



## REQUEST FOR PROPOSALS (RFP)

### Landscape Architectural Consulting Services

City of Sammamish Department of Parks and Recreation  
Sammamish, Washington

#### INVITATION

The City of Sammamish is soliciting qualification submittals from Consulting teams to provide landscape architecture and related services on an as needed basis for various City projects. It is anticipated that a significant portion of these tasks will include revising existing cost estimates for park improvement projects, which may include revising previously identified phasing, identified in the 2018-2023 Parks Capital Improvement Plan (CIP). See Attachment B for Parks CIP.

Sealed submittals plainly marked "Request for Proposals – Landscape Architecture Services" on the outside of the mailing envelope, addressed to the City of Sammamish Parks and Recreation Department at **801 228th Avenue SE, Sammamish, WA 98075**, will be accepted until **3:00 pm on Thursday, September 26, 2019**. Qualification submittals may also be hand-delivered in person to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. Submittals will not be accepted by fax, telephone or email.

In an effort to promote waste reduction and resource conservation, please submit one (1) hard copy of your team's qualification package as well as a PDF copy saved to a labeled CD or USB drive. Submittals shall not contain plastic bindings, plastic or laminated pages. Double sided documents are preferred. Please avoid superfluous use of paper (such as separate title sheets or chapter dividers). Submittals shall be limited to 20 pages maximum of 8.5 x 11-inch paper (minimum 10 pt. font size), resulting in ten sheets if double-sided.

Questions about this RFP must be emailed no later than September 20, 2019 at 2:00pm to the City contact listed in this RFP. Answers will be posted on the City's website under the associated RFP item under [Current News](#) by September 24, 2019.

Interviews for shortlisted firms are anticipated on October 15, 2019. The City reserves the right to select a Consultant from submitted proposals alone.

Anjali Myer  
Parks & Recreation Deputy Director  
425-295-0581  
[amyers@sammamish.us](mailto:amyers@sammamish.us)

## **BACKGROUND**

The City of Sammamish is located between Redmond and Issaquah, adjacent to the eastern shores of Lake Sammamish. The City incorporated in 1999, and is currently home to more than 64,000 people, with a land area of 21.5 square miles. A blend of small-town atmosphere with a suburban character, the City also enjoys a unique core of urban lifestyles and conveniences. It is characterized by quality neighborhoods, vibrant natural features and outstanding recreational opportunities. Since the City's incorporation, the park system has grown from 44 acres to over 630 acres. Land acquisition has come from land transfers, City purchases, and generous private donations.

The Parks and Recreation Department is responsible for the administration, planning, marketing, managing and maintaining parks, trails, open space, and city facilities as well as overseeing land acquisition, grant preparation, park development, culture and arts, recreational programs, and park policies.

## **PRELIMINARY SCOPE OF SERVICES**

The City anticipates a variety of landscape architecture and related services may be needed over the next two years. These services may include, but not be limited to:

- Revise existing cost estimates for park improvement projects which may include revising previously identified phasing\*
- Assisting in the re-prioritization of projects identified in the 2018-2023 Parks CIP
- Preparation of cost estimates for park and landscape renovations, capital replacement, or new construction projects
- Preparation of cost analysis for long-term maintenance costs of park improvements
- Preparation of conceptual designs or the redesign of parks and trails. This effort may include design options, construction drawings, specifications, and cost estimate for bidding
- Review, update, or development of landscape and park standards
- Attend public meetings and participate in presentations to the City Council, Parks & Recreation Commission, the public, and other stakeholder meetings as needed

The services will be on an "as-needed" basis and a detailed scope of the services and list of deliverables will be determined on a task-by-task basis when such services are requested. A separate fee proposal will be required for each task.

*\*It is anticipated that a significant portion of Consultant tasks will be related to this effort*

## **SCHEDULE**

### Proposed Timeline

- Proposal packages due: September 26, 2019
- Notify short listed firms: October 3, 2019
- Interview short listed firms\*: October 15, 2019
- Contract award by City Council: December 2019

*\*The City of Sammamish reserves the right to select a Consultant from submitted proposals alone.*

## **BUDGET**

The total of all work assignments under the Contract is estimated to be up to \$185,000 for a two-year period. The City does not guarantee a specific volume of work under the Contract.

## SUBMITTAL REQUIREMENTS

Proposals are sought from firms with expertise in landscape architectural and cost estimating services. Information provided will play a significant role in the City's selection of the consultant team considered best qualified to provide the scope of services.

Please provide the following in your Proposal Package:

- **Cover Letter:** Please submit a one-page letter of intent listing the proposed team (prime and sub consultants) and commitment to providing the services described in the scope of work.
- **Statement of Experience:** Identify the proposed project manager and key personnel of the project team; include the relevant experience, qualifications, 2020 monthly hours of availability, and project roles for each member.
- **References:** Three (minimum) client references for recent projects for Municipal Parks and Recreation Departments (within the last 5 years) led by the proposed project manager. Please include the full name of the municipality, reference name, phone number and e-mail.
- **Relevant Sample Work:** Describe past performance in completing similar scope of services for other public agencies. Provide the following information for no more than (5) five relevant projects that have been completed or in progress by members of the consultant team. All sample work listed must be for public agencies.
  1. Name of project
  2. Project website, if applicable
  3. Brief project description highlighting special attributes/features of the project
  4. Project design team
  5. Reference name and contact information
  6. Project cost estimate and construction cost, if applicable
- **Rate and Service Structure:** provide hourly rate for all staff members on the consultant team.
  1. If additional charges are assessed for mileage, indicate charge per mile. Also detail any minimum hourly requirements. Otherwise, this rate should be all-inclusive.
  2. If use of subconsultants is proposed, indicate if a billing mark-up will apply and, if so, how much the mark-up will be.

