



CITY OF SNOHOMISH

116 UNION AVENUE | SNOHOMISH, WASHINGTON 98290 | (360) 568-3115 | WWW.SNOHOMISHWA.GOV

PROFESSIONAL SERVICES AGREEMENT BETWEEN CITY OF SNOHOMISH AND FIRST FORTY FEET, LLC FOR PROFESSIONAL SERVICES

THIS AGREEMENT ("Agreement") is made and entered into by and between the City of Snohomish, a Washington State municipal corporation ("City"), and **FIRST FORTY FEET, LLC** a Oregon State corporation ("Consultant") licensed to do business in Washington State.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, the parties hereto agree as follows:

ARTICLE I. PURPOSE

The purpose of this agreement is to provide the City with professional services as described in Article II. The general terms and conditions of relationships between the City and the Consultant are specified in this Agreement.

ARTICLE II. SCOPE OF SERVICES

The Scope of Services for a rate study analysis is attached hereto as **Exhibit "A"** and incorporated herein by this reference ("Scope of Services"). All services and materials necessary to accomplish the tasks outlined in the Scope of Services shall be satisfactorily provided by the Consultant unless noted otherwise in the Scope of Services or this Agreement. All such services shall be provided in accordance with the standards of the Consultant's profession.

ARTICLE III. OBLIGATIONS OF THE CONSULTANT

III.1 MINOR CHANGES IN SCOPE. The Consultant shall accept minor changes, amendments, or revision in the detail of the Scope of Services as may be required by the City when such changes will not have any impact on the service costs or proposed delivery schedule. Extra work, if any, involving substantial changes and/or changes in cost or schedules will be addressed as follows:

Extra Work. The City may desire to have the Consultant perform work or render services in connection with each project in addition to or other than work provided for by the expressed intent of the Scope of Services in the scope of services. Such work will be considered as extra work and will be specified in a written supplement to the scope of services, to be signed by both parties, which will set forth the nature and the scope thereof. All proposals for extra work or services shall be prepared by the Consultant at no cost to the City. Work under a supplemental agreement shall not proceed until executed in writing by the parties.

III.2 WORK PRODUCT AND DOCUMENTS. City shall be the owner of any and all reports, documents, memoranda, plans, specifications, designs, notes, drawings, products, data, information and other materials and results authored, created, developed or made by Consultant in connection with the Scope

of Services (the “Results”), together with any and all intellectual property rights in any Results (“Related Rights”). To the extent applicable, all Results shall constitute “works made for hire” by or for the City and the City shall be the “author” of all Results under applicable copyright laws. Consultant hereby assigns and transfers to the City any and all right, title and interest that Consultant may have or acquire in any Results and Related Rights. Consultant shall take such action (including, but not limited to, the execution, acknowledgment and delivery of separate assignments and other documents) as City may reasonably request to effect, perfect, or evidence Company's ownership of the Results and Related Rights.

Consultant shall not use the Results produced under this Agreement or any modifications thereof for any purpose other than those authorized under this Agreement without the written authorization of the City.

III.3 TERM. The Consultant shall be authorized to begin work under the terms of this agreement upon signing of both the scope of services and this agreement and shall complete the work no later than **MARCH 31, 2026**, unless a mutual written agreement is signed to change the schedule. An extension of the time for completion may be given by the City due to conditions not expected or anticipated at the time of execution of this agreement.

III.4 NONASSIGNABLE. The services to be provided by the Consultant shall not be assigned or subcontracted without the express written consent of the City.

III.5 EMPLOYMENT.

a. The term “employee” or “employees” as used herein shall mean any officers, agents, or employee of the of the Consultant.

b. Any and all employees of the Consultant, while engaged in the performance of any work or services required by the Consultant under this Agreement, shall be considered employees of the Consultant only and not of the City, and any and all claims that may or might arise under the Workman's Compensation Act on behalf of any said employees while so engaged, and any and all claims made by any third party as a consequence of any negligent act or omission on the part of the Consultant or its employees while so engaged in any of the work or services provided herein shall be the sole obligation of the Consultant.

c. Consultant represents, unless otherwise indicated below, that all employees of Consultant that will provide any of the work under this Agreement have not ever been retired from a Washington State retirement system, including but not limited to Teacher (TRS), School District (SERS), Public Employee (PERS), Public Safety (PSERS), law enforcement and fire fighters (LEOFF), Washington State Patrol (WSPRS), Judicial Retirement System (JRS), or otherwise. *(Please indicate No or Yes below)*

No employees supplying work have ever been retired from a Washington state retirement system.

Yes employees supplying work have been retired from a Washington state retirement system.

In the event the Consultant indicates “no”, but an employee in fact was a retiree of a Washington State retirement system, and because of the misrepresentation the City is required to defend a claim by the Washington State retirement system, or to make contributions for or on account of the

employee, or reimbursement to the Washington State retirement system for benefits paid, Consultant hereby agrees to save, indemnify, defend and hold City harmless from and against all expenses and costs, including reasonable attorney's fees incurred in defending the claim of the Washington State retirement system and from all contributions paid or required to be paid, and for all reimbursement required to the Washington State retirement system. In the event Consultant affirms that an employee providing work has ever retired from a Washington State retirement system, said employee shall be identified by Consultant, and such retirees shall provide City with all information required by City to report the employment with Consultant to the Department of Retirement Services of the State of Washington.

III.6 INDEMNITY.

a. **Indemnification / Hold Harmless.** Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

b. 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.

c. 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.

d. **Public Records Requests.**
In addition to Paragraph IV.3 b, when the City provides the Consultant with notice of a public records request per Paragraph IV. 3 b, Consultant agrees to save, hold harmless, indemnify and defend the City its officers, agents, employees and elected officials from and against all claims, lawsuits, fees, penalties and costs resulting from the consultants violation of the Public Records Act RCW 42.56, or consultant's failure to produce public records as required under the Public Records Act.

e. The provisions of this section III.6 shall survive the expiration or termination of this agreement.

