

## ***City of Lake Stevens Vision Statement***

*By 2030, we are a sustainable community around the lake with a vibrant economy, unsurpassed infrastructure and exceptional quality of life.*

### **CITY COUNCIL SPECIAL MEETING AGENDA**

**Lake Stevens Fire District Station 82  
9811 Chapel Hill Road, Lake Stevens**

**Tuesday July 27, 2017 – 8:00 a.m.**

<b>CALL TO ORDER:</b>	8:00 A.M.	Mayor
<b>PLEDGE OF ALLEGIANCE</b>		Mayor
<b>ROLL CALL:</b>		
<b>APPROVAL OF AGENDA:</b>		Council President
<b>ACTION ITEMS:</b>	*A Award Bid and Approve Contract for Installation of Irrigation System at New Temporary City Hall	Eric
<b>ADJOURN:</b>		

### **CITY COUNCIL SPECIAL MEETING – RETREAT AGENDA**

**Lake Stevens Fire District Station 82  
9811 Chapel Hill Road, Lake Stevens**

**Tuesday July 27, 2017 – 8:00 a.m.**

**(No Public Comment Will Be Taken)**

<b>CALL TO ORDER:</b>		
<b>ROLL CALL:</b>		
<b>DISCUSSION ITEM:</b>	*A Consider and Discuss Programming Needs for Chapel Hill Uses and Permanent Location of City Hall	Russ
<b>ADJOURN</b>		

* ITEMS ATTACHED	** ITEMS PREVIOUSLY DISTRIBUTED	# ITEMS TO BE DISTRIBUTED
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#### **THE PUBLIC IS INVITED TO ATTEND**

**Special Needs**

*The City of Lake Stevens strives to provide accessible opportunities for individuals with disabilities. Please contact the Human Resources Director, City of Lake Stevens ADA Coordinator, (425) 334-1012, at least five business days prior to any City meeting or event if any accommodations are needed. For TDD users, please use the state's toll-free relay service, (800) 833-6384, and ask the operator to dial the City of Lake Stevens City Hall number.*

**NOTICE: All proceedings of this meeting are audio recorded, except Executive Sessions**



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LAKE STEVENS CITY COUNCIL  
**STAFF REPORT**

**Council Agenda Date:** July 27, 2017

**Subject:** City Hall Irrigation

<b>Contact / Department:</b>	Cory Nau Department of Public Works	<b>Budget Impact:</b>	\$23,000 Incl. Contingency
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:** Authorize the Mayor to execute a public works contract with Out West Landscape & Irrigation, Inc. in an amount of \$19,602.00 with an administrative contingency of \$3,398.00.

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**SUMMARY/BACKGROUND:**

The City of Lake Stevens constructed a new City Hall site, which was designed with multiple planter and landscaped areas to the adjoining parking lot. The irrigation installation for these areas was not included in the original site construction contract. This Contract provides for the construction of 1 ½" pvc mainline, valves, numerous irrigation heads of various size and orientation, and a building mounted controller unit which is to be installed on the new City Hall structure.

The City released the request for bid on June 22, 2017; with closing deadline of July 3, 2017. The City received zero (0) responsive bids. Due to bid response and procurement procedures, the City solicited a bid from Out West Landscape & Irrigation, Inc. which falls within the anticipated budget projection. An administrative contingency of \$3,398.00 is requested to cover anticipated change requests to the purposed site plan.

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**APPLICABLE CITY POLICIES:** NA

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**BUDGET IMPACT:** Funding for this project will be taken from GGCD – City Hall which can cover the \$23,000 including contingency.

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**ATTACHMENTS:**

- Exhibit A: Public Works Contract

## EXHIBIT A

### **LIMITED PUBLIC WORKS CONTRACT (Under \$35,000)**

**THIS LIMITED PUBLIC WORKS CONTRACT** ("Contract") is made and entered into by and between the City of Lake Stevens, Washington, a Washington State municipal corporation ("City"), and Out West Landscape & Irrigation, Inc., a Washington corporation. ("Contractor").

**WHEREAS**, the City desires to install an irrigation system at the City Hall location ("the Project") having an estimated cost of \$35,000 or less; and

**WHEREAS**, the Contractor and the City desire to enter into this Contract for said work in accordance with the terms and conditions of this Contract.

**NOW, THEREFORE**, in consideration of the terms, conditions and agreements contained herein, the City and Contractor agree as follows:

**1. Scope of Work—the Project.**

The Contractor shall perform, carry out and complete the City Hall Irrigation ("Project") in accordance with this Contract and the incorporated Contract Documents specified in Section 2. The Project shall be completed no later than Insert Completion Date.

**2. Contract Documents.**

The following documents are incorporated into the Contract by this reference:

- A.  Plans and Contract Drawings.
- B.  Scope of Work.
- C.  Proposal/Bid Submittal (attached).
- D.  2016 or \_\_\_\_\_ Standard Specifications for Road, Bridge, and Municipal Construction (WSDOT/APWA) ("Standard Specifications") (referenced but not attached).
- E.  WSDOT Amendments to the Standard Specifications (referenced but not attached)
- F.  2010 APWA Supplement General Special Provisions (referenced but not attached).
- G.  City of Lake Stevens Engineering Standards (referenced but not attached)
- H.  Addenda (if any)

In the event of any inconsistencies or conflicts between the language of this Contract and these incorporated documents, the language of the Contract shall prevail over the language of the documents.

**3. Commencement of Work.**

- A. Work shall not proceed under this Contract until the following conditions have been met by the Contractor:

- B. Contract has been signed and fully executed by the parties.
- C. The Contractor has provided the City with the certificates of insurance and additional insured endorsements required under Section 22.
- D. The Contractor has obtained a City of Lake Stevens Business License.
- E. The Contractor has provided the City with satisfactory documentation that Contractor is licensed and bonded as a contractor in the Washington State.

These conditions shall be satisfied within ten (10) calendar days of the City's Notice of Award of the Contract to the Contractor. Upon satisfaction of these conditions, the City shall issue a Notice to Proceed and Contractor shall commence work within five (5) calendar days of the date of said Notice.

**4. Time is of the Essence/Liquidated Damages.**

Time is of the essence in the performance of this Contract. The Contractor shall diligently pursue the Project work to physical completion by the date specified in Section 1. If said work is not completed within the time specified, the Contractor agrees to pay the City as liquidated damages the sum set forth in Section 1-08.9 of the Standard Specifications for each and every calendar day said work remains uncompleted after expiration of the specified time.

**5. Payment for Project.**

A. Total Contract Sum for Project. Excluding approved change orders, the City shall pay the Contractor for satisfactory completion of the Project under the Contract a total Contract Sum not to exceed \$19,602.00 (Nineteen Thousand, Six hundred and Two dollars, and zero cents) in accordance with the bid price in the bid Proposal or proposal price in the Proposal and including all applicable Washington State Sales Tax. The total Contract Sum includes all expenses and costs incurred in planning, designing and constructing the Project, including, but not limited to, applicable sales and use taxes, costs and expenses for overhead, profit, labor, materials, supplies, permits, subcontractors, consultants, and professional services necessary to construct and complete the Project.

B. Payments shall be for Performance of Project Work. Payments for work provided hereunder shall be made following the performance of such work, unless otherwise permitted by law and approved in writing by the City. No payment shall be made for any work rendered by the Contractor except as identified and set forth in this Contract.

C. Right to Withhold Payments if Work is Unsatisfactory. If during the course of the Contract, the work rendered does not meet the requirements set forth in the Contract, the Contractor 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.

D. Payments. Subject to F below, progress payments shall be based on the timely submittal by the Contractor of the City's standard payment request form. The form shall be appropriately completed and signed by the Contractor. Applications for payment not signed and/or completed shall be considered incomplete and ineligible for payment consideration. The City shall initiate authorization for payment after receipt of a satisfactorily completed payment request form and shall make payment to the Contractor within approximately thirty (30) calendar days thereafter.

