



Snoqualmie Comprehensive Plan Climate Change Element Climate and Resilience Sub-Element

Task Order #21

Otak Project No. 32703.W00

May 2, 2024

Description of Project

Otak is currently assisting the City of Snoqualmie ("City") with project management, coordination, and document development and assembly in support of the City's 2024 Comprehensive Plan periodic review. House Bill 1181, passed in 2023, amended Washington's Growth Management Act (RCW 36.70A) to include provisions associated with Climate Change and Climate Resilience. These changes require the City to update its Comprehensive Plan based on the new Climate Element requirements. As a city based in King County, Snoqualmie will need to adopt a Climate Element that includes a Climate Resilience Sub-Element and Greenhouse Gas (GHG) Emissions Reduction Sub-Element by 2029.

The City will begin Climate Resilience planning in 2024, funded by a grant from the Washington Department of Commerce. This proposal focuses on the development of a Climate Element with Climate Resilience and Greenhouse Gas Emissions Reduction Sub-Elements, leading to the adoption of the new element by June 2025. The following scope incorporates the general project approach described by Climate Element Planning Guidance (Intermediate Version) published by Washington Department of Commerce in December 2023, as well as insights from similar planning processes and projects.

Equitable community engagement, with a focus on vulnerable populations and overburdened communities is emphasized in HB 1181 and guidance from Department of Commerce. Task 2.1 envisions the collaborative development of a Community Engagement Plan and Strategy by City staff and Otak. Following completion of the Community Engagement Plan, specific tasks based on outreach methods, events, and strategies described in the Community Engagement Plan and Strategy can be added or refined by an amendment to this task order.

Scope of Work

1. Task 001 – Project Initiation; Ongoing Management and Coordination

Otak will perform project management duties and client coordination to support development of the Climate Resilience Element. Tasks shall include client coordination, invoicing, and scheduling. Other subtasks include:

- One (1) two-hour project kickoff meeting.

- Monthly check-in meetings with City staff and consultant team (15 total)
- Twice monthly half-hour check-in calls (30 hours are included for this task)
- Developing and maintaining project schedule

Otak Deliverables:

- Project outline and timeline
- Kickoff meeting notes

2. Task 002 – Community Engagement

2.1 Create community engagement plan

- Otak will develop a comprehensive community engagement plan outlining objectives, target audiences, and outreach methods, including opportunities to broaden engagement by supporting community participants. Based on consultation with city staff, the plan will identify key stakeholders, including community groups, vulnerable populations, and overburdened communities. The community engagement plan will support the City's intent to provide early and continuous opportunities for public engagement through the planning process, fulfilling the requirements of RCW 36.70A.140.
- The plan will serve as the basis for Subtasks 2.2 – 2.7, in which Otak will provide support for engagement implementation tasks such as advisory committee meetings, development of survey and outreach materials, and outreach conducted online, in-person, or in conjunction with community events.
- Update the plan if needed based on feedback and evolving project requirements.

Otak Deliverables:

- Community engagement plan and up to one (1) update.

Subtasks 2.2 – 2.7 represent general tasks supporting an anticipated approach to community engagement. The following subtasks are expected to be refined or modified through an amendment to the task order based on the adopted Community Engagement Plan completed in Task 2.1. Due to the performance-based structure of the City's contract with Department of Commerce, certain subtasks may be moved to other task headings following the adoption of the Community Engagement Plan, in order to better align with the sequencing of completed project phases.

2.2 Identify Vulnerable Communities and Environmental Health Disparities

Otak will conduct a comprehensive demographic and equity analysis to inform the engagement plan and identify communities that are currently or may experience disproportionately negative health impacts that can be exacerbated by climate change. This analysis will consider socio-economic factors, health outcomes, geographic vulnerabilities, and historic inequities.

2.3 Stakeholder Interviews

Otak will plan, conduct, and document interviews with key stakeholders (up to 6) identified through an assessment of past engagement practices and the analysis conducted in Task 2.2. These interviews will introduce the project, gather insights on climate-related hazards and climate justice concerns, and initiate contact that will continue throughout the project.

2.3 Climate Policy Advisory Team/Steering Committee Meetings

- Convene meetings with the Climate Policy Advisory Team or Steering Committee to provide guidance and input on the Climate Resilience Element development process. Tentatively, two of these meetings would take place during Task 3, two during Task 4, one during Task 5, and one during Task 6.

