



AGENDA - REVISED

City Council Special Meeting

6:00 PM - Tuesday, March 3, 2020

City Hall Council Chambers, Sammamish, WA

Page		Estimated Time
	CALL TO ORDER	6:00 pm
	ROLL CALL	
	PLEDGE OF ALLEGIANCE	
	APPROVAL OF AGENDA	
	EXECUTIVE SESSION	6:05 pm
	* Potential Litigation pursuant to RCW 42.30.110 (1)(i)	
	PUBLIC COMMENT	6:30 pm
	<p><i>Note: This is an opportunity for the public to address the Council. Three-minutes limit per person or five-minutes if representing the official position of a recognized community organization. If you would like to show a video or PowerPoint, it must be submitted or emailed by 5 pm, the end of the business day, to the City Clerk, Melonie Anderson at manderson@sammamish.us. Please be aware that Council meetings are videotaped and available to the public.</i></p>	
	CONSENT CALENDAR	7:00 pm
4 - 8	1. Payroll: For the Period Ending February 15, 2020 For a Pay Date of February 20, 2020 in the Amount of \$496,795.49	
	2. Claims: For Period Ending March 3, 2020 In The Amount Of \$2,013,402.18 For Check No. 56413 Through 56483 View Agenda Item	

- 9 - 26 3. **Resolution:** Council Rules of Procedure
[View Agenda Item](#)
- 27 - 29 4. **Contract:** Sammamish Community and Aquatic Center Parking
Garage Traffic Coating Replacement Project / TBD
[View Agenda Item](#)
- 30 - 72 5. **Contract:** Maintenance and Operations Center Improvements
Project / Driftmier Architects, P.S.
[View Agenda Item](#)
- 73 - 80 6. **Contract:** Youth Mental Health Services / Youth Eastside
Services
[View Agenda Item](#)
- 81 - 87 7. **Contract Amendment:** Sahalee Way NE Corridor Analysis
Update Contract Amendment / Perteet
[View Agenda Item](#)
- 88 - 92 8. **Minutes:** For the February 4, 2020 Regular Meeting
[View Agenda Item](#)
- 93 - 96 9. **Minutes:** For the February 18, 2020 Regular Meeting
[View Agenda Item](#)

PRESENTATIONS / PROCLAMATIONS

PUBLIC HEARINGS

UNFINISHED BUSINESS

NEW BUSINESS

7:05 pm

- 97 - 124 10. **Discussion:** Development Regulations Update Phase Two
[View Agenda Item](#)
- 125 - 127 11. **Update:** Sahalee Way Corridor Analysis
[View Agenda Item](#)

COUNCIL REPORTS/ CITY MANAGER REPORT

EXECUTIVE SESSION – IF NECESSARY

ADJOURNMENT

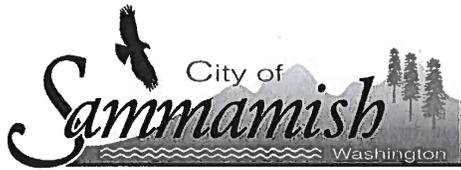
10:00 pm

LONG TERM CALENDAR

- 128 [View Calendar](#)

* added an Executive Session to beginning of meeting.
Meeting will now begin at 6:00 pm

City Council meetings are wheelchair accessible. American Sign Language (ASL) interpretation is available upon request. Please phone (425) 295-0500 at least 48 hours in advance. Assisted Listening Devices are also available upon request.



MEMORANDUM

To: Melonie Anderson, City Clerk

From: Tracey, Finance Department

Date: February 20, 2020

Re: Claims for March 3, 2020

••0••	
59,241.56	+
1,867,807.43	+
86,353.19	+
2,013,402.18	*

	\$ 59,241.56
	\$ 1,867,807.43
	\$ 86,353.19
Check #56413-56483	\$ 2,013,402.18

Over \$10,000 Payments

Vendor	Amount	Details
Johansen Construction	\$ 1,657,903.98	SE Issaquah-Fall City Road
ICMA401	\$ 623,993.95	Employee benefits
King County Finance	\$ 49,974.98	Water quality monitoring
Patriot Maintenance	\$ 39,218.74	Janitorial services
SCI Infrastructure	\$ 39,092.50	228th Ave catch basin repairs
Envirotech Services	\$ 29,703.72	Snow & ice supplies
ICMA457	\$ 21,039.40	Employee benefits
Puget Sound Energy	\$ 12,300.05	Utilities

Accounts Payable

Check Register Totals Only

User: tcartmel
 Printed: 2/18/2020 - 9:59 AM

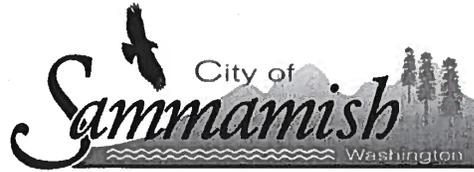


Check	Date	Vendor No	Vendor Name	Amount	Voucher
56413	02/18/2020	BARTLETT	Bartlett Tree Experts	1,437.48	56,413
56414	02/18/2020	CENTRALW	Central Welding Supply	812.98	56,414
56415	02/18/2020	ISSCITY	City Of Issaquah	2,279.50	56,415
56416	02/18/2020	L&IELEVA	Dept of Labor & Industries	261.30	56,416
56417	02/18/2020	KINGFI	King County Finance A/R	49,974.98	56,417
56418	02/18/2020	KPG	KPG Interdisciplinary Design	3,756.50	56,418
56419	02/18/2020	MINUTE	Minuteman Press	27.50	56,419
56420	02/18/2020	HALF	Robert Half	238.07	56,420
56421	02/18/2020	WATERSH	The Watershed Company	453.25	56,421
Check Total:				59,241.56	

Accounts Payable

Check Register Totals Only

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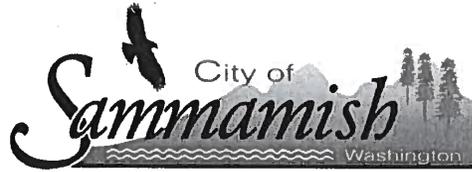
Check	Date	Vendor No	Vendor Name	Amount	Voucher
56422	02/18/2020	911SUPP	911 Supply	62.70	56,422
56423	02/18/2020	AGENTERP	AG Enterprise Supply Inc	338.00	56,423
56424	02/18/2020	AUTODOC	Auto Doctor	3,303.56	56,424
56425	02/18/2020	AUTOZONE	Auto Zone	855.12	56,425
56426	02/18/2020	BARTLETT	Bartlett Tree Experts	1,829.52	56,426
56427	02/18/2020	BEST	Best Parking Lot Cleaning, Inc	9,550.62	56,427
56428	02/18/2020	CINTAS	Cintas	3,350.35	56,428
56429	02/18/2020	CINTASFA	Cintas Corporation	2,129.23	56,429
56430	02/18/2020	REDUTIL	City of Redmond	34.70	56,430
56431	02/18/2020	CONSOLID	Consolidated Press	6,887.53	56,431
56432	02/18/2020	CREATCIR	Creative Circle, LLC	2,677.50	56,432
56433	02/18/2020	L&IELEVA	Dept of Labor & Industries	147.20	56,433
56434	02/18/2020	DRIVERS	Drivers License Guide Co.	29.95	56,434
56435	02/18/2020	DTGENTER	DTG Enterprises Inc.	1,412.53	56,435
56436	02/18/2020	ECS	Environmental Chemical Solutions Inc	3,179.80	56,436
56437	02/18/2020	ENVIROTE	Envirotech Services, Inc	29,703.72	56,437
56438	02/18/2020	FASTENAL	Fastenal Industrial Supplies	21.09	56,438
56439	02/18/2020	FRONTIR2	Frontier	422.07	56,439
56440	02/18/2020	GLOBALRE	Global Rental Co, Inc	2,206.00	56,440
56441	02/18/2020	HDFOWL	H. D. Fowler Company	3,247.20	56,441
56442	02/18/2020	HOMEDE	Home Depot	2,844.82	56,442
56443	02/18/2020	HONEY	Honey Bucket	308.88	56,443
56444	02/18/2020	ISNW	Industrial Solutions NW LLC	3,031.60	56,444
56445	02/18/2020	IACP	Int Assoc of Chiefs of Police	190.00	56,445
56446	02/18/2020	JCWILDLI	JC Wildlife Consultant	1,700.00	56,446
56447	02/18/2020	JIRSA	Barbara Jirsa	421.62	56,447
56448	02/18/2020	JOHANSEN	Johansen Construction Company	1,657,903.98	56,448
56449	02/18/2020	KCRADIO	King Cty Radio Comm Svcs	1,115.40	56,449
56450	02/18/2020	LAWSEM	Law Seminars International	520.00	56,450
56451	02/18/2020	LEXIS	Lexis Nexis Risk Data Mgmt	162.90	56,451
56452	02/18/2020	LongBAY	Long Bay Enterprises, Inc	1,958.25	56,452
56453	02/18/2020	MAILPO	Mail Post Sammamish	223.93	56,453
56454	02/18/2020	MINUTE	Minuteman Press	165.00	56,454
56455	02/18/2020	MOUNTPAC	Mountain Pacific Bank	2,057.50	56,455
56456	02/18/2020	WEATHER	Narwhal Met, LLC	850.00	56,456
56457	02/18/2020	NESAM	NE Sammamish Sewer & Water	146.89	56,457
56458	02/18/2020	NETRUCK	North End Truck Equip Inc	1,139.84	56,458
56459	02/18/2020	PACPLANT	Pacific Plants	1,925.00	56,459
56460	02/18/2020	PACPLUMB	Pacific Plumbing Supply Co. LLC	196.39	56,460
56461	02/18/2020	PACSOIL	Pacific Topsoils, Inc	3,454.85	56,461
56462	02/18/2020	PATRIOT	Patriot Maintenance Inc	39,218.74	56,462
56463	02/18/2020	PHILIPSP	Philips Publishing Group	3,365.30	56,463
56464	02/18/2020	PLATT	Platt Electric Supply	116.07	56,464
56465	02/18/2020	PRECCON	Precision Concrete Cutting	444.62	56,465
56466	02/18/2020	PSE	Puget Sound Energy	12,300.05	56,466
56467	02/18/2020	RIGHT	Right! Systems Inc.	8,165.36	56,467
56468	02/18/2020	SCI	SCI Infrastructure, LLC	39,092.50	56,468
56469	02/18/2020	SEATIM	Seattle Times	740.99	56,469
56470	02/18/2020	SPRAGUE	Sprague Pest Solutions	407.00	56,470
56471	02/18/2020	STEINLOT	Stein Lotzkar & Starr P.S. Inc	4,302.00	56,471

Check	Date	Vendor No	Vendor Name	Amount	Voucher
56472	02/18/2020	SUNBELT	Sunbelt Rentals	2,636.11	56,472
56473	02/18/2020	SWANSON	Swanson Bark & Wood Products	3,870.68	56,473
56474	02/18/2020	WORKWEAR	The Workwear Place	415.77	56,474
56475	02/18/2020	USBANKNA	US Bank N.A. - Custody	37.00	56,475
56476	02/18/2020	WADES	Wa State Dept of Enterprise Svcs	495.00	56,476
56477	02/18/2020	WESTERNE	Western Entrance Tech LLC	495.00	56,477
Check Total:				1,867,807.43	

Accounts Payable

Check Register Totals Only

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Check	Date	Vendor No	Vendor Name	Amount	Voucher
56478	02/20/2020	CASDU	Caifornia State Disbursement Unit	663.50	56,478
56479	02/20/2020	EMPSD	Employment Security Department	88.54	56,479
56480	02/20/2020	ICMA401	ICMA 401	62,393.95	56,480
56481	02/20/2020	ICMA457	ICMA457	21,039.40	56,481
56482	02/20/2020	NAVIA	Navia Benefits Solution	1,952.63	56,482
56483	02/20/2020	WASUPPOR	Wa State Support Registry	215.17	56,483
Check Total:				86,353.19	

Agenda Bill

City Council Regular Meeting
 March 03, 2020



SUBJECT:	Resolution: Council Rules of Procedure		
DATE SUBMITTED:	February 19, 2020		
DEPARTMENT:	City Manager's Office		
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational		
RECOMMENDATION:	Approve the Resolution (Exhibit 2)		
EXHIBITS:	1. Exhibit 1 - Matrix 2. Exhibit 2 - Resolution		
BUDGET:			
Total dollar amount		<input type="checkbox"/>	Approved in budget
Fund(s)		<input type="checkbox"/>	Budget reallocation required
		<input checked="" type="checkbox"/>	No budgetary impact
WORK PLAN FOCUS AREAS:			
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety		
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability		
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation		
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability		

KEY FACTS AND INFORMATION SUMMARY:

During the City Council's Retreat on January 24, 2020, their special meeting on February 11, 2020, and their regular meeting on February 18, 2020, the Council reviewed and discussed a variety of changes to their Rules of Procedure.

Exhibit 1 is an updated matrix showing the Council's decisions from their February 18 meeting. **Exhibit 2** is a Resolution to adopt the revised Rules.

Exhibit 1: Outcomes from February 18, 2020 Meeting Regarding Changes to Rules of Procedure

Section	Topic	Current Rule (Paraphrased)	Outcome
N/A	Directing Staff Work	No existing rule.	Not implemented
3.2.2	Study Sessions	Study sessions are held on the 1 st Monday and 2 nd Tuesday of each month.	Approved: Remove 1 st Monday study session and schedule special meetings when needed.
3.2.3	Scheduling Special Meetings	This section currently requires 24-hour written notice to Council <i>once the special meeting has been scheduled</i> . There is no requirement to contact all Councilmembers <i>before</i> scheduling special meetings.	Approved: Special Meetings may be held by the Council subject to the notice requirements prescribed by State law (RCW 42.30.080). Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. Every effort will be made to contact all Councilmembers before scheduling a special meeting.
4.1.3	Adding Items to a Finalized Agenda	An item may be placed on the preliminary agenda for a Regular Business Council Meeting after the preliminary agenda is finalized after only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so.	Approved: An item may be placed on the preliminary agenda for at a Regular Business Council Meeting prior to approval of the agenda after the preliminary agenda is finalized only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so. <u>Items may not be added to the agenda after the agenda has been approved at the meeting.</u>
N/A	Agenda Review	N/A – Not part of the Council’s Rules; administratively applied.	Approved: The list of agenda topics for an upcoming meeting will be provided to Council on the Wednesday before the Friday packet publication.

Deputy Mayor Malchow's Proposed Changes			
Section	Topic	Proposed Change	Outcome
2.6	Confidentiality and Executive Session	Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. <u>Violations will not be permitted, and the full extent of the law will be used against any violations of the confidentiality of Executive Session via the City Attorney.</u>	Approved: Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City's position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information is considered to be exempt from disclosure under the Revised Code of Washington. <u>Violations of this section may be addressed pursuant to RCW 42.23.050 ("Any officer violating the provisions of this chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.")</u>
3.4.4	Decorum - Electronic Devices at the Dias	New Section: No City or Personal cell phones, or other electronic devices other than the City provided iPad shall be placed on the dais. Any member wishing to avail themselves to family or otherwise for emergencies during meetings shall provide family or friends the City Clerk desk number inside Council Chamber to contact urgently. Members can be sanctioned by vote of the majority of Council for the use of devices during meetings.	Approved: No cell phones or other electronic devices, other than the City-provided iPad, shall be placed on the dais. Such devices may be kept nearby, and the member shall excuse themselves if they must use the device. Members may be admonished or otherwise sanctioned for a violation of this section by majority vote of the other Councilmembers. If an electronic device must be used at the dais, the Councilmember shall explain the need for its use to the Council and public.

7.3.1	Voting on External Committees	<p>New Section</p> <p>Any voting action taken on behalf of the City of Sammamish at a Board, Commission or Committee shall be discussed by the Council so that the city representative may cast votes with the full vetting of the City Council membership.</p> <p>Packet materials for external Board, Commission, or Committees where action will be taken on behalf of Sammamish, shall be furnished to the full Council membership so that the Council may study and prepare to give the voting member guidance on voting. Members may not vote on agenda items without the direction of the Council, and need to abstain.</p>	<p>Approved:</p> <p>Any voting action to be taken on behalf of the City at an external board, commission or committee meeting shall be discussed by the Council so that the City representative may cast votes that represent the majority of the Council.</p> <p>Members may not vote on such action items without first receiving direction from a majority of the Council at an open meeting, unless receiving such direction is not feasible due to timing or urgency.</p> <p>Packet materials for an external board, commission or committee where action will be taken on behalf of the City shall be furnished to the full Council so that Council may prepare to give the City representative guidance on voting.</p> <p>This section only applies to significant action items, which does not include actions such as approval of meeting minutes.</p> <p>This section does not apply to external committees where the Councilmember is representing the committee and not the City (e.g., Sound Cities Association committees).</p>
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CITY OF SAMMAMISH
WASHINGTON
RESOLUTION NO. R2020-_____

**A RESOLUTION OF THE CITY OF SAMMAMISH,
WASHINGTON, REVISING THE RULES OF PROCEDURE
FOR THE CITY COUNCIL**

WHEREAS, Chapter 35A.11 RCW gives the City Council of each code city the power to organize and regulate its internal affairs within the provisions of Title 35A RCW; and

WHEREAS, the City Council has adopted rules and procedures to assist in the conduct of City business; and

WHEREAS, the City Council wishes to revise its current Council Rules;

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF
SAMMAMISH, WASHINGTON, DOES RESOLVE AS FOLLOWS:**

Section 1. Council Rules of Procedure are hereby amended to read as set forth in Attachment A.

**PASSED BY THE CITY COUNCIL OF THE CITY OF SAMMAMISH,
WASHINGTON, AT A REGULAR MEETING THEREOF THIS ____ DAY OF
_____, 2020.**

CITY OF SAMMAMISH

Mayor Karen Moran

ATTEST/AUTHENTICATED:

Melonie Anderson, City Clerk
Approved as to form:

Michael R. Kenyon, City Attorney

Filed with the City Clerk:
Passed by the City Council:
Resolution No.: R2020-_____

RULES OF PROCEDURE

Resolution No. R 2020-

[Attachment A](#)

1. ~~FRAMEWORK~~AUTHORITY.

The following rules shall constitute the official rules of procedure for the Sammamish City Council and all prior rules are hereby superseded.

1.1 Open Public Meetings Act

All Council Meetings shall comply with the requirements of the Open Meetings Act (RCW Chapter 42.30). All Regular Business Meetings, Special Meetings and Regular Study Sessions of the Council shall be open to the public; and

1.2 Robert’s Rules of Order

In all decisions arising from points of order, the Council shall be governed by Robert’s Rules of Order (most current edition), a copy of which is maintained in the office of the Sammamish City Clerk.

1.3 Effect/Waiver of Rules

These rules of procedure are adopted for the sole benefit of the members of the City Council to assist in the orderly conduct of Council business. These rules of procedure do not grant rights or privileges to members of the public or third parties. Failure of the City Council to adhere to these rules shall not result in any liability to the City, its officers, agents and employees, nor shall failure to adhere to these rules result in invalidation of any Council act. The City Council may, by a majority vote, determine to temporarily waive any of the provisions herein.

2. DUTIES AND RESPONSIBILITIES OF COUNCILMEMBERS.

2.1 Councilmember Job Description.

The principal job of a City Councilmember is to make policy. Policy making often takes the form of passing ordinances or resolutions. Councilmembers should base their policy making decisions on many factors after considering input from many sources, including the City staff, citizen’s groups, advisory commissions and others. It is the Councilmember’s responsibility to consider the merits of each idea and then approve, modify, or reject it. Councilmembers should also consider community needs and available resources when making their decisions. It is the job of the City Manager and staff to implement the policies set by the City Council.

2.2 Public Statements.

Any member of the Council has a right to express personal views and opinions. However, statements representing the views or decisions of the Council must be authorized by a majority or consensus of the Council. Minority views or positions may be conveyed as well.

2.3 Ethics Laws.

State law provides a specific code of ethics for city officials. [RCW 42.23.070](#) prohibits a municipal official from:

- 2.3.1** Using his position to secure special privileges or exemptions for himself or others.
- 2.3.2** Directly or indirectly, giving or receiving any compensation, gift, gratuity, or reward from any sources, except the employing city, for a matter related to the official’s services.
- 2.3.3** Accepting employment or engaging in business that the officer might reasonably expect would require him to disclose confidential information acquired by reason of his position.
- 2.3.4** Disclosing confidential information gained by reason of the officer’s position or use of such information for personal gain.

2.4 Information Sharing.

It is in the public interest that, to the greatest extent possible, all members of the City Council have an opportunity to be aware of and act upon the information that is available to other members.

The City Council places a high value on conducting the public’s business in an open and transparent manner. While Councilmembers are not expected to place on the record all contacts with City residents and other stakeholders on every matter, Councilmembers should place on the record all contacts with City residents and other stakeholders on matters about which a Councilmember reasonably believes the other Councilmembers should be apprised. Examples of such matters would include but not be limited to contacts with opposing parties in litigation involving the City, vendors seeking contracts with the City, [legislators, stakeholders with City business](#), and matters of similar sensitivity. [The context of any such contact should be provided in writing, either in an email to the full Council or in a written Council report at the next available Council meeting following the contact.”](#)

2.5 Communicating with Staff

[Councilmembers may directly contact department directors, provided the City Manager is copied on the email.](#)

2.5-2.6 Confidentiality and Executive Sessions.

Councilmembers must keep confidential all written materials and verbal information provided to them during Executive Sessions to ensure that the City’s position is not compromised. Confidentiality also includes information provided to Councilmembers outside of Executive Sessions when the information ~~is considered to be~~ exempt from disclosure under the Revised Code of Washington. [Violations of this section may be addressed pursuant to RCW 42.23.050 \(“Any officer violating the provisions of this chapter is liable to the municipality of which he or she is an officer for a penalty in the amount of five hundred dollars, in addition to such other civil or criminal liability or penalty as may otherwise be imposed upon the officer by law.”\)](#)

2.7 Conduct Outside of Council Meetings

While policy disagreements are acceptable, Councilmembers should refrain from personal attacks or other personal negative comments about fellow Councilmembers, City Staff members, or the City a whole. Violation of this section may result in an admonishment or other sanction by majority vote of the other members of the City Council.

2.6-2.8 Swearing in of New Councilmembers.

