

Board Meeting Agenda
17 January 2024, 6:30 PM

Public Notice: This Board Meeting will be held in-person in **Room 202** of the Northshore Senior Center. Those wishing to attend remotely may do so using the links below. Members of the public are encouraged to attend and participate in the meeting.

Join on your computer, mobile app or room device using [this link](#).

Meeting ID: 295 751 692 820

Passcode: gTvaQy

Or call in (audio only) at 332-249-0718

Phone Conference ID 432 175 71#

To provide Public Comment:

Submit your written Public Comment before 3:00PM (day of meeting) to the Clerk of the Board at barbara.glass@bothellwa.gov.

1. Call to Order – 6:30 PM
2. Election
3. Public Comment
4. Consent Agenda
 - a. Minutes from 15 November 2023 Meeting
 - b. Vouchers paid 13 December 2023 in the amount of \$8,719.71
 - c. Vouchers paid 20 December 2023 in the amount of \$265,762.55
 - d. Vouchers paid 10 January 2024 in the amount of \$775.04
 - e. Vouchers paid 10 January 2024 in the amount of \$15,708.00
5. Action Items
 - a. Consideration of an Amendment to the Bylaws of the NPRSA Board
 - b. Consideration of Authorization of Professional Services Agreement A-24-01 with ARC Architects for a Needs Assessment and Feasibility Study for a Youth Community Center
6. Reports
 - a. Northshore Senior Center Brief, NSC CEO Nathan Phillips
 - b. NPRSA Updates, NPRSA Program Manager Christine Scotton
7. Discussion Items
 - a. 2023 Financial Report
8. Future Meetings

9. Adjourn

PRELIMINARY AGENDA: The preceding is a preliminary agenda of the Northshore Park and Recreation Service Area Board. Other items may be added and action taken on matters which do not appear above. For additional information, please contact Barbara Glass at barbara.glass@bothellwa.gov.

SPECIAL ACCOMMODATIONS: The Northshore Parks and Recreation Service Area strives to provide accessible meetings for people with disabilities. If special accommodations are required, please contact Barbara Glass at (425) 419-6426 at least three days prior to the meeting.



**NPRSA Board
Agenda Bill**
Consent Item # 4A

TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
Barbara Glass, NPRSA Board Clerk

DATE: 17 January 2024

SUBJECT: Minutes from 15 November 2023

ITEM CONSIDERATION: This item asks the Board to approve minutes from the NPRSA Board meeting held on 15 November 2023.

FISCAL IMPACTS: This item does not have any direct fiscal impact.

ATTACHMENTS: Att-1. Minutes from 15 November 2023

RECOMMENDED ACTION: Move to approve the NPRSA Board Minutes from 15 November 2023.

Board Meeting Minutes

15 November 2023, 6:30 PM

Present

Board Chair James McNeal (left at 7:10 PM)
Vice Chair Rod Dembowski
Board Members Sarah Arndt, Sarah Perry, and Jeanne Zornes
Alternate Board Member Corina Pfeil (arrived at 6:45 PM)

NPRSA Executive Director Becky Range
NPRSA Program Manager Christine Scotton
NPRSA Public Records Officer Barbara Glass

NSC CEO Nathan Phillips

Robby Paige
Jordan Riggs
Patricia Gustafson

Absent

Board Members Debra Srebnik and Jared Mead

1. Call to Order

Board Chair James McNeal called the meeting to order at 6:30 PM.

2. Public Comment

No public comment was received.

3. Consent Agenda

- a. Minutes from 20 September 2023 Meeting
- b. Vouchers paid 22 September 2023 in the amount of \$244,564.54
- c. Vouchers paid 3 October 2023 in the amount of \$7,215.00
- d. Vouchers paid 13 October 2023 in the amount of \$167.04
- e. Vouchers paid 1 November 2023 in the amount of \$8,673.75

Sarah Perry moved approval of the consent agenda. Jeanne Zornes seconded. The motion passed 5-0 with Board Members Srebnik and Mead absent.

4. Action Items

- a. Tax Reimbursement for Northshore Senior Center

Christine Scotton presented the item and entertained Board comments and questions. Corina Pfeil moved reimbursement of the taxes paid on the Lift Station parcel for the years 2014 to 2023. Jeanne Zornes seconded. The motion passed 5-0 with Board Members Srebnik and Mead absent.

- b. Professional Services Contracts with Woodridge Construction and CDK Construction for Job-Order Contracting Services

Christine Scotton presented the item and entertained Board comments and questions. Sarah Arndt moved approval of Contracts JC 2023A and 2023B. Jeanne Zornes seconded. The motion passed 5-0 with Board Members Srebnik and Mead absent.

- c. Approving the 2024 Capital Repairs Plan

Christine Scotton presented the item and entertained Board comments and questions. Sarah Arndt moved approval of the Capital Repairs Plan as presented. Jeanne Zornes seconded. The motion passed 5-0 with Board Members Srebnik and Mead absent.

- d. Public Hearing to adopt the 2024 Budget and set the Levy Rate for King and Snohomish Counties

Barbara Glass presented the item and entertained Board comments and questions. Board Chair James McNeal opened a public hearing. Discussion ensued. Board Chair James McNeal closed the public hearing. Corina Pfeil moved approval of resolutions adopting the 2024 budget and setting the 2024 levy rate. Jeanne Zornes seconded. The motion passed 5-0 with Board Members Srebnik and Mead absent.

- e. Resolution to Open a Fund with King County for Grant Deposits

Christine Scotton presented the item and entertained Board comments and questions. Jeanne Zornes moved approval of a resolution opening a grant fund. Sarah Arndt seconded. The motion passed 5-0 with Board Members Srebnik and Mead absent.

- f. Youth Center RFQ

Christine Scotton presented the item and entertained Board comments and questions. Discussion ensued. Rod Dembowski introduced a multi-part motion: (1) select a candidate based on the evaluation of Staff and the Board, (2) that legal be consulted in the development of any contracts to ensure that the NPRSA remains the sole authority on the administration of any projects pertaining to the Youth Center, (3) all expenses be paid out of the new grant fund, and (4) up to \$50,000 be reserved out of the grant amount to pay for additional staffing support. The members of the selection committee gave a summary of the presentations made by both candidates and a recommendation. Rod Dembowski amended the motion on the table to direct staff to proceed with awarding the professional services contract to ARC Architects. Jeanne Zornes seconded. The motion passed 4-0 with Board Chair McNeal and Board Members Srebnik and Mead absent.

5. Reports

- a. Northshore Senior Center Brief, NSC CEO Nathan Phillips

Nathan Phillips presented the report and entertained Board comments and questions.

- b. NPRSA Updates, NPRSA Program Manager Christine Scotton

Christine Scotton presented the report and entertained Board comments and questions.

6. Future Meetings

The next meeting will be held on 17 January at 6:30 PM.

7. Adjourn

The meeting was adjourned at 8:34 PM.



TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
Christine Scotton, Program Manager

DATE: 17 January 2024

SUBJECT: Vouchers paid 13 December 2023 in the amount of \$8,719.71.

ITEM CONSIDERATION: This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 13 December 2023 in the amount of \$8,719.71. Please note that the attachment for this item is at the end of the agenda packet.

FISCAL IMPACTS: These items are budgeted in the 2023 adopted budget.

ATTACHMENTS: Att-1. Voucher Packet in the amount of \$8,719.71

RECOMMENDED ACTION: Move to approve vouchers for expenses paid 13 December 2023 in the amount of \$8,719.71.



TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
Christine Scotton, Program Manager

DATE: 17 January 2024

SUBJECT: Vouchers paid 20 December 2023 in the amount of \$265,762.55.

ITEM CONSIDERATION:	This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 20 December 2023 in the amount of \$265,762.55. Please note that the attachment for this item is at the end of the agenda packet.
FISCAL IMPACTS:	These items are budgeted in the 2023 adopted budget.
ATTACHMENTS:	Att-1. Voucher Packet in the amount of \$265,762.55
RECOMMENDED ACTION:	Move to approve vouchers for expenses paid 20 December 2023 in the amount of \$265,762.55.



TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
Christine Scotton, Program Manager

DATE: 17 January 2024

SUBJECT: Vouchers paid 10 January 2024 in the amount of \$755.04.

ITEM CONSIDERATION:	This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 10 January 2024 in the amount of \$755.04. Please note that the attachment for this item is at the end of the agenda packet.
FISCAL IMPACTS:	These items are budgeted in the 2023 and 2024 adopted budgets.
ATTACHMENTS:	Att-1. Voucher Packet in the amount of \$755.04
RECOMMENDED ACTION:	Move to approve vouchers for expenses paid 10 January 2024 in the amount of \$755.04.



TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
Christine Scotton, Program Manager

DATE: 17 January 2024

SUBJECT: Vouchers paid 10 January 2024 in the amount of \$15,708.00.

ITEM CONSIDERATION:	This item asks the Board to approve vouchers signed by the Auditing Officer for invoices paid on 10 January 2024 in the amount of \$15,708.00. Please note that the attachment for this item is at the end of the agenda packet.
FISCAL IMPACTS:	These items are budgeted in the 2023 and 2024 adopted budgets.
ATTACHMENTS:	Att-1. Voucher Packet in the amount of \$15,708.00
RECOMMENDED ACTION:	Move to approve vouchers for expenses paid 10 January 2024 in the amount of \$15,708.00.



TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
 Christine Scotton, Program Manager (Presenter)

DATE: 17 January 2024

SUBJECT: Consideration of an Amendment to the Bylaws of the NPRSA Board

POLICY CONSIDERATION: This item asks the Board to consider amending its adopted Bylaws. Bylaws serve as a foundational document for how the Board operates and will continue to operate into the future, impacting future Board administration and operations.

HISTORY:	DATE	ACTION
	21 OCTOBER 2020	NPRSA Board adopts updated bylaws, superseding its previous (ca. 2002) bylaws.

DISCUSSION: NPRSA Staff recommend amending Articles V and VI of the current Board Bylaws, which pertain to Officers and Staff, to expedite the execution of documents and to ensure the performance of all Officer and Staff responsibilities.

Currently, the Board Bylaws require the signature of the Board Chair, or an approved designee acting in the role of Chair, for execution of most documents approved by the Board. The proposed amendment would delegate much of this responsibility to the NPRSA’s Executive Director, who in addition to operating and financial policies would have signature authority on contracts and agreements, provided that they have already been approved by a majority vote of the members of the Board. The Executive Director’s current role as the NPRSA’s Auditing Officer, who signs voucher packets for payment, is also codified.

The proposed amendment also clarifies the process by which the authority of the Chair may be delegated to another member of the NPRSA Board in the Chair’s absence. NPRSA Staff hope that this change will facilitate the running of meetings and the execution of documents that will still require the signature of the Board Chair, such as resolutions.

NPRSA Board
Agenda Bill
Item # 5A

Finally, the proposed amendment clarifies that the duties delegated to Staff in the current bylaws must be delegated and performed even in the absence of the Staff members that the bylaws recommend the Board retain. These duties are also described in greater specificity.

FISCAL IMPACTS: This item has no direct fiscal impact to the NPRSA.

ATTACHMENTS: Att-1 Current NPRSA Board Bylaws
Att-2 Proposed Amendment to NPRSA Board Bylaws (redline)

RECOMMENDED ACTION: Move to amend the Bylaws of the NPRSA Board as presented.

**BYLAWS OF THE GOVERNING BOARD
NORTHSHORE PARK & RECREATION SERVICE AREA (“NPRSA”)**

- ARTICLE I. PURPOSES**
- ARTICLE II. DEFINITIONS; CONFLICTING PROVISIONS**
- ARTICLE III. OFFICES**
- ARTICLE IV. BOARD AND COMMITTEES**
- ARTICLE V. OFFICERS**
- ARTICLE VI. STAFF AND CONSULTANTS**
- ARTICLE VII. FINANCES AND RECORDS**
- ARTICLE VIII. ETHICS**
- ARTICLE IX. SEVERABILITY; AMENDMENTS TO BYLAWS**

Article I. PURPOSES

This governing board (hereafter called the “Board”) is hereby formed pursuant to approval of the voters on September 20, 1988, of the Northshore Park and Recreation Service Area (hereinafter called the “NPRSA”), a quasi-municipal corporation with taxing authority under Article 7, Sections 1 and 2 of the Washington State Constitution, formed for the purposes authorized by RCW Chapter 36.68, and pursuant to the interlocal agreement (hereinafter called the “Agreement”) entered into by King County, Snohomish County, City of Bothell, City of Kenmore and the City of Woodinville for this purpose.

Article II. DEFINITIONS; CONFLICTING PROVISIONS

All capitalized terms used and not otherwise defined in the Bylaws shall have the meaning set forth in the Agreement. In the event of a conflict between a provision of the Bylaws and a provision of the Agreement, the provision of the Agreement shall prevail. Similarly, in the event of a conflict between a provision of the Bylaws and, if in existence, any provision of the Administering Agency Interlocal Agreement (hereinafter called the “AAILA”) entered into by the NPRSA, the provision of the AAILA shall prevail.

Article III. OFFICES

The property and buildings owned by the NPRSA are located at:
10201 E Riverside Dr
Bothell, WA 98011

While the AAILA is in effect, the principal office and place of business of the NPRSA is located at:

Bothell City Hall
18415 101st Ave NE
Bothell, WA 98011

While the AAILA is in effect, notice of official business should be emailed to nprsa@bothellwa.gov.

Article IV. BOARD AND COMMITTEES

Section 4.01 General Powers.

The business and affairs of the NPRSA shall be managed by its Board, which shall be deemed a "Board of Directors" as that term is used in RCW 24.06.125. In addition to its other powers and authority set forth in the Agreement and subject to applicable law, the terms of the Agreement or the terms of any gift, devise, bequest or other transfer, the Board shall have the full power, in its sole discretion, to change the form of any investment and, for that or other purpose of the NPRSA, to dispose of any property held by the NPRSA. The Board shall have the right to employ or retain persons or entities to carry out the purposes of the NPRSA, including but not limited to attorneys, consultants, engineers, contractors, and accountants.

Section 4.02 Membership.

In accordance with the terms of the Agreement, the Board shall be composed of two (2) King County Councilmembers, one (1) Snohomish County Councilmember, two (2) City of Bothell Councilmembers, one (1) City of Kenmore Councilmember, and one (1) City of Woodinville Councilmember, who shall be selected according to the terms of Section 1A in the Agreement.

Section 4.03 Designation and Qualifications of Alternates.

In the event a Board Member is absent or unable to serve, a designated Alternate shall have the full rights and privileges of the absent Board Member. In accordance with the terms of Article I Section B of the Agreement, the appointing Member Agency may designate alternates to serve as a Board Member by resolution or motion. Alternates must meet the qualifications of Article I Section A of the Agreement and currently hold elected office at the designating Member Agency. All written designations are to be provided to the Chair of the Board and shall remain in effect until revoked in writing by the designating Member Agency.

Section 4.04 Tenure.

Unless the Board Member resigns or is removed in accordance with these Bylaws, each Board Member shall hold office until replaced by the designating Member Agency pursuant to Article I Section A of the Agreement. Notwithstanding the foregoing, no Board Member shall continue in that capacity if he or she no longer holds a position that qualifies him or her for the seat.

Section 4.05 Resignation; Removal.

A Board Member may be removed by the designating Member Agency which he or she

represents, and an individual Board Member may personally resign at any time. Resignation shall be effective upon the Board Member or the Member Agency delivering written notice to the Chair or, if the Chair is resigning, to the Vice-Chair.

Section 4.06 Vacancies.

Any vacancy occurring on the Board shall be filled by the appropriate Member Agency, as listed in the Agreement.

Section 4.07 Meetings and Emergency Meetings.

The Board shall meet no less than twice annually. Regular and Special Meetings shall be called by the Chair or Executive Director with no less than 24 hours written notice to the members of the date, time, place, and agenda of the meeting. An emergency meeting may be called by the Chair, Executive Director, or three members of the Board with written notice to all members and telephone confirmation. All meetings of the Board shall be open to the public as and to the extent required by the Agreement, the Open Public Meetings Act (Chapter 42.30 RCW) and other applicable law.

Section 4.08 Quorum.

The presence of at least 50% of the voting membership as set forth in the Agreement, shall constitute a Quorum for the purposes of holding a Board meeting and conducting the business of the Board. Non-voting, ex-officio members do not count toward meeting quorum provisions.

Section 4.09 Remote Meeting Participation.

The Board and all committees and subcommittees shall be authorized to meet by telephone conference or through other electronic communications media, so long as all the members can simultaneously hear each other and participate during the meeting, and provided that the organization ensures access to the public when required per OPMA. When setting the agenda, the Chair is responsible for establishing the primary media or method of meeting. Participation in a meeting pursuant to this Section shall constitute presence in-person at such meeting.

Section 4.10 Manner of Acting and Voting.

All Board decisions, with the exception of amending Bylaws as specified in Article IX, require a Simple Majority Vote of a quorum for approval. Each member of the Board shall have one (1) vote. A Board Member may not split their vote on an issue. No voting by proxies or mail-in ballots is allowed. Should a Board Member choose to abstain from voting, the Board Member is to announce their reason for abstaining for the record.

Section 4.11 Agendas.

Agendas will be determined by the Board Chair and distributed to Board Members at least

twenty-four hours prior to the meeting. The Board may consider all matters that may properly be brought before the Board without prior notice being given to the members. However, no action may be taken on any item not appearing on the agenda. If the Board wishes to add an item to the agenda on the day of the meeting it requires a motion, second, and a simple majority vote of those members present. Items are prohibited from being added to Special meetings pursuant to the State of Washington Open Public Meetings Act.

Section 4.12 Rules of Order.

Robert's Revised Rules of Order or most current version shall govern any proceeding of the Board to the extent not inconsistent with these Bylaws or the Agreement. The Board may act by voice votes called for by the Chair. Any Board Member may request a recorded tabulation of votes either immediately before their vote is taken or immediately after the voice vote is taken.

Section 4.13 Advisory and Board Committees.

The Board may create standing, special, or advisory committees to the Board or the Executive Director, as it deems appropriate. Members of such committees to the Board shall be appointed by the Board, while members of such committees to the Executive Director shall be appointed by the Executive Director and Chair. The Advisory and Board committees shall select and appoint their own Committee Chair. Persons who serve as members of any committee are not required to be Board Members or elected officials. The Board shall attempt to appoint committee members in a manner that encourages diversity of representation that reflects the diversity among Member communities. The designation of any standing or special committee, and the delegation to them of any authority, shall not relieve the Board, or any Board Members of any responsibility imposed by law. No committee shall have the authority to take any action on behalf of the Board.

Section 4.14 Compensation.

Members of the Board do not receive compensation from the NPRSA for their service on the Board. From time to time, a member of the Board may receive travel and food expenses if travelling on approved business on behalf of the Board.

Article V. **OFFICERS**

Section 5.01 Number and Terms.

The Board shall have, at minimum, a Chair and Vice-Chair who shall be elected by the Board by a majority vote. The Chair and Vice-Chair shall serve a two-year term, starting in April of each year. There is no limit on the number of terms the Chair and Vice-Chair can serve. Such other officers, as may be deemed necessary or appropriate, may be appointed from time to time by the Board.

Section 5.02 Chair Duties.

The Chair shall be responsible for establishing the agenda for each meeting and convening and presiding over each meeting. The Chair, or designee, shall:

- A. Preside at regular and special meetings and may call regular and special meetings of the Board;
- B. Select the site, agenda, and method for all meetings;
- C. Arrange for preparation and mailing or delivery of all meeting notices to Board Members;
- D. Arrange the maintenance and circulation of minutes of the meetings of the Board;
- E. Act as the spokesperson for the NPRSA;
- F. Execute documents on behalf of the Board;
- G. Sign agreements on behalf of the Board provided the agreements were approved by the majority of the Board; and
- H. Such other duties as identified in the Agreement and as may be delegated from time to time by the Board.

Section 5.03 Vice-Chair Duties.

The Vice-Chair shall perform the duties of the Chair in the absence of the Chair. When so acting, the Vice-Chair shall have all the powers of and be subject to all the restrictions upon the role of the Chair. The Vice-Chair shall perform other duties as, from time to time, may be assigned by the Chair or the Board.

Section 5.04 Resignation.

Any officer may resign at any time by delivering written notice to the Chair, or if the Chair is resigning, to the Vice-Chair. Any such resignation shall take effect at the time specified in the notice or, if the time is not specified, upon delivery of the resignation.

Section 5.05 Vacancies.

Vacancies in any office may be filled by the Board at any regular or special meeting.

Article VI. STAFF AND CONSULTANTS

The Board shall be authorized to hire or retain staff, legal counsel, independent accountants, auditors, and other consultants as it may deem necessary. Staff and consultants may be retained in such manner as the Board may determine, subject to Article I Section E of the Agreement. At minimum, the Board shall strive to retain an Executive Director and a Clerk. Staff and consultants are not considered ex-officio members of the Board.

Section 6.01 Executive Director.

The Board should appoint the Executive Director by resolution. The Executive Director

shall:

- A. Develop the budget for approval by the Board;
- B. Execute board approved operating policies and financial policies on behalf of the NPRSA;
- C. Manage the development of proposed Work Plans;
- D. Oversee and direct implementation of approved Work Plans and provide direction to the Board; and
- E. Prepare and provide monitoring reports to the Board regarding budget and work plan progress.

Section 6.02 Clerk.

The Board should appoint a Clerk. The Clerk shall:

- A. Keep or cause to be kept, the minutes of the proceedings of the Board;
- B. Give notices in accordance with the provisions of these Bylaws and as required by law;
- C. Act as custodian of the NPRSA records;
- D. Charge and custody of and be responsible for maintaining or overseeing maintenance of correct and complete financial books and records of the NPRSA; and
- E. Perform such other duties as from time to time may be assigned by the Board.

Article VII. FINANCES AND RECORDS

All contributions, income to and disbursements of the NPRSA shall be recorded in appropriate books and records and comply with the terms of the Agreement, the most recent Fiscal and Debt Policies, and applicable State law.

Section 7.01 Execution of Agreements and Other Instruments.

Except as otherwise provided by the Financial and Procurement Policies or resolution of the Board authorizing the execution thereof, all agreements, deeds, leases, transfers, and other written instruments shall be executed on behalf of the NPRSA by the Chair, or the Executive Director, after approval from the Board.

Section 7.02 Budget.

The budget of the NPRSA shall follow the financial and budgetary procedures set forth in the Agreement, state law, and the most updated version of the NPRSA's Financial and Debt policies. An annual budget of proposed receipts, operating income and expenditures shall be prepared and submitted to the Board for its approval prior to the beginning of the fiscal year in which that budget will take effect.

Section 7.03 Public Records.

The NPRSA shall keep correct and complete books and records of account, minutes of the proceedings of the Board, and any committees designated by the Board, and such other records as may be necessary or advisable. All public records are subject to the Public Records Act, chapter 42.56 RCW.

Article VIII. ETHICS

The NPRSA, its Board Members, committee members, staff, and consultants shall be subject to and comply with the requirements of chapter 42.23 RCW ("Code of Ethics for Municipal Officers - Contract Interests") as the same may be amended or replaced from time to time.

Article IX. SEVERABILITY; AMENDMENTS TO BYLAWS

If any provision of these Bylaws is found, in any action, suit or proceeding, to be invalid or ineffective, the validity and the effect of the remaining provisions shall not be affected. These Bylaws may be adopted, altered, amended or repealed, and new Bylaws may be adopted, all by Supermajority Vote (2/3) of the Board.

The undersigned, being the Chair and Vice-Chair of the Board of the NPRSA, does hereby certify that the above and foregoing Bylaws of the NPRSA were duly adopted at a meeting held on October 21, 2020 by an affirmative vote of no less than two-thirds of the Board, and that the same now constitute the Bylaws of the NPRSA. By this action, the Board hereby amends and restates the Bylaws of the NPRSA adopted by Board Minute Order No. MO-20-07 on October 21, 2020.

These Bylaws are dated this 21st day of October, 2020.



James McNeal (Dec 17, 2020 08:40 PST)

James McNeal, NPRSA Chair



Tom Agnew (Dec 17, 2020 08:23 PST)

Tom Agnew, NPRSA Vice-Chair

Revision to NPRSA Board Bylaws Article V - Redlines

Article V. OFFICERS AND STAFF

Section 5.01 Officers and Terms

The Board shall have, at minimum, a Chair and Vice-Chair who shall be elected by the Board by a majority vote. The Chair shall be responsible for convening and presiding over each meeting. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair. **In the absence of both the Chair and Vice-Chair, a designee shall be chosen as Acting Chair by a majority vote. Only Board Members in attendance at the meeting are eligible to serve as Acting Chair.** When so acting, the Vice-Chair or other designee shall have all the powers of and be subject to all of the restrictions upon the role of the Chair. The Chair and Vice-Chair shall serve a two-year term, starting in **March** of each year. There is no limit on the number of terms the Chair and Vice-Chair may serve. Other officers, as may be deemed necessary or appropriate, may be appointed from time to time by the Board.

Section 5.02 Staff and Consultants

The Board shall be authorized to hire or retain staff, legal counsel, independent accountants, auditors, and such other consultants as it may deem necessary. Staff and consultants may be retained in such manner as the Board may determine, subject to **applicable statute, regulation, and other agreements or policies enacted by the Board.** At minimum, the Board shall strive to retain an Executive Director and a Clerk. **In the absence of these Staff, the duties outlined in Section 5.03 must be performed by a Member or Members of the Board acting in such a capacity.** Staff and consultants are not considered ex-officio members of the Board. The Executive Director shall be appointed by a Resolution of the Board.

Section 5.03 Duties and Responsibilities

The Chair shall:

- A. Call regular and special meetings of the Board, and preside at such meetings;
- B. Select the site and method for all meetings;
- C. **Cause** the mailing or delivery of all meeting notices to Board Members **and the Public**;
- D. **Cause** minutes to be kept of all meetings of the Board and made available to Board Members **and the Public**;
- E. Act as the spokesperson for the NPRSA;
- F. Sign Resolutions passed by the Board; and
- G. Such other duties **as may be identified in any agreements or policies enacted by the Board** or as may be delegated from time to time.

The Executive Director, if any, shall:

- A. **Act as the Auditing Officer of the Board in accordance with RCW 42.24.080**;
- B. **Cause** the development of an annual NPRSA Budget;
- C. Execute Board-approved **documents**, policies, and **agreements** on behalf of the NPRSA;
- D. Manage the development of proposed Work Plans;

- E. Oversee and direct the implementation of approved Work Plans and provide direction to the Board;
- F. Cause reports regarding budget and Work Plan progress to be prepared and provided to the Board; and
- G. Perform such other duties as may be identified in any agreements or policies enacted by the Board or as may be delegated from time to time.

The Clerk, if any, shall:

- A. Keep or cause to be kept the minutes of the proceedings of the Board;
- B. Give notices in accordance with the provisions of these Bylaws and as required by law;
- C. Keep or cause to be kept the records of the NPRSA in accordance with applicable law and policy;
- D. Keep or cause to be kept correct and complete financial books and records of the NPRSA; and
- E. Perform such other duties as may be identified in any agreements or policies enacted by the Board or as may be delegated from time to time.

5.04 Resignation

Any officer may resign at any time by delivering written notice to the Chair, or if the Chair is resigning, to the Vice-Chair. Any such resignation shall take effect at the time specified in the notice or, if the time is not specified, upon delivery of the resignation.

5.05 Vacancies

Vacancies in any office may be filled by the Board at any regular or special meeting.



TO: Acting Chair Dembowski and Members of the NPRSA Board

FROM: Becky Range, Executive Director
 Christine Scotton, Program Manager (Presenter)

DATE: 17 January 2024

SUBJECT: Consideration of Authorizing the Approval of Agreement A-24-01 with ARC Architects for a Needs Assessment and Feasibility Study for a Youth Community Center

POLICY CONSIDERATION: This item asks the Board to consider authorizing the award of a Professional Services Agreement to ARC Architects.

