



**IAA No. C2600153**

**INTERAGENCY AGREEMENT (IAA)**

**BETWEEN**

**THE STATE OF WASHINGTON, DEPARTMENT OF ECOLOGY**

**AND**

**CITY OF TACOMA**

**THIS INTERAGENCY AGREEMENT** (“Agreement” or “IAA”) is made and entered into by and between the state of Washington, Department of Ecology, hereinafter referred to as “ECOLOGY,” and the City of Tacoma hereinafter referred to as the “CITY” and “CONTRACTOR,” pursuant to the authority granted by Chapter [39.34](#) of the Revised Code Washington, Interlocal Cooperation Act.

**THE PURPOSE OF THIS AGREEMENT** is for Ecology to partner with the City of Tacoma to conduct an assessment of options for planting trees within the Bridge Point settlement project area. The City of Tacoma’s Urban Forestry program has previously conducted similar work throughout Tacoma and has vendors already under contract who can provide services within the *Statement of Work* (Appendix A). Ecology plans to use settlement funds to cover the cost of the assessment and associated tree planting. The partnership between Ecology and the City outlined under this IAA will help Ecology meet its legal obligations. The partnership will also leverage the City’s expertise and resources to ensure the assessment is accurate and conducted by skilled vendors.

**WHEREAS**, ECOLOGY has legal authority (RCW 39.34.080 and RCW 70A.55) and the CITY (other party) has legal authority (RCW 39.34.080) that allows each party to undertake the actions in this agreement.

**WHEREAS**, Ecology received a settlement of \$8.95 million to mitigate for traffic and air quality impacts that will result from the Bridge Point Development in South Tacoma. A portion of this funding will support this Agreement.

**WHEREAS**, a portion of these funds will be used to assess and identify areas to establish trees along the truck traffic routes to help reduce air quality impacts. Areas along Union Ave (south of 16), the primary truck route for the warehouse, will be prioritized.

Through this Agreement with the CITY, Ecology will take advantage of the well-established Tacoma Urban Forestry program. This Agreement will provide funding for the CITY and its subcontractor(s) to assess the settlement area to identify tree planting opportunities. Ecology and the CITY will use results of this assessment to identify areas for tree planting within the settlement area.

**THEREFORE, IT IS MUTUALLY AGREED THAT:**

**1. SCOPE OF WORK**

The CITY shall furnish the necessary personnel, equipment, material and/or service(s) and otherwise do all things necessary for or incidental to the performance of the work set forth in Appendix A, *Statement of Work, Budget and Schedule*, attached hereto and incorporated herein.

**2. PERIOD OF PERFORMANCE**

The period of performance of this IAA will commence on **the date of final signature** and be completed by **December 31, 2028** unless the Agreement is terminated sooner as provided herein. Amendments extending the period of performance, if any, shall be agreed upon mutually by both parties in writing.

**3. COMPENSATION**

Compensation for the work provided in accordance with this IAA has been established under the terms of RCW 39.34.130 and RCW 39.26.180(3). This is a performance-based agreement, under which payment is based on the successful completion of expected deliverables.

The source of funds for this IAA is state general fund-private/local. The funding was provided by the private company, **Bridge Point Industrial**, as part of a Settlement Agreement with Ecology, fully executed on November 4, 2024. Ecology has determined that this IAA is consistent with the Settlement Agreement. Both parties agree to comply with all applicable rules and regulations associated with these funds.

The parties have determined that the cost of accomplishing the work identified herein will not exceed one million, seven hundred and fifty thousand dollars (\$1.75 million dollars), including any indirect charges. Payment for satisfactory performance of the work shall not exceed this amount unless the parties mutually agree via an amendment to a higher amount. Compensation for services shall be based on the terms and tasks set forth in Appendix A, *Statement of Work, Budget and Schedule*. ECOLOGY will not make payment until it has reviewed and accepted the work.

ECOLOGY may, at its sole discretion, terminate or suspend this Agreement, or withhold payments claimed by the CONTRACTOR for services rendered, if the CONTRACTOR fails to satisfactorily comply with any term or condition of this Agreement.

