

**CITY OF BLAINE**  
**REQUEST FOR COUNCIL ACTION**  
**MEETING DATE:** November 22, 2006

**SUBJECT:**

Consultant services to produce a Trails and Open Space plan as directed in the City of Blaine Parks & Recreation Plan.

**PROPONENT:**

Parks Director and Parks & Cemetery Board

**PREPARED BY:** Terry Galvin, Parks Director

**AGENDA LOCATION:** Comments/Communications ☐ Consent ☐ Committee Reports ☐  
Unfinished Business ☐ Council Action Items ☐ Public Hearing ☐ Standing Committees ☐

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**ATTACHMENTS:**

- Contract & Scope of Services
- RFP Response from Osprey Environmental Services, Inc.

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**REQUEST:**

Under this contract, the consultant will provide trails and open space planning services to the City of Blaine. This will include project coordination and facilitation. The Consultant will assist with project coordination tasks, develop presentations and background materials. A key element to the scope of work will be to staff and facilitate a trails committee who will play a strong role in the plans development and hopefully, implementation. The Consultant will also play a lead role in providing for public review of the plan at appropriate times during its development.

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**RECOMMENDATION:**

Staff and a subcommittee of the Parks Board have reviewed the materials submitted by Osprey Environmental Services, Inc., interviewed the firm and provided a tour of the City prior to bring their findings to the Parks Board. The Parks Board and staff recommend approval of the contract.

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**FISCAL ANALYSIS:**

The Parks fund has the necessary funds to pay for these services.

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**REVIEWED BY:** City Manager \_\_\_\_\_ Finance Dir. \_\_\_\_\_ City Clerk \_\_\_\_\_

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**COUNCIL ACTION:**

☐ Approved    ☐ Denied    ☐ Tabled/Deferred    ☐ Assigned to: \_\_\_\_\_

**COUNCIL ACTION:** \_\_\_\_\_

**CITY OF BLAINE  
PROFESSIONAL SERVICES AGREEMENT  
With Osprey Environmental Services, Inc**

**THIS AGREEMENT** is between the City of Blaine, a municipal corporation (hereinafter referred to as "City") and Osprey Environmental Services, Inc (hereinafter referred to as "Consultant").

**WITNESSETH:**

**1. SCOPE**

Consultant agrees to provide professional services to assist the City of Blaine in the Development of a final Trails and Open Space Plan as outlined in **Attachment A, Scope of Services**. All activities associated with this contract shall be subject to a "Notice to Proceed" by the City prior to the commencement of work.

**2. TERM**

The Contract shall commence on December 11, 2006 and will terminate on August 1, 2007 unless extended by separate amendment to this Agreement.

**3. COMPENSATION**

City shall pay Consultant as indicated in Attachment A. Invoices shall be submitted on a monthly basis and will be processed within 30 days of receipt.

**4. RELATIONSHIP OF PARTIES**

Consultant and its personnel shall act as independent contractors and not as employees of the City. Within the performance of these duties, Consultant shall work under the direction of the City Manager. Consultants contact person shall be the City Manager or his designated representative.

**5. LICENSE AND TAXES**

Consultant shall possess all licenses required to fulfill its obligations under this Agreement.

**6. INSURANCE AND HOLD HARMLESS**

Consultant agrees to indemnify City, its officers, council members, employees and agents for any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs, arising out of claims by any party or any third parties for property damage or bodily injury, including death, arising directly or indirectly, in whole or in part from the negligence or willful misconduct of Consultant, Consultant's employees, affiliated corporations, and subcontractors in connection with the project.

City agrees to indemnify Consultant from any claims, damages, losses, and costs, including, but not limited to, attorney's fees and litigation costs, arising out of claims by third parties for

property damage or bodily injury, including death, arising from the negligence or willful misconduct of City, or its employees or contractors (other than Consultant) in connection with the project., except that such indemnification shall be limited to the City's proportion of responsibility for the claim, damage, loss or cost.

## 7. GENERAL CONDITIONS

A. Reports and Information. Consultant, at such times and in such forms as the City may require, shall furnish the City such reasonable periodic reports and documents as it may request pertaining to the work and services undertaken pursuant to this Agreement, the costs and obligations incurred or to be incurred in connection; herewith, and any other matters covered by this Agreement. Consultant will maintain accounting records in accordance with generally accepted accounting principals and practices to substantiate all invoiced amounts.

