



CITY OF KIRKLAND

Planning and Community Development Department
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MEMORANDUM

To: David Ramsay, City Manager

From: Eric Shields, Planning Director
Angela Ruggeri, Senior Planner

Date: October 25, 2007

Subject: Budget Adjustment for the Environmental Impact Statement (EIS) Consultant for the Touchstone, Orni and Altom private amendment requests (PARs) - File numbers ZON07-00016, ZON07-00012 and ZON07-00019.

RECOMMENDATION

Approve the \$55,000 budget increase needed to complete the EIS for the three downtown PARs. These funds would be drawn from the City's contingency fund (see attached Fiscal Note).

BACKGROUND DISCUSSION

The Council approved a \$200,000 budget allocation for two consulting firms: Jones and Stokes and Mirai to complete the Planned Action EIS for the three private amendment requests in the downtown area at the July 17, 2007 Council meeting. These three requests include the Touchstone PAR for the Park Place redevelopment (Area A on Attachment 1); the Orni PAR for the properties at 825, 903, and 911 5th Avenue (Area B on Attachment 1); and the Altom PAR for the parcel at 220 6th Street and the expanded study area to the north (Area C on Attachment 1).

The rough estimate of \$200,000 that was approved by the City Council last July is not enough to cover the costs of the Planned Action EIS. The traffic portion of the environmental review process has turned out to be more complicated and extensive than was originally planned. After doing a thorough evaluation of the work that was necessary, the consultant team initially estimated a budget of \$297,000. However, staff and the consultant team were able to reduce this figure to \$243,500 (a reduction of \$53,500). \$42,000 of this reduction was accomplished by having City staff assume responsibility for providing data collection, by reducing the scope of services and by refining the effort required for services. The other \$11,500 of the reduction was accomplished by having the applicant assume responsibility for some tasks.

An \$11,500 contingency fund has been added to the budget, which brings the contract maximum to a total of \$255,000. The use of the contingency fund would be at the discretion of the City. In other words, this additional amount could not be spent without staff approval. The contingency

fund would be used only if necessary to cover tasks such as additional public involvement, briefings, graphics or transportation analysis.

This item has been discussed with the Economic Development Committee and they are recommending approval. The budget and Scope of Services have been included as Attachments 2 and 3. A draft timeline for the Planned Action EIS is included as Attachment 4. The Planning Commission has asked that additional time be added to the period between the draft and final EIS to allow them to do a more complete review and so this timeline will be revised.

ATTACHMENTS:

1. Location map for three PARs
2. Budget
3. Scope of Services
4. Draft Planned Action EIS Timeline
5. Fiscal note for \$55,000

Cc: Douglas Howe, 2025 1st Avenue, Suite 790, Seattle, WA 98121
Katherine Orni, 825 5th Avenue, Suite 202, Kirkland, WA 98033
Rhoda Altom, P.O. Box 22926, Seattle, WA 98122
File ZON07-00012
File ZON07-00016
File ZON07-00019



