



**CITY OF LAKE STEVENS**  
**Streets and Parking Code Updates**  
**Request for Qualifications**  
**September 30, 2024**

## 1. Project Background and Description

### Lake Stevens

Lake Stevens has been one of the fastest-growing communities in Snohomish County over the last decade. The city will grow to a population of over 50,000 and provide approximately 8,000 jobs by 2044. People live in Lake Stevens because of the strong sense of community, excellent schools, proximity to regional employment and relative affordability. Residents and tourists enjoy easy access to many Snohomish County recreational opportunities, such as Lake Stevens, the largest recreational lake in the county, the Centennial Trail and the Cascade Mountains. Businesses locate here because of the city's access to transportation and growing population.

Lake Stevens has promoted a *growth strategy* in its Comprehensive Plan, which calls for master-planned growth centers to ensure future development meets the needs of the community's residents and businesses and attracts new businesses to provide jobs, services and retail opportunities.

**The city is seeking a traffic engineering / planning consultant to assist with modernizing and updating its codes pertaining to streets and parking standards.**

## 2. Scope of Services

### Project Description

The Lake Stevens Municipal Code Chapter for Streets and Sidewalks was adopted in 1995. Minor updates have occurred over the years, but the code does not reflect best practices for design or administration based on changes in fire requirements, local regulations and state law. The city of Lake Stevens is seeking a traffic engineering / planning consultant to evaluate and recommend updates to the city's streets and parking codes. Regulations affected are Chapters 14.38, 14.16, 14.72 of the Lake Stevens Municipal Code (LSMC) and the Engineering Design and Development Standards.

The deadline for submittals is 4:00 p.m. on October 21, 2024. Traffic consultant services being sought include providing draft code amendments to offer consistency, align with best practices, ensure electric vehicle needs and provide sufficient flexibility to address unique circumstances. Code emphasis should be on multimodal options, low-impact, sustainable development and should clarify administrative processes and procedures for each chapter. The city's timeline is six to eight months with a start date in November 2024 with an adoption date by the end of April 2025.

### Qualifications

The traffic engineering / planning consultant hired by the city of Lake Stevens shall be versed in the city's Engineering, Design and Development Standards and industry standards and its subarea regulations. At least five years of experience in the practice of traffic engineering / planning are required.

All duties shall be performed in a manner consistent with accepted practices for other similar services, including but not limited to deliverables as outlined above, working with city staff and providing reports as needed.

## Submittal, Evaluation and Compensation

### Submittal Requirements

- Interested firms/parties must submit a cover letter (maximum one page) that summarizes the firm's/party's interest in the project and a statement of qualifications describing methodology, experience, and availability (maximum 5 pages).
- Qualified firms/parties must identify key personnel with a brief biography of relevant experiences with specific examples of similar projects.
- Qualified firms/parties must provide three current professional references including jurisdictions, phone numbers and email addresses.
- Qualified firms/parties must provide a scope of services and proposed compensation rates.
- Qualified firms/parties must submit their electronic proposals by **4:00 p.m. October 21, 2024**.

### Evaluation and Selection Procedure

The city of Lake Stevens will evaluate all proposals based on expertise, references, written responses, past project experiences and overall clarity and consistency with the submittal requirements.

### Compensation

The exact method and amount of compensation is subject to contract negotiation. The city expects to compensate for traffic engineering services in a manner that is fair and comparable with other cities.

## 3. Project Contact

### Project Contact

For further information on this project, please contact:

City of Lake Stevens Planning and Community Development

Dawn Erickson, *Community Development Administrative Assistant*

1812 Main Street (delivery address) or P.O. Box 257, Lake Stevens, WA 98258

Phone: 425.622.9458

Email: [derickson@lakestevenswa.gov](mailto:derickson@lakestevenswa.gov)



# Scope of Work

## Code Amendments for Streets and Sidewalks (Chapter 14.56 LSCM) and Parking (14.72 LSCM)

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The Lake Stevens Municipal Code Chapter for Streets and Sidewalks was adopted in 1995. Minor updates have occurred over the years, but the code does not reflect best practices for design or administration based on changes in fire requirements, local regulations and state law. As the city is completing updates to its transportation element and will begin concurrent updates to the city's Engineering Design and Development Standards it must modernize and update its code for consistency. Likewise, the city's parking code was adopted in 1995 and has not had significant updates since. The city needs to make sure the parking calculations align with best practices, recognize electric vehicle needs and provide sufficient flexibility to address unique circumstance.

The purpose of these code amendments is to:

- Clarify administrative process and procedures for each chapter
- Ensure street standards align with the city's Engineering, Design and Development Standards and industry standards
- Make certain parking standards align with industry standards and support the subarea regulations
- Emphasize low impact development and sustainable development
- Identify standards, exceptions and flexibility that balance aesthetics, and property rights

Regulations affected:

- Chapter 14.38 LSCM
- Chapter 14.56 LSCM
- Chapter 14.72 LSCM
- Engineering Design and Development Standards

Timeline:

- Approximately 6 to 8 months until final adoption.

**City of Lake Stevens Code Revision Work Program**  
**Code Amendments for Streets and Sidewalks (Chapter 14.56 LSMC) and Parking (14.72 LSMC)**

ACTIVITY	[Streets / Sidewalk and Parking / NO. 2024-XX] Draft Regulations					
	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	APRIL
Hire Consultant	30-days					
Research	30 – 60 days					
Draft Code Amendments			30 – 60 days			
Draft Ordinances				14-days		
Attorney Review					7 Days Before Hearing	
Prepare & Issue SEPA (comment/appeal)				14-day review		
Commerce Review				60-day review		
Publish Notice Planning Commission Public Hearing					Notice Twice – 1 <sup>st</sup> notice 10 Days Before Hearing	PC Public Hearing 1 <sup>st</sup> Reading
Planning Commission Review (B-briefing; PH-public hearing)		PC Briefing	PC Briefing	PC Briefing	PC Briefing	
Publish Notice City Council Public Hearing						Notice Twice – 1 <sup>st</sup> notice 10 Days Before Hearing
City Council Briefings & Workshops (B-briefing; PH-public hearing)			CC Briefing		CC Briefing	
City Council Public Hearing, 1 <sup>st</sup> Reading						DATE (PH) 1 <sup>st</sup> Reading
City Council Public Hearing, 2nd & Final Reading						DATE (PH) 2 <sup>nd</sup> Reading if needed
Effective date						Code Revisions Effective -5 Days After Publication

Purpose: Update the city's streets / sidewalk and parking chapters for inclusion in the Lake Stevens Municipal Code.