



INFORMATIONAL MEMORANDUM

TO: Community Development and Neighborhoods

FROM: Rick Still, Director Parks & Recreation

BY: Robert Eaton, Parks & Recreation Manager

CC: Mayor Ekberg

DATE: April 17, 2019

SUBJECT: Consultant Agreement for Parks, Recreation, & Open Space Plan Update

ISSUE

Authorize the Mayor to sign a Consultant Agreement to conduct the City's 6-year Parks, Recreation, & Open Space Plan that is due for an update.

BACKGROUND

The current 2014 - 2019 Parks, Recreations, and Open Space (PROS) Plan was adopted by Ordinance Number 2207 on February 18, 2014. The RCW 35A.63.061 authorizes cities to perform comprehensive planning, including recreation, park and open space planning. This work is completed every six years by the Parks & Recreation department hiring a consultant to perform the services required to develop, and update, the PROS Plan. Staff is proposing to update the PROS Plan in 2019 for the following reasons:

- The current PROS Plan was adopted in 2014 and will expire in 2020.
- The PROS Plan serves as a valuable tool for future park, recreation, and open space planning.
- The Plan is budgeted in the 2019-2024 Capital Improvement Program to be updated in 2019, with adoption in early 2020.
- The PROS Plan serves as the Master Plan for Parks, Recreation, and Open Space. In order to continue to qualify for Federal and State Grant Funding through the Recreation and Conservation Office, this must be updated.
- The PROS Plan will incorporate the recently updated and ongoing Citywide Strategic Plan and dive deeper with respect to Parks, Recreation, and Open Space.
- Significant changes have occurred since the current Plan was adopted in 2014, including demographic, financial climate, service providers, and department staffing levels. The plan will help to forecast future trends and their impact on parks, recreation and equality in access to recreational opportunities for all residents.
- The PROS Plan will evaluate programs, facilities, and parks to identify underserved portions of the community.
- The PROS Plan will take into account the City's Strategic Plan, Walk and Roll Plan, Comprehensive Plan, and countywide planning policies and Growth Management Act.

DISCUSSION

A Request for Proposals (RFP) was advertised in two papers for two weeks and specifically distributed to fifteen Parks and Recreation Planning consultant firms from the Municipal Research and Services Center roster. Five proposals were received in response to the RFP. A review committee rated the five proposals based on Creative Approach, Qualifications and

Expertise, Effective Public Involvement, Experience with Implementation, Professional Presentation, and Adherence to RFP Requirements. This review narrowed the field and the top two consultants were interviewed. MIG was rated with the highest score and selected as the most qualified consultant.

FINANCIAL IMPACT

The budget for this plan is \$125,000 (CIP Budget Book page 35, Project No. 81330101).

RECOMMENDATION

The Community Development and Neighborhoods Council Committee is being asked to approve the consultant agreement with MIG in the amount of \$125,000 and move this item to the Consent Agenda at the May 6, 2019 Regular Meeting.

ATTACHMENTS

Consultant Agreement



City of Tukwila

6200 Southcenter Boulevard, Tukwila WA 98188

Contract Number:

CONSULTANT AGREEMENT FOR PLANNING, DESIGN, & COMMUNITY ENGAGEMENT SERVICES

THIS AGREEMENT is entered into between the City of Tukwila, Washington, hereinafter referred to as "the City", and MIG, hereinafter referred to as "the Consultant", in consideration of the mutual benefits, terms, and conditions hereinafter specified.

1. **Project Designation.** The Consultant is retained by the City to perform Parks & Recreation Planning, Design, & Community Engagement services in connection with the project titled Tukwila Parks, Recreation, & Open Space Plan Update.
2. **Scope of Services.** The Consultant agrees to perform the services, identified on Exhibit "A" attached hereto, including the provision of all labor, materials, equipment and supplies.
3. **Duration of Agreement; Time for Performance.** This Agreement shall be in full force and effect for a period commencing upon execution and ending March 31, 2020, unless sooner terminated under the provisions hereinafter specified. Work under this Agreement shall commence upon written notice by the City to the Consultant to proceed. The Consultant shall perform all services and provide all work product required pursuant to this Agreement no later than March 31, 2020, unless an extension of such time is granted in writing by the City.
4. **Payment.** The Consultant shall be paid by the City for completed work and for services rendered under this Agreement as follows:
 - A. Payment for the work provided by the Consultant shall be made as provided on Exhibit "B" attached hereto, provided that the total amount of payment to the Consultant shall not exceed \$125,000.00 without express written modification of the Agreement signed by the City.
 - B. The Consultant may submit vouchers to the City once per month during the progress of the work for partial payment for that portion of the project completed to date. Such vouchers will be checked by the City and, upon approval thereof, payment shall be made to the Consultant in the amount approved.
 - C. Final payment of any balance due the Consultant of the total contract price earned will be made promptly upon its ascertainment and verification by the City after the completion of the work under this Agreement and its acceptance by the City.
 - D. Payment as provided in this section shall be full compensation for work performed, services rendered, and for all materials, supplies, equipment and incidentals necessary to complete the work.
 - E. The Consultant's records and accounts pertaining to this Agreement are to be kept available for inspection by representatives of the City and the state of Washington for a period of three (3) years after final payments. Copies shall be made available upon request.