#### **4. BILLING AND PAYMENT PROCEDURE**

Payment requests shall be submitted on state form, Invoice Voucher A19-1A. Invoice voucher shall reference the Agreement (IAA) number and clearly identify those items that relate to performance under this Agreement. Invoices shall describe and document to ECOLOGY's satisfaction a description of the work performed, the progress of the work, and related costs. Attach supporting documentation to the invoice.

Send invoices VIA EMAIL to: [meg.bommarito@ecy.wa.gov](mailto:meg.bommarito@ecy.wa.gov) and [bobbak.talebi@ecy.wa.gov](mailto:bobbak.talebi@ecy.wa.gov)

Payment requests may be submitted on a quarterly basis. Upon expiration of this Agreement, any claim for payment not already made shall be submitted to ECOLOGY within 30 days after the expiration date or the end of the fiscal year, whichever is earlier.

Payment will be made within thirty (30) days of submission of a properly completed invoice (form A19-1A) with supportive documentation. All expenses invoiced shall be supported with copies of invoices paid.

Payment will be issued through Washington State's Office of Financial Management's Statewide Payee Desk. To receive payment, CONTRACTOR must register as a statewide vendor by submitting a statewide vendor registration form and an IRS W-9 form at website, <https://ofm.wa.gov/it-systems/statewide-vendorpayee-services>. For questions about the vendor registration process, contact Statewide Payee Help Desk at (360) 407-8180 or email [PayeeRegistration@ofm.wa.gov](mailto:PayeeRegistration@ofm.wa.gov).

#### **5. ALTERATIONS AND AMENDMENTS**

This Agreement may be amended by mutual agreement of the parties. Such amendments shall not be binding unless they are in writing and signed by personnel authorized to bind each of the parties.

#### **6. ASSIGNMENT**

The work to be provided under this Agreement, and any claim arising thereunder, is not assignable or delegable by either party in whole or in part, without the express prior written consent of the other party, which consent shall not be unreasonably withheld.

#### **7. ASSURANCES**

Parties to this Agreement agree that all activity pursuant to this Agreement will be in accordance with all the applicable current federal, state, and local laws, rules, and regulations.

#### **8. CONFORMANCE**

If any provision of this Agreement violates any statute or rule of law of the state of Washington, it is considered modified to conform to that statute or rule of law.

#### **9. DISPUTES**

Parties to this Agreement shall employ every effort to resolve a dispute themselves without resorting to litigation. In the event that a dispute arises under this Agreement that cannot be resolved among the parties, it shall be determined by a Dispute Board in the following manner. Each party to this Agreement shall appoint one member to the Dispute Board. The members so appointed shall jointly

appoint an additional member to the Dispute Board. The Dispute Board shall review the facts, agreement terms, and applicable statutes and rules, and then make a determination of the dispute. The determination of the Dispute Board shall be final and binding on the parties hereto, unless restricted by law. The cost of resolution will be borne by each party paying its own cost. As an alternative to this process, if state agencies, either of the parties may request intervention by the Governor, as provided by RCW 43.17.330, in which event the Governor's process will control. The parties may mutually agree to a different dispute resolution process.

#### **10. FUNDING AVAILABILITY**

ECOLOGY's ability to make payments is contingent on availability of funding. In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date and prior to completion or expiration date of this Agreement, ECOLOGY, at its sole discretion, may elect to terminate the Agreement, in whole or part, for convenience or to renegotiate the Agreement subject to new funding limitations and conditions. ECOLOGY may also elect to suspend performance of the Agreement until ECOLOGY determines the funding insufficiency is resolved. ECOLOGY may exercise any of these options with no notification restrictions, although ECOLOGY will make a reasonable attempt to provide notice.

In the event of termination or suspension, ECOLOGY will reimburse eligible costs incurred by the CONTRACTOR through the effective date of termination or suspension. Reimbursed costs must be agreed to by ECOLOGY and the CONTRACTOR. In no event shall ECOLOGY's reimbursement exceed ECOLOGY's total responsibility under the agreement and any amendments.

#### **11. GOVERNING LAW AND VENUE**

This Agreement is entered into pursuant to and under the authority granted by the laws of the state of Washington and any applicable federal laws. The provisions of this Agreement shall be construed to conform to those laws. This Agreement shall be construed and interpreted in accordance with the laws of the state of Washington, and the venue of any action brought hereunder shall be the Superior Court for Thurston County.

