



**SPECIAL/REGULAR CITY COUNCIL STUDY SESSION
WEDNESDAY, SEPTEMBER 18, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AMENDED AGENDA

1. CALL TO ORDER / EXECUTIVE SESSION

6:30 PM Property Disposition (RCW 42.30.110(1)(c)), Review Qualifications of an Applicant for Public Employment (RCW 42.30.110(1)(g))

2. ROLL CALL

7:00 PM

Mayor:	Steven Bonkowski	
Councilmembers:	Anne Blair	Debbi Lester
	Sarah Blossom	Bob Scales
	Kirsten Hytopoulos	David Ward

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

7:05 PM

4. STAFF INTENSIVE

7:10 PM

A. Subject: Traffic Impact Fees Policy, AB 13-123 – 30 min.

Discussion Leader: Public Works

Discussion Goal: Information.

B. Subject: Open Water Marina Update, AB 13-103 – 20 min.

Discussion Leader: Executive

Discussion Goal: Information.

5. EXECUTIVE SESSION (CONTINUED)

8:00 PM Current Litigation (RCW 42.30.110(1)(i))

6. STAFF INTENSIVE (CONTINUED)

8:30 PM

C. Subject: Eagle Harbor Sewer Beach Mains (30-100%) Design, Professional Services Agreement, AB 10-102 – 15 min.

Discussion Leader: Public Works

Discussion Goal: Forward to September 25, 2013 Consent Agenda.

D. Subject: Crystal Springs Embankment Restoration, Contract Information, AB 13-124 – 10 min.

Discussion Leader: Public Works

Discussion Goal: Forward to September 25, 2013 Consent Agenda.

E. Subject: Permitting Software Replacement Update – 10 min.

Discussion Leader: Executive

Discussion Goal: Information.

F. Subject: Naming of John Nelson Park – 10 min.

Discussion Leader: Executive

Discussion Goal: Schedule approval at a future meeting.



Times listed on this agenda are approximate. Public Comment may be limited to allow time for Council to deliberate.

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

G. Subject: City Communications Plan, AB 13-129 – 20 min.

Discussion Leader: Executive

Discussion Goal: Information.

H. Subject: Waterfront Park/City Dock Design Contract Award, AB 13-082 – 10 min.

Discussion Leader: Executive

Discussion Goal: Consider approval.

7. COUNCIL DISCUSSION

9:45 PM

8. CITY MANAGER'S REPORT

9:50 PM

9. COMMITTEE REPORTS

9:55 PM

10. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS

10:00 PM

11. FOR THE GOOD OF THE ORDER

10:05 PM

12. ADJOURNMENT

10:10 PM



Times listed on this agenda are approximate. Public Comment may be limited to allow time for Council to deliberate.

Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 (cityclerk@bainbridgewa.gov) by noon on the day preceding the Meeting.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Transportation Impact Fees Policy Information	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 13-123
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Department/Fund:

Expenditure Req: \$ N/A Budgeted? ☒ Yes ☐ No Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:

Recommendation:

City Manager ☐ Yes ☐ No ☐ N/A Legal ☐ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

City Council to review information.

Background:

City Council has indicated an interest in learning more about the use of Transportation Impact Fees to mitigate transportation impacts attributable to new development.

Victor Salemann, a transportation impact fee expert, with the consulting firm of David Evans Associates will be on hand to make a presentation to City Council and answer questions regarding transportation impacts fees, the process for developing them and what they can and/or can't accomplish for the City and their link to transportation levels of service, capital project funding, etc.

RECOMMENDED ACTION

Informational Only.



Traffic Impact Fees (TIF's) 101

Victor Salemann, PE

David Evans and Associates, Inc.

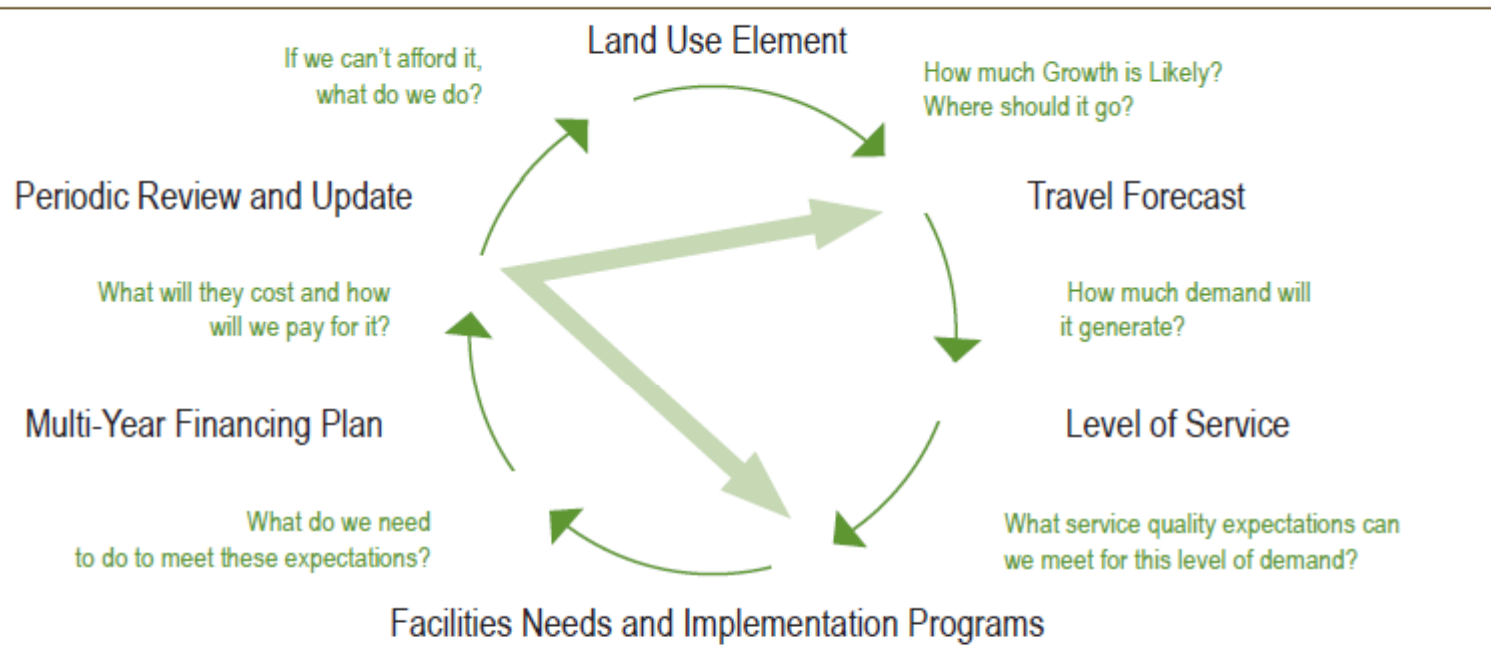


WHERE DID TIF'S COME FROM?



The GMA Planning Cycle

Figure 3.2 – The planning cycle





WHAT'S REQUIRED TO CHARGE A TIF?



Basic Requirements to Adopt a TIF

GMA Compliant Comprehensive Plan

- Land Use Element
- Transportation Element
 - LOS Standards
 - Street Standards
 - Travel Forecast based on Land Use Element
- Capital Facilities Plan
 - Project Descriptions
 - Project Costs
 - Project Schedule

TIF Rate Study

TIF Ordinance



The first question everyone seems to ask...

WHAT ARE OTHER CITIES CHARGING?

Range of 2013 TIF's in Washington

Cost per PM Peak Trip (per House)

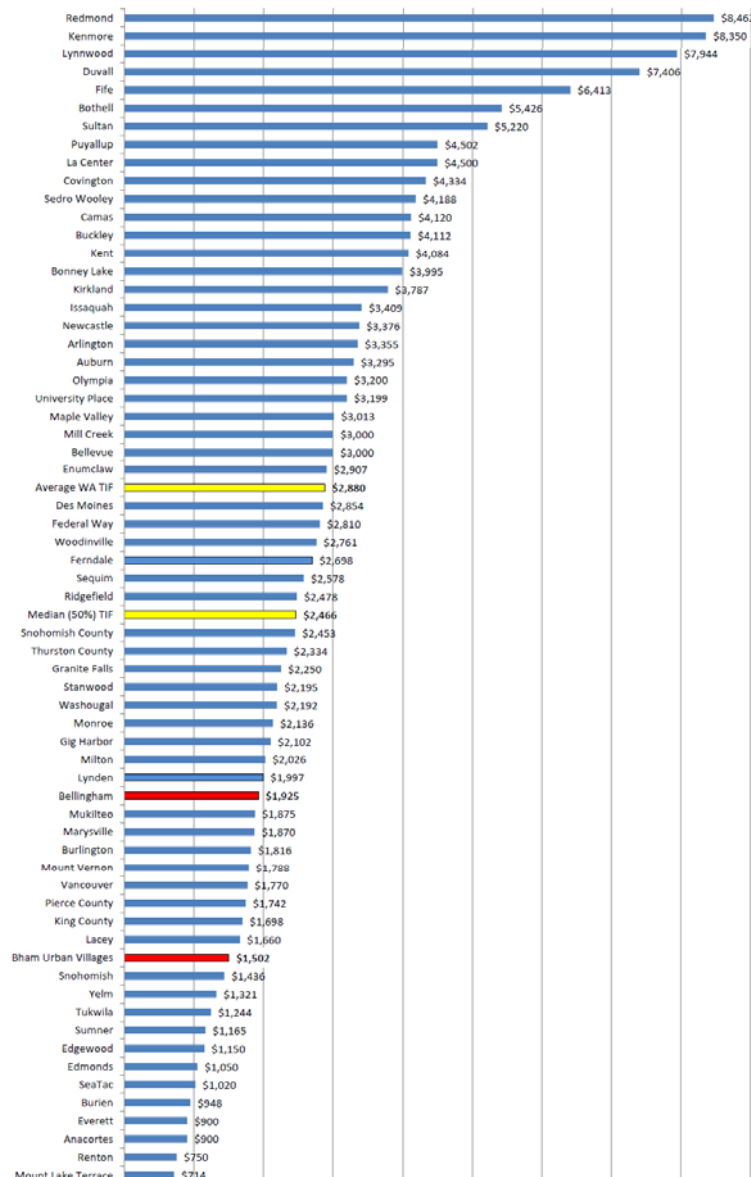
	\$ 515 Kitsap County
Median	\$2,466
Average	\$2,880
High*	\$8,462 Redmond

Surrounding Communities

Issaquah	\$2,835**
Harbor	\$2,202
Spokane County	\$1,742
Clark County	\$515
Orchard	SEPA
Portmorton	SEPA

Sammamish, WA at \$14,707 is excluded from this data
 \$283.50 per Daily Trip X 10

A Comparison of 2013 TIF Base Rates in 60* Cities and 5 Counties in Western Washington With Whatcom County Cities and Bellingham's Urban Village TIF Reduction Highlighted for Emphasis
 [*City of Sammamish, WA \$14,707 TIF base rate excluded from graphic]
 (Data compiled December 2012 by Chris Comeau, AICP, Transportation Planner, Bellingham Public Works)





Implications of Using Another Agency's Rates as a Benchmark

Make sure that basing the City's fee on an external benchmark will still meet City revenue needs

Impact fees are not the only criteria developers look at when choosing a site

For instance; SEPA is uncertain – unknown costs are a bigger negative than known costs



WHAT CAN TIF'S PAY FOR?



TIF's Can be Used to

Reimburse costs for previously constructed projects that serve growth

- Projects have remaining capacity based on adopted LOS
- Remedies for pre-existing deficiencies are excluded

Pay for future projects that serve growth

- Projects are based on adopted LOS
- TIF is not 100% of the growth share



TIF's Cannot be Used to

- Pay for correction of existing deficiencies
- Pay for projects not reasonably related to growth
- Pay for projects not on the CIP
- Pay for projects not in the TIF Rate Study



TIF's Pay For "Roads and Streets"

Easy to Include

Right of Way
Engineering
Travel Lanes
Traffic Signals
Roundabouts
Bridges
Drainage
Utility Relocations

More Challenging

- Turn Lanes
- Bike Lanes
- Sidewalks
- Illumination
- Utility Undergrounding
- Street Trees
- Irrigation Systems



TIF METHODOLOGY



Single Service Area or Multiple Zones?

Identify areas of the City that may have unique development and/or trip generation attributes that could benefit from a multiple-zone structure. If this is not the case a single-zone TIF can be utilized.

The City of Lynnwood adopted a two zone impact fee system that recognized the differences between the commercial area of the city and the remaining built-out residential areas.



Adjustments for Various Land Uses

Fees can be adjusted (reduced) for pass-by trips, diverted trips, trip length, and mixed-use developments



Exemptions from TIFs?

Land use that does not generate new traffic, or is in the public's interest, can be exempted from impact fees

- But, the revenue must be replaced by other public sources
- And, the revenue can not be recovered from other growth
- Possible sources include
 - REET
 - General Fund
 - Grants



What Kind of Payment Options are Allowed?

TIFs in Washington are currently being paid at the subdivision, building permit, certificate of occupancy or, in some cases, at closing.



Are TIF Credits Allowed?

Credits for previous site development

- TIF applies to net new trips from a site

GMA requires credits for

- other payments
- dedication of right-of-way
- construction of improvements



Basic Impact Fee Calculation

Cost of Projects Needed to Support Growth

Divided by

Trips Generated by Growth

Equals

Traffic Impact Fee



Example 1

\$10,000,000 in Projects

Divided by

5,000 new trips

Equals

\$2,000 per Trip TIF



Example 2

(Reduce LOS and Project Costs)

\$7,000,000 in Projects

Divided by

5,000 new trips

Equals

\$1,400 per Trip TIF



Example 3

(Reduce Land Use to Maintain LOS)

\$10,000,000 in Projects

Divided by

3,200 new trips

Equals

\$3,125 per Trip



Example 4

(Increase Land Use and Maintain LOS)

\$10,000,000 in Projects

Divided by

8,000 new trips

Equals

\$1,250 per Trip



WRITING THE ORDINANCE



City Must Meet Legal Requirements for the TIF Ordinance

Early involvement of the City's attorney to get it right

Review Existing Working Ordinances

- Sammamish \$14,707 TIF was intensely reviewed by developer legal counsel
- Has not been challenged



ADOPTION



Steps to Adoption

Hold public presentations to discuss project concerns, developments, etc.

Identify key stakeholders

Developers may be Local or National

Respond quickly and accurately to questions

Follow local ordinance preparation and adoption



SUMMARY



TIF's are Part of a Bigger Process

TIF's are part of a comprehensive process to manage growth

TIF's require a GMA compliant Comprehensive Plan and proper documentation

TIF's will not fund all your transportation needs

TIF's can create certainty for the community and developers



Victor Salemann, PE

David Evans and Associates, Inc.