5. **Ownership and Use of Documents.** All documents, drawings, specifications and other materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. The Consultant shall be permitted to retain copies, including reproducible copies, of drawings and specifications for information, reference and use in connection with the Consultant's endeavors. The Consultant shall not be responsible for any use of the said documents, drawings, specifications or other materials by the City on any project other than the project specified in this Agreement.
6. **Compliance with Laws.** The Consultant shall, in performing the services contemplated by this Agreement, faithfully observe and comply with all federal, state, and local laws, ordinances and regulations, applicable to the services rendered under this Agreement.
7. **Indemnification.** The Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. **Insurance.** The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.
 - A. **Minimum Amounts and Scope of Insurance.** Consultant shall obtain insurance of the types and with the limits described below:
 1. **Automobile Liability** insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 2. **Commercial General Liability** insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named as an insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City.
 3. **Workers' Compensation** coverage as required by the Industrial Insurance laws of the State of Washington.

4. **Professional Liability** with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
 - B. **Other Insurance Provision.** The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain that they shall be primary insurance with respect to the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
 - C. **Acceptability of Insurers.** Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.
 - D. **Verification of Coverage.** Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Certificates of coverage and endorsements as required by this section shall be delivered to the City within fifteen (15) days of execution of this Agreement.
 - E. **Notice of Cancellation.** The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
 - F. **Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.
9. **Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto. Neither the Consultant nor any employee of the Consultant shall be entitled to any benefits accorded City employees by virtue of the services provided under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance program, otherwise assuming the duties of an employer with respect to the Consultant, or any employee of the Consultant.
 10. **Covenant Against Contingent Fees.** The Consultant warrants that he has not employed or retained any company or person, other than a bonafide employee working solely for the Consultant, to solicit or secure this contract, and that he has not paid or agreed to pay any company or person, other than a bonafide employee working solely for the Consultant, any fee, commission, percentage, brokerage fee, gifts, or any other consideration contingent upon or resulting from the award or making of this contract. For breach or violation of this warrant, the City shall have the right to annul this contract without liability, or in its discretion to deduct from the contract price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.
 11. **Discrimination Prohibited.** The Consultant, with regard to the work performed by it under this Agreement, will not discriminate on the grounds of race, religion, creed, color, national origin, age, veteran status, sex, sexual orientation, gender identity, marital status, political affiliation or the presence of any disability in the selection and retention of employees or procurement of materials or supplies.

12. **Assignment.** The Consultant shall not sublet or assign any of the services covered by this Agreement without the express written consent of the City.
13. **Non-Waiver.** Waiver by the City of any provision of this Agreement or any time limitation provided for in this Agreement shall not constitute a waiver of any other provision.
14. **Termination.**
 - A. The City reserves the right to terminate this Agreement at any time by giving ten (10) days written notice to the Consultant.
 - B. In the event of the death of a member, partner or officer of the Consultant, or any of its supervisory personnel assigned to the project, the surviving members of the Consultant hereby agree to complete the work under the terms of this Agreement, if requested to do so by the City. This section shall not be a bar to renegotiations of this Agreement between surviving members of the Consultant and the City, if the City so chooses.
15. **Applicable Law; Venue; Attorney's Fees.** This Agreement shall be subject to, and the Consultant shall at all times comply with, all applicable federal, state and local laws, regulations, and rules, including the provisions of the City of Tukwila Municipal Code and ordinances of the City of Tukwila. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be properly laid in King County, Washington. The prevailing party in any such action shall be entitled to its attorney's fees and costs of suit. Venue for any action arising from or related to this Agreement shall be exclusively in King County Superior Court.
16. **Severability and Survival.** If any term, condition or provision of this Agreement is declared void or unenforceable or limited in its application or effect, such event shall not affect any other provisions hereof and all other provisions shall remain fully enforceable. The provisions of this Agreement, which by their sense and context are reasonably intended to survive the completion, expiration or cancellation of this Agreement, shall survive termination of this Agreement.
17. **Notices.** Notices to the City of Tukwila shall be sent to the following address:

City Clerk
City of Tukwila
6200 Southcenter Boulevard
Tukwila, WA 98188

Notices to Consultant shall be sent to the following address:

18. **Entire Agreement; Modification.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the City and the Consultant and supersedes all prior negotiations, representations, or agreements written or oral. No amendment or modification of this Agreement shall be of any force or effect unless it is in writing and signed by the parties.

DATED this _____ day of _____, 20_____.

CITY OF TUKWILA

CONSULTANT

Allan Ekberg, Mayor

By: _____

Printed Name: _____

Title: _____

Attest/Authenticated:

Approved as to Form:

City Clerk, Christy O'Flaherty

Office of the City Attorney

APPENDIX A: SCOPE OF WORK

General Assumptions

1. City staff will be responsible for project management throughout the process, including: managing the overall process; providing relevant reports and documentation to MIG; reviewing all documents and providing comments; publicizing and arranging public meetings; and scheduling/arranging workshops and public hearings. MIG will provide project management support for City staff and be responsible for management of the MIG team.
2. The project budget is an estimate of how project costs are allocated among phases and tasks and among MIG team members. The MIG Team will not exceed the total contract amount without the express approval of the City. MIG may reallocate costs among phases and tasks and team members as needed to carry-out the phases and tasks in Scope of Work. MIG will notify the City of significant cost reallocations in conjunction with monthly invoicing.
3. The City will arrange, advertise, host and facilitate all public meetings, workshops, study sessions and public hearings, unless otherwise noted in the Scope of Work. The MIG Team will provide content and conduct the meetings, workshops and study sessions as noted in the Scope of Work.
4. City staff will provide a single, consolidated set of comments in electronic format on all documents. All comments will be reviewed by City staff to resolve any inconsistencies and provide clear direction. If possible, changes will be provided using track-changes or similar digital comment format.
5. The MIG Team will provide digital files of all documents and products to the City suitable for posting on the City website and for printing paper copies. The City will be responsible for the printing and distribution of paper copies of all documents, unless otherwise noted in the Work Plan.

1. Project Kick-off and Foundation

1.1 PROJECT KICK-OFF, TOUR, AND ENGAGEMENT STRATEGY (TAG MEETING 1):

MIG will join City staff to initiate the project, including a ½-day tour of park facilities, followed by the first TAG meeting. The tour will be used to provide the team with an update on any changes, major acquisitions, and improvements since the 2014 Plan. The tour will also help our design team to begin a more detailed assessment of site conditions to be used as a foundation for the capital improvement program. At this first TAG meeting MIG will review the project scope, obtain TAG perspectives on key planning and implementation needs and issues, and discuss the Community Engagement Plan.

1.2 SYSTEM INVENTORY AND EVALUATION:

During this task, MIG will conduct a detailed assessment of park assets and facilities to document and describe site conditions and potential capital improvement projects for Phase 3. This task will also include an updated park system inventory. This task assumes that the City will provide a consolidated list of information on the existing system for the system inventory. MIG will check the City's inventory against GIS data to ensure that acreage numbers are consistent and accurate. We further

review and analyze the City’s inventory to cross-check park classification and facility counts. This product will result in an update of the inventory, linking it spatially to the GIS park data.

1.3 BACKGROUND INFORMATION AND SEPA REVIEW:

After receiving relevant background information and GIS data from the City, MIG will conduct a review of information related to the PROS Plan, including an initial assessment of the SEPA checklist to uncover needed information for plan development, review, and adoption. As part of this task, MIG will outline relevant sections of other City plans related to the PROS Plan effort. This information will be used as a reference guide as part of the Final Plan document. The City is responsible for providing the preferred data source for the most recent available information on demographics and population to be used for the project.

1.4 UPDATED PARKS AND TRAILS INVENTORY AND MAP:

Based on the updated inventory confirmed by the City, MIG will develop an updated map of existing parks, trails, and recreational facilities.

