

**PHASE 1: LISTENING TO THE LAND AND THE PEOPLE**  
**[MONTHS 1 & 2]**

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Task 1: Kick-off Meeting with Legacy Task Force

- discuss principles, criteria, and project parameters
- discuss role of the Task Force
- review LFP comprehensive plan parks and rec. findings
- review existing information collected by Task Force and staff

Task 2: Getting the Lay of the Land

- describe physical setting (creek basins, climate, landforms, habitat, land use, etc.)
- describe community setting (character, history, population, future growth)
- prepare GIS-based inventory of existing GI system: parks and rec, trails and complete streets, habitat, and natural drainage
- review findings with Task Force

Task 3: Green Infrastructure Festival

- create 4 fun learning stations to teach green infrastructure system: parks and rec, trails and complete streets, habitat, and natural drainage
- introduce process, objectives, and "lay of the land"
- lead discussion of what people want and need in their green infrastructure system (goals and preferences)
- discuss opportunities for ongoing public feedback throughout process (events and web)
- record public feedback

Task 4: Web Survey #1...What do you want and need in your green infrastructure system?

- post festival materials and key questions from the discussion to web survey site
- record additional feedback

Task 5: Summary of Phase 1 Findings

- prepare briefing sheet summarizing lay of the land findings and public response
- prepare briefing powerpoint for Task Force outreach efforts
- attend one council meeting to update council

*Phase 1 Task Force and Staff Responsibilities*

- collect all available reports, CAD or GIS files, and background information for use by team
- keep minutes of Task Force meetings
- perform outreach to get attendance at festival
- prepare festival logistics--location, food, equipment, etc.
- assist planning team in preparing and staffing learning stations
- promote project website and web survey
- perform outreach to update community stakeholders on progress

*Phase 1 Deliverables*

- GI comp plan chapter 1: physical and community setting
- GI comp plan chapter 2: existing green infrastructure resources
- GIS files of existing green infrastructure resources
- phase 1 briefing sheet
- phase 1 briefing powerpoint

*Phase 1 Approximate\* Hours and Expenses*

▪ Jones & Jones Principal In Charge @ 160/hour	02	
▪ Jones & Jones Project Manager/Landscape Architect @ \$110/hour	28	
▪ Jones & Jones Landscape Architect/GIS Specialist @ \$80/hour		40
▪ SvR Principal in Charge @ \$175/hour	02	

LAKE FOREST PARK  
 100 YEAR LEGACY GREEN INFRASTRUCTURE COMPREHENSIVE PLAN:  
 ATTACHMENT A—SCOPE OF WORK  
 Page 2 of 5

▪ SvR Civil Engineer @ \$80/hour	42
▪ Conservation Technix Principal in Charge @ \$95/hour	02
▪ Green Futures Lab Principal in Charge @ \$95/hour	20
▪ Green Futures Lab Landscape Architecture Student @ \$25/hour	66
▪ Expenses @ \$1,600.00	

*Phase 1 Approximate\* Fee Subtotal = \$15,650.00*

**PHASE 2: 100 YEAR GREEN INFRASTRUCTURE VISION PLAN** **[MONTHS 3 & 4]**

Task 6: Gap Analysis

- prepare GIS-based analysis of green infrastructure needs
- overlay any additional needs based on community values and preferences expressed in Phase 1
- compare needs to existing conditions to describe green infrastructure gaps
- review findings with Task Force

Task 7: 100 Year Vision Green Infrastructure Plan Charrette

- review updated "lay of the land" and public feedback regarding green infrastructure preferences
- introduce gap analysis as "ground rules" for 100-year Green Infrastructure Vision Plan
- lead visioning charrette, organized by creek basin, to identify system improvements that meets the needs
- present key findings from each each creek basin team
- record public feedback

Task 8: Web Survey #2...What do you think should be part of the 100 Year Vision Plan?

- post charrette materials and questions about the key findings from the charrette
- record additional feedback

Task 9: Summary of Phase 2 Findings

- prepare briefing sheet summarizing gap analysis, 100 year vision, and public response
- prepare briefing powerpoint for Task Force outreach efforts
- attend one council meeting to update council

*Phase 2 Task Force and Staff Responsibilities*

- keep minutes of Task Force meetings
- perform outreach to get attendance at charrette
- prepare charrette logistics--location, food, equipment, etc.
- assist planning team in preparing and staffing creek basin charrette stations
- promote project website and web survey
- perform outreach to update community stakeholders on progress

*Phase 2 Deliverables*

- GI comp plan chapter 3: community green infrastructure goals and preferences
- GI comp plan chapter 4: gap analysis of existing conditions versus needs (with IAC objectives)
- GIS files of gap analysis
- phase 2 briefing sheet
- phase 2 briefing powerpoint

*Phase 2 Approximate\* Hours and Expenses*

▪ Jones & Jones Principal In Charge @ 160/hour	02
▪ Jones & Jones Project Manager/Landscape Architect @ \$110/hour	30
▪ Jones & Jones Landscape Architect/GIS Specialist @ \$80/hour	64
▪ SvR Principal in Charge @ \$175/hour	02
▪ SvR Civil Engineer @ \$80/hour	40
▪ Conservation Technix Principal in Charge @ \$95/hour	00
▪ Green Futures Lab Principal in Charge @ \$95/hour	14

- Green Futures Lab Landscape Architecture Student @ \$25/hour 46
- Expenses @ \$900.00

*Phase 2 Approximate\* Fee Subtotal = \$15,600.00*

**PHASE 3: PRIORITY PROJECTS FOR COMP AND CAPITAL FACILITIES PLANS**  
**[MONTHS 5 & 6]**

Task 10: Potential Projects

- refine 100 Year Vision Plan based on feedback and input to GIS
- prepare GIS-based map of potential projects for each creek basin based on 100 year vision
- develop brief descriptions for each potential project
- review findings with Task Force

Task 11: Priorities Public Forum

- review updated 100 Year Vision Plan and public feedback regarding the Vision
- introduce potential projects, by creek basin, as basis for decisions for priority projects
- lead discussion of which projects are priorities for the City Comp Plan (20 year horizon) and Capital Facilities Plan (6 year horizon)
- record public feedback

Task 12: Web Survey #3...What are your priority projects?

