

# City of Redmond



## Agenda

Tuesday, September 3, 2024

4:30 PM

City Hall: 15670 NE 85th St; Remote: Comcast Ch. 21/321, Ziplly Ch. 34,  
Facebook (@CityofRedmond), Redmond.gov/rctlive, or 510-335-7371

### Committee of the Whole - Planning and Public Works

#### Committee Members

*Melissa Stuart, Presiding Officer*

*Jeralee Anderson*

*Steve Fields*

*Jessica Forsythe*

*Vanessa Kritzer*

*Angie Nuevacamina*

*Osman Salahuddin*

*Meetings can be attended in person, viewed live on RCTV (redmond.gov/rctlive), Comcast Channel 21/321, Zply Channel 34, Facebook/YouTube (@CityofRedmond), or listen live at 510-335-7371*

**AGENDA**

ROLL CALL

1. Approval of Redmond Paired Watershed Study Contract [CM 24-386](#)  
Amendments

[Attachment A: Washington State Department of Ecology Interagency Agreement](#)

[Attachment B: Herrera Environmental Consulting Supplemental Agreement](#)

[Attachment C: King County Agreement](#)

*Department: Public Works, 5 minutes*

*Requested Action: Consent, September 17th*

2. Approve Consultant Agreement with BHC Consultants for the [CM 24-402](#)  
Lift Station Equipment Upgrades Phase 2

[Attachment A: Project Information Sheet](#)

[Attachment B: Consultant Agreement](#)

*Department: Public Works, 5 minutes*

*Requested Action: Consent, September 17th*

3. Award Construction Contract to Johansen Construction [CM 24-401](#)  
Company and Approve Consultant Services Agreement  
Supplement 1 to OTAK, Inc. for the Redmond Central  
Connector Phase 3 Project

[Attachment A: Project Information Sheet](#)

[Attachment B: Additional Project Information](#)

[Attachment C: Supplemental Agreement](#)

*Department: Public Works, 5 minutes*

*Requested Action: Consent, September 17th*

4. Approve Agreement with McKinstry Essention for the Public Safety Building Phase 2 and Sustainability Building Automation Projects [CM 24-403](#)  
[Attachment A: Project Information Sheet](#)  
[Attachment B: ESPC Program Process Description](#)  
[Attachment C: Investment Grade Audit Proposal](#)  
[Attachment D: Interagency Agreement with Department of Enterprise Services](#)  
[Attachment E: History of the Clean Buildings Performance Standard](#)  
[Attachment F: DES Audit Authorization Packet Blank Forms](#)

*Department: Public Works, 5 minutes*

*Requested Action: Consent, September 17th*

5. Approval of Motion to Remove Reversionary Interest from Emma McRedmond Statutory Warranty Correction Deed [CM 24-384](#)  
[Attachment A: ARCH Fall 2023 Housing Trust Fund \(HTF\) Recommendation](#)  
[Attachment B: Emma McRedmond Deed Reversion Provisions](#)

*Department: Planning and Community Development, 10 minutes*

*Requested Action: Consent, September 17th*

6. Resolution to Reallocate A Regional Coalition for Housing (ARCH) Funds to Redmond Supportive Housing Project [CM 24-385](#)  
[Attachment A: DRAFT Resolution](#)  
[Attachment B: Member City Council Plymouth Redmond Recommendation Memo 2024](#)

*Department: Planning and Community Development, 10 minutes*

*Requested Action: Consent, September 17th*

7. Approval of Consultant Agreement with Enviroissues for Go Redmond Program Refresh [CM 24-400](#)  
[Attachment A: Agreement](#)  
[Attachment B: Scope of Work](#)

*Department: Planning and Community Development, 5 minutes*

*Requested Action: Consent, September 17th*

8. Approval of a Consultant Agreement with Fehr & Peers for [CM 24-381](#)  
Support of the Transportation Master Plan Update

[Attachment A: Consultant Services Agreement \(Draft\)](#)

[Attachment B: Fehr & Peers Proposal for the Transportation Master Plan](#)

*Department: Planning and Community Development, 5 minutes*

*Requested Action: Consent, September 17th*

9. Annual Update of 2025-2030 Six-Year Transportation [CM 24-377](#)  
Improvement Program (TIP)

[Exhibit A: 2025-2030 Transportation Improvement Program Project List \(draft\)](#)

[Attachment A: Resolution Adopting the 2025-2030 Transportation Improvement Program \(draft\)](#)

[Attachment B: Summary of Updates \(draft\)](#)

[Attachment C: MAP - TIP Changes \(draft\)](#)

[Attachment D: Map - TIP Projects \(draft\)](#)

[Attachment E: TIP Development Infographic](#)

*Department: Planning and Community Development, 10 minutes*

*Requested Action: Staff Report, September 17th*

## ADJOURNMENT

*Meeting videos are usually posted by 12 p.m. the day following the meeting at [redmond.legistar.com](http://redmond.legistar.com), and can be viewed anytime on Facebook/YouTube (@CityofRedmond) and OnDemand at [redmond.gov/OnDemand](http://redmond.gov/OnDemand)*



Memorandum

Date: 9/3/2024  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-386  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron L. Bert	425-553-5814
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DEPARTMENT STAFF:

Public Works	Jessica Atlakson	Senior Environmental Geologist
Public Works	Aaron Moldver	Environmental Programs Manager

TITLE:  
Approval of Redmond Paired Watershed Study Contract Amendments

OVERVIEW STATEMENT:

Execute the following contract amendments to continue the Redmond Paired Watershed Study (RPWS):

- Amendment No. 8 to the Interagency Agreement with the Washington State Department of Ecology in the amount of \$524,847.12 to fund the contracts with King County and Herrera Environmental Consulting.
- Phase VI Agreement with King County in the amount of \$100,227.12.
- Supplemental Agreement No. 6 with Herrera Environmental Consulting in the amount of \$424,620.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

- Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
Comprehensive Plan, Environmental Sustainability Action Plan, Redmond Watershed Management Plan
- **Required:**  
The current contracts for the monitoring component of the RPWS expire on September 30, 2024.
- **Council Request:**  
NA
- **Other Key Facts:**  
Background  
The Redmond Paired Watershed Study (RPWS) and partnership between King County, Herrera Environmental Consulting (Herrera), and Redmond started in 2014 to measure the health of streams in Redmond and

unincorporated King County. The goal of the RPWS is to measure the effectiveness of actions taken by Redmond's Stormwater Utility and King County to restore urban streams on a watershed scale. The City is focusing restoration efforts in priority watersheds identified in the 2013 Watershed Management Plan.

Many studies have occurred nationally that measure the declining health of streams after urbanization of a watershed. This Study does the opposite by measuring the health of streams in already urbanized watersheds and the impact local governments can have in trying to restore the urban streams to good health.

The effectiveness monitoring to date has established baseline conditions in six streams. The Study is 'paired' because it measures the health of streams that either:

1. Redmond and King County are working to improve (application watersheds),
2. Are not targeted for improvement (control watersheds), or
3. Are relatively pristine and located in Redmond's Watershed Preserve Park (reference watersheds).

By 'pairing' watersheds, it will be easier to identify if actions taken by Redmond and King County specifically made an improvement in stream health.

#### Sustainability

This project supports Strategy N1 and N3 in the Environmental Sustainability Action Plan. The information collected by this Study is used to calculate City of Redmond dashboard measures and budget performance measures. The benthic index of biotic integrity (BIBI) data collected for the RPWS is a target indicator for the Natural Systems focus area within the Environmental Sustainability Action Plan.

#### **OUTCOMES:**

These agreements will allow the RPWS to continue as planned as a long term (10 year) study to determine the effectiveness of actions taken to restore urban streams on a watershed scale. The study will help guide regional actions to refine stormwater management programs. Additionally, the RPWS will help state agencies assess whether current regulations and program requirements are effectively improving stream conditions in urban areas.

#### **Description of Agreements**

##### Interagency Agreement with the Washington State Department of Ecology

This study is 100 percent funded by the Stormwater Action Monitoring (SAM) program, except for staff time to manage the project. The SAM program is administered through the Washington Department of Ecology.

##### Agreement with King County

King County's agreement includes collecting continuous rainfall data, stream flow measurements, and temperature data for six streams from October 1, 2024 through September 30, 2025, as well as an annual quality control review and final reporting.

##### Supplemental Agreement with Herrera

Herrera's contract amendment would authorize continued collection of water quality data, BIBI data, sediment quality data, and physical habitat data in six streams from October 1, 2024 through September 30, 2025. Herrera's contract also includes data quality control review, annual reporting, and a data analysis report that will demonstrate trends in the entire dataset. Data quality review and reporting will be completed by September 2026.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

Total project cost since 2014: \$3,689,834.33 (this cost has been funded through the SAM program).

Project cost included in this current amendment: \$524,847.12

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**

000214

**Budget Priority:**

Healthy and Sustainable

**Other budget impacts or additional costs:**       Yes       No       N/A

**If yes, explain:**

N/A

**Funding source(s):**

100% grant funded through the Stormwater Action Monitoring (SAM) Program

The RPWS is planned to continue through 2025 with 100% funding from the SAM program, which is a collaborative stormwater monitoring program in Western Washington funded by Phase I and II municipal stormwater permittees and administered by the Washington Department of Ecology. Redmond pays into the SAM program as part of the fee requirements for the City's stormwater permit.

**Budget/Funding Constraints:**

N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
10/3/2023	Committee of the Whole - Planning and Public Works	Provide Direction

10/17/2023	Business Meeting	Approve
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**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Approve

**Time Constraints:**

The current contract has monitoring scheduled through September 30, 2024. Having amendments in place by September will avoid a lapse in the data collection for the study.

**ANTICIPATED RESULT IF NOT APPROVED:**

This would end the Study before the effectiveness of actions taken by the City to restore urban streams has been measured. The project would have spent \$3,689,834.33 of pooled resources from Phase I and II municipal stormwater permittees without completing the goals of the Study.

**ATTACHMENTS:**

- Attachment A: Washington State Department of Ecology Interagency Agreement Amendment 8
- Attachment B: Herrera Environmental Consulting Supplemental Agreement
- Attachment C: King County Agreement



DEPARTMENT OF  
**ECOLOGY**  
State of Washington

## AMENDMENT NO. 8

TO

Contract NO. C1500059

BETWEEN THE

STATE OF WASHINGTON DEPARTMENT OF ECOLOGY

AND

**City of Redmond**

PROJECT TITLE: Paired Basin Study

**PURPOSE:** To amend the Agreement between the state of Washington, Department of Ecology, hereinafter referred to as "ECOLOGY," and City of Redmond, hereinafter referred to as "CITY" or "Contractor."

**WHEREAS,** This Agreement is undergoing an increase in scope and extension of the timeline to allow for completion of the work described in the new Appendix F

IT IS MUTUALLY AGREED the Agreement is amended as follows:

1) The Period of Performance is amended to read as follows:

The period of performance is extended from September 30, 2025 to September 30, 2026.

2) The Scope of Work is amended to read as follows:

Additional tasks are added by this amendment as Appendix F (attached), a new appendix with two tasks. Task F1.0 continues monitoring at the study sites through September 30, 2025. Task F2.0 is for a trend analysis report for Water Years 2016 – 2025.

3) The Budget is amended to read as follows:

Compensation is increased for additional tasks added by this amendment. The total compensation is increased by \$524,847.12, from \$3,689,834.33 to \$4,214,681.45.



## APPENDIX F

### STATEMENT OF WORK FOR OCTOBER 1, 2024 THROUGH SEPTEMBER 30, 2026

#### Background

The City of Redmond (REDMOND) has a Citywide Watershed Management Plan (WMP) to implement structural and nonstructural stormwater controls pursuant to the Phase II municipal stormwater permit. This Redmond Paired Watershed Study (RPWS) will study and quantify improvements in receiving water conditions based on implementing the WMP controls. This RPWS will measure various hydrologic, chemical, physical, and biological indicators of stream health. The RPWS was initiated in the fall of 2015 and will be implemented over an anticipated ten-year timeframe. Funding comes from the Stormwater Action Monitoring (SAM) program, a coordinated monitoring program founded by Phase I and II municipal stormwater permittees and administered by Ecology.

This scope of work in Appendix F continues field measurement collection, data management and quality assurance of review, data analysis, and reporting for this study for water year 2025. Additionally, a trend analysis report for water years 2016 – 2025 is included in Appendix F. The monitoring and trend analysis report will follow the already approved quality assurance project plan (QAPP) for this Paired Watershed study.

This scope of work includes several deviations from the QAPP:

- The application watershed of Evans Creek Tributary 108 was removed from the scope of work in WY2022. Evans Creek Tributary 108 is in unincorporated King County. King County has no further plans for stormwater retrofits within this watershed during the timeline of this project. The trend analysis report for water years 2016 through 2019 (Herrera, 2021) did not identify any improvement within the watershed based on the two vaults installed by King County in water year 2017. Based on this finding and no further retrofits planned during the project timeline, the watershed was removed to reduce project costs.
- The QAPP indicates that continuous conductivity will be collected in all watersheds. Results from the conductivity monitoring are very noisy, and no trend was detected during the trend analysis report for water years 2016 through 2019 (Herrera, 2021). It was decided in WY2022 to not include continuous conductivity monitoring in future Scope of Works.

This scope of work includes a discussion of the activities, assumptions, deliverables, and a schedule associated with the following tasks:

- Task F1.0 – Water Year 2025 Study Implementation

- Task F2.0 – Trend Analysis Report: Water Years 2016 - 2025

Work on these tasks will be performed by REDMOND with assistance from Herrera Environmental Consultants (Herrera), and King County. REDMOND, Herrera, and King County are collectively referred to as the “Project Team” in this scope of work. Where applicable, specific roles for each member of the Project Team are called out under individual tasks. The cost by deliverable, and schedule are included in the table at the end of this Scope of Work.

## Task F1.0 – Water Year 2025 Study Implementation

Under this task, REDMOND will ensure Herrera and King County implement required monitoring and reporting activities identified in the QAPP for the RPWS over water year 2025 (October 1, 2024, through September 30, 2025). This includes field measurement collection, data management and quality assurance review, and reporting. These activities are described in more detail under the following subtasks:

### Subtask F1.1 – Hydrologic Monitoring

REDMOND has subcontracted with King County to continue the hydrologic monitoring component of the RPWS. This involves continuous flow monitoring at 12 stations. Data from the continuous flow monitoring is processed to calculate a suite of indicators for evaluating hydrologic impacts from urban development. King County will continue hydrologic monitoring which involves maintenance of the continuous flow monitoring equipment and replacement as needed, telemetry where cell phone coverage is available, maintenance of the automatic processing, and posting of data on King County’s Hydrological Information Center (HIC) database on their public website. King County will perform a quality assurance review on these data that will clearly identify any limitations to their use by January each calendar year for the prior water year’s data. Herrera will generate summary statistics (e.g., antecedent dry period, flow at time of sample collection) from the flow record for storm and base flow events that were sampled for water quality under Subtask F1.2. REDMOND will coordinate with Herrera and King County to summarize the continuous flow monitoring data for each station for presentation in the data report described in Subtask F1.6.

### Assumptions

- Telemetry and database all continue to work without problems.
- Equipment will be replaced as it reaches maximum manufacturer’s life expectancy.

### Deliverables

- Posting of telemetered data on HIC (continual).
- Posting of non-telemetered data on HIC will occur every 5 weeks.
- Table with flow summary statistics for sampled storm and base flow events from 12 stations.

### **Subtask F1.2- Water Quality Monitoring**

REDMOND subcontracted with Herrera for the water quality monitoring component of the RPWS. This involves the collection of up to twelve grab samples over the water year during storm events (three each quarter) at 12 stations. In addition, up to four grab samples will be collected over the water year during base flow (one each quarter) at these stations. Each sample will be analyzed for the following indicators for evaluating water quality impacts from urban development:

- Total suspended solids
- Turbidity
- Hardness
- Dissolved organic carbon
- Fecal coliform bacteria
- Total phosphorus
- Total nitrogen
- Copper, total and dissolved
- Zinc, total and dissolved

In addition, probes will be used for continuous in-situ monitoring of temperature at all 12 stations.

Collection of grab samples during both storm and base flow events will include the following activities performed in accordance with the QAPP for the study:

- Weather tracking and go/no go decision coordination
- Mobilization of field crews for sampling during the event
- Delivery of samples to the laboratory after the event
- Auditing of laboratory analytical results within seven days of their receipt
- Entry of the analytical results into the study's data management system
- Preparation of a data validation memorandum that will establish the usability of all the data
- Preparation of graphical and tabular summaries for the data report described in Subtask F1.6.

REDMOND will ensure coordination between the project team members. King County will oversee the continuous in-situ monitoring at each station using the probes. Herrera will coordinate with King County to provide review of continuous data and summarize them for presentation in the data report described in Subtask F1.6.

### **Assumptions**

- Storm event sampling will be performed by two teams of two Herrera staff. Sampling for each event will be performed over an 8- hour period including travel

but not including storm tracking and go/no go decision coordination. A 15 percent contingency is included to account for sampling event false starts and to allow for make-up sampling.

- Nominally, all 12 stations will be sampled during each storm event. If specific stations are not sampled because a sampling event was terminated, they will be prioritized for sampling in subsequent events to ensure the annual sampling goals established for the study are met for every station.
- Base flow event sampling will be performed by one team of two Herrera staff. Sampling for each event will be performed over a 10- hour period including travel.
- King County will provide continuous water quality monitoring data in an electronic format for review by Herrera. King County will perform a quality assurance review on these data that will clearly identify any limitations to their use and interpretation.
- Obtaining storm event samples may not be possible during particularly dry quarters. If this should occur, efforts will be made to conduct makeup sampling in subsequent quarters to obtain twelve grab samples from each station over the water year.

#### **Deliverables**

- Laboratory analytical results and documentation of Herrera audits from water quality sampling at 12 stations during 3 storm events and 1 base flow event per quarter; these data will be uploaded to the Environmental Information Management (EIM) database.
- Data validation memorandum.

#### **Subtask F1.3 – Sediment Quality Monitoring**

The sediment quality monitoring component of the RPWS involves the collection of sediment samples once during the water year at 17 monitoring stations. Each sample is analyzed for the following indicators for evaluating sediment quality impacts from urban development:

- Total organic carbon
- Copper
- Zinc
- Polycyclic aromatic hydrocarbons
- Phthalates

This task is to collect stream sediment samples. This includes the following activities that will be performed in accordance with the QAPP for the study:

- Mobilization of field crews for sampling
- Delivery of samples to the laboratory after the event
- Auditing of laboratory analytical results within seven days of their receipt
- Entry of the analytical results into the study's data management system

- Preparation of a data validation memorandum that will establish the usability of all the data
- Preparation of tabular summaries for the data report described in Subtask F1.6

### **Assumptions**

- Sediment samples and the benthic macro invertebrate samples described in Subtask F1.5 will be collected during the same field visit to each station. This sample collection will be performed by one team having two Herrera staff. Collection of these samples from 3 stations will require approximately 8-hours of field time including travel.

### **Deliverables**

- Laboratory analytical results and documentation of Herrera audits from sediment sampling at 17 stations.
- Data validation memorandum.

### **Subtask F1.4 - Physical Habitat Monitoring**

Under this subtask, REDMOND will ensure Herrera is trained and conducts physical habitat monitoring for the RPWS once during the water year at 17 monitoring stations. Herrera will coordinate directly with Ecology's Environmental Assessment Program (EAP) for training, data management, and quality control of habitat data. At each station, the characteristic bed-form type will be recorded as a whole, and physical habitat quality indicators will be measured at 11 cross sections and one longitudinal (thalweg) profile. Pursuant to the QAPP for the study, the following indicators will be measured at each cross-section:

- Bank-full width, wetted width, and cumulative bar width
- Bank-full depth, wetted depth, substrate class and embeddedness
- Fish cover
- Riparian shading
- Riparian vegetation structure

The following indicators will be measured along the thalweg profile:

- Thalweg depth and the presence of bars and/or edge pools
- Main channel slope and bearing
- Large woody debris tally, including notation of diameter, length, category, zone, and key-pieces

Upon completion of field work, physical habitat monitoring data will be uploaded to the EIM. Based on post processing of these data within this system, Ecology will provide a suite of indicators for assessing physical habitat quality that are consistent with those being used for

the broader SAM program. A summary of these indicators will be presented in the data report described in Subtask F1.6.

### **Assumptions**

- One Herrera staff will participate in an Ecology sponsored 2-day training session on the physical habitat monitoring protocols developed for the SAM program. These staff will coordinate an additional 1-day training session for three additional Herrera staff that will be involved in the monitoring.
- Physical habitat monitoring will be performed by two teams having two Herrera staff. Physical habitat monitoring at each station will require approximately 8-hours of field time including travel.
- Data from the physical habitat monitoring will be recorded on custom forms while in the field. The custom forms will be reviewed in the field upon completion of the monitoring at each station to ensure all required data have been collected. In an office setting, data from the custom forms will then be transferred to the electronic field data collection software that has been developed by Ecology to ensure completeness in field data collection and facilitate upload of these data to Ecology's Watershed Health database in the EIM.
- Ecology's EAP will perform quality assurance review of the compiled physical habitat monitoring data and calculate metrics for assessing physical habitat conditions using scripts that have been developed to work with the Watershed Health database in the EIM. Costs for EAP's support for these activities are not included in the cost proposal for this scope of work.
- A delay of approximately 6 to 8 months can be expected for obtaining processed indicators for assessing physical habitat conditions from EAP via the Watershed Health database in the EIM system.

### **Deliverables**

- Results from physical habitat monitoring at 17 stations that are uploaded to Watershed Health database in the EIM.

### **Subtask F1.5 Biological Monitoring**

Under this subtask, REDMOND will ensure Herrera conducts biological monitoring for the RPWS once during the water year at 17 stations. Pursuant to the QAPP for the study, this entails the collection of a composite sample of benthic macro invertebrates from specific locations along the cross-sections for physical habitat monitoring. These samples will be submitted to an analytical laboratory where they will be processed to compute the following indicators for use in evaluating stream health:

- Benthic Index of Biotic Integrity

- Taxa Richness
- Ephemeroptera Richness
- Plecoptera Richness
- Trichoptera Richness Clinger Percent
- Long-Lived Richness
- Intolerant Richness
- Percent Dominant
- Predator Percent
- Tolerant Percent

### **Assumptions**

- Benthic macro invertebrate samples and the sediment samples described in Subtask F1.3 will be collected during the same field visit to each station. This sample collection will be performed by one team having two Herrera staff. Collection of these samples from 3 stations will require approximately 8-hours of field time including travel.
- A delay of approximately 6 to 8 months can be expected for obtaining biological metrics from the laboratory.

### **Deliverables**

- Laboratory results from macroinvertebrate sample analysis for 17 stations entered into the Puget Sound Stream Benthos database.

### **Subtask F1.6 Water Year Data Summary Report**

A data summary report will contain tabular and/or graphical summaries of all data that were collected over the water year in connection with the following monitoring components of the RPWS: hydrologic, water quality, sediment quality, physical habitat, and biological. This report will provide a detailed description of any quality assurance issues associated with these data based on results from audits and data validation memoranda. Any corrective actions that were undertaken to address quality assurance issues will also be described. Finally, this report will document all rehabilitation efforts that have occurred in the Application watersheds over the previous year. Included will be detailed information on the design and operational status of structural stormwater controls and the frequency and geographic extent of nonstructural stormwater control implementation.

REDMOND will collaborate with Herrera and King County to prepare a preliminary draft of the data summary report. The draft will be sent to Ecology (SAM Coordinator) and the technical advisory committee that has been established for the study (see Subtask F1.7). Herrera will then finalize the water year report based on comments received. REDMOND will review and send to Ecology.

### **Deliverables**

- Draft data summary report.
- Final data summary report.

### **Subtask F1.7 -Technical Advisory Committee Coordination**

The technical advisory committee (TAC) for this study includes representation from the following agencies: City of Redmond, City of Kirkland, City of Seattle, King County, US Geological Survey, and Ecology. This subtask is to coordinate and for the project team to participate in up to two meetings to obtain input from the committee on technical issues related to the study over water year 2025. It is anticipated that one of these meetings may occur after the release of the data report from Subtask F1.6 to review and discuss the monitoring results from the water year. Contingency budget is also provided for a second, optional meeting to address unforeseen issues that may arise during implementation of the RPWS over the water year.

### **Assumptions**

- Technical advisory committee meetings will last 2-hours and be attended by up to 3 Herrera staff.
- King County presentation on hydrologic data and attended by up to 4 staff.

### **Deliverables**

- King County presentation on hydrologic data and review of report.
- Meeting notes documenting discussion items and consensus decisions from the technical advisory committee.

### **Subtask F1.8 - Project Management**

REDMOND, Herrera, and King County will share responsibilities for ongoing contract administration of this project, including preparing invoices and progress reports, as well as coordination of all work efforts with Ecology (SAM Coordinator) and the Project Team.

### **Deliverables**

- Monthly invoices and progress reports from Herrera.
- Semi-annual invoices and annual progress report from King County.

### **Task F2.0 –Trend Analysis Report: Water Years 2016 - 2025**

Following completion of required monitoring for water year 2025 and preparation of the associated data summary report, REMOND will ensure Herrera prepares a trend analysis report covering data collected over 10 years of study implementation (water years 2016 – 2025). This report will summarize results from statistical analyses performed to detect improving or degrading trends in receiving water conditions in the six watersheds that are the focus of

monitoring efforts for the RPWS. A detailed discussion of these trends will be provided with a specific emphasis on relationships between trends and rehabilitation efforts in the Application watersheds relative to trends in the Reference and Control watersheds. A summary of major conclusions from these analyses will also be provided.

Statistical analyses will follow procedures that are described in the QAPP and documented in minutes from the technical advisory committee meeting that occurred on July 29, 2019. The following specific procedures will be performed in connection with these analyses:

- Correlation analyses to detect trends over time in water and sediment pollutant concentration data and computed indicators from hydrologic and biological monitoring.
- Computation of annual mass load estimates from data for a subset of parameters from water quality monitoring; correlation analyses would then be performed on these estimates to detect trends over time.
- Comparison of data from physical habitat monitoring to reference conditions from Puget Sound lowland ecoregion streams.

REDMOND will collaborate with Herrera and King County to prepare a draft of the trend analysis report. The draft will be sent to Ecology (SAM Coordinator) and the technical advisory committee that has been established for the study (see Subtask F1.7). Herrera will then finalize the trend analysis report based on comments received. REDMOND will review and send to Ecology.

REDMOND will collaborate with Herrera to will create two (2) presentations that summarize major findings from the trend analysis report and the RPWS more broadly for permittees and stakeholders. One of these presentations will be made to the Stormwater Work Group. The other will be made at a conference with a stormwater and regional focus (e.g. MuniCon), upon agreement with Ecology (SAM Coordinator). REDMOND will collaborate with Herrera to create a SAM fact sheet for distribution on the SAM website.

### **Assumptions**

- Comments on the draft and revised draft trend analysis reports will be provided using a standardized template to be provided by Herrera.

### **Deliverables**

- Draft trend analysis report.
- Final trend analysis report.
- Two presentations on study design and findings to date.
- SAM factsheet on project findings.

Task/Deliverable	Quantity	Total by Deliverable	Target Dates
<b>Task F1.0 – Water Year 2025 Study Implementation</b>			
<i>Subtask F1.1 Hydrologic Monitoring</i>			
Posting of telemetered data on HIC (continual). Posting of non-telemetered data on HIC will occur every 5 weeks.	1	\$74,297.40	
Equipment maintenance	1	\$12,075	
Table with flow summary statistics for sampled storm and base flow events from 12 stations.	1	\$9,300	
Subtask Total		\$95,672.40	3/31/2026
<i>Subtask F1.2 Water Quality Monitoring</i>			
Laboratory analytical results and documentation of Herrera audits for 12 stations X 16 sampling events	16	\$147,680	
Data validation memorandum	1	\$16,400	
Subtask Total		\$164,080	3/31/2026
<i>Subtask F1.3 Sediment Quality Monitoring</i>			
Laboratory analytical results and documentation of Herrera audits for 17 stations	1	\$20,300	
Data validation memorandum	1	\$5,080	
Subtask Total		\$25,380	3/31/2026
<i>Subtask F1.4 Physical Habitat Monitoring</i>			
Results from physical habitat monitoring at 17 stations that are uploaded to Ecology’s data management system	1	\$72,900	
Subtask Total		\$72,900	3/31/2026
<i>Subtask F1.5 Biological Monitoring</i>			
Laboratory results from macroinvertebrate sample analysis for 17 stations entered into the Puget Sound Stream Benthos database	1	\$17,100	
Subtask Total		\$17,100	3/31/2026
<i>Subtask F1.6 Water Year Data Summary Report</i>			
Draft data summary report	1	\$25,900	5/31/2026
Final data summary report	1	\$6,480	6/30/2026
Subtask Total		\$32,380	

State of Washington Department of Ecology  
 Contract no. C1500059, Amendment 8  
 City of Redmond

Task/Deliverable	Quantity	Total by Deliverable	Target Dates
<i>Subtask F1.7 Technical Advisory Committee Coordination</i>			
King County presentation on hydrologic data and review of WY2025 and Trend Analysis reports	1	\$11,980.32	
Meeting notes documenting discussion items and consensus decisions from the TAC.	2	\$4,300	
Subtask Total		\$16,280.32	4/30/2026
<i>Subtask F1.8 Project Management</i>			
Monthly progress reports from Herrera	12	\$38,160	
Annual progress reports from King County	1	\$1,874.40	
Subtask Total		\$40,034.40	12/31/2025
Task Total		\$463,827.12	
<b>Task F2.0 – Trend Analysis Report: Water Years 2016 – 2025</b>			
Draft data analysis report	1	\$42,900	5/31/2026
Final data analysis report	1	\$10,720	6/30/2026
Stormwater Work Group and Conference Presentations	2	\$4,000	9/30/2026
Fact Sheet	1	\$3,400	9/30/2026
Task Total		\$61,020	
Project Total		\$524,847.12	

# REDMOND PAIRED WATERSHED STUDY IMPLEMENTATION: WATER YEAR 2025

In February 2014, the Washington State Department of Ecology (Ecology) approved a Citywide Watershed Management Plan (WMP) for the City of Redmond (City) that allows use of a watershed approach for implementing required stormwater best management practices (BMPs) pursuant to the Phase II municipal stormwater permit. Through the implementation of this WMP, the City will focus stormwater BMPs in a subset of priority watersheds that are moderately impacted by urbanization and therefore expected to respond more quickly to rehabilitation efforts. This provides a unique opportunity to study the effectiveness of stormwater BMPs for improving receiving water conditions on an accelerated timeframe. Recognizing this opportunity, the City is implementing the Redmond Paired Watershed Study (RPWS) to quantify improvements in receiving water conditions based on routine and continuous measurements of various hydrologic, chemical, physical, and biological indicators of stream health. This study will be implemented over an anticipated ten-year timeframe with funding from Ecology's Stormwater Action Monitoring (SAM) program.

To guide its implementation, Herrera Environmental Consultants (Herrera) developed a quality assurance project plan (QAPP) for the RPWS through a previous contract with the City. This QAPP provides detailed descriptions of the procedures that will be used for the following components of the study's experimental design:

- Hydrologic monitoring
- Water quality monitoring
- Sediment quality monitoring
- Physical habitat monitoring
- Biological monitoring

To date, the City has authorized Herrera to implement the monitoring identified in the QAPP over a period that extends from water year 2016 through the end of water year 2025 (a water year is defined as the 12-month period that extends from October 1 in any given year through September 30 of the following year). This scope of work amends this previous contract to extend the monitoring implementation through the end of WY2025. No further monitoring for the RPWS is planned beyond WY2025.

## SCOPE OF WORK

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Pursuant to this scope of work, Herrera will take the lead role for implementing all the components of the study's experimental design identified above except hydrologic monitoring; King County will lead this component of the study under a separate contract with the City.

The QAPP for the RPWS indicates trend analyses reports should also be prepared following 4, 6, 8, and 10 years of study implementation. These reports summarize the results of statistical analyses that are described in the QAPP to identify relationships between rehabilitation efforts and improving receiving water conditions. The trend analyses reports following 4 and 8 years of study implementation were prepared under previous contract amendments. The trend analysis report following 6 years of study implementation was also eliminated through a previous contract amendment; this change was made with Ecology's concurrence to reduce the overall budget for the study while allowing for a longer period of data collection before conducting analyses to identify relationships between rehabilitation efforts and improving receiving water conditions. This scope of work includes a task for preparing the trend analysis report following 10 years of study implementation.

This scope of work includes a discussion of the activities, assumptions, deliverables associated with the following tasks:

- Task 18.0 - Water Year 2025 Study Implementation
- Task 19.0 - Trend Analysis Report: Water Years 2016 - 2025

The cost by deliverable, and schedule by deliverable for work to be performed by Herrera are included in a separate payment schedule (Exhibit B).

## TASK 18.0 – WATER YEAR 2025 STUDY IMPLEMENTATION

Under this task, Herrera will implement required monitoring activities identified in the QAPP for the RPWS over water year 2025 (October 1, 2024, through September 30, 2025). This would include field measurement collection, data management and quality assurance review, and reporting. These activities are described in more detail under the following subtasks:

### Subtask 18.1 - Hydrologic Monitoring

The hydrologic monitoring component of the RPWS involves continuous flow monitoring at 12 stations. Data from the continuous flow monitoring is processed to calculate a suite of indicators for evaluating hydrologic impacts from urban development. King County is leading the implementation of the hydrologic monitoring component of the study under a separate contract with the City. Herrera's involvement will entail the post processing of data compiled by King County to generate summary statistics (e.g., antecedent dry period, flow at time of sample collection) from the flow record for storm and base flow events that were sampled for water quality under Subtask 18.2. Herrera will also coordinate with King County to summarize the

## SCOPE OF WORK

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continuous flow monitoring data for each station for presentation in the data report described in Subtask 18.6.

### Assumptions

- King County will make available continuous flow monitoring data in an electronic format for post processing by Herrera. King County will perform a quality assurance review on these data that will clearly identify any limitations to their use and interpretation.

### Deliverables

- Table with flow summary statistics for sampled storm and base flow events from 12 stations.

## Subtask 18.2- Water Quality Monitoring

The water quality monitoring component of the RPWS involves the collection of up to twelve grab samples over the water year during storm events (three each quarter) at 12 stations. In addition, up to four grab samples will be collected over the water year during base flow (one each quarter) at these stations. Each sample will be analyzed for the following indicators for evaluating water quality impacts from urban development:

- Total suspended solids
- Turbidity
- Hardness
- Dissolved organic carbon
- Fecal coliform bacteria
- Total phosphorus
- Total nitrogen
- Copper, total and dissolved
- Zinc, total and dissolved

In addition, probes will be used for continuous in-situ monitoring of temperature at all 12 stations.

## SCOPE OF WORK

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Under this subtask, Herrera will oversee the collection of grab samples during both storm and base flow events. This will include the following activities that will be performed in accordance with the QAPP for the study:

- Weather tracking and go/no go decision coordination
- Mobilization of field crews for sampling during the event
- Delivery of samples to the laboratory after the event
- Auditing of laboratory analytical results within seven days of their receipt
- Entry of the analytical results into the study's data management system
- Preparation of a data validation memorandum that will establish the usability of all the data
- Preparation of graphical and tabular summaries for the data report described in Subtask 18.6.

King County will oversee the continuous in-situ monitoring at each station under a separate contract with the City. Herrera will coordinate with King County to summarize these data in the data report described in Subtask 18.6.

### Assumptions

- Storm event sampling will be performed by two teams of two Herrera staff. Sampling for each event will be performed over an 8- hour period including travel but not including storm tracking and go/no go decision coordination. A 15 percent contingency is included to account for sampling event false starts and to allow for make-up sampling.
- Nominally, all 12 stations will be sampled during each storm event. If specific stations are not sampled because a sampling event was terminated, they will be prioritized for sampling in subsequent events to ensure the annual sampling goals established for the study are met for every station.
- Base flow event sampling will be performed by one team of two Herrera staff. Sampling for each event will be performed over a 10- hour period including travel.
- King County will provide continuous water quality monitoring data in an electronic format for review by Herrera. King County will perform a quality assurance review on these data that will clearly identify any limitations to their use and interpretation.

## SCOPE OF WORK

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- Obtaining storm event samples may not be possible during particularly dry quarters. If this should occur, efforts will be made to conduct makeup sampling in subsequent quarters to obtain twelve grab samples from each station over the water year.

### Deliverables

- Laboratory analytical results and documentation of Herrera audits from water quality sampling at 12 stations during 3 storm events and 1 base flow event per quarter; these data will be uploaded to the Environmental Information Management (EIM) database.
- Data validation memorandum.

## Subtask 18.3 - Sediment Quality Monitoring

The sediment quality monitoring component of the RPWS involves the collection of sediment samples once during the water year at 17 monitoring stations. Each sample will be analyzed for the following indicators for evaluating sediment quality impacts from urban development:

- Total organic carbon
- Copper
- Zinc
- Polycyclic aromatic hydrocarbons
- Phthalates

Under this subtask, Herrera will oversee the collection of these sediment samples. This includes the following activities that will be performed in accordance with the QAPP for the study:

- Mobilization of field crews for sampling
- Delivery of samples to the laboratory after the event
- Auditing of laboratory analytical results within seven days of their receipt
- Entry of the analytical results into the study's data management system
- Preparation of a data validation memorandum that will establish the usability of all the data
- Preparation of tabular summaries for the data report described in Subtask 18.6

## SCOPE OF WORK

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### Assumptions

- Sediment samples and the benthic macro invertebrate samples described in Subtask 18.5 will be collected during the same field visit to each station. This sample collection will be performed by one team having two Herrera staff. Collection of these samples from 3 stations will require approximately 8-hours of field time including travel.

### Deliverables

- Laboratory analytical results and documentation of Herrera audits from sediment sampling at 17 stations.
- Data validation memorandum.

## Subtask 18.4 - Physical Habitat Monitoring

Under this subtask, Herrera will conduct physical habitat monitoring for the RPWS once during the water year at 17 monitoring stations. Herrera will coordinate with Ecology's Environmental Assessment Program (EAP) for training, data management, and quality control of habitat data. At each station, the characteristic bed-form type will be recorded as a whole, and physical habitat quality indicators will be measured at 11 cross sections and one longitudinal (thalweg) profile. Pursuant to the QAPP for the study, the following indicators will be measured at each cross-section:

- Bank-full width, wetted width, and cumulative bar width
- Bank-full depth, wetted depth, substrate class and embeddedness
- Fish cover
- Riparian shading
- Riparian vegetation structure

The following indicators will be measured along the thalweg profile:

- Thalweg depth and the presence of bars and/or edge pools
- Main channel slope and bearing
- Large woody debris tally, including notation of diameter, length, category, zone, and key-pieces

Upon completion of field work, physical habitat monitoring data will be uploaded to the EIM. Based on post processing of these data within this system, Ecology will provide a suite of

## SCOPE OF WORK

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indicators for assessing physical habitat quality that are consistent with those being used for the broader SAM program. Herrera will summarize these indicators for presentation in the data report described in Subtask 18.6.

### Assumptions

- Two Herrera staff will participate in an Ecology sponsored 2-day training session on the physical habitat monitoring protocols developed for the SAM program. These staff will coordinate an additional 1-day training session for two additional Herrera staff that will be involved in the monitoring.
- Physical habitat monitoring will be performed by two teams having two Herrera staff. Physical habitat monitoring at each station will require approximately 8-hours of field time including travel.
- Data from the physical habitat monitoring will be recorded on custom forms while in the field. The custom forms will be reviewed in the field upon completion of the monitoring at each station to ensure all required data have been collected. In an office setting, data from the custom forms will then be transferred to the electronic field data collection software that has been developed by Ecology to ensure completeness in field data collection and facilitate upload of these data to Ecology's Watershed Health database in the EIM. Ecology's Environmental Assessment Program (EAP) will perform quality assurance review of the compiled physical habitat monitoring data and calculate metrics for assessing physical habitat conditions using scripts that have been developed to work with the Watershed Health database in the EIM. Costs for EAP's support for these activities are not included in the cost proposal for this scope of work.
- A delay of approximately 6 to 8 months can be expected for obtaining processed indicators for assessing physical habitat conditions from EAP via the Watershed Health database in the EIM system.

### Deliverables

- Results from physical habitat monitoring at 17 stations that are uploaded to Watershed Health database in the EIM.

## Subtask 18.5 - Biological Monitoring

Under this subtask, Herrera will conduct biological monitoring for the RPWS once during the water year at 17 stations. Pursuant to the QAPP for the study, this entails the collection of a composite sample of benthic macro invertebrates from specific locations along the cross-sections for physical habitat monitoring. These samples will be submitted to an analytical laboratory where they will be processed to compute the following indicators for use in evaluating stream health:

## SCOPE OF WORK

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- Benthic Index of Biotic Integrity
- Taxa Richness
- Ephemeroptera Richness
- Plecoptera Richness
- Trichoptera Richness Clinger Percent
- Long-Lived Richness
- Intolerant Richness
- Percent Dominant
- Predator Percent
- Tolerant Percent

### Assumptions

- Benthic macro invertebrate samples and the sediment samples described in Subtask 18.3 will be collected during the same field visit to each station. This sample collection will be performed by one team having two Herrera staff. Collection of these samples from 3 stations will require approximately 8-hours of field time including travel.
- A delay of approximately 6 to 8 months can be expected for obtaining processed indicators for evaluating stream health from the analytical laboratory.

### Deliverables

- Laboratory results from macroinvertebrate sample analysis for 17 stations entered into the Puget Sound Stream Benthos database.

## Subtask 18.6- Water Year Data Summary Report

Herrera will prepare a data summary report with tabular and/or graphical summaries of all data that were collected over the water year in connection with the following monitoring components of the RPWS: hydrologic, water quality, sediment quality, physical habitat, and biological. This report will provide a detailed description of any quality assurance issues associated with these data based on results from audits and data validation memoranda. Any corrective actions that were undertaken to address quality assurance issues will also be described. Finally, this report will document all rehabilitation efforts that have occurred in the Application watersheds over the previous year. Included will be detailed information on the

## SCOPE OF WORK

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design and operational status of structural stormwater controls and the frequency and geographic extent of nonstructural stormwater control implementation.

Herrera will collaborate with King County to prepare a preliminary draft of the data summary report for review by the City. Based on comments received from the City, Herrera will then prepare a revised draft for review by Ecology and the technical advisory committee (TAC) that has been established for the study (see Subtask 18.7). Herrera will then prepare a finalized version of the report based on comments received.

### Deliverables

- Preliminary draft data summary report.
- Draft data summary report.
- Final data summary report.

## Subtask 18.7 -Technical Advisory Committee Coordination

The TAC for this study includes representation from the following agencies: City of Redmond, City of Kirkland, City of Seattle, King County, US Geological Survey, and Ecology. Under this subtask, Herrera will coordinate and participate in up to two meetings to obtain input from the committee on technical issues related to the study over water year 2025. It is anticipated that one of these meetings may occur after the release of the data report from Subtask 18.6 to review and discuss the monitoring results from the water year. Contingency budget is also provided for a second, optional meeting to address unforeseen issues that may arise during implementation of the RPWS over the water year.

### Assumptions

- Technical advisory committee meetings will last 2-hours and be attended by up to 3 Herrera staff.

### Deliverables

- Meeting notes documenting discussion items and consensus decisions from the technical advisory committee.

## Subtask 18.8 - Project Management

Herrera will be responsible for ongoing contract administration of this project, including preparing invoices and progress reports, as well as coordination of all work efforts with the designated City point of contact and the Project Team. The Herrera project manager (John Lenth) will have phone and e-mail contact with the City on an as-needed basis.

## SCOPE OF WORK

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### Deliverables

- Monthly invoices and progress reports.

## TASK 19.0 – TREND ANALYSIS REPORT: WATER YEARS 2016 - 2025

Following completion of required monitoring for water year 2025 and preparation of the associated data summary report, Herrera will prepare a trend analysis report covering data collected over 10 years of study implementation (water years 2016 – 2025). This report will summarize results from statistical analyses performed to detect improving or degrading trends in receiving water conditions in the seven watersheds that are the focus of monitoring efforts for the RPWS. A detailed discussion of these trends will be provided with a specific emphasis on relationships between trends and rehabilitation efforts in the Application watersheds relative to trends in the Reference and Control watersheds. A summary of major conclusions from these analyses will also be provided.

Statistical analyses will follow procedures that are described in the QAPP and documented in minutes from the TAC meeting that occurred on July 29, 2019. The following specific procedures will be performed in connection with these analyses:

- Correlation analyses to detect trends over time in water and sediment pollutant concentration data and computed indicators from hydrologic and biological monitoring.
- Computation of annual mass load estimates from data for a subset of parameters from water quality monitoring; correlation analyses would then be performed on these estimates to detect trends over time.
- Comparisons of data from physical habitat monitoring to reference conditions from Puget Sound lowland ecoregion streams.

Herrera will collaborate with King County to prepare a preliminary draft of the trend analysis report for review by the City. Based on comments received from the City, Herrera will then prepare a revised draft for review by Ecology and the TAC that has been established for the study. Herrera will then prepare a finalized version of the report based on comments received.

Herrera will create two (2) presentations that summarize major findings from the trend analysis report and the RPWS more broadly for permittees and stakeholders. One of these presentations will be made to the Stormwater Work Group. The other can be made at a conference with a stormwater and regional focus (e.g. MuniCon), upon agreement with the City and Ecology (SAM Coordinator). Herrera will also create a SAM factsheet for distribution on the SAM website.

## SCOPE OF WORK

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### Assumptions

- Comments on the draft and revised draft trend analysis reports will be provided using a standardized template to be provided by Herrera.

### Deliverables

- Preliminary draft trend analysis report.
- Draft trend analysis report.
- Final trend analysis report.
- Two presentations on study design and findings to date.
- SAM factsheet on project findings to date.

**EXHIBIT B: PAYMENT SCHEDULE**  
**Redmond Paired Basin Retrofit Effectiveness monitoring Implementation - Water Year 2025**

Task/Deliverable	Target Completion Date	Quantity	Unit Cost	Total by Deliverable
<b>Task 18.0 – Water Year 2025 Study Implementation</b>				
<i>Subtask 18.1 – Hydrologic Monitoring</i>				
Table with flow summary statistics for sampled storm and base flow events from 12 stations	Mar 2026	1	\$ 9,300	\$ 9,300
<i>Subtask Total</i>				\$ 9,300
<i>Subtask 18.2 – Water Quality Monitoring</i>				
Laboratory analytical results and documentation of Herrera audits for 12 stations x 16 sampling events		16	\$ 9,230	\$ 147,680
Data validation memorandum	Mar 2026	1	\$ 16,400	\$ 16,400
<i>Subtask Total</i>				\$ 164,080
<i>Subtask 18.3 – Sediment Quality Monitoring</i>				
Laboratory analytical results and documentation of Herrera audits for 17 stations		1	\$ 20,300	\$ 20,300
Data validation memorandum	Mar 2026	1	\$ 5,080	\$ 5,080
<i>Subtask Total</i>				\$ 25,380
<i>Subtask 18.4 – Physical Habitat Monitoring</i>				
Results from physical habitat monitoring at 17 stations	Mar 2026	1	\$ 72,900	\$ 72,900
<i>Subtask Total</i>				\$ 72,900
<i>Subtask 18.5 – Biological Monitoring</i>				
Laboratory results from macroinvertebrate sample analysis for 17 stations	Mar 2026	1	\$ 17,100	\$ 17,100
<i>Subtask Total</i>				\$ 17,100
<i>Subtask 18.6 – Water Year Data Summary Report</i>				
Preliminary Draft / Draft data summary report	May 2026	1	\$ 25,900	\$ 25,900
Final data summary report	Jun 2026	1	\$ 6,480	\$ 6,480
<i>Subtask Total</i>				\$ 32,380
<i>Subtask 18.7 – Technical Advisory Committee Coordination</i>				
Meeting notes documenting discussion items and consensus decisions	Apr 2026	2	\$ 2,150	\$ 4,300
<i>Subtask Total</i>				\$ 4,300
<i>Subtask 18.8 – Project Management</i>				
Monthly invoices and progress reports	Sep 2025	12	\$ 3,180	\$ 38,160
<i>Subtask Total</i>				\$ 38,160
<b>Task Total</b>				<b>\$ 363,600</b>

EXHIBIT B: PAYMENT SCHEDULE

Redmond Paired Basin Retrofit Effectiveness monitoring Implementation - Water Year 2025

Task/Deliverable	Target Completion Date	Quantity	Unit Cost	Total by Deliverable
<b>Task 19.0 – Trend Analysis Report: Water Years 2016 - 2025</b>				
Preliminary Draft / Draft data analysis report	May 2026	1	\$ 42,900	\$ 42,900
Final data analysis report	Jun 2026	1	\$ 10,720	\$ 10,720
Stormwater Work Group and Conference Presentation	Jul - Sep 2026	2	\$ 2,000	\$ 4,000
Fact Sheet	Sep 2026	1	\$ 3,400	\$ 3,400
<b>Task Total</b>				\$ 61,020
<b>Project Total</b>				\$ 424,620

## **Scope of Work**

### **Paired Basin Retrofit Effectiveness Monitoring Study – Phase VI**

#### **Background/Description**

In 2015, the Washington Department of Ecology awarded to City of Redmond a Regional Stormwater Monitoring Program (RSMP) stormwater effectiveness grant for Phase I of the Redmond Paired Basin Study (“Project”). This study is designed to monitor changes in receiving waters before and after construction of stormwater retrofit projects, stream restoration projects, and targeted stormwater program application within watersheds in Redmond and King County (including Evans Creek 108). Phases II, III, IV, and V have been completed to continue monitoring through to September, 2024. King County conducts flow and limited water quality monitoring for this project and expert support for data analysis. Phase VI will include monitoring through September 30<sup>th</sup>, 2025, and expert support for data analysis through December 31<sup>st</sup>, 2026.

Under the attached interagency agreement (IAA) and this scope of work, King County Water and Land Resources Division (“WLRD”) will provide to Redmond services to support completion of the Project, per the tasks as outlined below. The completion target date for the Project and tasks to be performed by WLRD is **December 31<sup>st</sup>, 2026**.

#### **Overview of Tasks**

WLRD will provide continuous gaging services for flow and water quality in six watersheds for the duration of the Project. WLRD will participate in meetings as needed for troubleshooting and Project Team coordination and administer the Project in accordance with this Scope of Work.

#### **Task 1: Monitoring and Maintenance**

WLRD gaging specialists (Bliss, Grant, or Smith) will maintain and replace flow and water quality monitoring equipment and maintain equipment to ensure proper operation. Equipment required for maintenance and replacement includes but is not limited to batteries, solar panels, data logger hardware, temperature probes and data transfer services. Monitoring data will be telemetered where cell phone coverage is available and the installation feasible. Telemetered data will be automatically processed and available for download on King County’s Hydrological Information Center (HIC) website, a public website. Non-telemetered data will be processed within seven days after download, and then will be available for download on the HIC website. WLRD will prepare an electronic data file annually of all project data for the City of Redmond upon request. At the completion of water year 2025, the gaging specialists will de-mobilize all equipment that had been installed and maintained pursuant to this project.

#### **Deliverables:**

1. Posting of telemetered data on HIC (continual)
2. Posting of non-telemetered data on HIC will occur every 5 weeks
3. Electronic data file of monitoring data provided by February 28<sup>th</sup>, 2025 for the 2024 calendar year.
4. Electronic data file of monitoring data provided by January 31<sup>st</sup>, 2026 for the 2025 water year.

**Timeline**

From October 1, 2024, through September 30, 2025

**Task 2: Data Quality Assurance**

WLRD gaging specialist will regularly review flow and water quality monitoring data for quality assurance (QA) purposes and conduct an annual QA review of monitoring data. Regular review of telemetered data will include a daily (work week) check that the station is transmitting reasonable data. After each site visit, the result of the discharge measurement will be plotted and the rating curve verified. Observations of water level and water quality will be compared to the recorded values. Annual QA review includes: an examination of the continuous record for completeness; charting average, maximum and minimum daily values; comparison with a nearby station; review of discharge measurements, review of rating curve and data workup.

**Deliverables:**

1. Annual QA reports will be provided as follows:
  - Water year through calendar year 2024 (10/1/2023 – 12/31/2024) by 2/28/2025
  - Water year 2025 (10/1/2024 – 9/30/2025) by 1/31/2026

**Timeline**

From October 1, 2024, through January 31st, 2026

**Task 3: TAC input**

The WLRD gaging specialist (Bliss, Grant, or Smith) and Agreement Administrator (Bliss) will attend up to three meetings a year for troubleshooting and/or project status reports. Jeff Burkey and Kate Macneale will attend two meetings per year on analytical strategy in 2025. Meetings will be up to two hours in length. All four staff will also review the annual water year (2024, 2025) project data reports, and the 2016-2025 Trend Analysis Report by Herrera.

**Deliverables:**

1. Meeting participation
2. Review comments

**Timeline:** Duration of services

**Task 4: Project Management**

The Agreement Administrator (Bliss) will act as Project Manager for services to be provided pursuant to this Scope of Work. Task 4 includes coordination of WLRD and other King County staff, budget management, progress reports (annual end-of-year 2024, 2025, and 2026) and participation in Project Team meetings for troubleshooting and status check purposes.

**Deliverables:**

1. Annual progress reports for prior calendar year will be provided by January 31<sup>st</sup> (end-of-year 2024, end-of-year 2025 and end-of-year 2026)

**Timeline:** Duration of Project

### King County Budget by Task

Task 1 - Monitoring and Maintenance	\$70,908.60
Task 2 - Data QA	\$15,463.80
Task 3 - TAC input	\$11,980.32
Task 4 - Project Administration	\$1,874.40
<b>TOTAL</b>	<b>\$100,227.12</b>

### King County Budget by Hours

Year	Task #	Task	Bliss	Macneale	Burkey	Subtotal
			\$115.36/ hr	\$139.80/hr	\$157.40 /hr	
2024-2025	Task 1	Monitoring and Maintenance	440	0	0	\$50,758.40
2025	Task 1	Monitoring and Maintenance	70			\$8,075.20
2025	Task 2	Data QAQC	66	0	0	\$7,613.76
2025	Task 3	TAC input	16	8	8	\$4,223.36
2025	Task 4	Project Admin	8	0	0	\$922.88
<i>2025 Subtotal</i>			600	8	8	\$71,593.60
			Bliss	Macneale	Burkey	
			\$118.94/ hr	\$144.13/hr	\$162.27 /hr	
2026	Task 2	Data QAQC	66	0	0	\$7,850.04
2026	Task 3	TAC input	24	16	16	\$7,756.96
2026	Task 4	Project Admin	8	0	0	\$951.52
<i>2026 Subtotal</i>			98	8	8	\$16,558.52
<b>Labor subtotal</b>			<b>698</b>	<b>16</b>	<b>16</b>	<b>\$88,152.12</b>
<b>Equipment</b>						<b>\$12,075.00</b>
<b>Total</b>						<b>\$100,227.12</b>



Memorandum

Date: 9/3/2024  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-402  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Mike Haley	Project Manager
Public Works	Matt Stefansson	Utility Engineer
Public Works	Steve Gibbs	Capital Projects Division Manager
Public Works	Vangie Garcia	Deputy Public Works Director

TITLE:

Approve Consultant Agreement with BHC Consultants for the Lift Station Equipment Upgrades Phase 2

OVERVIEW STATEMENT:

The Lift Station Equipment Upgrades Project will replace obsolete wastewater pumps that are beginning to fail at lift stations 17, 51, 52, and 53. The project scope includes selecting and procuring replacement pumps for stations 17 and 51, final design development and preparation of bid documents for pump installation for lift stations 17 and 51 and the pumps previously procured for lift stations 52 and 53.

This consultant agreement with BHC Consultants in the amount of \$374,770 is for design services for the Lift Station Equipment Upgrades Phase 2 (Project No. 2408). Future supplemental agreements will be for the construction phase and may include construction engineering support, construction management, inspection, and special inspection services.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
Community Strategic Plan - Objective #1: Invest in infrastructure preservation and replacement across the City to maintain the current level of service, the reliability of capital assets, and provide timely and cost-effective replacement.
- **Required:**

Council approval is required to award an architectural and engineering services agreement that exceeds \$50,000 (2018 City Resolution 1503)

- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

Approving this action keeps the City on the path to completing Lift Station Upgrades Phase 2 Project, which will reduce the risk of failure, improve the safety and reliability of the wastewater lift station system, and ensure stations have equipment that meets industry standard with readily available parts.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
\$374,770

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
CIP

**Budget Priority:**  
Healthy and Sustainable

**Other budget impacts or additional costs:**       Yes       No       N/A

**If yes, explain:**  
N/A

**Funding source(s):**  
Wastewater CIP

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached.**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
9/17/2024	Business Meeting	Approve

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

Not approving agreement will result in delaying project design, increasing the cost to complete the project.

**ATTACHMENTS:**

Attachment A: Lift Station Equipment Upgrades Phase 2 Project Information Sheet

Attachment B: Consultant Agreement



# CIP Project Information Sheet

**Project Name:** Lift Station Equipment Upgrades Phase 2

**Project Status:** Existing

**Functional Area(s):** Wastewater

**Relevant Plan(s):** General Wastewater Plan, Utilities Strategic Plan

**Neighborhood:** Citywide - Multiple

**Time Frame:** 2024-2027

**Budget Priority:** Healthy and Sustainable

**Citywide Rank:** 22

**Functional Area Priority:** High

**Location:** Citywide at one location and three locations on Novelty Hill.

**Description:**

Replace pumps and associated equipment at wastewater lift stations 51, 52, 53, and 17

**Anticipated Outcomes:** *Primary:* Rehabilitation *Secondary:*

Update equipment in multiple lift stations to reduce risk of failure and improve ability to restore function of stations. Pumps and associated equipment will meet industry standard, and have parts readily available.

**Request:** *Primary Reason(s):*

Project approved in the 2023-2028 CIP budget process.

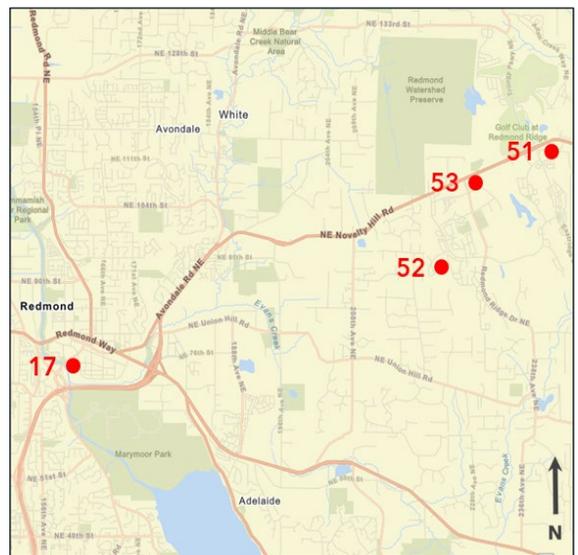
Budget:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Original Budget			\$107,925	\$222,265	\$542,695	\$135,674			\$1,008,559
Approved Changes									
<b>Current Approved Budget</b>			<b>\$107,925</b>	<b>\$222,265</b>	<b>\$542,695</b>	<b>\$135,674</b>			<b>\$1,008,559</b>
<b>Proposed New Budget</b>			<b>\$524,915</b>	<b>\$1,109,257</b>	<b>\$630,873</b>	<b>\$658,492</b>	<b>\$603,145</b>		<b>\$3,526,682</b>
Proposed changes due to	Scope Change		X Schedule Change		X Budget Change				

Project Phasing:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Preliminary Design (0-30%)			\$156,074						\$156,074
Right of Way			\$40,020						\$40,020
Design (31-100%)			\$223,838	\$249,915	\$106,267	\$44,278			\$624,298
Construction				\$637,491	\$398,432	\$482,516	\$482,516		\$2,000,955
Contingency			\$104,983	\$221,851	\$126,174	\$131,698	\$120,629		\$705,335
<b>Total</b>			<b>\$524,915</b>	<b>\$1,109,257</b>	<b>\$630,873</b>	<b>\$658,492</b>	<b>\$603,145</b>		<b>\$3,526,682</b>

Estimated M&O Impacts:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Cost									

Explanation: This project replaces an existing asset, reducing risk of failure, with no increase in maintenance cost.

Proposed Funding Sources:	Prior	2023-2028	Future	Total
Wastewater CIP		\$3,526,682		\$3,526,682
<b>Total</b>		<b>\$3,526,682</b>		<b>\$3,526,682</b>



23456789#####

# Local Agency A&E Professional Services Negotiated Hourly Rate Consultant Agreement

Agreement Number: \_\_\_\_\_

Firm/Organization Legal Name (do not use dba's):		
Address	Federal Aid Number	
UBI Number	Federal TIN	
Execution Date	Completion Date	
1099 Form Required <input type="checkbox"/> Yes <input type="checkbox"/> No	Federal Participation <input type="checkbox"/> Yes <input type="checkbox"/> No	
Project Title		
Description of Work		
<input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes <input type="checkbox"/> Yes	<input type="checkbox"/> No DBE Participation <input type="checkbox"/> No MBE Participation <input type="checkbox"/> No WBE Participation <input type="checkbox"/> No SBE Participation	Maximum Amount Payable:

## Index of Exhibits

- Exhibit A      Scope of Work
- ~~Exhibit B      DBE Participation~~
- Exhibit C      Preparation and Delivery of Electronic Engineering and Other Data
- Exhibit D      Prime Consultant Cost Computations
- ~~Exhibit E      Sub-consultant Cost Computations~~
- Exhibit F      Title VI Assurances
- Exhibit G      Certification Documents
- ~~Exhibit H      Liability Insurance Increase~~
- Exhibit I      Alleged Consultant Design Error Procedures
- Exhibit J      Consultant Claim Procedures

THIS AGREEMENT, made and entered into as shown in the “Execution Date” box on page one (1) of this AGREEMENT, between the \_\_\_\_\_, hereinafter called the “AGENCY,” and the “Firm / Organization Name” referenced on page one (1) of this AGREEMENT, hereinafter called the “CONSULTANT.”

WHEREAS, the AGENCY desires to accomplish the work referenced in “Description of Work” on page one (1) of this AGREEMENT and hereafter called the “SERVICES;” and does not have sufficient staff to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary SERVICES; and

WHEREAS, the CONSULTANT represents that they comply with the Washington State Statutes relating to professional registration, if applicable, and has signified a willingness to furnish consulting services to the AGENCY.

NOW, THEREFORE, in consideration of the terms, conditions, covenants, and performance contained herein, or attached and incorporated and made a part hereof, the parties hereto agree as follows:

## **I. General Description of Work**

The work under this AGREEMENT shall consist of the above-described SERVICES as herein defined, and necessary to accomplish the completed work for this project. The CONSULTANT shall furnish all services, labor, and related equipment and, if applicable, sub-consultants and subcontractors necessary to conduct and complete the SERVICES as designated elsewhere in this AGREEMENT.

## **II. General Scope of Work**

The Scope of Work and projected level of effort required for these SERVICES is described in Exhibit “A” attached hereto and by this reference made a part of this AGREEMENT. The General Scope of Work was developed utilizing performance based contracting methodologies.

## **III. General Requirements**

All aspects of coordination of the work of this AGREEMENT with outside agencies, groups, or individuals shall receive advance approval by the AGENCY. Necessary contacts and meetings with agencies, groups, and/or individuals shall be coordinated through the AGENCY. The CONSULTANT shall attend coordination, progress, and presentation meetings with the AGENCY and/or such State, Federal, Community, City, or County officials, groups or individuals as may be requested by the AGENCY. The AGENCY will provide the CONSULTANT sufficient notice prior to meetings requiring CONSULTANT participation. The minimum required hours or days’ notice shall be agreed to between the AGENCY and the CONSULTANT and shown in Exhibit “A.”

The CONSULTANT shall prepare a monthly progress report, in a form approved by the AGENCY, which will outline in written and graphical form the various phases and the order of performance of the SERVICES in sufficient detail so that the progress of the SERVICES can easily be evaluated.

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations, and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

Participation for Disadvantaged Business Enterprises (DBE) or Small Business Enterprises (SBE), if required, per 49 CFR Part 26, shall be shown on the heading of this AGREEMENT. If DBE firms are utilized at the commencement of this AGREEMENT, the amounts authorized to each firm and their certification number will be shown on Exhibit “B” attached hereto and by this reference made part of this AGREEMENT. If the Prime CONSULTANT is, a DBE certified firm they must comply with the Commercial Useful Function (CUF) regulation outlined in the AGENCY’s “DBE Program Participation Plan” and perform a minimum of 30% of the total amount of this AGREEMENT. It is recommended, but not required, that non-DBE Prime CONSULTANTS perform a minimum of 30% of the total amount of this AGREEMENT.

In the absence of a mandatory DBE goal, a voluntary SBE goal amount of ten percent of the Consultant Agreement is established. The Consultant shall develop a SBE Participation Plan prior to commencing work. Although the goal is voluntary, the outreach efforts to provide SBE maximum practicable opportunities are not.

The CONSULTANT, on a monthly basis, shall enter the amounts paid to all firms (including Prime) involved with this AGREEMENT into the [wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com) program. Payment information shall identify any DBE Participation.

All Reports, PS&E materials, and other data furnished to the CONSULTANT by the AGENCY shall be returned. All electronic files, prepared by the CONSULTANT, must meet the requirements as outlined in Exhibit “C – Preparation and Delivery of Electronic Engineering and other Data.”

All designs, drawings, specifications, documents, and other work products, including all electronic files, prepared by the CONSULTANT prior to completion or termination of this AGREEMENT are instruments of service for these SERVICES, and are the property of the AGENCY. Reuse by the AGENCY or by others, acting through or on behalf of the AGENCY of any such instruments of service, not occurring, as a part of this SERVICE, shall be without liability or legal exposure to the CONSULTANT.

Any and all notices or requests required under this AGREEMENT shall be made in writing and sent to the other party by (i) certified mail, return receipt requested, or (ii) by email or facsimile, to the address set forth below:

If to AGENCY:

Name:  
Agency:  
Address:  
City: State: Zip:  
Email:  
Phone:  
Facsimile:

If to CONSULTANT:

Name:  
Agency:  
Address:  
City: State: Zip:  
Email:  
Phone:  
Facsimile:

#### **IV. Time for Beginning and Completion**

The CONSULTANT shall not begin any work under the terms of this AGREEMENT until authorized in writing by the AGENCY. All work under this AGREEMENT shall conform to the criteria agreed upon detailed in the AGREEMENT documents. These SERVICES must be completed by the date shown in the heading of this AGREEMENT titled “Completion Date.”

The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the AGENCY in the event of a delay attributable to the AGENCY, or because of unavoidable delays caused by an act of GOD, governmental actions, or other conditions beyond the control of the CONSULTANT. A prior supplemental AGREEMENT issued by the AGENCY is required to extend the established completion time.

## V. Payment Provisions

The CONSULTANT shall be paid by the AGENCY for completed SERVICES rendered under this AGREEMENT as provided hereinafter. Such payment shall be full compensation for SERVICES performed or SERVICES rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete SERVICES. The CONSULTANT shall conform to all applicable portions of 48 CFR Part 31 ([www.ecfr.gov](http://www.ecfr.gov)).

- A. Hourly Rates: Hourly rates are comprised of the following elements - Direct (Raw) Labor, Indirect Cost Rate, and Fee (Profit). The CONSULTANT shall be paid by the AGENCY for work done, based upon the negotiated hourly rates shown in Exhibits "D" and "E" attached hereto and by reference made part of this AGREEMENT. These negotiated hourly rates will be accepted based on a review of the CONSULTANT's direct labor rates and indirect cost rate computations and agreed upon fee. The accepted negotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. The initially accepted negotiated rates shall be applicable from the approval date, as memorialized in a final written acknowledgment, to 180 days following the CONSULTANT's fiscal year end (FYE) date.

