



PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement (“**Agreement**”) is effective as of the date of the Mayor’s signature below and is between the City of Everett, a Washington municipal corporation (*the “City”*), and the Service Provider identified in the Basic Provisions below (“**Service Provider**”). This Agreement is for the purpose of the Service Provider providing services to the City as set forth in the Agreement. This Agreement includes and incorporates the Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

BASIC PROVISIONS	
Service Provider	Natural Systems Design, Inc.
	1900 N. Northlake Way, Suite 211 Seattle, WA 98103
	olivia@naturaldes.com
City Project Manager	Cindy Cullen
	City of Everett – Public Works Department 3200 Cedar St. Everett, WA 98201
	ccullen@everettwa.gov
Brief Summary of Scope of Work	Fish passage barrier inventory and prioritization support
Completion Date	December 31, 2024
Maximum Compensation Amount	\$60,000

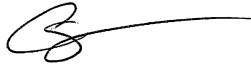
BASIC PROVISIONS	
Service Provider Insurance Contact Information	Lisa Day, Assured Partners of Washington, LLC
	425-952-2694
	Lisa.Day@assuredpartners.com
State Retirement Systems (must answer both questions)	<p>Does Service Provider have 25 or more employees?</p> <p style="padding-left: 40px;">Answer: Yes</p> <p>If Service Provider has less than 25 employees, did any Service Provider Personnel who will work under this Professional Services Agreement retire under a DRS retirement system?</p> <p style="padding-left: 40px;">Answer: Click for Dropdown Menu</p> <p>“DRS retirement system” refers to any of the following Public Employers’ Retirement System (PERS), School Employees’ Retirement System (SERS), Teachers’ Retirement System (TRS), and Law Enforcement Officers and Fire Fighters plan (LEOFF).</p> <p>“Service Provider Personnel” includes Service Provider employees and owners (such as shareholders, partners or members). If Service Provider is a sole proprietor, then “Service Provider Personnel” refers to the sole proprietor.</p>

END OF BASIC PROVISIONS

IN WITNESS WHEREOF, the City and Service Provider have executed this Agreement, which includes and incorporates the above Basic Provisions, the attached General Provisions, the attached scope of work (Exhibit A), and the attached method of compensation (Exhibit B).

**CITY OF EVERETT
WASHINGTON**

NATURAL SYSTEMS DESIGN, INC.



Cassie Franklin, Mayor

Signature: Steve M. Winter

Name of Signer: Steve Winter

Signer's Email Address: SteveW@naturaldes.com

Title of Signer: Principal Scientist

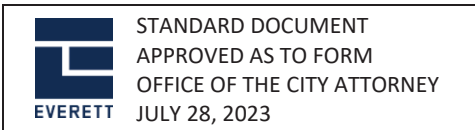
03/05/2024

Date

ATTEST



Office of the City Clerk



ATTACHMENT
PROFESSIONAL SERVICES AGREEMENT
(GENERAL PROVISIONS v.071423.1)

1. **Engagement of Service Provider.** The City hereby agrees to engage Service Provider, and Service Provider hereby agrees, to perform the work in a competent and professional manner and provide the services described in the Scope of Work attached as Exhibit A. The Scope of Work so identified is hereafter referred to as “Work”. Without a written directive of an authorized representative of the City, Service Provider shall not perform any services that are in addition to, or beyond the scope of, the Work. If Service Provider’s proposal or other document generated by Service Provider is incorporated or attached as an exhibit or part of any exhibit to this Agreement or in any amendment or task or work order pursuant to this Agreement, then such proposal or document is part of this Agreement solely to the extent that it describes the Work, the Work schedule, and the amounts or rates to be paid for such Work, and Service Provider expressly agrees that no terms or conditions from such proposal or document are incorporated or included into this Agreement. In the event of difference or conflict between parts of this Agreement, Service Provider shall be bound by whichever is more stringent on Service Provider. If, and to the extent, the Work includes the design of a public work or improvement, in whole or in part, Service Provider’s design shall be reasonably accurate, adequate and suitable for its intended purpose.
2. **Intellectual Property Rights.** Reports, drawings, plans, specifications and any other intangible property created in furtherance of the Work are property of the City for all purposes, whether the project for which they are made is executed or not, and may be used by the City for any purpose. Unless otherwise expressly agreed in writing, all intellectual property rights in such documents or intangible property created pursuant to this Agreement, or for the City, belong to the City. Service Provider retains any intellectual property rights in documents and intangible property created by Service Provider prior to engagement, or not created by Service Provider for its performance of this Agreement.
3. **Time of Beginning and Completion of Performance.** This Agreement shall commence as of the date of mutual execution of this Agreement and the Work shall be completed by Completion Date stated in the Basic Provisions.
4. **Compensation.**
 - A. The City shall pay Service Provider only for completed Work and for services actually rendered which are described herein. Such payment shall be full compensation for Work performed or services rendered, including, but not limited to, all labor, materials, supplies, equipment and incidentals necessary to complete the Work.
 - B. Service Provider shall be paid such amounts and in such manner as described in Exhibit B.
 - C. Service Provider may receive payment as reimbursement for Eligible Expenses actually incurred. “Eligible Expenses” means those expenses as set forth in an exhibit to this Agreement or such expenses as are approved for reimbursement by the City in writing prior to the expense being incurred. An expense shall not be reimbursed if: (1) the expense is not identified as an Eligible Expense; (2) the expense exceeds the per item or cumulative limits for such expense if it is identified as an Eligible Expense; or (3) the expense was not approved in writing by an authorized City representative prior to Service Provider incurring the expense. If, and to the extent, overnight lodging in western Washington is authorized, Service Provider is strongly encouraged to lodge within the corporate limits of City. When authorized, Service Provider will be reimbursed 100% of lodging expense, if lodged within the corporate limits of the City, but Service Provider will be reimbursed 50% of lodging