III.7 INSURANCE.

a. **Insurance Term**
The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

b. **No Limitation**
Consultant's maintenance of insurance as required by the agreement shall not be construed to

limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

c. Minimum Scope of Insurance - Consultant shall obtain insurance of the types described below:

- (1). Automobile Liability insurance covering 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.
- (2). Commercial General Liability insurance shall be written at least as broad on ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap, independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
- (3). Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- (4). Professional Liability insurance appropriate to the Consultant's profession.

d. The minimum insurance limits shall be as follows:
Consultant shall maintain the following insurance limits:

- (1) Commercial General Liability. Insurance shall be written with limits no less than \$1,000,000 per occurrence and \$2,000,000 general aggregate.
- (2) Automobile Liability. Insurance with a minimum \$1,000,000 combined single limit per accident for bodily injury and property damage.
- (3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington.
- (4) Professional Liability/Consultant's Errors and Omissions Liability. Insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

e. Notice of Cancellation. In the event that the Consultant receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Consultant shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

f. Acceptability of Insurers. Insurance to be provided by Consultant shall be with insurers with a current A.M. Best rating of no less than A:VII, or if not rated by Best, with minimum surpluses the equivalent of Best VII rating.

g. **Verification of Coverage.** In signing this agreement, the Consultant is acknowledging and representing that required insurance is active and current. Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work. Further, throughout the term of this Agreement, the Consultant shall provide the City with proof of insurance upon request by the City.

h. **Insurance shall be Primary - Other Insurance Provision.** The Consultant's insurance coverage shall be primary insurance as respect the City. The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance as respect the City. Any Insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

i. **Claims-made Basis.** Unless approved by the City all insurance policies shall be written on an "Occurrence" policy as opposed to a "Claims-made" policy. The City may require an extended reporting endorsement on any approved "Claims-made" policy.

j. **Failure to Maintain Insurance** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

k. **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.

III.8 DISCRIMINATION PROHIBITED AND COMPLIANCE WITH EQUAL OPPORTUNITY LEGISLATION. The Consultant agrees to comply with equal opportunity employment and not to discriminate against client, employee, or applicant for employment or for services because of race, creed, color, religion, national origin, marital status, sex, sexual orientation, age or handicap except for a bona fide occupational qualification with regard, but not limited to, the following: employment upgrading; demotion or transfer; recruitment or any recruitment advertising; layoff or terminations; rates of pay or other forms of compensation; selection for training, rendition of services. The Consultant further agrees to maintain (as appropriate) notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Consultant understands and agrees that if it violates this nondiscrimination provision, this Agreement may be terminated by the City, and further that the Consultant will be barred from performing any services for the City now or in the future, unless a showing is made satisfactory to the City that discriminatory practices have been terminated and that recurrence of such action is unlikely.

III.9 UNFAIR EMPLOYMENT PRACTICES. During the performance of this Agreement, the Consultant agrees to comply with RCW 49.60.180, prohibiting unfair employment practices.

III.10 LEGAL RELATIONS. The Consultant shall comply with all federal, state, and local

laws and ordinances applicable to work to be done under this Agreement. The Consultant represents that the firm and all employees assigned to work on any City project are in full compliance with the statutes of the State of Washington governing activities to be performed and that all personnel to be assigned to the work required under this Agreement are fully qualified-and properly licensed to perform the work to which they will be assigned. This Agreement shall be interpreted and construed in accordance with the laws of Washington. Venue for any litigation commenced relating to this Agreement shall be in Snohomish County Superior Court.

III.11 INDEPENDENT CONTRACTOR.

a. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants, and agrees that his status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195 or as hereafter amended. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

b. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

c. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

d. Prior to commencement of work, the Consultant shall obtain a business license from the City.

III.12 CONFLICTS OF INTEREST. The Consultant agrees to and shall notify the City of any potential conflicts of interest in Consultant's client base and shall obtain written permission from the City prior to providing services to third parties where a conflict or potential conflict of interest is apparent. If the City determines in its sole discretion that a conflict is irreconcilable, the City reserves the right to terminate this Agreement.

III.13 CITY CONFIDENCES. The Consultant agrees to and will keep in strict confidence, and will not disclose, communicate, or advertise to third parties without specific prior written consent from the City in each instance, the confidences of the City or any information regarding the City or services provided to the City.

III.14 SUBCONTRACTORS/SUBCONSULTANTS.

a. The Consultant shall be responsible for all work performed by subcontractors/subconsultants pursuant to the terms of this Agreement.

b. The Consultant must verify that any subcontractors/subconsultants they directly hire meet the responsibility criteria for the project. Verification that a subcontractor/subconsultant has proper license and bonding, if required by statute, must be included in the verification process. The Consultant will use the following Subcontractors/Subconsultants or as set forth in Exhibit ____:

c. The Consultant may not substitute or add subcontractors/subconsultants without the written approval of the City.

d. All Subcontractors/Subconsultants shall have the same insurance coverages and limits as set forth in this Agreement and the Consultant shall provide verification of said insurance coverage.

III.15 WARRANTY. Consultant represents that it has the necessary staff, skills, resources, facilities, and expertise to satisfactorily provide the services called for by this Agreement. Consultant shall at all times perform all services in a professional, skillful, and safe manner, consistent with the relevant standards of care expected from professionals in the Consultant's industry and in accordance with the usual standards of performance accepted in Consultant's profession for similar projects. Consultant shall notify the City of any work which does not meet these standards as soon as possible.

ARTICLE IV. OBLIGATIONS OF THE CITY

IV.1 PAYMENTS.

a. The Consultant shall be paid by the City for services satisfactorily rendered under this Agreement as described in the Scope of Services and as provided in this section. In no event shall the compensation paid to Consultant under this Agreement exceed **\$125,000 (ONE HUNDRED TWENTY-FIVE DOLLARS)** without the written agreement of the Consultant and the City. Such payment shall be full compensation for work performed and services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work. In the event the City elects to expand the scope of services from that set forth in Exhibit A, the City shall pay Consultant a mutually agreed amount.

b. The Consultant shall submit a monthly invoice to the City for services performed in the previous calendar month in a format acceptable to the City. The Consultant shall maintain time and expense records and provide them to the City upon request.

c. The City will pay timely submitted and approved invoices received before the 20th of each month within thirty (30) days of receipt.

