

**CITY OF SHORELINE
REQUEST FOR STATEMENT OF QUALIFICATIONS
RFQ 1256776**

Parks Design Services

Submit no later than **August 30, 2024**, 2:00 p.m. Pacific Local Time

The City of Shoreline (City), Washington is soliciting a statement of qualifications (SOQ) from individuals or firms interested in providing design services for three parcels of land to be redeveloped into public parks. The overall project design scope will include, but is not limited to, project scoping and programming, preliminary design concepts, selected designs and specifications development, and public engagement.

Primary Objectives

The primary objective is the delivery of bid-ready construction documents within the designated project timeline. Key considerations include the following:

- Provide access to amenities in areas of the community that are currently underserved.
- Implement the City's community engagement plan and incorporate that data into designs.
- Give future park users and neighbors a voice in the amenities, theme, and aesthetics of three new parks.
- Cultivate relationships with community members.
- Build trust in City capital improvement program and City.
- Develop and provide flexibility and alternatives in providing design services.
- Deliver designs in an efficient and cost-effective manner.
- Deliver designs that maximize the recreation options prioritized through public engagement at each site while ensuring compliance with any development restrictions.
- Deliver the City's capital projects within schedules and budgets; and

Additional components to be included in this project:

- Provide design updates to the Parks, Recreation & Cultural Services/Tree Board
- Meetings with permit reviewers to identify any permitting constraints or requirements before finalizing designs.
- Contract may be modified and extended to include coordination with the builder and modifications to plans as needed during future permitting and construction phases.

Background

In 2022 City Voters authorized the issuance of \$37.5 million in bonds to support park improvements and public art. The 2022 Parks Bond Measure included funding for improvements to existing or acquired parcels with the intent of providing amenities for underserved areas of the community. This project will include improvements at three parcels in the City. The parcels to receive improvements include Westminster Park (parcel 1826049185), West Echo Lake (parcel 2231500030), and Hemlock (parcel 7283900532).

These improvements, depending on the location, are anticipated to include some combination of amenities including, but not limited to waterfront access, community gathering areas, walking trails, picnic shelters, and accessible play areas for people of all physical abilities. It is imperative to the City that the successful firm be capable of providing project designs that can be delivered and constructed on time, meet the available budget, associated funding parameters, and meet or exceed the educational and conservation program requirements.

The City intends to select a highly qualified firm to work with the City's project team to program, design and construct a project that will optimize functionality, efficiency, and value to both the City and the community and that will meet, or exceed, the City's programmatic requirements and restrictions, available budget and intended project schedule for the facility.

Preliminary Timeline

Last day for RFQ questions	August 19, 2024
RFQ Addendum Issued, if needed	August 22, 2024
SOQ Due	August 30, 2024 2:00pm (PLT)
Review and shortlist SOQs	September 6, 2024
Interviews	September 13, 2024
Consultant Selected	September 20, 2024
Council Award of Contract(s)	September 30, 2024

Estimated Budget and Contract Term

The funding for design and construction of the City Parks Improvements Bundle project was included in the capital bond issue that was approved by voters in February of 2022. That funding is supplemented by Grants from the Washington Department of Commerce and possibly other funding sources. Property Acquisition was funded with a combination of Bond Funds, General Funds, and King County Conservation Future Tax Grants. As a result, certain grant reporting, and design and development requirements must be observed. It is anticipated that work under this Agreement will begin in the 3rd quarter of 2024 with completion being achieved in the Spring of 2025. The design budget for the project is estimated at \$568,000 for the complete design effort. The construction budget will be informed based on cost estimates provided from this design consultant contract. Additional information pertaining to the overall parks bond project can be found at the following link:

<https://www.shorelinewa.gov/government/projects-initiatives/2022-park-bond-projects>

Scope of Work

At the request of and in support of the City, the selected individual or firm shall furnish all services, labor, equipment, and transportation necessary to conduct and complete the work described in general terms below.