#### **12. INDEPENDENT CAPACITY**

The employees or agents of each party who are engaged in the performance of this Agreement shall continue to be employees or agents of that party and shall not be considered for any purpose to be employees or agents of the other party.

#### **13. ORDER OF PRECEDENCE**

In the event of an inconsistency in the terms of this Agreement, or between its terms and any applicable statute or rule, the inconsistency shall be resolved by giving precedence in the following order:

- a. Applicable federal and state of Washington statutes, regulations, and rules.
- b. Mutually agreed upon written amendments to this Agreement.
- c. This Agreement, number C2600153.
- d. Appendix A, *Statement of Work, Budget and Schedule*.
- e. Appendix B, *Special Terms and Conditions*.

- f. Any other provisions or term of this Agreement, including materials incorporated by reference or otherwise incorporated.

#### **14. RECORDS MAINTENANCE**

The parties to this Agreement shall each maintain books, records, documents, and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance of the service(s) described herein. These materials shall be subject to inspection, review, or audit by personnel of both parties, other personnel duly authorized by either party, the Office of the State Auditor, and federal officials so authorized by law. All books, records, documents, and other materials relevant to this Agreement must be retained for six years after expiration of this Agreement. The Office of the State Auditor, federal auditors, and any persons duly authorized by the parties shall have full access and the right to examine any of these materials during this period. Each party will utilize reasonable security procedures and protections for all materials related to this Agreement. All materials are subject to state public disclosure laws.

#### **15. RESPONSIBILITIES OF THE PARTIES**

Each party of this Agreement hereby assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omissions on the part of itself, its employees, its officers, and its agents. Neither party will be considered the agent of the other party to this Agreement.

#### **16. RIGHTS IN DATA**

Unless otherwise provided, data which originates from this Agreement shall be "work made for hire" as defined by the United States Copyright Act, Title 17 U.S.C. section 101 and shall be owned by state of Washington, ECOLOGY. Data shall include, but not be limited to, reports, documents, pamphlets, advertisements, books magazines, surveys, studies, computer programs, films, tapes, and/or sound reproductions. Ownership includes the right to copyright, patent, and register these items, and the ability to transfer these rights.

#### **17. SEVERABILITY**

If any provision of this Agreement or any provision of any document incorporated by reference shall be held invalid, such invalidity shall not affect the other provisions of this Agreement which can be given effect without the invalid provision, if such remainder conforms to the requirements of applicable law and the fundamental purpose of this Agreement, and to this end the provisions of this Agreement are declared to be severable.

#### **18. SUBCONTRACTORS-(NOT UTILIZED)**

- a. CONTRACTOR agrees to take complete responsibility for all actions of any Subcontractor used under this Agreement for the performance. When federal funding is involved there will be additional CONTRACTOR and subcontractor requirements and reporting.

Prior to performance, all subcontractors who will be performing services under this Agreement must be identified, including their name, the nature of services to be performed, address, telephone, WA State Department of Revenue Registration Tax number (UBI), federal tax identification number (TIN), and anticipated dollar value of each subcontract. Identify whether subcontractor is certified with Office of Minority and Women's Business Enterprises (OMWBE),

WA Dept. of Veterans Affairs (WDVA), or is a WA small business. Provide such information to ECOLOGY's Agreement representative.

b. Subcontractor Payment Reporting Requirements – Access Equity:

This Agreement is subject to compliance tracking of subcontractor(s) spend using the State's business diversity management system, Access Equity (B2Gnow). Access Equity is web-based and can be accessed at the Office of Minority and Women's Business Enterprises (OMWBE) at <https://omwbe.diversitycompliance.com/>. The Contractor and all Subcontractor(s) shall report and confirm receipt of payments made to the Contractor and each Subcontractor through Access Equity.

The Contractor may contact [\(see comment for choices\)](#) for technical assistance in using the Access Equity system. Changes to the contact information may be communicated to the CONTRACTOR by email, and does not require an amendment.

User guides and documentation related to Contractor and Subcontractor access to and use of Access Equity are available online at <https://omwbe.wa.gov/access-equity-help-center>. ECOLOGY reserves the right to withhold payments from the Contractor for non-compliance with this section. For purposes of this section, Subcontractor means any subcontractor working on the Agreement, at any tier and regardless of status as certified WMBE or Non-WMBE.