The direct (raw) labor rates and classifications, as shown on Exhibits "D" and "E" shall be subject to renegotiations for each subsequent twelve (12) month period (180 days following FYE date to 180 days following FYE date) upon written request of the CONSULTANT or the AGENCY. The written request must be made to the other party within ninety (90) days following the CONSULTANT's FYE date. If no such written request is made, the current direct (raw) labor rates and classifications as shown on Exhibits "D" and "E" will remain in effect for the twelve (12) month period.

Conversely, if a timely request is made in the manner set forth above, the parties will commence negotiations to determine the new direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period. Any agreed to renegotiated rates shall be memorialized in a final written acknowledgment between the parties. Such final written acknowledgment shall be incorporated into, and become a part of, this AGREEMENT. If requested, the CONSULTANT shall provide current payroll register and classifications to aid in negotiations. If the parties cannot reach an agreement on the direct (raw) labor rates and classifications, the AGENCY shall perform an audit of the CONSULTANT's books and records to determine the CONSULTANT's actual costs. The audit findings will establish the direct (raw) labor rates and classifications that will be applicable for the twelve (12) month period.

The fee as identified in Exhibits "D" and "E" shall represent a value to be applied throughout the life of the AGREEMENT.

The CONSULTANT shall submit annually to the AGENCY an updated indirect cost rate within 180 days of the close of its fiscal year. An approved updated indirect cost rate shall be included in the current fiscal year rate under this AGREEMENT, even if/when other components of the hourly rate are not renegotiated. These rates will be applicable for the twelve (12) month period. At the AGENCY's option, a provisional and/or conditional indirect cost rate may be negotiated. This provisional or conditional indirect rate shall remain in effect until the updated indirect cost rate is completed and approved. Indirect cost rate costs incurred during the provisional or conditional period will not be adjusted. The CONSULTANT may request an extension of the last approved indirect cost rate for the twelve (12) month period. These requests for provisional indirect cost rate and/or extension will be considered on a case-by-case basis, and if granted, will be memorialized in a final written acknowledgment.

The CONSULTANT shall maintain and have accessible support data for verification of the components of the hourly rates, i.e., direct (raw) labor, indirect cost rate, and fee (profit) percentage. The CONSULTANT shall bill each employee's actual classification, and actual salary plus indirect cost rate plus fee.

- A. Direct Non-Salary Costs: Direct Non-Salary Costs will be reimbursed at the actual cost to the CONSULTANT. These charges may include, but are not limited to, the following items: travel, printing, long distance telephone, supplies, computer charges, and fees of sub-consultants. Air or train travel will be reimbursed only to lowest price available, unless otherwise approved by the AGENCY. The CONSULTANT shall comply with the rules and regulations regarding travel costs (excluding air, train, and rental car costs) in accordance with the WSDOT's Accounting Manual M 13-82, Chapter 10 – Travel Rules and Procedures, and all revisions thereto. Air, train, and rental card costs shall be reimbursed in accordance with 48 Code of Federal Regulations (CFR) Part 31.205-46 "Travel Costs." The billing for Direct Non-salary Costs shall include an itemized listing of the charges directly identifiable with these SERVICES. The CONSULTANT shall maintain the original supporting documents in their office. Copies of the original supporting documents shall be supplied to the STATE upon request. All above charges must be necessary for the SERVICES provided under this AGREEMENT.
- B. Maximum Amount Payable: The Maximum Amount Payable by the AGENCY to the CONSULTANT under this AGREEMENT shall not exceed the amount shown in the heading of this AGREEMENT on page one (1.) The Maximum Amount Payable does not include payment for extra work as stipulated in section XIII, "Extra Work." No minimum amount payable is guaranteed under this AGREEMENT.
- C. Monthly Progress Payments: Progress payments may be claimed on a monthly basis for all costs authorized in A and B above. Detailed statements shall support the monthly billings for hours expended at the rates established in Exhibit "D," including names and classifications of all employees, and billings for all direct non-salary expenses. To provide a means of verifying the billed salary costs for the CONSULTANT's employees, the AGENCY may conduct employee interviews. These interviews may consist of recording the names, titles, salary rates, and present duties of those employees performing work on the SERVICES at the time of the interview.
- D. Final Payment: Final Payment of any balance due the CONSULTANT of the gross amount earned will be made promptly upon its verification by the AGENCY after the completion of the SERVICES under this AGREEMENT, contingent upon receipt of all PS&E, plans, maps, notes, reports, electronic data, and other related documents, which are required to be furnished under this AGREEMENT. Acceptance of such Final Payment by the CONSULTANT shall constitute a release of all claims for payment, which the CONSULTANT may have against the AGENCY unless such claims are specifically reserved in writing and transmitted to the AGENCY by the CONSULTANT prior to its acceptance. Said Final Payment shall not, however, be a bar to any claims that the AGENCY may have against the CONSULTANT or to any remedies the AGENCY may pursue with respect to such claims.

The payment of any billing will not constitute agreement as to the appropriateness of any item and at the time of final audit all required adjustments will be made and reflected in a final payment. In the event that such final audit reveals an overpayment to the CONSULTANT, the CONSULTANT will refund such overpayment to the AGENCY within thirty (30) calendar days of notice of the overpayment. Such refund shall not constitute a waiver by the CONSULTANT for any claims relating to the validity of a finding by the AGENCY of overpayment. Per WSDOT's "Audit Guide for Consultants," Chapter 23 "Resolution Procedures," the CONSULTANT has twenty (20) working days after receipt of the final Post Audit to begin the appeal process to the AGENCY for audit findings

E. Inspection of Cost Records: The CONSULTANT and their sub-consultants shall keep available for inspection by representatives of the AGENCY and the United States, for a period of six (6) years after receipt of final payment, the cost records and accounts pertaining to this AGREEMENT and all items related to or bearing upon these records with the following exception: if any litigation, claim or audit arising out of, in connection with, or related to this AGREEMENT is initiated before the expiration of the six (6) year period, the cost records and accounts shall be retained until such litigation, claim, or audit involving the records is completed. An interim or post audit may be performed on this AGREEMENT. The audit, if any, will be performed by the State Auditor, WSDOT's Internal Audit Office and /or at the request of the AGENCY's Project Manager.

## **VI. Sub-Contracting**

The AGENCY permits subcontracts for those items of SERVICES as shown in Exhibit "A" attached hereto and by this reference made part of this AGREEMENT.

The CONSULTANT shall not subcontract for the performance of any SERVICE under this AGREEMENT without prior written permission of the AGENCY. No permission for subcontracting shall create, between the AGENCY and sub-consultant, any contract or any other relationship.

Compensation for this sub-consultant SERVICES shall be based on the cost factors shown on Exhibit "E" attached hereto and by this reference made part of this AGREEMENT.

The SERVICES of the sub-consultant shall not exceed its maximum amount payable identified in each sub consultant cost estimate unless a prior written approval has been issued by the AGENCY.

All reimbursable direct labor, indirect cost rate, direct non-salary costs and fee costs for the sub-consultant shall be negotiated and substantiated in accordance with section V "Payment Provisions" herein and shall be memorialized in a final written acknowledgment between the parties

All subcontracts shall contain all applicable provisions of this AGREEMENT, and the CONSULTANT shall require each sub-consultant or subcontractor, of any tier, to abide by the terms and conditions of this AGREEMENT. With respect to sub-consultant payment, the CONSULTANT shall comply with all applicable sections of the STATE's Prompt Payment laws as set forth in RCW 39.04.250 and RCW 39.76.011.

The CONSULTANT, sub-recipient, or sub-consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this AGREEMENT. The CONSULTANT shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts. Failure by the CONSULTANT to carry out these requirements is a material breach of this AGREEMENT, which may result in the termination of this AGREEMENT or such other remedy as the recipient deems appropriate.

## **VII. Employment and Organizational Conflict of Interest**

The CONSULTANT warrants that they have not employed or retained any company or person, other than a bona fide employee working solely for the CONSULTANT, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the CONSULTANT, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warrant, the AGENCY shall have the right to annul this AGREEMENT without liability or, in its discretion, to deduct from this AGREEMENT price or consideration or otherwise recover the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

Any and all employees of the CONSULTANT or other persons while engaged in the performance of any work or services required of the CONSULTANT under this AGREEMENT, shall be considered employees of the CONSULTANT only and not of the AGENCY, and any and all claims that may arise under any Workmen's Compensation Act on behalf of said employees or other persons while so engaged, and any and all claims made by a third party as a consequence of any act or omission on the part of the CONSULTANT's employees or other persons while so engaged on any of the work or services provided to be rendered herein, shall be the sole obligation and responsibility of the CONSULTANT.

The CONSULTANT shall not engage, on a full- or part-time basis, or other basis, during the period of this AGREEMENT, any professional or technical personnel who are, or have been, at any time during the period of this AGREEMENT, in the employ of the United States Department of Transportation or the AGENCY, except regularly retired employees, without written consent of the public employer of such person if he/she will be working on this AGREEMENT for the CONSULTANT.

Agreement Number:

## VIII. Nondiscrimination

During the performance of this AGREEMENT, the CONSULTANT, for itself, its assignees, sub-consultants, subcontractors and successors in interest, agrees to comply with the following laws and regulations:

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. Chapter 21 Subchapter V § 2000d through 2000d-4a)
- Federal-aid Highway Act of 1973 (23 U.S.C. Chapter 3 § 324)
- Rehabilitation Act of 1973 (29 U.S.C. Chapter 16 Subchapter V § 794)
- Age Discrimination Act of 1975 (42 U.S.C. Chapter 76 § 6101 *et. seq.*)
- Civil Rights Restoration Act of 1987 (Public Law 100-259)
- American with Disabilities Act of 1990 (42 U.S.C. Chapter 126 § 12101 *et. seq.*)
- 23 CFR Part 200
- 49 CFR Part 21
- 49 CFR Part 26
- RCW 49.60.180

In relation to Title VI of the Civil Rights Act of 1964, the CONSULTANT is bound by the provisions of Exhibit “F” attached hereto and by this reference made part of this AGREEMENT, and shall include the attached Exhibit “F” in every sub-contract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto.

## IX. Termination of Agreement

The right is reserved by the AGENCY to terminate this AGREEMENT at any time with or without cause upon ten (10) days written notice to the CONSULTANT.

In the event this AGREEMENT is terminated by the AGENCY, other than for default on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for actual hours charged at the time of termination of this AGREEMENT, plus any direct non-salary costs incurred up to the time of termination of this AGREEMENT.

No payment shall be made for any SERVICES completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. If the accumulated payment made to the CONSULTANT prior to Notice of Termination exceeds the total amount that would be due when computed as set forth in paragraph two (2) of this section, then no final payment shall be due and the CONSULTANT shall immediately reimburse the AGENCY for any excess paid.

If the services of the CONSULTANT are terminated by the AGENCY for default on the part of the CONSULTANT, the above formula for payment shall not apply.

In the event of a termination for default, the amount to be paid to the CONSULTANT shall be determined by the AGENCY with consideration given to the actual costs incurred by the CONSULTANT in performing SERVICES to the date of termination, the amount of SERVICES originally required which was satisfactorily completed to date of termination, whether that SERVICE is in a form or a type which is usable to the AGENCY at the time of termination, the cost to the AGENCY of employing another firm to complete the SERVICES required and the time which may be required to do so, and other factors which affect the value to the AGENCY of the SERVICES performed at the time of termination. Under no circumstances shall payment made under this subsection exceed the amount, which would have been made using the formula set forth in paragraph two (2) of this section.

If it is determined for any reason, that the CONSULTANT was not in default or that the CONSULTANT’s failure to perform is without the CONSULTANT’s or its employee’s fault or negligence, the termination shall be deemed to be a termination for the convenience of the AGENCY. In such an event, the CONSULTANT would be reimbursed for actual costs in accordance with the termination for other than default clauses listed previously.

The CONSULTANT shall, within 15 days, notify the AGENCY in writing, in the event of the death of any member, partner, or officer of the CONSULTANT or the death or change of any of the CONSULTANT's supervisory and/or other key personnel assigned to the project or disaffiliation of any principally involved CONSULTANT employee.

The CONSULTANT shall also notify the AGENCY, in writing, in the event of the sale or transfer of 50% or more of the beneficial ownership of the CONSULTANT within 15 days of such sale or transfer occurring. The CONSULTANT shall continue to be obligated to complete the SERVICES under the terms of this AGREEMENT unless the AGENCY chooses to terminate this AGREEMENT for convenience or chooses to renegotiate any term(s) of this AGREEMENT. If termination for convenience occurs, final payment will be made to the CONSULTANT as set forth in the second and third paragraphs of this section.

Payment for any part of the SERVICES by the AGENCY shall not constitute a waiver by the AGENCY of any remedies of any type it may have against the CONSULTANT for any breach of this AGREEMENT by the CONSULTANT, or for failure of the CONSULTANT to perform SERVICES required of it by the AGENCY.

Forbearance of any rights under the AGREEMENT will not constitute waiver of entitlement to exercise those rights with respect to any future act or omission by the CONSULTANT.

## **X. Changes of Work**

The CONSULTANT shall make such changes and revisions in the completed work of this AGREEMENT as necessary to correct errors appearing therein, without additional compensation thereof. Should the AGENCY find it desirable for its own purposes to have previously satisfactorily completed SERVICES or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the AGENCY. This work shall be considered as Extra Work and will be paid for as herein provided under section XIII "Extra Work."

## **XI. Disputes**

Any disputed issue not resolved pursuant to the terms of this AGREEMENT shall be submitted in writing within 10 days to the Director of Public Works or AGENCY Engineer, whose decision in the matter shall be final and binding on the parties of this AGREEMENT; provided however, that if an action is brought challenging the Director of Public Works or AGENCY Engineer's decision, that decision shall be subject to judicial review. If the parties to this AGREEMENT mutually agree, disputes concerning alleged design errors will be conducted under the procedures found in Exhibit "J". In the event that either party deem it necessary to institute legal action or proceeding to enforce any right or obligation under this AGREEMENT, this action shall be initiated in the Superior Court of the State of Washington, situated in the county in which the AGENCY is located. The parties hereto agree that all questions shall be resolved by application of Washington law and that the parties have the right of appeal from such decisions of the Superior Court in accordance with the laws of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, situated in the county in which the AGENCY is located.

## **XII. Legal Relations**

The CONSULTANT, any sub-consultants, and the AGENCY shall comply with all Federal, State, and local laws, rules, codes, regulations and all AGENCY policies and directives, applicable to the work to be performed under this AGREEMENT. This AGREEMENT shall be interpreted and construed in accordance with the laws of the State of Washington.

The CONSULTANT shall defend, indemnify, and hold the State of Washington (STATE) and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the negligence of, or the breach of any obligation under this AGREEMENT by, the CONSULTANT or the CONSULTANT's agents, employees, sub consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable; provided that nothing herein shall require a CONSULTANT

to defend or indemnify the STATE and the AGENCY and their officers and employees against and hold harmless the STATE and the AGENCY and their officers and employees from claims, demands or suits based solely upon the negligence of, or breach of any obligation under this AGREEMENT by the STATE and the AGENCY, their agents, officers, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the STATE and /or the AGENCY may be legally liable; and provided further that if the claims or suits are caused by or result from the concurrent negligence of (a) the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT is legally liable, and (b) the STATE and/or AGENCY, their agents, officers, employees, sub-consultants, subcontractors and or vendors, of any tier, or any other persons for whom the STATE and/or AGENCY may be legally liable, the defense and indemnity obligation shall be valid and enforceable only to the extent of the CONSULTANT's negligence or the negligence of the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable. This provision shall be included in any AGREEMENT between CONSULTANT and any sub-consultant, subcontractor and vendor, of any tier.

The CONSULTANT shall also defend, indemnify, and hold the STATE and the AGENCY and their officers and employees harmless from all claims, demands, or suits at law or equity arising in whole or in part from the alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions by the CONSULTANT or the CONSULTANT's agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable, in performance of the Work under this AGREEMENT or arising out of any use in connection with the AGREEMENT of methods, processes, designs, information or other items furnished or communicated to STATE and/or the AGENCY, their agents, officers and employees pursuant to the AGREEMENT; provided that this indemnity shall not apply to any alleged patent or copyright infringement or other allegedly improper appropriation or use of trade secrets, patents, proprietary information, know-how, copyright rights or inventions resulting from STATE and/or AGENCY's, their agents', officers and employees' failure to comply with specific written instructions regarding use provided to STATE and/or AGENCY, their agents, officers and employees by the CONSULTANT, its agents, employees, sub-consultants, subcontractors or vendors, of any tier, or any other persons for whom the CONSULTANT may be legally liable.

The CONSULTANT's relation to the AGENCY shall be at all times as an independent contractor.

Notwithstanding any determination by the Executive Ethics Board or other tribunal, the AGENCY may, in its sole discretion, by written notice to the CONSULTANT terminate this AGREEMENT if it is found after due notice and examination by the AGENCY that there is a violation of the Ethics in Public Service Act, Chapter 42.52 RCW; or any similar statute involving the CONSULTANT in the procurement of, or performance under, this AGREEMENT.

The CONSULTANT specifically assumes potential liability for actions brought by the CONSULTANT's own employees or its agents against the STATE and/or the AGENCY and, solely for the purpose of this indemnification and defense, the CONSULTANT specifically waives any immunity under the state industrial insurance law, Title 51 RCW. The Parties have mutually negotiated this waiver.

Unless otherwise specified in this AGREEMENT, the AGENCY shall be responsible for administration of construction contracts, if any, on the project. Subject to the processing of a new sole source, or an acceptable supplemental AGREEMENT, the CONSULTANT shall provide On-Call assistance to the AGENCY during contract administration. By providing such assistance, the CONSULTANT shall assume no responsibility for proper construction techniques, job site safety, or any construction contractor's failure to perform its work in accordance with the contract documents.

The CONSULTANT shall obtain and keep in force during the terms of this AGREEMENT, or as otherwise required, the following insurance with companies or through sources approved by the State Insurance Commissioner pursuant to Title 48 RCW.



### **XIII. Extra Work**

- A. The AGENCY may at any time, by written order, make changes within the general scope of this AGREEMENT in the SERVICES to be performed.
- B. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the SERVICES under this AGREEMENT, whether or not changed by the order, or otherwise affects any other terms and conditions of this AGREEMENT, the AGENCY shall make an equitable adjustment in the: (1) maximum amount payable; (2) delivery or completion schedule, or both; and (3) other affected terms and shall modify this AGREEMENT accordingly.
- C. The CONSULTANT must submit any “request for equitable adjustment,” hereafter referred to as “CLAIM,” under this clause within thirty (30) days from the date of receipt of the written order. However, if the AGENCY decides that the facts justify it, the AGENCY may receive and act upon a CLAIM submitted before final payment of this AGREEMENT.
- D. Failure to agree to any adjustment shall be a dispute under the section XI “Disputes” clause. However, nothing in this clause shall excuse the CONSULTANT from proceeding with the AGREEMENT as changed.
- E. Notwithstanding the terms and conditions of paragraphs (A.) and (B.) above, the maximum amount payable for this AGREEMENT, shall not be increased or considered to be increased except by specific written supplement to this AGREEMENT.

### **XIV. Endorsement of Plans**

If applicable, the CONSULTANT shall place their endorsement on all plans, estimates, or any other engineering data furnished by them.

### **XV. Federal Review**

The Federal Highway Administration shall have the right to participate in the review or examination of the SERVICES in progress.

### **XVI. Certification of the Consultant and the Agency**

Attached hereto as Exhibit “G-1(a and b)” are the Certifications of the CONSULTANT and the AGENCY, Exhibit “G-2” Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions, Exhibit “G-3” Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying and Exhibit “G-4” Certificate of Current Cost or Pricing Data. Exhibit “G-3” is required only in AGREEMENTS over one hundred thousand dollars (\$100,000.00) and Exhibit “G-4” is required only in AGREEMENTS over five hundred thousand dollars (\$500,000.00.) These Exhibits must be executed by the CONSULTANT, and submitted with the master AGREEMENT, and returned to the AGENCY at the address listed in section III “General Requirements” prior to its performance of any SERVICES under this AGREEMENT.

### **XVII. Complete Agreement**

This document and referenced attachments contain all covenants, stipulations, and provisions agreed upon by the parties. No agent, or representative of either party has authority to make, and the parties shall not be bound by or be liable for, any statement, representation, promise or agreement not set forth herein. No changes, amendments, or modifications of the terms hereof shall be valid unless reduced to writing and signed by the parties as a supplement to this AGREEMENT.

### **XVIII. Execution and Acceptance**

This AGREEMENT may be simultaneously executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONSULTANT does hereby ratify and adopt all statements, representations, warranties, covenants, and AGREEMENT’s contained in the proposal, and the supporting material submitted by the CONSULTANT, and does hereby accept this AGREEMENT and agrees to all of the terms and conditions thereof.

## **XIX. Protection of Confidential Information**

The CONSULTANT acknowledges that some of the material and information that may come into its possession or knowledge in connection with this AGREEMENT or its performance may consist of information that is exempt from disclosure to the public or other unauthorized persons under either chapter 42.56 RCW or other local, state, or federal statutes (“State’s Confidential Information”). The “State’s Confidential Information” includes, but is not limited to, names, addresses, Social Security numbers, e-mail addresses, telephone numbers, financial profiles credit card information, driver’s license numbers, medical data, law enforcement records (or any other information identifiable to an individual), STATE and AGENCY source code or object code, STATE and AGENCY security data, non-public Specifications, STATE and AGENCY non-publicly available data, proprietary software, STATE and AGENCY security data, or information which may jeopardize any part of the project that relates to any of these types of information. The CONSULTANT agrees to hold the State’s Confidential Information in strictest confidence and not to make use of the State’s Confidential Information for any purpose other than the performance of this AGREEMENT, to release it only to authorized employees, sub-consultants or subcontractors requiring such information for the purposes of carrying out this AGREEMENT, and not to release, divulge, publish, transfer, sell, disclose, or otherwise make it known to any other party without the AGENCY’s express written consent or as provided by law. The CONSULTANT agrees to release such information or material only to employees, sub-consultants or subcontractors who have signed a nondisclosure AGREEMENT, the terms of which have been previously approved by the AGENCY. The CONSULTANT agrees to implement physical, electronic, and managerial safeguards to prevent unauthorized access to the State’s Confidential Information.

Immediately upon expiration or termination of this AGREEMENT, the CONSULTANT shall, at the AGENCY’s option: (i) certify to the AGENCY that the CONSULTANT has destroyed all of the State’s Confidential Information; or (ii) returned all of the State’s Confidential Information to the AGENCY; or (iii) take whatever other steps the AGENCY requires of the CONSULTANT to protect the State’s Confidential Information.

As required under Executive Order 00-03, the CONSULTANT shall maintain a log documenting the following: the State’s Confidential Information received in the performance of this AGREEMENT; the purpose(s) for which the State’s Confidential Information was received; who received, maintained, and used the State’s Confidential Information; and the final disposition of the State’s Confidential Information. The CONSULTANT’s records shall be subject to inspection, review, or audit upon reasonable notice from the AGENCY.

The AGENCY reserves the right to monitor, audit, or investigate the use of the State’s Confidential Information collected, used, or acquired by the CONSULTANT through this AGREEMENT. The monitoring, auditing, or investigating may include, but is not limited to, salting databases.

Violation of this section by the CONSULTANT or its sub-consultants or subcontractors may result in termination of this AGREEMENT and demand for return of all State’s Confidential Information, monetary damages, or penalties

It is understood and acknowledged that the CONSULTANT may provide the AGENCY with information, which is proprietary and/or confidential during the term of this AGREEMENT. The parties agree to maintain the confidentiality of such information during the term of this AGREEMENT and afterwards. All materials containing such proprietary and/or confidential information shall be clearly identified and marked as “Confidential” and shall be returned to the disclosing party at the conclusion of the SERVICES under this AGREEMENT.

The CONSULTANT shall provide the AGENCY with a list of all information and materials it considers confidential and/or proprietary in nature: (a) at the commencement of the term of this AGREEMENT, or (b) as soon as such confidential or proprietary material is developed. "Proprietary and/or confidential information" is not meant to include any information which, at the time of its disclosure: (i) is already known to the other party; (ii) is rightfully disclosed to one of the parties by a third party that is not acting as an agent or representative for the other party; (iii) is independently developed by or for the other party; (iv) is publicly known; or (v) is generally utilized by unaffiliated third parties engaged in the same business or businesses as the CONSULTANT.

The parties also acknowledge that the AGENCY is subject to Washington State and federal public disclosure laws. As such, the AGENCY shall maintain the confidentiality of all such information marked proprietary and or confidential or otherwise exempt, unless such disclosure is required under applicable state or federal law. If a public disclosure request is made to view materials identified as "Proprietary and/or confidential information" or otherwise exempt information, the AGENCY will notify the CONSULTANT of the request and of the date that such records will be released to the requester unless the CONSULTANT obtains a court order from a court of competent jurisdiction enjoining that disclosure. If the CONSULTANT fails to obtain the court order enjoining disclosure, the AGENCY will release the requested information on the date specified.

The CONSULTANT agrees to notify the sub-consultant of any AGENCY communication regarding disclosure that may include a sub-consultant's proprietary and/or confidential information. The CONSULTANT notification to the sub-consultant will include the date that such records will be released by the AGENCY to the requester and state that unless the sub-consultant obtains a court order from a court of competent jurisdiction enjoining that disclosure the AGENCY will release the requested information. If the CONSULTANT and/or sub-consultant fail to obtain a court order or other judicial relief enjoining the AGENCY by the release date, the CONSULTANT shall waive and release and shall hold harmless and indemnify the AGENCY from all claims of actual or alleged damages, liabilities, or costs associated with the AGENCY's said disclosure of sub-consultants' information.

## **XX. Records Maintenance**

During the progress of the Work and SERVICES provided hereunder and for a period of not less than six (6) years from the date of final payment to the CONSULTANT, the CONSULTANT shall keep, retain, and maintain all "documents" pertaining to the SERVICES provided pursuant to this AGREEMENT. Copies of all "documents" pertaining to the SERVICES provided hereunder shall be made available for review at the CONSULTANT's place of business during normal working hours. If any litigation, claim, or audit is commenced, the CONSULTANT shall cooperate with AGENCY and assist in the production of all such documents. "Documents" shall be retained until all litigation, claims or audit findings have been resolved even though such litigation, claim, or audit continues past the six (6) year retention period.

For purposes of this AGREEMENT, "documents" means every writing or record of every type and description, including electronically stored information ("ESI"), that is in the possession, control, or custody of the CONSULTANT, including, without limitation, any and all correspondences, contracts, AGREEMENTs, appraisals, plans, designs, data, surveys, maps, spreadsheets, memoranda, stenographic or handwritten notes, reports, records, telegrams, schedules, diaries, notebooks, logbooks, invoices, accounting records, work sheets, charts, notes, drafts, scribbles, recordings, visual displays, photographs, minutes of meetings, tabulations, computations, summaries, inventories, and writings regarding conferences, conversations or telephone conversations, and any and all other taped, recorded, written, printed or typed matters of any kind or description; every copy of the foregoing whether or not the original is in the possession, custody, or control of the CONSULTANT, and every copy of any of the foregoing, whether or not such copy is a copy identical to an original, or whether or not such copy contains any commentary or notation whatsoever that does not appear on the original.

For purposes of this AGREEMENT, “ESI” means any and all computer data or electronic recorded media of any kind, including “Native Files”, that are stored in any medium from which it can be retrieved and examined, either directly or after translation into a reasonably useable form. ESI may include information and/or documentation stored in various software programs such as Email, Outlook, Word, Excel, Access, Publisher, PowerPoint, Adobe Acrobat, SQL databases, or any other software or electronic communication programs or databases that the CONSULTANT may use in the performance of its operations. ESI may be located on network servers, backup tapes, smart phones, thumb drives, CDs, DVDs, floppy disks, work computers, cell phones, laptops, or any other electronic device that CONSULTANT uses in the performance of its Work or SERVICES hereunder, including any personal devices used by the CONSULTANT or any sub-consultant at home.

“Native files” are a subset of ESI and refer to the electronic format of the application in which such ESI is normally created, viewed, and /or modified

The CONSULTANT shall include this section XX “Records Maintenance” in every subcontract it enters into in relation to this AGREEMENT and bind the sub-consultant to its terms, unless expressly agreed to otherwise in writing by the AGENCY prior to the execution of such subcontract.

In witness whereof, the parties hereto have executed this AGREEMENT as of the day and year shown in the “Execution Date” box on page one (1) of this AGREEMENT.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

*Any modification, change, or reformation of this AGREEMENT shall require approval as to form by the Office of the Attorney General.*

# ***Exhibit A Scope of Work***

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Project No. 2408- 404, 408-02

See attached and note the City does not anticipate receiving Federal Funding for the Lift Station Equipment Upgrade, Phase 2 project. As such, the Consultant will not have access to the WSDOT Diversity Compliance program and is exempt from all reporting requirements within [wsdot.diversitycompliance.com](http://wsdot.diversitycompliance.com) program.

## Exhibit A

### SCOPE OF SERVICES

#### Wastewater Lift Station Equipment Upgrades Phase II Stations 17, 51, 52, and 53 (Project No. 2408)

#### Preliminary Design and Design Services

### Project Understanding

This Scope of Services is based on our current understanding of the City of Redmond's (City) needs and requirements for the Wastewater Lift Station (WWLS) Equipment Upgrades Phase II project (Project). The Project will replace obsolete wastewater pumps that are beginning to fail at WWLSs 17, 51, 52, and 53. Replacement pumps for WWLS 17 and 51 will be selected and procured as part of preliminary design effort. The selected pumps identified in the preliminary design for WWLS 17 and 51 and the pumps previously procured for WWLS 52 and 53 will be the basis for development of final design and preparation of bidding documents for installation of the pumps. Final design will include civil, structural, mechanical, and electrical improvements necessary to install the replacement pumps and to replace the generator fuel tank at WWLS 51.

### Scope of Services

The Scope of Services tasks are separated into five components where applicable:

1. Work Tasks: tasks that will be completed by the Consultant
2. Receivables: elements that will be provided by the City
3. Deliverables: the finished products that will be delivered to the City via electronic and hard copy
4. Assumptions: assumptions used to characterize and budget for each Work Task
5. Meetings: Consultant team will work to minimize attendees at meetings, meetings with City staff will be conducted at the City's offices.

### Task 1 – Project Management

Work Tasks:

- Project Kickoff Meeting. Prepare for and attend a project kickoff meeting with City staff and key team members (PM, PE, Electrical). Prepare a detailed agenda and lead the kickoff meeting. Prepare meeting minutes and distribute to document the meeting.
- Client and Team Coordination. Coordinate with City staff by regular status reports, status meetings, telephone communication, and e-mail during the course of the project.
- Quality Assurance/Quality Control Program. Define and implement a quality assurance/quality control program for the project and conduct quality control reviews.
- Monthly Invoices and Progress Reports. Prepare monthly progress reports and monthly invoices, including financial status and schedule progress.
- Project Schedule. Develop a project schedule for the design and bidding phases of the project included in this scope of work.

Receivables:

- None.

Deliverables:

- Kickoff meeting Agenda
- Kickoff Meeting Minutes (Draft/Final)
- Monthly Status Reports with Invoices.
- Project Schedule

Assumptions:

- The standard City of Redmond status report and invoice will be utilized for monthly invoicing and progress reporting.
- The project duration is estimated at 12 months. The Contract will extend through December 31.

Meetings:

- Project Kickoff Meeting.

## **Task 2 – Existing Condition Mapping**

Work Tasks:

- Basemap Development, Review, Site Visit Verification. Attend one (1) site visit following receipt of the station base drawings (record information) to confirm pertinent existing layout/configuration and dimensional information of the suction piping, discharge piping, and pump pedestals. Develop project base files utilizing existing record drawing information for the pump station and WWLS 51 fuel tank. Individual base drawings will be developed for each WWLS to represent the existing condition.

Provide consolidated comments and questions to the City regarding base map updates required before design effort is initiated. Comments will be provided via Bluebeam mark-up or similar.

- Utility Record Request Review. Assist the City during coordination with private utilities located within the project limits to obtain as-built information and drawings for utility expansion. Incorporate the private utility information into the project design.
- Basemap Review Meeting. Prepare for and attend one virtual meeting to review completed base files for the four WWLSs.

Receivables:

- Available record information for WWLS 17, 51, 52, and 53. This includes reports, drawing pdfs, images, design CAD files as applicable/available.

Deliverables:

- Consolidated comments/questions on existing basemap information
- Base project file for each WWLS (17, 51, 52, and 53)
- Coordination files to franchise utilities (as required)

Assumptions:

- Base files for design will be developed from record drawing (pdf/image) information. Design base files will be limited to within building/structure footprints with the exception of the WWLS 51 fuel tank.

Meetings:

- One (1) site visit to confirm existing conditions.
- One (1) virtual meeting to review base files prior to finalization.

### Task 3 – Preliminary Design

Work Tasks:

- Existing Documentation. Obtain documentation for the existing WWLS 17 and 51.
- Prepare and Analyze System Curves. Prepare system curves WWLS 17 and 51 based on record drawing information. Evaluate system curves and prepare criteria for replacement pump selection based on flow projection data provided by the City. Complete a surge pressure analysis for WWLS 51 to determine if replacement of the existing flywheels with VFDs can be completed.
- Site Visit. Complete a site visit to each lift station to review existing system configuration, spacing constraints, electrical and control system configuration and components, and pump station layout with the pump manufacturer representative. Prepare notes summarizing observations and discussions during the site visits. This site visit will provide cursory information to support identification and selection of replacement pumps. The verification site visit in Task 2 will provide the basis for design drawing preparation.
- Pump Selection. Review City Standards, identify pump options required, and coordinate identification of replacement pumps for each station with pump vendor.
- Pump Procurement Documents. Prepare a scope of supply identifying model, options, proposed pump curves, and requirements for the purpose of pump procurement. Prepare associated wastewater pump specification and motor specification for basis of pump procurement.
- Technical Memorandum. Prepare a Technical Memorandum summarizing the results of the pump replacement evaluation, pump criteria, selected models, and identify design criteria necessary to complete installation of the replacement pumps. The design criteria will include identification of elements requiring modifications to facilitate installation of the replacement pumps.
- City Review/Meeting. Submit draft Technical Memorandum to the City for review. Meet with City staff to review the Technical Memorandum and obtain City review comments.
- Revisions and Final Documentation. Revise draft documents to address City review comments and prepare final documentation. Submit final documentation to City. Existing Documentation.
- Procurement Support: Review and comment on submittal documentation to support the City's procurement of the replacement pumps.

Receivables:

- Record information for WWLS 17 and WWLS 51.

- Flow projection information for WWLS 17 and 51.
- Confirmation of pump capacity requirements.
- Comments on draft memorandum and calculations.
- Comments on Pump Procurement Documents

Deliverables:

- Technical Memorandum summarizing results of analysis (Draft and Final).
- Pump Procurement Documentation (Pump Specification, Motor Specification, and pump selection information).
- Pump submittal review comments during pump procurement process.

Assumptions:

- No additional flows are anticipated at WWLS 51.
- Evaluation of growth scenarios and potential future development potential will not be evaluated.
- No design drawings will be developed under this task.
- Upgrades to or rehabilitation of the lift stations is not to be considered as part of the design criteria. Design criteria to be limited to the necessary revisions to support pump replacement only.

Meetings:

- Three virtual meetings to discuss City comments or concerns related to the information for procurement of pumps, draft technical memorandum, and to review the procurement proposal from the pump vendor.

**Task 4 – Final Design: Plans, Specifications, and Opinions of Probable Construction Cost.**

Work Tasks:

- 60% Design. Prepare 60% level construction drawings, specifications table of contents (TOC), and opinion of probable construction cost (OPCC).
  - Design drawings are based on the list of drawings included at the end of this scope of services.
  - Prepare contract documents/specifications TOC. The general requirements will be prepared using the City of Redmond Standard General Requirements in accordance with the 2024 WSDOT Specifications addressing the following:
    - Sequence of Construction
    - Measurement and Payment
    - Project Data Submittals
    - Testing and Quality Control
    - Facility Startup and Testing
  - Prepare a TOC for the anticipated CSI format technical specifications for the structure, electrical, mechanical, and structure accessories.
  - Develop opinion of probable construction cost for the facilities included in the 60 percent

design documents.

- Meet with City Staff to review the 60% design documents
- 90% Design. Incorporate City review comments from the 60% design set and prepare 90% construction drawings, specifications, and OPCC.
  - Prepare 90% design level construction drawings.
  - Prepare 90% special provisions utilizing the City of Redmond's Standard General Requirements (current version).
  - Prepare 90% technical specifications. Technical specifications will be prepared in accordance with City of Redmond 2024 Standard Specifications and WSDOT Standard Specifications with additional requirements where necessary. Technical specifications will include sections necessary to define and control the construction materials and appropriate methods. The CSI numbering format will be used for the structure, electrical, mechanical, and structure accessory sections.
  - Update the OPCC to reflect 90% design level.
  - Meet with City Staff to review the 90% design documents.
- 100% Design. Incorporate City review comments from the 90% design set and prepare 100% construction drawings, specifications, and OPCC.
  - Prepare 100% design level construction drawings.
  - Prepare 100% special provisions utilizing the City of Redmond's Standard General Requirements (current version).
  - Prepare 100% technical specifications. Technical specifications will be prepared in accordance with City of Redmond 2024 Standard Specifications and WSDOT Standard Specifications with additional requirements where necessary. Technical specifications will include sections necessary to define and control the construction materials and appropriate methods. The CSI numbering format will be used for the structure, electrical, mechanical, and structure accessory sections.
  - Update the OPCC to reflect 100% design level.
  - Meet with City Staff to review the 100% design documents.
- Bid Documents. Incorporate City review comments from the 100% design set and prepare Bid-Check and Bid-Ready construction drawings, specifications, and OPCC.
  - Prepare a Bid-Check set of the contract documents (Drawings, Specifications).
  - Update the OPCC to reflect final design.
  - Incorporate any comments from the Bid-Check set and prepare drawings and specifications for bid.
- Permitting Support. Upon request by the City, review necessary permitting requirements related to stormwater and generator fuel tank replacement. This task is limited to review and identification of potential permits. Should permit applications or stormwater design reports be required, a contingency authorization or supplement will be prepared to complete the work.

Receivables:

- City review comments on 60%, 90%, 100% and Bid-Check set documents. Comments will be

consolidated prior to being provided to BHC.

- City Planner input on permitting requirements in King County controlled areas for WWLSs 51, 52, and 53.

Deliverables:

- 60% drawings, specifications TOC, and OPCC
- 90% drawings, specifications TOC, and OPCC
- 100% drawings, specifications TOC, and OPCC
- Bid-Check set drawings, specifications TOC, and OPCC
- Bid-Ready contract documents including opinion of probable cost
- Meeting Minutes (following each meeting with City staff), four (4) total
- Input on permitting/reporting requirements (email list)

Assumptions:

- The associated budget is based on the sheet count provided at the end of this scope of work.
- Upgrades are limited to removal and reinstallation of the wastewater pumps, reestablishing electrical service, limited modifications to provide pump base support and connect existing suction and discharge piping, and removal of existing seal water systems.
- Comments will be provided in a single consolidated set for each design deliverable review.

Meetings:

- Four; following 60%, 90%, 100%, and Bid-Check set deliverables.

**Task 5 – Bidding Support.**

Work Tasks:

- Respond to Bidder Questions. Address bidders' and suppliers' questions during the bid period for each bid package.
- Addenda. Prepare a maximum of two (2) addenda, if necessary, and deliver to the City for distribution.
- Bid Conference. Prepare for and attend bid conference.

Receivables:

- Bidder questions.
- Draft bid conference minutes

Deliverables:

- Two (2) addenda (if required).
- Comments/input on documentation of the bid conference.

Assumptions:

- The City will prepare the agenda, facilitate, and document the bid conference.

Meetings:

- Bid conference

### **Task 6 – Management Reserve**

Task 6 is included for ease of tracking a management reserve budget. BHC will establish a separate task in their accounting system to track the management reserve budget. This item is added in case further documentation is needed beyond what is described in Tasks 1 - 5.

Work Tasks:

- Task TBD. Project management reserve tasks to be determined.

Receivables:

- Written permission from the City is required to perform management reserve tasks or to access project management reserve funds.
- To be determined.

Deliverables:

- To be determined.

Meetings:

- To be determined.

### **Task 7 – Engineering Services During Construction**

Engineering services during construction are not included in this scope of services. Engineering services during construction will be added to the scope of services by supplemental agreement following opening of bids for the project.

#### **List of Drawings Anticipated:**

- General – 5 sheets
- Demolition – 8 sheets
- Civil – 5 sheets
- Structural – 7 sheets
- Mechanical – 10 sheets
- Electrical – 11 sheets
- Misc. Details – 8 sheets

Total of 54 drawing sheets.

**Preparation and Delivery of Electronic Engineering and Other Data**

In this Exhibit the agency, as applicable, is to provide a description of the format and standards the consultant is to use in preparing electronic files for transmission to the agency. The format and standards to be provided may include, but are not limited to, the following:

I. Surveying, Roadway Design & Plans Preparation Section

A. Survey Data

Standard: City of Redmond Datum Control, State Plan Coordinate System

Format: Basemap in CAD/Civil3D 2013 or higher

Transmission: FTP, CD, Email, SharePoint

B. Roadway Design Files

N/A

C. Computer Aided Drafting Files

Standard: Consultant Drafting Standards, City of Redmond Title Block Format

Format: Basemap in CAD/Civil3D 2013

Transmission: FTP, CD, Email, SharePoint

D. Specify the Agency's Right to Review Product with the Consultant

Agency will retain the right to review all deliverable referenced in the Scope of Work Exhibit A

E. Specify the Electronic Deliverables to Be Provided to the Agency

Deliverables outlined in Scope of Work Exhibit A

F. Specify What Agency Furnished Services and Information Is to Be Provided

Agency furnished services and information outlined in Scope of Work Exhibit A

II. Any Other Electronic Files to Be Provided

Excel Spreadsheets

Word Documents

PDFs

WSDOT eForms

III. Methods to Electronically Exchange Data

Email, FTP, SharePoint

A. Agency Software Suite

N/A

B. Electronic Messaging System

N/A

C. File Transfers Format

PDF, Zip Files, Word, Excel, CAD

**Exhibit D**  
**Prime Consultant Cost Computations**

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See attached.

**Exhibit D**

**Consultant Fee Determination**

Project Name: Lift Station Equipment Upgrades Phase II - Stations 17, 51, 52, and 53  
 Project Number: 2408- 404, 408- 02  
 Consultant: BHC Consultants, LLC

**NEGOTIATED HOURLY RATES**

<b>Classification</b>	<b>Hours</b>	<b>DSC</b>	<b>Overhead 143%</b>	<b>Fee (Profit) 30%</b>	<b>Total Hourly Rate</b>	<b>Total</b>
Jim Gross (QA/QC)	20	\$ 106.00	\$151.85	\$31.54	\$289	\$5,788
Noah Allen (PM)	282	\$ 84.00	\$120.33	\$24.99	\$229	\$64,668
Gustavo Franco (Struct. Eng.)	69	\$ 86.50	\$123.91	\$25.73	\$236	\$16,294
Jeff Gibson (Elect. Eng.)	234	\$ 92.00	\$131.79	\$27.37	\$251	\$58,771
Soundarya Krishnamurthy (PE)	476	\$ 53.50	\$76.64	\$15.92	\$146	\$69,522
Svetlana Olsoe (CAD)	688	\$ 59.00	\$84.52	\$17.55	\$161	\$110,816
Sarah Fritchman (PA)	95	\$ 49.00	\$70.19	\$14.58	\$134	\$12,708
Uma Pierson (Admin)	18	\$ 55.00	\$78.79	\$16.36	\$150.15	\$2,703
Carlito Tolentino (GIS)		\$ 53.50	\$76.64	\$15.92	\$146.06	
<b>Total Hours</b>	<b>1,882</b>				<b>Subtotal:</b>	<b>\$341,270</b>
<b>REIMBURSABLES</b>						
Mileage						\$2,000
Reproduction (copies, plots, etc.)						\$1,500
Miscellaneous						\$3,500
					<b>Subtotal:</b>	<b>\$3,500</b>
					<b>Total:</b>	<b>\$344,770</b>
					<b>Contingency:</b>	<b>30,000</b>
					<b>GRAND TOTAL:</b>	<b>\$374,770</b>

# Exhibit F - Title VI Assurances Appendix A & E

## APPENDIX A

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, (*Federal Highway Administration*), as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21. *[Include Washington State Department of Transportation specific program requirements.]*
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin. *[Include Washington State Department of Transportation specific program requirements.]*
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the (*Federal Highway Administration*) to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient or the (*Federal Highway Administration*), as appropriate, and will set forth what efforts it has made to obtain the information.
5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non- discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the (*Federal Highway Administration*) may determine to be appropriate, including, but not limited to:
  - a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. cancelling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto. The contractor will take action with respect to any subcontract or procurement as the Recipient or the (*Federal Highway Administration*) may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the Recipient to enter into any litigation to protect the interests of the Recipient. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

# **Exhibit F - Title VI Assurances Appendix A & E**

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## APPENDIX E

During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:

### **Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);
- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

# **Exhibit G**

## **Certification Document**

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- Exhibit G-1(a) Certification of Consultant
- Exhibit G-1(b) Certification of \_\_\_\_\_
- Exhibit G-2 Certification Regarding Debarment, Suspension and Other Responsibility Matters - Primary Covered Transactions
- Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying
- ~~Exhibit G-4 Certificate of Current Cost or Pricing Data~~

## Exhibit G-1(a) Certification of Consultant

I hereby certify that I am the and duly authorized representative of the firm of

\_\_\_\_\_

whose address is

\_\_\_\_\_

and that neither the above firm nor I have

- a) Employed or retained for a commission, percentage, brokerage, contingent fee, or other consideration, any firm or person (other than a bona fide employee working solely for me or the above CONSULTANT) to solicit or secure this AGREEMENT;
- b) Agreed, as an express or implied condition for obtaining this contract, to employ or retain the services of any firm or person in connection with carrying out this AGREEMENT; or
- c) Paid, or agreed to pay, to any firm, organization or person (other than a bona fide employee working solely for me or the above CONSULTANT) any fee, contribution, donation, or consideration of any kind for, or in connection with, procuring or carrying out this AGREEMENT; except as hereby expressly stated (if any);

I acknowledge that this certificate is to be furnished to the \_\_\_\_\_

and the Federal Highway Administration, U.S. Department of Transportation in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Consultant (Firm Name)

\_\_\_\_\_  
Signature (Authorized Official of Consultant)

\_\_\_\_\_  
Date

**Exhibit G-1(b) Certification of \_\_\_\_\_**

I hereby certify that I am the:

Finance Director and Mayor Designee

Other

of the \_\_\_\_\_, and \_\_\_\_\_

or its representative has not been required, directly or indirectly as an express or implied condition in connection with obtaining or carrying out this AGREEMENT to:

- a) Employ or retain, or agree to employ to retain, any firm or person; o
- b) Pay, or agree to pay, to any firm, person, or organization, any fee, contribution, donation, or consideration of any kind; except as hereby expressly stated (if any):

I acknowledge that this certificate is to be furnished to the \_\_\_\_\_

and the Federal Highway Administration, U.S. Department of Transportation, in connection with this AGREEMENT involving participation of Federal-aid highway funds, and is subject to applicable State and Federal laws, both criminal and civil.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## Exhibit G-2 Certification Regarding Debarment Suspension and Other Responsibility Matters - Primary Covered Transactions

- I. The prospective primary participant certifies to the best of its knowledge and belief, that it and its principals:
  - A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - B. Have not within a three (3) year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State anti-trust statues or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; an
  - D. Have not within a three (3) year period preceding this application / proposal had one or more public transactions (Federal, State and local) terminated for cause or default.
- II. Where the prospective primary participant is unable to certify to any of the statements in this certification such prospective participant shall attach an explanation to this proposal.

---

Consultant (Firm Name)

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Signature (Authorized Official of Consultant)

---

Date

## Exhibit G-3 Certification Regarding the Restrictions of the Use of Federal Funds for Lobbying

The prospective participant certifies, by signing and submitting this bid or proposal, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or any employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative AGREEMENT, and the extension, continuation, renewal, amendment, or modification of Federal contract, grant, loan or cooperative AGREEMENT.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative AGREEMENT, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the require certification shall be subject to a civil penalty of not less than \$10,000.00, and not more than \$100,000.00 for each such failure.

The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier sub-contracts, which exceed \$100,000 and that all such sub-recipients shall certify and disclose accordingly.

---

Consultant (Firm Name)

---

Signature (Authorized Official of Consultant)

---

Date

# **Exhibit I**

## **Alleged Consultant Design Error Procedures**

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The purpose of this exhibit is to establish a procedure to determine if a consultant has alleged design error is of a nature that exceeds the accepted standard of care. In addition, it will establish a uniform method for the resolution and/or cost recovery procedures in those instances where the agency believes it has suffered some material damage due to the alleged error by the consultant.

### **Step 1 Potential Consultant Design Error(s) is Identified by Agency's Project Manager**

At the first indication of potential consultant design error(s), the first step in the process is for the Agency's project manager to notify the Director of Public Works or Agency Engineer regarding the potential design error(s). For federally funded projects, the Region Local Programs Engineer should be informed and involved in these procedures. (Note: The Director of Public Works or Agency Engineer may appoint an agency staff person other than the project manager, who has not been as directly involved in the project, to be responsible for the remaining steps in these procedures.)

### **Step 2 Project Manager Documents the Alleged Consultant Design Error(s)**

After discussion of the alleged design error(s) and the magnitude of the alleged error(s), and with the Director of Public Works or Agency Engineer's concurrence, the project manager obtains more detailed documentation than is normally required on the project. Examples include all decisions and descriptions of work, photographs, records of labor, materials, and equipment.

### **Step 3 Contact the Consultant Regarding the Alleged Design Error(s)**

If it is determined that there is a need to proceed further, the next step in the process is for the project manager to contact the consultant regarding the alleged design error(s) and the magnitude of the alleged error(s). The project manager and other appropriate agency staff should represent the agency and the consultant should be represented by their project manager and any personnel (including sub-consultants) deemed appropriate for the alleged design error(s) issue.

### **Step 4 Attempt to Resolve Alleged Design Error with Consultant**

After the meeting(s) with the consultant have been completed regarding the consultant's alleged design error(s), there are three possible scenarios:

- It is determined via mutual agreement that there is not a consultant design error(s). If this is the case, then the process will not proceed beyond this point.
- It is determined via mutual agreement that a consultant design error(s) occurred. If this is the case, then the Director of Public Works or Agency Engineer, or their representatives, negotiate a settlement with the consultant. The settlement would be paid to the agency or the amount would be reduced from the consultant's agreement with the agency for the services on the project in which the design error took place. The agency is to provide LP, through the Region Local Programs Engineer, a summary of the settlement for review and to make adjustments, if any, as to how the settlement affects federal reimbursements. No further action is required.
- There is not a mutual agreement regarding the alleged consultant design error(s). The consultant may request that the alleged design error(s) issue be forwarded to the Director of Public Works or Agency Engineer for review. If the Director of Public Works or Agency Engineer, after review with their legal counsel, is not able to reach mutual agreement with the consultant, proceed to Step 5.

## **Step 5 Forward Documents to Local Programs**

For federally funded projects, all available information, including costs, should be forwarded through the Region Local Programs Engineer to LP for their review and consultation with the FHWA. LP will meet with representatives of the agency and the consultant to review the alleged design error(s), and attempt to find a resolution to the issue. If necessary, LP will request assistance from the Attorney General's Office for legal interpretation. LP will also identify how the alleged error(s) affects eligibility of project costs for federal reimbursement.

- If mutual agreement is reached, the agency and consultant adjust the scope of work and costs to reflect the agreed upon resolution. LP, in consultation with FHWA, will identify the amount of federal participation in the agreed upon resolution of the issue.
- If mutual agreement is not reached, the agency and consultant may seek settlement by arbitration or by litigation.

# *Exhibit J*

## **Consultant Claim Procedures**

---

The purpose of this exhibit is to describe a procedure regarding claim(s) on a consultant agreement. The following procedures should only be utilized on consultant claims greater than \$1,000. If the consultant's claim(s) total a \$1,000 or less, it would not be cost effective to proceed through the outlined steps. It is suggested that the Director of Public Works or Agency Engineer negotiate a fair and reasonable price for the consultant's claim(s) that total \$1,000 or less.

This exhibit will outline the procedures to be followed by the consultant and the agency to consider a potential claim by the consultant.

### **Step 1 Consultant Files a Claim with the Agency Project Manager**

If the consultant determines that they were requested to perform additional services that were outside of the agreement's scope of work, they may be entitled to a claim. The first step that must be completed is the request for consideration of the claim to the Agency's project manager.

The consultant's claim must outline the following:

- Summation of hours by classification for each firm that is included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Timeframe of the additional work that was outside of the project scope;
- Summary of direct labor dollars, overhead costs, profit and reimbursable costs associated with the additional work; and
- Explanation as to why the consultant believes the additional work was outside of the agreement scope of work.

### **Step 2 Review by Agency Personnel Regarding the Consultant's Claim for Additional Compensation**

After the consultant has completed step 1, the next step in the process is to forward the request to the Agency's project manager. The project manager will review the consultant's claim and will meet with the Director of Public Works or Agency Engineer to determine if the Agency agrees with the claim. If the FHWA is participating in the project's funding, forward a copy of the consultant's claim and the Agency's recommendation for federal participation in the claim to the WSDOT Local Programs through the Region Local Programs Engineer. If the claim is not eligible for federal participation, payment will need to be from agency funds.

If the Agency project manager, Director of Public Works or Agency Engineer, WSDOT Local Programs (if applicable), and FHWA (if applicable) agree with the consultant's claim, send a request memo, including backup documentation to the consultant to either supplement the agreement, or create a new agreement for the claim. After the request has been approved, the Agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit. No further action is needed regarding the claim procedures.

If the Agency does not agree with the consultant's claim, proceed to step 3 of the procedures.

### **Step 3 Preparation of Support Documentation Regarding Consultant's Claim(s)**

If the Agency does not agree with the consultant's claim, the project manager shall prepare a summary for the Director of Public Works or Agency Engineer that included the following:

- Copy of information supplied by the consultant regarding the claim;
- Agency's summation of hours by classification for each firm that should be included in the claim
- Any correspondence that directed the consultant to perform the additional work;
- Agency's summary of direct labor dollars, overhead costs, profit and reimbursable costs associate with the additional work;
- Explanation regarding those areas in which the Agency does/does not agree with the consultant's claim(s);
- Explanation to describe what has been instituted to preclude future consultant claim(s); and
- Recommendations to resolve the claim.

### **Step 4 Director of Public Works or Agency Engineer Reviews Consultant Claim and Agency Documentation**

The Director of Public Works or Agency Engineer shall review and administratively approve or disapprove the claim, or portions thereof, which may include getting Agency Council or Commission approval (as appropriate to agency dispute resolution procedures). If the project involves federal participation, obtain concurrence from WSDOT Local Programs and FHWA regarding final settlement of the claim. If the claim is not eligible for federal participation, payment will need to be from agency funds.

### **Step 5 Informing Consultant of Decision Regarding the Claim**

The Director of Public Works or Agency Engineer shall notify (in writing) the consultant of their final decision regarding the consultant's claim(s). Include the final dollar amount of the accepted claim(s) and rationale utilized for the decision.

### **Step 6 Preparation of Supplement or New Agreement for the Consultant's Claim(s)**

The agency shall write the supplement and/or new agreement and pay the consultant the amount of the claim. Inform the consultant that the final payment for the agreement is subject to audit



Memorandum

Date: 9/3/2024  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-401  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-2786
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DEPARTMENT STAFF:

Public Works	Mike Haley	Project Manager
Parks	Cameron Zapata	Parks Planner
Planning and Community Development	Micah Ross	Senior Engineer
Public Works	Steven Gibbs	Capital Projects Division Manager
Public Works	Vangie Garcia	Deputy Public Works Director

TITLE:

Award Construction Contract to Johansen Construction Company and Approve Consultant Services Agreement Supplement 1 to OTAK, Inc. for the Redmond Central Connector Phase 3 Project

OVERVIEW STATEMENT:

The Redmond Central Connector Phase 3 (RCC3) Project will construct a 1.6-mile regional trail from the junction of the Bear Creek Trail/East Lake Sammamish Trail to the Cross Kirkland Corridor. This is the third and final phase of a 3.9-mile trail corridor that knits together Redmond Town Center, historic Downtown, Grass Lawn neighborhood, and the Willows business district.

Public Works requests to award the construction contract to Johansen Construction Company in the amount of \$5,639,490 for construction of the Redmond Central Connector Phase 3 (Project No. 1915-315-03). Public Works also requests approving a supplemental agreement to the consultant services contract with OTAK, Inc. in the amount of \$382,625 for construction engineering support services for the project. The supplemental agreement would increase the maximum amount payable for consultant services to \$1,087,625.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:

Redmond Central Connector Master Plan

Transportation Master Plan

Community Strategic Plan - Objective #1: Invest in infrastructure preservation and replacement across the city to maintain the current level of service, the reliability of capital assets, and provide timely and cost-effective replacement.

- **Required:**

Council approval is required to award a Public Works contract that exceeds \$300,000 (2018 City Resolution 1503)

- **Council Request:**

N/A

- **Other Key Facts:**

N/A

**OUTCOMES:**

Approving this action keeps the city on the path to completing phase 3 of the regional trail, which will improve the safety, reliability, connection of the Redmond Central Connector trail system. Construction of RCC3 significantly improves pedestrian and bicycle access and comfort to people walking and riding along the Willows Road corridor.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**

N/A

- **Outreach Methods and Results:**

N/A

- **Feedback Summary:**

N/A

**BUDGET IMPACT:**

**Total Cost:**

\$5,639,490 Construction Contract

\$382,625 Supplemental Agreement Number 1

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**

CIP

**Budget Priority:**

Vibrant and Connected

**Other budget impacts or additional costs:**       Yes       No       N/A

***If yes, explain:***

N/A

**Funding source(s):**

FHWA Grant, Congressional Directed Spending, WA Dept. of Commerce Grant, PSE, Impact Fees, General Fund.

**Budget/Funding Constraints:**

Use of Federal Highway grants requires a 13.5% funding participation by Redmond.

**Additional budget details attached.**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
N/A	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Approve

**Time Constraints:**

Award of bid must occur within 45 days of the bid opening (which occurred on August 1, 2024) or the contractor may withdraw their bid.

**ANTICIPATED RESULT IF NOT APPROVED:**

Not approving contract will result in delaying construction, increasing the cost to complete the project.

**ATTACHMENTS:**

Attachment A: Redmond Central Connector, Phase 3, Project Information Sheet

Attachment B: Additional Project Information

Attachment C: Consultant Agreement



# CIP Project Information Sheet

**Project Name:** Redmond Central Connector Phase 3

**Project Status:** Existing - Revised

**Functional Area(s):** Parks, Transportation

**Relevant Plan(s):** PARCC Plan, Transportation Master Plan

**Neighborhood:** Willows & Rose Hill

**Time Frame:** 2019-2026

**Budget Priority:** Vibrant and Connected

**Citywide Rank:** 146

**Functional Area Priority:** High

**Location:** Former railroad corridor parallel to Willows Road, from the 9900 block to NE 124th Street

**Description:**

Design and construct a 1.6-mile regional trail that will complete the third and final phase of the Redmond Central Connector (RCC).

**Anticipated Outcomes:** *Primary:* Upgrade/Enhancement *Secondary:* Redmond Central Connector is complete, providing bicycle and pedestrian routes from the Junction of the Bear Creek Trail/East Lake Sammamish Trail to the Cross Kirkland Corridor and the rest of the 42-mile Eastrail system.

**Request:** *Primary Reason(s):* Scope Change  
Project budget increase due to addition trail lighting and inflation. Schedule change is due to awaiting completion of supporting project.

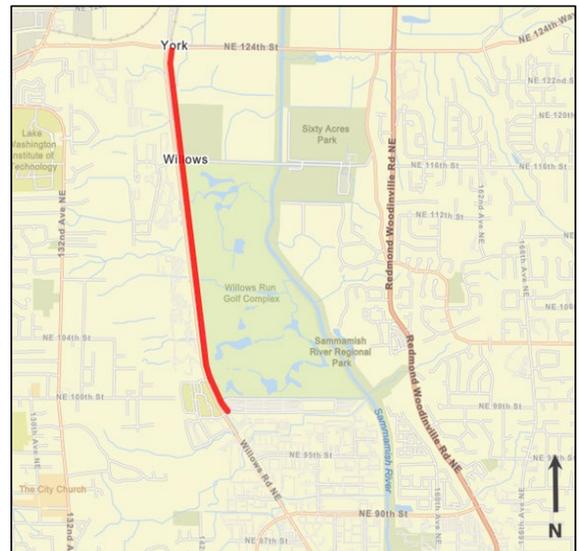
Budget:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Original Budget	\$5,147,216	\$500,000							\$5,647,216
Approved Changes	-\$1,882,754	\$2,642,190	\$1,192,348						\$1,951,784
<b>Current Approved Budget</b>	<b>\$3,264,462</b>	<b>\$3,142,190</b>	<b>\$1,192,348</b>						<b>\$7,599,000</b>
<b>Proposed New Budget</b>	<b>\$2,537,221</b>	<b>\$4,345,431</b>	<b>\$1,192,348</b>						<b>\$8,075,000</b>
Proposed changes due to	Scope Change	X	Schedule Change		Budget Change				

Project Phasing:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Preliminary Design (0-30%)	\$536,194								\$536,194
Right of Way	\$149,154								\$149,154
Design (31-100%)	\$912,608								\$912,608
Construction	\$939,265	\$3,095,521	\$955,974						\$4,990,760
Contingency		\$1,249,910	\$236,374						\$1,486,284
<b>Total</b>	<b>\$2,537,221</b>	<b>\$4,345,431</b>	<b>\$1,192,348</b>						<b>\$8,075,000</b>

Estimated M&O Impacts:	Prior	2025	2026	2027	2028	2029	2030	Future	Total
Cost						\$18,300	\$18,300	ongoing	\$36,600

Explanation: M&O costs including labor, materials, tools, utilities related to maintaining and operating the new trail section.

Proposed Funding Sources:	Prior	2025-2030	Future	Total
General Fund	\$227,766	\$965,540		\$1,193,306
Grant - (PSRC)		\$2,130,000		\$2,130,000
Grant - State		\$699,370		\$699,370
Impact Fees		\$1,952,324		\$1,952,324
Grant - Legislative		\$1,100,000		\$1,100,000
PSE		\$1,000,000		\$1,000,000
<b>Total</b>	<b>\$227,766</b>	<b>\$7,847,234</b>		<b>\$8,075,000</b>



## Attachment B – Additional Project Information

### Redmond Central Connector, Phase 3,

#### Bid Results

The project was advertised in the *Daily Journal of Commerce* and *The Seattle Times* on July 3, 2024 and July 10, 2024. Bids were received and opened on August 1, 2024. The City received six (6) bids which are summarized below.

<b>Bidder</b>	<b>Bidder Location</b>	<b>Bid Amount</b>	<b>Percent Over Estimate</b>
<b>Johansen Construction Company, LLC</b>	<b>Sumner, WA</b>	<b>\$5,639,490</b>	<b>39%</b>
CA Carry Corporation	Issaquah, WA	\$5,826,610	44%
Active Construction, Inc.	Puyallup, WA	\$5,860,860	45%
Granite Construction Company	Everett, WA	\$5,973,584	48%
Goodfellow Bros, LLC	Maple Valley, WA	\$6,212,503	54%
Graham Contracting Ltd.	Bellevue, WA	\$7,879,406	95%
<b>Engineer's Estimate</b>		<b>\$4,041,494</b>	

- The lowest bidder was 39% higher than engineer's estimate.
- In general, most of the unit cost items of the bid were 10% higher and the larger lump sum items were as much as 50% higher than the engineer's estimate. The lump sum items that significantly exceeded the estimate are also assigned to Disadvantaged Business Enterprise (DBE) to fulfill the federal grant requirement.
- All the submitted bid documents were reviewed and were from reputable contractors who have conducted business with Redmond in the past.
- There are construction items that are trending with longer lead and supply times which can be contributing to increased cost.
- A check of the bids for unbalanced items showed that many items may have appeared unbalanced compared to our below market estimate but were not significantly unbalanced when compared to the average pricing of all bidders.

All bidders' unit prices, extension and additions have been checked for accuracy. The contractor's references were checked and found to be acceptable. Given the higher-than-expected low bid, the project budget contingency has been adjusted to absorb the added cost for higher-than-expected bids. Public Works recommends awarding the contract to Johansen Construction Company as the lowest responsive bidder.

#### Consultant Agreement History

	<b>Date</b>	<b>Amount</b>	<b>Maximum Amount Payable</b>
Otak Original Agreement	June 14, 2022	\$705,000	\$705,000
Otak Supplement 1	September 2024	\$382,625	\$1,087,625



<b>Supplemental Agreement Number</b> <u>01</u>		Organization and Address Otak, Inc. 11241 Willows Road NE Ste 200, Redmond, WA 98052	
Original Agreement Number 9970		Phone: 425-822-4446	
Project Number 1915-315-03	Execution Date	Completion Date 12/31/2025	
Project Title Redmond Central Connector Phase III	New Maximum Amount Payable \$ 1,087,625.00		
Description of Work  This Supplemental Scope of Services includes professional services to provide construction management, observation, materials testing, and administration services for the Project. <span style="float: right;">+</span>			

The Local Agency of City of Redmond  
desires to supplement the agreement entered into with Otak, Inc.  
and executed on 06/13/2022 and identified as Agreement No. 9970

All provisions in the basic agreement remain in effect except as expressly modified by this supplement.

The changes to the agreement are described as follows:

**I**

Section 1, SCOPE OF WORK, is hereby changed to read:

See Exhibit A, Scope of Work Supplement No. 1

**II**

Section IV, TIME FOR BEGINNING AND COMPLETION, is amended to change the number of calendar days for completion of the work to read: N/A

**III**

Section V, PAYMENT, shall be amended as follows:

See Exhibits D & E, Cost Computations Supplement No. 1

as set forth in the attached Exhibits, and by this reference made a part of this supplement.

If you concur with this supplement and agree to the changes as stated above, please sign in the appropriate spaces below and return to this office for final action.

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

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

\_\_\_\_\_  
Consultant Signature

\_\_\_\_\_  
Approving Authority Signature

\_\_\_\_\_  
Date

**Redmond Central Connector Phase 3**

**Agreement Number** 9970

**Agreement History**

Supplement Number	Date	Amount	New Maximum Amount Payable	Supplement Reason
Original	6/14/2022	\$705,000	N/A	N/A
1	9/17/2024	\$382,625	\$1,087,625	Construction Support



## EXHIBIT A

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### SCOPE OF WORK CONSTRUCTION MANAGEMENT SERVICES

#### Redmond Central Connector Phase 3 (RCC3)

City of Redmond Project No. 50021915

(Otak Project No. 32246.E00)

August 2024

#### Description of Project:

The purpose of the Redmond Central Connector Phase 3 (RCC3) Project is to continue the design and construction of a regional trail corridor from the 9900 Block of Willows Road NE to NE 124th Street, approximately 1.6 miles in length. The trail will be located within the former Burlington Northern Railroad (BNSF) rail corridor and will generally consist of a 12-foot-wide paved trail, along with associated street crossing improvements, trail connections, storm drainage, utilities, landscape, and urban design improvements. The trail will be consistent with and incorporate the design principles and elements developed as part of the Redmond Central Connector Master Plan and the completed Phase 1 (RCC1) and Phase 2 (RCC2) trail segments.

Puget Sound Energy (PSE) has constructed the Sammamish-Juanita Transmission Line along the proposed location of RCC3. The PSE Project includes work that is supportive of the RCC3 Project, including the construction of culverts, retaining walls, storm drainage, and a 17-foot-wide gravel maintenance access roadway. This Scope of Services incorporates the PSE improvements as an existing condition and will further develop the RCC3 segment of the regional trail.