All costs for developing submittals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All submittals will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to published close date, provided notification is received in writing to the contact listed on this RFP. Submittals cannot be withdrawn after the published close date.

## CONSULTANT SELECTION AND AWARD

The City intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the City, best meets all the below listed evaluation criteria (receives the highest score) as determined by the City's selection committee. If the City decides to, chosen firms will be scheduled for an interview on October 10, 2019. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Agreement for Services, which shall be used to secure these services. See Attachment A for a sample contract. By submitting an RFP response, proposing firms indicate they have read and agree with the contract terms.

| Evaluation Criteria                                                                                               | Weight     |
|-------------------------------------------------------------------------------------------------------------------|------------|
| Qualifications and availability of key personnel and project team                                                 | 25         |
| Experience in developing cost estimates that are reflective of the current bidding climate                        | 25         |
| Experience in developing and reviewing plans, details, and specifications                                         | 15         |
| Experience conducting community engagement, gathering input, and leading oral presentations                       | 10         |
| Overall quality content and responsiveness to RFP requirements                                                    | 15         |
| Demonstrated competency of the Consultant to perform high quality work, to control costs, and meet time schedules | 10         |
| <b>Total</b>                                                                                                      | <b>100</b> |

The City of Sammamish reserves the right to reject any or all proposals, and to waive any irregularities or information in the evaluation process. The final decision is the sole discretion of the City of Sammamish, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

**ATTACHMENTS**

A: Agreement for Services

B: 2018 – 2023 Parks Capital Improvement Plan



CONTRACT NUMBER

801 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600 • Web: www.sammamish.us

### AGREEMENT FOR SERVICES

|                    | Yes                                 | No                       |                          |
|--------------------|-------------------------------------|--------------------------|--------------------------|
| Insurance Required | <input checked="" type="checkbox"/> | <input type="checkbox"/> | If Yes – See Paragraph 6 |

**This Agreement** is made and entered, by and between the City of Sammamish, Washington, a Washington municipal corporation, hereinafter referred to as the "City," and

Consultant Name: \_\_\_\_\_ hereinafter referred to as the "Consultant."

Project Description: \_\_\_\_\_

Commencing: (date) \_\_\_\_\_

Terminating: (date) \_\_\_\_\_

WHEREAS, the City desires to have certain services performed for its citizens; and  
 WHEREAS, the City has selected the Consultant to perform such services pursuant to certain terms and conditions;  
 NOW, THEREFORE, in consideration of the mutual benefits and conditions set forth below, the parties hereto agree as follows:

1. **Scope of Services to be Performed by Consultant.** The Consultant shall perform those services described in Exhibit "A" of this agreement. Consultant shall perform all services diligently and completely and in accordance with professional standards of conduct and performance and shall comply with all federal, state and local laws and regulations applicable to the performance of such services.
2. **Contract Documents.** The Agreement consists of the following documents, which are all incorporated by reference:
  - a) This Agreement and all exhibits attached thereto;
  - b) The Request for Proposal, Request for Qualifications, Invitation to Bid, or other City-issued request for project submittals
  - c) The submitted project quote, bid or proposal
  - d) All documents required under this Agreement, including but not limited to documentation evidencing insurance, if applicable
  - e) W-9 Request for Taxpayer Identification #
  - f) Scope of Work

The intent of these documents is to include all labor, materials, appliances and services of every kind necessary for the proper execution of the Work, and the terms and conditions of payment therefore. The documents are to be considered as one, and whatever is called for by any one of the documents shall be as binding as if called for by all.

3. **Payment.** The City shall pay the Consultant for the Work rendered according to the following procedures and subject to the following requirements.

| <b><u>The City shall pay the Consultant:</u></b>     | Fill in applicable method of payment |                          |
|------------------------------------------------------|--------------------------------------|--------------------------|
|                                                      | YES                                  | NO                       |
| According to the rates set forth in "Exhibit A"      | <input type="checkbox"/>             | <input type="checkbox"/> |
| A sum not to exceed:<br>(incl W.S.T., if applicable) | \$                                   |                          |
| Other (ex. Hourly):                                  | \$                                   |                          |

3.1 The Consultant shall submit invoices to the **City of Sammamish Accounts Payable Department**, [ap@sammamish.us](mailto:ap@sammamish.us) for the work performed. The City agrees to pay the Consultant for the actual work completed to the satisfaction of the City and in conformance with this Contract. The City shall pay the Consultant for services satisfactorily rendered within ten days after City Council approval of each such payment.