The Contractor shall:

- a. Register and enter all required Subcontractor information into Access Equity no later than fifteen (15) days after ECOLOGY creates the file (Contract Record) in Access Equity.
- b. Complete the required user training (two (2) one-hour online sessions) no later than twenty (20) days after ECOLOGY creates the file (Contract Record) in Access Equity.
- c. Report the amount and date of all payments
  - i. received from ECOLOGY, and
  - ii. paid to Subcontractors, no later than fifteen (15) days after the issuance of each payment made by ECOLOGY to the Contractor, unless otherwise specified in writing by ECOLOGY, except that the Contractor shall mark as "Final" and report the final Subcontractor payments into Access Equity no later than thirty (30) days after the final payment is due the Subcontractor(s) under the Agreement, with all payment information entered no later than sixty (60) days after end of fiscal year, June 30.
- d. Monitor Agreement payments and respond promptly to any requests or instructions from ECOLOGY or system-generated messages to check or provide information in Access Equity.
- e. Coordinate with Subcontractors, or ECOLOGY, when necessary, to resolve promptly any discrepancies between reported and received payments.
- f. Require each Subcontractor to:
  - i. register in Access Equity and complete the required user training.
  - ii. verify the amount and date of receipt of each payment from the Contractor or a higher tier Subcontractor, if applicable, through Access Equity.
  - iii. report payments made to any lower tier Subcontractors, if any, in the same manner as specified herein.
  - iv. respond promptly to any requests or instructions from the Contractor or system-generated messages to check or provide information in Access Equity; and

- v. coordinate with Contractor, or ECOLOGY, when necessary, to resolve promptly any discrepancies between reported and received payments.

## **19. SUSPENSION FOR CONVENIENCE**

ECOLOGY may suspend this Agreement or any portion thereof for a temporary period by providing written notice to the CONTRACTOR a minimum of seven (7) calendar days before the suspension date. CONTRACTOR shall resume performance on the first business day following the suspension period unless another day is specified in writing by ECOLOGY prior to the expiration of the suspension period.

## **20. TERMINATION FOR CAUSE**

If for any cause, either party does not fulfill in a timely and proper manner its obligations under this Agreement, or if either party violates any of these terms and conditions, the aggrieved party will give the other party written notice of such failure or violation. The responsible party will be given the opportunity to correct the violation or failure within fifteen (15) business days. If failure or violation is not corrected, this Agreement may be terminated immediately by written notice of the aggrieved party to the other.

## **21. TERMINATION FOR CONVENIENCE**

Either party may terminate this Agreement without cause upon thirty (30) calendar day prior written notification to the other party. If this Agreement is so terminated, the parties shall be liable only for performance rendered or costs incurred in accordance with the terms of this Agreement prior to the effective date of termination.

## **22. WAIVER**

A failure by either party to exercise its rights under this Agreement shall not preclude that party from subsequent exercise of such rights and shall not constitute a waiver of any other rights under this Agreement unless stated to be such in a written amendment to this Agreement signed by an authorized representative of the parties.

## **23. AGREEMENT MANAGEMENT**

The representative for each of the parties shall be responsible for and shall be the contact person for all communications, notifications, and billings questions regarding the performance of this Agreement. The parties agree that if there is a change in representatives, they will promptly notify the other party in writing of such change, such changes do not need an amendment.

### **The ECOLOGY Representative is:**

Name: Meg Bommarito  
Address: 15700 Dayton Ave, Shoreline, WA, 98133  
Phone: 425-681-6236  
Email: [meg.bommarito@ecy.wa.gov](mailto:meg.bommarito@ecy.wa.gov)

### **The City of Tacoma Representative is:**

Name: Mike Carey

State of Washington, Department of Ecology  
IAA No. C2600153  
Entity Name: City of Tacoma

Address: 326 East D Street, Tacoma, WA 98421253  
Phone: 253-404-6989  
Email: [mcarey@tacoma.gov](mailto:mcarey@tacoma.gov)



## City of Tacoma Signatures

### Washington State Department of Ecology Interagency Agreement with City of Tacoma

Bridge Point Settlement Tree Canopy Assessment and Tree Planting  
IAA No. C2600153