425-586-9761

vs@deainc.com

QUESTIONS?

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Update on City Open Water Marina (OWM)	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 13-103
Proposed By: Morgan Smith, Deputy City Manager	Referral(s):

BUDGET INFORMATION

Department: Executive	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

City Manager ☒ Yes ☐ No ☐ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A
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DESCRIPTION/SUMMARY

Action Item:

To consider options to accept additional tenants in the Open Water Marina.

History:

The City operates a 100% residential Open Water Marina (OWM) in Eagle Harbor under a lease with the Department of Natural Resources. The OWM was implemented in 2011 and currently includes 8 tenants.

At the August 7, 2013 City Council meeting, the Council expressed interest in further discussion of options to increase the number of tenants. This discussion is timed to help inform the planned update to annual leases that are intended to be issued for January 1, 2014.

Issues to be discussed include:

- Capacity at the linear moorage structure (LMS);
- Capacity at existing fore-and-aft (F/A) buoys;
- Options for additional F/A buoys;
- Lease eligibility for existing tenants, and
- Eligibility for new tenants and selection process.

RECOMMENDED ACTION

Motion:

Information only.



Update

Open Water Marina (OWM)

Project

September 18, 2013

Update – Open Water Marina (OWM)

Background:

- Only 100% residential project on DNR aquatic land
- Constructed in mid-2011 with significant financial support from DNR, at no cost to City
- City holds 12 year lease with DNR for OWM area
- Financial operations are roughly break-even

Update – Open Water Marina (OWM)

Background:

- 8 current tenants (3 at LMS and 5 at F/A)
- City intends to reissue annual subleases for Jan. 1, 2014
- At Aug. 7 meeting, City Council expressed support for options to expand the number of tenants

Update – Open Water Marina (OWM)

Linear Moorage System (LMS):

- Roughly 400' of possible moorage
- Better for use by smaller vessels
- 3 current tenants; vessel lengths are all close to 30'
- Could accommodate up to 3 additional vessels

Update – Open Water Marina (OWM)

Linear Moorage System (LMS):

- Rents are currently \$100 per month
- Current LMS tenants are all around 30' vessel length
- Could accommodate larger vessels as needed
- Recommend variable rate of \$1.50 per foot for vessel length above 30', in addition to base rate of \$100

Update – Open Water Marina (OWM)

Fore-and-Aft Moorage System (F/A):

- 10 buoys were installed in 2012 to support 5 tenants
- Per approved layout, buoys are clustered to maintain good access for transient moorage
- Permit would allow installation of another 10 buoys
- Could accommodate up to 5 additional vessels

APPROXIMATE PROPOSED BUOY LOCATIONS

BUOY #	LATITUDE	LONGITUDE
1	47°37'10.28 N	122°31'19.44 W
2	47°37'10.05 N	122°31'17.81 W
3	47°37'08.76 N	122°31'16.71 W
4	47°37'08.62 N	122°31'15.28 W
5	47°37'10.58 N	122°31'18.49 W
6	47°37'10.50 N	122°31'18.81 W
7	47°37'10.30 N	122°31'15.73 W
8	47°37'08.98 N	122°31'14.28 W
9	47°37'13.63 N	122°31'13.88 W
10	47°37'13.67 N	122°31'11.87 W
11	47°37'12.4 N	122°31'10.32 W
12	47°37'12.31 N	122°31'08.21 W
13	47°37'12.01 N	122°31'06.11 W
14	47°37'11.84 N	122°31'04.23 W
15	47°37'11.88 N	122°31'02.48 W
16	47°37'11.84 N	122°31'03.65 W
17	47°37'10.88 N	122°31'07.38 W
18	47°37'11.04 N	122°31'05.65 W
19	47°37'10.58 N	122°31'04.75 W
20	47°37'10.58 N	122°31'03.79 W

LEGEND

- 2011 SUMMER INSTALLATION BUOY
- FUTURE INSTALLATION BUOY (TO BE DETERMINED)
- EXISTING WARRIOR BUOY
- EXISTING MOORING BUOY
- EXISTING TON BUOY

MOORING PLAN

Update – Open Water Marina (OWM)

Fore-and-Aft Moorage System (F/A):

- Rents are currently \$175 per month plus \$1.50 per foot for vessel length above 30'
- Recommend maintaining these rates for any additional spaces

Update – Open Water Marina (OWM)

Current Annual Revenue:

Kayak Concession	\$3,075
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Linear Moorage	
3 tenants @ \$300 per month	\$3,600

Fore & Aft	
5 tenants @ \$950 per month	<u>\$11,400</u>

Total:	\$18,075
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Rent paid to DNR (2013):	\$13,952
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Update – Open Water Marina (OWM)

Potential Annual Revenue:

Kayak Concession	\$3,075
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Linear Moorage	
6 tenants @ \$600 per month	\$7,200

Fore & Aft	
10 tenants @ \$1,900 per month	<u>\$22,800</u>

Total:	\$33,075
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Potential annual rent increase:	\$15,000
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Update – Open Water Marina (OWM)

Installation Issues:

- Cost for 10 buoys would be roughly \$40,000
- Installation limited to fish window (Summer)
- Permit expires in 2016 (possible extension to 2017)

Update – Open Water Marina (OWM)

Proposed Next Steps:

- Prepare to issue new annual leases effective 1/1/2014
- Publicize in advance to promote awareness of new spaces
- Consider all eligible applicants; use lottery if demand exceeds spaces

Update – Open Water Marina (OWM)

Proposed Next Steps:

- Use response to assess demand for additional F/A
- If sufficient demand, seek Council approval in late 2013 for project to install remaining 10 buoys
- Tenants would begin occupancy in January, using temporary anchorage
- If low demand, accommodate as many tenants as possible using LMS and existing F/A

APPROXIMATE PROPOSED BUOY LOCATIONS

BUOY #	LATITUDE	LONGITUDE
1	47°37'10.38" N	122°31'19.44" W
2	47°37'10.05" N	122°31'17.81" W
3	47°37'09.76" N	122°31'16.71" W
4	47°37'09.62" N	122°31'15.08" W
5	47°37'10.59" N	122°31'18.49" W
6	47°37'10.50" N	122°31'16.81" W
7	47°37'10.36" N	122°31'15.73" W
8	47°37'09.90" N	122°31'14.29" W
9	47°37'10.63" N	122°31'13.69" W
10	47°37'12.67" N	122°31'11.97" W
11	47°37'12.4" N	122°31'10.32" W
12	47°37'12.31" N	122°31'08.01" W
13	47°37'12.01" N	122°31'06.11" W
14	47°37'11.64" N	122°31'04.37" W
15	47°37'11.68" N	122°31'05.48" W
16	47°37'11.64" N	122°31'03.65" W
17	47°37'10.68" N	122°31'07.36" W
18	47°37'11.54" N	122°31'05.65" W
19	47°37'10.58" N	122°31'04.75" W
20	47°37'10.58" N	122°31'03.79" W

LEGEND

- 2011 SUMMER INSTALLATION BUOY
- FUTURE INSTALLATION BUOY (TO BE DETERMINED)
- ◇ EXISTING WARRIOR BUOY
- EXISTING MOORING BUOY
- EXISTING TUM BUOY

MOORING PLAN

Update – Open Water Marina (OWM)

Other Lease/Tenant Issues:

- Lease renewal will require compliance with rent, insurance, registration, sanitation and other terms
- Previous application criteria will apply to new tenants
- Current lease does not stipulate occupancy terms (i.e. residency)

Update – Open Water Marina (OWM)

Questions?

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Eagle Harbor Sewer Beach Mains (30-100%) Design Professional Services Agreement	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 10-102
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Dept/Fund: Public Works Capital – CIP #00471		
Expenditure Req: \$412,150.00	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A	

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Eagle Harbor Sewer Beach Mains 30-100% design award at the September 25, 2013 consent agenda.

Background:

The attached professional services agreement is for final design for the Eagle Harbor Sewer Beach Mains project; services include 100% design plan, specifications and estimate; bidding assistance, environmental regulatory permitting, geotechnical, and right-of-way acquisition support.

The City solicited statements of qualifications from the consultant roster for design services for this project. Carollo Engineers, Inc. of Seattle, WA was selected as the most qualified consultant to perform the design work. The 30% design plans for this project were presented to the community by staff at a July 15, 2013 public meeting and to the City Council at the July 17, 2013 council meeting. This completed the consultant's work under the 30% design phase. The 30% design work was completed under a separate professional services agreement with Carollo Engineers for \$299,987.00.

Attached is a copy of their scope of work and cost estimate.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the contract with Carollo Engineers Inc. for the Eagle Harbor Sewer Beach Mains 30 to 100% design to the September 25, 2013 business meeting consent agenda.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (this “Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation (the “City”) and Carollo Engineers, Inc. (the “Consultant”).

WHEREAS, the City desires to retain engineering services to complete the final design for the Eagle Harbor Beach Mains project; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

A. The City shall pay the Consultant for such services hourly, plus actual expenses, in accordance with Exhibit A, but not more than a total of Four Hundred Twelve Thousand One Hundred Fifty Dollars (\$412,150.00).

B. The Consultant shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

D. If the services rendered do not meet the standard of care applicable to the Consultant’s services hereunder and/or the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the applicable standard of care and/or the requirements of this Agreement.

3. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted

accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

4. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

5. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 5 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

6. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2014, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 2 for any satisfactory work completed prior to the date of termination.

7. OWNERSHIP OF WORK PRODUCT

A. All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs. Any reuse of completed documents or use of partially completed documents without written verification or concurrence by the Consultant for the specific purpose intended will be at City's sole risk and without liability or legal exposure to the Consultant.

B. The Consultant's instruments of service hereunder are the printed hard copy drawings and specifications issued for the Project, whereas electronic media, including CADD files, are tools for their preparation. As a convenience to the City, the Consultant shall furnish to the City both printed hard copies and electronic media. In the event of a conflict in their content, the printed hard copies shall take precedence over the electronic media. Because data stored in electronic media form can be altered, inadvertently, it is agreed that the City shall hold the Consultant harmless from liability arising out of changes or modifications to the Consultant's data in electronic media form in the City's possession or released to others by the City.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens,

liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error and/or omission of the Consultant, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the Consultant under this Agreement.

B. In the event that the Consultant and the City are both negligent, then the Consultant's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the Consultant, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Consultant under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the Consultant. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The Consultant shall not be responsible for loss of anticipated profits or for economic, incidental or consequential damages to the City or any third party arising out of breach of contract, termination, or for any other reason whatsoever.

E. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify and/or invalidate any of these covenants of indemnification.

F. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party. The services to be performed by the Consultant are intended solely for the benefit of the City. No person or entity not a signatory to this Agreement shall be entitled to rely on the Consultant's performance of its services hereunder, and no right to assert a claim against the Consultant by assignment of indemnity rights or otherwise shall accrue to a third party as a result of this Agreement.

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

10. INSURANCE

Consultant shall maintain insurance as follows:

- ☒ Commercial General Liability as described in Exhibit B.
- ☒ Professional Liability as described in Exhibit B.
- ☒ Automobile Liability as described in Exhibit B.
- ☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. The City consents to the assignment of work to subcontractors as described in Exhibit A. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

This Agreement, together with attachments or addenda, represents the entire and integrated Agreement between the parties and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended, modified or added to only by written instrument properly signed by both parties.

13. SEVERABILITY

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

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

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NON-WAIVER

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

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

To the Consultant: Carollo Engineers, Inc.
1218 Third Avenue, Suite 1600
Seattle, WA 98101
Attention: Brian Matson

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____, 2013.

CAROLLO ENGINEERS, INC.

CITY OF BAINBRIDGE ISLAND

By _____

By _____
Douglas Schulze, City Manager

Name _____

Title _____

By _____

Name_____

Title_____

Tax I.D. #86-0899222

City Bus. Lic. #43751

EXHIBIT A

EXHIBIT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Consultant, its officers, employees and agents:

A. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

C. Professional Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

Before commencing work and services, the Consultant shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of the Consultant. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the Consultant, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

SCOPE OF SERVICES

City of Bainbridge Island Eagle Harbor Beach Sewer Main Project Final Design

Carollo Engineers

PROJECT DESCRIPTION AND PURPOSE

As part of the Eagle Harbor Beach Sewer Main Project Phase II – 30 Percent Design, the Carollo Engineers team (Consultant) performed topographical surveying, geotechnical explorations, trenchless construction methods evaluation, environmental permitting review, and easement identification to support the preparation of 30 percent level design plans, specifications and cost estimates for the replacement of the beach force main. As part of this work effort, 30 percent drawings and specifications were developed for the City of Bainbridge Island (City) that will be used as the basis for development of the detailed design. The City has requested detailed design and construction bid services be provided to finalize this project.

This scope of services includes the final design of the replacement of three separate beach force mains along Eagle Harbor including the Highway 305 Pump Station (PS 305) force main, the Wing Point force main, and the WWTP Effluent force main, and provision of bidding services for the public bid of the project.

The goal of the Final Design phase is to develop bid ready design plans to facilitate the construction of the proposed sewer force main replacements. The project will expand upon the work provided in the 30 percent level design plans, specifications and cost estimate. A task has been added to evaluate modified alignment of the Wing Point and Effluent force mains near Wing Point Pump Station (PS). This analysis will consider the environmental, easement acquisition and overall construction cost impacts of moving the lines. While the City is responsible for easement, right of way (ROW), and construction permit acquisition, the project scope includes Consultant support in this effort. The Consultant will prepare all permit submittal packages for the City as identified in the Scope of Services. The Carollo team may act as the authorized agent for the City. Once complete, the final design will be issued for bid by the City and the Consultant will provide bidding assistance during the bid process. This scope does not include construction services. These services will be included in a future contract.

SCOPE OF SERVICES AND TASKS

I. Project Management

Task Lead: Carollo Engineers

Consultant will provide the project management services necessary to comply with the overall Project Management Plan (PMP). A detailed PMP will include a detailed scope of services, budget, and timeline that meets the City's needs.

Specific tasks for this effort are as follows:

- Update Eagle Harbor Beach Main Project PMP to include Final Design Scope of

Services, Engineering Fee worksheets, and Project Schedule.

- Attend a project kickoff meeting with the City.
- Conduct internal project kickoff meeting.
- Manage consultant's staff and tasks and provide general project administration.
- Monitor progress against projected schedule, scope of service, and budget and administer monthly invoicing.
- Procure and coordinate with subconsultants, including review of invoices.
- Communicate internally and with City staff regarding the project progress, any issues of concern, project requirements, periodic reviews, and overall project schedule.