E. Payments for Alterations and/or Additions. Requests for changes orders and/or payments for any alterations in or additions to the work provided under this Contract shall be in accordance with the change order process set forth in Section 1-04.4 of the Standard Specifications.

F. Final Payment. As a Limited Public Works project under \$35,000, the City shall not require a payment and performance bond if requested by Contractor and the City shall not withhold statutory retainage under RCW Chapter 60.28. However, the parties agree that the City shall retain fifty percent of the contract amount for a period of thirty days after the date of final acceptance or until the following has occurred:

1. Affidavits of Wages Paid for the Contractor and all Subcontractors are on file with the Washington State Department of Labor and Industries and the City.
2. An Affidavit by the Contractor is on file with the City that sums due from the Contractor and all Subcontractors to the Washington State Department of Revenue, Employment Security Department, and Department of Labor and Industries for all taxes and penalties due or to become due with respect this Contract have been paid
3. Releases from all of Contractor's subcontractors and/or suppliers have been provided to the City, or the period for filing claims by said subcontractors and/or suppliers has expired without claims being filed.
4. The Contractor shall provide the City with proof that insurance required under Section 22 remains in effect.

G. Final Acceptance. Final Acceptance of the Project is determined when the Project is accepted by the City as being one hundred percent (100%) complete.

H. Payment in the Event of Termination. In the event this Contract is terminated by the either party, the Contractor shall not be entitled to receive any further amounts due under this Contract until the work specified in the Scope of Work is satisfactorily completed, as scheduled, up to the date of termination. At such time, if the unpaid balance of the amount to be paid under the Contract exceeds the expense incurred by the City in finishing the work, and all damages sustained by the City or which may be sustained by the City or which may be sustained by the reason of such refusal, neglect, failure or discontinuance of Contractor performing the work, such excess shall be paid by the City to the Contractor. If the City's expense and damages exceed the unpaid balance, Contractor and his surety shall be jointly and severally liable therefore to the City and shall pay such difference to the City. Such expense and damages shall include all reasonable legal expenses and costs incurred by the City to protect the rights and interests of the City under the Contract.

I. Maintenance and Inspection of Financial Records. The Contractor and its subcontractors shall maintain reasonable books, accounts, records, documents and other evidence pertaining to the costs and expenses allowable, and the consideration paid under this Contract, in accordance with reasonable and customary accepted accounting practices. All such books of account and records required to be maintained by this Contract shall be subject to inspection and audit by representatives of City and/or of the Washington State Auditor at all reasonable times, and the Contractor shall afford the proper facilities for such inspection and audit to the extent such books and records are under control of the City, and all Project Contracts shall similarly provide for such inspection and audit rights. Such books of account and records may be copied by representatives of City and/or of the Washington State Auditor where necessary to conduct or document an audit. The Contractor shall preserve and make available all such books of account and records in its control for a period

of three (3) years after final payment under this Contract, and Bunker Repair Project subcontracts shall impose similar duties on the subcontractors.

**6. Term of Contract.**

The term of this Contract shall commence upon full execution of this Contract by the City and Contractor and shall terminate upon final payment by the City to the Contractor, unless sooner terminated by either party under Section 7 or applicable provision of the Contract.

**7. Termination of Contract.**

A. Except as otherwise provided under this Contract, either party may terminate this Contract upon ten (10) working days' written notice to the other party in the event that said other party is in default and fails to cure such default within that ten-day period, or such longer period as provided by the non-defaulting party. The notice of termination shall state the reasons therefore and the effective date of the termination.

B. The City may also terminate this Contract in accordance with the provisions of Section 1-08.10 of the Standard Specifications.

**8. Status of Contractor.**

The Contractor is a licensed, bonded and insured contractor as required and in accordance with the laws of the State of Washington. Contractor is acting as an independent contractor in the performance of each and every part of this Contract. No officer, employee, volunteer, and/or agent of either party shall act on behalf of or represent him or herself as an agent or representative of the City. Contractor and its officers, employees, volunteers, agents, contractors and/or subcontractors shall make no claim of City employment nor shall claim against the City any related employment benefits, social security, and/or retirement benefits. Nothing contained herein shall be interpreted as creating a relationship of servant, employee, partnership or agency between Contractor and the City.

**9. Permits.**

The Contractor will apply for, pay for and obtain any and all City, county, state and federal permits necessary to commence, construct and complete the Project. All required permits and associated costs shall be included in the Total Contract Sum for Project.

**10. Business License Required.**

The Contractor shall obtain a City of Lake Stevens Business License prior to commencement of work under this Contract.

**11. Work Ethic.**

The Contractor shall perform all work and services under and pursuant to this Contract in a timely, professional and workmanlike manner.

**12. City Ownership of Work Products.**

All work products (reports, maps, designs, specifications, etc.) prepared by or at the request of Contractor regarding the planning, design and construction of the Project shall be the property of the City. Contractor shall provide the City with paper and electronic copies of all work products in possession or control of Contractor at the request of final payment from Contractor or upon written request from the City.

**13. Job Safety.**

A. General Job Safety. Contractor shall take all necessary precaution for the safety of employees on the work site and shall comply with all applicable provisions of federal, state and local regulations, ordinances and codes. Contractor shall erect and properly maintain, at all times, as required by the conditions and progress of the work, all necessary safeguards for the protection of workers and the public and shall post danger signs warning against known and unusual hazards.

B. Trench Safety Systems. The Contractor shall ensure that all trenches are provided with adequate safety systems as required by RCW Chapter 49.17 and WAC 296-155-650 and -655. The Contractor is responsible for providing the competent person and registered professional engineer required by WAC 296-155-650 and -655.

**14. Prevailing Wages.**

Contractor shall pay its employees, and shall require its subcontractors to pay their employees, prevailing wages as required by and in compliance with applicable state and/or federal law and/or regulations, including but not limited to RCW Chapter 39.12 and RCW Chapter 49.28. Prior to final payment under this Contract, Contractor shall certify in writing that prevailing wages have been paid for all work on the Project as required and in accordance with applicable law and/or regulations.

**15. Taxes and Assessments.**

The Contractor shall be solely responsible for compensating its employees, agents, and/or subcontractors and for paying all related taxes, deductions, and assessments, including, but not limited to, applicable use and sales taxes, federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Contract.

**16. Nondiscrimination Provision.**

During the performance of this Contract, the Contractor shall comply with all applicable equal opportunity laws and/or regulations and shall not discriminate on the basis of race, age, color, sex, sexual orientation, religion, national origin, creed, veteran status, marital status, political affiliation, or the presence of any sensory, mental or physical handicap. This provision shall include but not be limited to the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff or termination, rates of pay or other forms of compensation, selection for training, and the provision of work and services under this Contract. The Contractor further agrees to maintain notices, posted in conspicuous places, setting forth the provisions of this nondiscrimination clause. The Contractor understands that violation of this provision shall be cause for immediate termination of this Contract and the Contractor may be barred from performing any services or work for the City in the future unless the Contractor demonstrates to the satisfaction of the City that discriminatory practices have been eliminated and that recurrence of such discriminatory practices is unlikely.

**17. The Americans with Disabilities Act.**

The Contractor shall comply, and shall require its subcontractors to comply, with the Americans with Disabilities Act of 1990, 42 U.S.C. § 12101 et seq. (ADA), and its implementing regulations, and Washington State's anti-discrimination law as contained in RCW Chapter 49.60 and its implementing regulations, with regard to the work and services provided pursuant to this Contract. The ADA provides comprehensive civil rights to individuals with disabilities in the area of employment, public accommodations, public transportation, state and local government services, and telecommunications.

**18. Compliance With Law.**

The Contractors shall perform all work and services under and pursuant to this Contract in full compliance with any and all applicable laws, rules, and regulations adopted or promulgated by any governmental agency or regulatory body, whether federal, state, local, or otherwise.

**19. Guarantee of Work.**

A. The Contractor guarantees and warrants all of its work, materials, and equipment provided and utilized for this Project to be free from defects for a period of one (1) year from the date of final acceptance of the Project work. The Contractor shall remedy any defects in its Project work, and the materials, and equipment utilized in the Project and pay for any damages resulting therefrom which shall appear within a period of one (1) year from the date of final acceptance of the Project work unless a longer period is specified. The City will give notice of observed defects with reasonable promptness.