New Councilmembers shall be sworn in by a member of the judiciary or by the City Clerk.

2.7-2.9 Election of Mayor/Deputy Mayor

~~2.7.1~~2.9.1 Pursuant to RCW 35A.13.030, biennially, at the first meeting of the new council, the council shall choose a chair from among their number. The chair of the council shall have the title of mayor and shall preside at meetings of the council. In addition to the powers conferred upon him or her as mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the council. The mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties. Pursuant to Resolution 2010-398, the council shall select the deputy mayor on an annual basis, using the procedures of this section.

~~2.7.2~~2.9.2 The motion to elect the Mayor will be placed on the agenda of the first regular meeting and the election will occur at said meeting.

~~2.7.3~~2.9.3 No one Councilmember may nominate more than one person for a given office until every member wishing to nominate a candidate has an opportunity to do so. Nominations do not require a second vote. The Chair will repeat each nomination until all nominations have been made. When it appears that no one else wishes to make any further nominations, the Chair will ask again for further nominations and if there are none, the Chair will declare the nominations closed. A motion to close the nominations is not necessary. After nominations have been closed, voting for Mayor shall take place in the order nominations were made. Councilmembers will be asked for a voice vote and a raise of hands. As soon as one of the nominees receives a majority vote (four votes), then the Chair will declare him/her elected. No votes will be taken on the remaining nominees. If none of the nominees receives a majority vote, the Chair will call for nominations again and repeat the process until a single candidate receives a majority vote before the Office of Deputy Mayor is opened for nominations. A tie vote results in a failed nomination.

~~2.7.4~~2.9.4 In the temporary absence of the mayor, the deputy mayor shall perform the duties and responsibilities of the mayor with regard to the conduct of meetings and emergency business. In the event that the mayor is unable to serve the remainder of ~~his or her~~ their term, a new mayor shall be elected at the first regular meeting following the conclusion of the mayor's term. In the event the deputy mayor is unable to serve the remainder of ~~his or her~~ their term, a new deputy mayor shall be elected at the first regular meeting following the conclusion of the deputy mayor's term.

~~2.7.5~~~~2.9.5~~ A super majority vote (5 councilmembers) shall be required to approve a motion to remove the Mayor or Deputy Mayor from office for serious cause.

~~2.8~~2.10 Duties of Mayor and Deputy Mayor.

Presiding Officers. The Mayor, or in ~~his or her~~their absence, the Deputy Mayor, shall be the Presiding Officer of the Council. In the absence of both the Mayor and the Deputy Mayor, the Council shall appoint one of the members of the Council to act as a temporary Presiding Officer.

~~2.8.1~~2.10.1 Presiding Officer's Duties.

It shall be the duty of the Presiding Officer to:

- a. Call the meeting to order;
- b. Keep the meeting to its order of business;
- c. Control discussion in an orderly manner;
- d. Give every Councilmember who wishes an opportunity to speak when recognized by the chair;
- e. Permit audience participation at the appropriate times;
- f. Require all speakers to speak to the question and to observe the rules of order;
- g. State each motion before it is discussed and before it is voted upon; and
- h. Put motions to a vote and announce the outcome.
- i. Presiding Officer, Questions of Order. The Presiding Officer shall decide all questions of order, subject to the right of appeal to the Council by any member.
- j. Presiding Officer, Participation. The Presiding Officer may at ~~his or her~~their discretion call the Deputy Mayor or any member to take the chair.
- k. Request for Written Motions. Motions shall be reduced to writing when requested by the Presiding Officer of the Council or any member of the Council. All resolutions and ordinances shall be in writing.

3. MEETINGS.

3.1 Regular Business Meetings Dates, Times.

All regular meetings of the City Council shall be held at the times and locations specified by applicable ordinances and resolutions of the Council.

3.2 Meetings.

3.2.1 Regular Business Meetings.

All regular meetings of the City Council shall be held on the First Tuesday and Third Tuesday of each month beginning at 6:30 pm.

3.2.2 Regular Study Sessions.

Regular study sessions of the City Council shall be held on the ~~First Monday~~second Tuesday of each month beginning at 6:30 p.m. and ending ~~no later than at 8:30~~10:00 p.m., ~~and also on the Second Tuesday of each month beginning at 6:30 pm.~~ ~~Departmental work program updates should be included on a Study Session agenda on a quarterly basis.~~

Regular Study Sessions will normally be informal meetings for the purpose of reviewing: the upcoming Regular Business Meeting preliminary agenda; forthcoming programs and future Council agenda items; progress on current programs or projects; or other information the City Manager feels is appropriate. Under special circumstances, final action may be taken at a Regular Study Session.

3.2.3 Special Meetings.

Special Meetings may be held by the Council subject to ~~the notice~~ requirements ~~prescribed~~ by State law (RCW 42.30.080). ~~Special Meetings may be called by the Mayor, Deputy Mayor, or any four members of the City Council by written notice delivered to each member of the Council at least twenty-four hours before the time specified for the proposed meeting. The notice of such Special Meetings shall state the subjects to be considered, and no subject other than those specified in the notice shall be considered. Every effort will be made to contact all Councilmembers before scheduling a special meeting.~~

3.2.4 Meetings Scheduled on Legal Holidays.

Should any meeting date occur on a legal holiday, the meeting shall be held on a day, time and place established by a majority vote of the Council.

3.2.5 Executive Sessions.

The Council may hold Executive Sessions from which the public may be excluded, for those purposes set forth in RCW 42.30.110. Before convening an Executive Session, the Presiding Officer shall announce the purpose of the Session and the anticipated time when the Session will be concluded. Should the Session require more time, a public announcement shall be made that the Session is being extended.

3.2.6 Meeting Place.

Council Meetings will be held at Sammamish City Hall, located at 801 228th Avenue SE, Sammamish, Washington, 98075, or as otherwise directed by the Council and properly noticed.

3.2.7 Public Notice.

The City shall comply with the provisions of RCW 35A.12.160.

3.2.8 Adjournment.

Council Meetings shall adjourn no later than 10:00 pm. The adjournment time established thereunder may be extended to a later time certain upon approval of a motion by a majority of the Council. Any Councilmember may make a motion at or about 9:30 p.m. to review agenda priorities or to extend the meeting.

3.3 Attendance, Excused Absences.

Members of the Council may be excused from attending a City Council meeting by contacting the Mayor prior to the meeting and stating the reason for ~~his or her~~ their inability to attend. If the member is unable to contact the Mayor, the member shall contact the City Manager or City Clerk, who shall convey the message to the Mayor.

Following roll call, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is a motion to excuse the member. This motion shall be non-debatable. Upon passage of such motion by a majority of members present, the absent member shall be considered excused and the City Clerk will make an appropriate notation in the minutes.

Councilmembers who do not follow the above process will be considered unexcused and it shall be so noted in the minutes. As set forth in RCW 35A.13.020 and RCW 35A.12.060, a council position shall become vacant if a Councilmember fails to attend three consecutive regular meetings of the City Council without being excused by the City Council.

3.4 General Decorum.

3.4.1 Preserve Order and Decorum

While the Council is in session, the members must preserve order and decorum, and a member shall neither, by conversation or otherwise, delay or interrupt the proceedings or the peace of the Council or anyone addressing members of the Council during the course of business, nor disrupt any member while speaking, nor refuse to obey the orders of the Council or the Mayor, except as otherwise provided in these Rules.

3.4.2 Disruptive Behavior

Any person ~~making engaging in the following actions may be asked to leave by the Presiding Officer and barred from further audience participation for that meeting:~~

- a. disruptive, impertinent, or slanderous remarks; or
- ~~a-b. disruptive or intimidating behavior, such as clapping during public comment, or who becomes boisterous while addressing the Council shall be asked to leave by the Presiding Officer and barred from further audience participation before the Council for that meeting.~~

3.4.3 Addressing Remarks to Presiding Officer

Per Robert’s Rules of Order, all remarks shall be addressed to the Presiding Officer, unless asking a question, answering a question or clarifying a point of anyone addressing the Council during the course of Council business.

3.4.4 Electronic Devices at the Dais

No cell phones or other electronic devices, other than the City-provided iPad, shall be placed on the dais. Such devices may be kept nearby, and the member shall excuse themselves if they must use the device. Members may be admonished or otherwise sanctioned for a violation of this section by majority vote of the other Councilmembers.

If an electronic device must be used at the dais, the Councilmember shall explain the need for its use to the Council and public.

3.4.3-3.4.5 Quorum.

At all Council Meetings, a majority of the Council (four members) shall constitute a quorum for the transaction of business, but a lesser number may adjourn from time to time and may compel the attendance of absent members in such manner and under such penalties as may be prescribed by ordinance.

4. ORDER OF BUSINESS.

4.1 Agenda and Council Packet Preparation.

4.1.1 Preliminary Agenda.

The City Clerk, under direction of the City Manager, will prepare a preliminary agenda for each Council Meeting specifying the time and place of the meeting and setting forth a brief general description of each item to be considered by the Council. The preliminary agenda is subject to review by the Presiding Officer.

4.1.2 Placing Items on the Agenda.

An item for a Regular Business Council Meeting may be placed on the preliminary agenda by a majority vote or consensus of the Council, by the Mayor, ~~or by the~~ Deputy Mayor in the absence of the Mayor, by the City Manager, or by any three Councilmembers who so advise the Mayor and City Manager.

4.1.3 Adding Items to a Finalized Agenda.

An item may be placed on the ~~preliminary~~ agenda for at a Regular Business Council Meeting prior to approval of the agenda after the preliminary agenda is finalized only if a Councilmember or the City Manager explains the necessity for placing the item on the agenda and receives a majority vote of the Council to do so. Items may not be added to the agenda after the agenda has been approved at the meeting.

4.1.4 Public Hearings.

Legally required advertised public hearings will have a higher priority over other agenda items scheduled for convenience rather than for statutory or other reasons.

4.1.5 Continued Items

Agenda items that are continued from one meeting to another will have preference on the agenda to the extent possible.

4.1.6 Procedure Review.

It is the intent of the City Council that council procedures be periodically reviewed as needed.

4.2 Consent Calendar.

4.2.1 Criteria for Consent Calendar

The City Manager, in consultation with the Presiding Officer, shall place matters on the Consent Calendar which (a) have been previously discussed by the Council, or (b) based on the information delivered to members of the Council, by the administration, can be reviewed by a Councilmember without further explanation, or (c) are so routine or technical in nature that passage is likely.

4.2.2 Adopting Consent Calendar.

The motion to adopt the Consent Calendar shall be non-debatable and have the effect of moving to adopt all items on the Consent Calendar. Since adoption of any item on the Consent Calendar implies unanimous consent, any member of the Council shall have the right to remove any item from the Consent Calendar. If any matter is withdrawn, the Presiding Officer shall place the item at an appropriate place on the agenda for deliberation at the current or future Council Meeting.

4.3 Public Comment and Testimony.

4.3.1 Regular Meeting Public Comment

Public comment for a period of 30 minutes will be included near the beginning of the agenda for all Regular Meetings.

4.3.2 Study Session Public Comment

Public comment for a period of 30 minutes will be included near the ~~beginning-end~~ of the ~~agenda for the~~ Study Session ~~conducted on the second Tuesday of each month~~. Public comment at ~~this the~~ Study Session shall be limited to items included on the Study Session agenda.

~~In order to best permit the City Council to consider other City business, public comment will not be included on the agenda for the Study Session conducted on the first Monday of each month.~~

4.3.3 Extending the Public Comment Period

The presiding officer may choose to extend the public comment period for up to 30 additional minutes. If public comment remains after this one-hour period, the presiding officer will include time for such public comment as the final agenda item which may continue as necessary until 10:00 PM.

4.3.4 Public Comment Time Limit

Public comment is permitted for up to 3 minutes per person ~~or up to 5 minutes for a recognized community group.~~

4.3.5 Grouping Topics by Category

The presiding officer will encourage collaboration and will attempt to group the topics by category so that there is continuity of subject matter during the public comment period.

4.3.6 Multiple Subjects

If a person appearing before the Council has more than one matter to bring up before the Council, that person, after speaking on one matter, will be given an opportunity to bring up other matters after other speakers have been given the opportunity to address the City Council.

4.3.7 Responding to Public Comment

The Presiding Officer may ask the rest of the Councilmembers if they have any questions before being excused. After a citizen (or group of citizens) has made public comment, the Presiding Officer will respond to the citizen or group with one of the following actions:

- a. The commentator will be thanked for his/her/their input if it is a comment only;
- b. Staff will be directed to follow up if an administrative answer or problem resolution is required;
- c. The commentator will be requested to provide more information in writing to the City Clerk if further information is needed to clarify or formalize a request. This information will be distributed to the Council before the next Regular Business Meeting or Regular Study Session;
- d. The item will be referred by the Presiding Officer to the City Manager for scheduling on a future Regular Study Session Agenda or a Regular Business Meeting Agenda; or
- e. The item will be placed on that night's agenda if it is an emergency or is driven by an imminent due date.

4.3.8 Selection of Response

The decision as to which alternative to use will be at the discretion of the Presiding Officer. The Presiding Officer will verbalize a reason for ~~his/her~~ their choice. After the Presiding Officer's decision, any Councilmember may make a motion to select one of the other alternatives. If the motion is seconded, it will be discussed and voted upon. Should the motion fail, the Presiding Officer may use the previously chosen alternative or may select a different one, again providing a verbal reason.

4.3.9 Identification of Speakers.

Persons testifying shall identify themselves for the record as to name, ~~address-city or county,~~ and organization if representing one.

4.3.10 Instructions for Speakers.

An instruction notice for speakers will be available at the meeting. Speakers will be advised by the Presiding Officer that their testimony is being recorded.

4.4 Rules for Public Testimony during Public Hearings.

The following rules shall be observed during any Public Hearing:

4.4.1 Public Hearing Testimony

Individuals will be allowed three minutes to speak, ~~or five minutes when presenting the official position of a recognized organization, and each organization shall have only one five-minute presentation. If a speaker purports to speak for an organization, club or other so as to lead the Council to believe that a number of persons support a position, then such person shall state how that position was developed by the group.~~

4.4.2 Timekeeper

The City Clerk shall be the timekeeper.

5. VOTING

5.1 Procedure

The votes during all Council Meetings shall be conducted as follows: Unless otherwise provided for by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a random roll call vote shall be taken by the City Clerk or the Presiding Officer may call for a show of hands. In order to maintain an accurate record of all votes of the City Council, the City Clerk shall record by name in the meeting minutes any Councilmember who casts a vote against a motion or other matter.

5.2 Majority Vote Requirement

The passage of any ordinance, grant or revocation of franchise or license, and any resolution for the payment of money shall require the affirmative vote of at least a majority of the whole membership of the Council.

5.3 Reading of Ordinance

Unless otherwise provided for by statute or ordinance, the passage of any ordinance shall require only one reading. Additional readings may be held by a majority vote or consensus of the Council.

5.4 Tie Vote

In case of a tie vote on any motion, the motion shall be considered lost.

5.5 Abstentions

Each Councilmember shall vote on all questions put to the Council, unless a conflict of interest or other disqualifying matter under State law is present. Unless a member of the Council states that they are abstaining for the above reasons, their silence shall be recorded as an affirmative vote.

6. ~~ADVISORY COMMITTEES AND STAFFBOARDS AND COMMISSIONS.~~

6.1 Appointment to Advisory Bodies.

6.1.1 Recruitment

Vacancies may be advertised so that any interested citizen may submit an application. Applicants are urged to be citizens of the City of Sammamish, but applications from residents living outside of the corporate boundaries may be considered if authorized by the resolution or ordinance establishing the advisory body.

6.1.2 Appointments

Appointments to advisory bodies will be made by the City Council during a regularly scheduled meeting.

6.1.3 Briefing on Duties

Newly appointed advisory body members will receive a briefing by the commission, committee, or task force chairperson and/or City staff regarding duties and responsibilities of members of the advisory body.

6.1.4 Removal

Appointees to advisory bodies may be removed prior to the expiration of their term of office by a majority vote of the City Council.

6.2 Key Staff Duties.

Any City employee shall attend a City Council meeting when requested by the City Manager for clarification or explanation of agenda items.

7. COUNCIL COMMITTEES/~~APPOINTMENTS.~~

7.1 Purpose

Council committees are policy review and discussion arms of the City Council. Committees may study issues and develop recommendations for consideration by the City Council. Committees may not take binding action on behalf of the City.

7.2 Structure

Council committee structure shall be as determined by the city council and may include:

7.2.1 Council Committees

Standing Committees established for special purposes, tasks or time frames (three or fewer Councilmembers);

7.2.2 Subcommittees of the City Council

Ad hoc and informal working or study group (three or fewer Councilmembers);

7.2.3 Councilmember Appointments

To task teams or City Advisory Boards, commissions and committees (three or fewer Councilmembers).

7.3 External Boards or Commissions

The Chair of any Council Committee or Subcommittee, and the City’s representative to any external Board or Commission (e.g., Eastside Transportation Partnership), shall provide a written report to the City Council within a reasonable time after each meeting of a Committee, Subcommittee, or other External Body.

7.3.1 Voting

Any voting action to be taken on behalf of the City at an external board, commission or committee meeting shall be discussed by the Council so that the City representative may cast votes that represent the majority of the Council.

Members may not vote on such action items without first receiving direction from a majority of the Council at an open meeting, unless receiving such direction is not feasible due to timing or urgency.

Packet materials for an external board, commission or committee where action will be taken on behalf of the City shall be furnished to the full Council so that Council may prepare to give the City representative guidance on voting.

This section only applies to significant action items, which does not include actions such as approval of meeting minutes.

This section does not apply to external committees where the Councilmember is representing the committee and not the City (e.g., Sound Cities Association committees).

Agenda Bill

City Council Regular Meeting
March 03, 2020



SUBJECT:	Contract: Sammamish Community and Aquatic Center Parking Garage Traffic Coating Replacement Project	
DATE SUBMITTED:	February 14, 2020	
DEPARTMENT:	Parks & Recreation	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to execute a contract for the Sammamish Community and Aquatic Center Parking Garage Traffic Coating Replacement Project provided a qualified bid and responsible contractor responds during the May 4, 2020 bid deadline process.	
EXHIBITS:	1. Exhibit 1 - Parking Garage Improvements Schedule	
BUDGET:		
Total dollar amount	\$150,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Repair & Maintenance (001-019-518-30-48-00)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:
Should the Council authorize the City Manager to enter into a contract with responsible bidder on a Not-to-Exceed amount for the Sammamish Community and Aquatic Center Traffic Coating Replacement Project.

KEY FACTS AND INFORMATION SUMMARY:
The Sammamish Community Aquatic Center Parking Garage was completed in 2016. It is a post tension construction system which consists of a concrete upper deck supported with stretched cables and cords. This allows for a wider span of space with fewer columns and more area to park cars. It is a system used in most of the parking garages and buildings where a longer span of space is needed

without the support of too many columns. To protect the post tension slab, traffic coating is required to keep moisture out of the concrete slab, cord and cables.

All the new construction settles in the first years after the installation, and the SCAC parking garage has done the same, with hairline cracks on the upper deck of the parking garage. Although these hairline cracks do not cause any structural issues it can create the possibility of exposure to water in the post tension system in the concrete slab. Traffic coating on the surface of the concrete prevents the internal cables and cords from being exposed to the elements.

The City is attempting to schedule this work from June 15th to June 19th while the YMCA is closed for their annual maintenance week. The tentative bid opening date is May 4th, which does not allow for the time needed for Council's approval of the contract before installation. If the Council approves this request of a not-to-exceed amount contingent upon a low and responsible bid, it would allow the city to maintain the contract process and scheduling and completion of the coating treatment.

FINANCIAL IMPACT:

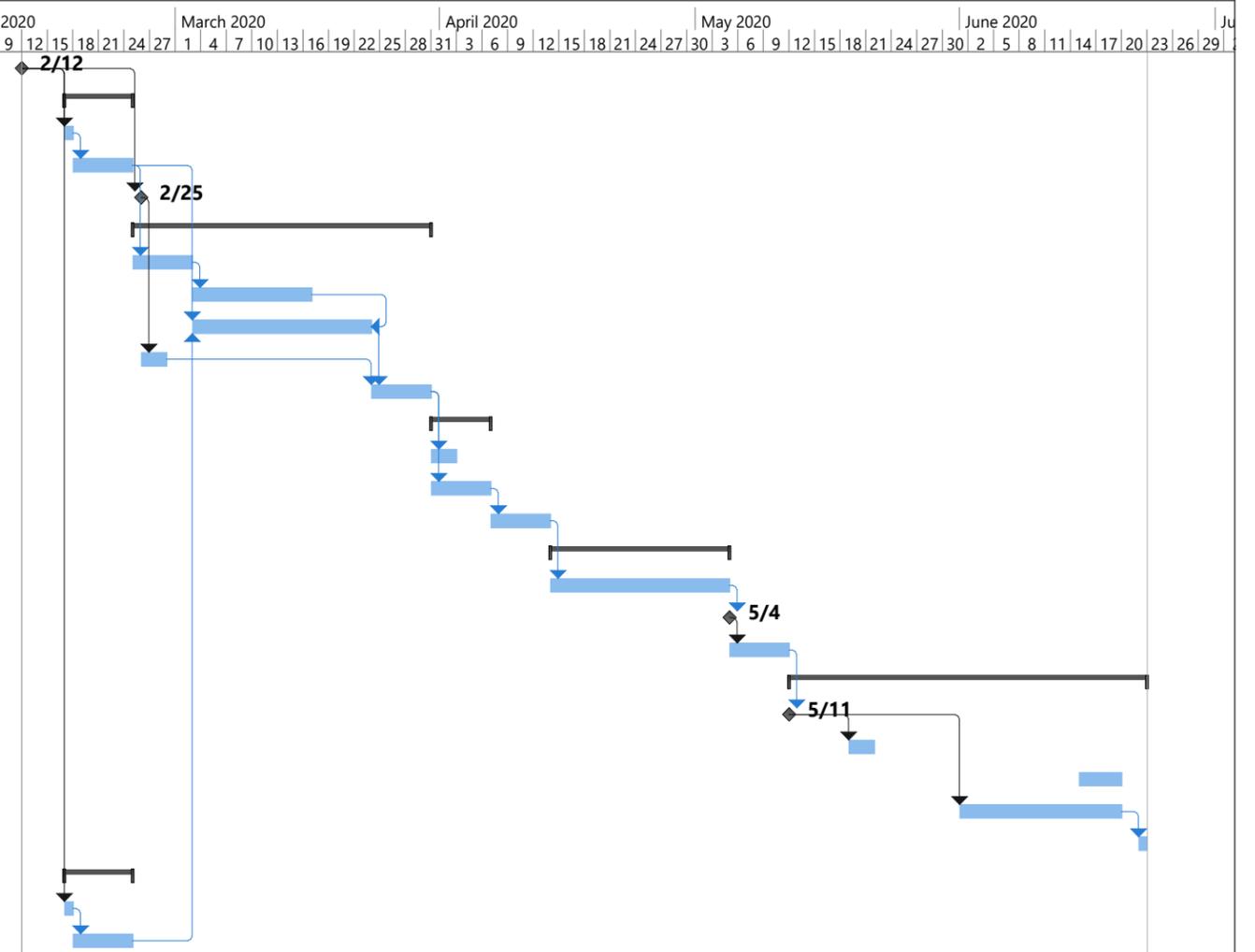
BARS code: 001-019-518-30-48-01 Facility Repair and Maintenance

Not-To-Exceed Amount: \$ 150,000 including Washington State Sales Tax

OTHER ALTERNATIVES CONSIDERED:

This repair is required to keep the integrity of the structure. If the repairs are not complete, damage will occur to the post tension structural system which will result in higher repair costs.

