

Scope of Services

Summary Statement

The City of Sammamish is seeking consultant assistance from Davey Resource Group (DRG), a division of The Davey Tree Expert Company to provide professional urban forestry planning and community engagement services to develop the City's Urban Forest Management Plan (UFMP). The Plan is on the City of Sammamish schedule to start this fall. It is expected to be complete and ready for adoption in early 2019.

Phase 0: Project Management (Spans all aspects of UFMP)

The objective of this task is to ensure effective and efficient communication between the Consultant and the City project team to proactively anticipate and resolve problems, and assure the project deliverables meet the project's goals and objectives. The Consultant will be responsible for proactively managing the project and providing all services and work needed to complete the project.

0.1 Staff Kick-off Meeting

A kickoff meeting will take place in the City of Sammamish. DRG will set the agenda with input and approval from the City Project Manager. The meeting will introduce team members and address communication expectations and protocols; refine the goals, objectives, and scope of the project beyond the RFQ; review the implementation plan; and confirm milestone dates and deliverables.

0.2 Project Status Updates

The Consultant will provide regular progress reports to the City Project Manager. Project team meetings, which can include other team members, will be scheduled as necessary.

0.3 Project Administration

DRG will provide project administration and monthly invoicing.

Phase 0: Assumptions

- Consultant will develop the Project Kick-Off meeting agenda, provide hard copies of all materials and provide a meeting summary including a record of all decisions with the City Project Manager.
- The Consultant Project Manager will discuss project updates with the City Project Manager on process-update basis via telephone conference call.

Phase 0: Meetings

- Staff project kickoff meeting

Phase 0: Deliverables

- Monthly invoices showing the previous month's billing by hours and tasks, percentage of project completion to date by task, a project status report by task, and comments on the project's schedule status
- Kickoff Meeting Agenda and materials for all attendees

- Notes summarizing the Kickoff Meeting including list of action items

Phase 1 - Background Review, Goal Establishment and Preliminary Public Engagement (Q4 2017 – Q1 2018)

1.1 Review Existing Plans and Related Documents

The objective of this task is to review existing documents that are related to or help inform development of the UFMP. The list will be identified at the kickoff meeting. DRG will document and compare the City of Sammamish's urban forestry practices with current industry best management practices, determine what standards need to be updated, and incorporate recommendations into the plan. Examples of background documents include:

- Comparison Matrix of Urban Forest Management Plans adopted by other jurisdictions similar to Sammamish (completed by staff, reviewed by DRG)
- City of Sammamish Comprehensive Plan, 2015 and any subsequent revisions
- City's 6- and 20-Year Capital Improvement Plans – Transportation, Storm Water, Parks
- City of Sammamish Parks PRO Plan, 2012
- Trails, Bikeways and Paths Plan, 2003
- Neighborhood Traffic Management Program
- Puget Sound Regional Council population growth assumptions
- Relevant King County Metro and Climate Adaptive long range plans
- City of Sammamish Public Works' Standards
- Current Industry Best Management Practices (BMPs) including ISA, ANSI A300 and Z133.

1.2 Project Kick off and Public Engagement and Goal Establishment

DRG will present an orientation of the UFMP process to City Council, Planning Commission, and Parks and Recreation Commission in the early portion of the project and solicit feedback to clearly establish project goals and objectives.

DRG will work in collaboration with city staff to prepare and present educational material about the urban forest and will provide a general overview of urban forest management, planning, oversight and community visioning. The educational workshop time and location will be determined by the City Project Manager.

