



**PROFESSIONAL SERVICES AGREEMENT
NE 87th Street / 116th Avenue NE Intersection Improvement**

The City of Kirkland, Washington, a municipal corporation ("City") and Otak Inc., whose address is 11241 Willows Road NE, Suite 200, Redmond, WA 98052 ("Consultant"), in consideration of the mutual benefits and conditions set forth below, the parties agree and contract as follows.

I. SERVICES BY CONSULTANT

A. The Consultant agrees to perform the services for the City's NE 87th Street / 116th Avenue NE Intersection Improvement project, as such services were described and detailed in the City's Request for Proposal (RFP) Job #NMC101000 and all documents submitted by Consultant in response, which are hereby fully incorporated herein as part of this Agreement as if set forth herein, and as such services are further described in the following attachments to this Agreement:

1. Attachment A – Professional Services Statement of Work; and
2. Attachment B – Consultant's Service Fee Agreement

Unless specifically noted in this Agreement, the terms of this Professional Services Agreement supersede any conflicting provisions contained within these attachments.

B. All services and duties shall be conducted and performed diligently, completely and in accordance with professional standards of conduct and performance. If Consultant's Statement of Work includes providing bid documents for a public works project, Consultant shall provide its methodology and calculations for all estimated quantities of bid items per plan sheet, or as otherwise directed by the City.

II. COMPENSATION

- A. The total compensation to be paid to Consultant for these services shall not exceed \$543,000.00, as detailed in Attachment B.
- B. Payment to Consultant by the City in accordance with the payment ceiling specified above shall be the total compensation for all services performed under this Agreement and supporting documents hereto as well as all subcontractors' fees and expenses, supervision, labor, supplies, materials, equipment or the use thereof, reimbursable expenses, and other necessary incidentals.
- C. The Consultant shall be paid on the basis of invoices submitted. Invoicing will be on the basis of percentage complete or on the basis of time, whichever is applicable in accordance with the terms of this Agreement.
- D. The City shall have the right to withhold payment to Consultant for any services not completed in a satisfactory manner until such time as Consultant modifies such services to the satisfaction of the City.
- E. Unless otherwise specified in this Agreement, any payment shall be considered timely if a warrant is mailed or is available within 30 days of the date of actual

receipt by the City of an invoice conforming in all respects to the terms of this Agreement.

III. GENERAL ADMINISTRATION AND MANAGEMENT

The Project Manager for the City of Kirkland shall review and approve the Consultant's invoices to the City under this Agreement, shall have primary responsibility for overseeing and approving services to be performed by the Consultant, and shall coordinate all communications with the Consultant from the City.

IV. COMPLETION DATE AND/OR DURATION OF AGREEMENT

For the Consultant's performance of the design services specified in Section I, the estimated completion date is December 31, 2027.

Consultant will diligently proceed with the services contracted for, but Consultant shall not be held responsible for delays occasioned by factors beyond its control which could not reasonably have been foreseen at the time of the execution of this Agreement. If such a delay arises, Consultant shall forthwith notify the City.

V. TERMINATION OF AGREEMENT

The City or the Consultant may terminate or suspend this Agreement at any time, with or without cause, by giving ten (10) days' notice to the other in writing. In the event of termination, all finished or unfinished reports, or other material prepared by the Consultant pursuant to this Agreement, shall be provided to the City. In the event the City terminates prior to completion without cause, consultant may complete such analyses and records as may be necessary to place its files in order. Consultant shall be entitled to receive just and equitable compensation for any satisfactory services completed on the project prior to the date of termination, not to exceed the payment ceiling set forth above.

VI. OWNERSHIP OF WORK PRODUCT

- A. Ownership of the originals of any reports, data, studies, surveys, charts, maps, drawings, specifications, figures, photographs, memoranda, and any other documents which are developed, compiled or produced as a result of this Agreement, whether or not completed, shall be vested in the City. Any reuse of these materials by the City for projects or purposes other than those which fall within the scope of this Agreement or the project to which it relates, without written concurrence by the Consultant will be at the sole risk of the City.
- B. The City acknowledges the Consultant's plans and specifications as instruments of professional service. Nevertheless, the plans and specifications prepared under this Agreement shall become the property of the City upon completion of the services. The City agrees to hold harmless and indemnify consultant against all claims made against Consultant for damage or injury, including defense costs, arising out of any reuse of such plans and specifications by any third party without the written authorization of the Consultant.
- C. Methodology, materials, software, logic, and systems developed under this Agreement are the property of the Consultant and the City, and may be used as either the Consultant or the City sees fit, including the right to revise or publish the same without limitation.
- D. The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the

- D. The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical, and financial data will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, including chapter 42.56 RCW.
- E. The Consultant will at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.
- F. Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.
- G. The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.
- H. The foregoing records shall be maintained for a period of six (6) years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

VII. SUCCESSORS AND ASSIGNS

The Consultant shall not assign, transfer, convey, pledge, or otherwise dispose of this Agreement or any part of this Agreement without prior written consent of the City.

VIII. NONDISCRIMINATION

Consultant shall, in employment made possible or resulting from this Agreement, ensure that there shall be no unlawful discrimination against any employee or applicant for employment in violation of RCW 49.60.180, as currently written or hereafter amended, or other applicable law prohibiting discrimination, unless based upon a bona fide occupational qualification as provided in RCW 49.60.180 or as otherwise permitted by other applicable law. Further, no person shall be denied or subjected to discrimination in receipt of the benefit of any services or activities made possible by or resulting from this Agreement in violation of RCW 49.60.215 or other applicable law prohibiting discrimination.

IX. HOLD HARMLESS/INDEMNIFICATION

- A. To the greatest extent allowed by law the Consultant shall defend, indemnify, and hold harmless the City and its officers, officials, employees, and volunteers ("Indemnified Parties") harmless from any and all claims, injuries, damages, losses

or suits including attorney fees, arising out of or in connection with performance of this Agreement, except for injuries and damages caused by the sole negligence of the Indemnified Parties.

- 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 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 Title 51 RCW, Washington's industrial insurance law, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties.
- D. The provisions of this section shall survive the expiration or termination of this Agreement.

X. LIABILITY INSURANCE COVERAGE

The Consultant shall procure and maintain for the duration of this Agreement, insurance against claims for injuries to persons or damage to property that may arise from or in connection with the performance of the work hereunder by the Consultant and/or its agents, representatives, or employees. A failure to obtain and maintain such insurance or to file required certificates and endorsements shall be a material breach of this Agreement.

Consultant's maintenance of insurance as required by this Agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance or to otherwise limit the City's recourse to any remedy available at law or in equity.

A. 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 as least as broad as Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be as least as broad as 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.

5. Network Security (Cyber) and Privacy Insurance shall include, but not be limited to, coverage, including defense, for the following losses or services:
- a. Liability arising from theft, dissemination, and/or use of City confidential and personally identifiable information, including but not limited to, any information about an individual maintained by or on behalf of the City, including (i) any information that can be used to distinguish or trace an individual's identity, such as name, social security number, date and place of birth, mother's maiden name, or biometric records; and (ii) any other information that is linked or linkable to an individual, such as medical, educational, financial, and employment information regardless of how or where the information is stored or transmitted.
 - b. Network security liability arising from (i) the unauthorized access to, use of, or tampering with computer systems, including hacker attacks; or (ii) the inability of an authorized Third Party to gain access to supplier systems and/or the City's Data, including denial of service, unless caused by a mechanical or electrical failure; (iii) introduction of any unauthorized software computer code or virus causing damage to the City or any other Third Party Data.
 - c. Lawfully insurable fines and penalties resulting or allegedly resulting from a Data breach.
 - d. Event management services and first-party loss expenses for a Data breach response including crisis management services, credit monitoring for individuals, public relations, legal service advice, notification of affected parties, independent information security forensics firm, and costs to re-secure, re-create and restore Data or systems.

For purposes of this insurance subsection, the terms Third Party and Data are defined in Section XI.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

- 1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
- 2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
- 3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
- 4. Network Security (Cyber) and Privacy Insurance shall be written with limits no less than \$1,000,000 per claim, \$2,000,000 policy aggregate for network security and privacy coverage, \$100,000 per claim for regulatory action (fines and penalties), and \$100,000 per claim for event management services

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respects 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.
2. The Consultant shall provide the City and all Additional Insureds for the services with written notice of any policy cancellation, within two business days of their receipt of such notice.

D. Acceptability of Insurers

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

E. Verification of Coverage

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 services.

F. Failure to Maintain Insurance

Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of agreement, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the agreement 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.

G. City Full Availability of Consultant Limits

If the Consultant maintains higher insurance limits than the minimums shown above, the City 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 agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Consultant.

XI. SAFEGUARDING OF PERSONAL INFORMATION

A. Definitions. The following definitions shall have the assigned meaning for this section.

1. "Data" means all information, whether in oral or written (including electronic) form, created by or in any way originating with the City and/or End Users, and all information that is the output of any computer processing, or other electronic manipulation, of any information that was created by or in any way originating with the City and/or End Users, in the course of using and configuring the Services provided under this Agreement, and includes the City's Data, End User's Data, and Personal Information.
2. "Data Compromise" means any actual or reasonably suspected unauthorized access to or acquisition of computerized Data that compromises the security, confidentiality, or integrity of the Data, or the ability of City to access the Data.

3. "End User" means the individuals (including, but not limited to employees, authorized agents, students and volunteers of City; Third Party consultants, auditors and other independent contractors performing services for City; any governmental, accrediting or regulatory bodies lawfully requesting or requiring access to any Services; customers of City provided services; and any external users collaborating with City) authorized by City to access and use the Services provided by Consultant under this Agreement.
 4. "Third Party" means persons, corporations, and entities other than Consultant, or any of their employees, contractors, or agents.
- B. The Consultant shall not use or disclose Personal Information, as defined in RCW 19.255.010, in any manner that would constitute a violation of federal law or applicable provisions of Washington State law. Consultant agrees to comply with all federal and state laws and regulations, as currently enacted or revised, regarding Data security and electronic Data interchange of Personal Information.
 - C. The Consultant shall ensure its directors, officers, employees, subcontractors, or agents use Personal Information solely for the purposes of accomplishing the services set forth in the Agreement and for no other purposes.
 - D. The Consultant shall protect Personal Information collected, used, or acquired in connection with the Agreement, against unauthorized use, disclosure, modification, or loss.
 - E. The Consultant and its sub-consultants and agents agree not to release, divulge, publish, transfer, sell, or otherwise make Personal Information known to unauthorized persons without the express, prior written consent of the City or as otherwise authorized by law.
 - F. The Consultant agrees to implement physical, electronic, and managerial policies, procedures, and safeguards to prevent unauthorized access, use, or disclosure of Personal Information.
 - G. The Consultant shall make Personal Information available to amend as directed by the City and incorporate any amendments into all the copies maintained by the Consultant or its subcontractors and agents. Consultant shall certify its destruction after ninety (90) calendar days and the Consultant shall retain no copies. If Consultant and City mutually determine that return or destruction is not feasible, the Consultant shall not use the Personal Information in a manner other than those permitted or authorized by state and federal laws.
 - H. The Consultant shall notify the City in writing immediately upon becoming aware of any unauthorized access, use, or disclosure of Personal Information. Consultant shall take necessary steps to mitigate any harmful effects of such use or disclosure. Consultant is financially responsible for notification of any unauthorized access, use, or disclosure. The details of the notification must be approved by the City. Any breach of this clause may result in immediate termination of the Agreement by the City and the demand for return of all Personal Information.
 - I. Consultant agrees that within 12 months prior to the Effective Date of this Agreement, at least once per year thereafter, and immediately after any actual or reasonably suspected Data Compromise, Consultant will, at its own expense, conduct or have conducted the following:
 - A PCI, SOC 2 or other mutually agreed upon audit of Consultant's security policies, procedures, and controls;

- A vulnerability scan, performed by a Third Party scanner, of Consultant's systems and facilities that are used in any way to deliver services under this Agreement; and,
- A formal penetration test of Consultant's systems and facilities that are used in any way to deliver services under this Agreement, with such test performed by qualified personnel consistent with an established process.

The same will be evidenced by providing the City a copy of the successful audit letter and a scope of audit document (outlining what is included in the audit), or equivalent as determined acceptable to the City. The audit report should not include "private" information, defined as proprietary environment/infrastructure detail not specific to systems that process or transmit Data.

XII. COMPLIANCE WITH LAWS/BUSINESS LICENSE

The Consultant shall comply with all applicable State, Federal, and City laws, ordinances, regulations, and codes. Consultant must obtain a City of Kirkland business license or otherwise comply with Chapter 7.02 of the Kirkland Municipal Code.