Table 1. Fee Estimate for City of Kirkland Planned Action Ordinance

| Task | Consulting Staff | | | | | | | | | | | Subcontractor | | | Production Staff Hours | | | Labor Total | Direct Expenses | Total Price | |
|--|------------------|----------------|-------------|-------------------|----------------|--------------|-------------------|------------------|---------------|------------|-------------|---------------|----------|----------|------------------------|----------------|----------|-------------|-----------------|-------------|----------|
| | Munkberg | Deb Loewen | Ron Barnes | Jen | Kuo Kai | Grueter Lis | Cerise Gil | Fiedor Bry | Gifford Kev | Pruitt Cyn | Bartley Deb | Subtotal | Mirai | Weinman | Subtotal | Support Editor | Pub Spec | | | | Subtotal |
| | Proj Dir | Sr Consult III | Mng Consult | Assoc Consult III | Sr Consult III | Sr Consult I | Assoc Consult III | Assoc Consult II | Sr Consult II | Pub Spec | | | | | | | | | | | |
| Task 1 Project Initiation | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 1.1 Data Gathering | | | 1 | | | | | | | | 4 | \$575 | | | \$0 | | | \$0 | \$575 | | |
| 1.2 Kickoff Meeting | 4 | 4 | 4 | 4 | 4 | 3 | 3 | | 4 | 4 | | \$3,735 | \$1,000 | \$1,000 | 4 | 4 | \$600 | \$5,335 | | | |
| 1.3 Guidance Memo | | | 2 | | | | | | | | 6 | \$930 | | | \$0 | 4 | | \$320 | \$1,250 | | |
| Task 2 Plan Alternatives and EIS Scoping | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 2.1 SEPA Checklist | 1 | | 2 | | | | 8 | 22 | | | | \$3,940 | | | \$0 | | | \$0 | \$3,940 | | |
| 2.2 Draft Determination of Significance | 1 | | | | | | 2 | 5 | | | | \$990 | | | \$0 | | | \$0 | \$990 | | |
| 2.3 Prepare Alternatives | | | 6 | | | | 9 | 24 | | | | \$4,665 | | | \$0 | 8 | | \$640 | \$5,305 | | |
| 2.4 Public Open House | 1 | 4 | 4 | | | | 4 | 6 | | | 16 | \$3,190 | | | \$0 | | | \$0 | \$3,190 | | |
| 2.5 Planning Commission | | | 4 | | | | | 4 | | | | \$980 | | | \$0 | | 8 | \$560 | \$1,540 | | |
| Task 3 Planned Action Environmental Impact Statement | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 3.1 Preliminary Draft EIS | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 3.1.1 General sections | 1 | | 4 | | | | 4 | 16 | | | | \$3,010 | | | \$0 | 24 | | \$1,920 | \$4,930 | | |
| 3.1.2 Land use patterns/housing/employment | 1 | | 2 | | | | 6 | 24 | | | | \$3,890 | | | \$0 | 10 | | \$800 | \$4,690 | | |
| 3.1.3 Aesthetics | 1 | | 2 | | | | 6 | | 8 | 36 | | \$5,290 | | | \$0 | 10 | | \$800 | \$6,090 | | |
| 3.1.4 Transportation | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 3.1.4.1 Transportation Data Collection | | | 4 | 16 | 16 | | | | | | | \$4,300 | | | \$0 | | | \$0 | \$4,300 | | |
| 3.1.4.2 Transportation Policy/Concurrency Review | | | 8 | 28 | 10 | | | | | | | \$5,860 | | | \$0 | | | \$0 | \$5,860 | | |
| 3.1.4.3 Existing Conditions Analysis | | | 4 | 24 | 20 | | | | | | | \$5,780 | \$5,799 | \$5,799 | | | \$0 | \$11,579 | | | |
| 3.1.4.4 Model Validation | | | 4 | 6 | | | | | | | | \$1,350 | \$8,496 | \$8,496 | | | \$0 | \$9,846 | | | |
| 3.1.4.5 Alternative Evaluation | | | 4 | 24 | 16 | 8 | | | | | | \$6,460 | \$13,564 | \$13,564 | | | \$0 | \$20,024 | | | |
| 3.1.4.6 Mitigation Development | | | 8 | 30 | 20 | | | | | | | \$7,130 | \$8,674 | \$8,674 | | | \$0 | \$15,804 | | | |
| 3.1.4.7 Transportation Section | | | 8 | 28 | 20 | | | | | | | \$6,860 | \$3,867 | \$3,867 | 24 | | \$1,920 | \$12,647 | | | |
| 3.1.5 Public Services | 1 | | 1 | | | | 4 | 4 | | | 38 | \$5,845 | | | \$0 | 16 | | \$1,280 | \$7,125 | | |
| 3.1.6 Sewer and Water Services | 6 | | 1 | | | | 4 | 16 | | | | \$3,455 | | | \$0 | 10 | 20 | \$2,200 | \$5,655 | | |
| 3.1.7 PDEIS Preparation and Review | | | 4 | | | | 8 | 24 | | | | \$4,260 | | | \$0 | | | \$0 | \$4,260 | | |
| 3.1.8 Meeting on PDEIS | 1 | | 4 | | | | 2 | 2 | | | | \$1,200 | | | \$0 | 4 | | \$320 | \$1,520 | | |
| 3.1.9 DEIS preparation | 4 | 4 | 4 | | | | 4 | 4 | | | 4 | \$2,520 | | | \$0 | 8 | 12 | \$1,480 | \$4,000 | | |
| 3.1.10 DEIS public meeting or hearing | | | 4 | | | | 4 | 4 | | | | \$1,520 | | | \$0 | | 8 | \$560 | \$2,080 | | |
| 3.2 Final EIS | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 3.2.1 Preliminary Final EIS content and revisions | 1 | | 2 | | | | 8 | 24 | | | | \$4,160 | \$3,752 | \$3,752 | 16 | | \$1,280 | \$9,192 | | | |
| 3.2.2 Prepare response to comments | 1 | | 2 | | | | 8 | 16 | | | | \$3,280 | | | \$0 | 24 | | \$1,920 | \$5,200 | | |
| 3.2.3 PFEIS Preparation and Review | 1 | | 2 | | | | 8 | 8 | | | | \$2,400 | | | \$0 | 8 | | \$640 | \$3,040 | | |
| 3.2.4 Meeting to obtain city comments on PFEIS | | | 4 | | | | 4 | 4 | | | | \$1,520 | | | \$0 | | | \$0 | \$1,520 | | |
| 3.2.5 Final EIS preparation | | | 2 | | | | 8 | 16 | | | | \$3,110 | | | \$0 | 10 | 20 | \$2,200 | \$5,310 | | |
| Task 4 Planned Action Ordinance | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 4.1 Preferred Alternative Analysis | 2 | 16 | 36 | 8 | 8 | 20 | | | 12 | 8 | | \$13,480 | \$6,804 | \$1,000 | \$7,804 | 8 | 16 | \$1,760 | \$21,284 | | |
| 4.2 Planned action ordinance | 1 | | 4 | | | | 8 | | | | | \$1,790 | | | \$0 | 4 | | \$320 | \$2,110 | | |
| 4.3 Zoning Amendments | 14 | | | | | | 8 | | | | | \$3,460 | | | \$0 | | | \$0 | \$3,460 | | |
| 4.4 Public hearing support | 2 | | 12 | | | | 8 | | | | | \$3,040 | | | \$0 | | | \$0 | \$3,040 | | |
| 4.5 Planned action administrative guidance | | | | | | | 16 | | | | | \$2,160 | | | \$0 | 8 | | \$640 | \$2,800 | | |
| Task 5 Project Management | | | | | | | | | | | | \$0 | | | \$0 | | | \$0 | \$0 | | |
| 5.1 Management | 8 | | 60 | | | | | 52 | | | | \$15,180 | | | \$0 | | | \$0 | \$15,180 | | |
| 5.2 Project schedule | | | 4 | | | | | 16 | | | | \$2,300 | | | \$0 | | | \$0 | \$2,300 | | |
| 5.3 Monthly activity reports | | | 4 | | | | | 16 | | | | \$2,300 | | | \$0 | | 10 | \$700 | \$3,000 | | |
| 5.4 Biweekly management meetings | | | 48 | | | | | 28 | | | | \$9,560 | | | \$0 | | | \$0 | \$9,560 | | |
| 5.5 Meeting Contingency | | | 20 | | | | | | | | | \$2,700 | | | \$0 | | | \$0 | \$2,700 | | |
| Task 6 Project Contingency | | | | | | | | | | | | \$11,430 | | | \$0 | | | \$0 | \$11,430 | | |
| Total hours | 52 | 269 | 196 | 114 | 160 | 368 | 8 | 52 | 50 | 20 | | | | | 200 | 98 | | | | | |
| Jones & Stokes billing rates | \$170 | \$135 | \$135 | \$100 | \$135 | \$110 | \$100 | \$90 | \$120 | \$80 | | | | | \$80 | \$70 | | | | | |
| Subtotals | \$8,840 | \$36,315 | \$26,460 | \$11,400 | \$21,600 | \$40,480 | \$800 | \$4,680 | \$6,000 | \$1,600 | \$169,605 | \$51,957 | \$1,000 | \$52,957 | \$16,000 | \$6,860 | \$22,860 | \$245,422 | | | |
| Direct Expenses | | | | | | | | | | | | | \$300 | | | | | \$300 | | | |
| 500.00 Subcontractor | | | | | | | | | | | | | \$300 | | | | | \$300 | | | |
| 521.00 Meals, and Lodging | | | | | | | | | | | | | | | | | | \$0 | | | |
| 522.00 Airfares | | | | | | | | | | | | | | | | | | \$0 | | | |
| 523.01 Computer/Faxes | | | | | | | | | | | | | | | | | | \$0 | | | |
| 523.02 Reproductions | | | | | | | \$3,500 | | | | | | | | \$1,500 | | | \$5,000 | | | |
| 523.03 Equipment Rental | | | | | | | | | | | | | | | | | | \$0 | | | |
| 523.04 Postage and Delivery | | | | | | | | | | | | | | | | | \$500 | \$300 | | | |
| 523.05 Travel, Auto, incidental. Mileage at current IRS rate (.485/mile) | | | | | | | | | | | | | | | | | \$500 | \$500 | | | |
| 523.06 GIS/CAD/MAC | | | | | | | | | | | | | | | | | | \$0 | | | |
| 523.07 Surveys and Reports | | | | | | | | | | | | | | | | | | \$0 | | | |
| 523.08 Per Diem at \$160/day | | | | | | | | | | | | | | | | | | \$0 | | | |
| 523.09 Project Supplies | | | | | | | \$500 | | | | | | | | | | | \$500 | | | |
| 529.00 Other Reimbursable Expenses | | | | | | | | | | | | | | | | | | \$0 | | | |
| Mark up on all non-labor costs and subcontractors: 5% | | | | | | | | | | | | | | | | | | \$2,978 | | | |
| Direct expense subtotal | | | | | | | | | | | | | | | | | | \$9,578 | | | |
| Total price | | | | | | | | | | | | | | | | | | \$255,000 | | | |