These public educational workshops will focus on topics including but not limited to the following:

- Urban Forest Management Planning and Mapping 101
- Laminated root rot
- Review of the City's current regulations
- Community vision for maintaining a healthy urban forest

Phase 1: Assumptions

- City staff will provide a digital copy or links to existing plans and related documents to the Consultant team

- The educational public workshop will be conducted at a location and time determined and arranged by City staff
- All presentation material will be prepared with time for approval from the City Project Manager

Phase 1 Meetings:

- (1) Public educational workshop
- (1) Joint Planning/Parks Commission project kick-off meeting
- (1) City Council project kick-off meeting to solicit feedback to clearly establish project goals and objectives

Phase 1: Deliverables

- City Council, Planning Commission and Parks and Recreation Commission PowerPoint Presentation Materials
- Virtual Town Hall questions – Community’s Vision of an Urban Forest Plan
- Public educational workshop presentation materials
- Memorandum summarizing public education workshops and feedback from Council, Commission, and Virtual Town Hall

Phase 2 Technical Needs Assessment and Analysis (Q1/Q2 2018)

2.1 Data Collection and Analysis

DRG will work cooperatively with the UW to recommend and interpret urban tree canopy (UTC) and i-Tree assessment data. UW will provide the land cover analysis to DRG. Additionally, DRG will generate the following Geographical Information System (GIS) analyses:

Land Cover Metrics Analysis DRG will analyze up to 8 layers of land cover. This information will be used to understand the fundamentals of the urban forest as it pertains to the distribution of tree canopy, future planting locations, how much tree canopy can be supported, etc.

Ecosystem Services Using the tree canopy percentage from the land cover analysis, ecosystem benefits for air quality, carbon, and stormwater will be assessed using i-Tree Canopy and i-Tree Hydro.

Priority Planting Analysis DRG will identify planting locations that give the community the most return on investment in regards to stormwater runoff, mitigating urban heat island, and overall environmental stability.

Report Maps and Imagery Using the GIS data from the land cover analysis, DRG will create maps that will be inserted into the report. The maps can also be delivered as separate PDFs or JPEGs at the end of the project.

Socio-Economic and Demographic Analysis DRG will provide Sammamish with an analysis that relates current UTC to socio-demographic and economic data for the city. Data from the 2010 census will be aggregated for census tracts and/or blocks groups to determine trends and correlations. Data will be assessed on the city level, planning areas, and census tracts.

i-Tree Hydro Stormwater Pollution Assessment Using i-Tree software, DRG will identify the amount of pollutants in stormwater runoff that are generated. Data spanning from 2005-2012 will be analyzed to get the average pollutant runoff within the city limits. Estimated average annual pollutant runoff for total suspended solids, oxygen compounds, phosphorus, nitrogen, and other pollutants will be reported.

Tree Canopy Health Assessment DRG will utilize infrared and near-infrared technology to evaluate the overall condition of the community trees. This will be used to focus attention on areas in most need of maintenance and tree care, as well as defining older trees that are at risk of dying.

Forest Fragmentation A key factor in declining urban health is urban build-up and sprawl, which can lead to the removal and decrease of canopy across a community. Often this effect causes canopies to be fragmented and leads to the degradation of ecosystem health, which in turn leads to a decline in habitat quality and canopy connectivity. This decline results in changes and imbalance to microclimates and increases the risk and susceptibility to invasive species. Using this as a focal point, the community can get a better understanding on the degree of fragmentation of the forest and an understanding of how to address the issue.

2.2 Stakeholder Communication (Internal)

With staff input, DRG will interview various City departments (internal stakeholder) to gather data and feedback on current City operations and maintenance practices, including but not limited to Parks and Recreation, Community Development, Maintenance and Operations, and Public Works. Multiple meetings with individual departments may be required.

2.3 Stakeholder Communication (External)

With staff input, DRG will interview various (External) stakeholders to gather data and feedback on current City policies and regulations including but not limited to homeowner associations, developers, community organizations, non-profits, and contractors. Multiple meetings may be required.

2.4 Key Issues and Challenges

The Consultant will use the results of the stakeholder interviews and background research to identify key urban forestry issues and challenges. Once the key issues are identified, the Consultant will use these findings to conduct a needs assessment for the following modes and programs:

- Status of the urban forest
- Environmental and public health benefits
- City of Sammamish budget cycle as it relates to the urban forest
- Tree maintenance and operations review
- Recommendations of industry standards to be updated and incorporate into the plan. (These include pruning intervals and vegetation management for conflict(s).)
- A monitoring and measurement matrix will be developed to determine effectiveness of the UFMP
- Timeline and benchmarks

This needs assessment will include an evaluation of existing conditions, as well as anticipated future conditions.