XIII. FUTURE SUPPORT

The City makes no commitment and assumes no obligations for the support of Consultant activities except as set forth in this Agreement.

XIV. INDEPENDENT CONTRACTOR

Consultant is and shall be at all times during the term of this Agreement an independent contractor and not an employee of the City. Consultant agrees that he or she is solely responsible for the payment of taxes applicable to the services performed under this Agreement and agrees to comply with all federal, state, and local laws regarding the reporting of taxes, maintenance of insurance and records, and all other requirements and obligations imposed on him or her as a result of his or her status as an independent contractor. Consultant is responsible for providing the office space and clerical support necessary for the performance of services under this Agreement. The City shall not be responsible for withholding or otherwise deducting federal income tax or social security or for contributing to the state industrial insurance or unemployment compensation programs or otherwise assuming the duties of an employer with respect to the Consultant or any employee of Consultant.

XV. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with all attachments and addenda, represents the final and completely integrated Agreement between the parties regarding its subject matter and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by written instrument properly signed by both parties. The terms of this Agreement supersede any conflicting provisions contained in any attachments and/or addenda.

XVI. ADDITIONAL WORK

The City may desire to have the Consultant perform work or render services in connection with the project other than provided for by the express intent of this Agreement. Any such work or services shall be considered as additional work, supplemental to this Agreement. This Agreement may be amended only by written instrument properly signed by both parties.

XVII. NON-ENDORSEMENT

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

XVIII. NON-COLLUSION

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

XIX. WAIVER

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

XX. ASSIGNMENT AND SUBCONTRACT

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

XXI. DEBARMENT

Recipient certifies that it is not suspended, debarred, proposed for debarment, declared ineligible or otherwise excluded from contracting with the federal government, or from receiving contracts paid for with federal funds.

XXII. SEVERABILITY

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken. Unless such stricken provision goes to the essence of the consideration bargained for by a party, all remaining provisions shall continue to be valid and binding upon the parties, and the parties agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

XXIII. GOVERNING LAW AND VENUE

This Agreement shall be interpreted in accordance with the laws of the State of Washington. The Superior Court of King County, Washington, shall have exclusive jurisdiction and venue over any legal action arising under this Agreement.

XXIV. DISPUTE RESOLUTION

All claims, counterclaims, disputes, and other matters in question between City and Consultant arising out of or relating to this Agreement shall be referred to the City Manager or a designee for determination, together with all pertinent facts, documents, data, contentions, and other information. The City Manager or designee shall consult with Consultant's representative and make a determination within thirty (30) calendar

days of such referral. No civil action on any claim, counterclaim, or dispute may be commenced until thirty (30) days following such determination.

XXV. EFFECTIVE DATE

This Agreement shall be deemed effective on the last date signed below.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the dates written below:

CONSULTANT:

CITY OF KIRKLAND:

Signature: *Nico M. Vanderhorst*
Printed Name: Nico Vanderhorst
Title: Principal
Date: **04/13/2026**

Signature: *Tracey P. Dunlap*
Printed Name: Tracey Dunlap
Title: Deputy City Manager of Operations
Date: 04/15/2026



Attachment A

City of Kirkland

NE 87th Street / 116th Avenue NE Intersection Improvement

Project # NMC1101000

Otak Project No. 22549

SCOPE OF SERVICES

The following scope of services is to provide professional services for the NE 87th Street/116th Avenue NE Intersection Improvement Project.

Project Background and Description

Sound Transit and WSDOT are investing in significant transportation projects along Interstate 405 (I-405), including major reconstruction of the NE 85th Street/I-405 interchange. The City of Kirkland, in planning for these improvements, developed the NE 85th Street Station Area Plan, a study of their surrounding area identifying local improvements to encourage and support a transit-oriented community associated with the projected growth driven by these WSDOT and Sound Transit projects. One of these projects is the NE 87th Street/116th Avenue NE Intersection Improvement.

The WSDOT/Sound Transit NE 85th Street/I-405 Interchange Improvements, a design-build project currently in construction, includes a proposed pick-up and drop-off (PUDO) zone and drive loop located in the northwest quadrant of the interchange. The only proposed public access to the PUDO will be the drive loop's connection to a 90-degree bend formed by the City's NE 87th Street and 116th Avenue NE streets that intersect at WSDOT's I-405 right-of-way. The City desires to design and construct a mini-roundabout at the junction formed by these two streets and WSDOT proposed access drive to the PUDO.

The NE 87th Street/116th Avenue NE intersection improvements will need to conform to existing site conditions, city street right-of-way, and WSDOT's general alignment for the PUDO access drive. Additionally, the proposed roundabout and improvements need to accommodate vehicular traffic, bicycles, and pedestrians entering and exiting the PUDO as well as accommodating emergency services movements on all three legs. The City has developed a concept for the roundabout and has secured a federal grant for project construction. Based on WSDOT's recent project update, the proposed PUDO is a part of their Phase 5 work plan, beginning in Q3 of 2026 and completed in Q1 of 2027.

The scope of proposed services includes site investigation and data collection, alternative evaluation and preliminary design plans and report, document preparation and obtaining environmental permits, assessment of required right-of-way or easements, final design and construction document preparation, and construction-bid solicitation support. Right-of-way acquisition, if required, and services during construction, are not included and will be performed under a separately approved scope and budget as an amendment to the contract.

Scope of Services Summary Table of Contents

1. Site Investigation and Data Collection

- 1.1. Obtain existing available record documentation
- 1.2. Establish project limits and project requirements
- 1.3. Topographic surveying and base mapping
- 1.4. Perform geotechnical site investigation

2. Alternative Evaluation and Preliminary Design

- 2.1. Roundabout alignment and geometrics
- 2.2. Bicycle and pedestrian walkway considerations
- 2.3. Adjacent property entries/access
- 2.4. Drainage requirements, analysis, and report
- 2.5. Impacts on existing utilities
- 2.6. Illumination analysis and design
- 2.7. Landscape restoration considerations
- 2.8. Prepare preliminary design documents (30%)
- 2.9. Respond to document review comments (30%)

60% design Documents

- 2.10. Prepare preliminary construction plans
- 2.11. Prepare Project Manual outline specifications
- 2.12. Prepare construction cost estimate
- 2.13. Update Basis of Design Report
- 2.14. Respond to document review comments
- 2.15. Preliminary design community outreach support
- 2.16. Preliminary design meetings (Client)
- 2.17. Preliminary design quality control

3. NEPA Compliance/Permit Support

- 3.1. Environmental data collection and Critical Areas Memorandum
- 3.2. Permitting and Environmental Review Memorandum

- 3.3. NEPA compliance documentation
- 3.4. SEPA compliance documentation
- 3.5. Agency meetings, permit facilitation, and WSDOT coordination
- 3.6. Cultural Resources Assessment, if Req'd
- 3.7. ESA compliance documentation, if Req'd

4. Final Design and Construction Document Preparation

- 4.1. Preparation of 90% construction documents
- 4.2. Preparation of 100% construction documents
- 4.3. Final design meetings (Client)
- 4.4. Final design quality control

5. Design Coordination with Outside Organizations

- 5.1. WSDOT construction coordination and meetings
- 5.2. Existing utility agency coordination and meetings
- 5.3. Consultant coordination and meetings (116th Avenue watermain replacement)

6. Right-of-Way Acquisition

- 6.1. Right-of-way and easement needs assessment

7. Bid Solicitation Assistance

8. Construction Assistance

(Placeholder for future amendment and not included in the scope of services.)

9. Project Management and Administration

- 9.1. Design team and document preparation
- 9.2. Reporting and subconsultant administration

Summary List of Services Deliverables

Scope of Services

1. Site Investigation and Data Collection

1.1. Obtain existing available record documentation

Consultant will compile and review existing documentation on the project, anticipated to include utility records; previously prepared design reports and studies; right-of-way records and property ownership data; and available environmental and soil information. Client shall provide the Consultant with copies of any available previous studies, reports, or other pertinent information related to the project.

1.2. Establish project limits and project requirements

Consultant will meet with Client staff to review and discuss the scope and schedule milestones for the project. Consultant design team will conduct a comprehensive site visit of the project area to understand field conditions and design challenges. Consultant will coordinate with the Client prior to conducting any site visits, to participate if desired, to share project knowledge and concerns. Existing conditions will be documented and photographs taken.

Consultant will develop a plan exhibit of proposed project elements, observed potential challenges, and project requirements associated with the current design concept and meet with Client staff to review/discuss. Consultant will revise/edit the exhibit to reflect any Client comments and include with a summary memorandum prepared to establish the project limits, design elements and project aspects, design criteria and standards, and define required project approvals.

1.3. Topographic surveying and base mapping

Consultant will research to resolve existing right-of-way, establish project control, and obtain title reports on 116th Avenue NE, NE 87th Street, NE 88th Street, and project portion of WSDOT right-of-way.

Consultant will establish survey control for the project on Washington State Plane system. Consultant will field-mark the horizontal locations of traceable existing utilities and perform design-level topographic data of constructed and natural features. Topographic features include, but are not limited to, roadway including curbs, gutter, sidewalk, edge of pavement, driveways, signs, striping, mailboxes, structures, 6-inch DBH and larger trees, utilities, fences, walls, low point of overhead power lines, rim/invert elevations and pipe sizes of inlets and manholes, ground shots, and break lines.

- Along 116th Avenue NE between NE 87th Street and NE 88th Street, 25 feet beyond right-of-way
- Along NE 87th Street from 116th Avenue NE to a point 275 feet west, 25 feet beyond right-of-way
- Fifty feet x 60-feet-wide area within WSDOT right-of-way in approximate alignment with 116th Avenue NE and WSDOT proposed PUDO area access drive.

Consultant will generate digital terrain model and prepare topographic CADD design base maps and existing right-of-way maps.

1.4. Perform geotechnical site investigation

Consultant will coordinate with the geotechnical engineer for determination of site locations for performing field investigation. Geotechnical engineer will review and coordinate design data with other relevant project aspects and conduct a geotechnical site investigation to support aspects of the design. The site investigation will consist of four (4) pavement cores, two (2) test pits, and two (2) deeper driller boreholes

(one within a test pit) and all located behind the curb/pavement edge to obtain soils sampling to support pavement design and preliminary stormwater facilities, in accordance with the Client's Flow Control Best Management Practices (BMPs) Soils Report. Consultant will prepare an exhibit showing the proposed locations and submit it to the City prior to performing any geotechnical investigation.

Geotechnical engineer will perform laboratory analysis and testing and summarize conclusions and recommendations in a draft report submitted for Client review and comment. The draft report will be edited to incorporate review comments and a final report prepared and issued. The geotechnical investigation will be performed by subconsultant, HWA GeoSciences Inc. Refer to scope Appendix A-1 for more detail on specific scope of services, deliverables, and assumptions.

Task 1 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Design criteria/requirements summary memorandum
2. Topographic survey and right-of-way map
3. Geotechnical investigation summary report

Task 1 Assumptions

- A. Client to provide Consultant copies of available reports, technical memorandums, City requirements, and other data relevant to the project.
- B. The Client shall secure any rights-of-entry permits on any private property, as may be necessary, for Consultant to perform field work under this scope of services. Consultant will assist Client with permit application.
- C. Topographic survey base maps will be developed using AutoCAD Civil 3D, version 2022.
- D. Survey control will be on Washington State Plane North Zone and NAVD88.
- E. Parcel side lot line and side streets rights-of-way (other than indicated above) will not be resolved.
- F. Scope of services does not include permit submittal to Department of Natural Resources to permit removal or destruction of any survey monuments that may be required for the project.
- G. Existing utility field-locate will be horizontal location only. No potholing underground utilities will be performed.
- H. Labor and expense task level-of-effort budgets are estimates and Consultant reserves the right to request approval by the City to transfer of unused task budget amounts to accomplish other service task scope activities.

2. Alternative Evaluation and Preliminary Design

2.1. Roundabout alignment and geometrics

Consultant will develop preliminary geometry and alignment for a roundabout at the existing 90-degree junction of NE 87th Street and 116th Avenue NE adjacent to WSDOT's I-405 right-of-way. The design geometry of the proposed intersection will be a 3-legged roundabout intersection formed by NE 87th Street, 116th Avenue NE, and a drive access proposed by WSDOT for a public PUDO zone

for transit connections as a part of the NE 85th Street/I-405 interchange improvements currently under construction.