B. The guarantee/warranty period shall be suspended from the time a significant defect is first documented by the City until the work or equipment is repaired or replaced by the Contractor and accepted by the City. In the event that fewer than ninety (90) calendar days remain in the guarantee period after acceptance of such repair or replacement (after deducting the period of suspension above), the guarantee period shall be extended to allow for at least ninety (90) calendar days guarantee of the work from the date of acceptance of such repair or equipment.

C. The Contractor shall also provide the City with manufacturer's warranties for all components, materials and equipment installed as part of the Project.

D. Any repairs or replacement required during the warranty period shall be performed within 30 calendar days following notification by the City.

**20. Contractor's Risk of Loss.**

It is understood that the whole of the work under this Contract is to be done at the Contractor's risk, and that he has familiarized himself with all existing conditions and other contingencies likely to affect the work, and has made his bid accordingly, and that he shall assume the responsibility and risk of all loss or damage to materials or work which may arise from any cause whatsoever prior to completion.

**21. Indemnification and Hold Harmless.**

A. The Contractor shall indemnify, defend and hold the City, its elected officials, agents, officers and/or employees and volunteers harmless from and against any and all claims, demands, liabilities, losses, costs, damages or expenses of any nature whatsoever (including all costs and attorneys' fees) to or by third parties arising from, resulting from or connected with the work and

services performed or to be performed under this Contract by the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors to the fullest extent permitted by law and subject to the limitations provided below.

B. The Contractor's duty to indemnify the City shall not apply to liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the sole negligence of the City or its elected officials, agents, officers and/or employees.

C. The Contractor's duty to indemnify the City for liability for damages arising out of bodily injury to persons or damage to property caused by or resulting from the concurrent negligence of (a) the City and/or its elected officials, agents, officers and/or employees, and (b) the Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors, shall apply only to the extent of negligence of Contractor and/or its directors, officers, agents, employees, consultants, and/or subcontractors.

D. 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 Contractor and the City, its officers, officials, employees, and volunteers, the Contractor's liability hereunder shall be only to the extent of the Contractor's negligence.

It is further specifically and expressly understood that the indemnification provided herein constitutes the Contractor'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.

E. Nothing contained in this section or Contract shall be construed to create a liability or a right of indemnification by any third party.

F. The provisions of this section shall survive the expiration or termination of this Contract with respect to any event occurring prior to such expiration or termination.

**22. Insurance.**

**A. Insurance Term.**

The Contractor shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise, as required in this Section, without interruption from or in connection with the performance commencement of the Contractor's work through the term of the work hereunder by the Contractor, their agents, representatives, employees or subcontractors contract and for thirty (30) days after the Physical Completion date, unless otherwise indicated herein.

**B. No Limitation**

Contractor's maintenance of insurance, its scope of coverage and limits as required herein shall not be construed to limit the liability of the Contractor to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

**C. Minimum Scope of Insurance.**

Contractor's required insurance shall be of the types and coverage as stated below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on at least as broad as Insurance Services Office (ISO) form CA Automobile 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop gap liability, independent contractors, products-completed operations, personal injury and advertising injury, and liability assumed under an insured contract. The Commercial General Liability insurance shall be endorsed to provide the per project general aggregate limit using ISO form CG 25 03 05 09 or an equivalent endorsement. There shall be no exclusion for liability arising from explosion, collapse or underground property damage. The City shall be named as an additional insured under the Contractor's Commercial General Liability insurance policy with respect to the work performed for the City using ISO Additional Insured endorsement CG 20 10 10 01 and Additional Insured- Completed Operations endorsement CG 20 37 10 01 or substitute endorsements providing at least as broad of coverage.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4.  Required. Builders Risk insurance covering interests of the City, the Contractor, Subcontractors, and Sub-contractors in the work. Builders Risk insurance shall be on a special perils policy form and shall insure against the perils of fire and extended coverage and physical loss or damage including flood, earthquake, theft, vandalism, malicious mischief, and collapse. The Builders Risk insurance shall include coverage for temporary buildings, debris removal and damage to materials in transit or stored off-site. This Builders Risk insurance covering the work will have a deductible of \$5,000 for each occurrence, which will be the responsibility of the Contractor. Higher deductibles for floor and earthquake perils may be accepted by the City upon written request by the Contractor and written acceptance by the City. Any increased deductibles accepted by the City will remain the responsibility of the Contractor. The Builders Risk insurance shall be maintained until final acceptance of the work by the City.
5.  Required. Contractors Pollution Liability insurance covering losses caused by pollution conditions that arise from the operations of the Contractor. Contractors Pollution Liability insurance shall be written in an amount of at least \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000. Contractors Pollution Liability shall cover bodily injury, property damage, cleanup costs and defense including costs and expenses incurred in the investigation, defense, or settlement of claims.

If the Contractor's Pollution Liability insurance is written on a claims-made basis, the Contractor warrants that any retroactive date applicable to coverage under the policy precedes the effective date of this contract; and that continuous coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years beginning from the time that work under the contract is completed.

The City shall be named by endorsement as an additional insured on the Contractors Pollution Liability insurance policy.

If the scope of services as defined in this contract includes the disposal of any hazardous materials from the job site, the Contractor must furnish to the City evidence of Pollution Liability insurance maintained by the disposal site operator for losses arising from the insured facility accepting waste under this contract. Coverage certified to the City under this paragraph must be maintained in minimum amounts of \$1,000,000 per loss, with an annual aggregate of at least \$1,000,000.

Pollution Liability coverage at least as broad as that provided under ISO Pollution Liability-Broadened Coverage for Covered Autos Endorsement CA 99 48 shall be provided, and the Motor Carrier Act Endorsement (MCS 90) shall be attached.

**D. Minimum Amounts of Insurance.**

The Contractor shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$1,000,000 general aggregate and a \$2,000,000 products-completed operations aggregate limit.
3.  Required. Builders Risk insurance shall be written in the amount of the completed value of the project with no coinsurance provisions.
4.  Required. Contractors Pollution Liability shall be written in the amounts set forth above.

**E. City Full Availability of Contractor Limits**

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

**F. Other Insurance Provisions.**

The Contractor's insurance coverage shall be primary insurance with respect to the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be in excess of the Contractor's insurance and shall not contribute with it.

**G. Acceptability of Insurers.**

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

**H. Verification of Coverage.**

The Contractor shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the Automobile Liability and Commercial General Liability insurance of the Contractor before commencement of the work. Throughout the term of this Contract, upon request by the City, the Contractor shall furnish certified copies of all required insurance policies, including endorsements, required in this contract and evidence of all subcontractors' coverage.

**Required.** Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Builders Risk insurance policy that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

**Required.** Before any exposure to loss may occur, the Contractor shall file with the City a copy of the Pollution Liability insurance that includes all applicable conditions, exclusions, definitions, terms and endorsements related to this Project.

**I. Contractor's Insurance for Other Losses.**

The Contractor shall assume full responsibility for all loss or damage from any cause whatsoever to any tools, Contractor's employee-owned tools, machinery, equipment, or motor vehicles owned or rented by the Contractor, or the Contractor's agents, suppliers or subcontractors as well as to any temporary structures, scaffolding and protective fences.

**J. Subcontractors.**

The Contractor shall include all subcontractors as insured under its policies or shall furnish separate certifications and endorsements for each subcontractor. All coverage for subcontractors shall be subject to all of the same insurance requirements as stated herein for the Contractor.

The Contractor shall cause each and every Subcontractor to provide insurance coverage that complies with all applicable requirements of the Contractor-provided insurance as set forth herein. The Contractor shall ensure that the City is an additional insured on each and every Subcontractor's Commercial General liability insurance policy using an endorsement at least as broad as ISO Additional Insured endorsement CG 20 38 04 13.

