighboring jurisdiction land uses and transportation networks. For areas outside the City, the necessary inputs will be interpolated to the base year of the new City of Snoqualmie model. The transportation network within a reasonable distance of the City will also be verified and updated as necessary to be consistent with the updated base year.

One field visit to review existing conditions at key intersections and corridors throughout the City will be conducted.

Assumptions:

- 2023 will be used as the base year for existing conditions analysis.
- 24-hour vehicle counts will be collected for up to 10 roadway locations.
- The City will provide:
 - Existing population and employment estimates by Traffic Analysis Zone (TAZ).
 - Roadway functional classification, number of lanes, and posted speed limits.

4.2 Base Year Scenario Calibration and Validation

The base year scenario will be calibrated and validated under this task. The specific validation checks will be appropriate for the scope and scale of the City's model and could include the following:

- Mode split estimates (SOV, HOV, transit, non-motorized).
- Comparison of model volumes to existing counts (at individual locations and screenlines).

4.3 Future Year Scenario

This task will develop the inputs and necessary modifications for one (1) future year scenario. The land use assumptions and transportation networks within the City of Snoqualmie will be updated based on information provided by the City. Outside of the City, changes will be based on the assumptions in the PSRC model.

We will work with the project team and City staff to determine which land uses and transportation improvements should be included under 2044 conditions as reasonably foreseeable. We will update local land use inputs and roadway network for key projects in the City of Snoqualmie for the future scenario. Then, we will run one future year scenario to forecast the AM peak hour, PM peak hour, and daily volumes. The deliverable from Task 4 will be a spreadsheet of PM peak hour volumes for the 15 study intersections.

Assumptions:

- City staff will review and provide any necessary updates to the land use estimates for the future year scenario.

Deliverables:

- Model forecasting memo summarizing methodologies, future year inputs, and assumptions.
- Spreadsheet of PM peak hour volumes for up to 15 study intersections.

4.4 Meetings and Project Management

Up to two (2) in-person meetings and up to two (2) virtual meetings are assumed for Task 4 to discuss results and discuss methodology.

Monthly invoices and progress reports documenting the status of both scope progress and budget expenditure will be prepared.

4.5 Support Reserve (Optional)

This task is intended to directed services such as:

- Providing data from the previous Transportation Element.

- Reviewing materials at key milestones for consistency with PSRC guidelines.

Task 5 – Future Transportation System

The Consultant will summarize the City's future planned improvements based on the City's current Transportation Comprehensive Plan, 2022-2027 Transportation Improvement Program (TIP), 2018 Open Space/Parks and Recreation Plan, 2022 Capital Improvement Plan, other more recent transportation impact studies completed for study area projects, and adopted transportation plans/programs for King County, King County Metro, and WSDOT. These recent studies will be used as the basis to document currently planned transportation network changes. Up to one (1) meeting will be held with City staff via Microsoft Teams (or another virtual platform) specifically for this task.

Services provided by the Consultant under this task will include:

- Based on conversations with City staff, and the Consultant's own knowledge of the City's transportation system, identify potential intersection or corridor improvements for the City's transportation system.
- Update the City's traffic counts to future conditions using a percentage based on regional and local growth rates in conjunction with land use changes.
- Conduct level-of-service (LOS) analysis for the 15 intersections for the PM peak periods.

Assumptions:

- Segment level of service analysis will not be necessary.
- Summary document for transportation element will be developed similar to current Comprehensive Plan's Section D in Comprehensive Plan Element 8.
- Transportation demand modeling will be performed by others.

Deliverables:

- Summary of future traffic conditions at the 15 existing intersections, expressed as LOS summaries for both AM and PM peak periods.
- Figures illustrating future transportation system network classifications.
- Figures illustrating future transit system.
- Figures illustrating future truck routes.
- Figures illustrating future pedestrian and bicycle facilities.
- Summary document describing future transportation system.

Task 6 – Transportation System Improvement Costs

The Consultant will prepare and submit to the City an Opinion of Cost based on the improvements identified in Task 4. The opinion of cost will be based on unit prices and incorporate a 30% contingency to account for the level of completeness of plan preparation

and to reflect past experience on similar projects within the region.

