



## Spokane Park Board

3:30 p.m. Thursday, January 8, 2026

In-person in Council Chambers, City Hall, and  
Webex virtual meeting

### Park Board Members

- X Jennifer Ogden – President
- X Gerry Sperling – Vice President
- X Garrett Jones – Secretary
- X Greta Gilman
- X Sally Lodato
- X Bob Anderson
- Barb Richey (*absent/excused*)
- X Kevin Brownlee
- Doug Kelley (*absent/excused*)
- X Lindsey Shaw
- X Lee Williams
- [Vacant] – City Council liaison

### Parks Staff

- Jason Conley
- Al Vorderbrueggen
- Rich Lentz
- Jonathan Moog
- Berry Ellison
- Nick Hamad
- Angel Spell
- Jennifer Papich
- Fianna Dickson
- Heather Smith
- Sarah Deatrich

### Guests

- Mayor Lisa Brown
- Linda Lauch
- Stephanie Sijohn
- Karon Stratton
- Elizabeth Goldsmith

### Additional City Staff

- Megan Kapaun

## MINUTES

(Click [HERE](#) to view a video recording of the meeting.)

1. **Roll Call:** Jennifer Ogden  
The meeting was called to order at 3:29 p.m. See above for attendance.
2. **Additions or deletions to the agenda:**
  - A. Special guest / Mayor Brown comment during public comment time.
3. **Public comments:**
  - A. Mayor Lisa Brown presented a special salutation to honor the Jennifer Ogden's service on the Park Board.
4. **Consent agenda:**
  - A. Administrative and committee-level items
    - 1) [December 11, 2025, regular Park Board meeting minutes](#)
    - 2) [Claims – December 2025](#)
    - 3) [Community Housing & Human Services / MOU for CDBG funded park improvements \(\\$400,000 revenue\) – Nick Hamad](#)
    - 4) [Urban Forestry Education Services with Pacific Education Institute Funding by IRA USDA USFS Grant. \\$95,000 December 1, 2025, to June 30, 2028 – Katie Kosanke](#)
- Motion No. 1:** Jennifer Ogden moved to approve consent agenda items #1 - #4, as presented. Kevin Brownlee seconded.  
Motion passed with unanimous consent (8-0)
5. **Special guests:** None

6. **Financial report and budget update** – Rich Lentz presented the December financial report and budget update.
  - A. Park Fund: The December year-to-date operating expenditures for the Park Fund are approximately \$169,000 more than the two-year budget average. Year-to-date revenues are about \$76,000 below the two-year budget average. Revenues are exceeding expenditures approximately \$345,000 year-to-date.
  - B. Golf Fund: The December year-to-date operating expenditures for the Golf Fund are about \$17,000 more than the two-year average. Year-to-date revenues are below the two-year budget average approximately \$738,000. Revenues are exceeding expenditures about \$869,000 year-to-date.
7. **Special discussion/action items:**
  - A. Special discussion items: None
  - B. Special action items: None

8. **Committee reports:**

**Urban Forestry Tree Committee:** The December 30, 2025, meeting was canceled. – Kevin Brownlee

- A. Action items: None
- B. The next scheduled meeting is 4:15 p.m. February 3, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

**Land Committee:** The December 31, 2025, meeting was canceled. – Greta Gilman

- A. Action items: None
- B. The next scheduled meeting is 3:30 p.m. February 4, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

**Recreation Committee:** The December 31, 2025, meeting was canceled. – Sally Lodato

- A. Action items: None
- B. The next scheduled meeting is 2:15 p.m. February 4, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

**Riverfront Park Committee:** January 5, 2026 – Gerry Sperling

- A. Action items:
  - 1) **Cameron-Reilly, LLC / contract for Post St Parking Lot Improvements (\$762,704.81 plus applicable tax)** - Berry Ellison

Berry shared a presentation regarding proposed Post St. parking lot improvements. \$300,000 of the cost will come from Public Works as compensation for use of the Post St parking lot as a staging area for the Post St bridge project, and the rest from the Parks levy. The project will include adding a headlight screen wall facing Post St. There will be improved and added lighting, added foliage, expanded ADA parking with van accessible stalls, separating the lot from the Centennial trail route, and paving.

**Motion No. 2:** Gerry Sperling moved to approve the Cameron-Reilly, LLC / contract for Post St Parking lot improvements for \$763,704.81 plus applicable tax from Park and Public Works funds.

Kevin Brownlee seconded.

Motion passed with unanimous consent (8-0)

B. [December 2025 / Year-End operations report](#) – Jonathan Moog

Highlights included:

- The warm weather this winter has the Spokane River running at summer peak levels (five times higher than Dec 2024)
- Numerica Ice Ribbon was closed for nine days as the temperature was too warm for the equipment to maintain it; however, our maintenance staff was able to rebuild it to reopen on Dec 20
- Our social media reach skyrocketed in December with several posts, including our farthest-reaching post ever, gaining about 3,800 followers
- The Winter Market was a huge success
- Over 7,000 patrons showed up for the New Year's Eve fireworks display
- Upcoming events include Skate with the Squad (SPFD), DJ Night on the Ice on Friday's, Cheap Skate Tuesdays (skate rental free with purchase of full-priced admission, and Skate with the Spokane Chiefs
- 2025 year-end summary was provided, recapping last year's activities.

C. The next scheduled meeting is 4:30 p.m. February 9, 2026, Riverfront Park Pavilion conference room, and virtually via Webex.

**Golf Committee:** The January 6, 2026, meeting was canceled. – Barb Richey

A. Action items: None

B. The next scheduled meeting is 8:00 a.m. February 10, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

**Finance Committee:** January 6, 2026 – Bob Anderson

A. Action items: Two of six action items were presented on the consent agenda.

- 1) [American Indian Community Center / High Bridge Park Land Lease \(\\$896,000 revenue\)](#)  
- Nick Hamad

This is a land lease agreement with the American Indian Community Center (AICC) granting rights to use a 2.25-acre portion of High Bridge Park to develop the new American Indian Community Center building.

This is a 50-year lease for an approximately 22,000 sf building, parking, outdoor amphitheater, walkways, and landscape. AICC will construct improvements: public restroom, trailhead, and playground, valued at no less than \$896,000. All structures within the lease area will remain the property of AICC as long as the lease is effective and the property is used as a community center. AICC will maintain the control of the community center, present detailed designs to Parks for review and comment, and maintain all improvements within the lease area. If AICC closes the center, the lease is terminated.

Parks may program space when it is not in use by AICC.

This agreement was developed after Park Board Land Committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December Park Board Land Committee.

Guests Linda Lauch, Karen Stratton, and Stephanie Sijohn from AICC all expressed thanks to the Park Board for their partnership and stewardship of the land. They are excited about the building of AICC's new home and the improvements it will bring to the land.

**Motion No. 3:** Bob Anderson moved to approve the High Bridge Park land lease agreement with the American Indian Community Center.  
Greta Gilman seconded.  
Motion passed with unanimous consent (8-0)

Nick Hamad shared an informational [presentation](#) regarding the following three items together: MTLA master contract, SCJ Alliance master contract, and SPVV master contract.

After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQ #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.

'On-call' consulting reduces procurement, increases responsiveness and flexibility, and expedites ability to implement projects with a goal to implement levy funded projects quickly and consistently.

20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, Michael Terrell Landscape Architecture, SCJ Alliance, and SPVV Landscape Architects ranked top three in that order. As a result, staff is recommending contracts awarded to these firms.

- 2) [Michael Terrell – Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services \(not to exceed \\$750,000.00\)](#) – Nick Hamad

**Motion No. 4:** Bob Anderson moved to approve Michael Terrell – Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00).  
Kevin Brownlee seconded.  
Motion passed with unanimous consent (9-0)

- 3) [SCJ Alliance / Master Contract for 2026-2029 on-call landscape architecture services \(not to exceed \\$750,000.00\)](#) – Nick Hamad

**Motion No. 5:** Bob Anderson moved to approve SCJ / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00).  
Jennifer Ogden seconded.  
Motion passed with unanimous consent (9-0)

- 4) [SPVV Landscape Architects / Master Contract for 2026-2029 on-call landscape architecture services \(not to exceed \\$750,000.00\)](#) – Nick Hamad

**Motion No. 6:** Bob Anderson moved to approve SPVV Landscape Architects / Master Contract for 2026-2029 on-call architecture services (not to exceed \$750,000.00).  
Gerry Sperling seconded.  
Motion passed with unanimous consent (9-0)

Bob reported that Rich Lentz presented December financials. Parks' two primary revenue generating departments were behind December 2024. As approved at the Park Board's November meeting, Parks transfer revenue from the City was reduced by \$950,000 to cover litter control and abatement work within Parks in 2025.



- B. The next scheduled meeting is 3:00 p.m. February 10, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

**Development & Volunteer Committee:** January 7, 2026 – Jennifer Ogden

- A. Action items: None

Jennifer invited newly elected DVCAC Chair, Elizabeth Goldsmith to report. Elizabeth thanked Jennifer for her mentorship and assistance. Elizabeth reported that she asked the CAC two questions: 1) What can the CAC do to add value to our volunteer community, and 2) What is the purpose of the DVC/CAC meetings and what goals should be set. The group then held an interesting and informative discussion regarding those questions, which touched on a wide variety of topics. In the next few weeks, Elizabeth plans to attend the Friends of Manito and the Friends of the Bluff board meetings to observe and learn how they operate.

Each member of the group provided updates on the happenings in their neighborhoods and parks.

Amber Ramirez shared an informative update regarding the SpoCanopy/Tree Equity program.

- B. The next scheduled Development & Volunteer Committee meeting is 12:00 p.m. March 11, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

9. **Reports**

- A. President: Jennifer Ogden

Jennifer thanked the members of the Park Board and stated that she considers it a privilege to have worked with them for the past several years.

Jennifer then appointed the nominating committee for this year's Park Board officers. Greta Gilman, Sally Lodato, and Lee Williams will comprise that committee and ask fellow Park Board members who they feel the next officers should be and ask for input on how to make the Park Board better.

- B. Liaisons

- 1) Conservation Futures – Doug Kelley – No update
- 2) Parks Foundation – Barb Richey – No update
- 3) City Council – [Vacant]

- C. Director: Garrett Jones

Garrett thanked Jennifer for her steady leadership and passion for parks and recreation. He then presented her with a beautiful plant which was previously on display in the conservatory at Manito Park. Garrett also informed Jennifer that staff have nominated her for the Lasting Legacy Award for the Washington Recreation and Parks Association.

10. **Executive session**

- A. None

11. **Correspondence:**

- A. Letters/email: None

12. **Adjournment:** The meeting was adjourned at 4:39 p.m.

13. **Meeting dates**

A. Committee meetings:

Urban Forestry Tree Committee: 4:15 p.m. February 3, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

Land Committee: 3:30 p.m. February 4, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

Recreation Committee: 2:15 p.m. February 4, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

Riverfront Park Committee: 4:30 p.m. February 9, 2026, Riverfront Park Pavilion conference room, and virtually via Webex

Golf Committee: 8:00 a.m. February 10, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

Finance Committee: 3:00 p.m. February 10, 2025, Finch Arboretum Woodland Center, and virtually via Webex.

Development & Volunteer Committee: 12:00 p.m. March 11, 2026, Finch Arboretum Woodland Center, and virtually via Webex.

B. Park Board: 3:30 p.m. February 12, 2026, Council Chambers, lower-level City Hall, and virtually via Webex.

C. Park Board Study Session: No session scheduled at this time.

Minutes approved by: Garrett Jones  
Garrett Jones, Director of Parks and Recreation

***CITY OF SPOKANE PARK AND RECREATION DIVISION  
DECEMBER 2025 EXPENDITURE CLAIMS  
FOR PARK BOARD APPROVAL - JANUARY 8, 2026***

**PARKS & RECREATION:**

|                              |    |            |
|------------------------------|----|------------|
| SALARIES & WAGES             | \$ | 999,875.23 |
| MAINTENANCE & OPERATIONS     | \$ | 525,119.88 |
| CAPITAL OUTLAY               | \$ | 189,226.17 |
| DEBT SERVICE PAYMENTS        | \$ | -          |
| PARK CUMULATIVE RESERVE FUND | \$ | 136,703.90 |

**RFP BOND 2015 IMPROVEMENTS:**

|                |
|----------------|
| CAPITAL OUTLAY |
|----------------|

**GOLF:**

|                            |           |                            |
|----------------------------|-----------|----------------------------|
| SALARIES & WAGES           | \$        | 132,419.21                 |
| MAINTENANCE & OPERATIONS   | \$        | 55,476.98                  |
| CAPITAL OUTLAY             | \$        | 39,216.41                  |
| DEBT SERVICE PAYMENTS      | \$        | -                          |
| <b>TOTAL EXPENDITURES:</b> | <b>\$</b> | <b><u>2,078,037.78</u></b> |

# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <b>Type of agenda item</b>   | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |                                     |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |                                     |
| <b>City Clerks file</b> (OPR or policy #)  |  |  |                                     |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Community Housing & Human Services / MOU for CDBG Funded Park Improvements (\$400,000 revenue)   |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2026                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>Interdepartmental agreement between City CHHS & City Parks allocating community development block grant (CDBG) funds to (6) park improvement projects in 2026, including:<br>- Chief Garry Park fencing, Friendship Park water fountain, Liberty Park gazebo roof repair, Ruth Park bench installation, Harmon Park restroom replacement, & Whittier Park playground improvements.<br><br>Parks will implement all improvements and CHHS will reimburse parks up to \$400,000 as the improvements are completed. Parks shall own all improvements upon completion of the work.   |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve MOU with Community Housing and Human Services for CDBG funded park improvements in the amount of \$400,000.  |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: City of Spokane CHHS<br>Name: Arielle Anderson    Email address: arielleanderson@spokanecity.org    Phone: 509.625.6055   |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting<br>Parks – Sarah Deatrich    garrett jones<br>Requester: Nick Hamad<br>Grant Management Department/Name:  |  |  |                                     |
| <b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue<br>Amount: \$400,000 (reimbursable)    Budget code: 1950  |  |  |                                     |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)<br/> <input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane<br/> <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div> |  |  |                                     |

City Clerk's No.

Cross Ref. City Clerk's No.

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| <p style="text-align: center;"><b><u>CITY OF SPOKANE</u></b><br/><b><u>COMMUNITY HOUSING</u></b><br/><b><u>AND HUMAN SERVICES</u></b><br/><br/><b>and</b><br/><b><u>PARKS AND RECREATION</u></b><br/><br/><b>MEMORANDUM OF UNDERSTANDING</b></p> |
|--|

THIS MEMORANDUM OF UNDERSTANDING (MOU) is between the **CITY OF SPOKANE CHHS DIVISION**, as "CHHS", and the **CITY OF SPOKANE PARKS AND RECREATION DIVISION**, as "PARKS", whose addresses are both 808 West Spokane Falls Boulevard, Spokane, Washington, 99201.

WHEREAS, PARKS owns or operates and maintains real estate, developed and natural park grounds, buildings and other recreational and entertainment facilities, and operates a wide variety of programs and services under the auspices of the Spokane Park Board and pursuant to Article V of the Spokane City Charter, and

WHEREAS, the purpose of this MOU is to establish and define the working relationship between City of Spokane Community Housing and Human Services (CHHS) and the City of Spokane Parks and Recreation Division (PARKS), for collaboration on funding and work to be completed for Neighborhood Allocation projects throughout the city park system; and

WHEREAS, PARKS adopted the 2022 Park and Natural Lands Master Plan Goal A Objectives 2 & 3 specifically recommend PARKS 'serve the under-resource' by prioritizing investment within neighborhood and community parks through a neighborhood parks initiative and prioritize investment in improving parks within Social and Environmental Equity zones as outlined in the master plan; and

WHEREAS, PARKS adopted the 2022 Park and Natural Lands Master Plan Goal L Objective 1 which specifically recommends PARKS pursue additional funding sources to ensure park facilities and conditions are consistent with the expectations of the Spokane citizens; and

WHEREAS, CHHS has received Community Development Block Grant funding and desires to allocate \$400,000 to PARKS to complete park renovations within areas where at least 51 percent of the residents are low- and moderate-income persons; and

WHEREAS, CHHS solicited applications for park improvements from qualifying neighborhood councils, receiving 12 well prepared submissions requesting a total funding of \$2,845,000; and

WHEREAS, CHHS and its agents reviewed said applications through its Community Assembly, Community Development Committee, Affordable Housing Committee and adopted and recommended award of funding toward six projects at the May 7<sup>th</sup> CHHS board meeting; and

WHEREAS, PARKS is responsible for the maintenance, care and improvement of all public park facilities in the City of Spokane, portions of which are developed as restrooms, playgrounds, play fields, sport courts, and other miscellaneous recreational facilities, PARKS is best suited to manage the design and implementation of the park improvement projects recommended by the CHHS board; and

WHEREAS, CHHS and PARKS will collaborate to design and implement the specific park projects in parks designated throughout the City; and

NOW, THEREFORE, in consideration of the mutual promises hereinafter set forth, City of Spokane PARKS and CHHS agree as follows:

1. PREMISES

CHHS' allocation of funds will be designated to complete work at the following City parks:

- Chief Garry Park: Fully fund, the installation of missing fence section along Mission Avenue, estimated to cost \$15,000. Length of fencing is approximately 30 lineal feet.
- Friendship Park: Fully fund the replacement of one damaged water fountain near the playground, estimated to cost \$25,000.
- Liberty Park: Partially fund the replacement of the existing park gazebo roofing, estimated to cost \$22,000.
- Ruth Park : Fully fund the installation of two new park benches near the existing park playground, estimated to cost \$8,000.
- Harmon Shipley Park: Fully fund the replacement of the existing restroom building & adjust associated utilities as required, estimated to cost \$300,000.
- Whittier Park: Fully fund the replacement of damaged playground deck structures, fill and top off playground mulch, and make minor upgrades to worn play surfaces, estimated to cost \$30,000.



NOTE: Projects listed above are listed in no particular order. Additional project scoping details can be found in the neighborhood applications submitted to CHHS.

## 2. USE OF THE PREMISES

- A. The Premises will be used by PARKS to complete the designated projects.
- B. Public use shall be maintained during the renovation projects.
- C. All allocations from CHHS from Community Development Block Grant (CDBG) funds shall be dedicated to improvement of PARKS for Neighborhood Allocation projects.

## 3. TERM

This MOU will run from November 1, 2025 through December 31, 2026, at which time its content will be reviewed for a possible extension.

## 4. FEES

CHHS shall allocate \$400,000 to complete the projects. PARKS, at its sole discretion, may provide additional funding to complete partially funded projects.

## 5. TAXES

- A. Leasehold Excise Tax. Since it holds no lease on the Park property in question, CHHS does not owe any Leasehold Excise Tax. To the extent it is determined that Leasehold Excise Tax applies to this arrangement, CHHS shall be responsible to pay the taxes.
- B. Other Taxes. In addition, CHHS agrees to pay all other taxes imposed in connection with its holding or exercise of privileges under this MOU.

## 6. PARKS RESPONSIBILITIES

- A. PARKS will complete the renovation projects on the sites designated under Section 1.
- B. PARKS shall own and care for all of the improvements made to the sites.
- C. PARKS may adjust the detailed scope of recommended projects as required to ensure improvements are consistent with the development standards within neighborhood parks and the adopted policies of PARKS.

- D. In the event the allocated funding is not sufficient for the completion of all approved / recommended projects, PARKS shall make a good faith effort to allocate remaining funding necessary to complete listed projects.

## 7. CHHS RESPONSIBILITIES

- A. CHHS shall allocate \$400,000 in CDBG funds to PARKS for Neighborhood Allocation projects to be completed in the City parks designated in Section 1.
- B. In the event the allocated funding is not sufficient for the completion of all approved / recommended projects, CHHS shall make a good faith effort to assist parks in securing remaining funding necessary to complete listed projects.
- C. CHHS shall provide informational updates regarding project progress to applicable neighborhood councils as project work progresses.

## 8. FINANCING

- A. CHHS shall allocate CDBG funds in the amount of \$400,000 for the necessary construction, maintenance or supply costs associated with the park renovations.
- B. CHHS will support and ensure that the fund allocation is consistent with PARKS' vision, mission and goals, and its work will be compatible with these interests and goals, and it will support PARKS' master plan(s).

PARKS agrees to submit invoices and required documentation through Neighborly for approval by CHHS before reimbursements will be transferred to a PARKS designated account.

## 9. OWNERSHIP OF IMPROVEMENTS

Following completion of any City park improvements, the improvements and any associated appurtenances shall become the property of PARKS.

## 10. LIABILITY

- A. In the performance of this MOU, CHHS is an independent division within the City of Spokane and not an employee or agent of PARKS.
- B. CHHS shall defend, indemnify and hold harmless PARKS and its officers and employees from and shall process and defend at its own expense all claims, demands, or suits at law or equity arising directly or indirectly from

CHHS's use of the Premise and/or its exercise of the rights and privileges granted in this MOU or CHHS's breach of any of its obligations under this MOU, provided that nothing herein shall require CHHS to indemnify PARKS against and hold harmless PARKS from claims, demands or suits based solely upon the conduct of PARKS or the conduct of its agents, officers and employees, representatives, or contractors; and provided further that if the claims, demands or suits are caused by or result from the concurrent negligence of (a) CHHS or its officers, employees, agents, representatives, contractors, or volunteers and (b) PARKS or its agents, officers, employees, representatives or contractors, this indemnity provision with respect to (1) claims, demands, or suits based upon such negligence (2) the costs to PARKS of defending such claims, demands, or suits shall be valid and enforceable only to the proportionate extent of CHHS's negligence or the negligence of CHHS's officers, employees, agents, representatives, contractors, or volunteers.

- C. CHHS shall not allow liens of any kind to be placed against the Premises for any unpaid materials or laborer, and shall defend, indemnify and hold harmless PARKS if liens arise as a result of contracts for services or materials entered into by CHHS.

## 11. ASSIGNMENTS

This MOU is binding on the parties and their heirs, successors, and assigns. Neither party may assign, transfer or subcontract its interest, in whole or in part, without the other party's prior written consent.

## 12. ENTIRE AGREEMENT

Except as expressly stated herein, this MOU is the Agreement between the Parties with respect to the subject matter hereof. No other understandings, oral or otherwise, regarding the matter of this MOU will bind the signatories to this MOU unless agreed to by both Parties in writing.

## 13. WAIVER OF PROVISIONS

The failure of a Party to insist upon or enforce performance of any of the provisions or to exercise any rights under this Agreement will not be construed as a waiver or relinquishment to any extent of its right to assert or rely upon any such provisions or rights in that or any other instance; rather, the same will be and remain in full force and effect.

## 14. DISPUTES

This MOU shall be performed under the laws of the State of Washington. Any litigation to enforce this MOU or any of its provisions shall be brought in Spokane County,

Washington.

#### 15. ANTI-KICKBACK

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this MOU shall have or acquire any interest in it, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the MOU.

#### 16. MODIFICATION

Should either party wish to modify this MOU, either during the current year or any subsequent extensions, the party desiring the modification shall submit the proposed changes for review by the other party. Only written approval of such proposed changes shall alter or modify this MOU. The party reviewing the requested changes shall either approve or reject the changes within ten (10) days. Either party may, at any time, call the other party to discuss alteration and/or review this MOU.

#### 17. TERMINATION

This MOU may be terminated without cause by either party with thirty (30) days' notice of said termination. This MOU may be terminated for cause with ten (10) days' notice. The party being terminated shall have ten (10) days to appeal or request reconsideration of the termination by the terminating party. Should the terminating party's decision remain unchanged, either by affirmative response or no response, the termination shall be final.

#### 18. SEVERABILITY

In the event any portion of this MOU should become invalid, the rest of the MOU shall remain in full force and effect.

CITY OF SPOKANE  
COMMUNITY HOUSING AND HUMAN  
SERVICE (CHHS)

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Attest:

\_\_\_\_\_  
City Clerk

Attachments that are part of this Agreement:

Attachment A – Certificate Regarding Debarment

CITY OF SPOKANE  
PARKS AND RECREATION

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney

**ATTACHMENT A**

**CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

|  |   |
|--|---|
| City of Spokane Parks and Recreation Division                  | 2025 CDBG Funded Neighborhood Park Improvements |
| Name of Subrecipient / Contractor / Consultant (Type or Print) | Program Title (Type or Print)                   |
| Nicholas A. Hamad  |   |
| Name of Certifying Official (Type or Print)                    | Signature                                       |
| Park Planning and Development Manager                          |   |
| Title of Certifying Official (Type or Print)                   | Date (Type or Print)                            |



# Spokane Park Board

## Briefing Paper



|  |  |  |  |  |
|--|--|--|--|--|
| <b>Committee</b>   | Finance Committee  |  |  | <b>Committee meeting date:</b> January 7, 2026 |
| <b>Requester</b>   | Katie Kosanke  |  |  | <b>Phone number:</b> 509-363-5496              |
| <b>Type of agenda item</b>   | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |  |  |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |  |  |
| <b>City Clerks file</b> (OPR or policy #)  |  |  |  |  |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  | Goal K, Obj 3  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) | First  |  |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Urban Forestry Education Services with Pacific Education Institute (PEI)<br>Funding by IRA USDA USFS Grant   |  |  |  |
| <b>Begin/end dates</b>   | Begins: 12/01/2025   | Ends: 06/30/2028                                   | <input type="checkbox"/> <del>06/01/2525</del> |  |
| <b>Background/history:</b><br>On September 2023, the U.S. Department of Agriculture announced a \$6 million grant award to Spokane Urban Forestry. These funds will be used to plant and care for trees in areas of Spokane that have the most need, to replace dead trees that have been removed, to create more equitable canopy coverage, and provide community forestry education. \$95,000 over over five years was approved by the USDA Forest Service to be sub awarded to the Pacific Education Institute for education and outreach with the Spokane School District. Tree Equity Spokane tasks to be performed by PEI focus is on urban forestry and community benefits of trees. This partnership will educate teachers and students in the community about the many benefits of trees. It will result in the integration of tree related projects into classrooms and school yards. Community outreach will build enthusiasm and support for ongoing tree planting efforts, especially in the neighborhoods with the fewest trees. |  |  |  |  |
| <b>Motion wording:</b><br>Motion to approve subaward contract request for The Pacific Education Institute for education services.  |  |  |  |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: Pacific Education Institute<br>Name: Kathryn Kurtz    Email address: <a href="mailto:kkurtz@pacifieducationinstitute.or">kkurtz@pacifieducationinstitute.or</a> Phone: (360) 489-6769   |  |  |  |  |
| <b>Distribution:</b><br>Parks – Accounting<br>Parks – Sarah Deatrich<br>Requester: Katie Kosanke<br>Grant Management Department/Name:  |  |  |  |  |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: 95,000    Budget code:<br>Expense: 1390-95855-76903-54201<br>Revenue: 1390-95855-76903-33310   |  |  |  |  |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)<br/> <input type="checkbox"/> Contractor is on the City's A&amp;E Roster - City of Spokane<br/> <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div>   |  |  |  |  |



**CITY OF SPOKANE**  
**PARKS AND RECREATION**

**PERSONAL SERVICE CONTRACT**

**Title: EDUCATIONAL SERVICES  
WITH USDA USFS GRANT**

This Agreement is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as ("City"), a Washington municipal corporation, and **PACIFIC EDUCATION INSTITUTE.**, whose address is 724 Columbia St. NW., Olympia, Washington 98501, as ("Company"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

**1. PERFORMANCE.**

The Company shall provide a Partnership to educate Teachers and Students in the Community about the benefits of Trees, in accordance with Federal Award Identification Number (FAIN): 24-DG-11062765-157, CFDA/Assistance Listing: 10.727 IRA Urban & Community Forestry attached as Exhibit B and made part of this Agreement. In the event of a conflict between the Company and this City Contract, the terms of this contract will control.

**2. TERM OF AGREEMENT.**

The term of this Agreement begins on December 1, 2025, and shall run through June 30, 2028, unless amended by written agreement or terminated earlier under the provisions.

**3. COMPENSATION / PAYMENT.**

Total compensation for Company's services under this Agreement shall be a maximum amount not to exceed **NINETY-FIVE THOUSAND AND NO/100 DOLLARS (\$95,000.00)**, plus tax if applicable, unless modified by a written amendment to this Agreement. This is the maximum amount to be paid under this Agreement for the work described in Section 1 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

The Company shall submit its applications for payment to City of Spokane Parks and Recreation Department, 808 West Spokane Falls Boulevard, 5<sup>th</sup> Floor, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Company and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

**4. TAXES, FEES AND LICENSES.**

- A. Company shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Company's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

**5. CITY OF SPOKANE BUSINESS LICENSE.**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Company shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If the Company does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

**6. SOCIAL EQUITY REQUIREMENTS / NON-DISCRIMINATION.**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Company agrees to comply with, and to require that all subcontractors comply with, federal, state and local nondiscrimination laws, including but not limited to: the Civil Rights Act of 1964, the Rehabilitation Act of 1973, the Age Discrimination in Employment Act, and the American's With Disabilities Act, to the extent those laws are applicable.

**7. INDEMNIFICATION.**

The Company shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Company's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Company to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Company's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Company, its agents or employees. The Company specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Company's own employees against the City and, solely for the purpose of this indemnification and defense, the Company specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Company recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

**8. INSURANCE.** During the period of the Agreement, the Company shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW:

- A. **Worker's Compensation Insurance** in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.
- B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement.
  - i. Acceptable **supplementary Umbrella insurance** coverage combined with Company's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and
- C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
- D. **Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be provided under this Agreement. The coverage must remain in effect for at least three (3) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

**9. DEBARMENT AND SUSPENSION.**

The Company has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

**10. AUDIT.**

The Company and its sub-contractor shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Agreement. The Company and its sub-contractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this

provision and related auditing provisions required under federal law applicable to the Agreement, the federal law shall prevail.

**11. ASSIGNMENT AND SUBCONTRACTING.**

The Company shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Company shall incorporate by reference this Agreement, except as otherwise provided. The Company shall ensure that all subcontractors comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the Company from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

**12. TERMINATION.**

Either party may terminate this Agreement, with or without cause, by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Company for all work previously authorized and performed prior to the termination date.

**13. STANDARD OF PERFORMANCE.**

The standard of performance applicable to Company's services will be the degree of skill and diligence normally employed by professional Company performing the same or similar services at the time the services under this Agreement are performed.

**14. OWNERSHIP AND USE OF RECORDS AND DOCUMENTS.**

Original documents, drawings, designs, reports, or any other records developed or created under this Agreement shall belong to and become the property of the City. All records submitted by the City to the Company shall be safeguarded by the Company. The Company shall make such data, documents and files available to the City upon the City's request. If the City's use of the Company's records or data is not related to this project, it shall be without liability or legal exposure to the Company.

Under Washington State Law (reference RCW Chapter 42.56, the *Public Records Act* [PRA]) all materials received or created by the City of Spokane are **public records** and are available to the public for viewing via the City Clerk's Records (online) or a valid Public Records Request (PRR).

**15. ANTI KICK-BACK.**

No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Agreement shall have or acquire any interest in the Agreement, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in this Agreement.

**16. MISCELLANEOUS PROVISIONS.**

- A. **Amendments/Modifications:** This Agreement may be modified by the City in writing when necessary, and no modification or Amendment of this Agreement shall be effective unless signed by an authorized representative of each of the parties hereto.
- B. The Company, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Company shall comply with the requirements of this Section.

- C. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in a court of competent jurisdiction, located in Spokane County, Washington.
- D. **Captions:** The titles of sections or subsections are for convenience only and do not define or limit the contents.
- E. **Severability:** If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- F. **Waiver:** No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term of condition. Neither the acceptance by the City of any performance by the Company after the time the same shall have become due nor payment to the Company for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- G. **Entire Agreement:** This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Company. If conflict occurs between Agreement documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this Agreement to afford the City the maximum benefits.
- H. **No personal liability:** No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**PACIFIC EDUCATION INSTITUTE**

**CITY OF SPOKANE PARKS AND RECREATION**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title



Attest:

Approved as to form:

---

City Clerk

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Assistant City Attorney

**Attachments that are part of this Agreement:**

Exhibit A – Certification Regarding Debarment

Exhibit B – Company’s Response to IRFP

25-254b

## Exhibit A

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

|  |                                     |
|--|-------------------------------------|
| <hr/> Name of Subrecipient / Contractor / Consultant (Type or Print) | <hr/> Program Title (Type or Print) |
| <hr/> Name of Certifying Official (Type or Print)                    | <hr/> Signature                     |
| <hr/> Title of Certifying Official (Type or Print)                   | <hr/> Date (Type or Print)          |

## Exhibit B

## **Tree Equity Spokane- Grant Subaward to Pacific Education Institute**

Federal Award Identification Number (FAIN): 24-DG-11062765-157

CFDA/Assistance Listing: 10.727 IRA Urban & Community Forestry

**Period of Performance:** July 1, 2025 – June 30, 2028

**Contract Amount:** \$95,000

**Indirect Cost Rate:** \$0

**Requirements Imposed by the City of Spokane:** Tree Equity Spokane tasks to be performed by Pacific Education Institute

**Objective:** This partnership will educate teachers and students in the community about the many benefits of trees. It will result in the integration of tree related projects into classrooms and school yards. Community outreach will build enthusiasm and support for ongoing tree planting efforts, especially in the neighborhoods with the fewest trees.

### **Scope of Work for Education Outreach Partner:**

Deliverables by End of Year 1:

- Finalized curriculum alignment map (standards + content replacement)
- First draft of curriculum unit (lessons, assessments, field activity framework)
- Initial MOUs or agreements with SPS and City of Spokane for long-term partnership

Tasks for Year 1:

- Convene a core advisory group with representatives from SPS (curriculum specialists, science/social studies/civics teachers, administrators), City of Spokane Urban Forestry, tribal consultants, community-based organizations, and local environmental educators.
- Host initial visioning and listening sessions to understand SPS priorities, existing curriculum gaps, and community assets.
- Identify where urban forestry naturally fits into science/social studies/civics scope and sequence. Likely touchpoints:
  - Ecosystems interactions
  - Human impact/environmental stewardship
  - Data collection & analysis
  - Civic responsibility/informed action
  - Standards of mathematical practice such as: Reason abstractly and quantitatively, Make sense of problems and persevered in solving them, or Construct viable arguments and critique the reasoning of others
- Identify what existing content will be adapted or replaced.
- Align curriculum with SPS frameworks.
- Begin co-developing a modular, place-based unit on Urban Trees, including:
  - The science of trees in urban ecosystems
  - Mapping tree equity in Spokane

- Climate resilience and human health impacts
- Historical land use and community engagement
- Service-learning tie-ins with the City of Spokane tree planting efforts.

#### Deliverables by End of Year 2:

- Revised and final-ready version of the curriculum
- Documented PD materials and teacher resource kits
- Evaluation of pilot year (qualitative + preliminary student engagement data)

#### Tasks for Year 2:

- Enter into a Memorandum of Understanding (MOU) with Spokane Public Schools for the scope of the project (including data sharing agreements).
- Offer summer and fall PD sessions for a cohort of ~15–20 science/social studies/civics teachers across the district. Topics include:
  - Urban forestry science
  - Environmental justice pedagogy
  - Community-based learning
  - Field trip facilitation and safety
  - Using local data and GIS tools (tree canopy, equity maps, etc.)
  - Use of [CEJST tool](#).
- Soft launch of the urban forestry unit in a select group of schools (~5–7) with diverse student demographics. During launch, students participate in:
  - Tree canopy mapping
  - Field visits to urban forest sites
  - Co-design or participation in City planting projects
  - Interviews or oral history with local leaders or tree stewards.
- Iterative improvement of the urban forestry unit through feedback from teachers and students.
- Work with City of Spokane to gain proper permissions for partner branding on urban forestry unit (including, but not limited to, USDA Forestry, PEI, and City of Spokane).
- Convene debrief and revision workshops in winter/spring.
- Adjust lesson pacing, language, scaffolding, and assessment tools per feedback and input from City of Spokane.

#### Deliverables by End of Year 3:

- Finalized and embedded curriculum in SPS scope and sequence
- Full impact report
- Support for public “storytelling” campaign (press releases, social media, student showcase events, etc.)
- Plan for ongoing professional development and curriculum support

#### Tasks for Year 3:

- Curriculum taught in all SPS middle schools' identified science/social studies/civics classrooms.
- City of Spokane coordinates field opportunities (e.g., local planting days, data collection, monitoring projects).
- Student Involvement:
  - All students in curriculum launch engage in hands-on urban forestry experience
  - Some schools may adopt additional capstone projects or exhibitions (e.g., Tree Equity Fair, student GIS story maps, etc.)
- Measure impact on student learning (science content, environmental literacy, civic engagement).
- Collect teacher feedback and perform classroom observations.
- Support collection of participation and partnership metrics (e.g., number of trees planted, community members engaged).
- Support publication of community impact report with photos, student reflections, partner testimonials.
- Highlight the curriculum on SPS and City of Spokane platforms (including presentation at school board).
- Secure long-term commitment to keep unit in SPS science curriculum.
- Explore opportunities to replicate in other grade levels or subjects (e.g., elementary integrated subjects or high school CTE programs).

#### Ongoing Tasks:

- Semi-annual progress reports for periods ending June 31st and December 31st will be submitted to the City of Spokane no later than July 15th and January 15th each year. Project updates outside of these timeframes and any additional future reporting requirements will be provided upon request. Produce and provide multimedia materials to include content such as stories, videos, photographs and testimonials that document project accomplishments (metrics and activities) of the project work supported under this agreement.

#### **City of Spokane Responsibilities. General:**

- Provide Assistance and guidance as needed to educational partner.
- Complete coordination of all tasks associated with school yard and street tree planting projects, including School Maintenance Director approval. PEI to connect teachers and students directly to City Urban Forestry staff.
- Submit reports to Department of Agriculture, United States Forest Service on all activities, high level goals, and metrics associated with this Agreement.
- Help facilitate partnership development and stakeholder outreach.
- Develop and coordinate training with the Subawardee and other project partners.
- Provide fiscal oversight for all payments to the Subawardee.
- Provide budget guidelines and required financial reporting forms.



- Conduct a timely review of Subawardee reimbursement requests and execute payments according to the agreed upon schedule.
- Conduct monitoring activities designed to prevent, detect, and enforce applicable regulations.
- Provide the Subawardee timely notification of and reasonable opportunity to address any areas of non-compliance.
- Help coordinate media and press events. All press releases and any other public documents must be approved by The City of Spokane
- Manage the use of names and logos for project publications and media releases.

### **Reporting and Acknowledgment:**

Semi-annual progress reports for periods ending June 31st and December 31st will be submitted to the City of Spokane no later than **July 15th** and **January 15th** each year. Project updates outside of these timeframes and any additional future reporting requirements will be provided upon request.

The U.S. Forest Service and Inflation Reduction Act will be acknowledged as a funding source for work performed under this grant, including any future signage requirements. The USDA non-discrimination statement will be present on products resulting from this grant (including online content). Use of the USFS logo will be pre-approved through the USFS grant monitor.

The Forest Service grant monitor will be included when sharing communication products, making announcements, and conducting other significant outreach efforts regarding this grant.

**Additional Terms and Conditions.** Subawardee will comply with the applicable regulations and cost principles, including any subsequent amendments, contained in:

- 2 CFR Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards

### **Non-Federal Funds Match Waiver:**

A match waiver has been authorized for this grant, requiring that 100% of work takes place in or benefits disadvantaged communities. Match waiver will be passed on to any sub-awardees.

### **Grant Closeout:**

Grant closeout is the process by which FS determines that all applicable administrative actions and all required work of the grant have been completed. The close out amount will be based on the costs recorded at that time. In the event a final audit has not been performed prior to the

closeout of the grant, FS reserves the right to recover appropriate amounts after fully considering the recommendations on disallowed costs resulting from the final audit.

Grantee shall, no later than 90 calendar days after the end date of the period of performance (Grant Expiration), all financial, performance, and other reports as required by the terms and conditions of the Federal award. A subrecipient must submit to the pass-through entity, no later than 90 calendar days (or an earlier date as agreed upon by the pass-through entity and subrecipient) after the end date of the period of performance, all financial, performance, and other reports as required by the terms and conditions of the Federal award. The Federal awarding agency or pass-through entity may approve extensions when requested and justified by the non-Federal entity, as applicable.

### **Financial Procedures:**

Pacific Education Institute will submit an invoice for payment at a frequency of no greater than 2 months on the 10<sup>th</sup> of the month beginning on January 1, 2026. Invoices should contain a date and number with services rendered and a thorough description of those services.

Any amendments to the budget must be requested in writing by the GRANTEE and shall be submitted to the CITY's Contract Representative. If approved, the CITY will notify the GRANTEE in writing. **Budgeted amounts shall not be shifted between categories or programs without written approval by the CITY** and any costs for completing the project over and above the amount awarded by the CITY shall be the responsibility of the GRANTEE. Requests for amendments to the budget must be submitted in writing.

**All amendments to this agreement must be requested in writing by the GRANTEE and shall be submitted to the CITY's Contract Representative at least ten (10) days prior to the end date of this Agreement.** The CITY may, in its discretion, amend this Agreement to conform with Federal, state or local governmental guidelines, policies and available funding amounts, or for other reasons. If such amendments result in a change in the overall funding, the scope of services, period of performance or schedule of the activities to be undertaken as part of this Agreement, such modifications will be incorporated only by written amendment signed by both PARTIES. In the event that project funding is withdrawn permanently at the Federal Level, this contract will be cancelled.

Requests for amendments to the budget must be submitted in writing. GRANTEE understands that when submitting a budget amendment, ALL pending invoice reimbursements will be paused. Additionally, no more than two budget amendments will be allowed during a fiscal year except due to extenuating circumstances. The GRANTEE must outline, in writing, the reasoning for needing an additional budget shift beyond the two allowed. The CITY may, at its discretion, deny the request due to administrative burden. Additionally, GRANTEE understands that requesting more than two budget amendments may lead to an increased Risk Level.