- expense when lodged outside the corporate limits of the City. If authorized, the City may (at its sole option) obtain or arrange air travel for Service Provider.
- D. Total compensation, including all services and expenses, shall not exceed the Maximum Compensation Amount in the Basic Provisions.
- E. If Service Provider fails or refuses to correct its work when so directed by the City, the City may withhold from any payment otherwise due an amount that the City in good faith believes is equal to the cost to the City of correcting, re-procuring, or remedying any damage caused by Service Provider's conduct.
5. **Method of Payment.**
- A. To obtain payment, Service Provider shall (a) file its request for payment, accompanied by evidence satisfactory to the City justifying the request for payment; (b) submit a report of Work accomplished and hours of all tasks completed; (c) to the extent reimbursement of Eligible Expenses is sought, submit itemization of such expenses and, if requested by the City, copies of receipts and invoices; and (d) comply with all applicable provisions of this Agreement. Service Provider shall be paid no more often than once every thirty days.
- B. All requests for payment should be sent to the City Project Manager Address in the Basic Provisions or to an address designated by the City Project Manager in writing.
6. **Submission of Reports and Other Documents.** Service Provider shall submit all reports and other documents as and when specified in the Scope of Work. This information shall be subject to review by the City, and if found to be unacceptable, Service Provider shall correct and deliver to the City any deficient Work at Service Provider's expense with all practical dispatch. Service Provider shall abide by the City's determinations concerning acceptability of Work.
7. **Termination of Contract.** City reserves the right to terminate this Agreement at any time by sending written notice of termination to Service Provider ("Notice"). The Notice shall specify a termination date ("Termination Date"). The Notice shall be effective ("Notice Date") upon the earlier of either actual receipt by Service Provider (whether by email, mail, delivery or other method reasonably calculated to be received by Service Provider in a reasonably prompt manner) or three calendar days after issuance of the Notice. Upon the Notice Date, Service Provider shall immediately commence to end the Work in a reasonable and orderly manner. Unless terminated for Service Provider's material breach, Service Provider shall be paid or reimbursed for: (a) all hours worked and Eligible Expenses incurred up to the Notice Date, less all payments previously made; and (b) those hours worked and Eligible Expenses incurred after the Notice Date, but prior to the Termination Date, that were reasonably necessary to terminate the Work in an orderly manner. The City does not by this Section waive, release or forego any legal remedy for any violation, breach or non-performance of any of the provision of this Agreement. At its sole option, and without limitation of or prejudice to any other available remedy or recourse, the City may deduct from the final payment due Service Provider (a) any damages, expenses or costs arising out of any such violations, breaches, or non-performance and (b) any other backcharges or credits.
8. **Changes.** The City may, from time to time, unilaterally change the scope of the services of Service Provider to be performed hereunder. Such changes, including any increase or decrease in the scope of work (and resulting increase or decrease in compensation), shall: (a) be made only in writing and signed by an authorized City representative, (b) be explicitly identified as an amendment to this Agreement and (c) become a part of this Agreement.
9. **Subletting/Assignment of Contracts.** Service Provider shall not sublet or assign any of the Work without the express, prior written consent of the City.
10. **Indemnification.** Except as otherwise provided in this Section, Service Provider hereby agrees to defend and indemnify and save harmless the City from any and all Claims arising out of, in

