



## PROFESSIONAL SERVICES AGREEMENT

This Professional Services Agreement ("**Agreement**") is effective as of the date of last 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	Parametrix, Inc.
	719 2nd Ave, Ste 200 Seattle, WA 98104
	JMPhillips@parametrix.com
City Project Manager	Heather Griffin
	City of Everett – Public Works 3200 Cedar Street Everett, WA 98201
	hgriffin@everettwa.gov
Brief Summary of Scope of Work	Surface water impact analysis from proposed Comprehensive Plan growth alternatives.
Completion Date	December 31, 2025
Maximum Compensation Amount	\$50,000

BASIC PROVISIONS	
Service Provider Insurance Contact Information	Jennifer Aguirre
	510-465-3090
	DesignProCerts@assuredPartners.com
State Retirement Systems (must answer both questions)	<p>Does Service Provider have 25 or more employees?</p> <p><b>Answer:</b> 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><b>Answer:</b> N/A - Service Provider has 25 or more employees</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**

**PARAMETRIX, INC.**



\_\_\_\_\_  
Cassie Franklin, Mayor

06/21/2024

\_\_\_\_\_  
Date

ATTEST



\_\_\_\_\_  
Office of the City Clerk

Signature: Brent Diemer

Name of Signer: Brent Diemer

Signer's Email Address: BDiemer@parametrix.com

Title of Signer: Executive Vice President & Chief  
Financial Officer



STANDARD DOCUMENT  
APPROVED AS TO FORM  
OFFICE OF THE CITY ATTORNEY  
JULY 28, 2023

**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. Any reuse by the City of these reports, drawings, plans, specifications and intangible property for purposes other than in connection with the Work is at the sole risk of the City. To the extent the Work includes material subject to copyright, Service Provider agrees that the Work is done as a “Work For Hire” as that term is defined under U.S. copyright law, and that as a result, the City shall own all copyrights in the Work. To the extent that the Work includes material subject to proprietary right protection but does not qualify as a “Work For Hire” under applicable law, Service Provider hereby assigns to the City all right, title and interest in and to the Work, including all copyrights, patents, trade secrets, and other proprietary rights therein (including renewals thereof). To the maximum extent permitted by law, Service Provider waives all moral rights in the Work. Notwithstanding the foregoing, 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 obligations 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 (CGL) 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 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.

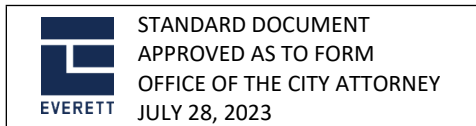
- D. Service Provider shall comply with all applicable provisions of the Fair Labor Standards Act and other legislation affecting its employees and the rules and regulations issued thereunder insofar as applicable to its employees and shall at all times save the City free, clear and harmless from all 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/eplsearch.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)**

## City of Everett Land Capacity Analysis - Surface Water

### PROJECT UNDERSTANDING

#### Purpose

The City of Everett (City) Surface Water Management Division (SWM) is seeking Parametrix support in responding to the City's Planning Department regarding potential surface water quality impacts from two proposed Comprehensive Plan growth alternatives (Attachment 1):

- **Alternative 2 Concentrated Growth:** High-rise buildings in Metro Everett and along the city's urban corridors (Broadway, Evergreen Way, Everett Mall Way, 19th) and upzoning of areas adjacent to these corridors.
- **Alternative 3 Dispersed Growth:** Shorter high-rises downtown and on the urban corridors, a lesser upzoning of the areas adjacent to these corridors, an upzoning of single-family areas throughout the city, and upzoning of areas adjacent to designated Connectors (minor arterials like 19th, Madison, and parts of Mukilteo Blvd).

Based on Parametrix's experience conducting water resources impact analyses for comprehensive planning, the tasks in this scope are recommended for evaluating the magnitude of impacts that the proposed growth alternatives would have on surface water resources.

#### Schedule

As of June 11, 2024, the Planning Department has requested that SWM provide a draft outline of impacts to water resources by mid July 2024; therefore, this effort schedule aims to provide information to SWM by July 10, 2024. The Planning Department would like final reporting by September 2024.

#### Universal Assumptions

- The City will provide Parametrix with GIS data representing the proposed growth alternatives, consisting of the Land Capacity Analysis shapefile, metadata, and maps of the Community Outreach Areas (COA)'s and Growth Geographies for reference, as described in Attachment 2.
- All other data to be included in the analysis has already been provided to or developed by Parametrix as part of the development of the North Creek Stormwater Management Action Plan (SMAP, Parametrix 2023).
- To meet SWM's July 10, 2024, deadline, the effort described in this scope is deliberately brief and focused. For each task, Parametrix can provide more detailed analysis for additional fee under a later schedule.