#### General Scope of Services

This Scope of Services includes professional services to provide construction management, observation, and administration services for the Project. The project is federally funded. The procedures outlined in the WSDOT Local Agency Guidelines (LAG Manual) will be used during this project. This scope of services describes the Task Elements to be accomplished by the CONSULTANT as summarized under each task element. This scope consists of the following task elements:

- Task 1 – Project Management and Coordination
- Task 2 – Topographic Surveying/Mapping
- Task 3 – Environmental/Permitting

- Task 4 – Construction Administration
- Task 5 – Construction Design/Engineering Support
- Task 6 – Materials Testing and Inspection

The CONSULTANT shall provide the services identified in the tasks below. These services will include project management, meetings attendance, correspondence, contract administration, review of submittals, and construction observation for the CITY as detailed below:

### **Optional Services**

With prior written approval by the CITY and written notice-to-proceed, work elements described in this scope of services as optional services (as directed) may be provided by the CONSULTANT.

### **General Assumptions**

- The bid advertisement period will be in early July with the bid opening late July 2024. The target date for the start of construction is mid/late September 2024. Construction will be completed in June 2025.
- The attached budget for the services detailed below is based on a 120-working day schedule to reach substantial completion status. The budget includes an additional 30-working days to compile and resolve punchlist items and reach physical completion status. The budget also includes 30-working days of preconstruction activities. Construction documentation will be prepared using CITY and/or WSDOT forms from the Local Agency Guidelines (LAG) Manual.
- The CONSULTANT will prepare the conformed plans and specifications. The CITY will provide copies of the conformed plans and specifications to all parties.
- The CITY will prepare and send a signed Notice to Proceed Letter to Contractor.
- The CITY will organize, facilitate, and produce minutes of the project Preconstruction (PreCon) Conference and the weekly progress meetings.
- When necessary, the CITY will prepare all Change Orders and obtain the Contractors endorsement, prior to the work being performed.
- The CITY will prepare Notice of Suspension letters and letters acknowledging “Substantial” completion and “Physical” completion for CITY signature and approval.
- The CITY will process monthly pay estimates to the Contractors. The CITY will provide the pay estimate request and monthly ledgers of quantities for preparation of the monthly pay estimates.
- The CITY will prepare and distribute the weekly statements of working days.
- The CITY will be responsible for addressing right-of-way issues, including but not limited to, Right of Entry (ROE) agreements and Temporary Construction Easements (TCE).

- The Contractor will be responsible for all contract mandated permits and any inspections related to permit requirements. The CITY will document the Contractor’s compliance with requirements and make appropriate notifications if non-compliance is observed.
- Public outreach by the CITY will include updating the existing project website on the CITY’S site to include project updates as needed.
- The CITY will furnish all information, requirements, reports, data, surveys, and instructions required by this Agreement.
- The CITY will pay for all required permit fees.
- The CITY will be responsible for all hazardous materials and special permits.
- The CONSULTANT may provide additional services as directed by the CITY which are not identified in this Scope of Services. Additional services shall not commence without written authorization and approval from the CITY and a supplement to the contract (if applicable).
- If the work schedule changes due to the contractor working weekends, extended hours, work performed during suspension, added working days due to change orders or weather delays, or if the construction activity extends beyond the contract time, the CONSULTANT shall inform the CITY immediately to allow the CITY an opportunity to authorize additional budget for the CONSULTANT to provide the additional services as needed. The additional services will be billed at the hourly rates established in the base agreement.

## **1. Project Management and Coordination**

### **1.1. Coordination with City of Redmond**

CONSULTANT will coordinate with City of Redmond (“CITY”) on a regular basis to keep the CITY’s project manager informed about project progress, project issues and schedule. CONSULTANT will assist in scheduling project related meetings, reviews, and other coordination activities needed to keep the project moving forward. Regular communication with the CITY will occur on a weekly basis.

### **1.2. Project Coordination Meetings with City (Assume 12 Meetings)**

Regular project management meetings with the City’s project manager and CITY Staff will occur approximately monthly to provide regular check-ins. The project management meetings will generally be held virtually. It is anticipated that a total of twelve (12) project management meetings will be held during the construction period. Attendance will include CONSULTANT’s project manager and project engineer along with other team members needed to support the planned agenda items. Meetings are expected to be one (1) hour or less. Project Coordination Meetings are in addition to the regular weekly Construction Meetings per Task 4.3.

### **1.3. Subconsultant Management**

CONSULTANT will coordinate and review all work provided by its subconsultants. Coordination will include scheduling of work, scheduling of meetings, and general construction oversight. Review will include the internal review of subconsultant deliverables, and review and processing of monthly subconsultant invoices. CONSULTANT will be responsible for ensuring that all subconsultants remain on schedule and provide quality deliverables.

### **1.4. Project Monitoring and Reporting**

Project management will include the coordination of design team members, internal project scheduling, and the preparation of a monthly progress report and a monthly billing statement. Monthly progress reports will include information on major activities, anticipated actions, and outstanding issues to be resolved. Provide monthly reporting of project budget status, including percent of budget expended and estimation of budget to completion.

#### **Deliverables**

- Monthly Progress Reports and Monthly Invoices

## **2. Topographic Surveying/Mapping**

### **2.1. Coordination with Contractor and Construction Surveyor**

CONSULTANT will coordinate with Contractor and Construction Surveyor to confirm survey control and to share AutoCAD/Civil 3D file information to support construction staking by Contractor.

## **3. Environmental/Permitting**

### **3.1. General Coordination with Permitting/Regulatory Agencies**

General coordination with the permitting/regulatory agencies and/or WSDOT Local Programs will occur during the construction period. Coordination will include the review of permit conditions and the resolution of questions during construction. Applicable permitting/regulatory agencies include the City of Redmond, King County, City of Kirkland, and Department of Ecology.

### **3.2. Mitigation Review and Coordination**

CONSULTANT will assist with Mitigation Review and Coordination, in accordance with the Mitigation (Buffer) Plan for the project. Support will include response to questions and review of soil preparation, plant materials, planting, and installation. Scientist and Landscape Architect will provide review and coordination.

### **3.3. Coordination with City of Kirkland**

CONSULTANT will provide coordination with the City of Kirkland for work located within City of Kirkland ROW (NE 124<sup>th</sup> Street vicinity). Coordination will include review of permit conditions to assure compliance and coordination with Contractor regarding Temporary Traffic Control Plans.

#### **Deliverables**

- Updated Temporary Traffic Control Plans per Contractor Input

## **4. Construction Administration**

Provide documentation and record keeping in compliance with CITY and WSDOT LAG requirements. The CONSULTANT's standard practice is that record keeping will be consistent with WSDOT Local Agency Guidelines and Standards.

### **4.1. Project Setup**

CONSULTANT will assist CITY with project setup, including review of the Request for Approval of Materials (RAM) and the Record of Material (ROM) forms. CONSULTANT will assist City with development of submittal summary. CONSULTANT will setup up internal files/records to support the construction phase of the project.

### **4.2. Weekly Construction Meetings (Assume 6 Meetings)**

CONSULTANT will attend weekly construction progress meeting with the CITY and the Contractor periodically, as requested by the CITY. Progress meetings will be used to promote effective communication between the CITY, CONSULTANT, the Contractor and other project stakeholders. Approximately six (6) weekly construction meetings are anticipated.

### **4.3. Site Visits - Engineering**

CONSULTANT's Project Engineer will visit the site periodically to review construction progress and to verify compliance with the project plans and specifications. Task 4.3 assumes up to eight (8) site visits.

## **5. Construction Design/Engineering Support**

### **5.1. Pre-Construction Support Services**

CONSULTANT will provide Pre-Construction Support Services during the period between Bid Opening/Award and the start of the Construction Period. Pre-Construction Support Services include project coordination, utility coordination, and preparation and issuance of Conformed Construction Plans and Specifications.

### **5.2. Construction Submittals and Shop Drawing Review**

CONSULTANT will review material and non-material related submittals, construction sequence and CPM schedules, shop drawings, and other items required from the Contractor.

CONSULTANT will maintain a documented record of all material submittals in accordance with the Record of Materials. CONSULTANT will log in, review, track and return each submittal within the time established in the Specifications. CONSULTANT will review the submittals required per the Plans and Specifications.

#### **Deliverables**

- Material and Submittal Log in a format provided by the CITY
- Material Submittal and Shop drawing submittals will be returned electronically in PDF format via email with comments written directly on the submittal documents and/or accompanied by a memorandum, if required

### **5.3. Response to Questions/RFI's**

CONSULTANT will respond, per coordination with the CITY Project Manager, to Requests for Information (RFI's) by the Contractor and provide supplemental information as needed to maintain the progress of the work. If field adjustments are required because of a change in conditions, CONSULTANT will coordinate with the CITY Project Manager and prepare necessary change order documents and plan revisions as requested. CONSULTANT will provide design technical assistance to field personnel and visit site (Task 5.2) when requested to evaluate design issues.

#### **Deliverables**

- Log of RFI Responses and Field Changes
- Written responses to RFIs will be returned electronically in PDF format via email to the Contractor.

### **5.4. Project Closeout**

CONSULTANT will compile project closeout documentation and coordinate with the Contractor and the CITY to obtain the required documents. CONSULTANT will assemble project documentation and deliver to the CITY at project completion. Project documentation will follow

an example provided by the CITY and comply with the Construction Contract filing requirements per WSDOT Local Programs. CONSULTANT will participate in final project audit with CITY and WSDOT staff.

At completion of the project, the CONSULTANT will provide electronic files of all project documentation to the CITY. The CONSULTANT will provide paper copies of all executed Change Orders, Pay Estimates and Field Note Records. Additional paper files will also be provided to the CITY upon request.

**Deliverables**

- Project Closeout Documentation – One Copy (as described above)

**5.5. Preparation of Project As-Builts**

The Construction Plans will be revised to conform to As-Constructed Record Drawings from information supplied by the Contractor and Field Representative. The As-Constructed Record Drawings will be prepared in accordance with the CITY’s current Record Drawing Requirements. The "Construction Record" plans will be submitted electronically.

**Deliverables**

- As Constructed Record Drawings (One CD with electronic files in pdf and AutoCAD format)

**6. Materials Testing and Inspection**

**6.1. Coordination with Materials Testing and Inspection Subconsultant**

The Scope of Work for materials testing and inspection shall consist primarily of compaction testing and asphalt and concrete testing. CONSULTANT will coordinate with Materials Testing and Inspection Subconsultant Design to assure that testing/inspections are scheduled in a timely fashion and that testing results are reviewed for compliance with Construction Documents.

**7. Culvert Monitoring (5-Year) – Optional Services**

**7.1. Culvert Monitoring**

The constructed PSE Maintenance Access Roadway included the replacement of four reinforced concrete pipe culverts with new fish-passable structures that were permitted by WDFW (HPA #2022-4-270+01) and a USACE Nationwide Permit. As a condition of both permits, the Culvert Monitoring Plan (Otak) dated January 2020 must be implemented to ensure fish passage at all four crossings. This Scope of Work is for implementing the monitoring program for five (5) years following construction, including the field efforts required to measure

and document the various physical properties of the stream and culverts. The data obtained in the field will be compiled into a monitoring report provided to the CITY and any required regulatory agencies. This Scope of Work provides project management, field data collection and reporting to agencies for the required monitoring period. The Culvert Monitoring Plan requires field observations to be performed on the first, third, and fifth years following construction. Monitoring will occur twice per year, once in the spring and again in the late summer. Annual monitoring reports will be prepared summarizing the results of the data collection. Tasks for each monitoring year include:

- Completing the spring monitoring and field data collection and preparing the Spring Monitoring Memorandum.
- Completing the late summer monitoring and field data collection and preparing the Annual Monitoring Report.

#### **Deliverables**

- Spring Monitoring Results Memorandum (Year 1, Year 3, and Year 5)
- Annual Monitoring Report (Year 1, Year 3, and Year 5)

#### **Expenses**

- Reimbursable for Reproduction of Plans, Specifications, Reports, Etc.
- Mileage/Travel
- Other Misc. Expenses

## **EXHIBIT A-1 Berger Partnership (Landscape/Urban Design)**

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### **Scope of Work – Construction Support Services**

#### **1.1 Project Administration (6 months)**

The Subconsultant will provide continuous project management for the continuous project construction duration. During any stoppage of work, the Subconsultant team will not provide in-field construction support services unless directed otherwise by the City of Redmond.

#### **1.2 Construction Meetings**

When requested by the Project Manager, Subconsultant will attend monthly meetings during construction, including pre-construction conference and final project walk-through. Budget for this task is based on attending a maximum of (5) two-hour monthly meetings including initial and final punch list documentation. Subconsultant to perform up to three (3) final walk-through site visits with the landscape contractors included in the fee for this task.

#### **1.3 Construction Submittals / Shop Drawings**

Subconsultant will review construction submittals required for submission by the contractor for document compliance and assist city staff with clarifications. Landscape submittals to review are provided below and assume a maximum of two submittal or shop drawing reviews.

1. Shop Drawings:
  - Jersey Barrier Paint Stencil Details
2. Submittals:
  - Landscape Installation/Construction Schedule
  - Concrete Paving Color and Mix + Finish (coordinate with Otak)
  - Twig Benches
  - Precast Concrete Modules
  - Jersey Barriers
  - Planting
    - Plants Procurement List (up to three submittal reviews)
    - Soils / Fertilizer / Amendments
    - Mulch/Compost
    - Staking Systems
    - Hydro-Seed Mixes and Rates

#### **1.4 Field Observations**

At the written approval of the city project manager, Subconsultant will perform observations at key stages of production, construction, and installation related to trail and area plantings. Refer to Civil and Structural scope and fee for further information. The landscape scope includes

review of field mockups after materials submittals have been accepted by the engineer and may include the following:

1. Landscape mockup/in-field reviews:
  - Concrete formwork and layout at intersections (two visits)
  - Concrete finish, color, jointing, and pour quality (one visit)
  - Jersey Barrier mockup (two visits)
  - Shrub and ornamental plant layout (two visits)
  - Additional in-field layout review and planting coordination with contractor to review in-field planting layouts for trees, shrubs, and groundcovers.
  - Provide in-field service and coordination with contractor for Jersey Barrier installation.

### **1.5 Request for Information (RFI)**

Subconsultant will review/respond to submitted contractor requests for information (RFIs) when requested by the City project manager. The fee for this scope is based on an assumption of 10 total RFIs related to landscape items and associated hardscape.

### **1.6 Revisions/Change Orders**

When requested by the city project manager, Subconsultant will prepare construction change orders. The fee for these work items will be authorized based on a proposed scope of the change order and fee approved by the City of Redmond. An allowance will be placed in the fee for change orders required as part of the base bid contract. Change orders that include art, additional design, or reintroduction of value engineered elements of the design during the bid process documentation will be considered an add service to this contract.

### **1.7 Prepare As-Constructed Drawings / Record Drawings (all mark-ups provided by City)**

The Subconsultant will prepare and submit as-constructed drawings of the completed project for planting and urban design elements. The City shall be responsible for contractor coordination and monitoring/documenting all significant field changes made during construction. The city shall provide Subconsultant with one full-size set of construction plans with “red-line mark-ups” of field changes for Subconsultant to use in preparing as-constructed drawings, in accordance with the city’s current Record Drawing requirements. The City will be responsible for preparing final mylars of the Record Drawings. Planting in-field changes are not included in the as-constructed scope of work at this time, only documented plan changes via change order process.

## **Assumptions**

In addition to the existing scope of work under contract, the following assumptions are made to provide further direction to this added scope of the design:

- Otak / City of Redmond will serve as the primary construction administrator and manager

- for the construction of the Redmond Central Connector Phase 3.
- Berger Partnership will serve as the Subconsultant to Otak, reviewing landscape and hardscape items that pertain directly to the bid plans and specs.
  - Subconsultant scope of construction services do not include ongoing annual monitoring/reporting, beyond the construction-specified 12-month plant establishment period.

## **EXHIBIT A-2 HWA Geosciences (Materials Testing)**

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### **Scope of Work – Construction Support Services**

HWA Geosciences construction/material testing support services will include the following:

- Sampling and acceptance/Proctor testing of CSTC, Gravel Borrow, GB for Drains, GB for Drywells, Ballast, Sand Bedding for JUT, and Native soils for use in trench backfill, and trail/sidewalk construction.
- Inspection and testing of compacted aggregates for utility trenches, roadway/sidewalk subgrade, ADA ramp, and wall construction.
- Concrete Aggregate sampling and acceptance testing.
- Concrete sampling for curb and gutter, ADA ramps, driveways, light poles, signal poles, concrete barrier, bus pads, and trail components.
- Sampling of HMA aggregate for acceptance and oil at the plant for ignition oven correction factor.
- Sampling and testing HMA during paving for Rice density, extraction and gradation (minimum: one test sample per 1000 tons).
- Inspection and testing of HMA placement and compaction (minimum: one test per 100 tons).
- Written field reports will be prepared for all inspections and reviewed for QC.

### **Assumptions**

- These estimates may require adjustment due to the Contractor's rate of construction, weather delays, source changes and/or other factors beyond our control.
- The HWA PM reserves the right to shift hours between the various subtasks as required.
- The HWA work scope does not include safety assessment nor work pertaining to any environmental issues.
- This cost estimate was prepared with the understanding that the Client will schedule inspection as needed.
- All night work is charged at an 8-hour minimum segment. Night work cancelled within 12 hours of scheduled time will be charged 4 hrs.
- All weekend work is charged at a 4-hour minimum segment. Weekend work cancelled within 12 hours of scheduled time will be charged 4 hrs.
- 3000 psi, Commercial, and concrete for sidewalks and thrust blocks will not be tested.
- Reinforcing steel to be inspected by others (HWA is not WABO certified)

## **EXHIBIT A-3 TENW (Traffic Signals and Lighting)**

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### **Scope of Work – Construction Support Services**

TENW construction support services will include the following:

- TENW will provide on-call construction support services (CSS) to the project team for a total of 120 working days. This CSS budget includes:
  - Attendance of one (1) pre-construction meeting
  - Review of materials submittals (up to 2 revisions for each TENW scope item)
  - Responding to contractor RFIs (up to 10 total)
  - Site Visits (up to 4 total)
  - Coordination with the City of Redmond for signal loops
  - Addressing plan changes and preparation of final As-builts upon construction completion based on contractor redlines

### **Assumptions**

- The budget provided herein is a time & materials working budget only. The budget may need to be increased based on the actual needs of the project team.
- There are no specific deliverables associated with this task.

**Redmond Central Connector Phase 3 (RCC3)**

Hour/Fee Estimate - Construction Phase

Otak, Inc.

City of Redmond Project No. 500219

Otak Project # 32246.EOO

Task	Description	Sr. PIC/Sr. PM Civil	Civil Engineer X	Civil Engineer IX	Civil Engineer VIII	Civil Engineer VII	Civil Engineer VI	Civil Engineer III	Engineer Designer IV	Engineer Technician IV	Scientist VI	Scientist IV	Landscape Architect IV	PLS V Project Manager	PLS III	Project Coordinator I	Total Hours	Total Budget by Task	Overall Task Budget
<b>1.0</b>	<b>Project Management and Coordination</b>																		\$42,633
1.1	Coordination with City of Redmond	40		16												12	68	\$16,669	
1.2	Project Coordination Meetings with City (Assume 12 Meetings)	20		20							2					8	50	\$11,504	
1.3	Subconsultant Management	12		4												8	24	\$5,382	
1.4	Project Monitoring and Reporting	24														16	40	\$9,079	
<b>2.0</b>	<b>Topographic Surveying/Mapping</b>																		\$3,713
2.1	Coordination with Contractor and Construction Surveyor	2		4			4							4	4	2	20	\$3,713	
<b>3.0</b>	<b>Environmental/Permitting</b>																		\$7,911
3.1	General Coordination with Permitting/Regulatory Agencies	2		2							4					2	10	\$2,045	
3.2	Mitigation Review and Coordination	2		2							4	4	4			2	18	\$3,056	
3.3	Coordination with City of Kirkland	2		4				4		6						2	18	\$2,809	
<b>4.0</b>	<b>Construction Administration Support</b>																		\$14,510
4.1	Project Setup	4		4			4									4	16	\$3,129	
4.2	Weekly Construction Meetings (Assume 6 Meetings)	8		8													16	\$4,045	
4.3	Site Visits - Engineering	4	4	16	4	4										4	36	\$7,337	
<b>5.0</b>	<b>Construction Design/Engineering Support</b>																		\$73,357
5.1	Pre-Construction Support Services	8	4	20	4	4	20									4	64	\$12,393	
5.2	Construction Submittals and Shop Drawing Review	4	8	32	24	16			16				4			4	108	\$19,717	
5.3	Response to Questions/RFI's	4	8	40	24	24			16				4			4	124	\$22,722	
5.4	Project Closeout	2	2	12	4	2										2	24	\$4,887	
5.5	Preparation of Project As-Builts	2		24	12		8			40						2	88	\$13,637	
<b>6.0</b>	<b>Materials Testing and Inspection</b>																		\$3,583
6.1	Coordination with Materials Testing and Inspection Subconsultant	2	2	4			8									4	20	\$3,583	
<b>7.0</b>	<b>Optional Services - Culvert Monitoring (5-Year)</b>																		\$44,685
7.1	Culvert Monitoring	4		8			24				60	180				24	300	\$44,685	
	<b>Total Hours</b>	<b>146</b>	<b>28</b>	<b>220</b>	<b>72</b>	<b>50</b>	<b>68</b>	<b>4</b>	<b>32</b>	<b>46</b>	<b>70</b>	<b>184</b>	<b>12</b>	<b>4</b>	<b>4</b>	<b>104</b>	<b>1,044</b>		
	<b>Billing Rate</b>	\$295.00	\$218.50	\$210.60	\$188.23	\$165.07	\$151.71	\$121.60	\$118.80	\$106.76	\$196.07	\$130.09	\$122.65	\$202.39	\$153.50	\$124.93			
	<b>Total Labor Cost</b>	<b>\$43,070</b>	<b>\$6,118</b>	<b>\$46,332</b>	<b>\$13,553</b>	<b>\$8,254</b>	<b>\$10,316</b>	<b>\$486</b>	<b>\$3,802</b>	<b>\$4,911</b>	<b>\$13,725</b>	<b>\$23,937</b>	<b>\$1,472</b>	<b>\$810</b>	<b>\$614</b>	<b>\$12,993</b>		<b>\$190,393</b>	\$190,391
	<i>General Expenses - Reproduction, Mileage, Misc.</i>																		<b>\$3,200</b>
	<i>Berger Partnership - Landscape Architecture/Urban Design</i>																		<b>\$43,212</b>
	<i>HWA GeoSciences - Materials Testing and Inspection</i>																		<b>\$64,335</b>
	<i>Transportation Engineers NW - signal/street crossing modifications, lighting</i>																		<b>\$38,485</b>
	<i>CRC - Cultural Resources (Allowance)</i>																		<b>\$3,000</b>
	<b>Project Subtotal</b>																		<b>\$342,625</b>
	<b>Contingency</b>																		<b>\$40,000</b>
	<b>Project Total</b>																		<b>\$382,625</b>

**EXHIBIT B**  
**DBE Participation Plan**

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The voluntary DBE participation goal for the construction phase of the project is \$67,335 (based on 17.6% of the total Contract Amount for Supplement No. 1.) Otak proposes to partner with the following qualified DBE/SBE firms to accomplish specific key aspects of the project:

<b>Partner Firm</b>	<b>Certification(s)</b>	<b>Role/Responsibility</b>	<b>Budget Amount</b>	<b>% of Budget</b>
HWA	DBE/SBE	Geotechnical Engineering	\$64,335	16.8%
CRC	DBE, WMBW	Cultural Resources	\$3,000	0.8%

Monthly reporting on DBE participation will be submitted to the City of Redmond in accordance with City and Local Agency reporting requirements.

**Exhibit D**  
**Prime Consultant Cost Computations**

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**Exhibit D  
Consultant Fee Determination**

Project Name: Redmond Central Connector III  
 Project Number: 032246.E00  
 Consultant: Otak, Inc.

**NEGOTIATED HOURLY RATES**

Classification	Hours	DSC	Overhead 178.48%	Fee (Profit) 30.00%	Total Hourly Rate	Total
Sr. PIC/Sr. PM Civil	146	\$ 95.63	\$170.68	\$28.69	\$295.00	\$43,070
PIC/Sr. PM Civil		\$ 86.61	\$154.58	\$25.98	\$267.17	
Civil Engineer X	28	\$ 70.83	\$126.42	\$21.25	\$218.50	\$6,118
Civil Engineer IX	220	\$ 68.27	\$121.85	\$20.48	\$210.60	\$46,332
Civil Engineer VIII	72	\$ 61.02	\$108.91	\$18.31	\$188.23	\$13,553
Civil Engineer VII	50	\$ 53.51	\$95.50	\$16.05	\$165.07	\$8,253
Civil Engineer VI	68	\$ 49.18	\$87.78	\$14.75	\$151.71	\$10,316
Civil Engineer V		\$ 48.10	\$85.85	\$14.43	\$148.38	
Civil Engineer IV		\$ 43.34	\$77.35	\$13.00	\$133.70	
Civil Engineer III	4	\$ 39.42	\$70.36	\$11.83	\$121.60	\$486
Civil Engineer I		\$ 35.84	\$63.97	\$10.75	\$110.56	
Civil Engineer I		\$ 32.58	\$58.15	\$9.77	\$100.50	
Engineering Designer V		\$ 39.42	\$70.36	\$11.83	\$121.60	
Engineering Designer IV	32	\$ 38.51	\$68.73	\$11.55	\$118.80	\$3,801
Engineering Designer III		\$ 32.50	\$58.01	\$9.75	\$100.26	
Engineering Technician VII		\$ 48.00	\$85.67	\$14.40	\$148.07	
Engineering Technician VI		\$ 41.20	\$73.53	\$12.36	\$127.09	
Engineering Technician V		\$ 37.72	\$67.32	\$11.32	\$116.36	
Engineering Technician IV	46	\$ 34.61	\$61.77	\$10.38	\$106.76	\$4,911
Engineering Technician III		\$ 31.46	\$56.15	\$9.44	\$97.05	
Senior Construction Manager		\$ 71.64	\$127.85	\$21.49	\$220.98	
Construction Manager VI		\$ 65.63	\$117.14	\$19.69	\$202.46	
Construction Manager V		\$ 54.21	\$96.75	\$16.26	\$167.23	
Construction Manager IV		\$ 50.75	\$90.58	\$15.23	\$156.55	
Field Representative VII		\$ 54.08	\$96.52	\$16.22	\$166.83	
Field Representative VI		\$ 49.16	\$87.75	\$14.75	\$151.66	
Field Representative V		\$ 43.27	\$77.23	\$12.98	\$133.48	
Landscape Architect VI		\$ 50.99	\$91.01	\$15.30	\$157.29	
Landscape Architect V		\$ 47.08	\$84.03	\$14.12	\$145.23	
Landscape Architect IV	12	\$ 39.76	\$70.96	\$11.93	\$122.65	\$1,472
Landscape Architect III		\$ 38.40	\$68.54	\$11.52	\$118.46	
Scientist VI	70	\$ 63.56	\$113.44	\$19.07	\$196.07	\$13,725
Scientist V		\$ 53.00	\$94.59	\$15.90	\$163.49	
Scientist IV	184	\$ 42.17	\$75.27	\$12.65	\$130.09	\$23,936
Scientist III		\$ 38.34	\$68.43	\$11.50	\$118.27	
Scientist II		\$ 33.96	\$60.61	\$10.19	\$104.76	
Scientist I		\$ 27.00	\$48.19	\$8.10	\$83.29	
PIC/ Sr. PLS		\$ 79.83	\$142.48	\$23.95	\$246.26	
Professional Land Surveyor V	4	\$ 65.61	\$117.10	\$19.68	\$202.39	\$810
Professional Land Surveyor IV		\$ 54.35	\$97.00	\$16.31	\$167.66	
Professional Land Surveyor III	4	\$ 49.76	\$88.81	\$14.93	\$153.50	\$614
Professional Land Surveyor II		\$ 45.24	\$80.74	\$13.57	\$139.56	
Professional Land Surveyor I		\$ 41.04	\$73.25	\$12.31	\$126.60	
Survey Crew Chief III		\$ 47.50	\$84.78	\$14.25	\$146.53	
Survey Crew Chief II		\$ 34.03	\$60.74	\$10.21	\$104.98	
Survey Crew Chief I		\$ 27.50	\$49.08	\$8.25	\$84.83	
Project Coordinator I	104	\$ 40.50	\$72.28	\$12.15	\$124.93	\$12,993
Graphics Specialist		\$ 38.20	\$68.18	\$11.46	\$117.84	
Project Admin Assist		\$ 31.50	\$56.22	\$9.45	\$97.17	
<b>Total Hours</b>	<b>1,044</b>				<b>Subtotal:</b>	<b>\$190,393</b>
<b>REIMBURSABLES</b>						
Mileage						\$1,500
Reproduction (copies, plots, etc.)						\$700
Miscellaneous						\$1,000
					<b>Subtotal:</b>	<b>\$3,200</b>
<b>SUBCONSULTANT COSTS (See Exhibit E)</b>						
Berger Partnership						\$43,212
TENW						\$38,485
HWA Geotechnical						\$64,335
CRC						\$3,000
					<b>Subtotal:</b>	<b>\$149,032</b>

**Total:** \$342,625

**Contingency:** \$40,000

**GRAND TOTAL:** \$382,625

**Exhibit E**  
**Sub-consultant Cost Computations**

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If no sub-consultant participation listed at this time. The CONSULTANT shall not sub-contract for the performance of any work under this AGREEMENT without prior written permission of the AGENCY. Refer to section VI “Sub-Contracting” of this AGREEMENT.

## EXHIBIT E

### Subcontracted Work

Project Name: Redmond Central Connector III  
Project Number: 032246.E00  
Consultant: Otak, Inc.

The City permits subcontracts for the following portions of work of the Agreement:

<b>Subconsultant</b>	<b>Work Description</b>	<b>Amount</b>
Berger Partnership	Landscape Architecture/Urban Design	\$43,212
TENW	Traffic/Signals/Lighting	\$38,485
HWA Geotechnical (DBE/SBE)	Geotechnical Engineering, Materials Testing	\$64,335
CRC (DBE/SBE)	Cultural Resources	\$3,000
<b>Total:</b>		<b>\$149,032</b>

**Exhibit E1  
Consultant Fee Determination**

Project Name: Redmond Central Connector III  
 Project Number: 032246.E00  
 Consultant: **Berger**

**NEGOTIATED HOURLY RATES**

<b>Classification</b>	<b>Hours</b>	<b>Total Hourly Rate</b>	<b>Total</b>
Principal	32	\$226.51	\$7,248
Associate	115	\$162.32	\$18,667
PM	86	\$144.48	\$12,425
LA Staff		\$84.28	
Administrative	18	\$103.43	\$1,872
<b>Total Hours</b>	<b>251</b>	<b>Subtotal:</b>	<b>\$40,212</b>
<b>REIMBURSABLES</b>			
Mileage			\$1,500
Reproduction (copies, plots, etc.)			\$1,500
Miscellaneous			
		<b>Subtotal:</b>	<b>\$3,000</b>
		<b>Subtotal:</b>	

**Total:** \$43,212

**Contingency:** [Yellow Box]

**GRAND TOTAL:** \$43,212

**Exhibit E2  
Consultant Fee Determination**

Project Name: Redmond Central Connector III  
 Project Number: 032246.E00  
 Consultant: HWA

**NEGOTIATED HOURLY RATES**

<b>Classification</b>	<b>Hours</b>	<b>Total Hourly Rate</b>	<b>Total</b>
Geotech Eng VIII	16	\$295.04	\$4,721
Geotech Eng II		\$139.50	
Geologist VI	14	\$192.42	\$2,694
Geologist II	330	\$112.25	\$37,041
Contracts Admin	6	\$112.25	\$673
<b>Total Hours</b>		<b>366</b>	<b>Subtotal: \$45,129</b>
<b>REIMBURSABLES</b>			
Laboratory Testing			\$16,715
Direct Expenses			\$2,491
<b>Subtotal:</b>			<b>\$19,206</b>

**Total:** \$64,335

**Contingency:** [Yellow Box]

**GRAND TOTAL:** \$64,335

**Exhibit E3  
Consultant Fee Determination**

Project Name: Redmond Central Connector III  
 Project Number: 032246.E00  
 Consultant: **TENW**

**NEGOTIATED HOURLY RATES**

<b>Classification</b>	<b>Hours</b>	<b>Total Hourly Rate</b>	<b>Total</b>
Principal	16	\$312.00	\$4,992
Sr PM	27	\$173.09	\$4,673
ENGR IV	80	\$117.70	\$9,416
ENG II	100	\$98.09	\$9,809
ENG 1	108	\$88.85	\$9,596
<b>Total Hours</b>	<b>331</b>	<b>Subtotal:</b>	<b>\$38,485</b>
<b>REIMBURSABLES</b>			
Mileage			
Reproduction (copies, plots, etc.)			
Miscellaneous			
		<b>Subtotal:</b>	
		<b>Subtotal:</b>	

**Total:** \$38,485

**Contingency:** [Yellow Box]

**GRAND TOTAL:** \$38,485



Memorandum

Date: 9/3/2024  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-403  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Public Works	Aaron Bert	425-556-5814
Executive	Lisa Maher	425-556-2427
Parks	Loreen Hamilton	425-556-5814

DEPARTMENT STAFF:

Public Works	Amy Kim	Engineer
Public Works	Eric Dawson	Acting Engineering Supervisor
Parks	Quinn Kuhnhausen	Parks Manager
Parks	David Tucheck	Parks Deputy Director
Executive	Jenny Lybeck	Environmental Sustainability Program Manager
Public Works	Steve Gibbs	Capital Projects Division Manager
Public Works	Vangie Garcia	Deputy Public Works Director

**TITLE:**

Approve Agreement with McKinstry Essention for the Public Safety Building Phase 2 and Sustainability Building Automation Projects

**OVERVIEW STATEMENT:**

The Public Safety Building Phase 2 and Sustainability Building Automation Projects will replace selected existing Heating, Ventilation, and Air Conditioning (HVAC) equipment and controls with energy-efficient solutions, reducing utility and operational costs. In addition, this project will replace end-of-life equipment ensuring safe and optimized performance. This is phase 2 of a multi-phase effort to optimize energy efficiency in the Public Safety Building.

The agreement with McKinstry Essention is in the amount of \$109,197. The agreement is for an Investment Grade Audit (IGA) following the American Society of Heating, Refrigerating and Air Conditioning Engineers (ASHRAE) Level 2 audit for the Public Safety Building Phase 2 and Sustainability Building Automation Projects (City Project Nos. 2336 and 2111). The audit will propose cost-effective upgrades to improve the building’s energy efficiency and assist in complying with current energy use regulations and City sustainability goals.

This initial agreement includes the cost of the audit only. Future supplemental agreements will be for the construction of the proposed improvements followed by measurement and verification to ensure energy savings goals are met.

Additional Background Information/Description of Proposal Attached

**REQUESTED ACTION:**

- Receive Information                       Provide Direction                       Approve

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Capital Facilities Plan 2025-30, 2020 Environmental Sustainability Action Plan, 2021 City Operations Zero Carbon Strategy, Climate Emergency Declaration
- **Required:**  
Council approval required for contracts exceeding \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
**Clean Buildings Performance Standard (CBPS)**  
The Washington Clean Buildings Performance Standard (CBPS) (HB 1257 Chapter 285 Laws of 2019) was signed into law in 2019 and requires Tier 1 commercial buildings that are 50,000 SF or greater to meet the established average energy use intensity target (EUI<sub>t</sub>) or perform an energy audit and implement all cost-effective efficiency measures (a.k.a. investment criteria pathway). CBPS non-compliance penalties can start at \$5,000 plus \$1 per gross square foot for every year of non-compliance.

Public Safety Building is a Tier 1 building (53,328 SF) with a compliance date of June 1, 2028. Implementing this project will help meet the Washington State-mandated law.

**Energy Service Performance Contracting (ESPC)**

Energy Service Performance Contracting is an alternative to the traditional Design-Bid-Build (DBB) process.

Administered by the Washington State Department of Enterprise Services (DES), ESPC aims to improve energy efficiency in existing facilities. Local governments can join the program by signing an Interagency Agreement (IAA) with DES and collaborating with pre-qualified Energy Service Companies (ESCOs). On May 7, 2024, Council authorized the Mayor to sign an IAA, which was subsequently signed on May 17, 2024. McKinstry Essention is a pre-qualified ESCO and was selected to complete the PSB project.

ESPC offers unique opportunities for energy efficiency projects that are not typically feasible under the DBB process. The ESCO takes on both the construction and performance risks, guaranteeing the maximum construction cost and ensuring energy savings and equipment performance. This approach integrates commissioning as a key component, ensuring the ESCO meets its guarantees.

In ESPC, the ESCO handles everything from the initial audit to design, construction, and commissioning, acting as the single point of accountability. Unlike the DBB process, ESCOs do not have to publicly advertise for bids and can procure equipment through bidding, negotiation, or self-performance. While subcontracted work is expected to be competitively bid to ensure cost-effectiveness, the ESCO is not obligated to select the lowest bidder if it negatively impacts the project's performance.

**OUTCOMES:**

- Compliance with the Washington State Clean Building Performance Standard (CBPS) and avoid a penalty of \$58,328 per year if not in compliance by the established Tier 1 compliance date.
- Reduced utility expenses and decreased maintenance costs associated with emergency equipment replacement.
- Decreased emissions from buildings by reducing overall energy consumption.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**  
\$109,197

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
CIP

**Budget Priority :**  
Vibrant and Connected  
Healthy and Sustainable

**Other budget impacts or additional costs:**       Yes       No       N/A

**If yes, explain:**  
N/A

**Funding source(s):**  
General Fund  
Real Estate Excise Tax

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
4/23/2024	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction
5/7/2024	Business Meeting	Approve

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Approve

**Time Constraints:**

This CBPS compliance deadline of June 1, 2028, requires a minimum of 1 year of measurement and verification of the building's energy use. Therefore, considering the commissioning period of the HVAC equipment and building control system, the construction must be completed at least 15 months before the published deadline. In summary, this project must be completed by Q1 2027, and construction should start no later than Q2 2026.

**ANTICIPATED RESULT IF NOT APPROVED:**

If the agreement is not approved, staff would pursue a design-bid-build process which would likely extend the project schedule. This could lead to a potential violation of State law, CBPS. Failure to submit appropriate documentation by the scheduled reporting date will result in progressive penalties by legal notice.

**ATTACHMENTS:**

- Attachment A - Project Information Sheet
- Attachment B - ESPC Program Process Description
- Attachment C - Investment Grade Audit Proposal
- Attachment D - Interagency Agreement with Department of Enterprise Services
- Attachment E - History of the Clean Buildings Performance Standard
- Attachment F - DES Audit Authorization Packet Blank Forms

# CIP Project Information Sheet

**Project Name:** Sustainability Building Automation - Heating, Ventilation, and Air Conditioning (HVAC) Controls

**Project Status:** Existing

**Functional Area(s):** Facilities

**Relevant Plan(s):** Facilities Plan, Environmental Sustainability Action Plan

**Neighborhood:** Willows & Rose Hill

**Time Frame:** 2023-2024

**Budget Priority:** Healthy and Sustainable

**Citywide Rank:** 42

**Functional Area Priority:** High

**Location:** Citywide in occupied municipal buildings

**Description:**

Install building automation system to provide consistent scheduling, control, and monitoring of lighting and HVAC settings, and system performance at City-occupied buildings.

**Anticipated Outcomes:** *Primary:* Environmental Sustainability *Secondary:*

These systems will reduce energy consumption while providing greater comfort to building occupants. The systems will also improve diagnostic and repair troubleshooting.

**Request:** *Primary Reason(s):*

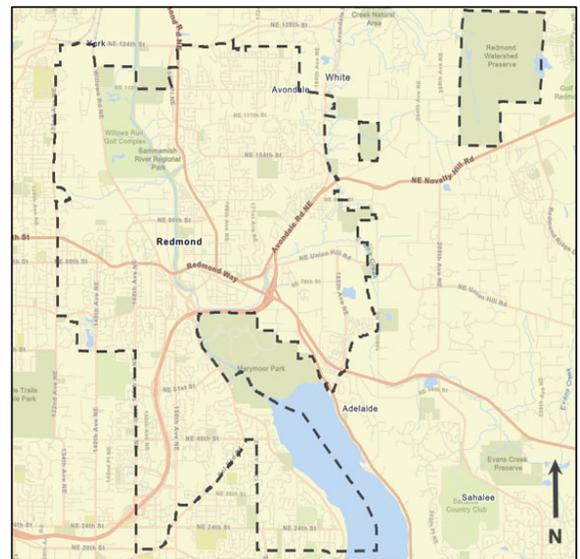
Budget:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Original Budget		\$142,477	\$363,571						\$506,048
Approved Changes									
<b>Current Approved Budget</b>		<b>\$142,477</b>	<b>\$363,571</b>						<b>\$506,048</b>
<b>Proposed New Budget</b>		<b>\$142,477</b>	<b>\$363,571</b>						<b>\$506,048</b>
Proposed changes due to	___ Scope Change	___ Schedule Change	___ Budget Change						

Project Phasing:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Preliminary Design (0-30%)		\$12,948							\$12,948
Right of Way									
Design (31-100%)		\$64,742	\$6,474						\$71,216
Construction			\$280,550						\$280,550
Contingency		\$64,787	\$76,547						\$141,334
<b>Total</b>		<b>\$142,477</b>	<b>\$363,571</b>						<b>\$506,048</b>

Estimated M&O Impacts:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Cost				\$10,000	\$10,000	\$10,000	\$10,000	ongoing	\$40,000

Explanation: Estimated service contract for preventive maintenance and software upgrades.

Proposed Funding Source:	Prior	2023-2028	Future	Total
General Fund		\$506,048		\$506,048
<b>Total</b>		<b>\$506,048</b>		<b>\$506,048</b>





# CIP Project Information Sheet

**Project Name:** Public Safety Building Phase 2 (Mechanical and Electrical)

**Project Status:** Existing

**Functional Area(s):** Facilities

**Relevant Plan(s):** Facilities Plan

**Neighborhood:** Downtown

**Location:** Public Safety Building

**Time Frame:** 2023-2024

**Budget Priority:** Vibrant and Connected

**Citywide Rank:** 54

**Functional Area Priority:** High

**Description:**

Continue mid-life investment in facility for functional modernization, operational repairs, and system replacement.

**Anticipated Outcomes:** *Primary:* Asset Protection *Secondary:*

Building life is extended and work environment is safe and productive for staff.

**Request:** *Primary Reason(s):*

Budget change due to project initiation moving out one year.

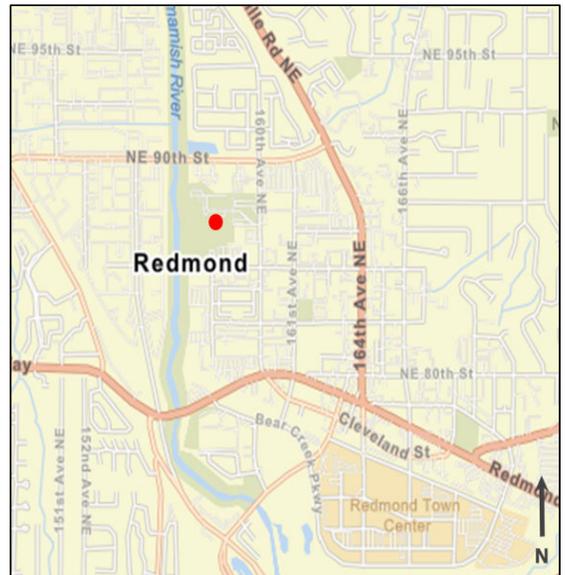
Budget:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Original Budget	\$207,757	\$182,517	\$2,635,346						\$3,025,620
Approved Changes	-\$207,757	\$257,233							\$49,476
<b>Current Approved Budget</b>		<b>\$439,750</b>	<b>\$2,635,346</b>						<b>\$3,075,096</b>
<b>Proposed New Budget</b>			<b>\$439,750</b>	<b>\$2,635,346</b>					<b>\$3,075,096</b>
Proposed changes due to									
	<input type="checkbox"/> Scope Change			<input checked="" type="checkbox"/> Schedule Change					
								<input checked="" type="checkbox"/> Budget Change	

Project Phasing:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Preliminary Design (0-30%)			\$50,000						\$50,000
Right of Way									
Design (31-100%)			\$250,000						\$250,000
Construction			\$139,750	\$2,635,346					\$2,775,096
Contingency									
<b>Total</b>			<b>\$439,750</b>	<b>\$2,635,346</b>					<b>\$3,075,096</b>

Estimated M&O Impacts:	Prior	2023	2024	2025	2026	2027	2028	Future	Total
Cost									

Explanation: No M&O costs expected.

Proposed Funding Sources:	Prior	2023-2028	Future	Total
General Fund		\$2,673,357		\$2,673,357
Real Estate Excise Tax		\$401,739		\$401,739
<b>Total</b>		<b>\$3,075,096</b>		<b>\$3,075,096</b>



23456789#####

**Energy Savings Performance Contracting Program**  
**Process Description**

**I. Program History**

The Energy Savings Performance Contracting (ESPC) program was developed to provide a means to install Energy Efficiency Measures (EEMs) in State facilities without affecting the State's capital budget. The ESPC program within the Department of Enterprise Services (formerly General Administration) has since been expanded to provide energy conservation services to all public facilities in the State.

In 2001, the Legislature found that the economy of the state and the health, safety, and welfare of its citizens were threatened by the current energy supply and price instabilities. The ESPC program has been involved in over \$1 billion in total energy construction projects since its inception in 1986, resulting in \$40 million a year in annual utility costs reductions to public facilities.

**II. Energy Service Company pre-qualification**

On a biennial basis, the Energy Program prepares an advertisement to be placed in the Seattle, and Portland editions of The Daily Journal of Commerce, and the Spokesman Review in Spokane. The advertisement describes the intent to develop a pre-approved list of Energy Services Companies (ESCOs) providing services to public facilities in the State for the upcoming biennium. ESCO firms submit a summary of their qualifications and experience. The submittals are reviewed by the Energy Program and those ESCOs deemed to be qualified are interviewed and offered a Master Energy Services Agreement. This makes them eligible to participate in energy related projects at public facilities managed by the DES Energy Program.

**III. Client agency and DES contractual agreement**

Local governments, school districts and state agencies (referred to as Client Agencies) must enter into an Interagency Agreement (IAA) with DES before they can participate in the program and work with one of the pre-qualified ESCOs. The IAA is drafted pursuant to Chapter 39.34 RCW. It allows the DES Energy Program to provide overall contracting and project management services to the Client Agency. All work by the Energy Program is authorized by amendments to the Agreement. Compensation for DES's Energy Program services is based on a pre-determined fee schedule that sets project management compensation levels based on the total project value. If the Client Agency proceeds with a project, then they are obligated to pay DES based on the project management fee

schedule. If the ESCO fails to develop a project that meets the Client Agencies established cost-effectiveness criteria, then there is no cost to the Client Agency.

#### **IV. ESCO selection by the client agency**

Client Agencies are allowed to select any of the pre-qualified ESCOs to work with under the ESPC Program. The DES Energy Program Manager assigns energy project managers (PMs) to work with clients based on their locality within the state or by client organization. The Energy Program PM may provide the client with a copy of executive summaries from each ESCOs statement of qualifications. The summaries provide key information on how each firm approaches projects, their specific experience, and the scope of projects completed in recent years. The PM also has access to the full Statement of Qualification and sample energy audits that each of the ESCO's submitted for evaluation by the pre-qualification selection committee. Client Agencies may use whatever selection process that complies with their own policies and procedures for selecting firms that provide professional services. If the Client Agency chooses to interview firms as part of the selection process, the Energy Program PM may sit in on ESCO interviews but does not participate in the final decision-making process. The Client Agency selects the ESCO.

Energy Program PMs have engineering and other technical experience in energy efficiency technologies and construction projects. These individuals are primarily licensed professional engineers who can interact with the ESCO on issues such as appropriate modification to existing building energy systems, control strategies for heating, ventilating and air-conditioning (HVAC) systems, and appropriate measurement and verification (M&V) methods associated with these retrofit projects.

#### **V. Preliminary audit**

After the Client Agency has selected an ESCO for their facility or project, the PM will often conduct a walk-through energy audit of the facility with the selected ESCO and the facility representative to determine the general scope and size of the project. During the development of the preliminary audit, energy baseline development and M&V methods will be discussed. DES and the Client Agency will review and agree with the methods proposed.

Prior to the walk-through the Client Agency should provide the ESCO with information about the facility, including utility billing information from at least the most current 12-month period (data covering the past two years is better). Utility data may include electricity, natural gas and water consumption records as appropriate. Information about the facility such as operating schedule, typical number of occupants and square footage are also helpful. This data is analyzed to establish the energy utilization index (EUI) of the facility. EUI may be thought of as similar to a car's fuel efficiency in miles per gallon (mpg). In buildings the lower the EUI, the better it's performing.

The purpose of the preliminary audit is to determine if a potential project exists and, to identify potential EEMs. This is also the time to evaluate equipment data-logging opportunities. (It is difficult, for instance, to get a good representation of cooling equipment operation in the winter or true occupancy patterns of a school in the summer.) The preliminary audit stage is an opportunity for the Client Agency and the PM to clarify with

the ESCO the Client Agencies cost-effectiveness criteria and any specific requirements or limitations for the project. ESCOs use the preliminary audit and subsequent proposal process to ensure there will be a feasible project established.

### **Investment grade audit**

Once the ESCO, DES Energy PM, and the Client Agency are satisfied that there is adequate energy saving potential in the facility, the next step is to move to the investment grade audit. The ESCO will develop an audit proposal that will include the systems to be evaluated, the timeline to completion, and the cost to conduct the investment grade audit. The PM will review the proposal and negotiate the cost of the audit prior to the proposal being presented to the Client Agency.

Upon receiving Client Agency approval to go forward with the specific proposal, the Energy Program PM will prepare an Energy Services Authorization. The Client Agency receives a Funding Authorization document for signature. By authorizing the funding, the Client Agency certifies to the Energy Program PM that funds are appropriated and/or allocated for the project.

The ESCO will then proceed to conduct a detailed investment grade energy audit of the facility(s) and submit an investment grade audit and energy services proposal to the Energy Program PM and the Client Agency for review and approval.

The investment grade audit is to analyze all cost-effective EEMs for lighting, HVAC equipment, building envelope, steam systems, chilled water systems, domestic hot water and other water using systems, controls, energy generation and distribution systems, and waste management systems, as identified in the audit proposal. The audit will evaluate the economic performance and investment value of the EEMs.

There are three potential outcomes of the Investment Grade Audit:

1. If a facility does not have EEMs that meet the “cost effectiveness criteria” established by the Client Agency, there is no cost to the Client Agency for the audit. This is true unless the Client Agency, DES, and the ESCO agree to other arrangements. In that case these special arrangements must be reflected in the Authorization between the ESCO and Client Agency.
2. If the ESCO identifies cost-effective measures and the Client Agency decides not to proceed, then the ESCO will be reimbursed for the audit and the Energy Program will be paid a termination fee. This occurs rarely.
3. If the ESCO identifies cost-effective measures and the Client Agency decides to proceed, an energy services proposal is presented to the Client Agency.

The energy services proposal outlines the maximum guaranteed construction cost guaranteed and guaranteed equipment performance.

## VI. Cost-effectiveness criteria

The definition of cost-effectiveness for energy conservation projects is found in Chapter 39.35C.010 RCW. It states:

"Cost-effective" means that the present value to a state agency or school district of the energy reasonably expected to be saved or produced by a facility, activity, measure, or piece of equipment over its useful life, including any compensation received from a utility or the Bonneville power administration, is greater than the net present value of the costs of implementing, maintaining, and operating such facility, activity, measure, or piece of equipment over its useful life, when discounted at the cost of public borrowing.

This means that projects are considered cost-effective if they result in a net positive present value over their economic lifetime. For purposes of determining economic lifetime, ESCOs rely on generally accepted engineering practice as is guided by entities such as the American Society of Heating Refrigerating and Air-Conditioning Engineers (ASHRAE), or other national or international standard setting bodies.

The following general criteria are commonly used to determine the cost-effectiveness of EEMs proposed in the energy services proposal. Occasionally a Client Agency will have additional criteria that must be met, such as shortened facility life time due to planned replacement.

- The Client Agency may use any combination of the following funding and payment options to discharge its obligations under the Energy Services Agreement:
  - ESCO financing;
  - ESCO arranged Municipal Lease financing;
  - State Treasurer's LOCAL Program;
  - Other third-party financing (banks, etc.)
  - Energy cost savings, utility cost savings, and approved O&M savings to pay off any of the above debt structures;
  - Grants, loans and/or incentives from utilities or other funding sources; and
  - The Client Agencies capital budget or any other funds at the Client Agencies discretion.
- The Client Agencies loan term may not exceed the economic life of the ECM, unless otherwise approved by the Client Agency and DES.
- Not more than 90% of the energy cost savings may be used to repay the loan, unless approved by the Client Agency.
- Up to 100% of utility grants may be used to defray project costs or to repay the loan.
- Labor or maintenance cost savings shall not be included in energy cost savings for the purpose of determining cost-effectiveness, unless specifically approved by the Client Agency. These will typically represent costs for purchased parts and service contracts, not internal labor costs.

- The cost of the EEMs will include: the cost of the investment grade audit and preparation of the energy services proposal; project design; construction; ESCO's construction and project administration; DES's project management fee; system commissioning; bidding; bonding; overhead and profit; permits; taxes; training; cost and saving guarantees, and other costs that may be agreed to by the ESCO PM and the Client Agency.
- The Client Agency's cash flow including savings, utility contributions, cost of measurement and verification services, cost of EEMs, and loan repayments shall be neutral or positive with respect to the baseline cash flow and based on guaranteed savings.
- Current utility rates shall be used for the purpose of calculating energy and utility cost savings. Energy and utility cost inflation factors shall not be used without the Client Agencies expressed approval.

## **VII. Energy services proposal and ESCO construction contract**

The energy services proposal contains a breakdown and details of the following:

- Facility name, description, EUI, square footage, existing equipment, etc.;
- The EEMs proposed for installation, including quantities;
- The EEMs analyzed but not recommended;
- The EEMs proposed/analyzed but not chosen by the Client Agency;
- Improvements to operations and maintenance (O&M) practices for existing equipment;
- The maximum guaranteed project cost, including engineering and design, permits, materials, construction, commissioning, ESCO fees, DES Energy Program fees, measurement and verification fees, etc.;
- The energy and energy cost savings expected from the EEMs and O&M recommendations;
- Savings guarantee;
- Project cash flow over the term of the project financing, including capital infusion, financing expenses, and M&V costs;
- A detailed schedule for project completion;
- Verification that comfort conditions will be maintained at the facility;
- Identify the services and associated costs for the ESCO during the course of the project, including but not limited to; engineering, construction management, preparation of O&M procedures, training of facility personnel, commissioning, functional testing, HVAC testing, adjusting and balancing, start-up/stop, warranty services, and equipment maintenance; and
- The nature and extent of work and equipment that the ESCO will receive from other firms under subcontract.

The ESCO's overhead and profit and other approved markups to the overall cost of the project are set in the Master Energy Services Agreement. A contingency amount is included to cover any hazardous material costs or additional work for unforeseen conditions that may be encountered in the construction of the project. If contingency is used, it will be managed jointly by DES, the ESCO, and the Client Agency. The use of the contingency requires a change order to the ESCO construction contract.

Once the Client Agency approves the energy services proposal, the PM amends the Energy Services Authorization to add the design, construction contract administration, and overhead and profit.

After the project design is completed and approved by the Client Agency and the Energy Program PM, the ESCO will begin the procurement process. ESCO projects are delivered through a turnkey negotiated process and the ESCO is not required to publicly advertise for bids. The ESCO can procure the equipment through bidding, negotiation, or thru self-performance.

- For bidding, the ESCO can solicit bids from preselected sub-contractors, and will consider the client agency's requests for specific sub-contractors. Typically, only two or three subcontractors (pre-approved or requested by the Client Agency) are asked to bid the work.

The ESCO is not required to take the lowest bidder if it is determined to be detrimental to the performance of the project. All sub-contracted work is expected to be competitively bid by the ESCO to assure the ESCO and the Client Agency of a cost-effective installation.

- For negotiation, the ESCO may be allowed to negotiate with specific subcontractors or vendors if it is determined to be beneficial to the project providing that both the client agency and the Energy Program PM agree.
- For self-performance, the ESCO may be allowed to self-perform the work if it is determined to be beneficial to the project and both the client agency and the Energy Program PM agree. For work that is self-performed by the ESCO, the project team must agree on whether the construction group will act as a bidder in a selected bidding process or be treated in the same manner as negotiated procurement. If it is through the selected bidding process, it is recommended that the owner or the Energy Program PM receive the bids and the team open the bids as a group.

The ESCO construction contract identifies the acquisition and installation costs associated with the work, overhead and profit margins, bonds and insurance costs, commissioning activities, training for the Client Agencies maintenance personnel, and Washington State Sales Tax.

## **VIII. Notice of Commencement of Energy Cost Savings**

When project construction is complete, the ESCO will issue a Notice of Commencement of Energy Cost Savings. This document is the formal written notification to DES and the Client Agency that the ESCO has substantially completed installation of ESCO equipment and/or provided ESCO services. This validates that the equipment or services are now providing sufficient energy savings for the Client Agency to begin making payments, as set

forth in the energy services proposal. Acceptance of the Notice of Commencement of Energy Cost Savings by the DES Energy PM and the Client Agency constitutes the date of substantial completion of the project. The Energy Program PM and Client Agency will have inspected the project and accepted it prior to this notice.

The ESCO is confirming that they have inspected the project and that it is complete, that all previously identified “incomplete work items” have been fulfilled, and that the project is providing cost savings sufficient to repay the investment.

## **IX. Invoices**

One of the cornerstones of the ESPC program in Washington State is “open book” pricing. Construction costs are defined as “the actual cost of purchasing and installing the ESCO equipment, as demonstrated by the installation price quotes or construction contracts”. This means that the ESCO furnishes all the subcontractor and equipment invoices as backup to the invoices it submits. The ESCO will track project costs by listing subcontractor amounts and equipment quotes as individual lines on the schedule of values (further broken down by project phase if appropriate) on the “APPLICATION AND CERTIFICATE FOR PAYMENT ON CONTRACT” form that accompanies invoice voucher form A-19. It is preferred that subcontractors and equipment purchases over \$10,000 be listed as individual line items on the schedule of values. All contract invoices will be broken down to show all materials and labor costs, even if that contractor is a subsidiary of the ESCO.

If the project is completely financed by the Client Agency through lease purchase or other loan provisions; the ESCO invoice will not be submitted until the project or approved project phase is complete, and the ESCO has submitted the “Notice of Commencement of Energy Cost Savings”. Payments to the ESCO that are dependent on, grants, loans or utility incentive payments will be made within 30 days of the date the Client Agency receives the funds. Payments to the ESCO, which are dependent on funding provided by the Client Agency, may be made by monthly partial payments depending on services provided. The ESCO must meet deadlines for completion and invoicing in order to not delay financing.

## **X. Measurement & Verification**

The ESCO will enter into an M&V Authorization with the DES Energy Program to provide measurement and verification services as described in the energy services proposal to the Client Agency. M&V services are used to verify that energy or other utility savings are indeed being achieved. The recommended time period for M&V services is three years, with a one-year minimum. The Energy Program PM and the Client Agency may determine that additional M&V is required or beneficial in order to ensure savings continue to accrue, or to meet requirements established under utility reimbursement programs.



## City of Redmond Investment Grade Audit Proposal

To: Amy Kim, Project Manager, City of Redmond  
 From: Andrew Williamson, Business Development Manager, McKinstry Essention  
 Cc: Jessica DeWitt, Energy Engineer, WA Department of Enterprise Services  
 Subject: Public Safety Building Phase 02: HVAC and Controls Upgrade Investment Grade Audit Proposal

**Project Description:** The City of Redmond is interested in improving the infrastructure and efficiency of the Public Safety Building facility through a performance-based contract with McKinstry. This proposal will provide the guidelines for which McKinstry will provide the following tasks:

1. Conduct an Investment Grade Audit at the target facility.
  - A. Public Safety Building – 53,328 SF; 8701 160th Ave NE, Redmond, WA 98052
2. Develop a comprehensive Energy Services Proposal for selected measures. Initial target measures are :
  - B. Investigate indoor Water Source Heat Pump (WSHP) unit upgrades.
    - a. Preliminary equipment list provided by the City comprises below units. Replace with same capacity units. Except for Units HP-8x and HP-9x which will be sized for new zoning. Consider relocation where necessary to improve access.

Floor	Unit #	Serves	Notes
First	HP-4A	Ops LT office	Possible Relocate
First	HP-5A	Briefing Room	Abandon and Relocate
First	HP-5B	Briefing Room	Abandon and Relocate
First	HP-7B	Entry	Abandon and Relocate, Not on DDC
First	HP-8A		Replace and right size
First	HP-9A	Flight Ops/ Prosecutor	Air Distribution needs mod
First	HP-9 NEW		New unit for the core zone
First	HP-A	Women's R/Rm Locker Rm	Hard Lid, Not on DDC
First	HP-G	Police Fitness Room	Not on DDC
Second	HP-18A	Tech Support	
Second	HP-19A	Chief's	
Second	HP-19B	Chief Conf Rm	
Second	HP-20A	Sr Admin South Perimeter	
Second	HP-20B	Sr Amin conf/Store, room dujour	
Second	HP-31B	Lobby Large Unit West Mezz	
Second		Investigations Break Rm	Possible abandon/ relocate

- C. Main AHU (OA Unit) Retrofit
  - a. Assess retrofit to replace the supply fan with new fan array.
  - b. Perform review of the existing system and operation.
    - i. Review the operation of this unit (supply air) and the building general exhaust with the facilities team.
    - ii. Review BAS data for unit's setpoints and operation trends if available.
    - iii. Review for current code compliance including heat recovery.
    - iv. TAB for airflow or building pressure is not included.
- D. Full Building Controls Upgrades
  - a. Evaluate upgrade the controls of replaced WSHP and all legacy controls in the building to the newer version of the existing controls in the building.
- E. Condenser Pump Replacement
  - a. Evaluate replacement of (1) condenser pump with new pump and VFD. New pump to match the previously replaced pump.
- F. IDF Room Split system upgrade.
  - a. Evaluate upgrade the outdoor and indoor units to match existing cooling capacity. Reuse existing refrigerant lines.
- 3. Develop a Rough Order of Magnitude (ROM) scope and budget. Review with the City to select scope for GMAX that aligns with the City priorities and budget.
- 4. Coordinate the construction access requirements, expected construction duration and construction impacts with the City to develop an acceptable mitigation plan and inform the GMAX scope and budget.
- 5. Comprehensive ASHRAE Level 2 Audit. Refer Attachment B for detailed tasks.
  - A. Perform comprehensive building audit to identify energy reduction Facility Improvement Measures (FIMs). The intent is to identify FIMs with total energy savings that shall meet the CBPS EUI<sub>t</sub>.
  - B. Perform EUI benchmarking to determine CBPS EUI<sub>t</sub>.
  - C. Provide preliminary energy savings, preliminary budgets, simple payback analysis for the identified measures and Life Cycle Cost Analysis for select measures.
  - D. Support the City to prioritize the measures to align with City's EUI reduction for CBPS.

The investment grade effort is intended to lead to the implementation of energy improvement measures. The audit will provide all the details necessary for implementation of viable initiatives detailing all the associated savings, costs, potential utility funding, and return on investment scenarios, as well as loan details (if applicable) and construction schedules.

This will be a collaborative effort with the City of Redmond and the Washington State Department of Enterprise Services (DES). The study will be a product of the direction McKinstry receives, and it is anticipated that the information contained in the resulting Energy Services Proposal will form the basis of contracting documents for implementation. The specific deliverables associated with this professional services endeavor can be found in Attachment A.

**Requested Information:** For effective execution of this proposal we ask that the City of Redmond provide access to the following:

- ✓ Historical utility bills for the last 24 months.
- ✓ All mechanical, electrical, architectural, and structural drawings.
- ✓ All operational and maintenance manuals, balancing records, & specifications.
- ✓ Operational records related to the cost of maintaining specific equipment.
- ✓ Information with regards to any on-going maintenance contracts.
- ✓ Access to individuals that have relevant information pertaining to the day-to-day operation of energy using systems on site.
- ✓ Access to the building automation systems, including remotely, if available.
- ✓ Prior energy studies for related systems, if applicable.
- ✓ Any available hazardous material survey reports.

**Timeline and Milestones:** McKinstry will initiate this scope of work immediately upon execution of a Professional Services Contract and notice to proceed. Formal progress review meetings will be conducted regularly throughout the study phase. During these review meetings, McKinstry will recommend measures based on preliminary analysis, while the City of Redmond will provide final direction regarding recommended measures. The goal of these review meetings is to focus engineering efforts, budgeting, and savings assessment on those measures that possess a high probability for implementation. McKinstry will target completion of the IGA within 120 days of a notice to proceed. The following are proposed milestones following notice to proceed:

Duration	Action
6 weeks	McKinstry to deliver Rough Order of Magnitude analysis and recommendations
2 weeks	Owner review comments and direction given
6 weeks	McKinstry to deliver pre-final analysis and recommendations and deliver IGA Document
2 weeks	Owner review comments and direction given. Includes DES review time for IGA Document
2 weeks	McKinstry to deliver final investment grade audit analysis and Energy Services Proposal to Owner and DES

**Criteria for Implementation:** It is the City of Redmond intent that McKinstry will implement all approved projects that meet the project criteria:

1. The NPV of the proposed project will be neutral or positive over the term of the useful life of the equipment where the following will be included in the cash flow: total project cost, any available utility incentives, the value of the energy saved on an annual basis (cost at current utility rates).
2. For the purpose of the financial cash flow models, McKinstry will work with DES Energy Program and the client to use appropriate financial rates and other variables to show project benefits.
3. The cash flow model may include the following based on client approval: Hard-cost operational savings (no labor), Capital infusion from planned capital project budgets, cash reserves, grants, utility incentives, or other sources, Loans/financing, Deferred maintenance, Social cost of carbon etc.

4. The project scope could be adjusted to align with the funds budgeted for the project.
5. McKinstry will work with Puget Sound Energy to secure rebates for applicable scope.

**Investment Grade Audit Fee:** The City of Redmond will reimburse McKinstry for **Not to Exceed \$99,000** for this scope of work.

Fee Breakout

Targeted IGA Scope Fee – \$ 77,000

Comprehensive Building ASHRAE Level 2 Audit Fee - \$ 22,000

Total Fee - \$99,000

All fees assessed under this proposal will be included in the final implementation costs. In the event that McKinstry is unable to recommend projects that meet the criteria above, the City of Redmond has no financial obligation to McKinstry. However, if the recommendations meet or exceed the Criteria for Implementation and the City of Redmond chooses not to enter into an agreement with McKinstry to install the projects, the City of Redmond will reimburse McKinstry for the Investment Grade Audit fee. All associated information, including deliverables, will become the property of the City of Redmond upon final receipt of payment.

We look forward to working with the City of Redmond . Please call should you have any questions.

Best Regards,

Andrew Williamson  
Business Development Manager  
McKinstry Essention

# Attachment A

## Investment Grade Audit Deliverables

An IGA is an intensive engineering analysis of Facility Improvement Measures (FIMs) for the facility, net energy savings, and a cost-effectiveness determination. This is a Level 2 audit as defined in ANSI/ASHRAE/ACCA Standard 211-2018, Standard for Commercial Building Energy Audits. This IGA proposal as currently scoped is focused solely on the FIMs listed in our IGA proposal and will meet the ASHRAE Level 2 audit requirements for those FIMs only. Accordingly, items 3, 9 and 15 below will apply only to the FIMs listed in this IGA Proposal.