connection with, or incident to any negligent or intentional acts, errors, omissions, or conduct by Service Provider (or its employees, agents, representatives or subcontractors/subconsultants) relating to this Agreement, whether such Claims sound in contract, tort, or any other legal theory. Service Provider is obligated to defend and indemnify and save harmless the City pursuant to this Section whether a Claim is asserted directly against the City, or whether it is asserted indirectly against the City, e.g., a Claim is asserted against someone else who then seeks contribution or indemnity from the City. Service Provider's duty to defend and indemnify and save harmless pursuant to this Section is not in any way limited to, or by the extent of, insurance obtained by, obtainable by, or required of Service Provider. Service Provider's obligations under this Section shall not apply to Claims caused by the sole negligence of the City. If (1) RCW 4.24.115 applies to a particular Claim, and (2) such Claim is caused by or results from the concurrent negligence of (a) Service Provider, its employees, subcontractors/subconsultants or agents and (b) the City, then Service Provider's liability under this Section shall be only to the extent of Service Provider's negligence. Solely and expressly for the purpose of its duties to indemnify and defend and save harmless the City, Service Provider specifically waives any immunity it may have under the State Industrial Insurance Law, Title 51 RCW. Service Provider recognizes that this waiver of immunity under Title 51 RCW was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. As used in this Section: (1) "City" includes the City, the City's officers, employees, agents, and representatives and (2) "Claims" include, but is not limited to, any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damages, irrespective of the type of relief sought or demanded, such as money or injunctive relief, and irrespective of whether the damage alleged is bodily injury, damage to property, economic loss, general damages, special damages, or punitive damages or infringement or misappropriation of any patent, copyright, trade secret, or other proprietary right. If, and to the extent, Service Provider employs or engages subconsultants or subcontractors, then Service Provider shall ensure that each such subconsultant and subcontractor (and subsequent tiers of subconsultants and subcontractors) shall expressly agree to defend and indemnify and save harmless the City to the extent and on the same terms and conditions as Service Provider pursuant to this Section. The provisions of this Section shall survive the termination of this Agreement.

11. Insurance.

- A. Service Provider shall comply with the following conditions and procure and keep in force during the term of this Agreement, at Service Provider's own cost and expense, the policies of insurance as set forth in this Section with companies authorized to do business in the State of Washington, which are rated at least "A-" or better and with a numerical rating of no less than seven (7), by A.M. Best Company and which are acceptable to the City.
1. Workers' Compensation Insurance as required by Washington law and Employer's Liability Insurance with limits not less than \$1,000,000 per occurrence. If the City authorizes sublet work, Service Provider shall require each subcontractor to provide Workers' Compensation Insurance for its employees, unless Service Provider covers such employees.
 2. Commercial General Liability Insurance on an occurrence basis in an amount not less than \$1,000,000 per occurrence and at least \$2,000,000 in the annual aggregate, including but not limited to: premises/operations (including off-site operations), blanket contractual liability and broad form property damage.
 3. Business Automobile Liability Insurance in an amount not less than \$1,000,000 per occurrence, extending to any automobile. A statement certifying that no vehicle

will be used in accomplishing this Agreement may be substituted for this insurance requirement.

4. Professional Errors and Omissions Insurance in an amount not less than \$2,000,000 per occurrence and \$2,000,000 in the annual aggregate. Such coverage may be written on a claims made basis.
- B. The above CGL and auto liability policies shall be primary as to the City and shall contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City. No cancellation provision in any insurance policy shall be construed in derogation of the continuous duty of Service Provider to furnish the required insurance during the term of this Agreement.
 - C. Upon written request by the City, the insurer or its agent will furnish, prior to or during any Work being performed, a copy of any policy cited above, certified to be a true and complete copy of the original.
 - D. The Description of Operations on the Certificate of Insurance must substantially read as follows: "The above commercial general and auto liability policies are primary as to the City of Everett; have the City of Everett, its officers, employees, agents, and volunteers as additional insureds; and contain a provision that the policy shall not be canceled or materially changed without 30 days prior written notice to the City of Everett."
 - E. Prior to Service Provider performing any Work, Service Provider shall provide the City or the City's designee with a Certificate of Insurance acceptable to the City Attorney evidencing the required insurance. Service Provider shall provide the City or the City's designee with either (1) a true copy of an endorsement naming the City of Everett, its officers, employees, agents and volunteers as Additional Insureds on the Commercial General Liability Insurance policy and the Business Automobile Liability Insurance policy with respect to the operations performed and services provided under this Agreement and that such insurance shall apply as primary insurance on behalf of such Additional Insureds or (2) a true copy of the blanket additional insured clause from the policies. Receipt by the City or the City's designee of any certificate showing less coverage than required is not a waiver of Service Provider's obligations to fulfill the requirements.
 - F. If the policy listed above, Professional Errors and Omissions Insurance, is on a claims made policy form, the retroactive date on the policy shall be the effective date of this Agreement or prior. The retroactive date of any subsequent renewal of such policy shall be the same as the original policy provided. The extended reporting or discovery period on a claims made policy form shall not be less than 36 months following expiration of the policy.
 - G. Service Provider certifies that it is aware of the provisions of Title 51 of the Revised Code of Washington that requires every employer to be insured against liability of Workers' Compensation, or to undertake self-insurance in accordance with the provisions of that Title. Service Provider shall comply with the provisions of Title 51 of the Revised Code of Washington before commencing the performance of the Work. Service Provider shall provide the City with evidence of Workers' Compensation Insurance (or evidence of qualified self-insurance) before any Work is commenced.
 - H. In case of the breach of any provision of this Section, the City may, at its option and with no obligation to do so, provide and maintain at the expense of Service Provider, such types of insurance in the name of Service Provider, and with such insurers, as the City may deem proper, and may deduct the cost of providing and maintaining such insurance from any sums which may be found or become due to Service Provider under this Agreement or may demand Service Provider to promptly reimburse the City for such cost.