### **Budget:**

Instructions: Outline the federal grant amount based on the scope of work and methodology. A suggested table format is provided below for inserting budget information by each Object Class Category that is summarized in the SF 424A. Delete or add lines as needed to reflect work in this narrative. If any of these grant funds will be passed to a third party to complete the work, via sub-grants, provide that amount in the "Other" category.

| Budget Items by<br>SF 424A Object Class Categories  | Federal<br>\$    |
|---|------------------|
| <b>a. Personnel and Fringe Benefits</b>   |                  |
| Executive Staff, \$70/hr x 100 hrs/yr x 3 yrs   | \$ 21,000        |
| Program Staff, \$52/hr x 300 hrs/yr x 3 yrs   | \$ 46,800        |
| Operation Staff, \$35/hr x 10 hrs/yr x 3 yrs  | \$ 1050          |
| Contract Professionals  | \$ 9,000         |
| <i>Subtotal of personnel and benefits cost</i>  | <i>\$ 77,850</i> |
| <b>b. Travel</b>  |                  |
| Travel to sites, outreach meetings, professional development and implementation of curriculum | \$ 5,350         |
| <b>c. Equipment* (should not apply per USDA)</b>  |                  |
| <b>d. Supplies</b>  |                  |
| Meeting/event supplies, curriculum materials, guides  | \$ 7,000         |
| <b>e. Construction (Not allowable expense)</b>  |                  |
| <b>f. Other</b>   |                  |
| Stipends  | \$ 4,800         |
| <b>g. Total Direct Charges (sum of a-f)</b>   | <b>\$ 95,000</b> |
| <b>h. Indirect Charges</b>  | <b>\$ 0</b>      |
| <b>i. Totals (g+ h)</b>   | <b>\$ 95,000</b> |
| <b>j. Program Income**(should not apply per USDA)</b>   |                  |

\* Equipment is defined as an article of nonexpendable, tangible personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit. Equipment purchase is not approved for this grant funding. Equipment rental or lease may be included in the Contractual category, if approved by the USFS program monitor. Items that are less than \$5000 per unit may be included in the Supplies category.

\*\* Program Income means gross income earned by the grantee that is directly generated by a supported activity or earned as a result of the grant during the period of performance. Program income includes, but is not limited to,

income from fees for services performed, the use of rental or real or personal property acquired under the grant, the sale of commodities or items fabricated under the grant, license fees and royalties on patents and copyrights, and principal and interest on loans made with grant funds. Interest earned on advances of Federal funds is not program income. Except as otherwise provided in Federal statutes, regulations, or the terms and conditions of the grant, program income does not include rebates, credits, discounts, and interest earned on any of them. Consult with USFS grant specialist regarding how program income needs to be handled, if applicable.

## **ATTACHMENT A: FOREST SERVICE AWARD AND PROVISIONS.**

**USE OF FOREST SERVICE INSIGNIA.** In order for The City to use the Forest Service insignia on any published media, such as a Web page, printed publication, or audiovisual production, permission must be granted by the Forest Service's Office of Communications (Washington Office). A written request will be submitted by Forest Service, Program Manager, to the Office of Communications Assistant Director, Visual Information and Publishing Services prior to use of the insignia. The Forest Service Program Manager will notify The City when permission is granted.

## **NONDISCRIMINATION STATEMENT – PRINTED, ELECTRONIC, OR AUDIOVISUAL MATERIAL.**

The City shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding. In accordance with Federal law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, disability, and reprisal or retaliation for prior civil rights activity. (Not all prohibited bases apply to all programs.) Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication for program information (e.g., Braille, large print, audiotape, and American Sign Language) should contact the responsible State or local Agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339. To file a program discrimination complaint, a complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form, which can be obtained online at <https://www.ocio.usda.gov/document/ad-3027>, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

- (1) Mail: U.S. Department of Agriculture, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue SW, Washington, D.C. 20250-9410; or
- (2) Fax: (833) 256-1665 or (202) 690-7442; or
- (3) Email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

*If the material is too small to permit the full Non-Discrimination Statement to be included, the material will, at a minimum, include the alternative statement:  
"This institution is an equal opportunity provider."*

**TRAFFICKING IN PERSONS.** 1. Provisions applicable to a Recipient that is a private entity. a. You as the Recipient, your employees, Subrecipients under this award, and Subrecipients' employees may not: (1) Engage in severe forms of trafficking in persons during the period of time that the award is in effect; (2) Procure a commercial sex act during the period of time that the award is in effect; or Award Number: 24-DG-11062765-157 Page 16 of 24 (3) Use forced labor in the performance of the award or subawards under the award. b. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a Subrecipient that is a private entity: (1) Is determined to have violated a prohibition in paragraph a.1 of this award term; or (2) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either: i. Associated with performance under this award; or ii. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement),"

**ELIGIBLE WORKERS.** The City shall ensure that all employees complete the I-9 form to certify that they are eligible for lawful employment under the Immigration and Award Number: 24-DG-11062765-157 Page 19 of 24 Nationality Act (8 U.S.C. 1324(a)). The City shall comply with regulations regarding certification and retention of the completed forms. These requirements also apply to any contract or supplemental instruments awarded under this award.

**PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT.** The cooperator (including subrecipients) is responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216. See Public Law 115-232, Section 889 for additional information. In accordance with 2 CFR 200.216, the grantee (including subrecipients) is prohibited from obligating or expending loan or grant funds for covered telecommunications equipment or services to: (1) procure or obtain, extend or renew a contract to procure or obtain; (2) enter into a contract (or extend or renew a contract) to procure; or (3) obtain the equipment, services or systems.

### **ATTACHMENT C: WHISTLEBLOWER NOTICE**

Whistleblowers perform an important service to USDA and the public when they come forward with what they reasonably believe to be evidence of wrongdoing. They should never be subject to reprisal for doing so. Federal law protects federal employees as well as personal services contractors and employees of Federal contractors, subcontractors, grantees, and subgrantees against reprisal for whistleblowing. USDA bears the responsibility to ensure that nothing in a non-disclosure agreement which a contractor, subcontractor, grantee, or subgrantee requires their employees to sign should be interpreted as limiting their ability to provide information to the Office of Inspector General (OIG). 41 U.S.C. § 4712 requires the head of each executive agency to ensure that its contractors inform their

workers in writing of the rights and remedies under the statute. Accordingly, it is illegal for a personal services contractor or an employee of a Federal contractor, subcontractor, grantee, or subgrantee to be discharged, demoted, or otherwise discriminated against for making a protected whistleblower disclosure. In this context, these categories of individuals are whistleblowers who disclose information that the individual reasonably believes is evidence of one of the following: • Gross mismanagement of a Federal contract or grant; • A gross waste of Federal funds; • An abuse of authority relating to a Federal contract or grant; • A substantial and specific danger to public health or safety; or • A violation of law, rule, or regulation related to a Federal contract (including the competition for or negotiation of a contract) or grant. To be protected under 41 U.S.C. § 4712, the disclosure must be made to one of the following: • A Member of Congress, or a representative of a committee of Congress; • The OIG; • The Government Accountability Office (GAO); • A Federal employee responsible for contract or grant oversight or management at USDA; • An otherwise authorized official at USDA or other law enforcement agency; • A court or grand jury; or • A management official or other employee of the contractor, subcontractor, or grantee who has the responsibility to investigate, discover, or address misconduct. Under 41 U.S.C. § 4712, personal services contractors as well as employees of contractors, subcontractors, grantees, or subgrantees may file a complaint with OIG, who will investigate the matter unless they determine that the complaint is frivolous, fails to allege a violation of the prohibition against whistleblower reprisal, or has been addressed in another proceeding. OIG's investigation is then presented to the head of the executive agency who evaluates the facts of the investigation and can order the contractor, subcontractor, grantee, or subgrantee Award Number: 24-DG-11062765-157 Page 24 of 24 to take remedial action, such as reinstatement or back pay. Federal Acquisition Regulation (FAR) Subpart 3.903, Whistleblower Protections for Contractor Employees, Policy, prohibits government contractors from retaliating against a contract worker for making a protected disclosure related to the contract. FAR Subpart 3.909-1 prohibits the Government from using funds for a contract with an entity that requires its employees or subcontractors to sign internal confidentiality statements prohibiting or restricting disclosures of fraud, waste, or abuse to designated persons. This prohibition does not contravene agreements pertaining to classified information. The regulation also requires contracting officers to insert FAR clause 52.203-17, Contractor Employee Whistleblower Rights and Requirement to Inform Employees of Whistleblower Rights, in all solicitations and contracts that exceed the Simplified Acquisition Threshold as defined in FAR Subpart 3.908. This clause requires notification to contractor employees that they are subject to the whistleblower rights and remedies referenced in 41 U.S.C. § 4712. In order to make a complaint alleging any of the violations mentioned above, one should complete the OIG Hotline form located at: <https://www.usda.gov/oig/hotline>. For additional information, they may also visit the WPC's webpage at: <https://www.usda.gov/oig/wpc> or they may directly contact the WPC at [OIGWPC@oig.usda.gov](mailto:OIGWPC@oig.usda.gov).



License Information:

[New search](#) [Back to results](#)

**Entity name:** PACIFIC EDUCATION INSTITUTE

**Business name:** PACIFIC EDUCATION INSTITUTE

**Entity type:** [Nonprofit Corporation](#)

**UBI #:** 602-279-150

**Business ID:** 001

**Location ID:** 0001

**Location:** Active

**Location address:** 724 COLUMBIA ST NW  
STE 255  
OLYMPIA WA 98501-1201

**Mailing address:** 724 COLUMBIA ST NW STE 255  
OLYMPIA WA 98501-1201

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State information:** [Click here](#)

Endorsements

| Endorsements held at this location         | License # | Count | Details | Status                 | Expiration date | First issuance date |
|--|-----------|-------|---------|------------------------|-----------------|---------------------|
| <a href="#">Olympia Nonprofit Business</a> | 16363     |       |         | <a href="#">Active</a> | Mar-31-2026     | Mar-22-2006         |
| <a href="#">Spokane Nonprofit Business</a> |           |       |         | <a href="#">Active</a> | Nov-30-2026     | Nov-10-2025         |

Owners and officers on file with the Department of Revenue

| Owners and officers | Title |
|---------------------|-------|
| DRUFFEL, LESLIE     |       |
| EWALD, ERIN         |       |
| GARCHOW, TIM        |       |
| MONAHAN, BILL       |       |

The Business Lookup information is updated nightly. Search date and time: 1/6/2026 7:55:56 AM



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## NON PROFIT INSURANCE PROGRAM

### CERTIFICATE OF COVERAGE

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE NPIP COVERAGE AGREEMENT BELOW. THIS CERTIFICATE OF COVERAGE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** IF THE CERTIFICATE HOLDER IS AN ADDITIONAL COVERED PARTY, THE COVERAGE AGREEMENT MUST BE ENDORSED. IF SUBROGATION IS WAIVED, SUBJECT TO THE TERMS AND CONDITIONS OF THE COVERAGE AGREEMENT, CERTAIN COVERAGE MAY REQUIRE AN ENDORSEMENT. A STATEMENT ON THIS CERTIFICATE DOES NOT CONFER RIGHTS TO THE CERTIFICATE HOLDER IN LIEU OF SUCH ENDORSEMENT(S).

| PROGRAM ADMINISTRATOR   | COMPANIES AFFORDING COVERAGE  |
|---|---|
| Clear Risk Solutions<br>159 Basin Street SW PMB #206<br>Ephrata, WA 98823           | <b>GENERAL LIABILITY:</b> NPIP / Munich Re. et al.<br><b>AUTOMOBILE LIABILITY</b> NPIP / Munich Re. et al.<br><b>PROPERTY</b> NPIP / Munich Re. et al.<br><b>CRIME</b> NPIP / Munich Re. et al.<br><b>WRONGFUL ACT LIABILITY</b> NPIP / Munich Re. et al.<br><b>MISCELLANEOUS</b> NPIP / Munich Re. et al.<br><b>PROFESSIONAL LIABILITY</b> |
| COVERED PARTY   |   |
| Pacific Education Institute<br><br>724 Columbia Street NW #255<br>Olympia, WA 98501 |   |


#### COVERAGES

THIS IS TO CERTIFY THAT THE COVERAGES LISTED BELOW HAVE BEEN ISSUED TO THE COVERED MEMBER NAMED ABOVE FOR THE COVERAGE PERIOD INDICATED, NOT WITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN. THE COVERAGE AFFORDED BY THE NPIP COVERAGE AGREEMENT DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS, AND CONDITIONS OF SUCH COVERAGE AGREEMENT. LIMITS SHOWN BELOW MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| LINE OF COVERAGE   | COVERAGE NUMBER | EFF DATE | EXP DATE | DESCRIPTION                   | LIMITS        |
|--|-----------------|----------|----------|-------------------------------|---------------|
| <b>GENERAL LIABILITY</b>   |                 |          |          |                               |               |
| COMMERCIAL GENERAL LIABILITY (OCCURRENCE FORM)   | NPIP252657951   | 6/1/2025 | 6/1/2026 | PER OCCURRENCE                | \$5,000,000   |
| INCLUDES STOP GAP – EMPLOYERS LIABILITY  |                 |          |          | PER MEMBER AGGREGATE          | \$10,000,000  |
| MEMBER DEDUCTIBLE: \$0   |                 |          |          | PRODUCT-COMP/OP               | \$5,000,000   |
| (LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)   |                 |          |          | PERSONAL & ADV. INJURY        | \$5,000,000   |
|  |                 |          |          | ANNUAL POOL AGGREGATE         | \$50,000,000  |
| <b>AUTOMOBILE LIABILITY</b>  |                 |          |          |                               |               |
| COMMERCIAL AUTOMOBILE LIAB. (ANY AUTO)   | NPIP252657951   | 6/1/2025 | 6/1/2026 | COMBINED SINGLE LIMIT         | \$5,000,000   |
| (LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)   |                 |          |          | ANNUAL POOL AGGREGATE         | NONE          |
| <b>PROPERTY</b>  |                 |          |          |                               |               |
| COMMERCIAL PROPERTY  | NPIP252657951   | 6/1/2025 | 6/1/2026 | ALL RISK PER OCC EXCL EQ & FL | \$100,000,000 |
| EQ AND FLOOD COVERAGE MAY BE EXCLUDED FOR INDIVIDUAL LOCATIONS (PROPERTY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS) |                 |          |          | EARTHQUAKE PER OCC            | Excluded      |
|  |                 |          |          | FLOOD PER OCC                 | Excluded      |
|  |                 |          |          | ANNUAL POOL AGGREGATE         | NONE          |
| <b>CRIME</b>   |                 |          |          |                               |               |
| COMMERCIAL CRIME   | NPIP252657951   | 6/1/2025 | 6/1/2026 | PER OCCURRENCE                | \$1,000,000   |
| INCLUDES EMPLOYEE THEFT/DISHONESTY & ERISA COVERAGE  |                 |          |          | PER MEMBER AGGREGATE          | \$1,000,000   |
| MEMBER DEDUCTIBLE: \$1,000   |                 |          |          | ANNUAL POOL AGGREGATE         | \$5,000,000   |
| (CRIME IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)   |                 |          |          |                               |               |
| <b>WRONGFUL ACT LIABILITY (INCLUDES E&amp;O / D&amp;O)</b>   |                 |          |          |                               |               |
| WRONGFUL ACT LIABILITY (CLAIMS MADE)   | NPIP252657951   | 6/1/2025 | 6/1/2026 | PER CLAIM                     | \$5,000,000   |
| MEMBER DEDUCTIBLE: \$1,000   |                 |          |          | PER MEMBER AGGREGATE          | \$5,000,000   |
| (LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)   |                 |          |          | ANNUAL POOL AGGREGATE         | \$40,000,000  |
| <b>MISCELLANEOUS PROFESSIONAL LIABILITY</b>  |                 |          |          |                               |               |
| MISC. PROFESSIONAL LIABILITY (CLAIMS MADE)   | NPIP252657951   | 6/1/2025 | 6/1/2026 | PER CLAIM                     | \$5,000,000   |
| MEMBER DEDUCTIBLE: \$1,000   |                 |          |          | PER MEMBER AGGREGATE          | \$5,000,000   |
| (LIABILITY IS SUBJECT TO A \$500,000 SIR PAYABLE FROM PROGRAM FUNDS)   |                 |          |          | ANNUAL POOL AGGREGATE         | \$40,000,000  |

**CANCELLATION NOTICE:** SHOULD ANY OF THE ABOVE-DESCRIBED COVERAGES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE NPIP COVERAGE AGREEMENT PROVISIONS.

| DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / SPECIAL ITEMS   |
|--|
| Regarding grant for increase youth awareness of benefits trees provide. Grant award: \$95,000. City of Spokane is named as Additional Covered Party as respects General Liability regarding this grant only and are subject to coverage terms, conditions, and exclusions. Additional Covered Party endorsement is attached. |

| CERTIFICATE HOLDER   | AUTHORIZED REPRESENTATIVE  |
|--|--|
| City of Spokane<br>808 W Spokane Falls Blvd<br>Spokane, WA 99201 |  |

## ADDITIONAL COVERED PARTY AMENDMENT – DESIGNATED PERSON OR ORGANIZATION

**This endorsement modifies coverage provided under the following:**

### GENERAL LIABILITY COVERAGE PART

This endorsement changes the Coverage Agreement effective on the inception date of the Coverage Agreement unless another date is indicated above. Providing the certificate of coverage that this endorsement is attached to has been issued by and is on file with the Company, the following applies.

#### SCHEDULE

Person or Organization (Additional Covered Party):

City of Spokane  
808 W Spokane Falls Blvd  
Spokane, WA 99201

Description of Activities / Operations / Designated Premises:

Regarding grant for increase youth awareness of benefits trees provide. Grant award: \$95,000. City of Spokane is named as Additional Covered Party as respects General Liability regarding this grant only and are subject to coverage terms, conditions, and exclusions. Additional Covered Party endorsement is attached.

With respect to coverage under the General Liability Coverage Part:

- A. The Definition of **Covered Party** in the LIABILITY COVERAGES – COMMON CONDITIONS, DEFINITIONS AND EXCLUSIONS section of this Coverage Agreement is amended to add as a **Covered Party** the person or organization shown in the above Declarations with whom you have agreed in a written contract, written agreement, or permit that such person or organization be added as an additional **Covered Party** in your Coverage Agreement. Such person or organization is a **Covered Party** only with respect to their liability assumed by you that would be otherwise imposed by law in the absence of any contract, agreement, or permit relating to or arising out of the specified activity(ies) or operations described in the above Declarations.

However, this coverage only applies with respect to liability for **Bodily Injury, Property Damage, or Personal and Advertising Injury** caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

1. In performance of your ongoing operations; or
2. In connection with your premises owned or rented to you.

The following provisions also apply:

- (1) The written contract, written agreement, or permit must be in effect at the inception of the **Coverage Period** or become effective during the **Coverage Period**; and
- (2) The written contract, written agreement, or permit must be executed prior to the **Bodily Injury** or **Property Damage**.

Subject to the paragraphs above, any such person's or organization's status as an additional **Covered Party** ends when any of the following first occurs:

- (1) This Coverage Agreement terminates;
- (2) The written contract, written agreement, or permit terminates; or
- (3) The specified activity(ies) or operations described in the above Declarations terminate.

B. The following is added to Condition D. Other Insurance in the LIABILITY COVERAGES – COMMON CONDITIONS, DEFINITIONS AND EXCLUSIONS section of the Coverage Agreement, and supersedes any provision to the contrary:

For the additional **Covered Party** under your Coverage Agreement shown in the above schedule, and subject to Paragraph A. above, this coverage is primary to and will not seek contribution from any other insurance available to such additional **Covered Party** provided that:

- (1) The additional **Covered Party** is a Named Insured under such other insurance; and
- (2) You have agreed in writing in a contract, agreement, or permit that this Coverage would be primary and would not seek contribution from any other insurance available to the additional **Covered Party** for amounts payable under the coverage provided by this endorsement.

C. The Limits of Coverage applicable to the additional **Covered Party** is the lesser of those limits specified in either the:

- Written contract, written agreement, or permit; or
- Declarations for this Coverage Agreement,

In no case will the limits of coverage provided under this General Liability endorsement exceed the limits as required in the contract or agreement, or the limit of liability available under this Coverage Agreement. These Limits of Coverage are part of and not in addition to the Limits of Coverage shown in the Declarations.

Except with respect to the Limits of Coverage, and any rights or duties specifically assigned in this Coverage Part to the **Covered Member**, this coverage applies:

- a. As if each **Covered Member** were the only **Covered Member**; and
- b. Separately to each **Covered Party** against whom claim is made or **Suit** is brought.

All other terms and conditions remain unchanged



Department of Labor & Industries

# Certificate of Workers' Compensation Coverage

December 31, 2025

|   |   |
|---|---|
| WA UBI No.  | 602 279 150                                 |
| L&I Account ID  | 325,096-00                                  |
| Legal Business Name                                   | PACIFIC EDUCATION INSTITUTE                 |
| Doing Business As                                     | PACIFIC EDUCATION INSTITUTE                 |
| Workers' Comp Premium Status:                         | Account is current.                         |
| Estimated Workers Reported<br>(See Description Below) | Quarter 3 of Year 2025 "11 to 20 Workers"   |
| Account Representative                                | Employer Services Help Line, (360) 902-4817 |
| Licensed Contractor?                                  | No  |

## What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

## Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due.

**Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation** (See [RCW 51.12.050](#) and [51.16.190](#)).



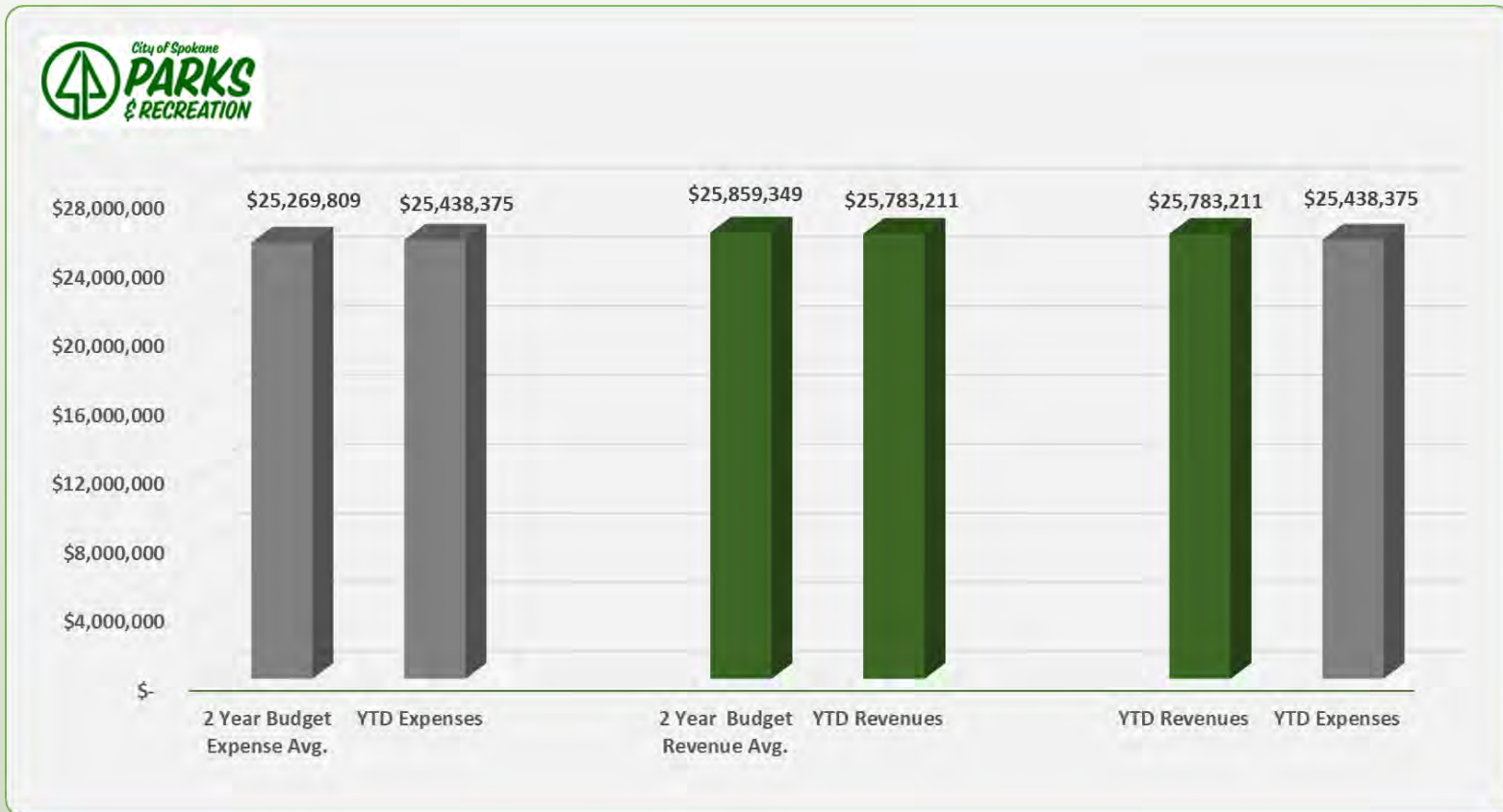
City of Spokane  
**PARKS**  
& RECREATION



*December '25*  
*Financials*



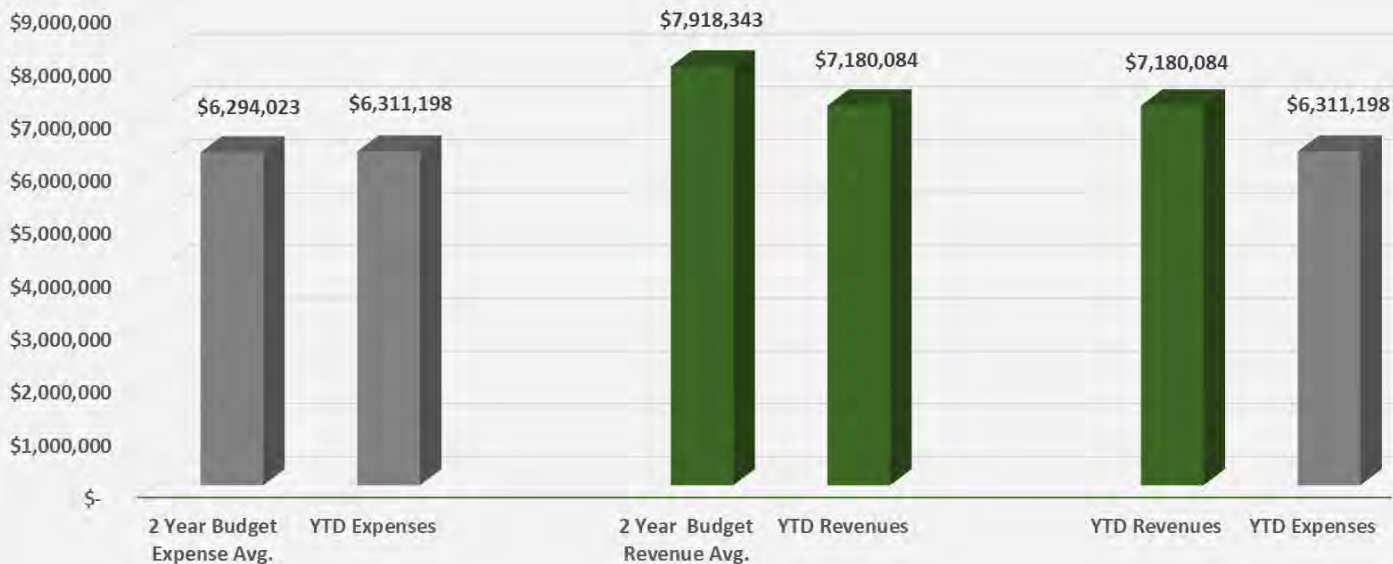
# Parks Financials



## Key Concepts:

- Year-to-date, 96% of budgeted revenues have been earned and 95% of budgeted expenses have been spent.
- With just 13<sup>th</sup> month expenses remaining, YTD revenues exceed expenses by \$345K.

# Golf Financials

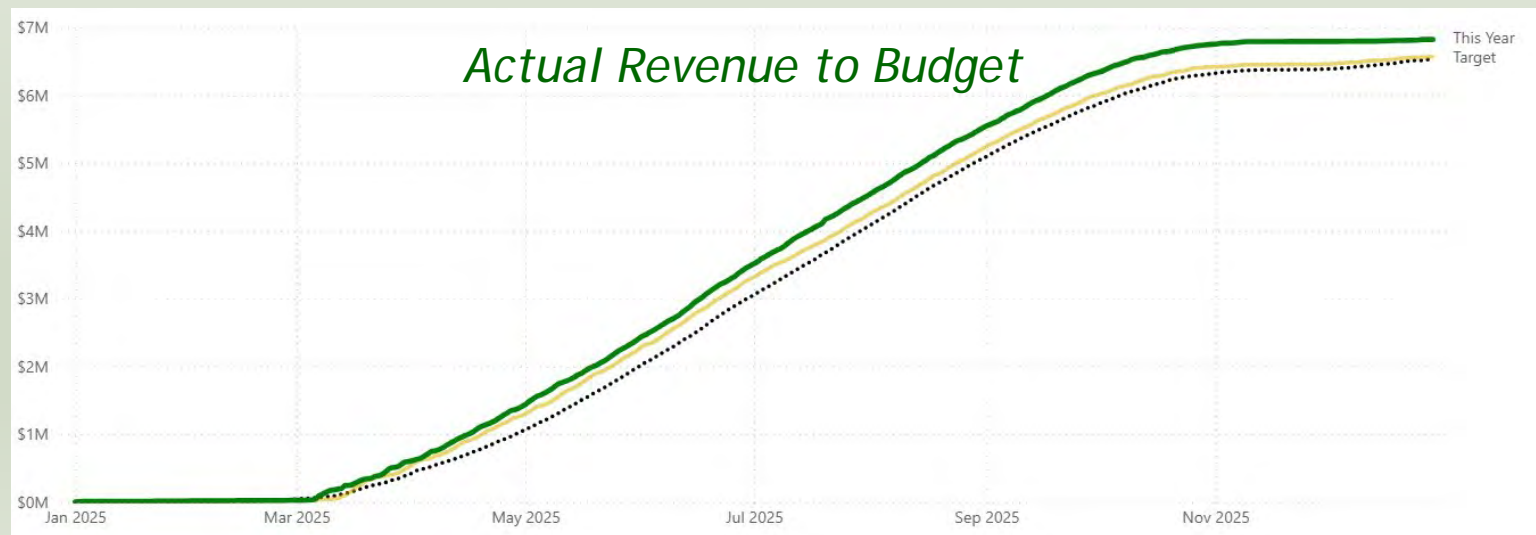
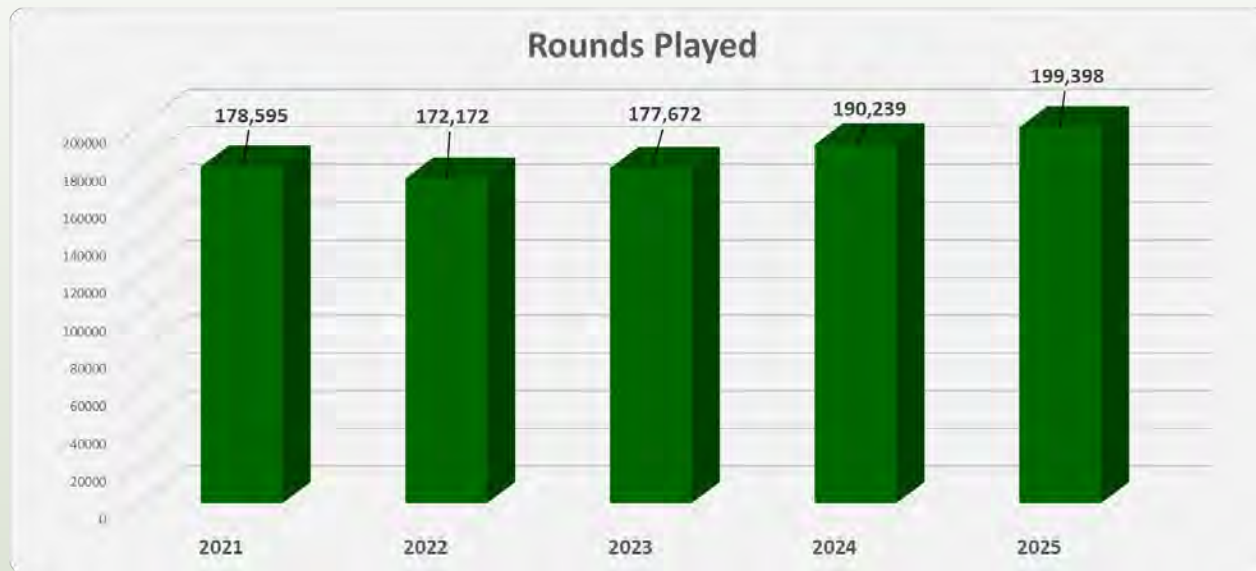


## Key Concepts:

- With minimal revenue in December, golf had a net loss of (\$192,000).
- On December 31<sup>st</sup>, the Indian Canyon SIP loan was paid in full.
- Year-to-date, golf revenues exceed expenses by \$359K (excluding FIF), which is lower than the 2024 end of December net income of \$689K (higher expenses in 2025).



# *Golf Scorecard*





City of Spokane  
**PARKS**  
& RECREATION



*Questions Or  
Comments?*

# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |  |
|--|--|--|-------------------------------------|--|
| <b>Committee</b>   | Riverfront Committee   |  |                                     | <b>Committee meeting date:</b> Jan 5, 2026 |
| <b>Requester</b>   | Berry Ellison  |  |                                     | <b>Phone number:</b> 509.625.6276          |
| <b>Type of agenda item</b>   | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |                                     |  |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |                                     |  |
| <b>City Clerks file</b> (OPR or policy #)  |  |  |                                     |  |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  | Goal K. Objective 1  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) | Second Tier                         |  |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Cameron-Reilly, LLC / contract for Post St Parking Lot Improvements (\$762,704.81 plus applicable tax) - Berry Ellison   |  |                                     |  |
| <b>Begin/end dates</b>   | Begins: 02/01/2026   | Ends: 12/31/2027                                   | <input type="checkbox"/> 06/01/2525 |  |
| <b>Background/history:</b><br>This contract awards the base bid + 1 deductive alternate to the apparent low responsive bidder for the replacement the Riverfront Park's "Post Street Parking Lot".<br><br>This parking lot is the last remaining portion of Riverfront Park's W Havermale Island improvements. The initial design for this renovation was approved as a part of the W Havermale Island improvements, however the project was delayed due to the Post St Bridge renovations. This project will upgrade the parking lot to a code-compliant facility with asphalt, concrete flatwork, signage, lighting, landscaping, and will separate the parking lot driveway from the Centennial Trail.<br><br>\$300,000 of this project is funded by city Public Works, and remaining funding is provided from park capital funds |  |  |                                     |  |
| <b>Motion wording:</b><br>Motion to approve Cameron-Reilly, LLC contract for Post St Parking Lot Improvements in the amount of \$762,704.81 plus applicable tax from Park and Public Works Funds   |  |  |                                     |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: Cameron-Reilly, LLC<br>Name: Jayson Grainger, Partner    Email address: Jayson@Cameron-Reilly.com    Phone: 509.466-5555  |  |  |                                     |  |
| <b>Distribution:</b><br>Parks – Accounting    jmoog@spokanecity.org<br>Parks – Sarah Deatrich    nhamad@spokanecity.org<br>Requester: bellison@spokanecity.org    nthomas@cameron-reilly.com<br>Grant Management Department/Name:  |  |  |                                     |  |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount:    Budget code:<br>\$762,704.81 (Base Bid)    1950-54920-94760-56301-48096<br>\$69,406.14 (WSST at 9.1%)    1950-54920-94760-56301-48096   |  |  |                                     |  |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input type="checkbox"/> UBI:    Business license expiration date: <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)  |  |  |                                     |  |



**City of Spokane**  
**PUBLIC WORKS AGREEMENT**  
**Title: POST STREET PARKING LOT**  
**IMPROVEMENT**

This Agreement is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION DEPARTMENT** as ("City"), a Washington municipal corporation, and **CAMERON REILLY, LLC**, whose address is 309 North Park Road, Spokane Valley, Washington 99212, as ("Contractor"), individually hereafter referenced as a "Party", and together as the "Parties".

The parties agree as follows:

1. **PERFORMANCE/SCOPE OF WORK.** The Contractor will do all work, furnish all labor, materials, tools, construction equipment, transportation, supplies, supervision, organization and other items of work and costs necessary for the proper execution and completion of the work described in the specifications entitled **POST STREET PARKING LOT IMPROVEMENT**, selected via PW ITB #6466-25.
2. **CONTRACT DOCUMENTS.** The Contract Documents are this Contract, the Contractor's completed bid proposal form, the contract provisions, contract plans, standard specifications, standard plans, addenda, various certifications and affidavits, supplemental agreements, change orders and subsurface boring logs (if any), including Contractor's Response to PW ITB #6466-25 (Exhibit B). In the event of a conflict, or to resolve an ambiguity or dispute, federal and state requirements supersede this Contract, and this Contract supersedes the other contract documents.
3. **TERM.** The term of this Contract begins on February 1, 2026, and ends on December 31, 2027, unless amended by written agreement or terminated earlier under the provisions.
4. **TERMINATION.** Either party may terminate this Contract by ten (10) days written notice to the other party. In the event of such termination, the City shall pay the Contractor for all work previously authorized and performed prior to the termination date.
5. **COMPENSATION/PAYMENT.**
  - A. **COMPENSATION.** Total compensation for Contractor's services under this Contract shall be a maximum amount not to exceed **SEVEN HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED FOUR AND 81/100 DOLLARS (\$762,704.81)**, plus sales tax if applicable, unless modified by a written amendment to this Contract. This is the maximum amount to be paid under this Contract for the work described in Section 1 above, and shall not be exceeded

without the prior written authorization of the City in the form of an executed amendment to this Contract.

- B. PAYMENT. The Contractor will send its applications for payment to the Parks and Recreation Department, 808 West Spokane Falls Blvd., Fifth Floor, Spokane, Washington 99201. All invoices should include the Department Contract No. "OPR XXXX-XXXX" and an approved L & I Intent to Pay Prevailing Wage number. The final invoice should include an approved Affidavit of Wages Paid number. Payment will not be made without this documentation included on the invoice. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Company's application except as provided by state law. Five percent (5%) of the Contract price may be retained by the City, in accord with RCW 60.28 for a minimum of forty five (45) days after final acceptance, as a trust fund for the protection and payment of: the claims of any person arising under the Contract; and the State with respect to taxes imposed pursuant to Titles 50, 51 and 82 RCW which may be due from the Contractor.

6. WAGES. The Contractor and all subcontractors will submit a "Statement of Intent to Pay Prevailing Wages" certified by the industrial statistician of the Department of Labor and Industries, prior to any payments. The "Statement of Intent to Pay Prevailing Wages" shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Each voucher claim submitted by the Contractor for payment on a project estimate shall state that the prevailing wages have been paid in accordance with the "Statement(s) of Intent to Pay Prevailing Wages" on file with the City. Prior to the payment of funds held under RCW 60.28, the Contractor and subcontractors must submit an "Affidavit of Wages Paid" certified by the industrial statistician.

7. STATEMENT OF INTENT TO PAY PREVAILING WAGES TO BE POSTED. The Contractor and each subcontractor required to pay the prevailing rate of wages shall post in a location readily visible at the job site: (1) a copy of a "Statement of Intent to Pay Prevailing Wages" approved by the industrial statistician of the State Department of Labor and Industries; and (2) the address and telephone number of the industrial statistician of the Department of Labor and Industries where a complaint or inquiry concerning prevailing wages may be made.

8. BONDS. The Contractor may not commence work until it obtains all insurance, permits and bonds required by the contract documents and applicable law. This includes the execution of a performance bond and a payment bond on the forms attached, each equal to one hundred percent (100%) of the contract price, and written by a corporate surety company licensed to do business in Washington State.

9. PUBLIC WORKS REQUIREMENTS. The Contractor and each subcontractor are required to fulfill the Department of Labor and Industries Public Works and Prevailing Wage Training Requirement under RCW 39.04.350. The contractor must verify responsibility criteria for each first tier subcontractor, and a subcontractor of any tier that hires other subcontractors must verify the responsibility criteria listed in RCW 39.04.350(1) for each of its subcontractors. Verification shall include that each subcontractor, at the time of subcontract execution, meets the responsibility criteria. This verification requirement, as well as responsibility criteria, must be included in every public works contract and subcontract of every tier.

10. **INSURANCE.** During the period of the Agreement, the Contractor shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW::
- A. **Worker's Compensation Insurance** in compliance with RCW 51, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.
  - B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this Agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Company's services to be provided under this Agreement;
    - i. Acceptable supplementary Umbrella coverage combined with Company's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and;
  - C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles; and
  - D. **Pollution insurance** is required during the period of construction, for a minimum duration of 12 months. **Pollution Legal Liability Insurance** with a minimum coverage for Bodily Injury and Property Damage of not less than \$5,000,000.00 per occurrence and \$5,000,000.00 aggregate.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Consultant or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Consultant shall furnish acceptable Certificates of Insurance (COI) upon request of the City. **The certificate shall specify the City of Spokane as "Additional Insured"** specifically for Contractor's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Consultant shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

11. **INDEMNIFICATION.** The Contractor shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Contractor's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Contractor to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Contractor's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Contractor, its agents or employees. The Contractor specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Contractor's own employees against the City and, solely for the purpose of this indemnification

and defense, the Contractor specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Contractor recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

12. CONTRACTOR'S WARRANTY. The Contractor's warranty for all work, labor and materials shall be in accordance with the contract documents.

13. SUBCONTRACTOR RESPONSIBILITY.

A. The Contractor shall include the language of this section in each of its first tier subcontracts, and shall require each of its subcontractors to include the same language of this section in each of their subcontracts, adjusting only as necessary the terms used for the contracting parties. Upon request of the City, the Contractor shall promptly provide documentation to the City demonstrating that the subcontractor meets the subcontractor responsibility criteria below. The requirements of this section apply to all subcontractors regardless of tier.