1.5 COMMUNITY ENGAGEMENT PLAN:

Based on the City’s preferred approach, MIG will develop the Community Engagement Plan that outlines the goals, tools, and strategies to conduct a comprehensive outreach program for the process. This will ensure that we work in close coordination with planned and ongoing efforts such as the 10-Minute Walk program, to maximize effectiveness and reduce any potential for participation burnout from the public and stakeholders. During our first TAG meeting, we’ll identify the best tools to use for this process based on identified underserved communities, which may include an online mapping tool, a series of pop-up events, in-person interviews, social media, and language translation. Our approach includes budget in three phases to carry-out the Engagement Plan and MIG will custom tailor our engagement tools to match the preferred strategies we identify together. As part of our approach, MIG recommends working with the Community Connector program and our proposed budget includes a stipend amount to offset these costs as needed. MIG assumes that preferred and agreed upon community engagement activities will not exceed the level of effort or expense allocated for each task related to engagement.

1.6 PHASE 1 SUMMARY - STATE OF THE SYSTEM (GOALS AND POLICIES BENCHMARK):

MIG will develop a concise Word document summary of major findings from this first phase to serve as a foundation for the next phases of the project. This task includes one draft and one final version. Specifically, the summary will describe:

- An updated progress summary of goals and policies from the 2014 Plan;
- Changes in demographics and recreation trends, including demographic changes within Tukwila in the last 30 years, and future implications from these findings;
- A list of relevant plans, goals, and policies;
- Existing level of service standards;
- Observations from the park evaluation and inventory;
- Budget and operating expenses; and
- Existing recreation activities, programs, and events.

1.7 PHASE 1 PROJECT MANAGEMENT AND ADMINISTRATION:

MIG will hold one-hour project management calls with the City twice a month. This task includes budget for these coordination calls, as well as routine project management and administration for this phase.

MIG Deliverables

- TAG Meeting 1 agenda and summary memo
- Updated Park System Inventory spreadsheet (Draft and Final)
- Updated Parks, Trails, and Recreational Facilities Map (Draft and Final)
- Community Engagement Plan (Draft and Final)
- State of the System Summary (Draft and Final)

2. Community Needs Assessment

2.1 PARK COMMISSION MEETING - VISION AND GOALS:

MIG will meet with the Park Commission to present the State of the System Summary and Engagement Plan and conduct an interactive discussion about the vision and goals from the 2014 Plan. The results of this meeting will help refine updates to park and recreation policies and provide an opportunity to coordinate on community engagement events. This is the first of eight review meetings MIG will hold to discuss the plan.

2.2 COMMUNITY ENGAGEMENT PLAN IMPLEMENTATION (PHASE 2):

This is the first of three tasks that includes budget to carry out engagement activities identified in the final Community Engagement Plan. Phase 2 engagement will focus on listening and offering outreach tools that are fun, accessible, and meaningful. We expect this task to require the highest level of effort in terms of gathering needs and reaching a broad range of community members and have budgeted accordingly. For all three Community Engagement Plan implementation tasks (2.2, 3.8, and 4.7), we plan to work with the Community Connectors program to ensure we reach Tukwila's diverse community members and this task includes budget to offset costs of the program.

2.3 LEVEL OF SERVICE ANALYSIS AND COST RECOVERY MEMO:

This task will evaluate Tukwila's existing park levels of service, focusing on equitable access to parks and recreation in coordination with the 10-Minute Walk program findings, as well as comparison's to NRPA standards. This task includes a series of updated access analysis maps (up to five) showing gaps and opportunities in the current network. Based on findings from Phase 1, this task will also identify potential updates to cost recovery for recreation activities, programs, special events, park maintenance, and golf operations. This task includes one draft and one final version of the map series and memo.

2.4 PHASE 2 SUMMARY - NEEDS ASSESSMENT:

MIG will develop a Needs Assessment summary that describes community needs for parks and recreation based on results from Phase 1 documentation, Phase 2 outreach, and the Park Commission Meeting. This task includes one draft and one final version. Specifically, the Needs Assessment will document the following:

- A Community Needs Assessment that documents needs from community engagement events and results of relevant studies, including the senior needs assessment and 10-Minute Walk program. This will include a description of changes from the 2014 Plan, including needs for seniors, adults, young adults, and youth. This will combine relevant findings from the recent Older Adults Recreation Services Needs Assessment and include a prioritized list of strategic implementation tactics.
- An update to the Park Access Analysis completed for the 2014 PROS Plan in coordination with analysis from the 10-Minute Walk Program to examine needs for equitable park access.
- A Capital Improvement Needs Assessment that documents level of service needs, including quantity (park acreages, trail miles, and recreation facilities numbers), and quality (park condition and characteristics) to drive maintenance practices, capital improvements, budgeting, and decision making. This assessment will also include needs for park infrastructure improvements.