Attachment B

SCOPE OF SERVICES

City of Kirkland Planned Action EIS

Task 1. Project Initiation

Project Initiation will provide a solid start to the project and ensure efficient use of City and consultant resources in subsequent steps. We anticipate that the Consultants will gather data and conduct a kick-off meeting.

Task 1.1. Data Gathering

The Consultant will coordinate with City staff to collect professional literature and data pertinent to EIS tasks. A data needs list will be prepared and provided to the City and applicants, as appropriate. The Consultant will arrange for 3 PM peak hour turning movement counts at intersections as agreed to by the City.

Task 1.2. Kick-Off Meeting

The Consultant will organize and conduct a kick-off meeting with the City to review project information and goals, brain storm SEPA/Project Objectives, consider options for a public participation, and to confirm the level of technical analysis appropriate to the Planned Action EIS. The Consultant will summarize the Kick-Off meeting in a memo to the City. The Consultant will attend one meeting with the Planning Commission to discuss the schedule.

Task 1.3. Guidance Memo

The Consultant will prepare a guidance memo that addresses roles and responsibilities, document approach and format, a contact list, and other administrative items for use by the Project Team.

Deliverables:

- Data needs list
- Kick-Off Meeting summary
- Guidance Memo

Task 2. Plan Alternatives and EIS Scoping

Task 2.1. SEPA Checklist

Based upon information and direction established in Task 1, the Consultant will prepare a SEPA Checklist that provides a broad and brief review and record of all environmental topics. The EIS Checklist will describe the basis for addressing limited topics further in the EIS and for addressing other topics only within the checklist. The checklist will be based on the applicants' Comprehensive Plan Amendment requests.

Task 2.2. Determination of Significance

The Consultant will prepare a Draft Determination of Significance (DS) and Scoping Notice that describes the intent for a Planned Action and generally describe potential alternatives and EIS topics. Based upon one round of City review the Consultant will finalize the notice. The City will be responsible for publication and distribution of the notice.

Task 2.3. Prepare Alternatives

This scope of services assumes there will be two alternatives analyzed in the EIS: No-Action and Applicant Proposal. There will be only three sites considered for development Park Place, Orni, and Altom as described in applications submitted to the City for Comprehensive Plan Amendment. The Orni and Altom proposals may require the review of a logical zoning boundary beyond these parcels. The Consultant will first analyze the potential area of impact and propose a study area for the City's approval. The Consultant, based on information provided by the City and applicants, will then prepare a description of each alternative that will include a description of the planning envelope of anticipated development in the study area, building typologies, building square footages and usage, and conceptual site plans of potential development. The Consultant will rely on the applicants to provide details of each proposal for the alternative descriptions. Based upon two rounds of City review, and the City's consolidated comments, the Consultant will revise the Alternatives Description.



Task 2.4. Public Open House

Early in the process of preparing the EIS, the Consultant will assist the City in facilitating a public open house to provide an opportunity for the public to review introductory information and ask questions about the planned action process, the EIS topics, and upcoming public comment opportunities. The City will prepare the public notice and make meeting arrangements. The Consultant will assist with the public notice contents, agendas, and meeting facilitation, as well as be prepared to solicit and record citizen comments. The Consultant will provide the basic text/figure content for up to 10 boards along with a board template. The City where required will prepare graphics (maps, applicant proposal, etc.) and the Consultant will insert City's graphics into the board template and assemble the boards. The City will provide basic text/figure for each board and the Consultant will modify for a presentation format. The Consultant will summarize the meeting in introductory sections of the EIS.

Task 2.5. Planning Commission

The Consultant will attend one Planning Commission meeting to present the results of the SEPA Checklist, explain EIS process and upcoming public comment opportunities. It is anticipated the material used at the public open house will be used for this meeting and no additional material will be required.