B. At the time of subcontract execution, the Contractor shall verify that each of its first-tier subcontractors meets the following bidder responsibility criteria:

1. Have a current certificate of registration in compliance with chapter 18.27 RCW, which must have been in effect at the time of subcontract bid submittal;
2. Have a current Washington Unified Business Identifier (UBI) number;
3. If applicable, have:
  - a. Have Industrial Insurance (workers' compensation) coverage for the subcontractor's employees working in Washington, as required in Title 51 RCW;
  - b. A Washington Employment Security Department number, as required in Title 50 RCW;
  - c. A Washington Department of Revenue state excise tax registration number, as required in Title 82 RCW;
  - d. Have HAZWOPER Certification for Soil Handling.
4. Not be disqualified from bidding on any public works contract under RCW 39.06.010 or 39.12.065 (3).

C. On Public Works construction projects, as defined in RCW 39.04.010, with an estimated cost of six hundred thousand dollars (\$600,000) or more, at least fifteen (15) percent of the labor hours on each project shall be performed by apprentices enrolled in a State-approved apprenticeship program; and for each contract in the project fifteen (15) percent of the labor hours for each craft that has an available state-approved apprenticeship program for Spokane County and utilizes more than one hundred sixty (160) hours in each contract shall be performed by apprentices enrolled in a state-approved apprenticeship program.



1. Subcontracting Requirements. The utilization percentages for apprenticeship labor for Public Works construction contracts shall also apply to all subcontracts of one hundred thousand dollars (\$100,000) or more within those contracts, and at least fifteen percent (15%) of the labor hours for each such subcontract shall be performed by apprentices in a state-approved apprenticeship program. For each craft that has an available apprenticeship program for Spokane county and performs more than one hundred sixty (160) hours on each project, fifteen (15) percent of the labor hours shall be performed by apprentices enrolled in a State-approved apprenticeship program
2. Each subcontractor which this chapter applies is required to execute a form, provided by the city, acknowledging that the requirements of Article X 07.06 SMC are applicable to the labor hours for the project.
14. NONDISCRIMINATION. No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Contractor agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Contractor.
15. DEBARMENT AND SUSPENSION. The Contractor has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.
16. LIQUIDATED DAMAGES. Liquidated damages shall be in accordance with the contract documents.
17. ASSIGNMENTS. The Contractor may not assign, transfer or sublet any part of the work under this Contract, or assign any monies due, without the written approval of the City, except as may be required by law. In the event of assignment of accounts or monies due under this Contract, the Contractor specifically agrees to give immediate written notice to the City Administrator, no later than five (5) business days after the assignment.
18. ANTI-KICKBACK. No officer or employee of the City of Spokane, having the power or duty to perform an official act or action related to this Contract shall have or acquire any interest in the Contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the Contract.
19. COMPLIANCE WITH LAWS. Each party shall comply with all applicable federal, state, and local laws and regulations that are incorporated herein by reference.
20. DISPUTES. This Contract shall be performed under the laws of the State of Washington. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.
21. SEVERABILITY. In the event any provision of this Contract should become invalid, the



rest of the Contract shall remain in full force and effect.

22. AUDIT / RECORDS. The Contractor and its subcontractors shall maintain for a minimum of three (3) years following final payment all records related to its performance of the Contract. The Contractor and its subcontractors shall provide access to authorized City representatives, at reasonable times and in a reasonable manner to inspect and copy any such record. In the event of conflict between this provision and related auditing provisions required under federal law applicable to the Contract, the federal law shall prevail.

23. BUSINESS REGISTRATION REQUIREMENT. Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Contractor shall be responsible for contacting the State of Washington Business License Services at [www.dor.wa.gov](http://www.dor.wa.gov) or 360-705-6741 to obtain a business registration. If the Contractor does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

24. CONSTRUAL. The Contractor acknowledges receipt of a copy of the contract documents and agrees to comply with them. The silence or omission in the contract documents concerning any detail required for the proper execution and completion of the work means that only the best general practice is to prevail and that only material and workmanship of the best quality are to be used. This Contract shall be construed neither in favor of nor against either party.

25. MODIFICATIONS. The City may modify this Contract and order changes in the work whenever necessary or advisable. The Contractor will accept modifications when ordered in writing by the Director of Engineering Services, and the Contract time and compensation will be adjusted accordingly.

26. INTEGRATION. This Contract, including any and all exhibits and schedules referred to herein or therein set forth the entire Agreement and understanding between the parties pertaining to the subject matter and merges all prior agreements, negotiations and discussions between them on the same subject matter.

27. OFF SITE PREFABRICATED ITEMS. In accordance with RCW 39.04.370, the Contractor shall submit certain information about off-site, prefabricated, nonstandard, project specific items produced under the terms of the Contract and produced outside Washington as a part of the "Affidavit of Wages Paid" form filed with the State Department of Labor and Industries.

28. FORCE MAJEURE. Neither party shall be liable to the other for any failure or delay in performing its obligations hereunder, or for any loss or damage resulting therefrom, due to: (1) acts of God or public enemy, acts of government, riots, terrorism, fires, floods, strikes, lock outs, epidemics, act or failure to act by the other party, or unusually severe weather affecting City, Contractor or its subcontractors, or (2) causes beyond their reasonable control and which are not foreseeable (each a "Force Majeure Event"). In the event of any such Force Majeure Event, the date of delivery or performance shall be extended for a period equal to the time lost by reason of the delay.

29. KEY PERSONS. The Contractor shall not transfer or reassign any individual designated in this Contract as essential to the Work, nor shall those key persons, or employees of Contractor identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any

such individual leaves the Contractor's employment, the Contractor shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Contractor from its obligations under this Contract.

**CAMERON REILLY, LLC**

**CITY OF SPOKANE PARKS AND  
RECREATION DEPARTMENT**

By \_\_\_\_\_  
Signature                      Date

By \_\_\_\_\_  
Signature                      Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Assistant City Attorney

**Attachments that are part of this Contract:**

Exhibit A - Certification Regarding Debarment

Exhibit B – Bid Response Summary to PW ITB #6466-25

Payment Bond

Performance Bond

25-272

## EXHIBIT A

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certifies, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

|  |                                     |
|--|-------------------------------------|
| <hr/> Name of Subrecipient / Contractor / Consultant (Type or Print) | <hr/> Program Title (Type or Print) |
| <hr/> Name of Certifying Official (Type or Print)                    | <hr/> Signature                     |
| <hr/> Title of Certifying Official (Type or Print)                   | <hr/> Date (Type or Print)          |

**EXHIBIT B**

## PAYMENT BOND

We, **CAMERON REILLY, LLC**, as principal, and \_\_\_\_\_, as surety, are held and firmly bound to the City of Spokane, Washington, in the sum of **SEVEN HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED FOUR AND 81/100 DOLLARS (\$762,704.81)**, plus sales tax if applicable for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a contract with the City of Spokane, Washington, to do all work and furnish all materials for the **POST STREET PARKING LOT IMPROVEMENT**. If the principal shall:

- A. pay all laborers, mechanics, subcontractors, material suppliers and all person(s) who shall supply such person or subcontractors; and pay all taxes and contributions, increases and penalties as authorized by law; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the contract or this bond, shall be conclusive against the principal and the surety, as to the amount of damages, and their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on \_\_\_\_\_.

**CAMERON REILLY, LLC,**

AS PRINCIPAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_,  
AS SURETY

A valid POWER OF ATTORNEY  
for the Surety's agent must  
accompany this bond.

By: \_\_\_\_\_  
Its Attorney in Fact

[illegible]

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
 \_\_\_\_\_ signed this document; on oath stated that he/she was  
 authorized to sign the document and acknowledged it as the agent or representative of the  
 named surety company which is authorized to do business in the State of Washington, for  
 the uses and purposes therein mentioned.

DATED: \_\_\_\_\_

Signature of Notary Public

My appointment expires \_\_\_\_\_

Approved as to form:

Assistant City Attorney

### PERFORMANCE BOND

We, **CAMERON REILLY, LLC**, as principal, and \_\_\_\_\_, as Surety, are held and firmly bound to the City of Spokane, Washington, in the sum of **SEVEN HUNDRED SIXTY-TWO THOUSAND SEVEN HUNDRED FOUR AND 81/100 DOLLARS (\$762,704.81)**, plus sales tax if applicable, for the payment of which, we bind ourselves and our legal representatives and successors, jointly and severally by this document.

The principal has entered into a Contract with the City of Spokane, Washington, to do all the work and furnish all materials for the **POST STREET PARKING LOT IMPROVEMENT**. If the principal shall:

- A. promptly and faithfully perform the Contract, and any contractual guaranty and indemnify and hold harmless the City from all loss, damage or claim which may result from any act or omission of the principal, its agents, employees, or subcontractors; and
- B. comply with all applicable federal, state and local laws and regulations;

then this obligation shall be null and void; otherwise it shall remain in full force and effect.

The Surety for value received agrees that no change, extension of time, alteration or addition to the terms of the Contract, the specifications accompanying the Contract, or to the work to be performed under the Contract shall in any way affect its obligation on this bond, except as provided herein, and waives notice of any change, extension of time, alteration or addition to the terms of the Contract or the work performed. The Surety agrees that modifications and changes to the terms and conditions of the Contract that increase the total amount to be paid the Principal shall automatically increase the obligation of the Surety on this bond and notice to Surety is not required for such increased obligation. Any judgment obtained against the City, which relates to or is covered by the Contract or this bond, shall be conclusive against the principal and the Surety, not only as to the amount of damages, but also as to their liability, if reasonable notice of the suit has been given.

SIGNED AND SEALED on \_\_\_\_\_

**CAMERON REILLY, LLC,**  
AS PRINCIPAL

By: \_\_\_\_\_  
Title: \_\_\_\_\_

\_\_\_\_\_,  
AS SURETY

A valid POWER OF ATTORNEY  
for the Surety's agent must  
accompany this bond.

By: \_\_\_\_\_  
Its Attorney in Fact

STATE OF WASHINGTON                    )  
  ) ss.  
County of \_\_\_\_\_ )

I certify that I know or have satisfactory evidence that \_\_\_\_\_  
\_\_\_\_\_ signed this document; on oath stated that  
he/she was authorized to sign the document and acknowledged it as the agent or representative of  
the named Surety Company which is authorized to do business in the State of Washington, for the  
uses and purposes mentioned in this document.

DATED on \_\_\_\_\_.

\_\_\_\_\_  
Signature of Notary

My appointment expires \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Assistant City Attorney



## Bid Response Summary

**Bid Number** PW ITB 6466-25  
**Bid Title** Post Street Parking Lot Improvement - Rebid  
**Due Date** Monday, November 24, 2025 1:00:00 PM [(UTC-08:00) Pacific Time (US & Canada)]  
**Bid Status** Closed to Bidding  
**Company** Cameron-Reilly, LLC  
**Submitted By** Mike Reilly - Monday, November 24, 2025 12:37:51 PM [(UTC-08:00) Pacific Time (US & Canada)]  
 bids@cameron-reilly.com

### Comments

### Question Responses

| Group               | Reference Number             | Question   | Response                  |
|---------------------|------------------------------|--|---------------------------|
| GENERAL INFORMATION |                              |  |                           |
|                     | CONTRACTOR'S REPRESENTATIONS | The Contractor by making its Bid represents that it has read and understands the specifications; and has visited the site and familiarized itself with the local conditions under which the Work is to be performed.   | I acknowledge and agree   |
|                     | AWARD OF CONTRACT            | Award of contract, when made by the City, will be to the low responsive-responsible bidder based on cost. Unsuccessful Contractors will not automatically be notified of results.  | I acknowledge and agree   |
|                     | CONTRACT RENEWALS            | Contract renewals or extensions may be initiated by the City of Spokane, subject to mutual agreement   | I acknowledge and I agree |
|                     | EXECUTION OF CONTRACT        | Within ten (10) days of contract award the Contractor shall sign and return to the City an executed copy of the contract unless otherwise mutually agreed by the City and Contractor.  | I acknowledge and I agree |
|                     | GUARANTEE                    | The Contractor guarantees all work, labor and materials for one (1) year following final acceptance. If any unsatisfactory condition or defect develops within that time, the Contractor shall immediately place the work in a satisfactory condition, and further repair all damage caused by the condition or defect at its sole expense. This guarantee shall not apply to work which has been abused or neglected by the City. | I acknowledge and I agree |
|                     | PAYMENT                      | Payment will be made via direct deposit/ACH after receipt of the Contractor's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Contractor and reserves the right to only pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.                                   | I acknowledge and agree   |
|                     | REJECTION OF BIDS            | The City reserves the right to reject any or all Bids, to waive minor deviations from the specifications, to waive minor informalities in the Bid process whenever it is in the City's best interest, and to accept or reject all or part of this Invitation to Bids, at the prices shown.   | I acknowledge and agree   |
|                     | CONTRACTOR REGISTRATION      | The Contractor shall be a Washington State registered or licensed Contractor at time of Bid submittal.   | I acknowledge and agree   |
|                     | COMPLETION TIME              | The bidder agrees to start the work under this contract within ten (10) days of the Notice to Proceed and to substantially complete the specified work within 180 calendar days or no later than August 28, 2026.  | I acknowledge and I agree |

|                                    |  |                                |
|------------------------------------|--|--------------------------------|
| LIQUIDATED DAMAGES                 | In the event the bidder is awarded the contract and fails to complete the work within the time limit or any agreed upon time extensions, liquidated damages shall be paid to the City of Spokane in the amount of SIX HUNDRED SEVENTY-FIVE DOLLARS (\$675.00) per calendar day until the work is substantially completed and accepted by owner for public use.   | I acknowledge and agree        |
| MISCELLANEOUS DOCUMENTATION UPLOAD | Upload any additional documentation here. You can only upload one document so if you have more than one page - combine them into one page before uploading.  |                                |
| PUBLIC WORKS REQUIREMENTS          |  |                                |
| 1.                                 | The work under this contract constitutes a public work under state law.  | I acknowledge and agree        |
| 2.                                 | Payment/performance bonds will be required.  | I acknowledge and agree        |
| PERFORMANCE BONDS                  | The Contractor shall furnish, at its sole expense, a performance and payment bond equal to one hundred percent (100%) of the contract price. The bond shall insure faithful and complete performance of the contract and payment of all obligations to laborers and material men arising from the Project. The bond shall be executed by a Surety company authorized to do business in Washington State, and shall remain in effect for one (1) year following final acceptance of the work. Unless approved by the City, the Surety's name shall appear on the United States Treasury Department's list of authorized Sureties - Circular 570. On contracts of \$150,000.00 or less, in lieu of a surety bond, at the request of the Contractor, the City may retain ten percent (10%) of the contract price for a minimum of forty five (45) days following final acceptance, or until receipt of all releases and settlement of liens, whichever is later, in accord with RCW 39.08010. | I acknowledge and agree        |
| 3.                                 | Statutory retainage will be required   | I acknowledge and I understand |
| RETAINAGE                          | Pursuant to chapter 60.28 RCW, the City will retain five percent (5%) (or ten percent (10%) at Contractor's request) from the monies earned by the Contractor. This Retainage shall be held as a trust fund for the protection and payment: (1) to the State of taxes and fees owed by the Contractor; and (2) of any person, mechanic, subcontractor or material man who performs labor or furnishes any supplies toward the Work. Release of Retainage will be made at a minimum of forty five (45) days following final acceptance of Work; provided the following conditions are met:  | I acknowledge and agree        |
|                                    |  |                                |

|                        |  |                                |  |
|------------------------|--|--------------------------------|--|
| RETAINAGE              | <p>a. The City has received from the Contractor and each subcontractor a copy of the "Statement of Intent to Pay Prevailing Wages" and an "Affidavit of Wages Paid", approved by the State Department of Labor and Industries (L&amp;I). b. On Contracts greater than \$35,000, the City has received releases from the State Departments of Revenue (DOR), Labor &amp; Industries and Employment Security. c. No claims, as provided by law, have been filed against the retainage In the event a claim is filed, the Contractor shall be paid a portion of the Retainage, which is less than the amount sufficient to pay the claim and potential legal costs.</p>   | I acknowledge and I agree      |  |
| 4.                     | <p>The State prevailing rate of wages to be paid to all workmen, laborers or mechanics employed in the performance of any part of this Contract shall be in accordance with the provisions of Chapter 39.12 of the Revised Code of Washington (RCW) and the rules and regulations of the Washington State Department of Labor and Industries (L &amp; I).</p>  | I acknowledge and I understand |  |
| 5.                     | <p>The State of Washington prevailing wage rates applicable for this public works project, which is located in Spokane County, may be found at the following website address of the Department of Labor and Industries:<br/> <a href="https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx">https://fortress.wa.gov/lni/wagelookup/prvWagelookup.aspx</a>.<br/> Based on the bid submittal deadline for this project, the applicable effective date for prevailing wages for this project is November 24, 2025.</p>   | I acknowledge and I understand |  |
| 6.                     | <p>If apprentices are to be used, they must be registered with the State Apprenticeship Council; otherwise, they are to be paid State prevailing journeyman wages.</p>   | I acknowledge and I understand |  |
| 7.                     | <p>The Contractor and any subcontractors will submit a <input type="checkbox"/>Statement of Intent to Pay Prevailing Wages<input type="checkbox"/> certified by the industrial statistician of the Department of Labor and Industries, prior to any work or payments. The <input type="checkbox"/>Statement of Intent to Pay Prevailing Wages<input type="checkbox"/> shall include: (1) the Contractor's registration number; and (2) the prevailing wages under RCW 39.12.020 and the number of workers in each classification. Prior to payment of funds held under RCW 39.12.040, the Contractor and subcontractors must submit an <input type="checkbox"/>Affidavit of Wages Paid<input type="checkbox"/> certified by the industrial statistician annually for all work completed within the previous twelve-month period of the unit priced contract (RCW 35.22.620).</p> | I acknowledge and I understand |  |
| 8.                     | <p>The Contractor is responsible for payment of fees for the approval of "Statements of Intent to Pay Prevailing Wages" and "Affidavits of Wages Paid" and shall make all applications directly to L&amp;I.</p>  | I acknowledge and I understand |  |
| 9.                     | <p>As of July 1, 2019 contractors must have fulfilled the Department of Labor and Industries' Public Works and Prevailing Wage Training Requirement before bidding and/or performing work on public works projects under RCW 39.04.350 and RCW 39.06.020</p>   | I acknowledge and I understand |  |
| TECHNICAL REQUIREMENTS |  |                                |  |

## SCOPE OF WORK

• Base Bid: Work includes, but is not limited to: o Successful Bidder is responsible for purchase and payment of all required trade permits and right-of-way obstruction permits where applicable. Plan Check fees have been paid by the City and are not a part of this scope of work. o Establishing a construction boundary, tree protection, and erosion and sedimentary control. o Preserve and protect existing improvements that are to remain. Repair or replace all hardscape and softscape damaged as a result of construction activity. Preservation of existing site utilities; o Tree removal, pruning and root treatments shall be performed by a licensed certified arborist. The licensed certified arborist must be on site and supervise tree planting operations. Contractor is responsible for retaining a licensed arborist and having the licensed arborist submit a public tree permit for any tree related work to include removal, pruning, root treatment and planting prior to demolition and construction or the equivalent; o Remove existing parking lot surfacing and adjacent vegetation as shown on plan; o Procure and install new asphalt parking lot, concrete walkways, concrete curbing, asphalt centennial trail connection, signage, striping, concrete site wall, concrete seat wall, catch basins, storm piping, lined drainage swale, overflow structure and outflow to theme stream, landscaping, irrigation, site lighting; Installation of Owner and Contractor furnished fixtures, furnishings, and equipment. o Cooperate with Owner and accommodate Owner's operation during entire course of this project.

NOTICE: DEPT. OF ECOLOGY SOIL HANDLING REQUIREMENTS: o Existing on-site soils contain arsenic, lead, PAH's and/or TPH-Ds. Contractor to consider the soils harmful to people, animals, and waterways. o All excavated native soil shall be placed in containment (i.e. wheelbarrow or truck bed) or on an impermeable surface (i.e. plastic sheet or tarp). o Excavated native soil shall be placed back in the excavation. o If excavated soil cannot all be placed back in the excavation. Safely stockpile and reuse as fill deeper than 6" depth, ensuring that the final surface is either landscape or an impermeable surface such as concrete or asphalt o HAZWOPER certification for soil handling is required. • Bid Alternates: o Bid Alternate 1: Add Seatwall, Landscape, and Irrigation □ Work includes but is not limited to installing a concrete seatwall adjacent to the parking lot sidewalk, additional earthworks including import and shaping the adjacent hillside, landscaping and irrigation. o Bid Alternate 2: Add Water and Sewer Lines □ Work includes but is not limited to tapping the existing water line near the ice ribbon and extending a 1" potable water service to the landscape island near the gazebo and north of the parking lot and providing a sanitary sewer service from the existing manhole near the Avista driveway to the landscape island near the gazebo. o Deductive Alternate 1: Omit Stone Veneered Seatwall at back of Post St Sidewalk. □ Add 18" tall concrete curb wall per City Std plan D-101B

I acknowledge and I agree

|                                   |  |                         |
|-----------------------------------|--|-------------------------|
|                                   | 'Case B' w/ sack finish on exposed faces and 2.1/2" X 1" deep voids on top face per plan. Shop Drawings required for review and approval by Owner's Representative.  |                         |
| a.                                | What is the delivery timeline for the materials/equipment needed for this project  | 3-6 weeks               |
| GENERAL REQUIREMENTS              |  |                         |
| INTENT OF SPECIFICATIONS          | The apparent silence or omission in the specifications as to any detail of the Work to be done or materials to be furnished means that the region's best general practice shall prevail, and that material and workmanship of the best quality shall be used. The specifications shall be interpreted on this basis.   | I acknowledge and agree |
| WASHINGTON STATE RETAIL SALES TAX | A. GENERAL CONSTRUCTION. Retail sales tax, when applicable, will be paid as a separate item, and shall not be included in the Bid price. Sales tax shall be added on the amount due the Contractor and the Contractor shall be responsible for making payment to the State. The City reserves the right to claim an exemption authorized by law.   | I acknowledge and agree |
| WASHINGTON STATE RETAIL SALES TAX | B. PUBLIC STREET IMPROVEMENTS. If the technical requirements in the specifications indicate that all or a portion of the Work is a "public street improvement" as defined by state law, the Contractor shall include all contractor-paid taxes, including use taxes on materials in its Bid price. The City will NOT pay retail sales tax as a separate item.  | I acknowledge and agree |
| PERMITS                           | Contractor shall be responsible for all permits, signage, equipment, materials and labor, demolition, dust control, reinstallation of all fixtures as needed, and clean up to complete this work in accordance with industry standards governing this type of work.  | I acknowledge and agree |
| GUARANTY                          | The Contractor guarantees all work, labor and materials for one (1) year following final acceptance of the Work. If any unsatisfactory condition or defect develops within that time, the Contractor shall immediately place the Work in a satisfactory condition, and further repair all damage caused by the condition or defect at its sole expense. This guarantee shall not apply all Work, which has been abused or neglected by the City. | I acknowledge and agree |
| SUBCONTRACTORS                    | The Contractor shall not award any portion of the Work to any subcontractor without the City's prior approval. The Contractor shall be fully responsible to the City for the acts, errors and omissions of its subcontractors. No contractual relationship shall be created between any subcontractor and the City.  | I acknowledge and agree |
| INSURANCE                         | During the term of the Contract, the Contractor shall maintain in force at its own expense, the below insurance coverage(s):   | I acknowledge and agree |
| INSURANCE                         | a. Worker's Compensation Insurance in compliance with RCW 51.12.020 which requires subject employers to provide worker's compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000.00.   | I acknowledge and agree |

|                      |  |                           |
|----------------------|--|---------------------------|
| INSURANCE            | <p>b. General Liability Insurance on an occurrence basis, with a combined single limit of not less than \$1,000,000.00 for bodily injury and property damage. It shall include premises and operations, independent contractors, products and completed operations, personal injury liability, and contractual liability coverage for the indemnity provided under the contract. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Contractor's services to be provided under the contract; i. Acceptable supplementary Umbrella insurance coverage, combined with the Contractor's General Liability Insurance policy must be a minimum of \$2,000,000.00 in order to meet the insurance coverages required under this Contract;</p>  | I acknowledge and agree   |
| INSURANCE            | <p>Acceptable supplementary Umbrella insurance coverage combined with Company's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and</p>  | I acknowledge and agree   |
| INSURANCE            | <p>c. Automobile Liability Insurance with a combined single limit, or the equivalent of not less than \$1,000,000.0 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.</p>   | I acknowledge and agree   |
| INSURANCE            | <p>d. Pollution Legal Liability Insurance with a minimum coverage for Bodily Injury and Property Damage of not less than \$5,000,000 per occurrence and \$5,000,000 aggregate. Pollution Liability covers sums the Operator is legally obligated to pay as a result of emission, discharge, release, or escape of any contaminants, irritants, or pollutants in or on land, the atmosphere, or any water course or body of water, resulting in environmental damage.</p>   | I understand and I agree  |
| INSURANCE            | <p>There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.</p> | I acknowledge and agree   |
| BID                  |  |                           |
| BIDDER'S DECLARATION | <p>The Bidder submitting this bid certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by submitting this bid proposal it has acknowledged all bid requirements and certifications contained herein.</p>   | I acknowledge and I agree |
|                      |  |                           |



|                           |  |  |  |
|---------------------------|--|--|--|
| BID PRICE IS COMPLETE     | Bidder acknowledges that the bid price indicated on the Pricing Page includes ALL expenses with regard to this project. No other costs will be allowed over and above the bid price.   | I acknowledge and I agree  |  |
| CONTRACTOR RESPONSIBILITY | Washington State Contractor's Registration Number  | CAMERRL942NU   |  |
| CONTRACTOR RESPONSIBILITY | U.B.I. Number  | 602633401  |  |
| CONTRACTOR RESPONSIBILITY | Washington Employment Security Department Number   | 343657.006   |  |
| CONTRACTOR RESPONSIBILITY | Washington Excise Tax Registration Number  | 602633401  |  |
| CONTRACTOR RESPONSIBILITY | City of Spokane Business Registration Number   | T11049806BUS   |  |
| ADDENDA                   | Bidder acknowledges receipt of _____ addenda and agrees that their requirements have been included in this bid proposal.   | 1,2  |  |
| MISCELLANEOUS             | The firm agrees that its Bid will NOT be withdrawn for a minimum of sixty (60) calendar days after the stated submittal date.  | I acknowledge and I agree  |  |
| MISCELLANEOUS             | For contracts up to \$150,000.00 including tax, the Contractor may request a 10 percent (10%) retainage in lieu of bond.   | No   |  |
| MISCELLANEOUS             | If this project is less than \$150,000 - does contract request 10% retainage in lieu of bond?  | No   |  |
| MISCELLANEOUS             | The bidder submitting this response hereby certifies that, within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48 or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgement entered by a court of limited or general jurisdiction. I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct. | I acknowledge and I agree  |  |
| MISCELLANEOUS             | Individual's Name, Company Name, Address, Email Address & Phone Number for individual/company submitting this bid response.  | Nate Thomas, Cameron Reilly, 309 N Park Rd, Spokane Valley WA, 99223, nthomas@cameron-reilly.com, 509-466-5555 |  |
| MISCELLANEOUS             | Name and Email Address for individual authorized to sign a contract.   | Mike Reilly mike@cameron-reilly  |  |
| 1                         | Please complete the Bid Proposal document in the 'Documents' tab and upload here.  | Final Bid Proposal.pdf   |  |
|                           |  |  |  |

|                    |   |                                 |
|--------------------|---|---------------------------------|
| 2                  | <p>The bid shall be accompanied by a bid bond bound to the City of Spokane, in an amount of not less than five percent (5%) of the total bid amount. Bid bonds must be by a surety company authorized to do business as a surety in Washington State. If the bidder is awarded the contract and fails to enter into a construction contract and/or furnish payment/performance bond(s) and proof of insurance within the required time period, the bid security shall be forfeited to the City of Spokane. Please upload your bid bond here (blank form available under the 'Documents' tab).</p>   | Bid Bond.pdf                    |
| 3                  | <p>If subcontractors will be used, please download the 'Subcontractor List' document from the 'Documents' tab, complete, and upload the completed document here. If subcontractors will be used, failure to upload the completed list may result in a non-responsive determination to this request.</p>   | Subcontractor List<br>REBID.pdf |
| 4                  | <p>PROPRIETARY LANGUAGE: Materials submitted in response to this competitive procurement shall become the property of the City. All received Proposals shall remain confidential until the award of contract recommendation has been filed with the applicable Council Committee or the City Clerk for City Council action. Thereafter, the Proposals shall be deemed public records as defined in RCW 42.56, "Public Records." Any information in the Proposal that the Proposer desires to claim as proprietary and thus exempt from disclosure under the provisions of existing state law, shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored. The City will consider a Proposer's request for exemption from disclosure; however, the City will make a decision predicated upon state law and regulations. If any information is marked as proprietary in the Proposal, it will not be made available until the affected Proposer has been given an opportunity to seek a court injunction against the requested disclosure.</p> | I understand and I agree        |
| TERMS & CONDITIONS |   |                                 |
| #1                 | <p>Bidder accepts has read and acknowledges compliance with Terms and Conditions located in the Documents area of this project. If answer is "I do not acknowledge and I do not agree", include requested exception in proposal submittal on separate page and title as "Exception to Terms and Conditions". The City will consider and determine if exception will be accepted.</p>  | I acknowledge and I agree       |
| #2                 | <p>Describe exceptions to Terms &amp; Conditions if you marked "I do not acknowledge and I do not agree" above.</p>   |                                 |

#### Pricing Responses

| Group | Reference Number | Description | Type | Unit Of Measure | Quantity | Unit Price   | Ext Base Price | Comment |
|-------|------------------|-------------|------|-----------------|----------|--------------|----------------|---------|
| BID   |                  |             |      |                 |          |              |                |         |
|       | #1               | Base Bid    | Base | jb              | 1.00     | \$895,110.95 | \$895,110.95   |         |



|                       |                 |  |        |    |      |              |
|-----------------------|-----------------|--|--------|----|------|--------------|
|                       | Alternate<br>#1 | Add<br>Seatwall,<br>Landscape<br>& Irrigation<br>(Includes<br>Wa State<br>Sales Tax)                       | Option | jb | 1.00 | \$100,917.50 |
|                       | Alternate<br>#2 | Add Water<br>and Sewer<br>Lines<br>(Includes<br>Wa State<br>Sales Tax)                                     | Option | jb | 1.00 | \$27,275.00  |
|                       | Alternate<br>#3 | Omit Stone<br>Veneered<br>Seatwall,<br>Add<br>Concrete<br>Curb Wall<br>(Includes<br>Wa State<br>Sales Tax) | Option | jb | 1.00 | -\$63,000.00 |
| <b>Total Base Bid</b> |                 | \$895,110.95   |        |    |      |              |

THESE NEXT THREE PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM AND INFORMATION MUST BE SUBMITTED ONLINE PER INSTRUCTIONS TO BIDDERS PARAGRAPH #16.

## BID PROPOSAL

To: Honorable Mayor  
Members of the City Council  
City of Spokane, Washington

**PROJECT:** PW ITB #6466-25 CITY OF SPOKANE –POST STREET PARKING LOT IMPROVEMENTS

### BIDDER'S DECLARATION.

The undersigned bidder certifies that it has examined the site, read and understands the specifications for the above project, and agrees to comply with all applicable federal, state and local laws and regulations. The bidder is advised that by signature of this bid proposal it has acknowledged all bid requirements and signed all certificates contained herein.

### BID OFFER.

The price(s) listed in this bid proposal is tendered as an offer to furnish all labor, materials, equipment and supervision required to complete the proposed project in strict accordance with the contract documents. The bidder proposes to do the project at the following price:

BASE BID:

\$ 895,110.95  
Total From Bid Schedule (Includes Tax)

BID ALTERNATES:

|   |   |
|---|---|
| <del>(1) Add Seatwall, Landscape, &amp; Irrigation</del>    | <del>\$ <u>100,917.50</u></del><br><del>Includes Washington State Sales Tax</del> |
| <del>(2) Add Water and Sewer Lines</del>                    | <del>\$ <u>27,275.00</u></del><br><del>Includes Washington State Sales Tax</del>  |
| (3) Omit Stone Veneered Seatwall,<br>Add Concrete Curb Wall | ✓ \$ <u>- 63,000.00</u><br>Includes Washington State Sales Tax                    |

The Owner reserves the right to accept or reject any or all bids.

**\$832,110.95 tax  
inclusive**

### ADDENDA.

The undersigned acknowledges receipt of addenda number(s) 1,2 and agrees that their requirements have been included in this bid proposal.

### CONTRACT COMPLETION TIME.

The bidder agrees to start the work under this contract within ten (10) days of the Notice to Proceed and to substantially complete the specified work within 180 calendar days or no later than **AUGUST 28, 2026**.

**LIQUIDATED DAMAGES.**

In the event the bidder is awarded the contract and fails to complete the work within the time limit or any agreed upon time extensions, liquidated damages shall be paid to the City of Spokane in the amount of SIX HUNDRED SEVENTY-FIVE DOLLARS (\$675.00) per calendar day until the work is substantially completed and accepted by owner for public use.

**BIDDER RESPONSIBILITY.**

Washington State Contractor's Registration No. CAMERRL942NU  
(must be in effect at time of bid submittal)

U.B.I. Number 602 633 401

Washington Employment Security Department Number 343 657.006

Washington Excise Tax Registration Number 602 633 401

City of Spokane Business License Number T11049806BUS

(The successful bidder and all subcontractors shall be licensed or have applied for a license to do business in the City of Spokane prior to proceeding with the proposed project.)

**BID SECURITY.**

A bid security in the amount of FIVE PERCENT (5%) of the total project bid as indicated above, is attached to this bid proposal. If the bidder is awarded the contract and fails to enter into a construction contract and/or furnish payment / performance bond(s) and proof of insurance within the required time period, the bid security shall be forfeited to the City of Spokane.

**NON-COLLUSION.**

The undersigned authorized representative of the undersigned firm, being first sworn on oath, certifies that the firm has not, directly or indirectly, entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free competitive bidding in connection with the project for which this bid proposal is submitted.

The undersigned Bidder hereby certifies that, within the three-year period immediately preceding the bid solicitation date for this Project, the bidder is not a "willful" violator, as defined in RCW 49.48.082, of any provision of chapters 49.46, 49.48, or 49.52 RCW, as determined by a final and binding citation and notice of assessment issued by the Department of Labor and Industries or through a civil judgment entered by a court of limited or general jurisdiction.

I certify (or declare) under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct.

Name of Bidder: Cameron Reilly LLC

  
\_\_\_\_\_  
Signature of Bidder's Authorized Representative

General Manager

\_\_\_\_\_  
Title

309 N Park Rd, Spokane Valley, WA 99223

Address

509.466.5555

Phone

**IF INDIVIDUAL**

Signed and Sworn To (or Affirmed) Before Me On

date

(Seal Or Stamp)

Signature of Notary Public

My appointment expires

**IF PARTNERSHIP**

I certify that I know or have satisfactory evidence that the above named person signed this bid proposal, on oath stated that he/she was authorized to sign it and acknowledged it as the partner(s) of the bidder, a partnership, to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Signed and Sworn To (or Affirmed) Before Me On

date

(Seal Or Stamp)

Signature of Notary Public

My appointment expires

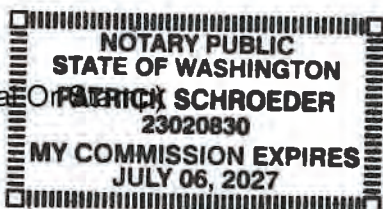
**IF CORPORATION**

I certify that I know or have satisfactory evidence that the above named person signed this bid proposal, on oath stated that he/she was authorized to sign it and acknowledged it as the representative of the bidder, a corporation, to be the free and voluntary act of such party for the uses and purposes herein mentioned.

Signed and Sworn To (or Affirmed) Before Me On

11-20-25  
date

(Seal Or Stamp)



Signature of Notary Public

My appointment expires

7-6-27

**THIS PAGES MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM.**

**BID BOND**

We, ON FILE as Principal,  
and \_\_\_\_\_ as Surety,  
are held and firmly bound unto the CITY OF SPOKANE, a Washington State municipal corporation, in the penal sum of FIVE PERCENT (5%) OF THE TOTAL AMOUNT BID, for the payment of which we jointly and severally bind ourselves, and our legal representatives and successors.

THE CONDITIONS OF THE OBLIGATION are that if the City of Spokane shall make timely award to the Principal for the

**Post Street Parking Lot Improvements (Re-Bid)**

according to the terms of the bid made by the Principal; and the Principal shall, within the specified time, enter into a contract with the City of Spokane and furnish bond(s) acceptable to the City, if required, then this obligation shall be null and void; otherwise it shall remain in full force and effect; but in no event will the surety's liability exceed this bond's face amount.

SIGNED AND SEALED on \_\_\_\_\_

AS PRINCIPAL

\_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

A valid POWER OF ATTORNEY must accompany this bond.

\_\_\_\_\_

AS SURETY

By: \_\_\_\_\_

Attorney in Fact

**THIS FORM MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM.**

## **SUBCONTRACTOR LIST**

**PROJECT NAME:** PW ITB #6452-25 CITY OF SPOKANE – RIVERFRONT PARK – WEST HAVERMALE POST STREET PARKING LOT IMPROVEMENTS

**IMPORTANT: REFER TO SECTION 5.2.1 OF THE SUPPLEMENTAL CONDITIONS FOR INSTRUCTIONS ON COMPLETING THE SUBCONTRACTOR LIST** *(use additional pages if necessary):*

**CONTRACTOR/SUPPLIER** Inland Asphalt

TYPE OF WORK/BID ITEM Asphalt

AMOUNT \$27,300

CONTRACTOR'S REGISTRATION NO. INLANAC984OK

**CONTRACTOR/SUPPLIER** Power City

TYPE OF WORK/BID ITEM Electrical

AMOUNT 134,500

CONTRACTOR'S REGISTRATION NO. POWERCE994BA

**CONTRACTOR/SUPPLIER** KB Markings

TYPE OF WORK/BID ITEM Signs & Striping

AMOUNT \$20,385

CONTRACTOR'S REGISTRATION NO. KBMARML787OA

**CONTRACTOR/SUPPLIER** Land Expressions

TYPE OF WORK/BID ITEM Landscape

AMOUNT \$143,313

CONTRACTOR'S REGISTRATION NO. LANDELLO44CO

           NO SUBCONTRACTORS WILL BE USED ON THIS PROJECT

**THIS FORM MUST BE COMPLETED AND UPLOADED INTO THE CITY OF SPOKANE'S ELECTRONIC BIDDING SYSTEM.**

### **SUBCONTRACTOR LIST**

**PROJECT NAME:** PW ITB #6452-25 CITY OF SPOKANE – RIVERFRONT PARK – WEST HAVERMALE POST STREET PARKING LOT IMPROVEMENTS

**IMPORTANT: REFER TO SECTION 5.2.1 OF THE SUPPLEMENTAL CONDITIONS FOR INSTRUCTIONS ON COMPLETING THE SUBCONTRACTOR LIST** *(use additional pages if necessary):*

**CONTRACTOR/SUPPLIER** Trailhead Tree Services

TYPE OF WORK/BID ITEM Tree Services

AMOUNT \$2,680

CONTRACTOR'S REGISTRATION NO. TRAILTS96RC

**CONTRACTOR/SUPPLIER** \_\_\_\_\_

TYPE OF WORK/BID ITEM \_\_\_\_\_

AMOUNT \_\_\_\_\_

CONTRACTOR'S REGISTRATION NO. \_\_\_\_\_

**CONTRACTOR/SUPPLIER** Washington Masonry

TYPE OF WORK/BID ITEM Masonry

AMOUNT \$136,472

CONTRACTOR'S REGISTRATION NO. WASHIML822O7

**CONTRACTOR/SUPPLIER** \_\_\_\_\_

TYPE OF WORK/BID ITEM \_\_\_\_\_

AMOUNT \_\_\_\_\_

CONTRACTOR'S REGISTRATION NO. \_\_\_\_\_

\_\_\_\_\_ NO SUBCONTRACTORS WILL BE USED ON THIS PROJECT

## &lt; Business Lookup

## License Information:

[New search](#) [Back to results](#)

**Entity name:** CAMERON REILLY, LLC

**Business name:** CAMERON-REILLY, L.L.C.

**Entity type:** [Limited Liability Company](#)

**UBI #:** 602-633-401

**Business ID:** 001

**Location ID:** 0001

**Location:** Active

**Location address:** 309 N PARK RD  
SPOKANE VALLEY WA 99212-1128

**Mailing address:** 309 N PARK RD  
SPOKANE VALLEY WA 99212-1128

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State information:** [Click here](#)

## Endorsements

| Endorsements held at this location                            | License #   | Count | Details | Status                 | Expiration date | First issuance date |
|---|-------------|-------|---------|------------------------|-----------------|---------------------|
| <a href="#">Asotin County General Business - Non-Resident</a> |             |       |         | <a href="#">Active</a> | Jul-31-2026     | Jul-29-2025         |
| <a href="#">Asotin General Business - Non-Resident</a>        |             |       |         | <a href="#">Active</a> | Jul-31-2026     | Jul-29-2025         |
| <a href="#">Cheney General Business - Non-Resident</a>        | BUS2015-075 |       |         | <a href="#">Active</a> | Jul-31-2026     | Jan-14-2019         |
| <a href="#">Deer Park General Business - Non-Resident</a>     |             |       |         | <a href="#">Active</a> | Apr-30-2026     | Apr-24-2025         |
| <a href="#">Ephrata General Business - Non-Resident</a>       |             |       |         | <a href="#">Active</a> | Jul-31-2026     | Aug-09-2021         |
| <a href="#">Liberty Lake General Business - Non-Resident</a>  | 00809       |       |         | <a href="#">Active</a> | Jul-31-2026     | Jul-05-2007         |
| <a href="#">Minor Work Permit</a>                             |             |       |         | <a href="#">Active</a> | Jul-31-2026     | Apr-20-2015         |
| <a href="#">Moses Lake General Business - Non-Resident</a>    | BL2021-0523 |       |         | <a href="#">Active</a> | Jul-31-2026     | Aug-02-2021         |
| <a href="#">Othello General Business - Non-Resident</a>       |             |       |         | <a href="#">Active</a> | Jul-31-2026     | Jul-23-2025         |





| Endorsements held at this location      | License #    | Count | Details | Status | Expiration date | First issuance date |
|---|--------------|-------|---------|--------|-----------------|---------------------|
| Pasco General Business - Non-Resident   | 29854        |       |         | Active | Jul-31-2026     | Aug-19-2016         |
| Pullman General Business - Non-Resident |              |       |         | Active | Jul-31-2026     | Mar-08-2024         |
| Spokane General Business - Non-Resident | T11049806BUS |       |         | Active | Jul-31-2026     | Oct-15-2012         |
| Spokane Valley General Business         |              |       |         | Active | Jul-31-2026     | Feb-26-2007         |
| West Richland General Business - NR     |              |       |         | Active | Jun-30-2026     | Jun-25-2025         |

## Owners and officers on file with the Department of Revenue

| Owners and officers | Title |
|---------------------|-------|
| GRAINGER, JAYSON    |       |
| REILLY, MICHAEL     |       |
| WESTBY, TODD        |       |

## Registered Trade Names

| Registered trade names  | Status | First issued |
|-------------------------|--------|--------------|
| CAMERON-REILLY, L.L.C.  | Active | Aug-03-2006  |
| CR CONCRETE             | Active | Sep-29-2021  |
| EMPIRE CONCRETE CUTTING | Active | Jul-09-2025  |

The Business Lookup information is updated nightly. Search date and time: 12/30/2025 2:31:47 PM

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION** IS **WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |
|--|--|
| <b>PRODUCER</b><br>Parker Smith & Feek Insurance LLC<br>2233 112th Ave NE<br>Bellevue WA 98004 | <b>CONTACT NAME:</b><br><b>PHONE (A/C, No, Ext):</b> 425-709-3600<br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b>   |
| <b>INSURED</b><br>Cameron-Reilly, LLC<br>309 N Park Rd<br>Spokane, WA 99212                    | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Zurich American Insurance Company<br><b>INSURER B:</b> American Guarantee and Liability Insurance<br><b>INSURER C:</b> Accelerant Specialty Insurance Company<br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |

**COVERAGES** **CERTIFICATE NUMBER:** 13792735 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                      | SUBR WVD | POLICY NUMBER   | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|--------------------------------|----------|-----------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC<br>OTHER: | Y                              | Y        | GLO394676301    | 3/1/2025                | 3/1/2026                | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>WA Stop Gap \$ 1,000,000 |
| B        | <input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b><br><input checked="" type="checkbox"/> ANY AUTO<br>OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br>HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY  |                                |          | BAP394676401    | 3/1/2025                | 3/1/2026                | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| B        | <input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$   |                                |          | SXS394676601    | 3/1/2025                | 3/1/2026                | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$   |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y / N <input type="checkbox"/> | N / A    | WC184356800     | 4/15/2025               | 3/1/2026                | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000  |
| C        | <b>Professional/Pollution Liability</b>   |                                |          | S0073PL02207800 | 3/1/2025                | 3/1/2026                | Pollution Limit \$5,000,000<br>Professional Limit \$2,000,000<br>Poll/Prof Retentions \$5,000/\$10,000   |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
RE: Project: PW ITB #6466-25; Project: Post Street Parking Lot Improvements; Job Location: Riverfront Park, West Havermale Island, North Post St. Spokane WA.