The Consultant will perform an intersection analysis for NE 87th Street and 116th Avenue NE intersection. Contents of the Traffic Analysis shall be:

- The Consultant will utilize available forecast data from the BKR model and/or volumes from the NE 85th Street/I-405 interchange and Inline BRT Station Project including coordination. Coordination with the WSDOT project team on vehicle volumes and type shall occur..
- Summarize vehicular volume, speed, and classification data on 116th Avenue NE north of the intersection to inform design decisions. Volume, speed, and classification will be collected for one week (7 days) utilizing tubes.
- Summarize pedestrian and bicyclist volumes for the A.M. and P.M. peak hours. Pedestrian and bicyclist counts will be conducted at the intersections of NE 85th Street and 114th Avenue NE as well as NE 88th Street and 116th Avenue NE. Incorporate future pedestrian and bicycle volumes to and from the future PUDO to the best extent possible.
- Identify recommended design treatments for the NE 87th Street and 116th Avenue NE intersection and approaches that enhance pedestrian, cyclist, and driver safety based on the field data collected and anticipated future operations of the intersection.

Traffic counts will be collected based on a 7-day, 24-hour tube count at one location north of the NE 87th Street and 116th Avenue NE intersection on NE 116th Avenue. Placement of the tube location will be coordinated with the City to avoid interaction with existing construction vehicles (associated with the WSDOT project) as much as possible.

Consultant will model and evaluate channelization and alternative alignments based on considerations for existing right-of-way, existing street pavements, WSDOT's proposed access drive alignment, proximity of existing utilities, bicycle movements, and pedestrian crossings.

Consultant will prepare preliminary channelization exhibits for the intersection alternatives alignment configurations and summary comparison. Consultant will prepare memorandums summarizing the traffic analysis and intersection configuration alternatives evaluation and submit for City review/comment. The traffic and capacity analysis will be performed by subconsultant, Concord Engineering. Refer to scope Appendix A-2 for more detail on specific scope of services, deliverables, and assumptions.

2.2. Bicycle and pedestrian walkway considerations

Consultant will evaluate alternatives for bicyclist and pedestrian facilities into and through the proposed roundabout intersection. Existing bicycle facilities on NE 87th Street and 116th Avenue NE approaching the proposed intersection and WSDOT proposed facilities along the PUDO access drive will be considered.

Pedestrian facilities will consider locations of existing sidewalks on NE 87th Street and 116th Avenue NE approaching the proposed intersection, roundabout intersection crossing locations, and WSDOT's facilities and routes proposed along the PUDO access drive.

Consultant will evaluate the existing delineated crosswalk on 116th Ave NE located at the southerly leg of the NE 88th Street intersection to determine the beneficial merits of moving this marked crosswalk closer to the proposed roundabout.

Options and alternatives will be developed based on considerations such as user comfort and experience, potential vehicle conflicts, right-of-way impacts, and accessibility. The Consultant will prepare a technical memorandum summarizing the evaluation, alternatives considered, and recommendations.

2.3. Adjacent property entries/access

Consultant will evaluate pavement widening limits and assess frontage impacts to adjacent properties along NE 87th Street and 116th Avenue NE. Impacts on existing frontages and driveways will be evaluated relative to entry width, configuration, grades, and tie-in limits to existing pavements. Consultant will prepare memorandum summarizing the pavement widening frontage impacts considerations and improvement alternatives and recommendations.

2.4. Drainage requirements, analysis, and report

2.4.1. Establish Core and Special Requirements (CR1–9 and SR1–5 likely)

Consultant will establish target surfaces, determine exceptions/exemptions, and document the core and special requirements for the project. According to preliminary proposed impervious area measurements from the preliminary plans, the project will be subject to full drainage review and will include compliance with Core Requirements (CR)1–9 and Special Requirements (SR)1–5. This scope assumes any improvements in WSDOT right-of-way have already been permitted (will not be included in this project). This project is not concerned with drainage entering the ditch system on WSDOT right-of-way.

The existing roadway intersection has a significant amount of existing impervious surface and there may be exceptions or exemption thresholds that preclude or limit requirements. Otak will determine and document target surfaces and applicability of exceptions or exemptions—specifically for CR3 Flow Control Facilities and CR8 Water Quality Treatment. The project likely qualifies for the Surface Area Exemption for Transportation Redevelopment Projects for CR3 and CR8. The proposed improvements are within the Moss Bay Drainage Basin and a Level 2 Flow Control Area. For CR3 (Flow Control), the target surface areas requiring flow control are minimized since it is assumed the project qualifies as a Transportation Redevelopment Project and meets other criteria for new and existing impervious surfaces. For CR8 Water Quality, it is assumed that the project meets the Transportation Redevelopment criteria that make it exempt. This scope assumes the site is not a High Use site > 25000 ADT so oil control will not be needed for SR5.

2.4.2. Drainage options analysis

Flow control and water quality treatment BMPs will be coordinated with the project's federal NEPA environmental permitting. The project likely creates no new pollution generating impervious surface. If infiltration is used as a flow control BMP, it is assumed that it will be preceded by water quality treatment. A Filterra is a likely water quality treatment BMP that utilizes biofiltration which is documented by Department of Ecology for effectiveness in removing pollutants like 6PPD-Q. When evaluating BMPs within the right-of-way to the maximum extent feasible, the order of BMPs evaluated will follow those for Sidewalk and Road Widening (that are a target surface) per Kirkland Policy D-10. Site conditions may be suitable for full infiltration, limited infiltration, or bioretention BMPs.

Otak will develop up to three options to meet CR3, CR8, and CR9. These options will be documented in a decision matrix table, and a preferred option will be recommended. The table will be shared with the City for approval, prior to developing conceptual design.

2.4.3. Geotech coordination for infiltration, high ground water levels

For compliance with CR9 Flow Control BMPs, soils data and a soils report per Kirkland Policy D-8 will be needed. This will be provided by the geotechnical subconsultant. The project is within an area mapped as Type A soils. Otak will coordinate boring locations with the geotechnical subconsultant and will review the geotechnical soils report.

2.4.4. Conceptual design and modeling, conveyance, water quality, flow control

Otak will take the preferred, approved option to conceptual design. BMP facility sizing will use WWHM, and piped conveyance size verification will be done in EPA-SWMM. The design will include plan and profile of the facility and a typical cross-section. The base for design will be the project survey basemap. Proprietary BMP details will be obtained from the manufacturer. Hydrologic characteristics of off-site drainage areas will be taken from City of Kirkland GIS and aerial photography. A hard break in drainage areas between the City and WSDOT will be considered in the final conveyance configuration—like CBs located nearly on the WSDOT right-of-way line.

2.4.5. Documentation – Technical Information Report

A draft Technical Information Report (TIR) will be developed following Kirkland and King County SWDM standards. This will document compliance with the stormwater design manual requirements and include the ten sections of the KCSWDM TIR as amended by Kirkland Policy D-10. This includes a construction Stormwater Pollution Plan and Stormwater Pollution Prevention and Spill Control Plan narrative. A final TIR will be based on response to City comments on the draft TIR.

2.5. Impacts on existing utilities

Consultant will prepare a comprehensive utility coordination plan to show all existing and proposed utilities within the project corridor. Consultant will prepare a spreadsheet/matrix summarizing utility conflict locations and possible options to determine if the design can be revised to avoid utility conflict and/or provide guidance to utility companies on adjustment locations.

A below ground PRV valve vault, above ground SCADA cabinet, and other existing city water appurtenances are collectively located near the proposed intersection and just off the edge of pavement on NE 87th Street. The preliminary design will seek to not impact these appurtenances and accommodate them to co-exist with the proposed sidewalk behind the proposed curb and gutter. Consultant will coordinate with City staff in identifying options to safely protect the facilities, maintain separation from pedestrians/walkways, and accommodate any necessary access (vehicular or other). Consultant will prepare an exhibit during preliminary design of proposed improvements around these facilities and submit for City concurrence.

Consultant will submit preliminary design plans to utility companies to review the proposed project and discuss design requirements and timelines. Consultant will prepare a memorandum summarizing the existing utility evaluation, alternatives, and recommendations.

2.6. Illumination analysis and design

Consultant will perform lighting analysis and prepare illumination system design for the project. Illumination analysis and design will follow City of Kirkland and WSDOT illumination analysis and design

guidelines. Consultant will evaluate illumination within the corridor using AGi 32 software. Illumination analysis will include the corridor of NE 87th Street and 116th Avenue NE intersection. Consultant will prepare a summary illumination analysis memorandum with light-level exhibits

Consultant will develop a concept lighting plan for the corridor, including intersections. A concept design shall be produced with removals and abandonment of existing lighting elements by the project, and installation of all new lighting elements including potential pedestrian lighting elements.

Upon City acceptance of the concept design, the Consultant will coordinate power needs and design with applicable utilities, including service applications. The following elements are anticipated in illumination:

- Installation of new streetlights and pedestrian scale lights for the intersection including sidewalks.
- Coordination with the local power agency to determine service connection requirements for the new lighting system.

Consultant will prepare an electric service application and coordination with the local power agency for service connection design and service approval in the form of customer drawings from power agency to provide electric power to the illumination system.

Based on the approved lighting concept, Consultant will design and prepare construction plans, specifications, and cost estimate for the lighting system with interim document submittals to the City for review at 30, 60, 90, and 100% complete. The illumination analysis and design/construction document preparation will be performed by subconsultant, Concord Engineering. Refer to scope Appendix A-2 for more detail on specific scope of services, deliverables, and assumptions.

2.7. Landscape restoration considerations

Consultant will review City requirements and identify options and consideration for restoration of street buffer strips and impacted property frontages. Restoration consideration will consider existing vegetative conditions within the project limits and along the approach legs to the proposed intersection, including consideration for WSDOT's landscape themes for the PUDO access drive proposed with the NE 85th Street/I-405 interchange improvements. Right-of-way street tree installation and/or replacement will be per City code. Consultant will prepare memorandum summarizing the existing conditions, requirements, and landscape alternatives and recommendations.

2.8. Prepare preliminary design documents (30%)

Consultant will design and prepare 30% design documents for the project consisting of preliminary plans, construction cost estimate, and Basis of Design Report.

Consultant will prepare design plans in accordance with City and grant agency requirements and formatted to conform with the Client's standard title and border. The following design elements and plan set components will be included in the 30% preliminary plans.

Cover and General Information Plans (7 Drawings)

The Consultant will prepare drawings indicating the project title, project number, vicinity map, and drawing index; project layout map; general notes; project legend; symbols and abbreviations; project overview; survey control; right-of-way and proposed easement map; and existing site survey.

Temporary Erosion, Sedimentation Control, and Demolition Plans (2 Drawings)

The Consultant will prepare drawings to provide for installation of erosion control measures and required demolition and removal items (pavements, pipes, etc.) within the project limits. Drawings will be prepared using double-plate plan format at a scale of 1 inch = 20 feet. Erosion control measures will not be shown for 30% design.

Site Grading and Drainage Plans (8 Drawings)

The Consultant will prepare drawings with supporting details for roadway/site grading and proposed storm drainage improvements. Drawings will be prepared using plan and profile format at a scale of 1 inch = 20 feet. Drawings will show existing base map features and will reflect proposed grading contours and proposed stormwater facility improvements.

Utility Coordination and Relocation Plans (2 Drawings)

The Consultant will prepare drawings indicating existing utility adjustments and relocation. Drawings prepared using double-plate plan format at a scale of 1 inch = 20 feet. Drawings will show existing base map features and will reflect existing utilities requiring adjustments and/or relocations, including anticipated private utility relocations and adjustments to be performed by franchise utility agencies and referencing proposed city waterline relocation/upsizing in 116th Ave NE being designed by others.

Paving Plans (5 Drawings)

The Consultant will prepare drawings with typical paving sections and supporting details for paving improvements. Drawings will be prepared using double-plate plan format at a scale of 1 inch = 20 feet. Drawings will show existing base map features, limits, and plan details for proposed roadway pavement, curbs, gutters, bike and pedestrian walkways, entries and driveway reconstruction, and other depicted proposed improvements.

Pavement Markings and Permanent Street Signing Plans (4 Drawings)

The Consultant will prepare drawings and details for signing and striping of the roadway pavement and other associated project improvements. Drawings prepared using double-plate plan format at a scale of 1 inch = 20 feet. Drawings will show existing and proposed base map features and will indicate pavement markings and regulatory signing in accordance with the Client standards and current version of the Manual on Uniform Traffic Control Devices (MUTCD).