HISTORY:	DATE	ACTION
	CA. 2022-2023	NPRSA Board expresses interest in and secures funding for a Needs Assessment and Feasibility Study for a Youth Community Center.
	7 SEPTEMBER 2023	NPRSA issues a Request for Qualifications for firms interested in completing the assessment and study.
	OCTOBER 2023	NPRSA Staff interview candidates for the assessment and study. Rather than making an award, Staff request that the Board provide its feedback on the candidates and the solicitation process at its next meeting.
	15 NOVEMBER 2023	NPRSA Board directs Staff to proceed with an award to ARC Architects per Staff recommendation.
	16 NOVEMBER 2023	Staff issue a notice of intent to award to ARC Architects.

DISCUSSION: This item asks the Board to consider entering into a professional services agreement for a needs assessment and feasibility study. All expenses incurred by this project will be paid out of a separate fund created specifically to hold the \$350,000 grant received from King County, rather than the monies raised through the current M&O Levy.

Per the NPRSA’s purchasing policy, Staff issued a Request for Qualifications and assembled a selection committee consisting of Staff and community partners to evaluate submissions and participate in interviews. The NPRSA received two Statements of Qualification in response to the solicitation, and the selection committee did not reach a consensus. Instead, NPRSA Staff asked the Board at its November 2023 meeting to advise on how to proceed. Upon consideration of the solicitation and the two responses, the Board directed Staff to move forward with an award to ARC Architects.

NPRSA Staff are still in the process of negotiating a mutually agreeable contract with ARC. However, ARC has furnished a complete fee schedule for the work, showing all of the subcontractors to be used for the work, the expected costs of each part of the assessment, and any deliverables. It also divides the assessment into two “phases” per request of NPRSA Staff, allowing the NPRSA to evaluate the results of the needs assessment before proceeding on to preliminary design. Should the needs assessment determine that there are no significant gaps in service, or that it is unfeasible for the NPRSA to fill those gaps, the NPRSA can end work at that point.

Because Staff do not have a final contract in-hand, and because the NPRSA Board will not meet again until March, Staff suggest that the Board vote to authorize the execution of a mutually agreeable contract on the basis of the attached fee schedule rather than voting on the contract itself. This will expedite the contract negotiation and execution process and will allow work on the study to begin sooner. As the Board may wish to consider the results of this study when seeking potential future levies at the expiration of the current M&O levy, Staff recommend against delays.

A motion to authorize the execution of a contract is permissible under the 2020 Board bylaws. The contract itself will see extensive review by NPRSA’s counsel at Madrona Law prior to being finalized and signed.

FISCAL IMPACTS: Authorizing the execution of this agreement has no direct fiscal impact to the NPRSA. Any work performed under the agreement will be invoiced to the NPRSA’s Grant Fund and will not impact the NPRSA’s capital repairs or operating budget.

ATTACHMENTS: Att-1 ARC Fee Schedule

NPRSA Board
Agenda Bill
Item # 5B

RECOMMENDED ACTION: | Move to authorize the approval of A-24-01 and awarding the Professional Services Agreement to ARC Architects.

January 08, 2024

City of Bothell, Executive Department
18415 101st Ave NE - Bothell, WA 98011
Attn: Christine Scotton, NPRSA Program Manager



RE: NPRSA Youth Community Center Feasibility Study and Site Analysis

Dear Christine:

ARC Architects is pleased to submit its proposal for the *NPRSA Youth Community Center Feasibility Study*, which includes architecture, public outreach, financing, environmental analysis, wetlands analysis, real estate, cost estimating, surveying, landscape architecture, market analysis, and operational analysis. For more than 45 years ARC has provided quality services to public and non-profit clients across the state. In addition to ARC, our team for this study includes the following consultants:

- Public Outreach - PRR
- Financing - Ostara
- Environmental Analysis - Langan
- Wetlands Analysis - GeoEngineers
- Real Estate - Infinity
- Cost Estimating - DCW Cost Management
- Surveying - CORE
- Landscape Architecture - Bruce Dees and Associates
- Market and Operational Analysis - Ballard*King

Some tasks have been identified in our SOQ as available on an as-needed basis or varying levels of service have been offered. A breakdown of which possible additional services are available can be found at the bottom of Exhibit A - Fee Summary. We can help inform that required scope if needed.

The Design Team's total proposed fee for the services described below for the feasibility study is **\$256,036** including all taxes. Further details of the proposed scope can be found below and in the attached Exhibit A - Fee Summary and Exhibit B - Scope Summary.

Project Understanding

This proposal is based on the Request for Qualifications titled, "NPRSA Needs Assessment and Feasibility Study for a Youth Community Center" and dated September 7, 2023. It is understood that the focus of the study will be identifying the youth and recreation needs of the service area and a desired program to meet those needs. Identifying a site that would best serve the needs of the communities in the NPRSA and can accommodate the identified program will be a prime focus of the study as well as generating design options of how a building and its required components would best utilize the site.

The design team will collaborate with NPRSA's project team as well as any advisory committees (to be determined) to assess site information and develop concept options that depict the scale and configuration of the youth community center and site development strategies. The District shall retain (or direct ARC to retain) any additional consultants and contractors not listed in this fee proposal. Our assumption is that NPRSA Team meetings and Steering Committee meetings will be facilitated by the design team. ARC's contribution of graphic materials is

included in this proposal.

LEED and any other 3rd party sustainability certifications are not included in this scope.

NPRSA's overall target project cost is not known at this time and it will be part of this study to determine a project cost that meets both the project needs and NPRSA's budget. Billings will be based on a percent complete lump sum basis. For budgeting purposes, we estimate that Phase 1 and Phase 2 will each be approximately 6 months in duration.

We sincerely appreciate the opportunity to offer this proposal and look forward to working with you. Should this proposal adequately define the services you require for your project then please return a signed copy for our files. If there are any questions please contact me at 503-407-5552.

Sincerely,



Paul Curtis | Principal, AIA, LEED AP BD+C
ARC Architects
C: (503) 407-5552

Attachments:

- Exhibit A – Fee Summary
- Exhibit B – Scope Summary
- Exhibit C – Standard Billing Rate Schedule 2024
- Exhibit D – Standard Reimbursable Expenses
- Exhibit E – Sub-Consultant Proposals

NPRSA: Youth Community Center Study
 ARC Architects and Sub-Consultants
 1/8/2024

EXHIBIT A - FEE SUMMARY

FEE SUMMARY	fee		remarks
ARC Fee			
feasibility study - phase 1 (tasks 1-6)	\$29,000	1	\$29,000 See Scope Summary
feasibility study - phase 2 (tasks 7-9)	\$22,500	1	\$22,500 See Scope Summary
Subtotal - ARC Fee			\$51,500
Sub-Consultants - Phase 1 (tasks 1-6)			
Public Outreach: PRR	\$37,525	1.1	\$41,278 PRR - See Proposal.
Website Option 1: PRR	\$14,100	1.1	\$15,510 PRR - See Alternate Options in Proposal.
Funding: Ostara	\$0	1.1	\$0 Ostara: See Phase 2.
Geotechnical: Langan	\$33,000	1.1	\$36,300 Langan - See Proposal. Assumes 3 sites.
Wetlands: GeoEngineers	\$0	1.1	\$0 GeoEngineers - See Phase 2.
Real Estate: Infinity	\$3,200	1.1	\$3,520 Infinity - See Proposal.
Estimating: DCW	\$0	1.1	\$0 DCW - See Phase 2.
Surveying: Core	\$8,100	1.1	\$8,910 Core - See Proposal. Assumes 3 sites.
Landscape Architecture: BDA	\$6,720	1.1	\$7,392 BDA - See Proposal.
Planning: B*K	\$17,000	1.1	\$18,700 B*K - See Proposal.
Subtotal - Sub-Consultant Phase 1 Fees			\$131,610
Sub-Consultants - Phase 2 (tasks 7-9)			
Public Outreach: PRR	\$12,275	1.1	\$13,503 PRR - See Proposal.
Website Option 1: PRR	\$0	1.1	\$0 PRR - See Phase 1.
Funding: Ostara	\$10,000	1.1	\$11,000 Ostara - See Proposal.
Geotechnical: Langan	\$0	1.1	\$0 Langan - See Phase 1.
Wetlands: GeoEngineers	\$9,800	1.1	\$10,780 GeoEngineers - See Proposal. Assumes 1 site as needed.
Real Estate: Infinity	\$0	1.1	\$0 Infinity - See Phase 1.
Estimating: DCW	\$8,500	1.1	\$9,350 DCW - See Proposal.
Surveying: Core	\$1,900	1.1	\$2,090 Core - See Proposal. Topo Survey Excluded.
Landscape Architecture: BDA	\$8,640	1.1	\$9,504 BDA - See Proposal.
Planning: B*K	\$12,000	1.1	\$13,200 B*K - See Proposal.
Subtotal - Sub-Consultant Phase 2 Fees			\$69,427
Reimbursable Expenses - All Phases			
architect - ARC			\$1,000 See Summary of Typical Expenses Below.
planning - B*K			\$2,500 See Proposal.
Subtotal - Reimbursable Expenses			\$3,500
Possible Add Services - NOT Included			
Full Topographic Survey: Core	\$20,000	1.1	\$22,000 Core - from \$15k to 20k, see proposal.
Fundraising 'Case for Support': Ostara	?	1.1	? Ostara - See proposal for description.
Website Option 2: PRR	\$40,600	1.1	\$44,660 PRR - See Proposal.
Website Option 2: PRR	\$52,000	1.1	\$57,200 PRR - See Proposal.
Subtotal - Possible Add Services			\$123,860 Elective. NOT Included.
Total - Proposed Contract Amount			\$256,036

EXHIBIT B - SCOPE SUMMARY

NPRSA: Youth Community Center Study - Scope Summary ARC Architects and Design Team Consultants by Phase/Task January 08, 2024

This study is to better understand the feasibility of supplementing NPRSA's current offerings with a new Community Youth Center on a yet-to-be-determined site and which may be developed as either new or renovated construction.

In support of this potential future center, our team will collaborate and provide the following tasks to occur over two phases:

PHASE 1 (Tasks 1-6):

Phase 1, Task 1: IMMERSION (Sub-Consultants Coordinated: B*K, PRR)

Kick-off, research existing documentation – particular previous program or property research or development, summarize for ease of access and use, identify information gaps. Project management and meetings.

ARC Fee Phase 1, Task 1: \$3,500

Phase 1, Task 2: MARKET AND NEEDS (Sub-Consultants Coordinated: B*K)

Perform a market analysis, identify trends, develop initial program, or refine past work from Task 1. Project management and meetings.

ARC Fee Phase 1, Task 2: \$4,000

Phase 1, Task 3: OUTREACH/PROGRAM (Sub-Consultants Coordinated: PRR)

Outreach plan, identify stakeholders and underserved populations, refine desired program through public engagement. Project management and meetings.

ARC Fee Phase 1, Task 3: \$2,500

Phase 1, Task 4: IDENTIFY SITES (Sub-Consultants Coordinated: PRR, CBRE)

Identify potential site priorities w/ NPRSA. Generate initial, high-level site opportunities list. Confirm alignment w/ NPRSA site priorities to refine list. Possible public engagement opportunity. Project management and meetings.

ARC Fee Phase 1, Task 4: \$3,000

EXHIBIT B - SCOPE SUMMARY

Phase 1, Task 5: SITE CULLING (Sub-Consultants Coordinated: BDA, CBRE)

Initial winnowing based on available area, zoning, regulatory challenges, ownership, access, synergy w/ existing facilities, infrastructure, etc. Visit potential sites. Create evaluation matrix. Assume reduction to a shortlist of 3 or fewer sites. Project management and meetings.

ARC Fee Phase 1, Task 5: \$6,000

Phase 1, Task 6: SITE ANALYSIS (Sub-Consultants Coordinated: LANGAN, CORE)

Perform high-level/cursory review of available utilities, geotechnical analysis, critical areas and level 1 environmental analysis, create preliminary concepts on up to 3 sites. Guide discussions to arrive at a preferred option for Phase 2. Project management and meetings.

ARC Fee Phase 1, Task 6: \$10,000

PHASE 2 (Tasks 7-9):

Phase 2, Task 7: CONCEPT REFINEMENT (Sub-Consultants Coordinated: BDA, PRR, GEO, CORE)

Floor Plan(s), siting, and massing of preferred building concept and site option. Seek input from community, stakeholders, decision makers, owner team. Wetlands delineation as needed. Incorporate, make refinements. Generate preferred concept option(s) including 3-D renderings (up to 2) for use in generating project support and interest. Project management and meetings.

ARC Fee Phase 2, Task 7: \$10,000

Phase 2, Task 8: COSTS & FUNDING (Sub-Consultants Coordinated: DCW, OSTARA, B*K)

Develop capital and operational cost analysis (5-year proforma), develop capital and operational funding strategies and potential revenue streams. Clarify hard and soft cost assumptions. Project management and meetings.

ARC Fee Phase 2, Task 8: \$5,000

Phase 2, Task 9: FINAL REPORT & PRESENT (Sub-Consultants Coordinated: ALL)

Develop a draft report w/ clear executive summary of process, findings, recommendations, and timeline of recommended next steps for NPRSA review. Facilitate a presentation to the Board as requested. Finalize report. Project management and meetings.

ARC Fee Phase 2, Task 9: \$7,500

EXHIBIT C - BILLING RATES

ARC Architects

Hourly Billing Rates Schedule 2024

All rates are reviewed annually each January

CLASSIFICATION	\$/HOUR
Consulting Principal	\$210
Managing Principal/Project Manager	\$195
Architect PM	\$145
Architect Designer	\$130
Staff Designer	\$118
Recent Graduate w/ Experience	\$108
Intern	\$93
Administration	\$110

EXHIBIT D - REIMBURSABLE EXPENSES

ARC Architects

Standard Reimbursable Expenses

Reimbursable Expenses

Compensation for Reimbursable Expenses incurred by ARC Architects in connection with the Project shall be based on amounts invoiced to ARC Architects, plus ten percent (10%). The following list is not intended to be all inclusive but rather a list of the most common reimbursable expenses:

1. Fees paid for securing approval of authorities having jurisdiction over the Project
2. Reproductions and scanning services
3. Color & color plotting, small and large format
5. Couriers, postage and handling of documents
6. Parking, mileage and transportation expenses associated with the Project
7. Models, materials board, mock-ups and special samples requested by the Owner
9. Expense of additional insurance coverage or limits, including professional liability insurance, requested by the Owner in excess of that normally carried by the Architect and the Architect's consultants.

EXHIBIT 'A'

ARC Architects NPRSA Youth Community Center Feasibility Study Scope of Work December 13, 2023

Work by Bruce Dees & Associates (BDA)

BDA will assist ARC Architects, prime consultant, with site planning and feasibility analysis efforts for the Northshore Parks and Recreation Service Area (NPRSA) – Youth Community Center Feasibility Study. The initial work will include preliminary site analysis and concepts. Our site planning approach will analyze the various site opportunities towards the development of concepts illustrating the general scope, scale, cost, and relationship of the proposed site development. Next steps will include development of the preferred concept, and assistance with the final report.

The specific scope of work for the conceptual plan is as follows:

Phase 1 – Exploratory Site Options

1. Collaboration with ARC Architects on the preliminary analysis of up to three (3) potential project sites.
2. Development of up to three (3) exploratory site layouts and programs with high-level cost estimating review.
3. Attend up to three (3) project meetings.

Deliverables

1. Three (3) Preliminary Site Reviews
2. Three (3) Exploratory Site Options

Phase 2 – Concept Refinement

1. Development of one (1) conceptual site plan based upon the preferred site layout and final program for the NPRSA Youth Community Center.
2. Preliminary estimate review to communicate the site development costs and site development needs (grading, drainage, earthwork, etc) regarding the preferred conceptual site plan.
3. Design narrative and imagery in support of the preferred conceptual site plan, program, and site development considerations.
4. Attend up to three (3) project meetings.

Deliverables

1. One (1) Conceptual Site Plan
2. One (1) Design Narrative

EXHIBIT E - SUB-CONSULTANT PROPOSALS

SCHEDULE

Work progress will parallel the ARC schedule to coordinate architectural and site work design.

ASSUMPTIONS

BDA will provide the preliminary grading and drainage approach associated with the site options, and conceptual site plan. Civil engineering including analysis and/or design of utility networks is not included.

BDA products will be delivered to ARC Architects in digital format.

ARC will provide the following:

1. Available base mapping, topography, and utilities.
2. Architectural floor plans.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

EXHIBIT 'B' Compensation

<u>PHASE</u>	<u>PERCENTAGE</u>	<u>AMOUNT</u>
I. Exploratory Site Options	44%	\$6,720
II. Concept Refinement	56%	\$8,640
Total	100%	\$15,360

The above scope of work will be provided on a lump sum basis with payments made each month on a percent of completed work.

No extra work or charges beyond the estimated fee shall be commenced without written authorization from the Owner.

15 December 2023

Paul Curtis, LEED AP BD+C
ARC Architects
119 S. Main Street, Suite 200
Seattle, Washington, 98104
curtis@arcarchitects.com

Re: Proposal for Phase I Environmental Site Assessment and Preliminary Geotechnical Evaluation Potential NPRSA Youth Community Center Sites Langan Project No.: 791014800

Dear Mr. Curtis:

Langan Engineering and Environmental Services, Inc. (Langan) is pleased to provide ARC Architects (ARC or the "Client") with this proposal for a Phase I Environmental Site Assessment (ESA) and preliminary geotechnical evaluation for up to three properties, yet unknown, being considered as sites for a future development that would include both a Youth Community Center.

The purpose of our services is to provide further insight into the potential environmental concerns and geotechnical soil characteristics of these sites to help identify any potential risks or potential costs regarding the potential development of these sites for use in the evaluation for Youth Community Center sites within the Northshore Parks and Recreation Service Area. We anticipate our services will be performed as part of Task 6: Site Analyses of your detailed evaluation for a new Youth Community Center.

SCOPE OF SERVICES

Our scope of services will be divided up between two tasks: 1) a preliminary geotechnical evaluation and 2) a Phase I ESA for each subject site, as detailed below.

Task 1: Preliminary Geotechnical Evaluations

The purpose of our preliminary geotechnical evaluation will be to evaluate the subsurface data available and published information to assess potential seismic hazards and other geotechnical aspects of the potential development.

We propose to perform a desk study, which will use the publicly available information, the site-specific subsurface data currently available, and published maps to develop conclusions to assist you with initial planning and cost estimating for the geotechnical and foundation aspects of the project. We will perform engineering studies based on this information to develop our preliminary conclusions and recommendations regarding:

- soil and groundwater conditions at the site
- site seismicity and seismic hazards, including faulting, liquefaction and associated hazards
- probable foundation type(s) for any proposed structures and improvements

- potential settlement behavior of new improvements
- identify any specific remedial grading or special foundations that may be required
- preliminary 2021 International Building Code (IBC) seismic design criteria (or newer codes if adopted by the State of Washington prior to our services being performed)
- construction considerations.

During this task, we will consult with the design team and exchange information, as it becomes available. The results of our study for each site will be presented in a letter report.

Task 2: Phase I ESAs.

The Phase 1 ESAs will be developed using the guidelines of the ASTM International Standard Practice for Environmental Site Assessments: Phase I Environmental Site Assessment Process (ASTM E1527-21), and the United States Environmental Protection Agency's (US EPA's) All Appropriate Inquiries (AAI) Rule (40 CFR Part 312). The purpose of this Phase I ESA is to identify, to the extent feasible pursuant to the processes prescribed herein, recognized environmental conditions (RECs) in connection with the subject property. The Phase I ESA will include reviewing physical setting resources, government records and historical records; completing a site reconnaissance; interviewing owners/operators/occupants of the subject property; and evaluating the information obtained. We will provide the findings, opinions, and conclusions of the Phase I ESA in a report signed by an environmental professional. Performance of a pre-demolition hazardous building materials survey is outside of the scope of an ASTM Phase I, we will review conditions and may provide a separate proposal for performance of these services, should the Client require.

The detailed scope of services for the Phase I ESA is provided in Attachment A.

Excluded Non-ASTM Considerations

Considerations outside of the scope of ASTM E1527-21 are excluded from this Phase I ESA unless specifically requested by the Client and listed above. Such non-scope considerations include, but are not limited to: asbestos-containing building materials (unrelated to releases into the environment); biological agents; cultural and historical resources; ecological resources; endangered species; health and safety; indoor air quality (unrelated to releases of hazardous substances or petroleum products into the environment); industrial hygiene; lead-based paint (unrelated to releases into the environment); lead-in-drinking water; mold or microbial growth conditions; polychlorinated biphenyl (PCB)-containing building materials (for example, fluorescent light ballasts, paint, and caulk); naturally occurring radon; regulatory compliance; substances not defined as hazardous substances (including some substances sometimes generally referred to as emerging contaminants, e.g. per- and polyfluoroalkyl substances [PFAS]); and wetlands.

Third-Party Reliance

The Phase I ESA will name the Client and Northshore Parks and Recreation by name as the sole user(s) and intended beneficiary of the Phase I ESA. If an additional party requires reliance on the Phase I ESA, the Client must submit a written request for a reliance letter to Langan. Langan will

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Proposal for Phase I Environmental Site Assessment and
Preliminary Geotechnical Evaluation
Potential NPRSA Youth Community Center Sites
Langan Project No.: 791014800

15 December 2023
Page 3 of 5

prepare our standard reliance letter. If the relying party requires revisions to Langan's standard reliance letter, additional fees may apply.

Client-Provided Information

We assume that the names and contact information for current and prior owners, operators, and occupants of the subject property will be provided by Client, if available. We request that the following information be provided to Langan upon authorization to proceed:

- A completed User Questionnaire (Attachment B)
- The findings of tasks defined as user responsibilities (e.g. title search, environmental lien search, etc.)
- Pertinent documents as described in Attachment A, Task 2
- All previous environmental reports (e.g., previous Phase I ESA reports)

FEE ESTIMATE

We will perform our services on a time-and-expense basis in accordance with our 2023 Schedule of Fees and Conditions, which is attached. A breakdown of our fees by tasks follows:

Proposed Task	Fee Estimate
Task 1 – Preliminary Geotechnical Evaluation at CRC Site	\$ 5,000 per Site
Task 2 – Phase 1 ESAs	<u>\$ 6,000 per Site</u>
TOTAL ESTIMATE.....	\$ 11,000.00 per Site

We will not exceed the estimated fees unless the scope of services changes and we receive your prior authorization. The estimate above is intended to include all costs – including travel and reimbursable expenses; no overnight stays are planned.

ASSUMPTIONS

Langan based the above fee on the information made available to us at the time we prepared this proposal. Langan assumes that:

- Langan will submit Freedom of Information Act (FOIA) requests at our discretion. In-person agency records reviews are excluded, and we assume records will be available online for review.
- Langan will not complete tasks that are defined as a user responsibility unless specifically requested by Client. Such tasks include searches for land titles records back to 1980, environmental liens, and activity and use limitations (AULs). If Client requests that Langan complete user responsibilities, additional fees will apply.
- Client will provide or facilitate obtaining previous environmental reports and relevant environmental and regulatory documents for Langan's review prior to the site reconnaissance. This proposal assumes that no more than three previous reports are available for the subject property. If a more extensive prior report review is required, additional fees may apply and the review will not be completed until authorized by the Client in writing.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Proposal for Phase I Environmental Site Assessment and
Preliminary Geotechnical Evaluation
Potential NPRSA Youth Community Center Sites
Langan Project No.: 791014800

15 December 2023
Page 4 of 5

- Langan will coordinate the site reconnaissance with a knowledgeable individual who will accompany Langan (if required) and provide free, clear and continual access to the subject property during the site reconnaissance. Knowledgeable representative(s) will be made available by the Client for interviews with Langan either during the site reconnaissance or by telephone.
- The site reconnaissance will not exceed one day per Site location, including travel time from the nearest Langan office.
- Client will provide one round of comments/ proposed revisions to the draft report.
- Deliverables will consist of a draft and a final Phase I ESA provided in electronic format;
- Langan will participate in one call with Client not to exceed 1 hour to discuss report findings and conclusions; and
- Recommendations will be provided in a separate memorandum unless Client specifically requests to have recommendations included in the report.

SCHEDULE

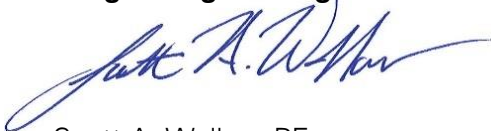
We will provide a draft of our Phase I ESA report(s) and the preliminary geotechnical evaluation five weeks following authorization to proceed and site identification or four weeks after the site reconnaissance and receipt of all applicable client provided information, whichever occurs later. We will provide a final Phase I ESA report within one week of receipt of your comments, if any.

We will submit an invoice on a time and materials basis. Our current General Terms and Conditions are attached to this proposal and incorporated herein by reference. When you wish to proceed with our services, please sign in the space indicated and return one signed copy to us at our address presented on the first page of this proposal. Upon your delivery of an executed copy of this proposal, this proposal will become a binding contract between us.

We appreciate the opportunity to present this proposal and look forward to working with ARC on this project. If you have any questions or need additional information, please contact us.

Sincerely,

Langan Engineering & Environmental Services, Inc.



Scott A. Walker, PE
Principal/Vice President

Enclosure(s): A. ASTM E1527-21 Scope Details
B. User Questionnaire
C. General Terms and Conditions
D. Schedule of Fees and Conditions

LANGAN

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Proposal for Phase I Environmental Site Assessment and
Preliminary Geotechnical Evaluation
Potential NPRSA Youth Community Center Sites
Langan Project No.: 791014800

15 December 2023
Page 5 of 5

AUTHORIZATION TO PROCEED

Receipt of this Proposal, including the Schedule of Fees and Conditions is hereby acknowledged and all of the terms and conditions contained therein are accepted.

Company: _____ (“Client”)

By/Title: _____
(Authorized representative)

Signature: _____

Date: _____

ATTACHMENT A

ASTM E1527-21 Scope Details

Langan will complete a Phase I Environmental Assessment (ESA) using the guidelines of the ASTM International Standard Practice for Environmental Site Assessment: Phase I Environmental Site Assessment Process (ASTM E1527-21). The Phase I ESA will be completed for the "subject property" as defined in the proposal. Client (or user) acknowledges one of the requirements to qualify for the innocent landowner, contiguous property owner, or bona fide prospective purchaser limitations on Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) liability is completing an environmental site assessment consistent with all appropriate inquiries (AAI) pursuant to 40 Code of Federal Regulations (CFR) Part 312 (AAI rule).

SCOPE OF SERVICES

The objective of the Phase I ESA is to attempt to identify recognized environmental conditions (REC). A REC is defined as (1) the presence of hazardous substances or petroleum products in, on, or at the subject property due to a release to the environment; (2) the likely presence of hazardous substances or petroleum products in, on, or at the subject property due to a release or likely release to the environment; or (3) the presence of hazardous substances or petroleum products in, on, or at the subject property under conditions that pose a material threat of a future release to the environment. Langan will seek to gather reasonably ascertainable information regarding the subject property through records review, a site reconnaissance and interviews. Information obtained during completion of the tasks described below will be used in concert to identify findings, formulate opinions and make conclusions regarding RECs for the subject property. The tasks included in our scope of services are described in detail below.

1. User-Provided Information

The AAI rule requires that:

- The user complete certain tasks and inquiries required by ASTM E1527-21. The user should report the findings of such tasks and inquiries to the environmental professional completing the Phase I ESA. Langan will state in the Phase I ESA report whether the information was shared.
- In addition to satisfying the AAI rule, the user must comply with certain continuing post-acquisition obligations to satisfy the CERCLA liability defenses. These post-acquisition obligations include, among other things, taking reasonable steps to stop any continuing releases, prevent any threatened future releases, and prevent or limit human, environmental or natural resource exposure to any hazardous substance released on or from the subject property.