#### Universal Deliverables

- A draft Project Web Map made available to the City by July 10, 2024.
- A final Project Web Map made available to the City by August 26, 2024.
- A draft Project Technical Memorandum outline annotated with preliminary findings (approximately 3 pages, not including attachments), submitted by July 10, 2024.
- A final Project Technical Memorandum (approximately 10 pages, not including attachments), submitted by August 26, 2024.

## TASK 1 – PROJECT MANAGEMENT

### Measurable Objective

This effort is intended to track, manage, document, and report on the work effort throughout the life of the contract.

### Approach

Parametrix will administer and track the contracted effort, including preparing monthly invoices. Parametrix's project manager will coordinate with City's project manager through routine phone and email contact regarding scope, schedule, budget, and work progress.

### Assumptions

- Project management will extend from June 10, 2024, through September 30, 2024 (approximately 4 months).
- The Parametrix project manager will coordinate with City project manager approximately every two weeks by phone or video call. More frequent coordination may be conducted, and additional team members may be invited to the check-in meetings, as needed.
- Budget includes up to three (3) Parametrix staff members attending a project kick-off meeting lasting up to 1 hour.

### Deliverables

- Monthly invoices itemized by time spent within each task and progress reports identifying the related deliverables for the time spent.

## TASK 2 – FUTURESLED UPDATE

### Measurable Objective

The FutureShed watershed planning model provides high-level comparative scores of how potential pollutant runoff and flow volumes from each of the city's drainage subbasins might affect the city's natural receiving waters. This task is intended to provide forecasted FutureShed scores that include the proposed growth alternatives.

### Approach

Parametrix will update the North Creek SMAP FutureShed model using the proposed growth alternative GIS data.

### Assumptions

- The FutureShed model default settings evaluate areas planned for development or redevelopment with the same projected score. This effort will update the FutureShed settings to reflect additional sensitivity to the *level of density* considering the various land use types of proposed growth alternatives.
- The FutureShed analysis will evaluate all areas planned for development or redevelopment as part of the proposed growth alternatives as if they are equipped with stormwater management (flow control and water quality) facilities that meet current regulatory standards.
- The FutureShed analysis will not differentiate between the *type* of stormwater management facilities (i.e., regional vs. on-site, green stormwater vs. conventional, etc.).

- Only two new analysis scenarios will be performed, one for each proposed growth alternative.
- All baseline scenarios will be those already developed city-wide as part of the North Creek SMAP analysis.
- More detailed analysis methodology may be developed and implemented for additional fee under a later schedule.

### **Deliverables**

- Layers depicting the FutureShed model GIS inputs on the Project Web Map.
- Summary tables of FutureShed scoring results in the Project Technical Memorandum.

## **TASK 3 – TREE CANOPY IMPACT**

### **Measurable Objective**

The characteristics of watershed tree canopy coverage influence the health of natural receiving waters. In addition, the new MS4 NPDES permit requires tree canopy protection as part of stormwater management. The FutureShed input data described above in Task 2 includes a high-level categorization of the city's tree canopy into tree and forest layers based on tree height and density. This task is intended to provide a qualitative analysis of the impact of each proposed growth alternative on tree canopy. This analysis will also assist the City in understanding the future regulatory implications of the proposed development alternatives.

### **Approach**

Parametrix will develop high-level tree canopy mapping based on the GIS data evaluated as part of the North Creek SMAP analysis and overlay the proposed growth alternative GIS data. Parametrix will use this mapping to provide a quantitative summary of potential impacts of each alternative based on potential elimination of areas previously mapped as trees and forest.

### **Assumptions**

- The analysis will assume areas mapped as trees and forest will be completely converted to other land cover (i.e., impervious and grass) if they are designated for proposed growth.
- More detailed analysis methodology may be developed and implemented for additional fee under a later schedule.

### **Deliverables**

- Trees and forest layers on the Project Web Map.
- A section, quantitative summary table, and figures in the Project Technical Memorandum discussing tree canopy impacts.

## **TASK 4 – STREAM PROXIMITY ANALYSIS**

### **Measurable Objective**

Where development density is focused in closer proximity to surface water resources, there is a higher risk of impacts. This task is intended to provide a qualitative analysis of each proposed growth alternative based on this metric.