Deliverables:

- SEPA Checklist
- Determination of Significance/Scoping notice
- Alternatives Description
- Public Open House presentation boards (10)

Task 3. Planned Action Environmental Impact Statement

The Planned Action EIS will contain the following sections:

- Cover Letter
- Fact Sheet
- Table of Contents



- Chapter 1 – Environmental Summary
- Chapter 2 – Description of the Alternatives
- Chapter 3 – Affected Environment, Significant Impacts, and Mitigating Measures
- Chapter 4 – References
- Chapter 5 – Distribution List
- Appendices

Task 3.1. Preliminary Draft Environmental Impact Statement

It is assumed that Land Use Patterns/Plans and Policies, Aesthetics, Transportation, Sewer and Water, and Public Services are elements of the environment that will require analysis through the EIS. For each of the elements of the environment, construction, operation, and cumulative impacts will be addressed, consistent with the requirements of a Planned Action and the level of detail provided for each alternative. Where the Consultant deems appropriate each element will also provide a qualitative analysis if the Applicant Proposal were reduced in scope. Examples include reductions in building size and affect on aesthetics, shading or transportation using the building phasing plan to approximate changes in vehicle impacts with alternative building sizes.

The following sub-tasks describe the approach to conducting the analysis for these elements and the steps for preparation of the Preliminary Draft Planned Action EIS. The fee estimate assumes the City will produce all figures at the direction of the Consultant. The Consultant will meet with the Park Place applicant to discuss the EIS process and determine material applicant will provide.

Task 3.1.1. General Sections: Fact Sheet, Table of Contents, Distribution Lists, etc.

The Consultant will prepare the required fact sheet as well as a table of contents, distribution lists, references, and other general sections.

Task 3.1.2. Land Use Patterns/Plans and Policies

The land use analysis will compare and evaluate the proposed amount, types, scale and pattern of land uses proposed in the Planned Action in comparison with the existing land use pattern and adjacent development. In addition, the analysis will include an evaluation of citywide development targets and capacity relative to the planned action proposal. It is assumed that the City will provide basic quantitative information related to the development capacity of the proposal and alternatives consistent with the City's Comprehensive Plan capacity method.



Task 3.1.3. Aesthetics

The overall aesthetic character of the planned action study area will be described in terms of the quality of the urban environment, the design and character of existing buildings, and building height, bulk and scale. The degree and nature of changes and potential effects on surrounding visual character by the proposal and alternative will be discussed. The analysis will rely primarily on narrative description, supported by photographs of existing conditions and mass modeling of the alternatives. The applicant will provide building bulk and height sketches for all alternatives using SketchUp software. The Consultant using the same software will evaluate the height and bulk of the alternatives as well as conduct shade/shadow analysis..

Task 3.1.4. Transportation

Task 3.1.4.1. Data Collection

Consultant will work with City staff to compile available transportation data and reports relevant to the project, listed under “Assumptions”.

As part of this task, the Consultant will review the Park Place applicant’s mode split and trip generation assumptions. A memo describing potential issues and appropriateness of using the Park Place assumptions will document the review. This scope of services assumes the trip generation and mode split will be acceptable for use in the EIS and no further work will be required for Park Place or other sites.

Assumptions:

The City will provide:

- Available citywide peak hour and 24-hour tube counts collected in 2006 or 2007
- Materials developed by the Transportation Commission pertaining to review of the City’s concurrency management system
- Historical collision data – minimum of 3 most recent years of available data, citywide
- Available information on citywide transportation demand management (TDM) programs
- Building permit data from October 1, 2005 to present, including location, approved floor area or residential units, and types of land use.
- Specific electronic files to be identified by the Consultant of the transportation element of the Comprehensive Plan, including Geographical Information System (GIS) files, maps, and other supporting materials.



- Spreadsheets with existing citywide concurrency calculations, utilizing Transportation Research Circular (TRC) 212 methods for calculating volume-to-capacity ratios (V/Cs)
- Available traffic analysis and/or trip generation assumptions from project applicants.
- Functional classifications, and roadway geometry and speed limits for all roadways included in the travel forecasting model.
- Existing transit services and facilities.
- Existing non-motorized services and facilities.
- Parking studies conducted within the study area.
- Existing geometry and traffic control (including traffic signal timings) for concurrency intersections.
- The Consultant is responsible for: Establishment of data input and output worksheets for analyses conducted, to facilitate data review and quality assessment/quality control (QA/QC)
- Identification of planned future regional facility improvements such as I-405, SR 520, I-90 and any arterial improvements within the City that should be included in the updated travel model.

Assumptions:

- Proposed actions for which trip generation assumptions will be prepared consist of Park Place, and proposals for two sites in the vicinity of the Park Place site.

Deliverables:

- A memorandum documenting the Consultant’s review of the Park Place applicant’s traffic engineer’s trip generation and mode split assumptions.
- One meeting will be held between City staff and Consultant team, to discuss and finalize trip generation assumptions.

*Task 3.1.4.2. Transportation Policy /
Concurrency Review*

The Consultant will review the City’s adopted transportation policies and concurrency management system, as well as materials regarding review/recommendations of the current concurrency management system.

The Consultant will develop two revisions to the concurrency management system that would potentially reduce the number of intersections that would be out of concurrency compliance with either of the alternatives. These two concurrency revisions will be within the general overall



current concurrency structure they may adjust the V/C thresholds, definition of analysis locations, or revise subarea groupings.