2.5 TAG MEETING 2 - REVIEW AND PRIORITIZE KEY NEEDS:

Scheduled on the same day as the City Council meeting, MIG will hold the second TAG meeting to present results of Phase 2 community engagement and discuss key findings from and any refinements to the Needs Assessment.

2.6 CITY COUNCIL UPDATE 1 - REVIEW KEY NEEDS:

Scheduled on the same day as the TAG meeting, MIG will provide an update to City Council on plan progress, focusing on high-level findings from the Needs Assessment. This is the second of eight review meetings MIG will hold to discuss the plan.

2.7 PHASE 2 PROJECT MANAGEMENT AND ADMINISTRATION:

MIG will hold one-hour project management calls with the City twice a month. This task includes budget for these coordination calls, as well as routine project management and administration for this phase.

MIG Deliverables

- Park Commission agenda and summary memo
- Phase 2 public engagement materials to be outlined in the Public Engagement Plan, including agendas, presentations, and one summary memo as needed. Budget for this task includes a stipend for Community Connectors.
- Level of Service Analysis and Cost Recovery Memo (Draft and Final)
- Needs Assessment Summary (Draft and Final)
- TAG Meeting 2 agenda and summary

3. Capital Improvement Program

3.1 DRAFT CAPITAL PROJECTS LIST, IMPLEMENTATION, AND PRIORITIES:

MIG will develop recommendations for each existing site in the system, including proposed new parks and facilities. This will be accompanied by a capital projects list summarizing recommended improvements in a matrix. MIG will develop standardized decision-making criteria to prioritize recommendations and improvements and a process for evaluating priorities regularly. This task will include guidance for site acquisition, development, and preservation, focusing on Tukwila Urban

Center. In addition, implementation recommendations will include potential strategies to ensure equitable access to parks, as well as considerations to address potential future gentrification caused by system investments. This task includes one draft and one final version.

3.2 PROPOSED SYSTEM MAP:

MIG will develop a draft system map showing park improvements, connections, and other projects identified in the Draft Capital Projects List.

3.3 TAG MEETING 3: CAPITAL PROJECTS AND PRIORITIES:

At this third meeting, MIG will meet with the TAG to discuss the Draft Capital Projects List and system map and identify any refinements and next steps needed for implementation and prioritization.

3.4 CITY COUNCIL UPDATE 2 - CAPITAL PROJECTS AND PRIORITIES:

Held on the same day as TAG Meeting 3, MIG will present draft findings from Phase 3 to the City Council and identify any refinements required before beginning Phase 4. This is the third of eight review meetings MIG will hold to discuss the plan.

3.5 DRAFT STAFF, MAINTENANCE, AND OPERATIONS STRATEGY:

Based on existing levels and resources identified from the Phase 1 Summary, MIG will outline draft staffing needs, and maintenance and operations costs and service levels to match needs from the Phase 2 Summary (Community Needs). Based on the needs identified in Task 2.4, this task will provide a strategy to meet any gaps in maintenance and staffing levels of service with the demands of ongoing park operations.

3.6 IMPLEMENTATION FUNDING AND PHASING:

MIG will develop a recommended list of funding sources in a table format to align with specific projects and investments, as well as a phasing strategy for priority projects.

3.7 PRELIMINARY URBAN CENTER CONCEPT:

Based on recommendations targeting the Urban Center, MIG will develop a draft conceptual illustration for park provision in the Urban Center. We completed a similar effort during Shoreline's PROS Plan update. This illustrative diagram will show how the vision and potential recommendations in the Urban Center will respond to the context of Tukwila's unique urban environment. This task includes one draft and one final version.

3.8 COMMUNITY ENGAGEMENT PLAN IMPLEMENTATION (PHASE 3):

Phase 3 engagement will focus on documenting, presenting, and receiving opinions on potential projects, recommendations, and priorities. We expect this task to require less level of effort than Phase 2 and we've budgeted accordingly. As with other implementation tasks, we plan to work with the Community Connectors program to ensure we reach Tukwila's diverse community members and this task includes budget to offset costs of the program.

3.9 PHASE 3 PROJECT MANAGEMENT AND ADMINISTRATION:

MIG will hold one-hour project management calls with the City twice a month. This task includes budget for these coordination calls, as well as routine project management and administration for this phase.