Site Landscape Restoration and Planting Plans (4 Drawings)

The Consultant will prepare plan drawings and details for restoring non-paved areas and installation of landscape shrubs and tree replacements within the project limits. Drawings will be prepared using double-plate plan format at a horizontal scale of 1 inch = 20 feet. Drawings will show existing and proposed base map features and will reflect the location; limit; and type of lawn, tree, and shrub restoration plantings necessary or required based on City standards.

Illumination Plans (4 Drawings)

The Consultant will prepare drawings with supporting details for proposed street and pedestrian illumination improvements. Illumination drawings will be prepared using plan format at a scale of 1 inch = 20 feet. Drawings will show existing and proposed base map features and will reflect existing lighting equipment to remain and/or to be removed, and wiring schedules and all proposed equipment, including poles, conduit, and handholes.

Temporary Traffic Control Comparison Alternatives Memorandum

The Consultant will assess alternatives for constructing the project under a road closure (local traffic only) and detouring other traffic versus maintaining one lane of traffic through the construction project. Consultant will prepare an exhibit for each alternative identifying the pros and cons of each, including estimating the cost comparison difference between the two alternatives. Consultant will summarize the alternative comparison in a technical memorandum and submit to city for review/comment.

Construction Cost Estimate (30%)

Consultant will prepare an itemized estimate of the anticipated construction cost for the preliminary design. Consultant will develop a list of anticipated construction bid items, calculate quantities, and estimate the unit cost for each bid item. Unit costs will be estimated from recent available bid tabs on recent similar projects. The Client will provide the Consultant unit costs from recent construction projects, where applicable, to assist Consultant in developing the construction cost estimate. The construction cost estimate will include appropriate contingencies to reflect the level of design complete.

Basis of Design (BOD) Report

Consultant will prepare a BOD Report summarizing the design options, alternatives, and project considerations during design development. The report will also document the design requirements; decisions and determinations rendered during preliminary design, including property acquisition design stipulations; permit and project approval requirements; and additional considerations or decisions required during final design.

The report will include the 30% design plans and cost estimates. Consultant will submit the draft report to the Client for review and comment. Consultant will incorporate review comments and submit an updated report to serve as basis for further advancement in the project's design.

2.9. Respond to agency document review comments (30%)

Consultant will assemble and submit design document deliverables for review and comment in Bluebeam. Consultant will subsequently evaluate received comments and provide the Client with written responses to each comment for clarification and concurrence. The City shall provide Consultant with written comments on documents submitted for review in Bluebeam.

2.10. Prepare preliminary construction plans (60%)

Consultant will design and advance the previously prepared drawings to a higher level of completion, including incorporating the comments from previous design submittal.

2.11. Prepare Project Manual outline-specifications (60%)

The Consultant will prepare a Project Manual outline in Microsoft Word. The Project Manual outline will include table of contents; list of relevant City bid and contract documents; bid proposal template; and a list of required technical specifications and special provisions based on to the WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction. The City shall supply the Consultant with an electronic version of standard boilerplate of its bid, contract and other relative standards, and agency special provisions specifications.

2.12. Prepare construction cost estimate (60%)

Consultant will coordinate with City staff to identify standard and non-standard bid items used for the project. Consultant will estimate quantities and develop an itemized construction cost estimate using unit

costs based on experience and recent similar project bid tabs. The construction cost estimate will include appropriate contingencies to reflect the level of design completed.

2.13. Update Basis of Design Report

Consultant will update the previously prepared BOD Report to reflect current decisions, determinations, and any further consideration requiring evaluation and/or subsequent decision during final design. Consultant will submit the 60% design updated BOD Report to the City for review. Consultant will incorporate review comments and submit an edited report to serve as a basis for the project's final design.

2.14. Respond to agency document review comments (60%)

Consultant will assemble and submit design document deliverables for review and comment in Bluebeam. Consultant will subsequently evaluate received comments and provide the City with written responses to each comment for clarification and concurrence. The City shall provide Consultant with written comments on documents submitted for review in Bluebeam.

2.15. Preliminary design community outreach support

The City proposes community outreach for the project. The City will lead the outreach and conduct any open house meetings, which may include coinciding with or being a part of the WSDOT/Sound Transit regular virtual meetings being conducted on the NE 85th Street/I-405 interchange project. Consultant will prepare visualization graphics of proposed improvements; prepare and provide other graphic handout materials and display boards; and if requested, attend the events. During preliminary design, Consultant will coordinate with the City on outreach planning with respect to the materials needed prepared by Consultant, and desire for Consultant attendance.

2.16. Preliminary design meetings (Client)

Consultant will prepare for and attend coordination meetings with the Client during preliminary design. Consultant will schedule, prepare for, and attend a 30-minute virtual coordination meeting with the Client every two weeks throughout the preliminary design to review and discuss project status/progress, design issues or considerations, and/or Client review comments on document submittals. Consultant will document design decisions, determinations and conclusion, and prepare/submit meeting summaries to the Client.

2.17. Preliminary design quality control

Consultant will implement measures to control quality and effectively communicate with the Client during preliminary design. Consultant will establish and maintain effective communications for keeping the Client apprised of progress, unanticipated design issues that may arise, and issues requiring Client decision and direction. Consultant will perform specific quality control reviews of design elements and proposed deliverables prior to submittals.

Task 2 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Technical Design Memorandums:
 - a) Traffic analysis
 - b) Roundabout layout evaluation and alternative alignments
 - c) Bicycle and pedestrian walkway considerations

- d) Pavement widening and frontage impacts
 - e) Drainage evaluation and facility decision matrix
 - f) Lighting analysis w/light-level exhibits
 - g) Existing utility evaluation w/city water appurtenance protection/access exhibit
 - h) Landscape requirements and restoration considerations
2. TIR for storm drainage system
3. 30% Design Documents:
- a) Design plans (w/watermain replacement plans)
 - b) Construction cost estimate (w/watermain replacement cost estimate)
 - c) BOD Report
 - d) Written response to agency review comments
4. 60% Design and Construction Documents:
- a) Construction plans (w/watermain replacement plans)
 - b) Project Manual outline specifications (w/watermain replacement spec-outline)
 - c) Construction cost estimate (w/watermain replacement cost estimate)
 - d) Updated BOD Report
 - e) Written response to agency review comments
5. Community outreach materials, when requested (handout materials and display boards).
6. Copies of design coordination meeting minutes with the Client.
7. Electrical service application for new Illumination systems.

Task 2 Assumptions

A. Traffic Analysis

- 1) Traffic analysis may include Synchro and/or Sidra analysis as needed. VISSIM analysis is not included in the scope of services.
- 2) Intersection capacity analysis will be completed for one (1) intersection (NE 87th Street and 116th Avenue NE) for future weekday A.M. and P.M. peak hours.
- 3) Seven-day, 24-hour tube counts at one location will be collected north of the NE 87th Street and 116th Avenue NE intersection on NE 116th Avenue.
- 4) Crash data will be provided by City.
- 5) One round of review comments and comment response is assumed for traffic analysis memorandum.

B. Layout and configuration for roundabout intersection based on developing up to three separate alignment/roundabout configuration options.

C. Storm Drainage

- 1) This scope assumes any improvements in WSDOT right-of-way have already been permitted (will not be included in this project). This project is not concerned with drainage entering the ditch system on WSDOT right-of-way.
- 2) For Core CR8 Water Quality, it is assumed that the project meets the Transportation Redevelopment criteria that make it exempt.

- 3) This scope assumes the site is not a High Use site > 25000 ADT so oil control will not be needed for SR5.
- 4) Drainage option analysis will develop up to three options to meet CR3, CR8, and CR9.
- 5) Storm drainage improvements scope of services does not include design for retrofitting existing upstream or downstream systems beyond the roadway project limits, including any pipe systems noted on Client utility maps as “drainage concern.”

D. Illumination Analysis

- 1) Puget Sound Energy (PSE) and the City shall provide lighting fixture information and illumination standards and specifications.
- 2) Pole foundation design criteria to follow WSDOT or City of Kirkland standards and structural foundation design associated with any custom pole is not included.

E. Design and Preparation of Construction Documents

- 1) Client to provide Consultant standard plan sheet title and border.
- 2) Project specifications based on WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction (2026).
- 3) The City shall supply the Consultant with an electronic version of standard boilerplate of its bid, contract and other relative standards, and agency special provisions specifications.
- 4) Unit costs will be estimated from recent available bid tabs on recent similar projects.
- 5) Client will provide the Consultant unit costs from recent construction projects, where applicable, to assist Consultant in developing the construction cost estimate.
- 6) The Client shall provide Consultant with written comments on documents submitted for review in Bluebeam.
- 7) Level of effort for design of temporary traffic control is based on MUTCD, City, and WSDOT requirements using a “close the road and detouring all through-traffic” approach.
- 8) Waterline relocation and improvement design and construction documents are prepared by others.

F. Level of effort budget for community outreach task during preliminary design based on Consultant preparing materials for, and attendance at, one (1) outreach event.

G. For budgeting purposes, level-of-effort for preliminary design meetings with Client based on Consultant preparing for and attending a maximum of eight (8) meetings (six [6] 30-minute virtual meetings occurring every two weeks and two [2] 1-hour in-person meetings, where appropriate or client requested) to discuss design issues and/or review comments.

H. Labor and expense task level-of-effort budgets are estimates and Consultant reserves the right to request approval by the City to transfer unused task budget amounts to accomplish other service task scope activities.

3. NEPA Compliance/Permit Support

3.1. Environmental data collection and Critical Areas Memorandum

Otak will conduct field work to prepare the Critical Areas Memorandum (baseline conditions) and environmental compliance documentation to support the permit applications for the project. Wetland and stream ordinary high water (OHW) boundaries, if present, will be delineated in the project area to meet the requirements of the Client of Kirkland’s critical areas code (Kirkland Municipal Code [KMC] Chapter 90), the Corps of Engineers (the Corps), and Washington State Department of Ecology (Ecology).

Wetland and stream boundaries within the project area will be flagged in the field by the Consultant and subsequently surveyed and added to the project base map. Riparian and priority wildlife habitats will also be assessed. The Critical Areas Memorandum will support the required federal, state, and local approvals required to construct the project, and will be used to resolve whether the City of Kirkland mapped stream in the vicinity of the intersection is a regulated watercourse. Otak will request concurrence from the Kirkland Development Services and the Washington Department of Fish and Wildlife (WDFW) early in project design.

If present, wetlands will be rated according to the 2014 Ecology Washington State Wetland Rating System for Western Washington methodology and classified per KMC Chapter 90 (Wetlands). Streams will be classified per Washington Department of Natural Resources criteria for compliance with KMC Chapter 90 (Streams). Buffer widths for wetlands and streams will be identified.

3.2. Permitting and Environmental Review Memorandum

Consultant will prepare a Permitting and Environmental Review Memorandum (PERM) based on the preliminary design for the project. The PERM will include a summary of existing conditions and describe impacts to regulated environmental areas. A regulatory compliance and permit strategy for local, state, and federal agencies will be developed to authorize future construction. The PERM will address scheduling implications and mitigation needs based on project impacts for project planning prior to submitting applications. The PERM will also address strategies for compliance with the Endangered Species Act (ESA), Magnusson Stevens Fisheries Act, Section 106 of the National Historic Preservation Act, and NEPA. Stormwater requirements in accordance with the City drainage code will also be identified in the PERM, including additional opportunities for treating 6PPD-Q that may be required for NEPA. Consultant will submit the PERM to the Client for review and comment.

3.3. NEPA compliance documentation

Consultant will prepare NEPA document based on a NEPA Categorical Exclusion form per the criteria in WSDOT's LAG Manual. The NEPA documentation along with the supporting environmental discipline reports will be submitted to the Client for review/comment. Otak will submit the NEPA documentation to WSDOT Local Programs or approval on behalf of the City. Compliance with ESA will be documented on the Categorical Exclusion Form for No Effects to ESA-listed species.

3.4. SEPA compliance documentation

Consultant will prepare a required SEPA checklist for the project. The SEPA checklist and a vicinity map with a simple plan view appropriate for the general public will be prepared. The SEPA document will be submitted to the Client for environmental review as the lead agency in the SEPA process.

3.5. Agency meetings, permit facilitation, and WSDOT coordination

Consultant will coordinate with Kirkland Development Services and WDFW for concurrence on the presence of a mapped stream near the intersection. Consultant will support Client staff to arrange and participate in a NEPA kickoff meeting with WSDOT Local Programs engineer to assure that they have a solid understanding of the existing and proposed conditions for the project prior to receiving the NEPA package. Consultant will coordinate with the Client on project NEPA requirements and approval considerations. After the NEPA package is submitted, Consultant will coordinate with Client staff to respond to comments, provide additional clarification, and assist with shepherding the project through the NEPA process efficiently.