3.2 The Consultant shall complete and return the attached Form W-9, "Request for Taxpayer Identification Number" prior to or along with the first invoice submittal. In order for you to receive payment from the City of Sammamish, they must have either a Tax Identification Number or a Social Security Number. The Internal Revenue Service Code requires a Form 1099 for payments to every person or organization other than a corporation for services performed in the course of trade or business. Further, the law requires the City to withhold 20% on reportable amounts paid to unincorporated persons who have not supplied us with their correct Tax Identification Number or Social Security Number.

3.3 If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Consultant shall correct or modify the required work to comply with the requirements of the Contract. The City shall have the right to withhold payment for such work until it meets the requirements of the Contract. No payment shall be made for any work performed by the Consultant except for the work identified and set forth in this Contract.

#### **4. Termination**

4.1 This City reserves the right to terminate or suspend this Agreement at any time, with or without cause, upon seven days prior written notice. In the event of termination or suspension, all finished or unfinished documents, data, studies, worksheets, models, reports or other materials prepared by the Consultant pursuant to this Agreement shall promptly be submitted to the City

4.2 In the event this Agreement is terminated or suspended, the Consultant shall be entitled to payment for all services performed and reimbursable expenses incurred to the date of termination

4.3 This Agreement may be cancelled immediately if the Consultant's insurance coverage is canceled for any reason, or if the Consultant is unable to perform the services called for by this Agreement.

4.4 The Consultant reserves the right to terminate this Agreement with not less than fourteen days written notice, or in the event that outstanding invoices are not paid within sixty days.

4.5 This provision shall not prevent the City from seeking any legal remedies it may otherwise have for the violation or nonperformance of any provisions of this Agreement.

#### **5. Indemnification/Hold Harmless.**

5.1 Consultant shall defend, indemnify and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, to the extent arising out of or resulting from any willful misconduct or negligent or wrongful acts, errors or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the negligence of the City.

5.2 Should a court of competent jurisdiction determine that this Agreement is subject to [RCW 4.24.115](#), then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend, hereunder shall be only to the extent of the Consultant's negligence.

5.3 It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.



**6. Insurance.** (If applicable) The Consultant shall procure and maintain insurance as required in this section, without interruption from commencement of the Consultant's work through the term of the Contract and for thirty (30) days after physical completion date, unless otherwise indicated herein. Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant.

**6.1 No Limitation.** Nothing contained in these insurance requirements is to be construed as limiting the extent of the Contractor's responsibility for payment of damages resulting from its operations under this Contract.

**6.2 Minimum Scope of Insurance.** Consultant required insurance shall be of the types and coverage as stated below:

- a) Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be at least as broad as Insurance Services Office (ISO) form CA 00 01.
- b) Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, independent contractors, products-complete operations, stop gap liability, personal injury and advertising injury. The Public Entity shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the Public Entity using ISO [Additional Insured endorsement CG 20 10 10 01](#).
- c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
- d) Professional Liability insurance appropriate to the Consultant's profession.

**6.3 Minimum Amounts of Insurance.** Consultant shall maintain the following insurance limits:

- a) Automobile Liability insurance with limits no less than \$1,000,000 combined single limit per accident for bodily injury and property damage;
- b) Commercial General Liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$2,000,000 aggregate for personal injury, bodily injury and property damage.
- c) Worker's Compensation insurance at the limits established by the State of Washington.
- d) Professional Liability insurance (if any) shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.

**6.4 Public Entity Full Availability of Consultant Limits.** If the Consultant maintains higher insurance limits than the minimums shown above, the Public Entity shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Consultant, irrespective of whether such limits maintained by the Consultant are greater than those required by this contract or whether any certificate of insurance furnished to the Public Entity evidences limits of liability lower than those maintained by the Consultant.

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



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

**6.7 Verification of Coverage.** Consultant shall furnish the Public Entity with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsements, evidencing the insurance requirements of the Consultant before commencement of the work. Upon request by the Public Entity, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in the contract and evidence of all subcontractors' coverage.

**6.8 Notice of Cancellation.** The Consultant shall provide the Public Entity and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**6.9 Failure to Maintain Insurance.** Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the Public Entity may, after giving five (5) business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the Public Entity on demand, or at the sole discretion of the Public Entity, offset against funds due the Consultant from the Public Entity.

**7. Independent Contractor.** The Consultant and the City agree that the Consultant is an independent contractor with respect to the services provided pursuant to this Agreement. The Consultant will solely be responsible for its acts and for the acts of its agents, employees, sub consultants, or representatives during the performance of this Agreement. Nothing in this Agreement shall be considered to create the relationship of employer and employee between the parties hereto.

**8. Non-Discrimination.** The Consultant shall not discriminate against any employee, applicant for employment, or any person seeking the services of the Consultant under this Agreement, on the basis of race, color, religion, creed, sex, age, national origin, marital status, or presence of any sensory, mental, or physical handicap.

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

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

**11. Wages and Other Costs.** The City assumes no responsibility for the payment of any compensation, wages, benefits or taxes owed by the Consultant by reason of this Agreement. The Consultant shall indemnify and hold the City, its officers, agents, and employees harmless against all liability and costs resulting from the Consultant's failure to pay any compensation, wages, benefits or taxes.