MIG Deliverables

- Draft Capital Projects List, Implementation, and Priorities (Draft and Final)
- Proposed System Map

- TAG Meeting 3 agenda and summary
- Draft Staff, Maintenance, and Operations Strategy (Draft and Final)
- Implementation Funding and Phasing table (Draft and Final)
- Preliminary Urban Center Concept (Draft and Final)
- Phase 3 public engagement materials to be outlined in the Public Engagement Plan, including agendas, presentations, and summary memo as needed. Budget for this task includes a stipend for Community Connectors.

4. Review and Adoption

4.1 DRAFT PLAN UPDATE:

Building on updated deliverables in Phase 3, MIG will prepare an Administrative Draft Plan for internal review by City staff. This draft will be provided in basic Word format to facilitate edits and feedback. City staff will provide MIG with a single set of consolidated comments on the Administrative Draft Plan prior to review by the TAG (Task 4.2).

4.2 TAG MEETING 4 - DRAFT PLAN REVIEW:

MIG will hold the fourth and final meeting with the TAG to present the Draft Plan and make any necessary refinements for the Public Draft Plan.

4.3 PUBLIC DRAFT MASTER PLAN:

Using comments from City staff and TAG on the first Draft, MIG will update the Public Draft plan for the City to post online. The Public Draft will present the six-year plan and goals, objectives, and implementation strategies for parks, programs, maintenance, and operations. This will include a list of priorities and tactics for quick wins, and potential short-term opportunities. This draft will be used throughout the review process to ensure that every comment is made from a consistent version of the document. The document will be delivered in PDF format sized for high-quality printing, as well as online distribution. City Staff will provide the public draft plan to Park Commission, Planning Commission, and City Council.

4.4 PUBLIC DRAFT PLAN SEPA CHECKLIST:

MIG assisted with SEPA compliance for the 2014 Plan and anticipates a similar level of effort to complete the initial SEPA Checklist for compliance with state requirements.

4.5 PUBLIC DRAFT PLAN REVIEW HEARINGS:

In addition to the three review meetings in previous phases (2.1, 2.6, and 3.4), MIG will support up to five review hearings related to the City's official process for adoption.

4.6 FINAL PLAN AND COMPREHENSIVE PLAN UPDATE:

MIG will make final changes to the Plan following public review and City Council review hearings. As part of this task, MIG will also work with the City team to update the Comprehensive Plan element in coordination with the review hearings. As part of this task, MIG will develop a reference section that outlines relevant sections of other City plans related to the PROS Plan as an appendix to the Final Plan.

4.7 COMMUNITY ENGAGEMENT PLAN IMPLEMENTATION (PHASE 4):

Phase 4 engagement will focus on, presenting the Draft Plan and receiving comments for the Final Plan. We expect this task to require a similar level of effort as Phase 3 and we've budgeted

accordingly. As with other implementation tasks, we plan to work with the Community Connectors program to ensure we reach Tukwila’s diverse community members and this task includes budget to offset costs of the program.

4.8 PHASE 4 PROJECT MANAGEMENT AND ADMINISTRATION:

MIG will hold one-hour project management calls with the City twice a month. This task includes budget for these coordination calls, as well as routine project management and administration for this phase. MIG will send all final digital files to the City as part of this task.

MIG Deliverables

- Draft Plan Update
- TAG Meeting 4 agenda and summary
- Public Draft Master Plan
- Public Draft Plan SEPA Checklist
- Final Plan and Comprehensive Plan Update
- Phase 4 public engagement materials to be outlined in the Public Engagement Plan, including agendas, presentations, and summary memo as needed. Budget for this task includes a stipend for Community Connectors.
- Five printed and bound hard copies of the Final Plan