3.6. Cultural Resources Assessment, if required

A Cultural Resources Report is generally required to complete SEPA and NEPA compliance. Consultant will confirm this requirement from WSDOT and subsequently perform an archaeological assessment for the project limits. Consultant will conduct background research, conduct field assessment, and document and summarize findings in Cultural Resources Assessment Report conforming to Washington State Department of Archaeological and Historical Preservation (DAHP) reporting standards. Consultant will review and coordinate design data with other relevant project aspects as well as submit a draft Cultural Resources Report for Client review. The Cultural Resources Report is required to complete SEPA and NEPA compliance. The Area of Potential Effect Report will be prepared for WSDOT for consultation with Washington State DAHP required for Section 106 NEPA compliance.

During scope development it was unclear if this task would be required. If during preliminary design it's determined required, a budget for this task will be prepared for client review and separate authorization via a contract amendment or use of available Management Reserve funds.

3.7. ESA compliance documentation, if required

If the project results in net new pollution generating impervious surfaces (PGIS) that will also discharge to surface waters downstream, then a biological assessment (BA) will be prepared. If new PGIS can be fully infiltrated, then a BA will not be necessary for ESA compliance under NEPA. This task is included as contingency if WSDOT determines that a BA is necessary. A BA will be prepared for WSDOT Local Program's consultation with the National Marine Fisheries Services (NMFS) for project impacts to ESA-listed species. Formal consultation with NMFS is expected to be required for this project due to the road widening and related increase in PGIS. No effects are anticipated to species administered by the U.S. Fish and Wildlife Service. It is anticipated that ESA compliance will be completed as a component of NEPA compliance. The BA will include water quality impacts analysis due to the anticipated increase in PGIS. The delayed and cumulative effects analyses are expected to include additional impacts from potential future development related to the WSDOT I-405 project. Additional opportunities to retrofit or treat additional PGIS and stormwater facilities in the project area will be considered. Consultant will submit the BA to the Client for review and comment.

During scope development it was unclear if this task would be required. If during preliminary design it's determined required, a budget for this task will be prepared for client review and separate authorization via a contract amendment or use of available Management Reserve funds.

Task 3 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Critical Areas Memorandum
2. PERM
3. Cultural Resource Assessment [Contingency]
4. NEPA Categorical Exclusion Documentation form
5. SEPA checklist documentation
6. BA [Contingency]

Task 3 Assumptions

- A. Wetland and stream boundary delineation beyond street intersections is limited to the right-of-way. Critical areas within 100 feet of the project limits and right-of-way will be estimated.
- B. Impacts to critical areas will be avoided and a mitigation plan (e.g., buffer mitigation plan) is not required for the project.
- C. The project will result in a Documented Categorical Exclusion NEPA determination, as indicated in Task 3.3 NEPA compliance documentation. Preparation of an EIS or EA is not included in this scope of services.
- D. An Air and Noise Impacts Study will not be required for NEPA for this project because the existing road is not expected to be widened toward the residences.
- E. A Hazardous Materials Report and Environmental Justice Report will not be required for NEPA compliance. No prime agricultural lands nor 4(f) properties will be impacted by the project.
- F. The proposed project will result in a SEPA Determination of Non-Significance (DNS).
- G. The Client will prepare the SEPA Threshold Determination and notice.
- H. During scope development it was unclear if scope Task 3.6 (Cultural Resource Assessment) and Task 3.7 (ESA Compliance documentation) would be required and budgets to perform for these tasks are not included in the scope of services. If during preliminary design it's determined that one or both are required, a budget for these service tasks will be prepared for client review and separate authorization via a contract amendment or use of available Management Reserve funds.
- I. The project will not anticipate impacting a regulated watercourse. This scope of services does not include Joint Aquatic Resources Permit Application (JARPA) preparation. If impacts to this creek are identified during preliminary design, it is anticipated that the JARPA and other associated permit documents can be prepared through separate authorization of Management Reserve funds.
- J. Budget for meetings and permit facilitation coordination includes two staff members attending one 1-hour on-site field meeting, and four 1-hour internal coordination meetings.
- K. Task labor level-of-effort budgets are estimates and Consultant reserves the right to request approval by the City to transfer unused task budget amounts to accomplish other service task scope activities.

4. Final Design and Construction Document Preparation

4.1. Design and prepare (90%) construction documents

4.1.1. Prepare project construction plans

Consultant will revise the previously prepared construction plans to a higher level of design completion, including incorporating the comments from previous design submittal.

4.1.2. Prepare specifications, proposal, and contract documents (Project Manual)

The Consultant will prepare a Project Manual in Microsoft Word. The Project Manual will include relevant Client contract bid documents, bid proposal, and technical special provisions to WSDOT/APWA Standard Specifications for Road, Bridge, and Municipal Construction. The Client shall supply the Consultant with an electronic version (Microsoft Word) of any updated bid, contract and other relative standards, and agency special provisions specifications documents.

4.1.3. Prepare construction cost estimate

Consultant will estimate quantities and update the previous itemized construction cost estimate using updated unit costs based on recent similar project bid tabs. The construction cost estimate will include appropriate construction contingencies to reflect the level of design completed. Consultant will prepare an exhibit-table reflecting the cost estimate quantities broken down by plan sheet.

4.1.4. Final design community outreach support

The City proposes community outreach for the project. The City will lead the outreach and conduct any open house meetings, which may include coinciding with, or being a part of, the WSDOT/Sound Transit regular virtual meetings being conducted on the NE 85th Street/I-405 interchange project. Consultant will assist in providing data and information, preparing graphic handout materials and display boards, and if requested, attend the events. During preliminary design, Consultant will coordinate with the City on outreach planning with respect to the materials needed prepared by Consultant, and desire for Consultant attendance.

4.1.5. Prepare final Basis of Design Report

Consultant will update the previously prepared preliminary BOD Report to reflect final decisions and determinations made during final design. Consultant will submit a draft of the updated BOD Report to the City for review. Consultant will incorporate review comments and submit a final report.

4.1.6. Respond to agency review comments

Consultant will assemble and submit the 90% design documents (plans, specifications, and construction cost estimate) for review and comment, including meeting with the Client to review the documents and discuss aspects of the final design. The Client shall review and provide Consultant a consolidated set of written review comments from all reviewers for each submittal on a returned electronic form provided by the Consultant. Consultant will subsequently evaluate the comments and provide the Client with written responses to each comment for clarification and concurrence.

4.2. Preparation of 100% construction documents

Consultant will design and revise the previously prepared construction plans; specifications, proposal, and contract documents (Project Manual); and construction cost estimate to a higher level of design completion, including responding to and incorporating Client's review comments. Consultant will perform a visual examination of the project site to verify conditions have not changed. The Consultant will submit a "100% Proof Set" of PS&E documents for review and final approval. Consultant will review, incorporate any final comment edits, and submit final signed/sealed documents for Client's use in construction bid solicitation.

4.3. Final design meetings (Client)

Consultant will prepare for and attend coordination meetings with the Client during final design. Consultant will schedule, prepare for, and attend virtual coordination meetings every two weeks with the Client throughout the final design to review and discuss project status/progress, design issues or considerations, and/or Client review comments on document submittals. Consultant will document design decisions, determinations and conclusion, and prepare/submit meeting summaries to the Client.

4.4. Final design quality control

Consultant will implement measures to control quality and effectively communicate with the Client during final design. Consultant will establish and maintain effective communications for keeping the Client apprised of progress, unanticipated design issues that may arise, and issues requiring Client decision and direction. Consultant will perform specific quality control reviews of design elements and proposed deliverables prior to submittals.

Task 4 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. 90% Design and Construction Documents:
 - a) Construction plans (watermain replacement plans)
 - b) Project Manual (specifications, proposal, and contract, including watermain replacement specifications)
 - c) Construction cost estimate (w/watermain replacement cost estimate)
 - d) Exhibit table of quantities broken down by plan sheet
 - e) Final BOD Report
 - f) Written response to agency review comments
2. 100% Construction Documents:
 - a) Construction plans (watermain replacement plans)
 - b) Project Manual (specifications, proposal, and contract, including watermain replacement specifications)
 - c) Construction cost estimate (w/watermain replacement cost estimate)
 - d) Exhibit table of quantities broken down by plan sheet
 - e) Written response to agency review comments
3. Copies of design coordination meeting minutes with the Client
4. Community outreach materials, when requested (handout materials and display boards)

Task 4 Assumptions

- A. Design and Preparation of Construction Documents
 - 1) Project specifications based on the 2026 version of WSDOT/APWA Standard Specifications. Scope of services assumes that construction bid advertisement will occur before the date WSDOT requires use of the 2027 version of the standard specifications, and conversion to the 2027 specifications version is not included in the scope of services.
 - 2) The City shall supply the Consultant with an electronic version of any updates to standard boilerplate of its bid, contract and other relative standards, and agency special provisions specifications.
 - 3) Unit costs will be estimated from recent available bid tabs on recent similar projects.
 - 4) Client will provide the Consultant unit costs from recent construction projects, where applicable, to assist Consultant in developing the construction cost estimate.
 - 5) The Client shall provide Consultant with written comments on documents submitted for review in Bluebeam.

- 6) Design of traffic control based on a full closure to through-traffic.
 - 7) Waterline relocation and improvement design and construction documents are prepared by others.
- B. Level of effort budget for community outreach task during final design based on Consultant preparing materials for and attendance at one (1) outreach event.
- C. For budgeting purposes, level-of-effort for final design meetings with Client based on Consultant preparing for and attending a maximum of twenty (20) meetings (eighteen [18] 30-minute virtual meetings occurring every two weeks and two [2] 1-hour in-person meetings, where appropriate or client requested) to discuss design issues and/or review comments.
- D. Labor and expense task level-of-effort budgets are estimates and Consultant reserves the right to request approval by the City to transfer of unused task budget amounts to accomplish other service task scope activities.

5. Design Coordination with Outside Organizations

5.1. WSDOT construction coordination and meetings

WSDOT and Sound Transit are re-constructing the NE 85th Street/I-405 interchange. This design-build project, currently under construction, includes a public PUDO area within the northwest quadrant for users walking to and from the project's proposed transit service platforms within the interchange. The proposed drive access in and out of the PUDO area is a new connection at NE 87th Street/116th Avenue NE and will form one of the three approach-legs of the City's proposed roundabout.

Design coordination between the two projects is critical and Consultant will coordinate with WSDOT, initially meeting to review/discuss the two projects, obtain their proposed drive alignment and grade data, confirm schedule, and better understand planned bicycle and pedestrian facilities. Consultant will seek to establish regular meetings throughout the design to keep abreast of project status, current plan activities/construction, and anticipated completion schedule. Consultant will document key decisions and determinations reached in meeting summaries.

5.2. Existing utility agency coordination and meetings

Consultant will coordinate with the applicable water, sewer, and franchise utility companies (power, gas, telecommunications) to verify locations of existing facilities and initially discuss requirements on potential relocation/adjustment of facilities.

Consultant will maintain contact with utility agencies throughout the design and update the utility coordination plan spreadsheet whenever new information becomes available to track all utility coordination activities. Consultant will submit design plans to utility agencies to review the proposed project and gather specific comments from utility agencies at each preliminary design milestone.

5.3. Consultant coordination and meetings (116th Avenue NE watermain replacement)

The City of Kirkland has a separate project, currently in preliminary design by a separate design engineer, to replace the existing watermain within 116th Avenue NE. This proposed watermain replacement includes portions within the limits of the proposed roundabout, and the City intends to bundle this portion of watermain replacement with the roundabout, and permit and construct as one contract. Consultant will coordinate with the City and their watermain design engineer during design to resolve potential conflicts between the proposed projects and in the structure of the separately prepared plans, specifications, and construction cost estimate.

The design of watermain replacement project elements and roundabout project elements will be structured as separate bid schedules within the project's bid proposal. The bid proposal, City contract, and Division 1 special provision sections of the Project Manual will be coordinated and prepared to cover the total project (watermain replacement and roundabout). The plans, technical specifications, and construction cost estimates for each project will be prepared as separate documents by each design engineer consultant.

Consultant will coordinate and obtain the design drawings, specifications, and cost estimate for the watermain replacement from the watermain design engineer and assemble/submit these documents with the roundabout documents at each design submittal (30%, 60%, 90%, 100%, and final documents for bidding).