2.4 Develop Engagement Materials

- Create written content, maps, and a simplified version of the project schedule for publication on the City's website. Additionally, draft similar content for distribution via newsletters to citywide or project-specific contact lists. Update contact lists with information gathered from project outreach efforts.
- Develop up to three (3) flyers tailored to different project phases, engagement activities, received input, and climate planning priorities and concerns.
- Adapt information from ongoing analysis and engagement for use in public communications and outreach in the form of slides for use by City staff at community briefings, City Council, and commissions and committees as appropriate.
- Coordinate with language translation vendor to provide in-language materials. Assumes four major materials each translated into one language.

2.4 In-Person Public Workshops

- Provide support for organizing and facilitating two (2) in-person open house/workshop event in Snoqualmie. This support includes delivering presentations, creating handouts, and having staff available to assist with discussions and address questions.

2.5 Online Public Workshops

- Host up to three (3) online events where community members can participate in discussions about climate impacts and proposed policies. These events will utilize presentations and live polling or other interactive tools to encourage participation.

2.6 Community Engagement Tracking and Reporting

- Prepare a public engagement report summarizing input received through engagement activities.

Otak Deliverables:

- Web content with up to two major updates. Content for two newsletter or email messages delivered by the City.
- Vulnerable communities and climate justice summary memo.
- Stakeholder interview summary.
- Contact list updates (up to 3)
- Project flyers with up to two (2) major updates
- Presentation with up to two (2) major updates
- Translated engagement materials (up to 4)
- Online open house and survey platform with up to one (1) major revision.
- Community engagement report and findings (draft and final)

3. Task 003 – Climate Resilience Sub-Element

Otak will prepare a Climate Resilience Sub-Element using methodology based on Climate Planning Element Guidance published by Department of Commerce and meeting the requirements of RCW 36.70A.070(9). The element will include at least one goal and supportive policy for each hazard identified in Tasks 3.3 and 3.4, and prioritized in Task 3.5. Informed by community engagement and the analysis conducted in Task 2.2, goals and policies for this sub-element will prioritize actions that benefit overburdened communities most impacted by climate change, and meet minimum requirements to:

- Address climate-exacerbated natural hazards;
- Identify, protect, and enhance natural areas; and
- Identify, protect, and enhance community resilience, including social, economic, and built-environment factors that support climate adaptation consistent with environmental justice.

3.1 Audit Plans and Policies

Review existing plans, policies, and regulations to assess their alignment with climate resilience objectives. Identify gaps and opportunities for integrating climate considerations into planning documents.

3.2 Identify Community Assets

Coordinate with community members and agency staff to identify and catalog critical community assets, including infrastructure, natural resources, and social systems. Otak will develop a matrix identifying assets within each of the eleven sectors identified in Intermediate Guidance published by Department of Commerce.

3.3 Explore Climate Impacts and Assess Vulnerability

Identify climate change impacts, including changes in temperature, precipitation, and extreme weather events. Evaluate the vulnerability of community assets and populations to these impacts. Coordinate with the King County Regional Hazard Mitigation Plan update process, including identification of impacts and

vulnerability assessment to support the 2020 City of Snoqualmie Hazard Mitigation Plan Jurisdictional Annex. Includes attendance at up to one (1) in-person and two (2) virtual technical workshops or other events conducted for the Regional Hazard Mitigation Plan update process.

3.4 Pair Assets and Hazards and Describe Exposure and Consequences

Using information gathered from the plan and policy audit conducted in Task 4.1, community input, feedback department and agency staff, and summarized information from statewide and regional reports, Otak will analyze the intersection of climate hazards and community assets to assess exposure and potential consequences.

3.5 Identify Priority Climate Hazards

In coordination with technical and community advisory groups, Otak will develop a matrix recommending priority climate hazards to address in the planning process based on their likelihood, severity, and potential impacts on community resilience.

Otak Deliverables:

- Preliminary analysis conducted in Tasks 3.2-3.5 presented in matrix format, as adapted from the Climate Element Workbook, Appendix B to Climate Element Planning Guidance, Intermediate Version, published by Washington Department of Commerce.
- Memorandum outlining current policy gaps and opportunities.
- Memo summarizing potential climate impacts/risks/vulnerabilities.