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

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

**14. Conflict of Interest.** The City insists on the highest level of professional ethics from its consultants. Consultant warrants that it has performed a due diligence conflicts check, and that there are no professional conflicts with the City. Consultant warrants that none of its officers, agents or employees is now working on a project for any entity engaged in litigation with the City. Consultant will not disclose any information obtained through the course of their work for the City to any third party, without written consent of the City. It is the Consultant's duty and obligation to constantly update its due diligence with respect to conflicts, and not the City's obligation to inquire as to potential conflicts. This provision shall survive termination of this Agreement.

**15. Confidentiality.** All information regarding the City obtained by the Consultant in performance of this Agreement shall be considered confidential. Breach of confidentiality by the Consultant shall be grounds for immediate termination unless such disclosure is required by law or court order.

**16. Non-appropriation of Funds.** If sufficient funds are not appropriated or allocated for payment under this Agreement for any future fiscal period, the City will so notify the Consultant and shall not be obligated to make payments for services or amounts incurred after the end of the current fiscal period. This Agreement will terminate upon the completion of all remaining services for which funds are allocated. No penalty or expense shall accrue to the City in the event that the terms of the provision are effectuated.

**17. Entire Agreement.** This Agreement contains the entire agreement between the parties, and no other agreements, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or bind either of the parties. Either party may request changes to the Agreement. Changes which are mutually agreed upon shall be incorporated by written amendments to this Agreement.

**18. Record Keeping and Reporting.**

18.1 The Consultant at such times and in such forms as the City may require, shall furnish to the City such statements, records, reports, data, and information as the City may request pertaining to matters covered by this Agreement. All of the reports, information, data, and other related materials, prepared or assembled by the Consultant under this Agreement and any information relating to personal, medical and financial data (if applicable) will be treated as confidential only as allowed by Washington State laws regarding disclosure of public information, [Chapter 42.56, RCW](#)

18.2 The Consultant shall at any time during normal business hours and as often as the City may deem necessary, make available for examination all of its records and data with respect to all matters covered, directly or indirectly, by this Agreement and shall permit the City or its designated authorized representative to audit and inspect other data relating to all matters covered by this Agreement. The City shall receive a copy of all audit reports made by the agency or firm as to the Consultant's activities. The City may, at its discretion, conduct an audit, at its expense, using its own or outside auditors, of the Consultant's activities which relate, directly or indirectly, to the Agreement.

18.3 On payment to the Consultant by the City of all compensation due under this contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.

18.4 Consultant will provide all original operation and maintenance manuals, along with all warranties, from the manufacturer for any equipment or items installed or supplied to the City as part of this contracted project.

18.5 The Consultant shall maintain accounts and records, including personnel, property, financial, and programmatic records, which sufficiently and properly reflect all direct and indirect costs of any nature expended and services performed pursuant to this Agreement. The Consultant shall also maintain such other records as may be deemed necessary by the City to ensure proper accounting of all funds contributed by the City to the performance of this Agreement.

18.6 The foregoing records shall be maintained for a period of seven years after termination of this Agreement unless permission to destroy them is granted by the Office of the Archivist in accordance with RCW Chapter 40.14 and by the City.

**19. Ownership of Documents** On payment to the Consultant by the City of all compensation due under this Contract, all finished or unfinished documents and material prepared by the Consultant with funds paid by the City under this Contract shall become the property of the City and shall be forwarded to the City. Any records, reports, information, data or other documents or materials given to or prepared or assembled by the Consultant under this Contract will be kept confidential and shall not be made available to any individual or organization by the Consultant without prior written approval of the City or by court order.



**20. Notices.** Notices to the City of Sammamish shall be sent to the following address:  
City of Sammamish  
801 228<sup>th</sup> Avenue SE  
Sammamish, WA 98075  
Phone number: (425) 295-0500

Project Manager:

Email:

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

Company Name: \_\_\_\_\_  
Contact Name: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
Phone Number: \_\_\_\_\_  
Email: \_\_\_\_\_

**21. Applicable Law; Venue; Attorneys' Fees.** This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. In the event any suit, arbitration, or other proceeding is instituted to enforce any term of this Agreement, the parties specifically understand and agree that venue shall be exclusively in King County, Washington. The prevailing party in any such action shall be entitled to its attorneys' fees and costs of suit, which shall be fixed by the judge hearing the case and such fee, shall be included in the judgment.

The Consultant will be required to obtain a City of Sammamish business license prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City. A city business license application can be found at: <http://www.bls.dor.wa.gov/cities/sammamish.aspx>."

**22. Severability.** Any provision or part of this Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part with a valid and enforceable provision that comes as close as reasonably possible to expressing the intent of the stricken provision.



By signing below, you agree to all the terms and conditions herein.

**CITY OF SAMMAMISH, WASHINGTON:**

|             |        |
|-------------|--------|
| By:         | Date:  |
| Print Name: | Title: |

**CONSULTANT:**

|             |        |
|-------------|--------|
| By:         | Date:  |
| Print Name: | Title: |

**ATTEST/AUTHENTICATED:**

|             |            |
|-------------|------------|
| By:         | Date:      |
| Print Name: | City Clerk |

**APPROVED TO AS FORM:**

|             |               |
|-------------|---------------|
| By:         | Date:         |
| Print Name: | City Attorney |



801 228<sup>th</sup> Avenue SE • Sammamish, WA 98075 • Phone: 425-295-0500 • Fax: 425-295-0600  
www.ci.sammamish.us

## EXHIBIT A

### "Support Services"

The work under this Agreement shall consist of performing services and providing support related to the Scope below, herein defined and necessary to accomplish individual tasks (Task Orders) issued by the City of Sammamish. The Consultant shall furnish all services and labor necessary to accomplish the task(s), and provide all materials, supplies, equipment, and incidentals, except as designated elsewhere in the Agreement, necessary to prepare and deliver to the City the documents and other deliverable item(s) requested by the City.