- post public forum materials and questions about priority projects in each creek basin
- record additional feedback

Task 13: Summary of Phase 3 Findings

- prepare briefing sheet summarizing priority projects and public response
- prepare briefing powerpoint for Task Force outreach efforts
- attend one council meeting to update council

*Phase 3 Task Force and Staff Responsibilities*

- keep minutes of Task Force meetings
- perform outreach to get attendance at public forum
- prepare forum logistics--location, food, equipment, etc.
- promote project website and web survey
- perform outreach to update community stakeholders on progress

*Phase 3 Deliverables*

- GI comp plan chapter 5: 100 year vision for green infrastructure
- GI comp plan chapter 6: 100 year potential projects
- GIS files for 100 year vision and potential projects
- phase 3 briefing sheet
- phase 3 briefing powerpoint

*Phase 3 Approximate\* Hours and Expenses*

▪ Jones & Jones Principal In Charge @ 160/hour	02	
▪ Jones & Jones Project Manager/Landscape Architect @ \$110/hour	30	
▪ Jones & Jones Landscape Architect/GIS Specialist @ \$80/hour		72
▪ SvR Principal in Charge @ \$175/hour	02	
▪ SvR Civil Engineer @ \$80/hour		24
▪ Conservation Technix Principal in Charge @ \$95/hour		00
▪ Green Futures Lab Principal in Charge @ \$95/hour	10	
▪ Green Futures Lab Landscape Architecture Student @ \$25/hour		18
▪ Expenses @ \$300.00		

*Phase 3 Approximate\* Fee Subtotal = \$14,000.00*

**PHASE 4: MAKING IT REAL** **[MONTHS 7 & 8]**

Task 14: Priority Projects

- prepare a more detailed description of each priority project--narrative, budget range (capital and maintenance), image
- develop a logical sequence of phases for inclusion of projects in City Comp Plan (20 year) and Capital Facilities Plan (6 year)
- review findings with Task Force

Task 15: Acquisitions and Funding Strategies

- describe a range of acquisition tools, criteria, and incentives for participation
- identify funding programs available to LFP and their requirements
- review findings with Task Force

Task 16: Final Report

- assemble draft GI comp plan from preceding chapters
- write introduction and executive summary
- review draft report with Task Force
- prepare final GI comp plan based on Task Force feedback

Task 17: Summary of Phase 4 Findings

- prepare briefing sheet on phasing of priority projects and acquisition and funding strategies
- prepare briefing powerpoint for Task Force outreach efforts
- attend one council meeting to update council

*Phase 4 Task Force and Staff Responsibilities*

- keep minutes of Task Force meetings
- promote project website
- perform outreach to update community stakeholders on progress

*Phase 4 Deliverables*

- GI comp plan chapter 7: priority projects (20 year and 6 year)
- GI comp plan chapter 8: funding and acquisition strategies
- GIS files for location of priority projects
- 3 hard copies of final report
- CD containing digital version of final report and all supporting GIS, text, and image files
- phase 4 briefing sheet
- phase 4 briefing powerpoint

*Phase 4 Approximate\* Hours and Expenses*

▪ Jones & Jones Principal In Charge @ 160/hour	00	
▪ Jones & Jones Project Manager/Landscape Architect @ \$110/hour	44	
▪ Jones & Jones Landscape Architect/GIS Specialist @ \$80/hour		16
▪ SvR Principal in Charge @ \$175/hour	00	
▪ SvR Civil Engineer @ \$80/hour		16
▪ Conservation Technix Principal in Charge @ \$95/hour		66
▪ Green Futures Lab Principal in Charge @ \$95/hour	00	
▪ Green Futures Lab Landscape Architecture Student @ \$25/hour		00
▪ Expenses @ \$300.00		

*Phase 4 Approximate\* Fee Subtotal = \$14,000.00*

**PHASE 5: LOCAL AND STATE ACCEPTANCE** **[MONTH 9 AND BEYOND]**

Task 18: CTED Review

- assist in preparing transmittal and submitting to CTED for review

Task 19: City Council Adoption

- assist in presenting the GI Comp Plan to City Council

Task 20: IAC Approval

- assist in preparing self-certification form and submitting to IAC for acceptance

*Phase 5 Task Force and Staff Responsibilities*

- prepare grant applications and SEPA checklist
- promote project website
- perform outreach to update community stakeholders on progress

*Phase 5 Approximate\* Hours and Expenses*

▪ Jones & Jones Principal In Charge @ 160/hour	00	
▪ Jones & Jones Project Manager/Landscape Architect @ \$110/hour	02	
▪ Jones & Jones Landscape Architect/GIS Specialist @ \$80/hour		00
▪ SvR Principal in Charge @ \$175/hour	00	
▪ SvR Civil Engineer @ \$80/hour		00
▪ Conservation Technix Principal in Charge @ \$95/hour		04
▪ Green Futures Lab Principal in Charge @ \$95/hour	00	
▪ Green Futures Lab Landscape Architecture Student @ \$25/hour		00
▪ Expenses @ \$150.00		

*Phase 5 Approximate\* Fee Subtotal = \$750.00*

\*The consultant team reserves the right to adjust hours, rates, and expenses to fit the emerging needs of the project within the bounds of the overall lump sum fee for the scope of work of \$60,000.00