The IGA report shall be submitted before the ESP for Owner and DES review. The IGA report shall include results from the preliminary audit and:

1. Executive summary of the audit findings;
2. A description of the Facility including type of use, square footage, and location; T
3. Description of building systems and major equipment;
4. The standards of comfort and service appropriate for the Facility;
5. The Baseline Energy Consumption per fuel type for the Facility, including the data, methodology and variables used to compute the Baseline, and the Baseline calendar period which must not be less than 12 months, and must be multiples of 12 months;
6. Utility rate schedules and/or Tariffs;
7. Detailed energy analysis calculations. If an energy model is performed the software used, baseline modeling assumptions, and summary of results;
8. Facility benchmarking including the Energy Use Intensity (EUI) index and 12 months of utility data input into the EPA's Energy Star Portfolio Manager with a printout of the Energy Star Statement of Performance; **(Please note that the Statement of Performance will not be stamped by a professional engineer unless our IGA proposal explicitly includes stamping. This is because the EPA has additional tasks (beyond those required in ASHRAE Level 2 audits) that must be completed prior to stamping the Statement of Performance.)**
9. A list of applicable building, mechanical, energy, or other pertinent state and local codes that the facility currently doesn't meet or that may impact the project costs;
10. Description of Facility Improvement Measures (FIMs) recommended;
11. Description of FIMs considered and not recommended or not financially viable;
12. Measurement and verification (M&V) plan proposed for verifying energy savings consistent with the International Performance Measurement and Verification Protocol (IPMVP);
13. Financial analysis of FIMs;
14. Summary table with FIM name, installed cost, energy savings by utility, and O&M savings;
15. Normative Annex C Reporting Forms for Level 1 and Level 2 audits found in the ASHRAE Standard for Commercial Buildings Energy Audits;

16. Prepared by a person acting as the auditor of record, who must be a qualified energy auditor having training, expertise, and three years of professional experience in building energy auditing, and being any one of the following:
  - a. A licensed professional architect or engineer
  - b. An energy auditor, assessor, or analyst certified by ASHRAE or the Association of Energy Engineers (AEE) for all building types.

## **Attachment B**

### **ASHRAE Level 2 Audit for CBPS - Detailed Tasks**

#### **Roles & Qualifications**

1. The energy audit and subsequent calculations will be completed by a Qualified Energy Auditor (QEA), which is a person who has the training, expertise, and at least three years professional experience in building energy auditing and is a licensed professional architect or engineer or certified energy auditor by ASHRAE or AEE.

#### **Systems Included**

1. The below facility systems are included in the energy audit scope, where existing: Envelope, Structural Considerations (i.e., roofing condition for solar adaptation), Lighting System, Cooling, Computer Rooms, Heating, Ventilation and Exhaust Systems, Air Distribution Systems, Heating, Chilled, Condenser, and Domestic Water Systems, Refrigeration (except for food processing refrigeration), Power Generation Equipment (including renewables), Uninterruptible Power Supplies and Power Distribution Units, Electrical System Capacity, People-Moving Systems, Building Heating and/or Cooling Systems.

#### **Scope of Work Detail**

McKinstry will perform the following scopes of work as part of the ASHRAE Level II audit. Individual scopes items are laid out sequentially, but McKinstry expects to return to previous activities as necessary throughout the audit process:

1. Continued Benchmarking Support
  - a. Help establish the EUI considering the varied use types of the facility.
2. Documentation Collection and Review
  - a. Gather digital facility documentation and identify existing onsite hard copies.
  - b. As built drawings (architectural, mechanical, electrical, plumbing, lighting, and renewables)
  - c. Washington State Energy Compliance Forms (architectural, mechanical, electrical, plumbing, lighting, and renewables); these would be completed for permitted projects in the last 20 years.
  - d. Any previous commissioning reports.
  - e. Any previous energy audit reports (mechanical, electrical, plumbing, lighting)
  - f. Controls information (as-builts or final submittals, configuration/programming files (depending on the vendor), and if remote access is available)
  - g. Review documentation and identify information gaps
  - h. Pre-identify FIMs that may get the facility into compliance and develop on-site audit plan
  - i. McKinstry will review at least two years of utility consumption on a per building basis. Per our discussion, we will work with City of Redmond's Energy Manager to acquire the consumption reports.
3. On-Site Assessment`
  - a. Conduct interviews with facilities personnel and other onsite staff as appropriate.
    - i. Discuss any current efficiency programs
    - ii. Discuss known performance, operational, or comfort issues
    - iii. Discuss active and planned projects and pre-identified FIMs
  - b. Perform comprehensive facility inspection

- i. Compare facility documentation to on-site observations to verify accuracy .
    - ii. Observe equipment/system operations
    - iii. Install data loggers/instrumentation to collect trends (as necessary)
  - c. Perform Building Automation System (BAS) assessment
    - i. Compare facility documentation and on-site observations to BAS to verify accuracy
    - ii. Observe sequences of operations and other control strategies
    - iii. Set up and pull trend data (as necessary)
    - iv. Identify no-cost, low-cost, and capital energy efficiency measures
- 4. Facility Improvement Measure (FIM) Development
  - a. Utilize facility documentation and information gathered during the on-site assessments to identify potential FIMs
  - b. Perform additional documentation collection/review and on-site assessments as necessary to further develop potential FIMs and develop a Preliminary FIM List
  - c. Conduct “go/no-go” conversation with relevant facility stakeholders on Preliminary FIM List to determine FIM feasibility and whether they are appropriate in accordance with facility operations and future plans.
  - d. Finalize Preliminary FIM list with details required for cost estimation
- 5. Modeling and Estimating
  - a. Develop budgetary cost estimates for Preliminary FIMs, taking into account potential utility incentives
  - b. Develop calibrated baseline energy model of the facility
  - c. Develop efficiency model of the facility that includes the Preliminary FIMs
  - d. Compare baseline and energy efficient model to determine estimated savings for each FIM, taking into account interactive effects
  - e. Utilize budgetary costs and estimated savings to determine energy savings, EUI impacts, and FIM return on investment (ROI)
  - f. Review FIMs with facility owner and identify which FIMs it would like to pursue.
- 6. Life-Cycle Cost Analysis
  - a. Perform a Life Cycle Cost analysis on FIMs identified during the audit, utilizing “Form F” in accordance with CBPS rules and regulations.
  - b. Add LCCA findings to the audit report
- 7. Reporting
  - a. A final report will be presented at the end of the project that meets the requirements of CBPS programs:
  - b. EUI validation and gap analysis, including baseline calculation methodology, assumptions, and time period
  - c. Facility and systems descriptions
  - d. List of FIMs with the goal of reducing the facility EUI
  - e. List of FIMs likely required to pursue Investment Criteria Pathway
  - f. Estimated energy savings and peak energy savings for each recommended FIM (in cost and energy units)
  - g. Estimated cost of implementation for each recommended FIMs per ASHRAE 211 Section 5.4.8 for level 2 audits
  - h. Calculations address interactive effects of all recommended FIMs
  - i. Estimated end-use breakdown analysis after expected FIM implementation



**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

*1500 Jefferson St. SE, Olympia, WA 98501  
 PO Box 41476, Olympia, WA 98504-1476*

State of Washington <b>ENERGY PROGRAM</b> Department of Enterprise Services P.O. Box 41476 Olympia, WA 98504-1476	<b>INTERAGENCY AGREEMENT</b>	
	IAA No.:	K8952
<b>City of Redmond</b> PO Box 97010 Redmond, WA 98073	Date:	March 21, 2024

**INTERAGENCY AGREEMENT**  
**BETWEEN**  
**CITY OF REDMOND**  
**AND**  
**WASHINGTON STATE DEPARTMENT OF ENTERPRISE SERVICES**

Pursuant to RCW chapter 39.34 and RCW chapter 39.35C, this *Interagency Agreement (Agreement)* is made and entered into by and between the State of Washington acting by and through the Energy Program of the Department of Enterprise Services, a Washington State governmental agency (“Enterprise Services”) and City of Redmond, a Washington State governmental agency (“Client Agency”) and is dated and effective as of the date of the last signature.

**RECITALS**

- A. Enterprise Services, through its Energy Program (“Energy Program”), helps owners of public facilities reduce energy and operational costs. The Energy Program is a national leader in developing and managing energy savings performance contracts that help reduce energy and operational costs in publicly-owned facilities.
- B. Upgrading to energy efficient infrastructure helps reduce long-term operations and maintenance costs. This allows owners to be better financial stewards while achieving their mission, so that Washington is a better place to live, learn, and work.
- C. Acting as the owner’s advocate, the Energy Program delivers professional expertise and contract management services. By leveraging capital investments, owners can achieve efficiencies, improve facilities, and reduce carbon emissions in their publicly-owned facilities. Energy Program also creates value to owners by managing risk through guaranteed total project costs, equipment performance, and energy savings.
- D. Client Agency, an owner of a public facility, desires to contract with Energy Program to access and obtain certain Energy Program Services.
- E. The purpose of this *Agreement* is to establish a vehicle for Energy Program to provide future energy/utility conservation project management services to Client Agency and to authorize the development of the energy services proposal in a cost-effective, efficient manner.



## A G R E E M E N T

NOW THEREFORE, in consideration of the mutual covenants and agreements set forth herein, the parties agree as follows:

1. **TERM.** The term of this *Agreement* commences on the date of the last signature and ends **December 31, 2028**.
  
2. **STATEMENT OF WORK.**
  - A. **ENERGY PROGRAM.** Energy Program agrees to provide the following Services:
    - i. Upon request by Client Agency for energy services for a specific Energy/Utility Conservation Project(s), the Parties shall execute an amendment to this *Agreement* to specify the project and associated project management fees as set forth by Attachment B. Enterprise Services shall furnish necessary personnel and services as specified and set forth in Attachment A, *Project Management Services Scope of Work*.
    - ii. Assist in Dispute Resolution. Dispute resolution is an ongoing process throughout the project. However, this assistance does not include formal dispute resolution, arbitration or legal advice or representation in any legal action, and does not include legal fees and costs related to any dispute. Formal dispute resolution begins when a written claim is received demanding arbitration or other legal process is received. All formal dispute fees and costs will be borne separately by Client Agency. The Attorney General cannot and will not represent or advise a non-state agency.
  
  - B. **CLIENT AGENCY.** Client Agency agrees to the following:
    - i. Will conform to the protocols of this *Agreement*, including Enterprise Services' *General Conditions for Washington State Energy Savings Performance Contracting ("General Conditions")*, and as supplemented.
    - ii. Will conform to the requirements of the *General Conditions* for timely processing and approval of agreed upon changes to construction contracts involving cost, and for payment.
    - iii. Will conform to the following guidelines for communications between Client Agency, Enterprise Services and ESCOs (Energy Services Company) through the design, construction and post-construction phases as outlined below:
      - a) Communications between Client Agency, Energy Program Project Manager ("PM") and ESCO shall go through the PM. The PM may authorize exceptions for specific projects or situations. The PM may authorize the ESCO to communicate directly with Client Agency personnel to expedite the design and to avoid communication delays. This action does not authorize additional work, change in scope, or exclude copying all communications between ESCO and Client Agency to the PM.
      - b) All drawings, specifications, reports, and project correspondence must contain the State Project Number and suffix.



- The State Project Number consists of the fiscal year and a numerical sequence number, for example 2018-024, followed by an alphabetical suffix.
  - Professional services agreements have suffixes A through F, for example 2018-024 A.
  - Construction contracts have suffixes G through Z, for example 2018-024 G.
- iv. All identification and monitoring of documentation required by the funding source shall remain the responsibility of Client Agency.

### 3. COMPENSATION AND REQUIREMENTS.

- A. COMPENSATION. Compensation under this *Agreement* shall be by amendment to this *Agreement* for each authorized project. Each amendment shall include a payment schedule for the specific project.
- i. Project Management Services Scope of Work (Attachment A): For project management services provided by Energy Program, Client Agency shall pay Enterprise Services a Project Management Fee for services based on the total project value (including Washington state sales tax) per the Project Management Fee Schedule set forth in Attachment B.
  - ii. Termination Fee: If Client Agency, after authorizing an investment grade audit and energy services proposal, decides not to proceed with an energy/utility conservation project that meets Client Agency's cost effective criteria, then the Client Agency will be charged a termination fee as set forth in Project Management Fee Schedule. The termination fee shall be based on the estimated total project value outlined in the energy services proposal prepared by the ESCO as set forth in Attachment B.
  - iii. Measurement & Verification Services ("M&V") Scope of Work (Attachment C): If M&V are requested by Client Agency beyond the first three years following the notice of commencement of energy cost savings, Client Agency shall pay Enterprise Services \$2,000.00 annually for each year that such M&V are provided.
- B. PAYMENT FOR ESCO SERVICES. In the event that Client Agency enters into a contract with an Energy Program pre-qualified ESCO, pursuant to an *Enterprise Services Main Energy Services Agreement for ESCO Services*, Client Agency shall make payment for such contracted services directly to the ESCO, after Energy Program has reviewed and sent such invoices to Client Agency for payment.
- C. FURTHER ASSURANCES. Client Agency shall provide the ESCO with any additional necessary or desired contract language to comply with Client Agency's obligations pertaining to its use of federal, state, or other grants, funding restrictions, or unique contract/entity requirements. The ESCO and their subcontractors are required to comply with all applicable federal regulations and reporting procedures.
- D. MANAGING COMPLIANCE WITH STATE AND FEDERAL LAW. In all ESCO project agreements and contracts pertaining to this *Agreement*, Energy Program will require ESCO's compliance with applicable federal and state laws and state policies including, but not limited to, the following:



1. RCW Title 39 and 43
2. ADA Requirements
3. Buy America
4. Davis-Bacon
5. Prevailing Wage
6. DBE Participation
7. Apprentice Participation

Upon request by Client Agency, Energy Program will collect and provide the weekly-certified payroll to Client Agency. Client Agency, however, shall remain responsible for any documentation required by Client Agency's funding source. All federal verification, investigation, survey, reporting and enforcement requirements when there is a possible violation shall remain the responsibility of the federal grant recipient (Client Agency) unless negotiated by Energy Program and added by amendment to this *Agreement*. In the event that Energy Program becomes aware of a possible violation, it will notify Client Agency.

#### 4. INVOICES AND BILLING.

- A. **BILLING PROCEDURE.** Enterprise Services shall submit invoices to Client Agency upon substantial completion and notice of commencement of energy cost savings of each authorized project, unless an amendment specifies special billing conditions and timeline. Substantial completion of the project will include the delivery and acceptance of the notice of commencement of energy cost savings issued by the ESCO. Each invoice will clearly indicate that it is for the services rendered in performance under this *Agreement* and shall reflect this *Agreement* and Amendment number. Energy Program will invoice for any provided services within sixty (60) days of the expiration or termination of this *Agreement*.
- B. **PAYMENT PROCEDURE.** Client Agency shall pay all invoices received from Enterprise Services within thirty (30) days of receipt of properly executed invoice vouchers.
- C. **BILLING DETAIL.** Each invoice submitted to Client Agency by Enterprise Services shall include information as is necessary for Client Agency to determine the exact nature of all expenditures. At a minimum, the invoice shall reference this *Agreement* and include the following:
  - Amendment number and project
  - The date(s) such services were provided
  - Brief description of the services provided
  - Total invoice amount
- D. **BILLING ADDRESS.** Invoices shall be delivered to Client Agency electronically to:

Email: [jemork@redmond.gov](mailto:jemork@redmond.gov)

5. **AGREEMENT MANAGEMENT.** The parties hereby designate the following *Agreement* administrators as the respective single points of contact for purposes of this *Agreement*, each of whom shall be the principal contact for business activities under this *Agreement*. The parties may change administrators by written notice as set forth below. Any notices required or desired shall be in writing and sent by U.S. mail, postage prepaid, or sent via email, and shall be sent to the respective addressee at the respective address or email address set forth below or to such other address or email address as the parties may specify in writing:

**Enterprise Services**

Attn: Amy Kim  
 Energy Project Manager  
 Energy Program  
 Washington Dept. of Enterprise Services  
 PO Box 41476  
 Olympia, WA 98504-1476  
 Tel: (360) 480-0022  
 Email: [amy.kim@des.wa.gov](mailto:amy.kim@des.wa.gov)

**Client Agency**

Attn: John Mork  
 Project Manager  
 City of Redmond  
 PO Box 97010  
 Redmond, WA 98073  
 Tel: (425) 556-2713  
 Email: [jemork@redmond.gov](mailto:jemork@redmond.gov)

Notices shall be deemed effective upon the earlier of receipt, if mailed, or, if emailed, upon transmission to the designated email address of said addressee.

The Client Agency representative shall be responsible for working with Energy Program, approving billings and expenses submitted by Energy Program, and accepting any reports from Energy Program or ESCO.

The Energy Program representative shall be the contact person for all communications regarding the conduct of work under this *Agreement*.

**6. RECORDS.**

- A. AGREEMENT AVAILABILITY. Prior to its entry into force, this *Agreement* shall be posted on the parties' websites or other electronically retrievable public source as required by RCW 39.34.040.
- B. RECORDS RETENTION. Each party shall maintain records and other evidence that sufficiently and properly reflect all direct and indirect costs expended by either party in the performance and payment of the services. These records 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 officials authorized by law. Such records shall be retained for a period of six (6) years following expiration or termination of this *Agreement* or final payment for any service placed against this *Agreement*, whichever is later; Provided, however, that if any litigation, claim, or audit is commenced prior to the expiration of this period, such period shall extend until all such litigation, claims, or audits have been resolved.
- C. OWNERSHIP. Records and other information, in any medium, furnished by one party to this *Agreement* to the other party, will remain the property of the furnishing party, unless otherwise agreed. The receiving party will not disclose or make available this material to any third party without first providing notice to the other party and allowing ten (10) business days in which to file, at its sole expense, a motion seeking a protective order, or other legal action. Each party will utilize reasonable security procedures and protections to assure that records and information provided by the other party are not erroneously disclosed to third parties.
- D. PUBLIC RECORDS. This *Agreement* and all related records are subject to public disclosure as required by RCW 42.56, the Public Records Act (PRA).

7. **RESPONSIBILITY OF THE PARTIES.** Each party to this *Agreement* assumes responsibility for claims and/or damages to persons and/or property resulting from any act or omission on the part of itself, its employees, or its agents. Neither party assumes any responsibility to the other party for any third party claims.



8. **DISPUTE RESOLUTION.** The parties shall use their best, good faith efforts cooperatively and collaboratively to resolve any dispute that may arise in connection with this *Agreement* as efficiently as practicable, and at the lowest possible level with authority to resolve such dispute. The parties shall make a good faith effort to continue without delay to carry out their respective responsibilities under this *Agreement* while attempting to resolve any such dispute. If, however, a dispute persists regarding this *Agreement* and cannot be resolved, it may be escalated within each organization. In such situation, upon notice by either party, each party, within five (5) business days shall produce its description of the dispute in writing and deliver it to the other party. The receiving party then shall have three (3) business days to review and respond in writing. In the event that the parties cannot then agree on a resolution of the dispute, the parties shall schedule a conference between the respective senior managers of each organization to attempt to resolve the dispute. In the event the parties cannot agree on a mutual resolution within fifteen (15) business days, the parties shall abide by the Governor's dispute resolution process (RCW 43.17.330), if applicable, or collectively shall appoint a third party to evaluate and resolve the dispute and such dispute resolution shall be final and binding on the parties.
9. **TERMINATION FOR CONVENIENCE.** Except as otherwise provided in this *Agreement*, either party may terminate this *Agreement* upon thirty (30) calendar days prior written notification. Upon such termination, 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 such termination.
10. **GENERAL PROVISIONS.**
- A. **COMPLIANCE WITH LAW.** The Parties shall comply with all applicable law.
  - B. **INTEGRATED AGREEMENT.** This *Agreement* constitutes the entire agreement and understanding of the parties with respect to the subject matter and supersedes all prior negotiations, representations, and understandings between them. There are no representations or understandings of any kind not set forth herein.
  - C. **AMENDMENT OR MODIFICATION.** Except as set forth herein, this *Agreement* may not be amended or modified except in writing and signed by a duly authorized representative of each party.
  - D. **AUTHORITY.** Each party to this *Agreement*, and each individual signing on behalf of each party, hereby represents and warrants to the other that it has full power and authority to enter into this *Agreement* and that its execution, delivery, and performance of this *Agreement* has been fully authorized and approved, and that no further approvals or consents are required to bind such party.
  - E. **NO AGENCY.** The parties agree that no agency, partnership, or joint venture of any kind shall be or is intended to be created by or under this *Agreement*. Neither party is an agent of the other party nor authorized to obligate it.
  - F. **GOVERNING LAW.** The validity, construction, performance, and enforcement of this *Agreement* shall be governed by and construed in accordance with the laws of the State of Washington, without regard to its choice of law rules.
  - G. **JURISDICTION & VENUE.** In the event that any action is brought to enforce any provision of this *Agreement*, the parties agree to exclusive jurisdiction in Thurston County Superior Court for the State of Washington and agree that in any such action venue shall lie exclusively at Olympia, Washington.



- H. EXHIBITS. All exhibits referred to herein are deemed to be incorporated in this *Agreement* in their entirety.
- I. CAPTIONS & HEADINGS. The captions and headings in this *Agreement* are for convenience only and are not intended to, and shall not be construed to, limit, enlarge, or affect the scope or intent of this *Agreement* nor the meaning of any provisions hereof.
- J. ELECTRONIC SIGNATURES. A signed copy of this *Agreement* or any other ancillary agreement transmitted by facsimile, email, or other means of electronic transmission shall be deemed to have the same legal effect as delivery of an original executed copy of this *Agreement* or such other ancillary agreement for all purposes.
- K. COUNTERPARTS. This *Agreement* may be executed in any number of counterparts, each of which shall be deemed an original and all of which counterparts together shall constitute the same instrument which may be sufficiently evidenced by one counterpart. Execution of this *Agreement* at different times and places by the parties shall not affect the validity thereof so long as all the parties hereto execute a counterpart of this *Agreement*.

#### **11. NON-DISCRIMINATION/ANTI-DISCRIMINATION.**

Except to the extent permitted by a bona fide occupational qualification, the Client Agency agrees as follows:

- A. The Client Agency shall not discriminate against any employee or applicant for employment because of race, creed, color, national origin, marital status, sex, age or the presence of any sensory, mental, or physical handicap. The Client Agency shall take affirmative action to ensure that applicants are employed and that employees are treated during employment without regard to their race, creed, color, national origin, marital status, sex, age or the presence of any sensory, mental, or physical handicap. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, transfer, recruitment, advertising, layoff, termination, rates of pay or other forms of compensation, and selection for training.
- B. The Client Agency shall in all solicitation for employees or job orders for employees placed with any employment agency, union, or other firm or agency, state that all qualified applicants shall receive consideration for employment without regard to race, creed, color, national origin, marital status, sex, age or the presence of any sensory, mental, or physical handicap. The words "equal opportunity employer" in advertisements shall constitute compliance with this Article.
- C. The Client Agency shall include the provisions of the foregoing paragraphs 1 and 2 in every sub-agreement or purchase order for the goods or services which are the subject matter of this *Agreement*.
- D. In the event of non-compliance by the Client Agency with any of the non-discrimination provisions of the *Agreement*, the Owner shall have the right, at its option, to cancel the *Agreement*, in whole or in part. If the *Agreement* is canceled after partial performance, the Owner shall be obligated to pay fair market value or the *Agreement* price, whichever is lower, for goods or services which have been received and accepted.



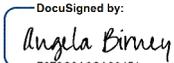
Washington State  
DEPARTMENT OF  
ENTERPRISE SERVICES

- E. During the term of the *Agreement*, the Client Agency, including any consultant, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Client Agency, including any consultant, shall give written notice of this nondiscrimination requirement to any labor organizations with which Client Agency, or consultant, has a collective bargaining or other agreement.

EXECUTED AND EFFECTIVE as of the date of the last signature.

**City of Redmond**

**STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES**

By:  \_\_\_\_\_  
 Name: Angela Birney  
 Title: Mayor  
 Date: 5/16/2024

By:  \_\_\_\_\_  
 Name: Kirsten G. Wilson, PE  
 Title: Energy Program Manager  
 Date: 5.21.24



## ATTACHMENT A

### PROJECT MANAGEMENT SERVICES SCOPE OF WORK

#### Energy/Utility Conservation Projects

#### Statewide Energy Performance Contracting Program

Energy Program will provide the following project management services for each specific project for the Client Agency. Each individual project shall be authorized by an amendment to this *Agreement*.

1. Assist the Client Agency in the selection of an Energy Service Company (ESCO) consistent with the requirements of RCW 39.35A for local governments; or 39.35C for state agencies and school districts.
2. Assist in identifying potential energy/utility conservation measures and estimated cost savings.
3. Assist in negotiating scope of work and fee for an ESCO audit of the facility(s).
4. Assist in identifying appropriate project funding sources and assist with obtaining project funding.
5. Assist in negotiating the technical, financial and legal issues associated with ESCO's Energy Services Proposal.
6. Review and recommend approval of ESCO energy/utility audits and Energy Services Proposals.
7. Provide assistance during the design, construction and commissioning processes.
8. Review ESCO invoice voucher(s) received for reasonableness and forward to Client Agency for review and payment.
9. Assist with final project acceptance.
10. Assist in resolution of disputes with the ESCO that arise during this *Agreement*, not to include formal disputes.
11. Review up to the first three years of the ESCO's annual Measurement and Verification (M&V) reports for completeness and accuracy. Review any ESCO guarantee compared to reported results and resolve differences, if needed. Review and forward ESCO invoice vouchers for payment by the Client Agency.



## ATTACHMENT B

### PROJECT MANAGEMENT FEE SCHEDULE

2023-25 Interagency Reimbursement Costs  
for Project Management Fees to Administer Energy/Utility Conservation Projects

<u>TOTAL PROJECT VALUE</u>	<u>PROJECT MANAGEMENT FEE</u>	<u>TERMINATION FEE</u>
5,000,001..... 6,000,000.....	\$68,800.....	25,700
4,000,001... .. 5,000,000.....	67,700.....	25,400
3,000,001..... 4,000,000.....	66,700.....	25,000
2,000,001..... 3,000,000.....	62,500.....	23,400
1,500,001..... 2,000,000.....	58,300.....	21,800
1,000,001..... 1,500,000.....	51,600.....	19,300
900,001. ... 1,000,000 43,800.....	16,400	
800,001..... .. 900,000.....	41,300.....	15,400
700,001..... .. 800,000.....	38,300.....	14,400
600,001..... .. 700,000.....	36,500.....	13,700
500,001..... .. 600,000.....	33,800.....	12,600
400,001..... .. 500,000.....	30,200.....	11,300
300,001..... .. 400,000.....	25,800.....	9,700
200,001..... .. 300,000.....	20,700.....	7,700
100,001..... .. 200,000.....	14,400.....	5,400
50,001..... .. 100,000.....	7,800.....	3,500
20,001..... .. 50,000.....	4,200.....	2,000

The project management fee on projects over \$6,000,000 is 1.15% of the project cost. The maximum Energy Program termination fee is \$25,700.

1. These fees cover project management services for energy/utility conservation projects managed by Enterprise Services' Energy Program.
2. Termination fees cover the selection and project management costs associated with managing an ESCO's investment grade audit and energy services proposal. No termination fee will be charged unless Client Agency decided not to proceed to construction based on an energy services proposal that identifies projects that met Client Agency's cost effectiveness criteria.
3. If the project meets Client Agency's cost effectiveness criteria and Client Agency decides not to move forward with a project, then Client Agency will be invoiced per the above listed Termination Fee or \$25,700 whichever is less. If Client Agency decides to proceed with the project then the *Agreement* will be amended to include the Project Management Fee listed above.
4. If the audit fails to produce a project that meets Client Agency's established cost effectiveness criteria, then there is no cost to Client Agency and no further obligation by Client Agency.



## ATTACHMENT C

### **MEASUREMENT & VERIFICATION SERVICES SCOPE OF WORK**

#### Energy/Utility Conservation Projects

#### Statewide Energy Performance Contracting Program

If requested, Energy Program will provide the following measurement and verification services for each year beyond the first three years following the Notice of Commencement of Energy Cost Savings by the ESCO for the specific Client Agency project:

1. Review the ESCO's annual Measurement and Verification report for completeness and accuracy. Review any ESCO guarantee compared to reported results and resolve differences, if needed. Review and forward any ESCO invoice vouchers for payment by the Client Agency.
2. Where necessary, review Client Agency facility operations including any changes in operating hours, changes in square footage, additional energy consuming equipment and negotiate changes in baseline energy use with the ESCO and Client Agency that may impact achieved energy savings.
3. Attend a meeting or meetings with Client Agency and ESCO to review and discuss the annual Measurement and Verification report.

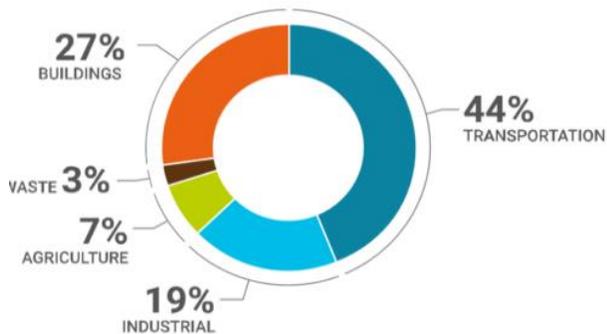
CLEAN BUILDINGS PERFORMANCE STANDARD

# History of the Clean Buildings Performance Standard

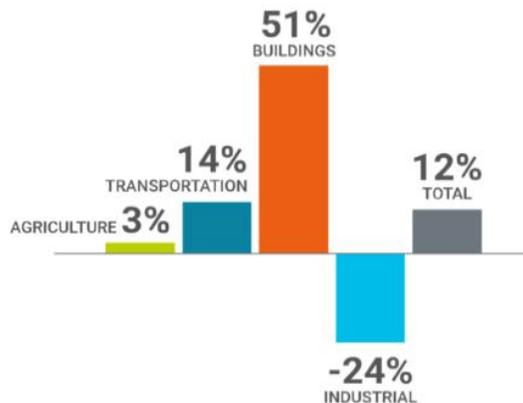
## State adopts landmark energy efficiency performance standard

Residential and commercial buildings are Washington's second-largest source of greenhouse gas emissions, accounting for 27% of statewide emissions. Energy-efficient buildings are essential to meet statewide greenhouse gas emissions limits. With the life of a building spanning at least 50-100 years, retrofitting our existing buildings to use less energy is the most cost-efficient way to reduce greenhouse gas emissions significantly. To meaningfully reduce building emissions, we need more robust energy use standards. The 2019 Clean Buildings Act created energy performance standards for existing covered buildings larger than 50,000 square feet. Mandatory compliance begins in 2026. The 2022 expansion bill added a new second tier of buildings larger than 20,000 square feet, including multifamily buildings

Buildings are the second largest source of greenhouse gas emissions in Washington (2015)



As Washington's population has grown, greenhouse gas emissions from buildings jumped significantly from 1990-2015



To meaningfully reduce these emissions, the legislature passed clean buildings laws in 2019 (HB 1257) and 2022 (SB 5722) to:

1. Create an energy performance standard for non-residential buildings larger than 50,000 square feet; and
2. Require energy management planning, operations and maintenance and tracking energy use over time for non-residential buildings larger than 20,000 square feet and multifamily buildings over 50,000 square feet.

## Clean Buildings Performance Standard Rulemaking (Tier 1)

In 2019, the Legislature directed Commerce to adopt the American Society of Heating, Refrigerating and Air-Conditioning Engineers ([ASHRAE Standard 100-2018](#)) as a base, and establish energy use intensity targets (EUI) specific to Washington state for different building occupancy types.

Commerce conducted 15 workshops and comment periods from 2019 through 2020 to establish the new standard and set state-specific targets 15% less than 2009-2018 averages. The targets are based on data showing the average energy use for covered buildings larger than 50,000 square feet as well as the downward trend in energy use resulting from new technology and maintenance or operation practices. Examples include the replacement cycle of lighting to LEDs and trends in building tune-ups and operations.

The new rules filed on Oct. 30, 2020, known as [WAC 194-50](#), implement Washington’s landmark Clean Buildings Performance Standard enacted in 2019 ([Chapter 285, Laws 2019](#)). The law required Commerce to develop and implement an energy performance standard for Tier 1 covered buildings (formerly known as covered commercial buildings), which are buildings greater than 50,000 square feet, and provide incentives at \$0.85 per square foot to encourage energy efficiency improvements. Compliance and reporting for Tier 1 covered buildings begin on June 01, 2026.

Tier 1 buildings have between four and six years, depending on square footage, to complete the following reporting requirements:

- Benchmark by measuring and tracking energy use in a building over time.
- Implement an operations and maintenance program. Well-implemented O&M can, on average, save buildings 10-15% in energy use.
- Create an energy management plan.

Tier 1 buildings must then meet an energy performance metric by either:

Tier 1 Compliance Dates
<b>June 1, 2026</b> <ul style="list-style-type: none"><li>- Greater than 220,000 sq. ft.</li></ul>
<b>June 1, 2027</b> <ul style="list-style-type: none"><li>- Greater than 90,000 sq. ft. but less than 220,001 sq. ft.</li></ul>
<b>June 1, 2028</b> <ul style="list-style-type: none"><li>- Greater than 50,000 sq. ft. but less than 90,001 sq. ft.</li></ul>
Tier 2 Compliance Dates
<b>July 1, 2027</b> <ul style="list-style-type: none"><li>- Greater than 20,000 sq. ft. but less than 50,001 sq. ft.</li><li>- Includes all multifamily greater than 20,000 sq. ft.</li></ul>

1. Meeting an *average* energy use intensity (EUI). This metric represents a site-based average for similar building types and **does not** represent achieving “net-zero” or other green building certifications;
2. Utilizing the “investment criteria” pathway. This compliance route includes performing an energy audit and implementing all cost-effective efficiency measures.

## Rulemaking for the expansion bill: Clean Buildings - Tier 2

On March 25, 2022, Governor Inslee signed the [Clean Buildings expansion bill](#) into law. The expansion applies to buildings 20,000 square feet or larger, adding a new second tier that includes multifamily buildings.

The first phase of this law is not a performance standard. It will require reporting on benchmarking, energy management plans, and operations and maintenance programs for Tier 2 covered buildings. Compliance and reporting for this new tier is expected July 1, 2027.

The expansion bill also includes an incentive program with an additional \$150 million available for Tier 2 covered buildings at a rate of \$0.30 cents per square foot.

Commerce conducted six workshops and comment periods in 2023. The six-workshop series began in April 2023 and covered various topics, including technical support, benchmarking, energy management plans, operations and maintenance programs, Annex Y administrative rules, and Tier 1 amendments.

Similar to Tier 1, Tier 2 buildings are required to:

- Benchmark by measuring and tracking energy use in a building over time
- Perform operations and maintenance programming
- Create an energy management plan

However, Tier 2 building owners are **not** currently required to meet a performance metric.

## Rulemaking for HB1390- Decarbonization of District Energy Systems

Gov. Jay Inslee signed [House Bill 1390](#) into law on May 4, 2023, amending the Clean Buildings Law to add a new section on facilities connected to district energy systems. The bill recognizes that building decarbonization is necessary to achieve the state's climate goals and the advantages of upgrading existing district energy systems while considering the timeline to implement upgrades.

The bill instructs owners of a publicly owned district energy system to develop a decarbonization plan for up to 15 years. The plans must contain strategies to decarbonize the central plant and reduce energy use through conservation efforts at the central plant and the connected buildings.

Commerce filed the CR101 on December 11, 2023, to begin rulemaking and solicit comments. Rulemaking is expected to conclude in June 2024.

## Legislation and Reference Standards

- [Tier 1 rulemaking documents and past workshop materials](#)
- [Tier 2 rulemaking documents and past workshop materials](#)
- [HB 1257 2019 session law](#)
- [SB5722 2022 session law](#)
- [HB1390](#)
- [Chapter 194-50 WAC](#)
- [ASHRAE Standard 100-2018](#)

- [ASHRAE Standard 211-2018](#)
- [Clean Buildings Performance Standard – Integrated Document](#)
- [Clean Buildings Legislative Report – Published Jan 25, 2022](#)
- [Clean Buildings Legislative Report – Published Jan 15, 2023](#)

**State energy performance standards:**

- [19.27A.200](#) – Definitions
- [19.27A.210](#) – State energy performance standard
- [19.27A.220](#) – Early adoption incentive program
- [19.27A.230](#) – Limit on early adoption incentive payments
- [19.27A.240](#) – Early adoption incentive payment administration
- [19.27A.250](#) – State energy management and benchmarking requirement.



**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

*1500 Jefferson St. SE, Olympia, WA 98501*  
*PO Box 41476, Olympia, WA 98504-1476*

August 26, 2024

TO: Amy Kim, City of Redmond

FROM: Kim Obi, Contracts Specialist, (360) 972-5003

RE Agreement No. 2025-147 A (1)  
IGA – Redmond Public Safety Building Phase 3

IAA No. K8952

McKinstry Essention, LLC

SUBJECT: Funding Approval

The Dept. of Enterprise Services (DES), Energy Program, requires funding approval for the above referenced contract documents. The amount required is as follows:

ESCO Audit	\$ <u>99,000.00</u>
<b>Total Funding</b>	<b>\$ <u>99,000.00</u></b>

**In accordance with the provisions of RCW 43.88, the signature affixed below certifies to the DES Energy Program that the above identified funds are appropriated, allotted or that funding will be obtained from other sources available to the using client/agency. The using/client agency bears the liability for any issues related to the funding for this project**

By \_\_\_\_\_  
Name / Title \_\_\_\_\_  
Date

Please sign and return this form to the Energy Program. If you have any questions, please call me.

2025147Aagrundingko



**STATE OF WASHINGTON**  
**DEPARTMENT OF ENTERPRISE SERVICES**

*1500 Jefferson St. SE, Olympia, WA 98501  
 PO Box 41476, Olympia, WA 98504-1476*

**ENERGY SERVICES AUTHORIZATION NO. 2025-147 A (1)**  
 Detailed Investment Grade Energy Audit & Energy Services Proposal Agreement  
**City of Redmond**  
 Redmond Public Safety Building Phase 3  
 August 26, 2024  
**MAIN ENERGY SERVICES AGREEMENT NO. 2023-185 F (6)**

The Owner and the Energy Services Company (ESCO) named below do hereby enter into this Authorization under terms described in the following sections:

Authorization to Proceed	Schedule for Completion
Compensation for Energy Services	Civil Rights
Project Conditions	Non-Discrimination
Scope of Work	

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**I. AUTHORIZATION TO PROCEED:**

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Energy Services Company:

McKinstry Essention, LLC  
 PO Box 24567  
 Seattle, WA 98134  
 Telephone No. (206) 762-3311  
 Fax No.(206) 658-1769  
 E-Mail [wades@mckinstry.com](mailto:wades@mckinstry.com)

Owner:

City of Redmond  
 acting through the  
 Department of Enterprise Services  
 Energy Program  
 PO Box 41476  
 Olympia, WA 98504

By \_\_\_\_\_  
 Name \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

By \_\_\_\_\_  
 Name Kirsten G. Wilson, PE  
 Title Energy Program Manager  
 Date \_\_\_\_\_

State of Washington Contractor’s License No. MCKINEL874CL  
 State of Washington Revenue Registration No. 603 259 907

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**II. COMPENSATION FOR ENERGY SERVICES:**

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Basic Services	COMPENSATION
Energy Audit and Energy Services Proposal	\$ 99,000.00
<b>Grand Total (plus WSST as applicable)</b>	<b>\$ 99,000.00</b>

---

### **III. PROJECT CONDITIONS:**

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The Project Conditions contained in the Main Energy Services Agreement will be used unless specifically changed herein. The cost effectiveness criteria for this project are per the McKinstry Essention, LLC proposal dated August 5, 2024.

---

### **IV. SCOPE OF WORK:**

---

Per the ESCO proposal dated August 5, 2024 conduct a Detailed Investment Grade Energy Audit of City of Redmond, Public Safety Building, to identify cost effective energy conservation measures and present a written Energy Services Proposal, including all energy audit documentation. The ESCO shall prepare the final Energy Services Proposal, detailing the actual energy services and ESCO equipment to be provided, energy savings and cost guarantees, measurement and verification plans, and commissioning plans for the proposed measures. Measures will include items that save energy, water and other resources. The Cost Effectiveness Criteria for this project shall be as established in the Main Energy Services Agreement or as modified in Section III above.

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### **V. SCHEDULE FOR COMPLETION**

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Final completion of the Energy Audit and Energy Services Proposal within 126 calendar days after Authorization to Proceed.

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### **VI. CIVIL RIGHTS**

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Contractor represents and warrants that Contractor complies with all applicable requirements regarding civil rights. Such requirements prohibit discrimination against individuals based on their status as protected veterans or individuals with disabilities and prohibit discrimination against all individuals based on their race, color, religion, sex, sexual orientation, gender identity, or national origin.

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### **VII. NON-DISCRIMINATION**

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1. Nondiscrimination Requirement. During the term of this Contract, Contractor, including any subcontractor, shall not discriminate on the bases enumerated at RCW 49.60.530(3). In addition, Contractor, including any subcontractor, shall give written notice of this nondiscrimination requirement to any labor organizations with which Contractor, or subcontractor, has a collective bargaining or other agreement.
2. Obligation to Cooperate. Contractor, including any subcontractor, shall cooperate and comply with any Washington state agency investigation regarding any allegation that Contractor, including any subcontractor, has engaged in discrimination prohibited by this Contract pursuant to RCW 49.60.530(3).

3. Default. Notwithstanding any provision to the contrary, Agency may suspend Contractor, including any subcontractor, upon notice of a failure to participate and cooperate with any state agency investigation into alleged discrimination prohibited by this Contract, pursuant to RCW 49.60.530(3). Any such suspension will remain in place until Agency receives notification that Contractor, including any subcontractor, is cooperating with the investigating state agency. In the event Contractor, or subcontractor, is determined to have engaged in discrimination identified at RCW 49.60.530(3), Agency may terminate this Contract in whole or in part, and Contractor, subcontractor, or both, may be referred for debarment as provided in RCW 39.26.200. Contractor or subcontractor may be given a reasonable time in which to cure this noncompliance, including implementing conditions consistent with any court-ordered injunctive relief or settlement agreement.
  
4. Remedies for Breach. Notwithstanding any provision to the contrary, in the event of Contract termination or suspension for engaging in discrimination, Contractor, subcontractor, or both, shall be liable for contract damages as authorized by law including, but not limited to, any cost difference between the original contract and the replacement or cover contract and all administrative costs directly related to the replacement contract, which damages are distinct from any penalties imposed under Chapter 49.60, RCW. Agency shall have the right to deduct from any monies due to Contractor or subcontractor, or that thereafter become due, an amount for damages Contractor or subcontractor will owe Agency for default under this provision.

2025147Aagrko



August 05, 2024

## City of Redmond Investment Grade Audit Proposal

To: Amy Kim, Project Manager, City of Redmond  
 From: Andrew Williamson, Business Development Manager, McKinstry Essention  
 Cc: Jessica DeWitt, Energy Engineer, WA Department of Enterprise Services  
 Subject: Public Safety Building Phase 02: HVAC and Controls Upgrade Investment Grade Audit Proposal

**Project Description:** The City of Redmond is interested in improving the infrastructure and efficiency of the Public Safety Building facility through a performance-based contract with McKinstry. This proposal will provide the guidelines for which McKinstry will provide the following tasks:

1. Conduct an Investment Grade Audit at the target facility.
  - A. Public Safety Building – 53,328 SF; 8701 160th Ave NE, Redmond, WA 98052
2. Develop a comprehensive Energy Services Proposal for selected measures. Initial target measures are :
  - B. Investigate indoor Water Source Heat Pump (WSHP) unit upgrades.
    - a. Preliminary equipment list provided by the City comprises below units. Replace with same capacity units. Except for Units HP-8x and HP-9x which will be sized for new zoning. Consider relocation where necessary to improve access.

Floor	Unit #	Serves	Notes
First	HP-4A	Ops LT office	Possible Relocate
First	HP-5A	Briefing Room	Abandon and Relocate
First	HP-5B	Briefing Room	Abandon and Relocate
First	HP-7B	Entry	Abandon and Relocate, Not on DDC
First	HP-8A		Replace and right size
First	HP-9A	Flight Ops/ Prosecutor	Air Distribution needs mod
First	HP-9 NEW		New unit for the core zone
First	HP-A	Women's R/Rm Locker Rm	Hard Lid, Not on DDC
First	HP-G	Police Fitness Room	Not on DDC
Second	HP-18A	Tech Support	
Second	HP-19A	Chief's	
Second	HP-19B	Chief Conf Rm	
Second	HP-20A	Sr Admin South Perimeter	
Second	HP-20B	Sr Amin conf/Store, room dujour	
Second	HP-31B	Lobby Large Unit West Mezz	
Second		Investigations Break Rm	Possible abandon/ relocate

- C. Main AHU (OA Unit) Retrofit
  - a. Assess retrofit to replace the supply fan with new fan array.
  - b. Perform review of the existing system and operation.
    - i. Review the operation of this unit (supply air) and the building general exhaust with the facilities team.
    - ii. Review BAS data for unit's setpoints and operation trends if available.
    - iii. Review for current code compliance including heat recovery.
    - iv. TAB for airflow or building pressure is not included.
- D. Full Building Controls Upgrades
  - a. Evaluate upgrade the controls of replaced WSHP and all legacy controls in the building to the newer version of the existing controls in the building.
- E. Condenser Pump Replacement
  - a. Evaluate replacement of (1) condenser pump with new pump and VFD. New pump to match the previously replaced pump.
- F. IDF Room Split system upgrade.
  - a. Evaluate upgrade the outdoor and indoor units to match existing cooling capacity. Reuse existing refrigerant lines.
- 3. Develop a Rough Order of Magnitude (ROM) scope and budget. Review with the City to select scope for GMAX that aligns with the City priorities and budget.
- 4. Coordinate the construction access requirements, expected construction duration and construction impacts with the City to develop an acceptable mitigation plan and inform the GMAX scope and budget.
- 5. Comprehensive ASHRAE Level 2 Audit. Refer Attachment B for detailed tasks.
  - A. Perform comprehensive building audit to identify energy reduction Facility Improvement Measures (FIMs). The intent is to identify FIMs with total energy savings that shall meet the CBPS EUI<sub>t</sub>.
  - B. Perform EUI benchmarking to determine CBPS EUI<sub>t</sub>.
  - C. Provide preliminary energy savings, preliminary budgets, simple payback analysis for the identified measures and Life Cycle Cost Analysis for select measures.
  - D. Support the City to prioritize the measures to align with City's EUI reduction for CBPS.

The investment grade effort is intended to lead to the implementation of energy improvement measures. The audit will provide all the details necessary for implementation of viable initiatives detailing all the associated savings, costs, potential utility funding, and return on investment scenarios, as well as loan details (if applicable) and construction schedules.

This will be a collaborative effort with the City of Redmond and the Washington State Department of Enterprise Services (DES). The study will be a product of the direction McKinstry receives, and it is anticipated that the information contained in the resulting Energy Services Proposal will form the basis of contracting documents for implementation. The specific deliverables associated with this professional services endeavor can be found in Attachment A.

**Requested Information:** For effective execution of this proposal we ask that the City of Redmond provide access to the following:

- ✓ Historical utility bills for the last 24 months.
- ✓ All mechanical, electrical, architectural, and structural drawings.
- ✓ All operational and maintenance manuals, balancing records, & specifications.
- ✓ Operational records related to the cost of maintaining specific equipment.
- ✓ Information with regards to any on-going maintenance contracts.
- ✓ Access to individuals that have relevant information pertaining to the day-to-day operation of energy using systems on site.
- ✓ Access to the building automation systems, including remotely, if available.
- ✓ Prior energy studies for related systems, if applicable.
- ✓ Any available hazardous material survey reports.

**Timeline and Milestones:** McKinstry will initiate this scope of work immediately upon execution of a Professional Services Contract and notice to proceed. Formal progress review meetings will be conducted regularly throughout the study phase. During these review meetings, McKinstry will recommend measures based on preliminary analysis, while the City of Redmond will provide final direction regarding recommended measures. The goal of these review meetings is to focus engineering efforts, budgeting, and savings assessment on those measures that possess a high probability for implementation. McKinstry will target completion of the IGA within 120 days of a notice to proceed. The following are proposed milestones following notice to proceed:

Duration	Action
6 weeks	McKinstry to deliver Rough Order of Magnitude analysis and recommendations
2 weeks	Owner review comments and direction given
6 weeks	McKinstry to deliver pre-final analysis and recommendations and deliver IGA Document
2 weeks	Owner review comments and direction given. Includes DES review time for IGA Document
2 weeks	McKinstry to deliver final investment grade audit analysis and Energy Services Proposal to Owner and DES

**Criteria for Implementation:** It is the City of Redmond intent that McKinstry will implement all approved projects that meet the project criteria:

1. The NPV of the proposed project will be neutral or positive over the term of the useful life of the equipment where the following will be included in the cash flow: total project cost, any available utility incentives, the value of the energy saved on an annual basis (cost at current utility rates).
2. For the purpose of the financial cash flow models, McKinstry will work with DES Energy Program and the client to use appropriate financial rates and other variables to show project benefits.
3. The cash flow model may include the following based on client approval: Hard-cost operational savings (no labor), Capital infusion from planned capital project budgets, cash reserves, grants, utility incentives, or other sources, Loans/financing, Deferred maintenance, Social cost of carbon etc.

4. The project scope could be adjusted to align with the funds budgeted for the project.
5. McKinstry will work with Puget Sound Energy to secure rebates for applicable scope.

**Investment Grade Audit Fee:** The City of Redmond will reimburse McKinstry for **Not to Exceed \$99,000** for this scope of work.

Fee Breakout

Targeted IGA Scope Fee – \$ 77,000

Comprehensive Building ASHRAE Level 2 Audit Fee - \$ 22,000

Total Fee - \$99,000

All fees assessed under this proposal will be included in the final implementation costs. In the event that McKinstry is unable to recommend projects that meet the criteria above, the City of Redmond has no financial obligation to McKinstry. However, if the recommendations meet or exceed the Criteria for Implementation and the City of Redmond chooses not to enter into an agreement with McKinstry to install the projects, the City of Redmond will reimburse McKinstry for the Investment Grade Audit fee. All associated information, including deliverables, will become the property of the City of Redmond upon final receipt of payment.

We look forward to working with the City of Redmond . Please call should you have any questions.

Best Regards,

Andrew Williamson  
Business Development Manager  
McKinstry Essention

# Attachment A

## Investment Grade Audit Deliverables

An IGA is an intensive engineering analysis of Facility Improvement Measures (FIMs) for the facility, net energy savings, and a cost-effectiveness determination. This is a Level 2 audit as defined in ANSI/ASHRAE/ACCA Standard 211-2018, Standard for Commercial Building Energy Audits. This IGA proposal as currently scoped is focused solely on the FIMs listed in our IGA proposal and will meet the ASHRAE Level 2 audit requirements for those FIMs only. Accordingly, items 3, 9 and 15 below will apply only to the FIMs listed in this IGA Proposal.

The IGA report shall be submitted before the ESP for Owner and DES review. The IGA report shall include results from the preliminary audit and:

1. Executive summary of the audit findings;
2. A description of the Facility including type of use, square footage, and location; T
3. Description of building systems and major equipment;
4. The standards of comfort and service appropriate for the Facility;
5. The Baseline Energy Consumption per fuel type for the Facility, including the data, methodology and variables used to compute the Baseline, and the Baseline calendar period which must not be less than 12 months, and must be multiples of 12 months;
6. Utility rate schedules and/or Tariffs;
7. Detailed energy analysis calculations. If an energy model is performed the software used, baseline modeling assumptions, and summary of results;
8. Facility benchmarking including the Energy Use Intensity (EUI) index and 12 months of utility data input into the EPA's Energy Star Portfolio Manager with a printout of the Energy Star Statement of Performance; **(Please note that the Statement of Performance will not be stamped by a professional engineer unless our IGA proposal explicitly includes stamping. This is because the EPA has additional tasks (beyond those required in ASHRAE Level 2 audits) that must be completed prior to stamping the Statement of Performance.)**
9. A list of applicable building, mechanical, energy, or other pertinent state and local codes that the facility currently doesn't meet or that may impact the project costs;
10. Description of Facility Improvement Measures (FIMs) recommended;
11. Description of FIMs considered and not recommended or not financially viable;
12. Measurement and verification (M&V) plan proposed for verifying energy savings consistent with the International Performance Measurement and Verification Protocol (IPMVP);
13. Financial analysis of FIMs;
14. Summary table with FIM name, installed cost, energy savings by utility, and O&M savings;
15. Normative Annex C Reporting Forms for Level 1 and Level 2 audits found in the ASHRAE Standard for Commercial Buildings Energy Audits;

16. Prepared by a person acting as the auditor of record, who must be a qualified energy auditor having training, expertise, and three years of professional experience in building energy auditing, and being any one of the following:
  - a. A licensed professional architect or engineer
  - b. An energy auditor, assessor, or analyst certified by ASHRAE or the Association of Energy Engineers (AEE) for all building types.

## **Attachment B**

### **ASHRAE Level 2 Audit for CBPS - Detailed Tasks**

#### **Roles & Qualifications**

1. The energy audit and subsequent calculations will be completed by a Qualified Energy Auditor (QEA), which is a person who has the training, expertise, and at least three years professional experience in building energy auditing and is a licensed professional architect or engineer or certified energy auditor by ASHRAE or AEE.

#### **Systems Included**

1. The below facility systems are included in the energy audit scope, where existing: Envelope, Structural Considerations (i.e., roofing condition for solar adaptation), Lighting System, Cooling, Computer Rooms, Heating, Ventilation and Exhaust Systems, Air Distribution Systems, Heating, Chilled, Condenser, and Domestic Water Systems, Refrigeration (except for food processing refrigeration), Power Generation Equipment (including renewables), Uninterruptible Power Supplies and Power Distribution Units, Electrical System Capacity, People-Moving Systems, Building Heating and/or Cooling Systems.

#### **Scope of Work Detail**

McKinstry will perform the following scopes of work as part of the ASHRAE Level II audit. Individual scopes items are laid out sequentially, but McKinstry expects to return to previous activities as necessary throughout the audit process:

1. Continued Benchmarking Support
  - a. Help establish the EUI considering the varied use types of the facility.
2. Documentation Collection and Review
  - a. Gather digital facility documentation and identify existing onsite hard copies.
  - b. As built drawings (architectural, mechanical, electrical, plumbing, lighting, and renewables)
  - c. Washington State Energy Compliance Forms (architectural, mechanical, electrical, plumbing, lighting, and renewables); these would be completed for permitted projects in the last 20 years.
  - d. Any previous commissioning reports.
  - e. Any previous energy audit reports (mechanical, electrical, plumbing, lighting)
  - f. Controls information (as-builts or final submittals, configuration/programming files (depending on the vendor), and if remote access is available)
  - g. Review documentation and identify information gaps
  - h. Pre-identify FIMs that may get the facility into compliance and develop on-site audit plan
  - i. McKinstry will review at least two years of utility consumption on a per building basis. Per our discussion, we will work with City of Redmond's Energy Manager to acquire the consumption reports.
3. On-Site Assessment`
  - a. Conduct interviews with facilities personnel and other onsite staff as appropriate.
    - i. Discuss any current efficiency programs
    - ii. Discuss known performance, operational, or comfort issues
    - iii. Discuss active and planned projects and pre-identified FIMs
  - b. Perform comprehensive facility inspection

- i. Compare facility documentation to on-site observations to verify accuracy .
    - ii. Observe equipment/system operations
    - iii. Install data loggers/instrumentation to collect trends (as necessary)
  - c. Perform Building Automation System (BAS) assessment
    - i. Compare facility documentation and on-site observations to BAS to verify accuracy
    - ii. Observe sequences of operations and other control strategies
    - iii. Set up and pull trend data (as necessary)
    - iv. Identify no-cost, low-cost, and capital energy efficiency measures
- 4. Facility Improvement Measure (FIM) Development
  - a. Utilize facility documentation and information gathered during the on-site assessments to identify potential FIMs
  - b. Perform additional documentation collection/review and on-site assessments as necessary to further develop potential FIMs and develop a Preliminary FIM List
  - c. Conduct “go/no-go” conversation with relevant facility stakeholders on Preliminary FIM List to determine FIM feasibility and whether they are appropriate in accordance with facility operations and future plans.
  - d. Finalize Preliminary FIM list with details required for cost estimation
- 5. Modeling and Estimating
  - a. Develop budgetary cost estimates for Preliminary FIMs, taking into account potential utility incentives
  - b. Develop calibrated baseline energy model of the facility
  - c. Develop efficiency model of the facility that includes the Preliminary FIMs
  - d. Compare baseline and energy efficient model to determine estimated savings for each FIM, taking into account interactive effects
  - e. Utilize budgetary costs and estimated savings to determine energy savings, EUI impacts, and FIM return on investment (ROI)
  - f. Review FIMs with facility owner and identify which FIMs it would like to pursue.
- 6. Life-Cycle Cost Analysis
  - a. Perform a Life Cycle Cost analysis on FIMs identified during the audit, utilizing “Form F” in accordance with CBPS rules and regulations.
  - b. Add LCCA findings to the audit report
- 7. Reporting
  - a. A final report will be presented at the end of the project that meets the requirements of CBPS programs:
  - b. EUI validation and gap analysis, including baseline calculation methodology, assumptions, and time period
  - c. Facility and systems descriptions
  - d. List of FIMs with the goal of reducing the facility EUI
  - e. List of FIMs likely required to pursue Investment Criteria Pathway
  - f. Estimated energy savings and peak energy savings for each recommended FIM (in cost and energy units)
  - g. Estimated cost of implementation for each recommended FIMs per ASHRAE 211 Section 5.4.8 for level 2 audits
  - h. Calculations address interactive effects of all recommended FIMs
  - i. Estimated end-use breakdown analysis after expected FIM implementation



Memorandum

Date: 9/3/2024  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-384  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Jeff Churchill, AICP	Planning Manager
Planning and Community Development	Ian Lefcourte, AICP	Senior Planner

TITLE:

Approval of Motion to Remove Reversionary Interest from Emma McRedmond Statutory Warranty Correction Deed

OVERVIEW STATEMENT:

City staff recommends that City Council adopt a motion authorizing the release of the deed restriction and reversionary clause contained in the Emma McRedmond Statutory Warranty Correction Deed.

The Deed currently provides that the property is conveyed “to be used solely for multi-family residential dwelling units for low or moderate income persons, aged 65 and Over, and handicapped and said property including all improvements, now or hereafter made to or on said property shall revert to the Grantor, its successor or assigns, in the event said property is used for any other purpose...”

The Emma McRedmond Manor is an existing three-story senior housing project with 32 apartments located in downtown Redmond. Built in 1988, the building is nearly 35 years old and in need of rehabilitation. Funding for the rehabilitation effort was included as part of the Fall 2023 Housing Trust Fund (HTF) Recommendation from A Regional Coalition for Housing (ARCH) Executive Board (Attachment A, page 10). The funding request was approved by all ARCH member jurisdictions as required by the Interlocal Agreement. Redmond City Council approved the funding request during the [February 20, 2024 <https://redmond.legistar.com/LegislationDetail.aspx?ID=6515912&GUID=B962E8E3-7B04-4F64-A9EB-DBC33C5F4E73>](https://redmond.legistar.com/LegislationDetail.aspx?ID=6515912&GUID=B962E8E3-7B04-4F64-A9EB-DBC33C5F4E73) Business meeting.

The Emma McRedmond Manor rehabilitation effort, a project managed by Catholic Housing Services (CHS), includes a plan to refinance the property using a private lender, Centennial Mortgage, providing a United States Department of Housing and Urban Development (HUD)-backed loan. The HUD-backed loan will be approximately \$6 million, and HUD will also extend its \$500,000 annual rental assistance contract for a 20-year term. This loan, and companion rental assistance contract supporting all 32 units, provides an interest rate and rental assistance to maintain long-term affordability for the residents. Through this process, Centennial conducts underwriting and prepares loan documents including a HUD affordability covenant and HUD-approved lender deed of trust, and submits a loan application to HUD. Housing and Urban Development staff then review the application to approve conformance with HUD program guidelines. Specific loan terms and requirements for how the loan is secured are dictated by HUD.

Housing and Urban Development staff have flagged the City’s reversionary interest clause in Redmond’s pre-existing deed. For the renovation financing transaction, HUD would condition the Centennial loan on the release of Redmond’s reversionary interest. The release would be subject to CHS and all its lenders executing and delivering their funding agreements and other loan docs and funds for closing. Among the loan documents would be a new ARCH regulatory agreement that requires the provision of 32 units serving people 55 years and older for a 55-year period.

By removing the reversionary clause in the deed of trust, the rehabilitation project will qualify for the HUD-secured loans, allowing the rehabilitation project to move forward.

**Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

- Receive Information**                       **Provide Direction**                       **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Comprehensive Plan policy HO-4 directs the City to cooperate with A Regional Coalition for Housing (ARCH) to “assess housing needs, create affordable housing opportunities, and coordinate a regional approach to funding and meeting the housing needs of Eastside Communities.”
- **Required:**  
City Council action is required to amend the deed.
- **Council Request:**  
N/A
- **Other Key Facts:**  
The Emma McRedmond rehabilitation will not receive the federal funds if the City does not remove the reversionary provision from the deed.

**OUTCOMES:**

Rehabilitated development will result in 32 one-bedroom units made affordable at 50% of area median income. Thirty-one (31) of the units will receive Section 8 Project-Based Rental Assistance through July 2032.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
The ARCH HTF is an annual process.
- **Outreach Methods and Results:**  
Opportunity for input through Council review process.
- **Feedback Summary:**  
Any feedback provided will be summarized by staff and provided to Council.

**BUDGET IMPACT:**

**Total Cost:**

Staff working on this project are funded through the adopted budget.

Approved in current biennial budget:  Yes  No  N/A

Budget Offer Number:  
0000037 Housing and Human Services

Budget Priority:  
Vibrant and Connected

Other budget impacts or additional costs:  Yes  No  N/A

If yes, explain:  
N/A

Funding source(s):  
General Fund

Budget/Funding Constraints:  
N/A  
 Additional budget details attached

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Approve

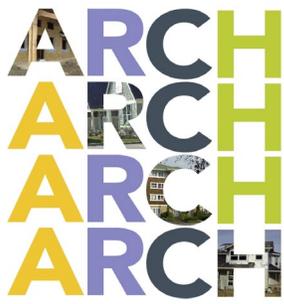
**Time Constraints:**  
ARCH requests timely approval of the item to ensure funding for the rehabilitation.

**ANTICIPATED RESULT IF NOT APPROVED:**

If not approved, the rehabilitation will not receive funding from Centennial Mortgage via HUD backed loan.

**ATTACHMENTS:**

Attachment A: ARCH Fall 2023 Housing Trust Fund (HTF) Recommendation  
Attachment B: Emma McRedmond Deed Reversion Provisions



# A Regional Coalition for Housing

*Celebrating 30 years of bringing cities together to house East King County*

Together Center Campus  
16305 NE 87th St, Suite 119  
Redmond, WA 98052  
(425) 861-3677

## MEMORANDUM

TO: City of Bellevue Council Members  
City of Bothell Council Members  
City of Clyde Hill Council Members  
Town of Hunts Point Council Members  
City of Issaquah Council Members  
City of Kenmore Council Members  
City of Kirkland Council Members

City of Medina Council Members  
City of Mercer Island Council Members  
City of Newcastle Council Members  
City of Redmond Council Members  
City of Sammamish Council Members  
City of Woodinville Council Members  
Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: December 28, 2023

RE: Fall 2023 Housing Trust Fund (HTF) Recommendation

This year ARCH received \$12.9 million in funding requests from seven projects proposing an impressive 853 units of affordable housing. After careful deliberation, the ARCH Executive Board concurred with the recommendations of the ARCH Community Advisory Board (CAB), which provide full funding for two projects and partial funding for three projects. Consistent with recent years, the demand for funding far exceeded available resources, with \$4.0 million in Trust Fund dollars included in the recommendations, plus an additional \$2.1 million committed by the City of Redmond, resulting in \$6.1 million in awards.

Over the last three decades, the ARCH Trust Fund has supported over 6,000 units of affordable housing and shelter beds, creating housing access for thousands of families and individuals with limited incomes. This year’s recommendations will support 840 more units of housing in an incredible set of projects that meet numerous priorities and needs throughout the region, including:

- Preservation of existing affordable housing
- New transit-oriented development for families and individuals adjacent to future light rail;
- Creation of affordable commercial space for diverse businesses
- Local partnerships to serve diverse populations, including low-income seniors, families and individuals exiting homelessness, persons with intellectual and developmental disabilities, veterans, and households with incomes under 50% of median income

The Trust Fund also continues to bring a high return on local investment, this year leveraging local resources over 15:1, with proposed projects expected to attract roughly \$383 million in other funding.

### ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦  
ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦  
SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

A summary of the recommendations is shown in the table below:

<b>Project Applicant</b>	<b>City</b>	<b>Units</b>	<b>ARCH 2023 Request</b>	<b>Executive Board Recommendation</b>
Spring District 120 <sup>th</sup> TOD <i>BRIDGE</i>	Bellevue	234	\$650,000	\$650,000 plus \$350,000 previously awarded (total \$1M award)
Larus Senior Housing <i>TWG/Imagine Housing</i>	Kenmore	175	\$3,900,000	\$250,000
The Aventure <i>Low Income Housing Institute</i>	Bellevue	66	\$1,500,000	\$600,000
Emma McRedmond Manor <i>Catholic Housing Services</i>	Redmond	32	\$2,150,000	\$500,000 plus \$600,000 additional City of Redmond investment (total \$1.1M award)
Overlake TOD <i>Bellwether Housing</i>	Redmond	333	\$3,500,000	\$2,000,000 plus \$1,500,000 additional City of Redmond investment (total \$3.5M award)
Totem Six-Plex <i>Attain Housing</i>	Kirkland	6	\$750,000	\$0
Scattered Sites <i>Alpha Supportive Living</i>	Scattered	7	\$400,000	\$0
Total		853	\$12,850,000	\$6,100,000 (including \$4M plus \$2.1M additional City of Redmond funds)

This memo provides a summary of the applications, the Executive Board recommendations and rationales, and proposed contract conditions for the **five** proposals recommended for funding at this time. Also enclosed is an economic summary of the projects recommended for funding.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

**Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.**

## **1. BRIDGE Housing – Spring District TOD**

2023 Funding Request:	\$650,000 (Contingent Loan) 234 Affordable Units
2022 Executive Board Recommendation:	\$350,0000 (Contingent loan)
2023 Executive Board Recommendation:	\$650,0000 (Contingent loan)
Total Award:	\$1,000,000 (Contingent loan)

### Project Summary:

The proposed project includes two buildings as part of a larger Master Development on Sound Transit and City of Bellevue owned surplus property in the Spring District. BRIDGE proposes to develop Building 2 (7-story) and Building 6 (6-story) for a total of 234 units and 83 parking spaces (0.35 stalls per unit). Both buildings will be built with Type III construction over Type I concrete construction. The proposed unit mix consists of 86 studios, 75 one-bedroom units, 25 two-bedroom units, and 48 three-bedroom units. In October 2020, Sound Transit (ST) selected a development team led by BRIDGE to master plan and develop a 6.88-acre Sound Transit-owned site in the Spring District of Bellevue, Washington. Essex Residential Trust was the market-rate residential partner and Touchstone was the office partner. Although BRIDGE was successful in securing funding from Amazon, City of Bellevue, A Regional Coalition for Housing (ARCH), and King County for the affordable housing project, the market-rate projects were highly distressed coinciding with a global pandemic, unprecedented construction cost inflation, and a fundamental change in office demand. In December 2022, Essex exited the partnership citing increasing construction and financing costs. On June 2023, after extensive negotiations with Sound Transit and the City of Bellevue, Touchstone and BRIDGE agreed to dissolve the partnership and each developer will independently entitle, finance, and develop their own projects. On August 2023, BRIDGE submitted a revised pre-application to the City of Bellevue. As an independent project with no market-rate involvement, BRIDGE can develop on an accelerated timeline. Should funding be fully committed by public sources during this funding round, BRIDGE can commence construction by November 2024.

