

## Formal Task Assignment Document

### 2019 – 2022 SNOHOMISH COUNTY ON-CALL TASK ASSIGNMENT

Name of Project: 2024 Comprehensive Plan Update SEPA Consultant  
Project Number: PDS  
Discipline: Planning & Development Services  
Task No.: TA #3b Completion Date: 12/31/2023

The COUNTY desires to authorize services pursuant to the AGREEMENT entered into with **BERK Consulting, Inc.** and executed on December 24, 2018, as amended by Supplement No. 1 on May 24, 2019, as amended by Supplement No. 2 on May 6, 2019, as amended by Supplement No. 3 on August 12, 2020, as amended by Supplement No. 4 on August 25, 2021 and identified as Agreement No. **OCC19-3-1(D)**, On-Call Consultant Services for **Comprehensive Plan Review**.

All provisions in the AGREEMENT remain in effect except as expressly modified by this TASK ASSIGNMENT, and are incorporated herein by reference.

### ATTACHED TO THIS TASK ASSIGNMENT

- Scope of Work
- Cost Estimate with Total Hours to Perform Work
- Items unique to the project not included in the AGREEMENT and which are to be reimbursed at cost with no markup.

The **Total Amount Authorized** under this TASK ASSIGNMENT, inclusive of all fees and other costs is **\$24,921.00**. **No other payment shall be allowed unless a TASK ASSIGNMENT Supplement for changed Scope of Work has been signed and authorized before work is performed.**

All work under this TASK ASSIGNMENT shall be performed pursuant to the terms, conditions, specifications, and limitations contained in the AGREEMENT.

If you concur with this TASK ASSIGNMENT and agree to the items as stated above, please sign and date in the appropriate spaces below and return to the COUNTY for final action.

Ken Klein  
Executive Director

\_\_\_\_\_  
*Consultant Signature*

\_\_\_\_\_  
*Approving Authority*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

# Snohomish County Urban Open Space Level of Service Evaluation

## Introduction

Snohomish County is developing its Comprehensive Plan 2024 Update to meet Growth Management Act periodic update requirements and regional VISION 2050 and Countywide Planning Policies. The Parks and Recreation Element is one of the elements under major review. The County is considering how to serve the community with its adopted level of service that adds passive and active facilities and indirectly assumes acreage that goes with the facilities; the level of service does not include open space acreage. VISION 2050 calls for local government action to address local open space conservation and access in urban areas with higher racial and social inequities, and other rural/resource lands facing development pressures. Most of the County's growth is allocated to urban areas including high capacity transit locations, and the County is planning for a subarea plan in the Southwest UGA unincorporated lands along the planned Sound Transit Link Light rail.

BERK assisted the County in 2015 with a white paper regarding parks levels of service as well as the 2015 EIS and developed maps evaluating the coverage of facilities and population densities. The County used that evaluation to update its parks level of service and park capital plans and ultimately a park impact fee update. In 2024, Snohomish County wishes to consider an urban open space standard to retain open space, tree canopy, and provide recreation to county residents in urban areas. The County may add this level of service to its Comprehensive Plan policies and ultimately consider it in an update of its park impact fee.

BERK Consulting, Inc. is now leading the Environmental Impact Statement (EIS) for the 2024 Update. BERK can leverage current activities in part to develop an evaluation of an Urban Open Space Standard.

- **Comprehensive Plan EIS 2024 Relevant Activities:** In the current scope, BERK will be identifying the existing conditions including the inventory of current park facilities with available data, preparing a socio-economic evaluation and metrics for climate and equity, evaluating consistency of County plans with regional policies, and considering the demand for park and open space under the different growth alternatives applying levels of service. For efficiencies in the EIS development County GIS staff are preparing EIS maps.
- **Climate Vulnerability Assessment:** In a task amendment underway, the BERK team including Parametrix will be developing a Climate Vulnerability Assessment including an evaluation of populations that are vulnerable to climate change stressors; this evaluation could support the park level of service evaluation and an understanding of disparate access to open space by those with higher racial and social inequities. This will include spatial analysis and some targeted community engagement.

Building off of the current activities, BERK can assist Snohomish County Parks and Recreation to develop an Urban Open Space Standard and document the evaluation to support the development of policies and an amended level of service. Activities are anticipated to include:

- Case studies of urban park levels of service in example counties and cities and opportunities to dovetail with other County services (e.g., stormwater management).
- Inventory of natural open space and tree canopy in urban areas, with a focus in the Southwest UGA and other target areas identified by the County. This can help set a baseline level of service.
- Minimum standards for the Urban Open Space that distinguishes it from the Neighborhood Park that provide active recreation in residential areas and Open Space/Preserve invented on wilderness and habitat areas.
- Demand and need for the Urban Open Space based on growth alternatives, and location of current and potential assets in relation households and populations with higher racial and social inequities.
- Strategies and recommendations to retain and acquire Urban Open Space as the County grows.

## Supplemental Scope

### Task 1. Case Studies and Inventory

BERK will meet with Parks and Recreation and other County staff to review the scope and collect spatial and other relevant data. BERK will prepare a summary of case studies and precedents of example urban open spaces and their features. BERK will use the available County and other agency spatial data identifying parks, trails, stormwater facilities, critical areas, and urban tree canopy estimates, and overlay that onto maps illustrating population density and socio-economic characteristics.

### Task 2. Demand and Need and Draft Standards

Based on Task 1, BERK will develop an evaluation of the current effective level of service across the County's impact fee service areas with a focus on urban lands within them. BERK will identify policy options for setting the Urban Open Space Standard. This could include an evaluation of buildable land and the potential location of growth as well as competing demands for retention/acquisition of open space. BERK will share the evaluation and draft standards at a virtual team meeting with County staff. BERK will revise the analysis following county review.

### Task 3. Strategies and Recommendations

Based on Tasks 1 and 2, BERK will prepare strategies and recommendations to retain and acquire Urban Open Space and add these recommendations to the demand and need and draft standards analysis in Task 2 to complete the level of service evaluation. BERK will share the strategies at a virtual team meeting with County staff. BERK will revise the recommendations following county review.

Following the meeting, BERK will revise recommendations and provide a final report to Parks and Recreation staff.

# Cost Estimate

BERK Consulting					
	Lisa Grueter Principal	Josh Linden Associate III	Stefanie Hindmarch Associate II	Jessica Hartmann Senior Associate I	Total Hours and Estimated Cost by Task
2022 Hourly Rate (current on-call)	\$240.00 ✓	\$117.35 ✓	\$117.26 ✓	\$125.77 ✓	
Task 1. Case Studies and Inventory	8	24	16	2	
Task 2. Demand and Need and Draft Standards	16	20	24	4	
Task 3. Strategies and Recommendations	14	8	32	2	
<b>Subtotal</b>	<b>38</b>	<b>52</b>	<b>72</b>	<b>8</b>	<b>170</b> <b>\$24,671</b>
<b>Total Estimated Hours</b>	<b>38</b>	<b>52</b>	<b>72</b>	<b>8</b>	<b>170</b>
<b>Cost (Hours*Rate)</b>	<b>\$9,120</b>	<b>\$6,102</b>	<b>\$8,443</b>	<b>\$1,006</b>	<b>\$24,671</b>
<b>Subtotal Consultant Cost</b>	<b>\$24,671</b>				
<b>Project Expenses at ~1% of Project Budget</b>	<b>\$250</b>				
<b>Estimated Project Total</b>	<b>\$24,921</b>				

**Contract Compliant**  
 By: Lori White Date: 09/30/2022