ASTM E1527-21 describes the responsibilities of the user. Langan presumes the Client will complete these tasks and share relevant findings with Langan.

Upon authorization to proceed, Langan will contact the user regarding:

- Reason for conducting the Phase I ESA;
- Whether there are environmental cleanup liens against the subject property;
- The user's specialized knowledge of the subject property and adjoining properties or any other relevant expertise of the user;
- The relationship of the purchase price to the market value of the subject property;
- Commonly known or reasonably ascertainable information about the subject property; and

EXHIBIT E - SUB-CONSULTANT PROPOSALS

- The degree of obviousness of the presence or likely presence of contamination and the ability to detect the contamination by conducting appropriate investigation.

The AAI rule defines this information as the “additional inquiries.” Some of these inquiries, e.g., commonly known information and obviousness of contamination must be performed by both user and Langan. Langan will not complete additional inquiries that are defined as user responsibilities in Section 6 of ASTM E1527-21 unless specifically requested by the Client in writing. If Client requests that Langan complete user responsibilities (e.g., title search), additional fees will apply. Langan will request and review information gathered by the Client during completion of the user responsibilities. Langan will also review previous environmental reports provided by the user.

2. Pre-Reconnaissance Preparations

Langan will contact the representative for the subject property, as designated by the Client, to schedule the site reconnaissance and to discuss general conditions, operations, and any previously identified areas of environmental concern prior to the site reconnaissance. Langan assumes that prior to the site reconnaissance, the Client will provide contact information for a person with knowledge of the uses and physical characteristics of the subject property (i.e., the key site manager).

As part of this Phase I ESA, Langan requests information from the Client pertaining to the following: prior environmental reports; previous environmental assessments; subject property plans, drawings, and building layouts; ages and construction details of subject property building(s); regulatory permits; registrations and licenses; underground and aboveground storage tanks, tank closure reports; monitoring data; recent regulatory agency visit records, inspections and correspondence; solid and hazardous waste manifests; annual hazardous waste generation reports; draft or final consent orders; notices of violation; and other pertinent documents.

3. Site Reconnaissance

Langan will conduct a site reconnaissance for the subject property to collect information and make observations to assist in the identification of potential RECs in connection with the subject property. The site reconnaissance will be completed by an environmental professional or an individual working under the environmental professional. The person completing the site reconnaissance will complete a visual survey of the interior and exterior areas of the subject property and surrounding properties (to the extent possible from the subject property or public right-of-ways). The visual survey will attempt to identify the features, activities, uses and conditions specified in Section 9.4 of ASTM E1527-21 (e.g., current use of the subject property, current use of the adjoining properties, roads, water supply, hazardous substances, petroleum products, storage tanks, odors, and stressed vegetation). Langan assumes that a knowledgeable key site manager will be made available to accompany us during the site reconnaissance and provide free, clear and continuous access to all areas of the subject property.

Langan will document the methods of the site reconnaissance and any limitations to the site reconnaissance may be considered data gaps under ASTM.

4. Interviews

Langan will interview the key site manager during the site reconnaissance or by telephone if the key site manager cannot attend the site reconnaissance. Langan will also make reasonable attempts to interview current and past owners, operators and occupants of the subject property who are likely to have information regarding the potential for contamination at the subject property to the extent that contact information for such individuals is provided to Langan by the Client.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Langan will attempt to contact a representative of the state or local fire department and at least one other agency (health agency, agency with jurisdiction over hazardous waste disposal or other environmental matters or agencies responsible for issuance of building permits or groundwater use permits). Langan will complete the interviews by phone or email with a questionnaire. In-person interviews are not included in this scope of services, unless conducted during the site reconnaissance, and additional fees may apply if in-person interviews are deemed necessary.

5. Government Records Review

Langan will review an environmental database search report obtained through a third-party vendor. The database report will include standard physical setting sources as defined in ASTM E1527-21 Section 8.2.1 and a search of standard government environmental record sources within the approximate minimum search distances established in ASTM E1527-21 Table 2. If the subject property or adjoining properties are identified in the database search, Langan will evaluate the listings to determine whether additional agency file or record review may be required to conclude if the listings represent a REC for the subject property. If so, Langan will complete the additional reviews. If the agency files/records are not reasonably ascertainable within the established schedule for the project, the report may identify data gaps.

6. Review of Historical Sources of Information

Langan will obtain standard historical information sources including aerial photographs, fire insurance maps, local street directories, and topographic maps from a third-party vendor. Langan will review building department records, property tax files and zoning/land use records, to the extent that such records are reasonably ascertainable online. Other reasonably ascertainable historical resources may be consulted if deemed useful. Langan will attempt to document obvious uses of the subject property in approximately five-year intervals to the first developed use of the subject property or 1940, whichever is earlier. Uses of the adjoining properties will also be identified from review of aerial photographs, fire insurance maps, local street directories and topographic maps to the extent that these sources were reviewed for the subject property and are likely to be useful in satisfying the objective of identifying RECs for the subject property. Uses of the surrounding properties will also be evaluated and discussed to the extent that information about the surrounding properties is relevant and reasonably ascertainable.

7. Reporting

Langan will prepare a Phase I ESA report that will present our findings, opinions and conclusions as to the presence of recognized environmental conditions, controlled recognized environmental conditions, historical recognized environmental conditions, de minimis conditions, and significant data gaps at the subject property. The report excludes an evaluation of non-ASTM scope considerations unless the Client requests consideration of specific non-ASTM scope considerations in writing. The report will meet the reporting requirements outlined in ASTM E1527-21 Section 12, and will include a site plan and photographs documenting RECs and de minimis conditions. Langan will provide draft and final reports in electronic, .pdf format.

The report excludes recommendations. Written recommendations may be provided in a separate memorandum for an additional fee if requested by the Client.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

ASTM E1527-21 User Questionnaire

Please complete the below form and return to Langan.

Providing the following information (if available) to the environmental professional (Langan) is one of the requirements to qualify for one of the Landowner Liability Protections (LLP) offered under CERCLA. Missing or incomplete information for questions 1 through 6 could result in a determination that "all appropriate inquiry" is not complete. Additional information should be provided for "Yes" answers where relevant.

General Information

User/Client Names: _____

Reason for the Phase I ESA: _____

Type of property: _____

Type of property transaction (e.g. sale, purchase, exchange): _____

Subject property address (provide documentation of subject property boundary): _____

Site Contact and Contact Information: _____

Relying Party(ies): _____

Required Information

(1.) Environmental liens that are filed or recorded against the subject property (40 CFR 312.25).

Did a search of recorded land title records (or judicial records where appropriate) identify any environmental liens filed or recorded against the subject property under federal, tribal, state or local law? **Yes No**

(2.) Activity and use limitations that are in place on the subject property or that have been filed or recorded against the subject property (40 CFR 312.26(a)(1)(v) and (vi)).

Did a search of recorded land title records (or judicial records where appropriate) identify any AULs, such as engineering controls, land use restrictions or institutional controls that are in place at the subject property and/or have been filed or recorded against the subject property under federal, tribal, state or local law? **Yes No**

(3.) Specialized knowledge or experience of the person seeking to qualify for the LLP (40 CFR 312.28).

Do you have any specialized knowledge or experience related to the subject property or nearby properties? For example, are you involved in the same line of business as the current or former occupants of the subject property or an adjoining property so that you would have specialized knowledge of the chemicals and processes used by this type of business? **Yes No**

(4.) Relationship of the purchase price to the fair market value of the subject property if it were not contaminated (40 CFR 312.29).

Does the purchase price being paid for this subject property reasonably reflect the fair market value of the subject property? **Yes No**

If you conclude that there is a difference, have you considered whether the lower purchase price is because contamination is known or believed to be present at the subject property? **Yes No**

EXHIBIT E - SUB-CONSULTANT PROPOSALS

(5.) Commonly known or reasonably ascertainable information about the subject property (40 CFR 312.30).

Are you aware of commonly known or reasonably ascertainable information about the subject property that would help the environmental professional to identify conditions indicative of releases or threatened releases?

Yes No

For example,

Yes No

(a.) Do you know the past uses of the subject property?

Yes No

(b.) Do you know of specific chemicals that are present or once were present at the subject property?

Yes No

(c.) Do you know of spills or other chemical releases that have taken place at the subject property?

Yes No

(d.) Do you know of any environmental cleanups that have taken place at the subject property?

(6.) The degree of obviousness of the presence or likely presence of contamination at the subject property, and the ability to detect the contamination by appropriate investigation (40 CFR 312.31).

Based on your knowledge and experience related to the subject property, are there any obvious indicators that point to the presence or likely presence of releases at the subject property?

Yes No

Do you have knowledge or experience with the subject property that may be pertinent to the environmental professional (for example, copies of any available prior environmental site assessment reports, documents, correspondence, etc., concerning the property and its environmental condition)?

Yes No

(7.) Proceedings Involving the Subject Property Questions (Section 10.9 of ASTM E1527-21 and Section 10.10 of ASTM E2247-16)

Do you know of:

Yes No

(a.) Any pending, threatened, or past litigation relevant to hazardous substances or petroleum products in, on, or from the subject property?

Yes No

(b.) Any pending, threatened, or past administrative proceedings relevant to hazardous substances or petroleum products in, on, at, or from the subject property?

Yes No

(c.) Any notices from any governmental entity regarding any possible violation of environmental laws or possible liability relating to hazardous substances or petroleum products?

Signature

It is understood that the information presented in this form is an integral part of the Phase I ESA process and that Langan will evaluate and rely on this information in the development of the final Phase I ESA report.

Completed By: _____

Print/Type Name: _____

Title: _____

Company: _____

Relationship to Client/User: _____

Date: _____

EXHIBIT E - SUB-CONSULTANT PROPOSALS

GENERAL TERMS AND CONDITIONS

These Terms and Conditions shall apply to services provided by **Langan Engineering, Environmental, Surveying, Landscape Architecture and Geology, D.P.C.**; or **Langan Engineering and Environmental Services, Inc.**; or **Langan CT, Inc.**; or **Langan MA, Inc.**; or **Langan MI, Inc.**; or **Langan International, LLC**; or such other Langan entity specifically identified in the Proposal (each individually, a “**LANGAN ENTITY**”); and together with the proposal to which these Terms and Conditions are attached (hereinafter, the “**Proposal**”), shall constitute the “**Agreement**.” For purposes of this Agreement, the **LANGAN ENTITY** identified in the Proposal shall be referred to as “**LANGAN**” and the entity signing the Proposal shall be referred to as “**CLIENT**.”

A. SCOPE OF SERVICES AND ADDITIONAL SERVICES

LANGAN will provide those services specifically identified in the Proposal (hereinafter, the “**Services**”). All **Services**, regardless of the commencement date, will be covered by these Terms and Conditions. All services not specifically identified in the Proposal are excluded; provided, however, that if requested by the **CLIENT** and agreed to by **LANGAN** in writing, **LANGAN** will perform such additional services (“**Additional Services**”) subject to these Terms and Conditions. Unless otherwise agreed in writing, the **CLIENT** shall pay **LANGAN** for the performance of any **Additional Services** on a time-and-materials basis based upon **LANGAN**’s then-current hourly rates. For avoidance of doubt, email will constitute written notice.

B. STANDARD OF CARE

LANGAN’s services will be performed in accordance with this Agreement and in a manner consistent with the generally accepted standard of care and skill ordinarily exercised by professionals performing similar services under similar circumstances at the place and time the services are being performed (the “**Standard of Care**”). **LANGAN** will exercise reasonable professional care in its efforts to comply with codes, regulations, laws, rules, ordinances, and such other requirements in effect as of the date of execution of this Agreement. The **CLIENT** agrees that no other representation, warranty or guarantee, expressed or implied, is provided by **LANGAN** or is presumed given by **LANGAN** under this Agreement or in any report, opinion, or any other document prepared by **LANGAN** or otherwise.

C. CLIENT RESPONSIBILITIES

In addition to other responsibilities described herein, the **CLIENT** shall: (i) provide all information and criteria as to the **CLIENT**’s requirements, objectives, and expectations for the project, including all numerical criteria that are to be met and all standards of development, design, or construction and all other information reasonably necessary for completion of the **Services**, prior to the commencement of the **Services**; (ii) provide prompt, complete disclosure of known or potential hazardous conditions or health and safety risks; (iii) provide to **LANGAN** all previous studies, plans, or other documents pertaining to the project and all new data reasonably necessary in **LANGAN**’s opinion for completion of the **Services**; (iv) review all documents or oral reports presented by **LANGAN** and render in writing decisions pertaining thereto within a reasonable time so as not to delay the **Services**; (v) furnish approvals and permits from governmental authorities having jurisdiction over the project and approvals and consents from other parties as may be necessary for completion of **LANGAN**’s **Services**; (vi) give prompt written notice to **LANGAN** whenever the **CLIENT** becomes aware of any development that affects the scope and timing of **LANGAN**’s **Services** or any defect or noncompliance in any aspect of the project; (vii) give immediate written notice to **LANGAN** whenever **CLIENT** becomes aware of a cyber-event impacting **CLIENT**’s or **LANGAN**’s data or computer systems, including but not limited to theft, dissemination or use of confidential or personally identifiable information, or breach of network security (including unauthorized access to, use of or tampering with computer systems or data, or introduction of any virus or malware); and (viii) bear all costs incident to the responsibilities of the **CLIENT**. **LANGAN** will have the right to reasonable reliance upon the accuracy and completeness of all information furnished by the **CLIENT**.

CLIENT acknowledges that **LANGAN** has expended substantial time and expense in recruiting and training its employees and that the loss of such employees would cause significant financial harm to **LANGAN**. **CLIENT** therefore agrees that during the term of this Agreement and for one (1) year following completion of the **Services**, not to, directly or indirectly, attempt to or actually solicit, recruit or hire, any **LANGAN** employee involved with the **Services**. In the event this provision is violated, **CLIENT** will, on demand, pay **LANGAN** damages in an amount equal to the current yearly salary of the employee. **CLIENT** agrees that: (i) damages for a violation of this provision are difficult to ascertain; and (ii) the amount set forth herein bears a reasonable relationship to the actual damages **LANGAN** would incur and does not constitute a penalty. This provision will not apply to offers of employment resulting from general solicitations in the public domain.

D. INVOICING AND SERVICE CHARGES

LANGAN will submit monthly invoices to the **CLIENT** and a final bill upon completion of **Services**. The **CLIENT** shall notify **LANGAN** within two weeks of receipt of invoice of any dispute with the invoice. The **CLIENT** and **LANGAN** will promptly resolve any disputed items. Payment on undisputed invoice amounts is due upon receipt of invoice by the **CLIENT** and is past-due thirty (30) days from the date of the invoice. Any unpaid balances shall accrue late charges of 1.5% per month, or the highest rate allowed by law, whichever is lower, and the **CLIENT** agrees to pay all fees and expenses incurred by **LANGAN** in any collection action.

The **CLIENT** shall notify **LANGAN** prior to executing this Agreement if federal, state, or local prevailing wage requirements apply. If prevailing wages apply, and **LANGAN** was not notified by **CLIENT**, **CLIENT** agrees to pay **LANGAN** the prevailing wage for new invoiced amounts, as well as a retroactive payment adjustment to bring previously paid amounts in line with prevailing wages. **CLIENT** also agrees to defend, indemnify, and hold harmless **LANGAN** from any alleged violations for failing to pay prevailing wages, including the payment of any fines or penalties.

E. RIGHT OF ENTRY

The **CLIENT** shall provide for safe right of entry in order for **LANGAN** to perform its **Services**, including execution of any site access or license agreements required for completion of the **Services**. **LANGAN** will not be required to execute any site access or license agreement(s). While **LANGAN** will take all reasonable precautions to minimize any damage to the property, the **CLIENT** acknowledges and agrees that in the normal course of work some damage may occur, the correction of which is not part of this Agreement unless specifically provided in the proposal.

F. JOBSITE SAFETY AND CONTROL OF WORK

LANGAN will take reasonable precautions to safeguard its own employees and those for whom **LANGAN** is legally responsible. Unless expressly agreed to in writing by **LANGAN** under separate contract, **LANGAN** will have no responsibility for the safety program at the Project or the safety of any entity or person other than **LANGAN** and its employees. Neither the professional activities of **LANGAN** nor the presence of **LANGAN**’s employees and subcontractors at the Project site will be construed to confer upon **LANGAN** any responsibility for any activities on site performed by personnel other than **LANGAN**’s employees and subcontractors. The **CLIENT** agrees that **LANGAN** will have no power, authority, right or obligation to supervise, direct, stop the work of or control the activities of any other contractors or subcontractors or construction manager, their agents, servants or employees.

G. EXISTING CONDITIONS AND SUBSURFACE RISKS

Special risks occur whenever engineering or related disciplines are applied to identify subsurface conditions. Even a comprehensive sampling and testing program implemented in accordance with a professional Standard of Care may fail to detect certain conditions. The environmental, geologic, geotechnical, geochemical, and hydrogeologic conditions that **LANGAN** interprets to exist between sampling points will differ from those that actually exist. The **CLIENT** recognizes that actual conditions will vary from those encountered at the locations where borings, sampling, surveys, observations or explorations are made by **LANGAN** or its subcontractors and that the data, interpretation, and recommendations of **LANGAN** are based solely on the information available to it. Furthermore, the **CLIENT** recognizes that passage of time, natural occurrences, and/or direct or indirect human intervention at or near the site may substantially alter discovered conditions. **LANGAN** shall not be responsible for interpretations by others of the information it develops or provides to the **CLIENT**.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

LANGAN will take reasonable precautions to avoid damage or injury to subterranean structures or utilities in the performance of its services. The CLIENT agrees to defend, indemnify, and hold LANGAN harmless for any damage to subterranean structures or utilities and for any impact this damage may cause where the subterranean structures or utilities are not called to LANGAN's attention or are not correctly shown on the plans furnished by CLIENT or third parties.

H. HAZARDOUS MATERIALS

Unless otherwise expressly agreed to in writing, the parties acknowledge that LANGAN'S scope of services does not include any services related to a hazardous environmental condition (such as asbestos, PCBs, petroleum, mold, waste, radioactive materials or any other hazardous substance). The discovery of any such condition shall be considered a changed condition and LANGAN may suspend its services until the CLIENT has resolved the condition.

I. INDEMNIFICATION

Subject to the provisions of Section J of these General Terms and Conditions, LANGAN agrees to indemnify and hold harmless the CLIENT and CLIENT's parent companies, subsidiaries, affiliates, partners, officers, directors, shareholders, and employees for any and all damage obligations, liabilities, judgments, and losses for personal injury and/or property damage including reasonable attorney's fees and other expenses and disbursements, asserted by any third parties to the extent determined to have been caused by the negligent acts, errors or omissions or willful misconduct of LANGAN in the performance of its services under this Agreement. LANGAN will not be responsible for any loss, damage, or liability arising from any acts by the CLIENT or any of its agents, employees, staff, or other consultants, subconsultants, contractors or subcontractors. In no event shall the indemnification obligation extend beyond the date when the institution of legal or equitable proceedings for professional negligence would be barred by an applicable statute of repose or statute of limitations.

To the fullest extent permitted by law, the CLIENT agrees to indemnify, defend and hold harmless LANGAN and LANGAN's parent companies, subsidiaries, affiliates, partners, officers, directors, shareholders, and employees for any and all, damage obligations, liabilities, judgments and losses, including reasonable attorneys' fees and all other expenses and disbursements, to which LANGAN may be subject, arising from or relating to (i) any unknown site condition or subterranean structures of which LANGAN does not have actual knowledge; (ii) any errors, omissions or inconsistencies in any data documents, records or information provided by the CLIENT on which LANGAN reasonably relied; (iii) any breach of contract, tort, error, omission, wrong, fault, or failure to comply with law by the CLIENT or third party over whom LANGAN has no control; (iv) the transport, treatment, removal or disposal of all Samples; and (v) the CLIENT's unauthorized use or copyright violation of plans, reports, documents and related materials prepared by LANGAN.

In connection with any construction project, CLIENT agrees to insert the following wording into any General Contract, Construction Management Agreement, or foundation contractor's contract: "To the extent permitted by law, and to the extent not proven to be caused in whole or in part by an indemnitee's own negligence, the contractor and its subcontractors of any tier shall indemnify, defend, save and hold harmless the CLIENT and LANGAN from and against all liability, damage, loss, claims, demands and actions of any nature whatsoever (including reasonable attorneys' fees and litigation costs) which arise out of or are connected with or are claimed to arise out of or claimed to be connected with the design (to the extent the design is based on calculations, plans and drawings by contractor or anyone acting by, through or under contractor for which contractor is responsible) and performance of work by the contractor, or any act or omission of the contractor. Without limiting the generality of the foregoing, such defense and indemnity shall include all liability, damages, loss, claims, demands and actions on account of personal injury, death, property damage or any other economic loss to any indemnitee, any of indemnitees' employees, agents, contractors or subcontractors, licensees or invitees, or sustained by any other persons or entities, whether based upon, or claimed to be based upon, statutory (including, without limiting the generality of the foregoing, workers' compensation), contractual, tort or other liability of any indemnitee, contractor, subcontractor or any other persons."

In connection with any damages, loss, suit, claim or proceeding arising from or otherwise related to the execution of excavation, support of excavation, foundations, or underpinning activities, CLIENT agrees to use all reasonable efforts to seek defense and indemnification from the Contractor and Subcontractor responsible for the work, and, to the extent the CLIENT is entitled to be or is otherwise indemnified by contractors/subcontractors, CLIENT shall not seek indemnification from LANGAN.

Payment by CLIENT in accordance with Section D of this Agreement is a condition precedent to LANGAN's indemnification obligations.

In the event any part of this indemnification is determined to be void as a matter of law, then the clause shall automatically be reformed to be consistent with the law and apply the parties' intent to the maximum extent permissible by law.

J. LIMITATION OF LIABILITY

To the fullest extent permitted by law, the total liability, in the aggregate, of LANGAN and its officers, directors, partners, employees, agents, and subconsultants, to CLIENT, and anyone claiming by, through, or under CLIENT, and to any third parties granted reliance by LANGAN per Section O, for any claims, losses, costs, or damages whatsoever arising out of, resulting from or in any way relating to this Project or Agreement, from any cause or causes, including but not limited to tort (including negligence and professional errors and omissions), strict liability, breach of contract, or breach of warranty, shall not exceed an aggregate amount equal to the total compensation received by LANGAN or \$100,000, whichever is greater. The CLIENT may negotiate a higher limitation of liability for an additional fee, which is necessary to compensate for the greater risk assumed by LANGAN.

To the extent damages are covered by property insurance, LANGAN and the CLIENT waive all rights against each other and against the contractors, consultants, agents and employees of the other for damages, except such rights as they may have to the proceeds of such insurance. LANGAN and the CLIENT, as appropriate, shall require of the contractors, subcontractors, consultants, subconsultants, agents and employees of any of them similar waivers in favor of the other parties enumerated herein.

K. WAIVER OF CONSEQUENTIAL DAMAGES

LANGAN and the CLIENT waive all consequential or special damages, including, but not limited to, loss of use, profits, revenue, business opportunity, or production, for claims, disputes, or other matters arising out of or relating to the services provided by LANGAN regardless of whether such claim or dispute is based upon breach of contract, willful misconduct or negligent act or omission of either of them or their employees, agents, subconsultants, or other legal theory. This mutual waiver shall survive termination or completion of this Agreement.

L. INSURANCE

LANGAN agrees to maintain workers' compensation insurance as required by law and general liability, automobile and professional liability insurance with limits of \$1,000,000. Certificates of insurance will be issued to the CLIENT upon written request.

The CLIENT agrees that it will require the construction manager, general contractor and, the contractor(s) responsible for performing the work reflected by or relating to LANGAN's services on the Project, to name LANGAN as an additional insured on its Commercial General Liability and Excess/Umbrella insurance policies inclusive of operations, completed operations, and products liability coverage provisions. Such additional insured coverage shall be provided by endorsement CG 20 32 04 13 (for ongoing operations) and endorsement CG 20 37 04 13 (for completed operations).

To the fullest extent permitted by law, CLIENT hereby waives all rights of recovery under subrogation against LANGAN and its consultants.

M. FORCE MAJEURE

LANGAN will not be responsible or liable for any delays in performance, failure of performance or additional costs incurred by CLIENT related to any force majeure event, including but not limited to fire, flood, explosion, the elements, or other catastrophe, unforeseen existing or subsurface conditions, acts of God, war, riot, civil

EXHIBIT E - SUB-CONSULTANT PROPOSALS

disturbances, terrorist act, strike, lock-out, refusal of employees to work, labor disputes, inability to obtain materials or services, recognized health threats as determined by the World Health Organization, the Center for Disease Control, or local governments or health agencies (including but not limited to health threats of COVID-19, H1N1, or similar infectious diseases), or delays caused by the CLIENT, its agents, contractors, subcontractors, consultants, subconsultants or employees, or any governmental regulation or agency, or for any other cause beyond the reasonable control of LANGAN.

N. OPINION OF COST

Consistent with the Standard of Care in Section B of these General Terms and Conditions, any opinions rendered by LANGAN as to costs, including, but not limited to, opinions as to the costs of construction, remediation and materials, shall be made on the basis of its experience and shall represent its judgment as an experienced and qualified professional familiar with the industry. LANGAN cannot and does not guarantee that proposals, bids, or actual costs will not vary from its opinions of cost. LANGAN's services required to bring costs within any limitation established by the CLIENT will be paid for as Additional Services.

O. PROJECT DELIVERABLES

All reports, opinions, notes, drawings, specifications, data, calculations, and other documents prepared by LANGAN and all electronic media prepared by LANGAN are considered its project Deliverables to which LANGAN retains all rights. The CLIENT acknowledges that electronic media are susceptible to unauthorized modification, deterioration, and incompatibility; and therefore, the CLIENT cannot rely upon the electronic media version of LANGAN's Deliverables. All Deliverables provided by LANGAN to the CLIENT as part of the Services are provided for the sole and exclusive use of the CLIENT with respect to the Project. Reliance upon or reuse of the Deliverables by third parties without LANGAN's prior written authorization is strictly prohibited; provided, however, that LANGAN, in its sole discretion, may agree to grant reliance to a single relying party subject to (i) the payment by CLIENT of a reliance fee equal to 10 percent (10%) of the amount paid by CLIENT for the Deliverables upon which reliance is to be granted, and (ii) acceptance by the relying party of Langan's standard reliance letter (a copy of which will be provided to CLIENT and relying party upon request).

If the CLIENT distributes, reuses, or modifies LANGAN's Deliverables without the prior written authorization of LANGAN, or uses LANGAN's Deliverables to complete the project without LANGAN'S participation, the CLIENT agrees, to the fullest extent permitted by law, to release LANGAN, its officers, directors, employees and subconsultants from all claims and causes of action arising from such distribution, modification or use, and shall indemnify and hold LANGAN harmless from all costs and expenses, including the cost of defense, related to claims and causes of action arising therefrom or related thereto.

LANGAN will not sign any documents that certify the existence of conditions whose existence LANGAN cannot ascertain, or execute certificates or consents that would require knowledge, services or responsibilities beyond the scope of this Agreement. In the event LANGAN is required to execute any certifications, it is understood and agreed that: (i) the words "certify" or "certification" shall mean an expression of LANGAN's professional opinion based upon available information and consistent with the Standard of Care; and (ii) such certification does not constitute a warranty or guarantee by LANGAN.

P. CONFLICTS OF INTEREST

LANGAN provides engineering and other services on behalf of many companies and individuals; thus, during the time LANGAN is providing services to CLIENT it may also provide engineering and other services, unrelated to the services LANGAN is providing to CLIENT, to other present or future clients of LANGAN with interests adverse to CLIENT'S interests. CLIENT agrees that LANGAN'S services to CLIENT will not disqualify LANGAN from providing services to other clients in matters that are unrelated to the services LANGAN is providing to CLIENT, and CLIENT hereby waives any conflict of interest with respect to those services. LANGAN agrees not to use or disclose any proprietary or other confidential information of a nonpublic nature concerning CLIENT, which is acquired by LANGAN as a result of its service to CLIENT, in connection with any other matter, unless required to do so by law.

