



**SHEA, CARR & JEWELL, INC.
AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement for Professional Services (or this “Agreement”) is dated August 12, 2025, and is made and entered into by and between:

Firm: Shea, Carr & Jewell, Inc. (dba SCJ Alliance) (“SCJ”)
Address: 8730 Tallon Lane NE, Suite 200, Lacey, WA 98516
Telephone: 360-352-1465
Fax: 360-352-1509

and

Client: Kootenai County (“Client”)
Address: 451 Government Way, Coeur d’ Alene, ID 83814
Telephone: 208.446.1070
Email: dcallahan@kcgov.us

Section 1 – The Project. SCJ shall perform all services, as described in Section 2 below, for the following project:

- a. **Project Name:** Kootenai County Comp & Parks Plan 2026 (the “Project”)
- b. **Project Number:** SCJ# 23-000703
- c. **Project Location:** Coeur d’ Alene, ID

d. Project Timeline: SCJ shall perform its services as expeditiously as is consistent with the professional skill and care and the orderly progress of the Project. If SCJ is delayed in meeting this projected timeline due to causes beyond its control (including, but not limited to, war, riot, civil disorder, fire, labor trouble, strikes, accidents, energy failure, equipment breakdown, delays of suppliers, printers, or carriers, action of government or civil authority, or acts of God), then the projected timeline shall be extended accordingly.

Section 2 – Scope of Work. SCJ shall perform the services (the “Work”) described in Attachment A:

Section 3 – Compensation to SCJ. SCJ shall perform the Work for Client for the following compensation:

| Budget Summary | Fee Amount | Fee Basis |
|---|---------------------|----------------------|
| Phase 01 – Project Management | \$ 21,709.00 | T&M |
| Phase 02 – Parks Inventory, Assessment, and Context | \$ 22,131.50 | T&M |
| Phase 03 – Public Engagement | \$ 93,887.00 | T&M |
| Phase 04 – Plan Drafting | \$ 44,755.00 | T&M |
| Phase 05 – PROST Plan Component / Master Plan | \$ 29,671.50 | T&M |
| Phase 06 – Plan Finalization and Adoption | \$ 26,082.00 | T&M |
| Phase 07 – Implementing Zoning Code Amendments | \$ 41,748.00 | T&M |
| Phase 98 - MRF | \$ 10,000.00 | T&M |
| Phase 99 - Expenses | \$ 6,847.32 | T&M |
| TOTAL MAXIMUM FEE: | \$296,831.32 | (T&M NTE) |



Time and Materials. When the basis of SCJ's compensation is time and materials, Client will pay SCJ for the time SCJ spends and all the expenses SCJ incurs (see expenses addressed below) in performing the Work, pursuant to the Billing Rate Schedule shown in Attachment B. SCJ may change its billing rates and/or the reimbursement rate for the expenses it incurs from time to time due to market conditions with prior notice to Client. If SCJ changes any of its billing rates and/or reimbursement rates for its expenses, SCJ shall promptly provide a copy of its revised Billing Rate Schedule to Client.

Changes in billing rates and/or reimbursement rates for expenses is not a basis for increasing the Total Maximum Fee shown above.

Lump Sum: When the basis of SCJ's compensation is a lump sum, Client will pay SCJ on a percent-complete basis of the Total Maximum Fee for the Work described in Section 2 of this Agreement. SCJ will be compensated in full upon completion of the Work. Any out-of-scope or extra services requested by the Client will be paid to SCJ on a time and materials basis in accordance with the provisions described above under Time and Materials.

Retainers. Client will pay a retainer to SCJ for the services in the amount of \$N/A. This fee shall be payable in advance upon contract signing. The retainer will not be applied to invoices until a history of timely invoice payment has been established and will not be completely released until the final project invoice. The specific retainer application schedule will be project specific and will be established by mutual agreement between the Client and SCJ.

Expenses: Expenses will include, but not be limited to, the following: transportation costs, including mileage; meals and lodging; laboratory tests and analyses; computer services; word processing services; telephone, printing, binding, and reproduction charges; all costs associated with outside consultants and other outside services and facilities; and other similar costs. Expenses which SCJ incurs on Client's behalf for outside consultants and other outside services or facilities shall include a 10% markup to compensate SCJ for its activities related to these expenses, such as: excise tax, liability insurance, profit, and additional administrative overhead.

Section 4 – Billing and Payment: SCJ will provide Client with an invoice once per month for Work on the Project during the prior month. Client agrees to pay SCJ within 30 days of receiving SCJ's invoice, after which date, if the invoice has not been paid in full, Client's account will become delinquent. Client is deemed to have received an invoice three days after SCJ mailed it to Client at its address provided in this Agreement, postage prepaid. If Client's account becomes delinquent at any time, the following shall apply:

- SCJ may, in its sole discretion, cease all Work on the Project and retain all records and work product in its possession related to the Project until such time as Client's account is brought current; and/or
- SCJ will assess interest at the rate of 1.5 percent per month against any delinquent invoice balance, unless such rate of interest exceeds the legal limit, in which case interest will be assessed against the delinquent invoice balance at the highest legal rate.