The City is not obligated to assign any specific number of tasks to the Consultant and the City's and Consultant's obligations hereunder are limited to the tasks assigned in writing. The City may require the Consultant to perform all work on a project, or act as part of a team by performing only a portion of the project work. Task assignments may include, but are not limited to the following types of work:

#### (SCOPE PROVIDED BY CONSULTANT)

It is anticipated that the task assignments will vary in scope, complexity and location. Specific scopes of work will be developed as individual task assignments as requested. These scopes of work will define specific deliverables and budgets expected for each task assignment.

#### AUTHORIZATION OF WORK:

Work requested by the City shall be issued in writing. The request by the City should include the following information, which may be furnished in coordination with the Consultant:

1. Task Order title (Project Name)
2. Technical approach to the task, if needed
3. Specific deliverables
4. Schedule with milestones and deliverables
5. Cost/Hour estimate
6. Due date of work

All of the above items may be brief, but will be sufficiently detailed to understand the work being authorized and the amount it will cost.

The City will review and approve the Consultant's submittal for any work requested, or at the City's option, negotiate various elements of the work requested prior to authorizing work to begin and issuing a Notice to Proceed. If after work has begun, the Consultant cannot meet the agreed schedule or cost, the Consultant shall immediately notify the City. Authorization of additional time or cost for approved work will be at the sole option of the City and will be made in writing. New budgets for any new requests or extensions of previous work will be approved in writing by the City prior to beginning new work.

Work may begin when the Notice to Proceed is sent to the Consultant by the City, except that emergency actions requiring a 24-hour response can be handled by an oral authorization. Such oral authorization shall be followed up with a written confirmation within 24 hours with the information listed above included.



**Request for Consultant Payment**

**Invoice Number:** \_\_\_\_\_ **Date of Invoice:** \_\_\_\_\_

**Consultant:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

\_\_\_\_\_

**Phone:** \_\_\_\_\_

**Contract Period:** \_\_\_\_\_ **to** \_\_\_\_\_ **Reporting Period:** \_\_\_\_\_ **to** \_\_\_\_\_

**Specific Program or Project:** \_\_\_\_\_

**BARS/Budget No.** \_\_\_\_\_ **Contract #:** \_\_\_\_\_

**FINANCE WILL ATTACH A COPY OF THIS FORM TO PAYMENT**

|                                                                                    |           |                |
|------------------------------------------------------------------------------------|-----------|----------------|
| Total Contract Amount:                                                             | \$        | _____ -        |
| Previous Payments:                                                                 | \$        | _____ -        |
| Invoice Amount - Charge for Services<br>(Less Reimbursable Expenses and Sales Tax) | \$        | _____ -        |
| Sales Tax<br>(If Applicable)                                                       | \$        | _____ -        |
| 10.0%                                                                              |           |                |
| Subtotal Invoice<br>(Less Reimbursable Expenses)                                   | \$        | _____ -        |
| Reimbursable Expenses:                                                             | \$        | _____ -        |
| <b>TOTAL PAYMENT TO CONSULTANT:</b>                                                | <b>\$</b> | <b>_____ -</b> |
| Remaining Balance on Contract<br>(Does not include Reimbursable Expenses)          | \$        | _____ -        |
| Total Reimbursable Expenses to Date:<br>(Current Payment plus Previous Payments)   | \$        | _____ -        |

**ATTACH ITEMIZED DESCRIPTION OF SERVICES PROVIDED**

**Requesting Department:** \_\_\_\_\_

**Project Manager/Staff Contact:** \_\_\_\_\_

**Approved for Payment By:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
(Department Director)

Form **W-9**  
(Rev. November 2017)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

**Give Form to the  
requester. Do not  
send to the IRS.**

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

|                                                                     |                                                                                                                                                           |                                                                                                   |
|---------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------|
| Print or type.<br>See Specific Instructions on page 3.              | 1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.                                                 |                                                                                                   |
|                                                                     | 2 Business name/disregarded entity name, if different from above                                                                                          |                                                                                                   |
|                                                                     | 3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. | 4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 9): |
|                                                                     | <input type="checkbox"/> Individual/sole proprietor or single-member LLC                                                                                  | <input type="checkbox"/> C Corporation                                                            |
|                                                                     | <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____                | <input type="checkbox"/> S Corporation                                                            |
|                                                                     | <input type="checkbox"/> Other (see instructions) ► _____                                                                                                 | <input type="checkbox"/> Partnership                                                              |
|                                                                     | <input type="checkbox"/> Trust/estate                                                                                                                     | <input type="checkbox"/> Trust/estate                                                             |
| 5 Address (number, street, and apt. or suite no.) See instructions. |                                                                                                                                                           | Requester's name and address (optional)                                                           |
| 6 City, state, and ZIP code                                         |                                                                                                                                                           | City of Sammamish<br>801 228th Ave SE<br>Sammamish, WA 98075                                      |
| 7 List account number(s) here (optional)                            |                                                                                                                                                           |                                                                                                   |

**Part I Taxpayer Identification Number (TIN)**

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

|                                |  |
|--------------------------------|--|
| Social security number         |  |
|                                |  |
| or                             |  |
| Employer identification number |  |
|                                |  |

**Part II Certification**

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

|                  |                            |        |
|------------------|----------------------------|--------|
| <b>Sign Here</b> | Signature of U.S. person ► | Date ► |
|------------------|----------------------------|--------|

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.