Q. TERMINATION AND SUSPENSION

Except as otherwise provided in this Agreement, this Agreement may be terminated by either party upon not less than seven (7) calendar days' written notice should the other party fail substantially to perform in accordance with the terms and conditions of this Agreement through no fault of the party initiating the termination. If the defaulting party fails to cure its default within the seven (7) calendar day notice period or fails to commence action to cure its default if the cure cannot reasonably be completed within the seven (7) days, the non-defaulting party may terminate the Agreement.

Failure of the CLIENT to make payments to LANGAN in accordance with this Agreement shall be considered substantial non-performance and grounds for termination or suspension of services at LANGAN's option after such seven (7) day notice period or anytime thereafter. In the event of suspension for non-payment, LANGAN shall have the right to: (i) withhold its project Deliverables; and (ii) demand advanced payment for future services. Furthermore, LANGAN will be compensated for all services performed and reimbursable expenses incurred prior to such termination and all termination expenses.

In the event of a suspension of services or termination of the Agreement by LANGAN in accordance with this Section Q, LANGAN will have no liability for any delay or damage of any kind actually or allegedly caused by such suspension of services or termination. CLIENT shall not withhold amounts from LANGAN'S compensation to impose a penalty or damages on LANGAN, or to offset sums requested by or paid to contractors for the cost of changes in their work unless LANGAN agrees or has been found liable for the amounts.

R. DISPOSAL OF SAMPLES

All samples, contaminated or otherwise ("Samples"), collected by LANGAN while performing services under this agreement remain the property and responsibility of the CLIENT. LANGAN may dispose of Samples in its possession after ninety (90) calendar days from the date the samples are taken unless otherwise required by law or other arrangements are mutually agreed to in writing by the parties. At all times, any and all rights, title and responsibility for Samples shall remain with the CLIENT. Under no circumstances shall these rights, title and responsibility be transferred to LANGAN, and nothing contained in this Agreement shall be construed as requiring LANGAN to assume the status of an owner, operator, generator, storer, transporter or person who arranges for disposal, under any federal or state law or regulation. CLIENT shall reimburse LANGAN for the actual cost of disposal plus 15%.

S. RIGHT TO REFERENCE PROJECT

The CLIENT agrees that LANGAN has the authority to use its name as the CLIENT and a general description of the Project as a reference for other prospective clients.

T. SUCCESSORS AND ASSIGNS

This Agreement shall be binding upon the parties hereto and their respective successors and assigns. Neither party may assign or transfer this Agreement without the prior written consent of the other party, provided, however, that LANGAN can assign this Agreement, without consent, to a subsidiary or affiliate of LANGAN. The parties agree that this Agreement is not intended to give any benefits, rights, actions or remedies to any person or entity not a party to this Agreement, as a third-party beneficiary or otherwise under any theory of law.

If LANGAN is requested to execute a consent to assignment of this Agreement to a lender or other entity providing financing for the Project, LANGAN, in its sole but reasonable discretion, may agree to execute any such document provided it does not materially alter LANGAN's risk exposure or obligations under this Agreement, and provided the assignee agrees to: (i) pay any amounts due and owing at the time of assignment; (ii) pay any amounts to become due subsequent to such assignment; and (iii) be bound by the terms and conditions of this Agreement.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

U. DISPUTE RESOLUTION

LANGAN and the CLIENT agree that any disputes arising under this Agreement and the performance thereof shall be subject to non-binding mediation as a prerequisite to further legal proceedings, which proceeding must be brought in a court of competent jurisdiction in the state in which the office of LANGAN that issued the Proposal is located. LANGAN and CLIENT waive any right to a trial by jury.

All actions by CLIENT against LANGAN, and by LANGAN against CLIENT whether for breach of contract, tort or otherwise, shall be brought within the period specified by applicable law, but in no event more than five (5) years following substantial completion of LANGAN'S services. CLIENT and LANGAN unconditionally and irrevocably waive all claims and causes of action not commenced in accordance with this paragraph.

If the CLIENT asserts a claim against LANGAN relating to allegations of professional negligence in performance of LANGAN'S services under this Agreement, LANGAN will be entitled to reimbursement of any costs incurred by LANGAN in the defense of the professional negligence claim, including any expenses incurred as part of LANGAN'S professional liability insurance deductible, to the extent LANGAN is successful in its negligence defense.

V. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the state in which the office of LANGAN that issued the Proposal is located.

W. ENTIRE AGREEMENT

Unless a separate agreement is executed by the parties, upon receipt of direction to proceed from CLIENT and commencement of the SERVICES by LANGAN, and regardless of whether CLIENT signs the Proposal, these General Terms and Conditions will govern LANGAN's performance of the Services.

This Agreement (consisting of these General Terms and Conditions, the accompanying Proposal and LANGAN's Fee Schedule, if applicable) constitutes the entire agreement between the parties, supersede any and all prior agreements or representations of the parties to this agreement and conflicting terms on documents created by the CLIENT, and may not be modified, amended, or varied except by a document in writing signed by the parties hereto.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

WASHINGTON STATE SCHEDULE OF FEES AND CONDITIONS

Public - 1 January 2023

BILLING CATEGORY	HOURLY BILLING RATE (\$)
Technician - Level I	85
Technician - Level II	110
Technician - Level III	125
Staff Personnel - Level I	130
Staff Personnel - Level II	130
Staff Personnel - Level III	130
Senior Staff Personnel - Level I	140
Senior Staff Personnel - Level II	140
Senior Staff Personnel - Level III	145
Project Personnel - Level I	165
Project Personnel - Level II	165
Project Personnel - Level III	170
Senior Project Personnel - Level I	195
Senior Project Personnel - Level II	195
Associate/Senior Project Personnel - Level III	225
Senior Associate	225
Principal	250
Senior Principal	260

- Managing Principals are billed at \$260/Hour
- Senior Consultants are billed at \$260/Hour
- At any level, personnel may be engineers, geologists, hydrogeologists, landscape architects, regulatory specialists, scientists, planners, toxicologists, wetland specialists, etc.
- Litigation related services, including expert testimony, court appearances, depositions, etc. are billed at 1.5 times the above rates. The services will be billed at a minimum of 4 hours for up to one half day and a minimum of 8 hours for services over 4 hours.
- Langan reserves the right to make adjustments for individuals within these classifications as may be necessary by reason of promotion, and to increase our hourly billing rates due to annual salary increases.

CONSULTANT EQUIPMENT RENTAL RATES

Automobiles, Vans, and Small Trucks (travel time plus time on site) \$20 per hour/\$160 per day. Nuclear Moisture-Density Gauge \$15 per hour

COMPUTER SERVICES

Our in-house computer usage is billed on a time used basis at the following rates:

	Rate per Hour
CADD, GIS and Terrain Modeling Programs	\$30
Engineering Programs/Digitizing	\$25

SURVEYING SERVICES

See survey-specific Schedule of Fees and Conditions

SUBCONTRACTOR/SUBCONSULTANT COSTS

All subcontracted services including lab tests and analyses, borings, test pits, report reproduction, outside computer services, surveying, etc., will be billed at cost plus 15%.

IN-HOUSE LABORATORY TESTS

Laboratory testing will be billed at unit rates depending on the type of test. A schedule of unit prices for standard laboratory tests will be furnished upon request. Engineering soil and/or rock samples will be stored for 90 days without charge and will be discarded, or returned to the client, unless otherwise requested by the client. Sample storage past 90 days will be billed at \$10.00 per box per month.

HEALTH AND SAFETY AND OTHER SPECIAL FIELD EQUIPMENT

Special equipment such as nuclear densitometers, seismographs, load test equipment, surveying equipment, disposable protective equipment, and respirator cartridges will be billed on a daily rate. PID's and similar safety and/or monitoring equipment will be billed on daily, weekly or monthly rates. A rate schedule will be provided upon request.

OTHER EXPENSES

All expenses incurred for special supplies, plan reproduction, long distance communications, travel and subsistence and other project related expenses will be billed at cost plus 10%. Car mileage is billed at current IRS rates.

PREVAILING WAGE

If applicable, prevailing wage premium will be added to the rates stated above.

TERMS

Invoices are payable within 30 days. Service charge of 1.5% /mo. will be imposed on all bills not paid w/in 30 days. If a bill remains unpaid after 60 days, we will discontinue our work until payments are received to bring your account current. We reserve the right to terminate an account without notice for non-payment.

EXHIBIT E - SUB-CONSULTANT PROPOSALS



January 5, 2024

Paul Curtis and Emily Wheeler
ARC Architects
119 S Main St, Suite 200
Seattle, WA 98104

Thank you for the invitation to join your team working with the Northshore Parks and Recreation Service Area to find a site for a new Youth Community Center.

I have 20 years experience as a land broker in the Greater Seattle Area and can help you identify and compare land parcels for sale, appropriate pricing, market analysis and acquisition strategy.

Please see my proposal below for the estimated hours and scope I can provide for this project. If you have any questions please contact me directly at 206-235-6925 or email me at eva@infinitiRED.com.

Land Search and Market Research		
Estimates	Hours	Fee
Orientation & Meetings	5	\$400
Land Search on Market	10	\$800
Comparative Market Analysis	10	\$800
Off-Market Land Search	10	\$800
Acquisition Analysis	5	\$400
Billing is on a time and materials basis. Travel costs not included. Hourly rate \$80/hr. Invoices paid monthly within 10 business days.		
Total		\$3200



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Seattle, WA 98109
220 NW 8th Ave
Portland, OR 97209

206 259 2990
www.dccost.com
WBE WOSB SCS

December 14, 2023

Paul Ross Curtis
ARC Architects
119 S Main St, Suite 200
Seattle, WA 98104

RE: Northshore Parks & Recreation, Youth Community Center (NPRSA) Feasibility Study

FP-WA-2023-0259

Dear Paul Ross Curtis,

Thank you for inviting our team to submit a proposal for Cost Consulting services on this project.

My understanding of the scope of services to be provided is incorporated into the attached assumptions as detailed in Schedule 1. The proposed fees in Schedule 2 assume these terms & conditions will be in effect for the provision of our services, and we reserve the right to adjust our fee should these be changed, or should we be required to execute a different contract between us.

I look forward to the opportunity of assisting you on this particular project. If you have any questions regarding these fees or the scope of our services, please do not hesitate to contact me. If you are in agreement with the scope, fees, and contract terms, please sign as indicated, retain a copy, and return the signed copy.

Sincerely,

A handwritten signature in black ink, appearing to read 'TD', with a long horizontal flourish extending to the right.

Trish Drew, CPE, LEED AP
Managing Director

SCHEDULE 1

DCW COST MANAGEMENT, LLC's Basic Services

Project Description:

We understand that the project comprises cost planning for the Northshore Parks & Recreation, Youth Community Center (NPRSA) Feasibility Study located in northern King County, area not decided. The cost study scope of work includes costing the Task 8 documents.

The intended design package consists of developing capital and operational cost analysis for a new youth community center in northern King County. The project consists of a needs assessment and feasibility study. Our scope would include cost analysis for the concept plans including funding strategies and potential revenue streams.

Detailed Scope of Work:

Task 1 Feasibility Study

- Prepare an opinion of probable construction costs on an elemental basis assessing specific deficiencies within an existing structure. During this stage includes all elements as necessary for a complete cost estimate. The cost estimate will be prepared in Unifomat II component format.
- Prepare a single revision to the opinion of probable construction cost after review and commentary by the team. Further revision requests are not included and may require additional fee.
- Up to three team and client meetings are included during this phase.

SCHEDULE 2

EXHIBIT E - SUB-CONSULTANT PROPOSALS

December 14, 2023

Fee Schedule

Fee Breakdown

	HRS	RATE	SUM
Task 1	50	\$170	\$8,500.00
SUM Total	50		\$8,500.00

The services in the scope of work (Attachment 1) will be performed on an **Hourly Basis NTE (not to exceed)** the amount of **\$8,500**.

The fees are valid for ninety days from the date of this proposal. Should any of the above tasks be deleted from our scope of services, we reserve the right to adjust the above fees, to reflect possible resultant changes to the scope of the remaining service.

The fee assumes that drawings, specifications, and reports required for the performance of our work will be provided electronically, at no cost to DCW Cost Management, LLC. Should you require printed copies of our opinions of probable construction cost, this fee assumes that we will provide a maximum of six copies of each report.

(end of page)

SCHEDULE 3

DCW COST MANAGEMENT, LLC Current Hourly Rate Schedule

All other services not detailed above, including additional estimates, further revisions to completed estimates, use of different estimating formats, additional meeting attendance, value engineering, reconciliation with cost estimates prepared by other parties beyond that specifically included above, or bidding and construction phase services will be considered additional services. Unless otherwise agreed prior to the work being carried out, our fees for any additional services will be based on time expended at our normal billing rates prevailing at the time the work is carried out. Currently, these hourly rates are:

	<u>Bill Rate</u>
Directors	\$180.00
Specialists	\$170.00- \$180.00
Cost Estimators*	\$160.00 - \$150.00
Clerical	\$105.00
Deposition and Trial	Additional 50%

*Primary work performed by Cost Estimators

Confirmation of Agreement: This letter correctly sets out the scope and fees to be provided by DCW Cost Management, LLC for the proposed project.

DCW COST MANAGEMENT, LLC.

Client: ARC Architects

DATE: 12/14/2023

DATE:

By: Trish Drew

By: Paul Ross Curtis

Its: Managing Director

Its: Principal



EXHIBIT E - SUB-CONSULTANT PROPOSALS

Standard assumptions:

Materials will be developed in English only

Materials will be delivered electronically, unless otherwise specified

Each deliverable will have up to two (2) rounds of review

PRR will develop materials as specified below and Northshore Parks and Rec staff will distribute materials and engage directly with community members

Northshore Parks and Rec staff will summarize each engagement and share with PRR to be incorporated in the final report

Phase 1, Task 1: Kickoff and review

Attend on-boarding kickoff meeting and review past engagement efforts. Assumes two (2) PRR staff will attend kickoff meeting; assumes kickoff meeting is held virtually and is no more than two (2) hours in length. Assumes Northshore Parks and Rec provides documentation from up to five (5) past engagement efforts. Review of past engagement efforts will be summarized in a short memo.

Assumptions:

- Meeting will be held virtually
- Meeting is up to two (2) hours in length
- Up to two (2) PRR staff attend kick off meeting
- Northshore Parks and Rec staff provide documentation from past engagement efforts, up to five (5)

Deliverables:

- Past engagement summary memo

Fee: \$5,100

Phase 1, Task 3: Planning and materials development, program survey

Develop a concise, actionable community engagement plan that includes engagement goals, strategies, key messages, and roles and responsibilities. After engagement plan is finalized, develop a project fact sheet (up to one 8.5x11 page, front and back). Fact sheet will be updated up to three (3) times. Updates will be text updates to roughly 25% of text and include swapping out images.

Develop one (1) survey plan to establish process for fielding and analyzing project surveys; survey plan will be used for each community survey. Develop and program initial community survey. Survey will include up to 20 multiple choice questions (including demographic questions) and one open-ended question and will be live for no more than four (4) weeks. Northshore Parks and Rec staff will promote the survey using the fact sheet and other outreach strategies as noted in the community engagement plan. PRR staff will analyze the survey and develop a survey report. If more than 50 open-ended

EXHIBIT E - SUB-CONSULTANT PROPOSALS

responses are received, PRR staff may use random sampling of open-ended responses for analysis purposes. All open-ended responses will be saved and included as an appendix to the survey report.

Assumptions:

- Northshore Parks and Rec provides a community engagement plan template, if available
- Community engagement plan is no more than 10 pages in length
- Community engagement plan includes up to two (2) collaborative work meetings with Northshore Parks and Rec staff, held virtually
- Fact sheet is up to one (1) 8.5x11 piece of paper, front and back
- Fact sheet is updated no more than three (3) times during the project; updates are to approximately 25% of text and maintain layout but change out images
- Survey plan is no more than five (5) pages in length
- Survey is programmed using an existing PRR survey platform
- Survey is live for no more than four (4) weeks
- Survey is up to 20 multiple choice and one (1) open-ended question
- Northshore Parks and Rec staff will promote the survey
- If more than 50 open-ended responses are received, PRR staff may use random sampling of open-ended responses for analysis purposes
- All open-ended responses will be saved and included as an appendix to the survey report
- Materials and engagement plan have up to two (2) rounds of review

Deliverables:

- Community engagement plan (1)
- Project fact sheet (1) and updates (3)
- Survey plan (1)
- Draft and final survey questions
- Survey raw responses delivered at the end of survey collection
- Draft and final survey report

Fee: \$15,300

Phase 1, Task 4: Site options survey

Program and field a site options survey. Survey will use the survey plan developed during task 3. Survey will include up to 20 multiple choice questions (including demographic questions) and one open-ended question and will be live for no more than 4 weeks. Northshore Parks and Rec staff will promote the survey using the updated fact sheet and other outreach strategies as noted in the community engagement plan. PRR staff will analyze the survey and develop a survey report. If more than 50 open-ended responses are received, PRR staff may use random sampling of open-ended responses for analysis purposes. All open-ended responses will be saved and included as an appendix to the survey report.

Assumptions:

- Survey plan from task 3 is re-used
- Survey is programmed using an existing PRR survey platform

EXHIBIT E - SUB-CONSULTANT PROPOSALS

- Survey is live for no more than four (4) weeks
- Survey is up to 20 multiple choice and one (1) open-ended question
- Northshore Parks and Rec staff will promote the survey
- If more than 50 open-ended responses are received, PRR staff may use random sampling of open-ended responses for analysis purposes
- All open-ended responses will be saved and included as an appendix to the survey report
- Materials and engagement plan have up to two (2) rounds of review

Deliverables:

- Draft and final survey questions
- Survey raw responses delivered at the end of survey collection
- Draft and final survey report

Fee: \$7,000

Phase 2, Task 7: Preferred option survey

Program and field a preferred option. Survey will use the survey plan developed during task 3. Survey will include up to 20 multiple choice questions (including demographic questions) and one open-ended question and will be live for no more than 4 weeks. Northshore Parks and Rec staff will promote the survey using the updated fact sheet and other outreach strategies as noted in the community engagement plan. PRR staff will analyze the survey and develop a survey report. If more than 50 open-ended responses are received, PRR staff may use random sampling of open-ended responses for analysis purposes. All open-ended responses will be saved and included as an appendix to the survey report.

Assumptions:

- Survey plan from task 3 is re-used
- Survey is programmed using an existing PRR survey platform
- Survey is live for no more than four (4) weeks
- Survey is up to 20 multiple choice and one (1) open-ended question
- Northshore Parks and Rec staff will promote the survey
- If more than 50 open-ended responses are received, PRR staff may use random sampling of open-ended responses for analysis purposes
- All open-ended responses will be saved and included as an appendix to the survey report
- Materials and engagement plan have up to two (2) rounds of review

Deliverables:

- Draft and final survey questions
- Survey raw responses delivered at the end of survey collection
- Draft and final survey report

Fee: \$7,000

Phase 2, Task 9: Report

Up to 10 hours to support outreach portions of the final report.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Assumptions:

- PRR support may include drafting or reviewing the report
- Survey reports may inform content of the final report

Deliverables:

- Up to 10 hours of report writing/editing support

Fee: \$1,900

Project management

PRR will attend monthly team meetings with the full project team, community engagement coordination meetings, and internal team coordination meetings. PRR will prepare monthly progress reports, eight (8) total. All project coordination and communication fall under this task.

Assumptions:

- Team meetings will be held virtually
- Project duration is eight (8) months

Deliverables:

- Progress reports

Fee: \$13,500

Website options

Website option 1: Content only

PRR will develop content for a project website and up to three (3) updates, with up to two (2) graphics each time for a total of eight (8) graphics. Northshore Parks and Rec will program and host the website.

Assumptions:

- Content will be in English only
- Content is up to two pages of text each time
- Northshore Parks and Rec will program and host the website

Deliverables:

- Web text and up to three (3) updates
- Up to two (2) graphics per web update, eight (8) total

Fee: \$14,100

Website option 2: Hosting through Social Pinpoint

PRR will develop content, program, and host a project website with up to three (3) updates, with up to two (2) graphics each time for a total of eight (8) graphics. Website will be live for six (6) months.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Website will be hosted through Social Pinpoint. At project completion, Social Pinpoint site will be exported as a PDF for future Northshore Parks and Rec use.

Assumptions:

- Content will be in English only
- Content is up to two pages of text each time
- Northshore Parks and Rec will program and host the website
- PRR will pay Social Pinpoint license and hosting fees

Deliverables:

- Web text and up to three (3) updates
- Up to two (2) graphics per web update, eight (8) total
- PDF of each web update, four (4) total

Fee: \$40,600

Website option 3: Hosting through custom build

PRR will develop content, program, and host a project website with up to three (3) updates, with up to two (2) graphics each time for a total of eight (8) graphics. Website will be live for six (6) months. Website will be custom built by PRR developers. At project completion, website will be exported as a PDF for future Northshore Parks and Rec use.

Assumptions:

- Content will be in English only
- Content is up to two pages of text each time
- Northshore Parks and Rec will program and host the website
- PRR will pay hosting fees

Deliverables:

- Web text and up to three (3) updates
- Up to two (2) graphics per web update, eight (8) total
- PDF of each web update, four (4) total

Fee: \$52,000

Scope of Services

Immersion

B*K will participate in kick-off meetings to discuss goals and objectives identified with the project. Subsequent to the kick-off meeting B*K will develop an information request. That information request will identify the documents needed to complete the Market Analysis and Operation Assessment.

- Establish lines of communication
- Confirm schedule
- Discuss project goals
- Previous or on-going planning efforts
- Compensation rates (full-time and part-time)

Market and Needs

B*K will conduct a market assessment for the study with projections for population, new participation statistics and development of service areas.

- Identify/Define service area
- Review demographic characteristics/community profile
 - Population/age range/household income
 - Population trends
 - Changing population trends that impact recreation
- Inventory of facilities and programs
- Review and analyze existing programs/services
 - Review existing master plan/existing studies
 - Review existing recreation program statistics
 - Demand for programs/services
- Competitive market analysis
 - Alternative service providers
 - Facilities and services offered
 - Operational structure
 - Rate structure
- Comparison with national, regional and local participation statistics
 - NSGA standards
 - Potential participation levels
 - Facility and program trends
- Market segment determination and analysis
 - Determination of user groups
 - Impact of user group needs on facility component listing
- Market conclusions



Outreach

Participate stakeholder meetings (in-person or virtual)

- Youth Athletic Associations
- Other Groups
 - City/County Officials
 - Parks and Recreation District
 - School District
 - Elected Officials
 - Potential Partners

Programming

- Project component recommendation/prioritization
 - Determine sizing and space allocation requirements
 - Component relationships and interaction
- Development of program statement consensus

Operations Plan

- Operating structure and parameters
 - Philosophy of operation
 - Priorities of use
- Review fee structure
 - Admissions - Drop-in/multiple admissions/annual passes
 - Family, corporate, group rates
 - Rentals
- Sources of income
 - Identification and verification of revenue sources
- Develop operating cost impact for facility
 - Develop a line item budget
 - Personnel by position
 - Contractual services
 - Commodities
 - Debt Service
 - Capital replacement
- Develop revenue impact for facility
 - Admissions – daily/annual/multiple admissions
 - Programs and services
 - Rentals
 - Other revenue sources
- Revenue/expenditure comparisons
 - Cost recovery level
- Project recommendations/profitability of components
 - Marketing strategy
 - Program/service considerations



Fee Proposal

- Hourly Rates
 - \$225 Principal
 - \$200 Senior Associate
 - \$175 Associate
- Day Rate
 - \$1,650

Study Elements	BK Fees	
Phase 1		
Task 1 Immersion	\$ 2,500	
Task 2 Market and Needs	\$ 6,000	
Task 3 Outreach	\$ 3,500	
Task 3 Programming	\$ 5,000	
		\$17,000
Phase 2		
Task 8 Operations Plan	\$11,000	
Task 9 Final Report	\$ 1,000	
		\$12,000
Sub-Total		<u>\$29,000</u>

Reimbursable Expenses: Reimbursable travel expenses are not included in the project cost summary for personnel. Travel costs vary and B*K will try to minimize travel costs as much as possible, including combining clients during the same trip to share/reduce the cost of travel. It is estimated that this scope of work will require 2 trips @ \$2,500 for reimbursable travel costs. An additional trip, if needed, can be scheduled for only the direct travel cost.

Total Project Not to Exceed **\$33,000**



1101 South Fawcett Avenue, Suite 200
Tacoma, Washington 98402
253.383.4940

December 15, 2023

ARC Architects, Inc.
119 South Main Street, Suite 200
Seattle, Washington 98104

Attention: Paul Curtis

Subject: Proposal
Wetland Assessment Services
Northshore Parks and Recreation Service Area
Youth Community Center Feasibility Study
King County, Washington
File No. 27182-001-00

INTRODUCTION AND PROJECT UNDERSTANDING

GeoEngineers, Inc. (GeoEngineers) is pleased to present this proposal for wetland assessment services to support a feasibility study for the Northshore Parks and Recreation Service Area. Our understanding of the project is based on information provided in the project request for qualifications and our conversations with you. We understand that the project consists of developing a feasibility study for a youth community center to be located in northern King County. The purpose of our services is to identify and assess wetland areas at the site; and provide consultation regarding development in or adjacent to these critical areas.

SCOPE OF SERVICES

The sections below summarize our scope of services to support this project.

Task 100—Wetland Assessment Services

1. Review publicly available wetland and soil mapping information that may indicate likely occurrences of wetlands at the site.
2. Review appropriate city and/or King County (County) code requirements for wetland protection and wetland buffers to identify buffer requirements and restricted activities in buffers.
3. Complete a site reconnaissance to review and verify general wetland locations. At this time the site locations have not been identified, but we understand there could be three (3) sites in various locations in north King County.



4. Gather field observations on wetland conditions that contribute to wetland classification and rating. Estimate the anticipated wetland classification for each wetland identified based on professional judgement.
5. Prepare a map illustrating approximate wetland locations and estimated buffers based on our observations, preliminary wetland classification, and review of the municipal code. This map will also likely utilize Light Detection and Ranging (LiDAR) and other mapped sources.
6. Document the results of our data review, field observations, mapping, and code requirements in a wetland verification memorandum for use by the team. This will include a general description of restricted and allowed uses in wetlands/buffers, wetland/buffer mitigation requirements, permitting requirements, and potential for on-site wetland/buffer mitigation.
7. Provide ongoing consultation during the feasibility process. We expect that this will consist of corresponding with team members via phone and email. We have budgeted up to 4 hours of Senior Scientist time for this task.

Task 100 Assumptions

- Our scope of services does not include formal wetland delineation; we will not prepare wetland determination datasheets/forms, mark the wetland boundaries, or produce a survey-ready wetland delineation for this phase of the project.
- Our scope of services does not propose formal wetland rating forms but instead relies on professional judgment to identify the approximate wetland categorization.
- This scope is for one wetland biologist to visit each site. Since site locations and areas are not known at this time, we are assuming each site will take 8 hours to complete the site visit (24 hours total).

SCHEDULE, TERMS, AND BUDGET

We anticipate that our wetland delineation fieldwork can be completed within 4 weeks of receiving authorization. Our associated reports can be provided within 4 weeks of completing the fieldwork.

We propose that our services be completed in accordance with the terms described in our General Conditions, which are attached and form a part of this proposal. Please review our General Conditions carefully and advise us if you have any questions or desire to modify the terms of our agreement.