1. Project Management: Provide project management services in close consultation with the City's project manager, including coordination of sub-consultants, ensuring the project remains on schedule and within budget.

2. **Site Assessments:** Existing data for these parcels is outdated and requires new sites assessments. The Consultant will be responsible for hiring any needed sub-consultants to provide complete surveys, critical areas reports, tree protection plans, cultural resources assessments, geotechnical reports, and other work necessary prior to design work.
3. **Public Engagement:** The City has developed a Public Engagement Plan for this project that the Designer will be expected to implement in coordination with, and under the direction of, the Project Manager and Community Engagement Coordinator. The Designer will be expected to collect all engagement data and interpret/present it in a meaningful way that is easily understood by stakeholders and incorporated into design. The consultant will perform a full review of previous planning documents including the 2024-2030 PROSA Plan and the 2024 Comprehensive Plan. The full Public Engagement Plan is included with this RFQ as Attachment 1.

The PROSA plan can be found here:

<https://www.shorelinewa.gov/government/departments/parks-recreation-cultural-services/parks-administration/parks-recreation-open-space-and-arts-prosa-plan>

4. **Design Considerations:** The selected consultant will ensure that designs align with the City's PROSA Plan, Urban Forest Strategic Plan, Climate Action Plan, Conservation Futures Tax Restrictions, and Climate Resiliency tool. In determining the uses and facilities to be planned for the site, as well as the size and location of the facilities, the consultant will also consider crime prevention, and applicable laws and standards related to park design.
5. **Design Process:** As part of the Design Process Task the consultant will complete preliminary sketches, design evaluations, and schematic design drawings. Maintenance costs and standards will also be considered.
6. **Design Cost Estimates:** Provide development (construction) costs including a current detailed cost estimate of the proposed areas and facilities.
7. **Design Review:** The consultant will conduct design review sessions with staff including after right-sizing, SDD, 60% and 90%.
8. **Permits:** The consultant will submit permit applications at 60% design and will work with staff throughout the permitting process until required permits are issued.

SOQ Evaluation Components/Criteria

Submittal Requirements

The deadline to submit SOQs is August 30, 2024 by 2:00 p.m. Pacific Local Time. SOQs shall be submitted in PDF format to purchasing@shorelinewa.gov before the submittal deadline. The City's email system is limited to a maximum envelope (message plus attachment) size of 25 megabytes. Submittals shall list SOQ 1256776 in the subject line of the email. The SOQ is deemed submitted as evidenced by the receipt date and time shown in the source code of the email received by the City's computer system. All respondents will receive an email confirmation that their submittal has been successfully received, however it is the submitters responsibility to ensure their SOQ has been received successfully.

Questions related to this RFQ shall be directed in writing to Jacob Bilbo by email to jbilbo@shorelinewa.gov by 5:00 p.m. August 19, 2024. Questions via phone will not be accepted. Responses to questions will be published on the City website at <https://www.shorelinewa.gov/government/departments/administrative-services/bids-rfps>. Questions received after August 19, 2024 by 5:00 p.m. Pacific Local Time may not be responded to.

SOQs shall be limited to 12 single spaced, 8 1/2" by 11" typewritten pages (min. 11-point font), excluding resumes. The following format and content shall be adhered to by each firm and presented in the following order:

A. Executive Summary (Page Limit - 1)

An executive summary letter should include the key elements of the respondent's SOQ and an overview of the consultant team. Indicate the address and telephone number of the respondent's office located nearest to Shoreline, Washington, and the office from which the project will be managed.

B. Approach (Page Limit - 4, excluding resumes)

1. Methodology(ies): This section should clearly describe the methodology or methodologies planned to be used to carry out the specific tasks described in the Work Plan.
2. Work Plan: Describe the sequential tasks to be used to accomplish this project. Indicate all key deliverables and their contents.
3. Project Organization and Staffing: Describe the approach and methods for managing the project. Provide an organization chart showing all proposed team members. Describe the responsibilities of each person on the project team. Identify the Project Director and/or Manager and the key contact person for the City.
4. Include resumes of each member of the project team. List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors. Include a list of information required or tasks to be completed by City staff.
5. Project Schedule: Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables. Demonstrate your team's ability to perform the work requested within an established budget and schedule.