Task 5 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Copies of meeting summaries and miscellaneous correspondence

Task 5 Assumptions

- A. Construction plan drawings for the watermain replacement and the roundabout improvements will not be integrated, but will remain independent plan sets that will be bundled together for bid/construction.
- B. Otak will lead and prepare the Project Manual (specifications, proposal, and contract documents) for the project, and through the City will coordinate with watermain design consultant to obtain pertinent information and their review of applicable sections.
- C. Special provisions Division 1 (General Requirements) of the Project Manual will be coordinated and prepared to cover the total project (watermain replacement and roundabout).
- D. Technical specifications (Special Provisions Divisions 2–9) for the watermain relocation will not be integrated with the roundabout technical specifications but will be prepared as a separate document to be bundled into the Project Manual as an appendix.
- E. Level-of-effort budget for design meetings with WSDOT is based on Consultant preparing for and attending monthly one-hour meetings throughout the anticipated design period, and all meetings are virtual.
- F. Level-of-effort budget for coordination meetings with watermain design engineer based on preparing for and attending a maximum of four (4) one-hour meetings, all virtual.

6. Right-of-way Acquisition

6.1. Right-of-way and easement needs assessment

Consultant will assess right-of-way and easement requirements based on the proposed preliminary intersection improvement footprint and anticipated construction limits. Consultant will obtain title reports on anticipated impacted parcels to access existing encumbered property conditions. Consultant will identify needed way and/or temporary construction easements (TCEs) and prepare an exhibit depicting existing and required right-of-way, required TCEs, and a summary table with parcel number and right-of-way and/or easement approximate square-foot areas. Consultant will evaluate options and

provide recommendations, where appropriate, for reducing property impacts and minimizing right-of-way requirements and summarize the assessment in a technical memorandum.

Task 6 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Right-of-way and easement assessment memorandum
2. Copies of obtained property title reports
3. Exhibit of required right-of-way (if required) and easements

Task 6 Assumptions

- A. Property title reports will only be obtained on those parcels where a design determination has concluded that property acquisition is required and no title reports will be obtained on parcels where temporary construction easements only are required.
- B. City to provide Consultant with any right-of-way dedication associated with the Kirkland Highlands short plat development within the project limits on the east side of 116th Avenue.
- C. Right-of-way and easement acquisition is not included in this scope of services. A scope and budget for acquisition services will be developed based on the findings of the right-of-way needs assessment and will be submitted to the City for review and separate authorization via a contract amendment or use of available Management Reserve funds.

7. Bid Solicitation Assistance

Consultant will assist the Client in soliciting, responding to questions, and evaluating received bids during contractor bid solicitation period. Consultant will assemble signed/sealed construction document (plans, Project Manual, and engineer's estimate), including the construction documents of the watermain replacement design, submit to City, and assist in coordinating the electronic documents for online plan distribution; respond to contractor questions, City request for information, and document interpretation. Consultant will prepare any required bid addenda; review submitted bids to identify irregularities and/or verify contractor references; and if requested, attend a pre-bid meeting.

Task 7 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Signed/sealed construction documents
 - a) Construction plans
 - b) Project Manual
 - c) Engineer's estimate
2. Written response clarifications to questions during bidding
3. Preparation of bid addenda, when requested
4. Bid evaluation summary memorandum

Task 7 Assumptions

- A. The Client shall be responsible for leading the construction bid solicitation process, submittal of documents to electronic bid services, issuing bid advertisement, scheduling meeting facilities, and conducting and leading the pre-bid and bid-opening meetings.
- B. Task labor level-of-effort budgets are estimates and Consultant reserves the right to request approval by the City to transfer unused task budget amounts to accomplish other service task scope activities.

8. Construction Assistance

Following completion of 90% design/construction documents, Consultant will meet with the Client to review/discuss construction oversight considerations. Based on Client's desires and capabilities, recommendations can be presented relative to services and appropriate level of construction management support, i.e., office engineering, construction management, and/or field observation. Based on this, a scope and budget for the level of construction support can be determined and submitted for review/approval as an amendment to this contract.

9. Project Management and Administration

9.1. Design team and document preparation

Consultant will direct and supervise internal staff team members and their activities in successfully completing the design documents and other services provided.

Consultant will prepare a work plan to guide and define Client's goals and project objectives along with a detailed project schedule (Microsoft Project) to reflect significant tasks and project milestones, and monitor and update schedule, as necessary.

9.2. Reporting and subconsultant administration

Consultant will coordinate, manage, and meet with subconsultant team members to monitor activities for timely integration of subconsultant's data and design documents used in completing the Consultant's design and deliverables. Consultant will monitor and track subconsultant's scope activities and budget expenditures and review/process subconsultant monthly invoices. Consultant will prepare and submit monthly progress reports, including WSDOT online DMCS system reporting, and invoices with sufficient detail to demonstrate progress and budget status to adequately allow Client to complete periodic agency project reporting.

Task 9 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Project schedules w/periodic updates (Microsoft Project)
2. Monthly progress reports and invoices
3. Meeting summaries and miscellaneous correspondence

Task 9 Assumptions

- A. Project Management and Administration budget is based on an anticipated design period of fourteen (14) months for completing the scope of services and deliverables.
- B. Project schedule will reflect significant design tasks/durations and be updated quarterly.
- C. Project progress reports and invoices will be submitted monthly. Invoice backup information (timesheets, mileage, and expense logs, etc.) will not be submitted with invoicing, except for copies of subconsultant invoice documentation. Backup information will be made available for staff auditing purposes, if requested.
- D. Task labor level-of-effort budgets are estimates and Consultant reserves the right to request approval by the City to transfer unused task budget amounts to accomplish other service task scope activities.

Summary List of Services Deliverables

Task 1 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

- 1. Design criteria/requirements summary memorandum
- 2. Topographic survey and right-of-way map
- 3. Geotechnical investigation summary report

Task 2 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

- 1. Technical Design Memorandums:
 - a) Traffic analysis
 - b) Roundabout layout evaluation and alternative alignments
 - c) Bicycle and pedestrian walkway considerations
 - d) Pavement widening and frontage impacts
 - e) Drainage evaluation and facility decision matrix
 - f) Lighting analysis w/light-level exhibits
 - g) Existing utility evaluation w/city water appurtenance protection/access exhibit
 - h) Landscape requirements and restoration considerations
- 2. TIR for storm drainage system
- 3. 30% Design Documents:
 - a) Design plans (w/watermain replacement plans)
 - b) Construction cost estimate (w/watermain replacement cost estimate)
 - c) BOD Report
 - d) Written response to agency review comments

4. 60% Design and Construction Documents:
 - a) Construction plans (w/watermain replacement plans)
 - b) Project Manual outline specifications (w/watermain replacement spec-outline)
 - c) Construction cost estimate (w/watermain replacement cost estimate)
 - d) Updated BOD Report
 - e) Written response to agency review comments
5. Community outreach materials, when requested (handout materials and display boards).
6. Copies of design coordination meeting minutes with the Client.
7. Electrical service application for new Illumination systems.

Task 3 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Critical Areas Memorandum
2. PERM
3. Cultural Resource Assessment [Contingency]
4. NEPA Categorical Exclusion Documentation form
5. SEPA checklist documentation
6. BA [Contingency]

Task 4 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. 90% Design and Construction Documents:
 - a) Construction plans (watermain replacement plans)
 - b) Project Manual (specifications, proposal, and contract, including watermain replacement specifications)
 - c) Construction cost estimate (w/watermain replacement cost estimate)
 - d) Exhibit table of quantities broken down by plan sheet
 - e) Final BOD Report
 - f) Written response to agency review comments
2. 100% Construction Documents:
 - a) Construction plans (watermain replacement plans)
 - b) Project Manual (specifications, proposal, and contract, including watermain replacement specifications)
 - c) Construction cost estimate (w/watermain replacement cost estimate)
 - d) Exhibit table of quantities broken down by plan sheet
 - e) Written response to agency review comments
3. Copies of design coordination meeting minutes with the Client
4. Community outreach materials, when requested (handout materials and display boards)

Task 5 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Copies of meeting summaries and miscellaneous correspondence

Task 6 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Right-of-way and easement assessment memorandum
2. Copies of obtained property title reports
3. Exhibit of required right-of-way (if required) and easements

Task 7 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Signed/sealed construction documents
 - a) Construction plans
 - b) Project Manual
 - c) Engineer's estimate
2. Written response clarifications to questions during bidding
3. Preparation of bid addenda, when requested
4. Bid evaluation summary memorandum

Task 9 Deliverables

(Unless otherwise noted all deliverables shall be PDFs, submitted electronically.)

1. Project schedules w/periodic updates (Microsoft Project)
2. Monthly progress reports and invoices
3. Meeting summaries and miscellaneous correspondence

Attachment A-1

Project Cost Estimate
 87th Avenue NE Roundabout
 Geotechnical Investigation
 Kirkland, Washington



HWA Ref: 2026-007
 Date: 26-Jan-26
 Prepared By: BKH

Scope of Work

Coordinate locations of explorations with Client.
 Perform visual assessment of the site and mark the locations of 4 pavement cores, 2 test pits, and 2 drilled boreholes with private utility locator. Arrange locates through Utility Notification Center.
 Revisit site to confirm exploration locations are clear of subsurface utilities.
 Subcontract preparation of Traffic Control Plans for explorations and submit to City for approval.
 Schedule and log drilling of hollow stem auger borings, using Bobcat-mounted drill rig, at 2 locations to depths of about 20 feet each, or refusal.
 Borings will be backfilled per Department of Ecology requirements and the lawn surface will be repaired as well as possible.
 Schedule and log excavation of two test pits, using mini excavator, to depths of about 6 feet each. Excavations will be backfilled with excavated materials and tamped with excavator bucket.
 Perform pavement coring at 4 locations, using 6-inch diameter core barrel, to assess existing pavement layer thicknesses and shallow subgrade support conditions.
 Shallow hand borings, to depths of about 2 feet, will be completed at each core location to assess base course thicknesses and subgrade conditions.
 Pavement cores will be backfilled with compacted gravel and patched with Aquaphalt 6.0 water activated cold patch matching existing pavement thickness.
 Traffic control using a single lane closure and flaggers will be required for all explorations.
 Create logs of explorations and assign laboratory testing consisting of grain size analysis, cation exchange capacity, organic content, and Aterberg limits (if applicable).
 Perform engineering analyses related to stormwater infiltration using grain size analysis, temporary excavations, and general earthwork requirements.
 Prepare a draft report presenting the results of our explorations and feasibility of LID BMPs.
 Finalize report based on review comments.

ESTIMATED HWA LABOR:

WORK TASK DESCRIPTION	PERSONNEL & 2026 HOURLY RATES							TOTAL AMOUNT
	Engr. VIII	Engr. IV	Geol. IV	CAD	Admin	Contracts	TOTAL HOURS	
Project Setup/Coordination	2	\$60.00	\$45.00	\$36.00	\$40.00	\$56.00	2	\$206
Project Management and Invoicing	4					4	8	\$636
Site Visit to Mark Exploration Locations with Private Utility Locator	8		8				16	\$1,184
Revisit Site to Confirm Exploration Locations	4		4				8	\$592
Subcontract Preparation of TCPs and Submit to City for Approval	2		6	2			10	\$548
Log Drilling of Boreholes			10				10	\$450
Log Excavation of Test Pits			10				10	\$450
Perform Pavement Coring			10	10			20	\$830
Generate Exploration Logs & Assign Laboratory Testing	4		12				16	\$952
Engineering Analysis	8	8	4				20	\$1,484
Prepare Draft Report	12	16	8		8		44	\$2,844
Prepare Final Report	2	2			2		6	\$406
DIRECT SALARY COST (DSC):	46	26	72	10	2	4	170	\$10,582

GEOTECHNICAL LABORATORY TEST SUMMARY:

Test	Est. No. Tests	Unit Cost	Total Cost
Grain Size Distribution	6	\$155	\$930
Grain Size with Hydrometer	6	\$330	\$1,980
Aterberg Limits	4	\$310	\$1,240
Cation Exchange Capacity	6	\$130	\$780
Organic Content	6	\$90	\$540
LABORATORY TOTAL:			\$5,470

ESTIMATED DIRECT EXPENSES:

Mileage	\$100
Pavement Core Charge (\$85/Core)	\$340
GPS (\$75/day)	\$150
Drilling Subcontractor	\$5,000
Excavation Subcontractor	\$3,000
Traffic Control Subcontractor	\$10,000
Laboratory Testing	\$5,470
TOTAL DIRECT EXPENSES:	\$24,060

PROJECT TOTALS AND SUMMARY:

Direct Salary Cost (DSC)	\$10,582
OH @ 1.7928% DSC	\$18,971
Fee at 30% DSC	\$3,175
Total Labor	\$32,728
Direct Expenses	\$24,060
GRAND TOTAL:	\$56,788

Assumed Conditions:

- All hours and items are estimated, and may be shifted between tasks within the limits of the total budget at the discretion of HWA's project manager.
- No permit will be not required.