IV.2 CITY APPROVAL. Notwithstanding the Consultant's status as an independent contractor, results of the work performed pursuant to this Agreement must meet the approval of the City, which shall not be unreasonably withheld if work has been completed in compliance with the Scope of Services and City requirements.

IV.3 MAINTENANCE/INSPECTION OF RECORDS.

a. The Consultant shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this

Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

b. Public Records

The parties agree that this Agreement and records related to the performance of the Agreement are with limited exception, public records subject to disclosure under the Public Records Act RCW 42.56. Further, in the event of a Public Records Request to the City, the City may provide the Consultant with a copy of the Records Request and the Consultant shall provide copies of any City records in Consultant's possession, necessary to fulfill that Public Records Request. If the Public Records Request is large the Consultant will provide the City with an estimate of reasonable time needed to fulfill the records request.

ARTICLE V. GENERAL

V.1 **NOTICES.** Notices to the City shall be sent to the following address:

**City of Snohomish
Attn: Nova Heaton
116 Union Avenue
Snohomish, WA 98290**

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

**First Forty Feet
Attn: James Brackenhoff
412 NW Couch St. STE 405
Portland, OR 97209-3883**

Receipt of any notice shall be deemed effective three (3) days after deposit of written notice in the U.S. mail with proper postage and address.

V.2 **TERMINATION.** The right is reserved by the City to terminate this Agreement in whole or in part at any time upon ten (10) calendar days' written notice to the Consultant.

If this Agreement is terminated in its entirety by the City for its convenience, the City shall pay the Consultant for satisfactory services performed through the date of termination in accordance with payment provisions of Section IV.1.

V.3 **DISPUTES.** The parties agree that, following reasonable attempts at negotiation and compromise, any unresolved dispute arising under this Agreement may be resolved by alternative dispute resolution of arbitration or mediation if mutually agreed to or by action in Superior Court.

V.4 **EXTENT OF AGREEMENT/MODIFICATION.** This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified, or added to only by written instrument properly signed by both parties.

V.5 **SEVERABILITY**

a. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

b. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict and shall be deemed modified to conform to such statutory provision.

V.6 **NONWAIVER.** A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

V.7 **FAIR MEANING.** The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

V.8 **GOVERNING LAW.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

V.9 **VENUE.** The venue for any action to enforce or interpret this Agreement shall lie in the Superior Court of Washington for Snohomish County, Washington.

V.10 **COUNTERPARTS.** This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

V.11 **AUTHORITY TO BIND PARTIES AND ENTER INTO AGREEMENT.** The undersigned represent that they have full authority to enter into this Agreement and to bind the parties for and on behalf of the legal entities set forth below.

DATED this 11 day of December, 2024.

CITY OF SNOHOMISH

By: *Linda Redmon*
Linda Redmon (Dec 11, 2024 15:29 PST)
Linda Redmon, Mayor

FIRST FORTY FEET

By: *James Brackenhoff*
James Brackenhoff (Dec 12, 2024 14:00 PST)
James Brackenhoff, Principal & Co-Founder

ATTEST

By: *Brandi Whitson*
Brandi Whitson (Dec 11, 2024 15:31 PST)
Brandi Whitson, City Clerk

APPROVED AS TO FORM

By: *Emily Guildner*
Emily Guildner (Dec 9, 2024 14:14 PST)
Emily Guildner, City Attorney

ATTACHMENTS:

Attachment A – Scope of Services and Budget

City of Snohomish FIRST STREET MASTER PLAN

INTRODUCTION

The FIRST FORTY FEET (FFF) team has been selected by the City of Snohomish (COS) to provide planning, and design services for the First Street Master Plan, with a focus on Historic Downtown Snohomish. Responsibilities will include further developing the comprehensive master plan, facilitating public meetings, conducting topographic survey, and preparing preliminary cost estimate. The project area spans the First Street from Avenue J to Lincoln Avenue, encompassing historic buildings, pedestrian walkways, parking areas, utility upgrades (sewer, water, and storm), street lighting, and public spaces. The master plan will aim to preserve the historic character while enhancing safety, functionality and accessibility.

PROJECT TEAM

FIRST FORTY FEET (FFF) will provide overall project management under the administration of the City of Snohomish. FFF will facilitate and manage the project through a Consultant Leadership Team (CLT), where designated discipline leaders within the consultant team become task leaders responsible for leading critical aspects of the scope of work. The unique roles of these key team members supporting the project will produce deliverables that meet the City and community objectives.

The project team includes:

FIRST FORTY FEET – Lead consultant, project management/facilitation, community engagement, vision, concepts/refinement and master plan.

AINW – Historic building/archaeological records review and base line survey

Pacific Coast Surveys- Ground-survey of rights-of-way and historic building and entry, basement encroachments and utilities locate.

Transpo Group (Transpo) - Parking management strategy and monitoring/evaluation of streetscape demonstration project(s).

GENERAL OUTLINE OF PROJECT TASKS

Project tasks shall include, but are not limited to:

1. Review of site and existing information, including the University of Washington Urban Planning Student Concept Project.
2. Develop Master Plan

- a. Identify distinct sections based on zoning characteristics and needs, and create a cohesive master plan over three phases consisting of the following distinct areas:
 - i. *Phase 1: Avenue D to Maple Avenue*
 1. Incorporate connections to Kla Ha Ya Park and Cady Landing.
 2. Activate the gazebo space at the south end of Avenue A and enhance pedestrian improvements.
 - ii. *Phase 2: Avenue J to Avenue D*
 1. Improve pedestrian corridors and expand/improve parking.
 2. Plan for and connect to the future park at the existing City Operations and Maintenance site (1801 First Street).
 3. Establish a connection to the Riverview Wildlife Refuge Trail.
 - iii. *Phase 3: Maple Avenue to Lincoln Avenue*
 1. Ensure pedestrian connectivity to existing and proposed non-motorized networks.
3. Attend and develop materials for public outreach meetings.
4. Topographic survey.
5. Historic Building Inventory and Cultural Resources assessment.
6. Develop planning level cost estimate.
7. Provide assistance with permitting processes.