4. Task 004 – GHG Emissions Reduction Sub-Element

Otak will prepare a Greenhouse Gas Emissions Reduction Sub-Element using methodology based on Climate Planning Element Guidance published by Department of Commerce and meeting the requirements of RCW 36.70A.070(9). The element will set incremental targets to achieve net zero emissions by 2050, including goals and policies for the building and energy, transportation, and zoning and development sectors. Goals and policies for this sub-element, initiated in Task 004 and refined and adopted in Task 5.1, will meet minimum requirements to reduce GHG emissions generated by transportation and land use, reduce vehicle miles traveled, and prioritize reductions that benefit overburdened communities and maximize the co-benefits of reduced air pollution and environmental justice.

4.1 Inventory Scoping and Setup

- Conduct a comprehensive assessment of the city's emissions sources, including municipal operations, transportation, energy consumption, waste management, and other relevant sectors.
- Define the boundaries of the inventory in accordance with HB 1181 requirements.

4.2 GHG Emissions Inventory and Report

- Prepare a comprehensive summary encompassing inventory protocols, scope, methodology, data collection processes, and the chosen inventory platform (1-2 pages), detailing activity data, emissions factors, data sources, potential gaps, and key details.

- Gather information related to activity data, emissions factors, data sources, and key contacts for each emissions sector, including general information for developing key performance indicators and normalizing data across inventory years.
- Prepare a GHG Inventory Report Outline in collaboration with City staff, including bulleted, high-level summaries of content for each section.
- Draft and finalize the GHG Inventory Report, including both draft and final versions.
- Develop a GHG emissions inventory management plan for ongoing monitoring of inventory data, including protocols for data quality management, testing inventory assumptions, and sharing results with the community.

Otak Deliverables:

- Summary document encompassing inventory protocols, scope, methodology, data collection processes, and chosen inventory platform.
- Gathered information related to activity data, emissions factors, data sources, and key contacts.
- GHG Inventory Report Outline.
- Draft and final GHG Inventory Reports.
- Draft and final GHG emissions inventory management plan.

4.3 Adopt Reduction Targets and Implementation Plan

- Work with advisory group and City Council to develop GHG emissions reduction targets by sector, ensuring alignment with community and legislative requirements.
- Support the development of proposed measures to achieve adopted targets, meeting the minimum requirements of HB 1181, based on technical analysis, community and agency input, and the Menu of Measures adopted by the Department of Commerce.

Otak Deliverables:

- GHG emissions reduction targets document, including sector-specific targets, presented in matrix form.
- Proposed measures document detailing strategies to achieve adopted targets, presented in matrix form.

5. Task 005 – Climate Element Integration and Implementation

5.1 Develop Draft Goals and Policies

- Draft goals and policies aimed at implementing climate resilience and greenhouse gas emissions reduction measures in the Comprehensive Plan. Ensure alignment with state requirements for Climate Elements under the Growth Management Act as amended by HB 1181.
- Prepare draft Climate Element, including Climate Resilience and Greenhouse Gas Emissions Reduction sub-elements, supporting documentation in Comprehensive Plan Volume II, and ensuring consistency and cross-referencing with related policies in other plan elements.

- Present draft element and gather feedback from Planning Commission at three (3) workshops, with at least one Otak team member attending in-person.
- Incorporate feedback from staff, stakeholders, public comments, and the Planning Commission into a revised draft element.

5.2 Draft SEPA Checklist

- Prepare a draft State Environmental Policy Act (SEPA) checklist to assess potential environmental impacts of the element and proposed policies.

5.2 Support Element Adoption Process

- Following Planning Commission recommendation, present proposed element at one (1) City Council committee meeting and two (2) City Council meetings.
- Incorporate feedback from City Council into final draft Climate Element.

5.3 Integrate Element into Comprehensive Plan

- Otak will prepare a revised Comprehensive Plan document that incorporates the Climate Element consistent with the format, style, and policy content of the Comprehensive Plan document, as revised during the 2024 periodic update process.

5.4 Implementation Plan

- Based on the approved Climate Element, Otak will develop an implementation plan outlining potential actions, including policy or regulation changes to implement new policies.