Assumptions:

- Up to two potential revisions to the concurrency management system will be explored as possible mitigation measures.
- Potential revisions will not depart from the overall structure of the adopted concurrency management system – i.e. revisions could include adjustments to defined V/C thresholds, definition of analysis locations, and/or subarea groupings; but will not include revising the TRC 212 methods for calculating V/Cs, or revising the general approach to how concurrency is measured.
- City will provide one set of consolidated comments on each memorandum. If applicant reviews of memorandums are desired, applicant comments will be included in the City’s consolidated comments. City will resolve potential conflicts between different reviewers prior to submittal of comments to Consultant

Deliverables:

- Memorandum documenting measures of effectiveness for relevant transportation policies.
- Memorandum documenting parameters for up to two potential mitigation measures related to revision of the concurrency system.
- One meeting will be held between City staff and Consultant team, to discuss and finalize policy measures.

Task 3.1.4.3. Existing Conditions Analysis

TDM Review

This task includes assessment of transportation demand management (TDM) within the City, and a literature review of analytical measures of TDM strategies.

Existing V/C Analysis

The Consultant will calculate 2007 PM peak hour V/C for concurrency intersections using the TRC 212 methods, and identify locations that exceed adopted City concurrency standards.

Safety Analysis

The Consultant will analyze most recent three years of available collision data. High collision locations and potential safety issues will be identified.



Transportation Demand Management

The Consultant will evaluate Transportation Demand Management (TDM) strategies, and prepare a memorandum documenting potential effects of strategies on mode share. This memo will provide the basis for TDM mitigation discussion in the DEIS.

Task 3.1.4.4. Base Year Travel Demand Model Validation

The Consultant will perform a model validation for the base year (2007) Bellevue-Kirkland-Redmond (BKR) model.

The Consultant will validate the PM peak hour model for the arterials within the City. The Consultant will establish several screenlines and check the model volumes against the existing PM peak hour traffic volumes at the screenlines.

The validation goal for this project will be 10 to 25 percent of the base traffic counts at each screenline. The Consultant will make necessary adjustments to model elements such as centroid connectors and network speed and capacity, if the differences between the model volumes and the baseline volumes do not meet the validation goal.

As a part of the travel demand model validation, the Consultant will review the mode shares estimation in the base year model. The Consultant will review the existing mode share data from the Puget Sound Regional Council model and the census and check against BKR model output.

Assumptions:

- The Consultant will create 2007 travel demand base year model using the building permit data.
- One meeting will be held between City staff and the Consultant team, to confirm the appropriate mode share assumptions and approach for including TDM strategies in the transportation analysis.

Deliverables:

- Memorandum documenting model mode share and TDM analysis approach and assumptions
- Excel files of completed V/C analyses
- Electronic files of validated baseline model
- Documentation for base model validation
- Meeting minutes from City Consultant team meeting.



Task 3.1.4.5. Future Conditions Analysis for Draft EIS Alternatives

Travel volumes will be forecast citywide for two DEIS alternatives. For each alternative, citywide v/c ratios will be developed, consistent with the City's adopted concurrency management system, to identify potential deficiencies.

Alternative 1 – No Action

The Consultant will review the BKR model's 2022 land use assumptions and check with City staff to make sure that they are still valid for the 2022 No Action travel demand modeling. The City will provide the 2014 land use assumptions for the three rezone sites. The Consultant will create 2014 trip tables for background land use growth by interpolating the growth between 2007 and 2022.

The Consultant will review 2014 and 2022 network assumptions with City staff. The City will provide a list of transportation facility improvements to be completed on City arterials through 2014 & 2022. The Consultant will develop a list of regional facility improvements such as I-405, SR 520, I-90 through 2014 and 2022 to be reviewed and approved by the City.

The Consultant will prepare 2014 and 2022 No Action Alternative travel demand models and obtain the 2014 and 2022 No Action Alternative traffic volumes. The City will select intersections where operational analysis will be required based on City SEPA policy. The Consultant will provide 2014 traffic volumes for the selected operational analysis intersections to the Applicant's traffic engineer.

The Consultant will review the model's mode share output. If the mode share outputs from the models are reasonable, no adjustment to the trip tables will be made. If not, the consultant and the City will decide how to deal with this issue.

The Consultant will calculate 2007 V/C ratios for the concurrency intersections using the Circular 212 method.

Alternative 2 – Applicant Proposal

The City will provide the Consultant with the land use and level of intensity that define the applicant proposed alternative and clarify potential 2014 and 2022 development levels for the proposed three rezone sites.

The Consultant will prepare a memo that outlines potential trips generated by the proposed rezones and add the additional vehicle trips to the TAZs that include proposed rezones. Using the model, the Consultant will distribute the net vehicle trips and obtain 2014 and 2022 volumes for the Applicant Proposed Alternative. The Consultant will provide 2014 traffic volumes for the selected operational analysis intersections to the Applicant's traffic engineer.

The Consultant will calculate 2007 V/C ratios for all concurrency intersections using the Circular 212 method.



The Applicant's traffic engineer will provide the Consultant with the construction phasing sequence for the proposal. This sequence will be used to proportion the 2014 proposal incremental increase in traffic volumes at each of the concurrency intersections for each of the construction phases. Based on these phasing volumes the Consultant will calculate 2014 V/C ratios for all of the concurrency intersections using the Circular 212 method. This scope of work assumes there will be 3 interim construction phases prior to completion in 2014.

Assumptions:

- Future conditions analysis for DEIS will be conducted for one long range planning year, 2022.
- No Action land use will be based on the City's current adopted future land use plan.
- The Consultant will coordinate with City staff to define appropriate land use for the Applicants Proposal prior to initiation of analysis.
- In the circumstance where using the City's concurrency standards a sub-area average exceeds the City standard, but individual locations within the sub-area do not exceed the City's individual intersection threshold, the Consultant will coordinate with City staff to identify the priority order of locations for mitigation.

Deliverables:

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- Excel files of completed V/C for two alternatives (unmitigated)
- Electronic files of future model scenarios

Task 3.1.4.6. Identification of Transportation Mitigation

Mitigation will be developed for deficiencies identified under the three Draft EIS alternatives, according to the following approach:

1. The Applicant's traffic engineer will conduct 2014 LOS analysis (using Synchro software) for each alternative at selected intersections that are shown to fail concurrency or are required for SEPA analysis based on City policy.
2. The Consultant, City staff and the Applicant's traffic engineer will jointly identify capacity improvements needed for concurrency or SEPA analysis (with out policy changes).
3. Test up to two policy changes as mitigation (defined in memo under Task 3.1.4.2) – quantify effect on needed capacity improvements similar to the previous step.