PROJECT ASSUMPTIONS

The following applies to the FIRST FORTY FEET (FFF) Team deliverables unless otherwise specified in this work scope or by the City of Snohomish (COS) Project Manager:

- Previewing communications materials
 - FFF shall provide an agenda and draft materials to the Project Management Team (PMT) at least two (2) working days prior to the meeting.
 - COS will perform one (1) round of review on draft materials.
 - COS will provide comments to FFF within five (5) working days after a meeting to review draft work scope materials.
 - FFF shall review with COS all revisions and corrections to materials based on comments received prior to public release.
 - FFF shall provide materials intended for public release to PMT at least every five (5) working days prior to the scheduled release.

- Text memorandums and reports
 - Memorandums are to be formatted for 8½-inch by 11-inch, or 11-inch by 17-inch paper in their native format and in an open, universally readable format suitable for review and editing by the COS.
 - All final memorandums, including graphics, tables, etc. are to be provided to COS only digitally in an open, universally readable format suitable for uploading to the COS website. COS shall be responsible for printing of all materials.

- Existing Data, Drawings and Plans: The City of Snohomish will provide where readily available copies of the following:
 - Utility franchise agreements
 - All readily available as-builts (public and private) within the study area as appropriate for the work outlined in this scope of work.
 - All relevant planning documents (Water System Plan, Sanitary Sewer Plan, Transportation Plan, Capital Improvements Plan(s), etc.) that are relevant to the work.

- Estimated Notice-to-Proceed (NTP) will be January 1, 2025

- For the purposes of establishing this Scope and Fee, the project study area limits are anticipated to include three segments of First Avenue including:
 1. *Avenue D to Maple Avenue* with connections to Klā Ha Ya Park and Cady Landing and activating the gazebo space at the south end of Avenue A and pedestrian improvements.
 2. *Avenue J to Avenue D* with improvements to pedestrian corridors. expand/improve parking and plan for and connect to the future park at the existing City Operations and Maintenance site (1801 First Street).
 3. *Maple Avenue to Lincoln Avenue* to ensure pedestrian connectivity to existing and proposed non-motorized networks.



Architecture
Urban Design
Community Planning

412 NW Couch St. #405
Portland, Oregon 97209
t: 503-764-9692
www.firstfortyfeet.com

PROJECT APPROACH & WORK PLAN

1. PROJECT MANAGEMENT

FFF will provide overall project management under the administration of COS. FFF's project manager will be responsible for the work scope and schedule and final authority for contracting and invoicing, as well as directing tasks and managing deliverables.

The core of the project management structure should include a Project Management Team (PMT) comprising the city, representatives of supporting agencies identified by the City and the consultant team project manager. All decisions and final checks on schedule, tasks and deliverables go through the city project manager before advancing review materials or engagement through any committee, group, community stakeholder or decision-making body.

The consultant team project manager will collaborate with team members, keeping clear lines of responsibility for each specific task as it relates to the overall project. The consultant team will maintain a portal for accessing iterative and final work products, meeting summaries, progress reports and invoices. The consultant team will commit resources and team members to complete the project within approximately a 12-month period ending in 2025.

FFF will:

- Coordinate activities between COS, committees, stakeholders, and consultant team.
- Facilitate advisory, technical, stakeholder, and community meetings at each project milestone and defined in the Engagement Plan.
- Support COS with elected and community leaders' meetings and updates.
- Conduct twice a month, progress check-in meetings with COS staff via teleconference. Meetings will include an Action Items Matrix update, project schedule/ and critical path updates.
- Maintain progress reports of work completed and outstanding items to be submitted to the PM monthly.
- Prepare project progress reporting to the COS project manager that includes an overview of consultant work and compilation of deliverables.

Assumptions:

The First Forty Feet project manager will oversee project tasks, deliverables and scheduling and will coordinate meetings, reviews, and decision-making with the PMT. The PMT shall meet as specified by the work scope to coordinate logistics of the project, provide feedback, and give direction to the First Forty Feet team.

The FFF team has committed resources and team members to complete the project within an approximately (12) twelve-month period.



Architecture
Urban Design
Community Planning

412 NW Couch St. #405
Portland, Oregon 97209
t: 503-764-9692
www.firstfortyfeet.com

1.1 PROJECT KICK-OFF MEETING

The Consultant and the City shall schedule and facilitate an in-person site tour and meeting. The Consultant and supporting team members, City staff and others identified by the City will meet to:

- a. Tour the project area with the COS. This tour will ground the consultant team in the physical conditions, past work, and COS identified opportunities and challenges about the area, including considerations for parking solutions, confirmation of UW plan design elements to remain, modify or remove, and planned development or public improvements projects affecting the project area.
- b. Determine method(s) for COS delivery of background data and format of files (plans, drawings, GIS/Cad files) for creating a project area base map.
- c. Review a draft project work plan schedule and key milestones for engagement.
- d. Confirm PMT members and the overall Project decision-making process, including deliverables and documentation review in advance of community engagement milestones.
- e. Discuss the expectations for approach, roles, and communications protocols as well as expectations for engagement including stakeholder identification, engagement meetings format (in-person vs virtual), and meetings dates and facilities available for hosting engagement sessions.
- f. Discuss the formation of the technical and project advisory committees and the committees' roles and identify anticipated number of meetings throughout the project.

ANTICIPATED PROJECT MANAGEMENT MEETINGS

• Kick-Off Meeting Session	01
• Twice-monthly Regular PMT Meetings	24
Total:	25

TASK 1 Deliverable:

- Monthly progress reports and invoices
- Project schedule
- Contract reporting and issues tracking system.
- Facilitate/attend bi-weekly meetings, prepare agendas, meeting materials, and meeting summaries.
- Attend Kick-off Meeting, site visit and prepare meeting summary.
- Bi-weekly meetings – up to 24 meetings of up to 60 min. duration.
- Project Kick-off Meeting- 1 site tour and meeting with City staff up to four hours in duration.