Section 5 – Standard of Care; No Warranties: SCJ will perform the Work consistent with the professional skill and care ordinarily provided by professionals practicing in the same or similar locality under the same or similar circumstances at the time the Work is performed. SCJ does not make or intend to make any warranty, expressed or implied, by performing any of the Work.

Section 6 – No Third-Party Beneficiaries: The parties do not intend, and no such intent shall be inferred, that SCJ assumes a direct obligation to any third party by entering into this Agreement.

Section 7 – Notice to Cure a Default: If SCJ materially breaches a provision of this Agreement, SCJ may be deemed in default. If SCJ fails within five (5) business days after written notification to commence and continue satisfactory correction of such default with diligence and promptness, then Client shall give SCJ a second written notice of termination within three (3) business days following the end of the five (5) day period.



Section 8 – Termination by Client:

Client may terminate this Agreement as provided in Section 7 in addition to any other remedy provided by this Agreement. If Client's costs arising out of SCJ's failure to cure the default, including the cost of completing the Work, exceed the unpaid Compensation to SCJ, SCJ shall be liable to the Client for such excess costs as limited by Section 10 below. If Client's costs are less than the unpaid Compensation to SCJ, Client shall pay the difference to SCJ. In the event Client exercises its rights under this Section 8, Client shall furnish to SCJ a detailed accounting of the costs incurred by Client.

Client may terminate this Agreement for its own convenience upon fourteen (14) days written notice to SCJ. Upon any termination for convenience, Client shall pay SCJ for all sums due through the effective date of the termination including, but not limited to, the amounts provided in Section 3 above and any expected profits.

If Client terminates this Agreement, with or without cause, before SCJ completes all of the Work, SCJ shall have the right to complete such services, analysis, and records, within its sole discretion, as are necessary to place SCJ's files in order and to complete a report on the services performed pursuant to this Agreement ("Project Closeout"). The time expended and expenses incurred by SCJ in carrying out the Project Closeout shall be billed to Client in addition to all time expended and expenses incurred by SCJ up to the date of termination.

Section 9 – Termination by SCJ:

SCJ may terminate this Agreement upon five (5) days written notice of the following:

- Client fails to pay SCJ in accordance with this Agreement.
- Client otherwise materially breaches this Agreement.

Upon termination by SCJ pursuant to this Agreement, SCJ shall be entitled to recover from Client payment for all sums due through the date of termination and for any proven loss, cost, or expense including, but not limited to, the amounts owing from Section 3 above, expected profits, and Project Closeout.

Section 10 – Limitation of Liability: The parties agree that the liability of SCJ (which includes SCJ's shareholders, directors, officers, employees, and agents) to Client for any loss or damage (whether damage or destruction of property or personal injury or death) related in any way to SCJ's performance or nonperformance under this Agreement shall be limited to the total Compensation in Section 3 above or one hundred thousand dollars (\$100,000), whichever is greater. IN NO EVENT SHALL SCJ BE LIABLE FOR ANY INDIRECT, CONSEQUENTIAL, INCIDENTAL, LOST PROFITS OR LIFE EXPECTANCY DAMAGES ARISING OUT OF THIS AGREEMENT.

Section 11 – Indemnification:

SCJ shall indemnify and hold Client harmless from all claims, demands or lawsuits at law or equity for personal injury or property damage ("Claim") arising in whole or in part from the negligence of SCJ or SCJ's agents, employees, or subconsultants; provided that nothing herein shall require SCJ to indemnify and hold harmless Client from Claims based solely upon the negligence of Client, its agents, officers or employees.

Client shall indemnify and hold harmless SCJ, its officers, directors, shareholders, and employees, from all claims, demands, or lawsuits at law or equity for personal injury or property damage ("Claim") arising in whole or in part from the negligence of Client or Client's agents, employees, contractors, or subcontractors; providing that nothing herein shall require Client to indemnify and hold harmless SCJ from Claims based solely upon the negligence of SCJ, its agents, officers, or employees.



The indemnifications are valid and enforceable only to the extent allowed by law and to the extent of the indemnitor’s negligence where the damages are caused by or result from the concurrent negligence of (i) SCJ or its officers, employees, and agents, and (ii) Client or its officers, employees, and agents.

Limited Mutual Waiver of Immunity: Both SCJ and Client expressly waive any immunity, from claims against each other, provided by the Washington State Industrial Insurance Act, Title 51, Revised Code of Washington, or the Idaho Workers’ Compensation Act, Title 73, Idaho Code. The provisions of this section shall not be limited in any way by any limitation on benefits payable to or for any third party under any State’s Workers’ Compensation Act. This waiver is not intended to waive and does not waive SCJ’s design professional immunity from claims by an injured worker or beneficiary provided by RCW 51.24.035, nor does it waive any immunity from or limitation of liability otherwise applicable to Client under the Idaho Tort Claims Act, Title 6, Chapter 9, Idaho Code.