**K. Waiver of Subrogation.**

The Contractor and the City waive all rights against each other, any of their subcontractors, lower tier subcontractors, agents and employees, each of the other, for damages caused by fire or other perils to the extent covered by Builders Risk insurance or other property insurance obtained pursuant to the Insurance Requirements Section of this Contract or other property insurance applicable to the work. The policies shall provide such waivers by endorsement or otherwise.

**L. Notice of Cancellation of Insurance.**

The Contractor shall provide the City and all Additional Insureds for this work with written notice of any policy cancellation within two business days of their receipt of such notice.

**M. Failure to Maintain Insurance.**

Failure on the part of the Contractor to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Contractor 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 City on demand, or at the sole discretion of the City, offset against funds due the Contractor from the City.

**23. Assignment and Subcontractors.**

A. The Contractor shall not assign this Contract or any interest herein, nor any money due to or to become due hereunder, without first obtaining the written consent of the City.

B. The Contractor shall not subcontract any part of the services to be performed hereunder without first obtaining the consent of the City and complying with the provisions of this section.

C. In the event the Contractor does assign this Contract or employ any subcontractor, the Contractor agrees to bind in writing every assignee and subcontractor to the applicable terms and conditions of the Contract documents.

D. The Contractor shall, before commencing any work, notify the City in writing of the names of any proposed subcontractors. The Contractor shall not employ any subcontractor or other person or organization (including those who are to furnish the principal items or materials or equipment), whether initially or as a substitute, against whom the City may have reasonable objection. Each subcontractor or other person or organization shall be identified in writing to the City by the Contractor prior to the date this Contract is signed by the Contractor. Acceptance of any subcontractor or assignee by the City shall not constitute a waiver of any right of the City to reject defective work or work not in conformance with the contract documents. If the City, at any time, has reasonable objection to a subcontractor or assignee, the Contractor shall submit an acceptable substitute.

E. The Contractor shall be fully responsible for all acts and omissions of its assignees, subcontractors and of persons and organization directly or indirectly employed by it and of persons and organizations for whose acts any of them may be liable to the same extent that it is responsible for the acts and omissions of person directly employed by it.

F. In the event that the Contractor receives notice (written, electronic or otherwise) that any of the above required insurance coverage is being cancelled and/or terminated, the Contractor shall immediately (within forty-eight (48) hours) provide written notification of such cancellation/termination to the City.

**24. Severability.**

A. If a court of competent jurisdiction holds any part, term or provision of this Contract to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Contract did not contain the particular provision held to be invalid.

B. If any provision of this Contract is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

**25. Integration and Supersession.**

This Contract sets forth all of the terms, conditions, and Contracts of the parties relative to the Project, and supersedes any and all such former Contracts which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or Contracts with respect thereto except as provided herein, and no amendment or modification of this Contract shall be effective unless reduced to writing and executed by the parties. In the event of any conflicts or inconsistencies between this Contract and the Declaration, the terms of this Contract shall control in all cases.

**26. Non-Waiver.**

A waiver by either party hereto of a breach of the other party hereto of any covenant or condition of this Contract shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any Contract, covenant or condition of this Contract, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such Contract, covenant, condition or right.

**27. Survival.**

Any provision of this Contract which imposes an obligation after termination or expiration of this Contract shall survive the term or expiration of this Contract and shall be binding on the parties to this Contract.

**28. Contract Representatives and Notices.**

This Contract shall be administered for the City by Cory Nau, and shall be administered for the Contractor by the Contractor's Contract Representative, Teresa Oosterwyk. Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To City:

City of Lake Stevens  
Attn: City Clerk  
1812 Main Street (Physical Address)  
Post Office Box 257 (Mailing Address)  
Lake Stevens, WA 98258  
Telephone: 425-334-1012

To Contractor:

Out West Landscape & Irrigation, Inc.  
Teresa Oosterwyk  
PO Box 1556  
Monroe, WA 98272  
Telephone: 360-863-7797

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

**29. Third Parties.**

The City and Contractor are the only parties to this Contract and are the only parties entitled to enforce its terms. Nothing in this Contract gives, is intended to give, or shall be construed to give or provide, any right or benefit, whether directly or indirectly or otherwise, to third persons.

**30. Governing Law.**

This Contract shall be governed by and construed in accordance with the laws of the State of Washington.

**31. Venue.**

The venue for any action to enforce or interpret this Contract shall lie in the Superior Court of Washington for Snohomish County, Washington.

**32. Attorney Fees.**

Should either the City or the Contractor commence any legal action relating to the provisions of this Contract or the enforcement thereof, the prevailing party shall be awarded judgment for all costs of litigation including, but not limited to, costs, expert witnesses, and reasonable attorney fees.

**33. Authority.**

The person executing this Agreement on behalf of Contractor represents and warrants that he or she has been fully authorized by Contractor to execute this Agreement on its behalf and to legally bind Contractor to all the terms, performances and provisions of this Agreement. The person executing this Contractor on behalf of the City represents and warrants that he or she has been fully authorized by the City to execute this Contractor on its behalf and to legally bind the City to all the terms, performances and provisions of this Contractor.

**34. Counterparts.**

This Contract may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Contract.

**IN WITNESS WHEREOF**, the parties hereto have caused this Contract to be executed the day and year first hereinabove written.

CITY OF LAKE STEVENS

By: \_\_\_\_\_  
John Spencer, Mayor

OUT WEST LANDSCAPE &  
IRRIGATION, INC.

By: \_\_\_\_\_

*Printed Name & Title*

ATTEST:

\_\_\_\_\_  
Kathy Pugh, Deputy City Clerk

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Grant K. Weed, City Attorney

Acknowledgement of Waiver of Contractor's Industrial Insurance Immunity:

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City

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Contractor

ATTACHMENTS: Bid Submittal



## REQUEST FOR BID

### Lake Stevens City Hall Irrigation

The city is seeking bids from a qualified professional firm or team (Contractor) to complete irrigation installation at City Hall.

**Location:** 1812 Main Street Lake Stevens, WA 98258

**Specifications and Scope of Work:**

Contractors are required to provide all tools, equipment, labor, vehicles, irrigation materials and other related items to the complete the assigned project.

Site Plans are included as Attachment A.

**INQUIRIES:** Questions on this work need to be directed to the following City staff:

Cory Nau, Senior Engineer  
[cnau@lakestevenswa.gov](mailto:cnau@lakestevenswa.gov)  
(425) 212-3313

Inquiries made and responses given will be posted on the City's website for all potential bidders to review.

**CONTRACT:** Work shall comply with the terms and conditions of the sample contract included in the attachment.

**TIME FOR COMPLETION OF WORK:** Project shall be completed within 30 calendar days of notice to proceed.

**PAYMENT:** Payment shall be made within 30 days of invoicing following acceptance by the City. A 5% retainage will be withheld until final acceptance of the work.

**WARRANTY:** The contractor shall warrant that the materials and workmanship are free of defects for a period of 12 months after final acceptance of the entire scope of this contract. Any repairs/or replacement required during the warranty period shall be performed within 30 calendar days following notification by the City.

**PREVAILING WAGES:** Prevailing wages are required on this project.

**BUSINESS LICENSE:** Contractor is required to obtain a City Business License prior to performing work within the City.

**BID SUBMITTAL:** Must be received by the City by 3 July 2017 at 4:00 p.m. at the City Hall located at 1812 Main Street, PO BOX 257 Lake Stevens, WA 98258 or emailed to [awells@lakestevenswa.gov](mailto:awells@lakestevenswa.gov). Bids received after the deadline will not be considered.

Bid must include name of company, contact information, contractor's license number. The bid is to be provided as a Lump Sum and shall include all applicable taxes.

**BID PROCESS:** The City will review bids received by the submission deadline. The review panel will select the bid of the lowest responsible bidder. Non-responsive bids will not be considered. The City reserves the right to reject any and all bids. The bidder must complete the Bid Proposal section on this document. The City reserves the right to reject all bids.