2. PUBLIC OUTREACH & ENGAGEMENT

First Forty Feet will devise an engagement plan in collaboration with the City, aimed at fostering the exchange of ideas, concepts, and innovative strategies that resonate with the City's project objectives. This engagement plan will outline various outreach methods, including one-on-one interactions, group discussions, and large-scale engagement sessions, customizing the approach to fulfill the City's goals for community involvement. Additionally, it will determine the required facilities to accommodate a variety of engagement activities.

2.1 PUBLIC OUTREACH AND ENGAGEMENT PLAN

First Forty Feet will lead development of the engagement plan that will define inclusive engagement and facilitation strategies, identify community partners and project stakeholders, and outline methods of outreach, engagement, and summary reporting processes. This includes flexible meeting schedules and facilities or online applications necessary and available to support a range of in-person and virtual engagement.

The Engagement Plan will identify methods of outreach and stakeholder participation to ensure alignment with the City's desire to gather input from the community, First Street businesses, and property owners. The consultant will collaborate closely with the City, the Historic Downtown Snohomish Association and, if designated, a proposed project advisory committee (PAC) and actively engage City committees, boards, commissions, City Council and others to be identified in the Outreach and Engagement Plan.

The engagement plan should consist of:

- **Engagement Database.** City to create a shared engagement database spreadsheet highlighting key stakeholders, including Planning Commission in connection with joint meetings with the City Council, Boards, Commissions, Agencies and others.
- **Engagement Planning.** Consultant with City support will prepare a schedule for engagement meetings including meeting planning tasks and deadlines and accompanying outreach materials, facilities, and outreach methods available and necessary to meet engagement objectives. Create a list of community partner co-hosts and supporters for each meeting (non-profits and community organizations, student orgs, regional public interest groups, etc..) who have confirmed their interest in supporting the project and engagement efforts.
- **Business & Property Owners.** Identify an approach for contacting business and property owners within the project area boundaries.
- **Engagement Materials & Tools.** Method for preparing community meeting notices, as well as any meeting materials (such as informational or educational materials, staff reports, and presentations, etc.), renderings, and photographic simulations that will assist in the engagement process. The consultant will work with City staff to develop materials for the City's website such as background and meeting information, reports, and maps related to the project.
- **Conflict Assessment.** Prepare in coordination with City staff a conflict situation assessment to identify challenges that could prevent successful outreach and public involvement.



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2.2 ENGAGEMENT MILESTONES

FFF will design and facilitate engagement in coordination with the COS engagement meetings, work sessions and/or events at two major project milestones.

At a minimum, the Consultant will lead the design and facilitation at two major milestones in an effort to gather perspectives of the community from a larger type event and additional meetings with the PAC, Council and HDSA.

- **Engagement Session #1 First Street Visioning and Guiding Principles.** Facilitate a two-part session that in part one will include a brief introductory presentation outlining the project’s purpose, schedule, and existing conditions, highlighting both opportunities and challenges to be addressed. Engagement activities will collect feedback through survey questions, polling, and public comments. Findings from Session #1 will be used to develop a vision and guiding principles that will inform preliminary design concepts.
- **Engagement Session #2 First Street Concepts Demonstration Project.** Facilitate an on-site event featuring a guided tour of preliminary design variations across two-block segments of First Street. The walking tour will allow participants to actively engage with the designs while providing feedback through survey questions and polls. Findings gathered during the session will help refine and identify the preferred design concept(s).

Engagement Milestones would consist of:

- **Meeting/Demonstration Design & Facilitation.** The FFF Team will design and facilitate in-person, virtual, or hybrid meetings, and the demonstration project as identified with the City in the Outreach and Engagement Plan. Coordinate meetings materials, presentations, rehearsals, and technology support for each meeting. Coordinate pre-meeting technology and presenter’s check-in one hour before each meeting.
- **Meeting/Demonstration Summaries.** Provide meeting summaries in a consistent meeting summary format for all meetings. Meeting summaries will include attendance sheets/lists, speaker summaries, actions, next steps and questions.
- **Meeting Debriefs & Lessons Learned.** Coordinate and facilitate a meeting debrief with the project team (one hour maximum) for each meeting. Take notes during each debrief and include a debrief summary in the meeting summary.
- **Update Engagement Plan & Database.** Update engagement plan based on lessons learned from each meeting. Update engagement database after each meeting.

ANTICIPATED PUBLIC INVOLVEMENT MEETINGS

- | | |
|---|------------------|
| • Project Advisory Committee (if established) | Up to 3 meetings |
| • Technical Advisory Meetings- | Up to 3 meetings |
| • Stakeholders | Up to 3 meetings |
| • City Council Meetings- | Up to 3 meetings |
| • Community Visioning Workshop- | 1 session. |
| • Concepts Demonstration Project Event | 1 session |

Total: Up to 14 meetings

TASK 2 Deliverable:

- Community Engagement Plan
- Outreach & Meeting Materials
- Visualization tools, including renderings and visual simulations.
- Community engagement/demonstration project sessions design and facilitation, presentation; feedback forms; meeting agendas, and meeting summaries

3. DATA COLLECTION AND BASE MAPPING**3.1 LITERATURE REVIEW**

The Consultant will ensure that existing conditions, both physically on the ground and in policy and planning documents, serve as the baseline for developing First Street parking and streetscape design concepts, and necessary pedestrian and bicycle connections.

The Consultant will become familiar with and document:

- Policies, plans, land use patterns, and regulatory documents impacting the master plan area.
- The City's existing infrastructure plans (sewer, stormwater, water, streets & traffic) and capital improvement plans/projects.
- Significant prior planning and reference documents performed including the UW Plan to assist in the assessment and urban design recommendations of the First Street Master Plan Project.
- Review the UW conceptual geometric layout to be used as a baseline concept for preliminary design of the Project. Our team shall use these conceptual designs to develop an alternative approach to geometric designs for City review and approval
- Conduct an assessment of the UW design concept to better understand potential changes and alterations of the design, especially when considering parking and streetscape design appropriate to distinct character areas within the project limits
- Develop high-level placemaking opportunities and constraints analysis to determine locations for public art, open-air installations, short-term programming, gateway opportunities, pedestrian connections, historic streetscape elements and placemaking moments. The analysis will include highlighting barriers that prevent or impact placemaking opportunities.