Voluntary Waiver: Both SCJ and Client acknowledge that they have mutually negotiated this waiver of immunity.

| | |
|-----------------------------------|----|
| Initial here for Voluntary Waiver | |
| SCJ | AA |
| Client | |

Initial here

Section 12 – Concurrent Work: This Agreement shall not limit, in any way, other work SCJ may undertake for any other client.

Section 13 – Insurance: SCJ shall obtain and keep in force during the terms of this Agreement insurance coverage as follows: (a) Workers’ Compensation, as required by applicable statute; (b) Comprehensive General Liability, \$2 million per occurrence and \$4 million in the aggregate; (c) Automobile, \$1 million combined single limit; and (d) Professional Liability, \$1 million per claim and \$2 million in the aggregate.

SCJ will provide Client with thirty (30) day notice prior to cancelling any of the aforementioned policies.

Section 14 – Dispute Resolution, Jurisdiction, Venue, Attorney Fees, and Applicable Law:

Mediation: In the event that any dispute arises between the parties related to this Agreement, the parties agree to submit the dispute to non-binding mediation upon either party providing the other with written notice describing the dispute in detail. The parties shall cooperate in selecting the mediator, and the mediation shall occur within 30 days of a party providing written notice to the other party of the dispute. The mediation shall take place in Coeur d’Alene, Idaho or at a location as near the Project as is reasonably available.

Litigation or Arbitration: Except as provided below in **Fee Disputes**, if mediation does not resolve the dispute, the parties may agree to submit the dispute to final and binding arbitration in accordance with the Construction Industry Rules of the American Arbitration Association. If the matter is submitted to arbitration, the parties agree to be bound by the findings and award of such arbitration finally and without recourse to any court of law other than for the enforcement of the arbitrator’s decision. Otherwise, either party may commence a lawsuit in court. The site of any litigation or arbitration arising out of or related to this Agreement shall be in Kootenai County, Idaho. As between the parties to this Agreement, the prevailing party in any litigation or arbitration shall be entitled to an award of its attorneys’ fees, costs and expert fees incurred and the parties expressly grant the presiding judge or arbitrator the authority to award attorneys’ fees and costs.

Fee Disputes: Following **Mediation**, any dispute involving only Client’s failure to pay SCJ pursuant to this Agreement for SCJ’s performance of the Work, may be resolved by commencing a lawsuit in court. Venue for the lawsuit shall be in Kootenai County, Idaho. The prevailing party in any such lawsuit shall be entitled to recover its reasonable costs and attorney fees.

Applicable Law: This Agreement shall be governed by the laws of the state of Idaho.



Section 15 – Ownership of Work Product and Confidentiality: All reports, plans, specifications, field data, notes and other documents, including all documents on electronic media, which SCJ prepares in connection with the Project (which information is collectively referred to herein as “SCJ’s Work Product”) are instruments of SCJ’s service and shall remain the sole property of SCJ, unless agreed otherwise in writing. Client shall not reuse or modify SCJ’s Work Product, without SCJ’s prior written authorization, which authorization SCJ may not unreasonably withhold. Any unauthorized use of the SCJ’s Work Product shall be at the Client’s sole risk and without liability to SCJ and the Client agrees to defend, indemnify and hold harmless SCJ for all claims and liability resulting from such unauthorized use.

Client shall maintain the confidentiality of information specifically designated as confidential by SCJ, unless withholding such information would violate the law, create the risk of significant harm to the public or prevent the Client from establishing a claim or defense in an adjudicatory proceeding. Only information designated as confidential by SCJ shall be deemed confidential as provided by this paragraph.

Section 16 – Electronic Files and Data: Subject to Section 15 above, if requested, SCJ will provide electronic files to Client for its use and reference in connection with the Project. Client acknowledges and agrees that it shall be solely responsible for inspecting and testing any such electronic files before accessing or using them to verify they are free from bugs, viruses, or other destructive or harmful programs (referred to collectively herein as “Viruses”). Further, SCJ does not make or intend to make any warranty, expressed or implied, that any electronic file it provides to Client will be free from Viruses. Therefore, Client waives any claim it may have against SCJ which waiver includes all measures of damages, including, but not limited to, general, special, direct, indirect, consequential (including loss of profits and/or business), exemplary, statutory, and punitive damages) because any electronic files SCJ provides to client contain any Viruses.

All deliverables provided to Client for the Work shall be hard copies unless otherwise stated in Attachment B. If requested, SCJ may provide electronic files to Client; however, Client acknowledges and agrees that it shall be solely responsible for verifying consistency between electronic files and hard copy deliverables. In the event of any inconsistency between hard copy deliverables and electronic files, the hard copy deliverable shall govern.

Section 17 – Notices: Any written notice provided by one of the parties to the other in connection with this Agreement shall be received when personally delivered, when received by facsimile, or on the third day following mailing by USPS, postage prepaid, to:

| | | | |
|------|---|---------|---|
| SCJ: | SCJ Alliance | Client: | Kootenai County |
| | Attn: Aaron Qualls, AICP | | Attn: David Callahan, AICP |
| | 8730 Tallon Lane NE | | 451 Government Way |
| | Suite 200 | | Coeur d’ Alene, ID 83814 |
| | Lacey, WA 98516 | | Email: dcallahan@kcgov.us |
| | Email: aaron.qualls@scjalliance.com | | |

Section 18 – Survival and Severability: The terms and conditions of this Agreement shall survive the completion of the Work and the termination of this Agreement, whether for cause or for convenience. If any term or condition of this Agreement is ever held to be unenforceable, all remaining terms and conditions shall continue in full force and effect.