5.5 Prepare Implementation Progress Reporting

- Otak will prepare an outline-level template for five-year progress implementation reporting that will be required in 2029 by RCW 36.70A.130, with an emphasis on greenhouse gas emission and vehicle miles traveled (VMT) reduction reporting specified in HB 1181.

Otak Deliverables by May 30, 2025:

- Draft goals and policies and one (1) full round of revisions based on staff, public, and Planning Commission feedback received during Task 5.1.
- Summary memo and PowerPoint presentations for three (3) Planning Commission workshops, one (1) City Council committee meeting, and two (2) City Council meetings.
- Non-project action SEPA checklist describing the policy changes under consideration and potential impacts.
- Final draft of goals and policies, and supporting information for Comprehensive Plan Volume II, and one (1) full round of revisions based on feedback received during Task 5.2.
- Revised Comprehensive Plan document that incorporates the adopted Climate Element.

- Report outlining options to implement new policies, including recommendations for implementation projects and potential funding sources.
- An outline template for five-year progress implementation reporting, with an emphasis on GHG emissions reduction reporting requirements.

6. Task 006 – Contingent Tasks

6.1 Additional Project Team Meetings

- As needed, convene up to four (4) additional meetings with City or agency staff to coordinate and plan project activities, or review deliverables.

6.2 Additional Climate Policy Advisory Team/Steering Committee Meetings

- As needed, convene up to four (4) additional meetings with the Climate Policy Advisory Team or Steering Committee to provide guidance and input on the Climate Resilience Element development process.

6.3 Five Year Implementation Progress Report

- Prepare the five year implementation progress report detailing the progress the City has achieved in implementing the City comprehensive plan five years after the review and revision of the Snoqualmie Comprehensive Plan as required by state law, HB1181. Otak estimates 84 hours to complete this task, with subtask scope and budget to be confirmed prior to initiating the reporting process in July 2028.

Otak Deliverables:

- Five year implementation progress report.

Project Assumptions and Exclusions

- All meetings and presentations to be held virtually unless otherwise noted.
- Client is responsible for coordinating the plan adoption process, including notification and legislative review.
- The fee includes anticipated expenses for travel, materials, and translation services to support Subtasks 2.4, 2.6, and 5.1. Additional expenses to support process participants, such as food and childcare will be identified in the Community Engagement Plan completed in Subtask 2.1.
- The need for additional subconsultants may be identified during the completion of the Community Engagement Plan (Task 2.1) and the Inventory Scoping and Setup for the Greenhouse Gas Emissions Inventory (Task 4.1). These contingent tasks can be added through an amendment to this task order once specific subtasks and cost estimates have been defined.
- The current cost estimate for contingent Task 6.3, to be conducted in 2029, is based on an estimated 84 hours of effort based on current rates and requirements. If contingent Task 6.3 is needed, Otak will

provide an updated scope and budget estimate, to include documentation of recalculated hourly rates and description of any changes to reporting requirements impacting the level of effort estimated.


Project Budget Estimate

To support flexibility within the task order for performing work as necessary, we recommend a Time and Materials, not to exceed, contract for the sum of \$308,000 to perform the identified efforts noted for the initial project work in Tasks 001 through 005, and up to \$25,000 for the contingency tasks identified in Task 006. If acceptable, Otak will develop a Professional Services Agreement to contract this initial scope of work and compensation.

Task 001 – Project Initiation; Ongoing Management and Coordination	\$21,100
Task 002 – Community Engagement	\$75,900
Task 003 – Climate Resilience Sub-Element	\$60,300
Task 004 – GHG Emissions Reduction Sub-Element	\$98,400
Task 005 – Climate Resilience Element Integration and Implementation	\$52,300
SUBTOTAL ESTIMATE	\$308,000
Task 006 – Contingent Tasks	\$25,000
TOTAL BUDGET ESTIMATE	\$333,900

In Witness Whereof, the parties hereto have executed this Agreement effective as of the day and year first above written.

City of Snoqualmie
Signature: _____
Name: _____
Title: _____
Date: _____

Otak
Signature:  _____
Name: Amanda (Mandi) C. Roberts
Title: Senior VP/Practice Leader
Date: May 3, 2024

City of Snoqualmie
Signature: _____
Name: _____
Title: _____
Date: _____

Attested: _____
City Clerk, Deana Dean