3.2 PRELIMINARY BASE MAP

FFF will utilize data readily available from the City to produce a preliminary project area base map. A core area defined within the First Street right-of-way between Avenue J and Lincoln Street and an area of influence identified by the COS will define the project boundaries. This map will be used for existing conditions analysis and diagrams in advance of the initial topographic survey.

TASK 3 Deliverable:

- Review and Summary of Existing Plans and Policies
- Assemble project area base map and define project boundary.

4. EXISTING CONDITIONS ANALYSIS & REDEVELOPMENT OPPORTUNITIES

The FFF team will document the area through an initial topographic survey, and cultural resources assessment. The FFF team will conduct up to four site walks to gain insight on existing conditions, existing business operations, existing character of the project area. Site walks and observations will provide critical information, including how the community is using the space and key observations of public life within the project area.

FFF will review existing parking inventories, transportation networks, and infrastructure to identify conditions and potential issues to be addressed. The findings will be summarized into key opportunities and challenges, providing a crucial baseline for developing design strategies and parking and streetscape improvements.

4.1 TOPOGRAPHIC SURVEY

Pacific Coast Surveys will conduct an initial LIDAR survey to establish base-mapping for the conceptual design phase. The initial survey would utilize an aerial drone, and records review to assemble a CAD and PDF base drawing and digital LIDAR points. Tasks include:

- Aerial drone flight and collection of LIDAR point cloud
- High resolution aerial
- CAD drawing file with the buildings and curb lines shown.
- Calculate the ROW from existing records and combine into this CAD file.
- Calculate the ROW from existing records and combine into this CAD file. We will create a surface and provide contours; this can be used for planning but should not be used for design.

4.2 CULTURAL RESOURCES – EXISTING CONDITION & STREETScape FEATURES

AINW will perform a historic and archaeological records review and conduct a site visit to catalog historic buildings and streetscape elements along First Street, noting their architectural significance and current condition. The locations of significant cultural resources, streetscape features, and potential locations for shovel testing will be provided as a geodatabase for use by FFF in designing the project.

4.3 EXISTING PARKING

FFF will review and assess existing parking requirements, identify existing parking locations and type (on- and off-street and public versus private) and opportunities for addressing parking needs, reductions, shared facilities, and other measures appropriate to serve the historic downtown First Street businesses.

4.4 EXISTING INFRASTRUCTURE REVIEW AND ASSESSMENT

FFF will prepare a brief summary memo based on information provided by the COS of the location and type of existing infrastructure serving the project area including a base map and a description of the existing capacities and where information is readily accessible condition of the utilities including sewer, water, and drainage. Findings for the infrastructure review and assessment will identify:

- Key issues of the existing condition, including utility service coverage, current capacity, and apparent needs and challenges that may apply to each.
- A compilation of the City's existing public infrastructure plans (sewer, stormwater, water) and franchise utility plans where readily accessible.

- Utility upgrades identified as part of future capital improvement projects.

4.5 OPPORTUNITIES AND CHALLENGES SUMMARY

FFF will prepare a memorandum summarizing study area conditions and overall opportunities and constraints to be considered in the creation of streetscape, key connections and parking design concepts.

TASK 4 Deliverable:

- Draft and final topographic survey map with elevation data, contour lines, and other physical features.
- Historic Building site survey and inventory report with descriptions, photographs, and maps indicating historic properties and identification of potential impacts to resources and recommended mitigation measures.
- Cultural resources assessment to report with findings and recommendations for addressing potential impacts and mitigation measures.
- Summary memoranda—existing parking supply, and utilities infrastructure conditions.
- Opportunities and Constraints findings and conditions to be addressed.

4.6 (Additional Service) TOPOGRAPHIC SURVEY

Pacific Coast Surveys will conduct a detailed topographic ground survey, including existing building corner, and entries to understand the current elevations, site contours and location of recessed or set-back building entries of historical significance. This survey is not intended to resolve ROW or boundary conflicts that may exist, these areas will be noted for future research and resolution.

Tasks would include:

- Horizontal and vertical control survey of site to establish survey datums
- First Street right of way (ROW) calculated from available records
- Field mapping of route to include visible surface improvements, structures and utilities within ROW: If utility locates have been completed prior to field survey, the located markings will be included in the survey data and depicted accordingly
- Horizontal and vertical location of building corners, entrances, finished floors and steps facing First Street
- Location of overhead utility lines
- Provide base map survey to project team and city of Snohomish in CAD and PDF formats
- City to provide or allow PCS to restrict parking in 5 locations along survey route for field crew access and equipment setup at time of field survey. Each location consists of 2 parking spaces

5. VISIONING & PRELIMINARY DESIGN

FIRST FORTY FEET will develop the vision and guiding principles reflecting the City, leaders, businesses and the community needs and desires for the First Street corridor. The vision and guiding principles will inform the creation of preliminary strategies for mobility, and parking, alongside various streetscape design alternatives intended to support and

enhance the distinct character areas along the corridor. FFF in coordination with the COS will evaluate these concepts for feasibility, and desirability while engaging stakeholders to refine them into a comprehensive preferred master plan that addresses current challenges, and meets the design expectations of the City, HDSA, and the community.

5.1 VISION & GUIDING PRINCIPLES

FFF will utilize findings from *Engagement Session #1 Visioning and Guiding Principles* to develop a vision statement and set of guiding principles to inform and direct the comprehensive design approach and seek feedback confirming the vision and guiding principles during Engagement Session #2. The vision and guiding principles will serve as a tool for evaluating preliminary concepts and development of the preferred design articulated in the First Street Master Plan.