B. Entire Agreement. This Agreement constitutes the entire agreement between the parties and both parties acknowledge that there are no other agreements, written or oral, that have not been fully set forth in the text of this Agreement. There is attached hereto and incorporated by reference as part of this Agreement, Attachment A, Scope of Services.

C. Amendments. The parties hereby further agree that this Agreement cannot be amended or modified without the written concurrence of both parties.

D. Notices. Any notices required to be given by the City to Consultant or by Consultant to the City shall be in writing and delivered to the parties at the following address by certified mail, return receipt requested:

Gary Tomsic  
City Manager  
344 H Street  
Blaine, WA 98231

Ken Wilcox, Principle  
3900 Fraser Street  
Bellingham, WA 98229

E. Waiver. Failure to insist upon strict compliance with any terms, covenants or conditions of this Agreement shall not be deemed a waiver of such, nor shall any waiver or relinquishment of such right or power at any time be taken to be a waiver of any other breach.

F. Compliance with State, Local and Federal Laws. Consultant agrees to comply with all applicable local, state and federal laws in performance of all services under this Agreement.

G. Applicable Law: Venue. This Agreement shall be construed and interpreted in accordance with the laws of the State of Washington and in the event of dispute, the venue of any action brought hereunder shall be in Whatcom County Superior Court.

H. Attorney Fees: - The substantially prevailing party in any litigation arising hereunder shall be entitled to its reasonable attorney's fees and court costs, including appeals, if any.

**8. NONDISCRIMINATION**

Consultant shall not discriminate in employment or services to the public on the basis of sex, race, color, creed, national origin, age, marital status, physical, mental or sensory handicap except any employment action based on a bona fide occupational qualification.

**9. TERMINATION**

This Agreement may be terminated by either party for convenience upon thirty (30) days written notice to the other party, or for cause if either party fails substantially to perform through no fault of the other and does not commence correction within five (5) days of written notice and diligently completes the correction thereafter. Upon such termination, City will be entitled to reports showing the status of all matters upon which Consultant is advising the City as of the effective date of termination.

IN WITNESS WHEREOF the parties hereto executed this Agreement the date and year indicated.

Osprey environmental Services, Inc

\_\_\_\_\_  
Ken Wilcox  
Principal

\_\_\_\_\_  
DATE

**CITY OF BLAINE**

\_\_\_\_\_  
GARY TOMSIC  
City Manager

\_\_\_\_\_  
DATE

**DEPARTMENTAL APPROVAL**

\_\_\_\_\_  
MEREDITH RILEY  
Finance Director

\_\_\_\_\_  
DATE

**ATTEST**

\_\_\_\_\_  
SHERI SANCHEZ  
City Clerk

\_\_\_\_\_  
DATE



## Attachment A

### **Scope of Work & Fees** City of Blaine Trails & Open Space Plan

#### **SCOPE OF WORK**

The consultant will provide trails and open space planning services to the City of Blaine as follows:

**1. Project Coordination & Facilitation:** As directed by staff, the Consultant will assist with project coordination tasks, develop presentations and background materials. The Consultant will staff and facilitate Committee participation and public review of the plan at appropriate times during its development.

**2. Information Gathering:** The Consultant will review available background information, including existing plans, maps, and other relevant documents. Knowledgeable persons, including staff and members of the Trail and Open Space Committee, will be contacted to solicit information and suggestions relevant to the development of the plan.

**3. GIS Mapping:** A “study area” will be delineated, GIS data will be compiled, and a working basemap of existing sites, routes, and facilities will be prepared to facilitate discussion and analysis. Mapping will include existing and planned non-motorized trails, on-street bikeways, developed and undeveloped parks, public open space, potential trail corridors, and related sites and facilities within the City of Blaine and surrounding areas, including designated Urban Growth Areas. As the project precedes, potential or recommended sites, routes, and facilities will be added to the maps. Final mapping of recommended priority projects will include sufficient detail to support subsequent efforts toward design, funding, and implementation. The Consultant will coordinate with the City in obtaining available data and ensuring that the maps produced are compatible with the City’s mapping system.