ID	Task Name	Duration	Start	Finish	Predecessors	2020	March 2020	April 2020	May 2020	June 2020	Ju	
1	Notice to Proceed	0 days	Wed 2/12/20	Wed 2/12/20		9	12	15	18	21	24	27
2	Task 2 - Field Investigation	6 days	Mon 2/17/20	Mon 2/24/20			1	4	7	10	13	16
3	Site Investigation	1 day	Mon 2/17/20	Mon 2/17/20	1FS+3 days							
4	Update Record Drawings	1 wk	Tue 2/18/20	Mon 2/24/20	3							
5	City Provide Division 01	0 days	Tue 2/25/20	Tue 2/25/20	1FS+2 wks							
6	Task 3 - Draft Construction Documents	25 days	Tue 2/25/20	Mon 3/30/20								
7	Product Research	1 wk	Tue 2/25/20	Mon 3/2/20	4							
8	Product Testing	2 wks	Tue 3/3/20	Mon 3/16/20	7							
9	Prepare Draft CDs	3 wks	Tue 3/3/20	Mon 3/23/20	4,8FF+1 wk,28							
10	Review City's Division 01	3 days	Wed 2/26/20	Fri 2/28/20	5							
11	City Review	5 days	Tue 3/24/20	Mon 3/30/20	9,10							
12	Task 4 - Final Construction Documents	5 days	Tue 3/31/20	Mon 4/6/20								
13	Respond to City Comments	3 days	Tue 3/31/20	Thu 4/2/20	11							
14	Prepare Final CDs	1 wk	Tue 3/31/20	Mon 4/6/20	11							
15	City Prepare Bid Documents	1 wk	Tue 4/7/20	Mon 4/13/20	14							
16	Task 5 - Bid Phase Assistance	15 days	Tue 4/14/20	Mon 5/4/20								
17	Advertise for Bids	3 wks	Tue 4/14/20	Mon 5/4/20	15							
18	Bid Opening	0 days	Mon 5/4/20	Mon 5/4/20	17							
19	City Negotiate Contract	1 wk	Tue 5/5/20	Mon 5/11/20	18							
20	Task 6 - Construction Phase Assistance	30 days?	Mon 5/11/20	Mon 6/22/20								
21	Notice to Proceed	0 days	Mon 5/11/20	Mon 5/11/20	19							
22	Mock-up Install and Review	3 days	Tue 5/19/20	Thu 5/21/20	21FS+1 wk							
23	GARAGE CLOSED	5 days	Mon 6/15/20	Fri 6/19/20								
24	Construction	3 wks	Mon 6/1/20	Fri 6/19/20	21							
25	Substantial Completion	1 day?	Mon 6/22/20	Mon 6/22/20	24							
26	Task 7 - Geotechnical Engineering Services	6 days	Mon 2/17/20	Mon 2/24/20								
27	Site Investigation	1 day	Mon 2/17/20	Mon 2/17/20	1FS+3 days							
28	Geotechnical Recommendations	1 wk	Tue 2/18/20	Mon 2/24/20	27							



Agenda Bill

City Council Regular Meeting
 March 03, 2020



SUBJECT:	Consultant Services Contract Award: Maintenance and Operations Center Improvements Project / Driftmier Architects, P.S.	
DATE SUBMITTED:	February 13, 2020	
DEPARTMENT:	Parks & Recreation	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize the City Manager to execute a contract with The Driftmier Architects, P.S. for planning and design services for Maintenance and Operations Center Improvements Project.	
EXHIBITS:	1. Exhibit 1 - DRIFTMIER Consultant Services Contract - SIGNED BY DRIFTMIER	
BUDGET:		
Total dollar amount	\$250,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	Building Improvements (301-000-594-73-62-00)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input checked="" type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:
 Shall the City direct the City Manager to execute a contract with Driftmier Architects, P.S. for design services for the Maintenance and Operations Center Improvements Project.

KEY FACTS AND INFORMATION SUMMARY:
Summary
 This Agenda Bill is for a Consultant Service Contract for Driftmier Architects, P.S. to provide design development, preparation of construction drawings, permitting, bidding and construction administration for the MOC (Maintenance and Operations Center) Improvements Project. The Council

approved the capital expenditure for this project during the Mid-Biennium Budget update in late 2019. This capital facilities project consists of -

MOC Building C: Second Enclosed Vehicle Storage Structure - Building a second enclosed storage structure is part of the MOC Building B addition. This construction is in response to a shortage in vehicle and equipment parking. This project will also create additional parking by building a parking area for 7 vehicles across from Building C.

MOC Office Space Expansion and HVAC Improvements - Expansion and improvements will create additional office and meeting space in the existing wood shop. Air conditioning for office space and installation of HVAC control programming will be included along with improved tailgate exhaust system in the vehicular bays and improved exhaust system in the welding shop.

MOC Building B Improvements - Installation of additional overhead beams for equipment storage in the existing enclosed vehicle storage building. Improvements will also include electrical work and relocation of winches.

MOC Enhanced Security Improvement (Perimeter Fence) - Installation of fencing around the perimeter of the property to enhance safety and security of the MOC and the related equipment and materials yard.

MOC Enhanced Security Improvements - Installation of rough-in wiring for future CCTV cameras which will enhance safety and security for MOC, the storage yard and vehicle storage buildings.

Timeline:

- Design, Construction Documents & Permitting: March – July 2020
- Bidding & Council Award: August 2020
- Construction: Fall 2020 to April 2021

Project Background:

In December 2017, A Request for Proposals (RFP) was published for consultant services for the building analysis of the MOC. A total of two firms responded. Staff evaluated the statements of qualifications received, based on the quality of previous planning and design work with projects of similar nature and the experience and qualifications of their staff, Driftmier Architects, P.S. was selected to provide schematic design and estimate. Driftmier Architects, P.S. provided schematic designs and an estimate in April 2018. Design and Construction Administration of the project is continuation of these services secured through the RFP process.

FINANCIAL IMPACT:

The total authorization amount requested for this contract is not to exceed \$250,000. This includes a contract with Driftmier Architecture, P.S. in the amount of \$224,800. The remaining authorized amount of \$25,200 will cover additional services (if needed).

The requested \$1,265,000 allocation for the entire MOC Improvement project was approved by the City Council in November 19, 2019 meeting through the 2019-2020 mid-biennium budget update.

OTHER ALTERNATIVES CONSIDERED:

The current MOC is beyond capacity for vehicle and material storage and office space. These improvements to the facility is required to keep valuable city equipment under a roof sheltered. If damage occur it will result in higher repair and replacement cost.



CONTRACT NUMBER

801 228th Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • Web: www.sammamish.us

AGREEMENT FOR SERVICES

	Yes	No	
Insurance Required	<input checked="" type="checkbox"/>	<input type="checkbox"/>	If Yes – See Paragraph 6

This Agreement is made and entered, by and between the City of Sammamish, Washington, a Washington municipal corporation, hereinafter referred to as the "City," and

Consultant Name: hereinafter referred to as the "Consultant." Driftmier Architects, P.S.

Project Description: Design and Construction Administration Services for MOC (Maintenance and Operations Center) Upgrades project

Commencing: March 5, 2020

Terminating: May 2021

WHEREAS, the City desires to have certain services performed for its citizens; and
 WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;
 NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

- 1. Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. Consultant shall perform all services diligently and completely and in accordance with professional standards of conduct and performance and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.
- 2. Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
 - a) This Agreement and all exhibits attached thereto;
 - b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
 - c) The submitted project quote, bid or proposal
 - d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
 - e) W-9 Request for Taxpayer Identification #
 - f) Scope of Work

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment, therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.
- 3. Payment.** The City shall pay the Consultant for the Work rendered according to the following procedures and subject to the following requirements.

<u>The City shall pay the Consultant:</u>	Fill in applicable method of payment	
	YES	NO
According to the rates set forth in "Exhibit A"	<input type="checkbox"/>	<input type="checkbox"/>
A sum not to exceed: (incl W.S.S.T., if applicable)	\$224,800.00	

Other (ex. Hourly):	\$
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3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department**, ap@sammamish.us for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 The Consultant shall complete and return the attached Form W-9, "Request for Taxpayer Identification Number" prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sammamish, they must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Consultant shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payment shall be made for any work performed by the Consultant except for the work identified and set forth in this Contract.

4. Termination

4.1 This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City

4.2 In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination

4.3 This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

4.4 The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

4.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

5. Indemnification/Hold Harmless.

5.1 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, to the extent arising out of or resulting from any willful misconduct or negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

5.2 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, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

5.3 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.



6. Insurance. (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant’s work through the term of the Contract and for thirty (30) days after physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant.

6.1 No Limitation. Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor’s responsibility for payment of damages resulting from its operations under this Contract.

6.2 Minimum Scope of Insurance. Consultant required insurance shall be of the types and coverage as stated below:

- a) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- b) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor’s Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO [Additional Insured endorsement CG 20 10 10 01](#).
- c) Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d) Professional Liability insurance appropriate to the Consultant’s profession.

6.3 Minimum Amounts of Insurance. Consultant shall maintain the following insurance limits:

- a) Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;
- b) Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
- c) Worker’s Compensation insurance at the limits established by the State of Washington.
- d) Professional Liability insurance (if any) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

6.4 Public Entity Full Availability of Consultant Limits. If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

6.5 Other Insurance Provision. The Contractor’s Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the Public Entity. Any insurance, self-insurance, or self-insured pool coverage maintained by the Public Entity shall be excess of the Contractor’s insurance and shall not contribute with it.



6.6 Acceptability of Insurers. Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.

6.7 Verification of Coverage. Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant before commencement of the work. Upon request by the Public Entity, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

6.8 Notice of Cancellation. The Consultant shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

6.9 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 Public Entity may, after giving five (5) 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 Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

7. 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. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, sub consultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

8. Non-Discrimination. The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

9. Non-Endorsement: As a result of the selection of a consultant to supply services to the City, the Consultant agrees to make no reference to the City in any literature, promotional material, brochures, sales presentation or the like without the express written consent of the City.

10. Non-Collusion: By signature below, the Consultant acknowledges that the person, firm, association, co-partnership or corporation herein named, has not either directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in the preparation or submission of a proposal to the City for consideration in the award of a contract on the specifications contained in this Contract.

11. Wages and Other Costs. The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the Consultant by reason of this Agreement. The Consultant shall indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Consultant's failure to pay any compensation, wages, benefits or taxes.

12. Waiver. Waiver by the City of any breach of any term or condition of this Agreement shall not be construed as a waiver of any other breach.

13. Assignment and Subcontract. The Consultant shall not assign or subcontract any portion of the services contemplated by this Agreement without the prior written consent of the City.

14. Conflict of Interest. The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

15. Confidentiality. All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination unless such disclosure is required by law or court order.

16. Non-appropriation of Funds. If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

17. Entire Agreement. This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

18. Record Keeping and Reporting.

18.1 The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data (if applicable) will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, [Chapter 42.56, RCW](#)

18.2 The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

18.5 The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

18.6 The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

19. Ownership of Documents On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.



20. Notices. Notices to the City of Sammamish shall be sent to the following address:
 City of Sammamish
 801 228th Avenue SE
 Sammamish, WA 98075
 Phone number: (425) 295-0500

Project Manager: Sevda Baran

Email: sbaran@sammamish.us

Notices to the Consultant shall be sent to the following address:

Company Name: Driftmier Architects, P.S.
 Contact Name: Lee Driftmier
 Street Address: 783 Leary Way NE Redmond, WA 98052
 Phone Number: 425-881-7506
 Email: lee@driftmier.com

21. Applicable Law; Venue; Attorneys' Fees. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. 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 exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

The Consultant will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

22. Severability. Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.

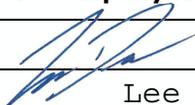


By signing below, you agree to all the terms and conditions herein.

CITY OF SAMMAMISH, WASHINGTON:

By:	Date:
Print Name:	Title:

CONSULTANT: Company Name: The Driftmier Architects, P.S.

By: 	Date: 2/13/20
Print Name: Lee Driftmier	Title: President

CONTRACT ADMINISTRATOR:

By:	Date:
Print Name:	Title: Contract Administrator

APPROVED TO AS FORM: (IF NEEDED)

By:	Date:
Print Name:	City Attorney



801 228th Avenue SE • Sammamish, WA 98075
Phone: 425-295-0500 • Fax: 425-295-0600
www.sammamish.us

EXHIBIT A
Scope of Work

Attached is:

- Exhibit A – Architectural Scope of Work**
- Exhibit B – Time and Fee Estimate**
- Exhibit C – Fee Billing Schedule**
- Exhibit D – Subconsultant Proposals**
- Sammamish MOC Schedule 20-02-13**

**EXHIBIT A – ARCHITECTURAL SCOPE OF WORK
TO THE AGREEMENT BETWEEN
THE CITY OF SAMMAMISH AND THE DRIFTMIER ARCHITECTS, PS**

This scope of work is for architectural services related to the remodel of the existing Building A at the City's Maintenance and Operations Center (MOC), adding new structural members to Building B and constructing a new covered parking and storage building.

PROJECT SCOPE

The scope of construction will be as shown in the previous report completed in 2018, with the following exceptions:

- No work will be performed at the Beaver Lake site.
- The new parking and stormwater structure will not be constructed on the east side of the property.
- The (3) electric vehicle charging stations will not be installed in the existing parking lot.
- New fencing is to be installed around portion of the site without existing fencing.
- A new web based control system will be installed the facility for the existing and proposed lighting and HVAC.

PHASE I - ASSESSMENT AND SCHEMATIC DESIGN

Previously completed.

PHASE II - COST ESTIMATING & REPORT

Previously completed.

PHASE III - DESIGN DEVELOPMENT

1. Initial Design Meeting
2. Pre-Application Meeting
3. Design:

From approved schematic design, further develop drawings including floor plans, reflected ceiling plans, roof plan, elevations and building sections. Building systems will be incorporated such as HVAC, plumbing, electrical and structural.
4. Structural, Mechanical/Electrical/Plumbing & Civil Coordination:

Coordinate the design with the included Subconsultants.
5. Meeting for Materials:

Meet with City team to review the building design and materials. Discuss interior design including color concepts, furniture requirements, window coverings, floor coverings, etc. Also discuss exterior materials. It is assumed that the design intent is to match existing materials.
6. SEPA:

Complete SEPA documents. It is anticipated that the City will take the lead on any public notice requirements and coordination with the State.
7. Review & Revise:

After review of the drawings by the City, make revisions.

Ms. Sevda Baran, Project Manager
 February 11, 2020
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- 8. Cost Estimate:
 Coordinate with the Cost Estimator to update the estimate.

PHASE IV - CONSTRUCTION DOCUMENTATION

- 9. Construction Documents:
 Prepare construction documents as required for building permits, bidding and construction. These documents will include drawings to describe architectural, civil, mechanical/electrical/plumbing, structural and landscape considerations. Fire suppression and fire alarm will be bidder designed.
- 10. Materials Selection:
 Meet with the City to finalize interior and exterior design work, including colors, materials, accessories and lighting. Other areas of the design will be reviewed as well.
- 11. Specifications:
 Prepare specifications and a project manual as part of the bidding documents. The front end specification will be based off of the City's standard specifications.
- 12. Final Review Meeting:
 Meet with the City to review the contract documents and make revisions.
- 13. Cost Estimate:
 Coordinate with the Cost Estimator to update the estimate.

PHASE V - PERMITTING

- 14. Coordination:
 Coordinate with City Staff throughout design to ensure project meets City requirements.
- 15. Conditional Use Permit:
 Submit for a Conditional Use Permit.
- 16. Applications:
 Apply for building permit plan review. Fill out necessary forms including energy forms.
- 17. Agency Review:
 Represent project during review period.
- 18. Revisions:
 Make revisions and resubmit permit documents in response to City comments.

PHASE VI - BIDDING

- 19. Bid Administration:
 Administer the bidding process. Coordinate with bidding contractors and subcontractors related to the specifications, drawings, and project requirements. Review bid questions, substitution requests and issue addenda as appropriate.
- 20. Pre-Bid Meeting:
 Organize and run and pre-bid meeting.
- 21. Bid Opening

Ms. Sevda Baran, Project Manager
 February 11, 2020
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The City will run the bid opening. Driftmier will not attend.

22. Bid Analysis:

Research bidders and help determine bid to be accepted.

23. Negotiations:

The City will handle contract negotiations with the Contractor.

PHASE VII - CONSTRUCTION

24. Document Review:

Review Contractor's schedule of values, insurance, construction schedule, and other administrative submittals.

25. Submittal Review:

Review RFIs, shop drawings and submittals.

26. Pay Applications:

Review pay applications in relation to project schedule and site observations.

27. Testing:

Coordinate with the materials testing agency contracted with the City.

28. Construction Changes:

Process Construction Change Proposals (COPs), COP Requests and Change Orders related to bid scope of work. Change Orders for changes in project scope will be addressed as an additional service. Issue Architectural Supplemental Instructions (ASIs).

29. Site Meetings & Conference Calls:

Schedule and attend biweekly site meetings, including general contractor, subcontractors and suppliers, and owner representatives. Review construction in relation to the construction schedule, pay requests, contract documents, and general progress. On weeks where site meetings are not held, schedule and participate in conference calls.

30. Substantial Completion:

At the point of substantial completion, walk through building with Owner and Contractor and review items left to be completed. Prepare a Certificate of Substantial Completion and Punchlist.

31. Physical Completion:

Upon completion of all punchlist items, walk through site with Owner and Contractor, observing the condition and noting any items that would prevent final acceptance. If all physical work is complete, issue a Certificate of Physical Completion.

32. Project Closeout:

Obtain from Contractor release of liens, warranties and guarantees, samples, procedures manuals, and the Contractor's record set of documents marked-up with any changes that were performed. It is assumed that the City will assist in the review of the closeout documents.

33. Final Payment:

Prepare final Certificate of Payment.

Ms. Sevda Baran, Project Manager
 February 11, 2020
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ASSUMPTIONS

- The City will contract with, coordinate, or provide the following:
 - An updated survey
 - Updated wetlands report/delineation and arborist report.
 - Updated soils report if it is determined to be necessary by the Structural and Civil Engineers.
 - Arborist
 - Alterations to the landscaping, if necessary
 - Traffic engineer, if necessary.
 - Materials testing company
 - Commissioning consultant
 - Furniture
 - New CCTV security system
- The scope does not limit the number of phone conferences. The scope anticipates the following number of meetings to take place at City facilities:
 - 4 design meetings (2 Design Development, 2 Construction Documents)
 - 1 Pre-Application Meeting
 - 1 Pre-Bid Meeting
 - 13 Construction Meetings (1 Pre-Construction, 10 Site Visits, 1 Substantial Completion, 1 Physical Completion)
- No renderings will be needed for public display or presentation.
- Consultants will not attend any public meetings or City Council meetings.
- The project will not be phased.
- The project will have a single bid and be awarded to a single contractor.
- The City will pay for all permits and fees.
- It is anticipated that 2 building permits will be required, as Building B will be incorporated into one of the other building permits.
- The design intent is to match existing materials so new materials selection will be limited.

ADDITIONAL SERVICES

- Processing change orders that result from construction scope changes requested by the City (altering or enlarging building, additional equipment or paving, etc)
- Completing as-built CAD drawings during/after construction.

EXHIBIT B - TIME AND FEE ESTIMATE

City of Sammamish
MOC Remodel & Expansion

Date: 02/13/20
By: LRD
Proj. No.: TBD

Phase	Description	Staff	Staff Hours	Rate \$/hr.	Fee
III	DESIGN DEVELOPMENT	Principal	30	\$150	\$4,500
		Proj. Mgr 2	10	\$115	\$1,150
		Sr. Designer	30	\$95	\$2,850
		Designer 1	30	\$80	\$2,400
		Subtotals	100		\$10,900
IV	CONSTRUCTION DOCUMENTS	Principal	80	\$150	\$12,000
		Proj. Mgr 2	20	\$115	\$2,300
		Sr. Designer	70	\$95	\$6,650
		Designer 1	70	\$80	\$5,600
		Subtotals	240		\$26,550
V	PERMITTING	Principal	12	\$150	\$1,800
		Proj. Mgr 2	0	\$115	\$0
		Sr. Designer	12	\$95	\$1,140
		Designer 1	10	\$80	\$800
		Subtotals	34		\$3,740
VI	BIDDING	Principal	24	\$150	\$3,600
		Proj. Mgr 2	0	\$115	\$0
		Sr. Designer	16	\$95	\$1,520
		Designer 1	14	\$80	\$1,120
		Subtotals	54		\$6,240
VII	CONSTRUCTION ADMINISTRATION	Principal	110	\$150	\$16,500
		Proj. Mgr 2	0	\$115	\$0
		Sr. Designer	150	\$95	\$14,250
		Designer 1	40	\$80	\$3,200
		Subtotals	300		\$33,950
	SUBTOTAL ARCH. LABOR		728		\$81,380
	REIMB. EXPENSE ESTIMATE	5%			\$4,061
	SUBCONSULTANTS	\$126,690	Plus 10% Markup	\$12,669	\$139,359
	Structural (AUE)			\$21,550	
	Mechanical, Electrical, Plumbing (Rensch)			\$65,500	
	Cost Estimate Consultant (Wool-Zee Company, Inc.)			\$4,700	
	Civil Engineering (Farallon)			\$34,940	
	GRAND TOTAL DESIGN FEES				\$224,800

NOTE: All hours and expenses are estimated, and may be increased or decreased within the total budget limit at the discretion of Driftmier's project manager. The Driftmier project manager may transfer budget from estimated expenses to labor and vice versa, as the project manager may determine as appropriate. Work will be billed on a time and expense basis, subject to the limit of the not-to-exceed Grand Total Design Fees.