12. **Risk of Loss.** Service Provider shall be solely responsible for the safety of its employees, agents and subcontractors in the performance of the work hereunder and shall take all protections reasonably necessary for that purpose. All work shall be done at Service Provider's own risk, and Service Provider shall be solely responsible for any loss of or damage to Service Provider's materials, tools, or other articles used or held for use in connection with the work.
13. **Independent Contractor.**
- A. This Agreement neither constitutes nor creates an employer-employee relationship. Service Provider must provide services under this Agreement as an independent contractor. Service Provider must comply with all federal and state laws and regulations applicable to independent contractors including, but not limited to, the requirements listed in this Section. Service Provider agrees to indemnify and defend the City from and against any claims, valid or otherwise, made against the City because of these obligations.
 - B. In addition to the other requirements of this Section, if Service Provider is a sole proprietor, Service Provider agrees that Service Provider is not an employee or worker of the City under Chapter 51 of the Revised Code of Washington, Industrial Insurance for the service performed in accordance with this Agreement, by certifying to the following:
 - (1) Service Provider is free from control or direction over the performance of the service; and
 - (2) The service performed is outside the usual course of business for the City, or will not be performed at any place of business of the City, or Service Provider is responsible for the costs of the principal place of business from which the service is performed; and
 - (3) Service Provider is customarily engaged in an independently established business of the same nature as the service performed, or has a principal place of business for the service performed that is eligible for a business deduction for federal income tax purposes; and
 - (4) On the effective date of this Agreement, Service Provider is responsible for filing a schedule of expenses, for the next applicable filing period, with the internal revenue service for the type of service performed; and
 - (5) By the effective date of this Agreement or within a reasonable time thereafter, Service Provider has established an account with the department of revenue and other state agencies, where required, for the service performed for the payment of all state taxes normally paid by employers and businesses and has registered for and received a unified business identifier number from the state of Washington; and
 - (6) By the effective date of this Agreement, Service Provider is maintaining a separate set of records that reflect all items of income and expenses of the services performed.
 - C. Any and all employees of Service Provider, while engaged in the performance of any Work, shall be considered employees of only Service Provider and not employees of the City. Service Provider shall be solely liable for any and all claims that may or might arise under the Worker's Compensation Act on behalf of such employees or Service Provider, while so engaged and for any and all claims made by a third party as a consequence of any negligent act or omission on the part of Service Provider's employees, while so engaged on any of the Work.
 - D. Service Provider shall comply with all applicable provisions of the Fair Labor Standards Act and other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall at all times save the City free, clear and

harmless from all actions, claims, demands and expenses arising out of such act, and rules and regulations that are or may be promulgated in connection therewith.

- E. Service Provider assumes full responsibility for the payment of all payroll taxes, use, sales, income, or other form of taxes (such as state and, city business and occupation taxes), fees, licenses, excises or payments required by any city, federal or state legislation which are now or may during the term of the Agreement be enacted as to all persons employed by Service Provider and as to all duties, activities and requirements by Service Provider in performance of the Work and Service Provider shall assume exclusive liability therefor, and meet all requirements thereunder pursuant to any rules or regulations that are now or may be promulgated in connection therewith.
14. **Employment/Conflict of Interest.** Service Provider warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for Service Provider, to solicit or secure this Agreement and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for Service Provider, any fee, commission, percentage, brokerage fee, gifts, or any other consideration, contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, the City shall have the right to annul this Agreement without liability or, in its discretion, to deduct from the Agreement price or consideration or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee. Further, it is recognized that Service Provider may or will be performing professional services during the term of this Agreement for other parties; however, such performance of other services shall not conflict with or interfere with Service Provider's ability to perform the Work. Service Provider agrees to resolve any such conflicts of interest in favor of the City.
15. **Audits and Inspections.** At any time during normal business hours and as often as the City may deem necessary, Service Provider shall make available to the City for the City's examination all of Service Provider's records and documents with respect to all matters covered by this Agreement and, furthermore, Service Provider will permit the City to audit, examine and make copies, excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, records of personnel, conditions of employment and other data relating to all matters covered by this Agreement.
16. **City of Everett Business License.** Service Provider agrees to obtain a City of Everett business license prior to performing any work pursuant to this Agreement.
17. **State of Washington Requirements.** Service Provider agrees to register and obtain any State of Washington business licenses, Department of Revenue account and/or unified business identifier number as required by RCW 50.04.140 and 51.08.195 prior to performing any work pursuant to this Agreement.
18. **Compliance with Federal, State and Local Laws.** Service Provider shall comply with and obey all federal, state and local laws, regulations, and ordinances applicable to the operation of its business and to its performance of work hereunder.
19. **Compliance with the Washington State Public Records Act.** Service Provider acknowledges that the City is subject to the Public Records Act, chapter 42.56 RCW (the "Act"). All records owned, used or retained by the City are public records subject to disclosure unless exempt under the Act, whether or not such records are in the possession or control of the City or Service Provider. Service Provider shall cooperate with the City so that the City may comply with all of its obligations under the Act. Within ten (10) days after receipt of notice from the City, Service Provider shall deliver to the City copies of all records relating to this Agreement or relating to the Work that the City determines qualify as the City's public records under the Act. If the City receives a public records request relating to this Agreement or relating to the Work, the City shall seek to provide

