

April 29, 2022

Brad Medrud
Planning Manager
Community Development Department
City of Tumwater
555 Israel Road SW
Tumwater, WA 98501

Re: Proposal for Environmental Consulting Services
The Watershed Company Reference Number: 220421

Dear Brad,

We are pleased to provide the following proposed preliminary scope of work and timeline for the City of Tumwater's update to the tree and vegetation preservation regulations (Tumwater Municipal Code (TMC) 16.08 Protection of Trees and Vegetation). We have also included a schedule of hourly rates for Watershed Staff. Please let us know if you would like additional information. The following scope of work includes a description of each task, the list of deliverables per task, and proposal assumptions.

Tree and Vegetation Preservation Regulation Update

Scope of Work

Task 1. Project Administration

A. Project Kick-off.

The Watershed team will meet with City staff to review and refine the scope of work and project deliverables. Watershed will follow up with an initial project schedule for developing the public outreach plan, work sessions with City staff, and immediate project deliverables. The kick-off meeting may be conducted via video conference or in person, depending upon scheduling needs and project team preferences.

B. Coordination and Meetings with City Staff.

The Watershed Project Manager will work directly with the City Project Manager to set agendas and schedule meetings, coordinate the work plan, and provide status updates on project deliverables. Ongoing coordination meetings will be conducted via video conference. Watershed can draft minutes for each project team meeting outlining agreed upon action items and distribute to project team members. To assist with project team communication and collaboration, Watershed recommends utilizing a

SharePoint drive or similar shared file drive for sharing documents and project calendars. This can be discussed during the project kick-off. The original RFP anticipates up to six (6) general coordination meetings with City Staff, but the team may require two (2) additional meetings to accommodate the proposed extended timeline into early 2023 for the final adoption process.

Task 1. Deliverables Summary and Assumptions:

- Project schedule for public outreach plan development, work sessions with City staff, and immediate project deliverables. Proposal assumes creation of one draft and one final version.
- Set up SharePoint Server for project team communications.

Task 2. Public Engagement Plan Development

The Watershed team will consult with City staff to develop a Public Engagement Plan that is grounded in equity and environmental justice - providing avenues for public involvement to all Tumwater community members and stakeholders in urban forest management planning. Through this process Watershed will assist the City in educating the Tumwater community of the importance of the City's urban forest and the ordinance update process as well as understand stakeholder priorities and needs regarding tree and vegetation management.

A. Define Stakeholder Groups and Outreach Approach

a. External Stakeholder Groups

Identify key stakeholder groups within the Tumwater community to inform specific participation strategies. Identify any barriers to engagement (e.g., technology, language, or cultural barriers) that need to be addressed so that the approach is equitable and achievable. This could include translation for project materials and more personalized engagement with community leaders to assist with direct outreach to their constituencies and members. As noted in the RFP, external stakeholder groups include but are not limited to residential and commercial property owners, developers, professional consultants such as arborists/landscape architects/foresters, environmental groups, utility providers such as Puget Sound Energy, and members of the business community including the Chamber of Commerce and Olympia Master Builders.

b. Internal Stakeholders – City Staff.

In addition to external stakeholders, the Watershed team can coordinate a work session and/or survey with City code enforcement and development review staff, and City maintenance staff to solicit feedback regarding issues and challenges faced in application of the Tree and Vegetation Preservation code, identify existing strengths and challenges, and discuss ideas to increase effectiveness through code revisions and internal processes.

B. Identify Outreach and Engagement Tools.

In collaboration with City staff, the Watershed Team will suggest and explore various outreach and engagement tools to promote environmental justice and social equity.

Proposed strategies include:

- a. **Graphic and Narrative Content.** The Watershed team will prepare narrative and graphic content to support outreach efforts, including detailed text and graphics which convey substantive information to the lay reader. This content will be used in the following outreach tools:
 - i. **Mailer Post Cards.** This task includes design of a mailer post card to stakeholders to advertise for an Online Open House.
 - ii. **Social Media messaging.** Watershed will work with staff on social media messaging for platforms such as Twitter, Facebook and NextDoor to reach a wider audience when compared with traditional public notice methods. The City will be responsible for publishing of outreach materials, mailing, and public noticing.
- b. **Conduct Online Open House.** The Watershed team will create and launch an online open house early in the process, with a link to this site hosted on the City webpage. The site may remain active for 6-months post adoption or materials migrated to the City's project website.
 - i. The intent of the online open house is to create an interactive online portal that includes a project description and schedule, Frequently Asked Questions, and links to public meetings.
 - ii. The goal is to reach a wide variety of participants virtually who otherwise could not attend an in-person open house due to accessibility, caregiving, health, or transportation limitations.
 - iii. The online open house will contain a comment portal opened during established comment periods.
 - iv. The Watershed team will provide calendar, draft document, and live presentation updates on the online open house site as the project progresses.