## Sammamish Parks Six-Year Capital Improvement Plan (2018-2023)

| PRIORITY                               |     | # (2017-2022 CIP) | PROJECT                                                                                                                                                                                                                                      | 2018             | 2019               | 2020               | 2021               | 2022               | 2023               | 6-year Total        |
|----------------------------------------|-----|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| <b>PARKS CIP PROJECTS</b>              |     |                   |                                                                                                                                                                                                                                              |                  |                    |                    |                    |                    |                    |                     |
| 1                                      | A   | PK-47             | <b>Mystic Lake - Trail Extension</b><br>City to design and pay construction costs over \$15K, wetland buffer mitigation, developer to construct trail of approx. 650 lf.                                                                     | \$25,000         |                    |                    |                    |                    |                    | \$25,000            |
| 2                                      | A   | PK-n              | <b>Big Rock Park - Site B - Phase I Improvements</b><br>ROW improvements, driveway and parking lot, utilities, tree house ADA and general site improvements to allowing of opening of Parcel B.                                              | \$200,000        | \$2,000,000        |                    |                    |                    |                    | \$2,200,000         |
| 3                                      | A   | PK-04             | <b>Inglewood Middle School - Phase I - Synthetic Turf &amp; Field Overlay</b><br>Upgrade existing football field with synthetic turf and lights. Includes restroom, soccer/lacrosse overlay, new drainage, irrigation.                       |                  | \$30,000           | \$390,000          | \$2,800,000        |                    |                    | \$3,220,000         |
| 4                                      | A   | PK-1 & 2          | <b>Beaver Lake Park - Athletic Fields</b><br>Reconfigure 3 existing natural turf softball fields to 3 artificial turf little league baseball fields, drainage, irrigation, fencing. One multi-use rectangular synthetic field with lighting. |                  |                    |                    | \$500,000          | \$1,500,000        | \$1,500,000        | \$3,500,000         |
| 5                                      | A   | PK-3              | <b>Beaver Lake Park - Westside Plaza</b><br>New restroom, picnic shelter, sports plaza & play area between fields. Requires 3 baseball field reconfiguration.                                                                                |                  |                    |                    | \$250,000          | \$1,000,000        | \$750,000          | \$2,000,000         |
| 6                                      | B   | PK-n              | <b>Plant Salvage Program/Facility</b><br>Location and development of a facility to storage, water and maintain salvaged plant material for restoration/planting projects.                                                                    | \$50,000         |                    |                    |                    |                    |                    | \$50,000            |
| 7                                      | B   | PK-25             | <b>East Sammamish Park - Playground</b><br>New playground                                                                                                                                                                                    |                  | \$100,000          | \$1,000,000        |                    |                    |                    | \$1,100,000         |
| 8                                      | B   | PK-26             | <b>East Sammamish Park - Parking &amp; Access Improvements</b><br>Parking lot expansion, frontage improvements, pedestrian lighting, tennis court access and trail to Margaret Mead.                                                         |                  | \$75,000           | \$675,000          |                    |                    |                    | \$750,000           |
| 9                                      | B   | PK-09             | <b>Pine Lake Park - Field Upgrades</b><br>Replacement irrigation in outfield, new infield surface and drainage, safety fencing, replacement backstop                                                                                         |                  | \$350,000          |                    |                    |                    |                    | \$350,000           |
| 10                                     | B   | PK-06             | <b>East Sammamish Park - Baseball Field Rehab</b><br>Infield/outfield remodel and drainage, natural turf replacement, potential new amenities                                                                                                |                  |                    | \$640,000          |                    |                    |                    | \$640,000           |
| 11                                     | B   | PK-n              | <b>Off-leash Dog Park - site TBD</b>                                                                                                                                                                                                         |                  |                    |                    |                    | \$50,000           |                    | \$50,000            |
| 12                                     | B/C | PK-13             | <b>Beaver Lake Park - Lakeside Improvements</b><br>Swim beach/shoreline improvements, parking lot expansion, new playground, stormwater, landscape and irrigation.                                                                           | \$100,000        | \$1,350,000        | \$1,350,000        |                    |                    |                    | \$2,800,000         |
| 13                                     | B/C | PK-43             | <b>Evans Creek Preserve - Trail System &amp; Habitat Improvements</b><br>Completion of internal trail system and habitat improvements.                                                                                                       |                  |                    | \$25,000           |                    | \$25,000           |                    | \$50,000            |
| 14                                     | C   | PK-29             | <b>Lower Sammamish Commons - Restroom</b><br>Permanent restroom building with adjacent maintenance storage space. Sewer connection provided via Town Center developer                                                                        |                  | \$550,000          |                    |                    |                    |                    | \$550,000           |
| 15                                     | C   | PK-36             | <b>Skate Park - Rehabilitation/Repairs</b><br>Minor repairs to concrete, address design issues with planter boxes, expand skate bowl on north end of Skate Park.                                                                             |                  | \$300,000          |                    |                    |                    |                    | \$300,000           |
| 16                                     | C   | PK-19             | <b>Big Rock Park - Site A - Phase II - Restroom</b><br>Site A: Permanent restroom and septic field upgrade.                                                                                                                                  |                  | \$35,000           | \$350,000          |                    |                    |                    | \$385,000           |
| 17                                     | C   | PK-45             | <b>Evans Creek Preserve - Highway 202 Access</b><br>Connect Alcott Elementary via a soft surface trail through the North Property and an enhanced crosswalk on 202.                                                                          |                  |                    | \$130,000          |                    |                    |                    | \$130,000           |
| 18                                     | C   | PK-11             | <b>Eastlake Community Sports Field 3 - Synthetic Turf Replacement</b><br>Turf and infill replacement. Includes new pad and anticipated coated crumb rubber infill material or suitable alternate. (9-year estimate)                          |                  |                    |                    | \$100,000          | \$1,300,000        |                    | \$1,400,000         |
| 19                                     | C   | PK-n              | <b>East Sammamish Park - Pickleball Courts</b>                                                                                                                                                                                               |                  |                    | \$150,000          |                    |                    |                    | \$150,000           |
| <b>(A) SUBTOTAL PARKS CIP PROJECTS</b> |     |                   |                                                                                                                                                                                                                                              | <b>\$375,000</b> | <b>\$4,790,000</b> | <b>\$4,710,000</b> | <b>\$3,650,000</b> | <b>\$3,875,000</b> | <b>\$2,250,000</b> | <b>\$19,650,000</b> |