notice to Service Provider at least ten (10) days before the City releases records pursuant to such public records request, but in no event will the City have any liability to Service Provider for any failure of the City to provide such notice. In addition to its other indemnification and defense obligations under this Agreement, Service Provider shall indemnify and defend the City from and against any and all losses, penalties, fines, claims, demands, expenses (including, but not limited to, attorney's fees and litigation expenses), suits, judgments, or damage arising from or relating to any failure of Service Provider to comply with this Section.

20. **Compliance with Grant/Loan Terms and Conditions.** Service Provider shall comply with any and all terms, conditions, terms and requirements of any federal, state or other agency grant or loan that wholly or partially funds Service Provider's work hereunder. If the grant or loan requires that the agency be a third party beneficiary to this Agreement, then the agency is a third party beneficiary to this Agreement.
21. **Equal Employment Opportunity.** Service Provider shall not discriminate against any employee, applicant for employment, or other person on the basis of race, color, religion, sex, age, disability, marital state, or national origin or other circumstance prohibited by applicable federal, state, or local law or ordinance. Service Provider shall comply with and shall not violate any applicable provisions of Chapter 49.60 RCW, Title VI of the Civil Rights Act of 1964, and all applicable federal, state, or local law or ordinance regarding non-discrimination.
22. **Waiver.** Any waiver by Service Provider or the City or the breach of any provision of this Agreement by the other party will not operate, or be construed, as a waiver of any subsequent breach by either party or prevent either party from thereafter enforcing any such provisions.
23. **Complete Agreement.** This Agreement contains the complete and integrated understanding and agreement between the parties and supersedes any understanding, agreement or negotiation whether oral or written not set forth herein.
24. **Modification of Agreement.** This Agreement may only be modified as provided in Section 8, or by a writing explicitly identified as a modification or amendment of this Agreement that is signed by authorized representatives of the City and Service Provider.
25. **Severability.** If any part of this Agreement is found to be in conflict with applicable laws, such part shall be inoperative, null and void, insofar as it is in conflict with said laws, and the remainder of the Agreement shall remain in full force and effect.
26. **Notices.**
 - A. Notices to the City shall be sent to the City Project Manager address in the Basic Provisions.
 - B. Notices to Service Provider shall be sent to its address in the Basic Provisions.
27. **Venue.** Venue for any lawsuit arising out of this Agreement shall be in the Superior Court of Snohomish County, Washington.
28. **Governing Law.** The laws of the State of Washington, without giving effect to principles of conflict of laws, govern all matters arising out of or relating to this Agreement.
29. **City Marks.** Service Provider will not use any trade name, trademark, service mark, or logo of the City (or any name, mark, or logo confusingly similar thereto) in any advertising, promotions, or otherwise, without the City's express prior written consent.
30. **No Personal Liability.** No officer, agent or employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.
31. **Federal Debarment.** Service Provider shall immediately notify the City of any suspension or debarment or other action that excludes Service Provider or any Service Provider subcontractor from participation in Federal contracting. Service Provider shall verify all subcontractors that are intended and/or used by Service Provider for performance of Work are in good standing and are not debarred, suspended or otherwise ineligible by the Federal Government. Debarment shall be verified at

<https://www.epls.gov/epls/search.do>. Service Provider shall keep proof of such verification within Service Provider records.