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**Ramiro A. Chavez, P.E. PgMP**  
Director of Environmental Services

**Date**

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**Andrew Cherullo**  
Director of Finance

**Date**

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**Kristin Lamson**  
Deputy City Attorney

**Date**

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**Hyun Kim**  
City Manager

**Date**

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**Nichole Emery**  
City Clerk

**Date**

## APPENDIX A

### STATEMENT OF WORK, BUDGET AND SCHEDULE

#### Statement of Work

##### Introduction

In November 2024, the Washington State Department of Ecology (Ecology) entered into an \$8.95 million settlement with Bridge Point Tacoma to address traffic and air quality impacts in South Tacoma resulting from a new mega-warehouse development, Bridge Point. Results of an Ecology community survey taken after the settlement was signed indicated a lot of community support for increasing tree canopy in South Tacoma, and near the new warehouse. Ecology has prioritized increased tree canopy along the primary truck route where the air quality will be most impacted.

This Interagency Agreement (IAA) between Ecology and the City of Tacoma Urban Forestry Program establishes the South Tacoma Tree Canopy Enhancement Program, implementing an urban tree canopy expansion effort within the approximate settlement boundary. The program will be conducted through three tasks: an initial tree assessment, green blocks tree planting program and capital improvements along Union Avenue.

##### Objectives:

- Increase tree canopy cover within the Bridge Point settlement area to mitigate truck traffic and air quality impacts, with a focus on the primary truck route along Union Avenue.
- Conduct a comprehensive Potential Tree Planting Inventory and Analysis to identify planting opportunities in the settlement area.
- Implement the Green Blocks community tree planting program, offering free street trees and/or private property trees to residents within the settlement boundary.
- Engage the community through outreach, education, and participatory planting events.
- Capital improvement planning on South Union Avenue (the primary truck corridor) to establish trees in the median, adjacent parking lot area and along the right of way.

##### Applicable documents:

- Settlement Agreement — Department of Ecology and Bridge Point Tacoma, LLC (signed November 4, 2024)

##### Task 1: Kick-off Meeting and Schedule

1.1 Schedule and facilitate the kick-off meeting; prepare and distribute the meeting agenda. (Ecology and City)

1.2 Lead discussion on program roles, responsibilities, success metrics, and activity timelines. (Ecology)

1.3 Confirm program boundaries (Priority 1, 2, and 3 zones) and share relevant settlement data. (Ecology and City)

1.4 Prepare and distribute meeting notes within 5 business days of the kick-off meeting. (City)

1.5 Develop a property/site list tracker to be maintained in a shared online platform approved by Ecology, to include tree planting activities at each address. (City)

### **Deliverables**

1.1 Kick-off meeting (scheduled within 30–45 days of contract execution)

1.2 Meeting notes (distributed within 5 business days of kick-off meeting)

1.3 Final program boundaries (Priority 1, 2, and 3 zones) map

1.4 Site/property list tracker developed and shared in an Ecology-approved online platform (due within 30 days of kick-off meeting)

1.5 Schedule for work (due within 60 days of kick-off meeting)

### **Assumptions**

- Ecology will set up kickoff meeting and develop agenda for review by City.
- City will develop meeting notes.
- City will develop the schedule for work, an update of the current draft schedule.
- Schedule will be verified in more detail – if available – during the kickoff meeting. Otherwise – will be updated as needed and if both parties agree to changes.
- Ecology will confirm the settlement boundary map and Priority zones prior to the kick-off meeting.
- Both parties will agree to a program end date and key milestones at or shortly after the kick-off meeting.
- The City will establish the shared property tracker platform prior to field activities.

### **Task 2: Planning, Reporting and Coordination**

Ongoing coordination between Ecology and the City will ensure program milestones are met, issues are identified and resolved early, and both parties remain aligned throughout all phases of the project. Both parties will maintain accurate records of activities and expenditures. The City will submit regular progress reports and invoices to Ecology throughout the program duration.

2.1 Ecology will host bi-monthly coordination meetings with the City and any subcontractors; prepare and distribute agendas in advance.

2.2 Ecology will provide template communications language to be used in public communications. Review and approve all other materials, communications, and plans submitted by the City will be required prior to public distribution or implementation.