4. The Consultant will prepare planning level cost estimates for capacity improvements identified in steps 2 and 3.

Assumptions:

- Consultant will develop cost estimate template and assumptions, to be approved by City prior to use.

Deliverables:

- Recommended mitigation measures and cost estimates for 2 alternatives
- Meeting minutes from City staff and Consultant team meeting.

Task 3.1.4.7. Draft EIS Transportation Section

The Consultant will summarize the results of the work outlined in Tasks 3.1.4.1 through 3.1.4.6, and prepare a transportation section related to these tasks for the DEIS. Potential effects of the two alternatives to traffic operations, parking, safety, access, circulation, transit, and non-motorized modes will be addressed.

Deliverables:

- Draft EIS transportation section.
- Technical appendix that documents all transportation analysis completed for the Draft EIS.

Task 3.1.5. Public Services

The Public Services analysis will address existing conditions based on current City plans, existing levels of service, estimated needs and demand for service, and projected levels of service under each alternative for the following categories:

- Police, Fire, and Emergency Medical Response
- Parks and Recreation
- Schools

Mitigating measures will describe additional staffing, planned and additional proposed capital facilities and other policies or measures to meet identified significant impacts. This analysis will rely on information to be provided by the City and the applicant's consultants.



Task 3.1.6. Sewer and Water Services

The Sewer and Water Services analysis will address existing conditions based on current City plans, existing levels of service, estimated needs and demand for service, and projected levels of service under each alternative for water and sewer service.

The City will provide estimates of demand using the alternatives description for both sewer and water. The City will also propose mitigation measure where required for sewer and water based on projected demand. The Consultant will document for the DEIS the City's analysis.

Task 3.1.7. PDEIS Preparation & Production

The Consultant will compile all technical sections into a DEIS format consistent with SEPA requirements. The Consultant will prepare a list of maps for the Preliminary DEIS. The scope of services assumes that the City will provide GIS mapping services for the Planned Action EIS. It is assumed that the Preliminary DEIS deliverable will be provided in two phases: (1) as many sections as possible (2) transportation and any remaining sections.

Task 3.1.8. Meeting to Obtain City Comments on PDEIS

The Consultant will meet with City staff as appropriate to obtain comments. It is assumed that the City staff will compile all department comments on the Preliminary DEIS for use by the Consultant.

Task 3.1.9. Draft Planned Action EIS Preparation

The Consultant will incorporate comments received from the City into the Draft Planned Action EIS document. An environmental summary matrix will be prepared for insertion into the public review Draft EIS. A print-check copy of the public review Draft EIS will be provided to the City to confirm requested changes have been made satisfactorily, and upon concurrence, the document would be printed and provided to the City for distribution. For purposes of this scope an approximate value for publishing has been included. The City will reimburse actual expenses.

Task 3.1.10. DEIS Public Meeting or Hearing

The Consultant will facilitate and participate in a public hearing/meeting on the Draft Planned Action EIS. The City will prepare the public notice and make meeting arrangements, including meeting minutes if conducted as a formal hearing. The Consultant will assist with the public notice contents, agendas, and meeting facilitation, as well as be prepared to consider and respond



to citizen and agency questions. The Consultant will prepare up to 10 presentation boards with the City's assistance.

Task 3.2. Final EIS

Task 3.2.1. Preliminary Final EIS Contents and Revisions

The Final EIS will consist of a fact sheet, table of contents, Draft EIS analysis corrections as needed, and responses to comments. The Consultant will prepare revisions based on additional or revised analysis. Chapter 1 and 2 will be repeated with track changes for revisions. Excerpts from Chapter 3 will be included in track changes where revisions are made to the analysis.

Task 3.2.2. Prepare Response to Comments

The Consultant will meet with the City to prioritize and assign responsibilities for responses to the comments as appropriate and in accordance with the approved budget. It is assumed that priorities for responses by the Consultant will be agency comments, and citizen comments of a technical nature. The fee provides an estimate of hours to complete this task based on the assumption that no more than 20 discrete comments are received. Additionally it is assumed the comments will not require substantive additional documentation or EIS revision.

Task 3.2.3. Preliminary FEIS Preparation and Review

The Consultant will prepare a Preliminary FEIS for City review and comment.

Task 3.2.4. Meeting to Obtain City Comments on Preliminary FEIS

After the City has reviewed the Preliminary FEIS, the Consultant will meet with City staff as appropriate to obtain comments. It is assumed that the City staff will compile all department comments for use by the Consultant.

Task 3.2.5. Final EIS Preparation

A print-check copy of the public review Final EIS would be provided to confirm requested changes have been made satisfactorily, and upon concurrence, the document will be printed by



the Consultant and distributed by the City. For purposes of this scope an approximate value for publishing has been included. The City will reimburse actual expenses.

Deliverables:

- Preliminary Draft DEIS
- Draft EIS
- Public Meeting presentation boards (10)
- Preliminary Final EIS
- Final EIS
- Minutes from two City staff Consultant team meetings.

Task 4. Planned Action Ordinance

Task 4.1. Preferred Alternative Analysis

The Consultant will assist City staff and Planning Commission in defining a Preferred Alternative, based on the Draft EIS analysis. The Consultant will prepare a memorandum that will summarize trip generation assumptions for the Preferred Alternative, which will reflect any TDM measures to be implemented as part of the alternative. The Consultant will then develop a travel demand models for the Preferred Alternative for 2014 and 2022.

The Consultant will assign the vehicle trips and obtain 2014 and 2022 traffic volume. The Consultant will provide 2014 traffic volumes for the selected operational analysis intersections to the Applicant's traffic engineer.