Certificate Holder Includes: City of Spokane, its officers, and employees and the Architect.

Certificate Holder and all other parties required by the contract are included as Additional Insured on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.  
A Waiver of Subrogation is provided in favor of the Certificate Holder and all other parties required by the contract on the General Liability Policy, if required by written contract or agreement, subject to the policy terms and conditions.

|   |  |
|---|--|
| <b>CERTIFICATE HOLDER</b><br>City of Spokane<br>808 W Spokane Falls Blvd<br>Spokane WA 99201-3343 | <b>CANCELLATION</b><br>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.<br><b>AUTHORIZED REPRESENTATIVE</b><br>Butt Memner |
|---|--|

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riverfront  
SPOKANE

# December 2025

*- Special Year-End Edition -*



**Riverfront Spokane and Gesa Pavilion**  
 December 8, 2025 at 11:32 AM · 🌐

📅 This Thursday, December 11!  
 We're kicking off our very first **Holiday Village** presented by **Gesa Credit Union** and you're invited! Step into a festive wonderland packed with over 50 local vendors, kids crafts, live entertainment, and the magic of a glass top tent glowing beneath the **Gesa Pavilion** lights. It's the cozy holiday moment your family has been waiting for.

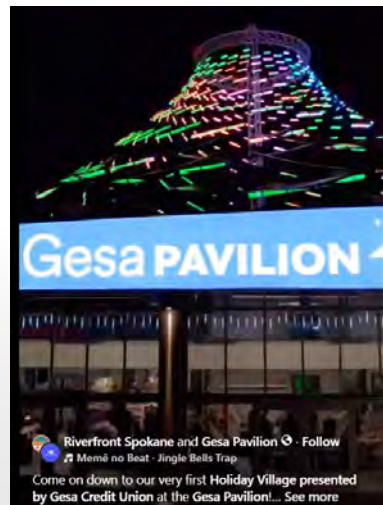
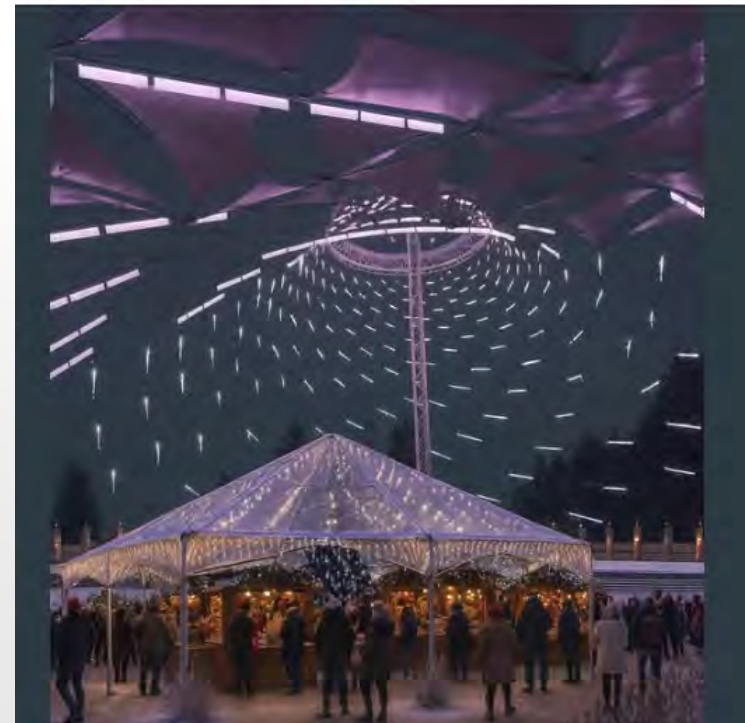
🕒 **Event Hours**

- Thursday, Dec 11: 5pm to 9pm
- Friday, Dec 12: 5pm to 9pm
- Saturday, Dec 13: 11am to 9pm
- Sunday, Dec 14: 11am to 6pm

🖼️ The image shown is an AI style preview to help you picture the vibe. Real photos and videos coming soon once we open our doors!

Bundle up, grab a cocoa, and come make some holiday magic with us. 🌲

<https://myspokane.org/.../2025/12/14/holiday-village/>







Five Days of **Family Fun**  
in Spokane  
& North Idaho





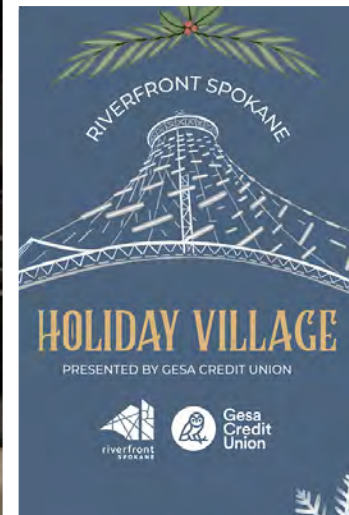
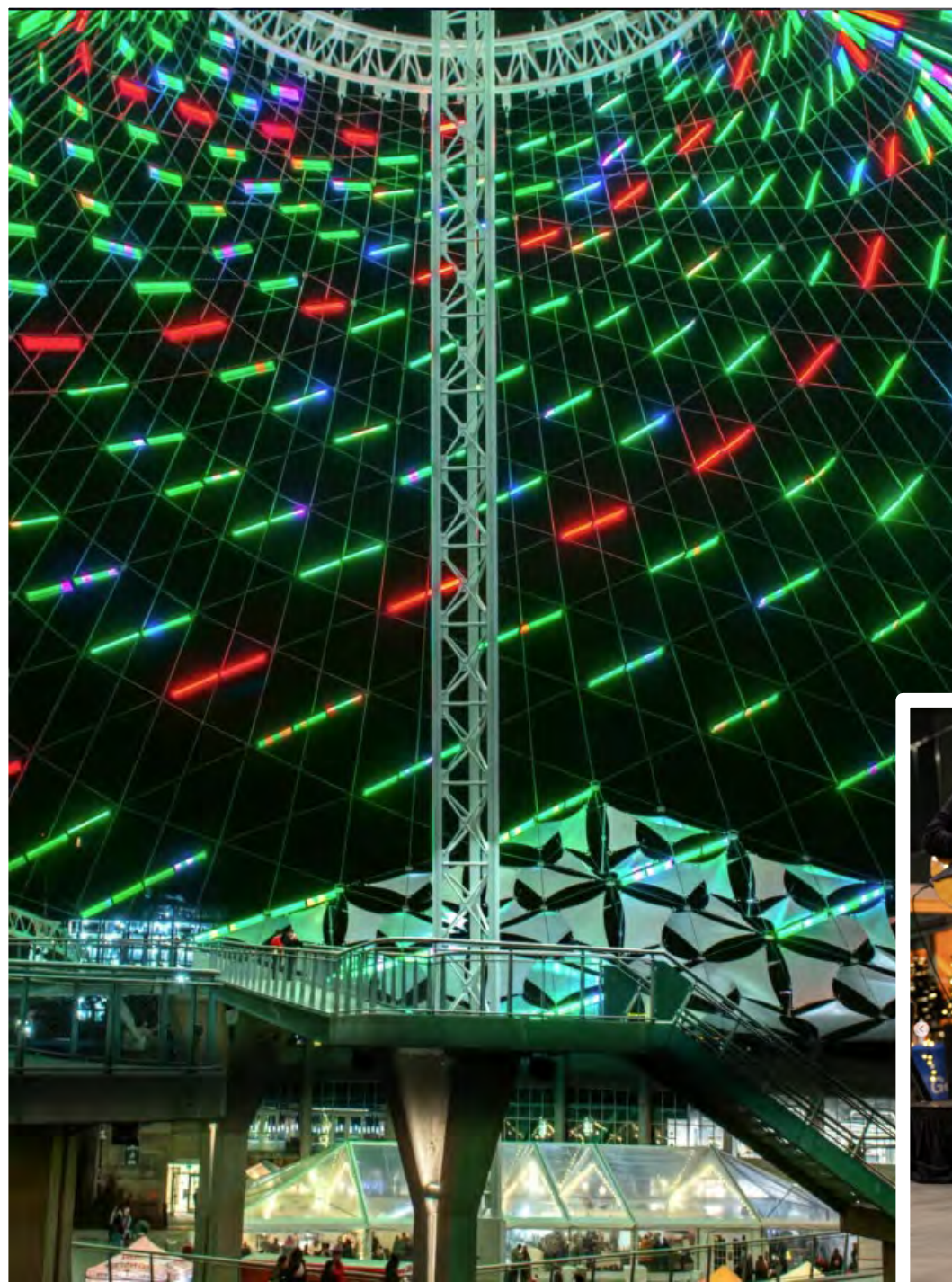


**FREE**  
CARROUSEL RIDES

FRIDAY, DEC. 5 | 1-5PM













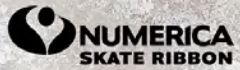


**SPOKANE FIREFIGHTERS**  
THURSDAY, JAN. 8 • 6-8PM



# DJ NIGHT

*on the ice*



**CHEAP  
SKATE**  
TUESDAYS



# COACHES CORNER

## SKATE WITH THE CHIEFS



**JANUARY 14, 2026**  
6-8 PM

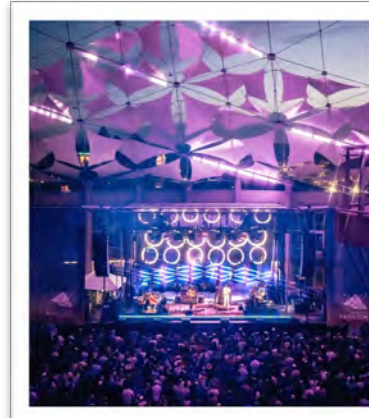






# 2025 Year Review

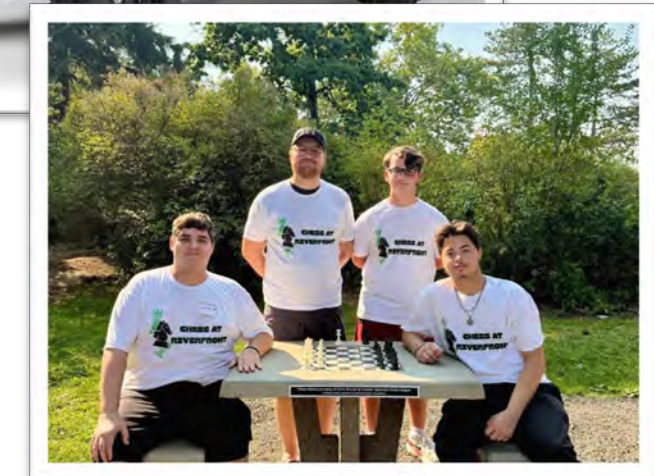
- Promoted or Welcomed 7 Team members
- Naming Rights for US Pavilion – Valued at \$2.6M over 10 years
- Over \$420,000 in sponsorship revenue – New Record... 16% increase over 2024
- Approval of Downtown Zipline
- Renovated North Bank Landscaping
- Implemented preventative maintenance software
- Selected new attractions point of sale software
- Encountered unprecedented security issues





# 2025 Year Review

- Park Rangers received a new two-seater ATV.
- Partnered with Avista to improve river safety
- Café turnover from Bearded Ginger to Riverfront Park Café
- New Sister Cities Art Piece By Mallory Battista
- New Chess Tables
- Supported 3 Tesera (formerly Skils'Kin) interns
- CSO riverbank clean-up with Riverkeeper, Spokane mountaineers & Mica Moon Zipline tours







# 2025 Year Review

- First Attractions Job Fair
- Recognition from BID and National Carousel Association
- Major repair of #1 Compressor
- Automated Ice Skate Sharpener
- Event attendance grew 50% over 2024
- 12 New Events created
- 1.9 Million Visits ... 96% increase



# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <b>Type of agenda item</b>   | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |                                     |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |                                     |
| <b>City Clerks file</b> (OPR or policy #)  | OPR 2023-0047  |  |                                     |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | American Indian Community Center / High Bridge Park Land Lease (\$896,000 revenue)   |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2076                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>Land lease agreement with the American Indian Community Center granting rights to use a 2.25 acre portion of High Bridge Park to develop the new American Indian Community Center building.<br><br>This agreement was developed after park board land committee determined in October 2025 that the proposal is consistent with the 'alternative use of park land' policy and provides a quantifiable net benefit to the park system. This lease agreement incorporates feedback from the December park board land committee.  |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve High Bridge Park land lease agreement with American Indian Community Center.   |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input type="radio"/> Yes <input checked="" type="radio"/> No<br>If so, who/what department, agency or company: American Indian Community Center<br>Name: Linda Lauch    Email address: lindal@aiccinc.org    Phone: (509) 535-0886   |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    karen@aiccinc.org<br>Parks – Sarah Deatrich    lindal@aiccinc.org<br>Requester: Nick Hamad    garrett jones<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input type="radio"/> Expenditure <input checked="" type="radio"/> Revenue<br>Amount:    Budget code:  |  |  |                                     |
| <b>Vendor:</b> <input type="radio"/> Existing vendor <input checked="" type="radio"/> New vendor<br><b>Supporting documents:</b><br><div style="display: flex; justify-content: space-between;"> <div> <input type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB)<br/> <input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane<br/> <input type="checkbox"/> UBI:    Business license expiration date:         </div> <div> <input type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br/> <input type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)         </div> </div> |  |  |                                     |

## AMERICAN INDIAN COMMUNITY CENTER LAND LEASE AGREEMENT

This Land Lease Agreement ("Agreement") is between the City of Spokane Park Board ("Park Board"), and the American Indian Community Center ("AICC"), hereinafter referred to as a "Party" and collectively as the "Parties".

WHEREAS, the American Indian Community Center wishes to provide recreational and social services for the Indian community in Spokane and find a dedicated location for this purpose; and

WHEREAS, the Park Board is empowered by Article V of the City Charter with the authority to care for, manage, control and improve all parks and grounds used for park purposes and the authority to grant leases and privileges under such restrictions and for such compensation as the Board may prescribe; and

WHEREAS, in January 2023, the Park Board had adopted a resolution to partner with the American Indian Community Center to help them find a dedicated facility for its activities; and

WHEREAS, in November 2025, the Park Board Land Committee unanimously agreed that leasing a 2.25-acre portion of High Bridge Park in exchange for the development of new park improvements equal to or higher than the value of the land to be leased, which would be considered a Quantifiable Net Improvement under the Alternative Use on Park Land Policy dated November 21, 2024; and

WHEREAS, the parties desire to enter into this Land Lease and Use Agreement for the construction of the new American Indian Community Center within High Bridge Park and the subsequent use and operation;

NOW, THEREFORE, the parties agree as follows:

1. PURPOSE. The purpose of this Agreement is for the Park Board to lease land to the American Indian Community Center in order to allow the AICC to construct and operate a new community center in High Bridge Park. The lease granted under this Agreement shall begin upon final execution of this Agreement by the Parties after Spokane City Council approval, which the Park Board shall pursue in a timely manner according to the City Council procedures and run for a period of fifty (50) years. The total amount of Park land to be leased to the AICC at High Bridge Park will not exceed 2.25 acres. The 2.25 acres includes land for an approximately 22,000 square foot building, public parking, an outdoor amphitheater, walkways, landscaping and other necessary requirements (hereinafter referred to as the "Community Center").
2. TERM OF AGREEMENT. The term of this Agreement begins on January 8, 2026, and shall run through December 31, 2076, unless amended by written agreement or terminated earlier under the provisions. If the American Indian Community Center

does not begin construction on authorized improvements on or before January 1, 2030, this lease agreement may be terminated by the Park Board.

3. PROPERTY. The property to be leased to the AICC is located on a 2.25-acre plot of undeveloped land within High Bridge Park, located at the corner of A Street and Riverside Avenue as depicted in Exhibit A, attached hereto and incorporated by this reference. The AICC shall have exclusive control of the Community Center during the time a community center is maintained on that site. Park Board shall have the option to use the premises for Parks and Recreation programming when the AICC is not using the premises. The premises shall not be used for any other purposes without the consent of the AICC. All structures erected on the property shall remain the property of the AICC as long as the property is used as an American Indian Community Center. Parks' use of the premises shall in no way be exclusive and shall not infringe upon the AICC's primary usage of the premises. Parks' use shall be at no cost to Parks and is not part of the Quantifiable Net Improvement determination. The AICC shall maintain and secure all improvements within the dedicated lease area for the duration of this agreement. Following construction of the AICC improvements, a metes and bounds legal description defining the lease area shall be prepared at the request and expense of AICC, which completed legal description shall be added to this agreement by amendment.

4. CONDITIONS. The Park Board leases to the AICC park property for use as the site of a community center subject to the following conditions:

- A. During the design, development and construction phases of the community center, AICC will present the Park Board design plans for review and comment limited to the exterior building, landscaping and impact on the Park. The AICC staff and construction project team shall review, consider, and, when feasible, incorporate the Park Board's comments into the construction design. After the Park Board's review and AICC's approval of the design and development phase of design for the construction of the community center, only substantial changes to the construction documents need to be reviewed by the Park Board and approved by the AICC; and

- B. Concurrent with construction of AICC improvements within the lease area, the AICC shall construct park improvements within High Bridge Park, including but not limited to: a public restroom, public parking and/or trailhead, and a public playground. These improvements must have a value of no less than Eight Hundred Ninety-Six Thousand Dollars (\$896,000.00), which is the median broker's opinion of value of the lease area. These improvements shall be considered the Quantifiable Net Improvement to Parks required to grant the requested land lease. Upon substantial completion of these improvements, they shall become the property of Parks.



C. The AICC shall replace every existing non-invasive tree greater than 12 inches in diameter removed from the community center site with one new tree placed within the park, after consultation and concurrence from Park staff; and

D. The Park Board may lease additional park property to the AICC to be used as a staging area for construction upon such terms as agreed upon by the Park Board and the AICC. The AICC agrees to return the property to its condition before use.

5. **MAINTENANCE.** The AICC shall be responsible for maintenance of all improvements and land within the lease area, including the community center, the parking lot used by the AICC and associated landscaping and irrigation, all driveways, sidewalks and frontage landscape adjacent to the community center; including snow removal, surface sweeping, restriping of parking space lanes, landscape maintenance and repair, and re-construction of site elements at the end of their useable life. The Parties shall address cost sharing for any jointly used surface parking lot repairs (parking south of the AICC facility) in the event the need to repair or replace the asphalt surface. Parks shall maintain all park land and features adjacent to the community center lease area, including the additional park improvements constructed by the AICC as outlined in section 4.B. Maintenance shall be a cooperative venture worked out in the best interests of the Park Board.
6. **TERMINATION.** If the AICC closes the American Indian Community Center, the lease shall terminate. Should the AICC cease to operate a community center on the premises, as contemplated under this agreement, the AICC shall remove all structures from the property and restore the property to a park like condition. This demolition and removal shall occur under the consultation and approval of the Park Board, unless in its discretion, the Park Board notifies the AICC that the improvements may remain.
7. **RENT.** The AICC shall pay the Park Board \$1 per year as rent for the use of the park land as described in this Lease. It is the understanding of the Parties hereto that rent is a negligible amount because the AICC will provide improvements with a value sufficient to be considered the Quantifiable Net Improvement required by the Alternative Use on Park Land Policy.
8. **NOTICE.** All notices, demands, requests, and other communications under this Agreement must be in writing and shall be effective upon delivery by hand or email, one (1) day following the day when deposited with a reputable, established overnight courier service for delivery to the intended addressee, or three (3) business days after deposited in the United States mail, postage prepaid, certified or registered, and addressed to Licensor or to Licensee at the corresponding address set forth below. Any notices sent by email shall be delivered



to the email addresses set forth below, or such other email address as designated by a party during the Term. Notice will be sent to the following recipients:

**AICC**

Attn: Linda Lauch, Executive Director  
1025 W. Indiana Ave  
Spokane, WA 99205  
Email: lindal@aiccinc.org

**City of Spokane**

Attn: Garrett Jones, Director of Parks and Recreation  
808 W. Spokane Falls Blvd. Suite 500  
Spokane, WA 99201  
Email: gjones@spokanecity.org

Copy to:  
Attn: General Counsel

Copy to: City Attorney's Office  
Attn: Megan Kapaun  
808 W. Spokane Falls Blvd. Suite 550  
Spokane, WA 99201  
Email: mkapaun@spokanecity.org

9. RECORDING. The AICC may record this Lease or a Notice thereof at their discretion. If the AICC records a memorandum or "short form" of this Lease, it shall be in a form customarily used for such purposes. Said memorandum or short form of this Lease shall describe the parties, the Property, the lease term and any other provisions reasonably required, shall incorporate this Lease by reference and shall specify that any inconsistency between the memorandum of lease and this Lease shall be resolved in favor of this Lease.
10. APPLICABLE LAW. Notwithstanding anything to the contrary contained in this Agreement, this lease Agreement is subject in all respects to all applicable Laws, including, but not limited to, the Revised Code of Washington, the Spokane Municipal Code, and all present and future contracts entered into by, all other entities, governing bodies or organizations having jurisdiction over the rights and benefits granted to the AICC herein.

SPOKANE PARK BOARD

By \_\_\_\_\_ Date \_\_\_\_\_

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

AMERICAN INDIAN COMMUNITY CENTER

By \_\_\_\_\_ Date \_\_\_\_\_

(Name) \_\_\_\_\_

(Title) \_\_\_\_\_

Approved as to form:

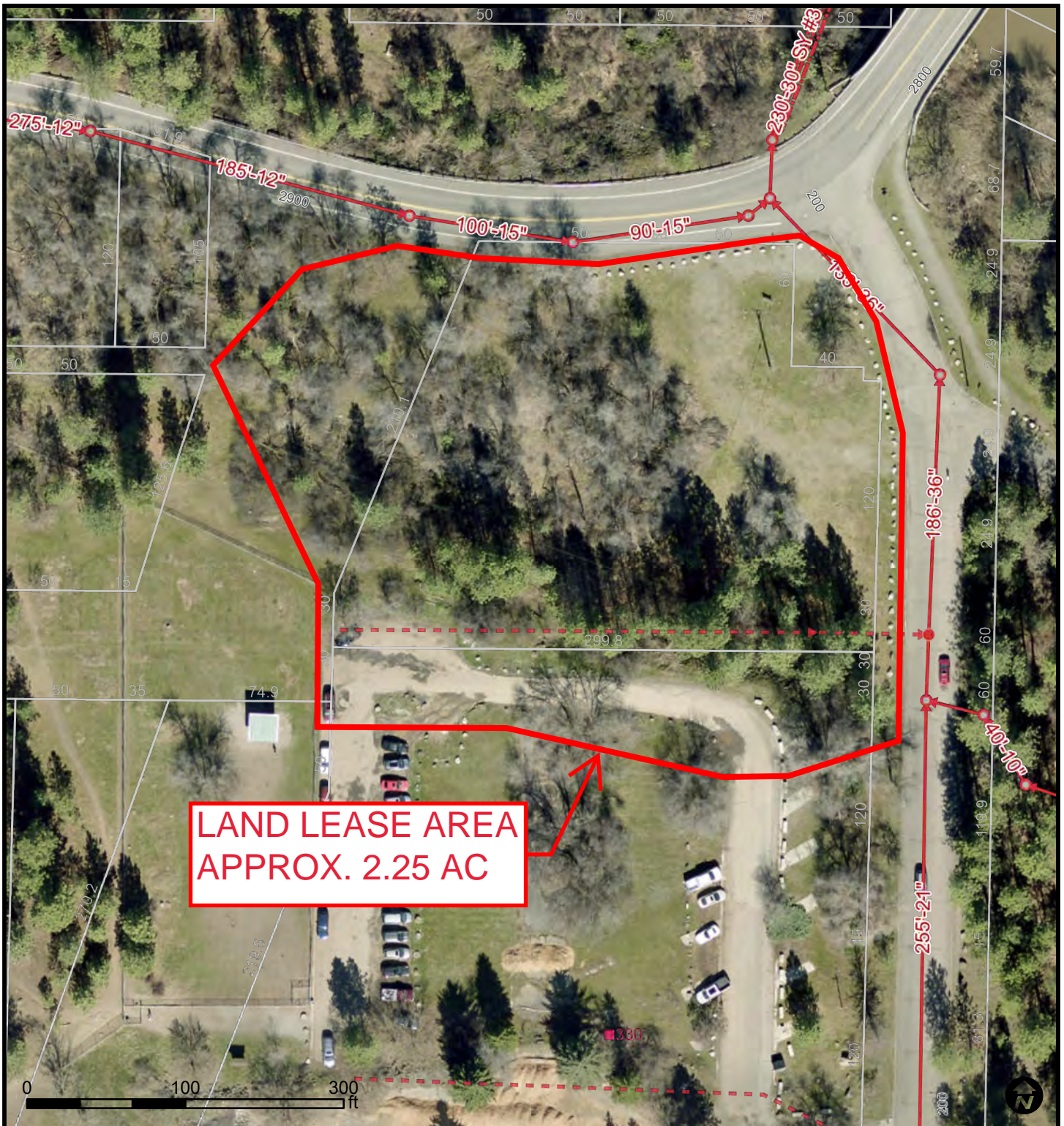
Attest:

\_\_\_\_\_  
Assistant City Attorney

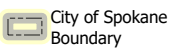
\_\_\_\_\_  
City Clerk

EXHIBIT A  
LAND LEASE AREA

## Ground Lease Area



### Legend

☐ Parcel

### Address Point

- Primary
- Secondary
- County Address Point
- Hundred Block
- Parcel
- Dimension

World Imagery  
Low Resolution  
15m Imagery  
High Resolution  
60cm Imagery  
High Resolution  
30cm Imagery  
Citations

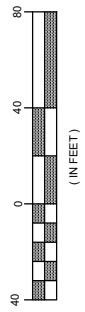
30cm  
Resolution  
Metadata

## City of Spokane GIS



**THIS IS NOT A LEGAL DOCUMENT:**  
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.





# High Bridge Park Land Lease



LOCATION MAP



## PROJECT DIRECTORY

OWNER  
AMERICAN INDIAN COMMUNITY CENTER  
1025 W Indiana Avenue  
Spokane, WA 99205

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| C102 | GRADING PLAN               |
| C301 | PROFILE PLANS              |
| A101 | LEVEL 1 - FLOOR PLAN       |
| A102 | LEVEL 2 - FLOOR PLAN       |
| A103 | LEVEL 3 - FLOOR PLAN       |
| A104 | SECTION A                  |
| A105 | SECTION B                  |
| A106 | NORTH AND SOUTH ELEVATIONS |
| A107 | EAST AND WEST ELEVATIONS   |

06/30/2025

G000

COVER SHEET



AMERICAN INDIAN  
COMMUNITY CENTER  
PRELIMINARY SCHEMATIC DESIGN





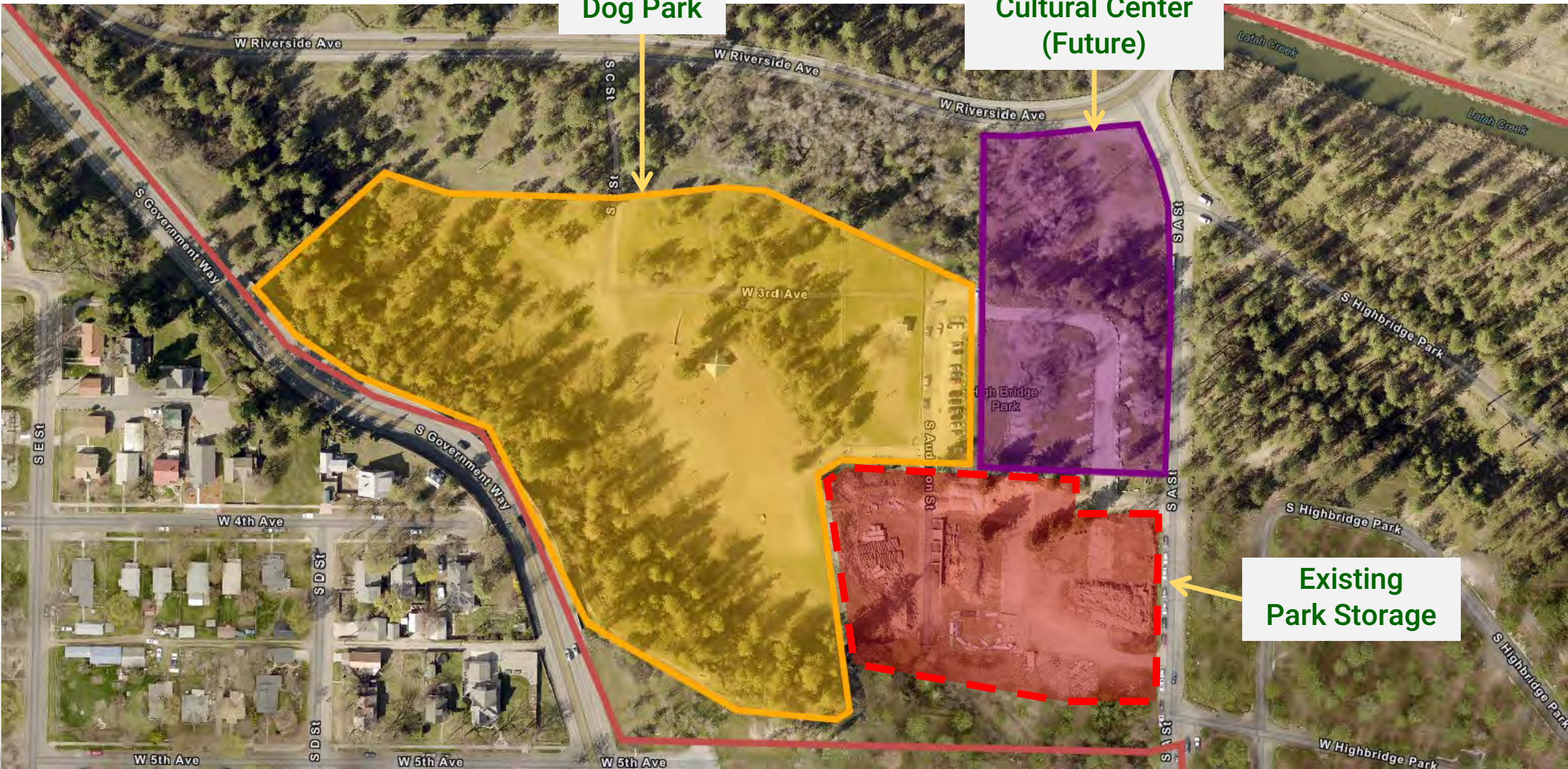


SITE LOCATION

DOWNTOWN  
SPOKANE



# High Bridge



Existing  
Dog Park

American Indian  
Cultural Center  
(Future)

Existing  
Park Storage



Today





# Vision



SE PERSPECTIVE



NE PERSPECTIVE

## DUALITY

2 >> 1

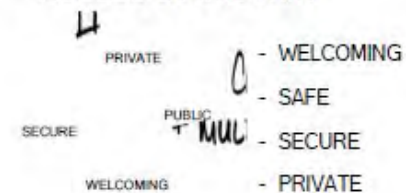
- CONFLUENCE
- WALKING IN TWO WORLDS
- FLEXIBILITY/ ADAPTABILITY

## RESILIENCE



- CONNECTS W/ NATURE
- SUSTAINABLE
- REGENERATIVE
- UNBROKEN CYCLES

## SEPARATION OF ACCESS & FUNCTION



## INTERDEPENDENCE

### INTERICH



- IT TAKES A VILLAGE
- STRENGTH OF CONNECTIVITY
- MULTI-CULTURAL



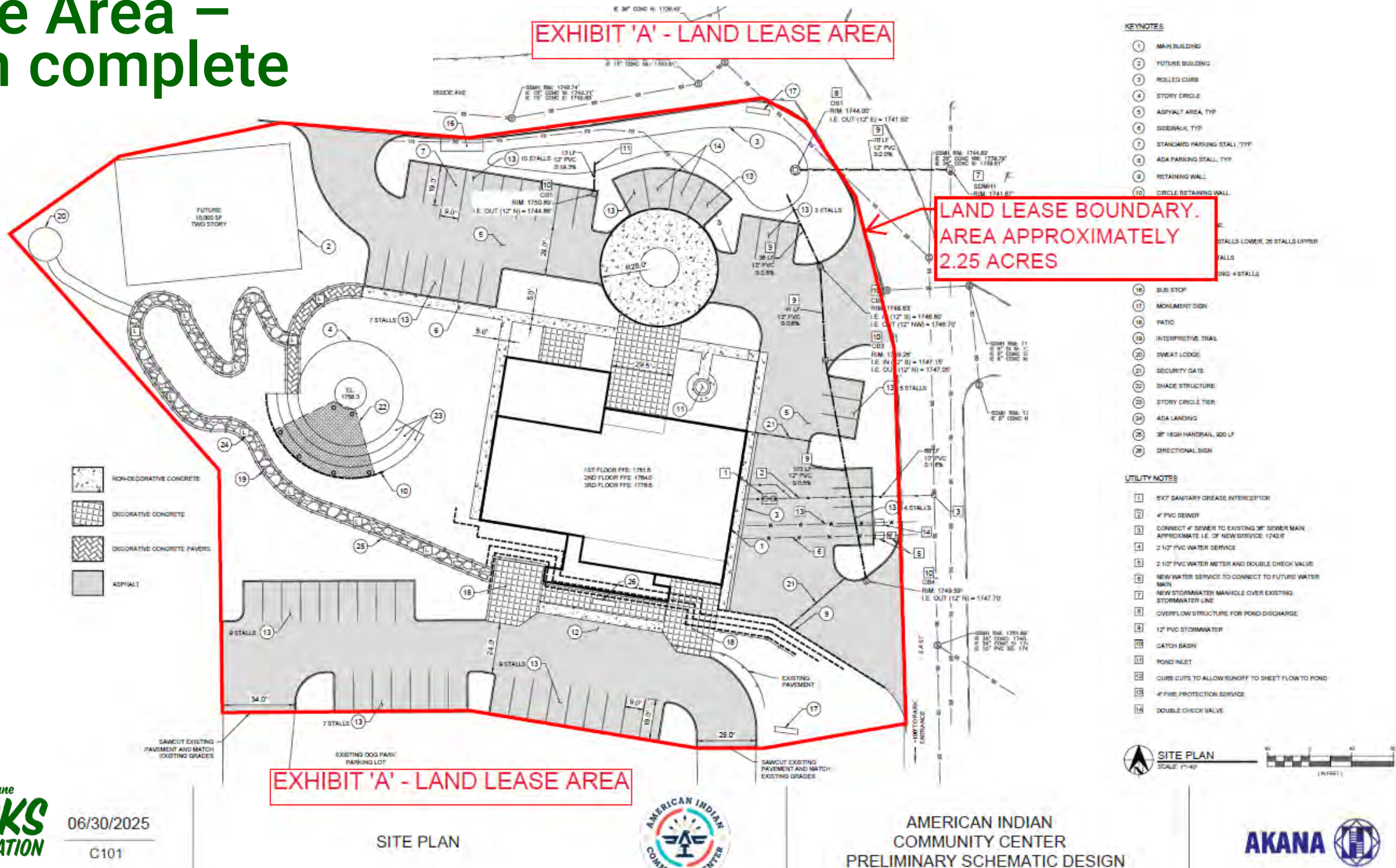
# Lease Area - Today

Ground Lease Area





# Lease Area – when complete



# Lease Details

- 50-year term
- 2.25 acres of leased area *(of 168 ac)*
- For new community center
  - ~22,000 sf building, parking, outdoor amphitheater, walkways, landscape, appurtenances
- Rent: \$1 per year
- Quantifiable net improvement: AICC constructs improvements
  - Public restroom, trailhead, playground valued @ no less than \$896,000.00

# Additional Conditions

- Structures within lease area remain property of AICC
  - As long as lease is effective and property is used as community center
- AICC shall:
  - maintain exclusive control of community center
  - present detailed designs to Parks for review and comment
  - Maintains all improvements within lease area (buildings, parking, landscape – includes snow removal, replacement)
- If AICC closes the community center, lease terminates

# Questions?

# Questions?

## Motion:

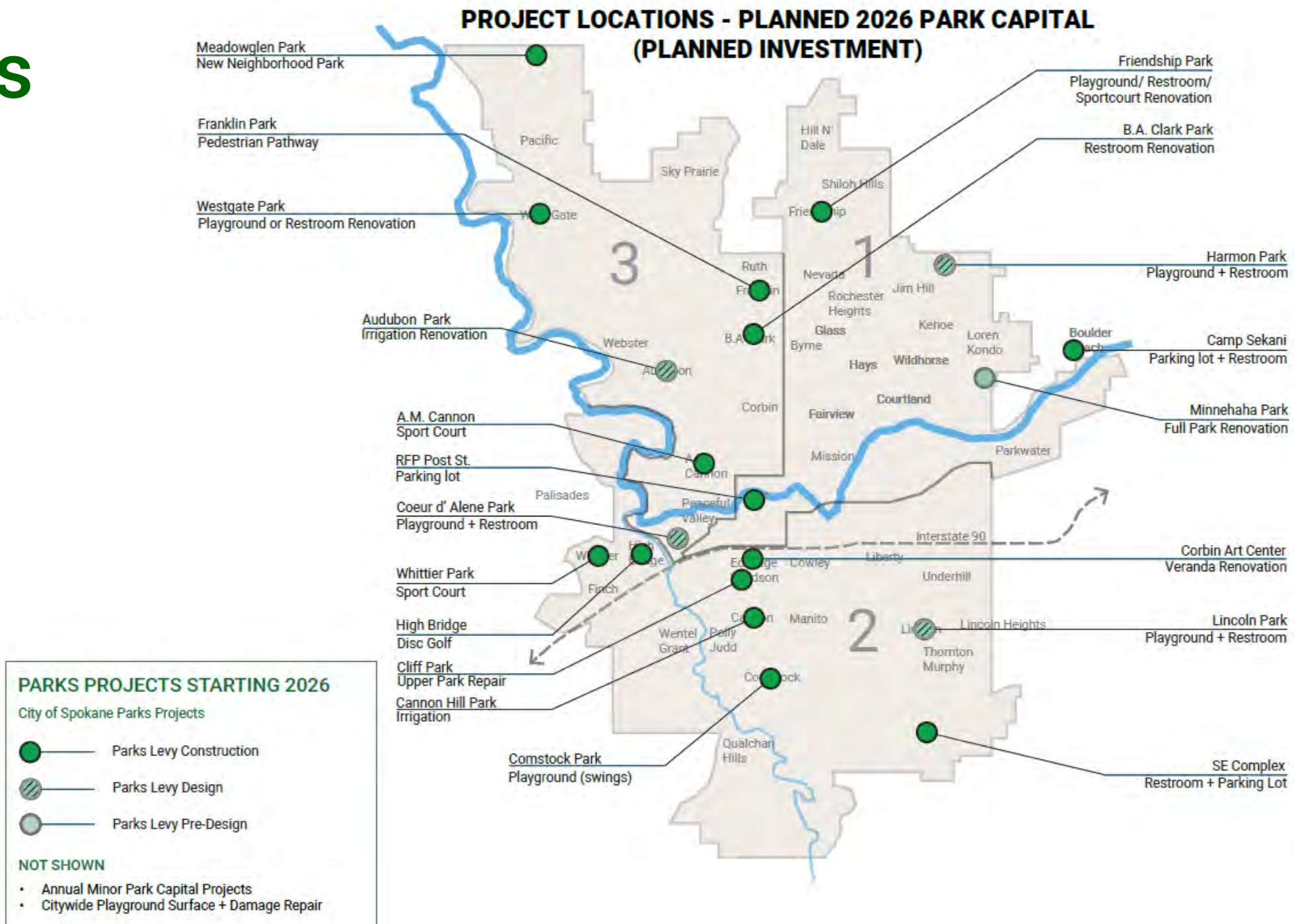
**Motion to approve High Bridge land lease agreement  
with the American Indian Community Center**



# 2026-2029 on-call landscape architecture Master Contracts



# Projects to do...





# We need plans...







# Enter 'on-call' consulting

- Reduce procurement
- Increase responsiveness & flexibility
- Expedite our ability to implement projects



CITY OF SPOKANE - PURCHASING  
& CONTRACTS  
915 N. Nelson St.  
Spokane, Washington 99202  
(509) 625-6400

## REQUEST FOR QUALIFICATIONS

RFQu NUMBER: 6470-25

RFQu TITLE: 2026-2029 ON-CALL  
LANDSCAPEARCHITECTURE SERVICES

RFQu COORDINATOR: Thea Prince, City of  
Spokane Purchasing Department

QUESTION DEADLINE: FRIDAY, December 5,  
2025

TIME: 3:00 P.M.