Section 19 – Modifications: This Agreement represents the entire and integrated Agreement between the parties hereto and supersedes all prior negotiations, representations, or agreements, either written or oral. Except as provided in Section 3 above regarding the periodic adjustment of SCJ’s billing rates and/or reimbursement rate of expense, this Agreement may only be amended, modified, or added to by written instrument properly signed by both parties. The parties acknowledge the general contract rule that a clause in a contract, such as this one,



prohibiting oral modifications is itself generally subject to oral modification. However, in order to ensure certainty as to the terms and conditions of this Agreement, the parties waive this general contract rule.

Section 20 – Assignment: Neither party may assign all or a portion of its rights under this Agreement or delegate all or a portion of its obligations under this Agreement without the express written consent of the other party.

Section 21 – Independent Review: The parties acknowledge that they have read this Agreement and fully understand its terms. The parties further acknowledge that the terms of this Agreement have been mutually negotiated at arms-length. The parties waive the general rule of construction, therefore, that an agreement shall be construed against its drafter.

Section 22 – Acceptance and Authorization to Proceed: By signing this Agreement, Client agrees that the terms and conditions of this Agreement are acceptable and approved. If Client is a legal entity (e.g., a corporation, partnership, or limited liability company), then the person who signs on behalf of Client certifies that he or she has the authority to bind Client to the terms and conditions of this Agreement. If Client is a legal entity and it claims at any time that the person who signed this Agreement lacked the authority to do so, SCJ may name such person, in addition to Client, in any lawsuit or arbitration which arises relating to this Agreement and seek to hold such person liable, along with Client, in such proceeding. Upon SCJ’s receipt of this fully executed Agreement, SCJ shall have authority to commence the Work.

Section 23 – Attachments. The following attachments are hereby made a part of this Agreement.

- Attachment A – Scope of Work
- Attachment B – Billing Rate Schedule

SCJ:

CLIENT:

SCJ Alliance

Kootenai County

By: Alicia Ayars

By: _____

Sign here

Alicia Ayars (Print name)

_____ (Print name)

Principal (Title)

_____ (Title)

9/30/25 (Date)

_____ (Date)



Kootenai County Comprehensive Plan with Parks, Recreation, Open Space & Trails (PROST) Element Scope of Work

Understanding

The County of Kootenai is considering an update to its existing Comprehensive Plan, originally adopted in 2010 and later updated in 2020. Comprehensive plans are required in Idaho (Idaho Code § 67-6508) and provide a legal basis for land-use regulation (Idaho Code § 67-6511). At their best, comprehensive plans provide a coordinated response to known challenges and opportunities identified, which is centered around a community's vision following a robust community engagement effort. The effort outlined below will include a thorough "recreation" component that will serve as the County's Parks, Recreation, Open Space, and Trails (PROST) Master Plan. The following phases may run concurrently, and flexibility, budget depending, may be provided in response to feedback obtained and the needs of the County.

Work Complete to Date

SCJ Alliance (Consultant), in partnership with County staff and the Planning and Zoning Commission, recently completed the initial phases of a broader update. Efforts thus far include an existing conditions (Community Profile) report, an analysis of existing policy, and several meetings with the Planning and Zoning Commission and County staff to determine initial key opportunities and challenges based on current data obtained.

The Community Profile includes forecasted growth, demographics, an overview of County history, known special areas and sites, known hazards and risk assessments, economic indicators, commute patterns, housing data, a review of parks, recreation, and open spaces, a summary of existing zoning standards, and several new maps that indicate potential constraints, existing land use, and a visualization of potential build-out within the County's jurisdiction under existing regulations.

The policy analysis examines the 2010/20 Comprehensive Plan's existing goals, objectives, and policies to identify potential gaps, conflicts, or redundancies and provide general considerations for future updates based on the 17 minimum required components of Comprehensive Plans.

The following scope builds from these previous efforts, but has also woven in a robust PROST component, which would both fulfil the "Recreation" component required of Idaho comprehensive plans and implement existing County policy to complete a Parks Master Plan. The recreation component and broader comprehensive planning effort would proceed concurrently to provide cost efficiency. A final phase has also been included to support planning staff, the Planning and Zoning Commission, and the Board of County Commissioners (BOCC) in drafting and adopting initial implementing regulations (zoning amendments) in tandem, or soon following, plan adoption.

Reviewing Draft Materials

The County will review the draft materials provided, coordinating with all other commenting and reviewing staff to provide merged and organized revisions. The County will also provide a dedicated point of contact for the Consultant, who will provide the same.