2.3 City will maintain and update the site/property tracker throughout the program in a shared location accessible to Ecology.

- 2.4 City will coordinate with internal City departments (e.g., Traffic, Engineering) and external subcontractors as needed.
- 2.5 City will submit progress reports and invoices quarterly or a schedule agreed to by both parties. Progress reports will be attached to invoices and will include a brief, high level roll-up of work completed. including number of trees planted, sites completed, outreach outcomes, and program milestones.

### **Deliverables**

- 2.1 Updated project schedule (as needed)
- 2.2 Quarterly invoices with progress report— broken down by task, with progress report attached as backup

### **Assumptions**

- Meeting frequency may be adjusted by mutual agreement.
- The City will proactively flag any delays, community resistance, or field conditions that may affect timelines.
- All subcontractor coordination is the responsibility of the City unless otherwise agreed.
- Invoices will be broken down by task and will include a brief roll-up of work completed. Ecology will provide a template.

### **Task 3: Tree Planting Inventory and Analysis**

Before tree planting can be effectively implemented, the team must understand the landscape of opportunity and constraint within the settlement area. This task establishes a data-driven foundation for all subsequent planting activities by completing an inventory of existing conditions and identifying optimal planting sites within the settlement area.

- 3.1 Ecology and the City will agree upon the final priority zone boundaries and any relevant existing data (e.g., prior tree inventories, site maps) to inform the subcontractor's work.
- 3.2 Ecology will review and approve the data collection methodology prior to field work commencing.
- 3.3 Ecology will review and approve the final Inventory and Analysis summary report before it is used to inform project activities.
- 3.4 City will oversee subcontractor data collection per pre-determined criteria, including existing ROW trees, potential planting locations, and possible depave sites.
- 3.5 City will compile and quality assurance and quality control all field data and produce the final Inventory and Analysis summary report with maps. Report will include:
  - Planting Site Inventory (site width, growing space, address, lat/long, overhead utilities, clearance conflicts, proximity to in-ground utilities);
  - Existing Tree Inventory (status, common and scientific names, DSH, condition);

- Potential Tree Planting Inventory (spacing requirements, soil conditions, compacted gravel, and depave candidate designations)

3.6 City will deliver geospatial data (points and polygons) including planting site inventory, existing tree inventory, and potential tree planting inventory to Ecology.

### **Deliverables**

- 3.1 Data collection methodology document – within 60 days of kick-off meeting
- 3.2 Draft Inventory and Analysis Summary Report – September 30, 2026
- 3.3 Final Inventory and Analysis Summary Report (including maps and geospatial data) – March 30, 2027

### **Assumptions**

- City will manage the data collection and reporting process, and any contracting associated with the field inventory assessment for the priority zone boundaries once they are agreed upon.

### **Task 4: Green Blocks Program**

Green Blocks is a neighborhood-specific partnership between the City of Tacoma and the Tacoma Tree Foundation that provides free street trees and private property trees through community outreach and resident engagement. This program will be adapted for the priority areas within the settlement boundary as agreed upon in Task 1 to support street tree and private property tree planting.

Community outreach is central to the success of the tree canopy expansion program. This task also covers engagement with residents, property owners, and stakeholders within the priority area settlement boundary to build awareness, gather input, and facilitate participation in tree planting activities.

4.1 Ecology and the City will establish Green Blocks program boundaries (generally Priority 1, 2, and 3 zones) during the coordination meeting (Task 1).

4.2 Ecology and City will finalize eligible property list based on Task 4.1.

4.3 Ecology will approve the City's planting plan and subcontractor selection prior to any tree procurement or community outreach.

4.4 City will develop all program materials (postcards, signage, printed collateral) prior to distribution and share with Ecology for review and approval.

4.5 City will provide a final property list and tree species selections prior to planting season for Ecology approval.

4.6 City will coordinate and administer the Green Blocks program, including subcontractor engagement (e.g., Tacoma Tree Foundation). This includes:

4.6.1 Finalize schedule for Green Blocks program milestones associated with the following list of activities at the Green Blocks Kick Off Meeting.