PROPOSAL DUE DATE: MONDAY, December  
15, 2025

TIME: 1:00 P.M.

### PROPOSAL SUBMITTAL:

All Proposals shall be submitted electronically  
through the ProcureWare online procurement  
system portal:

<https://spokane.procureware.com> by the due  
date and time.



# Goals with this solicitation

- Implement levy funded projects quickly & consistently.
- Reduce procurement & contracting burden for levy projects.
- Provide opportunity for consultants to work with City Parks on levy funded improvements.
- Contract with ~6 highly qualified consultants.
  - 3-year contract duration
  - Up to \$750k value per contract

# Consultant Responses

- Received (20) proposals from consultants
  - 19 'qualified'
  - 12 local
  - 8 regional
  - Consistently strong & qualified
- All proposals have been ranked by staff committee
  - Top 6 recommended for contracts



# Top 6 Firms

1. \*Michael Terrell Landscape Architecture (MTLA)
2. \*SCJ Alliance
3. \*Sherry Pratte Van Voorhis (SPVV)
4. Berger Partnership
5. \*Dig Studio
6. \*Place Landscape Architects

# First Couple Firms out

7. Ground3

8. \*AHBL

AGGREGATE SCORE - 2026-2029 ON CALL LANDSCAPE ARCHITECTURE

| Rank | Firm             |     |     |     |     | TOTAL |
|------|------------------|-----|-----|-----|-----|-------|
| 1    | MTLA             | 135 | 150 | 132 | 141 | 558   |
| 2    | SCJ Alliance     | 140 | 140 | 140 | 124 | 544   |
| 3    | SPVV             | 115 | 138 | 150 | 140 | 543   |
| 4    | Berger           | 125 | 143 | 143 | 123 | 534   |
| 5    | Dig Studio       | 130 | 148 | 120 | 125 | 523   |
| 6    | Place            | 110 | 133 | 146 | 130 | 519   |
| 7    | Ground3          | 125 | 145 | 125 | 115 | 510   |
| 8    | AHBL             | 100 | 135 | 138 | 136 | 509   |
| 9    | Mithun           | 105 | 128 | 130 | 127 | 490   |
| 10   | ESA              | 110 | 130 | 115 | 129 | 484   |
| 11   | GGLO             | 105 | 123 | 117 | 135 | 480   |
| 12   | JETT             | 95  | 125 | 117 | 121 | 458   |
| 13   | Architect's West | 95  | 115 | 120 | 125 | 455   |
| 14   | Land Expressions | 80  | 105 | 136 | 133 | 454   |
| 15   | MacLoed Reckford | 95  | 120 | 110 | 128 | 453   |
| 16   | Bernardo Wills   | 85  | 95  | 120 | 139 | 439   |
| 17   | Szabo L.A.       | 95  | 113 | 117 | 110 | 435   |
| 18   | RW Droll         | 95  | 110 | 95  | 107 | 407   |
| 19   | ALSC             | 75  | 65  | 125 | 126 | 391   |
| N/R  | PNW Landscape    | N/R | N/R | N/R | 20  | 20    |

# Today's Actions

Issue 'Master Contracts' with Top 3 Firms, in ranked order.

1. \*Michael Terrell Landscape Architecture (MTLA)
2. \*SCJ Alliance
3. \*Sherry Pratte Van Voorhis (SPVV)
4. Berger Partnership
5. \*Dig Studio
6. \*Place Landscape Architects

# Action 1

- \*Michael Terrell Landscape Architecture (MTLA)

**Motion to approve Michael Terrell Landscape Architecture, PLLC. master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000**



# Action 2

- \*SCJ Alliance

**Motion to approve SCJ Alliance master contract for  
2026-2029 on-call landscape architecture services  
not to exceed \$750,000**

# Action 3

- \*SPVV Landscape Architects

**Motion to approve SPVV Landscape Architects master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000**



An aerial photograph of a park featuring three tennis courts with green playing surfaces and red outer boundaries, and one basketball court with a blue surface. The courts are enclosed by a chain-link fence. Lush green trees surround the facility. A large, semi-transparent white rounded rectangle is centered over the tennis courts, containing the text "Thank You!" in a bold green font.

# Thank You!

# Spokane Park Board

## Briefing Paper



|  |  |  |  |  |
|--|--|--|--|--|
| <b>Committee</b>   | Finance Committee  |  |  | <b>Committee meeting date:</b> January 6, 2026 |
| <b>Requester</b>   | Nick Hamad   |  |  | <b>Phone number:</b> 509.363.5452              |
| <b>Type of agenda item</b>   | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |  |  |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |  |  |
| <b>City Clerks file</b> (OPR or policy #)  |  |  |  |  |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |  |
| <b>Item title:</b> (Use exact language noted on the agenda)  | Michael Terrell - Landscape Architecture, PLLC / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00)                          |  |  |  |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   |  | Ends: 12/31/2029                                   | <input type="checkbox"/> 06/01/2525            |
| <b>Background/history:</b><br>After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.<br><br>20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'Michael Terrell Landscape Architecture' is the highest ranked firm. As a result, staff is recommending contract award to this firm. |  |  |  |  |
| <b>Motion wording:</b><br>Motion to approve Michael Terrell Landscape Architecture, PLLC. master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000.   |  |  |  |  |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: Michael Terrell Landscape Architecture, PLLC.<br>Name: Michael Terrell    Email address: mterrell@mt-la.com    Phone: 509.922.7449  |  |  |  |  |
| <b>Distribution:</b><br>Parks – Accounting    Thea Prince<br>Parks – Sarah Deatrich    Garrett Jones<br>Requester: Nick Hamad<br>Grant Management Department/Name:   |  |  |  |  |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: not to exceed \$750,000    Budget code: 1950-54920-94760-56504   |  |  |  |  |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 603-368-643    Business license expiration date: 1/31/27 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)             |  |  |  |  |





**CITY OF SPOKANE**  
**PARKS AND RECREATION**

**MASTER CONSULTANT AGREEMENT**

**Title: 2026 – 2029 ON-CALL LANDSCAPE  
ARCHITECTURE SERVICES**

This Consultant Agreement is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as ("City"), a Washington municipal corporation, and **MICHAEL TERRELL LANDSCAPE ARCHITECTURE, PLLC.**, whose address is 1421 N. Meadowwood Lane, Suite 150 Liberty Lake, WA 99019, as ("Consultant"), individually hereafter referenced as a "Party", and together as the "Parties".

*WHEREAS, the purpose of this Agreement is for Consultant to provide 2026 through 2029 On-Call Landscape Architecture Services; and*

*WHEREAS, the Consultant was selected through a Request for Qualifications #6470-25 issued by the City.*

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:

**1. TERM OF AGREEMENT.**

The term of this Agreement begins on January 8, 2026, and shall end December 31, 2029, unless amended by written agreement or terminated earlier under the provisions. This Agreement may be renewed for one (1) additional one-year contract period, subject to mutual agreement.

**2. TIME OF BEGINNING AND COMPLETION.**

The Consultant shall begin the work outlined in individual Task Assignments ("Task Assignments") on the beginning date above. The City will acknowledge in writing when the Task Assignment is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

**3. SCOPE OF WORK.**

The General Scope of Work for this Agreement is described in the Request for Qualifications #6470-25 and Consultant's Proposal, which is attached as Exhibit B and made a part of this Agreement. In the event of a conflict or discrepancy in the contract documents, the City Agreement controls. As noted in Attachment 1 to Exhibit B – RFQu 6470-25, City may utilize federal grant monies to compensate portions of the work covered by this contract. To the extent federal grant monies are utilized for payment, Consultant agrees to comply with the grant requirements set forth in Attachment 1 that are not otherwise expressly identified as terms of this

contract (i.e., such as the debarment and suspension requirements set forth in paragraph 12 herein).

This agreement covers yet to be defined landscape architecture work associated with the City of Spokane park improvement projects, which will be further defined in individual Task Assignments.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

#### **4. COMPENSATION.**

Total compensation for Consultant's services under this On-Call Agreement shall not exceed **SEVEN HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$750,000.00)**, plus applicable taxes. This is the maximum amount to be paid under this Agreement for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

#### **5. PAYMENT.**

The Consultant shall submit its applications for payment to City of Spokane Parks and Recreation Department, 808 West Spokane Falls Boulevard, 5th Floor, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Consultant's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Consultant and pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

#### **6. REIMBURSABLES**

The reimbursables under this Agreement are to be included, and considered part of the maximum amount not to exceed (above), and require the Consultant's submittal of appropriate documentation and actual itemized receipts, the following limitations apply.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for third party direct expenses specifically identifiable with this project shall be an itemized listing of the charges supported by copies of the original bills, invoices, expense accounts, subconsultant paid invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Contract.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.
- D. **Airfare:** N/A.
- E. **Meals:** N/A.
- F. **Lodging:** N/A.

- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred. Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** N/A.
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a markup. Receipts are required for all miscellaneous expenses that are billed.
- K. **Subconsultant:** Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City are required.

## **7. TAXES, FEES AND LICENSES.**

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- C. The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- D. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

## **8. CITY OF SPOKANE BUSINESS LICENSE.**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Consultant does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

## **9. SOCIAL EQUITY REQUIREMENTS.**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies

to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

#### **10. INDEMNIFICATION.**

The Consultant shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

#### **11. INSURANCE.**

During the period of the Agreement, the Consultant shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to RCW Title 48;

- A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
- B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement;
  - i. Acceptable **supplementary Umbrella insurance** coverage combined with Consultant's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and
- C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
- D. **Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be



provided under this Agreement. The coverage must remain in effect for at least three (3) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

## **12. DEBARMENT AND SUSPENSION.**

The Consultant has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98.

## **13. AUDIT.**

Upon request, the Consultant shall permit the City and any other governmental agency ("Agency") involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement.

## **14. INDEPENDENT CONSULTANT.**

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will

notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

**15. KEY PERSONS.**

The Consultant shall not transfer or reassign any individual designated in this Agreement, and / or the attached consultant proposal, as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

**16. ASSIGNMENT AND SUBCONTRACTING.**

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall require that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

**17. CITY ETHICS CODE.**

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

**18. NO CONFLICT OF INTEREST.**

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As

used in this Section, the term Consultant includes any worker of the Consultant who was, is, or will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

#### **19. ERRORS AND OMISSIONS, CORRECTIONS.**

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. The Final Work Product is defined as a stamped, signed work product. Consultant, without additional compensation, shall correct or revise errors or mistakes in designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

#### **20. INTELLECTUAL PROPERTY RIGHTS.**

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials) and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

#### **21. CONFIDENTIALITY.**

Notwithstanding anything to the contrary, City will maintain the confidentiality of Consultant's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Consultant's materials or information and the City determines there are exemptions only the Consultant can assert, City will endeavor to give Consultant notice. Consultant will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Consultant does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

## **22. DISPUTES.**

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

## **23. TERMINATION.**

- A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.
- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such



compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.

- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

## **24. MISCELLANEOUS PROVISIONS.**

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.
- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.
- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall

not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.

- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term or condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Additional Provisions: This Agreement may be modified by additional terms and conditions ("Special Conditions") which shall be attached to this Agreement as an Exhibit. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**MICHAEL TERRELL LANDSCAPE  
ARCHITECTURE, PLLC**

**CITY OF SPOKANE  
PARKS AND RECREATION**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

---

City Clerk

---

Assistant City Attorney

**Attachments to this Agreement:**

Exhibit A – Certificate Regarding Debarment

Exhibit B – RFQu 6470-25 Response and Consultant's Proposal

Exhibit C – MTLA – Hourly Rate Schedule

25-271c

## EXHIBIT A

### CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

#### Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

1. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
  2. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
4. I understand that a false statement of this certification may be grounds for termination of the contract.

|   |  |
|---|--|
| Michael Terrell Landscape Architecture, PLLC.<br>Name of Subrecipient / Contractor / Consultant (Type or Print) | 2026-2029 On-Call Landscape Architecture Services<br>Program Title (Type or Print) |
| <u>Michael Terrell</u><br>Name of Certifying Official (Type or Print)   | _____<br>Signature   |
| _____<br>Title of Certifying Official (Type or Print)   | _____<br>Date (Type or Print)  |



## **EXHIBIT B**

**EXHIBIT C**  
**MTLA 2026 HOURLY RATES**



CITY OF SPOKANE - PURCHASING  
& CONTRACTS  
915 N. Nelson St.  
Spokane, Washington 99202  
(509) 625-6400

## REQUEST FOR QUALIFICATIONS

|   |  |
|---|--|
| <b><u>RFQu NUMBER:</u></b> 6470-25<br><b><u>RFQu TITLE:</u></b> 2026-2029 ON-CALL<br>LANDSCAPEARCHITECTURE SERVICES<br><b><u>RFQu COORDINATOR:</u></b> Thea Prince, City of<br>Spokane Purchasing Department<br><b><u>QUESTION DEADLINE:</u></b> FRIDAY, December 5,<br>2025<br><b><u>TIME:</u></b> 3:00 P.M. | <b><u>PROPOSAL DUE DATE:</u></b> MONDAY, December<br>15, 2025<br><b><u>TIME:</u></b> 1:00 P.M.<br><b><u>PROPOSAL SUBMITTAL:</u></b><br>All Proposals shall be submitted electronically<br>through the ProcureWare online procurement<br>system portal:<br><a href="https://spokane.procureware.com">https://spokane.procureware.com</a> by the due<br>date and time. |
|---|--|

### 1. GENERAL INFORMATION

#### 1.1 COMMUNICATION

All communication between the Proposer and the City of Spokane (hereinafter “City”) shall be with the Request for Qualifications Coordinator and submitted through the ‘Clarifications’ tab in the City’s online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

#### 1.2 BACKGROUND AND PURPOSE

The City of Spokane, through its Parks and Recreation Division (hereinafter “City”) is initiating this Request for Qualifications (RFQ) seeking qualifications excluding costs from qualified landscape architecture and multi-disciplinary firms with experience in landscape architecture, park planning, public engagement, and detailed park design and documentation to support the City’s planning, design, bidding and implementation various park improvement & enhancement projects throughout the city park system on an ‘on-call basis’.

Selected firm(s) can expect to be utilized to plan, design and document park improvement projects within neighborhood, community, special use, and regional parks citywide, including but not limited to: development and renovation of park grounds, facilities, pathways, sports courts, sports fields, playgrounds, irrigation systems, trail, trailheads, shoreline & pond enhancement, parking facilities, informational and interpretive signage, and various other park amenities.

The City of Spokane Parks and Recreation Division acquires, enhances, protects, maintains, and operates a variety of public lands, open spaces, and facilities located within and immediately adjacent the bounds of the City of Spokane. 105 individual properties consisting of 4,025 acres in area make up the city’s system of park lands, including:

AGGREGATE SCORE - 2026-2029 ON CALL LANDSCAPE ARCHITECTURE

| <b>Rank</b> | <b>Firm</b>      | <b>NAH</b> | <b>HMS</b> | <b>BSE</b> | <b>MP</b> | <b>TOTAL</b> |
|-------------|------------------|------------|------------|------------|-----------|--------------|
| 1           | MTLA             | 135        | 150        | 132        | 141       | 558          |
| 2           | SCJ Alliance     | 140        | 140        | 140        | 124       | 544          |
| 3           | SPVV             | 115        | 138        | 150        | 140       | 543          |
| 4           | Berger           | 125        | 143        | 143        | 123       | 534          |
| 5           | Dig Studio       | 130        | 148        | 120        | 125       | 523          |
| 6           | Place            | 110        | 133        | 146        | 130       | 519          |
| 7           | Ground3          | 125        | 145        | 125        | 115       | 510          |
| 8           | AHBL             | 100        | 135        | 138        | 136       | 509          |
| 9           | Mithun           | 105        | 128        | 130        | 127       | 490          |
| 10          | ESA              | 110        | 130        | 115        | 129       | 484          |
| 11          | GGLO             | 105        | 123        | 117        | 135       | 480          |
| 12          | JETT             | 95         | 125        | 117        | 121       | 458          |
| 13          | Architect's West | 95         | 115        | 120        | 125       | 455          |
| 14          | Land Expressions | 80         | 105        | 136        | 133       | 454          |
| 15          | MacLoed Reckford | 95         | 120        | 110        | 128       | 453          |
| 16          | Bernardo Wills   | 85         | 95         | 120        | 139       | 439          |
| 17          | Szabo L.A.       | 95         | 113        | 117        | 110       | 435          |
| 18          | RW Droll         | 95         | 110        | 95         | 107       | 407          |
| 19          | ALSC             | 75         | 65         | 125        | 126       | 391          |
| N/R         | PNW Landscape    | N/R        | N/R        | N/R        | 20        | 20           |





**City of Spokane Parks and Recreation**  
RFQu Number: 6470-25  
2026-2029 On-Call Landscape Architecture Services



**Michael Terrell - Landscape Architecture, PLLC**  
1421 N. Meadowwood Lane, Suite 150  
Liberty Lake, WA 99016  
509.922.7449 | [www.MT-LA.com](http://www.MT-LA.com)

**LIVE | LEARN | PLAY | SUSTAIN**



December 15, 2025

Thea Prince, City of Spokane Purchasing Department  
915 N. Nelson St., Spokane, Washington 99202

Reference: 2026-2029 On-Call Landscape Architecture Services, RFQu Number: 6470-25

To the City of Spokane Parks & Recreation Evaluation Committee:

Spokane stands at an exciting and pivotal moment with the recent voter approval of the **Healthy Parks, Healthy Neighborhoods** levy. This generational investment will deliver tangible improvements to parks and open spaces that residents can see, feel, and enjoy in every neighborhood. Michael Terrell – Landscape Architecture, PLLC (MT-LA) is uniquely positioned to support this effort through our grounded, implementation-focused approach to park planning and project delivery.

This opportunity carries great responsibility: to move efficiently, communicate clearly, maintain the hard-earned community trust, and create durable, inclusive, and beloved public spaces that reflect Spokane's unique character while respecting real-world constraints such as budget, maintenance, and long-term stewardship.

MT-LA understands these priorities because we live them here at home. Our entire team resides within minutes of the parks, trails, plazas, and natural areas that Spokane families use daily. We hear directly from neighbors about what they value, their concerns, accessibility challenges, and small changes that could make a big difference. This local proximity keeps us grounded and reminds us that every project impacts real families, children, and communities who depend on these spaces to live, gather, play, and recharge.

Our foundational philosophy, **LIVE | WORK | PLAY | SUSTAIN**, guides every project. It mirrors how Spokane interacts with its public spaces and how those spaces shape our city. We design places where people can live fully, learn naturally, play joyfully, and sustain their community and environment for generations to come. Above all, we believe parks define how people feel about their city. They are where Spokane gathers, plays, celebrates, and reconnects. We are eager to help the City build spaces that foster a stronger sense of belonging in every neighborhood.

For more than two decades, MT-LA has partnered with local communities to plan and design parks, playgrounds, plazas, trail systems, and public spaces across the Inland Northwest. In Spokane specifically, our team has contributed to projects including the Southeast Sports Complex, Dutch Jake's Park, Liberty Park's playground and restrooms, Peaceful Valley futsal



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court, Mission Park tennis courts, Centennial Trail improvements, and various streetscape and accessibility upgrades in urban districts, along with more than ten park and trail projects completed in the past year alone. This deep, hands-on experience has given us practical knowledge of Spokane's landscapes, natural systems, materials, community expectations, and interdepartmental collaboration, enabling us to integrate quickly, collaborate effectively, and advance projects with confidence.

There is an ambitious workload ahead: modernizing neighborhood parks, replacing aging playgrounds and adding splash pads, upgrading irrigation, expanding maintenance capacity, and developing new parks in growing areas. This demands a responsive, trusted partner like MT-LA that is capable of scoping, designing, documenting, and supporting construction across multiple projects annually. We have successfully filled this role before, and our experienced team stands ready to do so again.

A local firm, MT-LA has the expertise, capacity, and commitment to serve as a seamless extension of Spokane Parks & Recreation staff. We currently provide On-Call Landscape Architecture Services for Spokane County delivering responsive, task-order-based support across varied projects and timelines. Our team has recently led effective community engagement for parks and public spaces in Spokane, Spokane County, Kalispell, and Sandpoint, building resident trust and translating input into legacy designs. Our on-call approach is built on:

- Proven municipal experience and capacity, with over 100 parks, splash pads, trails, recreation plans, and sports facilities delivered regionally.
- Full in-house capabilities, including playground and splash pad design, sport courts, trails, irrigation, grading, public engagement, construction documentation, and administration—supported by three Certified Playground Safety Inspectors (CPSI).
- Responsive delivery, emphasizing clear scoping, consistent communication, predictable schedules, and familiarity with public-sector processes.
- Practical, inclusive engagement, tailored to Spokane's diverse neighborhoods, with close coordination alongside maintenance and operations staff to minimize long-term costs and meet functional standards.
- A flexible network of local engineering and technical partners, ready to provide specialty services and integrate smoothly with City workflows.

MT-LA is prepared to help implement the Healthy Parks, Healthy Neighborhoods levy, turning this vital investment into essential upgrades across Spokane's neighborhood parks. We will advance the vision of the Parks and Natural Lands Master Plan, "*Preserve and Play*", by creating spaces that respect natural systems, welcome all users, strengthen connections, and endure for future generations.

Thank you for considering our team. We care deeply about this work and are ready today to partner with Spokane Parks & Recreation with the energy, insight, and dedication this moment demands.

Sincerely,

A handwritten signature in black ink, appearing to read "Michael D. Terrell", written over a light blue horizontal line.

Michael D. Terrell, PLA, CPSI, ASLA  
Principal | Michael Terrell Landscape Architecture



## 3.2 LETTER OF SUBMITTAL

**A)** Name, address, principal place of business, telephone number, and e-mail address of legal entity or individual with whom contract would be written.

**Michael Terrell - Landscape Architecture, PLLC**  
1421 N. Meadowwood Lane, Suite 150,  
Liberty Lake, WA 99016

Michael D. Terrell, PLA, CPSI, ASLA | Principal  
509.922.7449 | [mterrell@MT-LA.com](mailto:mterrell@MT-LA.com)

**B)** Legal status of the Firm (sole proprietorship, partnership, corporation, etc.) and location of the facility from which the Firm would operate.

**Michael Terrell - Landscape Architecture, PLLC**  
1421 N. Meadowwood Lane, Suite 150,  
Liberty Lake, WA 99016

MT-LA is a Washington State Certified Veteran-Owned Business.



**C)** Identification of any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.

**Michael Terrell - Landscape Architecture, PLLC** does not employ any current or former employees from the participating Agencies employed by or on the Firm's governing board as of the date of the Proposal or during the previous twelve (12) months.

**D)** Confirmation that Firm meets minimum qualifications identified in Paragraph 1.3 "Minimum Qualifications". Firm must have been in business for five years with at least five completed park improvement projects and must demonstrate proven experience in landscape architecture and/or park planning for municipalities, parks and recreation agencies, public facilities districts, or other similar size and scope service industries. Provide evidence firm leadership includes professional landscape architect(s) currently licensed to practice within the State of Washington.

**Michael Terrell - Landscape Architecture, PLLC**, meets minimum qualifications identified in Paragraph 1.3 "Minimum Qualifications".

**Michael Terrell - Landscape Architecture, PLLC**, MT-LA has been business since 2002 (23 years) and has completed at least five park improvement projects in the last five years. These projects include:

1. Liberty Park Playground (2023)
2. Camas Meadow Park (2025)
3. Plantes Ferry, Synthetic Turf Fields (2025)
4. Meadworks Park (2025)
5. North Coeur d'Alene Park (2025)

**Landscape Architecture Licenses:**

Michael Terrell, Washington: #584  
Jeff Stiltz, Washington: #1507  
Staci Heathman, Washington: #22036865

**E)** Acknowledgement that the Firm will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.

**Michael Terrell - Landscape Architecture, PLLC**, will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.



Liberty Park | City of Spokane

**F)** Please See Appendix for Debarment Statement.

**G)** Acknowledgment that the Firm will not subcontract with any Firms or consultants which do not meet the above criteria.

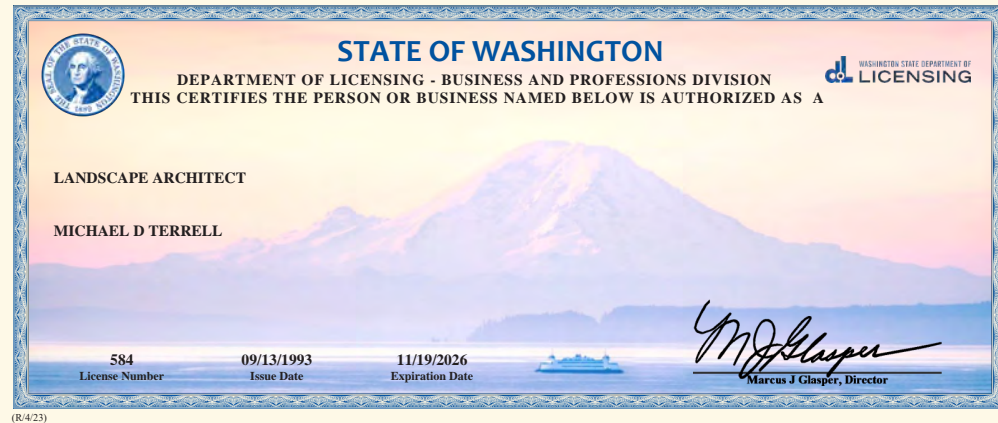
**Michael Terrell - Landscape Architecture, PLLC**, will not subcontract with any Firms or consultants which do not meet the above criteria.



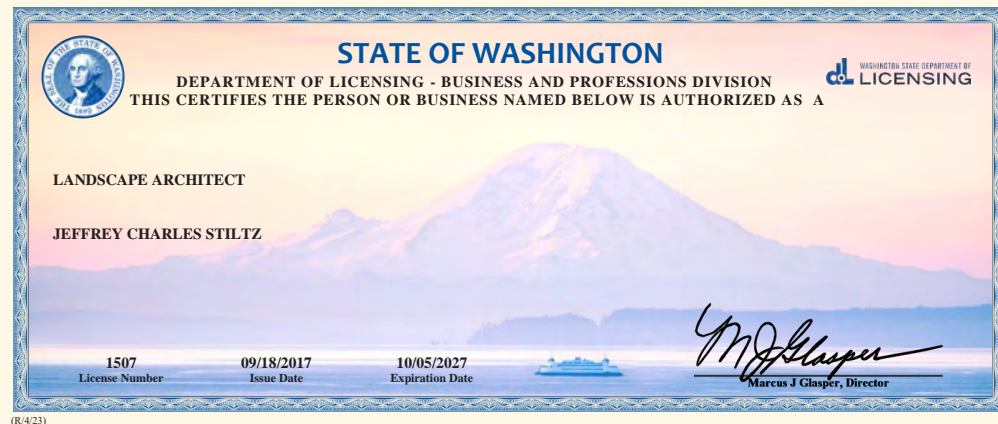


# APPENDIX

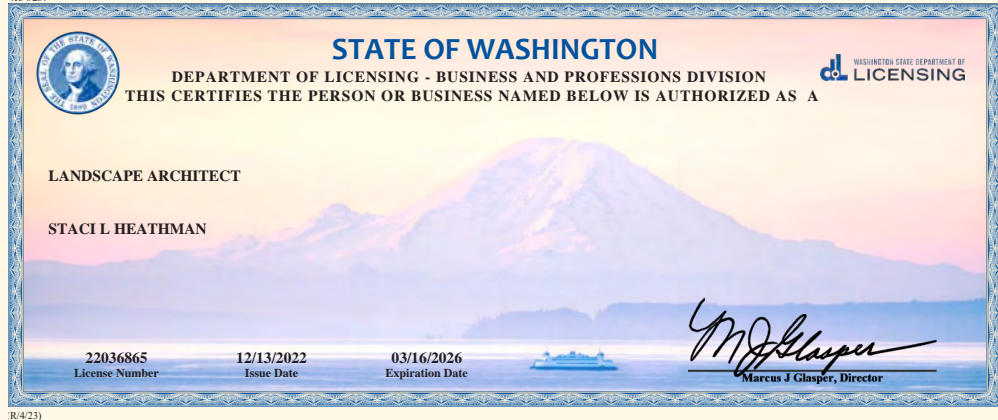
Michael Terrell, Washington: #584

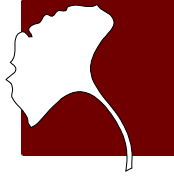


Jeff Stiltz, Washington: #1507



Staci Heathman, Washington: #22036865





# MEMO

**From:** Michael D. Terrell, ASLA

**Effective Date:** 1/1/2026

**To:** File

**Re:** 2026 MTLA Hourly Rates

**CC:** File

Below are our hourly rates by position for your reference.

|                                 |                   |
|---------------------------------|-------------------|
| Landscape Architect, Principal: | \$175.00 per hour |
| Landscape Architect, Associate: | \$152.00 per hour |
| Landscape Architect I:          | \$130.00 per hour |
| Landscape Architect II:         | \$122.00 per hour |
| Landscape Architect III:        | \$115.00 per hour |
| Landscape Designer:             | \$95.00 per hour  |
| Office Manager/Administration:  | \$85.00 per hour  |

Reimbursable expenses, printing, postage etc. are billed at cost.

Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City will be provided with invoices.

Vehicle mileage will be invoiced for reimbursement at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred.

Sincerely,

Michael D. Terrell, ASLA  
Principal

Michael Terrell ■ Landscape Architecture, PLLC  
1421 N. Meadowwood Lane, Suite 150 ■ Liberty Lake, WA 99019  
(509) 922-7449  
[www.mt-la.com](http://www.mt-la.com)

Member American Society of Landscape Architects



License Information:

[New search](#) [Back to results](#)

|                   |  |
|-------------------|--|
| Entity name:      | MICHAEL TERRELL - LANDSCAPE ARCHITECTURE, PLLC             |
| Business name:    | MICHAEL TERRELL LANDSCAPE ARCHITECTURE, PLLC               |
| Entity type:      | Professional Limited Liability Company                     |
| UBI #:            | 603-368-643  |
| Business ID:      | 001  |
| Location ID:      | 0001   |
| Location:         | Active   |
| Location address: | 1421 N MEADOWWOOD LN STE 150<br>LIBERTY LAKE WA 99019-7613 |
| Mailing address:  | 5312 S CHAPMAN RD<br>GREENACRES WA 99016-8832              |

Excise tax and reseller permit status: [Click here](#)

Secretary of State information: [Click here](#)

Endorsements

| Endorsements held at this location                             | License # | Count | Details | Status | Expiration date | First issuance date |
|--|-----------|-------|---------|--------|-----------------|---------------------|
| <a href="#">Liberty Lake General Business</a>                  |           |       |         | Active | Jan-31-2027     | Apr-16-2014         |
| <a href="#">Pasco General Business - Non-Resident</a>          | 43600     |       |         | Active | Jan-31-2027     | Dec-12-2024         |
| <a href="#">Quincy General Business - Non-Resident</a>         |           |       |         | Active | Jan-31-2027     | May-01-2023         |
| <a href="#">Richland General Business - Non-Resident</a>       |           |       |         | Active | Jan-31-2027     | May-16-2024         |
| <a href="#">Spokane General Business - Non-Resident</a>        |           |       |         | Active | Jan-31-2027     | Mar-31-2014         |
| <a href="#">Spokane Valley General Business - Non-Resident</a> |           |       |         | Active | Jan-31-2027     | Apr-18-2014         |

Owners and officers on file with the Department of Revenue

| Owners and officers | Title |
|---------------------|-------|
| TERRELL, KARA L     |       |
| TERRELL, MICHAEL    |       |

Registered Trade Names

| Registered trade names                       | Status | First issued |
|--|--------|--------------|
| MICHAEL TERRELL LANDSCAPE ARCHITECTURE, PLLC | Active | Jul-25-2014  |
| MT-LA  | Active | Jul-25-2014  |

The Business Lookup information is updated nightly. Search date and time: 12/31/2025 7:12:20 AM

[Contact us](#)

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[Check if your browser is supported](#)





THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

December 23, 2025

City of Spokane Parks and Recreation  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201

## Account Information:

|                         |  |
|-------------------------|--|
| Policy Holder Details : | MICHAEL TERRELL- LANDSCAPE<br>ARCHITECTURE, PLLC |
|-------------------------|--|



## Contact Us

### Need Help?

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |
|--|--|
| <b>PRODUCER</b><br>USAA INSURANCE AGENCY INC/PHS<br>65812846<br>The Hartford Business Service Center<br>3600 Wiseman Blvd<br>San Antonio, TX 78251 | <b>CONTACT</b><br><b>NAME:</b><br><b>PHONE</b> (888) 242-1430<br><b>(A/C, No, Ext):</b><br><b>FAX</b><br><b>(A/C, No):</b><br><b>E-MAIL</b><br><b>ADDRESS:</b>   |
| <b>INSURED</b><br>MICHAEL TERRELL- LANDSCAPE ARCHITECTURE, PLLC<br>5312 S CHAPMAN RD<br>GREENACRES WA 99016-8832                                   | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A :</b> Hartford Underwriters Insurance Company<br><b>INSURER B :</b><br><b>INSURER C :</b><br><b>INSURER D :</b><br><b>INSURER E :</b><br><b>INSURER F :</b> |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR                           | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS  |
|----------|---|-------------------------------------|----------|---------------|-------------------------|--------------------------|---|
| A        | COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> General Liability   | X                                   |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027               | EACH OCCURRENCE \$2,000,000   |
|          | DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000   |                                     |          |               |                         |                          |   |
|          | MED EXP (Any one person) \$10,000   |                                     |          |               |                         |                          |   |
|          | PERSONAL & ADV INJURY \$2,000,000   |                                     |          |               |                         |                          |   |
|          | GENERAL AGGREGATE \$4,000,000   |                                     |          |               |                         |                          |   |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:<br><input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER:   |                                     |          |               |                         |                          | PRODUCTS - COMP/OP AGG \$4,000,000  |
| A        | AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> NON-OWNED AUTOS |                                     |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027               | COMBINED SINGLE LIMIT (Ea accident) \$2,000,000   |
|          | BODILY INJURY (Per person)  |                                     |          |               |                         |                          |   |
|          | BODILY INJURY (Per accident)  |                                     |          |               |                         |                          |   |
|          | PROPERTY DAMAGE (Per accident)  |                                     |          |               |                         |                          |   |
|          |   |                                     |          |               |                         |                          |   |
|          | UMBRELLA LIAB EXCESS LIAB<br><input type="checkbox"/> OCCUR<br><input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$   |                                     |          |               |                         |                          | EACH OCCURRENCE<br>AGGREGATE  |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input type="checkbox"/> N/A |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027               | PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT |
|          |   |                                     |          |               |                         |                          |   |
|          |   |                                     |          |               |                         |                          |   |
|          |   |                                     |          |               |                         |                          |   |
|          |   |                                     |          |               |                         |                          |   |
| A        | Employment Practices Liability Insurance  |                                     |          | 65 SBA BH2XM2 | 01/13/2026              | 01/13/2027               | Each Claim Limit \$25,000<br>Annual Aggregate Limit \$25,000  |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations. Certificate holder is an additional insured per the Business Liability Coverage Form SS0008 attached to this policy. Notice of Cancellation will be provided in accordance with Form SS1223, attached to this policy.

**CERTIFICATE HOLDER**

City of Spokane Parks and Recreation  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201

**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
**12/24/2025**

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |  |  |
|--|--|--|--|
| <b>PRODUCER</b><br><br>The Buckner Company<br>6550 South Millrock Dr, Suite Suite 300<br>Salt Lake City Utah, 84121<br> |  | <b>CONTACT NAME:</b> Phillip Naples<br><b>PHONE (A/C, No. Ext):</b><br><b>FAX (A/C, No):</b><br><b>E-MAIL ADDRESS:</b> serviceteam@buckner.layrpartner.com                                 |  |
| <b>INSURED</b><br><br>Michael Terrell - Landscape Architecture, PLLC<br>1421 N. Meadowwood Lane, Suite 150<br>Liberty Lake Washington, 99019   |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Hartford Fire Insurance<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|  |  | <b>NAIC #</b><br>19682   |  |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|------------------|-------------------------|-------------------------|--|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |                  |                         |                         | EACH OCCURRENCE<br>DAMAGE TO RENTED PREMISES (Ea occurrence)<br>MED EXP (Any one person)<br>PERSONAL & ADV INJURY<br>GENERAL AGGREGATE<br>PRODUCTS - COMP/OP AGG<br>\$<br>\$<br>\$<br>\$<br>\$<br>\$ |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          |                  |                         |                         | COMBINED SINGLE LIMIT (Ea accident)<br>BODILY INJURY (Per person)<br>BODILY INJURY (Per accident)<br>PROPERTY DAMAGE (Per accident)<br>\$<br>\$<br>\$<br>\$  |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  |           |          |                  |                         |                         | EACH OCCURRENCE<br>AGGREGATE<br>\$<br>\$<br>\$   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below<br>Y / N <input type="checkbox"/> N / A   |           |          |                  |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT<br>E.L. DISEASE - EA EMPLOYEE<br>E.L. DISEASE - POLICY LIMIT<br>\$<br>\$<br>\$                            |
| A        | Professional Liability  |           |          | 34 OH 0496727-25 | 01/16/2025              | 01/16/2026              | Each Claim<br>General Aggregate<br>\$2,000,000.00<br>\$2,000,000.00  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

## CERTIFICATE HOLDER

## CANCELLATION

|   |  |
|---|--|
| City of Spokane Parks and Recreation<br>808 W SPOKANE FALLS BLVD<br>Spokane Washington, 99201 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
|   | AUTHORIZED REPRESENTATIVE<br><br>Phillip Naples                           |

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Department of Labor & Industries

# Certificate of Workers' Compensation Coverage

December 31, 2025

|   |   |
|---|---|
| WA UBI No.  | 603 368 643                                 |
| L&I Account ID  | 072,594-02                                  |
| Legal Business Name                                   | MICHAEL TERRELL LANDSCAPE ARCHITECTURE PLLC |
| Doing Business As                                     | MICHAEL TERRELL LANDSCAPE                   |
| Workers' Comp Premium Status:                         | Account is current.                         |
| Estimated Workers Reported<br>(See Description Below) | Quarter 3 of Year 2025 "1 to 3 Workers"     |
| Account Representative                                | Employer Services Help Line, (360) 902-4817 |
| Licensed Contractor?                                  | No  |

## What does "Estimated Workers Reported" mean?

Estimated workers reported represents the number of full time position requiring at least 480 hours of work per calendar quarter. A single 480 hour position may be filled by one person, or several part time workers.

## Industrial Insurance Information

Employers report and pay premiums each quarter based on hours of employee work already performed, and are liable for premiums found later to be due.

**Industrial insurance accounts have no policy periods, cancellation dates, limitations of coverage or waiver of subrogation** (See [RCW 51.12.050](#) and [51.16.190](#)).