C. Related Experience (Page Limit - 3)

Describe recent (within the last 4 years), directly related experience. Include the name of the client, description of the work done, address and telephone number, dates of the project and the name of the project director. At least five references should be included. For each reference indicate the reference's name, organization, title, complete mailing address and telephone number. The City reserves the right to contact any organizations or individuals listed

D. Statement of Experience (Page Limit - 3)

The consultant is required to provide evidence of experience in design project delivery and parks and recreation project design. The experience listed must be that which was performed by the consultant's staff and/or team's staff that will be assigned to this project. The City will be focusing on the experience of the Lead Consultant/Project

Manager who will be assigned to this project. Specify the percentage of that the Lead Consultant/Project Manager would be allocated to this project. The SOQ shall also identify other projects the proposed Lead Consultant/Project Manager will be committed to during the same timeline.

E. Design Excellence on a Limited Budget and Schedule (Page Limit - 1)

Provide at least two examples of how your team has achieved a high level of design quality on projects that had challenging budgets and/or schedules. Examples of reducing cost or project duration and maximizing value without compromising building quality or program requirements. Examples may encompass building systems or assemblies, or entire building projects. Demonstration of design excellence on projects like this project will be highly valued. Projects described in this criterion may be in addition to those listed above.

The City's Evaluation Panel will use the following criteria to evaluate each SOQ:

Criteria	Points
Approach	Maximum 30 Points
Related Experience/Reference	Maximum 30 Points
Expertise of Project Team	Maximum 30 Points
Design Excellence	Maximum 10 Points
Maximum Points	Maximum Points 100

The Qualifications will be the basis from which interested individuals or firms will be selected for interviews. Following the City staff evaluation of the qualifications received, selected individuals or firms may be invited to make oral presentations before the City's Evaluation Panel. The City's Project Manager will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluations, the City's Evaluation Panel will determine the most qualified individual or firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected individual or firm.

Any individual or firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the solicitation schedule, issue amendments to the solicitation, or cancel the solicitation at any time prior to the submittal deadline. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The City reserves the right to reject any and all proposals at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Individuals or firms eliminated from further consideration will be notified by mail by the City as soon as practical.

Proposals remain confidential until closing deadline after which proposals are considered a public record subject to public disclosure under RCW 42.56, the Public Records Act. Proposers shall mark as "proprietary" any information that the Proposer believes meets the exemption under RCW 42.56.270(1). This designation will be considered by the City in response to public records requests.

Any Proposal may be withdrawn, either personally or by written request, at any time prior to the time set for the Proposal submittal deadline.

The City of Shoreline, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, in consideration for an award.



Contract No. _____
Brief Description: _____

**CITY OF SHORELINE
AGREEMENT FOR SERVICES – DESIGN PROFESSIONALS**

This Agreement is entered into by and between the City of Shoreline, Washington, a municipal corporation hereinafter referred to as the “CITY,” and _____, hereinafter referred to as the “CONSULTANT.”

WHEREAS, the City desires to retain the services of a consultant to _____ and

WHEREAS, the City has selected _____ to perform the above-mentioned services;

NOW, THEREFORE, in consideration of the mutual promises and covenants contained herein, it is mutually agreed as follows:

1. Scope of Services to be Performed by the Consultant.

The Consultant shall perform the services outlined in Exhibit A. In performing these services, the Consultant shall at all times comply with all federal, state and local statutes, rules and ordinances applicable to the performance of such services. In addition, these services and all duties incidental or necessary therefore, shall be performed diligently and completely and in accordance with professional standards of conduct and performance. All services performed under this Agreement will be conducted solely for the benefit of the City and will not be used for any other purpose without written consent of the City.