Deliverables:

- Updated PMP that includes Final Design Scope of Services, Engineering Fee worksheets, and Project Schedule.
- Monthly invoices and progress reports.
- Workshop and monthly meeting minutes.

II. Alignment Modification Evaluation

Task Lead: Stantec

In response to public comments on the 30 Percent Design submittal, the Consultant team will evaluate the impact of modifying the proposed alignment of the Wing Point and Effluent force mains. This effort includes reviewing design impacts, easement considerations, and project costs. Additionally, the team will evaluate the environmental considerations within the sensitive areas for the proposed alternative alignment. A technical memorandum (TM) will be prepared describing the impacts of the revised alignment.

Specific Tasks for this effort are as follows:

- Analyze design impacts of alternative alignment.
- Review easement, environmental considerations and permit acquisition requirements.
- Estimate additional cost to project as a result of alignment modification.
- Develop a TM to summarize findings of alignment modification evaluation.
- Revise Preliminary Design Report if modified alignment is selected.

Deliverables:

- TM No. 1 – Alignment Modification Evaluation Summary.

Assumptions:

- Submittal of the biological evaluation, archaeological review, and JARPA for the Corps is based upon the assumption that the final alignment will match the 30 percent design phase alignment. Significant change to the project alignment will require document and application revision. If a modified alignment is selected, additional budget would be required for the modifications and resubmittal.

III. Topographic Survey

Task Lead: Stantec

Consultant will provide additional topographical surveying at the existing ferry terminal and around the existing WWTP in Washington State Plane-North, NAD 83/91 for horizontal datum

and NAVD 88 for vertical datum. The topographical survey will include surveying the pilings at the ferry terminal that were not accessible during the previous phase due to tidal conditions. In addition, Consultant will extend the survey obtained at the WWTP from the southeast corner to the existing manhole on the northeast corner where the PS 305 and Wing Point force mains will terminate. This task includes surveying additional geotechnical explorations up to one 12-hour day. Finally, this task will include researching up to one property survey near the Wing Point lift station to determine the validity of the individual property survey. It is assumed that the survey will be provided by the property owner.

Specific Tasks for this effort are as follows:

- Coordination with WSDOT for ferry terminal access.
- Perform field topographic survey to identify surface conditions within the project limits at the ferry terminal, around the WWTP, and one 12-hour day to pick up additional geotechnical explorations.
- Research validity of property survey near Wing Point showing the existing easement in the beach and not upland as currently thought.
- Reduce field data in office and conduct internal QA/QC.
- Add additional survey data to existing base maps.

Deliverables:

- CAD file of additional survey.

Assumptions:

- The City will provide access to the existing manhole on the northeast corner of the WWTP.

IV. Environmental/Regulatory

Task Lead: ESA

The table below includes anticipated environmental and land use permits, reviews, or other environmental approvals that are anticipated to be required for the Eagle Harbor Beach Sewer Main Project. The list of permits is based on 30 percent design and review of federal, state, and local regulations related to the type of proposed construction for the beach trenching alternative.

A two-phase permitting approach was developed for this effort. Phase 1 was initiated as part of the 30 percent design process and included longer-lead time studies. Initially it was anticipated that some permits could be submitted at the end of the 30 percent design, but as design progressed, it was determined that the actual submittal needed additional detail and is being held to closer to 60 percent design level. Phase 2 permits will be completed during this final project phase.

The scope of work includes finalizing and submitting permits prepared during Phase 1, in addition to the efforts of preparing submittals for the Phase 2 permits. It is assumed that the WSDOT Utility Crossing permit will be obtained by the City.

Eagle Harbor Beach Sewer Main Project– Anticipated Permits

Lead Agency	Permits/Approvals/Reviews	Application/Documentation	Permit Phase	Comments
Corps of Engineers	Section 404/401/10 Nationwide Permit 12	Joint Aquatic Resourced Project Application (JARPA)	Phase 1	
	404(b)(1) Alternatives Analysis	Assumed not required.	n/a	Will be required if an Individual Permit is needed. Not anticipated at this time.
	Endangered Species Act Section 7 / Magnusson Stevens Act Review	Biological Evaluation	Phase 1	
	National Historic Preservation Act Section 106 Review	Cultural Resources Report	Phase 1,2	
US Coast Guard	Private Aid to Navigation (PATON)	Form CG-2554 and/or Legal Notice to Mariners	Phase 2	PATON requirements will be site dependent and may be needed if any work is to occur from a barge.
WDFW	Hydraulic Project Approval	JARPA	Phase 2	Requires final design-level information.
WDNR	Aquatic Lands Lease and/or Rights of Access Agreement	JARPA including required surveys, legal descriptions, and supplements.	Phase 1,2	Determination of DNR land ownership is pending. It is assumed that a Land Lease will be required and will be completed as part of final design phase.
WA Dept of Ecology	CZM Consistency Determination	CZM Form/Checklist	Phase 1	To be included as part of the Section 404/401/10 permit application.
	Section 401I Water Quality Certification	JARPA	Phase 1	To be included as part of the Section 404/401/10 permit application.
	National Pollution Discharge Elimination System (NPDES) General Construction Permit	Notice of Intent	Phase 2	Will be completed as part of final design phase.
Local Permits City of Bainbridge Island	State Environmental Policy Act	Environmental Checklist	Phase 1	
	Critical Areas Review	Critical Areas Study	Phase 1	
	Shoreline Substantial Development Permit	JARPA with Shoreline Supplement	Phase 2	Will be completed as part of final design phase.
	Conditional Use Permit	Conditional Use Permit Application	n/a	It is anticipated that the project will qualify as Substantial Development, and a Conditional Use permit will not be required.
	Design Review	Design Review Application	Phase 2	Final Design Required
	Land Clearing/Grading Permit	Land Clearing and Grading Application and/or Master Use application	Phase 2	90% Design required.

Specific Tasks for this effort are as follows:

- *Permit Matrix Evaluation*

Consultant will maintain and update the permit tracking matrix at various design stages of the project as design progresses. The matrix will be updated up to six times, as permit status

changes.

- *State Environmental Policy Act (SEPA) Checklist*

The City will be the SEPA lead agency and they will issue a SEPA determination consistent with their SEPA rules. The Consultant prepared a draft SEPA Environmental checklist for internal review that is consistent with the Washington State (Chapter 197-11 WAC) and City SEPA requirements. Following review of the draft, Consultant will incorporate team and City comments into Checklist for finalization by the City and public distribution.

- *JARPA and Supplements*

The JARPA form is a joint application form that will be prepared in support of local Shoreline Permits, Corps of Engineers Section 404 Permit, Ecology 401 Water Quality Certification, Washington Department of Fish and Wildlife (WDFW) Hydraulic Project Approval (HPA), and Washington Department of Natural Resources (WDNR) aquatic lands lease and/or rights of access agreement. As part of Phase 1, the Consultant has prepared a JARPA for Corps of Engineers Section 404 permit, Ecology Section 401 Water Quality Certification, and local Shoreline Permit. The application was not submitted as part of Phase 1 due to limited design information. As design progresses, the JARPA will be revised and updated design drawings will be attached and submitted to other agencies as needed.

- *Biological Evaluation*

Consultant prepared a Biological Evaluation (BE) (also termed Biological Assessment [BA]) for the project based on the completed 30 percent design. The BE will be submitted to the Corps along with the JARPA, and will then be forwarded to the Services (US Fish and Wildlife Service, National Marine Fisheries Service) for concurrence. Revisions to the document and/or additional detail may be requested by the Corps or the Services subsequent to their reviews. Revisions to the document will be addressed up to the number of budgeted hours.

- *Cultural Resource Assessment*

Consultant prepared a Cultural Resources Assessment to assist the Corps of Engineers review of the project pursuant to Section 106 of the National Historic Preservation Act. The assessment identified the Area of Potential Effect. The report will be submitted to the State Department of Archaeology and Historic Preservation (DAHP). Additional work may be required to complete the Section 106 consultation process if the Corps of Engineers determines that cultural resources could be affected by the project. Revisions to the document will be addressed up to the number of budgeted hours.

- *Critical Areas Study*

Consultant prepared a Critical Areas Study (CAS) per the City of Bainbridge Island Code, Chapter 16.20 to address potential impacts to fish and wildlife habitat (16.20.130), Frequently Flooded Areas (16.20.140), and Wetlands (16.20.160). The CAS included a Habitat Management Plan (16.20.060) and conceptual mitigation plan (16.20.110). The CAS was based on 30 percent design information. Additional information and design, including the completion of a Final Mitigation Plan will be required to demonstrate consistency with City of Bainbridge Island Code. Revisions to the document will be addressed up to the number of budgeted hours.

- *Regulatory Agency Coordination*

Because of the unique nature of the project, it is anticipated that additional agency coordination will be required prior to permit submittals and following application to the agencies. For the purpose of estimating a level of effort for this project, we are assuming that agency coordination

will include a Pre-Application meeting arranged through the Washington Office of Regulatory Assistance and site visits with staff from the Corps of Engineers, Washington Departments of Ecology, Fish and Wildlife, and Natural Resources, and local agency officials. In addition, this task includes coordination of permit submittals and provision of technical assistance to the City and the regulatory agencies during permit review process.

- *Land Clearing and Development Permit*

Consultant will prepare the land clearing development permit application for the City of Bainbridge Island based upon design information.

- *NPDES Permit for Construction Activity*

Consultant will prepare the NPDES permit application for submittal to Ecology. Consultant will assist City with public/newspaper notification requirements. City will be responsible for all notification costs.

Deliverables:

- Permit Tracking Matrix with up to six (6) revisions.
- JARPA based on 60 Percent Design to be submitted to the Corps of Engineers for Section 404/10 Permit.
- JARPA based on 60 Percent Design to be submitted to the Department of Ecology for Section 401 Water Quality Certification.
- JARPA based on 60 Percent Design to be submitted to the Department of Natural Resources for Aquatic Lands Lease, Construction Easement, and/or Right-of-Access.
- CZM Form/Checklist.
- Camera-ready SEPA Environmental Checklist.
- JARPA based on 60 Percent Design to be submitted to the City of Bainbridge Island with Shoreline Supplement.
- Land Clearing and Development permit application based upon 90 Percent Design to be submitted to the City of Bainbridge Island.
- NPDES Permit application for Construction Activity to be submitted to the Department of Ecology based upon Final Design.

Assumptions:

- City will obtain WSDOT Utility Crossing permit.
- The Critical Areas Study will be submitted to the City as part of the Shoreline Permit application as well as the Land Clearing and Development permit review.
- A camera-ready SEPA checklist will be prepared and submitted to the City. The City will be responsible for reproduction, distribution, and public notification.
- The City of Bainbridge Island will be the sole SEPA lead agency. The City shall be responsible for all permit fees or third-party review fees.
- The City will secure rights-of-entry as necessary to access the project area.
- The City will be responsible for delivering all permit applications unless Consultant is specifically named as an Authorized Agent.
- The City will be responsible for forwarding all permit-related correspondence to Consultant in a timely manner.
- Additional work required to address requests for additional information beyond the submittal of the specified materials are not included in this scope of work.
- The City shall be responsible for the cost to produce and install the SEPA notice sign.
- Consultant shall submit the number of copies of applications and supporting documentation identified on the application forms, plus two additional copies for the

project files. The City shall be responsible for additional copies.

- Additional support for consultations following submittal of the permit applications during Phase 2 work is not included herein.
- If work cannot be designed to meet Determination of Non-significance (DNS) criteria and/or avoid significant impacts, an Environmental Impact Statement may be required. This additional work is not included herein.
- Unless specified in this scope, no other project specific discipline reports or technical memorandum are anticipated to be required, but can be completed as additional task(s), if required.
- The scope of work does not include the preparation of applications for geotechnical borings or other investigative work. This is covered under Task IV.

V. Geotechnical Services

Task Lead: Robinson Noble

As part of the preliminary design effort, the Consultant conducted geotechnical field investigations to provide information relative to subsurface soil and groundwater conditions along the proposed alignment. As the final design phase commences, additional geotechnical information may be required.

During the 60 percent design phase, detailed analyses will be performed that require geotechnical information about the project site. It is anticipated that buoyancy calculations must be performed to identify if anchors will be required for the new pipeline, the number of anchors required, and where these anchors would be located. In addition, considerations must be made with regard to the limits of the underlying till versus flowing sand during construction. The design of intermediate structures such as manholes and thrust blocks also require geotechnical information. It is possible that the geotechnical data obtained during preliminary design is sufficient to address these issues and complete the final design, however, additional geotechnical explorations may be required to gather additional information.

If additional geotechnical explorations were required to complete final design, a hollow stem auger drill rig would be used for a maximum of two (2) working days to advance test bores of the soils. A backhoe style excavator would be used for a maximum of one (1) working day to excavate test pits for geotechnical analysis. Field and lab testing would include blow counts to determine soil moisture content, and collection of test bores to evaluate relevant physical and engineering properties of the site soils. Geotechnical results would be summarized in a report for use by the design team during final design.

Specific Tasks for this effort are as follows:

- Perform overburden estimates of the expected backfill soils for buoyancy calculations.
- Perform buoyancy calculations and determine anchor type and design capacity values, including depth of anchor and recommendations on installation.
- Determine anchor spacing based on pipe used.
- Provide input on structural design such as manholes, thrust blocks, or other elements deemed necessary.
- Recommend dewatering strategy for pipe installation.
- Determine appropriate type of pipe bedding.
- Estimate settlement of the pipe following installation.
- Acquire permitting for the geotechnical explorations.

- Conduct geotechnical explorations.
- Prepare draft geotechnical design report for internal and City review.
- Prepare final geotechnical design report for submittal to the City and use by the design team.

Deliverables:

- Geotechnical Exploration Plan.
- Three paper copies and one PDF copy of the Draft Geotechnical Report.
- Three paper copies and one PDF copy of the Final Geotechnical Report.

Assumptions:

- The City will provide all available information regarding existing geotechnical information related to the existing beach force mains.
- The explorations shall be limited to a maximum of 2 working days for the drill rig and 1 working day for the excavator. Any additional explorations required beyond the days identified will be completed on a time and material basis.

VI. 60% Design

Task Lead: Stantec

This task includes incorporating the 30 percent design comments and alignment modifications from Task II into the 60 percent plans. Hydraulic calculations will be performed using pump station operational data provided by the City to confirm the force main sizes. This task will also include a landscape mitigation plan for wetland and wetland buffer impacts, including areas impacted as part of previous work conducted at the treatment plant in 2009. The team will meet with the park department to review the mitigation design. Once final alignment is identified, pipe sizes confirmed, and planting plan determined, Consultant will prepare 60 percent level plans, specifications, and cost estimates. The design drawings shall be full size 22x34 at a scale of 1:20.