	Irrigation Installation	Quantity	Unit	Unit Price	Total Cost
	<b>Prep Work</b>				
1	Irrigation Installation	1	LS	\$ 18,000 <sup>00</sup>	\$ 18,000 <sup>00</sup>
				<b>Subtotal</b>	\$ 18,000 <sup>00</sup>
				<b>Tax – 8.9%</b>	\$ 1,602 <sup>00</sup>
				<b>Total Cost</b>	\$ 19,602 <sup>00</sup>

Contact: Teresa Oosterwyk Email: Teri @ Cutwestlandscape.com

Company: CutWest Landscape Phone: 360-81037797

Address: PO BOX 1556 Monroe WA 98272

Signature: Jane Osteen Date: 7/17 2016-2017

Print Name: Teresa Oosterwyk

Bid Proposal must be provided to the City by **4:00 p.m.** on **3 July 2017**, late submittals will not be accepted. Bids will be accepted via the following methods: **ATTN: Amanda Wells**

Email: [awells@lakestevenswa.gov](mailto:awells@lakestevenswa.gov)

Courier: P.O. Box 257  
Lake Stevens, WA 98258

The successful bidder will be required to execute a contract substantially in the form attached as Attachment A



LAKE STEVENS CITY COUNCIL  
STAFF REPORT

**Council Agenda Date:** July 27, 2017

**Subject:** Chapel Hill Master Plan / City Hall Siting

<b>Contact Person/Department:</b>	Russ Wright Community Development Director	<b>Budget Impact:</b>	Specific projects as approved by Council
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**RECOMMENDATION(S)/ACTION REQUESTED OF COUNCIL:**

Discuss Chapel Hill Master Plan and Discuss Potential City Hall locations.

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**DISCUSSION:**

In December of 2016, staff prepared a structured decision making analysis identifying the advantages and disadvantages of potential City Hall locations for Council's consideration. This analysis considered impacts to project costs, place-making, community accessibility, influence on existing and future retail businesses and finally special opportunities. This initial analysis found nearly equal benefits and constraints between a City Hall either downtown or at Chapel Hill when reviewing the criteria above.

- The greatest advantage of the Chapel Hill location is the central location in the city and ability to combine all or a portion of city services in a campus setting. There would be some development cost savings if all services were located at Chapel Hill.
- The major benefit of locating City Hall downtown is the place-making benefit, focusing on the historic city center, as a cornerstone of the Downtown Lake Stevens redevelopment.

Makers and city staff have developed a Needs Assessment for future employment growth. The Needs Assessment assumes that staffing levels will be between 140 and 148.5 employees over the next 20-years at City Hall and the Police Station (**Attachment A**). This number does not include all Public Works and Parks staff housed at different locations. Final employment numbers depend on a variety of factors: population growth, funding/revenue, technological changes and policy decisions. Even at the high end of the scale, the employment estimate is conservative based on comparable Puget Sound cities with a population today around 50,000 and will not dramatically affect the size of future building(s) requirements.

Four primary models were analyzed, each scenario would have slightly different space needs and employment impacts. The Library would be 20,000 square feet under each scenario. The following descriptions provide a range between the original and revised Needs Assessment. These numbers are meant to be illustrative of space requirements in 20 years. Actual building sizes will vary slightly when actual building design is underway.

- All city services e.g., City Hall, Council Chambers/Municipal Court, Police along with the Library at Chapel Hill.
  - City Hall = 19,800 to 22,000 square feet
  - Police = 22,700 to 25,000 square feet
- Split Campus with Police and the Library at Chapel Hill. City Hall would be Downtown. Council Chambers/Municipal Court could be downtown or at Chapel Hill.
  - Council Chambers = 3,300 to 4,700 square feet
  - City Hall = 16,600 to 19,800 square feet
  - Police = 22,700 to 25,900 square feet

- Hybrid Model with Police, some City Services (e.g., Community Development, Public Works, Parks and IT) and the Library at Chapel Hill. City Hall would be Downtown (e.g., Admin and Finance) at a new site. Council Chambers/Municipal Court could be downtown or at Chapel Hill.
  - Council Chambers = 3,500 to 4,100 square feet
  - Police = 22,700 to 25,500 square feet
  - Admin. & Finance = 3,300 to 4,300 square feet
  - City services = 13,600 to 14,200 square feet
  - Additional support space area needed to accommodate Admin & Finance and Council/Court separately from other city functions = 1,700 to 2,300 square feet
- Hybrid Model with Police, some City Services (e.g., Community Development, Public Works, Parks and IT) and the Library at Chapel Hill. City Hall would be combined with the Civic Center (e.g., Admin and Finance). Council Chambers/Municipal Court could be downtown or at Chapel Hill.
  - Council Chambers = 3,500 to 4,100 square feet
  - Police = 22,700 to 25,000
  - Admin. & Finance = 3,300 to 5,200 square feet
  - City services = 13,400 to 14,200 square feet
  - Additional support space area needed to accommodate Admin & Finance and Council/Court separately from other city functions = 2,300 square feet

Regardless of the location of city services, the building sizes will not vary greatly. The biggest change would be the cost of acquisition of property in the downtown area for some or all services. Other factors to consider under a hybrid scenario include increased capital, operations & maintenance costs, additional costs incurred by telecommuting and potential diminished role of collaboration.

Since this initial evaluation, Makers Architects, city staff, city officials and Sno-Isle library have coordinated on analyzing facility needs and preferred site plans. The proposed City Hall is comparable to the building size Crandall Arambula suggested of approximately 18,000 - 20,000 square feet as part of the downtown planning process. City Hall sizing reflects work spaces that emulate private business more than standard government work spaces. For example, the current model would allocate nearly 330 square feet per employee compared to an average between 400 and 500 square feet per employee. The future City Hall would include shared work spaces and "hotel" work spaces anticipating some alternative works arrangements in the future. The program also reflects a desire to embrace technology and evolving preferences in workplace design. Where possible shared conference and meeting spaces are provided.

Makers analyzed traffic and existing site conditions at the Chapel Hill site to determine the ability to share parking and infrastructure. The analysis of alternatives considered building massing, location of uses, interconnectivity/sharing, phasing, parking and relative cost. Under all alternatives, parking would be at the minimum for all combined uses. Based on the available land supply, proposed building areas and parking needs, a full buildout at Chapel Hill may be challenging, but attainable. The most land intensive site alternatives would require expansion and modifications to existing onsite infrastructure, multi-story construction, and may include structured parking.

City and Library staff and city officials identified two preferred alternatives (with recommended modifications) one that includes City Hall and one that does not include City Hall (**Attachment B** preferred alternatives – all models will be shown at the retreat). Both preferred alternatives locate city buildings (e.g., Police and City services/City Hall) on the two most northern parcels. The benefits of the preferred alternatives are described below.

- **Frontage Concept** included easy access between buildings and parking, secure driveways for police functions, and this concept is most consistent with the subarea plan. This plan does not provide a defined civic plaza.
- **Police and Library Concept** included straight forward phasing, distinct separation of functions and adequate parking. This would be the most expensive because property acquisition would be required for City Hall downtown.

Other alternatives are described below.

- **Central Parking Concept** created a parking area that was easily accessible from City Hall and the Library. This concept lacked public space, had diminished visibility for the library, provided a single access for Police and would potentially impact the existing stormwater vault. This alternative sited the library on the northern parcels
- Two alternatives were rejected outright because of separation of services, parking/access constraints, impact to infrastructure and cost.

Current planning-level cost estimates are extremely rough and will be refined as the project is completed. Gross estimates for building costs differ between Police Department and City Services. During prior interviews with Makers, two Councilmembers expressed an interest in sustainable construction. LEED Gold-level construction adds ±10% to construction cost at the planning level. A 35% to 45% factor should be added to these costs to cover soft costs and site development.

- City buildings will be nearly \$350 - \$365 per square foot for standard construction and finish work.
- The Police Station would be closer to \$425 per square foot due to increased security features.

From the preliminary engineering report, we know that a secondary stormwater system will need to be constructed and some utilities relocated.