2.1 Traffic Analysis

The CONSULTANT shall review previously compiled data and analysis for the NE 87th Street and 116th Avenue NE intersection. New traffic data may be collected to help inform design decisions. The previous data/analysis and any new traffic counts utilized shall be summarized in a Traffic Analysis memo. Contents of the Traffic Analysis memo shall be:

- The CONSULTANT shall utilize available forecast data from the BKR model and/or volumes from the WSDOT I-405/NE 85th Street Interchange and Inline BRT Station Project including coordination. Coordination with the WSDOT project team on vehicle volumes and type shall occur.
- Summarize vehicular volume, speed, and classification data on 116th Avenue NE north of the intersection to inform design and traffic control decisions. Volume, speed, and classification will be collected for 1 week (7-days) utilizing tubes.
- Summarize existing pedestrian and bicyclist volumes for the AM and PM peak hours to help inform intersection design and traffic control. Pedestrian and bicyclist counts will be conducted at the intersections of NE 87th Street & 114th Avenue NE as well as NE 88th Street & 116th Avenue NE. Incorporate future pedestrian and bicycle volumes to and from the future PUDO to the best extent possible.
- Identify recommended design treatments for the NE 87th Street and 116th Avenue NE intersection and approaches that enhance pedestrian, cyclist, and driver safety based on the field data collected and anticipated future operations of the intersection.

Assumption(s):

- No intersection capacity analysis (Synchro/Sidra) is included in the scope of work.
- 7-day, 24-hr tube counts at 1 location will be collected north of the NE 87th Street and 116th Avenue NE intersection on NE 116th Avenue. Placement of the tube location will be coordinated with the City to avoid interaction with existing construction vehicles as much as possible.
- The City will provide intersection forecast volumes from the BKR model if available. Additionally, the City will provide previous forecast volumes from WSDOT/Sound Transit for the I-405/85th Street Interchange project if available.
- The City will have two weeks to provide consolidated comments on the Traffic Analysis memo to the CONSULTANT. The memo will be a maximum of 10 pages excluding attachments. The CONSULTANT will have two weeks to address

comments after receipt of consolidated comments from the City. One round of comment and comment response is assumed.

Deliverable(s):

- Draft and Final Traffic Analysis Memo (10 pages)

2.6 Illumination Analysis and Design

Illumination analysis and design will follow CITY of Kirkland and WSDOT illumination analysis and design guidelines. The CONSULTANT shall evaluate illumination within the corridor using AGi 32 software. Illumination analysis will include the corridor of NE 87th Street and 116th Ave NE intersection.

The CONSULTANT shall develop a concept lighting plan for the corridor, including intersections. A concept design shall be produced with removals and abandonment of existing lighting elements by the project and installation of all new lighting elements, including potential pedestrian lighting elements.

Upon CITY acceptance of the concept design, the CONSUTANT will coordinate power needs and design with applicable utilities, including service applications.

The following elements are anticipated in illumination.

- Installation of new streetlights and pedestrian scale lights for the intersection including sidewalks.
- Coordinate with WSDOT to obtain and review the proposed access drive lighting for conformance and to assess any lighting gaps or gores. Coordination with the local power agency to determine service connection requirements for the new lighting system.

This task includes electric service application and coordination with the local power agency for service connection design and service approval in the form of Customer Drawings from power agency to provide electric power to the illumination system.

Assumption(s):

- PSE and the CITY shall provide lighting fixture information and illumination standards and specifications.

- Pole Foundation design criteria to follow WSDOT or CITY of Kirkland Standard. Any custom foundation design if needed will be done by structural engineer.
- Illumination design will include up to 5 plan sheets.
- 30%, 60%, 90%, Final submittals for plans, spec and estimates.
- Up to one (1) service applications will be prepared and submitted to the power agency.
- Up to one (1) field visit with the power agency to confirm the service point.

Deliverable(s):

- Illumination analysis memo with light-level exhibits. (Word and PDF)
- 30%, 60%, 90%, and Final illumination plans (PDF)
- 30%, 60%, 90%, and Final Cost Estimate
- 60%, 90%, and Final specifications
- Responses to Design Review Comments
- Service applications (PDF)

9.1 Project Management

The CONSULTANT shall attend bi-weekly 30-minute check-in meetings with City staff. These bi-weekly check-in meetings will also occur simultaneously with monthly WSDOT coordination meetings.

The CONSULTANT shall also attend internal design coordination meetings. These meetings are expected to occur 1-2 times prior to each design submittal interval.

The CONSULTANT shall submit monthly invoices and progress reports for review and approval per the contract requirements with the City.

Assumption(s):

- Bi-weekly meetings are expected to be 30 minutes
- Project schedule is estimated to be 14 months

Deliverable(s):

- Monthly invoice and progress report

Attachment B

Otak, Inc.

Consultant Fee Determination - Summary Sheet

Project NE 87th Street/116th Avenue NE Intersection Improvement

<u>Classification</u>	<u>Hours</u>	<u>x</u>	<u>Rate</u>	<u>=</u>	<u>Fee</u>
Engineer 6 - Proj Mgr	177	x	\$245.00	=	\$43,365.00
Engineer 6	31	x	\$245.00	=	\$7,595.00
Engineer 5	277	x	\$218.00	=	\$60,386.00
Engineering Designer 4	350	x	\$155.00	=	\$54,250.00
Engineering Designer 4	68	x	\$155.00	=	\$10,540.00
Engineering Designer 2	218	x	\$132.00	=	\$28,776.00
Engineering Technician 2	144	x	\$114.00	=	\$16,416.00
Engineer 6 - Drainage	166	x	\$245.00	=	\$40,670.00
Engineering Designer 2	284	x	\$132.00	=	\$37,488.00
Scientist 6 - Hydraulic Analysis	16	x	\$223.00	=	\$3,568.00
Scientist 6	84	x	\$223.00	=	\$18,732.00
Scientist 2	104	x	\$132.00	=	\$13,728.00
Landscape Architect 3	92	x	\$150.00	=	\$13,800.00
Landscape Designer 2	82	x	\$125.00	=	\$10,250.00
Project Surveyor 6	26	x	\$273.00	=	\$7,098.00
Survey Crew Chief 2	46	x	\$132.00	=	\$6,072.00
Survey Field Technician 3	46	x	\$95.00	=	\$4,370.00
Survey Data Analyst 4	24	x	\$151.00	=	\$3,624.00
Project Coordinator 4	12	x	\$160.00	=	\$1,920.00
Administrative Assistant 3	51	x	\$120.00	=	\$6,120.00
	<hr/>				
	2298		Total Otak	=	\$388,768.00
Reimbursables:					
Survey/utility locates					\$3,750.00
Mileage and graphics reproduction					\$500.00
			Total Reimbursables	=	\$4,250.00
Subconsultant Costs					
Concord Engineers - traffic analysis and Illumination design					\$87,680.00
HWA Geosciences - Geotechnical Site Investigation					\$56,788.00
Client Management Reserve					\$5,514.00
			Grand Total	=	\$543,000.00

Attachment B-1

Concord												
<i>Direct Rates</i>												
Senior Engineer	Senior Engineer	Senior Engineer	Associate Engineer	Associate Engineer	Associate Engineer	Associate Engineer	Associate Engineer	Assistant Engineer	Administrative Manager	Project Coordinator	Reimb.	Direct Labor
	Syed Rahman	Zach Wieben	Siqi Huang	Debashis Saha	Masharuf Kabir	Rongjing (Summer) Xia	Larisa Crane	Yu-hui (Irene) Yang				
	\$ 270.00	\$ 235.00	\$ 170.00	\$ 170.00	\$ 145.00	\$ 135.00	\$ 150.00	\$ 115.00				
Task 2.1 Traffic Analysis												
Data Collection (Includes WSDOT/ST coordination)		4			8						\$ 1,140.00	\$ 2,100.00
Design Treatments		12			16							\$ 5,140.00
Documentation		8			24							\$ 7,520.00
Subtotal	0	24	0	0	48	16	0	0	0	0	\$ 1,140.00	\$ 14,760.00
Task 2.6 Illumination Analysis and Design												
Field Review and Inventory	4		4								\$ 100.00	\$ 1,760.00
Prepare Photometric Analysis	4		20			24						\$ 7,720.00
Illumination Plans and Details	20		48			68						\$ 22,740.00
Electrical Calculations	2		8			12						\$ 3,520.00
Estimate of Probable Construction Cost	6		12			16						\$ 5,620.00
Special Provisions	8		12									\$ 4,200.00
WSDOT Coordination	8		12									\$ 4,200.00
QA/QC	18		8			8						\$ 7,300.00
Electrical Service Coordination	8		16									\$ 4,880.00
Subtotal	78	0	140	0	0	128	0	0	0	0	\$ 100.00	\$ 62,140.00
Task 9.1 Project Management												
Coordination Meetings	16	4										\$ 5,260.00
Monthly Progress Reports	8						8			8		\$ 4,280.00
Subtotal	24	4	0	0	0	0	8	8	8	0	\$ -	\$ 9,540.00
Total	102	28	140	0	48	144	8	8	8	0	\$ 1,240.00	\$ 86,440.00
												\$ 86,440.00

Total Loaded Salary Cost \$ 86,440.00
 Total Reimbursable Expenses \$ 1,240.00
Total Cost of Services \$ 87,680.00



Otak, Inc.
2026 Billing Rate Schedule

Discipline/Labor Category	Billing Rate
<u>Engineering</u>	
Engineering Technician 1	89.00
Engineering Technician 2	114.00
Engineering Technician 3	130.00
Engineering Technician 4	145.00
Engineering Technician 5	160.00
Engineering Technician 6	185.00
Engineering Designer 1	120.00
Engineering Designer 2	132.00
Engineering Designer 3	142.00
Engineering Designer 4	155.00
Engineer 1	142.00
Engineer 2	155.00
Engineer 3	172.00
Engineer 4	190.00
Engineer 5	218.00
Engineer 6	245.00
Engineer 7	265.00
Engineer 8	325.00
Engineer 9	375.00
<u>Science</u>	
Scientist 1	108.00
Scientist 2	132.00
Scientist 3	145.00
Scientist 4	160.00
Scientist 5	190.00
Scientist 6	223.00
Scientist 7	240.00
Scientist 8	263.00
<u>Construction Management & Inspection</u>	
Field Representative 1	120.00
Field Representative 2	135.00
Field Representative 3	165.00
Field Representative 4	180.00
Construction Manager 1	132.00
Construction Manager 2	150.00
Construction Manager 3	179.00



Discipline/Labor Category

Billing Rate

Construction Manager 4	190.00
Construction Manager 5	215.00
Construction Manager 6	237.00

Survey

Survey Field Technician 1	78.00
Survey Field Technician 2	88.00
Survey Field Technician 3	95.00
Survey Data Analyst 1	102.00
Survey Data Analyst 2	117.00
Survey Data Analyst 3	138.00
Survey Data Analyst 4	151.00
Survey Crew Chief 1	102.00
Survey Crew Chief 2	132.00
Survey Crew Chief 3	160.00
Project Surveyor 1	158.00
Project Surveyor 2	168.00
Project Surveyor 3	185.00
Project Surveyor 4	200.00
Project Surveyor 5	220.00
Project Surveyor 6	273.00
Project Surveyor 7	315.00
Project Surveyor 8	350.00

Landscape Architecture

Landscape Designer 1	95.00
Landscape Designer 2	125.00
Landscape Designer 3	133.00
Landscape Designer 4	143.00
Landscape Architect 1	125.00
Landscape Architect 2	138.00
Landscape Architect 3	150.00
Landscape Architect 4	165.00
Landscape Architect 5	185.00
Landscape Architect 6	200.00
Landscape Architect 7	219.00
Landscape Architect 8	295.00
Landscape Architect 9	350.00

Planning

Planning Technician 1	90.00
Planning Technician 2	105.00
Planning Technician 3	118.00



Discipline/Labor Category	Billing Rate
Planning Technician 4	133.00
Planner 1	132.00
Planner 2	143.00
Planner 3	168.00
Planner 4	182.00
Planner 5	205.00
Planner 6	218.00
Planner 7	305.00
GIS Specialist	132.00
Sr. GIS Specialist	165.00
<u>Architecture</u>	
Technician 1	95.00
Technician 2	105.00
Technician 3	115.00
Technician 4	125.00
Technician 5	140.00
Technician 6	200.00
Architect 1	125.00
Architect 2	140.00
Architect 3	162.00
Architect 4	199.00
Architect 5	245.00
Architect 6	268.00
Architect 7	284.00
Architect 8	300.00
Architect 9	322.00
<u>Project Support Services</u>	
Administrative Assistant 1	99.00
Administrative Assistant 2	110.00
Administrative Assistant 3	120.00
Administrative Assistant 4	135.00
Project Coordinator 1	120.00
Project Coordinator 2	130.00
Project Coordinator 3	145.00
Project Coordinator 4	160.00
Graphic Designer	135.00
Sr. Graphic Designer	145.00

Billing Rates are updated annually by approximately four percent (4.00%)



21312 30th Drive SE, Ste. 110, Bothell, WA 98021-7010
 Phone: 425.774.0106 | Fax: 425.774.2714
 www.hwageo.com

HWA GEOSCIENCES INC.