EXHIBIT C – PROFESSIONAL FEE AND BILLING SCHEDULE

A. Professional Fees

<u>Job Title</u>	
Principal Architect	\$ 150/hour
Project Architect	\$ 140/hour
Senior Project Manager	\$ 125/hour
Project Manager 2	\$ 115/hour
Project Manager 1	\$ 105/hour
Senior Designer	\$ 95/hour
Designer 2	\$ 85/hour
Designer 1	\$ 80/hour
Administrative Coordinator	\$ 90/hour

B. Job Incurred Expenses

The following expenses will be direct reimbursable items x 1.10:

1. Expenses incurred in reproduction of documents, necessary travel, subsistence and courier services.
2. Consultant fees such as civil, structural, mechanical, electrical, soils and solar engineers, surveyors, cost estimators, and specification writers, when not specifically included in the agreement.
3. Travel by private automobile at current IRS standard mileage rate.
4. Building permits and other fees paid to the local jurisdiction.

C. Our billing periods extend from the 26th of the month through the 25th of the following month. You may expect to receive your monthly statement on or about the first of each month. Interim special statement formats are available on request.

D. All statement amounts that remain unpaid 60 days from the date of the original billing will be service charged at 1-1/2% per month (18% per annum). Service charges will be retroactive to the date of original billing.

E. Billing rates set forth above are fixed for 12 months from execution of agreement. After 12 months the rates shall be adjusted in accordance with the normal salary review practices of The Driftmier Architects, P.S.



13228 NE 20th Street, Suite 100, Bellevue, WA 98005-2049
 Phone (425) 614-0949 Fax (425) 614-0950
 Bellevue, WA | New York, NY

STRUCTURAL DESIGN FEE AGREEMENT

February 4, 2020

Mr. Lee Driftmier
The Driftmier Architects, P.S.
 7983 Leary Way NE
 Redmond, WA 98052

Re: Structural Services for the Renovation and Addition to the Sammamish MOC in Sammamish, WA

AUE Proposal No: P20021Rev2

Dear Mr. Driftmier:

This letter is intended as a standard agreement regarding fees on the above referenced project. AUE proposes to provide the services noted below:

Provide design and detailing for the structural items noted below: <ul style="list-style-type: none"> • Interior remodel to the upstairs of building A (partition walls and ceiling modifications) and addition of a new window in reception area through the exterior wall. • Addition of new beams in the existing canopy to allow for higher clearance and design for hanging loads at roof of canopy further out further on overhang. Some modifications to the foundation or lateral system have been included in this proposal. • Design of a new 6 stall covered parking canopy (similar to the existing structure) The resulting information will consist of fully drafted drawings (anticipate 9 sheets) with supporting structural calculations. This proposal is based on the information provided in emails sent on 1/13/20.	\$16,500
Construction administration for the project to cover shop drawing review, answers to RFI's and up to two site visits.	\$ 4,800
Reimbursables	\$ 250

**NOTE: Services beyond the above scope will be provided on an hourly basis.*

AUE will provide the design services on an **Lump Sum Basis for the amounts listed above.**
Reimbursable expenses will include an additional 10% for handling.

Insurance:

AUE carries errors and omissions insurance of \$3,000,000.00. We are confident that this coverage will be adequate for the project's need. We will invoice on a monthly basis and will provide a status of the project and of the billing history for your convenience. Payment is due upon receipt of invoice, after 30 days a 15% service charge will be added compounded monthly for all past due accounts. Please sign this letter in the space provided and return it to us for our files at your earliest convenience. Thank you very much for giving us the opportunity to serve you.

Sincerely
 AUE

Bill Armour, P.E. S.E.
 Principal

Authorized Approver

Signature _____

Name _____

Date _____





February 6, 2020

The Driftmier Architects, PS

Lee Driftmier

7983 Leary Way NE

Redmond, WA 98052

RE: City of Sammamish Maintenance Facilities (MOC) MEP Construction Documents

Dear Lee:

I appreciate the opportunity to be a part of your team on this project. As you know, we provide Mechanical, Electrical and Plumbing (MEP) design services in one office allowing for easier coordination and highly coordinated MEP plans.

My office provided you a MEP building assessment report back in April of 2018 which is the basis of this proposal. I understand the city now wants to proceed with Construction Documents (CDs) based on the original scope surveyed except the parking lot expansion and the Beaver Lake Building will not be in this scope. In addition, I understand an electric vehicle charger will required for one of the city's new electric vehicles. The city will make available all existing as-built plans for our use.

MEP SCOPE

My company will provide the following design scope for each unique area:

Existing Covered Truck Parking:

- No mechanical scope is required and existing plumbing is to remain as-is.
- Upgrade existing electrical panel to serve new winches and receptacles. No new lighting is planned.

New Covered Truck Parking Expansion:

- No mechanical scope is required.
- New water yard hydrant to be installed.

Rensch Engineering, LLC
 111 Ave. C Suite 104
 Snohomish, WA 98290

Christopher Rensch, PE, LEED AP
 Phone: 360-863-6677
 chris.r@renschengineering.com

- New panel and feeder from the existing building (emergency system) to the new building. New panel to feed new winches, receptacles and lighting at the building.
- New LED exterior lights to be installed with controls per the energy code. Controls to allow remote web interface. See below for further information.

Existing Truck Shop Exhaust:

- New source capture pipe exhaust system to be installed with fan(s) and termination at exterior.
- No plumbing scope for this area.
- New electrical circuits and controls as needed to power up exhaust system.

Welding Area Exhaust:

- Existing HVAC system to be reused but modified for new exhaust system and to ensure no cross contamination.
- New exhaust system to be installed and terminated to the exterior to allow welding operations. No welding hood is desired.
- No plumbing scope in this area.
- New electrical circuit to run fan and controls.

The Wood Shop Conversion:

- New HVAC system to serve new offices and conference room. Split system, ductless heat pumps will be installed with a dedicated outdoor air system and energy recovery unit. Ventilation and exhaust to terminate through nearby walls.
- A revised HVAC system for the new wood shop area is planned. We will be using the existing duct system to supply heat/cooling/ventilation to the new area. Existing portable dust collection system will be reused and we understand a central system is not required. A new exhaust system will be required and ducted through the nearby wall to the exterior.
- Plumbing design will include condensate disposal and new hub drain. Compressed air piping will be rerouted to new wood shop area. Existing regulators and hose reels are expected to be moved and reused.

Rensch Engineering, LLC
 111 Ave. C Suite 104
 Snohomish, WA 98290

Christopher Rensch, PE, LEED AP
 Phone: 360-863-6677
 chris.r@renschengineering.com

- Salvage and reuse existing wood shop area lights in new wood shop area. Install new LED lighting in the office and conference room areas. Lighting controls to meet energy code requirements.
- New circuits for HVAC, receptacles and lighting will be required for both areas.
- Data cables will be indicated back to the existing data rack for the city's IT person to terminate in their racking. A/V cables/routes will be indicated from a planned ceiling projector.
- Circuits will be reused where possible and new circuits provided from existing panels.

Southeast Main Entry HVAC Improvement:

- Existing mechanical unit/system to be upgraded to add cooling and economizer per the energy code. Note the existing ductwork sizing and furnace will limit cooling capacity. We are proposing only to install cooling to a level that the existing setup will provide.
- Plumbing design to consist of new condensate drain(s) and hub drain receptor.
- New electrical circuit from existing panel to serve new outdoor cooling condenser.

Upstairs Office HVAC Improvement:

- Existing mechanical unit/system to be upgraded to add cooling and economizer per the energy code. Note the existing ductwork sizing and furnace will limit cooling capacity. We are proposing only to install cooling to a level that the existing setup will provide.
- Plumbing design to consist of new condensate drain(s) and hub drain receptor.
- New electrical circuit from existing panel to serve new outdoor cooling condenser.

Controls:

- Basic control of all new lighting and HVAC systems is included in the base fee and we can specify web-based, standalone interface to allow remote control. If the city already has an Energy Management System (EMS) in other buildings, then we will coordinate with their vendor to have the new systems within this scope added.
- I have included a separate line item to coordinate a new EMS system to control our new systems and existing systems. This may be a single EMS system or built up (1 for lighting and 1 for HVAC). We will coordinate with the client for desired function. I am planning on an hourly fee with an initial NTE listed. Note the actual fee may vary depending on

Rensch Engineering, LLC
 111 Ave. C Suite 104
 Snohomish, WA 98290

Christopher Rensch, PE, LEED AP
 Phone: 360-863-6677
 chris.r@renschengineering.com

what is finally decided. Initial proposed deliverable would be a performance specification for design build.

Energy Code:

- We will provide all MEP energy forms and compliance using the prescriptive basis and will expect compliance using the alterations section of the code for existing buildings. New covered parking building will have to comply with lighting.
- I understand the city will hire a separate consultant if needed for commissioning. Note I do not believe the scope of this building will require commissioning per the energy code though it may still be recommended.

Fire Protection Systems:

- We will indicate relocated and new devices where needed for the fire alarm system.
- Existing fire sprinkler system is to remain and we'll show relocated heads where needed. Any potential changes to fire sprinkler piping/density will be design build and we'll indicate general requirements.

Construction Administration:

Anticipated construction administration includes:

- Pre-bid walk with the contractors on site.
- Submittal reviews.
- RFI responses within the budget indicated.
- Final punchlist.

DELIVERABLE DOCUMENTS

We will provide MEP construction documents, abbreviated specifications on plan and energy forms.

ADDITIONAL SERVICES

The following items would be an additional service and I would be happy to provide you with a proposal and/or discuss these further if needed:

1. Structural design of supports, restraints and any seismic analysis is not included.

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2. Noise design.
3. Energy code options/scenarios and energy modeling.
4. MEP design which is not part of the areas being impacted.
5. Commissioning for MEP systems.
6. Design changes due to new codes if not submitted before July 1, 2020.
7. Underground work more than 5 feet from the building except power.
8. 30 day demand power reads for the existing power service if as-builts are usable for defining existing loads. Note if required, we can provide the meter and have an electrician install with our guidance as an additional fee.
9. Added design work due to inaccurate as-builts if not readily available on site.

PROFESSIONAL FEES

See attached fee schedule and terms for my proposed fees on this project.

CLOSING

I look forward to teaming up with your company to make this a successful project. Please contact me if you have any questions.

Sincerely,



Chris Rensch, PE

Principal

Rensch Engineering, LLC

111 Ave. C Suite 104, Snohomish, WA 98290

360-863-6677

Rensch Engineering, LLC
111 Ave. C Suite 104
Snohomish, WA 98290

Christopher Rensch, PE, LEED AP
Phone: 360-863-6677
chris.r@renschengineering.com

Fee Schedule

PROFESSIONAL FEES

I propose to complete the MEP scope of work outlined in this proposal for the following fees:

MEP Survey of Existing Conditions =	\$3,500
Mechanical Fixed Fee =	\$20,000
Electrical Fixed Fee =	\$15,000
Plumbing Fixed Fee =	<u>\$3,500</u>
Total MEP Base Fee = \$41,500	
HVAC & Lighting EMS Controls (Hourly NTE) =	\$11,000
Fire Protection Design Fixed Fee =	\$3,000
Construction Administration (Hourly NTE) =	\$10,000

HOURLY RATES

Hourly rates are as follows:

Principle = \$170	M&E Designer	=\$100
PE Engineer = \$140	Drafter	=\$90
M&E Engineer = \$110	Admin	=\$60
Project Manager = \$110		

PAYMENT AND INVOICE TERMS

We will provide progress invoices at major milestones and every 30 days (whichever is less). Payment will be expected within 15 days of your company receiving payment per your prime agreement contract terms but in no case later than 90 days from invoice date.

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 Snohomish, WA 98290

Christopher Rensch, PE, LEED AP
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CITY OF SAMMAMISH, MAINTENANCE FACILITIES & SITE WORK



DATE: February 2, 2019
A/E: The Driftmier Architects, P.S.
BY: Matthew M. Woolsey, The Woolsey Company, LLC
SPECIFICS: Construction of 4,500 SF Covered Parking, MOC & Site Improvements

ITEM	DESCRIPTION	TOTAL Hours
MAINTENANCE FACILITIES & SITE, DD ESTIMATE, UNIT COST DETAIL		
1	Scope Review &/Or Meetings	1
2	Scope/Itemize New Covered Parking	4
3	Price New Covered Parking , Unit Cost Detail	2
4	Scope/Itemize MOC Improvements	5
5	Price MOC Improvements , Unit Cost Detail	3
6	Scope/Itemize Site Improvements	3
7	Price Site Improvements , Unit Cost Detail	2
8	Review, Revise, Refine	2
		22
Proposed Estimating Services Fee		\$2,200

MAINTENANCE FACILITIES & SITE, CD ESTIMATE, UNIT COST DETAIL		
1	Scope Review &/Or Meetings	1
2	Scope/Itemize New Covered Parking	5
3	Price New Covered Parking , Unit Cost Detail	2
4	Scope/Itemize MOC Improvements	6
5	Price MOC Improvements , Unit Cost Detail	3
6	Scope/Itemize Site Improvements	4
7	Price Site Improvements , Unit Cost Detail	2
8	Review, Revise, Refine	2
		25
Proposed Estimating Services Fee		\$2,500



Washington
 Issaquah | Bellingham | Seattle
 Oregon
 Portland | Baker City
 California
 Oakland | Folsom | Irvine

February 10, 2020

Mr. Lee Driftmier
 Principal Architect
 The Driftmier Architects, P.S.
 7983 Leary Way Northeast
 Redmond, Washington 98052

**RE: PROPOSAL FOR CIVIL ENGINEERING AND CONSULTING SERVICES
 CITY OF SAMMAMISH MAINTENANCE AND OPERATIONS CENTER
 EXPANSION
 1801 244TH AVENUE NORTHEAST, SAMMAMISH, WASHINGTON
 FARALLON PN: 2400-001**

Dear Mr. Driftmier:

Farallon Consulting, L.L.C. (Farallon) has prepared this letter to present a scope of work and cost estimate to provide civil engineering and consulting services for the permitting and construction phases of the proposed City of Sammamish (CoS and/or Owner) Maintenance and Operations Center (MOC) Expansion project at 1801 244th Avenue Northeast in Sammamish, Washington (herein referred to as the Site). This proposal presents a brief description of Farallon's understanding of the project, a discussion of the scope of work to be completed, and the cost estimate and schedule to conduct the work.

BACKGROUND

The Site consists of King County Parcel No. 2725069004, northwest of the intersection of 244th Avenue Northeast and Northeast 18th Street. Farallon understands that CoS seeks to redevelop a portion of the Site with an expansion of existing MOC facilities. Proposed site improvements include a 6-bay equipment parking building, new additional uncovered paved parking and driveway areas, and associated minor Site access, utility, grading, and landscaping improvements. The Site is within the Sammamish city limits and will be subject to the jurisdictional requirements of CoS and the Sammamish Plateau Water and Sewer District.

The proposed Site improvements are anticipated to include the following:

- A new 6-bay equipment parking building, estimated to have an approximately 4,540-square-foot footprint;
- A parking lot and driveway areas expansion estimated to comprise an area of 8,000 square feet;
- On-Site utility revisions, both wet and dry; and
- Additional and/or modified landscaping and stormwater control measures.



The Driftmier Architects, PS
February 10, 2020
Page 2

With a total project disturbed area estimated to be between 12,500 to 15,000 square feet, per CoS standards, the project will be subject to a full drainage review and to Core Requirements #1 through #9 and Special Requirements #1 through #5 of the CoS-adopted *King County, Washington Surface Water Design Manual* dated April 24, 2016, prepared by the King County Department of Natural Resources and Parks. Because the total project disturbed area is estimated to be less than 1 acre, the project is not expected to be subject to Washington State Department of Ecology Notice of Intent and Construction Stormwater General Permit requirements.

SCOPE OF WORK

Based on Farallon's understanding of the project and the assumptions further detailed below, Farallon proposes to perform the services described below. It is understood that the scope of work may be revised upon completion of initial phases of work, or if the project or the anticipated level of effort changes. The overall scope may increase or decrease accordingly.

TASK 1: PROJECT MANAGEMENT AND COMMUNICATIONS

Farallon will attend and participate in design and project team meetings and telephone calls, and prepare correspondence in support of the project.

TASK 2: PROJECT KICKOFF AND PRE-DESIGN

Subtask 2A: Kickoff Meeting and Site Walk

Farallon will participate in a kickoff meeting with The Driftmier Architects, P.S. (Client) and a Site walk to review project objectives and requirements.

Subtask 2B: Pre-Design

Farallon will participate in a limited effort to establish an understanding of applicable jurisdictional requirements that reasonably can be anticipated to apply to the project. This will include meetings, correspondence, and/or discussions regarding the project with jurisdiction officials.

In addition, Farallon will request, gather, and review Site-related information as understood to be appropriate, including:

- Geotechnical report(s);
- Survey information;
- Utility information;
- Traffic, parking, and other studies; and
- Permitting requirements.

Based on review of the applicable project jurisdictional requirements and Site-related information, Farallon will recommend information, tasks, and documents likely needed to begin and complete the permitting process. Recommendations typically include professional services required for



The Driftmier Architects, PS
 February 10, 2020
 Page 3

successful completion of the permitting process (e.g., transportation engineering, landscape architecture, structural engineering, electrical engineering), if any.

TASK 3: PRELIMINARY DOCUMENTS

Subtask 3A: Preliminary Drawings

Farallon will prepare a preliminary drawing set based on an as-built plan set in Farallon's files and findings of the pre-design effort described above under Task 2. The preliminary drawing set is intended to be used to further vet the project design and requirements. The preliminary drawing set is anticipated to include the following drawing sheets, presenting a preliminary level of information:

- C0.00 – Cover and Project Information Sheet;
- C1.10 – Boundary Survey;*
- C1.20 – Existing Conditions Plan;
- C2.00 – Temporary Erosion and Sediment Control (TESC) and Demolition Plan;
- C4.00 – Grading and Drainage Plan; and
- C5.00 – Civil Site Improvements Plan.

* Prepared by others.

The preliminary drawing set will provide a framework for the eventual final permit and construction drawing sets.

Subtask 3B: Preliminary Stormwater Technical Information Report

Based on a review of CoS stormwater requirements, CoS will require that the project permit package include a complete Stormwater Technical Information Report (TIR), separate from previously prepared TIRs. Farallon will prepare a preliminary Stormwater TIR. The preliminary TIR will provide preliminary stormwater management systems information and a framework for the eventual final TIR.

Subtask 3C: SEPA Process Assistance

Farallon will support the Client in the Client's role as the lead preparer of a preliminary State Environmental Policy Act (SEPA) Checklist.

TASK 4: PERMIT DOCUMENTS

Subtask 4A: Permit Drawings

Farallon will prepare a CoS building permit submittal drawing set based on an as-built plans, Site and building plans provided by the Client, and findings of the preliminary design efforts. The permit submittal drawing set is anticipated to include the following drawing sheets, presenting a 90 percent complete level of information:

- C0.00 – Cover and Project Information Sheet;



The Driftmier Architects, PS
February 10, 2020
Page 4

- C1.10 – Boundary Survey;*
- C1.20 – Existing Conditions Plan;
- C2.00 – TESC and Demolition Plan;
- C2.11 – TESC Details;
- C4.00 – Grading and Drainage Plan;
- C4.11 – Grading and Drainage Details;
- C4.12 – Grading and Drainage Details;
- C5.00 – Civil Site Improvements Plan; and
- C5.11 – Civil Site Improvements Details.

* Prepared by others.

The CoS permit submittal drawing set will provide the majority of the information required in the eventual final permit and construction drawing sets.

Subtask 4B: Submittal Documents

Farallon will assist the Client project manager in preparation of submittal forms, and will assist the Client in completion of submittal fees and fully executed forms.

Subtask 4C: Stormwater TIR

Farallon will prepare a draft Stormwater TIR for submittal with permit application documents. The Stormwater TIR will provide preliminary stormwater management systems information with respect and reference to the Stormwater TIR that was prepared as part of the original Site development.

Subtask 4D: SEPA Process Assistance

Farallon will support the Client in the Client's role as the lead preparer of a final SEPA Checklist.

TASK 5: PERMIT DOCUMENTS REVIEW AND APPROVAL

Task 5 addresses the time demands that are anticipated to be required during the permit documents review and approval process. Based on Farallon's experience, this process can be exceptionally long in duration and require extensive and complex coordination efforts. Farallon will respond to jurisdiction requests for additional information, clarifications, and/or revisions as they occur during this phase. The estimated budget allocation for this task represents a reasonable level of effort for planning purposes.



TASK 6: CONSTRUCTION DOCUMENTS

Subtask 6A: Construction Drawings

Farallon will prepare a CoS construction drawing set based on an as-built plan set in Farallon's files and findings of the permit review and approval process. The construction drawing set is anticipated to include the following drawing sheets, presenting a nearly final level of information:

- C0.00 – Cover and Project Information Sheet;
- C1.10 – Boundary Survey;*
- C1.20 – Existing Conditions Plan;
- C2.00 – TESC and Demolition Plan;
- C2.11 – TESC Details;
- C4.00 – Grading and Drainage Plan;
- C4.11 – Grading and Drainage Details;
- C4.12 – Grading and Drainage Details;
- C5.00 – Civil Site Improvements Plan; and
- C5.11 – Civil Site Improvements Details.

* Prepared by others.