Our fee to complete the scope of services described above will be determined on a time-and-expense basis in accordance with the attached Schedule of Charges.

The total fee for the services described above is \$9,800. Table 1 below provides a breakdown of the estimated fee for each task. We will not exceed this fee without first notifying you of the necessary changes to our scope. We will not proceed with a scope change without first consulting you and obtaining your approval.



TABLE 1. FEE SUMMARY—WETLAND ASSESSMENT SERVICES

Task 100	Estimated Fee
Data Review, Code Review and Site Reconnaissance	\$5,700
Wetland Memorandum	\$3,000
Meetings	\$1,100
Fee Total	\$9,800

There are no intended third-party beneficiaries arising from the services described in this proposal and no party other than the party executing this proposal shall have the right to legally rely on the product of our services without prior written permission of GeoEngineers.

This proposal is valid for a period of 60 days commencing from the first date listed above and subject to renegotiation by GeoEngineers, Inc., after the expiration date.



EXHIBIT E - SUB-CONSULTANT PROPOSALS

We appreciate the opportunity of submitting this proposal and look forward to working with you on this project. Please call if you have any questions regarding the scope of services or other aspects of this proposal. Authorization to proceed may be indicated by returning one copy of the proposal signed in the space below.

Sincerely,
GeoEngineers, Inc.



Jennifer L. Dadisman
Senior Biologist



Joseph O. Callaghan
Principal Scientist

JLD:JOC:tlm

Attachments:

General Conditions - Standard 2021 (rev. 07.22.21)

Schedule of Charges – GeoEngineers Standard 2023

One copy submitted electronically

The parties hereto have made, executed and agreed to this Agreement as of the day and year first above written. By signature below, Client accepts the scope of services and all terms described herein. In addition, Client's signature shall constitute as authorization to proceed on the date listed below Client's printed/typed name unless such authorization has been otherwise provided in writing.

Arc Architects, Inc.	
ORGANIZATION	* SIGNATURE
DATE	TYPED OR PRINTED NAME

Proprietary Notice: The contents of this document are proprietary to GeoEngineers, Inc. and are intended solely for use by our clients and their design teams to evaluate GeoEngineers' capabilities and understanding of project requirements as they relate to performing the services proposed for a specific project. Copies of this document or its contents may not be disclosed to any other parties without the written consent of GeoEngineers.

Disclaimer: Any electronic form, facsimile or hard copy of the original document (email, text, table, and/or figure), if provided, and any attachments are only a copy of the original document. The original document is stored by GeoEngineers, Inc. and will serve as the official document of record.

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GENERAL CONDITIONS

Definitions

The words and phrases listed below have the following meanings when used in this Agreement:

“Agreement” means the complete agreement between Client and GeoEngineers, and consists of all of the following: 1) The Services Agreement or Proposal, including the Scope of Services contained within it; 2) These General Conditions and its attached Schedule of Charges, as applicable; 3) Any documents expressly incorporated by reference into the Services Agreement, Proposal or General Conditions; 4) Any modifications to this Agreement, if mutually agreed to by the parties in writing.

“Client” means the individual(s) or entity that has entered into this Agreement with GeoEngineers.

“GeoEngineers” means GeoEngineers, Inc., a Washington corporation, and any of its employees, officers and directors. GeoEngineers is sometimes referred to as “us,” “we” or “our” throughout this Agreement.

“Hazardous Materials” means any toxic substances, chemicals, radioactivity, pollutants or other materials, in whatever form or state, known or suspected to impair the environment in any way whatsoever. Hazardous Materials include, but are not limited to, those substances defined, designated or listed in any federal, state or local law, regulation or ordinance concerning hazardous wastes, toxic substances or pollution.

“Scope of Services” means the sum total of all of our activities and all of the Instruments of Service undertaken or provided pursuant to this Agreement.

“Excluded Services” means those services that we are not providing under this Agreement, which includes any services recommended to Client and which Client chooses not to include in our Scope of Services.

Integrated Written Agreement

This Agreement represents the entire and integrated agreement between Client and GeoEngineers and supersedes all prior communications, negotiations, representations or agreements, either written or oral between the parties. No agreement or understanding varying or extending this Agreement shall bind either party, other than by a subsequent written agreement, signed by Client and GeoEngineers.

GeoEngineers has made no promise or inducements to Client to enter into this agreement other than what is explicitly provided in the agreement. Client is not relying on any representations made by GeoEngineers outside of those embodied in this Agreement.

Conflicts

Any alteration to these General Conditions or appended terms and conditions by Client shall be void and not included as part of this Agreement unless mutually agreed to in writing by both parties. In the event of conflict between these General Conditions and any terms appended by the Client that are agreed to by the parties, the terms of these General Conditions shall prevail.

Standard of Care and Warranty Disclaimer

GeoEngineers will endeavor to perform its professional services with that degree of care and skill ordinarily exercised under similar conditions by professional consultants practicing in the same discipline at the same time and location. No warranty or guarantee, either express or implied, is made or intended by this Agreement or by any report, opinion, or other Instrument of Service provided pursuant to this Agreement.

Client Furnished Information and Obligations

Client will provide GeoEngineers with the following: a description of the property; the locations of any underground utilities, facilities or structures on or adjacent to the property which could impact our work; and the nature and location of any known or suspected hazardous materials that may exist on the property. Client understands that GeoEngineers is not responsible for damages to underground utilities, facilities or structures known by Client to exist and not specifically or correctly identified to us, and Client agrees to indemnify GeoEngineers for these damages to the extent provided in the INDEMNIFICATION section of these

GENERAL CONDITIONS. GeoEngineers is neither responsible nor liable for the creation, existence, or presence of any hazardous materials, including asbestos, present at the work site prior to or during the performance of this Agreement, except any hazardous materials generated solely by us, our agents or subcontractors.

Additionally, the Client shall furnish, at the Client's expense, all information, requirements, reports, data, surveys, and instructions required by this Agreement. GeoEngineers may use such information, requirements, reports, data, surveys and instructions in performing the services and is entitled to rely upon their accuracy and completeness.

Permits and Agency Arrangement

If included in the Scope of Services, GeoEngineers will assist Client in applying for necessary permits and licenses. Client may, upon written acceptance by GeoEngineers, designate GeoEngineers as its agent for the purposes of drafting permit and/or license applications. GeoEngineers' agency authority under this arrangement shall be limited solely to the completion and submission of the permit and/or license applications. GeoEngineers will rely upon data collected by and information provided by Client in preparing the applications. GeoEngineers shall not be responsible for errors or inaccuracies contained in data and information supplied by Client. Client shall assume full responsibility for reviewing, understanding and signing all permit and license applications drafted by GeoEngineers.

GeoEngineers cannot and does not guarantee that permits or approvals will be issued by the governing authorities, and will not be subject to any claims, losses or damages allegedly incurred as a result of Client's failure to obtain the necessary permits and approvals.

Client waives any claim against GeoEngineers relating to errors or inaccuracies in data and information provided by Client and permit-related project delays caused by other parties, including, but not limited to Client, project opponents, and permitting or licensing agencies.

Rights of Entry

Unless otherwise agreed to in writing, Client will provide for right of entry and any authorizations needed for us to enter upon property to perform our Services under this Agreement.

Surface and Subsurface Disturbance

GeoEngineers will take reasonable precautions to minimize surface and subsurface disturbance. However, in the normal course of exploratory work some surface disturbance may occur, the restoration of which is not part of this Agreement unless specifically included in our Scope of Services.

Discovery of Hazardous Materials

“Unanticipated hazardous materials” are any hazardous materials that may exist at the project site, but which this Agreement does not identify as present and whose existence is not reasonably anticipated. The discovery of unanticipated hazardous materials will constitute a changed condition that will require renegotiation of the Scope of Services or termination of this Agreement.

The discovery of unanticipated hazardous materials may necessitate that we take immediate protective measures. If we discover unanticipated hazardous materials, we will notify Client as soon as practicable. Based on our professional judgment, we may also implement protective measures in the field. Client will pay the cost of any such additional protective measures.

Client is responsible for reporting releases of hazardous substances to appropriate government agencies as required by law.

Client waives any claim against GeoEngineers relating to the discovery of unanticipated hazardous materials and will indemnify GeoEngineers to the extent provided in the INDEMNIFICATION section of these GENERAL CONDITIONS.

Off-site Disposal of Hazardous Materials

Client acknowledges that GeoEngineers is not and shall not be required to be in any way an ‘arranger’, ‘operator’, or ‘transporter’ of hazardous materials present or near the project site, as these terms are defined in applicable Federal or State

Statutes. In addition, Client shall sign all manifests for the disposal of substances affected by regulated contaminants.

However, if the parties mutually agree that GeoEngineers sign such manifests and/or to hire for Client a contractor to transport, treat, or dispose of the hazardous materials, GeoEngineers shall do so only as Client's agent. Client agrees to defend, indemnify, and hold harmless GeoEngineers, its officers, directors, employees and agents from any claim, suit, arbitration, or administrative proceeding, damages, penalties or liability that arise from the executing of such manifests on Client's behalf.

Further, GeoEngineers will, at Client's request, help Client identify appropriate alternatives for off-site treatment, storage, or disposal of such substances, but GeoEngineers shall not make any independent determination about the selection of a treatment, storage, or disposal facility.

Unanticipated and Changed Conditions

Actual subsurface conditions may vary from those encountered at the specific locations where GeoEngineers conducts its surveys or explorations. We can only base our site data, interpretations and recommendations on information reasonably available to us. Practical and reasonable limitations on available data will result in some level of uncertainty, and therefore risk, with respect to the interpretation of environmental, geological and geotechnical conditions even when we have followed the standard of care.

The discovery of unanticipated or changed conditions may require renegotiation of the Scope of Services or termination of services. GeoEngineers reserves the right to solely determine the continued adequacy of this Agreement in light of any discovery of conditions that were not reasonably anticipated or known at the time of this Agreement. If we determine that renegotiation is necessary, GeoEngineers and Client will in good faith enter into renegotiation of this Agreement to permit us to continue to meet Client's needs. If Client and GeoEngineers cannot agree on new terms, we reserve the right to terminate this Agreement and receive payment from Client for all services performed and expenses incurred up to and including the date of termination. Underground utilities that are not properly indicated on plans and specifications provided to GeoEngineers by others or not reasonably located by the utility owner will be considered a changed condition under this clause.

Site Safety

GeoEngineers will maintain a safety program for our employees. GeoEngineers specifically disclaims any authority or responsibility for general job site safety and for the safety of persons who are not employed by us. GeoEngineers is not responsible for the job safety or site safety of the general project and is not responsible for compliance with safety programs and related OSHA and state regulations that apply to other entities or persons. Client is independently responsible for requiring that its construction or remediation contractors take responsibility for general job site safety.

Construction and Remediation Observation

The conclusions and recommendations for construction or remediation in our reports are based on limited sampling and the interpretations of variable subsurface conditions. Therefore, our conclusions and recommendations shall be deemed preliminary unless or until we are requested by Client to validate our assumptions and finalize our conclusions and recommendations by reviewing preconstruction design documents and observing actual construction or remediation activities on site. If our Scope of Services does not include preconstruction plan review and construction/remediation observation, then any reliance by Client or any other party on our preliminary assumptions, conclusions or recommendations is at the risk of that party and without liability to GeoEngineers.

Our job site activities do not change any agreement between Client and any other party. Only Client has the right to reject or stop work of its contractors or agents. Our presence on site does not in any way guarantee the completion, quality or performance of the work by any other party retained by Client to provide field or construction/remediation services. We are not responsible for, and do not have control or charge of, the specific means, methods, techniques, sequences or procedures selected by any contractor or agent of Client or any third party to this Agreement.

Further, a duty to provide contract administration or contract management services may not be imputed from GeoEngineers' professional actions or affirmative conduct when on the job site.

Sample Retention and Disposal

We will discard nonhazardous samples 60 days after they are obtained, unless Client makes prior arrangements to store or deliver the samples. Samples containing hazardous materials regulated under federal, state or local environmental laws are the property and responsibility of Client. Client will arrange for lawful disposal, treatment and transportation of contaminated samples at Client's expense, unless Client makes other written agreements regarding their disposal.

Identification of Other Contaminants

Sampling and Analysis Plans (SAPs) typically specify the contaminants of interest (COIs) on a site and the standard EPA/state agency analytical methods (Standard Methods) to be used by laboratories for determining the estimated concentration of such COIs in soil and water samples. GeoEngineers' instructions notwithstanding, application of Standard Methods by an analytical laboratory may occasionally result in the inadvertent identification of contaminants that are not COIs. If in the course of GeoEngineers' laboratory data validation review non-COI contaminants are identified with COI-equivalent data quality and analytical values at or above regulatory action levels, GeoEngineers will disclose such results to Client with appropriate recommendations, which may include recommendations for reporting to regulatory agencies. Client actions subsequent to any such disclosure shall be at Client's sole risk, and Client shall indemnify and hold harmless GeoEngineers from any claims, liabilities, damages or costs arising from the discovery of regulated non-COIs to the extent provided in the INDEMNIFICATION SECTION in these GENERAL CONDITIONS.

Confidential Information

Unless otherwise agreed to in writing by the parties, each party expressly undertakes to retain in confidence, and to require its employees and consultants to retain in confidence, all data and/or information of the other party that is not generally known to the public, whether of a technical, business or other nature, that has been identified as being proprietary and/or confidential or that by the nature of the circumstances surrounding the disclosure reasonably ought to be treated as proprietary and confidential ("Confidential Information"). Each party agrees not to use the Confidential Information of the other party except pursuant to this Agreement. The receiving party will not disclose any item of Confidential Information to any person other than its employees, agents or contractors who need to know the same in the performance of their duties except as may be required by law or judicial order. The receiving party will protect and maintain the confidentiality of all Confidential Information of the disclosing party with reasonable care, including but not limited to informing all employees, agents or contractors to whom Confidential Information is disclosed of the confidentiality obligations imposed by this Agreement. Confidential Information does not include any data or information which the receiving party can prove (a) was in the receiving party's lawful possession prior to its disclosure by the disclosing party; (b) is later lawfully obtained by the receiving party from a third party without notice to the receiving party of any obligation of confidentiality or other restrictions with respect to use thereof; (c) is independently developed by the receiving party; (d) is, or later becomes, available to the public through no breach of an obligation of confidentiality by the receiving party; or (e) is approved for disclosure in writing by the disclosing party. Notwithstanding the foregoing, GeoEngineers may use the Client's name and logo in connection with identifying its prior customers and projects. Data and/or information that is disclosed due to a party's computer systems being hacked or through other such improper or illegal cyber conduct, including but not limited to phishing and viruses, shall not be considered a disclosure under this paragraph.

Instruments of Service and Proprietary Methodologies

Reports, field data, laboratory data, analyses, calculations, estimates, designs and other documents prepared by GeoEngineers are Instruments of Service and remain our property. We will retain final project records for a period of 20 years from completion of our services.

Neither Client nor any other party may modify or use the Instruments of Service for additions or alterations to this project, or for other projects, or otherwise outside the scope of this Agreement, without our prior written permission. GeoEngineers is not responsible for such modification or reuse (unless such modification or reuse is expressly authorized by GeoEngineers in writing). Client will defend, indemnify, and hold GeoEngineers harmless against any claims, damages, or losses relating to such modification or reuse to the extent of the INDEMNIFICATION section in these GENERAL CONDITIONS.

GeoEngineers grants Client a limited license to utilize its Instruments of Service for the purposes described in the scope of services, and for maintenance of the Project thereafter, subject to any limitations expressed in the Instruments of Service. GeoEngineers may withdraw or terminate that limited license at any time if Client fails to comply with this Agreement, including but not limited to the circumstance in which Client fails to timely pay outstanding invoices. In the event that GeoEngineers withdraws the limited license, Client herein acknowledges that Client is prohibited from using the Instruments of Service for any purpose from that date forward. GeoEngineers will not be responsible nor liable, and Client will hold GeoEngineers harmless for any damages or injury flowing, or allegedly flowing, from Client's inability to utilize the Instruments of Service as a result of the circumstances described herein. Client herein agrees that injunctive or other relief is appropriate if GeoEngineers believes that Client is utilizing the Instruments of Service in a manner contrary to this paragraph or as otherwise described in the preceding paragraphs under this Article titled "Instruments of Service and Proprietary Methodologies." This paragraph shall survive the termination of this Agreement.

GeoEngineers may provide Client with Instruments of Service that include pre-existing content or data which are generated at least in part by or derived from proprietary and or patented methodologies and systems. GeoEngineers may also apply proprietary and or patented methodologies and systems in fulfilling the terms of this agreement, and may also make temporarily available to Client a working knowledge of such proprietary and or patented methodologies and systems during the term of this agreement.

Notwithstanding anything to the contrary, GeoEngineers shall retain ownership over all intellectual property rights including, but not limited to, inventions, patents, copyrights, know how, trade secrets, and trademarks in such Instruments of Service and their associated data and in the proprietary and or patented methodologies and systems. Subject to full payment by Client to GeoEngineers of all amounts owed hereunder and the terms of any licensing agreement between the parties, GeoEngineers grants to Client a nonexclusive, nontransferable license to use the Instruments of Service. Client shall not distribute, rent, lease, service bureau, sell, sublicense, or otherwise transfer the Instruments of Service or their data or content, unless previously agreed to in writing by GeoEngineers, and shall not decompile, reverse engineer, disassemble, reverse translate, or in any way derive any trade secrets or source code from the Instruments of Service. Unless otherwise specified in writing between the parties, no such Client use of Instruments of Service shall give rise to any right in the Client to use the proprietary and or patented methodologies and systems referred to herein. During and only during the term of this agreement, GeoEngineers grants to Client a nonexclusive, nontransferable license to employ such proprietary and or patented methodologies and systems as have been disclosed to Client by GeoEngineers pursuant to fulfilling the terms of this agreement.

Data stored in electronic media format can deteriorate or be modified inadvertently or otherwise. When transferring documents in electronic media format, we make no representations as to long-term compatibility, usability, or readability of documents resulting from the use of software application packages, operating systems, or computer hardware differing from those used by us.

We shall not be responsible for any alterations, modifications or additions made in the electronic data by the Client or any reuse of the electronic data by the Client or any other party for this project or any other project without our consent. Client shall defend, indemnify and hold us harmless against any claims, damages or losses arising out of the reuse of the electronic data without our written consent and arising out of alterations, modifications, or additions to the electronic data made by anyone other than GeoEngineers to the extent of the INDEMNIFICATION section in these GENERAL CONDITIONS.

All documents, including the electronic files that are transferred by us to Client are Instruments of Service of GeoEngineers and created for this project only, and no representation or warranty is made, either express or implied, concerning the files and data.

Billing and Payment

We will bill for our services monthly. Payment is due on receipt of the invoice unless otherwise agreed to in writing. Client will notify GeoEngineers within 20 days of receipt of invoice of amounts in dispute. A service charge of 1-1/2% per month shall apply to any undisputed amounts that are more than 30 calendar days past due and amounts in dispute where Client has not notified GeoEngineers within the 20-day period. In addition to any past due amount, Client will pay all of our reasonable expenses necessary for collection of any past due amounts including, but not limited to, attorneys' fees and expenses, filing fees, lien costs

and our staff time. Collection efforts for past due amounts by GeoEngineers shall not be subject to the DISPUTES clause of these GENERAL CONDITIONS.

Payment of invoices shall not be subject to any discounts or set-offs by the Client, unless agreed to in writing by GeoEngineers. Payment to GeoEngineers for services rendered and expenses incurred shall be due and payable regardless of any subsequent suspension or termination of this Agreement by either party. Payment to GeoEngineers shall not be withheld, postponed or made contingent on the construction, completion or success of the project or upon receipt by the Client of offsetting reimbursement or credit from other parties.

Adjustment for Increased Costs

GeoEngineers reserves the right to invoice Client for additional charges incurred in the event of an unanticipated increase in project-related taxes, fees or similar levies; or if GeoEngineers must modify project-related services, facilities or equipment to comply with new laws or regulations or changes to existing laws or regulations that become effective after execution of this Agreement.

GeoEngineers revises its Schedule of Charges annually. Therefore, we reserve the right to modify our Schedule of Charges applicable to our services if performance of this Agreement extends beyond 12 months, or if changes in the project schedule result in our services extending into the next calendar year.

Scope of Services and Additional Services

Our engagement under this Agreement includes only those services specified in the Scope of Services. GeoEngineers has no duty to provide services beyond those explicitly described in the scope of services or as may be changed (provided that such changes do not materially change the original scope), or added via a signed directive by the Client, as described more fully in the next paragraph. Client understands and agrees that GeoEngineers' scope will not be expanded by, and no duties or responsibilities may be imputed from GeoEngineers' actions or affirmative conduct when on site.

If agreed to in writing by the Client and GeoEngineers, GeoEngineers shall provide the additional services which shall become part of the Scope of Services and subject to the terms of this agreement. Such services shall be paid for by the Client in accordance with GeoEngineers' then prevailing Schedule of Charges unless otherwise agreed to in writing by the parties.

Client agrees it will not hold us liable and expressly waives any claim against GeoEngineers for 1) not performing additional services that Client instructed us not to perform, 2) not performing additional services that were not specifically requested in writing by Client and agreed to by both parties, 3) not performing recommended additional services that Client has not authorized us to perform.

Termination of Services

Termination for Cause

Either party may terminate this Agreement upon at least seven (7) days written notice, in the event of substantial failure by the other party to perform in accordance with this Agreement through no fault of the terminating party. Such termination is not effective if the failure is cured before expiration of the period specified in the written notice. Upon termination for cause by either party, all invoices for services performed up to the date of termination are immediately due and payable.

Termination for Convenience

Either party may terminate this Agreement for convenience upon seven (7) days written notice to the other. In the event that Client requests early termination of our services for convenience, we reserve the right to complete such analyses and records as are necessary to place our files in order and to complete a report on the services performed to date. Charges for these termination activities are in addition to all charges incurred up to the date of termination. Upon termination for convenience by either party, all invoices for services performed up to the date of termination and termination fees defined herein are immediately due and payable.

Suspension of Services

If the project or GeoEngineers' services are suspended by the Client for more than thirty (30) calendar days, consecutive or in the aggregate, over the term of this Agreement, GeoEngineers shall be compensated for all services performed and reimbursable expenses incurred prior to the receipt of notice of suspension. In addition, upon resumption of services, the Client shall compensate GeoEngineers

for expenses incurred as a result of the suspension and resumption of its services, and GeoEngineers' schedule and fees for the remainder of the project shall be equitably adjusted.

If GeoEngineers' services are suspended for more than ninety (90) days, consecutive or in the aggregate, GeoEngineers may terminate this Agreement subject to the terms in the "Termination for Convenience" clause.

If Client is in breach of the payment terms, states their intention not to pay forthcoming invoices, or otherwise is in material breach of this Agreement, GeoEngineers may suspend performance of services upon five (5) calendar days' notice to Client or terminate this Agreement according to the "Termination for Cause" clause. In the event of suspension, GeoEngineers shall have no liability to the Client, and the Client agrees to make no claim for any delay or damage as a result of such suspension caused by Client's breach of this Agreement. In addition, we may withhold submittal of any work product if Client is in arrears at any time during the performance of services under this Agreement. Upon receipt of payment in full of all outstanding sums due from Client, or curing of such other breach which caused GeoEngineers to suspend services, GeoEngineers shall resume services and submit any withheld work product, and there shall be an equitable adjustment to the remaining project schedule and fees as a result of such suspension. Any suspension by GeoEngineers exceeding 30 calendar days shall, at GeoEngineers' option, make this Agreement subject to renegotiation or termination according to the "Termination for Cause" clause in this Agreement.

In the event Client has paid a retainer to GeoEngineers, GeoEngineers shall be entitled to apply the retainer to cover any sums due from Client up to the date of suspension. Prior to resuming services after such suspension, Client shall remit to GeoEngineers sufficient funds to replenish the retainer to its full prior amount.

Delays

The Client agrees that GeoEngineers is not responsible for damages arising directly or indirectly from any delays for causes beyond GeoEngineers' control. Such causes include, but are not limited to, strikes or other labor disputes, epidemics, quarantine restrictions, severe weather disruptions, fires, floods, earthquakes, tidal waves, riots, terrorist acts, freight embargoes, insurrections, wars, or other natural disasters, emergencies, or acts of God; failure of any government agency to act in a timely manner, failure of performance by the Client or the Client's Contractors or other Consultants; or unanticipated discovery of any hazardous materials or differing site conditions. In addition, if the delays resulting from any such causes increase the cost or time required by GeoEngineers to perform its services in an orderly and efficient manner, GeoEngineers shall be entitled to an equitable adjustment in schedule and/or compensation.

Indemnification

GeoEngineers will indemnify and hold the Client harmless from and against any claims, liabilities, damages and costs (including reasonable attorney fees and costs of defense) arising out of death or bodily injury to persons or damage to property to the extent proven to be caused by or resulting from the sole negligence of GeoEngineers, its agents or its employees. For any such claims, liabilities, damages or costs caused by or resulting from the concurrent negligence of GeoEngineers and other parties, including the Client, the duty to indemnify shall apply only to the extent of GeoEngineers' proven negligence.

The Client will defend, indemnify and hold GeoEngineers, including its subsidiaries and affiliates, harmless from and against any and all claims (including without limitation, claims by third parties and claims for economic loss), liabilities, damages, fines, penalties and costs (including without limitation reasonable attorney fees and costs of defense) arising out of or in any way related to this project or this Agreement, provided that Client's indemnification obligations shall not apply to the extent of the proven negligence of GeoEngineers, its officers, agents and employees.

Client's indemnification obligation shall include, but is not limited to, all claims against GeoEngineers by an employee or former employee of Client, and Client expressly waives all immunity and limitation of liability under any industrial insurance act, worker's compensation act, disability benefit act, or employee benefit act of any jurisdiction which would otherwise be applicable in the case of such claim. Client's waiver of immunity by the provisions of this paragraph extends only to claims against GeoEngineers by Client's current or former employees and does not include or extend to any claims by Client's employees or former employees directly against Client.

Client's duty to defend in this paragraph means that Client shall assume the defense of such claim using legal counsel selected or approved by GeoEngineers

and GeoEngineers shall be entitled to participate in the strategy and direction of the defense. In the course of defending a claim under this paragraph, Client shall not compromise or settle the claim without GeoEngineers' consent unless: (i) such settlement or compromise only involves monetary relief that is paid in full by Client, (ii) GeoEngineers is not liable for any such settlement or compromise, and (iii) there is no finding or admission that GeoEngineers is or was liable under any legal theory for damages relating to the claim.

By entering into this Agreement, Client acknowledges that this Indemnification provision has been reviewed, understood and is a material part of the Agreement, and that Client has had an opportunity to seek legal advice regarding this provision.

Limitation of Remedies

GeoEngineers' aggregate liability responsibility to Client, including that of our subsidiaries and affiliates, officers, directors, employees, agents and subconsultants, is limited to \$50,000 or the amount of GeoEngineers' fee under this Agreement, whichever is greater. This limitation of remedy applies to all lawsuits, claims or actions, whether identified as arising in tort, contract or other legal theory, (including without limitation, GeoEngineers' indemnity obligations in the previous paragraph) related to our services under this Agreement and any continuation or extension of our services.

If Client desires a higher limitation, GeoEngineers may agree, at Client's request, to increase the limitation of remedy amount to a greater sum in exchange for a negotiated increase in our fee. Any additional charge for a higher limit is consideration for the greater risk assumed by us and is not a charge for additional professional liability insurance. Any agreement to increase the limitation of remedy amount must be made in writing and signed by both parties in advance of the provision of services under this Agreement.

By entering into this Agreement, Client acknowledges that this Limitation of Remedies Clause has been reviewed, understood and is a material part of this Agreement, and that Client has had an opportunity to seek legal advice regarding this provision.