# Spokane Park Board

## Briefing Paper



|  |  |  |                                     |
|--|--|--|-------------------------------------|
| <b>Committee</b>   | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>   | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <b>Type of agenda item</b>   | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |                                     |
| <b>Type of contract/agreement</b>  | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |                                     |
| <b>City Clerks file</b> (OPR or policy #)  |  |  |                                     |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)  |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)  | SCJ Alliance / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00)  |  |                                     |
| <b>Begin/end dates</b>   | Begins: 01/08/2026   | Ends: 12/31/2029                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.<br><br>20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'SCJ Alliance' is the second highest ranked firm. As a result, staff is recommending contract award to this firm.        |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve SCJ Alliance master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000.  |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: SCJ Alliance Consulting Services<br>Name: Chris Overdorf    Email address: chris.overdorf@scjalliance.com    Phone: 509886.3265x286   |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    Thea Prince<br>Parks – Sarah Deatrich    Garrett Jones<br>Requester: Nick Hamad    chris.overdorf@scjalliance.com<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount: not to exceed \$750,000    Budget code: 1950-54920-94760-56504   |  |  |                                     |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 602-612-261    Business license expiration date: 5/31/26 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability) |  |  |                                     |



CITY OF SPOKANE - PURCHASING  
& CONTRACTS  
915 N. Nelson St.  
Spokane, Washington 99202  
(509) 625-6400

## REQUEST FOR QUALIFICATIONS

|  |  |
|--|--|
| <b><u>RFQu NUMBER:</u></b> 6470-25<br><b><u>RFQu TITLE:</u></b> 2026-2029 ON-CALL<br>LANDSCAPE ARCHITECTURE SERVICES<br><b><u>RFQu COORDINATOR:</u></b> Thea Prince, City of<br>Spokane Purchasing Department<br><b><u>QUESTION DEADLINE:</u></b> FRIDAY, December 5,<br>2025<br><b><u>TIME:</u></b> 3:00 P.M. | <b><u>PROPOSAL DUE DATE:</u></b> MONDAY, December<br>15, 2025<br><b><u>TIME:</u></b> 1:00 P.M.<br><b><u>PROPOSAL SUBMITTAL:</u></b><br>All Proposals shall be submitted electronically<br>through the ProcureWare online procurement<br>system portal:<br><a href="https://spokane.procureware.com">https://spokane.procureware.com</a> by the due<br>date and time. |
|--|--|

### 1. GENERAL INFORMATION

#### 1.1 COMMUNICATION

All communication between the Proposer and the City of Spokane (hereinafter "City") shall be with the Request for Qualifications Coordinator and submitted through the 'Clarifications' tab in the City's online procurement system portal: <https://spokane.procureware.com>. Any communication directed to other parties is prohibited.

#### 1.2 BACKGROUND AND PURPOSE

The City of Spokane, through its Parks and Recreation Division (hereinafter "City") is initiating this Request for Qualifications (RFQ) seeking qualifications excluding costs from qualified landscape architecture and multi-disciplinary firms with experience in landscape architecture, park planning, public engagement, and detailed park design and documentation to support the City's planning, design, bidding and implementation various park improvement & enhancement projects throughout the city park system on an 'on-call basis'.

Selected firm(s) can expect to be utilized to plan, design and document park improvement projects within neighborhood, community, special use, and regional parks citywide, including but not limited to: development and renovation of park grounds, facilities, pathways, sports courts, sports fields, playgrounds, irrigation systems, trail, trailheads, shoreline & pond enhancement, parking facilities, informational and interpretive signage, and various other park amenities.

The City of Spokane Parks and Recreation Division acquires, enhances, protects, maintains, and operates a variety of public lands, open spaces, and facilities located within and immediately adjacent the bounds of the City of Spokane. 105 individual properties consisting of 4,025 acres in area make up the city's system of park lands, including:

AGGREGATE SCORE - 2026-2029 ON CALL LANDSCAPE ARCHITECTURE

| <b>Rank</b> | <b>Firm</b>      | <b>NAH</b> | <b>HMS</b> | <b>BSE</b> | <b>MP</b> | <b>TOTAL</b> |
|-------------|------------------|------------|------------|------------|-----------|--------------|
| 1           | MTLA             | 135        | 150        | 132        | 141       | <b>558</b>   |
| 2           | SCJ Alliance     | 140        | 140        | 140        | 124       | <b>544</b>   |
| 3           | SPVV             | 115        | 138        | 150        | 140       | <b>543</b>   |
| 4           | Berger           | 125        | 143        | 143        | 123       | <b>534</b>   |
| 5           | Dig Studio       | 130        | 148        | 120        | 125       | <b>523</b>   |
| 6           | Place            | 110        | 133        | 146        | 130       | <b>519</b>   |
| 7           | Ground3          | 125        | 145        | 125        | 115       | <b>510</b>   |
| 8           | AHBL             | 100        | 135        | 138        | 136       | <b>509</b>   |
| 9           | Mithun           | 105        | 128        | 130        | 127       | <b>490</b>   |
| 10          | ESA              | 110        | 130        | 115        | 129       | <b>484</b>   |
| 11          | GGLO             | 105        | 123        | 117        | 135       | <b>480</b>   |
| 12          | JETT             | 95         | 125        | 117        | 121       | <b>458</b>   |
| 13          | Architect's West | 95         | 115        | 120        | 125       | <b>455</b>   |
| 14          | Land Expressions | 80         | 105        | 136        | 133       | <b>454</b>   |
| 15          | MacLoed Reckford | 95         | 120        | 110        | 128       | <b>453</b>   |
| 16          | Bernardo Wills   | 85         | 95         | 120        | 139       | <b>439</b>   |
| 17          | Szabo L.A.       | 95         | 113        | 117        | 110       | <b>435</b>   |
| 18          | RW Droll         | 95         | 110        | 95         | 107       | <b>407</b>   |
| 19          | ALSC             | 75         | 65         | 125        | 126       | <b>391</b>   |
| N/R         | PNW Landscape    | N/R        | N/R        | N/R        | 20        | <b>20</b>    |

## 3.2 Letter of Submittal

December 15, 2025

City of Spokane  
915 N. Nelson Street  
Spokane, WA 99202

### Re: 6470-25 2026-2029 On-Call Landscape Architecture Services

Dear Members of the Selection Committee,

We're excited to partner with the City of Spokane for on-call landscape architecture services. As a Spokane-based team, we care about the places our community uses daily and are honored to help shape them. Our approach blends local insight, proven experience in parks and public space design, and a strong commitment to responsible budgeting. The result is resilient and thoughtful designs that meet the needs of Spokane.

**SCJ Alliance (SCJ)** is a 100% employee-owned company founded in 2006. Our multidisciplinary firm brings together landscape architects, planners, engineers, designers, arborists, and other specialists under one roof. This mix of talent enables us to approach each project from every angle, including creative, technical, and practical perspectives. As a result, we deliver solutions that are inspiring and grounded in real-world considerations.

Your project work will be led entirely from our Spokane office, where we have in-house professionals in landscape architecture, planning, civil engineering, traffic engineering, and utility engineering, ensuring responsive communication and a team that understands Spokane's character and priorities. With more than one hundred completed park improvement and planning projects and extensive experience supporting cities, park agencies, public facilities districts, and federal clients, our deep bench of 20 landscape architecture professionals (including 14 Washington State licensed landscape architects) is well equipped for this work.

We are committed to delivering project-ready, community-focused designs that support the Parks and Recreation Department's mission and enhance residents' experiences. We look forward to collaborating with you.

Sincerely,



Kevin Cash, PLA, ASLA  
Project Manager  
[kevin.cash@scjalliance.com](mailto:kevin.cash@scjalliance.com)  
509.835.3770 x471



Chris Overdorf, PLA, ASLA  
Principal-in-Charge  
[chris.overdorf@scjalliance.com](mailto:chris.overdorf@scjalliance.com)  
509.886.3265 x286



**SCJ ALLIANCE**  
CONSULTING SERVICES

#### **A. Name:** SCJ Alliance

**Principal Place of Business:**  
8730 Tallon Lane NE, Suite 200  
Lacey, WA 98516

**Phone:** 509.835.3770

**Email for Contract:**  
[chris.overdorf@scjalliance.com](mailto:chris.overdorf@scjalliance.com)

#### **B. Legal Status:** S-Corporation

**Operating From:**  
108 N Washington, Suite 300  
Spokane, WA 99201

#### **C. Current or Former Agency Employees:** None

#### **D. Minimum Qualifications:**

- ✓ In business over 19 years
- ✓ Over 100 completed park improvement projects
- ✓ 14 Washington state licensed landscape architects

**E.** SCJ will comply with all terms and conditions set forth in the RFQu, unless otherwise agreed by the City.

**F.** SCJ certifies: *it has not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension". Further Acknowledge that Firm will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes and Codified Federal Regulations; and the Firm agrees to comply with City requirements to follow cost principals outlined in 2 CFR 200, Subpart E—Cost Principles for financial disbursements under its Grant Agreement. The Firm also agrees to comply with audit requirements outlined in 2 CFR 200 Subpart F—Audit Requirements".*

**G.** SCJ will not subcontract with any Firms or consultants which do not meet the above criteria.



# Who is SCJ?

**SCJ Alliance (SCJ)** is a multidisciplinary landscape architecture, engineering and planning firm specializing in solving complex issues that challenge developing communities. With over 130 employees, we provide a broad range of professional services to public- and private-sector clients, including landscape architecture, outreach facilitation, urban design, land use and environmental planning, transportation planning and design, and civil engineering.



We enjoy being a part of the creative process and seeking effective and efficient solutions to project challenges. Our responsiveness and ability to communicate, work with you side by side, develop creative solutions, and pay attention to the details are attributes that set us apart in consistently delivering successful projects.

## Anticipate. Envision. Create.

When approaching projects, we use a three-step strategy that we know serves our clients well: we **anticipate** emerging challenges and opportunities, work with clients to **envision** projects to enhance the livability of their community, and then **create** a plan that achieves the goals and vision identified through this process.




## Areas of Expertise

- ♦ Landscape Architecture
- ♦ Parks, Recreation, Open Space & Trails Planning
- ♦ Master Planning
- ♦ Public Outreach & Facilitation
- ♦ Environmental Engineering
- ♦ Environmental Permitting
- ♦ Land Use Planning & Design
- ♦ Outdoor Recreation
- ♦ Grant Funding
- ♦ Civil Engineering
- ♦ Arboriculture
- ♦ Parking & Circulation
- ♦ Specialty Structures
- ♦ Transit Services
- ♦ Transportation Design
- ♦ Transportation Planning
- ♦ Cable-Propelled Transit




# Landscape Architect Licenses



STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION

THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

KEVIN K CASH

880


License Number

10/30/2002

Issue Date


01/07/2027

Expiration Date



Marcus J Glasper, Director


(R/4/23)



STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION

THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

CHRISTOPHER LESTER OVERDORF

929


License Number

08/13/2004

Issue Date

07/21/2026

Expiration Date



Marcus J Glasper, Director

(R/4/23)





# STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

JULIANA LOLI

23018753  
License Number

06/23/2023  
Issue Date

09/11/2027  
Expiration Date

  
Marcus J Glasper, Director

(R/4/23)



# STATE OF WASHINGTON

DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A



LANDSCAPE ARCHITECT

JON P MCNAMARA

903  
License Number

10/14/2003  
Issue Date

06/29/2027  
Expiration Date

  
Marcus J Glasper, Director

(R/4/23)



January 5, 2026

Nick Hamad  
City of Spokane Parks and Recreation  
808 W Spokane Falls Blvd # 5,  
Spokane, WA 99201

Re: 2026-2029 On-Call Landscape Architectural Services – Rate Table  
SCJ Project 25-P00577

Dear Nick:

Pursuant to your request, please see our hourly rate table by individual employee below. We've included an estimated percentage of time we would expect individuals to be involved based on the Scope of Services in the RFQu and the areas of expertise for our staff members:

| Full Name:                     | Position | Billing Rate | Time on Project |
|--------------------------------|----------|--------------|-----------------|
| Landscape:                     |          |              |                 |
| Cash, Kevin                    | SPM      | \$185.00     | 20%             |
| Forbes, Megan                  | L1       | \$110.00     | 45%             |
| Gilleland, Josh                | L2       | \$116.00     | 45%             |
| Goode, Laure                   | L3       | \$132.00     | 25%             |
| Hawks, Lindsay                 | PM1      | \$172.00     | 15%             |
| Loli, Juliana                  | PM3      | \$184.00     | 15%             |
| Malhotra, Lakshita             | L1       | \$112.00     | 20%             |
| McNamara, Jon                  | P        | \$230.00     | 2%              |
| Overdorf, Chris                | PIC      | \$260.00     | 3%              |
| Shinpaugh, Sophia              | L1       | \$112.00     | 45%             |
| Zepeda-Fuertes, Lorena         | L1       | \$116.00     | 10%             |
| Planning (Community Outreach): |          |              |                 |
| Schubring, Lauren              | PM1      | \$185.00     | 2%              |
| Taylor, Liam                   | P3       | \$140.00     | 5%              |
| Civil:                         |          |              |                 |
| Rivas, Scott                   | P        | \$252.00     | 2%              |
| Trueblood, Sophia              | PM1      | \$218.00     | 5%              |
| Reed, Adam                     | T2       | \$120.00     | 5%              |
| Thompson, Freedom              | E1       | \$120.00     | 5%              |
| Tetzlaff, Jennifer             | E4       | \$174.00     | 5%              |



## &lt; Business Lookup

## License Information:

[New search](#) [Back to results](#)

**Entity name:** SHEA CARR & JEWELL, INC.

**Business name:** SCJ ALLIANCE

**Entity type:** [Profit Corporation](#)

**UBI #:** 602-612-261

**Business ID:** 001

**Location ID:** 0004

**Location:** Active

**Location address:** 108 N WASHINGTON ST  
STE 300  
SPOKANE WA 99201-5001

**Mailing address:** 8730 TALLON LN NE  
STE 200  
LACEY WA 98516-6609

**Excise tax and reseller permit status:** [Click here](#)

**Secretary of State information:** [Click here](#)

## Endorsements

| Endorsements held at this location       | License # | Count | Details | Status | Expiration date | First issuance date |
|--|-----------|-------|---------|--------|-----------------|---------------------|
| <a href="#">Spokane General Business</a> |           |       |         | Active | May-31-2026     | Apr-23-2019         |

## Owners and officers on file with the Department of Revenue

| Owners and officers | Title |
|---------------------|-------|
| CARR, JEAN          |       |
| DORAU, STEPHEN      |       |
| FOLSOM, PAM         |       |
| JOHNSTON, ERIC      |       |
| MCDONALD, TAMMY     |       |

## Registered Trade Names

| Registered trade names | Status | First issued |
|------------------------|--------|--------------|
| SCJ ALLIANCE           | Active | Jul-07-2011  |

[View Additional Locations](#)

**Contact us**

How are we doing?

**Take our survey!**

Don't see what you expected?

**Check if your browser is supported**





SCJALLI-01

JTVEIT

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |   |              |
|--|---|--------------|
| PRODUCER<br>License # 0C36861<br>Seattle-Alliant Insurance Services, Inc.<br>401 Union Street, 31st Floor<br>Seattle, WA 98101           | CONTACT NAME: <b>Melanie Kelly</b>  |              |
|  | PHONE (A/C, No, Ext):<br>E-MAIL ADDRESS: <b>melanie.kelly@alliant.com</b> |              |
| INSURED<br><br><b>Shea, Carr &amp; Jewell, Inc. dba: SCJ Alliance</b><br><b>8730 Tallon Lane NE, Suite 200</b><br><b>Lacey, WA 98516</b> | INSURER(S) AFFORDING COVERAGE   | NAIC #       |
|  | INSURER A : <b>Travelers Indemnity Company of America</b>                 | <b>25666</b> |
|  | INSURER B : <b>Travelers Casualty Insurance Company of America</b>        | <b>19046</b> |
|  | INSURER C : <b>Travelers Property Casualty Company of America</b>         | <b>25674</b> |
|  | INSURER D : <b>Standard Fire Insurance Company</b>                        | <b>19070</b> |
|  | INSURER E : <b>Continental Casualty Company</b>                           | <b>20443</b> |
| INSURER F :  |   |              |

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC<br>OTHER: | X         |          | 6803S28842A   | 6/15/2025               | 6/15/2026               | EACH OCCURRENCE \$ <b>2,000,000</b><br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>1,000,000</b><br>MED EXP (Any one person) \$ <b>5,000</b><br>PERSONAL & ADV INJURY \$ <b>2,000,000</b><br>GENERAL AGGREGATE \$ <b>4,000,000</b><br>PRODUCTS - COMP/OP AGG \$ <b>4,000,000</b><br>\$ |
| B        | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY<br><input checked="" type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY                                     |           |          | BA3S293103    | 6/15/2025               | 6/15/2026               | COMBINED SINGLE LIMIT (Ea accident) \$ <b>1,000,000</b><br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
| C        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$   |           |          | CUP3S296295   | 6/15/2025               | 6/15/2026               | EACH OCCURRENCE \$ <b>3,000,000</b><br>AGGREGATE \$ <b>3,000,000</b><br>\$   |
| D        | <input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y / N<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | N         | N/A      | UB3S295329    | 6/15/2025               | 6/15/2026               | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ <b>1,000,000</b><br>E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b><br>E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>   |
| E        | Prof/Pollution Liab   |           |          | AEH591920345  | 6/15/2025               | 6/15/2026               | Each Claim \$ <b>5,000,000</b>   |
| E        | Prof/Pollution Liab   |           |          | AEH591920345  | 6/15/2025               | 6/15/2026               | Aggregate \$ <b>5,000,000</b>  |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project: #25-000577 Spokane Parks Capital Improvements

## CERTIFICATE HOLDER

## CANCELLATION

City of Spokane Parks and Recreation Division  
808 W Spokane Falls Blvd. #5  
Spokane, WA 99201

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



## **Certificate Disclaimer**

Alliant Insurance has recently updated their Certificate of Liability procedures to minimize unnecessary errors and to help clients and certificate holders understand the limitations and provisions outlined in their insurance policies. We will do so by adhering to the recommendations found in the recent Acord form manual and by staying compliant with state statute WAC 284-30-355 and (ORS)744.074(1)(e). Alliant aims to ensure clarity and accuracy in coverage interpretation while also protecting the interests of its clients and certificate holders.

While we can still add specific details such as job numbers, contract names, event dates, or specific locations on certificates, it's crucial to note that Alliant cannot bind our insurers to anything beyond what is specified in the endorsement. If the Additional Insured box is checked, individuals can refer to the Additional Insured endorsement attached to their certificate for detailed coverage information.

Ultimately, coverage is determined by the policy, its terms, and individual endorsements, and as established by the contract between the Named Insured and the Additional Insured. If there are any further inquiries or requests for clarification, please do not hesitate to reach out to us for further assistance.



**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

## **BLANKET ADDITIONAL INSURED (ARCHITECTS, ENGINEERS AND SURVEYORS)**

This endorsement modifies insurance provided under the following:

### COMMERCIAL GENERAL LIABILITY COVERAGE PART

**1. The following is added to SECTION II – WHO IS AN INSURED:**

Any person or organization that you agree in a "written contract requiring insurance" to include as an additional insured on this Coverage Part, but:

- a. Only with respect to liability for "bodily injury", "property damage" or "personal injury"; and
- b. If, and only to the extent that, the injury or damage is caused by acts or omissions of you or your subcontractor in the performance of "your work" to which the "written contract requiring insurance" applies, or in connection with premises owned by or rented to you.

The person or organization does not qualify as an additional insured:

- c. With respect to the independent acts or omissions of such person or organization; or
- d. For "bodily injury", "property damage" or "personal injury" for which such person or organization has assumed liability in a contract or agreement.

The insurance provided to such additional insured is limited as follows:

- e. This insurance does not apply on any basis to any person or organization for which coverage as an additional insured specifically is added by another endorsement to this Coverage Part.
- f. This insurance does not apply to the rendering of or failure to render any "professional services".
- g. In the event that the Limits of Insurance of the Coverage Part shown in the Declarations exceed the limits of liability required by the "written contract requiring insurance", the insurance provided to the additional insured shall be limited to the limits of liability required by that "written contract requiring insurance". This endorsement does not increase the limits of insurance described in Section III – Limits Of Insurance.

- h. This insurance does not apply to "bodily injury" or "property damage" caused by "your work" and included in the "products-completed operations hazard" unless the "written contract requiring insurance" specifically requires you to provide such coverage for that additional insured, and then the insurance provided to the additional insured applies only to such "bodily injury" or "property damage" that occurs before the end of the period of time for which the "written contract requiring insurance" requires you to provide such coverage or the end of the policy period, whichever is earlier.

**2. The following is added to Paragraph 4.a. of SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS:**

The insurance provided to the additional insured is excess over any valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured for a loss we cover. However, if you specifically agree in the "written contract requiring insurance" that this insurance provided to the additional insured under this Coverage Part must apply on a primary basis or a primary and non-contributory basis, this insurance is primary to other insurance available to the additional insured which covers that person or organizations as a named insured for such loss, and we will not share with the other insurance, provided that:

- (1) The "bodily injury" or "property damage" for which coverage is sought occurs; and
- (2) The "personal injury" for which coverage is sought arises out of an offense committed;

after you have signed that "written contract requiring insurance". But this insurance provided to the additional insured still is excess over valid and collectible other insurance, whether primary, excess, contingent or on any other basis, that is available to the additional insured when that person or organization is an additional insured under any other insurance.

## COMMERCIAL GENERAL LIABILITY

3. The following is added to Paragraph 8., **Transfer Of Rights Of Recovery Against Others To Us**, of **SECTION IV – COMMERCIAL GENERAL LIABILITY CONDITIONS**:

We waive any right of recovery we may have against any person or organization because of payments we make for "bodily injury", "property damage" or "personal injury" arising out of "your work" performed by you, or on your behalf, done under a "written contract requiring insurance" with that person or organization. We waive this right only where you have agreed to do so as part of the "written contract requiring insurance" with such person or organization signed by you before, and in effect when, the "bodily injury" or "property damage" occurs, or the "personal injury" offense is committed.

4. The following definition is added to the **DEFINITIONS** Section:

"Written contract requiring insurance" means that part of any written contract under which you are required to include a person or organization as an additional insured on this Coverage Part, provided that the "bodily injury" and "property damage" occurs and the "personal injury" is caused by an offense committed:

- a. After you have signed that written contract;
- b. While that part of the written contract is in effect; and
- c. Before the end of the policy period.

# Spokane Park Board

## Briefing Paper



|   |  |  |                                     |
|---|--|--|-------------------------------------|
| <b>Committee</b>  | Finance Committee  | <b>Committee meeting date:</b> January 6, 2026     |                                     |
| <b>Requester</b>  | Nick Hamad   | <b>Phone number:</b> 509.363.5452                  |                                     |
| <b>Type of agenda item</b>  | <input type="radio"/> Consent <input type="radio"/> Discussion <input type="radio"/> Information <input checked="" type="radio"/> Action                                     |  |                                     |
| <b>Type of contract/agreement</b>   | <input checked="" type="radio"/> New <input type="radio"/> Renewal/ext. <input type="radio"/> Lease <input type="radio"/> Amendment/change order <input type="radio"/> Other |  |                                     |
| <b>City Clerks file</b> (OPR or policy #)   |  |  |                                     |
| <b>Master Plan Goal, Objective, Strategy</b><br>(Click <a href="#">HERE</a> for link to the adopted plan)   |  | <b>Master Plan Priority Tier:</b><br>(pg. 171-175) |                                     |
| <b>Item title:</b> (Use exact language noted on the agenda)   | T.C. Sherry & Associates, dba SPVV Landscape Architects / Master Contract for 2026-2029 on-call landscape architecture services (not to exceed \$750,000.00)                 |  |                                     |
| <b>Begin/end dates</b>  | Begins: 01/08/2026   | Ends: 12/31/2029                                   | <input type="checkbox"/> 06/01/2525 |
| <b>Background/history:</b><br>After the November passage of the citywide neighborhood park improvement & safety levy, the city issued RFQu #6470-25 seeking qualified consulting firms to provide landscape architecture services on an 'on-call' / 'as needed' basis from 2026-2029.<br><br>20 firms submitted proposals in response to the solicitation, and Parks intends to award approximately (6) contracts - awarding contracts in order from the highest ranked firm, to the second highest, and so on. After committee review, 'SPVV Landscape Architects' is the third highest ranked firm. As a result, staff is recommending contract award to this firm. |  |  |                                     |
| <b>Motion wording:</b><br>Motion to approve SPVV Landscape Architects master contract for 2026-2029 on-call landscape architecture services not to exceed \$750,000.  |  |  |                                     |
| <b>Approvals/signatures outside Parks:</b> <input checked="" type="radio"/> Yes <input type="radio"/> No<br>If so, who/what department, agency or company: SPVV Landscape Architects<br>Name: Tom Sherry    Email address: tsherry@spvv.com    Phone: 509.325.0511  |  |  |                                     |
| <b>Distribution:</b><br>Parks – Accounting    Thea Prince<br>Parks – Sarah Deatrich    Garrett Jones<br>Requester: Nick Hamad    kvan@spvv.com<br>Grant Management Department/Name:   |  |  |                                     |
| <b>Fiscal impact:</b> <input checked="" type="radio"/> Expenditure <input type="radio"/> Revenue<br>Amount:    Budget code:<br>not to exceed \$750,000    1950-54920-94760-56504  |  |  |                                     |
| <b>Vendor:</b> <input checked="" type="radio"/> Existing vendor <input type="radio"/> New vendor<br><b>Supporting documents:</b><br><input checked="" type="checkbox"/> Quotes/solicitation (RFP, RFQ, RFB) <input checked="" type="checkbox"/> W-9 (for new contractors/consultants/vendors)<br><input type="checkbox"/> Contractor is on the MRSC Roster - City of Spokane <input type="checkbox"/> ACH Forms (for new contractors/consultants/vendors)<br><input checked="" type="checkbox"/> UBI: 601-610-448    Business license expiration date: 3/31/26 <input checked="" type="checkbox"/> Insurance Certificate (min. \$1 million in General Liability)      |  |  |                                     |



**CITY OF SPOKANE**  
**PARKS AND RECREATION**

**MASTER CONSULTANT AGREEMENT**

**Title: 2026 – 2029 ON-CALL LANDSCAPE  
ARCHITECTURE SERVICES**

This Consultant Agreement is made and entered into by and between the **CITY OF SPOKANE PARKS AND RECREATION** as ("City"), a Washington municipal corporation, and **SPVV LANDSCAPE ARCHITECTS**, whose address is 1908 West Northwest Boulevard, Suite A, Spokane, Washington 99205, as ("Consultant"), individually hereafter referenced as a "Party", and together as the "Parties".

*WHEREAS, the purpose of this Agreement is for Consultant to provide 2026 through 2029 On-Call Landscape Architecture Services; and*

*WHEREAS, the Consultant was selected through a Request for Qualifications #6470-25 issued by the City.*

NOW, THEREFORE, in consideration of the terms, conditions, covenants and performance of the Scope of Work contained herein, the City and Consultant mutually agree as follows:

**1. TERM OF AGREEMENT.**

The term of this Agreement begins on January 8, 2026, and shall end December 31, 2029, unless amended by written agreement or terminated earlier under the provisions. This Agreement may be renewed for one (1) additional one-year contract period, subject to mutual agreement.

**2. TIME OF BEGINNING AND COMPLETION.**

The Consultant shall begin the work outlined in individual Task Assignments ("Task Assignments") on the beginning date above. The City will acknowledge in writing when the Task Assignment is complete. Time limits established under this Agreement shall not be extended because of delays for which the Consultant is responsible, but may be extended by the City, in writing, for the City's convenience or conditions beyond the Consultant's control.

**3. SCOPE OF WORK.**

The General Scope of Work for this Agreement is described in the Request for Qualifications #6470-25 and SPVV Statement of Qualifications dated December 15, 2025, along with SPVV's 2026 Service Rates dated January 5, 2026, which is attached as Exhibit B and made a part of this Agreement. In the event of a conflict or discrepancy in the contract documents, the City Agreement controls. As noted in Attachment 1 to Exhibit B – RFQu 6470-25, City may utilize federal grant monies to compensate portions of the work covered by this contract. To the extent federal grant monies are utilized for payment, Consultant agrees to comply with the grant requirements set forth in Attachment 1 that are not otherwise expressly identified as terms of this



contract (i.e., such as the debarment and suspension requirements set forth in paragraph 12 herein).

This agreement covers yet to be defined landscape architecture work associated with the City of Spokane park improvement projects, which will be further defined in individual Task Assignments.

The Work is subject to City review and approval. The Consultant shall confer with the City periodically and prepare and present information and materials (e.g. detailed outline of completed Work) requested by the City to determine the adequacy of the Work or Consultant's progress.

#### **4. COMPENSATION.**

Total compensation for Consultant's services under this On-Call Agreement shall not exceed **SEVEN HUNDRED FIFTY THOUSAND AND NO/100 DOLLARS (\$750,000.00)**, plus applicable taxes. This is the maximum amount to be paid under this Agreement for the work described in Section 3 above, and shall not be exceeded without the prior written authorization of the City in the form of an executed amendment to this Agreement.

#### **5. PAYMENT.**

The Consultant shall submit its applications for payment to City of Spokane Parks and Recreation Department, 808 West Spokane Falls Boulevard, 5th Floor, Spokane, Washington 99201. **Payment will be made via direct deposit/ACH** within thirty (30) days after receipt of the Consultant's application except as provided by state law. If the City objects to all or any portion of the invoice, it shall notify the Consultant and pay that portion of the invoice not in dispute. In that event, the parties shall immediately make every effort to settle the disputed amount.

#### **6. REIMBURSABLES**

The reimbursables under this Agreement are to be included, and considered part of the maximum amount not to exceed (above), and require the Consultant's submittal of appropriate documentation and actual itemized receipts, the following limitations apply.

- A. City will reimburse the Consultant at actual cost for expenditures that are pre-approved by the City in writing and are necessary and directly applicable to the work required by this Contract provided that similar direct project costs related to the contracts of other clients are consistently accounted for in a like manner. Such direct project costs may not be charged as part of overhead expenses or include a markup. Other direct charges may include, but are not limited to the following types of items: travel, printing, cell phone, supplies, materials, computer charges, and fees of subconsultants.
- B. The billing for third party direct expenses specifically identifiable with this project shall be an itemized listing of the charges supported by copies of the original bills, invoices, expense accounts, subconsultant paid invoices, and other supporting documents used by the Consultant to generate invoice(s) to the City. The original supporting documents shall be available to the City for inspection upon request. All charges must be necessary for the services provided under this Contract.
- C. The City will reimburse the actual cost for travel expenses incurred as evidenced by copies of receipts (excluding meals) supporting such travel expenses, and in accordance with the City of Spokane Travel Policy, details of which can be provided upon request.
- D. **Airfare:** N/A.
- E. **Meals:** N/A.
- F. **Lodging:** N/A.

- G. **Vehicle mileage:** Vehicle mileage will be reimbursed at the Federal Internal Revenue Service Standard Business Mileage Rate in affect at the time the mileage expense is incurred. Please note: payment for mileage for long distances traveled will not be more than an equivalent trip round-trip airfare of a common carrier for a coach or economy class ticket.
- H. **Rental Car:** N/A.
- I. **Miscellaneous Travel** (e.g. parking, rental car gas, taxi, shuttle, toll fees, ferry fees, etc.): Miscellaneous travel expenses will be reimbursed at the actual cost incurred. Receipts are required for each expense of \$10.00 or more.
- J. **Miscellaneous other business expenses** (e.g. printing, photo development, binding): Other miscellaneous business expenses will be reimbursed at the actual cost incurred and may not include a markup. Receipts are required for all miscellaneous expenses that are billed.
- K. **Subconsultant:** Subconsultant expenses will be reimbursed at the actual cost incurred and a four percent (4%) markup. Copies of all Subconsultant invoices that are rebilled to the City are required.

## **7. TAXES, FEES AND LICENSES.**

- A. Consultant shall pay and maintain in current status, all necessary licenses, fees, assessments, permit charges, etc. necessary to conduct the work included under this Agreement. It is the Consultant's sole responsibility to monitor and determine changes or the enactment of any subsequent requirements for said fees, assessments, or changes and to immediately comply.
- B. Where required by state statute, ordinance or regulation, Consultant shall pay and maintain in current status all taxes necessary for performance. Consultant shall not charge the City for federal excise taxes. The City will furnish Consultant an exemption certificate where appropriate.
- C. The Director of Finance and Administrative Services may withhold payment pending satisfactory resolution of unpaid taxes and fees due the City.
- D. The cost of any permits, licenses, fees, etc. arising as a result of the projects included in this Agreement shall be included in the project budgets.

## **8. CITY OF SPOKANE BUSINESS LICENSE.**

Section 8.01.070 of the Spokane Municipal Code states that no person may engage in business with the City without first having obtained a valid annual business registration. The Consultant shall be responsible for contacting the State of Washington Business License Services at <http://bls.dor.wa.gov> or 1-800-451-7985 to obtain a business registration. If the Consultant does not believe it is required to obtain a business registration, it may contact the City's Taxes and Licenses Division at (509) 625-6070 to request an exemption status determination.

## **9. SOCIAL EQUITY REQUIREMENTS.**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with this Agreement because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. Consultant agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Consultant. Consultant shall seek inclusion of woman and minority business for subcontracting. A woman or minority business is one that self-identifies

to be at least 51% owned by a woman and/or minority. Such firms do not have to be certified by the State of Washington.

#### **10. INDEMNIFICATION.**

The Consultant shall defend, indemnify, and hold the City and its officers and employees harmless from all claims, demands, or suits at law or equity asserted by third parties for bodily injury (including death) and/or property damage which arise from the Consultant's negligence or willful misconduct under this Agreement, including attorneys' fees and litigation costs; provided that nothing herein shall require a Consultant to indemnify the City against and hold harmless the City from claims, demands or suits based solely upon the negligence of the City, its agents, officers, and employees. If a claim or suit is caused by or results from the concurrent negligence of the Consultant's agents or employees and the City, its agents, officers and employees, this indemnity provision shall be valid and enforceable to the extent of the negligence of the Consultant, its agents or employees. The Consultant specifically assumes liability and agrees to defend, indemnify, and hold the City harmless for actions brought by the Consultant's own employees against the City and, solely for the purpose of this indemnification and defense, the Consultant specifically waives any immunity under the Washington State industrial insurance law, or Title 51 RCW. The Consultant recognizes that this waiver was specifically entered into pursuant to the provisions of RCW 4.24.115 and was the subject of mutual negotiation. The indemnity and agreement to defend and hold the City harmless provided for in this section shall survive any termination or expiration of this agreement.

#### **11. INSURANCE.**

During the period of the Agreement, the Consultant shall maintain in force at its own expense, each insurance noted below with companies or through sources approved by the State Insurance Commissioner pursuant to RCW Title 48;

- A. **Worker's Compensation Insurance** in compliance with RCW 51.12.020, which requires subject employers to provide workers' compensation coverage for all their subject workers and Employer's Liability Insurance in the amount of \$1,000,000;
- B. **General Liability Insurance** on an occurrence basis, with a combined single limit of not less than \$1,000,000 each occurrence for bodily injury and property damage. It shall include contractual liability coverage for the indemnity provided under this agreement. It shall provide that the City, its officers and employees are additional insureds but only with respect to the Consultant's services to be provided under this Agreement;
  - i. Acceptable **supplementary Umbrella insurance** coverage combined with Consultant's General Liability insurance policy must be a minimum of \$2,000,000, in order to meet the insurance coverage limits required in this Agreement; and
- C. **Automobile Liability Insurance** with a combined single limit, or the equivalent of not less than \$1,000,000 each accident for bodily injury and property damage, including coverage for owned, hired and non-owned vehicles.
- D. **Professional Liability Insurance** with a combined single limit of not less than \$1,000,000 each claim, incident or occurrence. This is to cover damages caused by the error, omission, or negligent acts related to the professional services to be

provided under this Agreement. The coverage must remain in effect for at least three (3) years after the Agreement is completed.

There shall be no cancellation, material change, reduction of limits or intent not to renew the insurance coverage(s) without thirty (30) days written notice from the Company or its insurer(s) to the City. As evidence of the insurance coverage(s) required by this Agreement, the Company shall furnish acceptable Certificates of Insurance (COI) upon request by the City. The certificate shall specify the City of Spokane as "Additional Insured" specifically for Company's services under this Agreement, as well as all of the parties who are additional insureds, and include applicable policy endorsements, the thirty (30) day cancellation clause, and the deduction or retention level. The Company shall be financially responsible for all pertinent deductibles, self-insured retentions, and/or self-insurance.

## **12. DEBARMENT AND SUSPENSION.**

The Consultant has provided its certification that it is in compliance with and shall not contract with individuals or organizations which are debarred, suspended, or otherwise excluded from or ineligible from participation in Federal Assistance Programs under Executive Order 12549 and "Debarment and Suspension", codified at 29 CFR part 98, (signed December 15, 2025).

## **13. AUDIT.**

Upon request, the Consultant shall permit the City and any other governmental agency ("Agency") involved in the funding of the Work to inspect and audit all pertinent books and records. This includes work of the Consultant, any subconsultant, or any other person or entity that performed connected or related Work. Such books and records shall be made available upon reasonable notice of a request by the City, including up to three (3) years after final payment or release of withheld amounts. Such inspection and audit shall occur in Spokane County, Washington, or other reasonable locations mutually agreed to by the parties. The Consultant shall permit the City to copy such books and records at its own expense. The Consultant shall ensure that inspection, audit and copying rights of the City is a condition of any subcontract, agreement or other arrangement under which any other persons or entity may perform Work under this Agreement.

## **14. INDEPENDENT CONSULTANT.**

- A. The Consultant is an independent Consultant. This Agreement does not intend the Consultant to act as a City employee. The City has neither direct nor immediate control over the Consultant nor the right to control the manner or means by which the Consultant works. Neither the Consultant nor any Consultant employee shall be an employee of the City. This Agreement prohibits the Consultant to act as an agent or legal representative of the City. The Consultant is not granted express or implied rights or authority to assume or create any obligation or responsibility for or in the name of the City, or to bind the City. The City is not liable for or obligated to pay sick leave, vacation pay, or any other benefit of employment, nor to pay social security or other tax that may arise from employment. The Consultant shall pay all income and other taxes as due. The Consultant may perform work for other parties; the City is not the exclusive user of the services that the Consultant provides.
- B. If the City needs the Consultant to Work on City premises and/or with City equipment, the City may provide the necessary premises and equipment. Such premises and equipment are exclusively for the Work and not to be used for any other purpose.
- C. If the Consultant works on the City premises using City equipment, the Consultant remains an independent Consultant and not a City employee. The Consultant will



notify the City Project Manager if s/he or any other Workers are within ninety (90) days of a consecutive 36-month placement on City property. If the City determines using City premises or equipment is unnecessary to complete the Work, the Consultant will be required to work from its own office space or in the field. The City may negotiate a reduction in Consultant fees or charge a rental fee based on the actual costs to the City, for City premises or equipment.

**15. KEY PERSONS.**

The Consultant shall not transfer or reassign any individual designated in this Agreement, and / or the attached consultant proposal, as essential to the Work, nor shall those key persons, or employees of Consultant identified as to be involved in the Project Work be replaced, removed or withdrawn from the Work without the express written consent of the City, which shall not be unreasonably withheld. If any such individual leaves the Consultant's employment, the Consultant shall present to the City one or more individuals with greater or equal qualifications as a replacement, subject to the City's approval, which shall not be unreasonably withheld. The City's approval does not release the Consultant from its obligations under this Agreement.

**16. ASSIGNMENT AND SUBCONTRACTING.**

The Consultant shall not assign or subcontract its obligations under this Agreement without the City's written consent, which may be granted or withheld in the City's sole discretion. Any subcontract made by the Consultant shall incorporate by reference this Agreement, except as otherwise provided. The Consultant shall require that all subconsultants comply with the obligations and requirements of the subcontract. The City's consent to any assignment or subcontract does not release the consultant from liability or any obligation within this Agreement, whether before or after City consent, assignment or subcontract.

**17. CITY ETHICS CODE.**

- A. Consultant shall promptly notify the City in writing of any person expected to be a Consultant Worker (including any Consultant employee, subconsultant, principal, or owner) and was a former City officer or employee within the past twelve (12) months.
- B. Consultant shall ensure compliance with the City Ethics Code by any Consultant Worker when the Work or matter related to the Work is performed by a Consultant Worker who has been a City officer or employee within the past two (2) years.
- C. Consultant shall not directly or indirectly offer anything of value (such as retainers, loans, entertainment, favors, gifts, tickets, trips, favors, bonuses, donations, special discounts, work or meals) to any City employee, volunteer or official that is intended, or may appear to a reasonable person to be intended, to obtain or give special consideration to the Consultant. Promotional items worth less than \$25 may be distributed by the Consultant to a City employee if the Consultant uses the items as routine and standard promotional materials. Any violation of this provision may cause termination of this Agreement. Nothing in this Agreement prohibits donations to campaigns for election to City office, so long as the donation is disclosed as required by the election campaign disclosure laws of the City and of the State.

**18. NO CONFLICT OF INTEREST.**

Consultant confirms that the Consultant or workers have no business interest or a close family relationship with any City officer or employee who was or will be involved in the consultant selection, negotiation, drafting, signing, administration or evaluation of the Consultant's work. As used in this Section, the term Consultant includes any worker of the Consultant who was, is, or

will be, involved in negotiation, drafting, signing, administration or performance of the Agreement. The term "close family relationship" refers to: spouse or domestic partner, any dependent parent, parent-in-law, child, son-in-law, daughter-in-law; or any parent, parent in-law, sibling, uncle, aunt, cousin, niece or nephew residing in the household of a City officer or employee described above.

**19. ERRORS AND OMISSIONS, CORRECTIONS.**

Consultant is responsible for professional quality, technical accuracy, and the coordination of all designs, drawings, specifications, and other services furnished by or on the behalf of the Consultant under this Agreement in the delivery of a final work product. The standard of care applicable to Consultant's services will be the degree of skill and diligence normally employed by professional engineers or Consultants performing the same or similar services at the time said services are performed. The Final Work Product is defined as a stamped, signed work product. Consultant, without additional compensation, shall correct or revise errors or mistakes in designs, drawings, specifications, and/or other consultant services immediately upon notification by the City. The obligation provided for in this Section regarding acts or omissions resulting from this Agreement survives Agreement termination or expiration.