Specific tasks for this effort are as follows:

- Perform hydraulic analysis to confirm pipe sizes.
- Coordinate meeting and site visit with the City of Bremerton (Bremerton) to learn about key design and construction features of Bremerton's recent beach force main project.
- Review additional survey data versus 30 percent design alignment.
- Prepare 60 percent level plans.
- Prepare 60 percent level specifications.
- Prepare mitigation plan and design drawings. Includes mitigation requirements of EHBM project as well as previous work performed at the WWTP.
- Prepare a 60 percent level opinion of probable construction cost (OPCC).
- Conduct an internal review of the 60 percent design.
- Prepare a final 60 percent PSE and submit to the City.
- Coordinate two meetings including a site visits with the Parks Department to review design and mitigation strategy.
- Attend public meeting to present 60 percent design.
- Attend City Council meeting to present 60 percent design.

Deliverables:

- Five (5) sets of half-sized (11x17) drawings, specifications, and OPCC for City review.

Assumptions:

- The City will provide lift station operational data to be used in hydraulic analysis.

VII. 90% Design

Task Lead: Stantec

Consultant will prepare 90 percent level design plans for the three selected force main alignments for the three existing force mains: PS 305, Wing Point, and WWTP Effluent as well as 90 percent level specifications and cost estimates for the project. The design drawings shall be full size 22x34 at a scale of 1:20.

Specific Tasks for this effort are as follows:

- Conduct review meeting with the City to go over comments on the 60 percent design.
- Prepare 90 percent level plans.
- Prepare 90 percent level specifications.
- Prepare a 90 percent level OPCC.
- Conduct an internal review of the 90 percent design by Carollo and Stantec Design Quality Management team.
- Prepare final 90 percent PSE and submit to the City.

Deliverables:

- Five (5) sets of half-sized (11x17) drawings, specifications, and OPCC for City review.

Assumptions:

- The City will provide front-end specification boilerplates to be used in preparing the 90 percent specifications.

VII. Final Design

Task Lead: Stantec

Consultant will prepare final design plans for the three selected force main alignments for the three existing force mains: PS 305, Wing Point, and WWTP Effluent, as well as final design specifications and cost estimates for the project. The final design documents will be provided electronically so that the City can post them to Builders Exchange for bidding.

Specific Tasks for this effort are as follows:

- Conduct review meeting with the City to go over comments on the 90 percent design.
- Prepare final design plans.
- Prepare final design specifications.
- Prepare a final OPCC.
- Conduct a Quality Management review of the final design.
- Prepare bid ready PSE and submit to the City.

Deliverables:

- One (1) electronic copy of full-sized (22x34) drawings and OPCC for City to use in bidding the project. Electronic copy shall be in PDF format.

Assumptions:

- The project will be bid using Builders Exchange and no paper copies of the final design will be submitted to the City, only an electronic copy in PDF format.

IX. Right of Way and Easement Acquisition

Task Lead: City

The City will lead the ROW and easement acquisition phase. There are three parcels over which the proposed force main alignment will require additional permanent easements and it is anticipated that 42 temporary construction permits will also need to be acquired. The City develop all easement exhibits and documents, communicate with the public, negotiate terms, and acquire all easements and construction permits. Consultant will assist the City in this task by providing the necessary maps and drawings and tracking progress.

Specific Tasks for this effort are as follows:

- Provide support materials to City.
- Track easement procurement progress.

X. Bidding Services

Task Lead: Stantec

Consultant will provide assistance during the bidding process to answer bidder questions and prepare up to three (3) addenda as needed. This task assumes that the City will be using Builders Exchange and that the Consultant will not be responsible for preparing bidding documents for all contractors or suppliers interested in the project. This task further assumes that there will be a pre-bid meeting for the project at City Hall. The Consultant will attend the bid opening, prepare a bid tabulation and recommendation of award to the City Council, and attend the City Council meeting to present the contractor recommendation.

Specific Tasks for this effort are as follows:

- Attend a pre-bid meeting at City Hall.
- Answer bidder questions during the bid period.
- Prepare and issue up to three (3) addenda as needed.
- Check contractor supplied references and information.

Deliverables:

- Answers to bidder questions during bidding.
- Addenda as needed.

Assumptions:

- Consultant will not attend bid opening.
- City will prepare bid tabulation.

- City will prepare a memorandum of recommendation for award to the City Council.
- City will present contractor selection at City Council meeting. Consultant will not attend.

XI. MANAGEMENT RESERVE

The objective of this task is to provide additional engineering services throughout delivery of the Project (e.g. additional workshops, meetings, evaluations, etc.). Any work performed under this task will require prior written authorization from the City's Project Manager. Authorization will specify the requested scope of services and cost for the work, which will be reviewed, negotiated, and agreed upon by the Project Manager and Consultant prior to performing the work.

ADDITIONAL TASKS NOT INCLUDED IN THIS SCOPE OF SERVICES:

- Potholing of any existing underground utilities.
- Permit or geotechnical assistance beyond the hour estimate contained in the corresponding budget for this project.
- Paper copies of final design documents. Project assumes that the City will bid electronically using Builders Exchange.
- Temporary construction permit exhibits, documents, negotiations, or acquisition (assumed that this work is being completed by the City).
- Public outreach meetings or exhibits.
- Construction related services (will be part of the next phase of work).

FUTURE SERVICES

Phase V – Construction Management Support

Following the completion of the design of the beach main replacement projects and the selection of the contractor for the work, Consultant will prepare a construction service scope and budget to support the City throughout the construction of the projects. This scope and budget will also be amended to this contract and will be taken to Council at the time when the construction contracts are awarded.

BUDGET SUMMARY

City of Bainbridge Island
Eagle Harbor Beach Sewer Main Project
Final Design

Carollo Engineers

Total Cost \$412,150		STANTEC			ESA ADOLFSON			ROBINSON NOBLE			TOTAL	CAROLLO ENGINEERS			TOTAL
Task		ODC Planned Cost	TOTAL LABOR Planned Hours	Planned Bill	ODC Planned Cost	TOTAL LABOR Planned Hours	Planned Bill	ODC Planned Cost	TOTAL LABOR Planned Hours	Planned Bill	Subconsultants	ODCs Planned Cost	TOTAL LABOR Planned Hours	Planned Bill	TOTAL Planned Cost
I	Project Management	\$250	48	\$8,448	\$300	44	\$5,804		28	\$3,510	\$18,312	\$2,031	124	\$20,908	\$41,251
II	Alignment Modification Evaluation		72	\$11,052		22	\$2,634				\$13,686	\$1,369	54	\$8,176	\$23,231
III	Topographic Survey	\$300	124	\$14,444							\$14,744	\$1,474	4	\$796	\$17,014
IV	Environmental/Regulatory		24	\$4,224	\$300	366	\$41,932				\$46,456	\$4,646	16	\$2,784	\$53,886
V	Geotechnical Services		24	\$4,224				\$8,514	211	\$25,732	\$38,470	\$3,847	16	\$2,784	\$45,101
VI	60% Design	\$100	198	\$29,648	\$200	129	\$14,650				\$44,598	\$4,560	218	\$34,842	\$84,000
VII	90% Design	\$100	152	\$22,242	\$100	38	\$3,979				\$26,421	\$2,692	152	\$25,388	\$54,501
VIII	Final Design	\$100	108	\$16,618	\$50	25	\$2,722				\$19,490	\$1,999	182	\$26,678	\$48,167
IX	ROW and Easement Acquisition		12	\$2,112							\$2,112	\$211	20	\$2,384	\$4,707
X	Bidding Services	\$100	62	\$10,142							\$10,242	\$1,074	24	\$3,976	\$15,292
XI	Management Reserve Task														\$25,000
Projected Total Project Hours and Costs		\$950	824	\$123,154	\$950	612	\$69,909	\$8,514	239	\$29,242	\$234,531	\$23,903	810	\$128,716	\$412,150

**FEE SCHEDULE
As of August 9, 2012**

**City of Bainbridge Island
Eagle Harbor Beach Sewer Main Project
Final Design**

Carollo Engineers

	<u>Hourly Rate</u>
Engineers / Scientists	
Senior Professional	\$248.00
Lead Project Professional	\$199.00
Professional	\$149.00
Project Professional	\$179.00
Assistant Professional	\$144.00
Technicians	
Technicians	\$134.00
Support Staff	
Document Processing/Clerical	\$102.00
Other Direct Expenses	
Travel	at cost
Mileage	IRS reimbursement rate (currently \$0.55/mile)
Subconsultant	Cost + 10%
Other Direct Costs cost	at cost

This fee schedule is subject to annual revisions due to labor adjustments.

END OF EXHIBIT A

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Crystal Springs Shoreline Embankment Repair Contract Award	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 13-124
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Department/Fund: 2013 CIP Budget – Roads Preservation Program

Expenditure Req: \$ TBD Budgeted? ☒ Yes ☐ No Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session: Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Crystal Springs Shoreline Embankment Repair project on the September 25, 2013 City Council consent agenda.

Background:

The Crystal Springs Shoreline Embankment Repair project consist of installation of a rock revetment along the shoreline across the street from 3750 and 4720 Crystal Springs Drive.

Bids were solicited using the Small Works Roster process and ____ bids were received at the September 17, 2013 bid opening. The responsive apparent low bidder is _____ in the amount of _____. The engineer's estimate is \$73,930.00.

The Project Manager has reviewed the bid results and the contractor's qualifications and recommends that the City Council consider award to _____.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the Crystal Springs Embankment Repair Contract Award to the September 25, 2013 Consent Agenda.

Note: Bid results & award information to follow after the September 17, 2013 bid opening.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Crystal Springs Shoreline Embankment Repair Contract Award	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 13-124
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Department/Fund: 2013 CIP Budget – Roads Preservation Program

Expenditure Req: \$ TBD Budgeted? ☒ Yes ☐ No Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider placement of the Crystal Springs Shoreline Embankment Repair project on the September 25, 2013 City Council consent agenda.

Background:

The Crystal Springs Shoreline Embankment Repair project consist of installation of a rock revetment along the shoreline across the street from 3750 and 4720 Crystal Springs Drive.

Bids were solicited using the Small Works Roster process and 2 bids were received at the September 17, 2013 bid opening. The responsive apparent low bidder is Sealevel Bulkhead Builders, Inc. in the amount of \$72,420.78 The engineer's estimate is \$70,000 - \$80,000.

The Project Manager has reviewed the bid results and the contractor's qualifications and recommends that the City Council consider award to Sealevel Bulkhead Builders, Inc.

RECOMMENDED ACTION

Motion:

I move that the City Council forward the Crystal Springs Embankment Repair Contract Award to the September 25, 2013 Consent Agenda.



City of Bainbridge Island Public Works Department - Engineering

Project: Crystal Springs Embankment Repair

Bid Opening Date: Bids Due on 9:00 a.m. September 17, 2013

Open Bids @ 9:15 am

Note: Bids Are Opened in Order Received. Bids Solicited by: ☐ Advertisement ☒ Small Works Roster The Engineers Estimate is: \$70,000 - \$80,000	Redside Construction	Sealevel Bulkhead Builders		
Proposal – <i>Items of Work & Materials, Estimated Quantities, Units of Measurement.</i>	X	X		
Signature Page	X	X		
Addendum Acknowledged	NA	NA		
Non-Collusion Declaration	X	X		
Proposal Bond (5%)	X	X		
TOTAL BID AMOUNT	\$122,967.78	\$72,420.78		

A total of 2 bids were received for the Crystal Springs Embankment Repair project. The apparent low bidder at this time is Sealevel Bulkhead Builders with the bid of \$72,420.78. The City will need to review each proposal for bidder responsibility; therefore things may change during that time.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: City Communications Plan	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 13-129
Proposed By: Doug Schulze, City Manager	Referral(s):

BUDGET INFORMATION

Department/Fund: Executive		Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

DESCRIPTION/SUMMARY

The attached draft City Communications Plan has been prepared for the purpose of establishing policies, procedures and strategies for communicating with the community, City staff and others. City Council review and input is requested on the draft communications plan.

RECOMMENDED ACTION

Provide input and move to regular meeting agenda to consider approval.

Introduction

Communication is a key element in achieving organizational goals. A Communications Plan is not simply advertising, promotions or public relations. Communicating is the task of seeking out customers, identifying concerns and goals, building relationships and responding to needs through appropriate avenues. A Communications Plan is a valuable tool for highlighting the assets of a community. The City of Bainbridge Island recognizes the value of citizen involvement and the wealth of good information and resources that the citizens of Bainbridge Island possess. It is important to increase the City's understanding of citizen concerns, ideas and values so they can be utilized to make better decisions. The City must identify, create and budget adequate resources to engage citizens and citizen groups to enable them to effectively become a part of the City's decision-making process.

Much of the City's overall success is shaped by the quality of its communication efforts. Therefore, a proactive approach is needed to foster effective two-way communication.

Guiding Principals

Open Two-Way Communication – Ensure that information is shared throughout the community and the organization emphasizing two-way informational flow.

Community Problem Solving – Provide citizens with complete, accurate and timely information enabling them to make informed judgments. This will help the City to make the best decisions.

Proactive – The plan attempts to give the City the opportunity to tell its story rather than rely exclusively on others to interpret the City's actions, issues and decisions.

Decentralized – Strengthen direct communication between elected officials, City departments and citizens rather than trying to funnel all information through a central point of contact or department. This provides for more knowledgeable discourse, strengthens accountability and also makes it easier to access or provide information on City activities.

Inclusive – Including everyone in the process builds teamwork and a feeling of belonging, breaking down feelings of us vs. them, which are common in many city governments and in many relationships of city government with citizens. The goal is to include everyone who cares to participate and to motivate those who are not currently engaged.

Strong and Consistent Messages – A successful communication plan is built on strong themes and is more effective than one with unrelated and scattered messages. The communication plan should support, reinforce and reflect the goals of the City government as established by the City Council and the City management, thus underscoring the idea of an organization with one common purpose: the citizens.

Targeted Audiences

Organizations frequently approach communication efforts with the assumption that everyone ever touched by services should be targeted. This approach typically results in communications that are too general to have much impact at all. Target audiences need to be identified and then communication strategies devised for each of the groups. Failure to identify the target audience and devise a specific strategy is likely to create a "ready-fire-aim" campaign. Our desire is to develop a communications with a well-planned "ready-aim-fire" approach.

Primary Target Audiences

1) Citizens of Bainbridge Island

Citizens of Bainbridge Island are the highest priority targeted audience. Strengthening the relationship between City government and 23,000 residents is the starting point of a sound communications plan. By placing our residents in the highest level of communication we will create a sense of ownership and community pride, which will help in communicating with other audiences.