**ATTACHMENT B**

| PARKS PLANNING PROJECTS                     |   |       |                                                                                                                                                                                 | 2018             | 2019             | 2020            | 2021       | 2022       | 2023       | 6-Year Total     |
|---------------------------------------------|---|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|------------------|-----------------|------------|------------|------------|------------------|
| 20                                          | A | PK-n  | <b>YMCA Property Development Plan</b><br>Preliminary plan for recreation facility improvements for property meeting YMCA/City lease agreement requirements.                     | \$100,000        |                  |                 |            |            |            | \$100,000        |
| 21                                          | A | PK-34 | <b>Klahanie Park Master Plan</b><br>Complete Master Plan for Klahanie Park. Includes consultant, site analysis, public engagement and final plan.                               | \$50,000         | \$200,000        |                 |            |            |            | \$250,000        |
| 22                                          | A | PK-n  | <b>Athletic Field Study</b><br>Complete a community-wide gap analysis and prioritized implementation plan for outdoor athletic facilities.                                      | \$50,000         |                  |                 |            |            |            | \$50,000         |
| 23                                          | A | PK-n  | <b>Park Systemwide Wayfinding program</b><br>Unified directional signage for wayfinding to and through parks.                                                                   | \$12,000         | \$45,000         |                 |            |            |            | \$57,000         |
| 24                                          | B | PK-n  | <b>Lower Commons - Master Plan Update</b><br>Update to reflect changed use with Town Center, Green Spine, Regional Stormwater                                                   | \$25,000         | \$75,000         |                 |            |            |            | \$100,000        |
| 25                                          | C | PK-46 | <b>Indoor Field House - Feasibility Study</b><br>Feasibility study to include an operations analysis for an indoor field house to be considered on the YMCA/Pine Lake Property. |                  | \$100,000        |                 |            |            |            | \$100,000        |
| 26                                          | C | PK-n  | <b>Environmental Interpretation/Habitat Certification</b><br>Interpretative and habitat certification signage within the parks                                                  |                  |                  | \$25,000        |            |            |            | \$25,000         |
| <b>(B) SUBTOTAL PARKS PLANNING PROJECTS</b> |   |       |                                                                                                                                                                                 | <b>\$237,000</b> | <b>\$420,000</b> | <b>\$25,000</b> | <b>\$0</b> | <b>\$0</b> | <b>\$0</b> | <b>\$682,000</b> |