**4. Field Survey & Facility Inventory:** A brief field survey will be conducted and an inventory of existing or planned trails and open space will be prepared in spreadsheet format.

**5. Planning Issues & Opportunities:** Several narratives will be drafted that address various planning issues and opportunities, criteria and recommendations in the current Parks and Recreation Plan, the need for facilities, and planning goals and objectives. These narratives will be folded into the draft plan later in the process.

**6. Long-Term Vision:** In consultation with staff and the committee, the consultant will prepare a long-term vision for a trails and open space network for Blaine and the surrounding area, including Urban Growth Areas, with links to other trails in the region.

**7. Short-Term Priorities:** Priority projects that can be developed over the near-term, particularly those that might be feasible within the next five years, will be identified and explored in some depth in terms of desired facility types, potential use, neighborhood needs, and cost-effectiveness.

**8. Project Implementation:** Implementation strategies will be developed for priority projects, including likely or potential funding sources, responsibility and the steps required to move through budgeting, funding, facility design, and actual development. Strategies for securing trail corridors, priority open space, and conservancy lands will also be addressed in the context of city planning, growth management, and ongoing development activity.

**9. Standards & Guidelines:** Accepted trail standards and guidelines will be summarized with design details included in the appendices as necessary. Information sources for trail user safety and education will also be provided.

**8. Draft & Final Plans:** A preliminary draft plan will be prepared for internal review (staff and Committee), followed by a public review draft that will be made available for public comment. Revisions will be made in consultation with City staff and the Committee and a final draft will be prepared which the City may formally adopt and implement. The Trails and Open Space Plan will include an introduction; description and background; the inventory of sites, routes, and facilities; a discussion of key issues and priorities; recommendations; general cost estimates for priority projects (for general budgeting and grant-writing purposes); funding and development strategies; potential funding sources; a summary of agency and public participation; and supporting maps, photos, and related information.

**9. Deliverables:** The Consultant will provide both printed and digital versions (MS Word and PDF formats) of all work produced. Printed/bound copies of the preliminary draft, copies of the public review draft, and copies of the final plan will be provided by the City. Map data produced under this contract will also be provided in Arc View format. A master copy of a two-sided (11x17) executive summary with a recommendations map will also be provided.

## **FEES**

The fees for the above described services shall not exceed \$20,000. Amendments to the scope of work may result in additional fees to be agreed upon by both parties.



**OSPREY ENVIRONMENTAL SERVICES, INC.**

3900 Fraser Street • Bellingham, WA 98229  
(360) 733-7014 • ken\_wilcox@comcast.net

October 23, 2006

Terry Galvin, Community Development Director  
City of Blaine  
322 H Street  
Blaine, WA 98230

Re: Trails & Open Space Plan RFP

Terry,

We are pleased to submit a proposal for professional planning services to help develop a Trails and Open Space Plan for the City of Blaine. Given the quick turn-around, our submittal is fairly brief, although I have included a spreadsheet summarizing the proposed scope of work and a rough schedule.

This is obviously an exciting project for the community and I'll look forward to working with staff and the committee in the event we are selected for this work. We are available to begin work within the next several weeks, if desired, and would anticipate no difficulty in completing the project by spring 2007.

It may be worth noting that Osprey Environmental Services prepared the Coast Millennium Trail Master Plan several years ago, which included trail and bikeway segments through Birch Bay, around both sides of Drayton Harbor, and across the border to White Rock, B.C.. We also provided mapping services to Ann Eissinger in developing a plan for wildlife protection and appreciation at Semiahmoo Bay. Most recently, we served as principal planner for the 2006 Island County Nonmotorized Trails Plan, which included recommendations for several hundred miles of on- and off-street facilities on Whidbey and Camano Islands, plus implementation strategies for about thirty priority projects. I have included a few work samples from two of these projects along with a general Statement of Qualifications.

If you have any questions, or if we can elaborate on any aspect of this proposal, please let me know. Thanks for considering Osprey for this project.

Sincerely,

Ken Wilcox  
Owner & Principal Planner



## **Proposal**

### **Blaine Trails & Open Space Plan**

**Prepared By:** Ken Wilcox, Osprey Environmental Services, Inc.  
**Date Submitted:** October 23, 2007  
**Estimated Budget:** \$20,000.00

**Project Description:** To assist staff, stakeholders, committee members, and the general public in developing a Trails and Open Space Plan for the City of Blaine, consistent with the guidelines contained in the Official Blaine Parks and Recreation Plan, including narrative, detailed maps, and implementation plan.