4.6.2 Postcard mailings to all residential properties within program boundaries with a registration link.

- 4.6.3 Lead and facilitate follow-up outreach to unresponsive homeowners, with volunteer support as appropriate.
  - 4.6.4 Procure all planting materials including trees, stakes, arbor ties, TAGRO, mulch, watering bags/buckets, and signage.
  - 4.6.5 Organize and execute a fall community tree planting event, coordinating logistics with the subcontractor.
  - 4.6.6 Obtain required permits and utility locate requests for all right-of-way planting locations and conduct site preparation including depaving where abutting property owner consent is obtained. This work includes gaining consent from property owners prior to work.
  - 4.6.7 Coordinate distribution of watering materials the following spring; inform recipients that ongoing tree watering is their responsibility.
- 4.7 City will provide all materials to Ecology for review prior to distribution. Ecology will also share any outreach materials with the City prior to distribution.
- 4.8 City will confirm resident and property owner participation in all project activities via door-knocking, phone calls, postcards and other means.
- 4.9 City will handle customer and participant inquiries and complaints related to tree planting activities.
- 4.10 City will update and maintain the property tracker in the shared platform after each community contact.
- 4.11 City will maintain and update the site/property tracker throughout the program in a shared location accessible to Ecology.

### **Deliverables**

- 4.1 Green Blocks Kick-off Meeting with Ecology, the City, and Subcontractor to establish the schedule for the major milestones of the Green Blocks program, as described below – March-April 2027.
- 4.2 Final prioritized property list (prior to field activities) – due within 30 days of Green Blocks Kick-off Meeting.
- 4.3 Community outreach materials (postcards, mailers, meeting collateral) – due to Ecology prior to distribution, 7-10 business days for review.
- 4.4 Postcard mailing distributed to all residential properties within program boundaries – Target July, 2027.
- 4.5 Updates to property tracker reflecting outreach outcomes (accepted, declined, unresponsive) –as needed.
- 4.6 Qualitative summary of community feedback, including barriers and participation challenges (can be reported at bi-monthly meetings).
- 4.7 Final property participation spreadsheet including: address, status (accepted/ declined/ unresponsive), delivery method (delivery only or delivery with planting assistance), number and species of trees planted – March 31, 2028
- 4.8 Planting materials procured and distributed: trees, stakes, arbor ties, TAGRO, mulch, watering bags/buckets, signage, and printed collateral – July 2027 – October 2027

4.9 Permit submittals and utility locates completed for all right-of-way planting sites – September – November 2027.

4.10 Community tree planting event(s) – October 2027-February 2028

4.11 Spring watering materials distribution – March-April 2028

4.12 Qualitative outreach summary: outcomes, barriers, and homeowner feedback – July 1, 2028

4.13 Updated the site/property tracker

### Assumptions

- Ecology will handle public records requests that are directed to the state system and general community inquiries at the program level.
- All public-facing materials must be approved by the appropriate party before distribution.
- City will adhere to the City's Right Tree, Right Place standards: appropriate size, species, spacing, powerline clearance, and planting season (October 1–March 15).
- City to provide all supplies for tree planting events.
- Approximately 600 eligible single-family residential properties exist within the settlement area. Participation rates of 4–5% (24–30 homes) and 2–3 trees per property (48–90 trees) are anticipated for street trees.
- Tree watering after planting is the responsibility of individual tree recipients.
- Offering free trees for private property could result in considerable increased numbers of household participation and tree planting.
- All right-of-way and private property work including depaving and tree planting requires consent of the abutting property owner before pavement removal, soil amendment, and planting activities.
- Any changes to traffic patterns or curb lines require additional approval from City of Tacoma Traffic Engineering.

### Task 5. Capital Improvements

This task consists of a capital improvement projects on South Union Avenue (the primary truck corridor from S 31st Street to the Highway 16 interchange) which will create permanent new tree planting opportunities through structural right-of-way improvements.

Three improvement projects have been conceptually developed and will be selected or combined based on available funding once project designs and estimates are finalized.

- **Planting Strips project:** Improvements to existing planting strips on east and west sides of S Union Ave; includes soil amendments, new street trees, and mulch. May coordinate with missing-link sidewalk funding for east side, if funding is available.
- **Central Median project:** Convert unused portions of the central asphalt turn lane on Union Ave into a planted median; includes asphalt removal, new curb construction, utility adjustments, roadway patching, soil amendments, trees, and mulch.