There are numerous subsets to this audience. Neighborhoods, business clubs and organizations, schools, age groups, etc.

2) Members of City boards, commissions and committees.

While these people are covered under the broad umbrella of #1, Citizens of Bainbridge Island, the work they do on behalf of the community and government makes them a distinct and specific target audience.

3) City Employees

People employed by the City of Bainbridge Island in its various departments and agencies are an integral part of the success of the communication plan. Each individual reflects the organization in their daily work. Most employees reach some segment of the population everyday. This in-house target audience cannot be forgotten as it is a key element in creating a sense of community within the organization.

4) News Media

The media is an important audience to target because their coverage of the City government can have a significant influence on the public's image of the local government. Media includes a variety of print and broadcast.

Secondary Audiences

5) People outside of Bainbridge Island, including area residents who primarily work, conduct business and visit Bainbridge Island.

6) Other local governments in the Puget Sound, Washington and beyond.

7) City government associations and organizations.

Goals of the Communication Plan

The underlying principal of this Communications Plan is to present strategies to the target audiences that will change, develop or enhance their perceptions of services, issues, projects, etc.

- Ensure the Mayor and City Council are an active and integral part of the overall City Communication Plan.
- Improve City communication to and from Bainbridge Island citizens, businesses and organizations.
- Improve two-way communication within the City organization.
- Enhance and improve community and media relations.
- Increase awareness, interest and participation of the citizens of Bainbridge Island in government goals and activities.
- Minimize feelings of “us vs. them” between the City government and the residents of Bainbridge Island, between elected officials and staff and between departments and agencies.
- Increase awareness, interest and participation of City employees in the goals and activities of the City.
- Build organizational pride among employees and positive identification with the City government as a whole.

Strategies and Actions

Strategies

- Expand our communication research program, using both quantitative and qualitative research methods to measure attitudes and opinions.
- Develop a multi-media and multi-level communication approach and monitor and fine-tune the existing communication tools and seek additional tools. What worked in the past may have outlived its usefulness and need to be abandoned and replaced with something else. Some people absorb information audibly and others absorb information visually. Be sure that the communication tools are diverse in order to reach various segments of the targeted audiences.
- Use interactive communication tools and techniques wherever and whenever possible to involve target audiences in the communication process and increase their commitment to the idea of community problem solving.

Actions

- **Market Research**
Develop a list and solicit proposals of market research firms skilled at conducting both attitudinal surveys as well as focus groups. The method of implementation should include a diverse set of tools rather than just one form (random telephone surveys). The implementation must reach a broad spectrum of Bainbridge Island citizens so that the results accurately reflect the demographic make-up of the community.
- **Communications Training**
Communication training for City officials and staff is a major ongoing function. This tactic includes communication training with the Mayor and Council Members, City Manager and Department Heads as well as City staff and members of City commissions, committees and boards. We all *think* we do a good job of communicating, but without the benefit of others telling us their perception of how well we communicate we may never improve. Research firms that specialize in communication training for public entities and arrange for training to be conducted for Bainbridge Island officials and staff.

Communication Mediums

External

- ***City Newsletter***

Description: Quarterly, 11x17 bi-fold publication in four colors. Generally the newsletter includes articles about City projects, services and issues, space for graphics such as a map or graph and upcoming meetings. The *Newsletter* provides information about “in the news” issues related to City business. Examples of information to be communicated includes: Proposed Ordinances, Capital Improvement Projects, Budget Process, Storm Water Utility Rates, Recreation Programs, Conservation Programs etc.

Objective: To provide information on specific City issues to all Bainbridge Island residents particularly to residents who are not actively engaged in City government.

Strengths: Quick and easy to read, flexible and attractive format.

Weaknesses: Timeliness is limited to a four-week advance deadline.

Audience: All Bainbridge Island Postal Patrons (approximately xx,xxx).

- ***Utility Bill Insert***

Description: Monthly 8.4 x 14 quarter-fold with one panel in two colors. The insert, included in utility bills, is designed primarily to give city and community tips, dates, activities e.g. boy scout Christmas tree pick-up, Fourth of July parade, energy saving tips, Red Cross blood drives, Arbor Week, Earth Day etc.

Objective: To inform the community of activities and programs of interest to the community. Not limited to just City of Bainbridge Island information.

Strengths: No postage required, flexible format.

Weaknesses: Requires four weeks or more lead-time. Mailed only to utility accounts.

Audience: All Bainbridge Island utility accounts.

- ***E-mail Distribution Lists***

Description: Electronic mail distributed to individuals who have registered to receive electronic notifications or messages regarding a specific project, issue or service.

Objective: Keep interested individuals informed about issues that affect them directly including public notices, services, meetings, improvement projects, etc.

Strengths: Simple, easy to produce, inexpensive.

Weaknesses: Email addresses may change over time and distribution list(s) become outdated. Audience is limited to individuals who voluntarily register.

Audience: Individuals interested in specific information.

- ***Budget in Brief***

Description: 5.5 x 8.5 eight-page booklet in two colors.

Objective: To provide basic information about the current fiscal year budget. Includes pages called “Where the money comes from” and “Where the money goes”. Mailed every February.

Strengths: Easy to read simple layout “not overwhelming”.

Weaknesses: Attempts to simplify a very complex subject.

Audience: Mailed to all Bainbridge Island households.

- ***Web Site***

Description: Comprehensive web site that is designed to enable staff to post information from any desktop computer. The site contains news items, department listings, calendar of City meetings and events, agendas and minutes for all Commissions, Committees and Council. It offers easy access to City programs, services, documents and more. Viewers can request that news items, agendas, calendar postings etc. be automatically e-mailed when posted.

Objective: To provide “one-stop” access to City information via the World Wide Web. Cross reference information so that it is accessible from a variety of entry points.

Strengths: Extremely flexible and easy to read with a powerful search tool. Easy to keep current and to add or delete information.

Weaknesses: On-line services such as permits, licenses etc. will require significant financial investment and a web interface with City software systems. Is only available to citizens with Internet access.

Audience: Anyone with access to the Internet.

- ***Web Page Survey Tool***

Description: This is the newest feature on the City’s web page. Simple surveys or questionnaires can be posted from the back end. Persons who have completed the survey can view results. Participation is limited to one entry per computer.

Objective: To provide citizen’s with a means of commenting and providing input on City issues from their desktop.

Strengths: Extremely flexible.

Weaknesses: Only available to citizens with Internet access.

Audience: Anyone with access to the Internet.

- ***Citizen Survey***

Description: A community attitude and opinion survey to be conducted every two years. A total of 400 interviews are conducted via phone. The sample size ensures a 95% confidence level with a margin of error not greater than $\pm 5\%$. This means that if the survey were replicated using the same methodology, 95 times out of 100 the same percentages would emerge within a range of $\pm 5\%$.

Objective: The overall objective of the research is to measure change in the community's attitudes and opinions.

Strengths: Relatively quick and simple. Provides quantitative data.

Weaknesses: Many households have caller ID features on their phones and will not answer the phone if the number is not one they recognize. Consequently numerous calls must be made before attaining the target sample of 400. There is a concern that the survey does not accurately reflect the age demographics of the community. Does not provide qualitative data.

Audience: City Council and City staff.

- ***Government Access Channel***

Description: Public access television can be used to post information slides, play public informational announcements, recorded messages, etc.

Objective: Use public access television to provide information about City issues to the community.

Strengths: Reliable and knowledgeable staff, who are always willing to help and to improve coverage.

Weaknesses: Content must be updated frequently to attract "return" viewers. Television viewers tend to "surf" channels and land on the public access channels by chance. Will not reach satellite television subscribers or people without television.

Audience: Comcast Cable Television customers.

- ***Brochures***

Description: A variety of brochures are created in-house, including Conservation, Storm Water Utility Rates, Recreation Programs, Crime Prevention Tips, ADA Services, Adopt-a-Street and more. These are placed in display racks at City Hall and at the Community Center. They are mailed in response to inquiries and used as a resource by front-line staff.

Objective: To provide brief easy-to-understand information about City services and programs.

Strengths: Inexpensive, simple, easy to create.

Weaknesses: Limited distribution.

Audience: Bainbridge Island residents.

- ***Assorted Printed Materials***

Description: Flyers, A-boards, door hangers, postcards, maps, new resident welcome packets, etc. are created as needed to provide information about City program and issues.

Objective: Support other communication mediums with printed materials for targeted audiences.

Strengths: Provides specific information designed to targeted audience. E.g., door hangers for houses and businesses within a specific area providing information regarding a public improvement project nearby. Tent cards for restaurants alerting customers that water is served on request.

Weaknesses: Limited materials can be made in-house; most materials must be printed professionally.

Audience: Various targeted audiences depending on the message.

- ***Videos***

Description: Community broadcasting can produce educational/informational videos each year for the City. The videos can be scheduled to run at various times throughout the day. They can also be made available free of charge for citizens to borrow through the City Clerk's office.

Objective: Provide visual and audio information on City issues and projects.

Strengths: Very effective communication tool. Professional and informative.

Weaknesses: Very limited audience/distribution. Can require a lot of staff time/coordination and may only be seen by a few people. (Future possibility of streaming the videos on the City's web site and expanding distribution.)

Audience: Citizens of Bainbridge Island.

- ***News Releases***

Descriptions: A prepared news or publicity item about City of Bainbridge Island business. News releases should be timely and relevant and contain the facts of the information. The release should include basic information: who, what, where, when, why and how.

Objectives: To provide the local media timely, accurate, and useful news about the City of Bainbridge Island. Releases are faxed to the local media.

Strengths: Easy to write and distribute.

Weakness: Not always "picked-up" and used by the media.

Audience: Local media.

- **Advertisements:**

Description: The City occasionally places paid advertisements in local newspapers.

Objective: To call attention to City programs and upcoming public meetings.

Strengths: Easy to read, City logo catches readers attention. Ads are recognizable as City of Bainbridge Island.

Weaknesses: Expensive, short shelf life. Competes with many other ads in a variety of size and design.

Audience: Bainbridge Island residents.

- **Public Notice Boards:**

Description: The City routinely posts public notices on bulletin boards at various locations in Bainbridge Island.

Objective: To call attention to City programs and upcoming public meetings.

Strengths: Easy to read, located in heavily used areas, notices are recognizable as City of Bainbridge Island. Simple, easy to produce, inexpensive.

Weaknesses: Limited audience, requires individual to seek out information, experience suggests notice boards are not very effective.

Audience: Bainbridge Island residents.

- **Public Meetings**

Description: In addition to the regularly scheduled Council and assorted Committees and Commission meetings, which are always open for public comment, other public meetings targeted towards specific issues are also held as needed.

Objective: To present the community with an opportunity to express opinions and give input on specific City issues.

Strengths: Attendees hear the opinions of others and have a greater appreciation for the issue as a whole beyond their own personal opinions.

Weaknesses: Often attracts the same people again and again.

Audience: Either broad base citizenry, or specific targeted group.

- **2-1-1 System:**

Description: The 2-1-1 system is an automated voice information telephone number that can be used to provide public information.

Objective: To provide information regarding frequently asked questions or general information.

Strengths: Simple, easy to produce, inexpensive after initial investment.

Weaknesses: Limited audience, requires individual to seek out information, may be time consuming to maintain/update.

Audience: Bainbridge Island residents.

Internal

EmployE-News

Description: Electronic newsletter distributed to all employees bi-monthly. The newsletter includes information on benefits, computer tips, new and retiring employees and more.

Objective: Keep employees informed about issues that affect them directly including benefit changes, computer training opportunities, new employees, etc.

Strengths: Simple, easy to produce inexpensive.

Weaknesses: Can be time sensitive.

Audience: All City employees.

City Manager Activity Report

Description: Electronic report distributed weekly to Council Members. The report includes information on key issues and projects.

Objective: Inform Council Members about issues and projects affecting the City and/or community.

Strengths: Simple, easy to produce, inexpensive.

Weaknesses: Requires City Manager time.

Audience: City Council Members.

All Users E-mail

Description: Each City employee receives E-mail directed to "all users". E-mails include news releases, Council agendas, minutes, training opportunities etc.

Objective: Ensure that employees receive news from employer; not in the papers or "on the street".

Strengths: Quick and timely information.

Weaknesses: Not all employees check their e-mail on a regular basis.

Audience: Employees

Management Team Meeting

Description: Directors of the various departments gather each week to review up-coming Council meetings, action items and to keep each other informed of issues in their own departments. The meetings provide an opportunity for department heads to keep abreast of what is happening in all departments not just their own.

Objective: Ensure that all departments are familiar with broad issues related to City business.

Strengths: Regular face-to-face contact between department heads.

Weaknesses: None.

Audience: Department Heads

Department Meetings

Descriptions: Staff and consultants from individual Departments meet on a regular or as needed basis to exchange information and to update each other on issues and activities within the department and other departments.

Objective: Share information with all department employees about department business and citywide business.

Strengths: Provides an opportunity for employees to "catch-up" and "check-in" with each other.

Weaknesses: Because of busy schedules and conflicting meetings, department meetings are not always held on a regular basis.

Audience: Employees.

Paychecks Stuffers

Description: Occasionally information such as the United Way Campaign, changes in benefits etc, is included with employee paychecks.

Objective: Alert employees to changes in benefits, opportunities etc.

Strength: Easy to reach all employees.

Weakness: Often the material is not read. Use of direct deposit and electronic payroll reporting.

Audience: Employees

Employee Advisory Committee

Description: A representative of each Department meets periodically to discuss employee relations and areas of potential improvement.

Strength: All segments of employees are represented allowing an opportunity for all "voices" to be heard.

Weakness: Does not meet regularly. Issues and solutions can add to already heavy workloads.

Audience: Employees

Employee Communication Guide

Description: Comprehensive handbook for all employees which includes information on the use of City graphics, city templates, working with the media, citizen participation, conducting meetings and more.

Strength: Easy to read, easy to reference.

Weaknesses: None

Audience: Primarily, managers and support staff.

Communication

Areas of Focus

2013 - 2014

Council goals, the work of various departments and unexpected projects and issues dictate communication efforts and communication priorities of the staff. Some things may only require printed materials, others will require collaborative work with specific audiences and stakeholders. The following is a partial list of items that will likely require a communication plan unique to that project in the upcoming fiscal year. All will involve an integrated approach and the use of many of the existing communication tools.