### Approach

Parametrix will update the stream buffer mapping conducted as part of the North Creek SMAP analysis to include the proposed growth alternative GIS data and provide a qualitative summary of potential impacts of each alternative based density of development in proximity to natural water bodies.

### Assumptions

- The GIS mapping update will support qualitative/observational evaluations of each alternative.
- More detailed analysis methodology may be developed and implemented for additional fee under a later schedule.

### Deliverables

- A stream buffer layer on the Project Web Map.
- A section and figures in the Project Technical Memorandum discussing proximity of proposed growth to natural water bodies.

## TASK 5 – HISTORICALLY IMPACTED RUNOFF

### Measurable Objective

The Washington State Department of Ecology has mapped areas in the state that have had over 40% impervious (hard surface) cover for about the last 40 years and has set different flow control requirements for these areas based on the idea that the water resources have already been impacted by the long-term development. One of these mapped areas is Everett. (Runoff from this historically developed area is predominantly already managed by the City's combined sewer system.) Focusing new development in areas that have already been significantly modified by historical development is expected to have less impact on the already changed water resources. In contrast, avoiding further development in areas that are historically less developed will result in less impact to surface water resources (even when new development is compliant with current stormwater management codes). This task is intended to provide a qualitative analysis of each proposed growth alternative based on proposed growth inside and outside of the historically impacted area.

### Approach

Parametrix will generate a map layer depicting Ecology's areas already impacted by historical development to compare against the proposed growth alternative GIS data. Parametrix will provide a qualitative discussion of potential impacts of each alternative based on proposed growth inside and outside of the historically impacted area.

### Assumptions

- The GIS mapping update will support qualitative/observational evaluations of each alternative.

### Deliverables

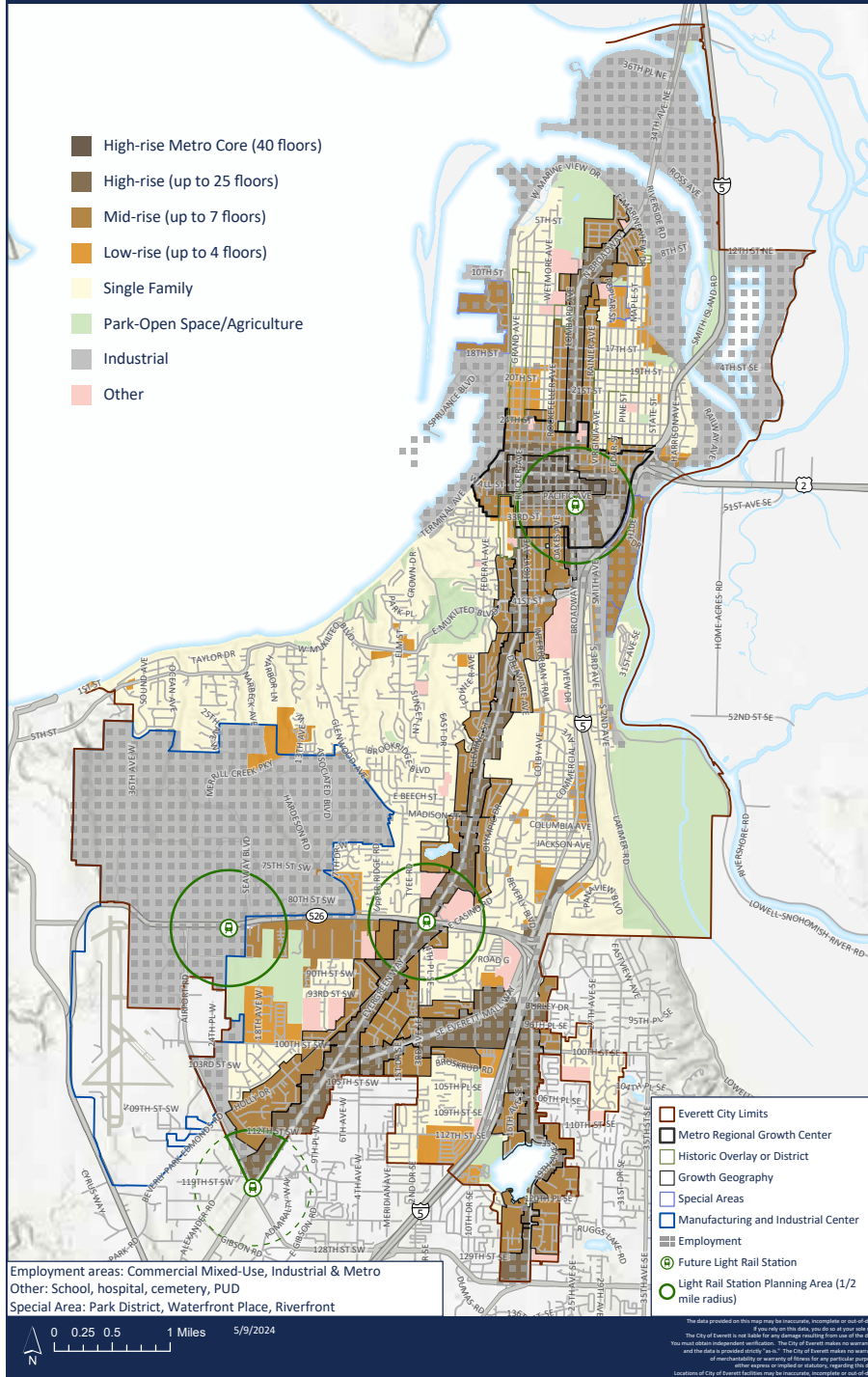
- A historical development layer on the Project Web Map.
- A section and figures in the Project Technical Memorandum discussing proposed growth inside and outside of the historically impacted area.