C. Develop Stakeholder Engagement Schedule

Once stakeholders and outreach approach have been defined, the Watershed team will create a project schedule/timeline for engagement and deliverables. This will be provided to City staff, the Tree Board, Planning Commission, and City Council for review and feedback. To ensure equity and inclusion at each stage of the engagement process, the project team should also request feedback on the engagement plan from key stakeholders of different racial and socioeconomic perspectives. The schedule will include:

- a. Work product delivery schedule.
- b. Public work sessions with the Tree Board and Planning Commission.

- c. Internal and external stakeholder meetings.
- d. Public work sessions with the Tree Board and Planning Commission.
- e. Formal adoption process of revised tree and vegetation preservation regulations.

Task 2. Deliverables Summary and Assumptions:

- Public Engagement Plan that outlines components from Task 1A through 1C. Proposal assumes development of one draft and one final version.

Task 3. Implementation of Public Engagement Plan

To be determined based on Task 2 plan development. Could include, but not limited to, the following:

- A. Implement strategies outlined in Task 2.B. above.
- B. Facilitate one internal City staff stakeholder workshop or survey.
- C. Facilitate external stakeholder meetings via videoconferencing (Estimated level of effort for this project is 2-3 meetings).
- D. Facilitate one public open house, if needed.

Task 3. Deliverables Summary and Assumptions:

- Develop narrative and graphic content to be used for outreach efforts. Proposal assumes that any City of Tumwater site specific photos, logos, and graphics will be provided to Watershed by the City. For all content provided by the Client to The Watershed Company during the course of product development, the City assumes the responsibility for obtaining permission and ensuring compliance with any applicable rights, credits, or limitations regarding the use of said content.
- Develop mailer postcard. Proposal assumes the City will be responsible for printing and mailing of the post card mailers. Unless otherwise specified in the final scope agreement, mock-ups, proofs, and final layouts will be delivered electronically in Adobe PDF format. Individual graphics and native files will not be provided within the scope of this proposal.
- Create and launch online open house.

Task 4. Prepare Ordinance Update

The Watershed team will support City staff in developing amendments to Title 16 Environment (TMC 16.08 Protection of Trees and Vegetation) and other applicable documents as needed including the Tumwater Development Guide, Citywide Design Guidelines, Comprehensive Plan and Subarea Plans, Littlerock Road Subarea Plan, and Capitol Boulevard Community Zone Design Guidelines. The following outlines Watershed's proposed approach to developing the code amendments:

- A. **Existing Document Review.** Watershed staff will review existing City planning documents to inform and guide tree and landscaping preservation code development and ensure that amendments are consistent with the goals of the Urban Forestry Management Plan. As requested in the City's RFP, Watershed will also review the Thurston Climate Mitigation Plan, Bush Prairie Habitat Conservation Plan, and the City's critical areas ordinance.
- B. **Prepare Tree Ordinance Gap Analysis Checklist.** Following the results and findings of the above listed tasks, the Watershed team will prepare a detailed gap analysis checklist which provides summary recommendations topically. This will include recommendations based on existing document review, stakeholder feedback, and City staff review and input.
- C. **Review gap analysis with City staff.** The Watershed team will hold a video conference call with City staff to discuss the Gap Analysis Checklist, public input, and City identified housekeeping changes.
- D. **Provide draft code amendments.** Based on the results from Tasks 4.A through C, the Watershed team will provide a strikeout/underline update of the Tumwater Municipal Code (TMC) for City review, with comment bubbles tying changes to the Gap Analysis Checklist.
- E. **Prepare Local Ordinance.** Watershed will prepare the amendments in the form of an ordinance and preamble for revisions to TMC. The City will be responsible for finalizing the draft and approval through the City Attorney's Office and Department management review.
- F. **Additional Work Products.** Watershed will provide amendments, as needed, to the following:
 - a. Other relevant sections of the Tumwater Municipal Code as identified during the process
 - b. Tumwater Development Guide
 - c. Citywide Design Guidelines
 - d. Comprehensive Plan and Subarea Plans
 - e. Littlerock Road Subarea Plan, Chapter 5 Implementation
 - f. Capitol Boulevard Community Zone Design Guidelines

Task 4. Deliverables Summary and Assumptions

- Gap Analysis Checklist for *TMC 16.08 Protection of Trees and Vegetation*. Proposal assumes one draft version and one final version incorporating City feedback.
- Draft Code Amendments for *TMC 16.08 Protection of Trees and Vegetation*.
- Final Code Amendments in the form of an ordinance.
- Draft amendments to other sections of the TMC and City planning documents listed in Task 4.F.