Planning & Design of Wing Point Way Multi-modal Improvements

Non-motorized Master Plan

Emergency Preparedness

Materials related to economic development

Police Department Strategic Plan

Stormwater Utility program

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Waterfront Park/City Dock Design Contract	Date: September 18, 2013
Agenda Item: Staff Intensive	Bill No.: 13-082
Proposed By: Doug Schulze, City Manager	Referral(s):

BUDGET INFORMATION

Department/Fund: Executive		Munis Contract #
Expenditure Req: \$190,000	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☒ Yes ☐ No

DESCRIPTION/SUMMARY

The City Council is asked to authorize the City Manager to enter into a contract for Professional Service with Studio Cascade for the Waterfront Park/City Dock Project. The attached Scope of Work and Schedule will be incorporated in the City's standard professional services agreement, upon approval by the City Council.

This contract for services will include the development of at least three thematic park design explorations, which will be vetted and refined through community involvement in a storefront studio. A conceptual design will be presented to City Council and a final master updated master plan developed, which will be the basis for RCO grant application and eventual construction of improvements.

The project budget is also attached for City Council review and discussion. The budget items are identified by task, which corresponds to the tasks identified in the Scope of Work.

RECOMMENDED ACTION

"I make a motion to authorize the City Manager to enter into a contract for professional services with Studio Cascade for the Waterfront Park/City Dock Master Plan and RCO grant application in an amount not to exceed \$190,000."

City of Bainbridge Island Waterfront Park Master Plan Scope/Schedule

Step 1 – Getting to know you

Before we can begin thinking about the park and dock's design, we have to do our homework. Digging through the City's adopted policy, understanding the various projects that influence Waterfront Park, listening to community members and park users and outlining the entirety of the process make up this first part of our work. Time spent here will make our design efforts more efficient and effective, sympathetic to community needs and consistent with what the City's done so far.

1.1 Project schedule & engagement

One of the first things we'll do is to design a public engagement program, setting the project's schedule and scheduling the storefront studio, open house and master plan rollout. We'll review this with you to ensure we're providing the type and scale of engagement the community expects. This program will become part of the public outreach, made available on the project web site to help the public track our progress.

1.2 Policy assessment

We will take time in this task to review what's on the books, learning about the City's adopted policies and regulations, programmed capital projects and other official actions that will influence the course of this project, as well as previous planning efforts related to Waterfront Park. Your Comprehensive Plan, Shoreline Master Program, zoning, design guidelines, permit review processes, planned street improvements, interlocal agreements, property maintenance standards, and street design standards will all play a part in the project's design and execution. We need to know them.

1.3 Base maps

We will make use of maps and data available from the City, supplementing those with our own field notes, observations and diagrams. We will compile the information into an Opportunities and Constraints Map. We will also outline a draft set of Over-Arching Objectives and Design Principles. We will examine and document a number of elements, including the following:

Topography

Utilities

Vegetation (including the City's Arborist Report)

Building Frontages

Pathways and Connections

Gardens and Spaces

New Opportunities for Spaces or Infill

Parking Supply

1.4 Site and Context Analysis

This will involve examining the site through several lenses. An “environmental” lens will look at what functions the park performs with regard to tree cover, habitat, storm water management, shoreline protection, and other issues. A “development” lens will examine how the park relates to private investment in the town center, such as Town & Country, shops and restaurants along Winslow Way, nearby housing and services, potential redevelopment, and infill. The “connections” lens, will look at how the park relates to the collection of civic destinations such as City hall, the Saturday Market, the Performing Arts Center,

the Historical Museum, the Children's Museum, the Art Museum, the waterfront trail and the new plaza near the ferry terminal entrance. The Waterfront Park is part of a chain of places that contribute to the unique character and the wide choices of the town center. We will also identify what aspects of the park are "sacred" and should be touched minimally, if at all, and what are those areas that could be subject to change.

Step 2 – Sorting things out

If Step 1 is about getting to know you, Step 2 is about putting the pieces together and having conversations about potential ways forward. This part of the process will be both fun and challenging, with both the consultant team and the community advancing proposals, considering them and digesting them, addressing various issues, identifying opportunities and consolidating initial strategic thought.

It will be useful to consider Waterfront Park in a variety of contexts, as well, acknowledging its importance beyond the space in which it exists. It's an asset for the entire community, so we will examine design alternatives and evaluate them based on regional, community and site-specific contexts, playing out design concepts that root Waterfront Park at every level.

2.1 *Storefront Studio*

Key to our proposed approach is this four-day event. It invites the community to contribute directly to the evolution of design concepts. We will prepare for this event by producing at least three thematic park design explorations in advance, in coordination with City staff. These thematic explorations will examine the park and its surroundings in various contexts that may set the park as an environmental/sustainability showcase, an iconic performance venue, a secluded space, or a park dedicated to activity and fitness. Scenarios will also examine the Harbor Commission's dock expansion proposal, integrating it and some versions of it in design explorations. Our first day will be devoted to vetting these visionary schematic designs with the community. An evening studio will follow, refining a working vision and framing initial alternatives.

The second day will concentrate on design in response to community feedback, with a daytime walking audit and an evening presentation of our work to that point. Ensuing studio days will refine concepts, with public events each evening to consult with the community and test our thinking. We will also work with City staff to invite the community's architects, landscape architects, artists, user groups and maintenance staff to meet with us throughout the studio event. We will design specific events in cooperation with City staff to target specific groups – such as the local arts community – to ensure we get diverse and intensive public comment.

We will work with the City to find a studio location near Waterfront Park, given over entirely to the event. Public participants will be able to come and go during the day and evening, speaking directly with team members - with many of their ideas then incorporated into the project vision.

By the end of the studio week, we will have developed and vetted at least three park design alternatives, emerging with what will be the community's preferred approach. We will present that conceptual design to City Council at the conclusion of the event, seeking their direction on how to proceed from that point.

2.2 *Alternatives refinement*

We'll take the storefront studio's results and develop a preferred alternative, presenting it to the community via the project's website, local press and direct e-mail notification. This work will examine infrastructure and transportation needs, too, considering the functional needs of the park, possibilities for managing storm water, and the very practical components of providing utility services. It will also dig into details of urban design, considering various materials, types of furniture and landscape treatments, and possible strategies for inclusion of public art.

Step 3 – Making plans

In this step we'll work with City staff and the community to further refine the preferred alternative and

craft an overall strategy to achieve it. The preferred design will be presented as a conceptual plan, intended to guide investment along the park and throughout the vicinity, illustrating the potential of what can be achieved if the City and its partners work together to activate Waterfront Park.

3.1 Draft design & strategy

The physical design is only one component of the project. Its full success lies in the strategy with which it will be implemented. We'll propose a phased approach, prioritizing actions with conceptual level cost estimates, identifying potential partners, estimating necessary resources - all geared to leveraging public support for the project and municipal nudging to achieve higher levels of private investment in and around Waterfront Park. This phased approach will include an option that reflects the City's current available funds, as well as option(s) that reflect additional funding from grants.

3.2 Open house/workshop

We will conduct a community open house/workshop to present the preferred alternative, soliciting community thought on the proposed design and implementation strategy. Results from this event will launch us into our final report.

Step 4 – Making commitments

A plan is only as good as its implementation, and this step in our work will focus on producing a final master plan and working with potential partners to secure commitments to make it happen.

4.1 Final concept plan

The final concept plan will propose an overall design, as well as detailed information on the infrastructure and streetscape elements that comprise it. The plan will also include an implementation strategy, explaining relative priorities in individual components, with cost estimates, of the plan and identifying partners.

4.2 Partner meetings

We will share the plan with strategic partners, working with them to understand the plan's direction and to become excited about their potential roles in implementation.

4.3 Implementation matrix and RCO grant

We will prepare a summary implementation matrix, identifying project elements, timing, responsible parties, likely partners and potential costs and funding sources. This - and the plan graphic - will be the quick guide to what Waterfront Park can become. We will also take the highest priority park project and complete an RCO grant application, readying it for submittal into the 2014 cycle in the spring.

4.4 Rollout

Our final public event will be a community rollout, presenting the plan and its implementation details at a gala event. We will also recommend that the City be prepared at this point to move immediately into some of the early implementation activities, emphasizing that the future of Waterfront Park is at hand. The plan will be produced in report form in InDesign, with electronic copies delivered to the City.

Task	S	O	N	D	J	F	M	A
1.1 – Project schedule and engagement	X	X	X	X	X	X	X	
1.2 – Policy assessment	X	X	X					
1.3 – Base maps	X	X						
1.4 – Site and context analysis	X	X						
2.1 – Storefront studio (to begin October 27)		X	X					
2.2 – Alternatives refinement			X	X				
3.1 – Draft design and strategy				X	X			
3.2 – Open house/workshop					X			
4.1 – Final concept plan					X	X		
4.2 – Partner meetings					X	X		
4.3 – Implementation matrix						X	X	
4.4 – Rollout meeting							X	

Bainbridge Island Waterfront Park Master Plan Budget

	SCI	LMN	HBB	PND	Zenovic	WALC	Total
1.1 Project schedule & engagement	7800	570	556	0	0	0	8926
1.2 Policy assessment	3600	3400	3776	700	600	0	12076
1.3 Base maps	2400	1410	1656	0	600	0	6066
1.4 Site and context assessment	3800	4020	3312	0	600	0	11732
2.1 Storefront studio	15600	9120	9776	2100	1800	2400	38396
2.2 Alternatives refinement	2000	6260	9288	350	1200	0	19098
3.1 Draft design & strategy	8800	5680	5952	350	0	800	20782
3.2 Open house/workshop	2800	2840	2224	0	0	0	7864
4.1 Final concept plan	6400	2840	8592	350	1200	0	19382
4.2 Partner meetings	1200	1160	1112	0	0	0	3472
4.3 Implementation matrix & RCO grant	3400	1140	14420	1400	900	0	21260
4.4 Rollout	2000	1160	1552	0	0	0	4712
Fee total	59800	39600	62216	5250	6900	3200	173766
Reimbursable expenses (8%)							13901
Project budget							187667

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Planning Commission Appointments	Date: September 18, 2013
Agenda Item: Council Discussion	Bill No.: 13-130
Proposed By: Mayor Bonkowski	Referral(s):

BUDGET INFORMATION

Department: Legislative	Fund:	Munis Contract #
Expenditure Req: none	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:
City Manager ☐ Yes ☐ No ☒ N/A	Legal ☐ Yes ☐ No ☒ N/A
	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider recommended appointments to the Planning Commission.

History:

A call for participation was advertised in the Bainbridge Review and the Islander, posted on the City's web site, and distributed via email on July 26 and August 16, 2013. Six applications were received and one applicant later withdrew. The interview panel of Mayor Bonkowski, Planning Director Cook and Planning Commission Chair Lewars are forwarding their recommended appointments of John Thomas to Position #6 and Julie Kriegh to Position #7.

RECOMMENDED ACTION

Motion:

I move that the City Council confirm the appointment of John Thomas for Position #6 for a 3-year term ending June 30, 2016.

I move that the City Council confirm the appointment of Julie Kriegh for Position #7 for a 3-year term ending June 30, 2016.

From: [Virginia Brewer](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Wednesday, July 10, 2013 8:20:57 PM
Attachments: [Virginia Brewer resume.docx](#)

Name* : Virginia Brewer

Email* : [REDACTED]

**Daytime
phone:* :** [REDACTED]

Address:* : [REDACTED]

**Current
employer* :** Retired

**Current
position* :** Retired

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Planning Commission

**Have you
served on any
city advisory
groups in the
past?* :**

No

**If so, please
indicate
which
groups::**

**Please share
your
qualifications
for this
appointment
(skills,
activities,**

Having lived on Bainbridge Island for 35 years, I feel that I have a comprehensive understanding of the island's history and its values. I was a small business owner in Winslow in the 80's (The Cork Shop, Winslow Mall), served in the Bainbridge Schools as PTO president and president of the Multicultural Council, served on the Bainbridge Island Arts and Humanities Council board of directors, including president for two years, and currently serve on the board of Friends of the Farms as vice president. Serving on these groups has given me a full understanding of the many aspects of the island, of the comprehensive plan, and of the workings of the local government.

In addition, I have a masters degree in adult education, working

**training,
education) if
any::**

as an ESL instructor at Olympic College for approximately 15 years. In that capacity I have facilitated learning experiences and developed the important ability to listen to all points of view and create an environment where respect for others is vital. Finally, as a member of the management team for Winslow Tomorrow I have become familiar with land use issues. And, lastly, I am an avid gardener. This has given me an appreciation of the natural environment that carries over into all aspects of my life.

**Please share
your
community
interests
(groups,
committees,
organizations)
if any::**

President, Commodore PTO
Co-chair Bond Issue campaign to build Woodward Middle School
Bainbridge Island Arts and Humanities Council - board member
and president
Public Art Committee - chairperson
Facilitator - Winslow Tomorrow
Friends of the Farms - board member and vice president

**Feel free to
attach your
resume
(optional)::**

Virginia Brewer resume.docx

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RESUME

Virginia L. Brewer

Tel: [REDACTED]

e-mail: [REDACTED]

Education:

B.A. Mount Holyoke College 1968 (English Literature)

M.Ed. Antioch University Seattle 1996 (Adult Education)

Work Experience:

1969-1971 U.S. Peace Corps, Afghanistan (teacher of English)

1973-1976 Arthur Andersen (computer tax assistant)

1981-1988 Business Owner (The Cork Shop), Winslow, WA

1991-2005 Instructor, Olympic College (ESL), Bremerton, WA

Civic Activities:

PTO President, Commodore Middle School, Bainbridge Island, WA

Co-chair Bond Campaign for Woodward Middle School

Bainbridge Island Multicultural Council, President

Bainbridge Island Arts and Humanities Council, Board Member and President (7 years)

Facilitator, Winslow Tomorrow

Friends of the Farms, Board Member and Vice President (current)

Avid Gardener, Bainbridge in Bloom garden owner 3 times

From: [James Forsher](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Wednesday, May 29, 2013 5:14:44 PM
Attachments: [forsher CV 7 2 12.doc](#)

Name * : James Forsher

Email * : [REDACTED]

**Daytime
phone: * :** [REDACTED]

Address: * : [REDACTED]

**Current
employer * :** Self

**Current
position * :** Media Professional

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Historic Preservation Commission, Planning Commission

**Have you
served on any
city advisory
groups in the
past? * :** No

**If so, please
indicate
which
groups::**

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::**

Planning: I have a Masters and PhD in Urban Planning from the University of Southern California. I have taught planning for many years and worked in the LA Mayoral office.

Historic Preservation: One of my areas of interest in planning and in my media work. Please visit www.forsherproductions.com for list of programs dealing with American culture.

Please share

**your
community
interests
(groups,
committees,
organizations)
if any::**

**Feel free to
attach your
resume
(optional).:**

forsher CV 7 2 12.doc

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Curriculum Vitae

James Forsher PhD

[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]
[REDACTED]

Current and Previous Academic Positions

Seattle University. Seattle, WA. Associate Professor. College of Arts and Social Sciences 9/2007 - Retirement, July, 2012.