# Attachment 1. Proposed Growth Alternatives

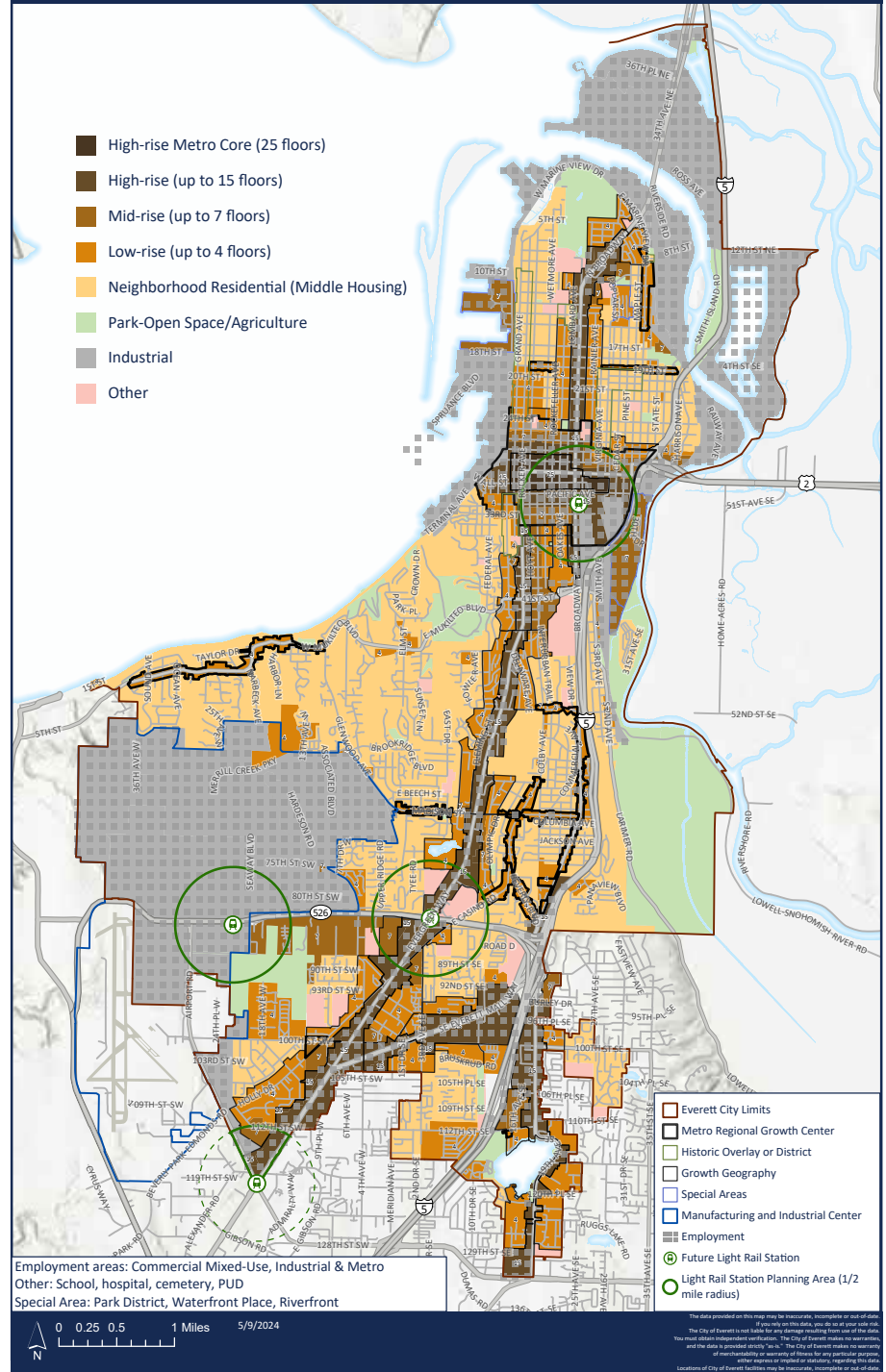
## Alternative 2: Concentrated

EVERETT  
WASHINGTON



## Alternative 3: Dispersed

EVERETT  
WASHINGTON



## Attachment 2. GIS Information Needed

From: Erika Spencer <[ESpencer@everettwa.gov](mailto:ESpencer@everettwa.gov)>  
Sent: Tuesday, April 30, 2024 11:52 AM  
To: Briana Calhoun <[B.Calhoun@fehrandpeers.com](mailto:B.Calhoun@fehrandpeers.com)>; Heather Griffin <[HGriffin@everettwa.gov](mailto:HGriffin@everettwa.gov)>  
Cc: Yorik Stevens-Wajda <[YStevens@everettwa.gov](mailto:YStevens@everettwa.gov)>; Alice Ann Wetzel <[AWetzel@everettwa.gov](mailto:AWetzel@everettwa.gov)>  
Subject: Land Capacity Analysis Data

Category 2: Sensitive information

Greetings!

Attached is the Land Capacity Analysis shapefile, metadata and maps of the Community Outreach Areas (COA)'s & Growth Geographies for reference.

A brief recap of how we got here:

Started with Buildable Lands dataset (report issued in 2021 using 2019 data)

- includes data on housing & employment
- polygons are in economic units which combines parcels of same ownership into one EU (see EU Type codes tab of excel table for more info)

Added several attributes to update the 2019 data to 2023 for example:

- MKIMP2023, MKLND2023, MKTTL2023, StatusOv2023, ILRATIO23, etc
- Calculated/ran analysis for the new fields
- To filter for economic units only within the Everett City Limits query COA<>MUGA

Exported shapefile database for Yorik's Land Capacity Analysis Model

- Model includes factors and various building types to create dwelling units for each alternative

Output is three additional fields:

- In the model=yes (determines economic units within the model)
- A2TotDU (Alternative 2 total dwelling units)
- A3TotDU (Alternative 3 total dwelling units)

Let us know if you have questions or need additional shapefiles to run your analysis. Best,

Erika Spencer

GIS Programmer/Analyst | Community, Planning and Economic Development

425.257.7173 | 2930 Wetmore Avenue, Suite 8-A, Everett, WA 98201

