

PROJECT GOAL

Develop a Capital Facilities Plan (CFP) 2050 for the City of Redmond (City) by updating the 2019 Facilities Strategic Management Plan to:

- Fulfill RCW 36.70A.070 (3) requirements for capital facilities planning
- Meet City requirements for functional plans, namely Redmond 2050 Capital Facilities Element policies FW-CF-1, CF-2 and CF-6.
 - See [Capital Facilities Element \(redmond.gov\)](https://www.redmond.gov/capital-facilities-element)
- Acknowledge changes to facility conditions and department needs
- Incorporate findings from recently completed facilities condition assessments
- Align with Redmond 2050 and include the relevant short-term capital project lists in the capital facilities element
- Develop and update medium- and long-term capital project lists to year 2050 to reflect outcomes of this planning effort

ASSUMPTIONS

- The project scope encompasses the buildings maintained by the City of Redmond's (City) facilities team. It does not include roads, utilities, utility structures such as pump stations or well houses, green infrastructure, or most buildings within parks, as these facilities are addressed in other functional plans. Select parks facilities such as concessions and bathrooms may be included in the facility inventory but will not otherwise be included in the project's scope.

PHASE 2 SCOPE OF WORK

STAKEHOLDER GROUPS

Two stakeholder groups are referenced in this scope of work:

- **City project team (PT):** staff directly responsible for coordinating the effort, making decisions on behalf of the City, providing input on plan strategy and direction, and facilitating coordination between MAKERS and project stakeholders.
- **City subject matter experts (SMEs):** staff SMEs and department representatives selected by the PT responsible for providing input and feedback at key project milestones through participation in project meetings and deliverable review.

1. PROJECT INITIATION AND ADMINISTRATION

1.1 Project Management

This task includes:

- **Management.** Prepare monthly invoices and progress reports. Prepare for, conduct, and summarize monthly virtual meetings to review progress to date and discuss strategy for upcoming work items, including planning for the project kick-off meeting. Progress calls will be attended by the City and consultant project managers, with optional attendance by additional staff and the consultant partner-in-charge.
- **Schedule.** Develop a project work plan and schedule; update as needed.
- **Coordination.** In addition to scheduled monthly progress calls, up to two hours per month of coordination phone calls and/or emails are assumed between the consultant team, the PT, and other City staff.

ASSUMPTIONS

- The following assumptions reflect a continuation of project management from Phase 1
- Level of effort assumes a Phase 1 and 2 total of up to 12, 60-minute virtual progress calls and a 12-month project schedule to complete Phases 1 and 2 of the project
- Level of effort assumes up to 2, 60-minute virtual progress calls during the adoption process

2. NEEDS ASSESSMENT

2.4 Visioning Workshop

MAKERS will prepare and conduct an interactive in-person visioning workshop with key SMEs to confirm major findings around facility issues and needs, identify planning priorities and decision-making/investment prioritization criteria, and envision the ideal facilities portfolio needed to support City goals, desired services, and future growth. Consider impacts to underserved communities, emergency preparedness, and potential funding/financing strategies.

ASSUMPTIONS

- The workshop will be in person and last a maximum of four hours, including breaks.

2.5 Milestone Briefing

MAKERS will update the working draft briefing prepared in task 2.1 to include information gleaned from interviews, site tours, and the visioning workshop. The briefing will cover the major findings of this work phase and confirm direction for task 3. MAKERS will review with the PT and update for City use in presenting to Planning Commission and/or Council as desired..

ASSUMPTIONS

- The PT will confirm and/or provide existing and future space and functional needs to be considered in this update. This will include square footage needed, function, location, and other details required for planning level decision-making.
- MAKERS will deliver the briefing during a regularly scheduled PT progress meeting, provide for review and feedback, and make one round of updates based on this feedback.
- Findings must be reviewed and approved by the PT prior to the commencement of task 3.

TASK 2 DELIVERABLES

- Draft and final milestone briefing presentation

3. ANALYSIS

3.1 Evaluate Key Decisions

MAKERS will draft key decision options to be explored for reviewed with the PT at a regularly scheduled progress meeting. These will focus on key decisions to determine recommended medium- and long-term investments. MAKERS and the PT will select options to evaluate and agree on a scope of analysis appropriate to the funds available for this task.

ASSUMPTIONS

- Options will be approved by the PT prior to MAKERS' development and evaluation.
- Analysis will be at a high level appropriate to support strategic facilities planning and decision making. This will not include detailed level-of-service or life-cycle-cost analysis.
- Analysis may include limited planning-level test-fits if useful to facilitate decision-making and feasible within available funds. Test-fits will explore site or building capacity to accommodate total program square footage but will not explore site or building configuration or other design details.
- Contingency funds may be used for cost estimation or other technical analysis to augment this effort and support decision-making.

3.2 Conduct Review Meetings

MAKERS will conduct informal worksession(s) with SMEs impacted by the key decisions evaluation. These meetings will allow time to review draft analysis findings, discuss outstanding questions, and refine relevant details. A meeting with City budget/finance experts to discuss funding strategies and confirm feasibility may also be included.

ASSUMPTIONS

- No more than five review meetings of up to 1.5 hours each are included. Meetings will be virtual. Draft materials will be provided for red-flag review by the PT; extensive revisions are not anticipated by this task's budget.

3.3 Analysis Briefings

After incorporating feedback and further developing ideas, MAKERS will draft recommendations and review with the PT, update, provide for SME review, incorporate SME feedback, and present to Council, if desired.