5.2 PRELIMINARY DESIGN

FFF will prepare preliminary design concepts streetscape improvements of First Street, considering different approaches and layouts for the distinct segments including:

1. Collaborate on right-of-way plans and design elements
 - FFF will coordinate with the COS the dimensional requirements e.g street cross sections, typical block plans and design details related to curbs, curb bulb-outs, potential curb less street segments, corner and bulb out radii, and spacing requirements for vertical elements such as lighting, signage, art installations and street trees.
2. Develop design for intersection transitions at key locations
 - FFF will produce a series of design recommendations and drawings for intersection transitions at key locations to ensure that the aesthetic and functional considerations for mobility is met and in conformance with all traffic and planning standards and ADA requirements.
3. Street Lighting Concept Design
 - FFF will support COS and the HDSA with the type, style and location of light fixtures along Main Street as part of the broader placemaking design strategy.
4. Coordinate with COS and identify locations for public art
 - FFF will lead meetings with the COS and the First Street Planter Art program to determine opportunities for the installation and/or painting of public art within the public right-of-way or private properties of First Street owners.
5. Street Typologies
 - Develop a unique street type that supports the distinct characteristics and mobility function of First Street segments within Phases 1-3. Consider design options that allow support for a festival street in key locations and segments that can provide opportunity for flexibility in use, and the ability to close down for auto traffic during activities and events.

5.2.1 PRELIMINARY STREETScape DESIGN OPTIONS (AVENUE D TO MAPLE AVENUE)

Between Avenue D to Union Avenue FFF will prepare three streetscape design options including improvements to the existing condition, angled to parallel parking and widened sidewalks (UW Plan) and a new option with parallel and angled parking additional intended to support a no-net parking loss. All options will include connections to Kla Ha Ya Park and Cady Landing as well as activating the gazebo space at the south end of Avenue A with pedestrian improvements.

- Assess existing design and two concepts for angled-to-parallel parking opportunities (UW Plan and center running angled with parallel parking)
 - Provide an alternative design to the existing angled parking locations, but that strives for a no-net parking loss.
- Address the imbalance of vehicular over pedestrian use of the First Street right-of-way.
- Develop Overall First Street Design Placemaking Strategies:
 - FFF will develop a people-centered placemaking strategy for First Street between Avenue D and Union Avenue. This will involve collaboration with the City and stakeholders in the design decisions around streetscape zones, and paving materials which contribute to the function of the street as a retail, dining and riverfront destination while supporting the local identity and culture of Historic Downtown Snohomish.
- Develop Site Furnishing and Placemaking Elements / Details
 - FFF will develop a menu of site furnishings, seating, and elements such as lighting, bicycle parking, seating, parklets, parking kiosk, ev-charging, trash receptacles public art, tree grates and other elements.

Between Union Avenue to Maple Avenue the design of streetscape elements will support the retail and commercial uses consistent with the segment between Avenue D and Union Avenue, with parallel parking versus angled parking, due to the constrained right-of-way dimension.

5.2.2 PRELIMINARY DESIGN TWO-BLOCK DEMONSTRATION PROJECT OPTIONS (AVENUE D TO UNION AVENUE)

As a part of the preliminary design phase, FFF, in partnership with Transpo Group and in coordination with the City of Snohomish (COS), will design and install a **temporary demonstration project** along a two-block section of First Street between Avenue D and Union Avenue.

The purpose of the demonstration project is to test preliminary streetscape design concepts to inform decision-making and build support for a preferred design. This temporary installation will enable the community to engage with design options and provide a window to collect data and evaluate the impact on both pedestrian and vehicular behavior.

FFF will lead the design and implementation of two distinct preliminary design solutions, while Transpo Group will monitor and evaluate the project's impact. This evaluation will include data collection, post-processing, and recommendations for the preferred streetscape design.

FFF will coordinate the temporary demonstration design and installation with COS including:

- a. **Design and Installation Coordination Meetings:** Confirm demonstration blocks, tactical designs, permitting requirements, schedule, and installation plan.
- b. **Design Drawings:** Develop draft and final scaled, detailed design drawings for two distinct streetscape concepts.
- c. **Materials and Costing:** Prepare draft and final materials lists, quantities, and preliminary cost estimates for COS review.
- d. **Traffic Control:** Coordinate with COS Public Works to design and implement a flagging and traffic control plan.
- e. **Installation Plan:** Provide a detailed installation and monitoring plan and schedule for the temporary demonstration project.

Transpo Group will:

1. Locate and set cameras for the duration of the streetscape demonstration to collect driver and pedestrian behavior. Utilize staff as needed to supplement data collection, especially during peak activity periods.
2. Provide monitoring and evaluation of the streetscape demonstration by observing up to 16 hours of the video data collected with a focus on peak activity periods. Summarize observations to assess the impact of streetscape interventions on driver and pedestrian behavior.
3. Prepare recommendations for a preferred design.

Assumptions

FFF Responsibilities:

- Prepare and submit materials and quantities lists and cost estimates for COS review and approval.
- Purchase materials, as needed, at COS direction, with full reimbursement provided by COS.
- Allocate staff time for coordination, implementation, and eventual breakdown of the demonstration project.

City of Snohomish Responsibilities:

- Cover the full cost of materials for the demonstration project.
- Provide staff time and expertise for permitting, traffic control planning, and day-of coordination.
- Manage the breakdown and disposal of materials and the removal of temporary pavement markings.

5.2.3 PRELIMINARY STREETScape DESIGN OPTIONS (AVENUE J to AVENUE D and MAPLE AVENUE to LINCOLN AVENUE)

The development of streetscape design segments for First Avenue between Avenue J and Avenue D and between Maple Avenue and Lincoln Avenue will focus on the following design elements and build in continuity of design materials and streetscape elements consistent with the segment between Avenue D to Maple Avenue.

1. *Avenue J to Avenue D will focus efforts on design of a shared use path/trail. expand/improve parking and plan for and connect to the future park at the existing City Operations and Maintenance site (1801 First Street).*
2. *Maple Avenue to Lincoln Avenue is a consistent design palette as the rest of the corridor but that supports the more residential character of this segment with an emphasis on ensuring pedestrian connectivity to existing and proposed non-motorized networks.*

TASK 5 Deliverable:

- Vision and Guiding Principles.
- Urban Design Placemaking Strategies and Placemaking Plan
- Public Art and Place Strategy Recommendations
- Preliminary concepts and connections in plan, 3-D rendering and representative precedents
- Draft and final preferred streetscape design and connections in plan, 3-D rendering and representative precedents
- Preliminary and preferred design concepts evaluation and summary
- Demonstration Project Design and installation coordination meetings
- Demonstration project design drawings, materials and cost list and installation plan
- Demonstration project on-site installation support and project clean-up.
- **Demonstration project monitoring, evaluation, and recommendations.**

6. (Additional Service) PARKING MANAGEMENT STRATEGY

As an additional service Transpo Group will prepare a parking management strategy that is aimed at addressing both near-term parking management needs and longer-term management when the capacity for enforcement and investment in timed and pay to park systems can be put in place. The parking management strategy is necessary to garner business, city leaders and community support for downtown streetscape improvements where the limitations of physical design of the streets is not enough to address parking capacity or utilization needs over time.