[everettwa.gov/planning](http://everettwa.gov/planning) | [Facebook](#) | [Twitter](#)



Note: Emails and attachments sent to and from the City of Everett are public records and may be subject to disclosure pursuant to the Public Records Act.

# Project Budget

					John M. Phillips	Chad L. Tinsley	Julie G. Brandt	Paul S. Fendt	Debra M. Fetherston	Susan Swift	Valerie Gonzalez	Lori Gilbertson	Jean N. Johnson
					Sr Consultant	Sr GIS Analyst	Sr Engineer	Principal Consultant	Publications Supervisor	Technical Editor	Project Coordinator	Sr Project Accountant	Sr Contract Administrator
Bill Rate:					\$275.60	\$164.06	\$248.50	\$339.37	\$173.55	\$126.49	\$107.25	\$155.16	\$189.51
Task	Subtask	Description	Labor Dollars	Hours									
01		<b>Project Management</b>	<b>\$4,354.95</b>	<b>25</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>8</b>	<b>8</b>	<b>1</b>
	01	Project Management	\$3,391.19	21	4						8	8	1
	02	Kick-off Meeting w City Staff	\$963.76	4	2	1	1						
02		<b>FutureShed Update</b>	<b>\$16,324.80</b>	<b>78</b>	<b>3</b>	<b>37</b>	<b>34</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
	01	GIS analysis & web map	\$6,043.41	32	1	24	6	1					
	02	Update FutureShed model	\$5,411.27	23	1	5	16	1					
	03	Project Memo write-up (draft & final)	\$4,870.12	23	1	8	12		1	1			
03		<b>Tree Canopy Impact</b>	<b>\$11,252.90</b>	<b>56</b>	<b>2</b>	<b>32</b>	<b>18</b>	<b>2</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
	01	GIS analysis & web map	\$6,043.41	32	1	24	6	1					
	02	Project Memo write-up	\$5,209.49	24	1	8	12	1	1	1			
04		<b>Stream Proximity Analysis</b>	<b>\$10,077.16</b>	<b>52</b>	<b>2</b>	<b>32</b>	<b>16</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
	01	GIS analysis & web map	\$5,207.04	29	1	24	4						
	02	Project Memo write-up	\$4,870.12	23	1	8	12		1	1			
05		<b>Historically Impacted Runoff</b>	<b>\$5,801.96</b>	<b>28</b>	<b>2</b>	<b>12</b>	<b>12</b>	<b>-</b>	<b>1</b>	<b>1</b>	<b>-</b>	<b>-</b>	<b>-</b>
	01	GIS analysis & web map	\$2,582.08	13	1	8	4						
	02	Project Memo write-up	\$3,219.88	15	1	4	8		1	1			

