



Attachment B

6/20/2023

Brad Medrud, AICP
 Long Range Planning Manager
 City of Tumwater
 555 Israel Road SW
 Tumwater, WA 98501
 Via email: BMedrud@ci.tumwater.wa.us

**Re: Contract Amendment (A-2) for Continued Consulting Services – TMC 16.08
 Tree and Vegetation Preservation Amendments (DCG/Watershed Project #220421)**

Dear Brad,

Thank you for requesting a proposal for continued consulting and a contract extension for updates to Tumwater Municipal Code (TMC) 16.08 *Preservation of trees and vegetation*. We look forward to the opportunity to continue supporting the City with this effort.

Due to a shift in the schedule for City Council worksessions and consideration coupled with the additional time needed to address TMC 16.08 amendments, it is our understanding that the City would like to extend the contract through February 28, 2024. The following Scope of Services includes the list of tasks associated with extending the contract, new deliverables, and proposal assumptions. This amendment would be billed at our 2023 billing rates (see attachment).

Task 1. Project Administration

The extension of the contract dates and meeting attendance will also require additional project administration for general coordination and billing. We have added hours and budget to extend project management through February 2024.

Task 4. Prepare Ordinance Update

To date, DCG/Watershed staff provided two drafts of amendments to TMC 16.08 and provided feedback on revisions to the proposed amendments completed by the City. This contract amendment will cover time needed to address outstanding issues including discussion of the impact of the International Wildland Urban Interface Code, adopted by the State Building Code Council in April 2023. This deliverable includes the following:

- Review background documentation and International Wildland Urban Interface Code

- Participate in one two-hour meeting with City staff to discuss code review and implications for TMC 16.08.
- Review and comments on a 5th draft of amendments to TMC 16.08 prepared by City staff and final draft ordinance developed by City staff.

Task 5. Formal amendment approval process

The original contract will cover attendance and City staff support for the Joint Tree Board and Planning Commission work sessions through October of 2023 for a total of eight (8) meetings – five (5) of which have already been accomplished to date. This contract amendment will provide support virtually attending up to five (5) additional meetings as outlined in your email dated 6/7/2023. We recognize that the exact dates are subject to change:

- October 24, 2023 – Planning Commission hearing
- January 10, 2024 – General Government Committee (GGC) briefing
- January 23, 2024 – City Council worksession
- February 13, 2024 – City Council worksession
- February 20, 2024 – City Council consideration

The cost of each additional work session and the Planning Commission hearing is based on attendance by two DCG/Watershed staff for most meetings and support to develop and/or review content for agenda packets and presentations. We are assuming only one DCG/Watershed staff member would be needed for the GGC briefing and City Council consideration.

Our fees for this Scope of Services are detailed in the enclosed budget. We look forward to working with you to move this project forward. If you have any questions about this proposal, please do not hesitate to call.

Sincerely,



Kimberly Frappier
Environmental Planner / Urban Forester



Dan Nickel
Executive Vice President/Director of Planning

Enclosures:
Budget Addendum
2023 Billing Rates

Proposal Assumptions

1. *This proposal includes general coordination with the project team via email and phone. In-person meetings with the project team and/or jurisdictional agencies are not included.*
2. *Time may be transferred from one task to another due to greater or lesser level of effort, provided that each task shall be completed and the total budget shall not be exceeded.*
3. *This proposal assumes that City staff will be responsible for developing the final ordinance for City Council consideration.*

Budget Addendum Breakout by Staff Member and Task

| | | | Dan Nickel, MSc | Kim Frappier | Devin Melville | Debra Klein | | |
|---------------------------|---|--|-----------------|--------------|----------------|-------------|---------------|----------|
| Task | Subtask | Description | \$220 | \$167 | \$130 | \$120 | Total Cost | |
| | | | DN | KF | DM | DK | | |
| 1 | Project Administration and Coordination | | | | | | | |
| | 1.A-2 | General Project Administration and Coordination, Billing and Monthly Progress Reports | 2.00 | 3.00 | | 1.00 | \$1,063 | |
| | | | | | | | Task Subtotal | \$ 1,063 |
| 2 | Public Engagement Plan Development | | | | | | | N/A |
| 3 | Implement Public Engagement Plan | | | | | | | N/A |
| 4 | Prepare Ordinance Update | | | | | | | |
| | 4.A-2 | Review and Comments on Draft 5 and Final Version of Amendments; Wildland Urban Interface Code Review; One work session with City staff to discuss Draft 5 amendments. | 2.00 | 30.00 | 30.00 | | \$9,369 | |
| | | | | | | | Task Subtotal | \$ 9,369 |
| 5 | Formal amendment approval process | | | | | | | |
| | 5.A-2 | Attend and support an additional five virtual public briefings and work sessions with Tree Board, Planning Commission, City Council, and General Govt Committee. (Assumes 3-hr meetings) | | 15.00 | 9.00 | | \$3,683 | |
| | | Assist with Staff Reports and Presentation Decks | | 10.00 | 5.00 | | \$2,325 | |
| | | Assist staff in responding to comments | | 5.00 | 5.00 | | \$1,488 | |
| | | | | | | | Task Subtotal | \$ 7,496 |
| CONTRACT AMMENDMENT TOTAL | | | | | | | \$ 17,928 | |