In providing opinions of probable construction cost, the City understands that the Consultant has no control over the cost or availability of labor, equipment, or materials, or over market conditions or the Contractor's method of pricing, and that the Consultant's opinions of probable construction costs are made on the basis of the Consultant's professional judgment and experience. The Consultant makes no warranty, express or implied, that the bids or the negotiated cost of the Work will not vary from the Consultant's opinion of probable construction cost.

Assumptions:

- Up to ten (10) intersections and up to one (1) corridor of up to one (1) total mile will have an opinion of cost developed.

Deliverables:

- Opinion of cost for each potential improvement in Excel and PDF format.

Task 7 – Draft Transportation Element of Comprehensive Plan

The City will initiate a first set of edits in the Transportation Element for Consultant to use for further editing.

The Consultant will further prepare and submit to the City a draft Transportation Element of the Comprehensive Plan. The draft Transportation Element of the Comprehensive Plan will be circulated to City staff for review and comment. City staff will consolidate all comments into one (1) package for response by the Consultant. The Consultant will prepare a proposed response to each comment received, and then conduct one (1) meeting with City staff to reconcile any outstanding comments. After reconciling comments at this meeting, the Consultant will prepare and submit documentation in Excel format of how comments received will be addressed in the final Transportation Element of the Comprehensive Plan under Task 8.

Deliverables:

- Draft Transportation Element of the Comprehensive Plan for City review and comment submitted electronically in PDF format and in an editable Word version.
- Set of responses to review comments received on the draft Transportation Element of the Comprehensive Plan submitted electronically in PDF format.

Task 8 – Final Transportation Element of Comprehensive Plan

The Consultant will prepare and submit to the City a final Transportation Element of the Comprehensive Plan. The final Transportation Element of the Comprehensive Plan will be circulated to City staff for review and comment. City staff will consolidate all comments into one (1) package for response by the Consultant. The Consultant will prepare a proposed response to each comment received, and then conduct one (1) meeting with City staff to reconcile any outstanding comments. After reconciling comments at this meeting, the Consultant will prepare and submit documentation in Excel format of how comments received

will be addressed.

Assumptions:

- No new intersections or corridors will be added to those prepared in the Draft Transportation Elements of Comprehensive Plan.

Deliverables:

- Final Transportation Element of the Comprehensive Plan for City review and comment submitted electronically in PDF format and in an editable Word version. Any GIS files will be submitted in an editable format such as ArcGIS.

Task 9 – Review Existing Environment Element and Vision/Policy Chapter

The Consultant will review the City's existing environmental element and environmental policies for compliance with updates to GMA and PSRC's Vision 2050 using consistency checklists provided by the Washington State Department of Commerce and PSRC.

- The City will complete the Commerce and PSRC consistency checklists. The Consultant will review the City prepared the environmental sections of the consistency checklists to verify.
- The Consultant will review the existing environmental/sensitive area maps to determine if additional information or updating is necessary.
- The Consultant will review environment element narrative and descriptions, research and determine if new information/circumstances have changed since 2014.

Assumptions:

- The City will provide Consultant input on specific topics or policies for updating already identified by staff.
- The City will provide Consultant input on specific topics or policies for updated sensitive area maps already identified by staff.
- The City will provide Consultant input on any changing circumstances regarding environment element narrative.
- The City and Consultant GIS will discuss any needed updates to the Environment Element maps. The City will provide mapping needs; the Consultant may provide GIS collaboration or mapping needs if desired.
- The results of the gap analysis through the checklists, City staff input, and identified GIS mapping needs will inform the targeted components of an update to the environment element.

Deliverables:

- List of identified topics, map elements or changed circumstances that need to be included/addressed in an update to the environment element.

Task 10 – Environment Element of Comprehensive Plan

10.1 Draft Environment Element

The City will provide to the Consultant an initial first draft of edits in the Environmental Element for Consultant to use for further editing and additions. The Consultant will add revisions to a draft Environmental Element based on results of Task 9.