**20. INTELLECTUAL PROPERTY RIGHTS.**

- A. Copyrights. The Consultant shall retain the copyright (including the right of reuse) to all materials and documents prepared by the Consultant for the Work, whether or not the Work is completed. The Consultant grants to the City a non-exclusive, irrevocable, unlimited, royalty-free license to use copy and distribute every document and all the materials prepared by the Consultant for the City under this Agreement. If requested by the City, a copy of all drawings, prints, plans, field notes, reports, documents, files, input materials, output materials, the media upon which they are located (including cards, tapes, discs, and other storage facilities), software program or packages (including source code or codes, object codes, upgrades, revisions, modifications, and any related materials) and/or any other related documents or materials developed solely for and paid for by the City to perform the Work, shall be promptly delivered to the City.
- B. Patents: The Consultant assigns to the City all rights in any invention, improvement, or discovery, with all related information, including but not limited to designs, specifications, data, patent rights and findings developed with the performance of the Agreement or any subcontract. Notwithstanding the above, the Consultant does not convey to the City, nor does the City obtain, any right to any document or material utilized by the Consultant created or produced separate from the Agreement or was pre-existing material (not already owned by the City), provided that the Consultant has identified in writing such material as pre-existing prior to commencement of the Work. If pre-existing materials are incorporated in the work, the Consultant grants the City an irrevocable, non-exclusive right and/or license to use, execute, reproduce, display and transfer the pre-existing material, but only as an inseparable part of the work.
- C. The City may make and retain copies of such documents for its information and reference with their use on the project. The Consultant does not represent or warrant that such documents are suitable for reuse by the City or others, on extensions of the project or on any other project, and the City releases the Consultant from liability for any unauthorized reuse of such documents.

## **21. CONFIDENTIALITY.**

Notwithstanding anything to the contrary, City will maintain the confidentiality of Consultant's materials and information only to the extent that is legally allowed in the State of Washington. City is bound by the State Public Records Act, RCW Ch. 42.56. That law presumptively makes all records in the possession of the City public records which are freely available upon request by anyone. In the event that City gets a valid public records request for Consultant's materials or information and the City determines there are exemptions only the Consultant can assert, City will endeavor to give Consultant notice. Consultant will be required to go to Court to get an injunction preventing the release of the requested records. In the event that Consultant does not get a timely injunction preventing the release of the records, the City will comply with the Public Records Act and release the records.

## **22. DISPUTES.**

Any dispute or misunderstanding that may arise under this Agreement, concerning the Consultant's performance, shall first be through negotiations, if possible, between the Consultant's Project Manager and the City's Project Manager. It shall be referred to the Director and the Consultant's senior executive(s). If such officials do not agree upon a decision within a reasonable period of time, either party may decline or discontinue such discussions and may then pursue the legal means to resolve such disputes, including but not limited to mediation, arbitration and/or alternative dispute resolution processes. Nothing in this dispute process shall mitigate the rights of the City to terminate the Agreement. Notwithstanding all of the above, if the City believes in good faith that some portion of the Work has not been completed satisfactorily, the City may require the Consultant to correct such work prior to the City payment. The City will provide to the Consultant an explanation of the concern and the remedy that the City expects. The City may withhold from any payment otherwise due, an amount that the City in good faith finds to be under dispute, or if the Consultant provides no sufficient remedy, the City may retain the amount equal to the cost to the City for otherwise correcting or remedying the work not properly completed. Waiver of any of these rights is not deemed a future waiver of any such right or remedy available at law, contract or equity.

## **23. TERMINATION.**

- A. For Cause: The City or Consultant may terminate the Agreement if the other party is in material breach of this Agreement, and such breach has not been corrected to the other party's reasonable satisfaction in a timely manner. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- B. For Reasons Beyond Control of Parties: Either party may terminate this Agreement without recourse by the other where performance is rendered impossible or impracticable for reasons beyond such party's reasonable control, such as, but not limited to, an act of nature, war or warlike operation, civil commotion, riot, labor dispute including strike, walkout or lockout, except labor disputes involving the Consultant's own employees, sabotage, or superior governmental regulation or control. Notice of termination under this Section shall be given by the party terminating this Agreement to the other, not fewer than thirty (30) business days prior to the effective date of termination.
- C. For Convenience: Either party may terminate this Agreement without cause, upon thirty (30) days written notice to the other party.

- D. Actions upon Termination: if termination occurs not the fault of the Consultant, the Consultant shall be paid for the services properly performed prior to the actual termination date, with any reimbursable expenses then due, but such compensation shall not exceed the maximum compensation to be paid under the Agreement. The Consultant agrees this payment shall fully and adequately compensate the Consultant and all subconsultants for all profits, costs, expenses, losses, liabilities, damages, taxes and charges of any kind (whether foreseen or unforeseen) attributable to the termination of this Agreement.
- E. Upon termination, the Consultant shall provide the City with the most current design documents, contract documents, writings and other products the Consultant has produced to termination, along with copies of all project-related correspondence and similar items. The City shall have the same rights to use these materials as if termination had not occurred; provided however, that the City shall indemnify and hold the Consultant harmless from any claims, losses, or damages to the extent caused by modifications made by the City to the Consultant's work product.

#### **24. MISCELLANEOUS PROVISIONS.**

- A. Amendments: No modification of this Agreement shall be effective unless in writing and signed by an authorized representative of each of the parties hereto.
- B. Binding Agreement: This Agreement shall not be binding until signed by both parties. The provisions, covenants and conditions in this Agreement shall bind the parties, their legal heirs, representatives, successors and assigns.
- C. Americans with Disabilities Act (ADA): Specific attention by the designer is required in association with the Americans with Disabilities Act (ADA) 42 U.S.C. 12101-12213 and 47 U.S.C. 225 and 611, its requirements, regulations, standards and guidelines, which were updated in 2010 and are effective and mandatory for all State and local government facilities and places of public accommodation for construction projects including alteration of existing facilities, as of March 15, 2012. The City advises that the requirements for accessibility under the ADA, may contain provisions that differ substantively from accessibility provisions in applicable State and City codes, and if the provisions of the ADA impose a greater or equal protection for the rights of individuals with disabilities or individuals associated with them than the adopted local codes, the ADA prevail unless approval for an exception is obtained by a formal documented process. Where local codes provide exceptions from accessibility requirements that differ from the ADA Standards; such exceptions may not be permitted for publicly owned facilities subject to Title II requirements unless the same exception exists in the Title II regulations. It is the responsibility of the designer to determine the code provisions.
- D. The Consultant, at no expense to the City, shall comply with all laws of the United States and Washington, the Charter and ordinances of the City of Spokane; and rules, regulations, orders and directives of their administrative agencies and officers. Without limiting the generality of this paragraph, the Consultant shall comply with the requirements of this Section.
- E. This Agreement shall be construed and interpreted under the laws of Washington. The venue of any action brought shall be in the Superior Court of Spokane County.
- F. Remedies Cumulative: Rights under this Agreement are cumulative and nonexclusive of any other remedy of law or in equity.
- G. Captions: The titles of sections or subsections are for convenience only and do not define or limit the contents.



- H. Severability: If any term or provision is determined by a court of competent jurisdiction to be invalid or unenforceable, the remainder of this Agreement shall not be affected, and each term and provision shall be valid and enforceable to the fullest extent permitted by law.
- I. Waiver: No covenant, term or condition or the breach shall be deemed waived, except by written consent of the party against whom the waiver is claimed, and any waiver of the breach of any covenant, term or condition shall not be deemed a waiver of any preceding or succeeding breach of the same or any other covenant, term or condition. Neither the acceptance by the City of any performance by the Consultant after the time the same shall have become due nor payment to the Consultant for any portion of the Work shall constitute a waiver by the City of the breach or default of any covenant, term or condition unless otherwise expressly agreed to by the City in writing.
- J. Additional Provisions: This Agreement may be modified by additional terms and conditions ("Special Conditions") which shall be attached to this Agreement as an Exhibit. The parties agree that the Special Conditions shall supplement the terms and conditions of the Agreement, and in the event of ambiguity or conflict with the terms and conditions of the Agreement, these Special Conditions shall govern.
- K. Entire Agreement: This document along with any exhibits and all attachments, and subsequently issued addenda, comprises the entire agreement between the City and the Consultant. If conflict occurs between contract documents and applicable laws, codes, ordinances or regulations, the most stringent or legally binding requirement shall govern and be considered a part of this contract to afford the City the maximum benefits.
- L. Negotiated Agreement: The parties acknowledge this is a negotiated agreement, that they have had this Agreement reviewed by their respective legal counsel, and that the terms and conditions of this Agreement are not to be construed against any party on the basis of such party's draftsmanship.
- M. No personal liability: No officer, agent or authorized employee of the City shall be personally responsible for any liability arising under this Agreement, whether expressed or implied, nor for any statement or representation made or in any connection with this Agreement.

IN WITNESS WHEREOF, in consideration of the terms, conditions and covenants contained, or attached and incorporated and made a part, the parties have executed this Agreement by having legally-binding representatives affix their signatures below.

**SPVV LANDSCAPE ARCHITECTS**

**CITY OF SPOKANE  
PARKS AND RECREATION**

By \_\_\_\_\_  
Signature Date

By \_\_\_\_\_  
Signature Date

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Type or Print Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Title

Attest:

Approved as to form:

---

City Clerk

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Assistant City Attorney

**Attachments to this Agreement:**

Exhibit A – RFQu 6470-25 Response and SPVV Statement of Qualifications dated December 15, 2025

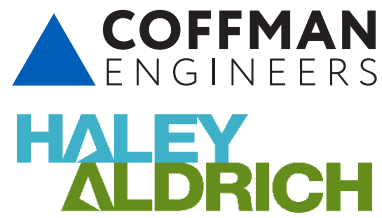
Exhibit B – SPVV – Hourly Rate Table dated January 5, 2026

26-012

## EXHIBIT A

**EXHIBIT B**  
**SPVV Hourly Service Rates**





## Statement of Qualifications

# *2026-2029 On-Call Landscape Architecture Services*

December 15, 2025

RFQu #6470-25

## 3.2 LETTER OF SUBMITTAL

December 15, 2025

City of Spokane Parks & Recreation Department  
808 W. Spokane Falls Boulevard  
Spokane, WA 99201

Dear Members of the Selection Committee,

SPVV Landscape Architects is pleased to be considered for this on-call contract with the City of Spokane Parks Department. The Together Spokane initiative is an exciting new chapter for our community, and we would be honored to support the Parks Department in bringing those commitments to life. We are skilled in park planning, public engagement, detailed park design, and the necessary documentation for implementing these public facilities. Our 30+ years of serving the City of Spokane and the surrounding region will provide unique insights into the culture, climate, and considerations of what works best in this area. With our broad experience encompassing parks, sports fields, sports courts, trailheads, shoreline enhancements, interpretive signage, pathways, parking, irrigation, and other park amenities, SPVV and our team members are ready to tackle any project on this on-call roster.

In addition to the SPVV staff, our team includes seasoned professionals with whom we have had the pleasure of working for many years: Coffman Engineers, Upward 7 Consulting, and Haley Aldrich. Their expertise in civil engineering, planning and grant applications, and environmental engineering, respectively, will provide essential support as the City implements the Together Spokane park projects.

### Team Administrative Information:

- A. SPVV Landscape Architects, 1908 W. Northwest Blvd, Suite A, Spokane, WA 99205  
509-325-0511  
kvan@spvv.com  
Coffman Engineers, 221 N Wall St, Suite 500, Spokane, WA 99201  
509-328-2994  
nreed@coffman.com  
Upward 7 Consulting, 9116 E Sprague Ave #439, Spokane Valley, WA 99206  
509-216-0500  
upward7@outlook.com  
Haley & Aldrich, 70 Blanchard Road, Suite 204, Burlington, MA 01803  
509-960-7447  
kbertelsen@haleyaldrich.com
- B. SPVV Landscape Architects is an S corporation, and would operate from our office at the address above. Coffman Engineers is a corporation and would operate from the Spokane office at the address above. Upward 7 Consulting is a sole proprietorship operating from its Spokane Valley office at the address above. Haley Aldrich is an Active Corporation Service Company, operating for this project from their Spokane office at 505 W. Riverside Avenue, Suite 450, Spokane, WA 99201.
- C. SPVV, Coffman, Upward 7, and Haley Aldrich do not have any current or former employees from participating Agencies employed by or on the Firms' governing board as of the date of the Proposal or during the previous twelve (12) months.
- D. SPVV confirms that the Firm meets the minimum qualifications identified in Paragraph 1.3 of the RFQu. In business for thirty years, SPVV has completed more than 250 parks and recreation projects for municipalities and agencies throughout the region. SPVV's owners are all registered landscape architects currently licensed to practice in the State of Washington (business and professional licenses attached on following pages).
- E. SPVV, Coffman, Upward 7, and Haley Aldrich agree to comply with all terms and conditions set forth in the



RFQu, unless otherwise agreed by the City.

- F. SPVV, Coffman, Upward 7, and Haley Aldrich each certify that the Firms have not been debarred, suspended, ineligible for, or otherwise excluded from participation in Federal Assistance programs under Executive Order 12549, Title 31 U.S. Code 6101 Note, Executive Order 12549, Executive Order 12689, Title 48 Codified Federal Regulation 9.404, "Debarment and Suspension." Our team will not contract with a subcontractor that is likewise debarred, suspended, ineligible for, or otherwise excluded, as referenced in the foregoing Executive Orders, U.S. Codes, and Codified Federal Regulations. Our team agrees to comply with City requirements to follow cost principles outlined in 2 CFR 200, Subpart E – Cost Principles for financial disbursements under its Grant Agreement. Our team agrees to comply with audit requirements outlined in 2 CFR 200 Subpart F – Audit Requirements.
- G. SPVV and our subconsultants will not subcontract with any Firms or consultants that do not meet the above criteria.

Thank you for this opportunity to serve the City and our neighbors, and for your consideration of our qualifications.

Sincerely,



**Ken Van Voorhis**  
Principal  
SPVV Landscape Architects



## BUSINESS LICENSE

**STATE OF WASHINGTON**  
**Professional Service Corporation**

**T. C. SHERRY & ASSOCIATES, P.S.**  
**APT A**  
**1908 W NORTHWEST BLVD**  
**SPOKANE WA 99205-3719**

**Issue Date: Feb 07, 2025**  
**Unified Business ID #: 601610448**  
**Business ID #: 001**  
**Location: 0001**  
**Expires: Mar 31, 2026**

**UNEMPLOYMENT INSURANCE - ACTIVE**      **INDUSTRIAL INSURANCE - ACTIVE**  
**TAX REGISTRATION - ACTIVE**

**CITY/COUNTY ENDORSEMENTS:**

- SPOKANE GENERAL BUSINESS #T12041381BUS - ACTIVE
- PASCO GENERAL BUSINESS - NON-RESIDENT #36198 - ACTIVE
- RICHLAND GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- SPOKANE VALLEY GENERAL BUSINESS - NON-RESIDENT - ACTIVE
- YAKIMA GENERAL BUSINESS - NON-RESIDENT - ACTIVE

**LICENSING RESTRICTIONS:**


Not licensed to hire minors without a Minor Work Permit.

**REGISTERED TRADE NAMES:**


SPVV LANDSCAPE ARCHITECTS

This document lists the registrations, endorsements, and licenses authorized for the business named above. By accepting this document, the licensee certifies the information on the application was complete, true, and accurate to the best of his or her knowledge, and that business will be conducted in compliance with all applicable Washington state, county, and city regulations.

  
 Director, Department of Revenue



## STATE OF WASHINGTON


**WASHINGTON STATE DEPARTMENT OF LICENSING**

**DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION**  
**THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A**


**LANDSCAPE ARCHITECT**

**THOMAS C SHERRY**

**489**  
 License Number

**12/20/1988**  
 Issue Date


**07/08/2026**  
 Expiration Date

  
 Marcus J. Ginsper, Director

(R/4/23)






 **STATE OF WASHINGTON**  
 DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
 THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A


**LANDSCAPE ARCHITECT**

**KENNETH L VAN VOORHIS**

647 License Number      04/28/1995 Issue Date      04/30/2027 Expiration Date

  
 Marcus J. Glasper, Director


(R/4/23)

 **STATE OF WASHINGTON**  
 DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
 THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A


**LANDSCAPE ARCHITECT**

**ANNE M HANENBURG**

1252 License Number      11/08/2011 Issue Date      09/20/2027 Expiration Date

  
 Marcus J. Glasper, Director


(R/4/23)

 **STATE OF WASHINGTON**  
 DEPARTMENT OF LICENSING - BUSINESS AND PROFESSIONS DIVISION  
 THIS CERTIFIES THE PERSON OR BUSINESS NAMED BELOW IS AUTHORIZED AS A

**LANDSCAPE ARCHITECT**

**DARREN L TEAL**

1186 License Number      03/31/2010 Issue Date      08/31/2027 Expiration Date

  
 Marcus J. Glasper, Director

(R/4/23)





## 3.3 CONTRACT MANAGEMENT PROPOSAL

### A. REQUIREMENTS, APPROACH, & METHODOLOGY:

**PROJECT REQUIREMENTS:** We understand that services under this on-call contract will include a range of tasks for a variety of potential projects: park planning, public engagement, grant applications, conceptual design, site assessment, construction documents, permitting, costing, construction administration, and other services as needed. These tasks will include a variety of potential amenities, such as playgrounds, sport courts, pathways, sports fields, signage, and supporting infrastructure.

SPVV's history of partnering with the City of Spokane, along with our experience completing projects within the city limits, gives us a thorough understanding of the City's goals and requirements. With a former Park Board member and a former Design Review Board member on staff, we are well-versed in the City's processes and expectations.

Our team is committed to seeing these on-call tasks completed to the same degree of quality and satisfaction as a large scale project, as often, these neighborhood-scale projects provide a bigger impact to the community as a whole.

**PROJECT APPROACH:** On-call contracts generally involve implementing long-term parks planning projects through a series of project-specific design packages, where public input has usually been completed and the overall project vision established. The City has already identified many park improvements that may be included in this on-call contract. Where these items aren't fully fleshed out, SPVV will assist staff in public workshops to ensure that our team hears the comments, concerns and desires of the public, addresses them in the design, and obtains department approval.

We have provided services similar to those outlined in this

RFQu to Spokane County and other agencies for park projects throughout the region, having been an on-call landscape architect for Spokane County since 1997. Each task completed during this long service to our community has sharpened our knowledge and approach to most effectively deliver a successful project.

Our project management philosophy is rooted in our belief that we are a resource for our clients: our job is to listen to needs and goals, ask questions, and create responsive solutions. We assign a managing principal to each project, who is responsible for being that direct support to the client and remains the primary point of contact throughout the life of the contract—and often, beyond. With assistance from designers, drafters and landscape architects on staff, the principal ensures coordination at every stage of the project.

Having reviewed the Healthy Parks, Healthy Neighborhoods document and thoroughly explored the projects on the Together Spokane website, we see many opportunities to leverage our staff members' expertise to best serve the City's goals in each potential on-call task. Ken Van Voorhis will serve as our primary point of contact, and will generally be the project manager/design lead. Where appropriate, other SPVV principals will take the lead: Tom Sherry for sports field projects, for example, and Darren Teal for irrigation-focused tasks. This flexibility will ensure that regardless of the current on-call task, the City will have the best possible team members assigned in the most relevant role.

For each on-call task, we will tailor a project approach to best suit the unique characteristics of the project, and adjust our management plan as needed. We will discuss the project's delivery method with City staff, which may include use of small-works-roster contractors already approved by the City, purchase of specific project components through the use of a purchasing co-operative, or other alternative delivery methods. Our work plan will



**RIVERFRONT PARK NUMERICA SKATE RIBBON**





**RIVERFRONT PARK NUMERICA SKATE RIBBON**



**MICA PEAK TRAILHEAD**



**RIVERFRONT PARK PROVIDENCE PLAYScape**

align the project with favorable bid windows, and consider combining projects to gain a more favorable cost outcome due to scale.

Ahead of firm delivery dates, an independent review of the project documents, estimates, budgets and specifications is completed by one of the senior staff not assigned to the project to ensure compliance with stated contract requirements and our own internal quality requirements.

Questions during bidding are collected and issued as addenda, again by the firm's managing principal with support from the team designers. The managing principal and project team members will conduct regular project site visits during construction to ensure compliance with the contract documents, review pay applications and quality of work, and respond to inquiries and requests for clarification.

## **METHODOLOGY FOR MANAGEMENT & SUCCESSFUL PROJECT COMPLETION:**

Having served Spokane County as an on-call landscape architect for nearly three decades, we're well-versed in projects in the on-call universe. These projects nearly always have a skilled owner's representative on the client's side, including a landscape architect or recreation planner or manager, or occasionally the department head. We work together to establish specific roles for the owner's rep and our team members, whether we're taking the lead or if we're the support team for the owner—we want to support our client to a successful outcome every time.

A thorough understanding of the project and its initial scope is the foundation for identifying potential issues early. As a team, we discuss the overall project and ensure everyone understands the anticipated scope, funding agency/grant requirements, schedule, physical and regulatory opportunities and constraints, and other considerations. Working backwards from the target bid/construction date, we create a draft scope of work and production schedule, assign staff to meet those targets, and finalize the work plan with City staff. The schedule includes submittal deadlines, weekly or bi-weekly team meetings, review periods, and other project milestones.

Clear, consistent communication throughout the project is essential to catching challenges and addressing them quickly. From the kickoff meeting through the end of the project, we will hold regular meetings with the City and our subconsultants, and minutes will be sent promptly to ensure everyone is on the same page and that any questions are documented and answered. After our initial conversations and meetings with the City to identify the scope and project goals, SPVV's proposal is reviewed by another principal to ensure clarity and raise any questions about possible challenges or future scope changes that should be prepared for in advance. With these strategies in place, determining scope changes and additional services is more straightforward, allowing the project to proceed smoothly.

SPVV meets weekly as a whole office to evaluate the status of each of our active projects. We use this meeting to identify opportunities to redistribute our efforts where they are most needed—assigning additional staff when they are available to more efficiently and effectively meet deadlines and address each project's needs.





## B. SAMPLE WORK PLAN:

**PROJECT OVERVIEW:** This sample project consists of design development, construction documentation, bidding assistance, and construction-phase support for improvements to existing park facilities. Improvements may include park renovation, new paved play facilities, fencing and access modifications, striping, pavement repair, and associated site features as selected by the City and neighborhood stakeholders. A similar project approach would serve as the basis for this on-call contract, modified as needed to best serve the task at hand.

### PROJECT MANAGEMENT & COMMUNICATIONS:

- Weekly email updates during design phases
- Biweekly check-ins during construction
- City-to-consultant single point of contact
- Regular OAC meetings either in person or Zoom/Teams



|   |   |
|---|---|
| <p><b>CONSTRUCTION DOCUMENTS</b></p> <p><b>DURATION: 6-8 WEEKS</b></p> <p><b>3 SUBMITTALS + REVIEW PERIODS</b></p>              | <p><b>3.1 Plans</b><br/>Expected documents may include:</p> <ul style="list-style-type: none"> <li>Cover sheet</li> <li>Site survey (provided and referenced)</li> <li>Geotechnical report (provided and referenced as needed)</li> <li>Selective demolition plan</li> <li>Materials Plan</li> <li>Irrigation Plan</li> <li>Landscape Plan</li> <li>Court striping &amp; layout plan</li> <li>Site furnishings plan</li> <li>Construction details (irrigation, landscaping, site furnishings, surfacing, paving, striping, posts, anchors, edges, etc.)</li> </ul> <p><b>3.2 Specifications</b></p> <ul style="list-style-type: none"> <li>General conditions coordinated with City Parks standard contract requirements</li> <li>Technical specifications in CSI format</li> </ul> <p><b>3.3 Submittal Stages</b></p> <ul style="list-style-type: none"> <li>50% (coordination &amp; constructibility)</li> <li>90% (VE and permitting, if needed)</li> <li>100% Final (City approval)</li> <li>Release for Construction/Conformed Set</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Complete Construction Documents plan set</li> <li>Project manual/specifications</li> <li>Final cost estimate</li> </ul> |
| <p><b>BID &amp; PROCUREMENT ASSISTANCE</b></p> <p><b>DURATION: 3-4 WEEKS</b></p> <p><b>SMALL WORKS ROSTER OR PUBLIC BID</b></p> | <p><b>4.1 Bid Support</b></p> <ul style="list-style-type: none"> <li>Assist City in issuing Small Works Roster solicitation or in issuing project for public bid</li> <li>Attend and conduct pre-bid meeting as needed</li> <li>Issue addenda with pre-bid agenda, attendees and initial responses to bidders' inquiries</li> <li>Issue final addenda</li> </ul> <p><b>4.2 Proposal Evaluation</b></p> <ul style="list-style-type: none"> <li>Assist City in evaluating contractor proposals and recommendations for award</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Bid clarifications</li> <li>Recommendation of Award Memo (if requested)</li> </ul>   |
| <p><b>CONSTRUCTION ADMINISTRATION VARIES</b></p> <p><b>VARIES ON COMPLEXITY OF PROJECT AND TIME OF YEAR</b></p>                 | <p><b>5.1 Site Visits</b></p> <ul style="list-style-type: none"> <li>Complete regular site visits during construction to review general compliance with design intent</li> <li>Document observations and provide field reports</li> </ul> <p><b>5.2 Submittal Review</b></p> <ul style="list-style-type: none"> <li>Review contractor shop drawings, samples, and product submittals for conformance with design intent.</li> </ul> <p><b>5.3 Pay Application Review</b></p> <ul style="list-style-type: none"> <li>Confirm work completed is generally consistent with observations, though not a full inspection or certification of contractor work</li> </ul> <p><b>5.4 Project Closeout</b></p> <ul style="list-style-type: none"> <li>Final walkthrough</li> <li>Punch list</li> <li>Review closeout documents (warranties, O&amp;M manuals)</li> </ul> <p><b>Deliverables:</b></p> <ul style="list-style-type: none"> <li>Site visit reports</li> <li>Punch list</li> <li>Submittal markups</li> <li>Closeout approval</li> </ul>  |



## 3.4 FIRM & STAFF QUALIFICATIONS

### A. FIRM QUALIFICATIONS

#### SPVV LANDSCAPE ARCHITECTS

##### LANDSCAPE ARCHITECTURE

For thirty years, SPVV has served clients throughout the region to create landscapes that blend the built environment with the natural environment. We understand landscape architecture as a practice of balance: between the natural world and the built environment, between different end users' needs, between long- and short-term costs. Our design process centers on listening and collaboration to find those balances and deliver a successful project.

Parks and recreational spaces are among our favorite projects to work on. They present a unique opportunity to serve our community for years to come, and create spaces where people of all ages and abilities can enjoy nature and connect with their neighbors. From master planning through construction, our parks and recreational work is community-centric, with a focus on hearing and responding to community members' needs and hopes for the final design program.

SPVV has also assisted parks and recreation departments with preparing materials for RCO grant applications, and is well-versed in managing projects funded by RCO and other grants. We work closely with parks department staff—from planners to maintenance—to ensure the final design is maintainable and that maintenance costs will be within the operating budget.

All four SPVV principals are licensed to practice landscape architecture in Washington State (licenses on pages 3-4).

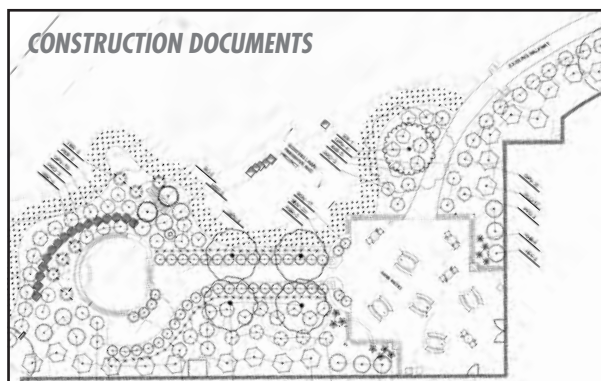
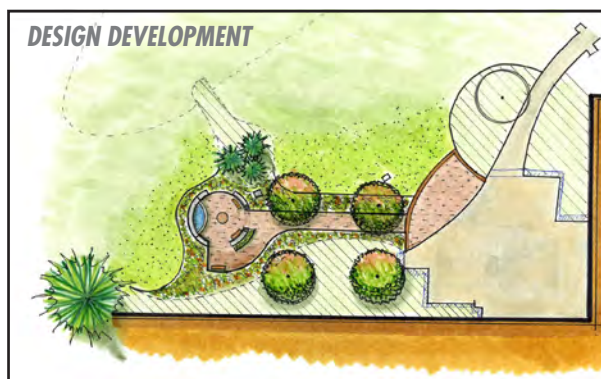
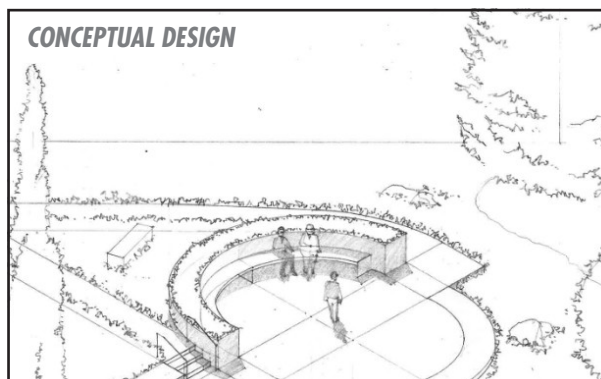
#### REPRESENTATIVE PROJECTS:

- Bidwell Park & Aquatic Center, Spokane
- Orchard Park, Liberty Lake
- Greenacres Park Phase 2, Spokane Valley
- Providence Playscape/West Havermale Island, Spokane
- The Course Spokane Valley

#### UPWARD 7 CONSULTING

##### PLANNING & GRANT APPLICATION

Upward 7 Consulting is a land use planning and project coordination firm led by Amanda Tainio, specializing in all aspects of small city planning from land use to parks and recreation. With experience as a WA Recreation and Conservation Office (RCO) Grant Advisory Committee Member, Upward 7 brings the expertise gained from working on parks and recreation grants including RCO WWRP and YAF grant applications which helped fund multiple park projects and improvements.





## COFFMAN ENGINEERS

### CIVIL ENGINEERING

Coffman Engineers (Coffman) is a locally driven engineering firm with over 120 employees in its Spokane office, supported by a national network of 900+ professionals offering multidiscipline capabilities. Their civil engineering team is committed to developing site-specific, creative, and cost-effective solutions for parks and recreation projects, providing comprehensive services from initial feasibility and master planning through design, permitting, and construction support. They strive to be the ultimate collaborators, helping communities reimagine and transform outdoor spaces into vibrant, welcoming environments that encourage gathering, play, and connection with nature. With integrated design solutions and complete design packages that stand the test of time, Coffman is proud to deliver lasting benefits to our clients and the communities they serve.

Coffman is well experienced with parks and recreation projects, and their teams excel at helping set goals, establish priorities, and refine plans to meet community needs. This has included master planning, stormwater master plans, ADA accessibility, and more. Prime examples of their recent park experience are the City of Spokane Valley Greenacres Park Improvements which included sports courts, a community garden, and expanded parking, pathways, and recreation space; and the City of Spokane Ice Age Floods Playground which included a parking lot, play structures, splash pad, sports courts, and maintenance building. Coffman has successfully delivered numerous other recreation projects that enrich public spaces and promote active lifestyles with their innovative engineering solutions.

## HALEY ALDRICH

### ENVIRONMENTAL ENGINEERING

Haley & Aldrich brings strong expertise in developing public and private spaces through innovative site solutions. Our local staff have partnered with parks departments and public agencies across the Pacific Northwest and beyond for over 20 years. Our team consistently delivers projects that balance engineering excellence with environmental stewardship. As a firm, our work spans thousands of projects, over four decades, including rails-to-trails conversions like Foothills and Willapa Hills Trails, King County Parks bridges, and award-winning urban destinations, such as Governors Island in New York City.

Haley & Aldrich integrates technology and human potential to tackle some of the country's toughest issues, such as balancing public access with water and environmental quality concerns. We engage closely and locally with our communities and agencies to align environmentally responsible designs with public access needs and to match project implementation requirements with each community's unique priorities. Our teams function as proactive designers, identifying specific design constraints and partnering with the community to maximize project success.



CONCEPTUAL RENDERING, DWIGHT MERKEL SPORTS COMPLEX, 2024

With experience in engineering design, public infrastructure, and environmental quality, we bring strategic thinking to every project. The most competitive, gripping, creative, community-informed, and thorough designs emerge through collaboration. When we start collaborating with a public client, we focus on understanding how to integrate seamlessly with their team. We then tailor our team and approach to match those needs. We remain flexible providing, common-sense, cost-effective solutions for our communities.

As a single profit center spread across the United States, Haley & Aldrich has the benefit of sharing resources and being able to use experts from all over to solve our clients problems. Our local team shares a commitment to helping our community, and we work and play locally.



B. RELEVANT CONTRACTS DURING THE LAST THREE YEARS: Asterisks indicate projects described in further detail on the following pages.

|  | Park Planning & Public Engagement |  |                         |                           |                          | Project Validation & Schematic Design   |                  |                                    | Detailed Design, Construction Documentation, & Permitting |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              | Budget & Bid Support |               |                                     |                                   | Construction Administration      |                  |             |                          |
|--|-----------------------------------|--|-------------------------|---------------------------|--------------------------|---|------------------|------------------------------------|---|----------------------------------|---------------------------------|-------------------------|--------------------------------|---------------------|-------------------|-----------------|-------------------|----------------------------------|------------------------------|----------------------|---------------|-------------------------------------|-----------------------------------|----------------------------------|------------------|-------------|--------------------------|
| Project, Contract, & Contact Information   | Site/Park Master Planning         | System Amenity Planning & Prioritizing | Neighborhood Engagement | Grant Application Support | ADA Accessibility Review | Alternative Site Layout Design Concepts | Site Assessments | Site Plan & Perspective Renderings | Plans, Specifications & Construction Docs                 | Hardscape Design & Documentation | Pathway & Trail Layout & Design | Grading& Drainage Plans | Splash Pad & Spray Park Design | Sports Field Design | Playground Design | Planting Design | Irrigation Design | Interpreive & Wayfinding Signage | Permit Application & Support | Drawing Coordination | Area Takeoffs | Park Construction Budget Estimation | Pre-bid Meeting Prep & Attendance | RFI Response & Bid Clarification | Submittal Review | Site Visits | Punch Lists & Backchecks |
| *The Course, 5/3/24-10/16/25<br>John Bottelli, 509-720-5400<br>jbottelli@spokanevalleywa.gov                         |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| *Greenacres Park Phase 2, 4/3/24-10-16/25<br>Glenn Ritter, 509-720-5018<br>gritter@spokanevalleywa.gov               |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| *Reardan Parks Plan, 3/1/24-6/26/25<br>Justin Flaa, 509-796-2701<br>jflaa@reardansd.net                              |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Lion’s Park, 5/1/21-present<br>Jon Rickard, 509-394-8525<br>jrickard@cpwa.us   |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Airway Heights Recreation Center Phase 2, 6/3/25-present<br>J.C. Kennedy, 509-244-4548 ext.115<br>jkennedy@cawh.org  |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Rockwood Pickleball Court, 6-19-24-8/18-25<br>Jim Maxwell, 509-536-6657<br>Jim@rockwoodretirement.org                |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Linwood & Holmberg Pickleball Courts, 2/16/23-11/18/24<br>Curt Chambers, 509-926-4616<br>cchambers@spokanecounty.org |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Spokane County ORV Park, 04/2024-12/25,<br>Mattie Powell, 509-477-2723<br>mpowell@spokanecounty.org                  |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Iron Bridge River Gateway, 6/11/24-present<br>Happy Avery, 509-981-8761<br>happy.avery@spokaneriver.net              |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |
| Culver Veterans Memorial Park, 5/2/24-10/16/25<br>Bryce Wininger, 541-362-8682,<br>bwininger@andersonperry.com       |                                   |  |                         |                           |                          |   |                  |                                    |   |                                  |                                 |                         |                                |                     |                   |                 |                   |                                  |                              |                      |               |                                     |                                   |                                  |                  |             |                          |





## THE COURSE

### SPokane Valley, Washington

#### SPVV LANDSCAPE ARCHITECTS & COFFMAN ENGINEERS

SPVV served as the lead designer on the progressive design-build team for The Course Spokane Valley. This 46-acre site, just north of the Spokane River, is home to the first purpose-built cross country course in the region. Designed to accommodate 5K, 6K, 8K, and 10K races, The Course will be open to the public when it's not hosting NCAA, USATF, and NFHS events.

Identified in the City of Spokane Valley's 2023 Tourism Strategic Plan as the most favorable asset for new development, the first phase of The Course was primarily funded through the City's lodging tax. The project also received state funding, a grant from the Union Pacific Foundation, and a grant from the Washington State Department of Commerce.

Close coordination and collaboration between team members, as well as with the City of Spokane Valley and Spokane Sports, were essential to the success of the project. Our responsibilities as lead designer of the project included:

- Refinements and major updates to the conceptual master plan
- Preparing new layouts affected by property ownership and allowed uses
- Grading concepts
- Preparing site clearing, irrigation and landscape plans
- Overall project management and coordination
- Informing the project construction schedule
- Project costing
- Construction administration and closeout
- Recommendations for long-term maintenance and operations of the facility

SPVV also created highly detailed 3D renderings of the course layout, as well as video flythroughs of each distance. These graphics were used for grant pursuits and for publicity by the City of Spokane Valley and Spokane Sports.

Looping grass pathways, designed in harmony with the site's terrain, give runners a firm, fast running surface. Native ponderosa pines and other plant material maintain the site's natural character, with views of the Spokane River to be enhanced in future phases. The sod is a custom seed mix chosen specifically for its hardness in adverse weather conditions and under substantial foot traffic.

The site was challenged by not having access to water needed for the irrigation system and for domestic use. The SPVV team worked with Union Pacific to bore under the active rail line to supply the site. The irrigation system includes approximately 2.5 miles of six-inch diameter fusion-welded HDPE irrigation main and 8.5 miles of irrigation laterals, using a smart controller to operate more than eight hundred sprinkler heads. The system is designed for expandability as the public use areas of The Course are constructed, to include open park space, playgrounds, shelters, and overlooks.

The Course hosted its first race—the WCC Championships—in November 2025, ahead of the grand opening in 2026, and was well-received by runners, coaches, and spectators.



## GREENACRES PARK PHASE 2

### SPOKANE VALLEY, WASHINGTON

#### SPVV LANDSCAPE ARCHITECTS & COFFMAN ENGINEERS

SPVV Landscape Architects completed the second phase of Greenacres Park in the summer of 2025 for the City of Spokane Valley. With local, state, and federal funding, this project significantly re-visioned the neighborhood park originally constructed in 2012.

The Greenacres neighborhood has transformed dramatically over the past decade, evolving from large-parcel legacy homes and small farms in a generally rural setting to infill-type development, including high-density single-family and multi-family residences, new schools, businesses, and associated needs for new recreational opportunities. The new park development features an expanded spray pad and inclusive playground with poured-in-place surfacing, additional parking, new paved walking paths, new shade structures and shade trees, two new basketball courts, a tennis court, six pickleball courts, a backstop, a disc golf putting green, a community garden, and a soccer mini-pitch.

The existing farmyard-themed playground, featuring the beloved Ferdinand sculpture, was re-installed with the new surfacing. The overall project budget was approximately \$2 million.





# REARDAN COMPREHENSIVE PARKS PLAN

## REARDAN, WA

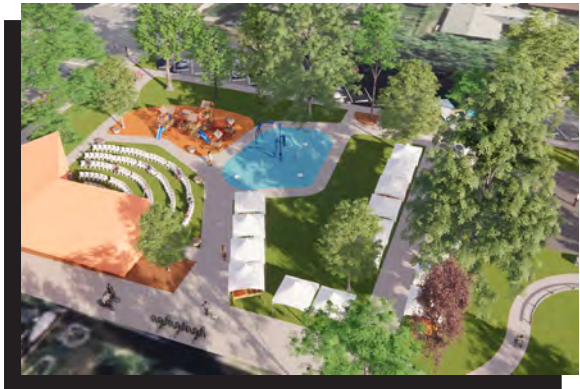
### SPVV LANDSCAPE ARCHITECTS & UPWARD 7 CONSULTING

SPVV partnered with a Upward 7 Consulting to create an RCO-compliant comprehensive parks and recreation plan for the Town of Reardan. Reardan-Edwall School District (RES D) and the Town of Reardan (Town) united for the creation of the Cooperative Comprehensive Parks Plan (CCPP) to plan for the future of Reardan's parks and outdoor athletic facilities. Having never previously adopted such a plan, this unique effort examined not only the Town's facilities (parks, trails, athletic fields, outdoor courts, playgrounds, recreation facilities), it also included all resources available through the school district, as well as other regional sites used by local groups and teams.

As the Town and RESD overlap in the geographic areas they serve, this model provides a more efficient plan for the community's future recreational needs. With the input and approval of both agencies, the CCPP is a true reflection of Reardan's goals and needs. Guided by the principle that RESD/ Town of Reardan are "better together," the planning process represented the continuation of these public agencies partnering on projects that serve the Reardan community and improve overall quality of life.

The SPVV team completed inventory and analysis of the existing park/school sites, conducted multiple public surveys and workshops, interviewed stakeholders, and compared these results with past surveys. The final plan includes relevant background information, details of the public input process, an assessment of the existing sites and their conditions, goals and overall vision, a demand and needs analysis, and a six-year capital improvement plan detailing priority projects for both the Town and the school district.

This project was funded through the RCO planning grant. The collected data and proposed improvements will be submitted to the RCO grants program in 2026.



### C. STAFF QUALIFICATIONS & ORGANIZATION:

SPVV's staff has extensive experience in parks and recreation projects, much of which was completed as on-call consultants to our clients, with more than 120 on-call projects completed for public agencies during our careers. Many of these were fast-track projects, requiring quick generation of design concepts, refinement, selection and implementation, using proven processes and a deep understanding of the complexities of each type of work.

SPVV strives to involve all of our staff in each type of project we work on. This provides invaluable experience and understanding of the needs of all types of work—as a result, we're better collaborators, designers, managers, facilitators and innovators.

Ken will have primary responsibility for managing this on-call contract, and will likely serve as the managing principal for many of the projects. SPVV's other principals will be available to lead on-call tasks as well, as best fits the needs of each specific project. Tom's experience in designing athletic facilities, for example, would make him an ideal managing principal for a sports field project. Our team structure and lines of authority, illustrated in the chart below, will ensure clear communication throughout each on-call task.