DCG/Watershed 2023 Staff Billing Rates

| INITIALS | STAFF NAME | TITLE | HOURLY RATE |
|----------|-------------------------------------|--|-------------|
| DN | Dan Nickel, MSc | Environmental Engineer | \$220.22 |
| HM | Hugh Mortensen, PWS | Senior Ecologist | \$220.22 |
| JKB | J. Kenny Booth, AICP | Senior Planner | \$220.22 |
| AW | Al Wald, LHg | Senior Hydrogeologist | \$205.20 |
| AMC | Amber Mikluscak Champoux, PLA, GISP | Senior Landscape Architect/GIS Manager | \$194.40 |
| GJ | Greg Johnston, EIT, CFP, MSc | Senior Fisheries Biologist | \$183.60 |
| NL | Nell Lund, PWS | Ecologist | \$183.60 |
| RK | Ryan Kahlo, PWS | Ecologist | \$183.60 |
| MD | Mark Daniel, AICP | Associate Planner/GIS Specialist | \$183.60 |
| MF | Marina French, PLA | Landscape Architect | \$175.12 |
| KF | Kim Frappier | Environmental Planner/Arborist | \$167.40 |
| CM | Colin Macdonald | Restoration Biologist | \$167.40 |
| CM | Clover McInalls, PWS | Environmental Planner | \$162.00 |
| PH | Peter Heltzel | Fisheries Biologist | \$162.00 |
| KC | Katy Crandall | Ecologist/Arborist | \$162.00 |
| KB | Kyle Braun | Landscape Architect/Arborist | \$155.27 |
| AC | Alex Capron, AICP | Planner/GIS Specialist | \$151.20 |
| AAM | April Mulcahy | Ecological Designer/Arborist | \$150.13 |
| RH | Roan Hohlfeld | Landscape Designer/Ecologist | \$145.80 |
| DSP | Dawn Spilsbury | GIS Analyst / FAA Licensed Drone Pilot | \$140.40 |
| SEP | Sam E. Payne | Ecologist | \$140.40 |
| AP | Alex Plumb | Environmental Planner | \$125.00 |
| DF | Drew Foster | Arborist | \$135.38 |
| AS | Amanda Sanelli | Landscape Designer | \$130.22 |
| LFW | Lars Freeman-Wood | Arborist | \$125.17 |
| EE | Evan Earhart | Arborist | \$118.00 |
| DM | Devin Melville | Environmental Planner | \$130.22 |
| FH | Fern Huynh | Landscape Designer | \$118.22 |
| NB | Nathan Burroughs | GIS Analyst/Environmental Scientist | \$127.72 |
| GB | Grace Brennan | Ecologist | \$124.20 |
| BH | Brianna Hines | Environmental Planner | \$124.20 |
| DJ | David Jackson | Environmental Planner | \$121.06 |
| HC | Hui Cao | Landscape Designer | \$120.96 |
| BM | Betsy Mann | Marketing Manager | \$115.04 |
| DK | Debra Klein | Accountant | \$120.22 |
| BT | Brooke Taylor | Project Administrator | \$115.04 |
| LO | Lexi Ochoa | Arborist | \$120.15 |
| ARM | Angela R. Mele | Interpretive Planner | \$121.23 |
| SY | Sage Yuasa | Ecologist | \$113.40 |
| JK | Justin Kay | Ecologist | \$108.18 |
| AKM | Anna Murphy | Ecologist | \$105.10 |
| LK | Laura Keil | Landscape Designer | \$113.40 |
| JER | Jesse Rogers | Arborist | \$97.20 |
| AT | Anna Tono | Marketing Coordinator | \$81.00 |