2. Compensation.

- A. Services will be paid at the rate set forth in Exhibit A, not to exceed a maximum of \$_____, including all fees and those reimbursable expenses listed in Exhibit A.
- B. The City shall pay the Consultant for services rendered after receipt of an itemized invoice or billing voucher in the form set forth on Exhibit B. Payments will be processed within 30 (thirty) days from receipt of billing voucher. The Consultant shall be paid for services rendered but, in no case shall the total amount to be paid exceed the amount(s) noted in the Exhibit(s) and approved by the City. The consultant shall complete and return a W-9 to the City prior to contract execution by the City. Mail all invoices or billing vouchers to: Accounts Payable, 17500 Midvale Avenue North, Shoreline, Washington 98133-4905 or email to accountspayable@shorelinewa.gov.

3. Term.

- A. The term of this Agreement shall commence _____ and end at midnight on the _____ day of _____, 20____.

4. Termination.

- A. The City reserves the right to terminate this Agreement at any time, with or without cause by giving fourteen (14) days notice to Consultant in writing. In the event of such termination or suspension, all finished or unfinished documents, data, studies, worksheets, models and reports, or other material prepared by the Consultant pursuant to this Agreement shall be submitted to the City.
- B. In the event this Agreement is terminated by the City, the Consultant shall be entitled to payment for all hours worked and reimbursable expenses incurred to the effective date of termination, less all payments previously made. This provision shall not prevent the City from seeking any legal remedies it may have for the violation or nonperformance of any of the provisions of this Agreement and any such charges due the City shall be deducted from the final payment due the Consultant. No payment shall be made by the City for any expenses incurred or work done following the effective date of termination unless authorized in advance in writing by the City.

- C. The Consultant reserves the right to terminate this Agreement with not less than sixty (60) days written notice, or in the event outstanding invoices are not paid within 30 days.
- D. If the Consultant is unavailable to perform the scope of services, the City may, at its option, cancel this Agreement immediately.

5. Ownership of Documents.

- A. All documents, data, drawings, specifications, software applications and other products or materials produced by the Consultant in connection with the services rendered under this Agreement shall be the property of the City whether the project for which they are made is executed or not. All such documents, products and materials shall be forwarded to the City at its request and may be used by the City as it sees fit. The City agrees that if the documents, products and materials prepared by the Consultant are used for purposes other than those intended by the Agreement, the City does so at its sole risk and agrees to hold the Consultant harmless for such use.
- B. The Consultant acknowledges that the City is a public agency subject to Washington's Public Records Act, chapter 42.56 RCW, and that all documents produced by the Consultant in connection with the services rendered under this Agreement may be deemed a public record as defined in the Public Records Act and that if the City receives a public records request, unless a statute exempts disclosure, the City must disclose the record to the requestor. All or portions of materials, products and documents produced under this Agreement may be used by the Consultant if the City confirms that they are subject to disclosure under the Public Disclosure Act.
- C. The Consultant shall preserve the confidentiality of all City documents and data accessed for use in Consultant's work product. Any requests for City documents and data held by Consultant shall be forwarded to the City which shall be solely responsible for responding to the request.

6. Independent Contractor Relationship.

- A. The consultant is retained by the City only for the purposes and to the extent set forth in this Agreement. The nature of the relationship between the Consultant and the City during the period of the services shall be that of an independent contractor, not employee. The Consultant, not the City, shall have the power to control and direct the details, manner or means of services. Specifically, but not by means of limitation, the Consultant shall have no obligation to work any particular hours or particular schedule, unless otherwise indicated in the Scope of Work where scheduling of attendance or performance is critical to completion, and shall retain the right to designate the means of performing the services covered by this Agreement, and the Consultant shall be entitled to employ other workers at such compensation and on such other conditions as it may deem proper, provided, however, that any contract so made by the Consultant is to be paid by it alone, and that employing such workers, it is acting individually and not as an agent for the City.
- B. The City shall not be responsible for withholding or otherwise deducting federal income tax or Social Security or contributing to the State Industrial Insurance Program, or otherwise assuming the duties of an employer with respect to Consultant or any employee of the Consultant.