At a high-level overview, current raw land values in downtown Lake Stevens, based on current assessor's data, are assumed to be \$7.50 per square foot including a 25% mark up to account for market value. A new City Hall site would ideally be 1 to 1.5 acres, which could be \$350,000 to \$500,000. Structured parking would be nearly \$100 per square foot. Current leases are approximately \$20 to \$25 per square foot.

Other considerations relate to phasing and financing. Staff is developing a parallel phasing schedule along with a capital improvement plan. A prioritization model will follow. Several financing options have been identified including voter approved bonds, councilmanic bonds, loans, public private partnerships, grants, general funds and leasing.

As the city completes the planning efforts for Downtown and the Master Plan for Chapel Hill, it is imperative that Council decides on a location for a permanent City Hall location. Based on Council's discussion it can move to a formal decision or affirm its preference.

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#### APPLICABLE CITY POLICIES:

N/A

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#### BUDGET IMPACT:

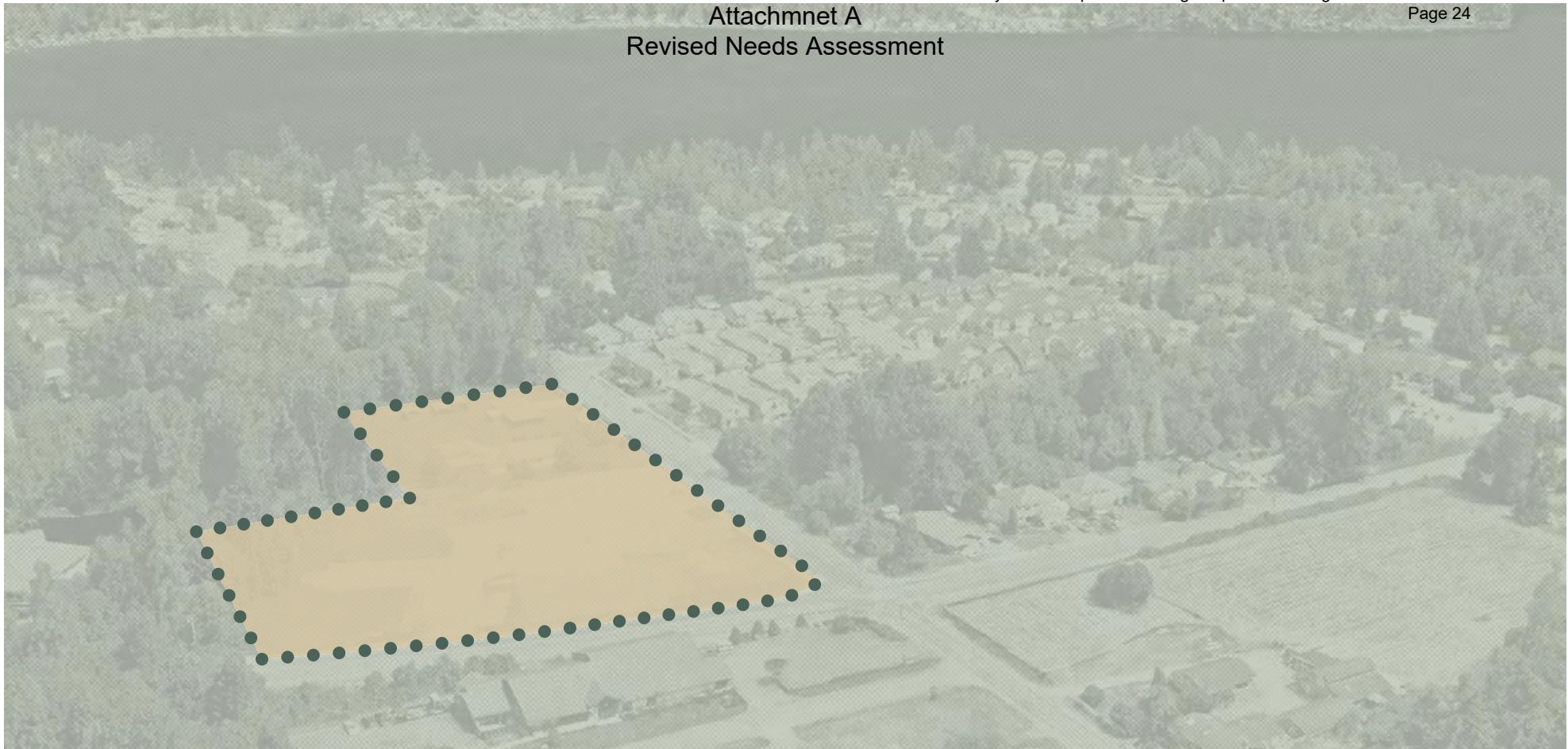
Direct budget impacts will require project specific funding to be approved by the Council as needed.

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#### ATTACHMENTS:

**A – Revised Needs Assessment**  
**B – Preferred Alternatives**

Attachment A  
Revised Needs Assessment



CITY OF LAKE STEVENS  
**CHAPEL HILL CIVIC CENTER SITE PLAN**

NEEDS ASSESSMENT COUNCIL PRESENTATION  
UPDATED JULY 27, 2017

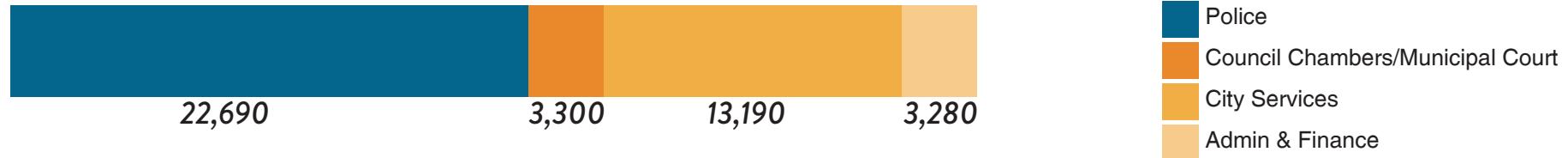
**MAKERS**

architecture • planning • urban design

Earth

# LAKE STEVENS UPDATED PROGRAM

## LAKE STEVENS PROGRAM (42,460 GSF)



### LEGEND

Police
Council Chambers/Municipal Court
City Services
Admin & Finance

CITY SERVICES		
	Police	22,690
	Council/Court	3,300
	General City Hall*	5,890
	Community Development	3,480
	Public Works	2,330
	IT	940
	Parks	550
	Admin & Finance	3,280
	<b>TOTAL</b>	<b>42,460</b>
	City Parking	83
	Police Parking (incl. staff vehicles)	90
	<b>Total Parking</b>	<b>173</b>

\* "General City Hall" includes customer service and support spaces for City Services, such as lobbies & public restrooms

# PROGRAM ALTERNATIVES

**CHAPEL HILL**  
LIBRARY  
POLICE  
CITY HALL  
Council Chambers/  
Court  
Admin & Finance  
City Services

**CHAPEL HILL**  
LIBRARY  
POLICE

**CHAPEL HILL**  
LIBRARY  
POLICE  
City Services

**CHAPEL HILL**  
LIBRARY  
POLICE  
City Services

**DOWNTOWN**  
**(NEW SITE)**  
CITY HALL  
Council Chambers/  
Court  
Admin & Finance  
City Services

**DOWNTOWN**  
**(NEW COMMUNITY CTR)**  
Admin & Finance  
Council Chambers/  
Court

**DOWNTOWN**  
**(NEW SITE)**  
Admin & Finance  
Council Chambers/  
Court

**SCHEME A**

**SCHEME B**

**SCHEME C**

**SCHEME D**

**CITY SERVICES = COMMUNITY DEVELOPMENT, PUBLIC WORKS, PARKS, IT**

# PROGRAM ALTERNATIVE INEFFICIENCIES

## CHAPEL HILL

Library  
Police  
Council Chambers/  
Court  
Admin & Finance  
City Services

## CHAPEL HILL

Library  
Police  
+ IT help desk

## CHAPEL HILL

Library  
Police  
City Services  
+ meeting rooms

## CHAPEL HILL

Library  
Police  
City Services  
+ meeting rooms

## DOWNTOWN (NEW SITE)

Admin & Finance  
City Services  
General City Hall  
Council Chambers/  
Court

+ SITE/LEASE  
ACQUISITION

## DOWNTOWN (NEW COMMUNITY CENTER)

Admin & Finance  
+ lobby area  
+ workroom area  
+ breakroom area  
+ staff & public restrooms  
+ server room  
+ IT help desk  
Council Chambers/  
Court  
+ lobby area