project budget

MIG, Inc.													Professional Fees Totals				
Lauren Seimitt Principal in Charge	Jon Pheahs Project Manager	Ryan Mortau Senior Park and Recreation Planner	Justin Martin Landscape Architect	Jordan Lewis Landscape Designer		Jackie Ruiz Project Administrator		MIG Totals			Direct Costs						
				Hours @	\$135	Hours @	\$100	Hours @	\$75	Hours @		\$75		Hours @	\$75		
Hours @	\$220	Hours @	\$145	Hours @	\$155	Hours @	\$135	Hours @	\$100	Hours @	\$75	Hours @	\$75	Hours @	\$75	Hours @	\$75
1 Project Kick-off and Foundation																	
1.1	Project Kick-off, Tour, and Engagement Strategy (TAG Meeting 1)	6	\$1,320	6	\$870		\$0	4	\$540		\$0	1	\$75	17	\$2,805	\$800	\$3,605
1.2	System Inventory and Evaluation	2	\$440	6	\$870		\$0	6	\$810	10	\$1,000		\$0	24	\$3,120	\$100	\$3,220
1.3	Background Information and SEPA Review		\$0	6	\$870		\$0		\$0	10	\$1,000		\$0	16	\$1,870		\$1,870
1.4	Updated Parks and Trails Inventory and Map		\$0	2	\$290		\$0		\$0	10	\$1,000		\$0	12	\$1,290		\$1,290
1.5	Community Engagement Plan		\$0	4	\$580	12	\$1,860		\$0		\$0		\$0	16	\$2,440		\$2,440
1.6	Phase 1 Summary, State of the System (Goals and Policies Benchmark)	2	\$440	8	\$1,160	8	\$1,240		\$0	12	\$1,200	4	\$300	34	\$4,340		\$4,340
1.7	Phase 1 Project Management and Administration		\$0	8	\$1,160		\$0		\$0		\$0	2	\$150	10	\$1,310		\$1,310
	Subtotal	10	\$2,200	40	\$5,800	20	\$3,100	10	\$1,350	42	\$4,200	7	\$525	129	\$17,175	\$900	\$18,075
2 Community Needs Assessment																	
2.1	Park Commission Meeting, Vision and Goals		\$0	6	\$870		\$0		\$0		\$0	2	\$150	8	\$1,020	\$100	\$1,120
2.2	Community Engagement Plan Implementation (Phase 2)	6	\$1,320	16	\$2,320	16	\$2,480	6	\$810		\$0	6	\$450	50	\$7,380	\$2,000	\$9,380
2.3	Level of Service Analysis and Cost Recovery Memo		\$0	8	\$1,160	16	\$2,480		\$0		\$0		\$0	24	\$3,640		\$3,640
2.4	Phase 2 Summary: Needs Assessment	4	\$880	16	\$2,320		\$0	12	\$1,620	16	\$1,600	4	\$300	52	\$6,720	\$600	\$7,320
2.5	TAG Meeting 2: Review and Prioritize Key Needs		\$0	6	\$870	6	\$930		\$0		\$0	4	\$300	16	\$2,100	\$600	\$2,700
2.6	City Council Update 1: Review Key Needs		\$0	2	\$290	2	\$310		\$0		\$0		\$0	4	\$600		\$600
2.7	Phase 2 Project Management and Administration		\$0	8	\$1,160		\$0		\$0		\$0	2	\$150	10	\$1,310		\$1,310
	Subtotal	10	\$2,200	62	\$8,990	40	\$6,200	18	\$2,450	16	\$1,600	18	\$1,350	164	\$22,770	\$2,700	\$25,470
3 Capital Improvement Program																	
3.1	Draft Capital Projects List, Implementation, and Priorities	2	\$440	6	\$870		\$0	10	\$1,350	12	\$1,200		\$0	30	\$3,860		\$3,860
3.2	Proposed System Map		\$0	4	\$580		\$0		\$0	14	\$1,400		\$0	18	\$1,980		\$1,980
3.3	TAG Meeting 3: Capital Projects and Priorities	4	\$880	6	\$870		\$0		\$0		\$0		\$0	10	\$1,750	\$800	\$2,550
3.4	City Council Update 2: Capital Projects and Priorities	2	\$440	2	\$290		\$0		\$0		\$0		\$0	4	\$730		\$730
3.5	Draft Staff, Maintenance, and Operations Strategy	4	\$880	8	\$1,160	10	\$1,550		\$0		\$0		\$0	22	\$3,590		\$3,590
3.6	Implementation Funding and Phasing		\$0	2	\$290	6	\$930	4	\$540		\$0		\$0	12	\$1,760		\$1,760
3.7	Preliminary Urban Center Concept		\$0	4	\$580		\$0		\$0	16	\$1,600		\$0	20	\$2,180		\$2,180
3.8	Community Engagement Plan Implementation (Phase 3)	1	\$220	12	\$1,740	8	\$1,240		\$0		\$0		\$0	21	\$3,200	\$1,200	\$4,400
3.9	Phase 3 Project Management and Administration		\$0	8	\$1,160		\$0		\$0		\$0	4	\$300	12	\$1,460		\$1,460
	Subtotal	13	\$2,860	52	\$7,540	24	\$3,720	14	\$1,890	42	\$4,200	4	\$300	149	\$20,510	\$2,000	\$22,510