No Personal Liability

The Client agrees that, to the fullest extent permitted by law, no shareholder, officer, director, or employee of GeoEngineers shall have personal liability under this Agreement, or for any matter in connection with the professional services provided in connection with the Project.

Insurance

GeoEngineers maintains Workers' Compensation and Employer's Liability Insurance as required by state law. We also maintain comprehensive general, auto, professional and environmental impairment liability insurance. We will provide copies of certificates evidencing these policies at the request of the Client.

Mutual Waiver of Consequential Damages

In no event will either party be liable to the other for any special, indirect, incidental or consequential damages of any nature arising out of or related to the performance of this Agreement, whether founded in negligence, strict liability, warranty or breach of contract. In addition, Client expressly waives any and all claims against GeoEngineers for any liquidated damages liability that may be incurred by or assessed against Client.

Disputes

Any dispute, controversy or claim arising out of our related to this Agreement or its breach that is not resolved through negotiation between the parties, must be referred to mediation before pursuing any other dispute remedy. Each party shall bear its own costs and attorneys' fees arising out of the mediation and the costs of the mediation shall be divided equally between the attending parties.

If the matter has not been resolved through the mediation process, either or both parties may elect to pursue resolution through litigation. The parties submit to the jurisdiction of the State of Washington and agree that any legal action or proceeding arising out of or relating to this Agreement must be brought in the Superior Court in King County, Washington.

Client expressly agrees that before Client can bring a claim or cause of action against GeoEngineers as provided above, based on professional negligence or breach of the professional standard of care, Client will obtain the written opinion

of a licensed or registered professional practicing in the same licensing jurisdiction as the project in dispute. The professional who prepares the written opinion must be licensed or registered in the discipline or technical specialty that is the basis for the dispute. The written opinion of the licensed or registered professional must indicate that, in the professional opinion of the writer, GeoEngineers violated the prevailing standard of care in delivery of its services. Further, the written opinion must describe the basis for that opinion and a conclusion that the alleged failure to comply with the standard of care was the cause of all or part of the alleged damages. The written opinion must be made available to GeoEngineers for review and comment at least 10 days before the claim or cause of action can be submitted to litigation. The parties agree that this clause was mutually negotiated and is an integral part of the consideration for this Agreement.

Choice of Law

This Agreement is governed by and subject to interpretation pursuant to the laws of the State of Washington.

Biological Pollutants

Our Scope of Services specifically excludes the investigation, detection, prevention or assessment of the presence of Biological Pollutants. The term “Biological Pollutants” includes, but is not limited to, molds, fungi, spores, bacteria, and viruses, and/or any of their byproducts.

Our Instruments of Service will not include any interpretations, recommendations, findings or conclusions pertaining to Biological Pollutants. Accordingly, Client agrees that GeoEngineers will have no liability for any claims alleging a failure to investigate, detect, prevent, assess, or make recommendations for preventing, controlling, or abating Biological Pollutants. Furthermore, Client agrees to defend, indemnify, and hold harmless GeoEngineers from all claims by any third party concerning Biological Pollutants to the extent of the INDEMNIFICATION section in these GENERAL CONDITIONS.

Claims Assistance for Client

If a construction contractor or other party files a claim against Client, relating to services performed by GeoEngineers and Client requires additional information or assistance to evaluate or defend against such claims, we will make our personnel available for consultation with Client’s staff and for testimony, if necessary. We will make such essential personnel available upon reasonable notice from Client and Client will reimburse GeoEngineers for such consultation or testimony, including travel costs, at the rates that apply for other services under this Agreement. We will provide services in connection with any such claims pursuant to a written supplement, if necessary, extending this Agreement.

Time Bar to Legal Action

The parties agree that all legal actions by either party against the other concerning our services pursuant to this Agreement or for failure to perform in accordance with the applicable standard of care, however denominated, including but not limited to claims sounding in tort or in contract, and arising out of any alleged loss or any alleged error, will become barred two (2) years from the completion of GeoEngineers’ services.

No Third Party Rights

Nothing in this Agreement or as a consequence of any of the services provided gives any rights or benefits to anyone other than Client and GeoEngineers. All duties and responsibilities undertaken pursuant to this Agreement are for the sole and exclusive benefit of Client and GeoEngineers and not for the benefit of any other party. No third party shall have the right to rely on the product of GeoEngineers’ services without GeoEngineers’ prior written consent and the third party’s agreement to be bound to the same terms and conditions as the Client.

In the event Client provides its report to a third party or requests that GeoEngineers provide the report to a third party (such as a lender, other financial institution, or other person or entity), Client agrees to defend and indemnify GeoEngineers for any claims/damages arising out of the provision of the report and asserted by such third party, including any other parties who may obtain the report from the party granted reliance rights. Notwithstanding the foregoing, Client shall not be required to indemnify GeoEngineers for claims/damages to the extent caused by GeoEngineers’ proven negligence.

Assignment of Contract or Claims

Neither the Client nor GeoEngineers may delegate, assign, sublet, or transfer the duties, interests or responsibilities set forth in this Agreement, or any cause of action or claim relating to the services provided under this Agreement, to other entities without the written consent of the other party.

Survival

These terms and conditions survive the completion of the services under this Agreement and the termination of this Agreement, whether for cause or for convenience.

Severability

If any provision of this Agreement is ever held to be unenforceable, all remaining provisions will continue in full force and effect. Client and GeoEngineers agree that they will attempt in good faith to replace any unenforceable provision with one that is valid and enforceable, and which conforms as closely as possible with the original intent of any unenforceable provision.

Equal Opportunity Employment

GeoEngineers is an Equal Opportunity and Affirmative Action Employer. GeoEngineers shall abide by, and shall require that any subcontractors or vendors hired by GeoEngineers abide by, the requirements of 41 CFR 60-1.4(a), 60-300.5(a) and 60-741.5(a) which are incorporated as part of this Agreement. These regulations prohibit discrimination against qualified individuals based on their status as protected veterans or individuals with disabilities, and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity or national origin. Moreover, these regulations require that covered prime contractors and subcontractors take affirmative action to employ and advance in employment individuals without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability or veteran status.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

Schedule of Charges – 2023

COMPENSATION

Our compensation will be determined on the basis of time and expenses in accordance with the following schedule unless a lump sum amount is so indicated in the proposal or services agreement. Current rates are:

Professional Staff

Staff 1 Scientist	\$	137/hour
Staff 1 Engineer	\$	145/hour
Staff 2 Scientist	\$	157/hour
Staff 2 Engineer	\$	165/hour
Staff 3 Scientist	\$	180/hour
Staff 3 Engineer	\$	188/hour
Scientist 1	\$	208/hour
Engineer 1	\$	215/hour
Scientist 2	\$	215/hour
Engineer 2	\$	220/hour
Senior Engineer/Scientist 1	\$	240/hour
Senior Engineer/Scientist 2	\$	263/hour
Associate	\$	280/hour
Principal	\$	305/hour
Senior Principal	\$	325/hour

Technical Support Staff

Administrator 1	\$	99/hour
Administrator 2	\$	114/hour
Administrator 3	\$	130/hour
CAD Technician	\$	125/hour
CAD Designer	\$	147/hour
Senior CAD Designer	\$	170/hour
GIS Analyst	\$	155/hour
Senior GIS Analyst	\$	173/hour
GIS Coordinator	\$	190/hour
*Technician	\$	107/hour
*Senior Technician	\$	128/hour
*Lead Technician	\$	138/hour

*Hours in excess of 8 hours in a day or 40 hours in a week will be charged at one and one-half times the hourly rates listed above.

Contracted professional and technical services will be charged at the applicable hourly rates listed above. Staff time spent in depositions, trial preparation and court or hearing testimony will be billed at one and one-half times the above rates. Time spent in either local or inter-city travel, when travel is in the interest of this contract, will be charged in accordance with the foregoing schedule.

A surcharge may be applied to night and weekend work. See proposal for details.

Rates for data storage and web-based access will be provided on a project-specific basis.

Equipment

Air Sparging Field Test, per day	\$ 100.00
Air/Vapor Monitoring Equipment (PID, 5-Gas Meter), per day	\$ 100.00
Asbestos Sample Kit	\$ 25.00
Blastmate, per day	\$ 100.00
D&M Sampler, per day	\$ 80.00
DO (Dissolved Oxygen) Kit	\$ 20.00
Dynamic Cone Penetrometer, per day	\$ 40.00
E-Tape (Electric Tape), per day	\$ 25.00
Field Data Acquisition Equipment	\$ 50.00
Field Gear / Reconnaissance, per day	\$ 50.00
Gas Detection Meters, per day	\$ 100.00
Generator, per day	\$ 100.00
Groundwater Pressure Transducer w/ Datalogger, per day	\$ 50.00
Groundwater Pressure Transducer w/ Datalogger, per week	\$ 200.00
Hand Auger, per day	\$ 20.00
Inclinometer Probe, per day, 1/2 day minimum	\$ 200.00
Interface Probe, per day	\$ 50.00
Iron Test Kit	\$ 20.00
Laser Level, per day	\$ 50.00
Low Flow Groundwater Sampling Equipment, per day	\$ 225.00
Multiparameter Water Quality Meter, per day	\$ 80.00
Nuclear Density Gage, per hour, 1/2 day minimum	\$ 10.00
Peristaltic Pump, per day	\$ 50.00
pH Probe, per day	\$ 15.00
PID, FID or OVA, per day	\$ 100.00
Saximeter, per day	\$ 50.00
Scuba Diving Gear, per day/per diver	\$ 250.00
Shallow Soil Exploration Equipment, per day	\$ 50.00
Soil Field Screening Equipment, per day	\$ 15.00
Soil Sample Kit	\$ 15.00
Steam Flow Meter, per day	\$ 15.00
Strain Gauge Readout Equipment, per day	\$ 50.00
Surface Water Flow Meter, per day, 1/2 day minimum	\$ 50.00
Surface Water Quality Monitoring Equipment, per day	\$ 50.00
Turbidity Meter, per day	\$ 30.00
Vehicle usage, per mile, or \$30/half-day, whichever is greater	\$ 0.65

Specialized and miscellaneous field equipment, at current rates, list available upon request.

OTHER SERVICES, SUPPLIES AND SPECIAL TAXES

Charges for services, equipment, supplies and facilities not furnished in accordance with the above schedule, and any unusual items of expense not customarily incurred in our normal operations, are charged at cost plus 15 percent. This includes shipping charges, subsistence, transportation, printing and reproduction, miscellaneous supplies and rentals, surveying services, drilling equipment, construction equipment, watercraft, aircraft, and special insurance which may be required. Taxes required by local jurisdictions for projects in specific geographic areas will be charged to projects at direct cost.

Per diem may be charged in lieu of subsistence and lodging.

Routinely used field supplies stocked in-house by GeoEngineers, at current rates, list available upon request.

In-house testing for geotechnical soil characteristics at current rates, list available upon request.

Associated Project Costs (APC)

Associated Project Costs (APC) equal to six percent (6%) of professional fees will be assessed. This fee offsets GeoEngineers' costs for software subscriptions/licenses, network data storage and connectivity, and information security that are not included in our hourly rates or direct expenses.

All rates are subject to change upon notification.



January 3, 2024

ARC Architects
 Attn: Paul Ross Curtis
 119 S. Main Street, Suite 200
 Seattle, WA 98104

Subject: NPRSA Youth Community Center

Dear Paul:

Thank you for this opportunity to provide the following proposal for professional planning, civil and surveying services associated with the evaluation of suitable sites for the Northshore Parks and Recreation future Youth Community Center. This proposal is based upon the RFQ provided. With that in mind, we offer the following scope of work and fee estimates.

Scope of Work

Fees

PHASE 1

Feasibility Research – Core Design, Inc. (Core) will review available information for the property and will research existing conditions, code/regulations, encumbrances, utilities, and adjacent land uses at the time the report is prepared. This research will provide the basis for a conceptual site plan. We understand that you will provide documents that we will use to supplement information that we obtain from public records with respect to site requirements. Core will prepare a report/plan which will summarize the site including zoning statistics, density calculations, lot coverage, drainage and utility requirements, and potential issues the property may face when developed. No field survey will be conducted for this scope.

\$2,700/site

PHASE 2

Conceptual Site Plan – Core will prepare a conceptual site plan for a selected property based on information gathered during the feasibility research. This conceptual site plan will include the determined site requirements for the proposed development, topography, steep slopes (if present), critical areas, zoning statistics, drainage & utility requirements and other pertinent features. Deliverables will include a map in digital and hard copy format. Additional renditions of the site plan per client/consultant feedback will be prepared on an hourly basis.

±\$1,900 est.

Boundary/Topographic Survey - Core will review your title report as supplied by you, research available public records and recover sufficient monumentation in the field in order to compute the property boundary and plot restrictions of record. We will perform a 2-foot contour topographic survey of the property and adjacent road

TBD
 (±\$15-20,000)

EXHIBIT E - SUB-CONSULTANT PROPOSALS

January 3, 2024

Paul Ross Curtis

Page 2

frontage(s), including utilities, significant trees, road features, and other improvements. Deliverable will be a stand-alone survey meeting City of Bothell requirements for Boundary and Topographic Surveys for land use submittals. Corners will not be set for this scope of work; encroachments will be mapped for action by the owner.

Fee estimate is for a 3-acre infill parcel. A specific budget will be provided upon site selection. Significant factors impacting the survey mapping fee include site size, tree coverage, existing improvements, and boundary complexity.

Utility Locates – Upon request, Core will coordinate a utility locate service to mark underground utilities prior to survey efforts. Fees for locate services typically range \$2,500 - \$4,500 depending on the amount of public street frontage and on-site features. Fees will be billed as a reimbursable expense and are not included in the survey fee estimate above.

Meetings – Core personnel will attend and participate in meetings with you and NPRSA staff as requested. Hourly

The above fees are fixed for the scope of work indicated (unless otherwise noted). Additional work or revisions will be billed on an hourly basis at the current Core Design, Inc. standard fee schedule. This proposal is valid for 60 days.

If you have any questions, please do not hesitate to call, and thank you again for the opportunity to provide this proposal for the NPRSA Youth Community Center project.

Sincerely,
CORE DESIGN, INC.



Glenn R. Sprague, P.L.S.
President, Sr. Project Surveyor

STATEMENT OF ACCEPTANCE

I / We hereby accept this PROPOSAL and the terms of the attached STANDARD FEE SCHEDULE AND GENERAL TERMS AND PROVISIONS **:

*****Note: Our contractual responsibility is to the signing entity, and they are financially responsible for paying Core Design invoices.***

CLIENT INFORMATION:

SIGNATURE**: _____ Date: _____

Client or Company Name: _____

Attention (if the Client is a Company): _____

Phone(s): _____

Email(s): _____

BILLING/PAYER INFORMATION:

Receive Invoices via: _____ Email _____ Mail _____ Both

Billing Email: _____

Billing Address: _____

City: _____ State: _____ Zip Code: _____

PROPERTY OWNER INFORMATION:

I am the property owner (If you are not the property owner, please provide this information below)

Name: _____

Phone(s): _____

Email(s): _____

Owner Address: _____

City: _____ State: _____ Zip Code: _____



STANDARD FEE SCHEDULE

In the absence of any other specific written agreement, compensation to Core Design, Inc., (Core) will be computed as the total of the following:

Personnel Services

1. Time expended by office and field personnel will be converted to costs by multiplying the hours worked by the standard rates scheduled below. This rate schedule may be modified at any time at the discretion of Core Design, Inc. Altered rates will be charged on projects in progress unless there is a specific language to the contrary in the project's agreement for services.
2. Overtime will be charged at 1.5 times the scheduled rates below. Overtime will only be charged if authorized by the client.

Transportation/Travel Expenses

Unless specified otherwise in the contract with the client:

1. Core Design, Inc. will charge per diem rates for subsistence as determined by the General Services Administration , plus 10%.
2. Overnight accommodations will be charged at actual cost plus 10%.
3. Mileage will be charged at the allowed rate as published by the Internal Revenue Service. Other transportation expenses (parking, tolls, ferry fees, etc.) will be charged at actual cost plus 10%.

CADD Plotting Services

CADD plotting will be charged at \$2.35 per square foot for mylar, \$0.55 per square foot for bond, \$2.35 per square foot for color bond plots, and \$4.00 per square foot for color photo paper plots. Color printing will be charged per sheet as follows: \$0.55/letter, \$0.80/legal and \$1.25/11"x17" sheet.

Other Direct Expenses

Invoice cost to Core Design, Inc. +10% (telephones, materials, reproduction, other professional services, communications, computer charges, etc.).

Court Availability/Testimony

Court testimony/depositions, etc. will be charged at \$325.00/hour for all licensed professionals. A 4-hour minimum will apply for each separate appearance whether actually testifying or only on call.

BILLING RATE SCHEDULE - EFFECTIVE January 1, 2024

CODE	CLASSIFICATION	\$/HR	CODE	CLASSIFICATION	\$/HR
P1	Principal in Charge	\$210.00	S1	Senior Project Surveyor	\$187.00
P2	Senior Project Manager	\$196.00	S2	Project Surveyor	\$160.00
P3	Project Manager	\$184.00	S3	Surveyor	\$141.00
E1	Sr. Project Engineer/Planner	\$196.00	S4	Senior Survey Technician	\$128.00
E2	Project Engineer/Planner	\$169.00	S5	Survey Technician	\$116.00
E3	Civil Engineer/Planner	\$151.00	F1	1-Person Field Crew	\$153.00
E4	Design Engineer/Planner	\$131.00	F2	2-Person Field Crew	\$204.00
LA1	Senior Landscape Architect	\$191.00	F3	3-Person Field Crew	\$273.00
LA2	Project Landscape Architect	\$169.00	F4	Specialized Equipment	\$ 60.00
LA3	Landscape Architect	\$151.00	DM1	Development Manager	\$196.00
LA4	Landscape Designer	\$131.00	CM1	Construction Manager	\$196.00
D1	AutoCAD Technician I	\$155.00	CM3	Assistant Superintendent	\$ 90.00
D2	AutoCAD Technician II	\$131.00	O1	Administrative Assistant	\$ 90.00
D3	AutoCAD Technician III	\$115.00	O2	Project Coordinator	\$100.00



EXHIBIT A: GENERAL TERMS AND PROVISIONS

All of the following provisions shall apply to each engagement between Core Design, Inc., a Washington corporation ("CORE") and the individual or entity to which it has agreed to provide services contemporaneously with delivery of these terms and conditions ("CLIENT"). By acceptance of any proposal or engagement, CLIENT has accepted these terms and conditions, which, collectively with the written proposal and any other documents referenced therein shall constitute the "Agreement" among the parties. In the absence of any other provision, the current CORE STANDARD FEE SCHEDULE of will apply (copy available upon request).

A. Professional Responsibility; Limited Warranty

CORE shall perform services consistent with skill and care ordinarily exercised by other professional consultants under similar circumstances at the time services are performed, subject to any limitation established by CORE or CLIENT in writing as to degree of care, time or expense to be incurred or other limitations of this Agreement. CORE makes no other warranty, either express or implied, as to its findings, recommendations, specifications, or professional advice, including without limitation any warranty of merchantability or of fitness for a particular purpose; all additional warranties are expressly disclaimed by CORE and waived by CLIENT. No agent, employee or officer of CORE has any authority to make any additional warranty. All stakes and/or markers placed by CORE while providing surveying services are to be considered temporary until preparation and delivery of the final survey drawing or until CORE advises CLIENT that the stakes may be relied upon. All stakes and/or markers placed by CORE which have been disturbed or moved are not to be relied upon.

B. Estimated Fee

Any estimated fee is based on the availability of the nearest survey control points of public records and the accuracy of public record data and/or any information provided by CLIENT. If any of the above is found to be missing or incorrect, CORE shall be entitled to an increase in the estimated fee.

C. Monthly Billing

Fees and all other charges will be billed monthly as work progresses and the amount of each billing shall be due and payable ten (10) days after the date of such billing. Any portion of a billing not paid within thirty (30) days of the billing date shall be delinquent and shall bear a delinquency charge of one and one-half percent (1.5%) per month on the unpaid balance, but the delinquency charge or the payment thereof shall not extend the due date. If any billing is not paid in full within thirty (30) days after the billing date, then in addition to any other remedies available to CORE, it may cease performing work upon delivery of written notice of its intention thereof to the client.

D. Premature Termination

If for any reason CLIENT requests termination of the work prior to completion, CORE reserves the right to complete such analyses and records as may be necessary to place its files in order and to protect its professional reputation and to complete a report on work performed to date, and CORE shall be compensated for all services and expenses to complete such work.

E. Limitation of Liability

Any and all liability, claim for damages, cost of defense, or expenses to be levied against CORE by any person or entity, in the aggregate, will be limited to a sum not to exceed Twenty-five Thousand Dollars (\$25,000.00) or the amount of its fee actually collected in the applicable engagement, whichever is less, on account of any injury or damage to persons or property or arising out of any design defect, error, omission, professional negligence, or any other basis. Further, CLIENT agrees to notify any contractor or subcontractor who may perform work in connection with or making use of any design, report, or study prepared by CORE of such limitation of liability and require as a condition precedent to its performing the work, a like limitation of liability on their part as against CORE. If CLIENT fails to obtain a like limitation of liability, any liability of CORE and CLIENT to such contractor or subcontractor arising out of alleged injury or damage to persons or property, design defects, errors, omissions, professional negligence, or any other basis shall be allocated between CLIENT and CORE in such a manner that the aggregate liability of CORE shall not exceed Twenty-five Thousand Dollars (\$25,000.00) or the amount of its collected fee, whichever is less. Further, and without limiting the generality of the foregoing, under no circumstance shall CORE be responsible for any incidental, consequential, indirect, or punitive damages suffered or alleged by CLIENT or any third party, regardless of cause or foreseeability.

Subject to the limitation of liability above, each party agrees to indemnify, defend and hold harmless the other from any claim, suit, liability, damage, injury, cost or expense, including attorneys' fees arising out of a) breach of this Agreement or b) willful misconduct or negligence in connection with the performance of this Agreement.

F. Liens

Should CORE file a mechanic's or materialmen's lien ("Lien") against property that is the subject of the Agreement due to non-payment of fees, the Lien amount will include the balance owed, accrued delinquency charges, and the filing fees assessed by the jurisdiction for lien-filing and release of lien. CORE shall have the right to take all action it considers reasonably appropriate to protect and enforce its Lien rights, including without limitation providing all notices to, and otherwise communicating with, all upstream contractors and the owners of any property that is the subject of CORE's work with regard to perfection and enforcement of Liens. CORE expressly reserves all rights under applicable Lien laws.

G. Authority and Liability of Signatory

Any person who signs this Agreement on behalf of CLIENT in any representative capacity (1) also signs in his/her individual capacity, (2) warrants his/her authorization to sign in the representative capacity, and (3) PERSONALLY GUARANTEES all obligations arising under this contract.

H. Designs, Surveys, and Discoveries; Ownership and Reuse

All designs, surveys, ideas, discoveries, inventions or improvements utilized or developed by CORE hereunder shall be deemed property of CORE. CLIENT is given no right in the form of ownership or license to such items. Any documents furnished by CORE are not intended or represented as suitable for reuse by CLIENT or others; any reuse without specific written approval and/or adaptation by CORE for the specific purpose intended will be at the re-user's sole risk and without liability or exposure to CORE. Any transfer of electronic data hereunder is solely for CLIENT's convenience, AS IS without warranty as to contents and is not a project deliverable unless specifically agreed in writing to the contrary. CORE disclaims all warranties express or implied regarding any electronic data provided hereunder, including any warranties of merchantability or fitness for particular purpose. To the extent CORE has been provided any drawings, plans, specifications, or other documents as part of its work, CORE shall not be obligated to verify the accuracy or consistency of such materials unless expressly stated in this Agreement.

I. Agreement Conditions

The prevailing party in any action to enforce or interpret this Agreement shall be entitled to recover all reasonable fees, costs and expenses, including staff time at current billing rates, court costs and other claim-related expenses, subject to the limitation of liability set forth above. If CORE is requested to respond to any mandatory orders for the production of documents or witnesses on CLIENT's behalf or regarding work performed by CORE, CLIENT agrees to pay all costs and expenses incurred by CORE not reimbursed by others in responding to such order, including attorney's fees, staff time at current billing rates and reproduction expenses. Any provisions of this Agreement found to be unenforceable shall be reformed to the minimum extent necessary to make them fully enforceable and if such reformation is not reasonably practicable, or if CORE waives the right to reformation, the provisions shall be deemed stricken and all remaining provisions will remain binding on the parties. The obligations of the parties to indemnify and the limitations on liability set forth in this Agreement shall survive the expiration or termination of this Agreement. The Agreement constitutes the entire agreement between the parties, and supersedes any and all prior written or oral agreements with respect to the subject matter hereof. This Agreement is solely between CORE and CLIENT and there are no third party beneficiaries unless identified in the Agreement. No amendments hereto or waiver of any term hereof will be binding unless reduced to writing and signed by authorized representatives of each party. This Agreement shall be subject to the laws of the state of Washington without regard to its principles of conflicts of laws. Subject to restrictions on assignment set forth herein, this Agreement shall bind and inure to the benefit of the parties hereto and their respective successors and assigns.

J. Force Majeure

Neither CORE nor CLIENT shall be held responsible for delay or default caused by fire, riot, acts of God, pandemic, epidemic, government action or inaction, insurrection, or war or other cause beyond reasonable control of CORE or the CLIENT, respectively; provided, that under no circumstance shall the foregoing excuse any delay in the payment of money. Both CORE and CLIENT shall, however, make all reasonable efforts to remove or eliminate such a cause of delay and shall, upon the cessation of the cause, diligently pursue performance of their obligations under this Agreement.

K. Assignment and Subcontractors

Neither party may assign or delegate its rights and obligations hereunder without the prior written approval of the other. CORE's entitlement to payment shall not be conditioned on CLIENT'S receipt of payment from any owner, upstream contractor, lender, or other third party. However, the parties acknowledge and agree that CORE may periodically employ subcontractors to directly assist with its scope of work (which shall not be subject to any Owner approval unless expressly required by a specific provision of this Agreement); and that in some instances CLIENT may request that CORE include the work of and billings by subcontractors whose services are outside CORE's scope in CORE's contract documents as an administrative convenience to CLIENT. Unless the parties agree otherwise in writing with respect to a specific project, (a) if the work of such subcontractors is both in direct furtherance of CORE's work and is within the professional expertise of CORE, then CORE shall be responsible for the supervision and proper completion of such work; and (b) in all other instances, CORE shall not be responsible for the oversight or correct completion of the subcontractors' work, and CLIENT shall be subject to all terms, conditions, and limitations of the governing subcontract, including without limitation any applicable limitations of liability and disclaimers of warranties. Examples of the former include subcontracted field survey crews and CAD operators. Examples of the latter include environmental consultants, geotechnical engineers, and other credentialed professionals. Owner acknowledges that CORE would not be willing to include the work of unrelated contractors in its contract documents without the foregoing assurances.

EXHIBIT E - SUB-CONSULTANT PROPOSALS

The Ostara Group
104 W Roy Street
Seattle, WA 98119
206.466.1495
www.ostaragroup.com

Paul Ross Curtis, Principal
ARC Architects | Architecture Resource Collaborative
119 S Main St #200,
Seattle, WA 98104-2579

Sent via email

1/3/2024

The logo for Ostara Group, featuring the word "ostara" in a lowercase, green, sans-serif font. A small green leaf icon is positioned above the letter 'a'.

Dear Paul,

Thank you for approaching the Ostara group to partner again with ARC Architects.

We are honored to be invited to join your team and excited to help Northshore Parks and Recreation Service Area (NPRSA) realize its vision to build a new Community Center to meet the expanding needs of the youth in their community.

The following proposal includes a scope of work to collaborate with your team to accomplish *Task 8* from the *Process Approach* document– identify and assess the capital and future operational costs of the project and develop funding strategies and revenue stream recommendations that will provide the opportunity for a financially sustainable operation.