Managing Meetings, Events, Logistics, and Advertising

The County will handle all logistical details for community events, including advertising, notice, resolution/ordinance drafting for plan adoption, venue arrangements/setup/teardown support, audio/visual equipment, tables and chairs, refreshments, facility rental, or whatever else may be required. The consultant will provide design and content for outreach materials for staff feedback and propagation support through various media channels. The County will take the lead in running the Planning Commission, Parks Board, and BOCC Meetings, with the Consultant preparing for, presenting at, and helping to facilitate discussion and activities.

Phase 01 Project Management

1.1 Staff Kickoffs and Project Initiation

The Consultant will begin the project by meeting with Kootenai County staff to review the project scope, deliverables, key milestones, communication protocols, roles, and overlapping efforts between the parks element and the broader comprehensive plan update.

1.3 Engagement & Work Plan

The consultant will create a working engagement strategy and schedule that will run the course of the update process and identify key opportunities for engagement at critical process points, aligning with key milestones for plan creation and adoption. The document will identify planning stakeholder groups, partner organizations, PROST user groups, media channels, existing community events, and provide milestones for internal coordination with County departments, jurisdictions, and agencies. The schedule will contain community outreach touchpoints as well as a tentative meeting schedule for the Planning Commission, Parks, and the BOCC. It is understood that the program may evolve over time in response to community feedback and County needs.

1.4 Monthly Status Updates

The consultant team will participate in monthly check-in calls with the County's project manager and will provide monthly invoicing, documenting the status of both progress and budget expenditures.

Deliverables:

- *Kickoff Meeting with County Staff*
- *Monthly Check-In Calls*
- *Monthly Progress Billings*
- *Public Engagement Program and Work Plan*

Phase 02 Parks Inventory, Assessment, and Context

The consultant will prepare an addendum to the existing Kootenai County Community Profile that establishes the physical and social context for parks and recreation planning. The addendum will contain mapped and narrative descriptions of key community features that influence how residents access and use parks and recreation services. This includes schools, gathering places, historically underserved neighborhoods, and areas targeted for future growth. The addendum will also incorporate recreation participation trends, public health indicators, and a summary of cultural, economic, and environmental factors that shape local demand for parks and open space. Together, the updated profile will provide the foundation to inform the Level of Service analysis, community needs assessment, and future capital planning for parks, recreation, open space, and trails.

2.1 Parks System Inventory and Conditions Assessment

The consultant will evaluate all County-owned and partner-managed parks, facilities, and trails. The assessment will include accessibility, infrastructure conditions, recreational value, and operational issues. Data will be mapped and connected to asset management considerations.

2.2 PROST Planning Context

The consultant will review and summarize relevant plans and data, including any fee studies, other relevant planning documents, prior capital strategies, and any parks, open space, waterways, or trails-specific plans or efforts conceptualized in the last 10 years. The intent is to ensure alignment with ongoing County and regional initiatives.

2.3 Access, Equity, and Growth Mapping

Using GIS, the consultant will analyze park access, service area coverage, population density, and demographic overlays. The mapping will identify equity gaps and future growth areas that may warrant targeted investment. The consultant will utilize behavioral data sources such as Strava heatmaps and Placer.ai pedestrian tracking to help quantify usage.

2.4 Presentations and Supporting Graphics

The consultant will provide easily readable infographics to support community engagement efforts online and/or at community events. Findings will also be presented to County decision makers.

Deliverables:

- *Community Profile Report Addendum*
 - *Parks System Inventory and Conditions Assessment*
 - *PROST Planning Context*
 - *Access, Equity, and Growth Mapping*
- *Presentation to Parks/Waterways board or similar*
- *Infographics & Maps*

Phase 03 Engagement

This phase of work describes the types of engagement activities SCJ expects to design, inform, or run, ensuring Kootenai County stakeholders have an effective voice in the plan's development, priorities, and commitments. Broadly, our proposed engagement process contains three overall stages:

1. **Listening – Identifying needs, ideas, and values**

Building off initial input from the planning commission to establish an understanding of key issues and opportunities from the community, as well as to establish overall planning priorities. Activities may include an online community survey and in-person events to confirm baseline understanding of existing conditions and develop top-level planning and PROST priorities.

2. **Visioning – Co-develop a vision, goals, and priorities**

The second phase shifts from listening to collaboration, offering stakeholders the chance to evaluate future land use scenarios with associated fiscal impacts, and step into the role of planning and designing for desired parks and recreation facilities. This creative engagement stage is designed to build shared ownership and deepen understanding of fiscal, environmental, quality of life, economic development, housing, and other topics. It is also intended to generate enthusiasm and support the development of a strong and shared vision for the plan and PROST element.

3. **Refinement – Validate policies, strategies, CIP, and plan direction**

In the final engagement phase, the draft vision, goals, policies, future land use action items for implementation, along with any proposed capital improvements and service/fiscal tradeoffs, will be shared with the community for validation and prioritization. A measurable schedule of actions to implement the plan will be refined. Activities may include an open house, digital feedback on any site-specific PROST concepts, CIP sequencing games, or “budget builder” tools where residents allocate funding across different recreation project types. This phase ensures transparency, sharpens priorities, and confirms alignment between staff, decision-makers, and the public before final adoption.