BRIDGE applied to HTF for capital funding in the fall of 2022 and was recommended to receive \$350,000 and reapply in 2023 for additional capital funding. BRIDGE's request in this application is for an additional \$650,000 in capital for a total request of \$1,000,000. The Committee is proposing to fund the full amount of the 2023 funding request.

### Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project that has nearly secured all other sources of leverage.
- The project advances key objectives in the City of Bellevue Affordable Housing Strategy, providing a large amount of low and moderate-income affordable housing units in a strategic location close to jobs and transportation.

- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Bel-Red corridor and Amazon housing equity funds structured as a grant and a below market loan product.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and the City and helps deliver additional City goals for development of retail and office.

**Proposed Conditions (will supersede conditions from previous award):**

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by the Agency towards **soft costs and construction**. Funds may not be used for any other purpose unless ARCH staff has been given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. ARCH funds not expended prior to permanent loan conversion will be de-obligated.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Agency shall provide final operating proforma and cashflow waterfall for ARCH staff review. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of the Amazon loan on or before year 20 and deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, and approximately 40 units reserved for persons with

disabilities. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project or adjusting the number of and unit type for manager units).

Affordability	Studio	1 BR	2 BR	3 BR	Total Units
30%	2	4	1	1	8
50%	24	19	7	14	64
60%	60	52	16	32	160
<b>Total Low-Income Units</b>	86	75	24	47	232
<b>CAUs / Managers</b>	-	-	1	1	2
<b>Total Units</b>	86	75	25	48	234

6. Agency must submit for ARCH staff approval a management and services plan which includes coordination of services with outside providers for special populations and a statement of resident transportation options.
  
7. Agency shall submit applications to other potential sources of funding, at a minimum including to the State Housing Trust Fund for any available I/DD or other State funding that the project is eligible for.
  
8. On a monthly basis, Agency shall provide ARCH with updates on the following:
  - a. Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
  - b. Status update on negotiations with development partners.
  - c. Status update on other financing and financing partnerships negotiations.
  - d. Status update on entitlement and permitting progress.
  
9. Agency shall complete and submit the following deliverables by the dates indicated. Agency may request an extension of individual deadlines, and such extensions shall be considered based on reasonable justification and Agency’s continuing efforts to make substantial progress toward each milestone.:
  - a. January 31, 2024 – Revised term sheet for property acquisition and development approved by Sound Transit
  - b. January 31, 2024 – Draft Management and Services Plan
  - c. May 31, 2024 – Final operating or other agreement with services provider(s)
  - d. June 30, 2024 – Final Purchase and Sale Agreement .
  - e. Prior to closing- Provide a draft Affirmative Marketing Plan
  - f. 6 months prior to anticipate C of O- Provide a final Affirmative Marketing Plan

## **2. TWG and Imagine Housing – Larus Senior Housing**

Funding Request: \$3,900,000 (Contingent Loan)  
175 Affordable Units (including 1 manager unit)

Executive Board Recommendation: \$250,000 (Contingent Loan)

### Project Summary:

The proposed Larus Senior Apartments is a transit-oriented senior housing development to be developed by TWG Housing in partnership with Imagine Housing. The development team elected to proceed with the same model for Larus as their previous partnership, Ardea at Totem Lake, by serving seniors and inviting Imagine Housing to be the non-profit development partner and service provider.

The project will consist of 175 units of affordable housing with a mix of studios and 1-bedroom units with affordability levels at 40% AMI, 50% AMI, and 60% AMI. Located within ¼ mile from the Kenmore Park & Ride and future Sound Transit BRT station, the project will aim to take advantage of future transportation options for its residents. In addition to its close proximity to the Kenmore transit hub, Larus Senior Apartments benefits from local groceries, shopping, and services within ¼ mile walking distance.

### Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project is strategically located near a future transit facility and close to amenities and services.
- The project advances the City’s affordable housing priorities by providing much needed low-income housing for seniors in the area.
- This project leverages significant investments from public and private funding sources, including King County TOD funds and Amazon Housing Equity funds.
- The project is taking advantage of the Washington State Housing Finance Commission’s Land Acquisition Program, which is a long-term, patient capital program. As such the project will be able to take the time needed to assembling full financing for the development.

### **Proposed Conditions:**

Standard Conditions: Refer to list of standard conditions found at end of this memo.

### Special Conditions:

1. The funding commitment shall continue for **thirty-six (36) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must

demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances.
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for seniors for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	Total Units
40%	10	-	10
50%	67	46	113
60%	28	24	52
<b>Total</b>	105	70	<b>175</b>

6. The final loan amount shall be up to \$250,000, subject to approval by ARCH staff based on a documented funding gap. ARCH reserves the right to reduce its total loan amount based on changes to the project sources and uses, and unit mix.
7. Agency shall provide ARCH with quarterly updates on status of MOUs with partners and other funding sources.

- 8. Agency shall provide a sustainability plan which details eco-friendly materials, transportation options and partnerships which would benefit the project's eco-sustainability, such as EV stations.**

### **3. LIHI – The Aventine**

Funding Request: \$1,500,00 (Contingent Loan)  
66 Affordable Units

Executive Board Recommendation: \$600,000 (Contingent Loan)

#### Project Summary:

The Aventine is an existing 5-story, 68-unit apartment community with 69 underground parking spaces located in downtown Bellevue. Currently over half the residents are low-income (below 80% AMI). LIHI is proposing to purchase the Aventine to preserve and make all the housing units affordable for households at 30%, 50% and 80% of area median income. The project intends to house low wage workers, disabled households, and households exiting homelessness. A total of 10 units will be set aside for households with members that have physical disabilities. The building is ADA accessible and additional units will be made accessible if needed. LIHI is proposing 22 of the 66 units be for households exiting homelessness (33% of the total units in the property), including families and veterans exiting homelessness.

The current owners, who previously obtained funding through Microsoft's affordable housing initiative and maintained a set-aside of units at 80% AMI, put the property on the market for sale in 2023 and five for-profit developers submitted bids to convert it to market rate housing, losing the existing affordable units. Fortunately, LIHI was selected as the buyer and has signed a PSA with the seller. Funding from the City of Bellevue and ARCH will allow for the long-term preservation of affordable housing in downtown Bellevue and avoid the displacement of the existing residents.

LIHI's planned acquisition and rehabilitation includes the conversion of two rental units into a case manager's offices to provide on-site service to residents leaving 66 affordable rental units. Additionally, minor refreshing of the building interiors will be completed.

#### Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The application proposes housing that meets the City of Bellevue's priorities for its Housing Stability Program Funding; providing housing for households earning below 30% of median income, addressing and prevent homelessness and housing instability, and focusing on underserved, vulnerable residents in Bellevue (e.g., homeless families with children and other eligible populations).
- The property provides 22 units for households exiting homelessness, including both two-bedroom units for families. Further, the proposed project will have 10 units set-aside for veterans and an additional 10 for people with physical disabilities.

- Funding an acquisition brings affordable units online and into the Bellevue portfolio much more quickly than funding new construction. Conservatively, the Aventine will bring affordable units online 18-24 months sooner than a similar new construction.
- The acquisition of the property will mitigate displacement of existing renters who are living in units previously advertised as affordable, workforce units.

**Proposed Conditions:**

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

2. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
3. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.

4. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including approximately **22 units for households exiting homelessness**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	2 BR	Total Units
30%	5	5	2	12
50%	10	10	-	20
60%	15	4	-	19
80%	9	6	-	15
<b>Total</b>	39	25	2	66

5. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plans.
6. On a monthly basis, Agency shall provide ARCH with updates on the following:
  - a. Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
  - b. Status update on other financing and financing partnerships negotiations.
  - c. Agency will provide a Capital Needs Assessment (CNA) for staff review and approval.

#### **4. Catholic Housing Services (CHS) – Emma McRedmond Manor**

Funding Request: \$2,150,000 (Contingent Loan)  
32 Affordable Units (including 1 manager unit)

Executive Board Recommendation: \$500,000 (Contingent Loan)  
Additional City Investment  
via ARCH Housing Trust Fund: \$600,000 (Contingent Loan)  
Total Award: \$1,100,000 (Contingent Loan)

Project Summary:

Emma McRedmond Manor is an existing three-story senior housing project with 32 apartments located in downtown Redmond. Built in 1988, the building is nearly 35 years old and has yet to be substantially rehabilitated, other than re-cladding and window replacement performed in 2010. CHS is proposing a substantial renovation to improve the building’s energy efficiency and extend the remaining useful life of the structure by approximately 20 years. The scope of work consists of upgrades to the building exterior, building systems (plumbing and mechanical), common areas, units, and landscaping/site work. In addition, the project will convert one manager’s unit to an affordable unit, resulting in 32 1BR units affordable at 50% AMI, of which 31 will receive Section 8 Project-Based Rental Assistance through July 2032. The proposal includes financing under the HUD 221 program (Mortgage Insurance for Rental or

Cooperative Housing). The program provides insurance on mortgages that support new construction or substantial rehabilitation of multifamily rental or cooperative housing for moderate-income families, elderly households, and disabled households.

Funding Rationale:

The Executive Board recommends funding with conditions listed below for the following reasons:

- The project preserves much-needed housing for low-income seniors and persons with disabilities in a very desirable, amenity-rich area of East King County.
- The project preserves valuable ongoing HUD support in the form of grant funding for the Resident Services Coordinator and Section 8 Project-Based Rental Assistance.
- The project is permit ready and has a HUD Section 221(d)(4) loan already committed, with additional funds leveraged from King County.
- The City of Redmond has indicated its willingness to allocate \$600,000 in funding that will help close the project's funding gap.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twelve (12) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer payments if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
3. Funds shall be used by the Agency towards **acquisition, construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff provides written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation, and construction contingency must be approved in advance by ARCH. If - after the completion of the project - there are budget line

items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. Funds not expended at the end of the construction period will be de-obligated.

4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
5. A covenant is recorded ensuring affordability for seniors for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH staff

Affordability	1BR	Total
50%	32	32
<b>Total</b>	32	32

6. **Agency must submit for ARCH staff approval of management, affirmative marketing, and services plans.**
7. **Agency shall submit updates to ARCH regarding other potential funders, including HUD and King County.**
8. **Agency shall provide an updated Project Architectural and Cost Analysis Report and updated development budget, both of which are HUD approved, prior to commencement of construction.**

## **5. Bellwether Housing – Overlake TOD**

Funding Request:	\$3,500,000 (Contingent Loan) 333 Affordable Units (including 3 manager units)
Executive Board Recommendation:	\$2,000,000 (Contingent Loan)
Additional City Investment via ARCH Housing Trust Fund:	\$1,500,000 (Contingent Loan)
Total Award:	\$3,500,000 (Contingent Loan)

### Project Summary:

Bellwether Overlake Apartments is located in the Overlake Village neighborhood of Redmond directly across from the future Overlake Village light rail station. The project will provide 333 homes for low- to moderate-income households (30-80% AMI), including set-asides and services specific to people living with physical, intellectual and developmental disabilities (IDD), and much-needed two- and three-

bedroom family-sized units, achieving an average of 50% AMI across the site. The project is located on Sound Transit surplus property.

In collaboration with a coalition of nonprofit partners and the City of Redmond, the ground floor commercial spaces will incorporate small business incubation, non-profit organizational support, culturally informed community services, and services provided by the City of Redmond. An adjacent open space parcel will complement the ground floor uses and potentially consist of a food truck corral, food garden, cultural night markets. Programming of the adjacent open space will be provided by the community partners in the project for the benefit of the community.

Services for the project residents will be provided primarily by Hopelink, a service provider who has served homeless and low-income families, children, seniors, and people with disabilities on the Eastside since 1971. In addition, SAILS Washington, a DDA-contracted service provider, will provide supported living services for the project's ten IDD residents.

The project will be financed with a combination of public and private financing sources, including but not limited to 4% Low Income Housing Tax Credits, Amazon Housing Equity Fund, Evergreen Impact Housing Fund, senior private lender loan, ARCH funds, King County TOD fund, and the State Housing Trust Fund.

Funding Rationale:

The Executive Board recommends funding this application for the following reasons:

- Funding this year's request for additional capital demonstrates continued commitment from ARCH to this priority project and will allow the project to secure other sources of leverage.
- The project advances key objectives in the City of Redmond Affordable Housing Strategy, providing a large amount of low and moderate-income affordable housing units in a strategic location close to jobs and transportation.
- This project leverages significant investments from public and private funding sources, including King County TOD funds which are specifically set aside for the Overlake TOD and Amazon housing equity funds structured as a grant and a below market loan product.
- The project takes advantage of surplus public property provided at no cost by Sound Transit and the City and helps deliver additional City goals for development of retail and office.
- The project will provide a significant number of units affordable to very low-, low- and moderate-income households, as well as IDD units, within a high-opportunity area near good jobs, various transportation options, and other public and private amenities.
- The project is a priority for the City of Redmond, which has indicated a willingness to invest additional funding to move the project forward.

Proposed Conditions:

Standard Conditions: Refer to list of standard conditions found at end of this memo.

Special Conditions:

1. The funding commitment shall continue for **twenty-four (24) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be

requested from ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the applicant will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a 12-month extension based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the applicant must demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.

2. Funds shall be used by the Agency towards **construction, soft costs, financing, capitalized reserves, and other development costs**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. Spending of furnishings, fixtures, and equipment, rehab, remediation, and construction contingency must be approved in advance by ARCH. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potential reductions in public fund loan balances. If funds are not expended at the end of the construction period, will be de-obligated.
  
3. Funds will be in the form of a **deferred, contingent loan**. Loan terms will account for various factors, including loan terms from other fund sources and available cash flow. Final loan terms shall be determined prior to release of funds and must be approved by ARCH Staff. It is anticipated that loan payments will be based on a set repayment schedule and begin after repayment of deferred developer fee with 1% interest. The terms will also include a provision for the Agency to defer a payment if certain conditions are met (e.g., low cash flow due to unexpected costs). Any requested deferment of loan payment is subject to approval by ARCH Staff, and any deferred payment would be repaid from future cash flow or at the end of the amortization period.
  
4. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
  
7. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table, including approximately **ten units set-aside for people with disabilities**. Changes may be considered based on reasonable justification as approved by ARCH staff (such as changes to accommodate income averaging across the project).

Affordability	Studio	1 BR	2 BR	3 BR	Total
30%	25	15	10	5	55
50%	30	130	48	33	241
80%	5	8	11	13	37
<b>Total</b>	60	153	69	51	333

5. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plan.

6. On a monthly basis, Agency shall provide ARCH with updates on the following:
  - a. Status of management and services plan including service partnerships and development on formal MOUs and operating agreements.
  - b. Status update on other financing and financing partnerships negotiations.
  - c. Updates on commercial leases and partnerships with commercial tenants including operating budgets and development budgets including tenant's prorate share of costs and expenses within the overall budget.

**6. Attain Housing – Totem Six Plex**

Funding Request: \$750,000 (Secured Grant)  
6 Affordable Units

Executive Board Recommendation: \$0

Project Summary:

The proposed project is the new construction of a three-story structure with six two-bedroom units of transitional housing for homeless families earning up to 30% of area median income (AMI). The property currently contains an existing four-plex building owned and managed by Attain Housing. Attain also manages the four plex on the lot next to the proposed construction site. The proposed new building will sit on what is currently a lawn between the two four plex buildings. The project represents an expansion of existing programs operated by Attain, with overall capacity growing from 8 to 14 units across the three buildings.

Funding Rationale:

The Executive Board supports the concept of the Attain Housing proposal but does not recommend funding at this time. The Executive Board would welcome an application in a future round so that Attain Housing can address the issues identified below:

- ARCH awarded funds for technical assistance in the previous funding round to assist with a variety of tasks. These funds have not yet been utilized and the application submitted in 2023 was unchanged from the previous year. Prior to a new application, Attain is encouraged to address the following:
  - Secure project management capacity, including recommended engagement of a development consultant who will assist with the financing and project management of the project through construction completion.
  - Further develop building design, permitting, siting and parking in conformance with zoning requirements.
  - Pursue and obtain funding commitments of other public funding sources and make progress on the needed capital campaign.
  - Further development of development budgets and operating budgets based on current construction market and industry conditions.

- Development of a project schedule consistent with the proposed funding and local permitting requirements.
- Further evaluate the long-term strategy for funding supportive services for transitional housing.

## **7. Inclusion Housing – Scattered Sites**

Funding Request: \$400,000 (Secured Grant)  
7 Affordable Beds

Executive Board Recommendation: \$0

### **Project Summary:**

The proposed project will serve individuals with Intellectual and Developmental Disabilities (IDD) in King County where there is a large demand for Supported Living services and affordable, stable housing. The acquisition includes the purchase of a total of six homes. ARCH's funding, (in conjunction with State and other local sources) will only be used for the Alpha SLS South Branch and the Children's IHS Homes, described below. Inclusion is proposing the purchase of the other four homes utilizing other local and State sources of funding.

The Alpha SLS South Branch is proposed to be a 3-bedroom home located in around the Kirkland/Redmond area that will serve three adults with developmental disabilities receiving Supported Living services from Alpha. The Children's IHS Home is proposed to be a 4-bedroom home located around the Bothell/Kenmore/Woodinville area that will serve children with developmental disabilities between the age of 11 and 20. Alpha will provide residential services through the DDA Intensive Habilitation Services program. The fourth bedroom must be used as an agency office to provide the required in-home oversight.

### **Funding Rationale:**

The Executive Board supports the intent of the Inclusion Housing proposal but does not recommend funding at this time for the reasons described below:

- In 2023, the ARCH Trust Fund is significantly oversubscribed and CAB was not able to meet the needs of all the requests. It is anticipated that the State will be able to provide additional funding to this project to help fill its funding gap and proceed without ARCH funding.

Standard Conditions: (will apply to all projects)

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.
4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability. Changes to the unit and affordability mix can are subject to change with Staff approval.
7. ARCH, through its Administrative Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.

## Attachment 1: Proposed Funding Sources

### PROJECTS RECOMMENDED FOR 2023 FUNDING

	Spring District TOD	Larus	Aventine	Emma McRedmond Manor	Overlake TOD	2023 Recommended Funds
Bellevue	224,100	86,200	206,900	172,300	689,700	1,379,200
Bothell	23,700	9,100	21,900	18,200	72,900	145,800
Clyde Hill	3,500	1,400	3,300	2,700	10,900	21,800
Hunts Point	1,500	600	1,300	1,100	4,500	9,000
Issaquah	80,800	31,100	74,500	62,100	248,500	497,000
Kenmore	3,600	1,400	3,400	2,800	11,200	22,400
Kirkland	97,900	37,600	90,300	75,300	301,100	602,200
Medina	4,100	1,600	3,800	3,200	12,600	25,300
Mercer Island	7,900	3,000	7,300	6,100	24,300	48,600
Newcastle	3,100	1,200	2,900	2,400	9,600	19,200
Redmond	155,200	59,700	143,300	119,400	477,600	955,200
Sammamish	21,800	8,400	20,100	16,800	67,100	134,200
Woodinville	21,400	8,200	19,700	16,500	65,800	131,600
Yarrow Point	1,400	500	1,300	1,100	4,200	8,500
<b>Local Funds</b>	<b>650,000</b>	<b>250,000</b>	<b>600,000</b>	<b>500,000</b>	<b>2,000,000</b>	<b>4,000,000</b>
<b>Redmond Add'l</b>				<b>600,000</b>	<b>1,500,000</b>	<b>2,100,000</b>
<b>2023 ARCH Awards</b>	<b>650,000</b>	<b>250,000</b>	<b>600,000</b>	<b>1,100,000</b>	<b>3,500,000</b>	<b>6,100,000</b>
<b>Prior 2022 Award</b>	<b>350,000</b>					<b>350,000</b>
<b>Award Totals</b>	<b>1,000,000</b>	<b>250,000</b>	<b>600,000</b>	<b>1,100,000</b>	<b>3,500,000</b>	<b>6,450,000</b>

## Attachment 2: Project Economic Summaries

Applicant: BRIDGE Housing  
Project Name: Spring District TOD  
Location: 1601 120<sup>th</sup> Avenue NE, Bellevue, WA  
Project Description: New construction of Buildings 2 and 6, which consist of 235 permanently affordable units at 30%-60% AMI.

Project Sources	Amount	Status
Low Income Housing Tax Credits (4%)	\$62,318,118	Proposed
Amazon Housing Equity Fund - Loan	\$22,100,000	Committed
Amazon Housing Equity Fund - Grant	\$3,750,000	Committed
City of Bellevue	\$6,500,000	Proposed
ARCH	\$1,000,000	Proposed
King County TOD	\$10,000,000	Proposed
State Dept. of Commerce HTF	\$8,000,000	Proposed
BRIDGE General Partner Equity	\$6,792,535	Committed
Deferred Developer Fee	\$1,750,000	Committed
Perm Loan	\$16,215,207	Proposed
<b>Total Sources</b>	<b>\$138,425,860</b>	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$70,000	\$298	\$0.31
Construction	\$97,012,064	\$412,817	\$432.68
Soft Costs	\$18,806,285	\$80,027	\$83.88
Pre-Development / Bridge Financing	\$26,958	\$115	\$0.12
Construction Financing	\$11,223,605	\$47,760	\$50.06
Permanent Financing	\$805,615	\$3,428	\$3.59
Capitalized Reserves	\$1,053,598	\$4,483	\$4.70
Other Development Costs	\$9,267,735	\$39,437	\$41.34
Bond Related Costs	\$160,000	\$681	\$0.71
<b>Total Uses</b>	<b>\$138,425,860</b>	<b>\$589,046</b>	<b>\$617.39</b>

Applicant: TWG and Imagine Housing  
Project Name: Larus Senior Housing  
Location: 7520 NE Bothell Way, Kenmore, WA  
Project Description: 175 units of affordable housing for seniors (62+) at 40%, 50% and 60% AMI

Project Sources	Amount	Status
ARCH	\$3,900,000	Proposed
King County TOD	\$4,980,000	Proposed
Amazon Housing Equity Fund	\$15,200,000	Proposed
Deferred Developer Fee	\$3,829,635	Proposed
Federal Energy Equity	\$153,000	Proposed
Low Income Housing Tax Credits (4%)	\$21,872,953	Proposed
Perm Loan	\$16,350,000	Proposed
City/CHIP	550,000	Proposed
<b>Total Sources</b>	<b>\$66,835,588</b>	

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs:	\$4,506,827	\$25,753	\$35.47
Construction:	\$46,583,103	\$266,189	\$366.60
Soft Costs:	\$8,980,017	\$51,314	\$70.67
Pre-Development / Bridge Financing	\$539,128	\$3,081	\$4.24
Construction Financing	\$3,335,814	\$19,062	\$26.25
Permanent Financing	\$375,379	\$2,145	\$2.95
Capitalized Reserves	\$765,750	\$4,376	\$6.03
Other Development Costs	\$1,366,444	\$7,808	\$10.75
Bond Related Costs	\$383,126	\$2,189	\$3.02
<b>Total Uses</b>	<b>\$66,835,588</b>	<b>\$381,918</b>	<b>\$525.98</b>

Applicant: Low Income Housing Institute (LIHI)  
Project Name: The Aventine  
Location: 211 112th Ave NE, Bellevue WA  
Project Description: Renovation and acquisition of an existing 5-story, 68-unit apartment community for the preservation of housing for households at 30%, 50% and 80% AMI

Project Sources	Amount	Status
City of Bellevue	\$8,500,000	Proposed
ARCH	\$1,500,000	Proposed
State HTF	\$5,000,000	Proposed
King County	\$5,000,000	Proposed
WSHFC 501(C)3	\$13,000,000	Proposed
<b>Total Sources</b>	<b>\$33,000,000</b>	

Project Uses	Amount	Per Bed	Per SF
Acquisition Costs	\$29,300,000	\$430,882	\$751.09
Construction	\$1,220,400	\$17,947	\$31.28
Soft Costs	\$915,800	\$13,468	\$23.48
Pre-Development / Bridge Financing	\$750,000	\$11,029	\$19.23
Permanent Financing	\$150,000	\$2,206	\$3.85
Capitalized Reserves	\$273,800	\$4,026	\$7.02
Other Development Costs	\$390,000	\$5,735	\$10.00
<b>Total Uses</b>	<b>\$33,000,000</b>	<b>\$485,294</b>	<b>\$845.94</b>

Applicant: Catholic Housing Services of Western Washington (CHS)  
Project Name: Emma McRedmond Manor  
Location: 7960 169<sup>th</sup> Ave NE, Redmond, WA 98052  
Project Description: Rehabilitation of an existing three-story senior housing project with 32 apartments for seniors up to 50% AMI.

Project Sources	Amount	Status
HUD	\$6,288,200	Proposed
ARCH HTF	\$1,100,000	Proposed
Sponsor (existing reserves)	\$306,738	Proposed
King County	\$1,150,000	Proposed
Deferred Developer Fee	\$250,000	Committed
<b>Total Sources</b>	<b>\$9,094,938</b>	

Project Uses	Amount	Per Home	Per SF
Acquisition Costs	\$667,507	\$20,860	\$16.28
Construction	\$7,146,312	\$223,322	\$174.29
Soft Costs	\$441,850	\$13,808	\$10.78
Construction Financing	\$272,489	\$8,515	\$6.65
Permanent Financing	\$253,644	\$7,926	\$6.19
Capitalized Reserves	\$64,000	\$2,000	\$1.56
Other Development Costs	\$249,136	\$7,786	\$3.41
<b>Total Uses</b>	<b>\$9,094,938</b>	<b>\$284,217</b>	<b>\$219.26</b>

Applicant: Bellwether  
Project Name: Overlake TOD  
Location: 15218 NE Shen Street, Redmond, WA  
Project Description: New construction of 333 homes for low- to moderate-income households (30-80% AMI), including set-asides and services specific to people living with physical, intellectual and developmental disabilities (IDD).

Residential Project Sources	Amount Total	Amount per Unit
4% LIHTC Equity	\$ 67,588,520	\$2,048,137
Senior Private Lender Loan	\$ 21,000,000	\$636,364
Amazon Housing Equity Fund	\$ 36,630,000	\$1,110,000
Evergreen Impact Housing Fund	\$ 13,458,054	\$407,820
Developer Fee Note	\$ 2,500,000	\$75,758
King County TOD Fund	\$ 5,000,000	\$151,515
WA State HTF	\$ 5,000,000	\$151,515
ARCH HTF	\$ 3,500,000	\$106,061
IDD HTF	\$ 2,900,000	\$87,879
Bellwether Sponsor Note	\$ 3,968,062	\$120,244
<b>Total Sources</b>	<b>\$ 161,544,636</b>	<b>\$4,895,292</b>

Commercial Project Sources	Amount Total	Amount per SF
Senior Private Lender Loan (taxable)	\$ 4,015,146	\$101
Microsoft Grant	\$ 1,000,000	\$25
The City of Redmond	\$ 509,597	\$13
Bellwether Sponsor Note	\$ 31,938	\$1
<b>Total Sources</b>	<b>\$ 5,556,681</b>	<b>\$139</b>

Project Uses	Amount	Per Unit	Per SF
Acquisition Costs	\$340,000	\$1,021	\$1.00
Construction	\$128,667,759	\$386,390	\$379.81
Soft Costs	\$ 14,768,733	\$44,351	\$43.60
Pre-Development / Bridge Financing	\$300,000	\$901	\$0.89
Financing and Bond Related Costs	\$18,204,709	\$54,669	\$53.74
Other Development Costs	\$4,820,116	\$14,475	\$14.23
<b>Total Development Costs</b>	<b>\$167,101,317</b>	<b>\$501,806</b>	<b>\$493.26</b>

8706300074

0020.150.075  
LCM:imm  
06/17/87  
R:06/25/87naa

RECEIVED THIS DAY

JUN 30 8 30 AM '87  
BY THE DEPT. OF  
RECORDS & COMM. SER.  
KING COUNTY

AFTER RECORDING MAIL TO:

Doris Schaible  
City Clerk  
City of Redmond  
15670 N. E. 85th St.  
Redmond, Washington 98052

KING COUNTY  
NO EXCISE TAX  
JUN 29 1987  
E0950243

STATUTORY WARRANTY CORRECTION DEED

WHEREAS, by Statutory Warranty Deed filed on or about June 19, 1987, King County Recorder's number 8706190450, the City of Redmond, Washington, purported to convey certain property to the Redmond Elderly Housing Association, and

WHEREAS, errors appeared in that deed, which should be corrected, now, therefore,

The Statutory Warranty Deed filed on or about June 19, 1987, King County Recorder's number 8706190450, City of Redmond as grantor and Redmond Elderly Housing Association as grantee, is hereby corrected to read as follows:

THE GRANTOR, the City of Redmond, Washington, a municipal corporation, hereinafter referred to as "City", for and in consideration of Thirty Eight Thousand Five Hundred Thirty Seven Dollars (\$38,537.00) in hand paid, conveys and warrants, subject to the conditions noted below, to Redmond Elderly Housing Association, a non-profit corporation organized under the laws of the State of Washington, hereinafter called "purchaser", the following described real estate, situated in the County of King, State of Washington:

Lots 14, 15, 16, 17 and 18, Block 3, SIKES THIRD ADD, as recorded in Volume 21 of Flats, page 37 of King County, Washington, a portion of the N.W. quarter of Section 12, Township 25 North, Range 05 East, W.M.:

Except that portion which is included in the Southeast corner of the intersection of 169th Avenue N.E. and N.E. 80th Street, beginning at the Northwest corner of Lot 15;

Thence Southerly along the line of the Eastern margin of 168th Avenue N.E. S-00°-55'-50"E 14.80 feet to the beginning of a 25 foot radius curve bearing S-68°-44'-06"E to the radius point;

Thence along the 27 foot radius through a 45°-36'-32" central angle an arc length 19.90 feet to the Southern margin of N.E. 80th Street and the end of said 27' radius curve bearing N-23°-07'-34"W from the radius point;

Thence along the southern margin of N.E. 80th Street S-89°-04'-10"W 14.80 feet to the point of beginning. (See illustration labeled "Exhibit A" attached hereto.)

The City reserves an easement on the following portion of the above described real estate:

FILED BY CHICAGO TITLE INSURANCE CO.

REF. # 921623

8706300074

The South 20 feet of the West 70 feet of Lot 18, Block 3, SIKES THIRD ADD, as recorded in Volume 21 of Plats, page 37, of King County, Washington, a portion of the N.W. quarter of Section 12, Township 25 North, Range 05 East, W.M. (See illustration labeled "Exhibit B" attached hereto.)

For the purposes of maintaining, operating, repairing and replacing dry well and pipelines and all necessary connections and appurtenances thereto, together with the right of ingress and egress to, from and across said property for the foregoing purposes. Provided, if the City performs any of such activities in the easement, it will restore the property to the condition which existed prior to those activities.

Grantee may use the easement for any purpose not inconsistent with the rights herein granted, provided, Grantee shall not construct or maintain any building or other structure on the easement which would interfere with the exercise of the rights herein reserved, including ingress and egress to and from the easement area.

The above described real estate is conveyed to Purchaser to be used solely for multi-family, residential dwelling units for low or moderate income persons, aged 62 and over, and handicapped, and said property including all improvements, now or hereafter made to or on said property shall revert to the Grantor, its successor or assigns, in the event said property is used for any other purpose, provided that HUD furnishes written approval of said reversion and provided further that this reversionary clause is subordinate to the Section 202 Mortgage and Regulatory Agreement entered into between Grantee and the Secretary of Housing and Urban Development, and that it terminates automatically in the event of foreclosure pursuant to the Section 202 Mortgage or transfer executed in lieu of foreclosure of the Section 202 Mortgage.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officer this 26<sup>th</sup> day of June, 1987.

CITY OF REDMOND

Doreen Marchione  
DOREEN MARCHIONE, MAYOR

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

By Louise C. Jensen

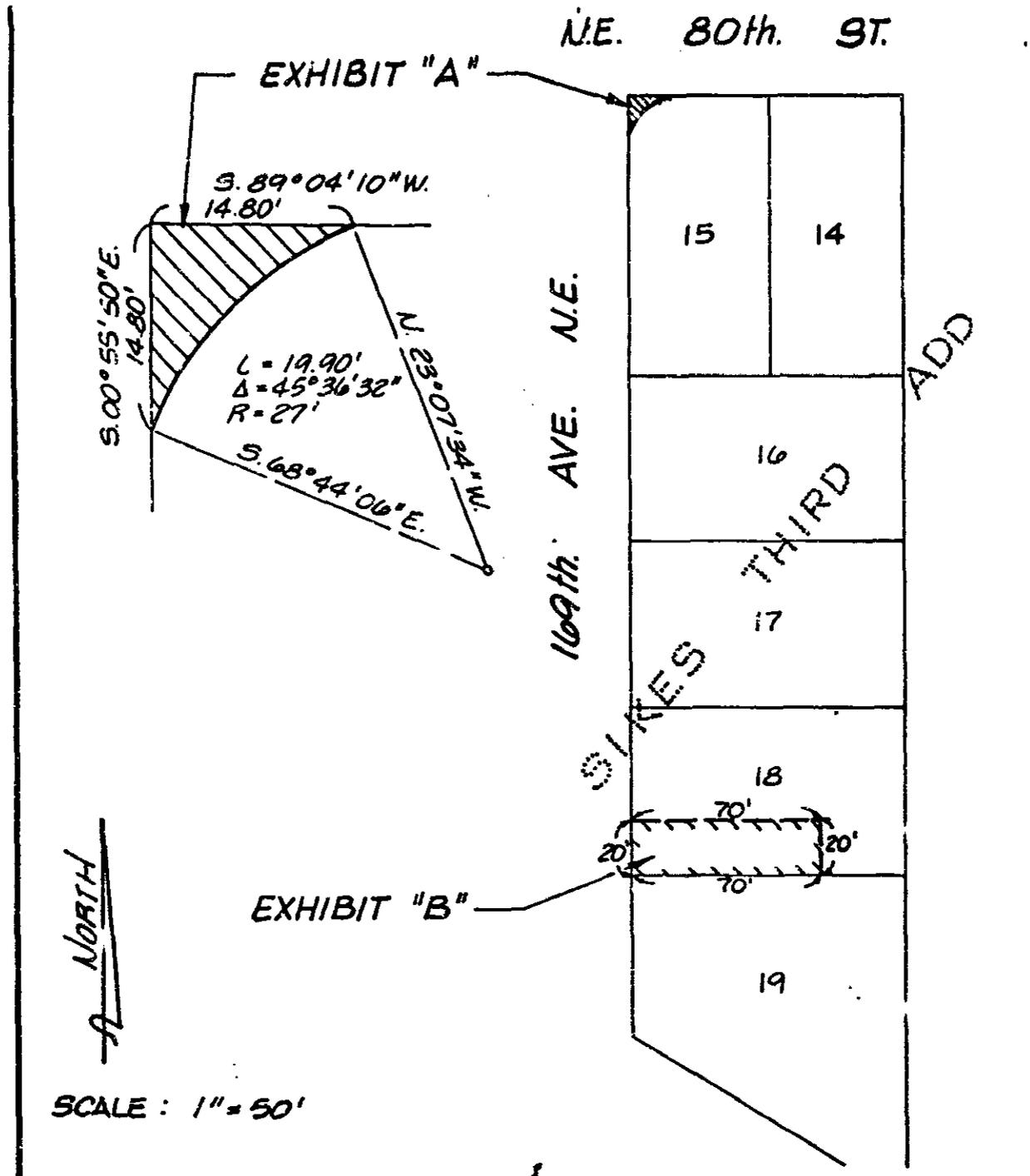
STATE OF WASHINGTON )  
  ) ss.  
COUNTY OF KING       )

I certify that I know or have satisfactory evidence that DOREEN MARCHIONE signed this instrument, on oath stating that she was authorized to execute the instrument and acknowledged it as the MAYOR of the CITY OF REDMOND to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

DATED this 26<sup>th</sup> day of June, 1987.

[Signature]  
NOTARY PUBLIC in and for the State  
of Washington residing at  
Bellaire  
My appointment expires 2/3/88.

870630-074



<b>CITY OF REDMOND</b>		King County, Washington
LOCATION: <u>NW 1/4 12, 25, 5, WM</u>		<b>SENIOR HOUSING STREET IMPROVEMENT PROJ. 85-BG-30</b>
DRAWN BY: <u>mwp</u>		
DATE: <u>Jan. 22, 1987</u>		
CITY SKETCH NO. <u>686</u>		

RECEIVED THIS DAY

0020.150.075  
LCM:imm  
06/17/87

KING COUNTY  
NO EXCISE TAX  
JUN 19 1987  
E0948204

JUN 19 9 41 AM '87  
BY THE DIVISION OF  
RECORDS & ELECTIONS  
KING COUNTY

AFTER RECORDING MAILING TO:

JOHN G. HENKLE FINANCIAL, INC.  
P.O. Box 832  
Bellevue, Wa., 98009

87 06 18 #0450 1A  
RECORD 7.00  
CASH 7.00

8706190450

STATUTORY WARRANTY DEED

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Thence along the 27 foot radius through a 45°-36'-32" central angle an arc length 19.90 feet to the Southern margin of N.E. 80th Street and the end of said 27' radius curve bearing N-23°-07'-34"W from the radius point;

Thence along the southern margin of N.E. 80th Street S-89°-04'-10"W 14.80 feet to the point of beginning. (See illustration labeled "Exhibit A" attached hereto.)

The City reserves an easement on the following portion of the above described real estate:

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For the purposes of maintaining, operating, repairing and replacing dry well and pipelines and all necessary connections and appurtenances thereto, together with the right of ingress and egress to, from and across said property for the foregoing purposes;

LCM00080A

-1-

ADD BY CHARGED FILE RE: SIKES 00.

SEE PLAT 3

8706190450

Grantee may use the easement for any purpose not inconsistent with the rights herein granted, provided, Grantee shall not construct or maintain any building or other structure on the easement which would interfere with the exercise of the rights herein reserved, including ingress and egress to and from the easement area.

The above described real estate is conveyed to Purchaser to be used solely for multi-family residential dwelling units for low or moderate income persons, aged 65 and over, and handicapped, and said property including all improvements, now or hereafter made to or on said property shall revert to the Grantor, its successor or assigns, in the event said property is used for any other purpose, provided that HUD furnishes written approval of said reversion and provided further that this reversionary clause is subordinate to the Section 202 Mortgage and Regulatory Agreement entered into between Grantee and the Secretary of Housing and Urban Development, and that it terminates automatically in the event of foreclosure pursuant to the Section 202 Mortgage or transfer executed in lieu of foreclosure of the Section 202 Mortgage.

IN WITNESS WHEREOF, said corporation has caused this instrument to be executed by its proper officer this 17 day of June, 1987.

CITY OF REDMOND

John P. Vache  
JOHN P. VACHE', MAYOR PRO TEM

APPROVED AS TO FORM:  
OFFICE OF THE CITY ATTORNEY

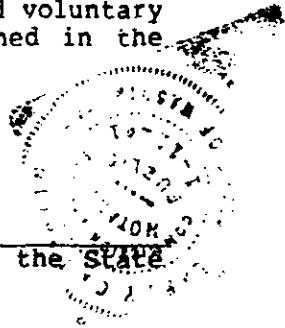
By Jay C. Math

STATE OF WASHINGTON )  
                                  ) ss.  
COUNTY OF KING      )

I certify that I know or have satisfactory evidence that JOHN P. VACHE' signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the MAYOR PRO TEM of the CITY OF REDMOND to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

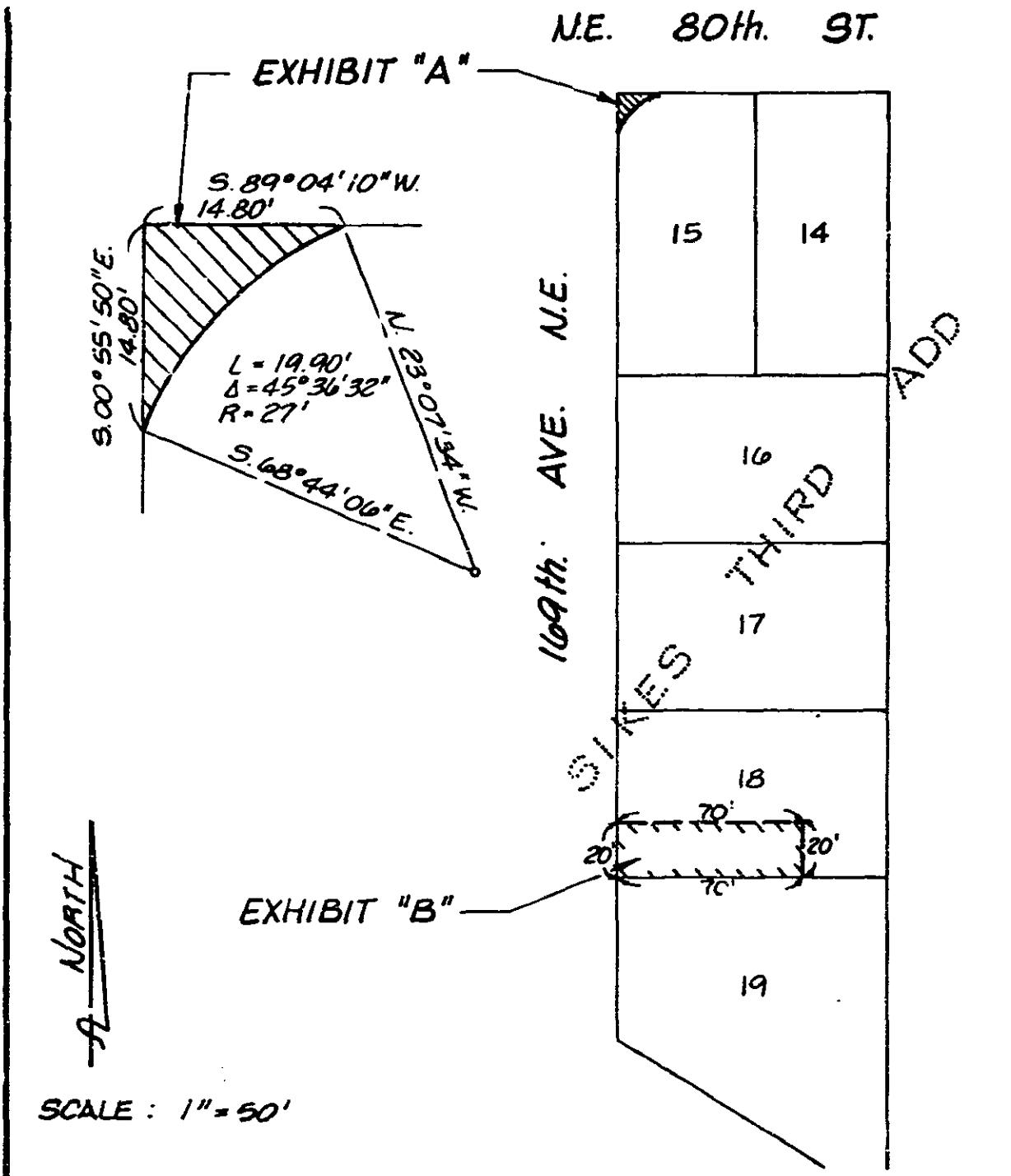
DATED this 17<sup>th</sup> day of June, 1987.

Jay C. Math  
NOTARY PUBLIC in and for the STATE  
of Washington residing at  
Redmond



My appointment expires 1-13-91.

8706190450



CITY OF REDMOND

King County, Washington

LOCATION: NW 1/4 12, 25, 5, WM

DRAWN BY: MWP

DATE: Jan 22, 1987

CITY SKETCH NO.

686

SENIOR HOUSING  
STREET IMPROVEMENT  
PROJ. 85-BG-30



Memorandum

Date: 9/3/2024

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-385

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
------------------------------------	---------------	--------------

DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Jeff Churchill, AICP	Planning Manager
Planning and Community Development	Ian Lefcourte, AICP	Senior Planner

TITLE:

Resolution to Reallocate A Regional Coalition for Housing (ARCH) Funds to Redmond Supportive Housing Project

OVERVIEW STATEMENT:

Staff recommends that the City Council adopt a Resolution approving the reallocation of A Regional Coalition for Housing (ARCH) funding from Kenmore Supportive Housing project to Redmond Supportive Housing project, for the development of affordable housing.

This recommendation reallocates \$3,279,700 previously approved by member councils for the Kenmore Supportive Housing project developed by Plymouth Housing. The reallocation of funds is needed to accommodate the project's change in the location and updated funding conditions.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**  
The Comprehensive Plan Housing Element provides a framework for housing goals, policies, and actions to address housing needs that advance the City's vision. Policy HO-4 calls for cooperation with ARCH and others in the funding of affordable housing.

- **Required:**  
Per the interlocal agreement between ARCH and the City, Council approval is needed to authorize the allocation (and reallocation) of funds to ARCH for affordable housing.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

After careful deliberation, the ARCH Executive Board concurred with the recommendation of the ARCH Community Advisory Board (CAB) regarding funding for the Redmond Supportive Housing Project. This recommendation reallocates \$3,279,700 previously approved by member councils for the Kenmore Supportive Housing project developed by Plymouth Housing. The initial funding was approved by Redmond City Council on March 21, 2023, with Resolution 1570.

The reallocation of funds is needed to accommodate the project’s change in the location and updated funding conditions. The project will continue to provide 100 new units of housing affordable at 30% AMI and meet several key priorities, as outlined in this memo.

The Redmond Supportive Housing Project will create 100 housing units affordable at 30% Area Median Income (85 studio units, 15 1-bedroom units).

Detailed descriptions of the project, funding requests, rationale, and development costs, proposed conditions, and further information are included in Attachment B.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
2022-2024
- **Outreach Methods and Results:**  
ARCH staff met with member cities’ Planning and Human Services staff to conduct a preliminary review of applications before forwarding applications to the Community Advisory Board (CAB). The CAB is recruited using public notices, website announcements, and email communications with the help of member cities. The CAB is appointed by the Executive Board.
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

\$0 (this action reallocates previously awarded funds). Staff working on the Redmond Supportive Housing project are funded through the adopted budget.

**Approved in current biennial budget:**       **Yes**       **No**       **N/A**

**Budget Offer Number:**  
CIP Budget - Citywide Investments

**Budget Priority:**  
Vibrant and Connected

**Other budget impacts or additional costs:**     Yes             No             N/A  
*If yes, explain:*  
N/A

**Funding source(s):**  
Capital Investment Program (CIP)  
Functional Area: General Government: \$0

**Budget/Funding Constraints:**  
Funds dedicated to providing increased affordable housing choices for a diverse population through contributions to ARCH (A Regional Coalition for Housing)

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Approve

**Time Constraints:**  
Approval of this request will allow for the timely allocation of funds for affordable housing in East King County.

**ANTICIPATED RESULT IF NOT APPROVED:**

If not approved, ARCH will not have Redmond funds to contribute to the regional efforts to advance affordable housing projects that meet urgent local priorities.

**ATTACHMENTS:**

Attachment A - Resolution - Draft  
Attachment B - Member City Council Plymouth Redmond Recommendation Memo 2024

**CITY OF REDMOND  
RESOLUTION NO.**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, AUTHORIZING THE DULY-APPOINTED ADMINISTERING AGENCY FOR A REGIONAL COALITION FOR HOUSING (ARCH) TO EXECUTE ALL DOCUMENTS NECESSARY TO ENTER INTO AGREEMENTS FOR THE REALLOCATION OF FUNDING FROM KENMORE SUPPORTIVE HOUSING PROJECT TO REDMOND SUPPORTIVE HOUSING PROJECT AS RECOMMENDED BY THE ARCH EXECUTIVE BOARD, UTILIZING FUNDS FROM THE CITY'S HOUSING TRUST FUND

---

WHEREAS, A Regional Coalition for Housing (ARCH) was created by interlocal agreement to help coordinate the efforts of Eastside cities to provide affordable housing; and

WHEREAS, the City Council has approved Resolution 1327 approving the Amended and Restated Interlocal Agreement for ARCH; and

WHEREAS, in 2023, pursuant to Resolution 1570 the City Council previously approved funding for the Kenmore Supportive Housing Project with terms and conditions recommended by the ARCH Executive Board; and

WHEREAS, the ARCH Executive Board has recommended that the City of Redmond reallocate previously approved funding for the Kenmore Supportive Housing project to the Redmond Supportive Housing project as described in the ARCH Executive Board's memorandum dated July 19, 2024, a copy of which is attached hereto as Exhibit A; and

WHEREAS, the ARCH Executive Board has developed a number of recommended conditions to ensure that the City's affordable housing funds are used for their intended purpose and that projects maintain their affordability over time; and

WHEREAS, the City Council desires to apply the City's Housing Trust Fund contribution in the amount of \$857,400 to the Redmond Supportive Housing Project as recommended by the ARCH Executive Board;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. The City Council authorizes the Administering Agency of ARCH, duly appointed pursuant to the 2010 Amended and Restated Interlocal Agreement for ARCH, to execute all documents and take all necessary actions to enter into an Agreement on behalf of the City to fund the Redmond Supportive Housing Project in an amount not to exceed \$857,400.

Section 2. The Agreements entered into pursuant to Section 1 of this resolution shall include terms and conditions to ensure that the City's funds are used for their intended purpose and that the project maintains affordability over time. In determining what conditions should be included in the Agreements, the duly-appointed administering agency of ARCH shall be guided by the recommendations set forth in the ARCH Executive Board's

memorandum of July 19, 2024, a copy of which is attached hereto as Exhibit A.

ADOPTED by the Redmond City Council this \_\_\_\_\_ day of \_\_\_\_\_, 2024, and signed in authentication of its passage this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

APPROVED:

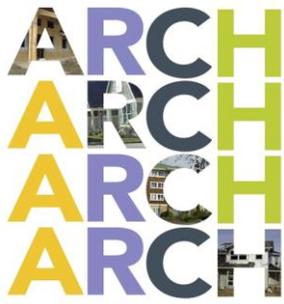
\_\_\_\_\_  
ANGELA BIRNEY, MAYOR

Attest:

\_\_\_\_\_  
CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO:



# A Regional Coalition for Housing

Over 30 years of bringing cities together to house East King County

Together Center Campus  
 16305 NE 87th St, Suite 119  
 Redmond, WA 98052  
 (425) 861-3677

## MEMORANDUM

TO: City of Bellevue Council Members  
 City of Bothell Council Members  
 City of Clyde Hill Council Members  
 Town of Hunts Point Council Members  
 City of Issaquah Council Members  
 City of Kenmore Council Members  
 City of Kirkland Council Members  
 City of Medina Council Members  
 City of Mercer Island Council Members  
 City of Newcastle Council Members  
 City of Redmond Council Members  
 City of Sammamish Council Members  
 City of Woodinville Council Members  
 Town of Yarrow Point Council Members

FROM: Carol Helland, Chair, ARCH Executive Board

DATE: July 19, 2024

RE: Plymouth Redmond Supportive Housing- Housing Trust Fund (HTF) Recommendation

After careful deliberation, the ARCH Executive Board concurred with the recommendation of the ARCH Community Advisory Board (CAB) regarding funding for the Redmond Supportive Housing Project. This recommendation re-allocates \$3,279,700 previously approved by member councils for the Kenmore Supportive Housing project developed by Plymouth Housing. The re-allocation of funds is needed to accommodate the project’s change in the location and updated funding conditions. The project will continue to provide 100 new units of housing affordable at 30% AMI and meet several key priorities, as outlined in this memo.

A summary of the recommendation is shown in the table below:

Project Applicant	City	Units	Previous Award	Executive Board Recommendation
Redmond Supportive Housing <i>Plymouth Housing</i>	Redmond	100	\$3,279,700	Re-allocate \$3,279,700 previously awarded to Plymouth Housing to the Redmond Supportive Housing Project with revised conditions

### ARCH MEMBERS

BEAUX ARTS VILLAGE ♦ BELLEVUE ♦ BOTHELL ♦ CLYDE HILL ♦ HUNTS POINT ♦  
 ISSAQUAH ♦ KENMORE ♦ KIRKLAND ♦ MEDINA ♦ MERCER ISLAND ♦ NEWCASTLE ♦ REDMOND ♦  
 SAMMAMISH ♦ WOODINVILLE ♦ YARROW POINT ♦ KING COUNTY

This memo provides an updated summary of the application, the Executive Board recommendation and rationale, recommended funding conditions and funding sources. Also enclosed is an updated economic summary of the project.

Attachments:

1. Proposed Funding Sources
2. Project Economic Summaries

***Note that bolded text in proposed conditions shows unique conditions in otherwise standard text.***

## **1. Plymouth Housing – Redmond PSH**

Funding Request: \$3,279,700 (Deferred Loan)

Previously Recommended: \$3,279,700

100 affordable rental units

Executive Board Recommendation: \$3,279,700 (Deferred Loan)

See attached Proposed Funding Sources for distribution of City Funds

### Project Summary:

Redmond Supportive Housing is a new construction 100-unit permanent supportive housing project that will serve individuals earning up to 30% AMI who are exiting homelessness. The project was previously awarded ARCH funding when it was proposed on a site offered by the City of Kenmore. Since the initial ARCH award for the development, Plymouth assembled significant funding from other sources for the development, which ultimately did not move forward in that location. The City of Redmond stepped in to make a city-owned surplus site available to Plymouth Housing for the purposes of continuing the development and preserving funding for the project.

Since identifying the site in Redmond, Plymouth has been working to adapt the previously proposed project to the new site. In April 2024, Plymouth Housing and the City of Redmond signed a land transfer option agreement. Plymouth has been working with funders to retain the previously awarded funds to ensure the new project quickly breaks ground. Plymouth is currently preparing new plans to submit for permitting and engaging with the community about the planned development.

Plymouth Housing plans to provide supportive and operational services to the residents of the building. The organization has a long track record of providing property management, maintenance, and supportive services to residents, and has built an organizational culture that focuses on the dignity of residents. All residents will have the opportunity to engage with onsite case managers employed by Plymouth on an ongoing basis. Plymouth anticipates collaborating to fill units through applicant referral agreements with local governments and service agencies that provide services to homeless households. The proposal anticipates providing high levels of services designed for individuals who require extensive ongoing support

### Updates to the Project:

Following are updates to the project that have been made since ARCH's original award and are reflected in updated funding conditions:

1. Change to unit mix to provide substitute 10 studios for 10 1BR units.
2. The service staffing includes 24/7 front desk staffing and case management for residents.

3. Entitlements require adhering to the Redmond Supportive Housing Code requirements related to community engagement and commitments during operations, including a required Operations Agreement, Safety & Security Plan, Community Relations Plan, and Code of Conduct.

Overall, the Executive Board finds that the project is materially similar to the initial proposal awarded by ARCH and continues to align with several funding priorities, as described below.

**Funding Rationale:**

The Executive Board recommends funding with conditions listed below for the following reasons:

- Project provides 100 units of deeply affordable housing at 30% AMI for people exiting homelessness
- Project is located in a prime location in Redmond adjacent to a future light rail station with excellent access to services and amenities.
- The project serves special needs populations (people exiting homelessness including veterans and persons with disabilities).
- The project secured a highly competitive 9% LIHTC allocation, the most valuable source of investment available for affordable housing developments, and leverages significant local investments from the City of Redmond.
- Project will allow a dependable, long-standing non-profit service provider to expand services into Redmond, building on a first successful project in Bellevue and expanding the availability of supportive housing within east King County

**Proposed Conditions:**

**Standard Conditions:**

1. Agency shall provide revised development and operating budgets based upon actual funding commitments, which must be approved by ARCH staff. If the Agency is unable to adhere to the budgets, ARCH must be immediately notified and (a) new budget(s) shall be submitted by the Agency for ARCH's approval. ARCH shall not unreasonably withhold its approval to (a) revised budget(s), so long as such new budget(s) does not materially adversely change the Project. This shall be a continuing obligation of the Agency. Failure to adhere to the budgets, either original or as amended may result in withdrawal of ARCH's commitment of funds.
2. Agency shall submit evidence of funding commitments from all proposed sources. In the event commitment of funds identified in the application cannot be secured in the timeframe identified in the application, the Agency shall immediately notify ARCH, and describe the actions it will undertake to secure alternative funding and the timing of those actions subject to ARCH review and approval.
3. In the event federal funds are used, and to the extent applicable, federal guidelines must be met, including but not limited to the following: contractor solicitation, bidding, and selection; wage rates; and Endangered Species Act (ESA) requirements. CDBG funds may not be used to refinance acquisition costs.

4. Agency shall maintain documentation of any necessary land use approvals and permits required by the city in which the project is located.
5. Agency shall submit quarterly monitoring reports through completion of the project, and annually thereafter, and shall submit a final budget upon project completion. If applicable, Agency shall submit initial tenant information as required by ARCH.
6. Agency shall maintain the project in good and habitable condition for the duration of the period of affordability.
7. ARCH, through its Administering Agency, may negotiate, approve, execute, and record amendments or releases of any ARCH loan documents as may be needed for the project; provided the project still provides the anticipated affordable housing and there is sufficient collateral to secure the members' financial investment, all as determined by ARCH staff.
8. The net developer fee shall be established at the time of finalizing the Contract Budget and will follow the ARCH Net Developer Fee Schedule. Net developer fee is defined as that portion of the developer fee paid out of capital funding sources and does not include the deferred portion which is paid out of cash flow from operations after being placed in service.
9. Agency must submit for ARCH staff approval a management, affirmative marketing, and services plan.

Special Conditions:

1. The funding commitment shall continue for **eighteen (18) months** from the date of Council approval and shall expire thereafter if all conditions are not satisfied. An extension may be requested to ARCH staff no later than sixty (60) days prior to the expiration date. At that time, the Agency will provide a status report on progress to date and expected schedule for start of construction and project completion. ARCH staff will consider a twelve-month extension only based on documented, meaningful progress in bringing the project to readiness or completion. At a minimum, the Agency will demonstrate that all capital funding has been secured or is likely to be secured within a reasonable timeframe.
2. Funds shall be used by Agency toward **reserves, soft costs, design, permits and construction**. Funds may not be used for any other purpose unless ARCH staff has given written authorization for the alternate use. If after the completion of the project there are budget line items with unexpended balances, ARCH and other public funders shall approve adjustments to the project capital sources, including potentially reductions in public fund loan balances.
3. Funds will be in the form of a **deferred loan**, so long as affordability and target population is maintained, and the service funds necessary to provide services to this population are available.

4. A covenant is recorded ensuring affordability for at least 55 years, with size and affordability distribution per the following table. Changes may be considered based on reasonable justification as approved by ARCH (e.g., accommodating income averaging across the units within the project).

<b>Affordability</b>	<b>studio</b>	<b>1-bedroom</b>	<b>Total</b>
30%	85	15	100
<b>Total</b>	<b>85</b>	<b>15</b>	<b>100</b>

5. Based on the availability of adequate support services, the project will contain 100 units for formerly homeless residents, unless otherwise approved by ARCH. Plymouth will work with service providers, municipal homeless services engagement staff, and other agencies working in East King County to establish referral mechanisms, or other referral method as approved by ARCH.
6. ARCH shall review and approve the services budget and services plan for consistency with application.
7. **The Agency will establish a services reserve account in the amount of no less than \$500,000 to be used in the event of shortfalls in project income to pay for necessary services expenses. A services reserve budget must be approved by ARCH at the close of permanent financing and will be monitored for consistency with the services plan ARCH will review.**
8. **If service funding decreases at any point during the term of the contract, Agency shall submit for review and approval a service plan which provides continuity of services within the project.**
9. **The Agency shall at all times keep the project compliant with the City of Redmond requirements for Supportive Housing properties for the duration of the period of affordability, so long as the property operates as a Supportive Housing property. This includes operating and maintaining the property according to the Operations Agreement, Safety & Security Plan, Community Relations Plan, and Code of Conduct necessary to achieve initial Certificate of Occupancy.**

## Attachment 1: Proposed Funding Sources

	Original Award	2024 Recommended Funds
Bellevue	1,112,800	1,112,800
Bothell	66,100	66,100
Clyde Hill	17,800	17,800
Hunts Point	3,700	3,700
Issaquah	153,000	153,000
Kenmore	54,900	54,900
Kirkland	904,600	904,600
Medina	17,300	17,300
Mercer Island	59,100	59,100
Newcastle	84,300	84,300
Redmond	611,800	611,800
Sammamish	115,900	115,900
Woodinville	71,700	71,700
Yarrow Point	6,700	6,700
<b>Local Funds</b>	<b>3,279,700</b>	<b>3,279,700</b>
<b>CDBG</b>		
<b>Award Totals</b>	<b>3,279,700</b>	<b>3,279,700</b>

## Attachment 2: Project Economic Summaries

**Applicant:** Plymouth Housing  
**Project Name:** Redmond Supportive Housing  
**Location:** 16725 Cleveland Street, Redmond, WA  
**Project Description:** New construction of 100 affordable housing units for formerly homeless individuals at 30% area median income.

Source Name	Amount	Originally Committed	Proposed Status
Tax Credit Equity	\$28,747,728	\$0	Committed
State	\$7,178,000	\$0	Committed
Plymouth Sponsor Loan	\$1,410,699	\$0	Committed
Commercial (sponsor loan)	\$1,500,000	\$0	Committed
City of Redmond	\$8,900,000	\$5,090,000	Committed
ARCH	\$3,279,700	\$3,279,700	Proposed
FHLB	\$3,000,000	\$0	Proposed
CHIP	\$1,200,000	\$0	Proposed
<b>Total Sources</b>	<b>\$55,216,127</b>	<b>\$8,369,700</b>	

Development Cost	Amount	per unit	per SF
Acquisition Costs	\$ 5,730,000	\$57,300	\$90
Construction	\$34,016,413	\$355,164	\$560
Soft Costs:	\$5,787,912	\$57,879	\$91
Construction Financing	\$3,613,448	\$36,134	\$57
Permanent Financing	\$525,000	\$5,250	\$8
Capitalized Reserves	\$1,577,000	\$15,770	\$25
Other Development Costs	\$2,466,354	\$24,664	\$39
Commercial/Nonresidential Space	\$1,500,000	\$15,000	\$24
<b>Total Dev. Costs</b>	<b>\$55,216,127</b>	<b>\$552,161</b>	<b>\$870</b>



Memorandum

Date: 9/3/2024

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-400

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Manager, Transportation Planning & Engineering
Planning and Community Development	LaNaya Taylor	Program Administrator

**TITLE:**

Approval of Consultant Agreement with Enviroissues for Go Redmond Program Refresh

**OVERVIEW STATEMENT:**

Approve a Consultant Agreement with Enviroissues to provide branding guidance and website design for the Transportation Demand Management and Commute Trip Reduction program, Go Redmond.

**Additional Background Information/Description of Proposal Attached**

**REQUESTED ACTION:**

**Receive Information**                       **Provide Direction**                       **Approve**

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
 ESAP T1: Increase the equitable use of non-SOV modes of transportation, such as biking, walking, and public transit  
 ESAP T1.21: Partner with organizations such as the Transportation Management Association (TMA) to increase commuter mobility and efficient use of transportation systems through services, incentives, education, and the promotion of single occupancy vehicle alternatives to residents.  
 Redmond 2050 TR-6.7: Implement transportation programs, projects, and services that support the independent mobility of those who cannot or choose not to drive.
- **Required:**  
 Council approval is required to award a Consultant Services agreement that exceeds \$50,000 (2018 City Resolution 1503)

- **Council Request:**  
N/A
- **Other Key Facts:**
  - Go Redmond was created in 2015 with a focus on logging commute trips on a regional online calendar to then receive monetary rewards. In addition to refreshing the brand and website user experience, the focus will be expanded to include everyday transportation around Redmond rather than a focus solely on work commute trips.
  - The City posted an RFP and received seven proposals. A review committee consisting of Redmond staff unanimously selected Enviroissues to provide these services.
  - Work should be completed by the time the Downtown and Marymoor stations open in Spring 2025 so that it can be used as a tool to help people connect with light rail and other transportation options.

**OUTCOMES:**

The agreement will result in the following outcomes:

- New program name, logo, and branding.
- Visually appealing, user-friendly, and easy-to-navigate website user experience.
- Enhanced social media and blog functionality to improve promotional efforts while reducing staff time.
- Outreach launch plan and materials aligned to fully leverage and support light rail opening.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**  
N/A
- **Outreach Methods and Results:**  
N/A
- **Feedback Summary:**  
N/A

**BUDGET IMPACT:**

**Total Cost:**

Total cost for the program refresh is \$94,995 and is included in the adopted budget.

**Approved in current biennial budget:**       **Yes**       **No**       **N/A**

**Budget Offer Number:**

0000034 - Mobility of People and Goods

**Budget Priority:**

Vibrant and Connected

**Other budget impacts or additional costs:**       **Yes**       **No**       **N/A**

***If yes, explain:***

N/A

**Funding source(s):**  
118-Operating Grants

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Approve

**Time Constraints:**

Commencing work as soon as possible makes it more likely that work will be completed before light rail opens in Spring 2025

**ANTICIPATED RESULT IF NOT APPROVED:**

If not approved, then the City will have one less tool available to help connect people with transportation options, including light rail.

**ATTACHMENTS:**

Attachment A -Agreement  
Attachment B-Scope of Work

## Consulting Services Agreement [Non-Public Work]

<p><b>PROJECT TITLE</b> Go Redmond Refresh</p>	<p><b>EXHIBITS</b> <i>(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)</i> Consultant Agreement Exhibit A- Scope of Work, Work Schedule, Budget Estimate</p>
<p><b>CONTRACTOR</b> EnviroIssues</p>	<p><b>CITY OF REDMOND PROJECT ADMINISTRATOR</b> <i>(Name, address, phone #)</i>  City of Redmond LaNaya Taylor 15670 NE 85th St., Redmond, WA 98052 425.556.2482 ltaylor@redmond.gov</p>
<p><b>CONTRACTOR'S CONTACT INFORMATION</b> <i>(Name, address, phone #)</i> Alexandra Streamer EnviroIssues 101 Stewart St., Suite 1200 Seattle, WA 98101 206.390.7441 astreamer@enviroissues.com</p>	<p><b>BUDGET OR FUNDING SOURCE</b> 118.82200.00410.54720</p>
<p><b>CONTRACT COMPLETION DATE</b> March 2024</p>	<p><b>MAXIMUM AMOUNT PAYABLE</b> \$94,995</p>

**THIS AGREEMENT is entered into on \_\_\_\_\_, 20\_\_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".**

**WHEREAS, the CITY desires to accomplish the above-referenced project; and**

**WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and**

**WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,**

**IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:**

**1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.**

**2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.**

**3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice**

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. **Changes in Work.** The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. **Extra Work.**

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. **Ownership of Work Product.** Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. **Independent Contractor.** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. **Indemnity.** The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. **Insurance.** The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

**B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.**

**C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of two million dollars (\$2,000,000) or more against claims arising out of work provided for in this agreement.**

**The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.**

**All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.**

**10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.**

**11. Notices. All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.**

12. **Project Administrator.** The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. **Disputes.** Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. **Termination.** The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. **Non-Discrimination.** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. **Compliance and Governing Law.** The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. **Subcontracting or Assignment.** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. **Non-Waiver.** Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. **Litigation.** In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. **Taxes.** The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. **City Business License.** The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. **Entire Agreement.** This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

**page 8 – Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form**

**IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the  
day and year first above written.**

**CONSULTANT:**

**CITY OF REDMOND:**

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

\_\_\_\_\_  
**Angela Birney, Mayor**  
**DATED:** \_\_\_\_\_

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
**City Clerk, City of Redmond**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Office of the City Attorney**

## Task 0: Project Management

As a firm, EnviroIssues has established a set of internal policies and procedures that align our deliverables with our client’s communications goals and standards. Our responsive approach for managing this project includes a set of clear communication protocols, defined roles and responsibilities, and detailed project management tools.