project budget

		MIG, Inc.										Direct Costs	Professional Fees Totals				
		Lauren Schmitt Principal Charge		Jon Phearns Project Manager		Ryan Mottau Senior Park and Recreation Planner		Justin Martin Landscape Architect		Jordan Lewis Landscape Designer				Jackie Ruiz Project Administrator		MIG Totals	
		Hours @	\$220	Hours @	\$145	Hours @	\$155	Hours @	\$135	Hours @	\$100	Hours @	\$75				
4 Review and Adoption																	
4.1	Draft Plan Update	4	\$880	16	\$2,320	8	\$1,240	8	\$1,080	26	\$2,600	8	\$600	70	\$8,720		\$8,720
4.2	TAG Meeting 4: Draft Plan Review		\$0	8	\$1,160		\$0		\$0		\$0		\$0	8	\$1,160	\$100	\$1,260
4.3	Public Draft Master Plan	2	\$440	14	\$2,030	4	\$620		\$0	16	\$1,600		\$0	36	\$4,690		\$4,690
4.4	Public Draft Plan SEPA Checklist		\$0	8	\$1,160		\$0		\$0	6	\$600		\$0	14	\$1,760		\$1,760
4.5	Public Draft Plan Review Hearings		\$0	24	\$3,480	8	\$1,240		\$0		\$0	2	\$150	34	\$4,870	\$1,800	\$6,670
4.6	Final Plan and Comprehensive Plan Update	1	\$220	10	\$1,450		\$0		\$0	14	\$1,400		\$0	25	\$3,070	\$500	\$3,570
4.7	Community Engagement Plan Implementation (Phase 4)	1	\$220	8	\$1,160	10	\$1,550		\$0		\$0	8	\$600	27	\$3,530	\$600	\$4,130
4.8	Phase 4 Project Management and Administration		\$0	8	\$1,160		\$0		\$0		\$0	4	\$300	12	\$1,460		\$1,460
	<i>Subtotal</i>	8	\$1,760	96	\$13,920	30	\$4,650	8	\$1,080	62	\$6,200	22	\$1,650	226	\$29,260	\$3,000	\$32,260
Professional Time and Costs Subtotal		41	\$9,020	250	\$36,250	114	\$17,670	50	\$6,750	162	\$16,200	51	\$3,825	668	\$89,715	\$8,600	\$98,315
Total Project Cost																	\$98,315



COMMUNITY DEVELOPMENT & NEIGHBORHOODS COMMITTEE

Meeting Minutes

April 23, 2019 – 5:30 p.m. – Hazelnut Conference Room, City Hall

Councilmembers: De'Sean Quinn, Chair; Dennis Robertson, Verna Seal

Staff: David Cline, Jack Pace, Tracy Gallaway, Robert Eaton, Laurel Humphrey

Guests: Sharon Mann, Louise Strander, Dixie Stark, Karen Simmons, Planning Commission; Ron Johnston, Civil Service Commission

CALL TO ORDER: Chair Quinn called the meeting to order at 5:30 p.m.

I. PRESENTATIONS

II. BUSINESS AGENDA

A. **Grant Application: 2019 King County Veterans, Seniors and Human Services Levy**

Staff is seeking Council approval to apply for Veterans, Seniors, and Human Services Levy funding from the King County Department of Community and Human Services. The next round of funding covers five years from September 1, 2019 – December 31, 2023 and will provide successful applicants with funds to create senior hubs and expand outreach to isolated individuals and other forms of engagement. Final inputs are being gathered from the Older Adult Recreation Needs Assessment to identify immediate priorities that VSHSL funding can address.

UNANIMOUS APPROVAL.

B. **Consultant Agreement: Parks, Recreation and Open Space Plan**

Staff is seeking Council approval of an agreement with MIG in the amount of \$125,000 to perform the required update of the Parks, Recreation, and Open Space (PROS) Plan. Five proposals were evaluated by a review committee, and two consultants were then interviewed. MIG was rated with the highest score and selected as the most qualified. Chair Quinn referenced the April 22 discussion on the Older Adult Recreation Needs Assessment and said the Council is going to be looking for detailed recommendations in the updated PROS Plan.

**UNANIMOUS APPROVAL.
FORWARD TO MAY 6, 2019 REGULAR CONSENT AGENDA.**



C. **Commission Appointments and Terms**

Staff presented information about processes relating to Planning Commissions, including process for reappointments, Council Vs. Mayor role, term limits, and RCW citations. It is most common in cities for the Mayor to appoint and the Council to confirm, which is supported by language in the RCW. Terms vary from 3 to 4 years, and some cities cap terms at two. While