The Consultant will calculate 2007 V/C ratios for the concurrency intersections using the Circular 212 method.

Mitigation measures developed for the Preferred Alternative may include both capacity improvements and policy changes, as described in the previous transportation tasks. Planning level cost estimates will be prepared for capacity improvements. An implementation plan will be developed for any policy revisions that are proposed as mitigation.

The Consultant will also analyze the Preferred Alternative for other mitigation measures for the DEIS other environmental elements. **Assumptions:**

- City staff will provide a memo defining the Preferred Alternative, prior to initiation of the analysis.



- Land use, mode share, building height, land uses, trip generation assumptions, etc. for the Preferred Alternative will be within the boundaries defined for the DEIS alternatives.

Deliverables:

- Minutes from Trip generation/mode share meeting with City on the Preferred Alternative

Task 4.2. Planned Action Ordinance

In conjunction with the development of the Refined Alternative, the Consultant will assist the City in the preparation of an ordinance that designates the Planned Action. As outlined in WAC 197-11-168, the ordinance will address:

- The type of project action;
- Compliance with the criteria for a planned action;
- Findings related to adequacy of the Planned Action EIS; and
- Mitigating measures required to qualify future projects as planned actions.

The Consultant will provide the City with examples of Planned Action Ordinances and their attachments. The Consultant will also identify mitigation measures that should be included in the PAO based on the Refined Alternative and FEIS. The Consultant will conduct one review of the PAO. The fee estimate identifies time and materials for this effort additional effort will be considered additional work.

Task 4.3. Zoning Amendments

The Consultant will provide assistance to the City in preparing zoning amendments consistent with the Planned Action Ordinance.

Task 4.4. Public Hearing Support

A public hearing or other opportunity for public comment is required for adoption of a planned action ordinance (PAO). The Consultant will present the results of the EIS process and be available to respond to questions at one public Planning Commission study session and one public hearing and one City Council study session and one public hearing. The City of Kirkland will be responsible for public notice, meeting scheduling and meeting logistics.



Task 4.5. Planned Action Administrative Guidance

In order to assist with implementation of the PAO and review of future proposed planned actions, the Consultant will develop a planned action administrative guidance paper based on the adopted PAO. This document will include (1) a statement of the specific criteria for qualification as a planned action; (2) identification of the form/checklist to be used by the City to evaluate proposed planned actions; (3) a flow chart of the decision-making and review process for proposed planned actions; and (4) a monitoring system to track mitigation and development under the planned action ordinance.

Deliverables:

- Environmental analysis of Refined Alternative.
- Example Planned Action Ordinances
- A list of mitigation measure to be included in the PAO.
- PAO review comments.
- Planned Action Ordinance Administrative Guidance document.

Task 5. Project Management

Task 5.1. Management

The Project Manager will be responsible for management and project delivery during the length of the contract. The project manager will manage the efforts of team members and subconsultants, respond to City's inquiries, and respond to community questions as appropriate.

Task 5.2. Project Schedule

A project schedule will be developed with specific action dates to ensure that the Consultant and the City team maintain the desired schedule. In conjunction with the monthly activity report, the Project Manager and City staff will assess project progress and discuss actions necessary to ensure that the project remains on schedule and within budget on a regular basis.



Task 5.3. Monthly Activity Reports

Each month the Project Manager will provide City staff with an activity report that highlights services provided and accomplished in the prior month, identifying services to be provided, and listing any outstanding issues to be addressed. Billings will be provided in accordance with the City's contract requirements.

Task 5.4. Biweekly Project Meetings

The Project Manager will meet biweekly with City staff either in person or by conference call to discuss the project progress and discuss project elements that need the City's direction. The Project Manager shall organize the meetings, prepare meeting agendas, lead the meetings, and prepare meeting notes for the project team. This scope assumes 1 hour meetings which will be biweekly for the duration of the project contract.

In addition, this scope of work identifies project team and public meetings associated with specific tasks in this Scope of Services. These meetings are listed in the table below. Hours for these meetings are included in the applicable task.

In addition, scheduled, agenda-based project meetings are described under the pertinent task and summarized below. Hours associated with these specific meetings are included under their specific task:

Internal Project Team Meetings

| Task | Meeting Purpose |
|---------|--|
| 1.2 | Kick off meeting |
| 3.1 | Meet with Park Place Applicant to discuss EIS |
| 3.1.4.1 | Discuss and finalize trip generation assumptions |
| 3.1.4.2 | Discuss and finalize transportation policy measures |
| 3.1.4.6 | City and Consultant team meet to discuss mitigation |
| 3.1.4.8 | Confirm trip generation and mode share for the Preferred Alternative |
| 3.1.8 | Review PDEIS comments |
| 3.2.4 | Review PFEIS comments |
| 5.4 | Biweekly Management Meetings (16 meetings) |

Public Meetings/Hearings



| Task | Meeting Purpose |
|--------|---|
| 1.2 | Attend Planning Commission meeting to discuss the project schedule. |
| 2.4 | Public Open House and Scoping Meeting |
| | |
| 3.1.10 | Public meeting/hearing on the Draft EIS |
| 4.3 | Planned action ordinance public meeting support (7 meetings) |

In addition to the meetings identified above, a total of 20 hours have been reserved for optional unspecified meetings to complete the project. Upon City authorization, these meeting hours shall be allocated to appropriate staff for participation in project-related meetings above and beyond those specifically identified in this Scope of Services. These meetings shall be scheduled in consultation with the Consultant.