| OTHER PARKS CIP PROJECTS                        |   |       |                                                                                                                                                                                       | 2018               | 2019               | 2020               | 2021               | 2022               | 2023               | 6-Year Total        |
|-------------------------------------------------|---|-------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
| 27                                              | A | PK-C  | <b>Community Garden</b><br>Placeholder for future community garden(s) with 40 to 50 planting beds in a location to be determined.                                                     | \$50,000           | \$50,000           |                    |                    |                    |                    | \$100,000           |
| 28                                              | A | PK-D  | <b>Land Acquisition</b><br>Placeholder to acquire land for future parks and open spaces as opportunities become available.                                                            | \$8,000,000        | \$1,000,000        | \$1,000,000        | \$1,000,000        | \$1,000,000        | \$1,000,000        | \$13,000,000        |
| 29                                              | A | PK-E  | <b>Capital Repair/Replacement Program (includes ADA upgrades)</b><br>This ongoing program allocates funds for the repair and replacement of parks structures and equipment.           | \$200,000          | \$200,000          | \$200,000          | \$200,000          | \$200,000          | \$200,000          | \$1,200,000         |
| 30                                              | A | PK-F  | <b>Capital Contingency Reserve (based on projects)</b><br>10% contingency for Parks CIP projects                                                                                      | \$37,500           | \$479,000          | \$471,000          | \$365,000          | \$387,500          | \$225,000          | \$1,965,000         |
| 31                                              | A | PK-64 | <b>Sammamish Commons Trail Connection Phase 1</b><br>Lower Sammamish Commons to Big Rock Park Trail                                                                                   | \$100,000          | \$200,000          |                    |                    |                    |                    | \$300,000           |
| 32                                              | B | PK-A  | <b>Future Trail Connections</b><br>Placeholder for future trail projects to be determined upon completion of the PRO Plan and TMP. (Includes \$500k carryforward from 2016 and 2017). | \$500,000          | \$500,000          | \$500,000          | \$500,000          |                    |                    | \$2,000,000         |
| 33                                              | B | PK-B  | <b>Town Center Park Projects</b><br>Placeholder for future Town Center projects to include urban plaza, central green, playground relocation and/or other projects.                   |                    | \$150,000          | \$1,750,000        | \$175,000          |                    |                    | \$2,075,000         |
| <b>(C) SUBTOTAL OTHER PARKS CIP PROJECTS</b>    |   |       |                                                                                                                                                                                       | <b>\$8,887,500</b> | <b>\$2,579,000</b> | <b>\$3,921,000</b> | <b>\$2,240,000</b> | <b>\$1,587,500</b> | <b>\$1,425,000</b> | <b>\$20,640,000</b> |
| <b>(D) TOTAL PARKS CIP EXPENDITURES (A+B+C)</b> |   |       |                                                                                                                                                                                       | <b>\$9,499,500</b> | <b>\$7,789,000</b> | <b>\$8,656,000</b> | <b>\$5,890,000</b> | <b>\$5,462,500</b> | <b>\$3,675,000</b> | <b>\$40,972,000</b> |

| PARKS CIP REVENUE                  |                                       | 2018               | 2019               | 2020               | 2021               | 2022               | 2023               | 6-Year Total        |
|------------------------------------|---------------------------------------|--------------------|--------------------|--------------------|--------------------|--------------------|--------------------|---------------------|
|                                    | Real Estate Excise Tax (REET)         | \$2,450,000        | \$2,200,000        | \$2,200,000        | \$2,200,000        | \$2,200,000        | \$2,200,000        | \$13,450,000        |
|                                    | Park Impact Fees                      | \$1,985,000        | \$1,985,000        | \$1,985,000        | \$1,985,000        | \$1,985,000        | \$1,985,000        | \$11,910,000        |
|                                    | King County 2014-2019 Levy Funding    | \$120,000          | \$120,000          | -                  | -                  | -                  | -                  | \$240,000           |
|                                    | King County TDR                       | -                  | -                  | -                  | -                  | -                  | -                  | \$0                 |
|                                    | Operating Contribution - General Fund | -                  | -                  | -                  | -                  | -                  | -                  | -                   |
|                                    | Investment Interest                   | \$5,000            | \$5,000            | \$5,000            | \$5,000            | \$5,000            | \$5,000            | \$30,000            |
|                                    | Anticipated Grants                    | -                  | \$50,000           | -                  | \$50,000           | -                  | \$50,000           | \$150,000           |
| <b>(E) TOTAL PARKS CIP REVENUE</b> |                                       | <b>\$4,560,000</b> | <b>\$4,360,000</b> | <b>\$4,190,000</b> | <b>\$4,240,000</b> | <b>\$4,190,000</b> | <b>\$4,240,000</b> | <b>\$25,780,000</b> |

| PARKS CIP FUND 6-YR OVERVIEW |                        | \$2,018             | \$2,019            | \$2,020            | \$2,021            | \$2,022            | \$2,023            |
|------------------------------|------------------------|---------------------|--------------------|--------------------|--------------------|--------------------|--------------------|
|                              | Beginning Fund Balance | \$17,077,715        | \$12,138,215       | \$8,709,215        | \$4,243,215        | \$2,593,215        | \$1,320,715        |
|                              | Revenue -E)            | \$4,560,000         | \$4,360,000        | \$4,190,000        | \$4,240,000        | \$4,190,000        | \$4,240,000        |
|                              | Expenditures -D)       | \$9,499,500         | \$7,789,000        | \$8,656,000        | \$5,890,000        | \$5,462,500        | \$3,675,000        |
| <b>ENDING FUND BALANCE</b>   |                        | <b>\$12,138,215</b> | <b>\$8,709,215</b> | <b>\$4,243,215</b> | <b>\$2,593,215</b> | <b>\$1,320,715</b> | <b>\$1,885,715</b> |

**NOTES:**

This CIP identifies planning-level cost estimates and does not assume the value of volunteer or other non-City contributions. Detailed costing may be necessary for projects noted. This CIP is not an official budget and intended as a guiding document for City staff in the preparation of departmental budgets.