We strive to reflect values of customer service, integrity, and a solution-focused approach in how we manage and deliver projects to clients. Our success depends on setting a solid foundation for the work through diligent project management in close coordination with our clients.

Alexandra Streamer will serve as the project manager for the contract and is committed to providing timely responses to inquiries, resources, and strategic advice.

### Key components of project management include:

**Our team’s availability** 

**Responsiveness to requests and inquiries** 

**Our process for setting up new task orders and kicking off projects** 

**Active management and reporting throughout each project** 

**Handling amendments and changes** 

**Evaluation processes and project close-out** 



### Project kick-off, scoping, and planning

Once the contract is finalized and signed, the EnviroIssues team will organize a kickoff meeting to establish shared expectations, including finalizing project scope, budget, staffing levels, team roles, communication protocols, meeting schedules, and collaboration tools. This kick-off sets a solid foundation for effective teamwork and project management throughout the project.

### Ongoing communication, project management, and progress monitoring

Throughout the project life cycle, our project manager conducts recurring check-ins with the City to review progress against the project scope and budget. These meetings serve as an opportunity to address any concerns or issues that may arise and ensure transparency and accountability.

We also use project management tools to track and manage tasks and schedules during the project. These tools enable seamless workback planning so the City project manager knows what to expect and when. On the accounting side, we use an integrated billing system (Deltek Vantagepoint) that provides weekly budget tracking and monthly invoices. Alexandra will provide detailed labor and expense reporting with each invoice customized to the City’s needs. Our team of diverse expertise can offer flexibility and access to specialized skills.

### Capacity

Our proposed team will be supported by a bench of over 75 professionals with the range of expertise needed to support Go Redmond rebranding and website development. As consultants, we strive to set a course and stick to it, but we also recognize that flexibility is part of the complex environment of any project. Our project managers are highly experienced adapting to and managing changing project needs. As needs arise, we can quickly add expertise and capacity to our team to stay aligned with your desired outcomes.

## Task 1: Program Name, Logo, and Branding

Our goal is to guide you through each step, working closely together to create an identity that reflects who you are to the community. We will begin by understanding the Go Redmond audience and goals through a detailed creative brief, followed by design exercises like word association to develop a new name and tagline for the program. Once these elements are refined, we will create a logo and visual identity that perfectly aligns with the new identity, with the goal of authentically representing the community’s evolved needs for the program. Based on the proposed budget and timeline, the following outlines the essential steps we recommend to meet your tight schedule while ensuring alignment with your vision and resources

### The connection between storytelling and messaging

We believe a brand should consistently tell a compelling story to connect with its audience. Our team is excited to collaborate with you to uncover meaningful messages that resonate with your desired audiences. We will guide you through the storytelling process to highlight the city’s transportation resources and increase awareness of the Go Redmond programs. Together, we will draft compelling narratives and develop a creative plan using the blog and social media to promote safe, eco-friendly transportation solutions.

### Building the brand

Rebranding is a continuous journey of learning, researching, and enhancing. To ensure that the brand and marketing strategy are memorable and genuine, they must also be relevant, honest, inspiring, and consistent. We will lead the Go Redmond rebranding effort by following a process that builds what we consider to be the three core components.

#### Building the brand core components:

1. **Visual identity:** The visual components you want the audience to associate with Go Redmond.
2. **Brand Voice:** Text and words used to describe Go Redmond.
3. **Perceived identity:** The perception your target audience has about Go Redmond.



### Brand assessment

Because building a strong client relationship is important to us, we prioritize initial meetings to foster trust and a mutual understanding. Our approach begins with a kick-off meeting and workshop to evaluate Go Redmond’s current brand and communication strategies. This introspective phase allows us to identify successes and areas for improvement, laying a solid foundation for your rebranding journey. This research will inform our work, helping us understand how the new brand platform can enhance Go Redmond’s reputation among your existing audience. We will work with Redmond staff to catalogue the known challenges, such as confusion among other “Action verb – Redmond” services and a reduced interest in viewing sustainable transportation options through the lens of commuting.

These insights will shape a creative brief guiding the development of visual and written identities, along with strategic marketing plans, and key deliverable dates set accordingly.



### Creative brief

The Branding and User Interface Lead, Anh Mai, will utilize the information gathered from the kick-off meeting and lead the branding process. The creative brief serves as the blueprint for the rebrand, outlining key objectives, tone and voice, target audiences, brand applications, and visual considerations. Establishing these strategic criteria provides clear guidance for designers and reviewers throughout the creative process.



### Evaluating the brand name

Our creative director will guide you through the process of evaluating what works and what doesn’t with the current Go Redmond name. We’ll identify the necessary changes to align the brand name with your vision and purpose, making certain that the new program name resonates with the community.



## Visual identity

With a creative brief, we will craft brand concepts encompassing visual identity and compelling taglines that resonate with Go Redmond's essence. Our approach involves developing creative strategies to ensure deliverables align with project goals, resonate with target audiences, and maintain visual coherence. We will create a comprehensive draft of your brand messaging strategy, covering brand introspection, audience understanding, tone of voice, messaging, and brand applications.

Presenting two creative concepts for Go Redmond, we will invite you to review and select the concept that best represents your organization for further refinement. Multiple rounds of feedback will be encouraged to accurately reflect your vision in the new brand. This collaborative process will effectively refine and finalize both the visual and written identities.



## Brand guidelines

After completing the brand refresh, Anh will oversee the creation of brand guidelines, which will serve as a comprehensive reference for applying and implementing the brand across various applications. These guidelines will cover logo usage, color palette, typography, photography/imagery, and other essential brand elements.



## Launching your new brand

We understand that a rebranding process involves deep thought, continuous exchange of ideas, and an emotional investment. Upon completion, a rebrand deserves a strategized rollout plan that honors the effort and care invested. We will assist you in preparing, evaluating, and selecting the appropriate tools and platforms to introduce your new brand to your audience. An approach for launching the new brand through social media and other digital channels in addition to in-person events is described in Task 3 and Task 4, respectively. We will also guide you on how to evaluate your brand's effectiveness after launch, assessing how well it communicates with your target audience. This will enable you to make necessary adjustments and improvements as your branding efforts evolve.

## Task 2: Website Design

Creating a new website is a complex task that goes beyond just its appearance. We aim to create a product that provides a long-life span, is scalable to growing needs, and is optimized for excellent performance from both a technical and user-oriented standpoint. Our Development Team collaborates closely with our Design Team to deliver a supportive experience from the project kick off, all the way to site launch. To deliver a high-quality product on time, we will follow a detailed schedule of tasks and deliverables, which will keep us within the City's timeline, budget, and scope of the deliverables.



### Website assessment

The website assessment will allow us to look "under the hood" of your current site and better understand what is working best. This will provide us with insights as to what elements should be replicated or retained in the new site and what areas need to be reimaged or crafted to meet future needs. We will audit the current site build in the areas of functionality, content strategy, performance, and traffic analytics. This analysis will help us determine weak points and influence a plan of improvement.

Conducting user research is important for creating an accessible website, as it helps us understand our audience's needs and pain points. The depth of user testing will be determined based on client preference, schedule and budget. Our Design and Development teams will guide you in leveraging available resources, such as Google Analytics data and website traffic insights, to better understand how the audience is using the site.



### Development setup

We will use a version control system to implement updates in a timely manner and offer stability of the code base during the build. We will also use industry standards for creating staging and production servers of the new site for seamless integration of updates and quality assurance during review. These instances will continue to serve the site for updates after launch. Domain registration (if applicable) will also be handled while we consider the need for redirects from the old site to the new site so that visitors can have a seamless journey during the transition to the new build.



### Ride-matching component

The new website will include the ride-matching component using the same technology already used on the website. This may require using some of the code snippets used on the current site. Common integrations would be an API call or embed provided by the SmartRideshare service.

We will employ current standards by integrating an industry-standard tool within the CMS, during content creation, and in the codebase to meet search engine requirements and achieve optimal natural site rankings. Google analytics will also be implemented to track user interaction and consumption while further analyzing SEO after the launch. Additionally, we will set up an easily accessible tool to help track your traffic sources, clicks, and user base.



### Build processes

Wordpress is our CMS of choice and allows us to make a fully custom theme with built-in components (blocks) that can be easily implemented based on your content needs throughout the site. This theme will be built in accordance with pre-existing content types based on the current build but will incorporate the design aesthetic of the new brand. The site administrator and content editors will have the control they need for publishing content and allowing flexible content layouts for various new content types. We will store backups throughout the development process and configure the servers to create automatic backups as well. In coordination with Redmond's digital team, we will migrate a scoped, pre-determined amount of content from the current site to the new build at a scheduled time during the build process. Aspects of this migration process will be done ad-hoc and reviewed for content quality.



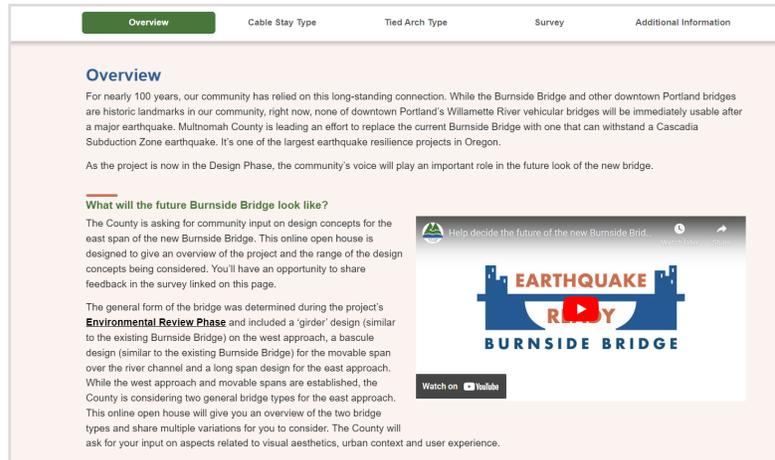
### Ongoing support

Following the launch of the new brand and website, our team will create clear documentation for how to create content within the site and provide tutorials and staff training sessions. This could include specific directions about how to update the state-owned rideshare tool when the update becomes available. We will be available for up to three months for troubleshooting, depending on the available budget. Should the City want to make major updates or add new features that require our specialized skills, we will help the City develop a scope and budget to contract for this additional work.



### Adherence to best practices

Our design and development team will work together to create a site that is responsive and works in different viewports (desktop, mobile, tablet). We will ensure the site meets accessibility requirements by performing a series of tests throughout the development process and at final review before launch. Search engine optimization (SEO) is a continually evolving necessity for every high-performing site.



Screenshot of the Burnside Bridge home page.

## Case Study

### Earthquake Ready Burnside Bridge

<https://burnsidebridge.participate.online/>

#### Overview

Multnomah County needed a site to educate the public about the final design phase of the Burnside Bridge in downtown Portland. The site needed to house many images of two primary bridge types and their corresponding variations. The site also needed to provide a survey to capture the thoughts of the public.

#### The Challenge

We were tasked with organizing the site's content to maximize the user experience and direct them to the survey after they digested the media and content related to the various bridge designs. We displayed the various assets in interactive ways to hold the visitor's attention while educating them on the details of what each design entails. Due to the number of different options available, we designed and built a unique component to further enable users to pick and choose which details they wanted to learn more about while they took the survey. This attention to content strategy, design and custom-tailored functionality was a success as the survey data captured has far exceeded the initial goals set at project kickoff.

### Task 3: Program Social Media and Blog Content

Social media is a major connecting thread between your agency and the public, and a critical part of the updated Go Redmond brand rollout process. A targeted approach to social media is key to audience building, and a distinctive social media ‘voice’ will help you stand out in increasingly crowded social media platforms such as Facebook, X, and Instagram. A social media brand voice will be a shortcut in the content planning process, establishing a consistent perspective and guidelines for all your future social media content.

Building on the written and verbal identity that we created during the brand development process, our team will collaborate with Redmond staff to define a distinctive social media brand voice that reflects core values. This voice can be practical, educational, funny, whimsical—whatever best suits the needs of the Go Redmond program and target audiences. The ultimate goal of this social media brand voice will be to connect with new audiences via Go Redmond brand content tailored to their social media engagement habits and then encourage those audiences to engage in desired behaviors such as using transit to visit Remond, joining a vanpool group for their daily commute, or biking to new destinations around the city. Our project team has experience identifying the unique qualities of your program and developing a voice and plan that builds on those qualities to attract target audiences through social media platforms.

**This multi-step process will include:**

- Defining goals for social media outreach.
- Cataloging lessons learned from existing social media presence and rider inquiries.
- Reviewing high-priority topics for future Go Redmond social media content.
- Defining target audiences—such as existing users of Go Redmond and new users with high mode shift potential given the 2 Line opening—and identifying their priorities, interests, and patterns of social media engagement.
- Identifying a meaningful connection point between Go Redmond priority topics and the audiences that need to hear about them.

Once your social media brand voice is established, we will develop a customized social media plan, including guidelines that outline best practices for content creation, establish a realistic schedule for social media engagement, and identify a variety of potential post themes for future engagement. Our team will ensure that these are achievable within the 4 hours per month that Redmond staff have available to operate Hootsuite. Our design team will also provide an updated visual identity for your social media and blog, including profile photo, account name, and updated blog themes.

Part of our social media communications strategy will involve identifying when and how blog posts can have the most impact with your userbase. This will include identifying key topics that warrant expanded content best served by a blog post and identifying the best way to promote these topics on social media. Through thoughtful integration of social media content and blog functionality, our team will help you develop an educational and entertaining repository of knowledge for your users that can invite participation.

### Task 4: Launch Plan



Whether reaching people individually or at a large event to inform people about new transit service in their neighborhood, EnviroIssues knows how to make meaningful connections to uncover barriers and promote education to facilitate behavior change. We know how to craft messages that resonate and images that motivate. Our team has experience and deep knowledge of transportation strategies and expertise in community engagement. Behavior change is inherent to transit expansion and neighborhood evolution, and we are eager to plan the public presentation of the updated Go Redmond brand and website to excite the community about new ways to get around.

We will draft a comprehensive and clear event plan that outlines a tabling strategy with an engaging call to action, suggested materials (e.g., flyer or rack card) and content, potential giveaways featuring the new brand, and activities for booth visitors.

Whether reaching people individually or at a large event to inform people about new transit service in their neighborhood, EnviroIssues knows how to make meaningful connections to uncover barriers and promote education to facilitate behavior change. We know how to craft messages that resonate and images that motivate. Our team has experience and deep knowledge of transportation strategies and expertise in community engagement. Behavior change is inherent to transit expansion and neighborhood evolution, and we are eager to plan the public presentation of the updated Go Redmond brand and website to excite the community about new ways to get around.

We will draft a comprehensive and clear event plan that outlines a tabling strategy with an engaging call to action, suggested materials (e.g., flyer or rack card) and content, potential giveaways featuring the new brand, and activities for booth visitors.

Our goal will be to propose fun and intriguing opportunities for people to learn about the new Go Redmond brand and program offerings. Booth visitors could fill out a board with the prompt, "How will you access the Downtown Redmond light rail station without a car?" for a chance to spin a prize wheel with fun giveaways like free ORCA cards, branded to-go coffee mugs, a map of safe bike routes to and from key neighborhood destinations, branded umbrellas, personalized trip planning assistance, bike spoke decals, new helmets, branded reusable shopping bags, and more.

EnviroIssues looks for every opportunity to maximize engagement and would recommend using this event to poll attendees about their awareness of Go Redmond's offerings. One approach could be to ask booth visitors to add a bean to one of two jars labeled "yes" and "no" to indicate familiarity. Having multiple activities at the table encourages attendees to linger, which gives staff a longer opportunity to strike up a conversation and expand awareness to promote use.



The event plan would also include suggested opportunities for promotion, beginning first with the updated social media strategy and furthered by leveraging Redmond's robust newsletter subscriber lists (e.g., the Parks Department, Focus, and ENCORE newsletters) to promote the updated brand and upcoming event to expanded audiences. The City could also consider its existing partnerships with neighborhood community organizations and develop suggested social media language for these groups to share with their networks.

Central to our approach is blending our knowledge of Redmond with innovative ways to capture the attention of travelers most likely to be considering a mode shift. Whether through in-person events or online engagement tools, we strive to remove barriers to access and promote accessible participation to all so that Redmond's can continue successful engagement long after our contract has ended.

## Case Study

### Redmond Routes to Rails

On the Redmond Routes to Rails project, EnviroIssues developed a dynamic kick-off event for the pilot project called "Walk, Rock and Roll" that included family-friendly activities like rock painting, bike safety and helmet fitting, free scooter trials, ice cream, outdoor games, and an opportunity to try out the route and answer a few questions. More than 75 community members came out to the event, and more than 120 responded to our survey to inform permanent signage and suggestions for additional area improvements. A large percentage of respondents reported not knowing about the alternative route highlighted through this event, and many were willing to utilize the trail as an alternative route moving forward.

### Why EnviroIssues?



Familiar with City of Redmond (as a client and the area)



Certified DBE and MWBE Business



Offers Public Engagement, Web Design, and Branding Services



Vast Experience with Transportation and Behavior Change Projects

# Project Schedule

## September & October

- **Task 0: Kickoff meeting**
- **Task 1:** Development of:
  - Visual identity
  - Brand voice
  - Brand guidelines
- **Task 2:** Website assessment

## November & December

- **Task 2**
  - Content wireframing
  - Website build
  - Testing and tutorials with Redmond staff
- **Task 3**
  - Define social media and blog goals and audiences
  - Identify post themes and schedule
  - Develop visual assets

## January & February

- **Task 2:** Testing and tutorials with Redmond staff
- **Task 4:** Develop detailed launch event plan

# Cost Proposal

STAFF	Alexandra Streamer	Anh Mai	Kerry Hammond	Ben Bogard	Dev Team	Jessa Wolfe	
Billing Rate	\$188.00	\$191.00	\$140.00	\$191.00	\$124.00	\$153.00	
Total Hours	109.5	152.0	102.0	81.0	60.0	53.5	<b>558</b>
Total Labor Cost	\$20,586.00	\$29,032.00	\$14,280.00	\$15,471.00	\$7,440.00	\$8,185.50	<b>\$94,995</b>
<b>PROJECT MANAGEMENT</b>							
						Total Hours	<b>36</b>
						Total Labor	<b>\$6,752</b>
<b>PROJECT NAME, LOGO, AND BRANDING</b>							
						Total Hours	<b>139</b>
						Total Labor	<b>\$22,540</b>
<b>PROGRAM WEBSITE</b>							
						Total Hours	<b>234</b>
						Total Labor	<b>\$40,118</b>
<b>PROGRAM SOCIAL MEDIA AND BLOG</b>							
						Total Hours	<b>84</b>
						Total Labor	<b>\$14,308</b>
<b>LAUNCH PLAN</b>							
						Total Hours	<b>65</b>
						Total Labor	<b>\$11,130</b>
						Total Direct Cost	<b>\$0</b>
<b>TOTAL COST</b>							<b>\$94,995</b>

The above cost estimate reflects the proposed depth and complexity of what it takes to do this important rebranding and website update work with care. We recognize the City may desire to maintain a project budget of \$50,000 or below. In our professional experience, this amount won't be sufficient to accomplish all four tasks with the quality and standard the City of Redmond typically delivers. Our professional recommendation would be to focus the \$50,000 contract on the delivery of Tasks 1 and 2 and delay Tasks 3 and 4 in a separate contract. This would allow the City to prioritize completing the rebranding and website update and allow Redmond to secure the contract for Tasks 3 and 4 while this work is underway. If this City decides to move forward with the limited budget of \$50,000, we will want to work closely with you to identify a scaled back scope for Tasks 1 and 2 that can be successfully delivered.

**We would work collaboratively with you to reduce scope elements, which could impact components like:**

- The robust process needed to rename the program thoughtfully
- Any user research that informs your target audiences' top priorities for site functionality
- Ability to customize Word Press to innovate on site structure and user experience

We are offering this limited version to you because budget realities are the nature of supporting municipalities and we share your passion for expanded transportation demand management services. EnviroIssues strongly recommends applying the full budget of \$94,995 for this work to devote the requisite resources to evolving Go Redmond and its reach to truly invest in the opportunity for behavior change.



Memorandum

Date: 9/3/2024

Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-381

Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development	Seraphie Allen	Deputy Director
Planning and Community Development	Michael Hintze	Transportation Planning and Engineering Manager
Planning and Community Development	Josh Mueller	Senior Transportation Strategist

TITLE:

Approval of a Consultant Agreement with Fehr & Peers for Support of the Transportation Master Plan Update

OVERVIEW STATEMENT:

The consultant agreement with Fehr & Peers, valued at \$160,000, is intended to support City staff with specific elements of the Transportation Master Plan (TMP) update. This update is envisioned as a collaborative effort between the consultant and City staff. Components of the plan not covered by this agreement will be developed either by City staff or other consultants. The scope of work provided by Fehr & Peers will complement the ongoing efforts of City staff in contributing to the completion of the TMP for adoption in 2025.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
  - **Redmond 2050, FW-TR-1:** Plan, design, build, operate, and maintain a safe transportation system that advances an equitable, inclusive, sustainable, and resilient community by providing for the mobility and access needs of all.
  - **Redmond 2050, FW-TR-2:** Maintain the transportation system in a state of good repair for all users.
  - **Redmond 2050, FW-TR-3:** Complete the accessible and active transportation, transit, freight, and street networks identified in the Transportation Master Plan in support of an integrated and connected

transportation system.

- **Redmond 2050, FW-TR-4:** Plan, design, build, operate, and maintain a transportation system that supports the City’s sustainability principles.
- **Redmond 2050, FW-TR-5:** Influence regional transportation decisions and leverage regional transportation investments in support of Redmond’s transportation policy objectives.
- **Redmond 2050, FW-EV-2:** Support policies that contribute to a high quality of life in Redmond, such as career and education opportunities, housing, transportation, and recreation choices, as well as a healthy natural environment.
- **Redmond 2050, FW-LU-2:** Ensure that the land use pattern in Redmond meets the following objectives:
  - Reflects the community values of sustainability, resilience, equity and inclusion;
  - Advances sustainable land development and best management practices and a high-quality natural environment;
  - Promotes development sufficiently away from environmentally critical areas; § Encourages a mix of uses that create complete neighborhoods;
  - Maintains and enhances an extensive system of parks, trails, and open space;
  - Supports and encourages flexible places for a resilient and adaptive economy that includes a mix of research, retail, health, technology, and manufacturing uses;
  - Ensure the siting and delivery of public infrastructure and community services to support preferred land use patterns; and
  - Promotes sufficient density for development patterns and urban design that enable people to readily use a variety of accessible and active forms of travel including but not limited to walking, rolling, bicycling, transit.
- **Redmond 2050, FW-CR-1:** Develop partnerships and programs to rapidly and equitably reduce greenhouse gas emissions and create a thriving, climate resilient community.

• **Required:**

Council approval is required to award a Consultant Services agreement that exceeds \$50,000 (2018 City Resolution 1503)

• **Council Request:**

The TMP will be adopted by Council in its entirety when complete.

• **Other Key Facts:**

N/A

**OUTCOMES:**

Approving this action will keep the city on track to complete the project, which aims to update the Transportation Master Plan (TMP). The TMP is a functional plan that builds on the policies outlined in the Transportation Element of the Comprehensive Plan, Redmond 2050. It will establish more specific policies and strategies for the development, management, and maintenance of Redmond’s transportation system in the future.

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

• **Timeline (previous or planned):**

- Capital Projects Ideas Mapping, Spring 2020

- Routes to Rails Community Engagement Campaign, February-June 2023
- City of Redmond Parking Questionnaire, March-April 2024
- Sound Transit 2 Line Opening, April 2024
- Safer Streets for All (SS4A) Action Plan Community Road Safety Assessment, May 2024
- Redmond Pedestrian & Bicycle Advisory Committee (PBAC) Transit Open House, May 2024
- Bike Everywhere Day, May 2024
- Safer Streets for All (SS4A) Action Plan Staff Road Safety Assessment and Debrief Workshop, May-June 2024
- Overlake Open Streets Festival, June 2024
- Derby Days Festival, July 2024
- Downtown Redmond Open Streets Festival, August 2024
- **Outreach Methods and Results:**  
Surveys, Questionnaires, Listening Sessions, Community Discussions
- **Feedback Summary:**
  - Prioritize access to Downtown, Overlake, and Marymoor Village
  - Build right sized-, cost-effective facilities for people of all ages and abilities
  - Provide multimodal access between neighborhoods
  - Provide first- and last-mile solutions
  - Invest in maintaining the system we have and building new connections
  - Invest in projects, programs, and services that help achieve greenhouse gas reduction targets

**BUDGET IMPACT:**

**Total Cost:**  
\$160,000

**Approved in current biennial budget:**       Yes       No       N/A

**Budget Offer Number:**  
000034 - Mobility of People and Goods

**Budget Priority:**  
Vibrant and Connected

**Other budget impacts or additional costs:**       Yes       No       N/A  
*If yes, explain:*  
N/A

**Funding source(s):**  
General Fund

**Budget/Funding Constraints:**  
N/A

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

<b>Date</b>	<b>Meeting</b>	<b>Requested Action</b>
9/17/2024	Business Meeting	Approve

**Time Constraints:**

N/A

**ANTICIPATED RESULT IF NOT APPROVED:**

If not approved, there will be insufficient staff resources to complete the Transportation Master Plan (TMP) within the established timeline, and to address other transportation planning and programming priorities. Additionally, some analyses, such as greenhouse gas reduction, exceed the capabilities of our current staff.

**ATTACHMENTS:**

Attachment A - Consultant Services Agreement (Draft)

Attachment B - Fehr & Peers Proposal for the Transportation Master Plan

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<p><b>PROJECT TITLE</b></p>	<p><b>EXHIBITS</b>  <i>(List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.)</i></p>
<p><b>CONTRACTOR</b></p>	<p><b>CITY OF REDMOND PROJECT ADMINISTRATOR</b>  <i>(Name, address, phone #)</i></p> <p>City of Redmond</p>
<p><b>CONTRACTOR'S CONTACT INFORMATION</b>  <i>(Name, address, phone #)</i></p>	<p><b>BUDGET OR FUNDING SOURCE</b></p>
<p><b>CONTRACT COMPLETION DATE</b></p>	<p><b>MAXIMUM AMOUNT PAYABLE</b></p>

page 2 – Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form

**THIS AGREEMENT** is entered into on \_\_\_\_\_, 20\_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, hereinafter called "the CONSULTANT".

**WHEREAS**, the CITY desires to accomplish the above-referenced project; and

**WHEREAS**, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

**WHEREAS**, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

**IN CONSIDERATION OF** the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. **Retention of Consultant - Scope of Work.** The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement, and the CONSULTANT will perform its work and services in accordance with the care, skill, and diligence ordinarily exercised by professionals performing similar services in the same or similar locale and under similar circumstances to that of the CONSULTANT under this agreement.

2. **Completion of Work.** The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. **Payment.** The CONSULTANT shall be paid by the CITY for work and services rendered in accordance with this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the performance of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within 30 days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. **Changes in Work.** The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. **Extra Work.**

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within 30 days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

6. **Ownership of Work Product.** Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT.

7. **Independent Contractor.** The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. **Indemnity.** The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. **Insurance.** The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

**B. Commercial general liability insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.**

**C. Professional liability insurance, if commercially available in CONSULTANT'S field of expertise, in the amount of two million dollars (\$2,000,000) or more against claims arising out of work provided for in this agreement.**

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

**10. Records.** The CONSULTANT shall keep all records related to this agreement for a period of three years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records at all reasonable times during regular business hours of the CONSULTANT. Upon request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

**11. Notices.** All notices required to be given by either party to the other under this Agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. **Project Administrator.** The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any necessary direction from the Project Administrator.

13. **Disputes.** Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. **Termination.** The CITY reserves the right to terminate this agreement at any time upon ten (10) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for fault on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. **Non-Discrimination.** The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. **Compliance and Governing Law.** The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. **Subcontracting or Assignment.** The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. **Non-Waiver.** Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. **Litigation.** In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. **Taxes.** The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. **City Business License.** The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. **Entire Agreement.** This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

**page 8 – Consulting Services Agreement, Non-Public Work  
City of Redmond, standard form**

**IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the  
day and year first above written.**

**CONSULTANT:**

**CITY OF REDMOND:**

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

\_\_\_\_\_  
**Angela Birney, Mayor**  
**DATED:** \_\_\_\_\_

**ATTEST/AUTHENTICATED:**

\_\_\_\_\_  
**City Clerk, City of Redmond**

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Office of the City Attorney**



## BID RESPONSE

Responding To:

**Bid/Project Number: RFP 10826-24**

**Bid/Project Title: Transportation Master Plan**

**Closing Date: 07/23/2024 2:00PM PST**

Submitted By:

Name of Company Submitting Response:

Fehr & Peers

Printed Name of Person Submitting Response:

Elise Noel Sydora

Email:

e.sydora@fehrandpeers.com

Signature of Person Submitting Response:

DocuSigned by:  
*Elise Noel Sydora*  
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Date:

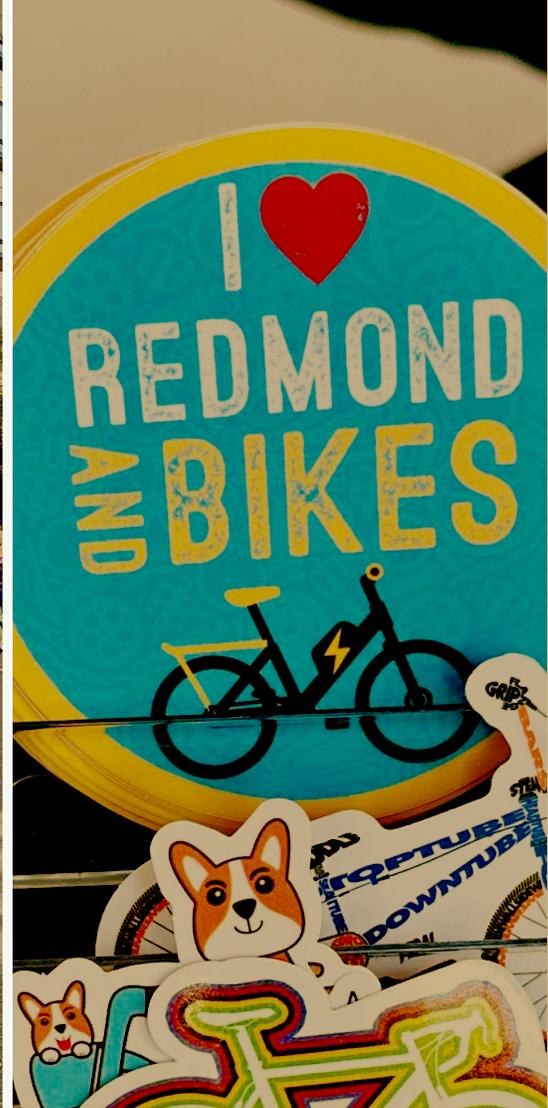
7/23/2024

Attach Your Bid/Proposal:

Remember to sign your bid/proposal



Attach all pages of your response here



Proposal for

# City of Redmond Transportation Master Plan

Submitted by Fehr & Peers and Toole Design Group | July 23, 2024

# Proposals

- 01** Cover Letter
- 02** Summary of Approach
- 03** Hours
- 04** Project Schedule
- 05** Project Lead & Team Qualifications
- 06** Subconsultants
- 07** References
- 08** Work Samples
- 09** Cost
- 10** Business Name
- 11** Business License
- 12** Valid Time Period

# Cover Letter

Heidi Johnson  
Sr. Purchasing Agent  
hjohnson@redmond.gov  
(425) 556-4201

Josh Mueller  
Senior Transportation Strategist  
jmueller@redmond.gov  
(425) 556-2461

**Subject: Request for Proposals  
10826-24 - Transportation  
Master Plan**

**List of services offered by  
Fehr & Peers** *(in accordance  
with the scope of work):*

- Bicycle and Pedestrian Master Plans
- Bicycle and Pedestrian Signals
- Big Data Analysis
- Corridor Studies
- EIS/SEPA Transportation Impact Analysis
- Complete Streets Planning & Design
- Freight Planning
- Intersection Design
- Local Climate Action Plans
- Parking
- Roundabout Design
- Safety/Vision Zero Planning & Design
- Sustainable Transportation Strategies
- Traffic Demand Management
- Traffic Operations Analysis
- Transit Planning
- Transportation Policy and Equity Analysis
- Transportation Systems Planning
- Travel Demand Forecasting

Dear Heidi and Josh,

On behalf of Fehr & Peers, we are pleased to submit our proposal to partner with the City of Redmond on the update of its **Transportation Master Plan (TMP)**. The City of Redmond is continuing a dramatic transition from suburb to city with light rail passenger service planned to extend to Downtown Redmond and to Seattle in 2025. It is the right time to update the 2013 TMP and fully align it with the vision for Redmond 2050. This TMP update will tie together future land use growth, Redmond 2050 policies, and other transportation planning since 2013 into a seamless, multimodal transportation system offering safe and convenient travel options for the full spectrum of Redmond’s residents, employees, and visitors well into the future.

Over the past few years, we have appreciated the opportunity to get to know your city. This is not your run-of-the-mill TMP and, as a result, Redmond needs more than a run-of-the-mill team for this effort. As one of the largest firms in the country specializing exclusively in transportation planning and engineering services, Fehr & Peers is up to the task. **We have led more than 50 TMPs and Transportation Element (TE) updates in Washington state, arming us with deep war chest of ideas and strategies to address some of your most pressing transportation issues.** Fehr & Peers is a frequent collaborator with Sound Transit and King County Metro, which will be key partners in weaving Redmond’s local transportation system into the overall regional transit system. We have also helped other agencies plan for and realize the dramatic change that Redmond seeks: from our collaborations with Everett and Kirkland in the development of Transit Implementation Plans to Don Cairn’s leadership in Redmond setting the table for effective transit integration, we are ready to help Redmond proactively guide its transportation system’s evolution.

To meet the specific needs of this project, we have enlisted the talents of **Toole Design Group**. Toole brings one of the strongest resumes in the country in active transportation modes and safety planning. Most applicable fo the City of Redmond, Toole recently developed the City of Seattle’s Bicycle and Pedestrian Network, and has been involved with the network development of these facilities since 2008.

We are committed to working with you to develop a TMP that truly considers community needs and establishes a multimodal transportation policy framework for an actionable and implementable plan. We hope that this proposal communicates our expertise, availability, and enthusiasm to work with you. Feel free to contact **Marissa Milam**, as the main point-of-contact, with any questions at (206) 453-1620 or [m.milam@fehrandpeers.com](mailto:m.milam@fehrandpeers.com). We look forward to talking to you further about how we can support Redmond 2050.

Sincerely,



Marissa Milam  
Project Manager, Fehr & Peers



Chris Breiland, PE  
Principal-in-Charge, Fehr & Peers

## Section 1:

# Project Understanding & Summary of Approach

The City has developed a well thought-out scope for the Transportation Master Plan (TMP) update. Based on our experience working with Redmond for more than 15 years, lessons learned from other communities on Transportation Element (TE)/TMP updates, transit strategy plans, and non-motorized analyses, we have highlighted key areas where our team's experience can enhance the final TMP. Through our discussions with City staff and collective work in the community, we understand that the following elements are critical to developing a complete TMP update that will meet Redmond's needs into 2050 and beyond: **Integrated, thoughtful modal planning; a strong emphasis on safety, resiliency, sustainability, and complete streets; strong facilitation and communication with City Council and staff, and the development of an actionable plan that advances Redmond's values and priorities through strategic investments in projects and programs.**

## Task 1: Project Management and Coordination

As Project Manager, **Marissa Milam** will be the point person for contact with City staff and will manage technical aspects of the project, including quality assurance and quality control. She will maintain regular communication with the City's project manager through bi-weekly check-in calls. She will be supported by **Chris Breiland, PE**, Principal-in-Charge, to ensure timely responses and product delivery. Marissa and Chris have collaborated in this capacity for **Redmond's 2050 Comprehensive Plan and EIS**, as well as numerous other projects, such as **Bainbridge Island's Transportation Element update**.

As a complex project with many moving pieces, the kick-off meeting will involve City staff and the consultant team to review and confirm scope, schedule, budget, and deliverables. The kick-off meeting will establish communication protocols, clarify the Redmond's expectations on

deliverables, and highlight schedule milestones or other key points. Marissa will provide monthly invoices and progress reports to document scope progress, budget expenditure, and any issues. In the case of unanticipated issues or scope changes, Marissa will coordinate with City staff to address any concerns.

## Task 2: Street System Plan

### 2.1 Network Analysis

**Toole Design** will combine data from the City's planning efforts into an integrated Compete Streets Network for incorporation into the Street System Plan. This task includes taking the results of several sources to plan for connections to light rail stations, neighborhood commercial centers, grocery stores, schools, and multi-family housing.

Toole Design is intimately familiar with the network needs for bicycles through the development of the City's **Bicycle Network Strategy**, which includes a network analysis using a data-driven approach to right-

size the City's investment in bicycle infrastructure to achieve five percent bicycle mode share within nine years. With a focus on maximizing ridership by connecting major activity centers with safe, high-comfort facilities, including integration of existing and planned trails, the Toole Design team developed a strategic implementation plan that included multi-year phasing and estimated costs per year.

The bicycle network data will be combined with Fehr & Peers' extensive data from the City's travel model and vehicle operations analysis prepared as part of the **Redmond 2050 EIS**. Using this data, along with City data around sidewalk network gaps and key freight routes, the team will highlight corridors that include multiple modes that have overlapping modes to prioritize connections to determine the best facilities for travel. Our team will work collaboratively with Redmond staff to also blend in information about traffic safety, state of repair, and equity to provide the City with a full-data driven picture of how the different modes interact across the entire street network.



# Emerging Transportation Trends & Technology

Vital to any comprehensive planning process is a clear understanding of the potential impacts of emerging transportation technology. This includes the growth and impact of transportation network companies such as Uber and Lyft and shared mobility services for first/last mile connectivity to transit, along with the potential impacts of autonomous vehicle technology. Transit speed and reliability tools and technology will also be addressed.

Fehr & Peers has become an expert at providing guidance on transportation technology impacts. We provided technology assessments for King County Metro’s long range plan, Metro Connects, and developed a comprehensive mobility hub strategy for the City of Shoreline. Additionally, through our work with the Spokane Transit Authority, Josephine County, and the City of Kirkland, we helped identify emerging mobility trends and provided our clients with data and recommendations to best incorporate emerging technology into their transit network.

Our work on Sound Transit’s Express Bus Network Plan involved evaluating over five years of travel time data to identify trends in how different routes have been affected by increased congestion. As part of the planning process, we will provide an overview of the opportunities and challenges inherent with emerging transportation technology and what it means for transit service in the future. Fehr & Peers’s experience with local and regional transit planning and deep understanding of transit data and travel patterns puts our team in a unique position to develop Redmond’s Transit Strategic Plan.

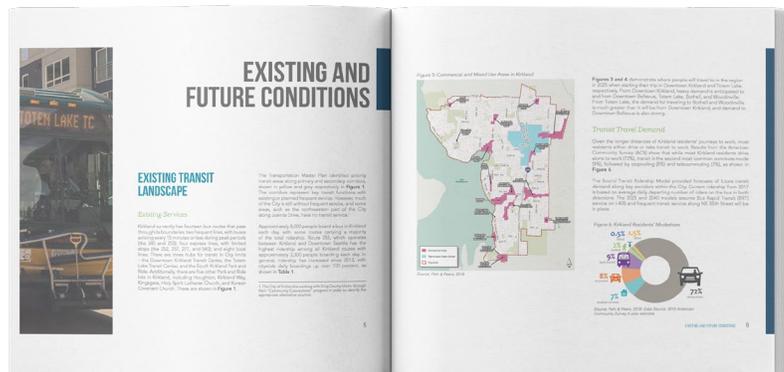
## 2.2 Modal Integration Strategy Development

This task will focus on resolving any overlapping priorities in modal networks identified in the **Task 2.1**. Based on our team’s experience with Redmond, we understand that key transportation goals from **Redmond 2050** include, “resiliency, sustainability, maintained in state of good repair, complete and accessible active transportation, leveraging regional transportation investments, and implementing an equitable and inclusive transportation system.” The data developed in **Task 2.1**, along with our team’s collaborative approach working with Redmond staff will ensure we develop a balanced modal integration strategy for the City. One potential way our team can effectively collaborate with City staff is through a series of workshops to effectively resolve modal conflicts and balance modal investments. We have experience in both online and in-person workshops, both of which have proven to be efficient and effective.

As an added value to Redmond, we are prepared to integrate the modal integration strategy into the TMP document as part of this scope. Our team’s familiarity with the 2013 TMP, the current TMP project list, goals, and policies, and Redmond’s transportation vision and values allow us to efficiently work with City staff on integrating the strategy into the TMP.

## Task 3: Transit Strategic Plan

Fehr & Peers is at the forefront of transit planning in the Pacific Northwest region, and is well-suited to lead this effort to ensure that Redmond residents, employees, and visitors have exceptional transit service and access. Our recent work includes providing the primary



**Project Highlight:** Fehr & Peers supported the City of Kirkland in the development of their **Transit Implementation Plan**, to understand the current and future transit travel environment and to identify the appropriate capital and programmatic investments that Kirkland could make to help support the growth of transit in the City. The plan identified a discrete set of projects that would improve transit speed and reliability, access-to-transit, and integration with regional transit investments.



technical analysis for **King County Metro's (KCM) Long Range Plan, "Metro Connects,"** leading shuttle and microtransit planning for Bellevue and King County Metro, preparing the **City of Kirkland's Transit Implementation Plan,** and leading Redmond's previous **Transit Strategic Plan** in 2015.

Fehr & Peers will first work with City staff to define the overarching goals of the Transit Strategic Plan, such as enhancing connectivity to light rail, improving coverage, increasing ridership, and reducing greenhouse gas emissions. These goals will inform the development of a set of performance measures that assess transit performance, coverage, equity, greenhouse gas reductions, and efficiency for the proposed future transit network in Redmond.

The team will review the planned future service for Redmond in **Metro Connects,** KCM's Long Range Transit Plan, to assess how well the proposed transit network serves all areas of the City. This review will serve as a timely opportunity for Redmond to identify desired changes to KCM's proposed transit service, such as new routes or shorter headways, as KCM plans their update to the **Metro Connects** plan within the next two years. The Transit Strategic Plan will also evaluate gaps in transit access and use the established goals and performance measures to develop key strategies to improve transit access and connections, such as microtransit or mobility hubs. Based on the Network Analysis in **Task 2.1,** this plan could also address speed and reliability improvements at locations with identified modal conflicts.

## Task 4: Pedestrian Chapter

### 4.1 Crossing Analysis

Fehr & Peers has developed a suite of ArcGIS tools to identify gaps and hazards in pedestrian networks, as well as conduct prioritization analyses that can be directly applied to Redmond's pedestrian network. This analysis will ultimately develop a list of ranked crossing gaps to prioritize for construction of a safe and convenient pedestrian and bicyclist network. Fehr & Peers has recently completed similar work for the **Renton Citywide Pedestrian Walkability Study,** and the **Bellevue Mobility Implementation Plan.** Since our team already has the fundamental tool developed, we can focus on refining the tool for Redmond's specific needs, for example, we could include key points of interest and new crash/safety data.

### 4.2 Sidewalk Alternatives

This task will focus on the evaluating the locations where sidewalk gaps exist in Redmond. Once we understand the

general categories of existing conditions, Toole Design will lead the review of identifying sidewalk alternatives using design guidance and basis of design documentation from existing City of Redmond standards, PROWAG, MUTCD, FHWA, and WSDOT. The team will develop up to eight (8) alternative sidewalk designs.

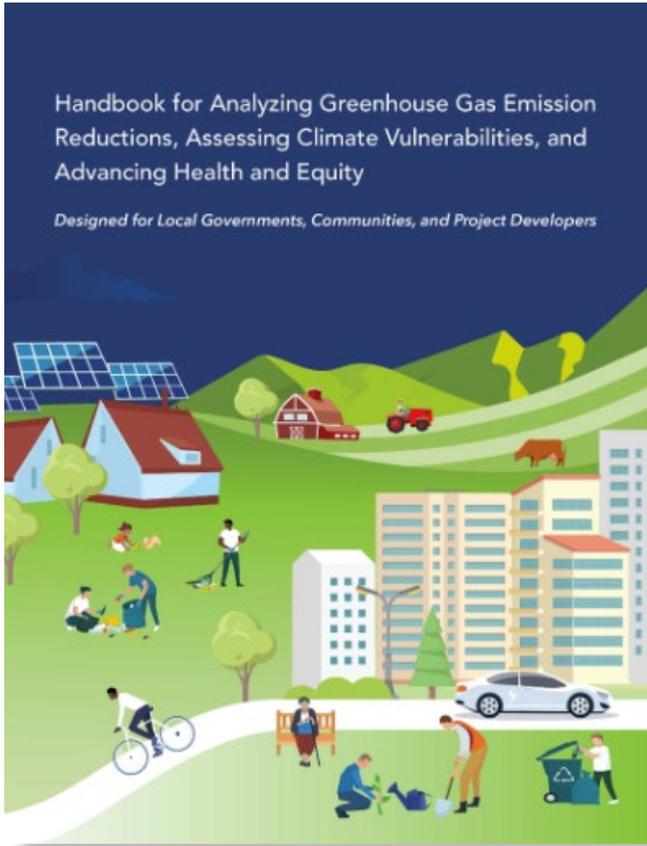
Toole Design staff have worked with the City of Bellevue, Seattle, Portland, and Gresham, Oregon to develop sidewalk alternatives that serve pedestrians of all ages and abilities and consider opportunities to provide lower stress bicycle alternatives at the same time. Our team is prepared to consider the recently adopted **PROWAG, best practices for Safe Routes to School, Traffic Calming, and Safety System Counter Measures** to provide pedestrian facilities where a concrete curb and gutter cross section is not desired, feasible, cost effective, or for some other reason not applicable. Recently, Toole Design has worked with the City of Seattle HomeZone team that provided a network analysis for traffic calming to fully evaluate the opportunities and constraints to reallocate space within the local road network for pedestrians with a variety of tools including "Slow Streets", painted pedestrian paths, diverters, hardened centerlines, asphalt walkways, and shared use paths.

In Bellevue, Toole Design supported the development of a broader **Safe Routes to School** response that connected the walking routes for two public and two private schools to create a shared use path along a minor arterial that served as a backbone to connecting the schools and the neighborhoods to the local transit service and the amenities and services of Downtown Bellevue. Our team is prepared to provide best practices research, design guidance, code review/development support, and collaborate on developing sidewalk alternatives that would best support reducing and filling gaps in Redmond's network.

## Task 5: GHG Analysis

Reducing vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions is a key transportation and environmental sustainability goal of Redmond and many of the surrounding communities in the Puget Sound region. Redmond City Council adopted their **Environmental Sustainability Action Plan** in 2020, which included a VMT per capita reduction goal of 30% by 2035, and 50% by 2050.

The core goals of **Task 5** will be to determine the baseline VMT conditions and evaluate different scenarios to identify which strategies and transportation projects will provide



**Project Highlight:** Fehr & Peers, as a subconsultant, updated the [Quantifying Greenhouse Gas Mitigation Measures Handbook](#), CAPCOA, 2021. This handbook is the industry standard for VMT and GHG mitigation measures and needed a major overhaul to capture new research over the past decade.

substantial progress towards reducing per-capita VMT. To identify the most effective recommendations to reduce VMT and GHG emissions, we propose to first conduct a travel market assessment using Fehr & Peers’ established step-by-step process. This analysis will identify the key travel markets, such as residents and employees, for trips into and out of Redmond, which will help to identify which trip types would be most affected by VMT reduction strategies and projects.

Following this initial analysis, we will leverage our robust experience with Redmond’s travel demand model to develop future baseline VMT estimates and mode shares based on the **Redmond 2050** preferred land use scenario. This step will emphasize the role that the Redmond 2050

land use strategy has in reducing VMT per capita through increased housing and job density across the city, which allows people to travel more sustainably by enabling shorter trips and connecting a greater number of people to major regional transit nodes. Through previous planning work and the results of **Tasks 2, 3, and 4**, Redmond aims to complete a safe, connected multimodal network to support sustainable travel. While individual multimodal projects typically don’t provide large VMT reductions on their own, the construction of a safe all ages and abilities multimodal network that connects people to key destinations is necessary to support the mode shift and VMT reduction associated with other transportation demand management (TDM) strategies, such as parking pricing or efficient freight delivery.

Fehr & Peers will work with Redmond staff to develop a range of scenarios that build on the Redmond 2050 growth strategy and multimodal network to further reduce drive-alone vehicle trips. Scenarios can be defined by implementation timeframe and associated cost. We have extensive experience in VMT reduction analysis through similar projects in Washington such as the **Bainbridge Sustainable Transportation Plan**, **King County Metro Mobility Analysis**, and our role as the transportation lead in the **Puget Sound Regional Emissions Analysis**.

Fehr & Peers has also developed custom tools across the company, such as the TDM+ tool, which is used to analyze specific transportation demand management strategies. TDM+ grew out of our technical analysis of GHG mitigation measures for the **California Air Resource Board Zero Carbon Buildings Study**, and prior work for the **California Air Pollution Control Officers Association (CAPCOA)** and the **Bay Area Air Quality Management District (BAAQMD)**. All of these groups required a rigorous, documented meta-analysis of TDM efficacy to ensure that proposed mitigation measures would effectively meet California’s strict GHG emissions reductions goals.

## Task 6: Facilitation and Communication

The Fehr & Peers team has worked with Redmond staff and City Council for more than 15 years and understands the different priorities and goals across departments. We will take early action to facilitate a workshop to determine a shared transportation vision for the City and develop clear goals to guide Redmond’s transition from a suburb to a city. After this workshop, the team will prepare best practice strategies and relevant examples from other cities to guide additional discussions about the trade-offs of achieving the City’s transportation vision.

## Section 3: Hours

Provided below are **hour estimates** for our recommended approach(es) that include the number of hours by task and by project team member for tasks identified in this RFP.

		Principal	Project Manager	Senior Planner/Engineer	Junior Planner/Engineer	Graphics	Admin	Senior Planner/Engineer	Junior Planner/Engineer
		FEHR & PEERS					TOOLE		
<b>TASK 1</b>	<b>Project Management</b>	6	24				12	12	
<b>TASK 2</b>	<b>Street System Plan</b>								
TASK 2.1	Network Analysis	8	16		32	8	3	12	24
TASK 2.2	Modal Integration Strategy Development	4	16		40	8	3	12	6
<b>TASK 3</b>	<b>Transit Strategic Plan</b>	4	24	16	60	12	5		
<b>TASK 4</b>	<b>Pedestrian Chapter Support</b>								
TASK 4.1	Crossing Analysis	2	12		36	4	3	8	4
TASK 4.2	Sidewalk Alternatives	4	8				1	16	46
<b>TASK 5</b>	<b>GHG Analysis</b>	8	32	4	58	8	5		
<b>TASK 6</b>	<b>Facilitation and Communication</b>	20	28	2	20	12	3	8	
<b>TOTAL HOURS</b>		<b>56</b>	<b>160</b>	<b>22</b>	<b>246</b>	<b>52</b>	<b>35</b>	<b>68</b>	<b>80</b>



# Section 4: Project Schedule



## List of Deliverables and Tentative Deadlines

Fehr & Peers has a demonstrated track record of being highly responsive to our clients’ schedule constraints. Before our projects begin, we analyze and forecast the time and resources needed to complete project deliverables by their scheduled due date. We check in weekly to ensure our projects have the proper staff to meet deadlines and adjust staffing as needed.

In addition to our local professionals, Fehr & Peers has a deep bench of qualified staff (200+ planners and engineers firm-wide) who can assist as needed. Above is our proposed monthly schedule for completing the project within the City’s timeline.

Section 5:

# Project Lead & Team Qualifications



## Marissa Milam

### Project Manager

#### ABOUT

Marissa is a Senior Transportation Planner who is passionate about technical analysis and using data to solve complex issues and deliver meaningful project recommendations. Marissa specializes in travel demand forecasting, traffic operations, data analysis, and transit planning.

Marissa enjoys working in the Puget Sound and western Washington area, and has recently managed innovative projects for Island County, WSDOT, Redmond, King County, Bainbridge Island, Island Transit, and Sound Transit.

📍 Seattle, Washington

#### EDUCATION

B.S., Civil Engineering,  
University of California, Berkeley

#### AFFILIATIONS

Institute of Transportation  
Engineers (ITE)



**Marissa was able to answer all the [Council's] questions and did a great job at the presentation.**



**Autumn Salamack**  
Planning Director, City of Bainbridge Island

*On working with Marissa on the Transportation Emissions Reduction Strategy.*

#### RELEVANT EXPERIENCE

##### Local Redmond Experience

- 2018 Base Year Model; Lead Analyst
- 2050 Travel Demand Model; Project Manager
- 2050 Comprehensive Plan and EIS; Lead Analyst
- Transportation Master Plan (TMP) support; Lead Analyst

##### Other Related Experience

- Bainbridge Island Transportation Element, Bainbridge Island, WA; Project Manager
- Gig Harbor Transportation Element, Gig Harbor, WA; Project Manager
- Bainbridge Island Sustainable Transportation & GHG Emissions, Bainbridge Island, WA; Project Manager

#### EXPERTISE

Travel demand forecasting

Multimodal planning

Traffic operations

Transit planning

Data analysis

# Key Staff

Our team will be led by **Marissa Milam**, who will be the day-to-day point person coordinating with the City and other team members. From Fehr & Peers, **Chris Breiland, PE** will provide strategic oversight as Principal-in-Charge, while **Aaron Gooze, AICP** will support the team and serve as the Transit Integration Expert and **Don Cairns, PE**, previous assistant Planning Director at the City of Redmond, will act as Strategic Advisor throughout the course of the project.

From Toole Design **Amalia Leighton Cody, PE, AICP** will lead modal integration strategy development and **Allison Phillips** will support the team as a Non-Motorized Planner.

The organization chart below show each staff member’s role and resumes for our lead staff are also provided in this section.

## Fehr & Peers Client Survey Results

Clients said we met or exceeded expectations:



## Organizational Chart

-  FEHR & PEERS
-  TOOLE DESIGN



### Project Leadership



**Chris Breiland, PE**  
Principal-in-Charge




**Marissa Milam**  
Project Manager & Multimodal Planner




**Don Cairns, PE**  
Strategic Advisor  
**Previous Assistant Planning Director**



### Key Project Personnel



**Aaron Gooze, AICP**  
Transit Strategy Lead




**Amalia Leighton Cody, PE, AICP**  
Modal Integration Lead




**Allison Phillips**  
Non-Motorized Planner





# Chris Breiland <sup>PE</sup>

Principal-in-Charge

20%

📍 SEATTLE, WASHINGTON

## EDUCATION

M.S., Civil Engineering, University of California, Irvine

B.S., Environmental Policy Analysis and Planning, University of California, Davis

## REGISTRATIONS

Professional Engineer (PE), Washington, #47622)

## AFFILIATIONS

- Institute of Transportation Engineers (ITE)
- Transportation Research Board (TRB)
- Urban Land Institute (ULI)

## ABOUT

Chris has over 20 years of experience working with communities to identify practical solutions for complex transportation problems. He is experienced in transportation impact fees, transportation finance, travel demand forecasting, transportation behavior analysis, trip generation, mode choice, and multimodal level of service. He has developed twelve transportation impact fee programs for communities across the country. Through his deep understanding of impact fee law and methods, Chris is able to work with communities to tailor the programs to meet local needs, address unique funding requirements, or gain approval from elected officials.

## RELEVANT PROJECT EXPERIENCE

### Redmond Transportation Master Plan (TMP) and GMA Compliance Support, Redmond, WA

Chris led a top-to-bottom review of Transportation Master Plan policies to identify recommendations to align them with regional requirements and ensure they align with the city’s transportation and land use vision. Specifically, the policy review focused on consistency with PSRC guidance, refining policies to spur cooperation with neighboring jurisdictions, defining MMLOS metrics, confirming MMLOS performance targets, and conducting a full-scale analysis of MMLOS performance targets. The revised and refined policies were then tested to ensure compliance with the Growth Management Act requirements for the city’s transportation network and state-owned roads.

### Bellevue Multimodal Level of Service (LOS), Bellevue, WA

Chris served as project manager and lead facilitator for a citywide development of Multimodal Level of Service metrics, standards, and guidelines for the City of Bellevue. Key to this project were a series of eight coordinated workshops with staff from long range planning, current planning, transportation, capital facilities, and traffic operations. The goal was to review potential multimodal level of service metrics, standards, and guidelines and refine ideas in a way that they could work across departments to achieve the city’s transportation vision.

### Bellevue Mobility Implementation Plan (MIP), Bellevue, WA

Chris led the development of a new way to plan and implement multimodal investments in the City of Bellevue. The Mobility Implementation Plan is fundamental to supporting the City’s Transportation Element and includes a multimodal LOS framework and new concurrency program.

### Olympia Transportation Master Plan, Concurrency Program, and Impact Fee Study, Olympia, WA

Chris’s work on Olympia’s Impact Fee Study involved reviewing the latest research detailing the travel characteristics of mixed-use and transit-oriented development. Based on this research, the project team summarized best practices to relate the trip reductions of these types of developments to fee programs and travel demand modeling. In the second phase of the project, we used our Main Street tool to analyze trip generation and land use changes in certain “activity centers,” including downtown Olympia and frequent transit corridors.



# Marissa Milam

**Project Manager | Senior Multimodal Planner**

70%

📍 SEATTLE, WASHINGTON

## EDUCATION

B.S., Civil Engineering, University of California, Berkeley

## AFFILIATIONS

- Institute of Transportation Engineers (ITE)

## ABOUT

Marissa is a Senior Transportation Planner who is adept at technical analysis and using data to solve complex issues and deliver meaningful project recommendations. She specializes in travel demand forecasting, traffic operations, climate and sustainability analysis, and Big Data analysis and application. She enjoys working with clients around the Puget Sound, and has recently managed projects for Gig Harbor, Island County, Island Transit, Snohomish County, WSDOT Mt. Baker Region, Bainbridge Island, and Sound Transit.

## RELEVANT PROJECT EXPERIENCE

### Redmond 2050 Comprehensive Plan and EIS, Redmond, WA

Marissa led the transportation analysis for the City of Redmond’s 2050 Comprehensive Plan, where Fehr & Peers evaluated the transportation effects of the proposed land use alternatives. For each alternative studied this included evaluating Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, forecasting future year traffic volumes at major intersections, evaluating traffic operations, and coordinating with the City to identify potential mitigation projects. This analysis was documented in the transportation chapter of the Environmental Impact Statement (EIS).

### Redmond Base Year and 2050 Travel Demand Model, Redmond, WA

Marissa was a lead analyst for Redmond’s efforts to develop an updated 2018 base year travel demand model. She used Redmond’s household travel survey to calibrate and validate the base year model and updated the roadway network with recent infrastructure projects to improve the vehicle assignment. Marissa also developed the 2050 travel demand model based on the improvements made to the base year model, and worked with the Comprehensive Plan team to analyze the Redmond 2050 Preferred land use scenario.

### Bainbridge Island Transportation Element, Bainbridge Island, WA

Marissa was the project manager for Bainbridge Island’s 2024 Transportation Element update. Her work included developing multimodal level of service policies and networks, analyzing future travel demand based on the proposed land use changes, and updating the City’s concurrency program to better align with their multimodal project list and priorities. She also worked with the City to update their Transportation Impact Fee program, which included a transition to a person-trip based program from vehicle-based to support the City’s long-range multimodal project list.

### Gig Harbor Transportation Element, Gig Harbor, WA

Marissa was the project manager for the update of the City of Gig Harbor’s Transportation Element for the 2024 Comprehensive Plan. The project has included the development of the City’s transportation priorities, multimodal layered network, and long-range project list. She also worked with the City to transition to a person-trip based Transportation Impact Fee program.



# Aaron Gooze <sup>AICP</sup>

Transit Strategy Lead | Principal

30% ██████████

📍 SEATTLE, WASHINGTON

## EDUCATION

M.S., Civil Engineering, Georgia Institute of Technology

Masters, City and Regional Planning, Georgia Institute of Technology

B.S., Industrial Engineering, Northwestern University

## REGISTRATIONS

American Institute of Certified Planners (AICP) #028604

## AFFILIATIONS

- American Planning Association (APA)

## ABOUT

Aaron is a Principal with 16 years of experience in the transportation industry. He leads much of Fehr & Peers’ multimodal planning in the Pacific Northwest and has led studies focused on long-range transit planning, Greenhouse Gas (GHG) emissions and ridership forecasting, non-motorized access-to-transit, and multimodal operations analysis. He has supported local and regional agencies such as Seattle Department of Transportation, WSDOT, Sound Transit, and King County Metro to support their efforts in operating a more efficient and more equitable transportation system and he brings innovative expertise as the Data Science Discipline Lead at Fehr & Peers.

## RELEVANT PROJECT EXPERIENCE

### Kirkland Transit Implementation Plan, Kirkland, WA

Aaron led a consultant team to identify capital and programmatic investments to improve transit operations within the City of Kirkland and access to Sound Transit stations within the city. The project involved a robust outreach process to guide the prioritization and identification of transit priority and non-motorized access treatments. Qualitative and quantitative analysis with industry tools and Fehr & Peers’ Reliability+ and Access+ tools informed the project development process, and the final plan provided a detailed implementation plan to improve transit connectivity throughout the city through partnerships with local and regional agencies.

### Sound Transit West Seattle & Ballard Link Extensions, Puget Sound, WA

As the Non-motorized Lead, Aaron is leading the assessment of station access for Sound Transit’s Ballard and West Seattle Link Light Rail Extensions project. This includes assisting Sound Transit with identifying local plans and policies that could influence the project, developing innovative visualizations for pedestrian and bicycle connectivity, and prioritizing non-motorized investments to address gaps in the network.

### King County Metro, Mobility Framework, King County, WA

Aaron was the project manager for Fehr & Peers’ work to assess travel trends and mobility opportunities for King County Metro’s Mobility Framework. The analysis focused on identifying “areas of greatest need” by developing spatial scoring metrics that incorporated demographic and transit service data. Fehr & Peers developed an accessibility model that could comprehensively assess opportunities for priority populations such as low-income households and communities of color and how access to jobs and services varies across the County. The study also looked at how travel patterns are changing with the advent of new mobility solutions and how best to integrate fixed-route transit with these strategies. A specific analysis provided a detailed assessment of how first-last mile solutions could improve access to opportunities in areas with relatively infrequent transit service coverage.

### King County Metro, RapidRide Prioritization Plan, King County, WA

As a subconsultant, Aaron oversaw technical elements to provide planning and related services to King County Metro to determine the RapidRide line candidate corridors for the expansion of and reinvestment in Metro’s RapidRide network, Metro’s bus rapid transit service. The study included detailed ridership forecasting, stop optimization planning, and sensitivity tests to understand the demand impacts of speed & reliability, post-pandemic conditions, and land use changes.



# Don Cairns <sup>PE</sup>

Strategic Advisor | Principal

15%

📍 REDMOND, WASHINGTON

## EDUCATION

Rocky Mountain Management Program graduate

B.S., Civil Engineering, Santa Clara University

## REGISTRATIONS

Professional Civil Engineer, WA #23136

## AFFILIATIONS

- Institute of Transportation Engineers (ITE)
- American Public Works Association

## ABOUT

Don has over 40 years of experience in transportation planning and engineering, project management, staff management and development, and policy and coordination with elected officials. Previously Don worked at the City of Redmond, Washington for 38 years and most recently as Assistant Planning Director responsible for Transportation Planning & Engineering. Included in his responsibilities was serving as City Director for two design-build light rail projects with 4.4 miles of guideway and 4 stations and 2 bridges over SR 520 all currently under construction. Don has been a pioneer in transportation planning and engineering while at Redmond completing one of the first comprehensive Transportation Master Plans in the State of Washington in 2005 that included a plan based concurrency system.

## RELEVANT PROJECT EXPERIENCE

### Redmond Transportation Master Plan, Redmond, WA

The plan was first created in 2005 under Don’s guidance and thoroughly updated in 2013 to reflect a strong multi-modal emphasis that included light rail as the spine transit network for the City. The 2013 Plan won a Governor’s Smart City Award.

### Sound Transit, Downtown Redmond Link Extension Light Rail, Redmond, WA

Don led the effort to create a custom permit approval process that includes wide variety of permitting efforts including Shorelines Permitting, street closures, design packages, betterments for the City, and all City regulated aspects of the project. Don also led multiple workshops to improve the permitting process to meet interests of City, Contractor, and Sound Transit to keep the project on schedule and meet critical interests of all parties.

### Sound Transit, East Link Light Rail to Overlake, Redmond, WA

Don led the planning, preliminary design efforts, negotiations with Sound Transit for betterments to be owned by the City, and design approval to get this project under construction in 2015.

### East West Corridor Study and Implementation, Redmond, WA

This effort that Don led starting in 2001 resulted in significant changes to the core of Downtown Redmond over a period of 16 years including: completion of the Downtown grid system, transformation of Cleveland Street into a walking and slow vehicle corridor as the “new main street;” acquisition and conversion of BNSF corridor into a Redmond Central Connector multi-use east west trail; and the effort culminated in the conversion of Redmond Way/Cleveland St one-way couplet back to two-way streets in 2017.

### WSDOT, Overlake Access Ramp, Redmond, WA

Don led the Interchange Justification Report (IJR) process funded by the City and successfully worked with the State DOT and legislature to secure the design and construction funding which allowed project to start construction in 2020.



# Amalia Leighton Cody <sup>PE, AICP</sup>

**Modal Integration Lead | Senior Engineer**

30% ██████████

📍 SEATTLE, WASHINGTON

**EDUCATION**

B.S., Civil Engineering, University of Washington

**REGISTRATIONS**

Professional Engineer (PE), Washington & California

American Institute of Certified Planners (AICP)

**ABOUT**

Amalia, Toole Design’s Director of Engineering, Western U.S., is a civil engineer and planner who brings significant experience in designing roadway and park projects. Amalia has partnered with municipal agencies and their stakeholders to manage transportation and parks projects that emphasize mobility, social equity, and community enhancement. Her projects often include roadway and intersection design, stormwater management (typically low-impact development and green infrastructure facilities), Americans with Disabilities Act (ADA) requirements, traffic calming, and utility infrastructure relocation. Amalia has also taken the lead for documenting environmental impacts of water resources and public utilities and has worked on various public and private projects that required SEPA review that resulted in an environmental impact statement.

**RELEVANT PROJECT EXPERIENCE**

**Redmond On-Call Transportation Planning and Engineering, Redmond, WA**

Amalia is the Principal-in-Charge for the most recent transportation on-call contract with City of Redmond. Toole Design has performed planning and design services for many years with the City of Redmond. We have successfully performed a range of tasks through multiple transportation on-call contracts, and we have recently started the third round of on-call services. Under these contracts we have developed conceptual level, up to full PS&E for bicycle and pedestrian facilities. Additionally, we have conducted a peer review of the City’s Bicycle Level of Trac Stress Analysis.

**SDOT Home Zone Program, Seattle, WA**

Toole Design worked with the Seattle Department of Transportation to prepare Home Zone traffic calming and pedestrian safety plans and identify potential partnership opportunities with Seattle Public Utilities for green stormwater infrastructure to manage drainage. Toole analyzed existing conditions and community feedback to develop cost-effective, neighborhood-scale interventions to create safer, more enjoyable conditions for people walking and rolling including quick build, lower construction and material cost buffers and sidewalk delineators, and traffic operations on a network of residential streets.

**Bellevue Northtowne 100th Complete Streets, Bellevue, WA**

Toole Design led the outreach effort, developed concepts, managed the traffic analysis, and supported grant application efforts for this corridor project to analyze and develop traffic calming, Safe Routes to School, Complete Streets solutions for the 100th Avenue NE and priority side streets. This project evaluated the opportunities to incorporate alternative sidewalk and shared use path designs to respond better to existing conditions and drainage.