Deliverables:

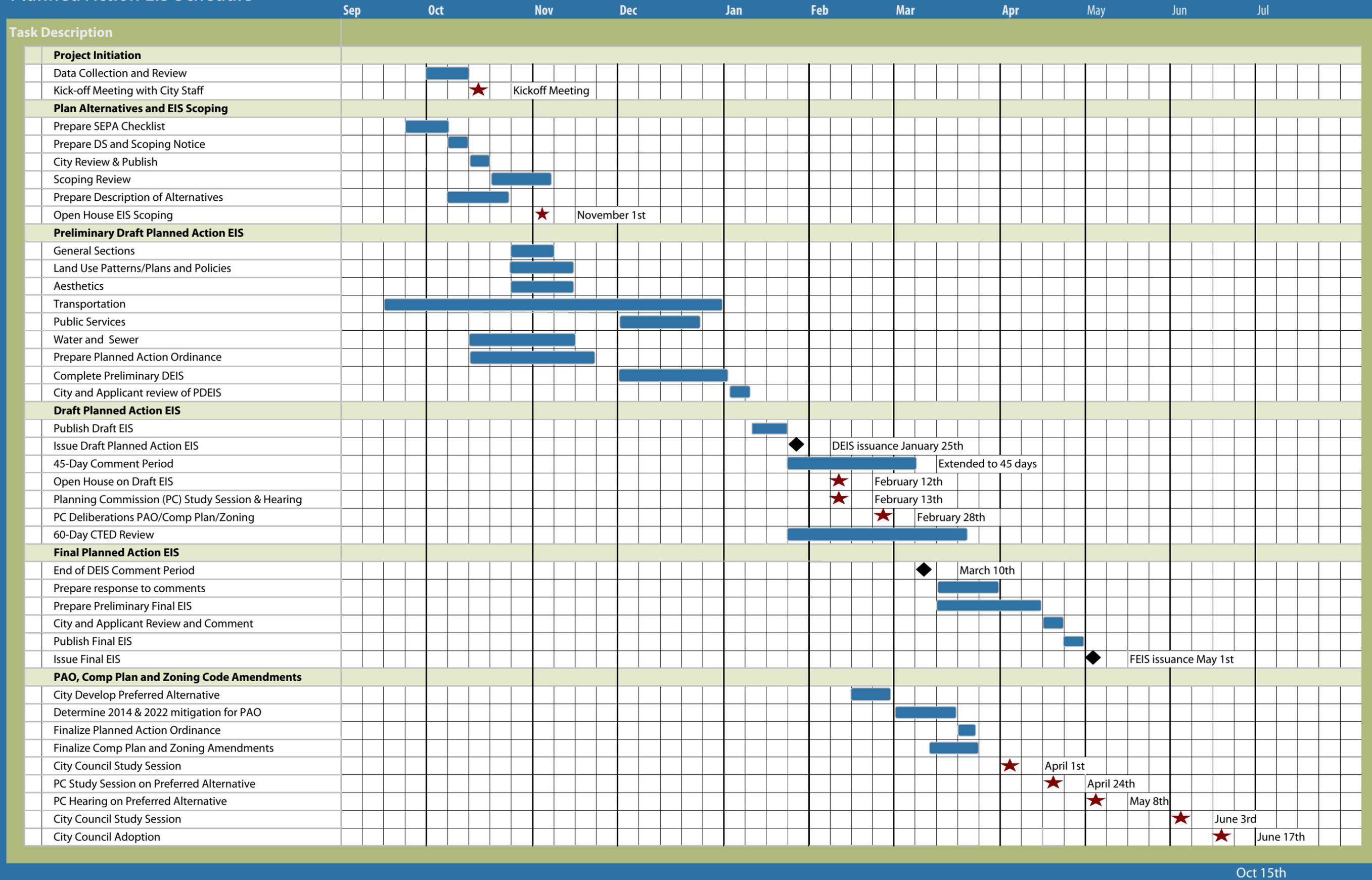
- Project Schedule
- Monthly invoices
- Monthly Project status memos
- Meeting notes

Task 6. Project Contingency

A project contingency budget item is established for potential additional services. These may include but are not limited to public involvement services or analysis of additional environmental elements. These funds will only be expended upon City authorization and for defined tasks beyond those specifically identified in this Scope of Services.



Planned Action EIS Schedule



FISCAL NOTE

| Source of Request | | | | | | | |
|--|-------------|-------------------------|-----------------------------|----------------------------------|------------------------|-----------------------------|----------------|
| Eric Shields, Planning & Community Development Director | | | | | | | |
| Description of Request | | | | | | | |
| Request for additional funding of \$55,000 for the Planned Action Environmental Impact Statement related to the private amendment request for Park Place and two additional downtown private amendment requests - Orni and Altom - to the east of the Park Place Center. | | | | | | | |
| The three proposed private amendment requests in the downtown area are more complicated and will require more extensive work for the traffic portion than originally planned. Additional funding of \$55,000 is requested to cover the revised consultant contracts as well as build in a contingency that the City may use, if needed, for additional public involvement, briefings or transportation analysis. | | | | | | | |
| Funding is recommended to come from the Contingency Fund. | | | | | | | |
| Legality/City Policy Basis | | | | | | | |
| | | | | | | | |
| Fiscal Impact | | | | | | | |
| One-time use of \$55,000 from the Contingency Fund. The contingency is able to fully fund this request. | | | | | | | |
| Recommended Funding Source(s) | | | | | | | |
| <i>Reserve</i> | Description | 2008 Est End Balance | Prior Auth. 2007-08 Uses | Prior Auth. 2007-08 Additions | Amount This Request | Revised 2008 End Balance | 2008 Target |
| | Contingency | 3,193,826 | 310,936 | 0 | 55,000 | 2,827,890 | 3,285,172 |
| 2007-08 Prior Authorized Uses include: \$31,500 for a Permit Process Review project, \$54,436 for continued Annexation Outreach, \$25,000 for a fiscal review of the Park Place developer's analysis of a potential redevelopment and \$200,000 for the Planned Action Environmental Impact Statement related to the private amendment request for Park Place. | | | | | | | |
| <i>Revenue/ Exp Savings</i> | | | | | | | |
| <i>Other Source</i> | | | | | | | |
| Other Information | | | | | | | |
| | | | | | | | |

| | | | |
|-------------|---|------|------------------|
| Prepared By | Sandi Hines, Financial Planning Manager | Date | October 25, 2007 |
|-------------|---|------|------------------|