32. **Signature/Counterparts.** This Agreement and any amendment thereto may be signed in counterparts, each of which shall be deemed an original, and all of which, taken together, shall be deemed one and the same document. AdobeSign signatures are fully binding. Any ink, electronic, faxed, scanned, photocopied, or similarly reproduced signature on this Agreement or any amendment hereto will be deemed an original signature and will be fully enforceable as an original signature.
33. **Standard Document.** This General Provisions document is a standard City form document. No changes by Service Provider are authorized to the General Provisions. Notwithstanding anything to the contrary in this Agreement, in the event that Service Provider makes unauthorized changes to the General Provisions, such changes are deemed to have never been made and the contract between the City and Service Provider is deemed to be the unchanged standard City form General Provisions in version stated below, regardless of whether the City signs this Agreement in a form that may contain the unauthorized changes.

**END OF GENERAL PROVISIONS
(v.071423.1)**

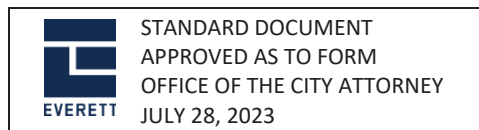


EXHIBIT A
PROFESSIONAL SERVICES AGREEMENT
(SCOPE OF WORK -- ATTACHED)

EXHIBIT A. Scope of Work

SCOPE OF WORK

Fish Passage Barrier Prioritization Phase II

Prepared by:

Natural Systems Design, Inc.

Prepared for:

Cindy Cullen, City of Everett Public Works

Purpose

This scope of work was prepared by Natural Systems Design (NSD) for the City of Everett (City) to continue work towards a comprehensive fish passage prioritization plan that acts as a guide for City personnel to plan and seek funding for fish barrier crossing correction, replacement, or removal. This contract is part of a phased approach to build from the Phase 1 work completed in 2023 and continue to develop a fish passage barrier prioritization workbook. This workbook is intended to be a living document, which can be updated as new barrier or stream information is gathered by the City.

This scope of work describes the technical services to be completed by NSD to support the City in the assessment and prioritization of fish passage barriers within the limits of the City of Everett. Work to be completed by NSD has been divided into the following tasks and linked to specific project deliverables:

Task 1: Data synthesis and review

Task 2: Finalize prioritization workbook

Task 3: Develop scope projection for remaining City fish barrier assessments

Task 4: Meetings and project management

Task 5: Contingency

For this project, NSD's core team consists of Torrey Luiting, MS, PWS, as the Principal In-Charge, Olivia Vito, MNR, as the primary analyst and Project Manager, and Eleanor Bartolomeo, MS, as the Senior Engineer. Our office administrative team will assist with monthly invoicing and coordination of meetings. This team will be supported as needed by other technical staff at NSD.

Task 1: Data synthesis and review

NSD will review existing City data for updates to the City's Fish Passage Sites database, including review of field data collected by WFC and NSD. NSD will update the City's Fish Passage Sites database accordingly, particularly for updates to site passability. NSD will support the City's submission of the updated Fish Passage Sites database to WDFW for their Fish Passage and Diversion Screening Inventory (FPDSI).

Assumptions:

- ▶ NSD will utilize existing regulations, primarily driven by the WDFW Fish Passage Manual, to make determinations about site passability. When existing guidance is insufficient to make determinations of passability, NSD will provide our best professional recommendations, and rationality for those recommendations, to the City.
- ▶ If no sites have data that warrant an update to their passability, the City's Fish Passage Sites database may remain unchanged and NSD will proceed with Task 2.

Deliverables:

- ▶ Updated Fish Passage Sites database (in ArcGIS Online hosted feature layer format), if applicable due by **4/30/24**.

Budget: \$4,114

Task 2: Finalize prioritization workbook

NSD will finalize the 2023 Phase 1 prioritization workbook. Additional City owned barriers falling within City limits and with known passability status will be incorporated into the workbook. This will entail manual revision of the habitat quality modeling data against the City's streamline network for updates to the streamline configuration of the modeling data. NSD will work with the City of Everett to verify that the best streamline configuration is being used based on the best available data at the time.

Prioritization values will be refined, if necessary, to follow the King County prioritization methodology as developed in Phase I. NSD will prepare one draft and one final memorandum documenting the changes to the prioritization workbook.

Assumptions:

- ▶ Final prioritization workbook will include (at a minimum) barriers that are known to be owned by the City of Everett, have a known barrier status, and are located within City limits (excluding structures related to the water transmission line east of City limits).
- ▶ Crossings beneath City owned infrastructure, yet outside of city limits, may be included in the inventory if such information is already documented in the City's Fish Passage Sites database.
- ▶ Private landowner crossings that occur within city limits will not be included in the prioritization workbook, but may be included in the City's Fish Passage Sites inventory if such information is already documented in the inventory.
- ▶ Landowner and stakeholder outreach will not be conducted by NSD.
- ▶ No fieldwork will be conducted in Task 2.

Deliverables:

- ▶ Updated prioritization workbook that relies on iterations developed by NSD in 2023 and incorporates final revisions. Draft will be submitted to the City for review by **9/5/24**. The City will respond with any comments by **9/19/24**. The final draft will be submitted to the City by **9/26/24**.