## DOWNTOWN (NEW SITE)

Admin & Finance  
+ lobby area  
+ workroom area  
+ breakroom area  
+ staff & public restrooms  
+ server room  
+ IT help desk  
Council Chambers/  
Court  
+ lobby area

+ SITE/LEASE  
ACQUISITION

**SCHEME A**

**SCHEME B**

**SCHEME C**

**SCHEME D**

# DRAFT CITY PROGRAM SUMMARY

*Gross Building Area noted in square feet for each user group.*

## SCHEME A - CITY HALL AT CHAPEL HILL (62,500 GSF)



## SCHEME B - CITY HALL DOWNTOWN (62,600 GSF)



## SCHEME C - HYBRID (66,000 GSF)

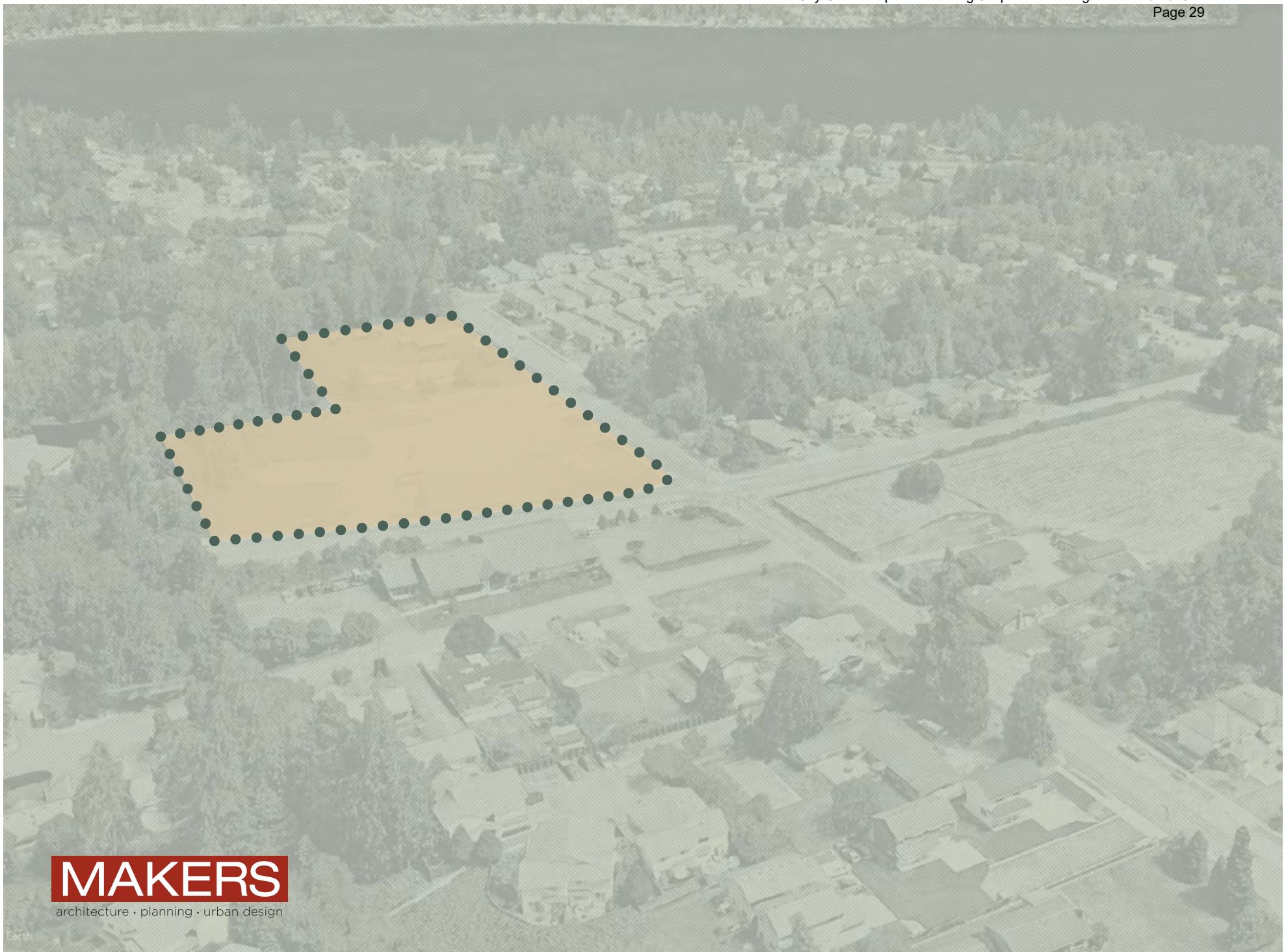


## SCHEME D - HYBRID (66,000 GSF)



## LEGEND

- Library
- Police
- Council Chambers/Municipal Court
- City Services
- Admin & Finance
- Additional support space area needed to accommodate Admin & Finance and Council/Court separately from other City functions



**MAKERS**

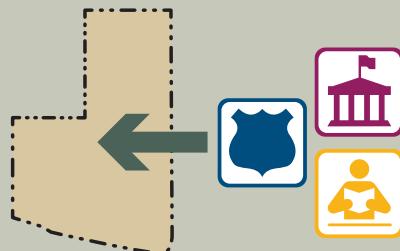
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# PROJECT PURPOSE

**FT<sup>2</sup>**

Space needs for Police and City Hall departments.



Conceptual site plan locating Library, Police, and City facilities.