7. Hold Harmless.

The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees resulting from the sole negligence and/or willful misconduct of the Consultant, its agents or employees in arising out of or in connection with the performance of this Agreement.

In the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability hereunder shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the Consultant hereby waives the immunity under Industrial Insurance, Title 51 RCW, solely for the purpose of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

8. Gifts.

The City's Code of Ethics and Washington State law prohibit City employees from soliciting, accepting, or receiving any gift, gratuity or favor from any person, firm or corporation involved in a contract or transaction. To ensure compliance with the City's Code of Ethics and state law, the Consultant shall not give a gift of any kind to City employees or officials.

9. City of Shoreline Business License.

As mandated by SMC 5.05.030, the Consultant shall obtain a City of Shoreline Business License prior to performing any services and maintain the business license in good standing throughout the term of its agreement with the City.

10. Insurance.

Consultant shall obtain insurance of the types described below during the term of this agreement and extensions or renewals. These policies are to contain, or be endorsed to contain, provisions that

1) Consultant's insurance coverage shall be primary insurance with insurance or insurance pool coverage maintained by the City as excess of the Consultant's insurance (except for professional liability insurance); and 2) Consultant's insurance coverage shall not be cancelled, except after thirty (30) days prior written notice to the City.

- A. Professional Liability, Errors or Omissions insurance with limits of liability not less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit shall be provided if services delivered pursuant to their Contract involve or require professional services provided by a licensed professional including but not limited to engineers, architects, accountants, surveyors, and attorneys.
- B. Commercial General Liability insurance covering premises, operations, independent contractors' liability and damages for personal injury and property damage with a limit of no less than \$1,000,000 each occurrence and \$2,000,000 general aggregate. The City shall be named as an additional insured on this policy. The Consultant shall submit to the City a copy of the insurance certificate and relevant endorsement(s) as evidence of insurance coverage acceptable to the City.
- C. Automobile Liability insurance with combined single limits of liability not less than \$1,000,000 for bodily injury, including personal injury or death and property damage shall be required if delivery of service directly involves Consultant use of motor vehicles.

11. Delays.

Consultant is not responsible for delays caused by factors beyond the Consultant's reasonable control. When such delays beyond the Consultant's reasonable control occur, the City agrees the Consultant is not responsible for damages, nor shall the Consultant be deemed to be in default of the Agreement.

12. Successors and Assigns.

Neither the City nor the Consultant shall assign, transfer or encumber any rights, duties or interests accruing from this Agreement without the written consent of the other.

13. Nondiscrimination.

In hiring or employment made possible or resulting from this Agreement, there shall be no unlawful discrimination against any employee or applicant for employment because of sex, age, race, color, creed, national origin, marital status or the presence of any sensory, mental, or physical handicap, unless based upon a bona fide occupational qualification. This requirement shall apply to but not be limited to the following: employment, advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. No person shall be denied or subjected to discrimination in receipt or the benefit of any services or activities made possible by or resulting from this Agreement on the grounds of sex, race, color, creed, national origin, age except minimum age and retirement provisions, marital status, or in the presence of any sensory, mental or physical handicap.

14. Notices.

Any notice required under this Agreement will be in writing, addressed to the appropriate party at the address which appears below (as modified in writing from time to time by such party), and given personally, by registered or certified mail, return receipt requested, by facsimile or by a nationally recognized overnight courier service. All notices shall be effective upon the date of receipt.

City Manager
City of Shoreline
17500 Midvale Avenue N
Shoreline, WA 98133-4905
(206) 801-2700

Consultant Name: _____
Name of Firm: _____
Address: _____
Address: _____
Phone Number: _____

15. Governing Law and Venue.

This Agreement shall be construed and enforced in accordance with the laws of the State of Washington. Venue of any suit between the parties arising out of this Agreement shall be King County Superior Court.