- ▶ Draft and final memorandum describing the final barrier prioritization workbook and what has been updated or revised in 2024. Draft will be submitted to the City by 10/10/24. The City will respond with any comments 10/24/24. The final draft will be submitted to the City by 10/31/24.

Budget: \$27,146

Task 3: Develop scope projection for remaining City fish barrier assessments

NSD will develop a list of the projected taskwork yet to be completed under the City's fish passage prioritization program and associated ballpark cost estimate. Projected scope taskwork items will likely include, but are not limited to:

- Assessment of City culverts with unknown passability status
- Identifying private stream crossings and evaluating passability
- Evaluating complex culverts
- Determination of ownership for culverts with unknown ownership
- Cross-referencing of City databases that are not yet incorporated into the City's Fish Passage Sites database
- Stakeholder and landowner outreach and engagement
- Developing preliminary cost estimates to inform prioritization
- Identifying grant opportunities
- Identifying geographic coordination opportunities with other entities such as WSDOT, Snohomish County, and downstream Cities (for data sharing or to identify planned projects on same stream)
- Support in developing City website to discuss fish passage efforts and provide a webmap

Assumptions:

- ▶ Projected taskwork will be scoped, not completed, within this scope of work.
- ▶ Some scoped items may be lumped or split as needed for associating approximate cost estimates.
- ▶ Associated costs will be generated as ballpark numbers and will not incorporate rates of inflation. Final values will be derived as the best estimate by NSD at the time of evaluation.

Deliverables:

- ▶ List of projected taskwork yet to be completed under the City's fish passage prioritization program and associated ballpark cost estimate. Draft will be submitted to the City for review by 6/13/24. The City will respond with any comments by 6/27/24. The final draft will be submitted to the City by 7/9/24.

Budget: \$8,980

Task 4: Meetings and Project Management

This task includes the labor and expenses associated with scheduling, coordination, and quality control services for this work, along with conference calls and related coordination with the City.

Up to three 1-hour meetings may occur with the City as needed to advance the scope of work, answer questions and gain input into the final prioritization workbook.

NSD's project manager and financial administrative assistant will be responsible for administering the contract, handling team communication (both internally and with the City), responding to requests for information, preparing invoices, tracking budget, and related project management and administration tasks.

Assumptions:

- ▶ NSD will manage the project on a total budget basis but would track and report hours by task.
- ▶ This task will be accomplished over the course of approximately 11 months (February through December 2024), with project management effort anticipated at approximately 1-hour per month on average for the project manager and administrative support.
- ▶ Associate Principal support will be provided for quality assurance.
- ▶ Client and internal team coordination is anticipated at approximately 0.5 hour per month on average.
- ▶ Preparation for or attendance at larger stakeholder meetings, beyond providing screenshots and figures of work already completed in Tasks 1 through 3, is not included in this scope of work.

Deliverables:

- ▶ Ongoing coordination with City.
- ▶ Monthly invoice with amount spent by task and remaining amount. Work performed will be documented under each task within invoice.

Budget: \$5,084

Task 5: Contingency

At the written request of the City, NSD will provide additional technical assistance support for the fish passage prioritization program up to **\$14,676** of staff time and related expenses, as appropriate. Task 5 will be implemented on a time and materials basis and can be used to cover existing, new, or otherwise unanticipated related task work.

Assumptions:

- ▶ This task will be initiated only at the City's express request. Before initiating Task 5, at a minimum, an email from the COE will be required that clearly indicates a Notice to Proceed and scope of activities included in the authorization.

Deliverables:

- ▶ Dependent on contingency task(s) requested.

Budget: \$14,676

Project Timeline and Budget

Estimated schedule and budget for the tasks described in this scope of work are outlined in Table 1 based on the assumptions described above and estimated level of effort given the information known to NSD at the time of this contract. This project budget represents our knowledge of the work already completed, best understanding of the requested project elements, and accompanying assumptions as detailed herein. The exact schedule and duration of tasks may change during the course of the project, in which event, any changes will be coordinated with the City.

For the scope of services described above, we estimate that our total fee will be completed on a Time and Materials basis, Not to Exceed Value as detailed below in Table 1. This budget estimate is made based on the scope of services outlined above and is broken out per task below in Table 1 and in Exhibit B.

NSD may move resources between tasks within the contract amount to accomplish the scope of work and as necessary and appropriate to the work requested. It is our understanding that the necessary funds are available for this project and that these funds are committed to the project upon execution of this agreement.

Table 1. Summary of project budget and schedule. Anticipated project duration is February 2024 through December 31, 2024. Blue shading indicates anticipated task duration, based on assumption of contract concluding by December 31, 2024. If possible, taskwork may commence and conclude ahead of this schedule.