Please note, in order to fully develop our fundraising recommendations, we will need a fundraising Case For Support (Case) – in the form of a strategic summary narrative that outlines the cumulative impact of the facility’s programs on the NPRSA community. Funders support causes and impact that meet community needs which will in turn inform our fundraising recommendations. We have not included Case work in this proposal. However, we can add it to the scope of work should the project team require our expertise in this area. In review of the *Process Approach* document you shared, it appears the Case will be informed primarily through tasks 1, 2, 3, and 7.

We view the proposal as a step in a conversation to ensure we are addressing the most critical needs for the project. With this in mind, please do not hesitate to reach out with any questions or needed clarification.

Sincerely,

Scott Sadler, CFRE
Partner/Senior Strategist
The Ostara Group
scott@ostaragroup.com
425.297.3184



Case Development & Grant Services King County – Skyway/West Hill Community Center

Your Situation

The Northshore Parks and Recreation Service Area (NPRSA) has approached ARC Architects and requested they assemble a team to perform a needs assessment and feasibility study for a youth community center to be located in Northern King County. The center would provide a safe, welcoming place for youth to learn valuable life skills through athletics, academic opportunities, and arts.

As a member of this project team, Ostara would collaborate in identifying and assessing the capital and future operational costs of the project and develop funding strategies and revenue stream recommendations that will provide the opportunity for a financially sustainable operation.

Our Solution

Through a series of intentional discovery, inquiry, and analytical activities in collaboration with the rest of the project team, Ostara will develop a customized institutional fundraising pipeline and strategy to support both capital and ongoing operational needs. In addition, based on best practices, our experience in the field, and specific project goals and objectives, Ostara will provide overarching development strategies as well as an operational funding model that incorporates individual as well as institutional giving over time.

Project Activities

Grant Research & Strategy

- Ostara will conduct institutional funding research to yield a list of qualified prospects, including details for each prospect on typical funding ranges, areas of interest, and recommendations for cultivating relationships. The prospect list will include a project management tool to project funding over time, outline monthly tasks, and provide overall funding strategies.
- A key focus of this work will be encouraging prioritization of institutional funding opportunities based on a wide range of criteria, including but not limited to the funder's interests, NPRSA's strategic goals and priorities, related project deadlines, and the intensity of application forms relative to the potential revenue to be secured. Our goal for each organization is not always to apply to more grants, but to encourage clients to submit compelling and successful grant applications that build upon strong relationships with funders.

Funding Strategy & Modeling

Drawing upon our expertise and experience in the field, our assessment of the strategic Case For Support, as well as the aforementioned institutional funding research, the Ostara team will develop recommended fundraising strategies and a supporting funding model to include in the final deliverables.

Timeline

Work will commence and conclude in 2024. Additional specifics related to the timeline and deliverables will follow pending the outcome of additional scoping meetings with the ARC team that detail the timeline for each project task.

Cost

The estimated cost of this project is **\$10,000** which we anticipate using as mapped out in the chart below. The breakdown by specific service is estimated. While total project costs will not exceed the total cost listed here, Ostara consultants may redistribute their hours across services however needed over the course of the project to meet goals.

Consultant	Hours	Hourly Rate	Sub-Total
Scott Sadler, CFRE Partner/Senior Strategist (Project Lead) <i>Project & Development Strategy</i>	8	\$200	\$1,600
Adam Runions, Partner/Senior Consultant <i>Development Strategy and Funding Modeling</i>	18	\$175	\$3,150
Claire Magula, Grant Services Consultant <i>Grant Research & Strategy</i>	35	\$150	\$5,250
Travel time outside King County (to be billed at 50% of consultant rate)	0	50%	\$0
Total Project Costs:			\$10,000

Please note the following terms and conditions related to Ostara’s pricing structure:

Projections. Projected fees and costs are Ostara’s estimates based on the staffing assigned and objectives undertaken and are determined after careful discussion about the parameters of work to be performed under this Contract.

Billable Hour Utilization. Ostara is diligent in our scoping and proposal process. To that end, our clients should expect that Ostara will use 90% of the projected hours (at minimum) in the agreed upon timeframe for work.

Expenses. Expenses will be invoiced monthly and will include project-related meals, parking, printing, postage, tolls, and mileage for any travel outside of King County at 65.5 cents per mile, per IRS 2023 regulations. Travel time outside of King County not accounted for in this scope of work will be billed to client at 50% of the traveling consultant's rate.

Billing for Additional Hours Worked. If additional hours in excess of estimated and/or contracted hours are worked, and the hours worked are expressly authorized by the client in writing, Ostara reserves the right to bill for those hours worked by Ostara consultants as if they were negotiated at the outset of the Contract and the client agrees to pay for any such additional hours worked by Ostara per the terms of this Contract.

Incremental-hour Billing Practice. The Ostara Group bills each consultant at an hourly rate and bills in increments of 15 minutes.

Our Process

Custom-Built Change

Our process is to listen carefully to your needs and custom design a project to help you achieve your goals. We do not believe one-size-fits-all; we will apply best practices to your unique circumstances in a way that fits your culture, mission, and experiences. We will center your work and the voice of the community you serve.

We work with nonprofits of all sizes and are committed to your ultimate success. Ostara has a variety of consultants with different specialties and rates. We match you with the consultant who is right for your project. We check in with you regularly, solicit feedback to inform project deliverables, and change course as needed to best serve your organization's needs.

With You, Not For You

When working with Ostara consultants, you can expect collaborative, empathetic partners. We meet you where you are right now, creating tailored solutions that match what we hear from you. You will gain new perspective, skills, and tools as a result of partnering with Ostara. We have worked with hundreds of nonprofit leaders, we have

been where you are, and we know what it is like to wear many hats, to face many conflicting pressures, and to want the greatest outcomes for your community. We are here to help you do what you do best.

Communication, Travel, and Technology

Ostara values face to face interaction as much as possible. We are also committed to environmental sustainability and to keeping costs within your budget. For this reason, we will utilize phone, email, and video conferencing for some of our interactions. You can expect regular face to face meetings, prompt email responses during business hours, and regular check-ins via phone, video, or in-person with us throughout the project. Let's have a conversation about what works best for you.

Who We Are

Proposed Team

Ostara's consultants have decades of knowledge on the front lines of nonprofit leadership and fundraising with some of the region's most effective and well-known nonprofit organizations. We have worked with more than 400 nonprofit organizations since we were founded in 2009. To view a representative list of our clients, please go to www.ostaragroup.com. Our expertise is rooted in the breadth of our experience as well as the collaborative nature of our work. We will bring the best nonprofit practices to your organization.

Scott Sadler, CFRE, Partner/Senior Strategist (Project Lead)

Scott has 33 years facilitating mission impact and professional growth by working with hundreds of staff, volunteers, and donors to successfully develop and execute sustainable solutions that meet organizational objectives and address community needs. Expertise in operations, strategic planning, fundraising, and board, staff, and volunteer development have led to the identification and development of new and expanded programs and facilities; start up, recruitment, and leadership of multiple boards and dozens of committees; and new collaborations, investments, and partnerships; positioning thousands of cause driven volunteers and donors to impact their community. Scott graduated from Whitworth University with a BA in Recreation. He holds the Fundraising Executive (CFRE) certification and is past recipient of the North American YMCA's highest fundraising honor, The Eagle Award.

Adam Runions, Partner/Senior Consultant

Since 2001, Adam has been developing sound nonprofit operations and fundraising infrastructure, solving organizational challenges, and leading teams to campaign success. His comprehensive knowledge of nonprofit management spans philanthropy, finance, board development, people initiatives, strategic planning, and systems architecture. Through several development program assessments and interim leadership roles, Adam has helped teams gain a data-based understanding of their strengths and opportunities and create actionable plans while building core capacity. He has managed through major capital and comprehensive campaigns, CRM system transitions, economic downturns, challenging audits, and leadership turnover, empowering teams with the tools and best practices to assure future success.

With clients, Adam lends technical expertise and practical approaches to building financial models, tracking and dashboarding key performance metrics, and raising larger, more flexible gifts to support the mission. Born and raised in the Pacific Northwest, he earned his degree from the University of Washington Foster School of Business and invests his time and energy into his family of five, enjoying the outdoors, and strengthening the community's schools, cultural and human services organizations.

Claire Magula, Grant Services Consultant

Claire has nearly seven years of experience with grant writing and communications. Most recently, Claire worked at Bellwether Housing, where she secured over \$3M in private grants, \$15M in public funding, and two parcels of land valued at \$20M for affordable housing development.

Racial Equity Statement

We acknowledge the power dynamic that exists in the nonprofit sector between the organizations that require funding to deliver their missions and the predominantly white institutions and individuals who hold wealth and power. We acknowledge there is also a power dynamic between consultants and the people we consult with.

We work to support clients in navigating these dynamics, while placing their voices and perspectives at the center of our work.

As a company, we are working towards internal clarity about institutional racism. We are committed to addressing institutional racism within The Ostara Group and to advancing equity in the nonprofit sector in collaboration with our clients.

Our Mission, Vision, and Values

Our mission is to build fundraising skills, organizational capacity, and effective leadership in the nonprofit sector. Our vision is a nonprofit sector filled with thriving

organizations equipped to build a better world. We are a values-driven firm and conduct our work with these values in mind:

- **Community:** Empathy and compassion are fundamental to our work. We care about you and the people you serve.
- **Quality:** Client service is paramount to everything we do. We strive to make a lasting and positive impact
- **Integrity:** We value transparency and authenticity. We tell the truth, with sincerity and respect.
- **Leadership:** We advocate for leadership that serves the greater good. The principles of social justice and equity guide our work.
- **Possibility:** We foster an entrepreneurial spirit and act creatively to overcome challenges. We see obstacles as opportunities to improve systems and achieve goals.

Next Steps

We would like to prioritize working with you and your team. We are able to hold time in our schedules to begin this project as proposed here for a two-week period, beginning from the date at the top of this document. After that point, we may need to reassess our consultants' availability or start date.

We are happy to have additional conversations with you about this proposal to arrive at a plan that feels right for everyone involved. When you are ready to move forward, please let us know and we will send over an electronic contract via DocuSign to an authorized signer at your organization. The DocuSign contract officially holds your spot in our schedules.

To read more about us or The Ostara Group, please visit www.ostaragroup.com.

We look forward to hearing from you and hope to have a chance to work together with you to further your mission!



Special District Voucher Approval Document

Scheduled Payment Date: 12/13/2023
Total Amount: \$8,719.71
Control Total: 3
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20231207090716.csv
Fund #: 251010010

CONTACT INFORMATION

Preparer's Name: Barbara Glass

Email Address: barbara.glass@bothellwa.gov

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

<i>Becky Range</i>	<u>Dec 7, 2023</u>		
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation Service Area

File Name: AP_NOSHRPRK_APSUPINV_20231207090716.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORNERSTONE ARCHITECTURAL GROUP			232204-14	11/20/2023	\$5,612.50	HWC BUILDING UPGRADES
NORTHSHORE SENIOR CENTER			NSC23-05	11/15/2023	\$3,047.21	PROPERTY TAX REIMBURSEMENT 2014-2023
WASHINGTON CITIES INSURANCE AUTHORITY			200030	10/13/2023	\$60.00	TRAINING



6161 NE 175th Street, Suite 101
 Kenmore, Washington 98028
 206.682.5000
 cornerstonearch.com

INVOICE

Northshore Parks & Recreation Service Area

18415 101st Ave NE
 Bothell WA 98011

Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

November 20, 2023

Invoice No. 232204-14

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232204

NPRSA #13B HWC Building Upgrades

SCOPE		RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 1 100% Construction Documents								
	Architectural - Project Manager	\$180	20	\$ 3,600.00	45	\$ 8,100.00		\$ -
	Architectural - CADD Technical Support	\$100	60	\$ 6,000.00	84.5	\$ 8,450.00		\$ -
	Mechanical/Electrical - Principal	\$200	32	\$ 6,400.00	32	\$ 6,400.00		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	200	\$ 30,000.00	134.5	\$ 20,175.00		\$ -
	Mechanical/Electrical - CADD Technician	\$85	120	\$ 10,200.00	30.5	\$ 2,592.50		\$ -
	Mechanical/Electrical - Admin	\$55	8	\$ 440.00	3.5	\$ 192.50		\$ -
	Mechanical/Electrical Markup 10%			\$ 4,704.00		\$ 2,936.00		\$ -
	Environmental - Sr Project Manager	\$155	4	\$ 620.00	4	\$ 620.00		\$ -
	Environmental - AHERA Inspectors	\$110	24	\$ 2,640.00	24	\$ 2,640.00		\$ -
	Environmental - Administrative	\$90	4	\$ 360.00	4	\$ 360.00		\$ -
	Environmental - Misc			\$ 1,330.00		\$ 1,330.00		\$ -
	Environmental Markup 10%			\$ 495.00		\$ 495.00		\$ -
Task 2 Bidding								
	Architectural - Project Manager	\$180	40	\$ 7,200.00	62	\$ 11,160.00		\$ -
	Mechanical/Electrical - Principal	\$200	8	\$ 1,600.00	0.5	\$ 100.00		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	20	\$ 3,000.00	14.5	\$ 2,175.00		\$ -
	Mechanical/Electrical Markup 10%			\$ 460.00		\$ 227.50		\$ -

continued on the next page.....

NPRSA #13B HWC Building Upgrades

SCOPE		RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 3 Construction Administration								
	Architectural - Project Manager	\$180	160	\$ 28,800.00	191.5	\$ 34,470.00	24	\$ 4,320.00
	Structural - Principal	\$245	2	\$ 490.00	2	\$ 490.00		\$ -
	Structural - Engineer	\$150	8	\$ 1,200.00	42	\$ 6,300.00		\$ -
	Structural Markup 10%			\$ 169.00		\$ 679.00		\$ -
	Mechanical/Electrical - Principal	\$200	4	\$ 800.00	1	\$ 200.00	1	\$ 200.00
	Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00	70.25	\$ 10,537.50	6.5	\$ 975.00
	Mechanical/Electrical Markup 10%			\$ 1,880.00		\$ 360.00		\$ 117.50
			TOTAL	\$ 130,388.00		\$ 120,990.00		\$ 5,612.50

Reviewed by:



11/20/2023

Andre Coppin
 Cornerstone Architectural Group
 AC:bc



Property Tax Payments
On Parcel 082605-9358-06
2014-2023

Tax Year	Taxes Paid
2014	\$ 155.82
2015	\$ 159.96
2016	\$ 172.48
2017	\$ 186.29
2018	\$ 190.84
2019	\$ 398.68
2020	\$ 413.94
2021	\$ 434.04
2022	\$ 453.89
2023	\$ 481.27
TOTAL	\$ 3,047.21

np/lw 11-17-2023

Bill

Northshore Senior Center
10201 E Riverside Dr
Bothell, WA 98011

Date	Ref. No.
04/01/2016	082605-9358-06

Vendor
King County Treasury 500 4th Ave #600 Seattle, WA 98104-2340

PAID

Bill Due	04/11/2016
Terms	
Memo	1st half property tax

Expenses

Account	Memo	Amount	Customer:Job	Class
Property Tax		86.24		ADH - Adult Day Health

Expense Total . 86.24

Bill Total •

\$86.24

Bill

Northshore Senior Center
10201 E Riverside Dr
Bothell, WA 98011

Date	Ref. No.
10/01/2016	082605-9358-06

Vendor
King County Treasury 500 4th Ave #600 Seattle, WA 98104-2340

PAID

Bill Due	10/14/2016
Terms	
Memo	2nd half prop tax

Expenses

Account	Memo	Amount	Customer:Job	Class
Property Tax		86.24		ADH - Adult Day Health

Expense Total . 86.24

Bill Total • \$86.24



Washington Cities Insurance Authority
 PO Box 88030
 TUKWILA, WA 98138
 206-575-6046

No Show Training Invoice

BILL TO
 Christine
 c/o City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011

NO SHOW TRAINING INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
200030	10/13/2023	\$60.00	11/12/2023	Net 30	

EMPLOYEE
 Christine Scotton

FEE	TRAINING DATE	TRAINING TITLE	AMOUNT
No Show Fee	10/03/2023	Best Practices for Coaching and Counseling-Virtual Training-10/3/2023	60.00

Please include a copy of this invoice with your payment-WCIA DOES NOT ACCEPT CREDIT CARD PAYMENTS

Please make checks payable to:

Washington Cities Insurance Authority
 Attn: Finance
 PO Box 88030
 Tukwila, WA 98138

Main Phone (206) 575-6046

SUBTOTAL	60.00
TAX	0.00
TOTAL	60.00
BALANCE DUE	\$60.00



Special District Voucher Approval Document

Scheduled Payment Date: 12/20/2023
Total Amount: \$265,762.55
Control Total: 3
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20231214120357.csv
Fund #: 251010010

CONTACT INFORMATION

Preparer's Name: Barbara Glass

Email Address: barbara.glass@bothellwa.gov

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

<u>Becky Range</u>	<u>Dec 14, 2023</u>		
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

KC v2.0

District Name: Northshore Parks and Recreation Service Area

File Name: AP_NOSHRPRK_APSUPINV_20231214120357.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CDK CONSTRUCTION SERVICES, INC			CON232202-7	10/12/2023	\$44,536.85	NSC BUILDING UPGRADES
CDK CONSTRUCTION SERVICES, INC			CON232203-5	12/13/2023	\$216,225.70	HEALTH AND WELLNESS CENTER ROOF AND HVAC UPGRADES
WASHINGTON CITIES INSURANCE AUTHORITY			200042	01/01/2024	\$5,000.00	2024 INSURANCE PREMIUM

CONTRACT NO.	INVOICE DATE	INVOICE NO.
232202	10/12/2023	7

VENDOR'S CERTIFICATE. I HEREBY CERTIFY UNDER PENALTY OF PER JURY THAT THE ITEMS AND TOTALS LISTED HEREIN ARE PROPER CHARGES FOR MATERIALS, MERCHANDISE OR SERVICES FURNISHED TO THE STATE OF WASHINGTON, AND THAT ALL GOODS FURNISHED OR SERVICES RENDERED HAVE BEEN PROVIDED WITHOUT DISCRIMINATION ON THE GROUNDS OF RACE, CREED, COLOR, NATIONAL ORIGIN, SEX, OR AGE; THAT PREVAILING WAGES HAVE BEEN PAID IN ACCORDANCE WITH THE PREPARED STATEMENT OR STATEMENTS OF INTENT ON FILE WITH THE DEPARTMENT OF LABOR AND INDUSTRIES AS APPROVED BY THE INDUSTRIAL STATISTICIAN; AND THAT ALL SUB CONTRACTORS AND/OR SUPPLIERS HAVE BEEN PAID LESS EARNED RETAINAGE AS THEIR INTEREST APPEARED IN THE LAST PAYMENT RECEIVED.

AGENCY NAME

Northshore Parks & Recreation Service Area

10201 E Riverside DR Bothell WA 98011 10201 E Riverside DR
Bothell WA 98011
425-219-0961

Attn: Christine Scotton


FEDERAL TAX ID NO.: 91-1622233
FAILURE TO PROVIDE THIS NUMBER WILL RESULT IN DELAY OF PAYMENT.

VENDOR OR CLAIMANT

CDK CONSTRUCTION SERVICES, INC.
PO BOX 1767
DUVALL, WA 98019

BY: 
BEN HINK

TITLE: Project Engineer

DESCRIPTION	AMOUNT	FOR AGENCY USE
Total Earned to Date	\$1,535,310.17	
Plus 10.1 % Washin;1ton State Sales Tax.	\$155,066.33	
Gross Earned to Date	\$1,690,376.50	
Less <u>5</u> % Retained <u>Retained Percentage on Total Amount Earned to Date</u> Not Including Sales Tax	\$76,765.51	
Net Earned to Date	\$1,613,610.99	
Less Previously Invoiced	1,569,073.29	
AMOUNT DUE THIS INVOICE	'44,536.85	

PREPARED BY										ROVAL										
DDC DATE			PMT DUE DATE			CURRENT DOC NO			REF DOC NO			VENDOR NUMBER			VENDOR MESSAGE			UBI NUMBER		
REF BUF	TRANS CODE	M O D	FUND	MASTER APPEN INDEX	DEX PROG IOEX	SUB OBJ	ouG SUB OBJECT	DRG INDEX	WORK CLASS ALLOC	co. BUOO UNIT	CITT/ TOWN MOS	PROJECT	sua PROJ	PROJ PTAS	AMOUNT	INVOICE NUMBER				
APPROVED FOR PAYMENT BY										DATE			WARRANT TOTAL			WARRANT NUMBER				

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDmON

AJA DOCUMENT G702/CMa

PAGE ONE OF 1 PAGES

TO:
Northshore Parks & Recreation Service Area
10201 E Riverside DR
Bothell WA 98011

PROJECT:
NPRSA North: NPRSA Northshore Senior Center Building Upgrades

APPLICATIO 7
PERIOD TO: 7/31/2023
PROJECT NO: 21-311

DistnImtion to:
 OWNER
 coNSTRUCTION
MANAGER
LIARCHITECT
OcoNTRACTOR

FROM CONTRACTOR:
CDK Construction Services, Inc.
P.O Box 1767

CONTRACT DATE:
2117/2023

Duvall WA, 98019

VIA CONSTRUCTION MANAGER:

CONTRACT FOR: Nortbshore Parks & Recreation Service Area VIA ARCHITECT: N/A

CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document G703, is attached.

1. ORIGINAL CONTRACT SUM	\$	1,526,000.00
2. Net change by Change Orders		9,107.71
3. CONTRACT SUM TO DATE (Line 1 +2)		
4. TOTAL COMPLETED & STORED TO DATE	\$	1,535,107.71
5. RETAINAGE		
a. 5 % of Completed Work (Column D +Eon G703)	\$	76,765.51
b. % of Stored Material (Column Eon G703)	\$	0.00
Total Retainage (Lines 5a+ 5b or Total in Column I of G703)	\$	76,765.51
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	1,613,610.99
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,569,073.29
8. CURRENT PAYMENT DUE	\$	44,536.85
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	(78,300.82)

CHANGE ORDER SUMMARY	ADDITIONS	DEDUCTIONS
Total changes approved in previous months by Owner	\$34,244.68	\$0.00
Total approved this Month		\$25,345.11
TOTALS	\$34,244.68	\$25,234.51
NET CHANGES by Change Order-	\$9,010.17	

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

CONTRACTOR:

By: [Signature]

Date: 7/31/2023

State of: WA, n.
Subscribed and sworn to before me on this 31 day of Nov 2023.
Notary Public in and for the State of WA.
My Commission expires on 11/1/2024.

CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED **\$38,015**

(Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)

CONSTRUCTION MANAGER:

By: [Signature]

Date: 7/31/2023

By: [Signature] Date: 7/31/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

CERTIFICATE FOR MATERIAL STORED ON JOB SITE

(This certificate is attached to and becomes a part of the "Application and Certificate for payment on Contract" whenever a claim is made for material stored on the job site.)

CERTIFICATE: For period from: 4/1/2023 to 10/31/2023

Contract for: Northshore Senior Center Building Upgrades

Date: 10/12/2023

Location: 10201 E Riverside DR Bothell WA 98011

Certificate No.: 7

Contractor: CDK Construction

Contract No.: 23-311

ITEM	DETAIL	AMOUNT
	N/A	

The above amounts are included under the corresponding item numbers of the "Application and Certificate for payment on Contract".

CDK Construction

By z:gfJg-----

CORWENSONG ARCHITECTS LLP
(Supervising Architect or Engineer)

By _____
SIGNATURE

Northshore Senior Center Building Upgrades

GENERAL CONTRACTOR AFFIDAVIT

(to be included with each application for payment after the first)

All sub-contractors have been paid, less earned retainage, as their interest appeared in the last payment received.
Signed receipts from the principal subcontractors must be attached.

Prevailing wages have been paid in accordance with the pre-filed statement (or statements) of *Intent to Pay Prevailing Wage(s)* on file with the Department of Labor and Industries, as approved by the Industrial Statistician.

Signed: Roberto Santana

Title: Project Engineer

Firm: CDK Construction Services LLC

Date: 10/19/2023

A handwritten signature in black ink, appearing to be 'Roberto Santana', with a long horizontal line extending to the right.

STATEMENT OF APPRENTICE/JOURNEYMAN PARTICIPATION

firm Name, Address, City, State & ZIP+4 CDK Construction PO Box 1767 Duvall, WA 98019	Project Name (Title) NPRSA Northshore Senior Center	Contract No.
	Contract Award Amount:	Notice to Proceed Date
Reporting Period from: 9/1/2023 to 9/30/2023		Required Apprenticeship Percentage: 15%

APPRENTICE SUMMARY

Apprentice Name	Apprentice Registration Number	Craft or Trade	Name of Contractor or Sub-Contractor	Apprentice hours worked this period
Steven Un	216020	Carpenter	CDK Construction	0

JOURNEYMAN SUMMARY

Craft or Trade	Number of Journeyman	Journeyman hours worked this period
Carpenter	1	3

Apprentice total hours worked this period:	0								
Journeyman total hours worked this period:	3								
	<table border="1"> <thead> <tr> <th>Previous Total</th> <th>New Total</th> <th>Percentage</th> </tr> </thead> <tbody> <tr> <td>Cumulative Apprentice hours brought forward from fast reporting period: 769</td> <td>769</td> <td rowspan="2">45%</td> </tr> <tr> <td>Cumulative Journeyman hours total brought forward from fast reporting period: 921</td> <td>924</td> </tr> </tbody> </table>	Previous Total	New Total	Percentage	Cumulative Apprentice hours brought forward from fast reporting period: 769	769	45%	Cumulative Journeyman hours total brought forward from fast reporting period: 921	924
Previous Total	New Total	Percentage							
Cumulative Apprentice hours brought forward from fast reporting period: 769	769	45%							
Cumulative Journeyman hours total brought forward from fast reporting period: 921	924								

I, the undersigned, do hereby certify under penalty of perjury that the items listed herein represent the proper hourly totals for Apprenticeship/Journeyman participation

during this reporting period:

Signature _____ 1

Title: _____

Date: _____

Minority and Women's Business Enterprises

Instructions to Contractors - Include the following:

- 1) Subcontractor's Name (if certified by OMWBE)
- 2) Cumulative dollar amounts paid to the Subcontractors for each reporting fiscal year (Fiscal Year Is July 1-June 30)
- 3) Firm's certification status (please visit <https://omwbe.wa.gov/directory-certified-firms/>). If certified by more than one, please indicate as such.

Project Name Northshore Senior Center BLDG Upgrades
Project Number 23-311

Subcontractor Name	Fiscal Year 2021 Dollar Amount	Fiscal Year 2022 Dollar Amount	Fiscal Year 2023 Dollar Amount	Certification Type (MBE, MWBf, WBI, CBE, SDBI, SBE)
Ziv...K«A	7.7.V			MOE, WBI

Subtotal Dollar Amount \$ - \$ - \$ -
 Total Dollar Amount \$ - \$ - \$ -

Prepared by:	Roberto Santana
Title:	Project Engineer
Email Address:	
Phone Number:	206-200-51157
Date:	5/11/23

APPLICATION AND CERTIFICATE FOR PAYMENT

CONSTRUCTION MANAGER-ADVISER EDITION

AJA DOCUMENT G702/CMa

PAGE ONE OF 1 PAGES

TO: Northshore Parks & Recreation Service Area
 1201 E Riverside DR
 Bothell WA 98011
 FROM CONTRACTOR: CDK Construction Services, Inc.
 P.O Box 1767
 Duvall WA, 98019

PROJECT: NPRSA Health and Wellness Center Roof and HVAC Upgrades

APPLICATION 5
 PERIOD TO: 12/15/2023
 PROJECT NO: 23-308
 CONTRACT DATE: 2/17/2023

Distribution to:
 [KJOWNER
 OcoNSTRUCTION
 MANAGER
 E]ARCHITECT
 OcoNTRACTOR

VIA CONSTRUCTION MANAGER:
 CONTRACT FOR: Northshore Parks & Recreation Service Area VIA ARCHITECT: N/A

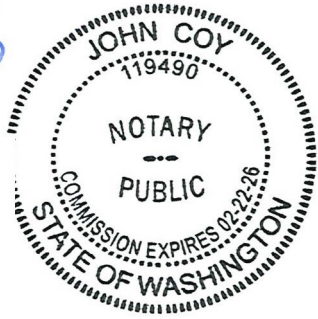
CONTRACTOR'S APPLICATION FOR PAYMENT

Application is made for payment, as shown below, in connection with the Contract. Continuation Sheet, AIA Document 0703, is attached.