2026 HOURLY RATES

EMPLOYEE	TITLE	HOURLY RATE	Overhead	Fixed Fee	Billing
			1.7928	30.00%	Rate
Anna Ataman	Administrative Support	\$42.00	\$75.30	\$12.60	\$129.90
Stephanie Murphy	Administrative Support	\$45.00	\$80.68	\$13.50	\$139.18
Cathy Fry	CAD	\$40.00	\$71.71	\$12.00	\$123.71
Brian Menz	CAD	\$45.00	\$80.68	\$13.50	\$139.18
Jennifer Delgado	Contracts Administrator	\$40.00	\$71.71	\$12.00	\$123.71
Vasilij Babko	Contracts Administrator	\$56.00	\$100.40	\$16.80	\$173.20
Jesse Brown	Geologist I	\$30.00	\$53.78	\$9.00	\$92.78
Hailey Hoffer	Geologist I	\$30.00	\$53.78	\$9.00	\$92.78
Miya Magee	Geologist I	\$30.00	\$53.78	\$9.00	\$92.78
David Ausmus	Geologist I	\$31.00	\$55.58	\$9.30	\$95.88
Gloria Ferguson	Geologist I	\$31.00	\$55.58	\$9.30	\$95.88
Lauren Call	Geologist I	\$31.00	\$55.58	\$9.30	\$95.88
Roland Schoeneman	Geologist I	\$31.00	\$55.58	\$9.30	\$95.88
Samuel Schnell	Geologist I	\$33.00	\$59.16	\$9.90	\$102.06
Garret McHugh	Geologist II	\$38.00	\$68.13	\$11.40	\$117.53
Logan Heine	Geologist II	\$38.00	\$68.13	\$11.40	\$117.53
Joshua Wilde	Geologist II	\$38.00	\$68.13	\$11.40	\$117.53
Luke Michel	Geologist III	\$40.00	\$71.71	\$12.00	\$123.71
Cierra Wilson	Geologist IV	\$44.00	\$78.88	\$13.20	\$136.08
Brandon Cresencia	Geologist IV	\$45.00	\$80.68	\$13.50	\$139.18
Richard Mueller	Geologist IV	\$45.00	\$80.68	\$13.50	\$139.18
Ayla Heinze Fry	Geologist IV	\$48.00	\$86.05	\$14.40	\$148.45
Mary Alice Benson	Geologist IV	\$50.00	\$89.64	\$15.00	\$154.64
Greg Krankurs	Geologist V	\$60.00	\$107.57	\$18.00	\$185.57
Nicole Kapise	Geologist VI	\$62.00	\$111.15	\$18.60	\$191.75
Bret Salazar	Geologist VII	\$78.00	\$139.84	\$23.40	\$241.24
Steve Greene	Geologist VIII	\$90.00	\$161.35	\$27.00	\$278.35
Eduardo Ayala	Geotechnical Engineer II	\$46.00	\$82.47	\$13.80	\$142.27
Victoria Zdanovski	Geotechnical Engineer II	\$46.00	\$82.47	\$13.80	\$142.27
Shelby Cutter	Geotechnical Engineer II	\$48.00	\$86.05	\$14.40	\$148.45
Avril Fosbre	Geotechnical Engineer III	\$51.00	\$91.43	\$15.30	\$157.73
Carson Wall	Geotechnical Engineer IV	\$60.00	\$107.57	\$18.00	\$185.57
Ahmed Mahmoud	Geotechnical Engineer IV	\$60.00	\$107.57	\$18.00	\$185.57
Chad McMullen	Geotechnical Engineer V	\$58.00	\$103.98	\$17.40	\$179.38
Will Rosso	Geotechnical Engineer V	\$67.00	\$120.12	\$20.10	\$207.22
Amy Power	Geotechnical Engineer VI	\$70.00	\$125.50	\$21.00	\$216.50
Brett O'Brien	Geotechnical Engineer VI	\$70.00	\$125.50	\$21.00	\$216.50
Joseph Westergreen	Geotechnical Engineer VI	\$70.00	\$125.50	\$21.00	\$216.50
Shane Miller	Geotechnical Engineer VI	\$75.00	\$134.46	\$22.50	\$231.96
Sean Gertz	Geotechnical Engineer VI	\$75.00	\$134.46	\$22.50	\$231.96
Ali Sirjani	Geotechnical Engineer VI	\$75.00	\$134.46	\$22.50	\$231.96
Mohamed Nimeri	Geotechnical Engineer VII	\$88.00	\$157.77	\$26.40	\$272.17
Michael Place	Geotechnical Engineer VII	\$89.00	\$159.56	\$26.70	\$275.26
Steve Wright	Geotechnical Engineer VIII	\$97.00	\$173.90	\$29.10	\$300.00
Bryan Hawkins	Geotechnical Engineer VIII	\$103.00	\$184.66	\$30.90	\$318.56
Michael Bagley	Hydrogeologist V	\$65.00	\$116.53	\$19.50	\$201.03
Erin McConnochie	Lab/Field Technician I	\$26.00	\$46.61	\$7.80	\$80.41
Dion Lankeovitch	Lab/Field Technician I	\$27.00	\$48.41	\$8.10	\$83.51
James Reynolds	Lab/Field Technician I	\$27.00	\$48.41	\$8.10	\$83.51
Truett Smith	Lab/Field Technician II	\$31.00	\$55.58	\$9.30	\$95.88
Alex Hodges	Lab/Field Technician IV	\$50.00	\$89.64	\$15.00	\$154.64
Kristin Nolan	Lab/Field Technician IV	\$50.00	\$89.64	\$15.00	\$154.64
Sandy Brodahl	Principal IX	\$103.00	\$184.66	\$30.90	\$318.56
Donald Huling	Principal IX	\$103.00	\$184.66	\$30.90	\$318.56

JoLyn Gillie	Principal IX	\$105.00	\$188.24	\$31.50	\$324.74
Arnie Sugar	Principal IX	\$106.00	\$190.04	\$31.80	\$327.84
Ralph Boirum	Principal IX	\$108.00	\$193.62	\$32.40	\$334.02
Sa Hong	Principal IX	\$168.00	\$301.19	\$50.40	\$519.59

Updated 12/15/2025

Concord Engineering, Inc.

Kirkland NE 87th St & 116th Ave NE Roundabout

Staff Name	Classification	Billing Rate
Crane, Larisa	Administrative Manager	\$ 150.00
Huang, Siqi	Associate Engineer	\$ 170.00
Kabir, Mashural	Associate Engineer	\$ 145.00
Rahman, Syed	Senior Engineer	\$ 270.00
Saha, Debashis	Associate Engineer	\$ 170.00
Wieben, Zach	Senior Engineer	\$ 235.00
Xia, Rongjing (Summer)	Assistant Engineer	\$ 135.00
Yang, Yu-hui (Irene)	Project Coordinator	\$ 115.00

Contract Entry Checklist (City of Kirkland Use Only)



Submitted on	19 March 2026, 2:19pm
Receipt number	834
Related form version	27

BASIC INFORMATION

Department Code	20 - PUBLIC WORKS
Department Contract Leads: Lora Segovia, Katherine Weil, Caitlin Doxsie, Abby Price	
Is this a New Contract or an Amendment/Change Order?	New Contract
Title for New Contract or Amendment/Change Order (Contract Name)	NE 87th St and 116th AVE Intersection Improvement
Contract/Amendment Type	PSA - Professional Service Agreement
Additional Information about this Contract/Amendment for Workflow Approvers	New Design Contract
Email Address of User Completing this Form	myan@kirklandwa.gov
Supervisor/Manager/Director that Approved this Contract or Amendment	ldrake@kirklandwa.gov
Does this Contract/Amendment Include Computer Hardware/Software/SaaS Solution?	No
Is this a Standard/Template Contract or Amendment/Change Order?	Yes
Is this contract federally funded?	No
Did you discuss this Contract or Amendment with CAO? Explain.	This is City's standard PSA template.
Notary Required?	No
City Staff Project Manager/Administrator	
Is this a Construction Contract that does not expire?	No
Effective Start Date (date contract goes into effect)	04/01/2026
Expected Completion Date (date contract expires)	12/31/2027

VENDOR INFORMATION

If you are using an existing vendor or new vendor, you must request they provide a Certificate of Insurance and Insurance Endorsements listing the City of Kirkland as an additional insured and the project name. [Sample: Certificate of Insurance](#) [Sample: Insurance Endorsements](#)

Is this a New Vendor? (never worked for the City before)	No
Vendor Number in Munis	2988
Vendor Company Name	Otak Inc.
Vendor Contact Name	Nico Vanderhorst
Vendor Contact Phone Number	425,822,4446
Vendor Signatory Full Name	Nico Vanderhorst
Vendor Signatory Title	n/a
Vendor Signatory Phone Number	4258224446
Vendor Signatory Email	nico.vanderhorst@otak.com
Vendor Invoice Remittance Address	11241 Willows Road NE, Suite 200 Redmond, Wa. 98052
Is Vendor an OMWBE Firm? (Certified by the Office of Minority and Women's Business Enterprises)	No
Was an OMWBE firm invited to compete for this procurement?	Yes
How many firms were invited to compete for this procurement?	4

CONTRACT FINANCIAL INFORMATION

Is there Budget for this Contract/Amendment? Is a Budget Adjustment needed? Please explain.

There is budget for this design contract.

Amount Detail

Item 1	<p>Budget Year 2026</p> <hr/> <p>Parent Project Number (if applicable) NMC1010000</p> <hr/> <p>Project String/Project Account (if applicable) NMC1010000-DESIGN -PROF SVCS</p> <hr/> <p>Org Number</p> <hr/> <p>Object Number (Required if IT Software or Hardware is included)</p> <hr/> <p>Amount 543,000</p>
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Tax Percent
0

Item Total Amount
\$543,000.00

This Contract Total

\$543,000.00

Procurement Process

RFP or RFQ (include Job # below in Other)

Notes

REQUIRED DOCUMENTS

Documents or Tasks Required to Route the Contract/Amendment:

- * Contract/Amendment Documents including Attachments and Exhibits
 - * If Hardware or Software: IT Vendor Network Access Agreement; IT Non-Disclosure Agreement; and/or IT Cloud Vendor Security Agreement (as determined by IT)
 - * Certificate of Liability Insurance listing the City of Kirkland as an additional insured and the project name
 - * Insurance Endorsements listing City of Kirkland as additional insured and the project name
 - * W9 or DRS (individuals) form if using a new vendor
 - * Business License must be approved before entering into Munis,
 - * Contract selection documents (RFP/RFQ, Small Works Roster, etc.)
-

Upload all Documents:

PSA NMC1010000 - 22549 PSA March 19 2026.pdf

CONTRACT APPROVALS AND SIGNATURES

This is a New Contract.

New Contract Total:

\$543,000.00

Munis Approvals

- **City Attorney Approval** for Contracts over \$0.01
 - **Finance Director Approval** if \geq \$75,000.
-

AdobeSign Approvals and Signatures

- **Vendor Signature** for All Contracts.
 - **Department Director Approval only** for \geq \$75,000
 - **City Manager Signature** for \geq \$75,000
-

Once you submit this form, a copy will be emailed to your department Contract Lead who will enter the contract into Munis for approval routing. A copy will also be emailed to you. A success message will pop up and you can click the link to download a copy of this form to keep for your records.