**Deliverables:** Draft/final documents, including GIS maps, in print and digital form.

**Scope:** A proposed scope of work in spreadsheet form is attached. Briefly, the work would begin with a review of available background information, including existing plans, maps, and other relevant documents. Knowledgeable persons would be contacted, including staff and members of the Trail and Open Space Committee. GIS data would be compiled and a working basemap of sites, routes, and facilities would be prepared to facilitate discussion and analysis. A brief field survey would be conducted and an inventory of existing or previously planned trails and open space would be prepared (in spreadsheet format). Several narratives will be drafted that address various planning issues and opportunities, criteria and recommendations in the current Parks and Recreation Plan, and planning goals and objectives. These narratives will eventually be folded into the draft plan. In consultation with staff and the committee, we will prepare a long-term vision for a trails and open space network for Blaine and the surrounding area, including Urban Growth Areas with links to other trails in the region. From this vision, the community can begin to focus on priority projects for the near-term. A preliminary draft plan will be prepared for internal review, followed by a public review draft and final draft at the completion of the project. Implementation strategies will be developed for priority projects, including likely or potential funding sources and the steps required to move through budgeting and funding, facility design, and actual development. Strategies for securing priority open space and conservancy lands will also be addressed. Accepted trail standards and guidelines will be summarized, and information sources for trail user safety and education will be provided. The proposed schedule (attached) assumes that the term of the project is November 2006 through April 2007. Both the schedule and this scope of work can easily be modified, as needed, to ensure that the final plan is complete and responsive to community needs.



## **OSPREY ENVIRONMENTAL SERVICES, INC.**

3900 Fraser Street • Bellingham, WA 98229  
(360) 733-7014 • ken\_wilcox@comcast.net

### **Statement of Qualifications**

**OSPREY ENVIRONMENTAL SERVICES, INC. (OES)** was established in 1988 in Bellingham by Ken Wilcox (owner and principal planner). We offer a variety of recreation, nonmotorized transportation, environmental assessment, and land-use planning services, most often contracted through city and county governments. We have served as principal planner and project manager for a number of major projects in western Washington, including master plans, feasibility studies, and regional nonmotorized transportation plans.

Most of our services fall within four broad planning areas:

- Parks, trails & greenways planning & design / nonmotorized transportation
- Shorelines, floodplains, wetlands, open space & ecosystems
- Environmental impact assessment
- Land use & socio-economics

Related expertise is also provided for the following:

- GIS mapping
- GPS surveys
- Grantwriting
- Policy development
- Resource inventories
- Graphic design
- Public facilitation and presentations
- Project management
- Budgeting and cost-estimating
- Agency consultation
- Permitting
- Technical reports and publications.

The firm is fully equipped to provide high-quality, high-resolution maps, graphics, and text, in both print and digital forms, for all deliverables produced under contract.

OES has completed a wide range of projects, from the simplest design of public viewpoints and waterfront access areas, to master plans for rail-trails, greenways, and regional trail systems, as well as non-motorized transportation plans, comprehensive park and recreation plans, and strategies for land conservation. Services include conceptual design and site planning, site surveys, assisting clients with funding, grantwriting, and capital facilities planning, and other tasks. OES staff are well acquainted with agency requirements, grant programs, creative funding sources, design standards, accessibility, service levels, demand and need analyses, survey techniques, implementation strategies, and a host of related tasks.

We often team up with other firms, and have consistently achieved good results. To be competitive as a small regional firm, we make a sincere effort to ensure the best results possible

within time and budget constraints for a given project. Interested citizens are involved in a meaningful way during all phases of planning, design and environmental assessment. As a result, citizens, clients, and agencies have expressed strong satisfaction with the quality and efficiency of our work. We believe it is not enough to prepare attractive maps and graphics and a long-winded plan if it cannot be effectively implemented. Goals and objectives, development constraints, public comment, and budget limitations are evaluated early in the process to assure successful and satisfying outcomes.