**SDOT ADA Support, Seattle, WA**

Toole Design is leading the development of an ADA Resource Guide and an ADA Curb Ramp guidance document for City of Seattle. The ADA Resource Guide includes background info on the ADA and PROWAG, definitions of disability and accessibility, program access, serving people with disabilities, communication strategies, accessible meetings, service animals, and evaluating city policies. The design guidance is specifically developed to identify consistent responses to nonstandard existing conditions such as streets with no sidewalks.



# Allison Philips

**Non-Motorized Planner**

40% ██████████

📍 SEATTLE, WASHINGTON

## EDUCATION

M.S., Community and Regional Planning, University of Texas at Austin

M.A., Latin American Studies, University of Texas at Austin

B.A., Biology, University of Oregon

## ABOUT

Allison is a project planner with private sector experience developing and implementing bicycle and pedestrian plans, multimodal encouragement programs, and facilitating public engagement processes. She specializes in plans and designs that support multimodal transportation choices for caregivers and children, Safe Routes to Schools, Vision Zero/sustainable safety, and research and technical writing related to active transportation and sustainable urbanism. Fluent in Spanish, Allison also supports bilingual project outreach work.

## RELEVANT PROJECT EXPERIENCE

### Redmond Bicycle Manual Update, Redmond, WA

Allison served as a planner on this project to update the City of Redmond’s Bicycle Manual. Allison focused on developing a matrix of bicycle level of traffic stress (LTS) for Redmond bicycle facilities that referenced NACTO and WADOT LTS standards.

### SeaTac Transportation Plan, SeaTac, WA

Allison served as a planner on this project. The project is supporting a major update to both the Transportation Master Plan (TMP) and the Transportation Element of the Comprehensive Plan. The TMP covers all modes of travel and provides guidance for local and regional transportation investments to help support growth and development of SeaTac. Using GIS and bicycle and pedestrian crossing Level of Stress analysis, Allison analyzed existing conditions for walking and bicycling in Sea Tac.

### Port of Seattle Active Transportation Plan, SeaTac and Seattle, WA

Allison serves as the Project Manager on this project. The objective of the project is to improve bicycle and pedestrian last-mile connections from regional bicycling and transit facilities within and to the Port of Seattle’s properties at SEA airport and Terminal 91. Allison has worked closely with Toole Design’s engineering and planning team to assess existing conditions, opportunities and constraints and to develop implementable active transportation recommendations and concept details for the Port of Seattle. The project timeline was extremely tight, requiring the project team to work efficiently and collaboratively to meet project deadlines.

### Spokane Regional Transportation Council (SRTC) Safety Action Plan, Spokane, WA

Allison serves as Community Engagement lead on this project which focuses on reducing the number of severe injuries and fatalities on roadways in the Spokane region. Together with Toole’s planning team, Allison developed a community engagement strategy, stakeholder interview questions, an outline for a Story Map and online survey questions to engage community members in the development of the Safety Action Plan.

### Seattle Bicycle Plan, Seattle, WA

Allison designed on-street cycling facilities and wayfinding routes as part of the implementation of a bicycle plan. The plan proposed to expand the on-street cycling network to improve cycling access throughout Seattle. Allison provided valuable design input by creating bicycle lanes and some of the City’s first bicycle wayfinding routes.

# Section 6: Subconsultants



**Toole Design** is North America’s leading planning, engineering, and landscape architecture firm specializing in transportation planning and design that puts people first. As a firm, our mission is to create livable communities where walking, biking, and using are safe, convenient, and enjoyable for everyone. We focus on developing cost-effective and implementable solutions that move people efficiently while also improving health, quality of life, and economic vitality. We have worked on over 20 projects and task orders in the City of Redmond that we can build upon to develop these elements of the TMP.

More of Toole’s project descriptions are provided on page 20.

**Toole Design will provide services for the following tasks:**

2.1 - Network Analysis

2.2 - Modal Integration Strategy Development

4.2 - Sidewalk Alternatives

**Toole Design team members**



**Amalia Leighton Cody, PE, AICP**  
Modal Integration Lead



**Allison Phillips**  
Non-Motorized Planner

**Featured Experience**

**Planning and Engineering On-Call, Kirkland, WA**

Toole Design has been supporting City of Kirkland through a Planning and Engineering On-call and various other consultant contracts to plan and design active Transportation improvements including three neighborhood greenway corridors, trail feasibility and design, and crossing improvement using solar RRFBs to improve connectivity for pedestrians across a major east west arterial.



*Photo from Kirkland Greenway*

**Planning, Design & Program Development On-Call, Seattle, WA**

For over 15 years the Seattle office of Toole Design has supported the City of Seattle on various Transportation Planning, Design, and program developments. Most applicable to the City of Redmond is our work developing their Bicycle and Pedestrian Network. Toole has been involved with the network development of these facilities since 2008.



*Seattle Bicycle and Pedestrian Safety Analysis*

# Section 7: References

## City of Bellevue

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**Kevin McDonald**  
Principal Transportation Planner  
kmcdonald@ellevuewa.gov  
(425) 452-4558

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**Contract within the last (3) years:**  
Bellevue Mobility Implementation Plan

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## City of Kirkland

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**Joel Pfundt, AICP, CTP**  
Former Transportation Manager, City of Kirkland  
*Currently, Assistant Public Works Director at the City of Bellingham*  
jfpfundt@cob.org  
(360) 778-7700

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**Contract within the last (3) years:**  
Kirkland Transit Implementation Plan

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## City of Kent

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**April Delchamps, AICP**  
Former Senior Transportation Planner, City of Kent  
*Currently, Planning Manager at WSDOT*  
delchaa@wsdot.wa.gov  
(206) 305-9479

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**Contract within the last (3) years:**  
Kent Transportation Master Plan

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## City of Bainbridge Island

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**Chris Wierzbicki, PE**  
Director of Public Works  
cwierzbicki@bainbridgewa.gov  
(206) 780-3718

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**Contract within the last (3) years:**  
Bainbridge Island Transportation Element Update

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**“Fehr & Peers did a great job for us in updating our Neighborhood Transportation Plan. They exceeded our expectations in every way and the quality of their technical work and final reports was outstanding.”**

**Lyle Bicknell**  
City of Seattle

*In regards to Fehr & Peers’ work on the City of Seattle Neighborhood Transportation Plan.*

# Section 8: Work Samples

Fehr & Peers has developed Transportation Master Plans (TMPs) and Transportation Elements (TEs) for **over 50 cities and counties across Washington**. Many of these plans included customized travel demand models, concurrency management systems, and multimodal LOS analyses. Through our work, we have refined our approach to developing plans that are fundable, feasible, and meet agency and community goals. The following section highlights our team's most recent and relevant work.



## Completed TMPs Across Washington



Here is a small glimpse of the many relevant plans that we have worked on. **Click on the images below for the full report.**



**City of Bellevue**  
Mobility Implementation Plan



**City of Kent**  
Transportation Master Plan & Model Update



**City of Bainbridge Island**  
Sustainable Transportation / GHG Emissions

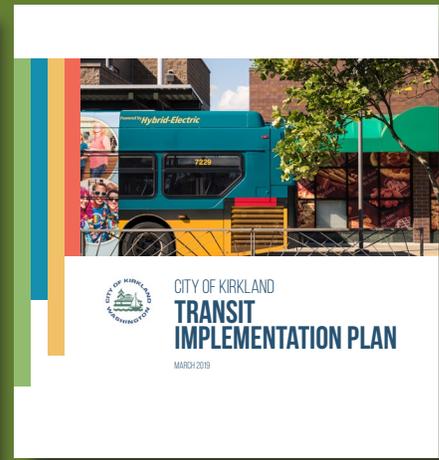
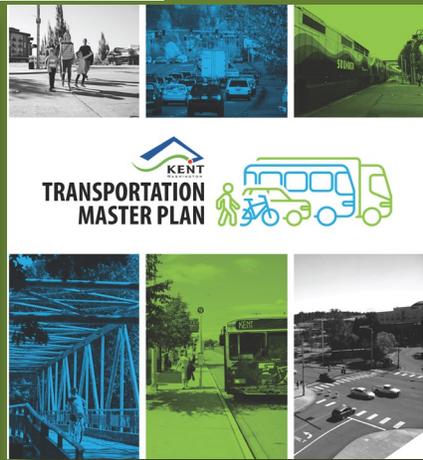
Table 2: Spacing Between Arterial Pedestrian Crossings

Context Component	Downtown / CBD	Activity Center	Neighborhood Shopping Center	Pedestrian Destination	Elsewhere in the City
Spacing Between Arterial Pedestrian Crossings	Downtown Transportation Plan (200 ft)	≤ 800 ft - Factory ≤ 600 ft - Elsewhere	One crossing every 400 ft, or less when shopping center also	Within 400 feet of primary entrance Within 300 ft. of bus stop pair on FTN	Applicable as needed

**Bicycle Network**

Bellevue establishes Performance Metrics on the bicycle network and Priority Bicycle Corridors as shown in Figure 8. The Performance Metrics used to describe the user experience on the bicycle network is the level of traffic stress (LTS) as defined in the MMLOS Metrics, Standards, and Guidelines Final Report. The concept of LTS is illustrated in Figure 11.

Figure 11: Bellevue Bicycle Level of Traffic Stress (LTS) Categories



### Mobility Implementation Plan, Bellevue, WA

Fehr & Peers led the development of a Mobility Implementation Plan (MIP) for the City of Bellevue. The MIP used the City’s MMLOS metrics and targets (also developed by Fehr & Peers) to identify a full set of multimodal gaps and potential projects across the City. Since it will take decades for Bellevue to gather the funding to fill all the gaps, the MIP developed a quantitative framework to help City staff and leaders identify projects that advance the City’s goals on safety, equity, sustainability, and economic development.

**CLIENT CONTACT**

Kevin McDonald  
 kmcdonald@ellevuewa.gov  
 (425) 452-4558

**DATES**

2021-2023

**TEAM**

Chris Breiland, Project Manager (PM)



### Transportation Master Plan & Model Update, Kent, WA

Fehr & Peers led the development of a 20 year transportation investment framework. Adoption in 2021 was the culmination of a three-year effort to refresh the City’s vision - emphasizing equity, safety, and multimodal accommodation, and resulting in a realistic, fundable 20-year project list aligned with City values. LOS policies considered distinct districts with specific standards in relation to land use context and availability of infrastructure. There was significant input by an advisory committee representing a broad cross-section of Kent, robust community participation, and guidance from a committed Council. To ensure lasting improvements, it also included updates to the City’s concurrency code and impact fee program deliver priority projects.

**CLIENT CONTACT**

April Delchamps, AICP  
 delchaa@wsdot.wa.gov  
 (206) 305-9479

**DATES**

2018-2021

**TEAM**

Marissa Milam, Lead Analyst



### Transit Implementation Plan, Kirkland, WA

Fehr & Peers led a team of subconsultants to support the City of Kirkland in the development of their Transit Implementation Plan. The primary focus was to understand the current and future transit travel environment and to identify the appropriate capital and programmatic investments that Kirkland could make to help support the growth of transit in the City. The analysis included detailed evaluations of ridership, transit operations, non-motorized accessibility, and jurisdictional plans. Additionally, the project team evaluated emerging transportation technologies, such as ridesharing and microtransit as a means to understanding alternative opportunities to improve mobility throughout the City. The plan identified a discrete set of projects that would improve transit speed and reliability, access-to-transit, and integration with regional transit investments.

**CLIENT CONTACT**

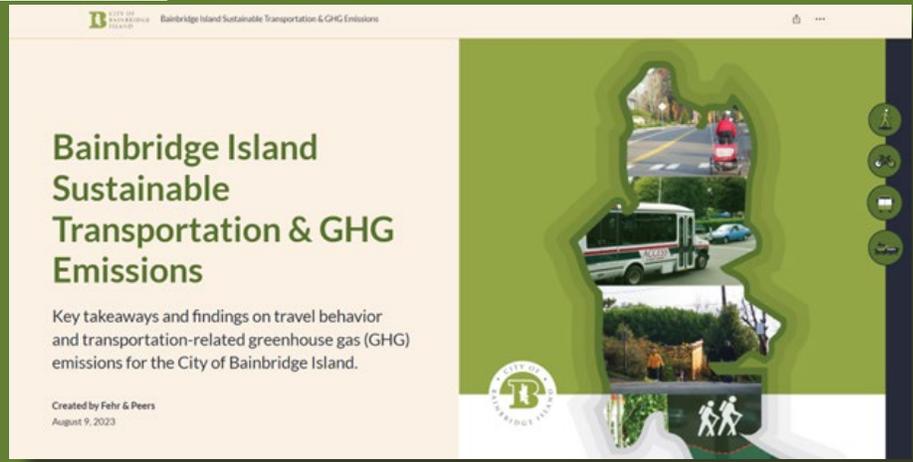
Joel Pfundt, AICP, CTP  
 jpfundt@cob.org  
 (360) 778-7700

**DATES**

2017-2019

**TEAM**

Aaron Gooze, PM



### Transportation Master Plan, Shoreline, WA

Fehr & Peers led the development of Shoreline’s Transportation Element, providing a twenty-year transportation investment framework in accordance with the community’s priorities. Adoption in 2022 was the result of a two-year effort to refresh the City’s vision, emphasizing equity, safety, and multimodal accommodation, and resulting in a 20-year project list that is realistic, fundable, and aligned with City values. A key component of this project was an update to the City’s transportation impact fee program to be person-trip based and fund multimodal projects. The program update included a detailed review of project eligibility, an overhaul of the fee schedule, and numerous touches with the development community and city council.

**CLIENT CONTACT**

Nytasha Walters  
 nwalters@shorelinewa.gov  
 (206) 801-2481

**DATES**

2020-Present

**TEAM**

Aaron Gooze, Mobility Hub Lead



### King County Metro, RapidRide Prioritization Plan, King County, WA

Fehr & Peers assisted the project team to provide planning and related services to King County Metro to determine the RapidRide line candidate corridors for the expansion of and reinvestment in Metro’s RapidRide network, Metro’s bus rapid transit service. The study included detailed ridership forecasting, stop optimization planning, and sensitivity tests to understand the demand impacts of speed & reliability, post-pandemic conditions, and land use changes.

**CLIENT CONTACT**

Erik Rundell  
 erundell@kingcounty.gov  
 (206) 263-3644

**DATES**

2023-Present

**TEAM**

Aaron Gooze, Principal-in-Charge (PIC);  
 Chris Breiland, PM



### Sustainable Transportation & GHG Emissions, Bainbridge Island, WA

Fehr & Peers worked with the City to determine VMT and associated GHG emissions to create a new 2021 baseline post-pandemic. Fehr & Peers also evaluated the impact of federal and state legislation and industry-specific plans on electric vehicle adoption and future transportation emissions for the city. Based on these forecasts, the project analyzed the expected impact and GHG emission reduction potential of implementing the City’s newly adopted Sustainable Transportation Plan, as well as developed additional scenarios to determine which strategies and transportation projects would provide substantial progress towards reducing GHG emissions and achieving the City’s Climate Action Plan goals. Fehr & Peers developed an ArcGIS story map as a public-facing executive summary of this work.

**CLIENT CONTACT**

Autumn Salamack  
 asalamack@bainbridgewa.gov  
 (206) 780-8590

**DATES**

2022-Present

**TEAM**

Aaron Gooze, PIC; Marissa Milam, PM;  
 Chris Breiland, Strategic Advisor



### City of Redmond Bicycle Network Strategy Update, Redmond, WA

The Redmond Bicycle Network Strategy Update is focused on shifting short trips from SOVs to bicycles to achieve Redmond 2050 and the Environmental Sustainability Action Plan’s VMT and GHG emissions reduction goals. This project builds on Toole Design’s previous work to update the City’s Bicycle Design Manual to include the latest facility design and materials and to address specific design challenges within Redmond. The Design Manual also contains a decision matrix to help City planners and engineers select the most appropriate treatment for a given context. Using the bicycle level of traffic stress (LTS) criteria outlined in the new Design Manual the Toole Design Team assessed the LTS of the City’s existing bicycle network. Additionally, the team used Replica data to identify where most of the short trips in the city are concentrated to estimate bicycle travel demand potential. Based on this analysis of existing conditions and previous crash data analysis, the team has collaborated closely with the City of Redmond to develop a vision, a set of network principles, and performance metrics that will guide the development of the bicycle network to maximizing ridership by connecting residences with new light rail stations, schools, urban centers, and major employment centers with safe, high-comfort facilities, including integration of existing and planned trails. The key deliverables of the Bicycle Network Strategy Update will be wrapped up into the Bicycle Chapter as part of the TMP update.

**CLIENT CONTACT**

Francesca Liburdy  
 fliburdy@redmond.gov  
 (425) 556-2476

**TEAM**

Amalia Leighton Cody, PIC;  
 Allison Phillips, PM

**DATES**

2024 (March to September)



### SDOT Bicycle and Multimodal Design Services On-Call, Seattle, WA

Toole Design was the prime consultant for this on-call contract with the Seattle Department of Transportation (SDOT). The are relevant tasks performed under this contract:

- **Seattle Bicycle and Pedestrian Safety Analysis Phase 2:** Toole Design updated the Bicycle and Pedestrian Safety Analysis (BPSA) that we originally performed in 2016 to evaluate risks and predict where crashes are likely to occur. Toole revised the original exposure model, incorporated motorist volumes, developed new safety performance functions, and evaluated protected bike lane safety.
- **SDOT Neighborhood Street Funds (NSF) Program:** Toole Design provided design support for the NSF program. Toole Design developed 10% concept designs for 17 projects and 30% designs for seven projects.
- **Seattle Neighborhood Greenways:** Toole Design led alternatives development, analysis, and evaluation then developed 10% design for each preferred alternative for five neighborhood greenways.
- **SDOT Bridge Safety Analysis Report:** Toole Design reviewed and evaluated existing conditions and collision history at nine key bridge-related locations. This information was used to craft a safety prioritization methodology and to develop conceptual designs and cost estimates for eight of the locations.
- **SDOT Bike Facility Design Guide:** Toole Design developed design guidance for on-street bicycle facilities with an emphasis on intersections, driveways, and curb use management.

**CLIENT CONTACT**

Kadie Bell Sata, AICP  
 Kadie.Bell@seattle.gov  
 (206) 775-6448

**TEAM**

Amalia Leighton Cody, PIC

**DATES**

2019-2024

## Section 9: Cost

Provided below is a **detailed budget for the requested services**, including expenses and billing rates and expected hours from all members of our team. This fee reflects information known to date, actual costs may change throughout scoping process as needs are identified.

	Principal-in-Charge	Project Manager	Senior Planner/Engineer	Junior Planner/Engineer	Graphics	Admin	Senior Planner/Engineer	Junior Planner/Engineer	Labor Costs	Direct Costs
	FEHR & PEERS						TOOLE			
	\$380	\$220	\$300	\$145	\$205	\$145	\$306	\$162		
<b>TASK 1</b> Project Management	6	24				12	12		\$12,972	
<b>TASK 2</b> Street System Plan	12	32		72	16	6	24	30	\$38,394	
<b>TASK 3</b> Transit Strategic Plan	4	24	16	60	12	5			\$23,485	
<b>TASK 4</b> Pedestrian Chapter Support	6	20		36	4	4	24	50	\$28,744	
<b>TASK 5</b> GHG Analysis	8	32	4	58	8	5			\$22,055	
<b>TASK 6</b> Facilitation and Communication	20	28	2	20	12	3	8		\$22,603	
<b>Total Hours</b>	<b>56</b>	<b>160</b>	<b>22</b>	<b>246</b>	<b>52</b>	<b>35</b>	<b>68</b>	<b>80</b>	<b>\$148,253</b>	
<b>Other Direct Costs*</b>										\$1,480
<b>TOTAL (Labor &amp; Expenses)</b>									<b>\$149,733</b>	

\*Other direct costs including computer, communications, parking, and reproduction charges are billed as a percentage of labor.

## Section 10:

# Business Name

This proposal is made in the official name of the firm under which business is conducted: Fehr & Peers



**Official Business Address**

601 Union Street, Suite 3525  
Seattle, WA 98101

**Phone Number**

(206) 576-4220

**Type of Corporation**

S-Corporation

**Place of Incorporation**

Walnut Creek, California

**Date of Incorporation**

1985

Chris Breiland, PE, Principal-in-Charge, is duly authorized to legally bind the corporation, Fehr & Peers, submitting this proposal:

A handwritten signature in black ink that reads "Chris Breiland".

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**Signature**

## Section 11: Business License

Fehr & Peers understands and agrees to obtain a City of Redmond business license as a requirement for performing the services listed in the RFP.

## Section 12: Valid Time Period

Fehr & Peers confirms that our **Proposal for RFP 10826-24** is valid for acceptance within 60 days from the date of issue.





**Redmond**  
WASHINGTON

| Submitted by Fehr & Peers and Toole Design Group | **JULY 23, 2024**

**Certificate Of Completion**

Envelope Id: 0F24838ECE364F0F8ABCE6254D55C028	Status: Completed
Subject: RFP 10826-24 Transportation Master Plan, July 23, 2024, 2:00PM PST	
Source Envelope:	
Document Pages: 28	Signatures: 1
Certificate Pages: 2	Initials: 0
AutoNav: Enabled	Envelope Originator:
Envelope Stamping: Enabled	DocuSign Purchasing
Time Zone: (UTC-08:00) Pacific Time (US & Canada)	15670 Ne 85th St
	Redmond, WA 98052
	docusignpurchasing@redmond.gov
	IP Address: 97.126.115.119

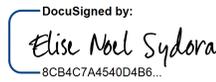
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Storage Appliance Status: Connected	Pool: City of Redmond, WA	Location: DocuSign

**Signer Events**

Elise Noel Sydora  
 e.sydora@fehrandpeers.com  
 Fehr & Peers  
 Security Level: Email, Account Authentication (None), Access Code

**Signature**

DocuSigned by:  
  
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 Not Offered via DocuSign

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 SecureBids@Redmond.gov  
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 Not Offered via DocuSign

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Agent Delivery Events	Status	Timestamp
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Intermediary Delivery Events	Status	Timestamp
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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Chris Breiland e.sydora@fehrandpeers.com Security Level: Email, Account Authentication (None)	<b>COPIED</b>	Sent: 7/23/2024 10:55:18 AM
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**Electronic Record and Signature Disclosure:**  
 Not Offered via DocuSign

Witness Events	Signature	Timestamp
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Notary Events	Signature	Timestamp
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Completed	Security Checked	7/23/2024 2:06:44 PM

<b>Payment Events</b>	<b>Status</b>	<b>Timestamps</b>
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Memorandum

Date: 9/3/2024  
Meeting of: Committee of the Whole - Planning and Public Works

File No. CM 24-377  
Type: Committee Memo

TO: Committee of the Whole - Planning and Public Works  
FROM: Mayor Angela Birney  
DEPARTMENT DIRECTOR CONTACT(S):

Planning and Community Development	Carol Helland	425-556-2107
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DEPARTMENT STAFF:

Planning and Community Development Seraphie Allen Deputy Director		
Planning and Community Development	Michael Hintze	Transportation Planning and Engineering Manager
Planning and Community Development	Josh Mueller	Senior Transportation Strategist

TITLE:  
Annual Update of 2025-2030 Six-Year Transportation Improvement Program (TIP)

OVERVIEW STATEMENT:

The Transportation Improvement Program (TIP) is a state-mandated planning document, updated annually, listing all significant transportation projects anticipated to be built or to compete for grant funding within the next six years. Following a public hearing on October 1, 2024, the proposed TIP will be adopted by City Council.

Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

Receive Information       Provide Direction       Approve

REQUEST RATIONALE:

- Relevant Plans/Policies:
  - Comprehensive Plan - establishes the vision and policy direction for how the City will grow and develop through 2030.
  - Transportation Master Plan (TMP) - a functional plan that guides the City’s transportation investments and activities.
  - Capital Investment Strategy (CIS) - provides a framework for both near-term investments within the CIP

timeframe and long-term capital needs that advance the City’s vision.

4. Capital Investment Program (CIP) - provides a near-term (six-year) financial planning outlook into capital needs that advance the City’s vision and priorities.
5. Development Agreements - various commitments agreed to by City and applicants (agencies or private developers) through the permit and review process.

- **Required:**

The TIP is required to be updated annually by state law (RCW.39.92.030).

- **Council Request:**

N/A

- **Other Key Facts:**

The TIP is a planning document that will be proposed for adoption by City Council. Projects are shown in the TIP when they are consistent with financial planning documents or are being advanced through grants or private development.

**OUTCOMES:**

The annual update of the TIP keeps the City in compliance with state law and provides a foundation for future transportation grant applications (which often require inclusion in the TIP in order to be considered for funding). The update process also supports alignment of transportation priorities with the City’s vision, the biennial budget, CIP, and CIS. The TIP is the City’s most comprehensive listing of near-term transportation needs (funded and unfunded).

**COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:**

- **Timeline (previous or planned):**

Notice of Public Hearing will be published on September 17, 2024, with the hearing to be held on October 1, 2024.

- **Outreach Methods and Results:**

Interested parties are invited to comment in person at the public hearing or in writing prior to the hearing. Anyone who is hearing or visually impaired can notify the Planning Department in advance of the hearing to receive assistance.

- **Feedback Summary:**

Any feedback provided before the hearing will be summarized by staff and provided to Council.

**BUDGET IMPACT:**

**Total Cost:**

There is no fiscal impact associated with the annual update to the six-year TIP. Staff working on this program are funded through the adopted budget.

**Approved in current biennial budget:**

Yes

No

N/A

**Budget Offer Number:**

0000034 - Mobility of People and Goods

**Budget Priority:**

Vibrant and Connected

**Other budget impacts or additional costs:**     Yes             No             N/A

*If yes, explain:*

N/A

**Funding source(s):**

General Fund, Operating Grants, and Impact Fees

**Budget/Funding Constraints:**

The document is a planning document and as such does not obligate the City to expend funds or alter its capital funding priorities.

**Additional budget details attached**

**COUNCIL REVIEW:**

**Previous Contact(s)**

Date	Meeting	Requested Action
	Item has not been presented to Council	N/A

**Proposed Upcoming Contact(s)**

Date	Meeting	Requested Action
9/17/2024	Business Meeting	Receive Information
10/1/2024	Business Meeting (Public Hearing with Possible Action)	Approve

**Time Constraints:**

A 2025-2030 Six-Year TIP must be adopted in 2024 per state requirements. Projects must be included in the TIP to receive state and federal grant funding.

**ANTICIPATED RESULT IF NOT APPROVED:**

The City would be unable to accept and apply for State and Federal transportation grants.

**ATTACHMENTS:**

- Exhibit A - 2025-2030 Transportation Improvement Program Project List (draft)
- Attachment A - Resolution adopting the 2025-2030 Transportation Improvement Program (draft)
- Attachment B - Summary of Updates (draft)
- Attachment C - Map - 2025-2030 Transportation Improvement Plan Changes (draft)
- Attachment D - Map - 2025-2030 Transportation Improvement Plan All Projects (draft)
- Attachment E - TIP Development Infographic

City of Redmond 2025 - 2030 TRANSPORTATION IMPROVEMENT PROGRAM

EXHIBIT A: PROJECT LIST

Type	TIP #	Project or Program Name	Description	TIP Funding Range (if applicable)		Project Costs in Thousands of Dollars (\$000s)				2025-2030 Total
				Start	Finish	Local	Federal	State	Undet	
PROG	P2	Bridge Structure and Repair Program	Bridge structure and repair projects maintain the structural integrity and safety of all 18 of the City's bridges.			900				900
PROG	S1	Traffic and Pedestrian Safety Enhancements	Install various pedestrian safety improvements (speed radar, flashing crosswalks, raised crosswalks, and ADA upgrades) at various locations near Redmond schools.			225				225
PROG	S2	Street Channelization Improvement and Maintenance Program	Install small channelization (striping and signing) projects to improve safety. A portion of the funds are used for new channelization improvements needed to enhance safety or operations.			750				750
PROG	S5	Street Lighting Enhancement Program	Design and install new street lights at key locations where additional illumination would improve safety and user accessibility.			181				181
PROG	S80	Sustainability LED Street Light Retrofit	Convert existing street lights owned by Puget Sound Energy.			322				322
PROG	S81	Pavement Repair Program	Conduct preventive maintenance, rehabilitate and overlay pavement to extend useful life.			3,000				3,000
PROG	S82	State Route 520 Pedestrian Bridge Program	State Route 520 Pedestrian Bridge maintenance			750				750
PROG	S83	Sidewalk Repair Program	Repair or replace sidewalks as part of ongoing maintenance. May include ADA upgrades depending on location.			1,800				1,800
PROG	B115	ADA Improvements-Transportation Curb and Ramp Projects	Upgrade curb ramps throughout the City to current ADA standards	2025	2030	1,800				1,800
PLAN	L9	Sound Transit East Link - City ST3 Planning	Staff oversight and participation in implementing East Link Light Rail (E360) and the Downtown Redmond Light Rail Extension (DRLE). Process requires substantial City involvement to ensure system will be consistent with Redmond's interests.	2025	2025	100				100
PDBK	B42	Redmond Central Connector Phase III	Complete the third phase of the Redmond Central Connector paved shared-use path up to 124th Street.	2025	2026	2,800	3,230	700		6,730
PDBK	B43	Cleveland Street East Main Street Improvements	Extend the "Main Street" streetscape improvements of Cleveland Street eastward to 168th Avenue. <i>May be dependent on timing of Redmond Square, Sound Transit and other redevelopment of frontage properties.</i>	2025	2025	1,085				1,085
PDBK	B47	159th Pl NE Sidewalk - Bear Creek Parkway to Leary Way	Construct sidewalk on east side of 159th Place NE from Leary Way to Bear Creek Parkway where missing.	2026	2027	212				212
PDBK	B48	West Lake Sammamish Parkway Sidewalk	Complete sidewalk on west side of West Lake Sammamish Parkway between Bel-Red Road and south city limits where missing						14,804	14,804
PDBK	B51	Avondale Road Buffered Bicycle Lanes - Avondale Way to Novelty Hill Rd	Add buffered bicycle lanes on both sides of Avondale Road between Avondale Way and Novelty Hill Road. Avondale Way to 90th Street is completed.	2025	2027	211				211
PDBK	B55	140th Ave NE Sidewalk - Redmond Way to NE 84th St	Add sidewalk on west side of 140th Ave NE between Redmond Way and NE 84th St where missing.						110	110
PDBK	B60	176th Ave NE Sidewalk - NE 65th St to NE 70th St	Complete sidewalk on 176th Avenue between 65th and 70th streets. Sidewalk will typically be placed on west side of road.	2027	2028				1,068	1,068
PDBK	B74	SR 520 Trail Grade Separation at NE 51st St	Construct a grade-separated pedestrian and bike tunnel for the SR 520 regional shared use path under the NE 51st Street and SR 520 westbound ramp terminal intersection.						1,500	1,500
PDBK	B76	Old Redmond Road Buffered Bicycle Lanes	Add buffered bicycle lanes on Old Redmond Road between 152nd Ave NE and 132nd Ave NE.						201	201
PDBK	B77	Avondale Road Buffered Bicycle Lanes - Novelty Hill Rd to NE 116th St	Add buffered bicycle lanes on both sides of Avondale Road between Novelty Hill Road and NE 116th St.						175	175
PDBK	B78	NE 40th St Shared Use Path - 163rd Ave NE to 172nd	Add a shared use path on NE 40th St between 163rd Ave NE and 172nd Ave NE.	2025	2027	7,746				7,746
PDBK	B81	156th Ave NE Side path - NE 40th St to NE 51st St	Add multiuse path along 156th Ave NE between NE 40th St and NE 51st St.	2025	2027	120	770		4,546	5,436
PDBK	B83	148th Ave NE Multiuse Trail and Roadway Improvements - SR 520 EB ramp to SR 520 WB ramp	Modify channelization and signals, and provide wide multi-use trail that is separated from the roadway on the east side of 148th Ave NE from the eastbound SR 520 on ramp to the SR 520 Trail at the westbound SR 520 off ramp at NE 29th Place (148th Ave NE bridge over SR 520). Design to accommodate future grade separation project at 148th Avenue NE and NE 29th Place.						7,894	7,894
PDBK	B84	Bear Creek Trail - Union Hill to Avondale Road	Construct paved trail with undercrossing improvements at Union Hill Road and Avondale Road						1,010	1,010

City of Redmond 2025 - 2030 TRANSPORTATION IMPROVEMENT PROGRAM

EXHIBIT A: PROJECT LIST

Type	TIP #	Project or Program Name	Description	TIP Funding Range (if applicable)		Project Costs in Thousands of Dollars (\$000s)				2025-2030 Total
				Start	Finish	Local	Federal	State	Undet	
PDBK	B86	East Lake Sammamish Trail/RCC Connection (SR 520 Undercrossing)	Provide grade separated trail through the SR 520/SR 202 Interchange area along the planned light rail alignment, connecting East Lake Sammamish Trail and Redmond Central Connector. Provide access to the planned Southeast Redmond light rail station. Project cost does not account for modification of SR 520 ramps.	2025	2025	5,583				5,583
PDBK	B87	Red-Wood Road Buffered Bicycle Lanes	Add buffered bicycle lanes to Red-Wood Road between NE 90th St to NE 109th St.						186	186
PDBK	B88	NE 80th Street Bicycle Facilities - Redmond Way to 172nd Avenue	Complete bicycle facilities on 80th Street with a combination of bicycle lanes and bicycle boulevard treatment as appropriate for each segment of corridor.						708	708
PDBK	B90	Bel-Red Road Cycle Track - West Lake Sammamish Parkway to 156th Ave NE	Install bicycle connection on 28th Street from 156th Avenue to the planned HAWK signal at Bel-Red Road and the 2800 Block. Coordinate with Microsoft and Bellevue to determine facility type (one way operation preferred).						1,795	1,795
PDBK	B92	150th Ave NE Bicycle Lane Completion	Fill in gaps in bicycle facility network on 150th Avenue NE from NE 51st Street to NE 40th Street in both directions, and improve curve radius to allow for truck movements through existing chokepoint. Widen roadway 6' to west and build retaining walls.						600	600
PDBK	B95	151st Ave NE Sidewalk - NE 64th St to Ben Rush Elementary	Sidewalk on 151st Avenue from 64th Street to the pedestrian pathway that links to Ben Rush.						196	196
PDBK	B96	151st Ave NE Sidewalk - Old Redmond Road to 7500 Block	Safe Routes to School Project. Sidewalk on 151st Avenue from Old Redmond Road to the 7500 Block. Connect 151st Avenue to 152nd Avenue at the 7500 Block	2027	2028	899				899
PDBK	B97	NE 88th St Sidewalk - 171st Ave NE to 172nd Ave NE	Safe Routes to School Project. Sidewalk on 88th Street from 171st Avenue to 172nd Avenue.	2026	2027	119				119
PDBK	B98	NE 89th St Sidewalk - 166th Ave NE to 168th Ave NE	Sidewalk on 89th Street from 166th Avenue to 168th Avenue.						193	193
PDBK	B99	Redmond Central Connector Improvements - Sound Transit Betterments	Implement the ultimate design of the Redmond Central Connector between 164th Avenue NE and the Bear Creek Trail and connection trail to Redmond Way/SR202 at NE 76th St	2025	2025	689				689
PDBK	B100	SE Redmond Trail - ELST to SE Redmond LR Station to Marymoor Connector	Regional Paved Trail connecting the East Lake Sammamish Trail to the Southeast Redmond Light Rail Station to the Marymoor Park Trail. <i>See Marymoor Infrastructure Report.</i>	2025	2025	7,050				7,050
PDBK	B102	164th Ave NE Sidewalk - NE 95th Street to NE 99th Street	Sidewalk on 164th Avenue from 95th Street to 99th Street						316	316
PDBK	B103	NE 40th St Shared Use Path - 148th Ave NE to SR 520 Trail	Shared side path on south side of 40th Street						1,836	1,836
PDBK	B104	Targeted Safety Improvement Project - Union Hill & Avondale Bike Lane Connection	On Union Hill Road: add a westbound bike lane west of 178th Place NE to Avondale Road and a eastbound bike lane, east of Avondale Road connecting to existing bike lane after the intersection.						867	867
PDBK	B105	166th Avenue NE Sidewalk Repair - NE 80th St to NE 85th St	Replace sidewalk panels where damaged and widen sidewalk where width does not meet ADA.	2025	2025	448				448
PDBK	B106	148th Avenue Trail (State Route 520 to 24th St)	Conduct preliminary design and right-of-way funded by from Move Ahead Washington for a pedestrian and bicycle path on the east side of 148th Ave NE across SR 520.	2027	2028	350		8,000		8,350
PDBK	B107	Cycle Track-161st Avenue	Replace bicycle lanes and parking on one side of 161st Avenue with two-way cycle track, from the Redmond Central Connector to NE 90th Street.	2026	2028	6,050				6,050
PDBK	B108	150th Avenue Improvements (4500 Block to 51st Street)	Project will complete missing bike lane connections on 150th Ave NE. Work includes pavement widening, new curb and gutter, and associated stormwater improvements.	2025	2030	2,377				2,377
PDBK	B109	Bel-Red Road Buffered Bicycle Lanes	This project will install buffered bike lanes on Bel-Red Rd in each direction between NE 30th St and West Lake Sammamish Parkway. Connecting to existing buffered bike lanes at NE 30th Street and will coordinate with the City of Bellevue.	2025	2026	3,278		650		3,928
PDBK	B110	Avondale Way Bicycle Completion	Complete bicycle lanes in both directions on Avondale Way from Union Hill Road to Avondale Road and upgrade the Union Hill Road intersection to improve bicycle crossings to the Bear Creek Trail.	2025	2030	3,000				3,000
PDBK	B111	Overlake Accessibility Improvements	Enhance accessibility for people with disabilities with ADA ramp and pedestrian push button upgrades.	2025	2027	1,500				1,500
PDBK	B78	NE 40th St Shared Use Path - 163rd Ave NE to 172nd	Replace sidewalk with shared path on the south side of NE 40th Street.	2025	2027	7,746				7,746

City of Redmond 2025 - 2030 TRANSPORTATION IMPROVEMENT PROGRAM

EXHIBIT A: PROJECT LIST

Type	TIP #	Project or Program Name	Description	TIP Funding Range (if applicable)		Project Costs in Thousands of Dollars (\$000s)					2025-2030 Total
				Start	Finish	Local	Federal	State	Undet		
PDBK	B116	Multimodal Access to Overlake Village	Project proposal includes, 148th Ave NE Shared Path connecting 520 trail to NE 31st Street, NE 31st Street Intersection improvements, NE 36th Street Bicycle Lane completion. Proposed allocation from the Move Ahead Washington Transportation package	2030	2030					8,000	8,000
PDBK	B113	164th Ave NE Channelization and Flashing Crosswalk	In support of the speed limit reduction from 40 mph to 30 mph, install channelization and an AC powered RRFB crosswalk on the north side of NE 87 St including a southbound advance RRFB.	2024	2026	383					383
RDWY	C45	156th Ave NE and Bel-Red Southbound Right Turn Lane	Construct a southbound right-turn lane. Construction planned to begin after the construction of at least 1,400,000 net new gross square feet on the Main campus, or sooner at Microsoft's option. Improvements could also be triggered by the Esterra Park development.	2027	2027	2,392					2,392
RDWY	C46	148th Ave NE and NE 51st Street Westbound Right-Turn Lane	Add a second right-turn lane from westbound NE 51st Street to northbound 148th Avenue NE.	2027	2027	1,000					1,000
RDWY	C57	152nd Avenue NE Improvements - NE 24th St to NE 31st St	Developers will complete the improvements as required through frontage improvements and development agreements, per the Overlake Village Street Design Guidelines. The Group Health Development Agreement requires completion of improvements on 152nd Ave NE along the Capstone development frontage.	2025	2027	2,715	3,162			12,295	18,172
RDWY	C64	Redmond Way Bridge Modifications and 76th Street Widening	Reconfigure bridge to add a second east-bound left turn lane by removing the sidewalk on the south side of bridge adding a separate pedestrian-bicycle bridge over Bear Creek. In addition, widen NE 76th Street to accept the dual left turns from Redmond Way. The ped/bike bridge will provide a dual function to both replace the existing narrow walkway and accommodate a future connection between Bear Creek Trail and East Lake Sammamish Trail on the south side of SR 520.	2024	2025	520					520
RDWY	C66	NE 116th St Widening Phase II	Complete three missing sections of multimodal street improvements on South side: 1) Church frontage east of Red-Wood Road, 2) frontage of existing Chardonnay Plat, and 3) wetland section between 176th and 178th.							3,000	3,000
RDWY	C67	Redmond Way Westbound Right Turn Lane	Construct second westbound lane on Redmond Way that transitions to right turn lane at 164th Ave NE where not completed by adjacent development.	2025	2028	2,500				2,500	5,000
RDWY	C68	NE 70th St Improvements - Redmond Way to 180th Ave	Complete the 70th Street Extension from Redmond Way to 180th Avenue per the Marymoor Subarea Plan (includes general purpose lanes, turn lanes, bicycle lanes, and sidewalks).	2025	2026	6,804					6,804
RDWY	C69	152nd Avenue NE Improvements - NE 20th St to NE 24th St	Continues 152nd Ave NE Main Street improvements south from NE 24th St to NE 20th street. Half street improvements on west side will be completed through KCC Limited Edition development agreement.	2025	2028	5,126				15,377	20,503
RDWY	C70	148th Ave NE Corridor Improvements - Bel-Red Rd to SR 520	Improve intersections on 148th Avenue NE at NE 20th Street and NE 24th Street; Create third northbound through lane on 148th Avenue NE from Alhazen St/NE 22nd St to SR 520 eastbound on-ramp.	2027	2027	1,801				17,130	18,931
RDWY	C71	148th Ave NE Northbound Through Lane - Bel-Red Road to NE 22nd St	Create continuous northbound through lane on 148th Ave NE between Bel-Red Road and Alhazen/NE 22nd St.							8,272	8,272
RDWY	C73	Avondale Road School Bus Pullouts	Install school bus pullouts on Avondale Road including at Novelty Hill Road, NE 95th St, 188th Ave NE/182nd Ave NE, 180th Ave NE, and NE 90th St.							2,623	2,623
RDWY	C74	148th Ave NE Right Turn Lane at NE 20th St	Add northbound right turn lane at 148th Ave NE & NE 20th St.	2027	2027	1,890					1,890
RDWY	C75	Willows Rd and NE 91st St Intersection Realignment	Realign intersection of NE 91st Street and Willows Road.							250	250
RDWY	C76	NE 124th Street and 162nd Place NE Signal	Construct a new traffic signal at 124th Avenue NE and 162nd Place NE. Includes the addition of turn lanes on NE 124th and modifications on 162nd Place for sight distance.	2027	2027	275				2,355	2,630
RDWY	C77	DaVinci Ave Interim Overlake Access Ramp Connection - ROW	Connect the Overlake Access Ramp south to serve significant development south of 24th Street. Interim project provides vehicle access and basic pedestrian facilities - development to complete full buildout of street section.							9,900	9,900
RDWY	C78	173rd Ave NE Completion - NE 67th St to NE 70th St	Complete roadway section per the Marymoor Infrastructure Plan, including one general purpose lane in each direction, parallel parking on the east side of the road, cycle tracks, planter strip and sidewalk.	2027	2027	1,155				1,155	2,310

City of Redmond 2025 - 2030 TRANSPORTATION IMPROVEMENT PROGRAM

EXHIBIT A: PROJECT LIST

Type	TIP #	Project or Program Name	Description	TIP Funding Range (if applicable)		Project Costs in Thousands of Dollars (\$000s)					2025-2030 Total
				Start	Finish	Local	Federal	State	Undet		
RDWY	C80	NE 24th Street Multimodal Improvements - 148th Ave NE to Bel-Red Road	Construct cycle tracks on both sides of the street, separated from travel lanes by a continuous planter strip. Sidewalk to be expanded to 9 ft starting from back of cycle track. See Overlake Village South Plan for Details.							17,500	17,500
RDWY	C81	West Lake Sammamish Parkway Improvements Design	Design of multi-modal transportation improvements including two additional general purpose lanes, bicycle lanes, sidewalks, trail, and proposed roundabout at Bel-Red Road.							3,500	3,500
RDWY	C83	Alhazen Street Design- 148th Avenue to 152nd Avenue	Design roadway per Seritage and Limited Edition Development Agreements including one general purpose lane in each direction, bicycle lanes, planter strips, and sidewalks.	2027	2028	5,000					5,000
RDWY	C84	Lumiere Avenue Design- 20th Street to 24th Street	Design roadway to complete roadway per Seritage Development Agreement including one general purpose land in each direction, planter strip, and sidewalks.	2027	2028	5,000					5,000
RDWY	C85	DaVinci Avenue Design- 20th Street to 24th Street	Design roadway to complete roadway per Seritage and Limited Edition Development Agreements including one general purpose lane in each direction, bike lanes, planter strips, and sidewalks.	2027	2028	5,000					5,000
RDWY	C86	70th Street Improvements - Redmond Way to 173rd Avenue	Construct new 70th Street from Redmond Way to Marymoor Light Rail Station and 173rd Avenue. Intersection improvements include Redmond Way and 70th Street for an additional northbound left turn lane on Redmond Way to 70th Street.	2025	2027	7,627					7,627
RDWY	C88	Willows Road Improvement Phase 1	Install two new signals, one at Willows Creek and one at Physio Control and add 1,000 feet of new turn lane.	2027	2028	5,132				8,949	14,081
RDWY	C91	172nd Avenue NE Opening	Remove the existing gate on 172nd Avenue NE at NE 124th Street and add minor traffic calming between NE 124th Street and NE 128th Street.	2025	2026	881					881
RDWY	C90	148th Ave Second Left Turn Lane at 24th St	Add an eastbound and westbound left turn lane on NE 24th Street at the intersection with 148th Avenue NE.							8,272	8,272
RDWY	C92	148th Ave NE, Northbound Through Lane at 24th Street	Reconstruct northeast corner of 148th Avenue NE and NE 24th Street intersection to open a third northbound through lane from south of NE 24th Street to the eastbound SR 520 on-ramp.	2027	2030					5,595	5,595
RDWY	C93	Bel-Red and West Lake Sammamish Parkway Roundabout	This project will construct a new roundabout at West Lake Sammamish Parkway and Bel-Red Road, Replacing the existing signal.	2027	2030					5,128	5,128
TOPS	L14	Adaptive Signal System - Downtown	Optimize signal timings automatically cycle to cycle within downtown network to make improvements to traffic flow to mitigate some of roadway efficiency lost by the Couplet Conversion project.	2025	2026	1,000					1,000
TOPS	S47	150th Ave NE and NE 51st Street Traffic Signal	Add north leg (on private property) to intersection of 150th Avenue NE and NE 51st Street and signalize this intersection. North leg improvements include two southbound left-turn lanes, one through lane in each direction, bike lanes, sidewalks, transit amenities, street lights, utilities, and stormwater drainage. Relocate eastbound transit stop to far side of new intersection.	2027	2027	698					698
TOPS	S53	Avondale Road Intersection Realignment at NE 95th St - Design	Begin design to realign the intersection to reduce the skew, adds a north leg crosswalk, eliminates split phasing and provides for southbound U turns. It also moves the signal pole off the island to the side of the road.							250	250
TOPS	S55	Flashing Beacon - 161st Ave NE Pedestrian Crossing at NE 81st St	Provide rectangular rapid flashing beacon pedestrian crossing of 161st Ave NE at approximately 8100 block.	2025	2027	113					113
TOPS	S57	152nd Ave NE Pedestrian Crossing at NE 21st St	Pedestrian crossing with rectangular rapid flashing beacons at the intersection of 152nd Ave NE and NE 21st St.							150	150
TOPS	S59	West Lake Sammamish Parkway Dynamic Curve Warning at 3800 Block - Design	Evaluate the need for dynamic curve warning signs on West Lake Sammamish Parkway between NE 38th St and NE 40th St.							25	25
TOPS	S62	Adaptive Signal System - Overlake	Install and support an adaptive signal system which utilizes software to adjust signal timings to traffic volumes in real time. Includes signals throughout Overlake.	2027	2028	972					972
TOPS	S63	Adaptive Signal System - Southeast Redmond	Install and support an adaptive signal system which utilizes software to adjust signal timings to traffic volumes in real time. Includes signals in Southeast Redmond and on Avondale Road.							900	900
TOPS	S65	Adaptive Signal System - Neighborhood Arterials	Install and support an adaptive signal system which utilizes software to adjust signal timings to traffic volumes in real time.							900	900
TOPS	S73	132nd Avenue NE & NE 100th Street Signal	Contribute funds to a new signal at 132nd Avenue NE and NE 100th Street. City of Kirkland will design and build the project.	2025	2026	1,554					1,554

City of Redmond 2025 - 2030 TRANSPORTATION IMPROVEMENT PROGRAM

EXHIBIT A: PROJECT LIST

Type	TIP #	Project or Program Name	Description	TIP Funding Range (if applicable)		Project Costs in Thousands of Dollars (\$000s)					2025-2030 Total
				Start	Finish	Local	Federal	State	Undet		
TOPS	S74	Intersection Improvements - ELSP and 187th Ave NE	Install SE left turn lane and SW left turn pocket on East Lake Sammamish Parkway and 187th Avenue NE.							6,377	6,377
PLAN	S76	Safe Streets for All (SS4A)	Roadway policy and regulations audit for SS4A implementation.	2025	2025		200				200
TOPS	S77	Highway Safety Improvement Plan (HSIP) Grant	The Local Road Safety Plan currently underway will determine the prioritized list of projects that will be applied for in Jan 2024. Under WSDOT's Citywide Safety Grant.	2025	2026					1,000	1,000
TOPS	S78	Critical Transportation Infrastructure Improvements Program	Projects funded by the Transportation Benefit District (TBD)	2025	2030	4,478					4,478
TOPD	S90	140th Ave NE & NE 80th St Intersection Improvements	Signal or roundabout							Undet	Undet
PVRP	P18	148th Avenue NE Pavement Rehabilitation - NE 36th St to Redmond Way	Reconstruct portions of and provide overlay of 148th Avenue NE from Redmond Way to Willows Road. Make drainage improvements where needed. Examine roadway channelization for improved efficiencies.							14,945	14,945
PVRP	P25	NE 24th St Pavement Rehabilitation	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2025	2027	4,875					4,875
PVRP	P26	NE 104th St Pavement Rehabilitation - 166th Ave NE to 184th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.							2,000	2,000
PVRP	P109	NE 104th St Pavement Rehabilitation - Redwood Road NE to vicinity of Avondale Road NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.							Undet	Undet
PVRP	P28	Avondale Way Sidewalk Preservation - 170th Pl NE to Union Hill Rd	Replace existing sidewalk on southeast side that has been severely damaged by tree roots uplifting the sidewalk.	2025	2028	1,307					1,307
PVRP	P29	NE 95th St Bridge Replacement	Complete design and construction of NE 95th Street Bridge.	2025	2030	6,290					6,290
PVRP	P30	166th Ave NE Pavement Rehabilitation - NE 85th St to NE 102nd St	This project will rehabilitate and overlay the pavement surface to extend the useful life of the roadway on 166th Ave NE from NE 85th Street to NE 102nd Street.							2,597	2,597
PVRP	P31	161st Ave NE Pavement Rehabilitation - NE 85th St to NE 90th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.							1,557	1,557
PVRP	P33	NE 40th St Sidewalk Rehabilitation - 162nd Ave NE to Bel-Red Rd	Replace existing sidewalk and adjacent walls that has been severely damaged by tree roots uplifting the curbs and sidewalk.	2025	2028	1,761					1,761
PVRP	P34	Cleveland Street Sidewalk Rehabilitation - 164th Ave NE to 168th Ave NE	Replace broken and heaved sidewalk panels on Cleveland Street between 164th Avenue NE and 168th Avenue NE. <i>This project will not be necessary if B43--Cleveland Street East Main Street Improvements is constructed.</i>	2025	2025	1,085					1,085
PVRP	P35	164th Ave NE Sidewalk Rehabilitation - Redmond Way to NE 90th St	Remove and replace sidewalk and street trees on both sides of 164th Ave NE between Redmond Way and NE 90th St							2,085	2,085
PVRP	P38	148th Ave NE Pavement Rehabilitation - Redmond Way to Willows Rd	Rehabilitate and overlay pavement surface to extend the useful life of 148th Ave NE from Redmond Way to Willows Road.							1,500	1,500
PVRP	P41	Downtown Neighborhood Sidewalk Repair	Remove and replace damaged sidewalks and impacted utilities as prioritized in the 2016 Comprehensive Right-of-Way Study.							1,000	1,000
PVRP	P42	Overlake Neighborhood Sidewalk Repair	Remove and replace damaged sidewalks and impacted utilities as prioritized in the 2016 Comprehensive Right-of-Way Study.							1,000	1,000
PVRP	P100	10,000 Block of Avondale Road Erosion	Stabilize slope and control erosion to protect Avondale Road and provide an environmental lift for Bear Creek through the project site.	2025	2025	1,121	1,332				2,453
PVRP	P103	West Lake Sammamish Parkway Pavement Rehabilitation - Leary Way to North of Marymoor	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2025	2026	2,098	1,169				3,267
PVRP	P105	Avondale Road Pavement Rehabilitation - NE 90th St to Novelty Hill Road	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2025	2027	7,724					7,724
PVRP	P106	Avondale Road Pavement Rehabilitation - Novelty Hill Rd to NE 109th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2027	2030	7,133					7,133
PVRP	P107	NE 85th Street Bridge Repair	Various repairs identified in 2015 structural inspection.	2027	2030	926				7,977	8,903

City of Redmond 2025 - 2030 TRANSPORTATION IMPROVEMENT PROGRAM

EXHIBIT A: PROJECT LIST

Type	TIP #	Project or Program Name	Description	TIP Funding Range (if applicable)		Project Costs in Thousands of Dollars (\$000s)					2025-2030 Total
				Start	Finish	Local	Federal	State	Undet		
PVRP	P108	154th Ave NE Pavement Rehabilitation - Redmond Way to NE 85th St	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2025	2027	177	1,130				1,307
PVRP	P110	West Lake Sammamish Parkway Pavement Rehabilitation - Bel-Red Road to Marymoor Way	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2027	2030					Undet	Undet
PVRP	P112	154th Ave NE Pavement Rehabilitation - Leary Way to Redmond Way	Rehabilitate and overlay pavement surface to extend useful like of roadway.	2027	2029	951					951
PVRP	P113	Avondale Road Pavement Rehabilitation - NE 109th St to 116th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2027	2030	3,660					3,660
PVRP	P114	NE 40th Street Pavement Rehabilitation - 148th Ave NE to West Lake Sammamish Parkway	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2027	2030					2,154	2,154
PVRP	P115	Old Redmond Road Pavement Rehabilitation - West Lake Sammamish Parkway to 148th Ave NE	Rehabilitate and overlay pavement surface to extend useful life of roadway.	2027	2030					4,333	4,333

**LEGEND**

Category Types

**PROG** Citywide Programs

**PLAN** Plan Implementation and Compliance

**PDBK** Pedestrian and Bicycle Improvements

**RDWY** Minor and Major Street Projects

**TOPS** Traffic Operations and Safety

**PVRP** Maintenance and Preservation

**CITY OF REDMOND  
RESOLUTION NO. \_\_\_\_\_**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, ADOPTING A SIX-YEAR TRANSPORTATION IMPROVEMENT PROGRAM FOR THE YEARS 2025-2030 AND DIRECTING THE SAME TO BE FILED WITH THE STATE SECRETARY OF TRANSPORTATION AND THE TRANSPORTATION IMPROVEMENT BOARD

---

WHEREAS, pursuant to the requirements of Chapters 35.77 and 47.26 RCW, the City Council of the City of Redmond has previously adopted a Comprehensive Street Program, including an arterial street construction program, and thereafter periodically modified said Comprehensive Street Program by resolution; and

WHEREAS, the City Council has reviewed the work accomplished under the said Program during the past year, determined current and future City transportation needs, and based upon these findings has prepared a Six-Year Transportation Improvement Program for the ensuing six (6) calendar years; and

WHEREAS, pursuant to RCW 35.77.010 a public hearing has been held on the Six-Year Transportation Improvement Program; and

WHEREAS, the adoption of the Six-Year Transportation Improvement Program is a procedural action and containing no substantive standards respecting use or modification of the environment and is categorically exempt from environmental review under terms of WAC 197-11-800 (19).

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,  
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Program Adopted. The Six-Year  
Transportation Improvement Program for the City of Redmond,  
as revised and extended for the ensuing six (6) calendar  
years (2025-2030, inclusive), a copy of which is attached  
hereto as Exhibit A and incorporated herein by this reference  
as if fully set forth, which Program sets forth the project  
location, type of improvement, and the estimated cost  
thereof, is hereby adopted and approved.

Section 2. Filing of Program. Pursuant to Chapter  
35.77 RCW, Staff is hereby authorized and directed to,  
within thirty (30) days, file a copy of this resolution  
forthwith, together with the Exhibit attached hereto, with  
the Secretary of Transportation and a copy with the  
Transportation Improvement Board for the State of  
Washington.

ADOPTED by the Redmond City Council this \_\_\_\_\_ day of

\_\_\_\_\_, 2024.

APPROVED:

\_\_\_\_\_  
MAYOR, ANGELA BIRNEY

ATTEST/AUTHENTICATED:

\_\_\_\_\_  
CHERYL D. XANTHOS, MMC, CITY CLERK

(SEAL)

FILED WITH THE CITY CLERK:  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO:

## Summary of 2024 Updates to the 2025-2030 Six-Year Transportation Improvement Program (TIP)

### A. Completed

*These projects were removed from the TIP because they were completed in 2023-2024.*

TIP #	Project Name	Change
B41	Redmond Technology Station Pedestrian & Bicycle Bridge	Completed
B80	156 <sup>th</sup> Ave NE Cycle Track – NE 28 <sup>th</sup> St to NE 40 <sup>th</sup> St	Completed
B94	Redmond Technology Station Ped-Bike Tunnel	Completed
C56	Overlake Access Ramp	Completed
C89	Plaza St Connection	Completed
P20	90 <sup>th</sup> Street Bridge Deck Overlay	Completed
P102	Avondale Road Pavement Rehabilitation – North of Union Hill Rd to NE 90 <sup>th</sup> St	Completed
S64	Targeted Safety Improvement – Rectangular Rapid Flashing Beacon Crossing – NE 116 <sup>th</sup> St and 159 <sup>th</sup> Ave NE	Completed
S71	Targeted Safety Improvements - Flashing Beacon - 180th Ave NE at 70th St; Bear Creek Pkwy at 159th PI NE	Completed

### B. Revised

TIP #	Project Name	Change
B86	Redmond Central Connector Improvements – Sound Transit Betterments	Revised scope to include trail connection to Redmond Way/SR202 at NE 76 <sup>th</sup> St.

**Summary of 2024 Updates to the  
2025-2030 Six-Year Transportation Improvement Program (TIP)**

**C. Added**

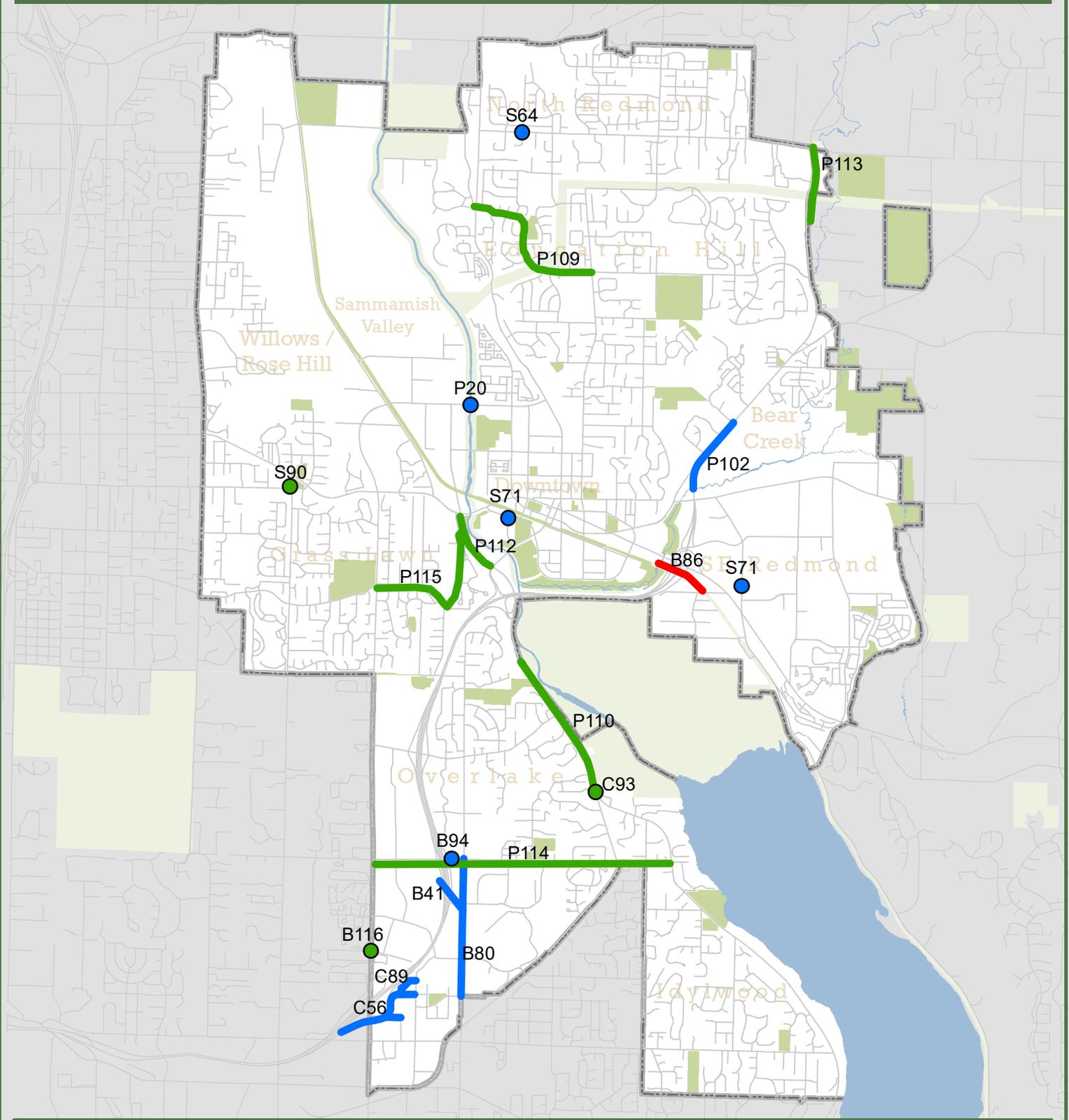
TIP #	Project Name
B116	Multimodal Access to Overlake
C93	Bel-Red and West Lake Sammamish Parkway Roundabout
P109	NE 104 <sup>th</sup> St – NE 109 <sup>th</sup> St Pavement Rehabilitation – Red-Wood Rd NE to 166 <sup>th</sup> Ave NE
P110	West Lake Sammamish Parkway Pavement Rehabilitation – Bel-Red Road to Marymoor Way
P112	154 <sup>th</sup> Ave NE Pavement Rehabilitation – Leary Way to Redmond Way
P113	Avondale Road Pavement Rehabilitation – NE 109 <sup>th</sup> St to 116 <sup>th</sup> Ave NE
P114	NE 40th Street Pavement Rehabilitation - 148th Ave NE to West Lake Sammamish Parkway
P115	Old Redmond Road Pavement Rehabilitation - West Lake Sammamish Parkway to 148th Ave NE
S90	140 <sup>th</sup> Ave NE & NE 80 <sup>th</sup> St Intersection Improvements

*These projects have been added to the proposed TIP because they are included in the proposed CIP, the Proposed CIS, or are included in Development Agreements, Grants, or Partner Agency projects.*

# 2025-2030 Transportation Improvement Program - Changes

City of Redmond, Washington

Last updated on 8/13/2024



Disclaimer: This map is created with data maintained by GIS Services Group, Technology and Information Services, City of Redmond, Washington. For reference

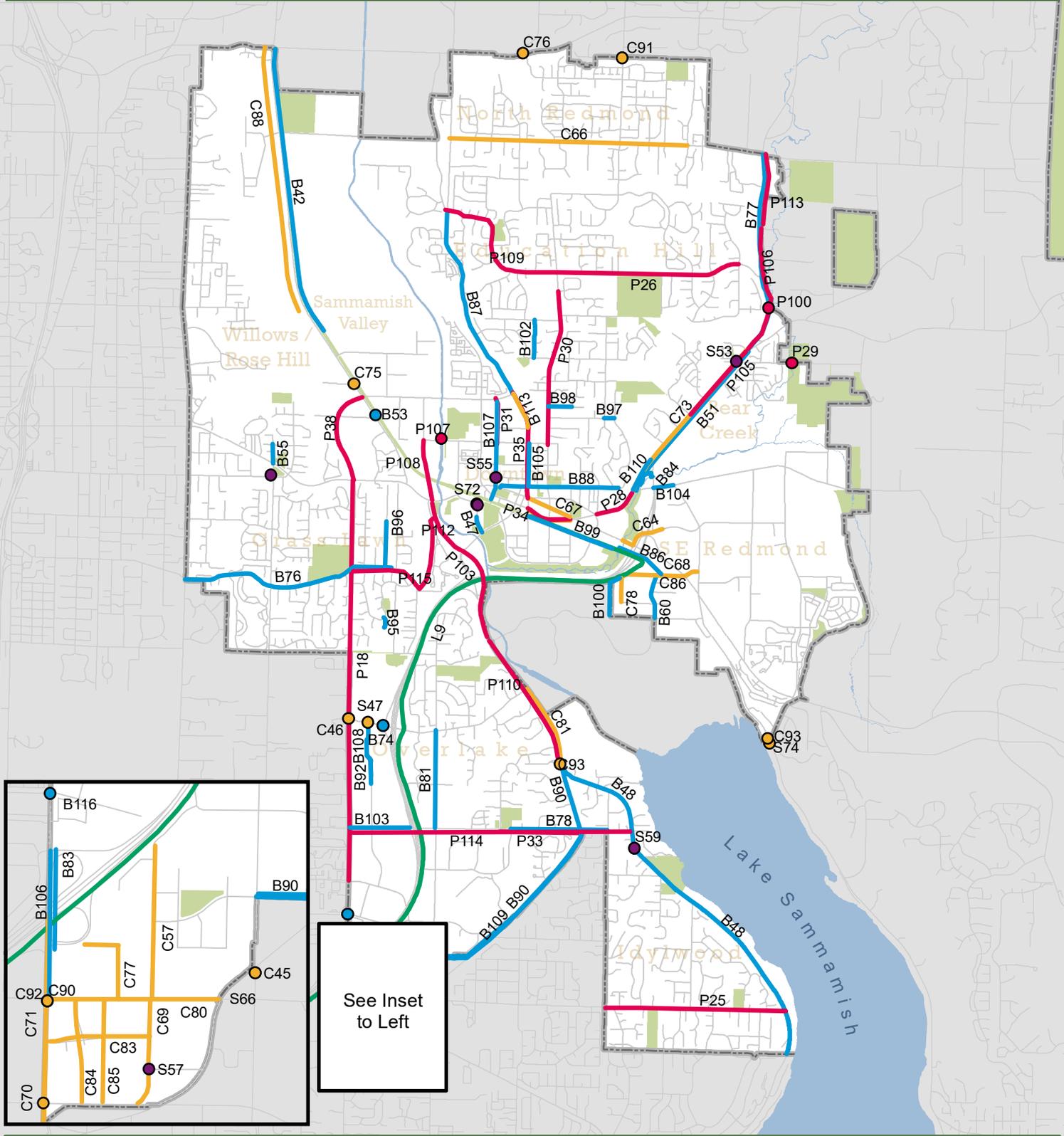
## LEGEND

- Completed
- Revised
- Added
- Streets
- City Park
- City Limit

# 2025-2030 Transportation Improvement Program - All Projects

City of Redmond, Washington

Last updated on 8/13/2024



**NORTH**

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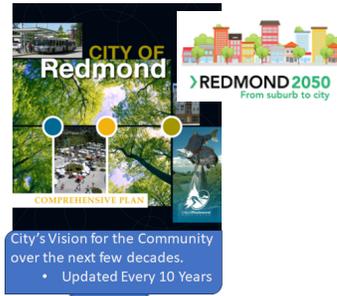
Disclaimer: This map is created with data maintained by GIS Services Group, Technology and Information Services, City of Redmond, Washington. For reference

**LEGEND**

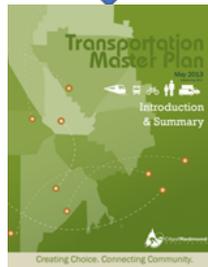
- Bike and Pedestrian Project
- Roadway Project
- Preservation Project
- Transit Project
- Safety Project
- Streets
- City Park
- City Limit

# Development of the Transportation Investment Program (TIP)

Comprehensive Plan -  
Redmond 2050



Transportation Master  
Plan (TMP)



Transportation  
Facilities Plan (TFP)



Capital Investment  
Strategy (CIS)



Bi-Annual Budget



## 6-Year Transportation Improvement Program (TIP)

Budget CIP

Grant Funded Projects

Maintenance Needs

Developer or External  
Committed Projects

Six-Year CIS/CIP

Grant Eligible Projects

Safety Needs

## Development of the Transportation Investment Program (TIP)

Plan	Update Frequency
Comprehensive Plan – Redmond 2050	Every 10 years
Transportation Master Plan (TMP)	Every 10 Years
Capital Investment Strategy (CIS)	Every 6 years
Transportation Facilities Plan (TFP)	Every 6 years
Capital Improvement Program (CIP)	Bi-annually
Transportation Improvement Program (TIP)	Annually
Bi-Annual Budget	Bi-Annually



## BID RESPONSE

Responding To:

**Bid/Project Number: RFP 10826-24**

**Bid/Project Title: Transportation Master Plan**

**Closing Date: 07/23/2024 2:00PM PST**

Submitted By:

Name of Company Submitting Response:

Fehr & Peers

Printed Name of Person Submitting Response:

Elise Noel Sydora

Email:

e.sydora@fehrandpeers.com

Signature of Person Submitting Response:

DocuSigned by:  
*Elise Noel Sydora*  
8CB4C7A4540D4B6...