16. General Administration and Management.

The City's contract manager shall be (name and title): _____.

17. Severability.

Any provision or part of the Agreement held to be void or unenforceable under any law or regulation shall be deemed stricken and all remaining provisions shall continue to be valid and binding upon the City and the Consultant, who agree that the Agreement shall be reformed to replace such stricken provision or part thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

18. Entire Agreement.

This agreement contains the entire Agreement between the parties hereto and no other agreements, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or bind any of the parties hereto. Either party may request changes in the agreement. Proposed changes which are mutually agreed upon shall be incorporated by written amendment to this agreement.

19. Captions.

The titles of sections or any other parts of this Agreement are for convenience only and do not define or limit the contents.

20. Counterpart Originals.

This Agreement may be executed in any number of counterpart originals, each of which shall be deemed to constitute an original agreement, and all of which shall constitute one agreement. The execution of one counterpart by a Party shall have the same force and effect as if that Party had signed all other counterparts.

21. Authority to Execute.

Each person executing this Agreement on behalf of a Party represents and warrants that he or she is fully authorized to execute and deliver this Agreement on behalf of the Party for which he or she is signing. The Parties hereby warrant to each other that each has full power and authority to enter into this Agreement and to undertake the actions contemplated herein and that this Agreement is enforceable in accordance with its terms.

This agreement is executed by

CITY OF SHORELINE

CONSULTANT

By: _____

By: _____

Name: _____

Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Attachments: Exhibit A (Scope and compensation), B (Billing Voucher)

Sample Contract Document



New Park Design Public Engagement Plan

Locations:

- Westminster Park
- West Echo Lake
- 192nd and Hemlock

Public Engagement budget: \$30,000

Timeline:

- Complete RFQ: 7/26/2024
- Publish RFQ: 8/09/2024
- Project webpages for Echo Lake and Hemlock published by 8/9/2024 (for RCO presentation)
- Consultant selection process complete: 9/30/2024
- Design phase public engagement complete: 01/31/2024

Goals:

- Give future park users and neighbors a voice in the amenities, theme, and aesthetics of three new parks.
- Cultivate relationships with community members
- Build trust in City capital improvement program and City

Decision Makers:

Project Sponsor

Constraints:

Limited time frame to conduct engagement: 4 months

Strategy:

Conduct engagement with two separate outreach plans:

1. Westminster Park (see page 2)
2. 192nd & Hemlock and West Echo Lake (see page 4)

Westminster Park

709 N 150th Street

What input are we asking for? (What decisions can participants actually make?)

Park design including certain amenities, theme, and aesthetics

Stakeholders:

- People living in the immediate Westminster Triangle neighborhood
- People living within walking distance of the park (parking is limited to street parking and 1 accessible spot)
- Westminster Neighborhood (unofficial but active neighborhood group)
- PRCS/Tree Board

Who will be most impacted by decisions?

- Residents of adjoining properties
- Future Park users

Communities to consider (see page 6 for area demographics)

- Children (playground users)
- Multifamily housing residents (closest green space)
- People experiencing housing insecurity (St. Dunstan's weekly meal program and frequent tent encampments)
- People with limited English: (Vietnamese, Cantonese, Mandarin, and Spanish speakers)
- NW School for Deaf and Hard of Hearing

How will you provide opportunities for community members and groups to provide input and feedback?