#### **KEN WILCOX, PRINCIPAL**

Mr. Wilcox has 25 years of professional experience in environmental planning and design, including trails, greenways, nonmotorized transportation, environmental impact assessment, shoreline, floodplain, wetland, and water resource management, GIS mapping, permitting, and related land use plans, park and recreation plans, and socioeconomic studies. Since 1988, Ken has contracted almost exclusively with city and county governments and has been a lead planner, project manager, and public facilitator for a wide variety of projects. Ken has a Bachelor of Science degree in Environmental Policy from Western Washington University.

#### **SELECTED PROJECTS:**

##### Island County Nonmotorized Trails Plan

###### *For Island County Public Works*

Regional plan for trails and nonmotorized transportation for Island County (Whidbey and Camano Islands), including brief surveys of existing and potential trail corridors for all user groups; detailed assessments of public roads for bicycling suitability; mapping; cost estimates; funding strategies; and guidance for implementing priority projects.

##### Olallie Area Mountain Bike Study

###### *For Washington State Parks and Recreation Commission*

Comprehensive inventory and assessment of a proposed multi-agency mountain bike trail system in King County, covering more than 100 miles of potential trails within the Mountains-to-Sound Greenway and I-90 corridor. Extensive field surveys and GIS mapping of active and abandoned logging roads, existing trails, and potential new trail corridors in a mountainous 25,000-acre study area encompassing both State Park and National Forest lands.

##### Coast Millennium Trail Master Plan

###### *For Whatcom County Parks and Recreation, Whatcom Council of Governments*

A major master planning and design effort for a 60-mile braided system of hiking, bicycling, equestrian, and accessible trails linking public parks and greenways, and traversing the marine coast of Whatcom County, with links to Skagit Valley and the city of White Rock, British Columbia. Also included are design of trailheads and interpretive sites, multi-agency coordination, and extensive public involvement. OES also prepared a successful \$1.2 million TEA-21 grant for Phase 1 construction of the project.

#### Chuckanut Mountain Trails Master Plan

*For Whatcom County Parks and Recreation*

A major master planning and design effort among six public agencies, encompassing more than 80 miles of existing and proposed trails, including hiking, bicycling, equestrian, and barrier-free trails linking public parks and greenways, and traversing 7,000 acres of public land in and adjacent to the City of Bellingham. Also included are design of trailheads and interpretive sites, habitat enhancement, multi-agency coordination, and extensive public participation.

#### Bicycle Plan for Whatcom County

*For Whatcom County Parks and Recreation*

Regional plan for bikeways including on- and off-street systems and facilities, intermodal links, public safety, education, funding, and administration. Extensive road surveys to determine suitability for bicycle transportation and to identify potential off-street corridors; maps, graphics, standards and guidelines; agency consultation; facilitation of public meetings, workshops and citizen committee meetings.

#### Skagit County Nonmotorized Transportation Plan

*For Skagit County Public Works*

Prepared the county's first nonmotorized transportation plan, including suitability assessments and recommendations for several hundred miles of county roads and trails for bicycle, pedestrian, and equestrian facilities.

#### Salmon Ridge Nordic Ski Area Expansion

*For Nooksack Nordic Ski Club, U.S. Forest Service*

Field surveys and mapping for a proposed expansion of a nordic ski area on National Forest lands near the Mount Baker Ski Area, with the goal of linking two existing trail networks presently separated by steep slopes and sensitive habitats.

#### Canyon Lake Community Forest Trail Map

*For Whatcom County Parks*

Surveyed new trails around the lake and within an old-growth forest above. Prepared a user map for public distribution.

#### Tierra del Fuego, Trail System Feasibility

*For Trillium Corporation*

Reconnaissance and feasibility for a potential trail system across the main island of Tierra del Fuego (Argentina and Chile).

#### Birch Bay and Point Roberts Great Blue Heron Nesting Colonies

*For Nahkeeta Northwest Wildlife Services*

Surveys and mapping to track annual changes in the location and extent of two of the largest heron nesting colonies on the Pacific coast.

#### Semiahmoo Bay Wildlife Protection Plan

*For Nahkeeta Northwest Wildlife Services*

Wildlife area and public access mapping for wildlife protection and observation in Blaine.