- **Parklet project:** Convert the existing asphalt parking lot at S 30th Street (in the ROW west of S Union Ave) into a small pocket park; includes asphalt removal, curbing, utility adjustments, roadway patching, soil amendment, trees, shrubs, groundcover, mulch, and possible amenities.

#### 5.1 Planting strip trees from S 31st to the Highway 16 Interchange on the east and west sides of S Union Ave and central median conversion of the unused portions of the central asphalt turn lane from S 31st to Hwy 16 onramp

- 5.1.1 City will manage the full design and engineering process using the City's standard public bidding process.
- 5.1.2 City will host a pre-design meeting with Ecology to align on scope, options, schedule, and budget.
- 5.1.3 Ecology and the City will review and approve design documents at 30%, 60%, 90%, and final design milestones.
- 5.1.4 City will produce bid-ready construction documents (plans and specifications).
- 5.1.5 City will manage construction using City construction management staff.
- 5.1.6 City will ensure trees and landscaping are watered by contractors and/or City staff throughout the 3-year establishment period.

#### 5.2 Development of a "parklet" by conversion of parking lot on west side of S Union Avenue to green amenities and landscaping.

- 5.2.1 City will manage the full design and engineering process.
- 5.2.2 City will host a pre-design meeting with Ecology to align on scope, options, schedule, and budget.
- 5.2.3 Ecology and the City will review and approve design documents at 30%, 60%, 90%, and final design milestones.
- 5.2.4 City will produce construction documents at the level that is appropriate depending on the method used for construction. Should the construction be put out for public bid, plans and specifications will be produced.
- 5.2.5 City will manage construction of the parklet, either using City construction management staff or through the depave program partnership with subcontractor.
- 5.2.6 City will establish all landscaping and ensure trees and landscaping are watered by contractors and/or City staff throughout the 3-year establishment period.

### **Deliverables**

- 5.1 Pre-design meeting completed and improvement options confirmed for planting strips, median conversion and parklet.
- 5.2 Design documents reviewed at 30%, 60%, 90%, and final submission milestones for planting strips, median conversion and parklet.
- 5.3 City will construct capital improvements along S Union Ave per the agreed scope.

5.4 City will water and maintain trees and landscaping throughout the 3-year establishment period for all three areas.

### Assumptions

- Construction may be included within one phase, or may be broken into multiple phases of work.
- City may construct portions of the capital project utilizing the Depave program partnership with the Pierce Conservation District or other subcontractor as appropriate.
- An amendment to this Agreement may be required to include additional funding to support the capital investments, as a 10% design estimate was used for the purposes of this agreement.
- City and Ecology will involve the community in project activities when possible and will agree on an approach.

### Budget

Work activity	Cost Estimate*
Task 3. Tree Planting Inventory and Analysis	\$45,000
Task 4a. Green Blocks Street Tree Planting Program	\$77,000
Task 4b. Green Blocks Private Property Tree Distribution Program	\$65,000
*Task 5a. Capital Project – Planting Strips along Union Ave	\$180,000
*Task 5b. Capital Project – Union Ave Central Median	\$982,000
*Task 5c. Capital Project – Parklet adjacent to Union Ave	\$401,000
<b>Total</b>	<b>\$1,750,000</b>

\*Estimated costs may change as project design is finalized

### Schedule\*

Task	Activity	Deadline
<b>Task 1</b>	<b>Kick-off meeting and schedule of work</b>	Within 60 days of contract execution
<b>Task 2</b>	<b>Planning, reporting, and coordination</b>	Ongoing with monthly invoices and progress reports
<b>Task 3</b>	<b>Tree canopy assessment final report</b>	Dec 31, 2026
<b>Task 4</b>	<b>Green blocks program</b>	Sept 1, 2027 – Jan 30, 2028
	Green Blocks kick-off meeting	April 30, 2027
	Final participation spreadsheet	March 31, 2028
	Planting	February 28, 2028
	Post-planting outreach	April 31, 2028
	Project summary	July 1, 2028
<b>*Task 5</b>	<b>Capital improvements</b>	
	Design engineering	April 2026 – April 2027
	Construction	May 2027 – December 2028

\*Capital improvement project schedule is subject to change based on final design.