Transpo will support First Forty Feet in this master planning effort by evaluating parking conditions along the corridor and developing a comprehensive parking management plan to accommodate access for visitors, employees, and residents. The parking management plan will identify both near-term quickly implementable solutions and long-term broader scale solutions.

The level of effort for a parking management plan is primarily determined by the need to fully understand parking issues, including how much data is collected, and the level of detail desired to identify potential solutions. If necessary Transpo can meet with the COS to develop a specific scope of work and budget. A budget range is provided for in the budget and fee at the end of this document.

TASK 6 Deliverable:

- Draft and final parking management plan document
- Review draft and final opinion of probable costs estimate

7. PREFERRED DESIGN COST ESTIMATE

DCW will prepare a planning level cost estimate for the First Street preferred design concept and COS identified utilities improvements. The cost estimate would include a total for the entire corridor and a break-down by phase as indicated:

1. *Avenue J to Avenue D* with improvements to pedestrian corridors. expand/improve parking and plan for and connect to the future park at the existing City Operations and Maintenance site (1801 First Street).
2. *Avenue D to Maple Avenue* with connections to Kla Ha Ya Park and Cady Landing and activating the gazebo space at the south end of Avenue A and pedestrian improvements.
3. *Maple Avenue to Lincoln Avenue* to ensure pedestrian connectivity to existing and proposed non-motorized networks.

7.1 Preferred Design Planning Level Cost Estimate

DCW will utilize the preferred design and all streetscape elements and:

- Prepare an opinion of probable construction costs during this stage including all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Uniformat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Attend up to three team and client meetings are included during this phase.

TASK 7 Deliverable:

- **Review draft and final opinion of probable costs estimate**
- **Attend up to three meetings for cost estimating coordination and review**

8. PERMITTING PROCESSES ASSISTANCE

The FFF team will meet with the COS to identify potential permitting requirements to be considered for implementation of streetscape improvements and provide a list of recommendations.

9. MASTER PLAN DOCUMENTATION

FFF will compile all of the planning work into a graphically compelling and well-organized, user-friendly and heavily illustrated document. At a minimum, the Plan will include:

1. **An executive summary**, describing the Plan purpose, background, goals, objectives, and vision for addressing the project frameworks, fundamental concept, development capacity and plan implementation. This short concise summary will serve as a primary marketing material tool for promoting investment and building community support.



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2. Public engagement, describing the process, methods of stakeholder involvement, summary of engagement outcomes for each phase and how public input was used to shape concepts, refinements, and the final small area plan.

3. Placemaking Framework plans supporting the Distinct Segments –

4. Preferred Streetscape Design and Placemaking Elements –a refinement of the preliminary design concept will be prepared as the preferred plan and consist of complete roadway geometry, and paving materials, and including all elements of the streetscape including, lighting, multi-modal connections, bicycle and vehicle parking, street trees, landscaping and historic streetscape features.

5. An appendix with the data collection and market analysis, conceptual planning, feasibility analysis summary memoranda, public involvement efforts conducted throughout the process; and style guide elements.

Documentation will be developed through an iterative process including:

- Plan Outline— FFF will identify a proposed Master Plan outline and structure for the document including topics to be addressed for each chapter. FFF will work with COBG staff to review and refine the outline before beginning to Review Draft Plan.
- Review Draft Plan
- Final Plan for Adoption

TASK 8 Deliverables:

- Plan outline, review draft and final plan
- Review draft and final memos for Appendix

Fee for Master Plan Services:

Expenses and reimbursables for this project are included in the overall fee.

CITY OF SNOHOMISH FIRST STREET MASTER PLAN	Consultant	Fee
Prime Consultant – Lead Consultant, Project Management/Facilitation, Engagement & Plan, Vision/Preliminary and Preferred Design, Demonstration Project and FIRST STREET MASTER PLAN Documentation.	FIRST FORTY FEET	\$79,000
Cultural Resources – Existing Conditions And Streetscape Features	AINW	\$15,500
LIDAR survey, records review and CAD drawing	Pacific Coast Surveys	\$15,800
Monitor & Evaluate Demonstration Project	Transpo Group	\$14,700
Total		\$125,000



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Additional Service	Consultant	Fee
<p>Full ground-level topographic survey-</p> <ul style="list-style-type: none"> o Horizontal and vertical control survey of site to establish survey datums o First Street right of way (ROW) calculated from available records o This survey is not intended to resolve ROW or boundary conflicts that may exist, these areas will be noted for future research and resolution o Field mapping of route to include visible surface improvements, structures and utilities within ROW: If utility locates have been completed prior to field survey the located markings will be included in the survey data and depicted accordingly o Horizontal and vertical location of building corners, entrances, finished floors and steps facing First Street o Location of overhead utility lines o Provide base map survey to project team and city of Snohomish in CAD and PDF formats o City to provide or allow PCS to restrict parking in 5 locations along survey route for field crew access and equipment setup at time of field survey. Each location consists of 2 parking spaces 	Pacific Coast Survey	\$58,875
<p>Parking Management Strategy</p> <p>evaluate parking conditions and develop a comprehensive parking management plan to accommodate access for visitors, employees, and residents. The management plan will identify both near-term quickly implementable solutions and long-term broader scale solutions.</p> <p>The level of effort for a management plan is primarily determined by the need to fully understand parking issues, including how much data is collected, and the level of detail desired to identify potential solutions.</p>	Transpo Group	\$20,000-\$50,000

First_Forty_Feet_PSA_Consultant_Services (1)

Final Audit Report

2024-12-12

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