The undersigned Contractor certifies that to the best of the Contractor's knowledge, information and belief the Work covered by this Application for Payment has been completed in accordance with the Contract Documents, that all amounts have been paid by the Contractor for Work for which previous Certificates for Payment were issued and payments received from the Owner, and that current payment shown herein is now due.

1. ORIGINAL CONTRACT SUM	\$	1,393,500.00
2. Net change by Change Orders	\$	1,376,567.00
3. CONTRACT SUM TO DATE (Line 1 + 2)	\$	2,769,067.00
4. TOTAL COMPLETED & STORED TO DATE (Column G on 0703) 10.3 WSSST	\$	138,427.30
5. RETAINAGE:		
a. 5 % of Completed Work	\$	68,528.37
b. % of Stored Material	\$	0.00
Total Retainage (Lines Sa+ Sb or Total in Column I of G703)	\$	68,528.37
6. TOTAL EARNED LESS RETAINAGE (Line 4 less Line 5 Total)	\$	1,440,466.23
7. LESS PREVIOUS CERTIFICATES FOR PAYMENT (Line 6 from prior Certificate)	\$	1,224,240.53
8. CURRENT PAYMENT DUE	\$	216,225.70
9. BALANCE TO FINISH, INCLUDING RETAINAGE (Line 3 less Line 6)	\$	(69,898.93)

CONTRACTOR: JJ
 By: WC4d; 1198-11 Date: 11/13/23
 State of: WA County of: King
 Subscribed and sworn to before me this 13 Day of Dec 2023
 Notary Public:
 My Commission expires: 12-31-24



CERTIFICATE FOR PAYMENT

In accordance with the Contract Documents, based on on-site observations and the data comprising this application, the Construction Manager and Architect certify to the Owner that to the best of their knowledge, information and belief the Work has progressed as indicated, the quality of the Work is in accordance with the Contract Documents, and the Contractor is entitled to payment of the AMOUNT CERTIFIED.

AMOUNT CERTIFIED **\$216,225.70**
 (Attach explanation if amount certified differs from the amount applied for. Initial all figures on this Application and on the Continuation Sheet that changed to conform to the amount certified.)
 CONSTRUCTION MANAGER:
 By: WC4d; 1198-11 Date: 12/14/2023

This Certificate is not negotiable. The AMOUNT CERTIFIED is payable only to the Contractor named herein. Issuance, payment and acceptance of payment are without prejudice to any rights of the Owner or Contractor under this Contract.

DESCRIPTION	AMOUNT	CUMULATIVE
Total changes approved in previous months by Owner	\$0.00	\$0.00
Total approved this Month	\$0.00	(\$22,932.70)
TOTALS	\$0.00	(\$22,932.70)
NET CHANGES by Change Order		\$22,932.70

Health and Wellness Center Roof and RVAC Upgrades

Bothell, WA

CERTIFICATE FOR PAYMENT:

For period From: 9/1/2023 to 12/15/2023

Contract for: Health and Wellness Center Roof and HVAC Upgrades

Date: 12/13/2023

Location: 10201 F Riverside DR Bothell WA 98011

Certificate No.: 60

Contractor: CDK CONSTRUCTION SERVICES, INC.

Contract No.: 23-308

Original Contract Amount: \$1,393,600.00

Net change In Contract Amount to Date:

-?Liq -i

f. f73

Adjusted Contract Amount

ITEM NO.	SCHEDULE OF VALUES DETAIL	ESTIMATED W.O.	Amount earned	%	PREVIOUSLY CLAIMED	THIS ESTIMATE
1	General Conditions	\$70,452	\$70,452.00	100%	\$48,000.00	\$22,452.00
2	Supervision	\$56,200	\$56,200.00	100%	\$42,000.00	\$14,200.00
3	Submittals	HODO	\$4,000.00	100%	\$4,000.00	\$0.00
4	Mobilization	\$19,952	\$19,952.00	100%	\$19,952.00	\$0.00
5	Caroentrv	\$27,290	\$27,290.00	100%	\$22,000.00	\$5,290.00
6	Finish Caroentrv	\$6,849	\$6,849.00	100%	\$6,000.00	\$849.00
7	Bird Control Devices	\$2,660	\$2,660.00	100%		\$2,660.00
8	Fall Protection Anchors Material	\$3,448	\$3,448.00	100%	\$2,700.00	\$748.00
9	Roofina Mobilization	\$17,000	\$17,000.00	100%	\$17,000.00	\$0.00
10	Pitched Roof Tear Off and Dump	\$39,000	\$39,000.00	100%	\$39,000.00	\$0.00
11	Pitched Roof Material Shingles	\$59,000	\$59,000.00	100%	\$59,000.00	\$0.00
12	Pitched Roof Material Underlayment	\$22,000	\$22,000.00	100%	\$22,000.00	\$0.00
13	Pitched Roof Labor	\$36,000	\$36,000.00	100%	\$34,000.00	\$2,000.00
14	Flat Roof Tear Off and Duma	\$6,000	\$6,000.00	100%	\$6,000.00	\$0.00
15	Flat Roof Materials	\$7,000	\$7,000.00	100%	\$7,000.00	\$0.00
16	Flat Roof Labor	\$5,500	\$5,500.00	100%	\$5,500.00	\$0.00
17	Roor Demobilization	\$4,500	\$4,500.00	100%	\$2,500.00	\$2,000.00
18	Caulking/Firestopooina	\$500	\$500.00	100%	\$500.00	\$0.00
19	Acoustical Cellino	\$8,900	\$8,900.00	100%		\$8,900.00
20	Paintlna	\$22,000	\$22,000.00	100%	\$20,000.00	\$2,000.00
21	HVAC Mobilization	\$29,403	\$29,403.00	100%	\$29,403.00	\$0.00
22	VRF Units Equioment	\$97,750	\$97,750.00	100%	\$97,750.00	\$0.00
23	DOAS Units Equioment	\$47,760	\$47,760.00	100%	\$47,760.00	\$0.00
24	GRD's BOD Seismic Equioment	\$21,832	\$21,832.00	100%	\$18,832.00	\$3,000.00
25	HVAC Ductwork Material	\$14,833	\$14,833.00	100%	\$14,833.00	\$0.00
26	Level 1 HVAC Demo Labor	\$5,525	\$5,525.00	100%	\$5,525.00	\$0.00
27	Level 1 HVAC Install Labor	\$32,885	\$32,885.00	100%	\$32,885.00	\$0.00
28	Level 2 HVAC Demo Labor	\$1,733	\$1,733.00	700%	\$1,733.00	\$0.00
29	Level 2 HVAC Install Labor	\$76,240	\$76,240.00	100%	\$76,240.00	\$0.00
30	Level 3 HVAC Demo Labor	\$16,685	\$16,685.00	100%	\$16,685.00	\$0.00
31	Level3 HVAC Install Labor	\$73,345	\$73,345.00	100%	\$73,345.00	\$0.00
32	HVAC Start up-Test	\$4,500	\$4,500.00	100%	\$2,500.00	\$2,000.00
33	Refrigerant Pininn Material	\$44,000	\$44,000.00	700%	\$44,000.00	\$0.00
34	Refrigerant Poina Install	\$46,106	\$46,106.00	100%	\$46,106.00	\$0.00
35	Hardin Air Balancina	\$9,361	\$9,361.00	100%	\$2,000.00	\$7,361.00
36	Commisionino	\$7,150	\$7,150.00	700%	\$1,000.00	\$6,150.00
37	Controls Engineering	\$7,260	\$7,260.00	100%	\$7,260.00	\$0.00
38	HVAC Closeouts	\$17,642	\$17,642.00	100%		\$17,642.00
39	HVAC Insulation	\$2,156	\$2,156.00	100%	\$2,156.00	\$0.00
40	Hvdronic Poina& Condensate Poina Labor	\$65,652	\$65,652.00	100%	\$60,000.00	\$5,652.00
41	Hvdronic Poina& Condensate Poina Materials	\$33,020	\$33,020.00	100%	\$30,000.00	\$3,020.00
42	HVAC Controls	\$30,985	\$30,985.00	100%	\$28,000.00	\$2,985.00
43	HVAC Controls Material	\$22,245	\$22,245.00	100%	\$22,245.00	\$0.00
44	Electical Permit	\$1,100	\$1,100.00	100%	\$1,100.00	\$0.00
45	Electical Demo/Re-work	\$12,790	\$12,790.00	100%	\$12,790.00	\$0.00
46	Branch Conduit & Boxes	\$39,024	\$39,024.00	100%	\$39,024.00	\$0.00
47	Branch Wire //16-#10	\$11,900	\$11,900.00	100%	\$11,900.00	\$0.00
48	Feeder Conduit	\$5,500	\$5,500.00	100%	\$5,500.00	\$0.00
49	Feeder Wire	\$7,800	\$7,800.00	100%	\$7,800.00	\$0.00
50	Panel Gear and Fuses	\$6,775	\$6,775.00	100%	\$6,775.00	\$0.00
51	Disconnects & Eaulo Connections	\$5,200	\$5,200.00	100%	\$5,200.00	\$0.00
52	Trim Devices	\$3,050	\$3,050.00	700%	\$3,050.00	\$0.00
53	Fire Alam Svstem Labor	\$3,500	\$3,500.00	100%	\$3,500.00	\$0.00
54	Fire Alam Svstem Material	\$9,161	\$9,161.00	100%	\$9,161.00	\$0.00
55	Punch List	\$1,400	\$7,400.00	100%		\$1,400.00
56	Close Out	\$3,750	\$3,150.00	700%		\$3,150.00
57	Demobilization	\$12,000	\$12,000.00	100%		\$12,000.00
58	O&M	\$3,000	\$3,000.00	100%		\$3,000.00
59	Record Drawnos	\$2,000	\$2,000.00	100%		\$2,000.00

Health and Wellness Center

For Period From:

9/1/2023 to

11/30/2023

General Contractor Pay Application Subcontractor List

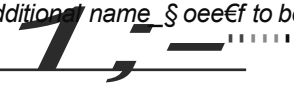
(to be submitted with each payment application)

Please list below each and every subcontractor hired by your company directly, or hired by any of your subcontractors, whose work is included in the attached pay application. All subcontractors must have filed Intents to Pay Prevailing Wages and received approval from L&I before invoice can be paid

Not all contractors are being invoiced for. please put NONE and submit with payment application.

Subcontractor Name	Trade	Hiring Contractor
Paific Coast Electrical	Electrical	CDK Construction
Masterwork Roofing Inc	Roofing	CDK Construction
Johansen Mechanical Inc	HVAC	CDK Construction
Hawk Mechanical	Plumbing	Johansen Mechanical
Albireo Energy	Controls	Johansen Mechanical
EC Electric	Low Voltage	Johansen Mechanical
Armadillo Painting	Painting	CDK Construction

(If additional name is needed to be listed, please add on reverse side)


 Project Architect/Engineer Signature Title Firm Name Date
Ali **Principal** **Cornerstone Arch. Grp** **12/14/2023**
 Project Architect/Engineer Signature Title Firm Name Date

CERTIFICATE FOR MATERIAL STORED ON JOB SITE

(This certificate is attached to and becomes a part of the "Application and Certificate for payment on Contract" whenever a claim is made for material stored on the job site.)

CERTIFICATE: For period from: 9/1/2023 to 11/30/2023

Contract for: **Northshore Senior Center Building Upgrades**

Date: 11/7/2023

Location: **10201 E Riverside DR Bothell WA 98011**

Certificate No.: 5

Contractor: **COiK Construction**

Contract No.: 23-308

ITEM	DETAIL	AMOUNT
C	.	

The above amounts are included under the corresponding item numbers of the "Application and Certificate for payment on Contract".

G CDK Construction
(Contracting : 1) _ _ /

Comerstone Arch. Grp

(Supervising Architect or Engineer)

By _____
SIGNATURE

_____ B _____
SIGNATURE

Health and Wellness Center

GENERAL CONTRACTOR AFFIDAVIT

(to be included with each application for payment after the first)

All sub-contractors have been paid, less earned retinage, as their interest appeared in the last payment received.
Signed receipts from the principal subcontractors must be attached.

Prevailing wages have been paid in accordance with the pre-filed statement (or statements) of *Intent to Pay Prevailing Wage(s)* on file with the Department of Labor and Industries, as approved by the Industrial Statistician.

Signed: Roberto Santana

Title: Project Engineer

Firm: CDK Construction Services LLC

Date: 11/30/23

A handwritten signature in black ink, appearing to be 'RS', is written over a horizontal line. A vertical line extends downwards from the right end of the horizontal line.



Washington Cities Insurance Authority
 PO Box 88030
 TUKWILA, WA 98138 US
 206-575-6046
 jaredb@wciapool.org

Invoice

BILL TO
Northshore Park & Recreation Service Area c/o City of Bothell 18415 101st Ave NE Bothell, WA 98011

INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
200042	01/01/2024	\$5,000.00	01/30/2024	Net 30	

DATE		DESCRIPTION	AMOUNT
	Auto	Auto Physical Damage	0.00
	Equipment Breakdown	Equipment Breakdown	0.00
	Fidelity	Crime/Fidelity	0.00
	Liability	Liability	5,000.00
	Property	Property	0.00

SUBTOTAL	5,000.00
TAX	0.00
TOTAL	5,000.00
BALANCE DUE	\$5,000.00



Special District Voucher Approval Document

Scheduled Payment Date: 01/10/2024
Total Amount: \$15,708.00
Control Total: 4
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20240108092927.csv
Fund #: 251010010

CONTACT INFORMATION

Preparer's Name: Barbara Glass

Email Address: barbara.glass@bothellwa.gov

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

Becky Range Jan 9, 2024

Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation Service Area

File Name: AP_NOSHRPRK_APSUPINV_20240108092927.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
CORNERSTONE ARCHITECTURAL GROUP			232203-14	12/21/2023	\$2,424.00	NSC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232204-15	12/21/2023	\$6,624.00	HWC BUILDING UPGRADES
CORNERSTONE ARCHITECTURAL GROUP			232307-1	12/21/2023	\$3,405.00	HWC EXTERIOR PAINTING
CORNERSTONE ARCHITECTURAL GROUP			232309-1	12/21/2023	\$3,255.00	PED BRIDGE GUARDRAIL REDESIGN



6161 NE 175th Street, Suite 101
 Kenmore, Washington 98028
 206.682.5000
 cornerstonearch.com

INVOICE

Northshore Parks & Recreation Service Area

18415 101st Ave NE
 Bothell WA 98011

Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

December 21, 2023

Invoice No. 232203-14

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232203

NPRSA #13A NSC Building Upgrades

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 1 100% Construction Documents							
Architectural - Project Manager	\$180	40	\$ 7,200.00	40	\$ 7,200.00	\$	-
Architectural - Building Envelope Technologist	\$125	40	\$ 5,000.00	60	\$ 7,500.00	\$	-
Mechanical/Electrical - Senior Engineer	\$150	4	\$ 600.00	13.5	\$ 2,025.00	\$	-
Mechanical/Electrical - Project Engineer	\$125	8	\$ 1,000.00	11	\$ 1,375.00	\$	-
Mechanical/Electrical Markup 10%			\$ 160.00		\$ 340.00	\$	-
Task 2 Bidding							
Architectural - Project Manager	\$180	84	\$ 15,120.00	85	\$ 15,300.00	\$	-
Structural - Engineer	\$150	4	\$ 600.00		\$ -	\$	-
Structural - Markup 10%			\$ 60.00		\$ -	\$	-
Mechanical/Electrical - Senior Engineer	\$150	24	\$ 3,600.00	19	\$ 2,850.00	\$	-
Mechanical/Electrical Markup 10%			\$ 360.00		\$ 285.00	\$	-

continued on the next page.....

NPRSA #13A NSC Building Upgrades

SCOPE		RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 3 Construction Administration								
	Architectural - Project Manager	\$180	320	\$ 57,600.00	388.5	\$ 69,930.00	12	\$ 2,160.00
	Structural - Engineer	\$150	16	\$ 2,400.00	13.5	\$ 2,025.00		\$ -
	Structual Markup 10%			\$ 240.00		\$ 202.50		\$ -
	Mechanical/Electrical - Principal	\$200	0	\$ -	1.45	\$ 90.00	0.45	\$ 90.00
	Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00	65	\$ 9,750.00	1	\$ 150.00
	Mechanical/Electrical Markup 10%			\$ 1,800.00		\$ 984.00		\$ 24.00
Task 4 Yoga Room Structural Deficient Wall								
	Architectural - Project Manager	\$180	20	\$ 3,600.00	17	\$ 3,060.00		\$ -
			TOTAL	\$ 117,340.00		\$ 122,916.50		\$ 2,424.00

Reviewed by:



12/21/2023

Andre Coppin
 Cornerstone Architectural Group
 AC:bc



6161 NE 175th Street, Suite 101
 Kenmore, Washington 98028
 206.682.5000
 cornerstonearch.com

INVOICE

Northshore Parks & Recreation Service Area

18415 101st Ave NE
 Bothell WA 98011

Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

December 21, 2023

Invoice No. 232204-15

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232204

NPRSA #13B HWC Building Upgrades

SCOPE		RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 1 100% Construction Documents								
	Architectural - Project Manager	\$180	20	\$ 3,600.00	45	\$ 8,100.00		\$ -
	Architectural - CADD Technical Support	\$100	60	\$ 6,000.00	84.5	\$ 8,450.00		\$ -
	Mechanical/Electrical - Principal	\$200	32	\$ 6,400.00	32	\$ 6,400.00		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	200	\$ 30,000.00	134.5	\$ 20,175.00		\$ -
	Mechanical/Electrical - CADD Technician	\$85	120	\$ 10,200.00	30.5	\$ 2,592.50		\$ -
	Mechanical/Electrical - Admin	\$55	8	\$ 440.00	3.5	\$ 192.50		\$ -
	Mechanical/Electrical Markup 10%			\$ 4,704.00		\$ 2,936.00		\$ -
	Environmental - Sr Project Manager	\$155	4	\$ 620.00	4	\$ 620.00		\$ -
	Environmental - AHERA Inspectors	\$110	24	\$ 2,640.00	24	\$ 2,640.00		\$ -
	Environmental - Administrative	\$90	4	\$ 360.00	4	\$ 360.00		\$ -
	Environmental - Misc			\$ 1,330.00		\$ 1,330.00		\$ -
	Environmental Markup 10%			\$ 495.00		\$ 495.00		\$ -
Task 2 Bidding								
	Architectural - Project Manager	\$180	40	\$ 7,200.00	62	\$ 11,160.00		\$ -
	Mechanical/Electrical - Principal	\$200	8	\$ 1,600.00	0.5	\$ 100.00		\$ -
	Mechanical/Electrical - Senior Engineer	\$150	20	\$ 3,000.00	14.5	\$ 2,175.00		\$ -
	Mechanical/Electrical Markup 10%			\$ 460.00		\$ 227.50		\$ -

continued on the next page.....

NPRSA #13B HWC Building Upgrades

SCOPE		RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED		THIS INVOICE	
Task 3 Construction Administration								
	Architectural - Project Manager	\$180	160	\$ 28,800.00	215.5	\$ 38,790.00	17	\$ 3,060.00
	Structural - Principal	\$245	2	\$ 490.00	2	\$ 490.00		\$ -
	Structural - Engineer	\$150	8	\$ 1,200.00	42	\$ 6,300.00		\$ -
	Structural Markup 10%			\$ 169.00		\$ 679.00		\$ -
	Mechanical/Electrical - Principal	\$200	4	\$ 800.00	2	\$ 400.00	0.45	\$ 90.00
	Mechanical/Electrical - Senior Engineer	\$150	120	\$ 18,000.00	76.75	\$ 11,512.50	21	\$ 3,150.00
	Mechanical/Electrical Markup 10%			\$ 1,880.00		\$ 360.00		\$ 324.00
			TOTAL	\$ 130,388.00		\$ 126,485.00		\$ 6,624.00

Reviewed by:



12/21/2023

Andre Coppin
 Cornerstone Architectural Group
 AC:bc



6161 NE 175th Street, Suite 101
 Kenmore, Washington 98028
 206.682.5000
 cornerstonearch.com

INVOICE

Northshore Parks & Recreation Service Area

18415 101st Ave NE
 Bothell WA 98011

Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

December 21, 2023

Invoice No. 232307-1

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232307

NPRSA Project #17 HWC Exterior Painting

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Task 1 100% Construction Documents					
Architectural - Project Manager	\$180	40	\$ 7,200.00		1 \$ 180.00
Architectural - Project Architect/Interior Designer	\$150	60	\$ 9,000.00		21.5 \$ 3,225.00
Task 2 Bidding					
Architectural - Project Manager	\$180	16	\$ 2,880.00		\$ -
Task 3 Construction Administration					
Architectural - Project Manager	\$180	80	\$ 14,400.00		\$ -
		TOTAL	\$ 33,480.00	\$ -	\$ 3,405.00

Reviewed by:

12/21/2023

Andre Coppin
 Cornerstone Architectural Group
 AC:sd



6161 NE 175th Street, Suite 101
 Kenmore, Washington 98028
 206.682.5000
 cornerstonearch.com

INVOICE

Northshore Parks & Recreation Service Area

18415 101st Ave NE
 Bothell WA 98011

Attn: Christine Scotton, Levy Program Manager & Barbara Glass

Emailed to: christine.scotton@bothellwa.gov; barbara.glass@bothellwa.gov

December 21, 2023

Invoice No. 232309-1

For services rendered through the fifteenth of this month.

Payment Due Upon Receipt

Project No. 232309

NPRSA Project 1.2 Ped Bridge Guardrail Redesign

SCOPE	RATE	HOURS	EXTENSION	PREVIOUSLY INVOICED	THIS INVOICE
Task 1 90% Construction Documents					
Architectural - Principal	\$230	8	\$ 1,840.00		\$ -
Architectural - Project Manager	\$180	16	\$ 2,880.00		16 \$ 2,880.00
Architectural - Project Architect/Interior Designer	\$150	40	\$ 6,000.00		2.5 \$ 375.00
Structural - Principal	\$245	4	\$ 980.00		\$ -
Structural - Engineer	\$175	16	\$ 2,800.00		\$ -
Structural Markup 10%			\$ 378.00		\$ -
Civil - Project Manager	\$168	20	\$ 3,360.00		\$ -
Civil Markup 10%			\$ 336.00		\$ -
Task 2 Bidding					
Architectural - Principal	\$230	16	\$ 3,680.00		\$ -
Task 3 Construction Administration					
Architectural -Project Manager	\$180	80	\$ 14,400.00		\$ -
		TOTAL	\$ 36,654.00	\$ -	\$ 3,255.00

Reviewed by:

12/21/2023

Andre Coppin
 Cornerstone Architectural Group
 AC:sd



Special District Voucher Approval Document

Scheduled Payment Date: 01/10/2024
Total Amount: \$775.04
Control Total: 2
Payment Method: WARRANT

District Name: Northshore Parks and Recreation Service Area
File Name: AP_NOSHRPRK_APSUPINV_20240102101000.csv
Fund #: 251010010

CONTACT INFORMATION

Preparer's Name: Barbara Glass

Email Address: barbara.glass@bothellwa.gov

PAYMENT CERTIFICATION

RCW (42.24.080)

I, the undersigned, do hereby certify under penalty of perjury, that the materials have been furnished, the services rendered, the labor performed as described, or that any advance payment is due and payable pursuant to a contract or is available as an option for full or partial fulfillment of a contractual obligation, and that the claim(s) is(are) just, due and unpaid obligation against the above-named governmental unit, that I am authorized to authenticate and certify to said claim(s).

Authorized District Signature(s) for Payment of Claims (Auditing Officer(s) or Board Member(s)) :

Becky Range

Jan 2, 2024

Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date
Authorized District Signature	Date	Authorized District Signature	Date

SUBMIT SIGNED DOCUMENT TO:

King County Accounts Payable
Attn: Special Districts
401 5th Avenue, Room 323
Seattle, WA 98104

Email: SpecialDist.AP@kingcounty.gov
Fax: (206) 263-3767

KING COUNTY FINANCE USE ONLY:

Batch Processed By: _____

Date Processed: _____



Special District Voucher Approval Document

District Name: Northshore Parks and Recreation Service Area

File Name: AP_NOSHRPRK_APSUPINV_20240102101000.csv

Payee (Vendor Name)	Vendor No.	Vendor Site	Invoice No.	Invoice Date	Inv. Amount	Description
THE SEATTLE TIMES			48494	11/30/2023	\$127.04	PUBLIC HEARING NOTICE
WASHINGTON CITIES INSURANCE AUTHORITY			200042REV	01/01/2024	\$648.00	CRIME/FIDELITY PREMIUM ADJUSTMENT

« e Seattle Times

Northshore Parks and Recreation Service Area
Barbara Glass
10201 E Riverside Dr
Bothell, WA 98011

INVOICE	
Invoice#:	48494
Invoice Date:	11/30/2023
Advertiser#:	27904
Advertiser Name:	Northshore Parks and Recreation Service Area
Agency#:	
Agency Name:	
Due Date:	11/30/2023

Legal Bid Package #1

\$ 127.04

Ad No.	Date	Description	Position	Format
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Print - Order 66426

376641	11/3/2023	Northshore Parks and Recreation Service Area (NPRSA) Notice of Public Hearings The Northshore Parks and Recreation Service Ar	Seattle Times - CL-Legals	
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If you would like to receive your invoices via e-mail, call (206) 464-3200 or e-mail statements@seattletimes.com with your Accounts Payable e-mail address.

Summary	
Total Net Amount	\$ 127.04
Taxes	\$ 0.00
Total Amount	\$ 127.04
Payments	\$ 0.00
Amount Due	\$ 127.04

Please Return Below Portion With Your Payment

Invoice#	Advertiser #	Advertiser Name	Agency#	Agency Name	Amount Due
48494	27904	Northshore Parks and Recreation Service Area			\$ 127.04

Remittance Address:	Please indicate any changes to billing information:
The Seattle Times PO Box C34805 Seattle, WA 98124-1805 Tel: (206) 464-3200	

000048494000027904200001270425



Washington Cities Insurance Authority
 PO Box 88030
 TUKWILA, WA 98138
 206-575-6046

Member Assessment Invoice

BILL TO
 Northshore Park & Recreation Service
 Area
 c/o City of Bothell
 18415 101st Ave NE
 Bothell, WA 98011

MEMBER ASSESSMENT INVOICE #	DATE	TOTAL DUE	DUE DATE	TERMS	ENCLOSED
200042	01/01/2024	\$5,648.00	01/30/2024	Net 30	

COVERAGE/PROGRAM	DESCRIPTION	ASSESSMENT
Auto	Auto Physical Damage	0.00
Equipment Breakdown	Equipment Breakdown	0.00
Fidelity	Crime/Fidelity	648.00
Liability	Liability	5,000.00
Property	Property	0.00

SUBTOTAL	5,648.00
TAX	0.00
TOTAL	5,648.00
BALANCE DUE	\$5,648.00

If \$0 is shown above, the member has no coverage for that particular program with WCIA.

Payments must be received by January 30, 2024.

Payments received after January 30, 2024, will be assessed a penalty of 2.5% of the member's liability assessment with a minimum of \$1,000.