The CoS construction drawing set will provide the majority of the information required in the eventual final permit and construction drawing sets.

Subtask 6B: Stormwater TIR

Farallon will prepare a final Stormwater TIR. The Stormwater TIR will provide stormwater management systems information with respect and reference to the Stormwater TIR that was prepared as part of the Site redevelopment completed in 2014.

TASK 7: CONSTRUCTION PHASE SERVICES

Farallon will provide limited services during project construction. In general, those services (described below) would support the Client's primary contract administration role by providing the following services in the following areas.

Subtask 7A: Pre-Construction Meeting

Farallon will attend pre-construction meeting(s) with the contractor, Client, jurisdictions, and consultants.

Subtask 7B: Project Weekly Meetings

As appropriate, Farallon will attend or call in to weekly project construction Site meeting(s) with the contractor, Client, jurisdictions, and consultants. Typically, Farallon will attend the meetings more frequently during the early portions of the project, when civil and site improvement items



The Driftmier Architects, PS
February 10, 2020
Page 6

are more prominent in construction activities. During the latter portions of the project, Farallon will attend subsequent meetings, as appropriate.

Subtask 7C: Contractor Support

Farallon will respond to contractor inquiries in the form of written requests for information, typically originated by the general contractor and routed through the Client. Farallon will participate in efforts to resolve problems and questions that arise during construction.

Subtask 7D: Construction Observation

Farallon will visit the Site to observe the progress of construction. Farallon assumes two Site visits will be necessary for this scope of work.

Subtask 7E: Submittals and Shop Drawing Review

Farallon will review contractor- and supplier-furnished shop drawings and route responses through the Client.

TASK 8: CONSTRUCTION CLOSEOUT

Farallon will provide limited services during project closeout. In general, those services (described below) support the Client's primary contract administration role by providing the following services in the following areas.

Subtask 8A: Punch List

At the conclusion of Site construction, Farallon will conduct a Site visit and observe the completeness of Site construction. Farallon will assist the contractor in preparing a punch list, observing corrective measures, and coordinating with agency officials in obtaining acceptance of the work.

Subtask 8B: Record Drawings

In accordance with jurisdictional requirements, Farallon will prepare a set of final corrected record drawings. Information provided on the record drawings will be based upon contractor-furnished redlines and a Client- and/or Owner-furnished as-built survey.

TASK 9: PROJECT REIMBURSABLE EXPENSES

The Standard Agreement for Professional Services describes expenses reimbursable under this contract. Typically, most reimbursable expenses for a project of this type are for reproduction of plans and reports for presentation, review, and submittal purposes. Reproduction costs for submittal documents include multiple copies for multiple submittals of both large format documents (plans) and large submittal documents also represent an appreciable expense.



ASSUMPTIONS

This proposal is based on the following assumptions and qualifications. If further investigation into the project discloses conditions other than those assumed, Farallon will advise the Client and assist in making appropriate adjustments to this scope of work and budget.

- Application, inspection, permitting, recording, or other agency fees are to be paid directly by the Client or others.
- Because the ground disturbance area is anticipated to be less than 1 acre, a Washington State Department of Ecology Construction Stormwater General Permit will not be required and is not included in the scope of work.
- The Client will provide a current title report and the supporting documents referenced in said report, if and as required for permitting requirements.
- The design of the project will be based on a Client-provided geotechnical report, if and as required for permitting and/or design requirements.
- Utility work within 3 feet of any building will be designed by others.
- Construction will be bid or negotiated under a single contract, without alternatives that require additional drawings or drawing sets beyond those listed in this scope of work. The Client assumes responsibilities for packaging bid document sets for each bidding and contracting process.
- The scope of work in this proposal does not include off-Site improvements, except as specifically identified herein.
- Work will be based on an accurate boundary and topographic survey that, if not provided by Farallon under a future scope, will be provided by the Client in compatible AutoCAD and hard copy formats. The provided survey will meet jurisdictional requirements and show existing aboveground and belowground utilities, including invert elevations, and franchise utilities.
- Structural design of civil features, such as walls or vaults, will be prepared by others hired by the Client or by a subconsultant as additional services. Farallon typically can work with a project building structural engineer for design of civil structural features or can assist in identifying a structural engineer and providing support to that structural engineer with the preparation of civil structural designs.
- Collection of as-built data is not included.
- Task budget allocations can be shifted by Farallon within the total budget amount.
- Studies (e.g., survey, title, traffic, critical areas, environmental, etc.) and permit requirements not specifically identified herein will be additional to this contract. Farallon does not assume responsibility for completion of requirements and/or tasks not specifically identified for completion by Farallon in this agreement.



The Driftmier Architects, PS
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Page 8

- It is anticipated that two rounds of review and resubmittal of plans for the jurisdiction permit submittals will be required. Additional rounds of review and resubmittal, due to changes directed by the jurisdiction, will be considered extra services under a future scope of work and budget, and for which additional compensation will be due.
- It is assumed that only a site development permit will be applied for under the scope of work defined herein. Additional permit submittals (e.g., divided contracts, early clear and grade, demolition, retaining wall, vault, early foundation, right-of-way or street improvements, etc.) submitted separately from the site development permit submittal will be considered extra services under a future scope of work and budget, and for which additional compensation is due. This assumption is made due to the additional effort and cost required for coordination and preparation of separate submittal efforts (i.e., repackaging, assembly, printing, and coordination).

COST ESTIMATE

The estimated time and material cost to conduct the scope of work described herein is not anticipated to exceed \$34,940 as detailed in Table 1 in accordance with Farallon's *2019-20 Schedule of Charges I*. This total cost consists of the following:

- \$26,620 for labor through the design and permitting project phases;
- \$6,320 for labor through the construction phase and project closeout phases; and
- \$2,000 for project reimbursable expenses (other direct costs).

The *2020 Schedule of Charges I* describes expenses reimbursable under this contract. Typically, most reimbursable expenses for a project of this type are for reproduction of plans and reports for presentation, review, and submittal purposes.

The estimated cost is based on project conditions and the scope of work described in this proposal. Variations in the scope of work and/or project schedule as defined herein may require modification of the fee, project schedule, and/or respective submittal contents. If any of these conditions are modified during implementation of the project, no change in the scope of work defined herein will be initiated without authorization from the Client. The Client will retain the right to terminate phases of the contract work not yet completed if they are determined to not be necessary. Revisions to work completed or in progress requested by the Client, through no fault of Farallon, will be considered extra services for which additional compensation is due.

To proceed with the above scope of work and cost estimate, please complete and return the attached *Client Information* form. Upon receipt, Farallon will issue its *Environmental Consulting Services Agreement* and a Work Order for your review and signature. Fully executed copies will be returned to you for your records. Additional work conducted at the Site will be authorized by preparation of specific work orders.



The Driftmier Architects, PS
 February 10, 2020
 Page 9

SCHEDULE

Farallon will initiate the proposed scope of work shortly after receiving written authorization to proceed. Farallon understands that the Client has established a target permit date of the summer of 2020. Typically, the controlling element in a project schedule is the permit review process.

CLOSING

Farallon appreciates the opportunity to provide you with environmental consulting services. Please contact Christopher P. Kovac at (425) 295-0800 if you have questions or comments regarding this scope of work and cost estimate.

Sincerely,

Farallon Consulting, L.L.C.

Christopher P. Kovac, P.E.
 Principal Engineer

Russell O. Luiten, P.E.
 Associate Engineer

Attachments: Table 1, *Cost Estimate for Work Order 2400-001-WO 001*
Client Information Form
2019-20 Schedule of Charges I

CK/NN:mm

Table 1
Cost Estimate for Work Order 2400-001-WO 001
City of Sammamish Maintenance and Operations Center Expansion
Sammamish, Washington
Farallon PN: 2400-001

Task 1: Project Management and Communications

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	14 hour(s) @	\$235 per hour =	\$3,290
Task 1 Estimated Total			\$3,290

Task 2: Project Kickoff and Pre-Design

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	6 hour(s) @	\$235 per hour =	\$1,410
Staff I Engineer	2 hour(s) @	\$125 per hour =	\$250
Task 2 Estimated Total			\$1,660

Task 3: Preliminary Documents

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	8 hour(s) @	\$235 per hour =	\$1,880
Staff I Engineer	6 hour(s) @	\$125 per hour =	\$750
Technical Editor	4 hour(s) @	\$110 per hour =	\$440
Senior CADD/Graphics Technician	12 hour(s) @	\$125 per hour =	\$1,500
Task 3 Estimated Total			\$4,570

Task 4: Permit Documents

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	10 hour(s) @	\$235 per hour =	\$2,350
Project I Engineer	18 hour(s) @	\$150 per hour =	\$2,700
Staff I Engineer	8 hour(s) @	\$125 per hour =	\$1,000
Technical Editor	4 hour(s) @	\$110 per hour =	\$440
Senior CADD/Graphics Technician	24 hour(s) @	\$125 per hour =	\$3,000
Task 4 Estimated Total			\$9,490

Task 5: Permit Documents Review and Approval

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	8 hour(s) @	\$235 per hour =	\$1,880
Project I Engineer	2 hour(s) @	\$150 per hour =	\$300
Staff I Engineer	2 hour(s) @	\$125 per hour =	\$250
Technical Editor	2 hour(s) @	\$110 per hour =	\$220
Senior CADD/Graphics Technician	12 hour(s) @	\$125 per hour =	\$1,500
Task 5 Estimated Total			\$4,150

Task 6: Construction Documents

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	6 hour(s) @	\$235 per hour =	\$1,410
Project I Engineer	4 hour(s) @	\$150 per hour =	\$600
Staff I Engineer	2 hour(s) @	\$115 per hour =	\$230
Technical Editor	2 hour(s) @	\$110 per hour =	\$220
Senior CADD/Graphics Technician	8 hour(s) @	\$125 per hour =	\$1,000
Task 6 Estimated Total			\$3,460

Estimated Permitting Labor Subtotal	\$26,620
--	-----------------

Table 1
Cost Estimate for Work Order 2400-001-WO 001
City of Sammamish Maintenance and Operations Center Expansion
Sammamish, Washington
Farallon PN: 2400-001

Task 7: Construction Phase Services

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	6 hour(s) @	\$235 per hour =	\$1,410
Staff I Engineer	10 hour(s) @	\$115 per hour =	\$1,150
Senior CADD/Graphics Technician	4 hour(s) @	\$125 per hour =	\$500
Task 7 Estimated Total			\$3,060

Task 8: Construction Closeout

<u>Labor</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Principal I Engineer	4 hour(s) @	\$235 per hour =	\$940
Project I Engineer	4 hour(s) @	\$150 per hour =	\$600
Technical Editor	2 hour(s) @	\$110 per hour =	\$220
Senior CADD/Graphics Technician	12 hour(s) @	\$125 per hour =	\$1,500
Task 8 Estimated Total			\$3,260

Estimated Construction and Closeout Labor Subtotal **\$6,320**

ESTIMATED LABOR SUBTOTAL **\$32,940**

Task 9: Project Reimbursable Expenses

<u>Other Direct Costs (ODCs)</u>	<u>Unit</u>	<u>Rate</u>	<u>Cost</u>
Printing & Reproduction			
Printers, Mileage, and Other Costs	2,000 @	\$1 each =	\$2,000
Task 9 Estimated Total			\$2,000

ESTIMATED ODC SUBTOTAL **\$2,000**

ESTIMATED PROJECT TOTAL **\$34,940**



Washington
Issaquah | Bellingham | Seattle
Oregon
Portland | Baker City
California
Oakland | Folsom | Irvine

New Client Information

Client Legal Name: _____

Primary Business Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____ Fax: _____

Website: _____

State of Incorporation/Registration: _____ Registration #: _____
ie. UBI#, Registry #, Entity #, File #

Business Type: _____

Primary Contact: _____

Address (if different than above): _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Billing Contact: _____

Address (if different than above): _____

City: _____ State: _____ Zip: _____

Telephone: _____

Email: _____

Other:

How did you hear about us?



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**2019-20 SCHEDULE OF CHARGES I
 FARALLON CONSULTING, L.L.C.**

PERSONNEL

Principal Engineer/Geologist/Scientist/Geochemist	\$280/hour
Principal I Engineer/Geologist/Scientist/Geochemist	\$235/hour
Principal II Engineer/Geologist/Scientist/Geochemist	\$215/hour
Senior I Engineer/Geologist/Scientist/Geochemist	\$200/hour
Senior II Engineer/Geologist/Scientist/Geochemist	\$190/hour
Associate I Engineer/Geologist/Scientist/Geochemist	\$175/hour
Associate II Engineer/Geologist/Scientist/Geochemist	\$160/hour
Project I Engineer/Geologist/Scientist/Geochemist	\$150/hour
Project II Engineer/Geologist/Scientist/Geochemist	\$140/hour
Senior Field Engineer/Geologist/Scientist/Geochemist	\$135/hour
Staff I Engineer/Geologist/Scientist/Geochemist	\$125/hour
Staff II Engineer/Geologist/Scientist/Geochemist	\$115/hour
Technician	\$95/hour
Senior Analyst	\$195/hour
Associate Analyst	\$155/hour
Staff Analyst	\$125/hour
GIS Analyst	\$160/hour
GIS Technician	\$130/hour
Senior CAD Technician	\$125/hour
CAD/Graphics Technician	\$115/hour
Technical Editor	\$110/hour
Project Assistant	\$95/hour
Clerical/Support	\$75/hour

Legal Testimony and Deposition **50% premium on labor**

EXPENSES

Subcontractors (Labor and Services)	Cost + 15%
Direct Expenses	Cost + 15%
Lodging/Meals Per Diem	Cost + 15% OR \$175/day
Report Production Expenses	Cost + 15%
Vehicle Mileage	IRS rate per mile + 15%

Unless otherwise agreed, Farallon Consulting, L.L.C. reserves the right to make reasonable adjustments to compensation rates.

Confidential

1 of 2

Quality Service for Environmental Solutions | farallonconsulting.com



<u>FIELD INSTRUMENTS AND EQUIPMENT</u>	<u>DAILY RATE</u>	<u>WEEKLY RATE</u>
Air Gauge/Sensor Kit	\$45/day	\$180/week
AS/SVE Pilot Test Kit	\$350/day	\$1,400/week
Bladder Pump	\$160/day	\$600/week
Borehole Camera	\$165/day	\$650/week
EOS Field Data Collection Unit	\$110/day	\$400/week
Drill & Tap Set	\$20/day	\$80/week
Field Tool Kit, H.D.	\$25/day	\$100/week
Field Truck	\$75/day + \$0.75/mile	\$300/week + \$0.75/mile
Fluorometer/DO Meter	\$50/day	\$170/week
Gastec System	\$20/day	\$80/week
Hand Auger and Extensions	\$50/day	\$200/week
Helium Detector	\$100/day	\$400/week
Level C PPE	\$75/day	\$300/week
Level D PPE	\$20/day	\$80/week
Magnetic Locator	\$75/day	\$300/week
Mini Air Pump	\$35/day	\$140/week
Multigas Meter	\$55/day	\$200/week
Oil-Water Interface Probe	\$65/day	\$260/week
Peristaltic Pump	\$65/day	\$260/week
pH Meter	\$15/day	\$60/week
Photoionization Detector	\$90/day	\$360/week
Pipe System Pressure Test Kit	\$35/day	\$140/week
Portovac Pump	\$30/day	\$120/week
Rotohammer	\$55/day	\$200/week
Sampling/Decon Kit	\$50/day	\$200/week
SSD Pilot Test Kit	\$350/day	\$1,400/week
Submersible Pump	\$40/day	\$140/week
Surveying Equipment	\$75/day	\$300/week
Swing Sampler	\$10/day	\$40/week
Traffic Control	\$20/day	\$80/week
Turbidity Meter	\$30/day	\$120/week
Vapor Intrusion Sampling Kit	\$50/day	\$200/week
Water Level Meter	\$25/day	\$100/week
Water Quality Test Kit	\$20/day	\$80/week
YSI/Horiba Multiparameter Meter	\$130/day	\$520/week

<u>CONSUMABLE FIELD SUPPLIES</u>	<u>UNIT</u>
55-gallon Drum	\$90/each
Bladders	\$20/each
Disposable Bailers	\$15/each
Gastec Detection Tubes	\$20/each
Padlocks	\$15/each
Tyvek Suits	\$10/each
Water Sample Field Filter	\$20/each
Well Caps (2-inch PVC)	\$12/each
Well Caps (4-inch PVC)	\$16/each

ID	Task Name	Duration	Start	Finish	Pred	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr					
1	Contracting	15 days	Thu 2/13/20	Wed 3/4/20																					
2	Kick Off Meeting	7 days	Thu 3/5/20	Fri 3/13/20	1																				
3	Design Dev. & Pre-App	25 days	Mon 3/16/20	Fri 4/17/20	2																				
4	Cost Estimate	15 days	Mon 4/20/20	Fri 5/8/20	3																				
5	Permit Documents	44 days	Mon 4/20/20	Thu 6/18/20	3																				
6	Submit for Permit	1 day	Fri 6/19/20	Fri 6/19/20	5																				
7	Permitting	30 days	Mon 6/22/20	Fri 7/31/20	6																				
8	Cost Estimate	15 days	Mon 6/22/20	Fri 7/10/20	6																				
9	Bid Docs & Permit Rev.	15 days	Mon 8/3/20	Fri 8/21/20	7																				
10	Bidding	20 days	Mon 8/24/20	Fri 9/18/20	9																				
11	Contracting & Mobil.	20 days	Mon 9/21/20	Fri 10/16/20	10																				
12	Construction	130 days	Mon 10/19/20	Fri 4/16/21	11																				

The Driftmier Architects
7983 Leary Way NE
Redmond, WA 98052

Task Milestone



Request for Consultant Payment

Invoice Number: _____ **Date of Invoice:** _____

Consultant: _____

Mailing Address: _____

Phone: _____

Contract Period: _____ **to** _____ **Reporting Period:** _____ **to** _____

Specific Program or Project: _____

BARS/Budget No. _____ **Contract #:** _____

FINANCE WILL ATTACH A COPY OF THIS FORM TO PAYMENT

Total Contract Amount:	\$	_____ -
Previous Payments:	\$	_____ -
Invoice Amount - Charge for Services <small>(Less Reimbursable Expenses and Sales Tax)</small>	\$	_____ -
Sales Tax <small>(If Applicable)</small>	\$	_____ -
<small>10.0%</small>		
Subtotal Invoice <small>(Less Reimbursable Expenses)</small>	\$	_____ -
Reimbursable Expenses:	\$	_____ -
TOTAL PAYMENT TO CONSULTANT:	\$	_____ -
Remaining Balance on Contract <small>(Does not Include Reimbursable Expenses)</small>	\$	_____ -
Total Reimbursable Expenses to Date: <small>(Current Payment plus Previous Payments)</small>	\$	_____ -

ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED

Requesting Department: _____

Project Manager/Staff Contact: _____

Approved for Payment By: _____ **Date:** _____
(Department Director)

Form **W-9**
(Rev. November 2017)
Department of the Treasury
Internal Revenue Service

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank.	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶ _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions.	Requester's name and address (optional)
6 City, state, and ZIP code	City of Sammamish 801 228th Ave SE Sammamish, WA 98075
7 List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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or													
Employer identification number													
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Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
------------------	----------------------------	--------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Cat. No. 10231X

Form **W-9** (Rev. 11-2017)

Agenda Bill

City Council Regular Meeting
 March 03, 2020



SUBJECT:	Contract: Youth Mental Health Services / Youth Eastside Services	
DATE SUBMITTED:	February 20, 2020	
DEPARTMENT:	City Manager's Office	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Approve the contract (Exhibit 1).	
EXHIBITS:	1. Exhibit 1 - Contract	
BUDGET:		
Total dollar amount	\$86,302	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	001-050-557-20-41-00 (Human Svcs. Dept. - Professional Svcs.)	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input checked="" type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

KEY FACTS AND INFORMATION SUMMARY:

On February 11, 2020, the Human Services Commission presented their recommendation for allocating the \$150,000 that was appropriated in the 2020 Budget for youth mental health services. On February 18, 2020, the Council approved the Commission's recommendation for funding three organizations, one of which was Youth Eastside Services/Crosspath.

This is a contract (Exhibit 1) with Youth Eastside Services for youth mental health counseling services. This contract requires Council's approval because it is over the City Manager's signing authority. The other two organizations are within the signing authority and do not need further action by Council.

FINANCIAL IMPACT:

\$150,000 is included in the 2020 Human Services Department budget under Professional Services (001-050-557-20-41-00).



2020 AGREEMENT FOR HUMAN/COMMUNITY SERVICES

THIS AGREEMENT FOR HUMAN/COMMUNITY SERVICES (“Agreement”) is entered into on the date below written by and between the City of Sammamish, Washington (hereinafter “City”), and Youth Eastside Services (hereinafter “Agency”). The parties hereto, in consideration of the mutual covenants and considerations contained in this Agreement, do hereby agree as follows:

WHEREAS, the City has allocated funds for the purpose of providing human services activities; and

WHEREAS, the Agency submitted an application for grant funds to perform the human service activities; and

WHEREAS, the City desires to award certain funds to the Agency for use as described within this Agreement;

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Agency as follows:

1. Scope of Services to be Performed by Agency. The Agency shall perform those services as described in its 2020 Grant Application, a copy of which is attached hereto and incorporated herein by this reference as if set forth in full, and will fulfill the requirements in the Scope of Services specified in Exhibit A - Scope of Services. In performing such services, the Agency shall at all times comply with all Federal, State, and local statutes, rules and ordinances applicable to the performance of such services. The Agency shall identify all activities in promotional and other business materials as having been funded by the City.

2. Compensation and Method of Payment.

A. The City shall pay the Agency no more than a total of \$86,302 for 2020 for complete services rendered under this Agreement. The Agency must submit a report to the City Manager or the City Manager’s designee quarterly, in accordance with the specifics listed in Exhibit B. The City shall pay the amount due within 10 (ten) days after City Council approval and the amount paid under this Agreement shall not exceed the amount herein set forth.

B. The Agency shall maintain expense records (reflecting the Agency’s use of the City’s funding) and provide them to the City upon request.

3. Duration of Agreement. This Agreement shall be in full force and effect for the period commencing March 4, 2020 and ending December 31, 2020.