The Consultant will provide a draft Environment Element to City staff for review and comment. City staff will consolidate all comments into one package for response by the Consultant. The Consultant will prepare a proposed response to each comment received, and then conduct one (1) meeting with the City staff to reconcile any outstanding comments.

Assumptions:

- Draft Environment Element, maps and policies update for Vision/Policy Chapter of the Comprehensive Plan for City review submitted in Word and PDF format, in ~~strikeout~~/underline format.
- Set of responses to City staff comments received on Environment Element submitted in Word and PDF format.

Deliverables:

- Draft Environment Element, maps, and updated policies in ~~strikeout~~/underline format.
- Documentation and reconciliation response of City staff comments.

10.2 Final Environment Element

The Consultant will prepare and submit to the City a Final Environment Element and environment policies, incorporating all identified comments and changes requested by City staff in Task 10.1.

Deliverables:

- Final Environment Element, maps, and policies update for Vision/Policy Chapter of the Comprehensive Plan submitted in Word and PDF format, in ~~strikeout~~/underline format and clean version.

Items to be furnished by the City

The Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement. The Consultant may use such information, requirements, reports, data, surveys, and instructions in performing its services and is entitled to rely upon the accuracy and completeness thereof. Further, the Client agrees that the Consultant shall have no responsibility for any portion of the Project designed by other consultants engaged by the Client.

1. Existing traffic counts since 2015 in the study area, including turning movement counts,

daily/hourly volume or speed counts, and truck counts.

2. Current City Synchro models for AM and PM peak hours.
3. Output from the City's Traffic Demand Model for the base and forecast years (AM and PM peak hours).
4. The City will be responsible for the printing, postage, and mailing of information to the community.
5. The City will provide relevant local land use and zoning documents.
6. The City will provide relevant digital maps available through the City's GIS, including but not limited to: 1) existing land use, 2) Comprehensive Land Use Map, 3) zoning map, 4) aerial photography, 5) utilities, and 6) other maps as applicable.



Consultant Fee Determination Summary

2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

Project: Snoqualmie Transportation Comprehensive Plan Update

Client: City of Snoqualmie

Hourly Costs			
<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	81	\$350.00	\$28,350
Director	10	\$310.00	\$3,100
Sr. Associate	67	\$245.00	\$16,415
Sr. Engineer / Mgr	104	\$225.00	\$23,400
Civil Designer II	8	\$145.00	\$1,160
Civil Designer II	83	\$145.00	\$12,035
Planner II	33	\$145.00	\$4,785
Accountant	12	\$125.00	\$1,500
Director of Mktg	2	\$120.00	\$240
Total Hourly Costs	400		\$90,985.00
Reimbursables			
<u>Expenses</u>			<u>Amount</u>
Traffic Data Gathering			\$6,000
Total Expenses			\$6,000.00
<u>In-House Costs</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Mileage - \$.655	250	\$0.655	\$164
Total In-House Costs			\$164.00
Subconsultants			
<u>Subconsultants</u>	<u>Cost</u>	<u>Markup</u>	<u>Amount</u>
Fehr & Peers	\$34,260.00	1.10	\$37,684
Total Subconsultant Costs	\$34,260.00		\$37,684.00
Other			
Management Reserve			\$0
Total Other Costs			\$ 0.00
Contract Total			\$134,833.00