California State University, East Bay. Associate Professor & Director, Broadcast Production Program. Department of Communication. 9/2001 to 6/2007

Florida State University: Asst. Professor, School of Communications. 9/97 - 6/01

Temple University: Visiting Professor, School of Communications. 9/92 - 6/93

Fullerton College: Instructor, Communications Department. 1/90 - 1/91

University of California, Los Angeles, Instructor in Film and Video, Performing Arts (Extension): 1983 – 1987

Los Angeles Unified School District ESL Instructor 9/77 - 6/85

Teaching Experience Mass Communications

Introduction to Mass Communications aka Introduction to Mass Media. 1997 - 2011

Film and Video Production

Documentary Production: Techniques and theory behind creating short form and long form documentary videos. FSU CSUEB & SU 1997 to the present.

Single Camera Production. ENG newsgathering techniques, both for news and long form documentary. Fullerton College, 1990. FSU, CSUED & SU. 1997 to the present.

Broadcast News. Introductory course examining news reporting, gathering, editing and 3 camera studio production. FSU, CSUED & SU 1997 to the present.

Pre Production Planning. Overview of process preparing for the production phase. CSUH, Winter 2002 - 2007

Post Production. Instruction in linear and non linear editing, concentrating on Avid, Final Cut Pro and Premiere. FSU, CSUEB & SU 1997 - 2012

Management of Film and Video Production Overviewed the process and costs in producing and distributing commercials, documentaries, corporate videos and films. Temple University, Philadelphia PA Spring, 1993

Script to Screen: Dramatic Video Production A three quarter long production class that takes students through the production process, from script development, shooting and editing to client delivery.

University of California, Los Angeles Ext. 1984

TV Studio Production Introductory course in three camera studio production. A "Hands On " approach covering all aspects of production.

Fullerton College, 1990. FSU and CSUEB 1997 to 2007

Producing the Public Service Announcement Production class focusing on the completion of a 30 second long PSA. Students produced piece for the California Coastal Commission.

University of California, Los Angeles Ext.1985

Graphics

Introduction to Graphic Communications Introductory course overviewing programs to be used in video editing as well as website creation. Photoshop, Illustrator, After Effects, Dreamweaver and Motion. 1997 to 2012

Film History

Race, Class and Ethnicity: A Critical Analysis of Film, Television, Radio, Music and Advertising. Summer 2011 & 2012. Seattle University. Online survey course.

History of Popular Entertainment Overview of the influence of mass culture on the entertainment medium; radio, TV and Film.

Temple University, Philadelphia. Spring, 1993

Introduction to Film Analysis Writing intensive class that reviewed style and content of feature length films.

Temple University, Philadelphia, PA Fall, 1992

Film Theory and Aesthetics Review of Film history, including an examination of the works of such writers as, Truffaut, Eisenstein, Bazin, Bordwell and Sontag. Temple University, Philadelphia Fall, 1992

Censorship in the Cinema. Survey Course. 2009 – 2012. Seattle University

Urban Planning

Urban Planning Workshop. Taught with Sam Casella. Planner in Residence. Florida State University. 1999

Introduction to Urban Planning. California State University, East Bay. Winter Quarter, 2004.

Urban Planning Workshops. 2002- 2006. Week long workshops focusing on American planning institutions. Students were Chinese planners coming over in for 2 week course of study. CSU East Bay.

Documentary Films I Produced 1975 – the Present

James Forsher Productions 1979 - present. : Producer/Director of documentaries and commercials. Clients & sales include Discovery Channel, Learning Channel, Arts and Entertainment Network, The Movie Channel, Cinemax, TCI/Liberty Media, E! Entertainment Television, Warner Home Video, IVE Home Video, MPI Home Video, Polygram, Matchbox Toys & PBS.

Pearson Education. Consulting Producer 2005 –2011. Produced over 60 short documentary 'webisodes,' created over 100 online assessments and supplied over 150 archival film and video clips for various academic textbooks

Best Little Towns in America (Producer,writer)

(2002) Half hour pilot that examines small towns throughout America.

Lost Warriors (Producer) PBS Airing, June 2002

Half hour documentary on homeless Vietnam Vets. Winner. Telly Award

Changing Culture of the Workplace (Producer/Director/Writer)

(1995) funded by a grant from the California Dept. of Education and aired nationally on PBS in 1996. 8 part series explores the changing socioeconomic structure of the workplace and how to best prepare for the changes ahead.

Japanese /American Propaganda Wars (Producer/Co Writer)

(1993) For the Arts and Entertainment Time Machine series; the show explored the propaganda war that occurred during World War Two.

The Hollywood Censorship Wars (Producer/Co Writer)

(1993) For the Arts and Entertainment Time Machine series, the show explored the battle to censor movies, going back to 1893 and up through the Senate hearings about violence in the movies during 1992.

The Future That Never Happened (Producer/Co Writer)

(1993) For the Arts and Entertainment Time Machine series, the show explored popular forecasts of the future made over the past 200 years and how many have or have not come true.

The 1960's (Producer/Writer)

(1992 - 1993). 13 part series for Liberty Media's Encore! movie channel. the series looked at cultural life during the 1960's in America.

Hollywood Chronicles (Producer/Writer/Director)

1989. 26 part series produced for the Discovery Channel and hosted by Jackie Cooper. Focused on the history of motion pictures and its impact on America. Episodes included shows on censorship, racism and stereotyping, religion, cultural values and gender issues.

Hollywood Christmas Story (Producer/Writer/Director)

(1988) Produced for the Discovery Channel, one hour special explored the tale of Christmas as told through the movies both on and off screen. Hosted by Rosemary Clooney.

Hollywood Ghost Stories (Director/Writer)

(1984) Hosted by John Carradine. Feature length special about the myths of hauntings that take part in and around Hollywood. Aired on. Cinemax, Movie Channel, Discovery & Warner Home Video,

Hollywood Uncensored (Co-producer and director.)

(1986) Hosted by Peter Fonda & Doug Fairbanks Jr. Focus is on Censorship and movies as told from the 1920's to the mid 1980's. Movie Channel, Cinemax, Warner Home Video

Ticket to Hollywood (Producer/Director)

(1983) Feature length special on the publicity system in Hollywood during the 1920's and 1930's.

Movie Channel, Media Home Entertainment

KNBC Channel 4, Public Affairs (Associate Producer)

(1980 - 1982) Produced segments dealing with cultural and religious affairs in Los Angeles..

Cadillac Hotel (Producer/Director)

(1979) Cinema verite style documentary hosted by Ed Asner on a Venice, California hotel of men and women ages 80 - 105 who had kept up a community for nearly 60 years. Aired on the Learning Channel/PBS series "All About Us" in the mid 1980's.

Papers and Lectures

Mass Culture and Urbanization: The relationship between the growth of Motion Picture Theater Districts and the Development of Downtown America 1900 through 1930.

Popular Culture Association March 23, 1996 (Talk)

Microsoft Corporation: Director, TV Production Spring Comdex 1992.

Commercials: Produced a variety of commercials. Clients included New York Seltzer, American Red Cross, Hasbro, Tyco Toys, Matchbox Toys. 1983 - present

The Unseen Cinema: Censorship before 1932 Pacific Film Archives
December 18, 1993 (lecture with film clips)

The Animated Enemy. SIFF Film Festival. Seattle, WA . 2009 & 2010.

Current and ongoing Research Projects

Star Trek: Banned in the USA Examination of how intolerance was reflected in motion pictures, focusing on the the first year of Star Trek, which was banned in numerous stations around the USA.

Elvis and the Girl from Vienna Feature length biographical documentary about my childhood years between 1956 and 1958, when I tried to get me mom fired as Elvis Presley's personal secretary.

Community of Cinema Author. Greenwood Press February 2003. Reviews the development of the movie theater in America and its impact on public space, defining community and downtown form.

Academic Background

1995 – 2000 Doctorate, University of Southern California, School of Urban & Regional Planning

1977 - 1980 Masters of Urban and Regional Studies, University of Southern California

1971 - 1975 Bachelors in Psychology University of California, Santa Cruz

References

James Forsher

Several letters of reference and supporting statements can be found on my website: [REDACTED]

In addition to these references, here are 3 additional ones;

Professor Brian Mackenzie
Department of Marketing and Entrepreneurship
California State University, East Bay
[REDACTED]

Dr. Geoff Potter
Emeritus,
Faculty of Education,
University of Victoria
British Columbia,
Canada
[REDACTED]

Stephen Sheppard
Producer/Editor w/ 60 Minutes. CBS Television
Emmy award winning editor/producer who has spent the last
30 years at CBS News, 25 of them at "60 Minutes".
[REDACTED]

From: [Michael Gearheard](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Monday, June 03, 2013 8:12:50 AM

Name * : Michael Gearheard

Email * : [REDACTED]

**Daytime
phone: * :** [REDACTED]

Address: * : [REDACTED]

**Current
employer * :** None

**Current
position * :** Retired

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Planning Commission

**Have you
served on any
city advisory
groups in the
past? * :**

No

**If so, please
indicate
which
groups::**

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::**

I worked for the Environmental Protection Agency for over 30 years, holding senior management positions in the Superfund and water programs before retiring in 2009. Have a BS degree in zoology from U of W. Served as a Peace Corps Volunteer in Nepal for three years. Interests include fly fishing, walking/hiking, wood working, boat building, and etc.

**Please share
your**

**community
interests
(groups,
committees,
organizations)
if any::**

Am mostly interested in preserving the quality of life and the environment in our area -- Bainbridge and Puget Sound. Specific interests include water quality, fish habitat, shoreline and natural area protection.

**Feel free to
attach your
resume
(optional).:**

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From: [Julie Kriegh, AIA, LEED AP, International Passive House Consultant](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Friday, August 30, 2013 6:17:26 PM
Attachments: [KrieghBio&FirmProfile-d.3_08.28.13.docx](#)

Name* : Julie Kriegh, AIA, LEED AP, International Passive House Consultant

Email* :

**Daytime
phone* :**

Address* :

**Current
employer* :** KRIEGH ARCHITECTURAL STUDIOS

**Current
position* :** Principle

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Planning Commission

**Have you
served on any
city advisory
groups in the
past?* :**

Yes

**If so, please
indicate
which
groups::**

Planning Commission 2000-2004

**Please share
your
qualifications
for this
appointment
(skills,
activities,**

Julie Kriegh is a principal of Kriegh Architecture Studios, a member in good standing with the AIA, a LEED AP, and a certified International Passive House Consultant and is responsible for high performance building development at her firm. During her professional career she worked as an Associate for Weinstein | AU and worked for well known architectural design firms NBBJ and Miller Hull Partnership before founding her own practice in 2000. Her projects (her firm and while at other firms) have received awards and recognition from the AIA, NAARP, and What Makes it Green among others. Most recently, Julie Kriegh has been accepted to write an article for the

**training,
education) if
any::**

American Planning Association 2015 book project for their national conference. She is a graduate of Duke University and has a Masters of Architecture Degree from the University of Washington. She is currently working toward her PhD at the University of Washington College of Built Environments. The focus of her work is on tenant engagement in high performance buildings and EcoDistrict communities.

**Please share
your
community
interests
(groups,
committees,
organizations)
if any::**

Julie Kriegh has been teaching and working at the University of Washington in the College of the Built Environment Green Futures Lab over the past three years. Her work focused on City planning for the City of Edmonds and the City of Burlington. For the City of Edmonds, the team researched and wrote a special district form based code that coupled housing affordability with sustainable building performance, and green stormwater infrastructure. The work conducted for the City of Burlington will be the basis of their comprehensive plan visioning and rezoning with in the community.

In addition to working, teaching and researching at the University of Washington, Julie has spent the last 10 years working with Hyla Middle School on their Buildings and Maintenance Committee. Over the past 4 years she served on the board of trustees and lead the effort to create a New Strategic Plan for the school to envision the school in 5, 10, 15 and 20 years into the future.

Julie is also a member of the Port Madison Yacht Club and has been involved in organizing adult sailing classes for the community.

While serving as a member of the planning commission in 2000-2004, Julie participated in the Shoreline Master Plan update, the effort for Winslow Tomorrow, the Comp Plan Update, the formation of the Design Review Board, and served on the Mayor's 90 day committee to address big box retail on the island.

Julie is also a member of the Housing Development Consortium of King County and will be giving a talk for the members on high performance passive house construction for multifamily residences, funding and design processes.

**Feel free to
attach your
resume
(optional)::**

KrieghBio&FirmProfile-d.3_08.28.13.docx

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Firm Philosophy

Connecting the dots between People, Place and Performance

Architectural design services require the coordination and harmonizing of many complicated details. Those details include technical details, human details and the details of the environment. The benefit of KRIEGH ARCHITECTURAL STUDIOS is that we connect all of these details into simple, elegant designs that work for our clients and work for the environment. Julie Kriegh, AIA and her staff ensure that each client receives the benefits of a unique mix of details- "dots" that are connected with insight and attention to detail.

Connecting People

The people that are brought together are key to the success of every project. KRIEGH ARCHITECTURAL STUDIOS allows the voices of each to be valued and incorporated into the overall vision. Julie and the company provide clarity as good listeners and creative problem solvers for their clients by engaging a highly experienced team who are not only skilled but also care deeply about performance. Early in the design process, Julie brings together: the client, contractor, engineers, craftspeople, artisans, and city planners to identify key design factors, budget expectations, timelines, and governing codes. This process is design-build at its best.

Connecting Place

The places designed by KRIEGH ARCHITECTURAL STUDIOS feel "just right". Whether they are new construction projects or renovations. Materials, rooms, buildings, properties, communities designed spaces create emotional responses because they engender these common characteristics:

- Human scale
- Comfort and warmth
- Alignment and elegance
- Timeless, enduring and vital design
- Efficiency and "just right" space planning
- Responsive to sunlight, ventilation, and views to the outdoors

Connecting Performance

The tangible benefits of working with KRIEGH ARCHITECTURAL STUDIOS come out in designs that perform in environmentally sustainable ways and that are dialed into the specifics of climate, site orientation, window placement, building form and materials using PHPP computerized modeling software. Because we can connect these dots very early in the design process, we can work with the team to dial in the budget to meet our client's expectations.