3.1 Promotional Content and Design

The Consultant will provide content and design services to support branding and outreach efforts, principally at key community touchpoints, such as for events and online surveys. This is anticipated to entail:

- Content creation and coordination with keepingkootenai.com
- Content and graphics to support social media outreach at key touchpoints
- Support for press releases and newsletter content/development, as needed.

3.2 Orientation Interviews

The Consultant will conduct up to 16 remote orientation interviews with community leaders on a contact list provided by the County. The interviews intend to understand the key issues or opportunities for the County from community members and to bring awareness early to the process. The interviewees may be County staff members, agency staff, decision-makers, partner jurisdictions or organization members, business leaders, or involved community members.

3.3 Meetings, Online Engagement, and Community Events

To initiate the listening phase, the consultant will hold initial plan kick-off events with the Parks Board, Planning Commission, and BOCC. The purpose of the kick-off(s) is to raise awareness of the planning effort, review initial findings from the data obtained, understand roles, provide an overview of statutory requirements and a timeline, and potentially conduct an initial visioning exercise with those in attendance.

Following the kickoff(s), the consultant will design and participate in person at three key community events. The first round of engagement will aim to inform participants of existing conditions, establish overall community planning priorities, understand community values, and what residents feel is missing for recreational offerings. Activities will include in-person polling and an online community survey.

During the visioning stage, up to three future land use scenarios will later be created that will also include an evaluation of their potential impacts to services and the county's budget. The purpose will be to solicit community feedback on challenges, tradeoffs, and opportunities for a range of future development possibilities, primarily for those areas not yet developed within the County, along with projected housing and fiscal implications. A second online survey for scenario input may also mirror the in-person scenario engagement opportunity. In tandem, additional opportunities will be provided for recreation-focused visioning. Activities may include in-person scenario evaluation with "scorecards", guided small-group discussions, interactive design stations, "build-a-park" mapping exercises, and visual preference exercises.

During the refinement stage and following scenario feedback integrated from both online and in-person events, a draft preferred land use scenario will be created for consideration and further refinement by the planning commission. The BOCC is anticipated to also review the preferred scenario provided by the commission. Also at this stage, it is anticipated that the BOCC will review findings and recommendations for the PROST element.

An open house may then be hosted in-person to vet, further refine, and cement plan recommendations and PROST concepts and potential capital projects with policy/fiscal implications considered.

The consultant also anticipates supporting or possibly attending other stakeholder group meetings throughout the process, such as at association or partner organization meetings.

Phase 03 Deliverables:

- *Design, content and collaboration with keepingkootenai.com.*
- *Kickoff presentation with the Parks Board.*
- *Joint Kickoff presentation with the Planning Commission and the BOCC.*
- *Design and content support for approximately 14 social media promotional posts in coordination with County staff and the county's media consultant.*
- *Up to approximately 16 orientation interviews conducted by the consultant remotely, with County staff providing a contact list and support for interviewee outreach, as necessary.*
- *Prepare and lead 5 in-person community events with various engagement activities*
- *Creation of 2 online surveys*
- *Creation of up to 3 future land use scenarios with data forecasting, including potential fiscal tradeoffs.*
- *Prepare for and attend up to 12 Planning Commission, Parks Board, BOCC, and other stakeholder group meetings.*
- *Engagement summary report*

Phase 04 Plan Drafting

This phase of work prepares the comprehensive plan update, revising the plan's structure, format, narrative, and policy to comply with new County guidance and advance the community's pursuit of its vision. The plan will incorporate work produced by other agencies and jurisdictions, ensuring policy compatibility, regional consistency, and contain strategically targeted and consistent implementation actions.

4.1 Vision, Goals, & Policies

The Consultant will produce a revised overall vision and set of goals and policies to reflect community concerns and aspirations, accommodate anticipated population and employment growth, and achieve the type, mix, and scale of development envisioned in regional policy. In addition, the consultant will draft measurable objectives and supportive policies addressing park development, land acquisition, maintenance, programming, and community engagement findings.

4.2 Future Land Use Vision

The Consultant will produce the final future land use vision/map, which shall include area descriptions with the appropriate level of detail to, in concert with policy, inform development regulation updates (principally, zoning and subdivision code).

4.3 Document Drafting

The Consultant will rewrite the comprehensive plan in a graphically rich format to respond to the updated vision, technical analysis, regional policy, and community aspirations. The Consultant will present an early 30% version of the plan to the County for the structure and overall message/vision review. The consultant will then revise the draft plan to the 60% level based on the review of the Planning Commission, Parks Board, BOCC, County staff, and agency, confirming policy initiatives and incorporating continued community input.

4.4 Implementation Strategy

The consultant will work with County staff to provide a draft implementation matrix for county decision-makers and associate agencies to consider at the 60% level described above. The implementation matrix will link each action with applicable plan policies to underscore the relationships between actions and the planning basis for each.

The Consultant will prepare a 90% plan draft, ensuring all required components are addressed and based on comments received for broad public distribution in advance of the Planning Commission's public hearing.