2.5 StoryMap

A StoryMap is a website that fuses text, maps, data, and images that is used to interactively share information about a project. Using this technology, the City will have the means to showcase the information gathered through the UFMP planning process to the public in a simplified manner that visualizes urban forest-related data. The Consultant will design, host and manage the StoryMap site. The StoryMap, which will have a distinct, project related URL, will detail the UFMP project process using online capabilities combined with data to produce an engaging visual display for the project. The StoryMap resource will include digital maps and UTC data land cover results, stormwater retention, ecosystem services and planting area opportunities and other components provided by UW.

StoryMap will feature a minimum of seven pages based on resource components the City determines to be of greatest value to the community. Components may include links to project reference documents, education videos, GIS assessment results, a link to the online survey, as well as other considerations.

Phase 2: Assumptions

- UW will provide DRG with available technical (GIS) data by February 2018
- DRG will ensure the City of Sammamish UFMP is in compliance with State laws and consistent with existing City Plans
- DRG will identify stakeholder interview questions with Project Manager approval
- DRG will interview a minimum of 15 internal and external stakeholder groups or individuals that directly impact the City of Sammamish urban forest.
- Interviews will be conducted in Sammamish, at a location determined and arranged by City staff
- If a critical stakeholder's schedule makes it difficult to conduct the interview, an email or conference call survey can take the place of a face-to-face interview
- StoryMap will be hosted by DRG and linked to the City's website
- StoryMap will be managed by the consultant team in coordination with the City Project Manager

Phase 2: Meetings

- A minimum of (15) Internal and external stakeholder group/individual interview meetings
- (1) Joint meeting with the Planning Commission and Parks and Recreation Commission updating them on the project's progress
- (1) City Council meeting to update them on the project's progress

Phase 2: Deliverables

- GIS maps, data and analysis
- A list of the standard set of questions asked during interviews
- Memorandum summarizing internal and external stakeholder interview findings
- StoryMap site and activation

- City Council, Planning Commission and Parks and Recreation Commission PowerPoint Presentation Materials
- Memorandum summarizing feedback from Council and Commission meetings

Phase 3 Community Engagement (Q3 2018)

3.1 Community Engagement & Participation

Building on the public educational workshops in Phase 1 and preliminary stakeholder engagement in Phase 2, DRG will solicit community participation and contribution to the plan through various innovative methods.

- Online survey (Virtual Town Hall)
- Community workshop
- Community pop-up engagements

Community response will be gathered, synthesized, and then utilized to inform the plan. Utilizing StoryMap, DRG will share up-to-date UFMP project progress and data.

The Consultant will produce a memorandum summarizing the community input for the project record, identifying apparent concerns, issues and priorities to help guide the balance of the project.

Phase 3: Assumptions

- The public workshop and community pop-up engagements will be conducted at a location and time determined and arranged by City staff
- All presentations material will be prepared with time for approval from the City Project Manager
- Virtual Town Hall survey questions
- StoryMap will be available for the public to review and follow as the project moves forward.

Phase 3: Meetings

- (1) Community workshop
- (3) Community pop-up engagements

Phase 3: Deliverables

- Memorandum summarizing community input

Phase 4: Development of Draft and Final UFMP and Strategic Recommendation and Implementation Plan (Q3/Q4 2018, Q1 2019)

4.1 Plan Development

The objective of this task is to develop a final UFMP based on the work from the previous tasks that describes the preferred future for Sammamish's urban forest resource.

The Consultant will present to the City Council, Planning Commission, and Parks and Recreation Commission the work completed in previous phases of work. The Consultant will facilitate discussions

with the Council and Commissions who will ultimately make a selection of the preferred suite of solutions to best meet the City's and community's UFMP vision, goals and policies.

For the draft plan, the consultant team will design and facilitate a presentation to review the plan's process, its vision, technical assessments, and recommendations. The Consultant will detail the public process as well, summarizing how public engagement has shaped the plan's outcomes and provided direction on the next steps to take once the plan is adopted. This meeting will also solicit public comment on the draft, encouraging participants to learn about their urban forest, its benefits, risks, and opportunities, and share if the draft plan meets expectations.