Task 5. Formal amendment approval process.

- A. **Conduct public briefings and work sessions.** Members of the Watershed team will attend up to ten (10) evening meetings. This is anticipated to include the following:
- Work sessions and briefings with the Tree Board and Planning Commission, including two joint work sessions.
 - One public hearing with the Planning Commission.
 - One City Council Study Session.
 - One General Government Committee meeting.
- B. **Assist with Staff Reports and Presentation Decks.** Watershed will assist City staff in the preparation of staff reports and slide decks prior to each Planning Commission and City Council meeting listed above.
- C. **Assist staff in responding to comments.** The Watershed team will review and respond to Tree Board, Planning Commission and/or City Council recommendations and responses to public comment which will be provided to City Council during their public deliberations. Responses to public comments will be posted on the online open house.

Task 5. Deliverables Summary and Assumptions:

- Provide support and subject matter information for Task B. This proposal assumes City staff will be responsible for developing final reports and presentation decks for meetings, unless otherwise agreed upon in the final scope of work.
- Provide written responses to recommendations and public comments as outlined in Task C.

Reimbursable Expenses

Watershed will expense for any travel expenses incurred for in-person meetings. Data costs will be applied if the City determines that Watershed will host the Online Open House as part of the public engagement plan.

Proposed Schedule

The timeline outlined below is based on experience with similar projects; the timeline given is approximate and does not constitute agreed upon due dates. Actual timeline for deliverables and meeting schedules will be finalized during the project kick-off and engagement plan development.

SOW Task #	Task	Approximate Timeline /Completion Dates
Project Administration		
1A	Project Kick-off	May 1
1B	Project coordination	Ongoing
Public Engagement Plan Development		
2A	Confirm Internal and External Stakeholders and engagement strategies	May 30
2B	Identify outreach materials and deliverables	May 30
2C	Develop Stakeholder Engagement Schedule	May 30
2	Provide Engagement Plan and schedule to City Staff, Tree Board, Planning Commission and City Council for review	June 15
2	Finalize engagement plan and preliminary project schedule	June 30
Implement Public Engagement Plan		
3A	Develop narrative and graphics for outreach materials	July 15
3A	Create postcard mailer and develop Online Open House	July 30
3A	Launch Online Open House and send postcard mailers	August 15
3B	Facilitate Internal Staff Stakeholder meeting	August 30
3C	Facilitate External stakeholder meetings	September - October
3D	Facilitate in-person open house, if needed	TBD
Draft Code Amendments TMC 16.08 Tree and Vegetation Preservation		
4A	Existing Document Review	July-August
4B	Prepare Gap Analysis Checklist	October 15
4C	Meet with City staff to review Checklist	October 30
4D	Provide draft amendments for City review	November 15
4E	Prepare Draft and Final Ordinance	1 st quarter 2023
4F	Additional work products as needed	1 st quarter 2023
Formal amendment approval process		
5A	Tree Board & Planning Commission Work Sessions	June-October
5A	One (1) public hearing with the Planning Commission	November
5A	One City Council Study Session	January
5A	One General Government Committee meeting	January
5B	Assist with staff reports and presentation decks	Ongoing
5C	Prepare responsiveness summary to public comments	January 2023
5	Final Adoption	March 2023

Sincerely,



Kimberly Frappier
Environmental Planner/Urban Forester

Proposal approved by:



Kenny Booth, AICP
Principal / Senior Planner

Enclosures:

2022 Hourly Rate Schedule

Hourly Rates Effective January 2022*

Dan Nickel, MSc	Environmental Engineer	\$210
Hugh Mortensen, PWS	Senior Ecologist	\$210
J. Kenny Booth, AICP	Senior Planner	\$210
Al Wald, LHg	Hydrogeologist	\$190
Amber Mikluscak, PLA, GISP, MLA	Senior Landscape Architect/GIS Manager	\$180
Greg Johnston, EIT, CFP, MSc	Senior Fisheries Biologist	\$170
Nell Lund, PWS	Senior Ecologist	\$170
Ryan Kahlo, PWS	Senior Ecologist	\$170
Mark Daniel, AICP	Senior Planner/GIS Specialist	\$170
Marina French, PLA, MLA	Senior Landscape Architect	\$160
Kimberly Frappier, MSc	Environmental Planner	\$155
Clover McIngalls, PWS	Environmental Planner	\$150
Peter Heltzel, MSc, CFP	Fisheries Biologist	\$150
Heather Rogers, LG, MSc, WPiT	Planner/Geomorphologist	\$150
Katy Crandall, PWS	Ecologist/Arborist	\$145
Leila Willoughby-Oakes	Associate Planner	\$145
Kyle Braun, PLA	Landscape Architect/Arborist	\$140
April Mulcahy	Ecological Designer/Arborist	\$135
Roen Hohlfeld, MLA	Ecologist/Arborist/Landscape Designer	\$135
Alex Capron	Planner/GIS Specialist	\$130
Dawn Spilsbury	GIS Analyst/FAA Licensed Drone Pilot	\$130
Sam Payne, PWS	Ecologist/Arborist	\$125
Grayson Morris, PLA, MLA, SITES AP	Landscape Architect	\$120
Amanda Fleischman, MLA	Landscape Designer	\$118
Fern Huynh	Landscape Designer	\$117
Nathan Burroughs, MSc	GIS Analyst	\$115
Grace Brennan	Ecologist	\$115
Bri Hines	Environmental Planner	\$115
Devin Melville	Environmental Planner	\$113
Hui Cao	Landscape Designer	\$112
Alexis Ochoa	Arborist	\$110
Drew Foster	Arborist	\$110
Debra Klein	Accountant	\$110
Brooke Taylor	Accountant/Project Administrator	\$110
Betsy Mann	Marketing Manager	\$110
Angela Mele	Interpretive Planner	\$105
Jake Robertson	Arborist	\$105
Sage Presster	Ecologist	\$105
Justin Kay	Ecologist	\$100
Laura Keil	Landscape Designer	\$100
Jesse Rogers	Arborist	\$90
Anna Tono	Marketing Coordinator	\$75

Acronym Key:

CFP = Certified Fisheries Professional as certified by the American Fisheries Society

EIT = Engineer In Training

LG = Licensed Geologist

LHg = Licensed Hydrogeologist

GIS = Geographic Information System

PWS = Professional Wetland Scientist as certified by the Society of Wetland Scientists

PLA = State of Washington Professional Landscape Architect

AICP = American Institute of Certified Planners

MSc = Master of Science degree

MLA = Master of Landscape Architecture

GISP = GIS Professional

*Rates for 2022 only; escalator clause for cost of living may apply in future years

Direct Costs

<u>Auto Mileage</u> Maximum standard rate allowable by IRS																			
<u>Reproduction:</u>																			
<table> <tr> <th><u>Black & White Printing</u></th><th><u>Rate per Page</u></th></tr> <tr> <td>8 1/2 x 11</td><td>\$0.10</td></tr> <tr> <td>11 x 17</td><td>\$0.20</td></tr> <tr> <td>12 x 18</td><td>\$0.30</td></tr> </table>	<u>Black & White Printing</u>	<u>Rate per Page</u>	8 1/2 x 11	\$0.10	11 x 17	\$0.20	12 x 18	\$0.30	<table> <tr> <th><u>Plotting</u></th><th><u>Rate per SF</u></th></tr> <tr> <td>B&W Bond</td><td>\$1.05</td></tr> <tr> <td>Color Bond</td><td>\$1.18</td></tr> <tr> <td>B&W Glossy</td><td>\$12.18</td></tr> <tr> <td>Color Glossy</td><td>\$13.76</td></tr> </table>	<u>Plotting</u>	<u>Rate per SF</u>	B&W Bond	\$1.05	Color Bond	\$1.18	B&W Glossy	\$12.18	Color Glossy	\$13.76
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Outside Reproduction	At cost																		
Electrofishing Equipment Fee	\$100.00/day																		
Trimble Geo XH - GPS Equipment Fee	\$190.00/day																		
Field Tablet	\$20.00/day																		
Solomat Water Quality Testing Equipment Fee	\$50.00/day																		
YSI Salinity pH Meter	\$50.00/day																		
Expert testimony	Expert testimony is billed at 1.5 times standard hourly rates																		
Lodging and per diem	Reimbursement will be at a rate not to exceed the WA State OFM per diem rate for location services are provided. Out-of-State locations will be reimbursed at the current GSA rate for location services are provided.																		
Other Direct Costs At Cost																			