4. Termination of Agreement. Either party hereto may terminate or suspend this Agreement at any time with or without cause by giving ten (10) days' notice to the other party in writing. In the event the City terminates or suspends this Agreement, the Agency shall be entitled to receive just and equitable compensation for any satisfactory services rendered prior to the effective date of termination or suspension. The City Manager's determination of such compensation shall be binding and conclusive.

5. General Administration and Management. The City Manager, or designee, shall have administrative responsibility for the City's performance under this Agreement and shall review all statements and bills submitted by the Agency to the City for its performance under this Agreement. The Agency shall be responsible for overall administration of the provision of services by the Agency under this Agreement and for coordination with the City.

6. Ownership and Use of Documents. Any records, files, documents, drawings, specifications, data or information, regardless of form or format, and all other materials produced by the Agency in connection with the services provided to the City, shall be the property of the City whether the project for which they were created is executed or not.

7. Independent Contractor. The Agency and the City agree that the Agency 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 Agency nor any employee of the Agency 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, social security, contributing to the State Industrial Insurance Program or otherwise assuming the duties of an employer with respect to the Agency or any employees of the Agency.

8. Hold Harmless Agreement. The Agency shall indemnify, defend and hold harmless the City, its officers and employees, elected or appointed officials, from and against any and all liability, loss, damages, claims, suits, actions at law, and all other actions, judgments and costs (including but not limited to reasonable attorney's fees) that may arise from or grow out of or otherwise contribute to any injury or death to any person or damage to any property caused by, resulting from or otherwise attributable to any acts or omissions on the part of the Agency, its agents, employees or representatives, occurring in the course of, arising from or otherwise attributable to the performance of services and duties under this Agreement. The Agency further specifically promises to indemnify the City against claims or suits brought by the Agency's employees or subcontractors and waives any immunity that the Agency may have under Title 51 RCW with respect to, but only to, the City. The Agency further agrees to fully indemnify the City from and against any and all costs of defending any such claim or demand to the end that the City is held harmless therefrom.

9. Certificate of Liability Insurance. The Agency shall procure and maintain for the duration of this 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

Contractor, their agents, representatives, employees or subcontractors. The Agency shall provide a *Certificate of Insurance* evidencing the following types of insurance and limits:

- A. 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.
- B. Commercial General Liability insurance with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate, and \$2,000,000 products-completed operations aggregate limit. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-completed operations, stop gap liability, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the Aggregate Per Project Endorsement ISO form CG 25 03 11 85 or an equivalent endorsement. There shall be no endorsement or modification of the Commercial General Liability Insurance for liability arising from explosion, collapse, or underground property damage. The City shall be named as an insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured-Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing equivalent coverage.
- C. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

10. Record Keeping and Reporting.

- A. The Agency shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Agency shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement. The Agency shall prepare and submit an Annual Demographics Report and an Annual Outcome Report on forms supplied by the City for each year of this Agreement.
- B. The foregoing records shall be maintained for a period of seven (7) years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with chapter 40.14 RCW and by the City.

11. Non-assignable. The services to be provided by the Agency shall not be assigned or subcontracted without the express written consent of the City.

12. Nondiscrimination. The Agency shall comply with all applicable Federal, State, and local laws prohibiting discrimination on the basis of age, sex, marital status, religion, race, creed, color, sexual orientation, nationality, immigration status, or the presence of any sensory, mental, or physical handicap.

13. Amendments. The parties agree that this Agreement cannot be amended or modified without the written concurrence of both parties.

14. Governing Law and Venue. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The venue for any action to enforce or interpret this Agreement shall lie in King County, Washington.

15. Notices: Notices to the City shall be sent to the following address:

Human Services Program
Attn: Rita Badh
City of Sammamish
801 228th Avenue SE
Sammamish, WA 98075

Notices to the Agency shall be sent to the address provided by the Agency upon the signature line below.

CITY OF SAMMAMISH

AGENCY:

By: _____
Title: _____
Date: _____

By: 
Title: CEO
Date: February 21, 2020
Agency: Youth Eastside Services
Address: 999-164th Ave NE, Bellevue WA
Telephone: 425.747.4937.

Melonie Anderson, City Clerk

Approved as to form:

City Attorney

**EXHIBIT A
SCOPE OF WORK**

Scope of Services to be Provided by Agency. The Agency shall furnish to residents of the City of Sammamish the following services in 2020:

Annual Contract Goals

- Unduplicated Sammamish residents to be served with funds awarded: 245
- Service Unit 1 annual unit goal: 650 Hours of Counseling Service

2nd Quarter

- Submit reporting
- Serve Sammamish residents only
- Include Sammamish specific narrative

3rd Quarter

- Submit reporting
- Serve Sammamish residents only
- Include Sammamish specific narrative

4th Quarter

- Submit reporting
- Serve Sammamish residents only
- Include Sammamish specific narrative
- Submit demographics
- Submit outcome results

The City of Sammamish will use a variety of measures as indicators of satisfactory contract performance. The Agency will be expected to meet at least 90% of the performance goals (outputs) as defined above. If the Agency does not meet the 90% of performance goals, payment for services rendered under the agreement will be reduced by the number of percentage points below the 90% level. At a 90% success rate, the Agency will be reimbursed at 100%. Any exceptions must be negotiated with the City. Exceptions may be made in cases where circumstances beyond the Agency's control impact its ability to meet service unit goals and where the Agency has shown reasonable effort to overcome those circumstances. Exceptions are made at the discretion of the City's Community Services Coordinator.

The Agency shall make all reasonable efforts to ascertain the eligibility of applicants for Agency services, such eligibility to require residence within the City, and shall provide services under this Agreement only to eligible applicants.

Exhibit A-2

EXHIBIT B
REPORTING REQUIREMENTS

The following required reports shall be submitted by Agency using Excel templates provided by the City unless otherwise specified:

Reimbursement Request

This form will serve as the invoicing mechanism for payment to the Agency. It shall be submitted quarterly, no later than the 15th of the month following the end of the quarter (i.e., April 15, July 15, Oct 15, Jan 15), unless otherwise specified.

Service Unit Report

Data from this form will be used to track the Agency's progress toward meeting the goals stipulated in the Scope of Work. It shall be submitted quarterly, no later than the 15th of the month following the end of the quarter (i.e. April 15, July 15, Oct 15, Jan 15), along with the Reimbursement Request.

Demographic Data Report

The Agency shall collect and retain the data requested on this form from the persons served through this Agreement. Data should be tracked in an ongoing manner and submitted annually (by January 15).

Annual Outcome Data Report

Data from this form will show the Agency's progress toward Outcomes specified in the Scope of Work. Outcome data shall be submitted than the 15th following the end of the fourth quarter (i.e. Jan 15).

Agenda Bill

City Council Regular Meeting
 March 03, 2020



SUBJECT:	Contract Amendment: Sahalee Way NE Corridor Analysis Update Contract Amendment / Perteet	
DATE SUBMITTED:	February 20, 2020	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input checked="" type="checkbox"/> Action <input type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Authorize an amendment to the existing engineering design contract with Perteet, Inc. for \$14,049, and authorize the City Manager to utilize a management reserve up to an additional \$25,000.	
EXHIBITS:	1. Exhibit 1 - Perteet Supplement 2 Sahalee Analysis Update	
BUDGET:		
Total dollar amount	\$39,049	<input type="checkbox"/> Approved in budget
Fund(s)	Transportation Capital Improvement Fund - Sahalee Way (340-162-595-30-63-00)	<input checked="" type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:
 Should the Council authorize an amendment to the existing engineering design contract with Perteet, Inc. for the Sahalee Way NE Corridor Analysis Update?

KEY FACTS AND INFORMATION SUMMARY:
 On September 3, 2019, City Council authorized an engineering design contract with Perteet, Inc. to complete an updated analysis of the Sahalee Way NE Corridor. The new analysis looks at expanded study limits to include the corridor segment from NE 12th PL to NE 25th Way, and also down to State Route 202. This initial analysis work as defined by the previous scope has been completed. This

contract amendment provides for the consultant to attend the additional Council meetings to present the findings of the analysis and address questions raised by the Council.

FINANCIAL IMPACT:

The fee for the contract amendment work by Perteet, Inc. is \$14,049. In addition, staff recommends authorizing the City Manager to utilize a management reserve of \$25,000 for additional services, as needed.

OTHER ALTERNATIVES CONSIDERED:

Alternatively, the Council may elect to not approve the contract amendment, or to eliminate the management reserve. This would limit staff's ability to address Council's comments regarding the report and provide any additional information the City Council may request.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Comprehensive Plan - Capital Facilities](#)

[Comprehensive Plan - Transportation](#)



SUPPLEMENTAL AGREEMENT

Amendment Number: 2	Date: February 20, 2020
Project: Sahalee Way Corridor Updates	City Project number: N/A
Consultant: Pertect Inc.	Contract Number: C2019-318

The City of Sammamish desires to amend the agreement with Pertect Inc. for the Sahalee Way Corridor Updates. All provisions in the basic agreement remain in effect except as expressly modified by this amendment.

The changes to this agreement are described as follows:

- Adds DEA coordination to establish 2035 Concurrency-Alternative traffic volumes
- Adds coordination meetings
- Adds attendance at additional council meetings

Scope: See attached Exhibit A, Scope of Work Supplement No. 2 dated February 2020.

Fee: See “Exhibit A-1” Supplement No. 2 for hourly rates, mileage, and fees with a not-to-exceed sum.

Original Contract Amount:	Current Contract Amount	Net Change This Amendment	Estimated Contract Total After Change
<u>\$85,437.00</u>	<u>\$98,716.00</u>	<u>\$14,049</u>	<u>\$112,765.00</u>
<div style="display: flex; justify-content: space-between;"> <div style="text-align: center;">  (Consultant name) </div> <div style="text-align: center;"> <u>2/20/20</u> Date </div> </div>		Approved: <div style="display: flex; justify-content: space-between;"> <div style="text-align: center;"> _____ City of Sammamish </div> <div style="text-align: center;"> _____ Date </div> </div>	

SAHALEE WAY CORRIDOR UPDATES

Agreement with Perteet Inc.

February 2020

Exhibit "A"
Scope of Work
Supplement No. 2

Table 1 documents the summary of contract actions to-date:

Table 1. Sahalee Way Corridor Updates (2019) Contract Actions.

Contract Element	Description	Date	Authorized Element Amount	Total Authorized Amount
Original contract	Original contract	9/5/2019	\$ 85,437	\$ 85,437
Supplement #1	Add Vissim traffic analysis Modify Concurrency Alt. Delete Reversible-lane Alt.	12/20/2019	\$ 13,279	\$ 98,716
Proposed Supp. #2	Add DEA coordination, extra Task 6 work	2/18/2020	\$ 14,049	\$ 112,765

This supplement modifies the agreement between Perteet and City of Sammamish for the City of Sammamish Contract No. C2019-318, "Sahalee Way Corridor Updates." All provisions of the basic agreement and prior supplements remain in effect except as expressly modified by this supplement.

This supplement generally modifies the following elements of work as detailed in the Scope of Work changes in the remainder of this document.

- Adds DEA coordination to establish 2035 Concurrency-Alternative traffic volumes
- Adds meeting with City Manager, including preparation
- Adds meeting with Mayor and Deputy Mayor, including preparation
- Adds Perteet attendance and preparation for third Council Briefing
- Adds right-of-way acquisition map for Council Briefing #2
- Adds additional project management due to extended work into April 2020 (beyond initially anticipated January 2020 completion)

This supplement modifies the following tasks in the basic agreement:

- Task 2 – Traffic Analysis Updates
- Task 5 – Alternatives Analysis Report Updates
- Task 6 – Traffic Analysis Simulation

Task 1 – Project Management

There are no changes to the Scope of Work for Task 1.

Task 2 – Traffic Analysis Updates

The elements of work by CONSULTANT is supplemented with the following:

- The CONSULTANT will coordinate with DEA to generate the Concurrency Alternative traffic analysis volumes.

SAHALEE WAY CORRIDOR UPDATES

Agreement with Perteet Inc.

February 2020

Task 3 – Alternatives Analysis Updates

There are no changes to the Scope of Work for Task 3.

Task 4 – Opinion of Cost Updates

There are no changes to the Scope of Work for Task 4.

Task 5 – Alternatives Analysis Report Updates

The list of deliverables is supplemented with the following:

- Reissued Draft “Alternatives Analysis Report” (PDF)

Task 6 – City Council

The elements of work by CONSULTANT is supplemented with the following:

- Prepare for and attend a meeting with the City Manager and City Staff at Sammamish City Hall prior to the second City Council presentation.
- Prepare for and attend a meeting with the Mayor, Deputy Mayor, City Manager, and City Staff at Sammamish City Hall prior to the second City Council presentation.
- Prepare for and attend a third City Council Briefing at Sammamish City Hall, including producing an exhibit detailing preliminary right-of-way acquisition areas for the Concurrency Alternative.

The list of deliverables is supplemented with the following:

- Concurrency exhibit for City Manager meeting (one (1) printed copy)
- Mayor, Deputy Mayor meeting PowerPoint presentation (.pptx)
- Third Council PowerPoint presentation (.pptx)
- Right-of-way acquisition exhibit (PDF)

Task 7– Traffic Analysis Simulation

There are no changes to the Scope of Work for Task 7.



CONSULTANT FEE DETERMINATION SUMMARY

2707 Colby Avenue, Suite 900, Everett, WA 98201 | P 425.252.7700

Exhibit "A-1"
Supplement No. 1

Project: Sahalee Way Corridor Updates
Client: City of Sammamish

Hourly Costs Plus Fixed Fee Estimate

<u>Classification</u>	<u>Hours</u>	<u>Rate</u>	<u>Amount</u>
Principal	13.00	93.00	\$1,209
Lead Engineer / Mgr	66.00	47.00	\$3,102
Accountant	1.00	41.00	\$41
Total Direct Salary Costs	80.00		\$4,352
Overhead @		189.23%	\$8,235
Fixed Fee @		32.00%	\$1,393
Total Labor Costs			\$13,980

Reimbursables

<u>Expenses</u>	<u>Amount</u>
Total Expenses	\$0.00

<u>In-House Costs</u>	<u>Qty</u>	<u>Rate</u>	<u>Amount</u>
Mileage - \$.575	120	\$0.575	\$69.00
Total In-House Costs			\$69.00

Subconsultants

<u>Subconsultants</u>	<u>Cost</u>	<u>Markup</u>	<u>Amount</u>
	\$		\$
Total Subconsultants	0		0

Other

Management Reserve	\$0.00
Total Other Costs	\$ 0.00

SUPPLEMENT SUBTOTAL	\$14,049.00
SUPPLEMENT TOTAL	\$14,049.00

Rates shown reflect the typical compensation rate of employees assigned to the billing category listed. Each category may have multiple employees assigned to that billing category and each employee may have a different hourly rate of pay. Employee compensation is subject to adjustment in June of each calendar year.

Prepared By: Brent M Powell Date: February 18, 2020

Sahalee Extra Costs

Updated through February 14, 2020

Date	Hours	Task	Employee	Comment	Category	Out of scope	Requested w/ Supp #2	Remaining to Request
11/29/2019	0.25	2.3	BMP	Review of revised volumes from DEA.	DEA coordination	\$37.74	\$37.74	\$0.00
11/30/2019	0.50	2.3	BMP	Review of revised volumes from DEA.	DEA coordination	\$75.49	\$75.49	\$0.00
12/2/2019	2.00	2.3	BMP	Review of new DEA model data.	DEA coordination	\$301.96	\$301.96	\$0.00
12/3/2019	1.00	2.3	BMP	Review of new DEA volumes data.	DEA coordination	\$150.98	\$150.98	\$0.00
2/5/2020	1.50	6	BMP	Meeting with City Staff to discuss latest Vissim videos.	City Manager Meeting	\$226.47	\$226.47	\$0.00
2/5/2020	1.00	6	PGD	Conf call to prep for Council presentation.	City Manager Meeting	\$298.74	\$298.74	\$0.00
2/6/2020	1.25	6	BMP	Developed City Manager roll plot.	City Manager Meeting	\$188.72	\$188.72	\$0.00
2/7/2020	3.75	6	BMP	City Manager meeting, including travel time and prep.	City Manager Meeting	\$566.17	\$566.17	\$0.00
2/7/2020	2.00	6	PGD	Mtg with City manager and staff to prep for Council presentation.	City Manager Meeting	\$597.49	\$597.49	\$0.00
2/10/2020	6.00	6	BMP	Mayor, Deputy Mayor presentation development. Phone call with City to coordinate changes. Made changes.	Mayor/DM Meeting	\$905.88	\$905.88	\$0.00
2/11/2020	6.75	6	BMP	Meeting with Mayor, Deputy Mayor. Debrief. Volumes "map" in powerpoint.	Mayor/DM Meeting	\$1,019.10	\$1,019.10	\$0.00
2/13/2020	1.00	6	BMP	Exhibit showing right-of-way acquisition areas.	Extra for Council	\$150.98	\$150.98	\$0.00

Anticipated Future Costs

2.00	6	BMP	Complete R/W map	Extra for Council	\$301.96	\$301.96	\$0.00
4.00	6	BMP	Prep meetings for Council #3	Council #3	\$603.92	\$603.92	\$0.00
6.00	6	BMP	Prep materials for Council #3	Council #3	\$905.88	\$905.88	\$0.00
6.00	6	BMP	Attend Council #3	Council #3	\$905.88	\$905.88	\$0.00
4.00	6	PGD	Prep meetings for Council #3	Council #3	\$1,194.96	\$1,194.96	\$0.00
4.00	6	PGD	Attend Council #3	Council #3	\$1,194.96	\$1,194.96	\$0.00
8.00	1	BMP	Extra project management	Extra PM	\$1,207.84	\$1,207.84	\$0.00
1.00	1	AEV	Extra progress reports	Extra PM	\$131.70	\$131.70	\$0.00
12.00	5	BMP	Reissue Alternatives Report	Additional Report/Analysis	\$1,811.76	\$1,811.76	\$0.00
2.00	5	PGD	Reissue Alternatives Report	Additional Report/Analysis	\$597.49	\$597.49	\$0.00
4.00	7	BMP	Finalizing Vissim videos	Additional Report/Analysis	\$603.92	\$603.92	\$0.00

Draft



MINUTES

City Council Regular Meeting

6:30 PM - February 4, 2020

City Hall Council Chambers, Sammamish, WA

Mayor Karen Moran called the regular meeting of the Sammamish City Council to order at 6:30 p.m.

Councilmembers Present:

Mayor Karen Moran
Deputy Mayor Christie Malchow
Councilmember Ken Gamblin
Councilmember Kent Treen
Councilmember Jason Ritchie
Councilmember Chris Ross
Councilmember Pam Stuart

Councilmembers Absent:

Staff Present:

Acting City Manager Chip Corder
Director of Community Development David Pyle
Senior Management Analyst Miryam Laytner
Management Analyst Sara Estiri
Deputy Director of Parks & Recreation Anjali Myer
Interim Director of Public Works Cheryl Paston
Transportation Planner Doug McIntyre
Sr. Management Analyst Mike Sugg
Assistant City Attorney Lisa Marshall
City Clerk Melonie Anderson

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Treen led the pledge.

APPROVAL OF AGENDA

MOTION: Deputy Mayor Christie Malchow moved to approve the agenda. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Draft

PUBLIC COMMENT

Sherrie Valderrama, spoke regarding the City Manager search.

Catherine Low, spoke against the security camera policy being considered tonight.

Anika Razdan and Laysari Ranjith, spoke in favor of King County-Cities for Climate (K4C).

Bill Ritter, spoke in favor of K4C.

Mary Wictor, presented information regarding the Urban Forestry Plan.

Paul Stickney, spoke in favor of K4C.

CONSENT CALENDAR

Claims: For Period Ending February 4, 2020 In The Amount Of \$2,381,081.54 For Check No. 56211 Through 56317

~~**Ordinance:** Repealing Resolution No. R2013-559 Providing Guidance To City Staff Regarding Town Center Regulations; Providing For Severability; And Establishing An Effective Date~~

Contract: Gerend vs City of Sammamish Growth Management Hearings Board Appeal Legal Services Contract/ Madrona Law Group, PLLC/Madrona Law Group, PLLC

Contract: 228th Ave SE & Issaquah-Pine Lake Road SE Signal Rebuild Project/ David Evans & Associates, Inc.

Contract: 2020 Landscape Maintenance for City Parks/Brightwater Landscape

Lease Agreement: Sween House/ Youth Eastside Services

Minutes: For the January 21, 2020 Special Meeting

MOTION: Councilmember Pam Stuart moved to approve the consent agenda as amended. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Councilmember Ritchie asked to remove Item 2 - Ordinance: Repealing Resolution No. R2013-559 Providing Guidance To City Staff Regarding Town Center Regulations; Providing For Severability; And Establishing An Effective Date

PRESENTATIONS / PROCLAMATIONS

Presentation: Climate Change Actions in King County - Joint Letter of Commitment
David Pyle introduced the presenters. Sara Estri, Management Analyst for Community Development made opening remarks and introduced Rachel Brombaugh, Energy & Partnerships Specialist. She gave a PowerPoint presentation ([presentation is available here](#)).

MOTION: Councilmember Pam Stuart moved to sign the K4C Joint Letter of Commitment. Councilmember Ken Gamblin seconded. Motion carried unanimously 7-0.

Draft**PUBLIC HEARINGS**

None

UNFINISHED BUSINESS

Presentation: North Sammamish Park and Ride - Project Status, Final Site Screening Results, and Next Steps in 2020

Doug McIntyer, Transportation Planner introduced Lucien Bruno, East Corridor Project Manager and Ariel Taylor, Government and Community Relations Officer. They gave a PowerPoint presentation ([presentation is available here](#)).

Council recessed from 8:37 pm and returned at 8:46 pm.

Ordinance: Repealing Resolution No. R2013-559 Providing Guidance To City Staff Regarding Town Center Regulations; Providing For Severability; And Establishing An Effective Date

David Pyle, Community Development Director was available to answer questions.

MOTION: Deputy Mayor Christie Malchow moved to approve the ordinance repealing Resolution No. R2013-559. Councilmember Chris Ross seconded. Motion carried unanimously 7-0.