Prepared By: Rahmi Kutsal

Date: February 1, 2023

Contract Duration: 11 Months

Al Kutsal

Principal	Principal	Sr. Associate	Director	Sr. Engineer / Mgr	Civil Designer II	Civil Designer II	Planner II	Lead Environmental Scientist/Mgr	Accountant	Clerical	Director of Mktg	Total Hours	Labor Dollars
	\$350.00	\$245.00	\$310.00	\$225.00	\$145.00	\$145.00	\$145.00	\$160.00	\$125.00	\$95.00	\$0.00		
	13.00	19.00		19.00								64.00	\$18,660.00
		4.00										4.00	\$1,400.00
		12.00							12.00			24.00	\$5,700.00
	13.00	35.00	0.00	19.00	0.00	0.00	0.00	0.00	12.00	0.00	0.00	92.00	\$25,760.00
	9.00			12.00								26.00	\$7,075.00
	12.00			8.00			8.00				2.00	35.00	\$8,385.00
	21.00	0.00	0.00	20.00	0.00	0.00	8.00	0.00	0.00	0.00	2.00	61.00	\$15,460.00
	7.00			24.00		54.00	8.00					93.00	\$16,840.00
	7.00	0.00	0.00	24.00	54.00	54.00	8.00	0.00	0.00	0.00	0.00	93.00	\$16,840.00
	8.00			33.00	28.00	28.00	8.00					77.00	\$15,445.00
	8.00	0.00	0.00	33.00	28.00	28.00	8.00	0.00	0.00	0.00	0.00	77.00	\$15,445.00
	4.00			8.00	28.00	28.00						48.00	\$8,420.00
	4.00	0.00	0.00	8.00	28.00	28.00	0.00	0.00	0.00	0.00	0.00	48.00	\$8,420.00
	8.00			16.00						4.00		28.00	\$6,780.00
	8.00	0.00	0.00	16.00	0.00	0.00	0.00	0.00	0.00	4.00	0.00	28.00	\$6,780.00
	6.00	2.00		8.00								16.00	\$4,600.00
	6.00	2.00	0.00	8.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	16.00	\$4,600.00
			4.00					10.00				29.00	\$6,515.00
	0.00	0.00	4.00	0.00	0.00	0.00	0.00	10.00	0.00	0.00	0.00	29.00	\$6,515.00
		30.00	6.00				12.00	10.00		4.00		62.00	\$12,930.00
		9.00	4.00				5.00			4.00		22.00	\$4,550.00
	0.00	39.00	10.00	0.00	0.00	0.00	17.00	10.00	0.00	8.00	0.00	84.00	\$17,480.00
	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	\$0.00
	67.00	37.00	14.00	128.00	8.00	110.00	41.00	20.00	12.00	12.00	2.00	528.00	
	\$23,450.00	\$12,950.00	\$4,340.00	\$28,800.00	\$15,950.00	\$1,160.00	\$5,945.00	\$3,200.00	\$1,500.00	\$1,140.00	\$0.00		\$117,300.00

SUMMARY

FEHR & PEERS

2/1/2023		Fehr & Peers						FP Total		
Tasks	Principal in Charge	Project Manager	Modeling Lead	Project Planner	Admin					
	Chris Breiland	Emily Alice Gerhart	Jeff Pierson	Tino Jonga	Brittany Skinner					
	\$ 345	\$ 200	\$ 220	\$ 155	\$ 130					
1: Travel Demand Forecasting										
1.1	Base Year Model Inputs				1	6	10	16	2	\$ 6,485
1.2	Base Year Scenario Calibration and Validation				1	4	8	24	2	\$ 6,885
1.3	Future Year Scenario				2	8	4	30	3	\$ 8,210
2: Task Management										
2.1	Meetings and Task Management				2	10	3		1	\$ 3,480
(3) Optional Task: Advising										
3.1	Support Reserve				4	12	2		1	\$ 4,350
Labor Total					6	28	25	70	8	\$ 25,060
Other Direct Expenses (mileage, printing, traffic counts, etc.)										\$ 4,850
Subtotal										\$ 29,910
Optional Task Labor Total					4	12	2	0	1	
Optional Tasks Subtotal										\$ 4,350
Total (Labor + Expenses) & Optional Tasks										\$ 34,260

This fee proposal is valid for a period of 90 days from the proposal submittal date.

Actual billing rate at the time of service may vary depending on the final staffing plan at the time the project starts; the overall fee will not be exceeded.

Mileage is billed at the IRS rate plus 10% handling fee

All other direct expenses are billed with 10% handling fee

Other direct costs including computer, communications, parking, and reproduction charges are billed as a percentage of labor