<b>Labor Totals:</b>	<b>\$47,811.77</b>	<b>239</b>	<b>15</b>	<b>114</b>	<b>81</b>	<b>4</b>	<b>4</b>	<b>4</b>	<b>8</b>	<b>8</b>	<b>1</b>
<b>Totals:</b>	<b>\$47,811.77</b>		<b>\$4,134.00</b>	<b>\$18,702.84</b>	<b>\$20,128.50</b>	<b>\$1,357.48</b>	<b>\$694.20</b>	<b>\$505.96</b>	<b>\$858.00</b>	<b>\$1,241.28</b>	<b>\$189.51</b>

## Other Direct Expenses

Mileage	\$67.00
<b>Other Direct Expenses Total:</b>	<b>\$67.00</b>

**Project Total** **\$47,878.77**

**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 budget in scope for rates.	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
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.











# Surface WQ Analysis City Complan\_6.18.2024\_SD

Final Audit Report

2024-06-21

Created:	2024-06-20
By:	Marista Jorve (mjorve@everettwa.gov)
Status:	Signed
Transaction ID:	CBJCHBCAABAAQtZ0zfHHDkshFYjEF8EVCedf7Q_D8K6b

## "Surface WQ Analysis City Complan\_6.18.2024\_SD" History

-  Document created by Marista Jorve (mjorve@everettwa.gov)  
2024-06-20 - 11:46:22 PM GMT
-  Document emailed to Heather Griffin (HGriffin@everettwa.gov) for approval  
2024-06-20 - 11:47:26 PM GMT
-  Email viewed by Heather Griffin (HGriffin@everettwa.gov)  
2024-06-20 - 11:47:58 PM GMT
-  Document approved by Heather Griffin (HGriffin@everettwa.gov)  
Approval Date: 2024-06-20 - 11:48:30 PM GMT - Time Source: server
-  Document emailed to Brent Diemer (bdiemer@parametrix.com) for signature  
2024-06-20 - 11:48:34 PM GMT
-  Email viewed by Brent Diemer (bdiemer@parametrix.com)  
2024-06-21 - 6:07:23 PM GMT
-  Document e-signed by Brent Diemer (bdiemer@parametrix.com)  
Signature Date: 2024-06-21 - 6:07:46 PM GMT - Time Source: server
-  Document emailed to Tim Benedict (TBenedict@everettwa.gov) for approval  
2024-06-21 - 6:07:50 PM GMT
-  Email viewed by Tim Benedict (TBenedict@everettwa.gov)  
2024-06-21 - 6:36:24 PM GMT
-  Document approved by Tim Benedict (TBenedict@everettwa.gov)  
Approval Date: 2024-06-21 - 6:36:32 PM GMT - Time Source: server

 Document emailed to Cassie Franklin (cfranklin@everettwa.gov) for signature

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 Email viewed by Cassie Franklin (cfranklin@everettwa.gov)

2024-06-21 - 10:46:49 PM GMT

 Document e-signed by Cassie Franklin (cfranklin@everettwa.gov)

Signature Date: 2024-06-21 - 10:47:20 PM GMT - Time Source: server

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2024-06-21 - 11:45:21 PM GMT

 Document e-signed by Marista Jorve (mjorve@everettwa.gov)

Signature Date: 2024-06-21 - 11:45:40 PM GMT - Time Source: server

 Agreement completed.

2024-06-21 - 11:45:40 PM GMT