Task	Subtotal	2024												
		Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec		
1	Task 1: Data synthesis and review	\$4,114	■	■	■									
2	Task 2: Finalize prioritization workbook	\$27,146			■	■	■	■	■	■	■			
3	Task 3: Develop scope projection for remaining City fish barrier assessments	\$8,980			■	■	■	■						
4	Task 4: Meetings and project management	\$5,084	■	■	■	■	■	■	■	■	■	■	■	
5	Task 5: Contingency	\$14,676	■	■	■	■	■	■	■	■	■	■	■	
Total		\$60,000							Contract End: Dec 31, 2024					

**EXHIBIT B
PROFESSIONAL SERVICES AGREEMENT**

SELECT ONE OF THE FOLLOWING METHODS OF COMPENSATION, EACH OF WHICH IS SUBJECT TO THE MAXIMUM COMPENSATION AMOUNT

HOURLY RATE. The City shall pay Service Provider a sum equal to the amount of hours actually worked multiplied by the rate identified below for staff performing the Work.

Name	Title	Rate
(see attached)	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate
enter name	enter title	enter rate

If there are more staff than rows in the table above, then those staff names, titles, and rates shall be provided in the Scope of Work.

PROGRESS PAYMENTS. The City shall pay Service Provider the following amounts upon the completion of the following tasks.

Task	Amount Paid on Task Completion
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount
enter task	enter amount

If there are more tasks than rows in the table above, then those tasks and payment amounts shall be provided in the Scope of Work.

LUMP SUM. The City shall pay Service Provider \$ enter amount upon the completion of the Work.

METHOD CONTAINED IN SCOPE OF WORK. The City shall pay Service Provider as set forth in the Scope of Work.

METHOD CONTAINED IN ATTACHED PAGE(S). The City shall pay Service Provider as set forth in the spreadsheets or other documents attached to this Exhibit B.

EXHIBIT B. Cost Estimate Summary

		Olivia V (Project Scientist)	Ginevra M (Staff Scientist)	Melody M (Administrative Support)	Torrey L (Associate Principal Scientist)	Eleanor B (Senior Engineer)	Total Hours	Labor (Billing Rate)	Expenses	Total Cost
Task	Task Description	\$187.00	\$151.00	\$95.00	\$235.00	\$218.00				
1	Data synthesis and review	22					22	\$ 4,114.00		\$ 4,114.00
2	Finalize prioritization workbook	75	76		7		158	\$ 27,146.00		\$ 27,146.00
3	Develop scope projection for remaining City fish barrier assessments	36			4	6	46	\$ 8,980.00		\$ 8,980.00
4	Meetings and project management	16		9.65	5		30.65	\$ 5,084.00		\$ 5,083.75
5	Contingency									\$ 14,676.00
6										
7										
SubTotals		149	76	9.65	16	6	256.7	\$ 45,324.00	\$ -	\$ 60,000.00

Natural Systems Design

Stream & Riparian
Resource Management



P.O. Box 15609
Seattle, WA 98115

2024 Rate Schedule

	STANDARD RATES
Classification	\$/hr
Senior Principal (Engineer or Scientist)	286
Principal (Engineer or Scientist)	249
Associate Principal (Engineer or Scientist)	235
Senior engineer	218
Senior scientist (biologist, ecologist, geomorphologist, hydrologist)	214
Senior planner/landscape architect	208
Project engineer	192
Project scientist (biologist, ecologist, geomorphologist, hydrologist)	187
Project planner/landscape architect	181
Staff engineer	161
Staff scientist (biologist, ecologist, geomorphologist, hydrologist)	151
Staff planner/landscape architect	137
Engineering technican	130
Scientist technican	122
Senior CAD/GIS technician	130
CAD/GIS technician	126
Field monitoring coordinator	113
Field monitoring technician	98
Senior administration support	105
Administrative support	95

Equipment	\$/day
RV field office	150
RTK survey unit	275
Total station survey unit	175
Level survey unit	60
Field GPS/Ipad	30
Differential Trimble GPS	125
Drone and Camera Package	175
Single beam sonar	175
Multi-person inflatable watercraft	200
Single-person inflatable watercraft	100
Boat motorized (36ft)	350
Boat motorized (20ft)	275
Boat motorized (10ft)	100
Vibracore Drill System	100
Dynamic Cone Penetrometer	80
Sediment Grain Size Analysis	100/sample

Reimbursables	
Reproduction (per copy)	\$ 0.05
Mileage	at current federal rate
Plotting	at cost
Courier	at cost
Per diem	at Federal rate











Natural Systems Design-Fish Passage Barrier Inventory and Assessments Prg-PSA-CC-SD

Final Audit Report

2024-03-06

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By:	Marista Jorve (mjorve@everettwa.gov)
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 Agreement completed.

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