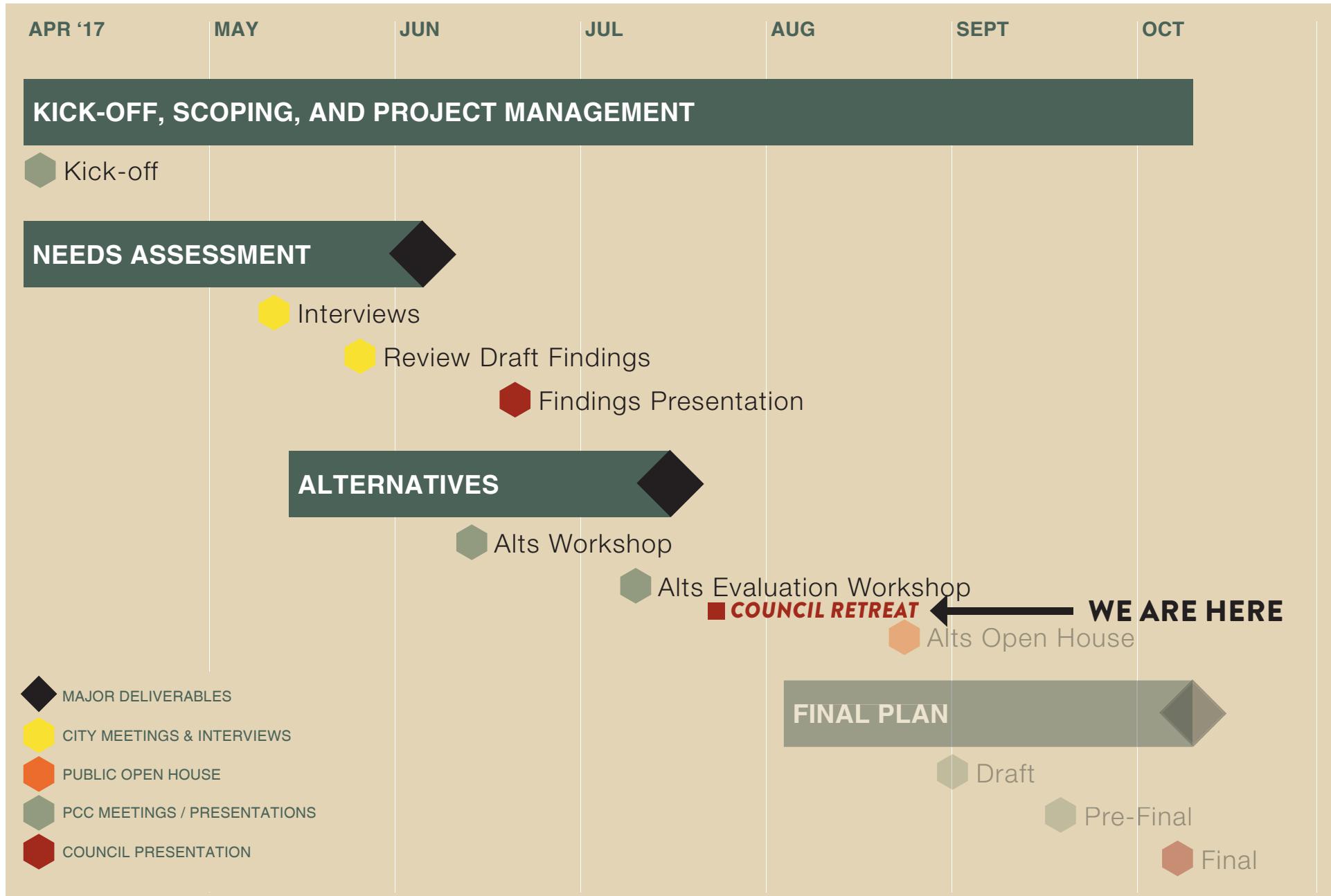
**\$**

Estimate of probable costs for proposed development.



Framework for sharing development, operations, and maintenance responsibilities between the Library and the City.

# PROJECT SCHEDULE



# NEEDS ASSESSMENT METHOD

## INTERVIEWS

### CITY

Beth Braun (Communications)  
Gene Brazel (City Administrator)  
Jim Haugen (Parks)  
Teresa Meyers (Permit Counter)  
John Spencer (Mayor)  
Barbara Stevens (Finance, City Clerk)  
Troy Stevens (IT)  
Amanda Wells (PW)  
Dave Williamson (Building Official)  
Russ Wright (Planning)

### POLICE

Jeffrey Beazizo  
Ron Brooks  
David Carter  
John Dyer  
Deborah Smith  
Jerad Wachtveir  
Steve Warbis

### COUNCIL

Kim Daughtry  
Kurt Hilt  
Gary Petershagen

## INDUSTRY STANDARDS & BEST PRACTICES

### GSA Guidelines

Industry standards for commonly used spaces  
Planning experience with similar uses



IMAGE CREDIT: HERMAN MILLER

# COMPARABLE CITIES RESEARCH

## STAFFING BY DEPARTMENT

Program reflects staffing increases as identified through interviews and comparable cities research, with review by department heads.

CITY STAFFING <sup>1</sup>	LAKE STEVENS		BURIEN 2015	SAMMAMISH 2015	SHORELINE 2015	REDMOND 2015
	2015	2035				
<b>POPULATION</b>	<b>30,900</b>	<b>45-55,000<sup>6</sup></b>	<b>49,785</b>	<b>50,163</b>	<b>54,774</b>	<b>57,959</b>
Admin, Finance, IT	11	26	24	25	42	101
Community Dev.	11	19	12	28	23	78
Parks <sup>2 5</sup>	1	8	12	12	14	29
Public Works <sup>2 3 4</sup>	7	13	10	19	33	63
<b>TOTAL</b>	<b>30</b>	<b>62</b>	<b>58</b>	<b>84</b>	<b>129</b>	<b>271</b>

Notes:

1. Lake Stevens 2035 staff counts include growth for undetermined positions.
2. Excludes Operations (Parks and Public Works).
3. Water staff are excluded from all comparables as these functions are provided by Snohomish County PUD.
4. Shoreline and Redmond staff counts include wastewater administrative staff.
5. Four Parks staff are planned to be located with City Hall staff. The other four will be at the new community center.
6. While 46,380 is the official projection, it is believed this number will be exceeded with UGA expansion and downtown up-zoning.

# COMPARABLE CITIES RESEARCH

## STAFFING BY DEPARTMENT

POLICE STAFFING	LAKE STEVENS		BURIEN	SHORELINE	REDMOND	RICHLAND
	2015	2035	2015	2015	2015	2015
<b>POPULATION</b>	30,900	45-55,000	49,785	54,774	57,959	53,000
Police	38	87	72	69	130	89

# COMPARABLE CITIES RESEARCH

CITY	CITY HALL FTEs	GSF PER FTE
<b>Lake Stevens 2035*</b>	<b>60</b>	<b>327</b>
Lake Stevens 2017**	30	190
Redmond	284	378
Shoreline	137	575
Sammamish	90	688
Burien	46	435

\*assumes 19,600 sf City Hall, including Council Chambers

\*\*assumes 5,700 sf City Hall

CITY	POLICE FTEs	GSF PER FTE
<b>Lake Stevens 2035*</b>	<b>83</b>	<b>273</b>
Lake Stevens 2017**	38	184
Redmond	130	731
Lakewood	116	366

\*assumes 22,700 sf Police Station, including 40-person training room

\*\*assumes 7,000 sf Police Station

# FUTURE CONSIDERATIONS

How will technology and evolving preferences in workplace design be reflected in the City's facilities? Consider:

- Digitization of files and online business
- Telecommuting with “hoteling” or desk-sharing
- Potential avoided facility capital and operations & maintenance costs
- Potential additional costs incurred by telecommuting
- Collaboration needs and technologies

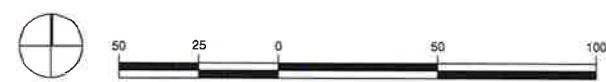


# PROGRAMMING CONSIDERATIONS

- Can the Council Chambers/Court also be used as a multi-function 40-person training room and EOC?
- Should passport applications stay with Police or be located downtown?
- Will Police be in a stand-alone building, or connected to City Hall and Council Chambers/Court?
- If City Hall or Admin & Finance are located downtown, should Council Chambers/Court be co-located with those functions, or stay at Chapel Hill?
- Will a gym be provided for City staff?

CITY OF LAKE STEVENS  
CHAPEL HILL CIVIC CENTER

## 3. FRONTAGE



### FEATURES

- All buildings face 99th Ave NE
- Shared parking between City, Library, and Police
- No building on the stormwater vault
- Pedestrian trail connects shared police parking to the secured police parking

### PARKING

SECURED POLICE PARKING:	63 STALLS
POLICE STREET PARKING:	8 STALLS
SHARED PARKING:	133 STALLS
SHARED STREET PARKING:	12 STALLS
<b>TOTAL:</b>	<b>216 STALLS</b>

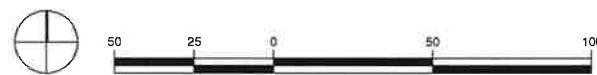
### LEGEND

— SETBACK LINE	▲ PUBLIC ENTRANCE
— PROPERTY LINE	▲ STAFF ENTRANCE
— FENCE	PEDESTRIAN ZONE



CITY OF LAKE STEVENS  
CHAPEL HILL CIVIC CENTER

## 4. POLICE+LIBRARY



### FEATURES

- No City Hall
- All buildings are one-story
- Limited shared parking
- No building on the stormwater vault

### PARKING

SECURED POLICE PARKING:	87 STALLS
POLICE STREET PARKING:	13 STALLS
LIBRARY PARKING:	53 STALLS
SHARED PARKING:	13 STALLS
<b>TOTAL:</b>	<b>166 STALLS</b>

### LEGEND

— SETBACK LINE	△ PUBLIC ENTRANCE
- - - PROPERTY LINE	▲ STAFF ENTRANCE
--- FENCE	PEDESTRIAN ZONE