Phase 04 Deliverables:

- *Draft Revised Vision, Goal, And Policy Framework*
- *Draft Revised Future Land Use Map and Area Descriptions*
- *Draft Comprehensive Plan, At 30%, 60%, And 90%*

- *Draft Implementation Matrix*

Phase 05 PROST Plan Component

This plan component is intended to produce an actionable and implementable vision for Parks, Recreation, Open Space, and Trails that goes beyond the minimum requirements for a recreation component in the Idaho Code. It is anticipated that a robust component will also serve as a Master Plan in support of funding opportunities to realize the PROST vision.

5.1 PROST Needs, Demands, & LOS Analysis

The consultant will assess demand and usage by user type, age, and neighborhood. This includes evaluating program offerings, access to recreational activities, and seasonal pressure on facilities. Matrix will assist with demographic trend analysis, program benchmarking, and staffing alignment. GIS will be used to identify gaps, redundancies, and potential acquisitions or improvements needed to achieve equitable service distribution across the County. The consultant will also develop a tailored Level of Service (LOS) model that goes beyond acreage standards. The model will integrate:

- Walk and bike access thresholds
- Service to underserved communities
- Recreational and environmental experience
- Operational feasibility
- Program and facility fit for diverse users

5.2 PROST Goals, Policies, & Objectives

The consultant will develop a short- and long-term CIP that prioritizes projects based on readiness, community need, funding potential, and alignment with the LOS model. Projects will be grouped into short-, mid-, and long-term categories and will include:

- **Grant-Ready Project Summaries**
Each priority project will include a summary sheet with estimated costs, community benefits, timeline, and justification to support available grant opportunities.
- **Land Acquisition Strategy**
We will identify strategic acquisition priorities using defined criteria that consider access gaps, feasibility, ecological value, and community preference. Long-range, aspirational sites will also be noted to help shape a legacy vision.
- **Funding and Staffing Strategy**
The plan will include a financial toolkit with recommendations for fees, bonds, levies, partnerships, and cost recovery. Staffing and maintenance capacity will be addressed through an operational analysis.

5.3 PROST Strategy & Implementation

The consultant will develop a short—and long-term PROST Capital Improvement Plan (CIP) that prioritizes projects based on readiness, community need, funding potential, and alignment with the LOS model. Projects will be grouped into short-, mid-, and long-term categories.

Phase 05 Deliverables:

- *PROST Plan Element/Master Plan*
 - *Needs Assessment*
 - *Strategy and Implementation*
 - *Capital Improvement Plan*

Phase 06 Plan Finalization and Adoption

In this final phase, the Consultant will support the County in bringing the plan through the Parks Board and Planning Commission for adoption by the BOCC. The Consultant will prepare for and attend a reception by the planning commission in the hours leading up to the public hearing to provide an informal opportunity for community members to ask questions prior to submitting formal comments. Following the public hearing, the Consultant will make any final edits prior to supporting County staff in bringing the plan through final adoption by the BOCC. A hearing continuation has been accounted for, should it be needed, in the corresponding fee estimate.

Phase 06 Deliverables:

- *The Final Plan Refined and Prepped for Planning Commission Hearing*
- *Planning Commission Reception*
- *Planning Commission Public Hearing*
- *Refinements to the Plan Based on Hearing Feedback*
- *Support with the Adoption Process*

Phase 07 Implementing Zoning Code Amendments

The consultant is prepared to take the plan through implementation by drafting zoning code updates where applicable and in accordance with the adopted plan and Idaho’s Local Land Use Planning Act. The draft amendments may happen in tandem with plan adoption or follow soon after.

7.1 Draft Zoning Code Amendments

Through a series of meetings with County staff and workshops with the Planning Commission and the BOCC, the consultant will develop and optimize zoning district standards, including for any new districts proposed, in accordance with the adopted policies and future land use vision of the plan.

7.2 Code Amendment Adoption Process

The consultant will provide a staff report and present to the Planning Commission and the BOCC proposed amendments to Title 8 of Kootenai County's Code of Ordinances per the goals and policies of the adopted plan. The consultant will also provide updated zoning maps as exhibits as necessary.

Phase 07 Deliverables:

- *Draft zoning code updates with up to 6 rounds of revision*
- *4 total workshops with the Planning Commission and the BOCC*
- *Up to two public hearings*
- *Staff reports and presentations to support the Planning Commission and BOCC*
- *Revised Zoning map with up to 4 rounds of revisions*

Phase 99 Expenses

Expenses anticipated include copies, printing, mileage, and accommodation for the PROST consultant team members.