High-performance and low-impact designs are:

- Resource efficient and right sized structures
- Have a low-impact on the natural environment
- In harmony with the natural world
- Protect occupant health with good indoor air quality and comfort
- Reduce wasted energy and are more affordable to own and operate over time
- Designs that can be modified to meet the changing dynamics of home or work places

Firm Profile

Founded in 2000

KRIEGH ARCHITECTURAL STUDIOS is a design firm dedicated to creating a sustainable sense of place in its buildings and community plans throughout the northwest. The firm transforms clients' goals into three-dimensional reality by focusing on people, places, and performance. The first element, people, represents the highly skilled teams that cooperate to problem solve and mitigate risk. The second element, places, represents designs that fit into the natural environment, support vibrant communities, and engender a sense of comfort and welcome. The third element, performance, speaks to the firm's high-performance, energy efficient designs and that incorporate sustainable technologies as well as natural influences such as weather, wind, and sun. Kriegh designs, whether single homes or large communities, adhere to the values of sustainability, affordability, efficiency, and longevity; are elegant and comfortable; and are aligned with their purpose and their settings.

Firm Commitment to Sustainability

True sustainability is infused in all aspects of a design. It's not simply about renewable energy, it's also about designs that require less energy altogether. High performance buildings (HPB) are the result of several combined factors, including easy operation and maintenance, solar, day lighting, high performance building envelope (super insulation and high performance windows), recyclable materials, smart use of water, effective siting, efficient ventilation systems, longevity, and design flexibility. KRIEGH ARCHITECTURAL STUDIOS takes into account all of these factors and has completed a high level of training in the area sustainable design, including:

- International Passive House Designer (PHPP Quality Approved Passive Houses) Certification in high-performance design
- LEED (Leadership in Energy and Environmental Design) Accredited Professional
- Research in the UW Built Environment PhD Program

Firm Commitment to an Inclusive Design-Build Approach

Project success is realized when the client's dreams and ambitions for excellence, meets the client's established budget in the expected timeframe with high performance and low-impact on the environment. KRIEGH ARCHITECTURAL STUDIOS is committed to collaborating with the client, the contractor, and design professionals from project inception to project completion to ensure that we achieve these project goals. KRIEGH ARCHITECTURAL STUDIOS uses a variety of tools and methods to accomplish these results, including connecting the dots with:

- Regular team meetings for open and transparent communication
- Co-location/meetings with the contractor on a weekly basis
- Budget reviews at each project milestone
- Excellent working relationships with the city and project engineers
- Timely information for informed decision-making
- Computerized building performance modeling and on going research and education
- Not to exceed estimate of fees tied to project schedule
- Dedication to excellence, focus, and rigor in every phase of the project

- Questions encouraged – creativity, collaboration, optimism and innovation required

Firm Capabilities

Programming	Site planning	Master planning	Renderings
Land Use Permitting	Design and Construction Documents	Construction Observation	Workshop Facilitation
Specifications	Building Permitting	GIS mapping	Budgeting
LEED, Evergreen, Built Green and Passive House Designs	Sustainable Design and Documentation	Integrated Design- Build Approach	Project Scheduling and Management

Firm Rates and Contracts

KRIEGH ARCHITECTURAL STUDIOS uses established AIA contracts for every project (See example). We bill hourly and invoice monthly not to exceed a maximum fee corresponding to a scope of work that has been established by the architect and the owner.

Firm Awards and Publications

- AARP Livable Communities Design Award (Vineyard Lane)
- 3-Star Built Green Rating (Vineyard Lane)
- Northwest Home Magazine- features "Yonder" - Euclid Avenue Residence
- Tour of Architects- features "Yonder" - Euclid Avenue Residence
- AIA Bronze Design Award (NewHolly)
- WA Council AIA Civic Design award of Merit (NewHolly)
- IES Seattle Chapter Award (SeaTac Lighting Master Plan)
- Seattle AIA Award of Merit (UW Olympic Natural Resource Center)
- Yarrow Point Residence featured in Built-in-Furniture

Leadership

KRIEGH ARCHITECTURAL STUDIOS connects the dots by bringing together experienced professionals to work with clients, city and regional planners, and community members. The KRIEGH ARCHITECTS team brings a high level of professionalism, innovation, and expertise to ensure the success of every project in connecting people, place, and performance.

Julie Kriegh, AIA, LEED AP, Principal

Julie Kriegh's concern for the environment led her to become an architect after researching and studying marine ecosystems at Duke University. Since then, environmental sustainability has been an aspect of all of her building designs from custom single family and multi-family residences; to affordable housing communities; to religious, medical, educational and municipal facilities. As Principal of KRIEGH ARCHITECTURAL STUDIOS, Julie Kriegh transforms her clients' goals into three-dimensional reality while adhering to the values of sustainability. She offers straightforward, team-oriented design services that result in elegant, comfortable spaces that are aligned with the clients' emotional and functional goals. Julie's designs have won numerous awards, most recently, the Livable Communities Design Award. In addition practicing architecture with KRIEGH ARCHITECTURAL STUDIOS, she is currently working toward her Ph.D. at the University of Washington's Built Environment Program and is trained in high-performance Passive House design as well as LEED AP certified. Through her research at the University of Washington, Julie is seeking opportunities to research affordable high performance housing concepts and tenant engagement, and teach strategies to combine low-impact site design and sustainable high performance design principals to graduate students.

Memberships and Education for Principal Julie Kriegh, AIA

- AIA Member, Seattle and National Chapters, Member
- US Green Building Council (USGBC), Member
- International Passive House Consultant
- CSBA (Certified Sustainable Building Advisor)
- Emerge Leadership for a Sustainable Society, Alumni
- Housing Development Consortium of King County, Member
- NCARB (National Council of Architectural Registration Boards), Certificate
- Registered Architect, State of WA
- University of Washington, Masters of Architecture
- Duke University, BA Fine Arts
- Duke University, Marine Laboratory Field Studies, Participant

From: [John Thomas](#)
To: [CityAdmin](#)
Subject: Citizen Advisory Group Application
Date: Friday, June 07, 2013 9:03:19 PM

Name* : John Thomas

Email* : [REDACTED]

**Daytime
phone:* :** [REDACTED]

Address:* : [REDACTED]

**Current
employer* :** NBBJ

**Current
position* :** Architect / Project Manager

**I am
interested in
serving on
one of the
following
advisory
groups (select
all that
apply)::**

Design Review Board, Planning Commission

**Have you
served on any
city advisory
groups in the
past?* :**

Yes

**If so, please
indicate
which
groups::**

Design Review Board

**Please share
your
qualifications
for this
appointment
(skills,
activities,
training,
education) if
any::**

See qualifications from previous application...I can resend if necessary.

BI Design Review Board member and past chair.

**Please share
your**

**community
interests
(groups,
committees,
organizations)
if any::**

BIFC Soccer Coach
Board Member, Bainbridge Island Land Trust

**Feel free to
attach your
resume
(optional).:**

Powered by [EmailMeForm](#)

JOHN H. THOMAS, AIA, NCARB, LEED® AP

Summary of Qualifications

Dedicated, driven leader with experience ranging from a managing principal in high-end architectural design firms to a strategic member of corporate leadership teams in large-scale client organizations. Strong leadership skills combined with an extensive background in building design, project management, and 21st-century sustainable design concepts. Solid, successful experience managing growth and transition in closely-held organizations. A team-builder with a passion for design balanced by practical knowledge. Collaborative and thoughtful with an emphasis on quality, client service, and profitability.

- Strategic Planning
- Business Development / Growth Management
- Sustainability
- Project and Team Leadership
- Risk Management
- Design and Construction Management

Professional Experience

THOMAS & THOMAS LLC, Bainbridge Island, WA

2008 - current

FOUNDING PARTNER AND CEO (2003 – current)

Provide strategic leadership, design, management, and construction expertise for this full service architecture and interior design practice. Design-build construction services provided for high-end residential projects including site planning and estate master planning. Development activities include real estate acquisition, financing, market-driven development, and profitable disposition. Manage all budget development, cash-flow, subcontractor and vendor activities. Perform consulting / advisory roles with local, regional and national clients including a recent contract with the National Park Service.

MITHUN, Seattle, WA

2003 - 2008

PRINCIPAL (2004 – 2008) and DIRECTOR OF PROJECT AND RISK MANAGEMENT (2008)

As Principal and Project Director in this 200+ person multi-discipline design practice; led design teams for a number of large scale, award-winning projects with an emphasis on integrated approaches to sustainable design. During a time of rapid growth for the company, worked closely with CEO and COO to expand and improve business development, risk management, and project delivery strategies and provide mentoring, guidance, and direct support to project teams for a wide range of public and private clients.

- Led project teams on award-winning large-scale urban mixed use projects (\$30 - \$60 million construction value) including sustainable urban planning, high-rise and low-rise mixed use residential, and non-profit community organizations.
- Co-led leadership team with CEO in the Urban Placemaking Marketing Alliance, responsible for development and management of \$1.1 million annual budget for marketing activities, go/no-go decisions on project leads, and strategic planning for long-term market development.
- Implemented the development and use of updated and modified AIA industry-standard contracts for all projects to streamline contract drafting and review process within the firm, establish a balanced approach to risk management and negotiation of individual contracts, and to provide consistent, accurate scope and fee commitments.
- Led recruiting process to identify and fill key Principal leadership position in the Interior Design group. Brought together goals and priorities of Board of Directors, HR team, departmental leadership, and directed the work of outside recruiting firm
- Coordinated a successful effort with CFO and outside consulting firm to identify, define, and capture significant tax credits for research and development activities

VULCAN INC., Seattle, WA

2001 - 2003

VICE PRESIDENT, ART DESIGN AND CONSTRUCTION

Directed department consisting of three working groups and a total of thirty staff performing a wide variety of functions in Paul Allen's 500-person management and development company. Reported directly to CEO Jody Patton and served on Vulcan's Executive Council and Divisional Leadership Team to develop and

implement company's strategic plan, corporate policy, and management activities. Managed design and construction teams responsible for over \$1 billion in capital projects ranging from the new Seattle Seahawks stadium to private residential properties and special use projects worldwide. Supervised art team responsible for executing acquisition, curatorial, and management strategies for extensive private collections.

- Developed and implemented organizational systems and procedures for this newly formed department in order to streamline decision making and increase productivity.
- Facilitated inter-departmental teams evaluating new project initiatives to ensure balanced and thorough analysis. Resulted in new development strategies for several projects to increase their efficiency and effectiveness.
- Simplified internal reporting protocols and implemented efficiency programs throughout the department to reduce overhead costs by 20%.
- Streamlined departmental structure and headcount in response to reduction in projected workload.
- Initiated restructuring of management and construction teams for selected projects in order to bring them in line with schedule and budget.
- Led pre-programming design phase for new \$100 million research institution.

B A R ARCHITECTS (BACKEN ARRIGONI & ROSS), San Francisco, CA

1990 - 2001

CHIEF EXECUTIVE OFFICER (2000 - 2001) and MANAGING PRINCIPAL (1997 - 2000)

Led implementation of strategic vision, business development, and operations for this 100-person highly regarded San Francisco architectural design firm. Governed top-level financial decisions with firm's Board of Directors. Supervised all project Principals, Vice Presidents, HR Director, Controller, and Marketing Director. Oversaw project teams in a wide range of high-end market sectors including housing of all types, corporate facilities, custom homes, restaurants, wineries, clubhouses, resorts, and retail and entertainment facilities.

- Managed growth and staff development of firm from 75 to over 100 people. Responsible for all recruiting, performance reviews, compensation and pricing decisions, staff scheduling.
- Firm received California Chapter AIA's highest honor, 2000 Firm of the Year Award, for sustained design excellence.
- Increased firm's profitability from 10% to 24% over a four year period.
- Successfully directed management of \$15 million in-house cash flow and over \$100 million in construction annually.
- Developed and implemented first-generation ownership transition program in collaboration with founding principals, creating a balanced and sustainable strategy for maximizing founders' investment value while providing attractive growth opportunities for senior staff.

Also held previous positions as Vice President, Project Manager, and Senior Architect with successful management of high-profile clients and major projects (1990 - 1997).

NBBJ, San Francisco, CA

1988 - 1990

SENIOR DESIGN ARCHITECT

Directed design and production work for large scale commercial and institutional projects in California.

KOHN PEDERSEN FOX, New York, NY

1986 - 1988

SENIOR ARCHITECT

Managed design, project management, and construction administration work on large scale commercial developments worldwide.

OLSON WALKER (OLSON SUNDBERG), Seattle, WA

1983 - 1986

PROJECT ARCHITECT

Managed design, project management, and construction administration work on high end residential and commercial projects in Washington State.

Education and Training

- Master of Architecture, University of Pennsylvania, Philadelphia, PA
- Bachelor of Arts in Environmental Design, University of Washington, Seattle, WA
- Business and Practice Management, Advanced Management Institute, San Francisco, CA
- Real Estate Development and Finance, Wharton School of Business, Philadelphia, PA

Awards and Affiliations

- Lloyd Crossing Sustainable Urban Design Plan, Portland (Mithun)
 - ✓ Honor Award for Regional and Urban Design, American Institute of Architects, 2006
 - ✓ Top Ten Green Award, AIA Committee on the Environment (COTE), 2005
 - ✓ Award for Planning, EDRA/*Places* Awards, 2005
 - ✓ Commendation, AIA Seattle Chapter Honor Awards Program, 2004
- Mosler Lofts, Seattle (Mithun)
 - ✓ 2008 Regional Top Ten Green Award, AIA Seattle Chapter
 - ✓ 2008 Multifamily Community of the Year and Best High-Rise Condominium Community, NAHB Pillars of the Industry Awards
 - ✓ 2008 Grand Awards: Attached Urban Residential Project of the Year, Best Sustainable Residential Neighborhood – Attached, Best Attached Housing Project (For Sale) High Rise (8 Stories and over), Pacific Coast Builder's Conference 2008
- Harbor Square Condominiums, Bainbridge Island (Mithun)
 - ✓ 2007 Grand Award, Project of the Year: Mid-Rise, Multifamily Executive
- Condominium National Risk Management Roundtable, member, 2007 – 2008 (Hall and Associates)
- United States Green Building Council, Green Risk advisory panel, member, 2007 – 2008
- United States Green Building Council, LEED® Accredited Professional
- Firm of the Year Award (B A R Architects), American Institute of Architects (California Council), 2000
- American Institute of Architects
 - ✓ Board of Directors, San Francisco chapter, 1997 – 1999
 - ✓ Member, national, state, local levels
- Advanced Management Institute, San Francisco
 - ✓ COO Forum, charter member
 - ✓ Member, Bay Area Risk Management Forum, 1999 - 2001
- Los Angeles Cultural Arts Commission, Design Excellence Award, 1990 (NBBJ)
- Registered Architect in California and Washington
- National Council of Architectural Registration Boards, certificate holder
- Park Presidio Neighborhood Association, Steering Committee member, San Francisco, 2000 – 2001