#### Chuckanut-to-Cascades Corridor Conservation Plan

*For Whatcom Land Trust and Skagit Land Trust*

Developed land conservation and funding strategies for a regional conservation effort in western Whatcom and Skagit Counties. Reviewed the draft regional landscape assessment and supporting materials, prepared successful grants, and compiled final documents.

#### Nooksack River Flood Hazard Management Plan

*For Whatcom County Public Works*

Prepared land use and recreation background documents, including detailed assessments of recreation opportunities (trails, river access, etc.) along the entire main stem of the river, from Bellingham Bay to near Deming. Also prepared a land ownership and land use atlas for the river corridor.

#### Bay-To-Baker Trail Master Plan

*For Whatcom County Parks and Recreation*

Master plan for a major 74-mile rail-trail & open space corridor from Bellingham Bay to Shuksan Arm near Mount Baker. Conducted extensive field surveys to identify potentially usable right-of-way, developed a base map, planning areas map, large-scale ownership maps, and opportunity and constraint trail schematics of each segment; contacted agencies and landowners; facilitated public participation.

#### Coastal Bike Route: Birch Bay Bikeway

*For Whatcom County Parks and Recreation*

Master plan and design elements for a 5.5-mile bikeway through the Birch Bay resort area, including on- and off-street facilities and park amenities. Conducted routing assessment through state and county park lands, and along the county road system with an emphasis on transportation, recreation, aesthetic, and environmental values in the corridor.

#### City of Renton Comprehensive Parks and Recreation Plan EIS

*For City of Renton*

Prepared portions of a programmatic EIS with an emphasis on the city's new trail plan, an element of the comprehensive parks and recreation plan.

#### Connelly Creek Greenway Trail Development Plan

*For Bellingham Parks and Recreation*

Greenway corridor master plan and design for trail development and related improvements. Permitting and public involvement included. Conducted extensive site assessment of suitable routes, identified wetland and habitat constraints; provided recommendations to enhance and protect the Connelly Creek Nature Area.

#### South Bay / Interurban Trail Design/Development

*For Bellingham Parks and Recreation*

Planning and public involvement for development of a detailed design study for a four-mile trail system along the Bellingham waterfront. Addressed feasibility, park/open space linkages, user conflicts, safety, signing, value analysis and budget priorities.

#### Twin Falls State Park Trail Design/Development

*For Washington State Parks and Recreation Commission*

Support of planning and permitting for the construction of about four miles of hiker and multi-use trails, parking lots, a 75-foot bridge over a gorge, a dramatic falls overlook, and signing including interpretive signs. The work involved 11 agencies and five citizen groups, and was featured in Sunset Magazine.

#### Clackamas Creeks Hydropower FERC Relicensing

*For Portland General Electric*

Performed site surveys and assessments and drafted recreation and aesthetic resource studies, socio-economic studies, and related documentation for the relicensing of existing and proposed PGE power generation facilities in northwestern Oregon.

#### Whatcom County Comprehensive Park and Recreation Open Space Plan

*For J.C. Draggoo and Associates, Whatcom County Parks and Recreation*

Developed trails and public shoreline access elements of the county's 1989-90 plan. Conducted extensive resource inventories, assessments, public workshops, and developed recommendations for dozens of shoreline access points and for a regional trail system linking communities, parks, other sites of interest, and state and federal lands.

#### Grantwriting

Successful grantwriting services have been provided to a number of public agencies and nonprofit organizations, including Whatcom County Parks and Recreation, Whatcom Council of Governments, City of Everson, Whatcom Land Trust, Skagit Land Trust, North Cascades Corridor Project, Center for Renewable Energy Solutions, and others.

#### Environmental Impact Studies

OES has prepared or contributed to a number of environmental impact studies for a variety of projects, including resort developments, parks and recreation projects, salmon farms, municipal waste incineration, fiberglass fabrication, hydropower development, and other projects.

#### **CLIENT REFERENCES:**

Gwenn Maxfield, Island County Public Works, (360) 678-5111

Lynne Givler, Whatcom County Parks, (360) 733-2900

Gordon Scott, Whatcom County Land Trust, (360) 650-9470

Ann Eissinger, Nahkeeta NW Wildlife Services, (360) 766-6008.

Randy Person, Washington State Parks and Recreation, (360) 902-8844