NEW BUSINESS

Resolution: Approving The 2020 Budget And Work Plan Program For A Regional Coalition For Housing (ARCH)

Miryam Laytner, Senior Management Analyst with Community Development introduced Klass Nijhuis, Senior Planner and Lindsay Masters. They gave a PowerPoint presentation ([presentation available here](#)).

MOTION: Deputy Mayor Christie Malchow moved to approve the resolution approving the budget and work plan for A Regional Coalition for Housing (ARCH). Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Resolution: Authorizing The Duly-Appointed Administering Agency For ARCH To Execute All Documents Necessary To Enter Into Agreements For The Funding Of Affordable Housing Projects, As Recommended By The ARCH Executive Board, Utilizing Funds From The City's ARCH Housing Trust Fund.

MOTION: Deputy Mayor Christie Malchow moved to approve the resolution authorizing the duly appointed Administering Agency for ARCH to enter into agreements for the funding of affordable housing projects as recommended by the ARCH Executive Board, utilizing funds from the City's ARCH Housing Trust Fund. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Pam Stuart moved to to extend to 10:30 pm.

Councilmember Jason Ritchie seconded. Motion carried 5-2 with Mayor Karen Moran and Councilmember Ken Gamblin dissenting.

Draft

Presentation: Security Cameras in City Facilities

Anjali Myers, Parks & Recreation and Deputy Director and Grayson Court Management Analyst gave the staff report and showed a PowerPoint presentation ([presentation is available here](#)).

MOTION: Councilmember Jason Ritchie moved to table this item to the next available meeting date but no later than 60 days. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Discussion: External Committee Appointments

MOTION: Councilmember Chris Ross moved to appoint as follows:

ARCH

Councilmember Ritchie
Councilmember Ross (alternate)

EF & R - Board of Directors

Mayor Moran
Councilmember Ross
Councilmember Gamblin (alternate)

EF & R - Finance And Administrative Committee

Mayor Moran
Councilmember Ross

ETP

Councilmember Ross
Mayor Moran (alternate)

Kokanee Working Group

Councilmember Ross
Deputy Mayor Malchow (alternate)

Salmon Recovery Council (WRIA) 8

Councilmember Stuart
Mayor Moran (alternate)

PIC

Councilmember Treen (alternate)

YMCA Committee

Councilmember Ross
Councilmember Stuart
Councilmember Treen

Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

COUNCIL REPORTS/ CITY MANAGER REPORT

Report: Councilmember Pamela Stuart

Draft

MOTION: Deputy Mayor Christie Malchow moved to extent to 11:30 Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

EXECUTIVE SESSION

Council retired to Executive Session at 10:45 pm. At 11:25 pm they extended the session for 10 minutes. They returned from Executive Session at 11:35 pm and took the following action:

MOTION: Deputy Mayor Christie Malchow moved to authorize the City Manager to make an offer for the purchase of Parcel #8562902100 in the amount of \$1,050,000 and enter into a Purchase & Sale Agreement with the property owners.

Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

MOTION: Councilmember Jason Ritchie moved to adjourn.

Councilmember Pam Stuart seconded. Motion failed 2-5 with Mayor Karen Moran, Deputy Mayor Christie Malchow, Councilmember Ken Gamblin, Councilmember Kent Treen, and Councilmember Chris Ross dissenting.

MOTION: Councilmember Kent Treen moved to instruct City Manager and City Attorney to negotiate a contract with David Rudat as Interim City Manager of the City of Sammamish contingent and running concurrently with an Eastside Fire & Rescue contract as soon as possible.

Deputy Mayor Christie Malchow seconded. Motion carried 5-2 with Councilmember Jason Ritchie and Councilmember Pam Stuart dissenting.

ADJOURNMENT

The meeting adjourned at 11:45 pm.

MOTION: Councilmember Jason Ritchie moved to adjourn. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Melonie Anderson, City Clerk

Karen Moran, Mayor

Draft



MINUTES

City Council Special Meeting

5:30 PM - February 18, 2020

City Hall Council Chambers, Sammamish, WA

Mayor Karen Moran called the regular meeting of the Sammamish City Council to order at 5:30 p.m.

Councilmembers Present:

Mayor Karen Moran
Deputy Mayor Christie Malchow
Councilmember Ken Gamblin
Councilmember Kent Treen
Councilmember Jason Ritchie
Councilmember Chris Ross
Councilmember Pam Stuart

Deputy Mayor Christie Malchow and Councilmember Ritchie attended via a tele-conference call

Staff Present:

Acting City Manager Chip Corder
Director of Community Development David Pyle
Director of Parks & Recreation Angie Feser
Director of Finance & Risk Management; Assistant City Manager Aaron Antin
Interim Director of Public Works Cheryl Paston
Sr. Management Analyst Mike Sugg
City Attorney Michael Kenyon
City Clerk Melonie Anderson
Deputy Clerk Lita Hachey

ROLL CALL

Roll was called.

PLEDGE OF ALLEGIANCE

Councilmember Ken Gamblin led the pledge.

APPROVAL OF AGENDA

MOTION: Councilmember Pam Stuart moved to approve the agenda. Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

Draft

EXECUTIVE SESSION

Discussions regarding collective bargaining pursuant to RCW 42.30.140 (4)(a)
 City Council retired to an executive session at 5:35 pm and returned at 6:30 pm with no action.

PUBLIC COMMENT

Todd Myers, spoke about the spirit of friendliness and the future in Sammamish.

Jennifer Coomes, spoke about a Public Health Manager proposal for Sammamish. (showed a presentation available upon request to the City Clerk, manderson@sammamish.us)

Mary Wictor, spoke regarding her concerns for items in the 2020 Work Plan. (submitted a written comment sheet available upon request to the City Clerk, manderson@sammamish.us)

CONSENT CALENDAR

Payroll: For the Period Ending January 31, 2020 For a Pay Date of February 5, 2020 in the Amount of \$488,784.03

Claims: For Period Ending February 18, 2020 In The Amount Of \$787,076.72 For Check No. 56318 Through 56412

~~**Interlocal Agreement:** Eastside Fire & Rescue for Emergency Management Services~~

~~**Minutes:** For the February 4, 2020 Regular Meeting~~

Minutes: For the February 11, 2020 Special Meeting

Councilmember Stuart requested to remove Item # 3 - Interlocal Agreement: Eastside Fire & Rescue for Emergency Management Services and Item # 4 Minutes: For the February 4, 2020 Regular Meeting. These items will be placed under Unfinished Business on the Agenda

MOTION: Deputy Mayor Christie Malchow moved to approve the Consent Calendar as amended. Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

PRESENTATIONS / PROCLAMATIONS

Presentation: Girl Scout Troop #45370 Mural Proposal

Angie Feser, Director of Parks & Recreation/Facilities introduced the agenda item. Girl Scout Troop # 45370, students from Margaret Mead and Blackwell Elementary, introduced themselves and answered Council questions about their proposal. Presentation is available [here](#).

PUBLIC HEARINGS - NONE

Draft

UNFINISHED BUSINESS

Resolution: City Council Rules of Procedure

Mike Sugg, Senior Management Analyst and Melonie Anderson, City Clerk reviewed the proposed revisions to the Council Rules of Procedures.

Staff proposed to bring back the accepted revisions to the Rules of Procedures at the City Council meeting on March 3, 2020.

Approval: Youth Mental Wellness Funding Allocation

Mike Sugg, Senior Management Analyst and Rita Badh, Community Services Coordinator discussed Youth Mental Wellness Funding.

MOTION: Councilmember Chris Ross moved to amend the motion to only approve the first two recommendations for Crosspaths Counseling, Youth Eastside Services, & Friends of Youth and Crisis Connections.

Deputy Mayor Christie Malchow seconded. Motion failed 3-4 with Mayor Karen Moran, Councilmember Kent Treen, Councilmember Jason Ritchie, and Councilmember Pam Stuart dissenting.

MOTION: Councilmember Pam Stuart moved to approve the Youth Mental Awareness Funding Allocation. Councilmember Jason Ritchie seconded. Motion carried unanimously 7-0.

Discussion: City Council 2020 Work Plan

Mike Sugg, Senior Management Analyst discussed the City Council 2020 Work Plan. (distributed copies of the Work Plan to Council)

MOTION: Mayor Karen Moran moved to table until the March 17, 2020 Regular meeting. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Interlocal Agreement: Eastside Fire & Rescue for Emergency Management Services

Mike Sugg, Senior Management Analyst led the discussion on the interlocal agreement with Eastside Fire & Rescue for Emergency Management Services.

MOTION: Deputy Mayor Christie Malchow moved to adopt the Emergency Management Services ILA with the change of 3.3 to state pursuant to the City or District manual as applicable and in section 6.4 that we alter the reference from 7.5 and replace with section 11. Councilmember Chris Ross seconded. Motion carried 5-2 with Councilmember Jason Ritchie and Councilmember Pam Stuart dissenting.

Minutes: For the February 4, 2020 Regular Meeting

The City Clerk will review the video from the February 4, 2020 meeting for Council External Committee appointments and correct the minutes. The minutes will be placed on Consent for the March 3, 2020 Regular meeting.

Draft

MOTION: Councilmember Pam Stuart moved to table until the next meeting. Councilmember Kent Treen seconded. Motion carried unanimously 7-0.

NEW BUSINESS - NONE

COUNCIL REPORTS/ CITY MANAGER REPORT

Report: Deputy Mayor Christie Malchow

Report: Councilmember Stuart - Reported that the Youth Sustainability Summit is this Saturday. February 22nd at Eastlake High School.

EXECUTIVE SESSION

To Evaluate the Qualifications of an Applicant for Public Employment pursuant to RCW 42.30.110(1)(g) City Council retired to an executive session at 8:45 pm and returned at 9:05 pm with the following action:

MOTION: Deputy Mayor Christie Malchow moved to authorizing the Mayor to execute a contract for Interim City Manager Services with David Rudat, at an annual base salary of \$225,000, and the other terms reflected in the contract marks as Exhibit A.

Councilmember Chris Ross seconded. Motion carried 5-2 with Councilmember Jason Ritchie and Councilmember Pam Stuart dissenting.

ADJOURNMENT

The meeting adjourned at 9:07 pm.

MOTION: Councilmember Jason Ritchie moved to adjourn. Councilmember Pam Stuart seconded. Motion carried unanimously 7-0.

Lita Hachey, Deputy City Clerk

Karen Moran, Mayor

Agenda Bill

City Council Regular Meeting
March 03, 2020



SUBJECT:	Development Regulations Update Phase Two	
DATE SUBMITTED:	February 19, 2020	
DEPARTMENT:	Community Development	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input checked="" type="checkbox"/> Direction <input type="checkbox"/> Informational	
RECOMMENDATION:	Set the initial scope of work for phase two of the development code update effort.	
EXHIBITS:	1. Attachment 1 - Development Code Updates Phase Two - Scoping Matrix 2. Attachment 2 - February 20 2020 Planning Commission Public Comment 3. Attachment 3 - Draft March 3 2020 City Council Presentation	
BUDGET:		
Total dollar amount	As budgeted - dependent on scope and budget reconciliation - up to \$300,000	<input checked="" type="checkbox"/> Approved in budget
Fund(s)	001-058-558-60-41-00	<input type="checkbox"/> Budget reallocation required <input type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input checked="" type="checkbox"/> Community Livability	
<input checked="" type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input checked="" type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

What elements does the Council want included in phase two of the development regulations update?

KEY FACTS AND INFORMATION SUMMARY:

Background

The development regulations within the Sammamish Municipal Code (SMC) were first adopted upon the City's incorporation in 1999 under Ordinance O99-29. As adopted, the original rules largely mirrored those of King County. Since adoption, over the past twenty years, there have been many independent changes made to different sections of the code by different parties with a different purpose. To date, there has not been an effort to comprehensively unify those changes and the various code chapters that constitute the City's development rules.

The result of twenty years of patchwork is a somewhat piecemeal product that at times is hard to follow, has old citations, is outdated, is inconsistent, or in limited instances is missing language. Further, until 2018 the tools used in the City's Development Regulations have remained somewhat unchanged. Although changes have been made to discreet sections of the code, and although compliance with State mandates has brought updates to specific discipline areas (such as Critical Areas rules and Shoreline Rules), the code has not changed significantly until 2018.

A consequence of the static nature of the code (with regard to the tools used and their respective settings – setbacks, height, lot coverage, etc..) is that as the development industry has changed over time, the City's codes did not. Houses became larger, lots became smaller. The community became concerned. The concerns manifested themselves into activism and complaint. Development pressure resulted in approval of projects that technically met City codes yet the outcomes being generated by the City's codes were not consistent with the expectations or desires of the City's residents.

Further compounding this problem is that subdivisions are afforded a high level of protection under state law, protection which cannot be superseded by changes in local regulation. In most instances, a subdivision can have a shelf life of approximately ten to twelve years (depending on several factors) until homes are built and sold. This is known as vesting (grandfathering). The result of this is that although we may have made specific changes to the City's development regulations that will change outcomes, these changes have not been realized in projects that pre-date the effective date of change. Most of the City's subdivisions built to date and many still under development have been built to code standards that were in effect prior to 2018. We have not yet seen code changes made in 2018 and 2019 take effect in development. Vested projects continue to be built.

2018 Development Code Update Project Initiation

On September 18, 2018, to address public concern related to development outcomes, the City Council adopted Ordinance O2018-468 passing Interim Development Regulations amending the Sammamish Municipal Code (SMC) Chapters 16.15, 21A.15, 21A.25, 21A.30, 21A.35 and 21A.40 for a six-month period (as allowed under State Law). O2018-468 provided interim regulations related to setbacks, clearing and grading, street frontage, building height measurement, density rounding, fence height, and off-street parking.

After completion of a Public Hearing on November 6, 2018, the City Council subsequently adopted Ordinance O2018-471 further amending the Interim Development Regulations originally adopted under Ordinance O2018-468. The Council also directed staff to begin the formal legislative review process to consider permanent updates to the City's development regulations following the framework established by the interim rules. On March 14, 2019, to provide the City Council additional time to work on permanent rule making, the Interim Development Regulations implemented by Ordinance

O2018-468 and Ordinance O2018-471 were extended for six months under Ordinance 2019-481, or until September 14, 2019, unless sooner repealed.

These actions initiated the work known as the Development Regulations Update – something that had not been done to this magnitude since adoption of the original development regulations in 1999. During project scoping with the Council it was identified that the project should be broken into two phases with the first phase largely following the initial code changes set forth in the adopted Interim Development Regulations. Phase two would include additional items to be scoped later. The scope of work for phase two is scheduled for discussion with the City Council on March 3, 2020.

Phase One

After the initial adoption of Interim Development Regulations in September of 2018, and within Council direction to initiate consideration of permanent development regulation changes, the Planning Commission completed its first study session. In the meetings that followed the Planning Commission discussed alternatives, selected options to be included for consideration and on January 17, 2019 directed staff to finalize code language for a Public Hearing. On January 31, 2019 the Planning Commission held a Public Hearing on the proposed phase one permanent updates to Development Regulations and voted 6-0 to forward a recommendation to City Council for the adoption of such.

On February 4, 2019 City Council completed a study session to receive the Planning Commission recommendations on the phase one. A scheduled Public Hearing on February 11, 2019 was cancelled due to inclement weather. The Public Hearing was rescheduled and completed by City Council on March 14, 2019 followed with direction to staff to draft code language for all Council directed amendments to the Planning Commission recommended draft. On April 9, 2019 the City Council completed another study session to deliberate on each proposed amendment as drafted in code. The Council also considered additional public comment from the Master Builders community and the school districts and provided direction to staff to finalize the draft code changes. The City Council adopted the phase one code amendments on May 7, 2019 with the passing of Ordinance O2019-482.

Phase one changes made under Ordinance O2019-482 were generally organized by topic (e.g. density rounding, setbacks, fences, building height, etc...). The primary focus was on changing the operative language used, the secondary focus was on dimensional settings (which allowed for adjustment as needed through the process). Ancillary associated changes were also made where needed that did not change code operation or outcome (e.g. changing word “street setback” to “front yard setback”). Changes included the following code sections (see ordinance for full changes):

- Chapter 16.15 – Clearing and Grading
- Chapter 21A.15 – Technical Terms and Land Use Definitions
- Chapter 21A.25 – Building Height
- Chapter 21A.25 – Setbacks
- Chapter 21A.25 – Density
- Chapters SMC 21A.25 and 21A.30 – Fence Heights
- Chapter SMC 21A.40 – Parking
- Chapter SMC 21A.25 – Street Frontage

The following forums were used during phase one to develop draft development regulations considered by the City Council:

- Community Focus Group: Staff organized a focus group to collect additional feedback from the community. The focus group consisted of Sammamish citizens and members of the building community. The focus group met on December 6, 2018. Feedback from the focus group has been incorporated into the proposed permanent updates to Development Regulations.
- Planning Commission Study Sessions: A total of four study sessions on Development Regulations were completed by the Planning Commission. These study sessions included an overview on the adopted Interim Development Regulations, results of community outreach (focus group), and prompted discussion by the Commission regarding potential permanent regulations. During these study sessions, the Planning Commission reviewed the concepts included in the adopted Interim Development Regulations (O2018-468 and O2018-471) and provided feedback regarding additional changes that should be considered. During the fourth and final study session, the Planning Commission directed staff to finalize code language to be brought forward for consideration at the Public Hearing. The Planning Commission discussed alternatives, selected options to be included for consideration, and on January 17, 2019 directed staff to finalize code language for a Public Hearing.
- Planning Commission Public Hearing: On January 31, 2019 the Planning Commission completed a Public Hearing on the proposed permanent updates to Development Regulations. During this meeting, the Planning Commission reviewed the final directed changes made to the proposed permanent updates to Development Regulations, complete the Public Hearing, deliberated on the proposed permanent updates to Development Regulations and voted on forwarding a recommendation to City Council for the adoption of such. In addition to the 6-0 recommendation of the Planning Commission supporting the proposed permanent updates to Development Regulations, the Planning Commission also recommended several items be considered for a Phase Two of the Development Regulations update. These items are included in Attachment 1 with a description of the Phase Two focus.
- Legal Review: Following completion of the Planning Commission process, the draft proposed permanent development regulation were also sent to the City Attorney for review. Final amendments recommended by the City Attorney were incorporated into the proposed changes sent by the Planning Commission for City Council consideration.

Phase Two

With the completion of phase one, staff committed to include certain elements for consideration in phase two, although the complete scope is at the discretion of the Council. Phase two is an opportunity to make strategic changes to the City's development regulations while not under pressure of timeline associated with an emergency ordinance. Phase two is also an opportunity to discuss the merits of migration to a Unified Development Code (UDC).

Planning Commission Feedback: To best prepare an initial scope of work for Council consideration, staff engaged the Planning Commission. A study session to discuss the phase two scope was held by the Commission on February 20, 2020. Generally, the Planning Commission found all elements identified for inclusion to be of value in improving outcomes in the City and overall suggested that staff

keep any items not brought forward with phase two on a list of future work plan items. The Commission expressed concern that not all of the items presented could be accomplished in phase two due to budget, timeline, and staffing constraints and there would likely be a phase three of this effort in 2021 or 2022.

To help staff organize and prioritize the list of potential work items for phase two, the Commission helped frame what they believed to be the focus and what core questions we should be asking as we develop a scope of work. The Commission's identified objective is included below.

Objective: Prioritize code changes that will improve the outcome of housing being built in the City in a manner that is more in line with what the community is expecting of builders in Sammamish.

Commission Litmus Test Question: Does the topic or proposed code change create the potential to improve the housing stock in the city in a way that the community is looking to see it improved?

Staff Litmus Test Question: Does the topic or proposed code change provide missing or necessary tools to help staff influence a better outcome through permit review and does the proposed code change improve the clarity and usability of the City's codes to all users?

With this focus in mind, and with consideration of budget, time, and staffing limitations, the Commission asked that staff arrange the list of potential work items in an ascending hierarchical order with the most effective, efficient, and tangible items first followed by more complicated abstract items. Several items were also identified that should be removed from the list or consolidated as duplicates. The Commission also suggested that transitioning to a Unified Development Code (UDC) should be a separate item and should be done either before or after the code content changes are made.

Potential phase two work items for consideration by the City Council are included in **Attachment 1**. During the March 3, 2020 study session staff will explain each item and what level of work may be required. Staff will also provide an overview on what transitioning to a UDC would entail and how it relates to other code update work being done.

Written public comment received during the February 20, 2020 Planning Commission meeting is included as **Attachment 2**.

Proposed Phase Two Process: The process anticipated for phase two mirrors that of phase one. The project would first be scoped for the range of work to be included (March 3, 2020 City Council Meeting). Following initial scoping (March 3, 2020), consultant support would be coordinated including Council approval of contract and formal scope of work.

With a contract in place the first step in program development would be setting up a community advisory group to help refine code changes and 'set the dial' on regulations to ensure the targeted outcome is understood. Staff would also work with special interest groups such as Master Builders, School Districts, and other known stakeholders to investigate implications or opportunities.

With feedback from the community advisory group and stakeholders, staff will advance preliminary code changes to the Commission in a series of workshops followed by initiation of Council discussions. The bulk of the work would take place over the summer months with targeted adoption by Council in the late fall of 2020 or the first quarter of 2021 (timeline depends on depth of scope).