PHASE AND TASK SUMMARY TABLE



Comprehensive Plan and PROST Master Plan

Project #: 0

| Phase # | Phase Title | SCJ Hours | Total Cost |
|--------------------------------------|--|---------------------|---------------------|
| <i>SCJ Labor</i> | | | |
| PHASE 01 | Project Management | | |
| Task 1 | Staff Kickoff & Project Initiation | 19 | \$3,419.00 |
| Task 2 | Engagement & Work Plan | 18.5 | \$3,728.00 |
| Task 3 | Monthly Check in Calls | 72 | \$14,562.00 |
| | | Phase Total: | 109.5 |
| | | | \$21,709.00 |
| PHASE 02 | Parks Inventory, Assessment, and Context | | |
| Task 1 | Parks System Inventory and Conditions Assessment | 61 | \$10,699.50 |
| Task 2 | Planning Context | 86 | \$4,173.00 |
| Task 3 | Access, Equity, and Growth Mapping | 35 | \$4,890.00 |
| Task 4 | Presentation and Supporting Graphics | 12 | \$2,369.00 |
| | | Phase Total: | 133 |
| | | | \$22,131.50 |
| PHASE 03 | Public Engagement | | |
| Task 1 | Promotional Content and Design | 69 | \$13,004.00 |
| Task 2 | Orientation Interviews | 42 | \$6,776.00 |
| Task 3 | Meetings, Online Engagement, and Community Events | 416 | \$74,107.00 |
| | | Phase Total: | 527 |
| | | | \$93,887.00 |
| PHASE 04 | Plan Drafting | | |
| Task 1 | Vision, Goals, & Policies | 48 | \$10,405.00 |
| Task 2 | Future Land Use | 44 | \$7,800.00 |
| Task 3 | Document Drafting | 112 | \$21,104.00 |
| Task 4 | Implementation Strategy | 26 | \$5,446.00 |
| | | Phase Total: | 230 |
| | | | \$44,755.00 |
| PHASE 05 | PROST Plan Component / Master Plan | | |
| Task 1 | PROST Needs, Demands & LOS Analysis | 52 | \$8,342.50 |
| Task 2 | PROST Goals, Policies & Objectives | 17.5 | \$3,458.50 |
| Task 3 | PROST Strategy and Implementation | 112 | \$17,870.50 |
| | | Phase Total: | 181.5 |
| | | | \$29,671.50 |
| PHASE 06 | Plan Finalization and Adoption | | |
| Task 1 | Draft & Final Plan Production to Planning Commission | 93.5 | \$17,325.00 |
| Task 2 | Review & Adoption by BOCC | 38 | \$7,458.00 |
| Task 3 | Final Deliverables | 7 | \$1,299.00 |
| | | Phase Total: | 138.5 |
| | | | \$26,082.00 |
| PHASE 07 | Implementing Zoning Code Amendments | | |
| Task 1 | Draft Zoning Code Amendments | 107 | \$22,161.00 |
| Task 2 | Planning Commission Hearing and Refinements | 46 | \$9,758.00 |
| Task 2 | Code Adoption by BOCC | 53 | \$9,829.00 |
| | | Phase Total: | 206 |
| | | | \$41,748.00 |
| Subtotal: | | | \$279,984.00 |
| <i>Subconsultants</i> | | | |
| | Subconsultant Markup: | | \$0.00 |
| Subtotal: | | | \$0.00 |
| <i>Reimbursable Expenses</i> | | | |
| Phase 99 | Reimbursable Expenses: | | |
| | Copies, Printing, etc. | | \$2,799.84 |
| | Hotel | | \$1,500.00 |
| | Mileage | | \$1,925.00 |
| | Expenses Markup: | | \$622.48 |
| Subtotal: | | | \$6,847.32 |
| <i>Management Reserve Fund (MRF)</i> | | | |
| Phase 98 | MRF | | \$10,000.00 |
| Total: | | | \$296,831.32 |



ATTACHMENT B

SCJ Alliance Billing Rate Schedule – 2025

| Classification | Hourly Billing Rate |
|----------------------------|---------------------|
| Principal | \$220 - \$430 |
| Senior Consultant | \$200 - \$425 |
| Senior Project Manager | \$190 - \$325 |
| PM3 Project Manager | \$170 - \$285 |
| PM2 Project Manager | \$160 - \$275 |
| PM1 Project Manager | \$135 - \$240 |
| Senior Engineer | \$155 - \$240 |
| E4 Engineer | \$150 - \$220 |
| E3 Engineer | \$130 - \$185 |
| E2 Engineer | \$120 - \$160 |
| E1 Engineer | \$110 - \$155 |
| Senior Landscape Architect | \$135 - \$200 |
| L4 Landscape | \$130 - \$180 |
| L3 Landscape | \$115 - \$165 |
| L2 Landscape | \$105 - \$140 |
| L1 Landscape | \$100 - \$130 |
| Senior Planner | \$180 - \$265 |
| P4 Planner | \$135 - \$190 |
| P3 Planner | \$120 - \$175 |
| P2 Planner | \$105 - \$160 |
| P1 Planner | \$100 - \$145 |
| Senior Technician | \$135 - \$215 |
| T4 Technician | \$115 - \$165 |
| T3 Technician | \$100 - \$150 |
| T2 Technician | \$95 - \$145 |
| T1 Technician | \$80 - \$125 |
| Construction Inspector | \$145 - \$230 |
| Graphic Designer | \$100 - \$180 |
| PC 2 Project Coordinator | \$115 - \$155 |
| PC 1 Project Coordinator | \$100 - \$140 |
| Project Accountant | \$100 - \$200 |

Direct project expenses are billed at cost plus 10%