- Two rounds of engagement on Engage Shoreline:
 1. Ideas board with provided parameters/prompt
 2. Survey to provide feedback on initial design
- In-person workshop at park site or a near-by location such as St. Dunstan's. The neighborhood has block parties planned for 7/21, 8/21, and 9/21 and would welcome piggy-backing a park workshop with their existing event.
 - Facilitate brainstorming activity regarding park amenities. Encourage children's attendance and voice in playground amenities.
 - If we have the budget, provide translators
- If NW School for the Deaf and Hard of Hearing expresses interest, charette session with kids during school day.
- Tabling session at St. Dunstan's evening meal

Outreach tasks/tools

- Project web page – create page content and provide monthly project updates

- Currents article in November-December issue - provide copy by October 2 (combined article with other two parks)
- ENotification and RCS eNews – draft notification
- Social media posts on Facebook and Instagram – create graphics and text for three posts on each platform.
- Create and mail postcard invitations for OOH and workshop with translations (Vietnamese, Simplified Chinese, and Spanish) to neighbors, drop off postcards to multifamily buildings and ask for them to be posted)
- One-sheet informational flyer for staff to use at other events.
- Online Open House on Engage Shoreline with two rounds of input
 - Ask for neighborhood of residence and weight Westminster voices
- Facilitate in-person workshop at park site (children welcome) with amenity prioritization activity
- Direct outreach to adjacent neighbors of park property
- Provide staff support for tabling at St. Dunstan’s weekly meal

192nd and Hemlock and West Echo Lake Parks

What input are we asking for? (What decisions can participants actually make?)

- Park name, dependent on PRCS/Tree Board park naming policy
- Park design and amenities (minimal improvements - options are extremely limited due to natural area requirements. West Echo Lake has more possibilities, primarily around water access.)

Stakeholders:

- People living in the immediate neighborhood
- People living within walking distance
- For 192nd and Hemlock, commuters using park and ride
- Echo Lake Neighborhood Association
- Hillwood Neighborhood Association
- PRCS/Tree Board

Who will be most impacted by decisions?

- Residents of adjoining properties
- Park users

Communities to consider

- Multifamily housing residents (obstacle: two nearby multifamily buildings are not yet open)
- St. Margaret's Place residents

How will you provide opportunities for community members and groups to provide input and feedback?

- Two rounds of engagement on Engage Shoreline:
 1. Naming suggestions quick survey + Ideas board with provided parameters/prompt
 2. Survey to provide feedback on initial design
- Engagement activity at 1-2 Farmers Market dates (Market closing date is October 5 with possible Harvest Markets in late October and mid-December)
- In-person workshop at Echo Lake park site or, if park site is not currently ADA accessible, a near-by location such as a community room at one of the multifamily buildings or YMCA.
 - Facilitate brainstorming activity regarding park amenities.
 - If we have the budget, provide translators
- Tabling at St. Margaret's Place.
- Combined Echo Lake/Hillwood neighborhoods association presentation with feedback session.

Outreach tasks/tools

- Project web page – create page content and provide monthly web updates
- Currents article in November-December issue - provide copy by October 2 (combined article with Westminster)

- Create and mail postcard invitations for OOH and workshop with to neighbors, drop off postcards to multifamily buildings and St. Margaret's Place and ask for them to be posted)
- ENotification and RCS eNews – draft notifications
- Create, produce, and post signs at park areas
- Direct outreach to adjacent neighbors of park property
- One-sheet informational flyer for staff to use at other events.
- Online Open House on Engage Shoreline with two rounds of input
- Facilitate engagement activities at Farmers Market tabling event and at West Echo Lake site.

Westminster Demographics



Source: CAI map, data source ACS 5-year 2018-2022 (Nearest block groups selected)

Westminster Triangle (plus some Highland Terrace) population

- 1,276 people
- 21% foreign population
- 12% limited English

Countries of immigration

- Korea 18%
- Mexico 15%
- China 13%
- Brazil 7%
- Morocco 7 %

42% of these immigrants are considered “new immigrants,” immigrating 2010 or later

Race and Ethnicity

- White 49%
- Asian 31%
- Two or more races 8%
- Other 8%
- Black 5%
- Native American 0%
- Pacific Islander 0%

- Hispanic 10%
- Non-Hispanic 90%

Income and employment

- Unemployment 4.1%
- Home ownership 45%

- Poverty rate 8.8%
- 45% households earn at or above Shoreline's median income (\$106,184)..
- 18% of households have less than \$20,000 annual income.