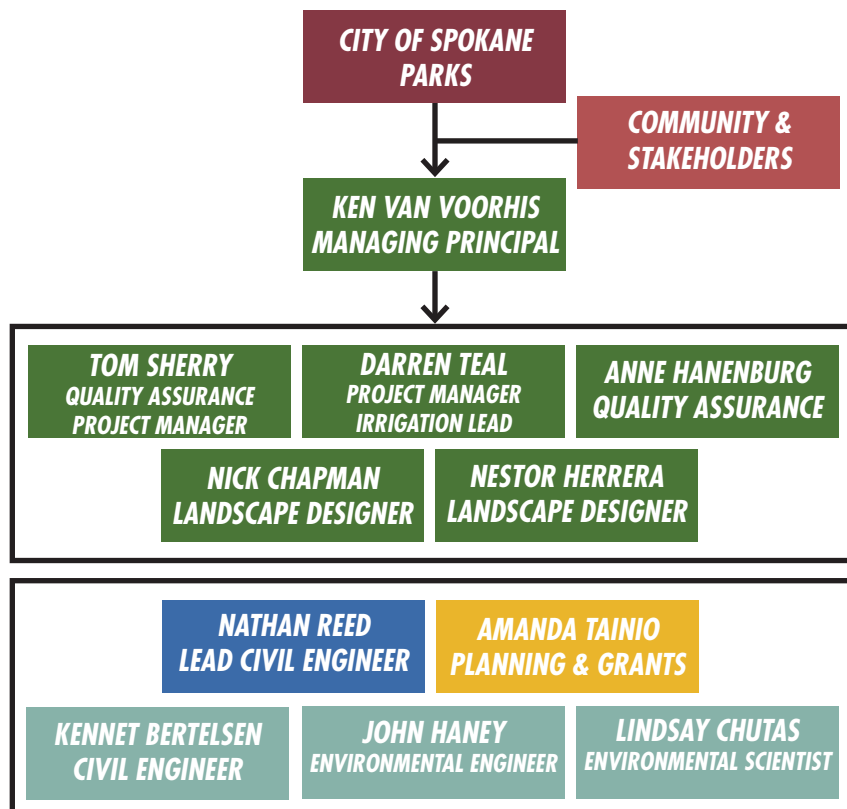
Our resumes on the following pages illustrate each individual's experience and detail their roles and responsibilities for the on-call work.

### D. CONTRACTS TERMINATED FOR DEFAULT IN THE LAST FIVE YEARS:

None. SPVV has not had a contract terminated for default in the last five (5) years.



**GREENACRES PARK PHASE 2**





## KEN VAN VOORHIS, PLA

SPVV LANDSCAPE ARCHITECTS

### PRINCIPAL-IN-CHARGE

Ken has worked on just about every kind of project, but his focus is on municipal and public projects. Ken's municipal work includes everything from Complete Street enhancements to park master planning and design. With extensive experience in municipal and park projects, and having previously served on the City of Spokane Park Board, Ken has a thorough understanding of the unique requirements and constraints presented by such projects.

#### QUALIFICATIONS

- Bachelor of Science in Landscape Architecture, Washington State University, 1987
- State of Washington, No. 647
- American Society of Landscape Architects
- Former member, City of Spokane Park Board
- Years of experience: 37

#### AVAILABILITY

- 25%-50% time assigned, depending on role in each project

As a principal and project manager, Ken oversees technical drawing production, estimating, and construction observation. He also provides quality assurance supervision for other principals' projects.

For this contract, Ken will serve as the main point of contact. He will be the managing principal/project manager as appropriate to the individual projects. If not serving as managing principal, Ken will be available for quality assurance and other design assistance as needed.

#### REPRESENTATIVE PROJECTS

- Airway Heights Recreation Center Phase 2, Airway Heights, WA
- Iron Bridge River Access, Spokane, WA
- Lion's Park, College Place, WA
- Veterans Memorial Park, Culver, OR
- Reardan Comprehensive Parks Plan, Reardan, WA
- Orchard Park Master Plan and Construction Documents, Liberty Lake, WA
- Centennial Trail - Summit Boulevard, Spokane, WA
- Riverfront Park West Havermale Island, Spokane, WA
- Columbia Trail, Dayton to Waitsburg, WA
- Tonasket Little League Fields, Tonasket, WA
- Prairie View Park, Spokane, WA

#### RESPONSIBILITIES:

- Project management & coordination
  - Communication with clients and other consultants
  - Cost estimating & area takeoffs
  - Budget and schedule adherence
- Producing construction documents
  - Specifications
  - Technical details
  - Drawings
- Construction Administration
  - Bidding support
  - Submittal review
  - Site visits
  - Punch lists/backchecks
  - RFIs
  - Project closeout
- Quality assurance
  - Review and redline other principals' and staff's drawings and documents
  - Code compliance





## TOM SHERRY, PLA

SPVV LANDSCAPE ARCHITECTS

### PRINCIPAL, QUALITY ASSURANCE

As a managing principal, Tom manages dozens of active projects as well as SPVV's business operations. He also serves as a frequent resource for SPVV staff and clients, drawing on his decades of experience to resolve challenges. With a career emphasis on education and public works projects like parks, trails, and recreational facilities, Tom is an expert in public input processes and creating balance between different community needs.

#### QUALIFICATIONS

- Bachelor of Science in Landscape Architecture, Washington State University, 1982
- State of Washington, No. 489
- CLARB Certified Landscape Architect, No. 6499
- American Society of Landscape Architects
- Construction Specifications Institute
- Years of experience: 43

#### AVAILABILITY

- 25%-50% time assigned, depending on role in each project

Tom has worked on every kind of project in his 43 years in the profession. His broad experience, and stunning memory for the details of past work, brings a critical perspective and depth of knowledge to every design. A firm believer in hands-on project management, Tom spends most of his time overseeing daily progress on a wide variety of current projects.

Depending on the nature of each project from the on-call roster, Tom will be available to serve as a managing principal, quality assurance supervisor, or lead designer. His extensive experience with athletic facilities, public input processes, and working with Spokane Public Schools will be uniquely valuable for specific projects within the Together Spokane initiative that may be part of the on-call contract.

#### REPRESENTATIVE PROJECTS

- The Course, Spokane Valley, WA
- Greenacres Park Phase 2, Spokane Valley, WA
- Avista Stadium Field Improvements, Spokane Valley, WA
- ONE Spokane Stadium, Spokane, WA
- Orchard Park Master Plan, Liberty Lake, WA
- Flett Middle School, Spokane, WA
- Bidwell Park & Aquatic Center, Spokane, WA
- Central Valley High School & University High School Artificial Turf Fields, Spokane Valley, WA
- Airway Heights Recreation Center, Airway Heights, WA

#### RESPONSIBILITIES:

- Project management & coordination
  - Communication with clients and other consultants
  - Cost estimating & area takeoffs
  - Budget and schedule adherence
- Conceptual design
  - Site analysis & programming
  - Public engagement
- Producing construction documents
  - Specifications
  - Oversight of drawing and detail production
- Construction Administration
  - Bidding support
  - Submittal review
  - Site visits
  - Punch lists/backchecks
  - RFIs
  - Project closeout & warranty review
- Quality assurance
  - Review and redline other principals' and staff's drawings and documents
  - Code compliance







## ANNE HANENBURG, PLA

SPVV LANDSCAPE ARCHITECTS

### PRINCIPAL, QUALITY ASSURANCE

Anne is a principal landscape architect, managing and leading the design effort for several active projects at any given time. Her experience in municipal and community design includes pedestrian networks and wayfinding, designing unique outdoor gathering spaces, and creating seamless connections between spaces to provide a strong sense of place.

Anne will be available as a quality assurance supervisor and will consult with the project team on wayfinding and interpretive signage, as well as any potential public art installations. As a past member of the Design Review Board and Spokane Arts Commission, Anne brings a keen attention to detail in her quality assurance role.

### QUALIFICATIONS

- Master of Science in Architecture, University of Idaho, 2005
- Bachelor of Landscape Architecture, Washington State University, 2002
- State of Washington, No. 1252
- State of Idaho, No. LA16857
- State of Arizona, No. 68908
- 2004 Therapeutic Garden & Healthcare Design Certificate Program, Chicago Botanic Garden
- Member, CLARB
- Past member, City of Spokane Design Review Board
- Past member, Spokane Arts Commission
- Years of experience: 26

### AVAILABILITY

- 15% time assigned

### REPRESENTATIVE PROJECTS

- Riverfront Park West Havermale Island, Spokane, WA
- Spokane Veterans Memorial Arena Phases I-IV, 2017 Expansion, Tree Maintenance Plan, Boone Street Tree Replacement, Spokane, WA
- Missoula Art Museum Art Park, Missoula, MT
- Division Street Triangle Gateway, Spokane, WA
- Marimn Health Youth Center, Worley, ID
- Common Grounds, Gonzaga University School of Law, Spokane, WA
- Big Bend Community College 1600 Building & Quad, Moses Lake, WA

### RESPONSIBILITIES:

- Conceptual Design
  - Signage & wayfinding
  - Public art
- Quality assurance
  - Review and redline other principals' and staff's drawings and documents
  - Code compliance



## DARREN TEAL, PLA

SPVV LANDSCAPE ARCHITECTS

### PRINCIPAL, IRRIGATION LEAD

With no-nonsense time and project management skills, Darren brings an elevated level of efficiency and thoroughness to each project, ensuring that tasks are completed correctly, on time, and on budget. His technical expertise, adherence to standards, and knowledge and interpretation of local codes and ordinances produce top-notch construction documents. As our resident outdoor enthusiast, Darren brings added expertise and care to parks and recreation projects.

#### QUALIFICATIONS

- Bachelor of Landscape Architecture, University of Idaho, 2005
- State of Washington, No. 1186
- State of Idaho, No. LA 16716
- Years of experience: 20

#### AVAILABILITY

- 30% time assigned

In addition to managing several active projects, Darren assists the other principals in creating and coordinating construction documents. With extensive experience in irrigation design, Darren is our go-to expert for any irrigation challenges.

Darren will be responsible for producing construction documents, overseeing junior staff, and coordinating with the managing principal and other consultants. He will also be the primary irrigation designer.

#### REPRESENTATIVE PROJECTS

- The Course, Spokane Valley, WA
- Greenacres Park Phase 2, Spokane Valley, WA
- West Village Park, Richland, WA
- Shields Park Master Plan, Spokane, WA
- Etter Ranch Trailhead, Spokane, WA
- Phillips Creek Trailhead, Spokane, WA
- "A" Street Sports Complex, Pasco, WA
- Prairie View Park & Aquatic Center, Spokane, WA
- Bidwell Park & Aquatic Center, Spokane, WA
- Glenrose Trailhead, Spokane, WA
- Antoine Peak Trailhead, Spokane, WA
- Phillips Creek Trailhead, Spokane, WA

#### RESPONSIBILITIES:

- Project management & coordination
  - Communication with clients and other consultants
  - Cost estimating
  - Budget and schedule adherence
- Producing construction documents
  - Specifications
  - Technical details
  - Drawings
  - Irrigation design
- Construction Administration
  - Submittal review
  - Site visits
  - Punch lists/backchecks
  - RFIs
  - Project closeout
- Quality assurance
  - Review and redline other principals' and staff's drawings and documents
  - Code compliance



## NICK CHAPMAN

SPVV LANDSCAPE ARCHITECTS

### LANDSCAPE DESIGNER

Nick works with SPVV principals to evaluate site conditions, develop concepts, and create construction drawings and details. In addition to assisting principals with larger projects, Nick manages smaller-scale projects, ranging from private residences to commercial properties. With a sharp eye for detail, Nick also creates realistic 3D renderings and visualizations.

Before joining SPVV as a landscape designer, Nick spent many years constructing and maintaining landscapes, including serving as the park operations manager at Spokane's KOA campground. These experiences give him a perspective that balances both aesthetic and maintenance concerns in the design process.

Nick will be responsible for assisting with drafting throughout the project and creating renderings and presentation materials. He will also conduct site inventories as needed.

### QUALIFICATIONS

- Bachelor of Landscape Architecture, Washington State University, 2024
- AAS Landscape Management, Spokane Community College, 2022
- Certificate in Urban Forestry, SCC
- Years of experience: 1.5

### AVAILABILITY

- 25% time assigned

### REPRESENTATIVE PROJECTS

- Veterans Memorial Park, Culver, OR
- West Central Infrastructure, Spokane, WA
- Sageview High School, Pasco, WA
- Peperzak Middle School Fields Study, Spokane, WA
- Black Rock HOA Improvements, Coeur d'Alene, ID
- Inspire Academy, Benton City, WA
- Havermale Island/Post Street Parking, Spokane, WA
- Myra Road Improvements, Walla Walla, WA
- Colfax Greenway, Colfax, WA

### RESPONSIBILITIES:

- Site inventory & analysis
- Conceptual design
  - 3D renderings
  - Presentation materials
  - Alternative site layouts
- Producing construction documents
  - Drafting technical details & drawings





## NESTOR HERRERA

SPVV LANDSCAPE ARCHITECTS

### LANDSCAPE DESIGNER

As a landscape designer, Nestor assists throughout the design process, from initial site inventory to producing construction documents, including drawings and details. He also regularly creates 3D renderings and other graphics for public meetings, design development, and benefactor engagement. With experience in landscape construction, Nestor brings a unique perspective to crafting construction drawings and solving design challenges. Nestor's positive attitude and enthusiasm for public projects makes the design process smooth and collaboration easy.

Nestor will be responsible for assisting with drafting, as well as creating 3D renderings and models. He will also conduct site inventories as needed.

#### QUALIFICATIONS

- Bachelor of Landscape Architecture, Washington State University, 2023
- Years of experience: 1.5

#### AVAILABILITY

- 25% time assigned

#### REPRESENTATIVE PROJECTS

- The Course, Spokane Valley, WA
- Reardan Parks Comprehensive Plan, Reardan, WA
- Reardan Parks Master Plan, Reardan, WA
- Providence RISE Courtyard, Spokane, WA
- Mirabeau Transit Center, Spokane Valley, WA
- Sageview High School, Pasco, WA
- Commercial St. TIB Complete Street, Pateros, WA
- West Village Park, Richland, WA
- West Central Infrastructure, Spokane, WA
- Kennewick Bicycle Master Plan, Kennewick, WA

#### RESPONSIBILITIES:

- Conceptual design
  - 3D renderings, models, & flythroughs
  - Plan-view conceptual drawings
- Site inventory & analysis
- Construction documents
  - Drafting technical details & drawings





## NATHAN REED

COFFMAN ENGINEERS

### LEAD CIVIL ENGINEER

Nathan Reed has 13 years of experience in civil engineering project design and analysis. He has worked on recreational, park, trailhead, civic/government, educational, commercial, and industrial projects throughout the Spokane area. He provides experience in planning, design, and construction of new developments as well as existing site upgrades and improvements, with an emphasis in site grading and stormwater management. He is well versed in local, state, and federal stormwater and grading regulations. Nathan enjoys park projects, working with the design team to provide grading and stormwater solutions on projects that seamlessly blend with their natural surroundings and provide safe, accessible spaces for all to recreate.

#### QUALIFICATIONS

- Bachelor of Science, Civil Engineering, Washington State University
- Bachelor of Arts, Applied Physics, Whitworth University
- Civil Engineer, WA #53772
- Designated Design-Build Professional, DBIA
- American Society of Civil Engineers (ASCE)
- Past President, ASCE Younger Member Forum
- DBIA
- Inland NW AGC CLC
- Years of experience: 13

#### AVAILABILITY

- 20% time assigned

#### REPRESENTATIVE PROJECTS

- City of Spokane Riverfront Park Stormwater Master Plan, Spokane, WA  
Civil engineer for the preparation of a stormwater master plan which helped define the existing and potential stormwater basins in the project area, including the Howard Street bridges and the foot bridges. The project involved determining where stormwater was going, how it was being disposed of, and what the concerns are, and identifying strategies and alternatives for future stormwater management. The goal of the SWMP was providing an overall road map of existing facilities and potential alternatives for future design work as part of Park Bond Improvements.
- Liberty Lake Regional Park Phase I, Liberty Lake, WA  
Civil engineer for the renovations at Liberty Lake Regional Park. The 4.5 acre site was redesigned to provide better accessibility to park features, including new picnic shelters, restrooms, and ADA-compliant dock. The project included new paved parking, unique stormwater solutions to accommodate high groundwater and existing wetlands, and utility relocations. Many unforeseen conditions and a rigorous permitting process made the project uniquely challenging, but the Coffman team helped navigate the challenges to provide a great new asset to the Liberty Lake community.
- Post Falls Landing, Post Falls, ID
- Spokane County Etter Ranch Trailhead, Spokane, WA\*
- Spokane County Phillips Creek Trailhead, Spokane, WA\*
- Spokane County Glenrose Trailhead Parking Lot, Spokane, WA\*
- City of Spokane Valley Greenacres Park, Spokane Valley, WA\*
- City of Liberty Lake Orchard Park (Master Plan & Development/Design), Liberty Lake, WA\*
- HUB Sports Center Complex, Liberty Lake, WA
- Spokane Public Schools Hart Field Improvements, Spokane, WA\*

*\*Project completed with SPVV*

#### RESPONSIBILITIES:

- Coordinating with design team lead
- Producing construction documents
  - Specifications
  - Technical details
  - Drawings
- Stormwater management plan
- Drainage reports
- Erosion/sedimentation control





## AMANDA TAINIO

UPWARD 7 CONSULTING

### PRINCIPAL PLANNER

Amanda Tainio has two decades of professional planning experience in the public sector with experience in all aspects of community development and planning including park planning, economic development and event coordination, urban design, SEPA review, grant funding, and capital project programming. Ms. Tainio has performed research, analysis, report preparation and recommendations, legal interpretation, budget administration, project coordination and management, team building and collaboration, stakeholder engagement, facilitation, and presentations.

### QUALIFICATIONS

- Bachelor of Landscape Architecture, Washington State University
- Certificate in Design Thinking, Gonzaga University
- American Planning Assoc. (APA)
- Planning Association of WA (PAW)
- WA Recreation and Conservation Office (RCO) - WWRP State Lands Development Advisory Committee (2016-2023)
- Placemaking at Work - Form-Based Economic Development
- Spokane Regional Health District - Healthy Communities Workshop, Healthy Planning in Your Community, & Opening Your Community to Play: A Training on Joint Use Agreements
- Washington Recreation & Park Association - Risk Management School
- Years of experience: 20

### AVAILABILITY

- 20% time assigned

### REPRESENTATIVE PROJECTS

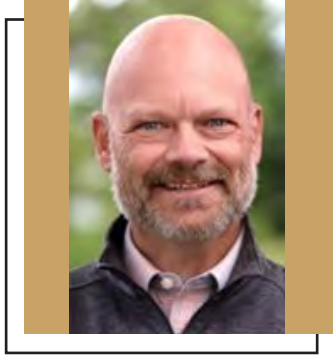
- City of Millwood Contract City Planner
- City of Millwood 2026 Periodic Update (City Comprehensive Plan & Development Regulations with new Parks and Recreation Element)
- Reardan-Edwall School District/Town of Reardan Cooperative Comprehensive Parks Plan\*
- City of Cheney Capital Facilities Plan Update - Cheney Planning Commission
- City of Liberty Lake Comprehensive Plan, Development Code, Capital Facilities Plan, & subsequent plan updates 2003 - 2017
- City of Liberty Lake Parks, Recreation, Open Space, and Trails Plan & subsequent updates 2006 - 2015
- River District Specific Area Plan Overlay & updates 2009 - 2017
- Liberty Village Specific Area Plan Overlay 2007
- City of Liberty Lake Orchard Park Master Plan\*, Fallen Heroes Circuit Course, & Nature's Place at Meadowwood Arboretum
- WA State Dept. of Commerce Planning Grants
- WA Recreation and Conservation Office (RCO) Grants
- City of West Richland Strategic Workforce Plan
- City of West Richland 2018 Salary & Benefit Comparison
- City of West Richland 2020 Salary & Benefit Comparison Update
- City of Port Orchard Organizational Assessment and Salary Survey
- City of Sequim Salary and Benefit Analysis
- Multiple small city/town on-call planning ordinances and projects
- Multiple private land use options and project coordination contracts

*\*Project completed with SPVV*

### RESPONSIBILITIES:

- Public engagement
- Grant applications
- Budget/revenue studies
- Feasibility analysis
- Comprehensive planning





## KENNET BERTELSEN, PE

HALEY ALDRICH

### SENIOR CIVIL ENGINEER

Kennet is a senior civil engineer, licensed in ten states. He has successfully developed cost effective solutions for various types of infrastructure including stormwater analysis and management, mining infrastructure, industrial facility development, municipal and private water systems, and fuel storage and distribution. He routinely manages multi-discipline design teams for a variety of public and private clients. He has served as contract city engineer for multiple jurisdictions throughout the region and assists clients with funding acquisition, project development, and construction management.

#### QUALIFICATIONS

- Bachelors of Civil Engineering, University of Montana
- Professional Engineer, WA 42748
- President, American Society of Reclamation Sciences
- Columbia Section Chair, Society of Mining, Metallurgy, and Exploration
- Technical Session Chair, American Exploration & Mining Association
- Leadership Spokane, Class of 2023
- Years of experience: 25

#### AVAILABILITY

- 20% time assigned

He has lived in Spokane since 2005, and enjoys our parks and recreation for coaching his kids and others as they grow in soccer, as well as being an avid participant in the local golf community as part of the Qualchan men's league since 2006. Kennet frequently can also be found quietly casting his fly rod on way home from work near TJ Meenach's newly improved river access. A graduate of the 2023 Leadership Spokane Class, Kennet is committed to Spokane's tightknit relationships and servant leadership in his approach to business and community.

#### REPRESENTATIVE PROJECTS

- Anchorage Park Foundation, Anchorage Veteran's Memorial, Anchorage, AK
- Glencore Columbia Falls Aluminum Co, S Percolation Ponds, Columbia Falls, MT
- City of Davenport, Community Path/Trail System Plan, Davenport, WA
- Downtown Spokane Partnership, Wayfinding Study, Spokane County, Spokane, WA
- Columbia REA Melrose Complex Phase 2, Walla Walla, WA
- Alaska Native Heritage Center, Stormwater Plan, Anchorage, AK
- Keller School District, Safe Routes to School Pathway, Keller, WA
- Washington State Parks, Sacajawea State Park Phase II, Pasco, WA
- City of Spokane Valley, Pines Road (SR27) and Mirabeau Parkway Intersection, Spokane Valley, WA
- Holcim Site Clean Up, Spokane Valley, WA
- Town of Conconully Community Services Complex, Conconully, WA

#### RESPONSIBILITIES:

- Coordinate with team lead
- Environmental engineering
- Water quality
- Stormwater management plan
- Trails planning
- Wayfinding





## JOHN HANEY, PE

HALEY ALDRICH

### SENIOR ENVIRONMENTAL ENGINEER

John is a professional engineer with over 23 years of experience in environmental engineering and consulting. John has managed numerous environmental site assessments and remedial investigations for service stations, bulk fuel terminals, industrial facilities, rail yards, port facilities, abandoned mine lands and other properties. His experience includes permitting, conducting phase I and phase II environmental site assessments (ESAs) (petroleum-, metals-, PCB, and hazardous waste-contaminated sites and abandoned mine lands), cleanups of contaminated properties, preparing reports and permits, preparing engineering specifications (CSI format), and preparing remedial investigation/feasibility studies. He also has completed underground storage tank (UST) system installations and removals, underground oil-pipeline removals, and unexploded ordinance/depleted uranium cleanups. He has extensive experience in groundwater monitoring, groundwater pump and treatment system operation and maintenance, source removal remediation, remediation system operation and maintenance, facility decontamination and decommissioning, on-site treatment of metals contaminated soil, and asbestos/lead-based paint abatement.

John moved to Spokane in 2006 and learned to appreciate the wealth of opportunity on our four great city golf courses since moving here. He enjoys our trail systems, and his daily walks through Riverfront Park as his mid-day working meditation. John loves to get involved in helping clean up while respecting our industrial roots, and his leadership in that space is reflected in his long standing board positions with the local Pacific Northwest International Section Air & Waste Management Association chapter.

#### QUALIFICATIONS

- Bachelor of Science in Environmental Engineering, Montana College of Mineral Science and Technology
- Professional Engineer, WA 43248
- Engineer in Training, MT 12083ET
- Years of experience: 30

#### AVAILABILITY

- 20% time assigned

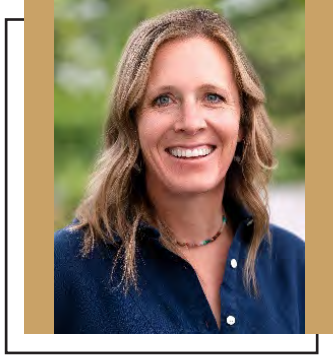
#### REPRESENTATIVE PROJECTS

- Phase I/II environmental site assessments and planning documents for the University District Pedestrian Bridge, WSU Spokane Riverpoint Campus, Spokane, WA
- City of Spokane's Water Use Efficiency Assessment Program: Water use efficiency audits for commercial, industrial and institutional development, Spokane, WA
- Metals-contaminated beach capping — Spokane River, Ecology, Spokane Valley, WA
- RI/FS, Spokane Gun Club, Central Valley School District, Spokane Valley, WA
- Boiler plant UST site assessment and decommissioning, Eastern Washington University (EWU), Cheney, WA
- RI/FS, groundwater monitoring, and remediation, Parkwater Rail Yard, BNSF, Spokane, WA
- RI/FS and remedial design for cement-kiln dust, Holcim (US), Inc., Spokane Valley, WA
- Phase I/II ESA and UST closure documentation at the Mount Tolman Service Center, near Keller, WA
- Phase II environmental site assessment, Spokane County Raceway Track, Airway Heights, WA

#### RESPONSIBILITIES:

- Environmental site assessments
- Remediation planning





## LINDSAY CHUTAS, PWS, G.I.T.

HALEY ALDRICH

### SENIOR ENVIRONMENTAL SCIENTIST

Lindsay is an environmental scientist with expertise in aquatic resource delineation, riparian restoration, natural resource management, watershed scale planning and monitoring, and grant writing. She has managed water quality and water quantity improvement projects for private, non-profit, tribes and public entities. She has served as facilitation lead for development of monitoring, implementation, and reporting strategies for a variety of diverse workgroups. She has been the lead in multiple successful grant procurements, and project manager for best management practice projects across the Spokane Watershed. Lindsay is a member of the Spokane Salmon Restoration Collaborative Technical Team, the technical arm of the Spokane River Watershed lead entity which helps implement the salmon recovery strategy in the Spokane River Watershed. Her passion for preservation and strategic development at the margins of natural resources for future generations guides her work both professionally and as a volunteer with local and regional non-profits.

Lindsay moved to Spokane in 2008 and has been enjoying working on the Spokane River to restore river access, and escape the summer heat on her paddleboard. Lindsay moved to Spokane partially so that she could continue to hone her long drive skills and work on her putting on the local courses, as well teaching crevasse rescue to our budding mountaineering students with the Spokane Mountaineers. You can find Lindsay using our local park system on sunny afternoons as she trains on the trails on the bluff for her upcoming mountain adventures, and volunteering her time with the Inland Northwest Land Conservancy.

#### QUALIFICATIONS

- Master of Science in Earth and Ocean Sciences, Duke University
- Bachelor of Science in Geology, University of Washington
- Inland Northwest Land Conservancy, Board Member & Chair of Land Protection Committee
- Years of experience: 15

#### AVAILABILITY

- 25% time assigned

#### REPRESENTATIVE PROJECTS

- City of Spokane, Redband Park Boat Launch Design, Spokane, WA
- Islands Trailhead Boat Launch and Riparian Restoration, Spokane Valley, WA
- Stateline Boat Launch and Riparian Restoration, Spokane Valley, WA
- Spokane River Forum and City of Spokane, Aubrey L. White River Access Improvements, Spokane, WA
- Integra, DeLamar Mine, aquatic resource delineation, Jordan Valley, ID
- Teck Washington Incorporated, Pend Oreille Mine, Permitting Support and Historic Debris Field
- Fort Belknap Indian Community, Conservation Reserve Enhancement Program (CREP), Programmatic Environmental Assessment (PEA), Harlem, MT
- Spokane Conservation District, Marshall Creek Data Review and Gap Analysis, Cheney, WA
- Spokane Conservation District, Hangman Creek Erosion Study, Hangman Creek Watershed, WA
- Spokane Conservation District, Newman Lake Pilot Study Newman Lake, WA of
- Spokane Conservation District, Newman Lake Wave Study, Newman Lake WA
- Spokane Conservation District, Hangman Creek Fish Passage Barrier Inventory, Spokane County, WA
- Spokane Conservation District, Fish Passage Projects, Multiple Locations
- Spokane Conservation District, Hangman Creek Fish Passage Barrier Inventory, Spokane County, WA

#### RESPONSIBILITIES:

- Riparian restoration
- Water access design
- Grant procurement
- Environmental sciences agency coordination

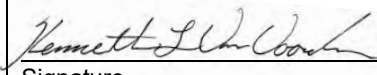


**ATTACHMENT A  
CERTIFICATION REGARDING DEBARMENT, SUSPENSION,  
INELIGIBILITY AND VOLUNTARY EXCLUSION**

1. The undersigned (i.e., signatory for the Subrecipient / Contractor / Consultant) certifies, to the best of its knowledge and belief, that it and its principals:
  - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
  - b. Have not within a three-year period preceding this contract been convicted or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion, receiving stolen property, making false claims, or obstruction of justice;
  - c. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and,
  - d. Have not within a three-year period preceding this contract had one or more public transactions (federal, state, or local) terminated for cause or default.
2. The undersigned agrees by signing this contract that it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction.
3. The undersigned further agrees by signing this contract that it will include the following clause, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions:

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion – Lower Tier Covered Transactions

4. The lower tier contractor certified, by signing this contract that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.
5. Where the lower tier contractor is unable to certify to any of the statements in this contract, such contractor shall attach an explanation to this contract.
6. I understand that a false statement of this certification may be grounds for termination of the contract.

|  |   |
|--|---|
| <u>SPVV Landscape Architects</u><br>Name of Subrecipient / Contractor / Consultant (Type or Print) | <u>RFQu 6470-25</u><br>Program Title (Type or Print)  |
| <u>Ken Van Voorhis</u><br>Name of Certifying Official (Type or Print)                              | <br>Signature |
| <u>Principal</u><br>Title of Certifying Official (Type or Print)                                   | <u>12/15/2025</u><br>Date (Type or Print)   |



1908 W Northwest Blvd, Suite A  
Spokane, WA 99205

509.325.0511

[www.spvv.com](http://www.spvv.com)

MEMO

City of Spokane Parks Dept.

1/5/2025

Nick Hamad:

- SPVV Landscape Architects and our associated team members is honored and proud to provide support to the City of Spokane Parks & Recteation Dept. In this effort of support, we are providing our professional Landscape Architectural services fee schedule:
  - **SPVV Landscape Architects**
  - Managing Principal (SPVV) \$195.00/Hr.
  - Landscape Architect Project manager \$160.00/Hr.
  - Landscape Designer \$125.00/Hr.
  - Irrigation Designer \$125.00/Hr.
  - Drafting \$120.00/Hr.
  - Clerical \$100.00/Hr.
  - **Sub-Consultants** (will be charged at actual invoicing times 1.04 multiplier).
  -
- **Schedule of Expenses Charges**
  - Travel expenses will be in accordance with City of Spokane policy.
  - General business expenses shall be at actual cost.
  -
- **All Rates are effective through December 31, 2026**

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Kenneth L Van Voorhis  
Landscape Architect  
SPVV Landscape Architects



[kvan@spvv.com](mailto:kvan@spvv.com)



## &lt; Business Lookup

## License Information:

[New search](#) [Back to results](#)**Entity name:** T. C. SHERRY & ASSOCIATES, P.S.**Business name:** SHERRY PRATT VAN VOORHIS LANDS**Entity type:** [Professional Service Corporation](#)**UBI #:** 601-610-448**Business ID:** 001**Location ID:** 0001**Location:** Active**Location address:** 1908 W NORTHWEST BLVD  
APT A  
SPOKANE WA 99205-3719**Mailing address:** 1908 W NORTHWEST BLVD STE A  
SPOKANE WA 99205-3713**Excise tax and reseller permit status:** [Click here](#)**Secretary of State information:** [Click here](#)

## Endorsements

| Endorsements held at this location                             | License #    | Count | Details | Status                 | Expiration date | First issuance date |
|--|--------------|-------|---------|------------------------|-----------------|---------------------|
| <a href="#">Pasco General Business - Non-Resident</a>          | 36198        |       |         | <a href="#">Active</a> | Mar-31-2026     | Mar-04-2020         |
| <a href="#">Richland General Business - Non-Resident</a>       |              |       |         | <a href="#">Active</a> | Mar-31-2026     | Aug-26-2019         |
| <a href="#">Spokane General Business</a>                       | T12041381BUS |       |         | <a href="#">Active</a> | Mar-31-2026     | Oct-15-2012         |
| <a href="#">Spokane Valley General Business - Non-Resident</a> |              |       |         | <a href="#">Active</a> | Mar-31-2026     | Feb-22-2005         |
| <a href="#">Yakima General Business - Non-Resident</a>         |              |       |         | <a href="#">Active</a> | Mar-31-2026     | May-04-2022         |

## Owners and officers on file with the Department of Revenue

| Owners and officers  | Title |
|----------------------|-------|
| HANENBURG, ANNE M    |       |
| SHERRY, THOMAS       |       |
| TEAL, DARREN L       |       |
| VAN VOORHIS, KENNETH |       |



## Registered Trade Names

| Registered trade names    | Status | First issued |
|---------------------------|--------|--------------|
| SPVV LANDSCAPE ARCHITECTS | Active | Nov-12-2010  |

The Business Lookup information is updated nightly. Search date and time: 12/31/2025 7:44:15 AM

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THE HARTFORD  
BUSINESS SERVICE CENTER  
3600 WISEMAN BLVD  
SAN ANTONIO TX 78251

December 30, 2025

CITY OF SPOKANE PARKS  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201-3333

#### Account Information:

|                                |   |
|--------------------------------|---|
| <b>Policy Holder Details :</b> | <b>T.C. SHERRY AND ASSOCIATES,<br/>P.S. DBA SPVV Landscape<br/>Architects</b> |
|--------------------------------|---|



#### Contact Us

##### Need Help?

Chat online or call us at  
(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
12/30/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|   |  |                       |
|---|--|-----------------------|
| <b>PRODUCER</b><br>NORTHEAST AGENCIES INC/PHS<br>01214608<br>The Hartford Business Service Center<br>3600 Wiseman Blvd<br>San Antonio, TX 78251 | <b>CONTACT NAME:</b>                                       |                       |
|   | <b>PHONE (A/C, No, Ext):</b> (866) 467-8730                | <b>FAX (A/C, No):</b> |
|   | <b>E-MAIL ADDRESS:</b>                                     |                       |
|   | <b>INSURER(S) AFFORDING COVERAGE</b>                       |                       |
| <b>INSURED</b><br>T.C. SHERRY AND ASSOCIATES, P.S. DBA SPVV Landscape Architects<br>1908 W NORTHWEST BLVD APT A<br>SPOKANE WA 99205-3719        | <b>INSURER A :</b> Hartford Underwriters Insurance Company | <b>NAIC#</b> 30104    |
|   | <b>INSURER B :</b>   |                       |
|   | <b>INSURER C :</b>   |                       |
|   | <b>INSURER D :</b>   |                       |
|   | <b>INSURER E :</b>   |                       |
|   | <b>INSURER F :</b>   |                       |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSR                                 | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/Y YYY) | LIMITS   |             |
|----------|---|---|----------|---------------|-------------------------|--------------------------|--|-------------|
| A        | COMMERCIAL GENERAL LIABILITY  | X   |          | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | EACH OCCURRENCE  | \$2,000,000 |
|          | <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR                            |   |          |               |                         |                          | DAMAGE TO RENTED PREMISES (Ea occurrence)                            | \$1,000,000 |
|          | <input checked="" type="checkbox"/> General Liability   |   |          |               |                         |                          | MED EXP (Any one person)   | \$10,000    |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:  |   |          |               |                         |                          | PERSONAL & ADV INJURY  | \$2,000,000 |
|          | <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |   |          |               |                         |                          | GENERAL AGGREGATE  | \$4,000,000 |
|          | OTHER:  |   |          |               |                         |                          | PRODUCTS - COMP/OP AGG   | \$4,000,000 |
|          | <b>AUTOMOBILE LIABILITY</b>   |   |          |               |                         |                          | COMBINED SINGLE LIMIT (Ea accident)                                  |             |
|          | <input type="checkbox"/> ANY AUTO   |   |          |               |                         |                          | BODILY INJURY (Per person)   |             |
|          | <input type="checkbox"/> ALL OWNED AUTOS  | <input type="checkbox"/> SCHEDULED AUTOS  |          |               |                         |                          | BODILY INJURY (Per accident)   |             |
|          | <input type="checkbox"/> HIRED AUTOS  | <input type="checkbox"/> NON-OWNED AUTOS  |          |               |                         |                          | PROPERTY DAMAGE (Per accident)                                       |             |
|          | <input type="checkbox"/> AUTOS  |   |          |               |                         |                          |  |             |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB   | <input checked="" type="checkbox"/> OCCUR |          | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | EACH OCCURRENCE  | \$1,000,000 |
|          | <input type="checkbox"/> EXCESS LIAB  | <input type="checkbox"/> CLAIMS-MADE      |          |               |                         |                          | AGGREGATE  | \$1,000,000 |
|          | <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ 10,000                                 |   |          |               |                         |                          |  |             |
| A        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>  | Y/N <input type="checkbox"/>              | N/A      | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |             |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                               |   |          |               |                         |                          | E.L. EACH ACCIDENT   | \$1,000,000 |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below  |   |          |               |                         |                          | E.L. DISEASE - EA EMPLOYEE   | \$1,000,000 |
|          |   |   |          |               |                         |                          | E.L. DISEASE - POLICY LIMIT  | \$1,000,000 |
| A        | Employment Practices Liability Insurance  |   |          | 01 SBA BM7U7Z | 11/18/2025              | 11/18/2026               | Each Claim Limit   | \$25,000    |
|          |   |   |          |               |                         |                          | Annual Aggregate Limit   | \$25,000    |

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)**

Those usual to the Insured's Operations. RE: ON CALL MASTER CONTRACT. The Business Liability Coverage Part includes a Blanket Additional Insured By Contract Endorsement, Form SL 30 32 or SL 30 63, if applicable.

**CERTIFICATE HOLDER****CANCELLATION**

CITY OF SPOKANE PARKS  
808 W SPOKANE FALLS BLVD  
SPOKANE WA 99201-3333

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Susan L. Castaneda*

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/30/2025

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**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

|  |  |   |  |                          |
|--|--|---|--|--------------------------|
| <b>PRODUCER</b><br>The Buckner Company of Colorado<br>6400 S. FIDDLERS GREEN CIRCLE, SUITE 950<br>Greenwood Village CO 80111               |  | <b>CONTACT</b><br>NAME: Select Business Team<br>PHONE (A/C, No. Ext):<br>E-MAIL ADDRESS: select@buckner.com |  | <b>FAX</b><br>(A/C, No): |
| License#: 480397<br>TCSHERR-01   |  | <b>INSURER(S) AFFORDING COVERAGE</b>  |  | <b>NAIC #</b>            |
| <b>INSURED</b><br>T.C. Sherry & Associates, P.S. dba SPVV Landscape Architects<br>1908 W. Northwest Boulevard, Suite A<br>Spokane WA 99205 |  | INSURER A: Certain Underwriters at Lloyds   |  | 15792                    |
|  |  | INSURER B:  |  |                          |
|  |  | INSURER C:  |  |                          |
|  |  | INSURER D:  |  |                          |
|  |  | INSURER E:  |  |                          |
|  |  | INSURER F:  |  |                          |

**COVERAGES****CERTIFICATE NUMBER:** 1848116118**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |                          |
|----------|---|-----------|----------|---------------|-------------------------|-------------------------|--|--------------------------|
|          | <b>COMMERCIAL GENERAL LIABILITY</b><br><input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |           |          |               |                         |                         | EACH OCCURRENCE  | \$                       |
|          |   |           |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence)                            | \$                       |
|          |   |           |          |               |                         |                         | MED EXP (Any one person)   | \$                       |
|          |   |           |          |               |                         |                         | PERSONAL & ADV INJURY  | \$                       |
|          |   |           |          |               |                         |                         | GENERAL AGGREGATE  | \$                       |
|          |   |           |          |               |                         |                         | PRODUCTS - COMP/OP AGG   | \$                       |
|          |   |           |          |               |                         |                         |  | \$                       |
|          | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY   |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident)                                  | \$                       |
|          |   |           |          |               |                         |                         | BODILY INJURY (Per person)   | \$                       |
|          |   |           |          |               |                         |                         | BODILY INJURY (Per accident)   | \$                       |
|          |   |           |          |               |                         |                         | PROPERTY DAMAGE (Per accident)                                       | \$                       |
|          |   |           |          |               |                         |                         |  | \$                       |
|          | <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR<br><b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$  |           |          |               |                         |                         | EACH OCCURRENCE  | \$                       |
|          |   |           |          |               |                         |                         | AGGREGATE  | \$                       |
|          |   |           |          |               |                         |                         |  | \$                       |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A<br>(Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below                 |           |          |               |                         |                         | <input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER |                          |
|          |   |           |          |               |                         |                         | E.L. EACH ACCIDENT   | \$                       |
|          |   |           |          |               |                         |                         | E.L. DISEASE - EA EMPLOYEE   | \$                       |
|          |   |           |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT  | \$                       |
| A        | Professional Liability  |           |          | TMP00031902   | 9/9/2025                | 9/9/2026                | Aggregate Per Claim  | 2,000,000<br>\$2,000,000 |

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project / Reference: On-Call Master Contract

**CERTIFICATE HOLDER****CANCELLATION**

City of Spokane Parks & Recreation  
808 W. Spokane Falls Blvd  
Spokane WA 99201  
United States

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

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