Attachment 1 – Development Code Update Phase Two – Scoping Matrix

#	Item/Element	Outcome Focused/Compact Targeted Amendment	Outcome Focused/Extensive Targeted Amendment	Policy Focused/Indefinite Amendment	Expenditure Ranking (High, Medium, Low)	Policy/Program Overlap
1	Add restriction on building height based on building segments.	X			LOW	Comp Plan
2	Refinement of 'technically feasible' deviations added with phase one [i.e. SMC 16.15.090(2)(a)(iii)].	X			LOW	Comp Plan
3	Add a landscape requirement for setback areas of subdivision or short subdivision project sites that front arterial streets.	X			LOW	Comp Plan
4	Address application of rules adopted in phase one and phase two to new SFRs on existing lots vs. subdivision.	X			LOW	Comp Plan
5	Add a restriction on grading around the perimeter of a subdivision or short subdivision site to better blend the existing grade of an adjacent property into the finished grade of a project site and better protect trees and existing vegetation around the perimeter of a project site (can also be integrated into a PUD section if desired).		X		LOW	Comp Plan, Urban Forest Management
6	Clean up amendments such as grammar, word choice, cross references, and consistency (can be done with or without migration to a Unified Development Code).		X		MEDIUM	Comp Plan
7	Add a requirement for early and advanced tree vigor enhancement for trees to be retained on sites under development permit review.		X		MEDIUM	Comp Plan, Urban Forest Management
8	Add low impact development site design guidelines.		X		MEDIUM	Comp Plan, K4C, Sustainability Efforts, Building Code Updates, Stormwater Code, Stormwater Manual, Public Works Standards
9	Addition of a Planned Unit Development (PUD) section.		X		HIGH	Comp Plan, Sammamish Homegrown
10	Add flexibility for new school development.			X	HIGH	Comp Plan, Countywide Planning Policies, School Impact Fee Program
11	Add architectural design standards to address key character objectives.			X	HIGH	Comp Plan
12	Add elements related to environmental sustainability.			X	HIGH	Comp Plan, K4C, Sustainability Efforts
13	Add elements related to housing affordability.			X	HIGH	Comp Plan, ARCH Program, Sammamish Homegrown
14	Add incentives to help promote a better outcome.			X	HIGH	Comp Plan, Sammamish Homegrown
	SEPARATE PROJECT (to be completed before or after code content changes)					
15	Migration to a Unified Development Code.		X		HIGH	Comp Plan, Permit Administration

Attachment 2 - February 20, 2020 PC Meeting Public Comment

WEB MBAKS.COM | OFFICE 425.451.7920 | FAX 425.646.5985
 335 116TH AVENUE SE | BELLEVUE, WASHINGTON 98004



February 20, 2020

Honorable Mark Baughman, Chair
 City of Sammamish
 801 228th Ave. S.E.
 Sammamish, WA 98075

RE: Considerations for Phase II Development Regulations

Dear Chair Baughman and Sammamish Planning Commissioners:

The Master Builders Association of King and Snohomish Counties (MBAKS) is pleased to submit general comments and considerations for scoping of Phase II Development Regulations.

Stakeholder Collaboration

MBAKS would like to work with the City through the public input process, including Planning Commission and City Council, and the Community Advisory Committee. MBAKS looks forward to collaborating to create a well-informed, suitably designed and engineered, and effective set of regulations that balance the needs of industry, community members, provide for housing choice and affordability, and preserve and enhance community character, environment, and land use.

Comprehensive Plan Housing Element

To guide Phase II of the development regulations, MBAKS would suggest the City and stakeholders use the Comprehensive Plan's Housing Element (Housing Element) as a guide. The City and region are in a housing shortage and affordability crisis. Housing choice remains low, prices remain high, and with 1.8 million more people coming to our region by 2050, they will need homes. And with a current housing shortage of 225,000 statewide, current need is significant.

Since development regulations regulate how, where, when, what, and why housing is built, the Housing Element is good policy to keep in mind as policy makers, staff, and stakeholder's scope what Phase II development regulations will look like. The Housing Element Goals are:

- Neighborhood Vitality and Character
- Housing Supply and Variety
- Housing Affordability
- Housing for People with Special Needs
- Regional Collaboration
- Monitoring of the goals

Attachment 2 - February 20, 2020 PC Meeting Public Comment

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Let's collaborate to draft development regulations that do not impede the goals of the Housing Element.

Sammamish Home Grown

In 2017, like other jurisdictions around the region and state had already done, the City adopted its first ever Housing Strategy to implement the goals of the Comprehensive Plan's Housing Element called, "Sammamish Home Grown: A Plan for People, Housing, and Community." This comprehensive document is a work-plan for policies and adopts implementation strategies for achieving these policy goals. Some of these include:

Table 1. B. Housing Theme - Housing Supply and Variety

1. Consider providing incentives for diverse housing opportunities that meet community needs in current and future sub-area plans.
2. Track production of Accessory Dwelling Units (ADU's) and evaluate effectiveness of land use regulations in encouraging production while balancing maintaining neighborhood compatibility.

Table 1. C. Housing Theme – Housing Affordability (Regulatory)

2. Consider conducting a public land survey to inventory surplus/ underutilized public lands and determine their suitability for housing and other public uses.

Table 1. D. Housing Theme – Housing for People with Special Needs

2. Review senior housing land use regulations to assess if changes are needed to better support senior housing and smaller household sizes.

When scoping Phase II development regulations, consideration should be given to staff's time and effort, and community's input of need throughout Sammamish to adopt and enhance, not hinder, these implementation strategies. To make housing more accessible, to not hamper choice or affordability, or impede product, lot or landscape design flexibility to help preserve or enhance community character, safety, and value.

Tackling the Regional Affordability Crisis: The Pledge from Eastside Mayors

Sammamish was one of nine co-signatories in January 2019 to support [Microsoft's \\$500 million pledge](#) to invest in tackling the affordability housing crisis in the Puget Sound Region. [Signed by the Mayors of nine Eastside cities](#), including Mayor Malchow, the cities pledged, "to take vital and concrete steps to address the issue. This is every bit as important to Microsoft's financial commitment. These steps include changes in zoning to increase the pipeline in selected areas, providing desirable public land near transit locations, addressing permitting and processes and fees and creating new tax incentives for construction."

Attachment 2 - February 20, 2020 PC Meeting Public Comment

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 335 116TH AVENUE SE | BELLEVUE, WASHINGTON 98004



MBAKS would encourage scoping for Phase II to revisit the goals of the Microsoft pledge and re-think what the potential for sound housing investment in the community can be:

- Working with Built Green to update codes to produce affordable, more sustainable products.
- Re-zoning that embraces environmental stewardship through smart growth; preserve the Urban Growth Boundary, consider upzoning, eliminate exclusionary zoning, encourage walkability and transit-oriented development.
- Streamline process and redundant or overlapping code requirements.
- Revisit fees and the cost of housing production, especially Missing Middle Housing, Attached/Detached Dwelling Units (ADU/DADUs), duplex/triplex, and senior housing.
- Incentivize and create choices for design features that preserve and enhance community character.
- Adopt landscaping options and incorporation of tree preservation that don't penalize but credit developer and private homeowner for retention or planting of native, drought tolerant, species diversity, and screening.

There are many considerations to balance community character, housing choice, affordability, sustainability, and land use. MBAKS looks forward to being part of the dialogue from the start and working with the community, staff, Planning Commission, and City Council to collaboratively draft effective Phase II development regulations over the coming months.

Thank you for your consideration and time. As always, if you have any questions, please feel free to contact Gina Clark at gclark@mbaks.com or (425) 460-8224.

Sincerely,

Gina Clark
 Government Affairs

cc: Sammamish City Council
 David Pyle, Director of Community Development
 Paul Stickney, Community Advocate

Attachment 2 - February 20, 2020 PC Meeting Public Comment

February 20, 2020

Planning Commission

City of Sammamish

Subject : Unified Development Code

Dear Planning Commission,

I can't attend the Planning Commission meeting this evening, but I did want to convey my support for the idea of a Unified Development Code to control development in Sammamish. As a retired planner that worked most of my career in the Puget Sound Region as an Urban Planner for 40 years, I can attest to the fact that the organization of development requirements into a Unified Development Code style code is a really good idea. I also served on the Sammamish City Council for eight years when some of the code updates that are referenced in the staff memo.

No matter what details you eventually assemble into a recommendation to the Council and no matter what changes the Council may make, having all of the codes that impact development better organized will benefit the City of Sammamish, its residents and the development community.

Any code needs to be taught, trained and communicated to staff, the public, the development community and other agencies. To the extent that the Unified Development Code has a clear structure, staff will be better able to communicate its contents to all interested parties and better able to assure that all sections are applied consistently to new development.

I read the section at the back of the Agenda on How to write a Unified Development Code by Steve Ladd AICP. I want to note and support the bullet about creating outlines of each permit so that everyone, staff, developer and citizen can understand the review processes that apply to each permit type.

I do want to suggest that staff and the Planning Commission find time to discuss enforcement of development regulations including the landscape and storm drainage requirements to see if the Planning Commission would want to add any recommendations to the Council on development project oversight.

Thank you for your consideration,



Mark Cross

247-208th Ave NE

Sammamish WA 98074



City of Sammamish

City Council Study Session Development Regulations Update Phase Two - Project Scope

March 3, 2020

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

March 3, 2020 Development Regulations Update

Meeting Objectives:

- 1) Review Phase One Changes – ORD 2019-482
- 2) Discuss Phase Two Scope Options
- 3) Discuss Phase Two Proposed Process and Constraints
- 4) Provide Direction on Scope

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

Development Regulations Update Phase One

Phase One Content:

- Organized into 8 topics (e.g. density rounding, setbacks, fences, building height, etc...)
- Primary focus with Commission was on operative language – code concepts and outcomes
- Secondary focus was on dimensional settings – these can be adjusted as needed
- Ancillary associated changes were also made as needed that did not change code operation or outcome (e.g. changing word “street setback” to “front yard setback”)

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

1. Density Rounding – SMC 21A.25.070

- Units are rounded based on the two numbers truncated past the decimal point.

Example: 6.2365 = 6.23

- For Subdivision of ≥ 10 units before rounding fractions round up at $\geq .51$

Example: 11.65 = 12

Example: 11.41 = 11

*Extra unit achieved through rounding must be built in the form of an affordable duplex (2 units).

- For Short Subdivision of ≤ 9 units before rounding fractions round up at $\geq .71$

Example: 4.85 = 5

Example: 4.69 = 4

*Extra unit achieved through rounding must be built in the form of an affordable duplex (2 units).

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

2. Setbacks – SMC 21A.25.030

- Changed designation of setbacks from “street” and “interior” to “front”, “side”, and “rear”.
- Created three categories for setbacks – see SMC 21A.25.030(A) and (B):
 - General setback for all structures
 - Unique setback for primary detached dwellings (e.g. homes)
 - Unique setback for detached accessory dwelling units (aka dadu’s)
- Created system of dynamic setbacks that apply to categories of home sizes (2,500 sf/2,500-4,000sf/4,000 sf and above)
- Added method to reduce side and rear setbacks with neighbor agreement when adjacent parcel under different ownership.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

3. Building Height – SMC 21A.25.030/21A.25.050

- Changed method of building height measurement to average existing grade.
- Limited façade height to 40 feet with specific exceptions.
- Added 18 foot height restriction for stand alone detached accessory dwelling units.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

4. Mass Grading – SMC 16.15.020/16.15.090

- Added prohibition on mass grading.
- Added restrictions on excavation and fill to qualify what is considered mass grading and to clarify what is allowed.
 - Fill is limited to five feet.
 - Excavation is limited to ten feet.
 - Deviations and Exceptions were added.
- Added restriction prohibiting speculative clearing before construction permits are issued.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

5. Fence Heights – SMC 21A.25.190/21A.30.190

- Added allowance for fences up to eight feet.
 - Limited to 32 feet in length along any setback line.
 - Requires agreement with affected neighbor.
 - Requires building permit.
 - May not cause inconsistency with other adopted codes or standards.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

6. Parking – SMC 21A.40.055

- Added requirement that one additional parking space be provided for each new lot created through subdivision process in R-4 and R-6 zones.
- Added clarifying language regarding where the parking must be located with priority hierarchy.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

7. Street Frontage – SMC 21A.25.030

- Added requirement that all new lots created through subdivision process in R-1, R-4, and R-6 zones be designed to include 30 feet of street frontage on a public or private street.
- Added flexibility allowing averaging of street frontage across project with a minimum of 20 feet and cumulative average of 30 feet.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

8. Critical Areas Work Permit – SMC 16.15.050

- Added prohibition on work in critical areas, when allowed, without first obtaining a permit.

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

Development Regulations Update Phase Two PC Recommended Approach

- Objective: *Prioritize code changes that will improve the outcome of housing being built in the City in a manner that is more in line with what the community is expecting of builders in Sammamish.*
- Commission Litmus Test Question: *Does the topic or proposed code change create the potential to improve the housing stock in the city in a way that the community is looking to see it improved?*
- Staff Litmus Test Question: *Does the topic or proposed code change provide missing or necessary tools to help staff influence a better outcome through permit review and does the proposed code change improve the clarity and usability of the City's codes to all users?*

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

#	Item/Element	Outcome Focused/Compact Targeted Amendment	Outcome Focused/Extensive Targeted Amendment	Policy Focused/Indefinite Amendment	Expenditure Ranking (High, Medium, Low)	Policy/Program Overlap
1	Add restriction on building height based on building segments.	x			LOW	Comp Plan
2	Refinement of 'technically feasible' deviations added with phase one [i.e. SMC 16.15.090(2)(a)(iii)].	x			LOW	Comp Plan
3	Add a landscape requirement for setback areas of subdivision or short subdivision project sites that front arterial streets.	x			LOW	Comp Plan
4	Address application of rules adopted in phase one and phase two to new SFRs on existing lots vs. subdivision.	x			LOW	Comp Plan
5	Add a restriction on grading around the perimeter of a subdivision or short subdivision site to better blend the existing grade of an adjacent property into the finished grade of a project site and better protect trees and existing vegetation around the perimeter of a project site (can also be integrated into a PUD section if desired).		x		LOW	Comp Plan, Urban Forest Management
6	Clean up amendments such as grammar, word choice, cross references, and consistency (can be done with or without migration to a Unified Development Code).		x		MEDIUM	Comp Plan
7	Add a requirement for early and advanced tree vigor enhancement for trees to be retained on sites under development permit review.		x		MEDIUM	Comp Plan, Urban Forest Management
8	Add low impact development site design guidelines.		x		MEDIUM	Comp Plan, K4C, Sustainability Efforts, Building Code Updates, Stormwater Code, Stormwater Manual, Public Works Standards
9	Addition of a Planned Unit Development (PUD) section.		x		HIGH	Comp Plan, Sammamish Homegrown
10	Add flexibility for new school development.			x	HIGH	Comp Plan, Countywide Planning Policies, School Impact Fee Program
11	Add architectural design standards to address key character objectives.			x	HIGH	Comp Plan
12	Add elements related to environmental sustainability.			x	HIGH	Comp Plan, K4C, Sustainability Efforts
13	Add elements related to housing affordability.			x	HIGH	Comp Plan, ARCH Program, Sammamish Homegrown
14	Add incentives to help promote a better outcome.			x	HIGH	Comp Plan, Sammamish Homegrown
	SEPARATE PROJECT (to be completed before or after code content changes)					
15	Migration to a Unified Development Code.		x		HIGH	Comp Plan, Permit Administration

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

Development Regulations Update Recommended Process

- Mirrors that of phase one.
- Initial scoping for range of work to be included (March 3, 2020 City Council Meeting).
- Consultant support obtained including Council approval of contract and formal scope of work (April/May 2020).
- Perform preliminary research and develop preliminary code concepts with consultant.
- Set up a community advisory group to help refine code changes and 'set the dial' on regulations to ensure the targeted outcome is understood.
- Work with special interest groups such as Master Builders, School Districts, and other known stakeholders to investigate implications or opportunities.
- Advance preliminary code changes to the Commission through a series of workshops.
- Initiate Council discussions with workshops.
- The bulk of the work would take place over the summer months with targeted adoption by Council in the late fall of 2020 or the first quarter of 2021 (timeline depends on depth of scope).

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

Development Regulations Update Constraints

- Final Scope
- Staffing
- Budget
- Consultant capacity
- Other work plan objectives
- Planning Commission calendar
- City Council calendar

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

Development Regulations Update Phase Two- Scope of Work

Budget: Up to \$300,000 for consultant assistance – depends on scope.

Timeline: 2020 with wrap up in 2021 (as needed).

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CHANGE BEFORE MARCH 3, 2020 MEETING

Development Regulations Update Phase Two- Scope of Work

Direction Needed: Items to be included in preliminary scope

DRAFT PRESENTATION SUBJECT TO
CHANGE BEFORE MARCH 3, 2020 MEETING

Agenda Bill

City Council Regular Meeting
March 03, 2020



SUBJECT:	Sahalee Way Corridor Analysis Update	
DATE SUBMITTED:	February 11, 2020	
DEPARTMENT:	Public Works	
NEEDED FROM COUNCIL:	<input type="checkbox"/> Action <input type="checkbox"/> Direction <input checked="" type="checkbox"/> Informational	
RECOMMENDATION:	Provide feedback on the presentation summarizing the findings of the Sahalee Way Corridor Analysis Update.	
EXHIBITS:		
BUDGET:		
Total dollar amount	N/A	<input type="checkbox"/> Approved in budget
Fund(s)	N/A	<input type="checkbox"/> Budget reallocation required
		<input checked="" type="checkbox"/> No budgetary impact
WORK PLAN FOCUS AREAS:		
<input checked="" type="checkbox"/> Transportation	<input type="checkbox"/> Community Safety	
<input type="checkbox"/> Communication & Engagement	<input type="checkbox"/> Community Livability	
<input type="checkbox"/> High Performing Government	<input type="checkbox"/> Culture & Recreation	
<input type="checkbox"/> Environmental Health & Protection	<input type="checkbox"/> Financial Sustainability	

NEEDED FROM COUNCIL:

Presentation of the Sahalee Way Corridor Analysis Update

KEY FACTS AND INFORMATION SUMMARY:

Summary

On September 3, 2019, Council directed staff to update the analysis of the corridor, utilizing the current concurrency standards and traffic demand model. Council also directed staff to expand the analysis limits to be from NE 12th Place to State Route 202, which includes areas outside of the City's jurisdiction. Staff will present the findings of the updated analysis and answer the Council's questions. Following input from the Council, staff plans to return on April 14th with a second presentation to provide answers to any additional questions that arise and seek a decision regarding the project scope to move forward into the design phase.

Background

The analysis for the Sahalee corridor looked at three different scenarios comparing performance under the concurrency standard and using the VISSIM traffic simulation software. VISSIM is a more robust, detailed analytical tool that can consider holistic impacts to the corridor and to travel times. The analysis projected to the forecast years of 2025, i.e. "pipeline"; and the 2035 Comprehensive Plan's horizon year. The three scenarios that were analyzed and being presented are:

- No Build scenario
- Three-Lane scenario
- Concurrency scenario

The No Build scenario is shown for comparison purposes only and is not being recommended as an option. This scenario fails the concurrency standards for intersections, segments and corridor in both 2025 and 2035. Video simulations are available for your review of the projected traffic under the 2035 Three Lane AM scenario and the 2035 Concurrency AM scenario. Please note that the vehicular speeds in the videos are twice that of actual and simulates the worst of the AM peak hour.

- [2035 Three Lane AM scenario](#)
- [2035 Concurrency AM scenario](#)

The Three-Lane scenario fails the concurrency standard for the corridor in 2025, and has both concurrency failures for segments and the corridor in 2035. The scope of improvements includes widening for center turn lanes, bike lanes, curb, gutter, sidewalks and amenity strips on both sides between NE 12th and NE 25th; and sidewalks on the west side only from NE 25th to NE 37th, with the east side to remain as a widened shoulder for pedestrians and bicyclists to share. New intersection signals would be installed at NE 14th, NE 19th, NE 28th and NE 36th. The estimated planning-level cost for this option is \$61.5M - \$71.2M. Travel times in the corridor are improved compared to the No Build scenario.

The Concurrency scenario follows the three-lane scenario described above, but widens to five lanes between approximately 217th Place NE and NE 37th Way, and four lanes for the remainder of the corridor down the hill to State Route 202. This scenario is the only option that passes the concurrency standards in both 2025 and 2035 with estimated planning level costs of \$121.3M - \$140.5M. Travel times in the corridor are further improved in this option versus the other scenarios. However, it is a minimum scenario that is needed to pass concurrency and would only provide a future buffer of approximately nine additional vehicles in the peak hour before triggering another concurrency segment and corridor failure beyond 2035. Additional future capacity might be obtained by extending the five lane section further south to at least NE 28th Place. The aforementioned cost estimate does not include an extension of the five lanes.

The analysis includes important assumptions. The first assumption is that State Route 202 will continue to operate in the AM peak in 2035 with vehicle speeds roughly similar to today. This would require that State Route 202 corridor would need additional detailed analysis and improvements so that performance does not dramatically decline. The cost estimates are planning level and based on 2019 figures that are indexed to construction in 2023 with assumed 5% inflation per year. It is also assumed that concurrency policies do not change, that a roundabout at State Route 202 and Sahalee is not

constructed, no significant increases in transit services or significant shifts in mode share occur, and that the region's assumptions about growth are fairly accurate.

FINANCIAL IMPACT:

The current financial impact is for the traffic analysis only as directed by the Council. The future financial impacts for this project will be based on the design concept selected by the City Council. A high level discussion regarding funding options will be introduced in this meeting with a more robust and detailed discussion during development of the 2021-2022 budget.

OTHER ALTERNATIVES CONSIDERED:

There were no other alternatives considered as this is in response to the Council's direction last fall.

RELATED CITY GOALS, POLICIES, AND MASTER PLANS:

[Comprehensive Plan - Capital Facilities](#)

[Comprehensive Plan - Transportation](#)

City Council Agenda Calendar

Meeting Date	Packet Items Due	Time	Meeting Type	Topics
March 2020				
Tues 3/10	2/26	6:30 pm	Study Session	<ul style="list-style-type: none"> TMP Update (90 min) Emergency Management Training for Elected Officials (60 min)
Tues 3/17	3/4	6:30 pm	Regular Meeting	<ul style="list-style-type: none"> Traffic Model Audit Report (1.5 hr) Title 16 Code Revisions Approval: Contract for Big Rock Park B construction project 2020 Work Plan (60 min) <p><u>Consent</u></p> <ul style="list-style-type: none"> Approval: 2020 Curb Ramp Retrofit and Sidewalk Repair Project Contract - TBD Approval: Issaquah Fall City Ph 2 Design Contract - HDR Approval: Stormwater Retrofit Study - AHBL Approval: SE 4th St Change Order - Marshbank
April 2020				
Tues 4/7	3/27	6:30 pm	Regular Meeting	<p><u>Public Hearing</u></p> <ul style="list-style-type: none"> Title 16 Code Revisions <p><u>Consent</u></p> <ul style="list-style-type: none"> Approval: King Conservation District Grant
Tues 4/14	4/8	6:30 pm	Study Session	
Tues 4/21	4/15	6:30 pm	Regular Meeting	<p><u>Consent</u></p> <ul style="list-style-type: none"> Sammamish Youth Board Appointments

2/21/2020