Date:

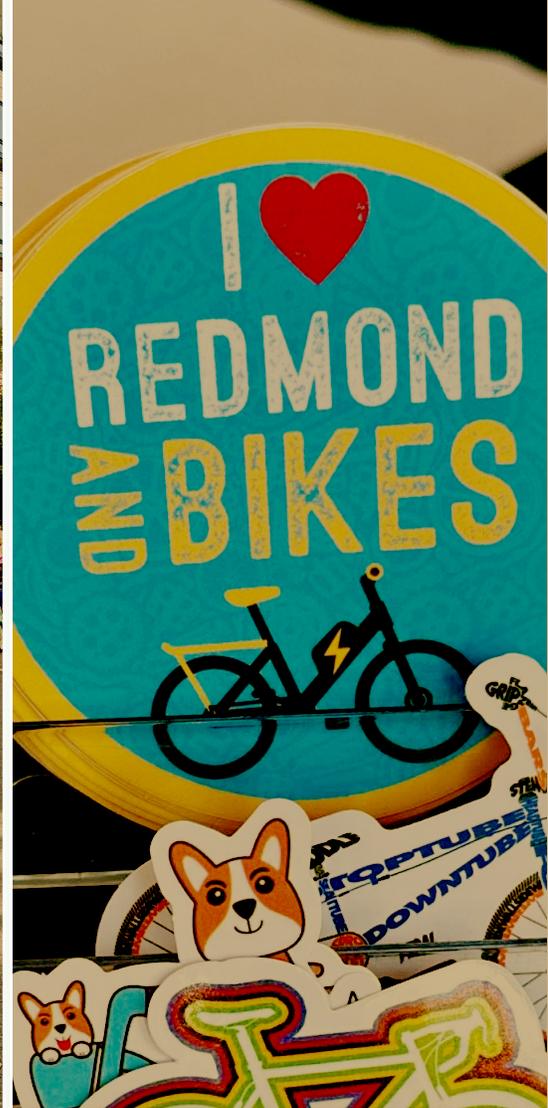
7/23/2024

Attach Your Bid/Proposal:

Remember to sign your bid/proposal



Attach all pages of your response here



Proposal for

# City of Redmond Transportation Master Plan

Submitted by Fehr & Peers and Toole Design Group | July 23, 2024

# Proposals

- 01** Cover Letter
- 02** Summary of Approach
- 03** Hours
- 04** Project Schedule
- 05** Project Lead & Team Qualifications
- 06** Subconsultants
- 07** References
- 08** Work Samples
- 09** Cost
- 10** Business Name
- 11** Business License
- 12** Valid Time Period

# Cover Letter

Heidi Johnson  
Sr. Purchasing Agent  
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(425) 556-4201

Josh Mueller  
Senior Transportation Strategist  
jmueller@redmond.gov  
(425) 556-2461

**Subject: Request for Proposals  
10826-24 - Transportation  
Master Plan**

**List of services offered by  
Fehr & Peers** *(in accordance  
with the scope of work):*

- Bicycle and Pedestrian Master Plans
- Bicycle and Pedestrian Signals
- Big Data Analysis
- Corridor Studies
- EIS/SEPA Transportation Impact Analysis
- Complete Streets Planning & Design
- Freight Planning
- Intersection Design
- Local Climate Action Plans
- Parking
- Roundabout Design
- Safety/Vision Zero Planning & Design
- Sustainable Transportation Strategies
- Traffic Demand Management
- Traffic Operations Analysis
- Transit Planning
- Transportation Policy and Equity Analysis
- Transportation Systems Planning
- Travel Demand Forecasting

Dear Heidi and Josh,

On behalf of Fehr & Peers, we are pleased to submit our proposal to partner with the City of Redmond on the update of its **Transportation Master Plan (TMP)**. The City of Redmond is continuing a dramatic transition from suburb to city with light rail passenger service planned to extend to Downtown Redmond and to Seattle in 2025. It is the right time to update the 2013 TMP and fully align it with the vision for Redmond 2050. This TMP update will tie together future land use growth, Redmond 2050 policies, and other transportation planning since 2013 into a seamless, multimodal transportation system offering safe and convenient travel options for the full spectrum of Redmond's residents, employees, and visitors well into the future.

Over the past few years, we have appreciated the opportunity to get to know your city. This is not your run-of-the-mill TMP and, as a result, Redmond needs more than a run-of-the-mill team for this effort. As one of the largest firms in the country specializing exclusively in transportation planning and engineering services, Fehr & Peers is up to the task. **We have led more than 50 TMPs and Transportation Element (TE) updates in Washington state, arming us with deep war chest of ideas and strategies to address some of your most pressing transportation issues.** Fehr & Peers is a frequent collaborator with Sound Transit and King County Metro, which will be key partners in weaving Redmond's local transportation system into the overall regional transit system. We have also helped other agencies plan for and realize the dramatic change that Redmond seeks: from our collaborations with Everett and Kirkland in the development of Transit Implementation Plans to Don Cairn's leadership in Redmond setting the table for effective transit integration, we are ready to help Redmond proactively guide its transportation system's evolution.

To meet the specific needs of this project, we have enlisted the talents of **Toole Design Group**. Toole brings one of the strongest resumes in the country in active transportation modes and safety planning. Most applicable for the City of Redmond, Toole recently developed the City of Seattle's Bicycle and Pedestrian Network, and has been involved with the network development of these facilities since 2008.

We are committed to working with you to develop a TMP that truly considers community needs and establishes a multimodal transportation policy framework for an actionable and implementable plan. We hope that this proposal communicates our expertise, availability, and enthusiasm to work with you. Feel free to contact **Marissa Milam**, as the main point-of-contact, with any questions at (206) 453-1620 or [m.milam@fehrandpeers.com](mailto:m.milam@fehrandpeers.com). We look forward to talking to you further about how we can support Redmond 2050.

Sincerely,



Marissa Milam  
Project Manager, Fehr & Peers



Chris Breiland, PE  
Principal-in-Charge, Fehr & Peers

## Section 1:

# Project Understanding & Summary of Approach

The City has developed a well thought-out scope for the Transportation Master Plan (TMP) update. Based on our experience working with Redmond for more than 15 years, lessons learned from other communities on Transportation Element (TE)/TMP updates, transit strategy plans, and non-motorized analyses, we have highlighted key areas where our team's experience can enhance the final TMP. Through our discussions with City staff and collective work in the community, we understand that the following elements are critical to developing a complete TMP update that will meet Redmond's needs into 2050 and beyond: **Integrated, thoughtful modal planning; a strong emphasis on safety, resiliency, sustainability, and complete streets; strong facilitation and communication with City Council and staff, and the development of an actionable plan that advances Redmond's values and priorities through strategic investments in projects and programs.**

## Task 1: Project Management and Coordination

As Project Manager, **Marissa Milam** will be the point person for contact with City staff and will manage technical aspects of the project, including quality assurance and quality control. She will maintain regular communication with the City's project manager through bi-weekly check-in calls. She will be supported by **Chris Breiland, PE**, Principal-in-Charge, to ensure timely responses and product delivery. Marissa and Chris have collaborated in this capacity for **Redmond's 2050 Comprehensive Plan and EIS**, as well as numerous other projects, such as **Bainbridge Island's Transportation Element update**.

As a complex project with many moving pieces, the kick-off meeting will involve City staff and the consultant team to review and confirm scope, schedule, budget, and deliverables. The kick-off meeting will establish communication protocols, clarify the Redmond's expectations on

deliverables, and highlight schedule milestones or other key points. Marissa will provide monthly invoices and progress reports to document scope progress, budget expenditure, and any issues. In the case of unanticipated issues or scope changes, Marissa will coordinate with City staff to address any concerns.

## Task 2: Street System Plan

### 2.1 Network Analysis

**Toole Design** will combine data from the City's planning efforts into an integrated Compete Streets Network for incorporation into the Street System Plan. This task includes taking the results of several sources to plan for connections to light rail stations, neighborhood commercial centers, grocery stores, schools, and multi-family housing.

Toole Design is intimately familiar with the network needs for bicycles through the development of the City's **Bicycle Network Strategy**, which includes a network analysis using a data-driven approach to right-

size the City's investment in bicycle infrastructure to achieve five percent bicycle mode share within nine years. With a focus on maximizing ridership by connecting major activity centers with safe, high-comfort facilities, including integration of existing and planned trails, the Toole Design team developed a strategic implementation plan that included multi-year phasing and estimated costs per year.

The bicycle network data will be combined with Fehr & Peers' extensive data from the City's travel model and vehicle operations analysis prepared as part of the **Redmond 2050 EIS**. Using this data, along with City data around sidewalk network gaps and key freight routes, the team will highlight corridors that include multiple modes that have overlapping modes to prioritize connections to determine the best facilities for travel. Our team will work collaboratively with Redmond staff to also blend in information about traffic safety, state of repair, and equity to provide the City with a full-data driven picture of how the different modes interact across the entire street network.



# Emerging Transportation Trends & Technology

Vital to any comprehensive planning process is a clear understanding of the potential impacts of emerging transportation technology. This includes the growth and impact of transportation network companies such as Uber and Lyft and shared mobility services for first/last mile connectivity to transit, along with the potential impacts of autonomous vehicle technology. Transit speed and reliability tools and technology will also be addressed.

Fehr & Peers has become an expert at providing guidance on transportation technology impacts. We provided technology assessments for King County Metro’s long range plan, Metro Connects, and developed a comprehensive mobility hub strategy for the City of Shoreline. Additionally, through our work with the Spokane Transit Authority, Josephine County, and the City of Kirkland, we helped identify emerging mobility trends and provided our clients with data and recommendations to best incorporate emerging technology into their transit network.

Our work on Sound Transit’s Express Bus Network Plan involved evaluating over five years of travel time data to identify trends in how different routes have been affected by increased congestion. As part of the planning process, we will provide an overview of the opportunities and challenges inherent with emerging transportation technology and what it means for transit service in the future. Fehr & Peers’s experience with local and regional transit planning and deep understanding of transit data and travel patterns puts our team in a unique position to develop Redmond’s Transit Strategic Plan.

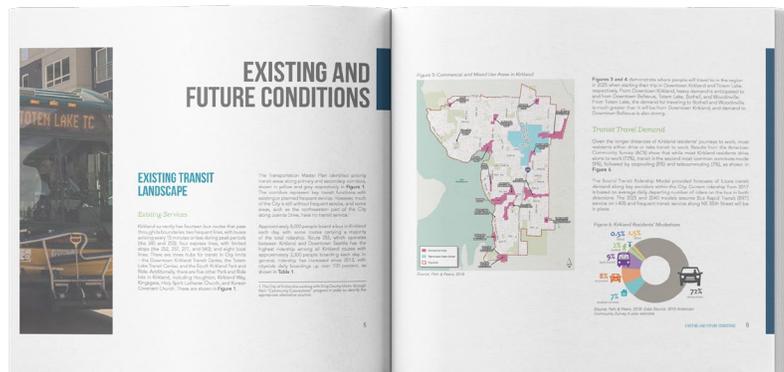
## 2.2 Modal Integration Strategy Development

This task will focus on resolving any overlapping priorities in modal networks identified in the **Task 2.1**. Based on our team’s experience with Redmond, we understand that key transportation goals from **Redmond 2050** include, “resiliency, sustainability, maintained in state of good repair, complete and accessible active transportation, leveraging regional transportation investments, and implementing an equitable and inclusive transportation system.” The data developed in **Task 2.1**, along with our team’s collaborative approach working with Redmond staff will ensure we develop a balanced modal integration strategy for the City. One potential way our team can effectively collaborate with City staff is through a series of workshops to effectively resolve modal conflicts and balance modal investments. We have experience in both online and in-person workshops, both of which have proven to be efficient and effective.

As an added value to Redmond, we are prepared to integrate the modal integration strategy into the TMP document as part of this scope. Our team’s familiarity with the 2013 TMP, the current TMP project list, goals, and policies, and Redmond’s transportation vision and values allow us to efficiently work with City staff on integrating the strategy into the TMP.

## Task 3: Transit Strategic Plan

Fehr & Peers is at the forefront of transit planning in the Pacific Northwest region, and is well-suited to lead this effort to ensure that Redmond residents, employees, and visitors have exceptional transit service and access. Our recent work includes providing the primary



**Project Highlight:** Fehr & Peers supported the City of Kirkland in the development of their **Transit Implementation Plan**, to understand the current and future transit travel environment and to identify the appropriate capital and programmatic investments that Kirkland could make to help support the growth of transit in the City. The plan identified a discrete set of projects that would improve transit speed and reliability, access-to-transit, and integration with regional transit investments.



technical analysis for **King County Metro's (KCM) Long Range Plan, "Metro Connects,"** leading shuttle and microtransit planning for Bellevue and King County Metro, preparing the **City of Kirkland's Transit Implementation Plan,** and leading Redmond's previous **Transit Strategic Plan** in 2015.

Fehr & Peers will first work with City staff to define the overarching goals of the Transit Strategic Plan, such as enhancing connectivity to light rail, improving coverage, increasing ridership, and reducing greenhouse gas emissions. These goals will inform the development of a set of performance measures that assess transit performance, coverage, equity, greenhouse gas reductions, and efficiency for the proposed future transit network in Redmond.

The team will review the planned future service for Redmond in **Metro Connects,** KCM's Long Range Transit Plan, to assess how well the proposed transit network serves all areas of the City. This review will serve as a timely opportunity for Redmond to identify desired changes to KCM's proposed transit service, such as new routes or shorter headways, as KCM plans their update to the **Metro Connects** plan within the next two years. The Transit Strategic Plan will also evaluate gaps in transit access and use the established goals and performance measures to develop key strategies to improve transit access and connections, such as microtransit or mobility hubs. Based on the Network Analysis in **Task 2.1,** this plan could also address speed and reliability improvements at locations with identified modal conflicts.

## Task 4: Pedestrian Chapter

### 4.1 Crossing Analysis

Fehr & Peers has developed a suite of ArcGIS tools to identify gaps and hazards in pedestrian networks, as well as conduct prioritization analyses that can be directly applied to Redmond's pedestrian network. This analysis will ultimately develop a list of ranked crossing gaps to prioritize for construction of a safe and convenient pedestrian and bicyclist network. Fehr & Peers has recently completed similar work for the **Renton Citywide Pedestrian Walkability Study,** and the **Bellevue Mobility Implementation Plan.** Since our team already has the fundamental tool developed, we can focus on refining the tool for Redmond's specific needs, for example, we could include key points of interest and new crash/safety data.

### 4.2 Sidewalk Alternatives

This task will focus on the evaluating the locations where sidewalk gaps exist in Redmond. Once we understand the

general categories of existing conditions, Toole Design will lead the review of identifying sidewalk alternatives using design guidance and basis of design documentation from existing City of Redmond standards, PROWAG, MUTCD, FHWA, and WSDOT. The team will develop up to eight (8) alternative sidewalk designs.

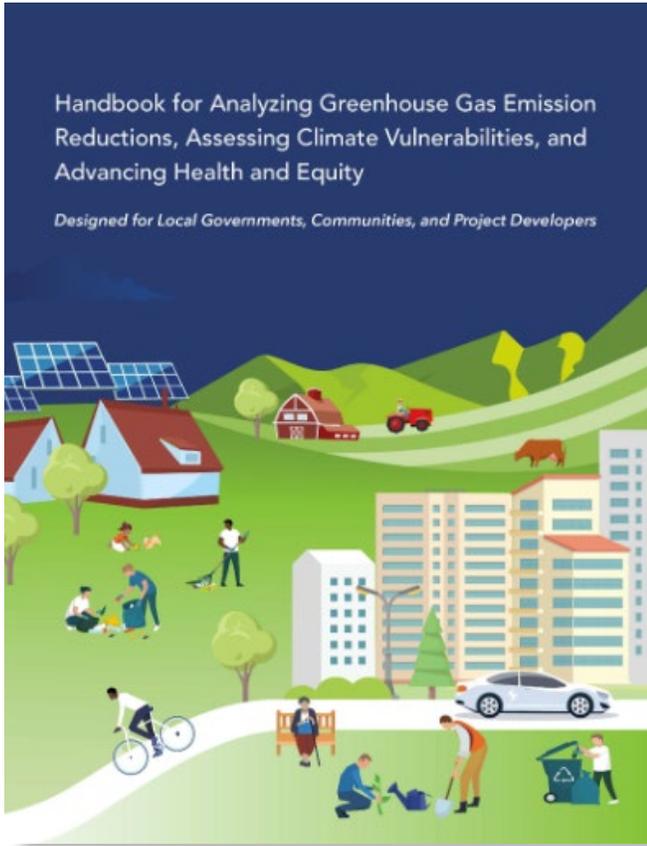
Toole Design staff have worked with the City of Bellevue, Seattle, Portland, and Gresham, Oregon to develop sidewalk alternatives that serve pedestrians of all ages and abilities and consider opportunities to provide lower stress bicycle alternatives at the same time. Our team is prepared to consider the recently adopted **PROWAG, best practices for Safe Routes to School, Traffic Calming, and Safety System Counter Measures** to provide pedestrian facilities where a concrete curb and gutter cross section is not desired, feasible, cost effective, or for some other reason not applicable. Recently, Toole Design has worked with the City of Seattle HomeZone team that provided a network analysis for traffic calming to fully evaluate the opportunities and constraints to reallocate space within the local road network for pedestrians with a variety of tools including "Slow Streets", painted pedestrian paths, diverters, hardened centerlines, asphalt walkways, and shared use paths.

In Bellevue, Toole Design supported the development of a broader **Safe Routes to School** response that connected the walking routes for two public and two private schools to create a shared use path along a minor arterial that served as a backbone to connecting the schools and the neighborhoods to the local transit service and the amenities and services of Downtown Bellevue. Our team is prepared to provide best practices research, design guidance, code review/development support, and collaborate on developing sidewalk alternatives that would best support reducing and filling gaps in Redmond's network.

## Task 5: GHG Analysis

Reducing vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions is a key transportation and environmental sustainability goal of Redmond and many of the surrounding communities in the Puget Sound region. Redmond City Council adopted their **Environmental Sustainability Action Plan** in 2020, which included a VMT per capita reduction goal of 30% by 2035, and 50% by 2050.

The core goals of **Task 5** will be to determine the baseline VMT conditions and evaluate different scenarios to identify which strategies and transportation projects will provide



**Project Highlight:** Fehr & Peers, as a subconsultant, updated the [Quantifying Greenhouse Gas Mitigation Measures Handbook](#), CAPCOA, 2021. This handbook is the industry standard for VMT and GHG mitigation measures and needed a major overhaul to capture new research over the past decade.

substantial progress towards reducing per-capita VMT. To identify the most effective recommendations to reduce VMT and GHG emissions, we propose to first conduct a travel market assessment using Fehr & Peers’ established step-by-step process. This analysis will identify the key travel markets, such as residents and employees, for trips into and out of Redmond, which will help to identify which trip types would be most affected by VMT reduction strategies and projects.

Following this initial analysis, we will leverage our robust experience with Redmond’s travel demand model to develop future baseline VMT estimates and mode shares based on the **Redmond 2050** preferred land use scenario. This step will emphasize the role that the Redmond 2050

land use strategy has in reducing VMT per capita through increased housing and job density across the city, which allows people to travel more sustainably by enabling shorter trips and connecting a greater number of people to major regional transit nodes. Through previous planning work and the results of **Tasks 2, 3, and 4**, Redmond aims to complete a safe, connected multimodal network to support sustainable travel. While individual multimodal projects typically don’t provide large VMT reductions on their own, the construction of a safe all ages and abilities multimodal network that connects people to key destinations is necessary to support the mode shift and VMT reduction associated with other transportation demand management (TDM) strategies, such as parking pricing or efficient freight delivery.

Fehr & Peers will work with Redmond staff to develop a range of scenarios that build on the Redmond 2050 growth strategy and multimodal network to further reduce drive-alone vehicle trips. Scenarios can be defined by implementation timeframe and associated cost. We have extensive experience in VMT reduction analysis through similar projects in Washington such as the **Bainbridge Sustainable Transportation Plan**, **King County Metro Mobility Analysis**, and our role as the transportation lead in the **Puget Sound Regional Emissions Analysis**. Fehr & Peers has also developed custom tools across the company, such as the TDM+ tool, which is used to analyze specific transportation demand management strategies. TDM+ grew out of our technical analysis of GHG mitigation measures for the **California Air Resource Board Zero Carbon Buildings Study**, and prior work for the **California Air Pollution Control Officers Association (CAPCOA)** and the **Bay Area Air Quality Management District (BAAQMD)**. All of these groups required a rigorous, documented meta-analysis of TDM efficacy to ensure that proposed mitigation measures would effectively meet California’s strict GHG emissions reductions goals.

## Task 6: Facilitation and Communication

The Fehr & Peers team has worked with Redmond staff and City Council for more than 15 years and understands the different priorities and goals across departments. We will take early action to facilitate a workshop to determine a shared transportation vision for the City and develop clear goals to guide Redmond’s transition from a suburb to a city. After this workshop, the team will prepare best practice strategies and relevant examples from other cities to guide additional discussions about the trade-offs of achieving the City’s transportation vision.

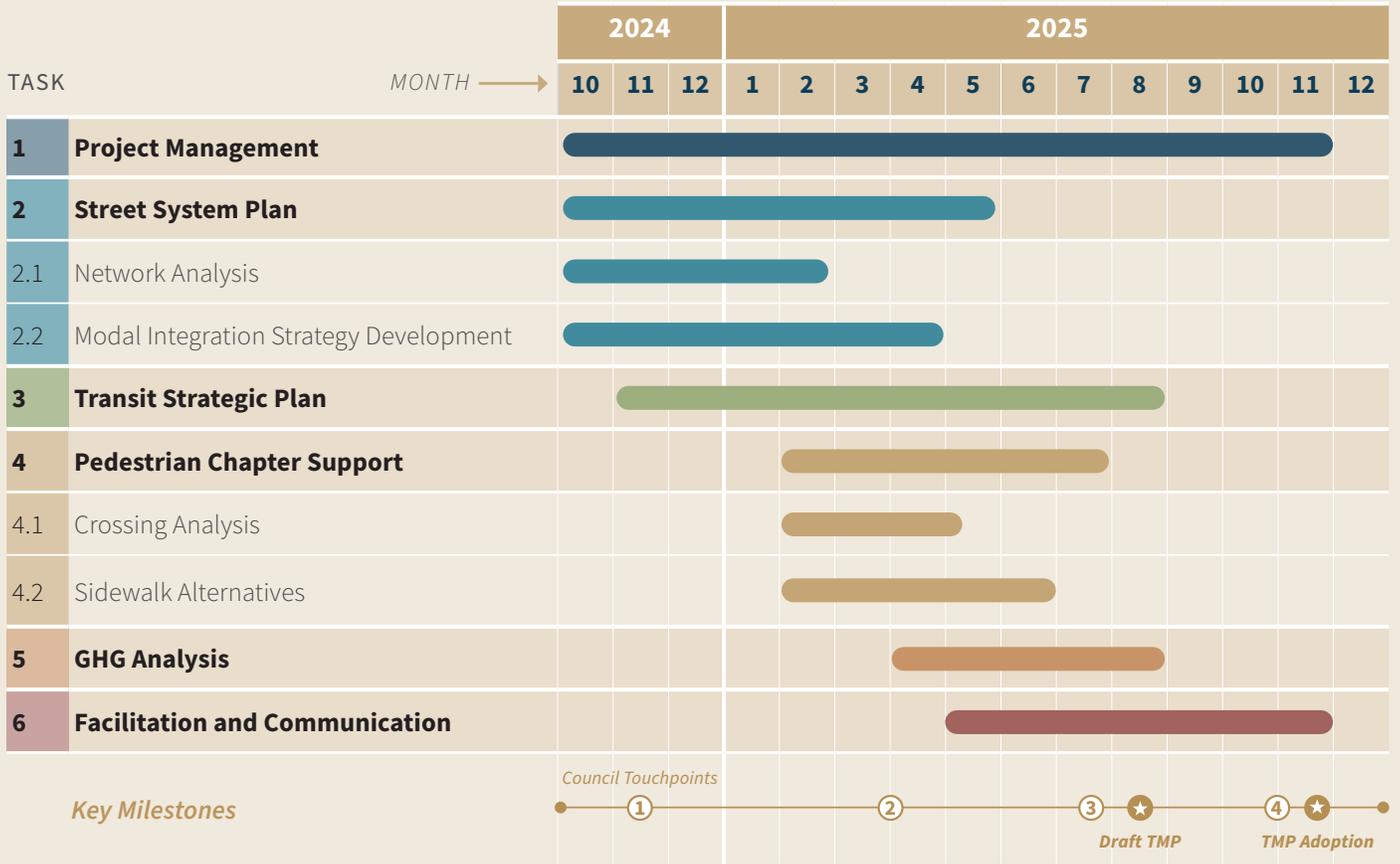
## Section 3: Hours

Provided below are **hour estimates** for our recommended approach(es) that include the number of hours by task and by project team member for tasks identified in this RFP.

		Principal	Project Manager	Senior Planner/Engineer	Junior Planner/Engineer	Graphics	Admin	Senior Planner/Engineer	Junior Planner/Engineer
		FEHR & PEERS					TOOLE		
<b>TASK 1</b>	<b>Project Management</b>	6	24				12	12	
<b>TASK 2</b>	<b>Street System Plan</b>								
TASK 2.1	Network Analysis	8	16		32	8	3	12	24
TASK 2.2	Modal Integration Strategy Development	4	16		40	8	3	12	6
<b>TASK 3</b>	<b>Transit Strategic Plan</b>	4	24	16	60	12	5		
<b>TASK 4</b>	<b>Pedestrian Chapter Support</b>								
TASK 4.1	Crossing Analysis	2	12		36	4	3	8	4
TASK 4.2	Sidewalk Alternatives	4	8				1	16	46
<b>TASK 5</b>	<b>GHG Analysis</b>	8	32	4	58	8	5		
<b>TASK 6</b>	<b>Facilitation and Communication</b>	20	28	2	20	12	3	8	
<b>TOTAL HOURS</b>		<b>56</b>	<b>160</b>	<b>22</b>	<b>246</b>	<b>52</b>	<b>35</b>	<b>68</b>	<b>80</b>



# Section 4: Project Schedule



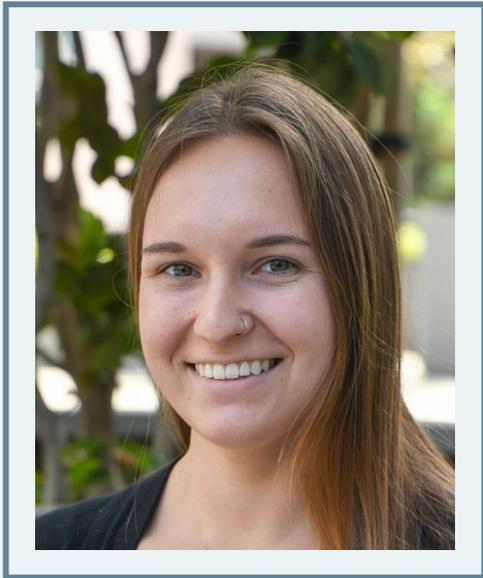
## List of Deliverables and Tentative Deadlines

Fehr & Peers has a demonstrated track record of being highly responsive to our clients’ schedule constraints. Before our projects begin, we analyze and forecast the time and resources needed to complete project deliverables by their scheduled due date. We check in weekly to ensure our projects have the proper staff to meet deadlines and adjust staffing as needed.

In addition to our local professionals, Fehr & Peers has a deep bench of qualified staff (200+ planners and engineers firm-wide) who can assist as needed. Above is our proposed monthly schedule for completing the project within the City’s timeline.

Section 5:

# Project Lead & Team Qualifications



## Marissa Milam

### Project Manager

#### ABOUT

Marissa is a Senior Transportation Planner who is passionate about technical analysis and using data to solve complex issues and deliver meaningful project recommendations. Marissa specializes in travel demand forecasting, traffic operations, data analysis, and transit planning.

Marissa enjoys working in the Puget Sound and western Washington area, and has recently managed innovative projects for Island County, WSDOT, Redmond, King County, Bainbridge Island, Island Transit, and Sound Transit.

📍 Seattle, Washington

#### EDUCATION

B.S., Civil Engineering,  
University of California, Berkeley

#### AFFILIATIONS

Institute of Transportation  
Engineers (ITE)



**Marissa was able to answer all the [Council's] questions and did a great job at the presentation.**



**Autumn Salamack**  
Planning Director, City of Bainbridge Island

*On working with Marissa on the Transportation Emissions Reduction Strategy.*

#### RELEVANT EXPERIENCE

##### Local Redmond Experience

- 2018 Base Year Model; Lead Analyst
- 2050 Travel Demand Model; Project Manager
- 2050 Comprehensive Plan and EIS; Lead Analyst
- Transportation Master Plan (TMP) support; Lead Analyst

##### Other Related Experience

- Bainbridge Island Transportation Element, Bainbridge Island, WA; Project Manager
- Gig Harbor Transportation Element, Gig Harbor, WA; Project Manager
- Bainbridge Island Sustainable Transportation & GHG Emissions, Bainbridge Island, WA; Project Manager

#### EXPERTISE

Travel demand forecasting

Multimodal planning

Traffic operations

Transit planning

Data analysis

# Key Staff

Our team will be led by **Marissa Milam**, who will be the day-to-day point person coordinating with the City and other team members. From Fehr & Peers, **Chris Breiland, PE** will provide strategic oversight as Principal-in-Charge, while **Aaron Gooze, AICP** will support the team and serve as the Transit Integration Expert and **Don Cairns, PE**, previous assistant Planning Director at the City of Redmond, will act as Strategic Advisor throughout the course of the project.

From Toole Design **Amalia Leighton Cody, PE, AICP** will lead modal integration strategy development and **Allison Phillips** will support the team as a Non-Motorized Planner.

The organization chart below show each staff member’s role and resumes for our lead staff are also provided in this section.

## Fehr & Peers Client Survey Results

Clients said we met or exceeded expectations:



## Organizational Chart

-  FEHR & PEERS
-  TOOLE DESIGN



### Project Leadership



**Chris Breiland, PE**  
Principal-in-Charge




**Marissa Milam**  
Project Manager & Multimodal Planner




**Don Cairns, PE**  
Strategic Advisor  
**Previous Assistant Planning Director**



### Key Project Personnel



**Aaron Gooze, AICP**  
Transit Strategy Lead




**Amalia Leighton Cody, PE, AICP**  
Modal Integration Lead




**Allison Phillips**  
Non-Motorized Planner





# Chris Breiland <sup>PE</sup>

Principal-in-Charge

20%

📍 SEATTLE, WASHINGTON

## EDUCATION

M.S., Civil Engineering, University of California, Irvine

B.S., Environmental Policy Analysis and Planning, University of California, Davis

## REGISTRATIONS

Professional Engineer (PE), Washington, #47622)

## AFFILIATIONS

- Institute of Transportation Engineers (ITE)
- Transportation Research Board (TRB)
- Urban Land Institute (ULI)

## ABOUT

Chris has over 20 years of experience working with communities to identify practical solutions for complex transportation problems. He is experienced in transportation impact fees, transportation finance, travel demand forecasting, transportation behavior analysis, trip generation, mode choice, and multimodal level of service. He has developed twelve transportation impact fee programs for communities across the country. Through his deep understanding of impact fee law and methods, Chris is able to work with communities to tailor the programs to meet local needs, address unique funding requirements, or gain approval from elected officials.

## RELEVANT PROJECT EXPERIENCE

### Redmond Transportation Master Plan (TMP) and GMA Compliance Support, Redmond, WA

Chris led a top-to-bottom review of Transportation Master Plan policies to identify recommendations to align them with regional requirements and ensure they align with the city’s transportation and land use vision. Specifically, the policy review focused on consistency with PSRC guidance, refining policies to spur cooperation with neighboring jurisdictions, defining MMLOS metrics, confirming MMLOS performance targets, and conducting a full-scale analysis of MMLOS performance targets. The revised and refined policies were then tested to ensure compliance with the Growth Management Act requirements for the city’s transportation network and state-owned roads.

### Bellevue Multimodal Level of Service (LOS), Bellevue, WA

Chris served as project manager and lead facilitator for a citywide development of Multimodal Level of Service metrics, standards, and guidelines for the City of Bellevue. Key to this project were a series of eight coordinated workshops with staff from long range planning, current planning, transportation, capital facilities, and traffic operations. The goal was to review potential multimodal level of service metrics, standards, and guidelines and refine ideas in a way that they could work across departments to achieve the city’s transportation vision.

### Bellevue Mobility Implementation Plan (MIP), Bellevue, WA

Chris led the development of a new way to plan and implement multimodal investments in the City of Bellevue. The Mobility Implementation Plan is fundamental to supporting the City’s Transportation Element and includes a multimodal LOS framework and new concurrency program.

### Olympia Transportation Master Plan, Concurrency Program, and Impact Fee Study, Olympia, WA

Chris’s work on Olympia’s Impact Fee Study involved reviewing the latest research detailing the travel characteristics of mixed-use and transit-oriented development. Based on this research, the project team summarized best practices to relate the trip reductions of these types of developments to fee programs and travel demand modeling. In the second phase of the project, we used our Main Street tool to analyze trip generation and land use changes in certain “activity centers,” including downtown Olympia and frequent transit corridors.



# Marissa Milam

**Project Manager | Senior Multimodal Planner**

70%

📍 SEATTLE, WASHINGTON

## EDUCATION

B.S., Civil Engineering, University of California, Berkeley

## AFFILIATIONS

- Institute of Transportation Engineers (ITE)

## ABOUT

Marissa is a Senior Transportation Planner who is adept at technical analysis and using data to solve complex issues and deliver meaningful project recommendations. She specializes in travel demand forecasting, traffic operations, climate and sustainability analysis, and Big Data analysis and application. She enjoys working with clients around the Puget Sound, and has recently managed projects for Gig Harbor, Island County, Island Transit, Snohomish County, WSDOT Mt. Baker Region, Bainbridge Island, and Sound Transit.

## RELEVANT PROJECT EXPERIENCE

### Redmond 2050 Comprehensive Plan and EIS, Redmond, WA

Marissa led the transportation analysis for the City of Redmond’s 2050 Comprehensive Plan, where Fehr & Peers evaluated the transportation effects of the proposed land use alternatives. For each alternative studied this included evaluating Vehicle Miles Traveled (VMT) and greenhouse gas (GHG) emissions, forecasting future year traffic volumes at major intersections, evaluating traffic operations, and coordinating with the City to identify potential mitigation projects. This analysis was documented in the transportation chapter of the Environmental Impact Statement (EIS).

### Redmond Base Year and 2050 Travel Demand Model, Redmond, WA

Marissa was a lead analyst for Redmond’s efforts to develop an updated 2018 base year travel demand model. She used Redmond’s household travel survey to calibrate and validate the base year model and updated the roadway network with recent infrastructure projects to improve the vehicle assignment. Marissa also developed the 2050 travel demand model based on the improvements made to the base year model, and worked with the Comprehensive Plan team to analyze the Redmond 2050 Preferred land use scenario.

### Bainbridge Island Transportation Element, Bainbridge Island, WA

Marissa was the project manager for Bainbridge Island’s 2024 Transportation Element update. Her work included developing multimodal level of service policies and networks, analyzing future travel demand based on the proposed land use changes, and updating the City’s concurrency program to better align with their multimodal project list and priorities. She also worked with the City to update their Transportation Impact Fee program, which included a transition to a person-trip based program from vehicle-based to support the City’s long-range multimodal project list.

### Gig Harbor Transportation Element, Gig Harbor, WA

Marissa was the project manager for the update of the City of Gig Harbor’s Transportation Element for the 2024 Comprehensive Plan. The project has included the development of the City’s transportation priorities, multimodal layered network, and long-range project list. She also worked with the City to transition to a person-trip based Transportation Impact Fee program.



# Aaron Gooze <sup>AICP</sup>

Transit Strategy Lead | Principal

30% ██████████

📍 SEATTLE, WASHINGTON

## EDUCATION

M.S., Civil Engineering, Georgia Institute of Technology

Masters, City and Regional Planning, Georgia Institute of Technology

B.S., Industrial Engineering, Northwestern University

## REGISTRATIONS

American Institute of Certified Planners (AICP) #028604

## AFFILIATIONS

- American Planning Association (APA)

## ABOUT

Aaron is a Principal with 16 years of experience in the transportation industry. He leads much of Fehr & Peers’ multimodal planning in the Pacific Northwest and has led studies focused on long-range transit planning, Greenhouse Gas (GHG) emissions and ridership forecasting, non-motorized access-to-transit, and multimodal operations analysis. He has supported local and regional agencies such as Seattle Department of Transportation, WSDOT, Sound Transit, and King County Metro to support their efforts in operating a more efficient and more equitable transportation system and he brings innovative expertise as the Data Science Discipline Lead at Fehr & Peers.

## RELEVANT PROJECT EXPERIENCE

### Kirkland Transit Implementation Plan, Kirkland, WA

Aaron led a consultant team to identify capital and programmatic investments to improve transit operations within the City of Kirkland and access to Sound Transit stations within the city. The project involved a robust outreach process to guide the prioritization and identification of transit priority and non-motorized access treatments. Qualitative and quantitative analysis with industry tools and Fehr & Peers’ Reliability+ and Access+ tools informed the project development process, and the final plan provided a detailed implementation plan to improve transit connectivity throughout the city through partnerships with local and regional agencies.

### Sound Transit West Seattle & Ballard Link Extensions, Puget Sound, WA

As the Non-motorized Lead, Aaron is leading the assessment of station access for Sound Transit’s Ballard and West Seattle Link Light Rail Extensions project. This includes assisting Sound Transit with identifying local plans and policies that could influence the project, developing innovative visualizations for pedestrian and bicycle connectivity, and prioritizing non-motorized investments to address gaps in the network.

### King County Metro, Mobility Framework, King County, WA

Aaron was the project manager for Fehr & Peers’ work to assess travel trends and mobility opportunities for King County Metro’s Mobility Framework. The analysis focused on identifying “areas of greatest need” by developing spatial scoring metrics that incorporated demographic and transit service data. Fehr & Peers developed an accessibility model that could comprehensively assess opportunities for priority populations such as low-income households and communities of color and how access to jobs and services varies across the County. The study also looked at how travel patterns are changing with the advent of new mobility solutions and how best to integrate fixed-route transit with these strategies. A specific analysis provided a detailed assessment of how first-last mile solutions could improve access to opportunities in areas with relatively infrequent transit service coverage.

### King County Metro, RapidRide Prioritization Plan, King County, WA

As a subconsultant, Aaron oversaw technical elements to provide planning and related services to King County Metro to determine the RapidRide line candidate corridors for the expansion of and reinvestment in Metro’s RapidRide network, Metro’s bus rapid transit service. The study included detailed ridership forecasting, stop optimization planning, and sensitivity tests to understand the demand impacts of speed & reliability, post-pandemic conditions, and land use changes.



# Don Cairns <sup>PE</sup>

Strategic Advisor | Principal

15%

📍 REDMOND, WASHINGTON

## EDUCATION

Rocky Mountain Management Program graduate

B.S., Civil Engineering, Santa Clara University

## REGISTRATIONS

Professional Civil Engineer, WA #23136

## AFFILIATIONS

- Institute of Transportation Engineers (ITE)
- American Public Works Association

## ABOUT

Don has over 40 years of experience in transportation planning and engineering, project management, staff management and development, and policy and coordination with elected officials. Previously Don worked at the City of Redmond, Washington for 38 years and most recently as Assistant Planning Director responsible for Transportation Planning & Engineering. Included in his responsibilities was serving as City Director for two design-build light rail projects with 4.4 miles of guideway and 4 stations and 2 bridges over SR 520 all currently under construction. Don has been a pioneer in transportation planning and engineering while at Redmond completing one of the first comprehensive Transportation Master Plans in the State of Washington in 2005 that included a plan based concurrency system.

## RELEVANT PROJECT EXPERIENCE

### Redmond Transportation Master Plan, Redmond, WA

The plan was first created in 2005 under Don’s guidance and thoroughly updated in 2013 to reflect a strong multi-modal emphasis that included light rail as the spine transit network for the City. The 2013 Plan won a Governor’s Smart City Award.

### Sound Transit, Downtown Redmond Link Extension Light Rail, Redmond, WA

Don led the effort to create a custom permit approval process that includes wide variety of permitting efforts including Shorelines Permitting, street closures, design packages, betterments for the City, and all City regulated aspects of the project. Don also led multiple workshops to improve the permitting process to meet interests of City, Contractor, and Sound Transit to keep the project on schedule and meet critical interests of all parties.

### Sound Transit, East Link Light Rail to Overlake, Redmond, WA

Don led the planning, preliminary design efforts, negotiations with Sound Transit for betterments to be owned by the City, and design approval to get this project under construction in 2015.

### East West Corridor Study and Implementation, Redmond, WA

This effort that Don led starting in 2001 resulted in significant changes to the core of Downtown Redmond over a period of 16 years including: completion of the Downtown grid system, transformation of Cleveland Street into a walking and slow vehicle corridor as the “new main street;” acquisition and conversion of BNSF corridor into a Redmond Central Connector multi-use east west trail; and the effort culminated in the conversion of Redmond Way/Cleveland St one-way couplet back to two-way streets in 2017.

### WSDOT, Overlake Access Ramp, Redmond, WA

Don led the Interchange Justification Report (IJR) process funded by the City and successfully worked with the State DOT and legislature to secure the design and construction funding which allowed project to start construction in 2020.



# Amalia Leighton Cody <sup>PE, AICP</sup>

**Modal Integration Lead | Senior Engineer**

30% ██████████

📍 SEATTLE, WASHINGTON

## EDUCATION

B.S., Civil Engineering, University of Washington

## REGISTRATIONS

Professional Engineer (PE), Washington & California

American Institute of Certified Planners (AICP)

## ABOUT

Amalia, Toole Design’s Director of Engineering, Western U.S., is a civil engineer and planner who brings significant experience in designing roadway and park projects. Amalia has partnered with municipal agencies and their stakeholders to manage transportation and parks projects that emphasize mobility, social equity, and community enhancement. Her projects often include roadway and intersection design, stormwater management (typically low-impact development and green infrastructure facilities), Americans with Disabilities Act (ADA) requirements, traffic calming, and utility infrastructure relocation. Amalia has also taken the lead for documenting environmental impacts of water resources and public utilities and has worked on various public and private projects that required SEPA review that resulted in an environmental impact statement.

## RELEVANT PROJECT EXPERIENCE

### Redmond On-Call Transportation Planning and Engineering, Redmond, WA

Amalia is the Principal-in-Charge for the most recent transportation on-call contract with City of Redmond. Toole Design has performed planning and design services for many years with the City of Redmond. We have successfully performed a range of tasks through multiple transportation on-call contracts, and we have recently started the third round of on-call services. Under these contracts we have developed conceptual level, up to full PS&E for bicycle and pedestrian facilities. Additionally, we have conducted a peer review of the City’s Bicycle Level of Trac Stress Analysis.

### SDOT Home Zone Program, Seattle, WA

Toole Design worked with the Seattle Department of Transportation to prepare Home Zone traffic calming and pedestrian safety plans and identify potential partnership opportunities with Seattle Public Utilities for green stormwater infrastructure to manage drainage. Toole analyzed existing conditions and community feedback to develop cost-effective, neighborhood-scale interventions to create safer, more enjoyable conditions for people walking and rolling including quick build, lower construction and material cost buffers and sidewalk delineators, and traffic operations on a network of residential streets.

### Bellevue Northtowne 100th Complete Streets, Bellevue, WA

Toole Design led the outreach effort, developed concepts, managed the traffic analysis, and supported grant application efforts for this corridor project to analyze and develop traffic calming, Safe Routes to School, Complete Streets solutions for the 100th Avenue NE and priority side streets. This project evaluated the opportunities to incorporate alternative sidewalk and shared use path designs to respond better to existing conditions and drainage.

### SDOT ADA Support, Seattle, WA

Toole Design is leading the development of an ADA Resource Guide and an ADA Curb Ramp guidance document for City of Seattle. The ADA Resource Guide includes background info on the ADA and PROWAG, definitions of disability and accessibility, program access, serving people with disabilities, communication strategies, accessible meetings, service animals, and evaluating city policies. The design guidance is specifically developed to identify consistent responses to nonstandard existing conditions such as streets with no sidewalks.



# Allison Philips

**Non-Motorized Planner**

40% ██████████

📍 SEATTLE, WASHINGTON

## EDUCATION

M.S., Community and Regional Planning, University of Texas at Austin

M.A., Latin American Studies, University of Texas at Austin

B.A., Biology, University of Oregon

## ABOUT

Allison is a project planner with private sector experience developing and implementing bicycle and pedestrian plans, multimodal encouragement programs, and facilitating public engagement processes. She specializes in plans and designs that support multimodal transportation choices for caregivers and children, Safe Routes to Schools, Vision Zero/ sustainable safety, and research and technical writing related to active transportation and sustainable urbanism. Fluent in Spanish, Allison also supports bilingual project outreach work.

## RELEVANT PROJECT EXPERIENCE

### Redmond Bicycle Manual Update, Redmond, WA

Allison served as a planner on this project to update the City of Redmond’s Bicycle Manual. Allison focused on developing a matrix of bicycle level of traffic stress (LTS) for Redmond bicycle facilities that referenced NACTO and WADOT LTS standards.

### SeaTac Transportation Plan, SeaTac, WA

Allison served as a planner on this project. The project is supporting a major update to both the Transportation Master Plan (TMP) and the Transportation Element of the Comprehensive Plan. The TMP covers all modes of travel and provides guidance for local and regional transportation investments to help support growth and development of SeaTac. Using GIS and bicycle and pedestrian crossing Level of Stress analysis, Allison analyzed existing conditions for walking and bicycling in Sea Tac.

### Port of Seattle Active Transportation Plan, SeaTac and Seattle, WA

Allison serves as the Project Manager on this project. The objective of the project is to improve bicycle and pedestrian last-mile connections from regional bicycling and transit facilities within and to the Port of Seattle’s properties at SEA airport and Terminal 91. Allison has worked closely with Toole Design’s engineering and planning team to assess existing conditions, opportunities and constraints and to develop implementable active transportation recommendations and concept details for the Port of Seattle. The project timeline was extremely tight, requiring the project team to work efficiently and collaboratively to meet project deadlines.

### Spokane Regional Transportation Council (SRTC) Safety Action Plan, Spokane, WA

Allison serves as Community Engagement lead on this project which focuses on reducing the number of severe injuries and fatalities on roadways in the Spokane region. Together with Toole’s planning team, Allison developed a community engagement strategy, stakeholder interview questions, an outline for a Story Map and online survey questions to engage community members in the development of the Safety Action Plan.

### Seattle Bicycle Plan, Seattle, WA

Allison designed on-street cycling facilities and wayfinding routes as part of the implementation of a bicycle plan. The plan proposed to expand the on-street cycling network to improve cycling access throughout Seattle. Allison provided valuable design input by creating bicycle lanes and some of the City’s first bicycle wayfinding routes.

# Section 6: Subconsultants



**Toole Design** is North America’s leading planning, engineering, and landscape architecture firm specializing in transportation planning and design that puts people first. As a firm, our mission is to create livable communities where walking, biking, and using are safe, convenient, and enjoyable for everyone. We focus on developing cost-effective and implementable solutions that move people efficiently while also improving health, quality of life, and economic vitality. We have worked on over 20 projects and task orders in the City of Redmond that we can build upon to develop these elements of the TMP.

More of Toole’s project descriptions are provided on page 20.

**Toole Design will provide services for the following tasks:**

2.1 - Network Analysis

2.2 - Modal Integration Strategy Development

4.2 - Sidewalk Alternatives

**Toole Design team members**



**Amalia Leighton Cody, PE, AICP**  
Modal Integration Lead



**Allison Phillips**  
Non-Motorized Planner

**Featured Experience**

**Planning and Engineering On-Call, Kirkland, WA**

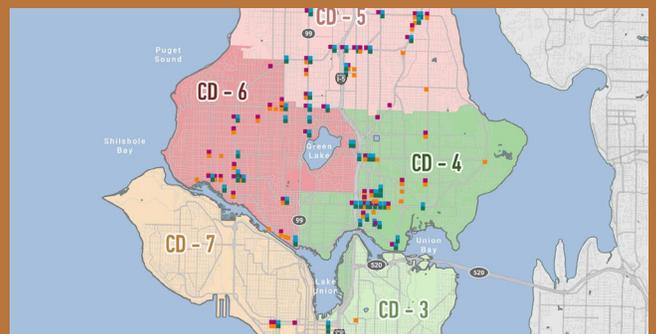
Toole Design has been supporting City of Kirkland through a Planning and Engineering On-call and various other consultant contracts to plan and design active Transportation improvements including three neighborhood greenway corridors, trail feasibility and design, and crossing improvement using solar RRFBs to improve connectivity for pedestrians across a major east west arterial.



*Photo from Kirkland Greenway*

**Planning, Design & Program Development On-Call, Seattle, WA**

For over 15 years the Seattle office of Toole Design has supported the City of Seattle on various Transportation Planning, Design, and program developments. Most applicable to the City of Redmond is our work developing their Bicycle and Pedestrian Network. Toole has been involved with the network development of these facilities since 2008.



*Seattle Bicycle and Pedestrian Safety Analysis*

# Section 7: References

## City of Bellevue

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**Kevin McDonald**  
Principal Transportation Planner  
kmcdonald@ellevuewa.gov  
(425) 452-4558

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**Contract within the last (3) years:**  
Bellevue Mobility Implementation Plan

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## City of Kirkland

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**Joel Pfundt, AICP, CTP**  
Former Transportation Manager, City of Kirkland  
*Currently, Assistant Public Works Director at the City of Bellingham*  
jfpfundt@cob.org  
(360) 778-7700

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**Contract within the last (3) years:**  
Kirkland Transit Implementation Plan

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## City of Kent

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**April Delchamps, AICP**  
Former Senior Transportation Planner, City of Kent  
*Currently, Planning Manager at WSDOT*  
delchaa@wsdot.wa.gov  
(206) 305-9479

---

**Contract within the last (3) years:**  
Kent Transportation Master Plan

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## City of Bainbridge Island

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**Chris Wierzbicki, PE**  
Director of Public Works  
cwierzbicki@bainbridgewa.gov  
(206) 780-3718

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**Contract within the last (3) years:**  
Bainbridge Island Transportation Element Update

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**“Fehr & Peers did a great job for us in updating our Neighborhood Transportation Plan. They exceeded our expectations in every way and the quality of their technical work and final reports was outstanding.”**

**Lyle Bicknell**  
City of Seattle

*In regards to Fehr & Peers’ work on the City of Seattle Neighborhood Transportation Plan.*

# Section 8: Work Samples

Fehr & Peers has developed Transportation Master Plans (TMPs) and Transportation Elements (TEs) for **over 50 cities and counties across Washington**. Many of these plans included customized travel demand models, concurrency management systems, and multimodal LOS analyses. Through our work, we have refined our approach to developing plans that are fundable, feasible, and meet agency and community goals. The following section highlights our team's most recent and relevant work.



## Completed TMPs Across Washington



Here is a small glimpse of the many relevant plans that we have worked on. **Click on the images below for the full report.**



**City of Bellevue**  
Mobility Implementation Plan



**City of Kent**  
Transportation Master Plan & Model Update



**City of Bainbridge Island**  
Sustainable Transportation / GHG Emissions

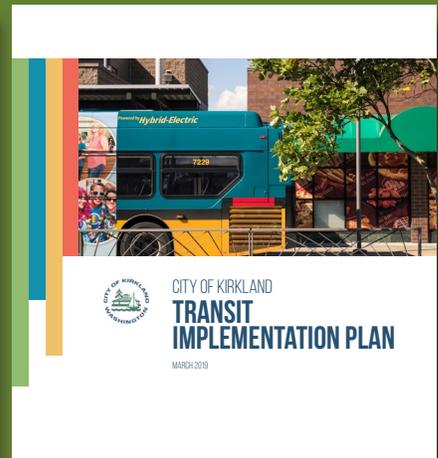
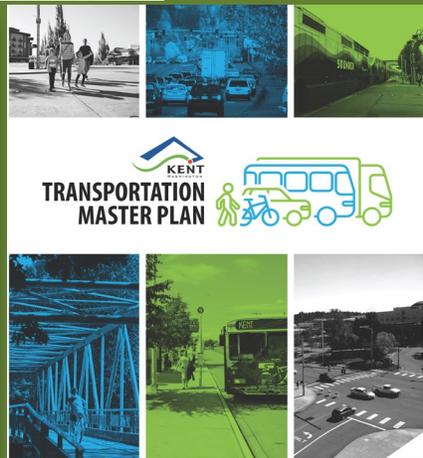
Table 2: Spacing Between Arterial Pedestrian Crossings

Context Component	Downtown / CBD	Activity Center	Neighborhood Shopping Center	Pedestrian Destination	Elsewhere in the City
Spacing Between Arterial Pedestrian Crossings	Downtown Transportation Plan (200 ft)	≤ 800 ft - Factory ≤ 600 ft - Elsewhere	One crossing every 400 ft, or less when shopping center also	Within 400 feet of primary entrance Within 300 ft. of bus stop pair on FTN	Applicable as needed

**Bicycle Network**

Bellevue establishes Performance Metrics on the bicycle network and Priority Bicycle Corridors as shown in Figure 8. The Performance Metrics used to describe the user experience on the bicycle network is the level of traffic stress (LTS) as defined in the MMLOS Metrics, Standards, and Guidelines Final Report. The concept of LTS is illustrated in Figure 11.

Figure 11: Bellevue Bicycle Level of Traffic Stress (LTS) Categories



### Mobility Implementation Plan, Bellevue, WA

Fehr & Peers led the development of a Mobility Implementation Plan (MIP) for the City of Bellevue. The MIP used the City’s MMLOS metrics and targets (also developed by Fehr & Peers) to identify a full set of multimodal gaps and potential projects across the City. Since it will take decades for Bellevue to gather the funding to fill all the gaps, the MIP developed a quantitative framework to help City staff and leaders identify projects that advance the City’s goals on safety, equity, sustainability, and economic development.

**CLIENT CONTACT**

Kevin McDonald  
 kmcdonald@ellevuewa.gov  
 (425) 452-4558

**DATES**

2021-2023

**TEAM**

Chris Breiland, Project Manager (PM)



### Transportation Master Plan & Model Update, Kent, WA

Fehr & Peers led the development of a 20 year transportation investment framework. Adoption in 2021 was the culmination of a three-year effort to refresh the City’s vision - emphasizing equity, safety, and multimodal accommodation, and resulting in a realistic, fundable 20-year project list aligned with City values. LOS policies considered distinct districts with specific standards in relation to land use context and availability of infrastructure. There was significant input by an advisory committee representing a broad cross-section of Kent, robust community participation, and guidance from a committed Council. To ensure lasting improvements, it also included updates to the City’s concurrency code and impact fee program deliver priority projects.

**CLIENT CONTACT**

April Delchamps, AICP  
 delchaa@wsdot.wa.gov  
 (206) 305-9479

**DATES**

2018-2021

**TEAM**

Marissa Milam, Lead Analyst



### Transit Implementation Plan, Kirkland, WA

Fehr & Peers led a team of subconsultants to support the City of Kirkland in the development of their Transit Implementation Plan. The primary focus was to understand the current and future transit travel environment and to identify the appropriate capital and programmatic investments that Kirkland could make to help support the growth of transit in the City. The analysis included detailed evaluations of ridership, transit operations, non-motorized accessibility, and jurisdictional plans. Additionally, the project team evaluated emerging transportation technologies, such as ridesharing and microtransit as a means to understanding alternative opportunities to improve mobility throughout the City. The plan identified a discrete set of projects that would improve transit speed and reliability, access-to-transit, and integration with regional transit investments.

**CLIENT CONTACT**

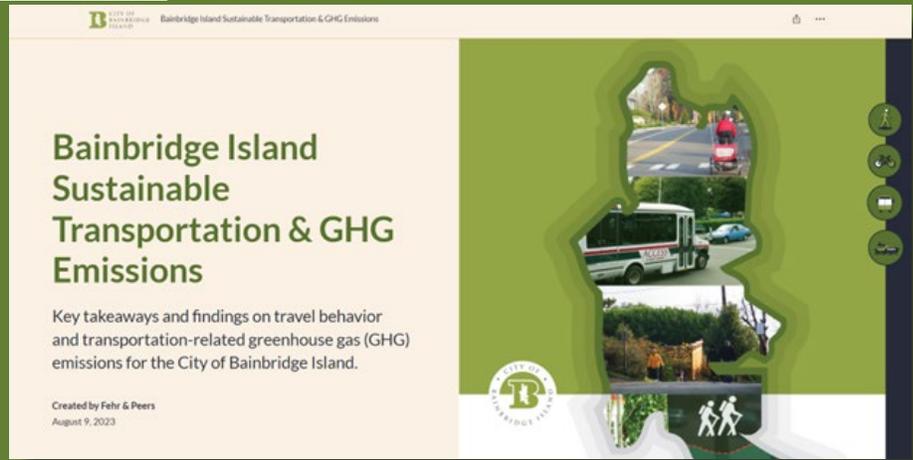
Joel Pfundt, AICP, CTP  
 jpfundt@cob.org  
 (360) 778-7700

**DATES**

2017-2019

**TEAM**

Aaron Gooze, PM



### Transportation Master Plan, Shoreline, WA

Fehr & Peers led the development of Shoreline’s Transportation Element, providing a twenty-year transportation investment framework in accordance with the community’s priorities. Adoption in 2022 was the result of a two-year effort to refresh the City’s vision, emphasizing equity, safety, and multimodal accommodation, and resulting in a 20-year project list that is realistic, fundable, and aligned with City values. A key component of this project was an update to the City’s transportation impact fee program to be person-trip based and fund multimodal projects. The program update included a detailed review of project eligibility, an overhaul of the fee schedule, and numerous touches with the development community and city council.

**CLIENT CONTACT**

Nytasha Walters  
 nwalters@shorelinewa.gov  
 (206) 801-2481

**DATES**

2020-Present

**TEAM**

Aaron Gooze, Mobility Hub Lead



### King County Metro, RapidRide Prioritization Plan, King County, WA

Fehr & Peers assisted the project team to provide planning and related services to King County Metro to determine the RapidRide line candidate corridors for the expansion of and reinvestment in Metro’s RapidRide network, Metro’s bus rapid transit service. The study included detailed ridership forecasting, stop optimization planning, and sensitivity tests to understand the demand impacts of speed & reliability, post-pandemic conditions, and land use changes.

**CLIENT CONTACT**

Erik Rundell  
 erundell@kingcounty.gov  
 (206) 263-3644

**DATES**

2023-Present

**TEAM**

Aaron Gooze, Principal-in-Charge (PIC);  
 Chris Breiland, PM



### Sustainable Transportation & GHG Emissions, Bainbridge Island, WA

Fehr & Peers worked with the City to determine VMT and associated GHG emissions to create a new 2021 baseline post-pandemic. Fehr & Peers also evaluated the impact of federal and state legislation and industry-specific plans on electric vehicle adoption and future transportation emissions for the city. Based on these forecasts, the project analyzed the expected impact and GHG emission reduction potential of implementing the City’s newly adopted Sustainable Transportation Plan, as well as developed additional scenarios to determine which strategies and transportation projects would provide substantial progress towards reducing GHG emissions and achieving the City’s Climate Action Plan goals. Fehr & Peers developed an ArcGIS story map as a public-facing executive summary of this work.

**CLIENT CONTACT**

Autumn Salamack  
 asalamack@bainbridgewa.gov  
 (206) 780-8590

**DATES**

2022-Present

**TEAM**

Aaron Gooze, PIC; Marissa Milam, PM;  
 Chris Breiland, Strategic Advisor



### City of Redmond Bicycle Network Strategy Update, Redmond, WA

The Redmond Bicycle Network Strategy Update is focused on shifting short trips from SOVs to bicycles to achieve Redmond 2050 and the Environmental Sustainability Action Plan’s VMT and GHG emissions reduction goals. This project builds on Toole Design’s previous work to update the City’s Bicycle Design Manual to include the latest facility design and materials and to address specific design challenges within Redmond. The Design Manual also contains a decision matrix to help City planners and engineers select the most appropriate treatment for a given context. Using the bicycle level of traffic stress (LTS) criteria outlined in the new Design Manual the Toole Design Team assessed the LTS of the City’s existing bicycle network. Additionally, the team used Replica data to identify where most of the short trips in the city are concentrated to estimate bicycle travel demand potential. Based on this analysis of existing conditions and previous crash data analysis, the team has collaborated closely with the City of Redmond to develop a vision, a set of network principles, and performance metrics that will guide the development of the bicycle network to maximizing ridership by connecting residences with new light rail stations, schools, urban centers, and major employment centers with safe, high-comfort facilities, including integration of existing and planned trails. The key deliverables of the Bicycle Network Strategy Update will be wrapped up into the Bicycle Chapter as part of the TMP update.

**CLIENT CONTACT**

Francesca Liburdy  
 fliburdy@redmond.gov  
 (425) 556-2476

**TEAM**

Amalia Leighton Cody, PIC;  
 Allison Phillips, PM

**DATES**

2024 (March to September)



### SDOT Bicycle and Multimodal Design Services On-Call, Seattle, WA

Toole Design was the prime consultant for this on-call contract with the Seattle Department of Transportation (SDOT). The are relevant tasks performed under this contract:

- **Seattle Bicycle and Pedestrian Safety Analysis Phase 2:** Toole Design updated the Bicycle and Pedestrian Safety Analysis (BPSA) that we originally performed in 2016 to evaluate risks and predict where crashes are likely to occur. Toole revised the original exposure model, incorporated motorist volumes, developed new safety performance functions, and evaluated protected bike lane safety.
- **SDOT Neighborhood Street Funds (NSF) Program:** Toole Design provided design support for the NSF program. Toole Design developed 10% concept designs for 17 projects and 30% designs for seven projects.
- **Seattle Neighborhood Greenways:** Toole Design led alternatives development, analysis, and evaluation then developed 10% design for each preferred alternative for five neighborhood greenways.
- **SDOT Bridge Safety Analysis Report:** Toole Design reviewed and evaluated existing conditions and collision history at nine key bridge-related locations. This information was used to craft a safety prioritization methodology and to develop conceptual designs and cost estimates for eight of the locations.
- **SDOT Bike Facility Design Guide:** Toole Design developed design guidance for on-street bicycle facilities with an emphasis on intersections, driveways, and curb use management.

**CLIENT CONTACT**

Kadie Bell Sata, AICP  
 Kadie.Bell@seattle.gov  
 (206) 775-6448

**TEAM**

Amalia Leighton Cody, PIC

**DATES**

2019-2024

# Section 9: Cost

Provided below is a **detailed budget for the requested services**, including expenses and billing rates and expected hours from all members of our team. This fee reflects information known to date, actual costs may change throughout scoping process as needs are identified.

	Principal-in-Charge	Project Manager	Senior Planner/Engineer	Junior Planner/Engineer	Graphics	Admin	Senior Planner/Engineer	Junior Planner/Engineer	Labor Costs	Direct Costs
	FEHR & PEERS						TOOLE			
	\$380	\$220	\$300	\$145	\$205	\$145	\$306	\$162		
<b>TASK 1</b> Project Management	6	24				12	12		\$12,972	
<b>TASK 2</b> Street System Plan	12	32		72	16	6	24	30	\$38,394	
<b>TASK 3</b> Transit Strategic Plan	4	24	16	60	12	5			\$23,485	
<b>TASK 4</b> Pedestrian Chapter Support	6	20		36	4	4	24	50	\$28,744	
<b>TASK 5</b> GHG Analysis	8	32	4	58	8	5			\$22,055	
<b>TASK 6</b> Facilitation and Communication	20	28	2	20	12	3	8		\$22,603	
<b>Total Hours</b>	<b>56</b>	<b>160</b>	<b>22</b>	<b>246</b>	<b>52</b>	<b>35</b>	<b>68</b>	<b>80</b>	<b>\$148,253</b>	
<b>Other Direct Costs*</b>										\$1,480
<b>TOTAL (Labor &amp; Expenses)</b>									<b>\$149,733</b>	

\*Other direct costs including computer, communications, parking, and reproduction charges are billed as a percentage of labor.

## Section 10: Business Name

This proposal is made in the official name of the firm under which business is conducted: Fehr & Peers

# FEHR & PEERS

**Official Business Address**

601 Union Street, Suite 3525  
Seattle, WA 98101

**Phone Number**

(206) 576-4220

**Type of Corporation**

S-Corporation

**Place of Incorporation**

Walnut Creek, California

**Date of Incorporation**

1985

Chris Breiland, PE, Principal-in-Charge, is duly authorized to legally bind the corporation, Fehr & Peers, submitting this proposal:



---

**Signature**

## Section 11: Business License

Fehr & Peers understands and agrees to obtain a City of Redmond business license as a requirement for performing the services listed in the RFP.

## Section 12: Valid Time Period

Fehr & Peers confirms that our **Proposal for RFP 10826-24** is valid for acceptance within 60 days from the date of issue.





**Redmond**  
WASHINGTON

| Submitted by Fehr & Peers and Toole Design Group | **JULY 23, 2024**

**Certificate Of Completion**

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	Redmond, WA 98052
	docusignpurchasing@redmond.gov
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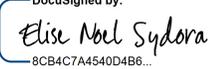
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**Signer Events**

Elise Noel Sydora  
e.sydora@fehrandpeers.com  
Fehr & Peers  
Security Level: Email, Account Authentication (None), Access Code

**Signature**

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Certified Delivery Events	Status	Timestamp
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Carbon Copy Events	Status	Timestamp
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Notary Events	Signature	Timestamp
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