Churches

- St. Dunstan's Church (.4 mile/9 minute walk from park)
 - Regularly hosts Camp United We Stand and weekly dinner for community
- The Church in Shoreline

Schools

- Northwest School for Deaf and Hard of Hearing Children

Equity data

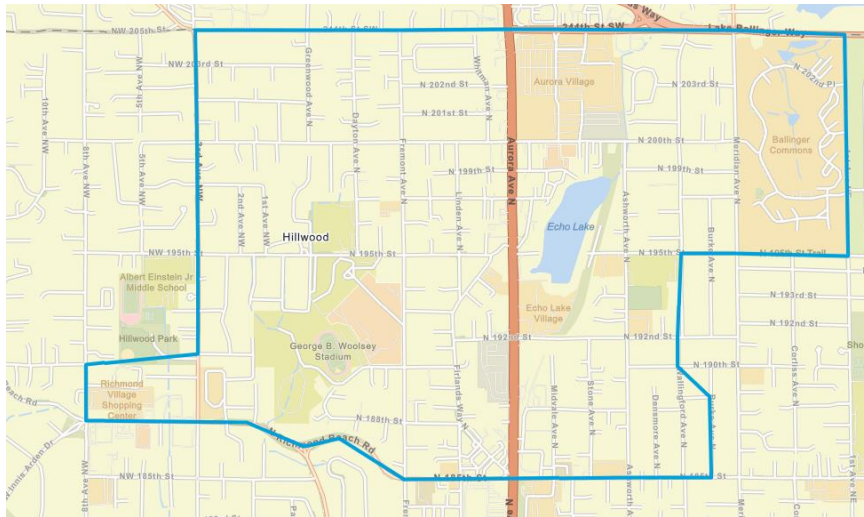
The neighborhood west of Highway 99 ranks medium/low in social inequity. (PROSA Plan page 47)

Languages

The full census tract which includes the Westminster Park Neighborhood has a limited English proficiency population of less than 10%. The top 3 languages spoken by those with limited English in this tract are Vietnamese (102), Cantonese and Mandarin (39), and Spanish (28).

Source: Shoreline Languages by Census Tract maps, ACS 2022

West Echo Lake and 192nd and Hemlock Area Demographics



Source: CAI map, data source ACS 5-year 2018-2022 (Nearest block groups selected)

Echo Lake and Hillwood area population

- 7,825 people
- 23% foreign population
- 5% limited English

Countries of immigration

- Korea 14%
- China 13%
- Canada 7%
- United Kingdom 7%
- India 7%

42% of these immigrants are considered “new immigrants,” immigrating 2010 or later

Race and Ethnicity

- White 65%
- Asian 20%
- Two or more races 6%
- Black 4%
- Other 3%
- Pacific Islander 2%
- Native American 0%

- Hispanic 7%
- Non-Hispanic 93%

Income and employment

- Unemployment 3.8%
- Home ownership 45%
- Poverty rate 12%
- 39% households earn at or above Shoreline's median income (\$106,184).
- 16% of households have less than \$20,000 annual income.

Churches

- Hillwood Church
- Seattle Apostolic Lutheran Church
- Holy Apostle's Greek Orthodox Church (east side of lake)

Schools

- King's Schools
- Echo Lake Elementary School

Equity data

The block groups nearest to 192nd and Hemlock have a low inequity ranking. The block groups nearest to West Echo Lake have medium and medium/high inequity rankings (PROSA Plan page 47)

Languages

The full census tracts which include the two parks has a limited English proficiency population of less than 10%. The top 3 languages spoken by those with limited English in this tract are Vietnamese (195), Korean (109), Cantonese and Mandarin (15).

Source: Shoreline Languages by Census Tract maps, ACS 2022