The UFMP will be written in plain language, clear, concise, use visual aids where appropriate, and be professionally designed. It should also be formatted for web-based accessibility. All final graphics, photos and tables shall be provided in native format for future editing.

4.2 Develop Strategic Recommendations and Implementation Plan

The DRG team will formulate recommendations on steps to achieve the City's urban forest vision, review them with City staff, create a draft plan, and garner feedback from staff, the Planning Commission, the Parks and Recreation Commission, and the City Council. Recommendations will address City ordinances, maintenance practices and standards, risk management measures, habitat, risk preparedness, allocation of resources/organization, interdepartmental cooperation, stages and timing of implementation, and any other relevant factors.

The UFMP Strategic Recommendations and Implementation Plan will be a standalone document referencing the goals and policies included in the UFMP. The UFMP Strategic Recommendations and Implementation Plan will be adopted concurrently with the UFMP, but as a stand-alone document so that it may be amended without requiring changes to the UFMP.

Phase 4: Assumptions

- DRG will attend and present at City Council, Planning Commission and Parks and Recreation Commission meetings
- The UFMP and the Strategic Recommendations and Implementation Plan will be developed concurrently
- City Council, Planning Commission, Parks and Recreation Commission and staff will have an opportunity to review and comment on the first draft of the UFMP and the Strategic Recommendations and Implementation Plan
- City shall provide a single consolidated list of comments and revisions to be addressed by DRG

Phase 4: Meetings

- (2) Joint Planning Commission and Parks and Recreation Commission Meeting to review Draft UFMP and Strategic Recommendations and Implementation Plan

- (2) Planning Commission Meetings to discuss draft and final UFMP and Strategic Recommendations and Implementation Plan
- (2) City Council Meetings to discuss draft UFMP and Strategic Recommendations and Implementation Plan
- (2) City Council Meetings to discuss and adopt UFMP and Strategic Recommendations and Implementation Plan

Phase 4: Deliverables

- Draft UFMP
- Final UFMP
- Draft Strategic Recommendations and Implementation Plan
- Final Strategic Recommendations and Implementation Plan

Phase 5: Document Production and Delivery (Q1 2019)

The Consultant will design the City of Sammamish UFMP and Strategic Recommendations and Implementation Plan with balanced combination of a narrative document, tables, images, and maps. These plans will convey the critical information necessary to achieve the project objectives.

Phase 5: Assumptions

- Design and deliverable concepts will be discussed during the kick-off meeting

Phase 5: Meetings

- None

Phase 5: Deliverables

Upon completion of the project, the Consultant shall submit all final products from each task in electronic format on a USB drive in their native format. Such documents include but are not limited to:

- Final plans in PDF for online viewing and print
- Graphics
- GIS shapefiles and layers (also from UW)
- Photographs, maps and GIS files (also from UW)
- All materials used for public meetings including all Council and Planning/Park Commission meetings

Overall schedule and schedule(s) for public process and other key project components. To be presented and confirmed during the Kick-off meeting.

- Presentation materials for public meetings. All PowerPoint presentations, handouts, summaries, etc., will be prepared with time for approval from the City Project Manager. Upon approval from City management, the deliverables will be available for the City to post online for the public/stakeholders to review, follow and comment on as the project moves forward.
- Draft Urban Forest Management Plan and Strategic Recommendations and Implementation Plan
- Responses to written comments

- A final detailed Urban Forest Management Plan with a separate Strategic Recommendations and Implementation Plan will be submitted after the adoption of each plan by City Council. Both documents will be presented in a format desired by the City.

Budget Summary

<i>Tasks</i>	<i>Cost</i>
Background Review	\$15,100
Technical Needs Assessment, Analysis and Goal Establishment	\$57,660
GIS Services	\$13,800
Action Plan Recommendations, Priorities and Implementation	\$22,300
Draft and Final Plan Development	\$10,640
Total	\$119,500