ASSUMPTIONS

- MAKERS will deliver the draft analysis briefing during a regularly scheduled PT progress meeting, provide for review and feedback, and make one round of updates based on this feedback.
- The City will distribute this briefing for SME comments and/or present to the SMEs and gather feedback. MAKERS will make one round of updates based on SME feedback.
- MAKERS will attend up to one City Council meeting at this phase, if desired. Attendance will be in-person.
- As desired, City staff can brief the Planning Commission using materials developed by MAKERS for Council.
- The City will draft other materials needed for the Planning Commission or Council packets; MAKERS will provide feedback if desired.

TASK 3 DELIVERABLES

- Review meeting support materials

4. RECOMMENDATIONS

4.1 Recommendations Briefing

After incorporating feedback and further developing ideas, MAKERS will draft recommendations and review with the PT, update, deliver the briefing to the SMEs, incorporate SME feedback, and present to Council, if desired.

ASSUMPTIONS

- MAKERS will deliver the draft recommendations briefing during a regularly scheduled PT progress meeting, provide for review and feedback, and make one round of updates based on this feedback.
- The SME meeting is assumed to be no more than one-hour and virtual; MAKERS will make one round of updates based on SME feedback.
- MAKERS will attend up to one City Council meeting, if desired. Attendance will be in-person.
- As desired, City staff can brief the Planning Commission using materials developed by MAKERS for Council.
- The City will draft other materials needed for the Planning Commission or Council packet; MAKERS will provide feedback if desired.

4.2 Summary Document

MAKERS will compile key findings from this effort into an internal working draft to be reviewed by the PT and select City staff, discuss comments with the PT at a regular progress meeting, and update the document to issue as a public draft. MAKERS will discuss comments with the PT if needed and update the document to issue a prefinal. MAKERS will make final updates and deliver project files.

ASSUMPTIONS

- The document will be a complete and adoptable RCW compliant CFP that meets the City's requirements as described in Redmond 2050's Capital Facilities Element, Policy CF-2. See the preliminary outline and checklist sections at the end of this document.
- The PT will direct MAKERS to produce the document in Word or Adobe InDesign prior to initiating this task.
- The PT will distribute and compile feedback each time the document is issued for review.
- The level of effort assumes four versions of the document - an internal draft, public draft, prefinal, and final documents.
- The City will provide a summary of public outreach processes, findings, and feedback to be included in the document.
- MAKERS updates to the document will be limited by the level of effort anticipated in the fee proposal. Any additional updates needed will be performed by the City.
- Comments on the prefinal deliverable should be limited to error correction, mistakes in addressing initial comments, and/or critical updates to ensure the success of the project.

TASK 4 DELIVERABLES

- Draft and final recommendations briefing presentation
- Internal draft, public draft, pre-final, and final document

OVERALL ASSUMPTIONS

- This effort encompasses the buildings maintained by the City of Redmond's (City) facilities team. It does not include capital facilities investments on other structures, like roads, utilities, utility structures such as pump stations or well houses, or buildings within parks.
- This effort does not include detailed space programming, concept evaluation, or level-of-service analysis.
- The project schedule is based on the assumptions outlined below with respect to City scheduling, review, and response times. Extended review and response periods and meeting scheduling delays may impact the overall project schedule.
- The City will be responsible for organizing meetings and facility tours, reserving rooms, and sending all meeting invites. Schedule adherence will require the City to schedule meetings within target timeframes.
- The City will endeavor to provide MAKERS with requested information within one week from the date of request. MAKERS will notify the City of information requests as they arise to ensure the City has the maximum amount of time to respond to requests. MAKERS will work with the City to mitigate schedule impacts where information requests take longer to fulfill.
- The City shall keep MAKERS apprised of parallel planning efforts of consequence to this project. Any new information arising over the course of the project shall be provided to MAKERS as soon as feasible. If this new information impacts the content of a substantially developed work product, MAKERS will endeavor to incorporate such new information into the final work product, if possible, given available budget.
- MAKERS will provide no more than two versions (draft and final) of deliverables except for as indicated in the scope of work.
- The PT will distribute applicable deliverables for review and coordinate/consolidate comments received. City reviews of deliverables other than the CFP are assumed to occur within one week. City reviews and comment consolidation of the internal draft document are assumed to occur within two weeks, draft document are assumed to occur within three weeks, and pre-final summary document are assumed to occur within two weeks. It is understood that the Planning Commission and Council adoption process will drive the schedule after the public draft is issued. MAKERS will be provided at least two weeks to complete each round of updates during the adoption period.
- If the City needs more time to review select deliverables, that will be accommodated but it will impact the 12-month project schedule.

CAPITAL FACILITIES PLAN DOCUMENT

PRELIMINARY OUTLINE

PLANNING CONTEXT

Introduction

- Capital facilities definition and relevant RCW requirements and Comp Plan policies
- Funding for operations, maintenance, and capital investments
- Redmond 2050 – values/vision, expected growth, major changes, land use context, equity considerations, emergency preparedness and resiliency

Planning Process

- Public outreach, participation, and review
- Partnerships

Document Orientation

- Citywide capital facilities map and inventory

EXISTING CONDITIONS AND RECOMMENDATIONS

Introduction

Fire, Police, Parks & Recreation, Public Works and Parks Operations, Administration

- Existing conditions and issues
- Space needs
- Alternatives evaluation (if relevant)
- Recommendations

CAPITAL INVESTMENT STRATEGY

Introduction

- Prioritization criteria
- Funding

Capital Investments

- Near-term actions (6-years)
- Longer term strategies (2050)

Operations and Maintenance

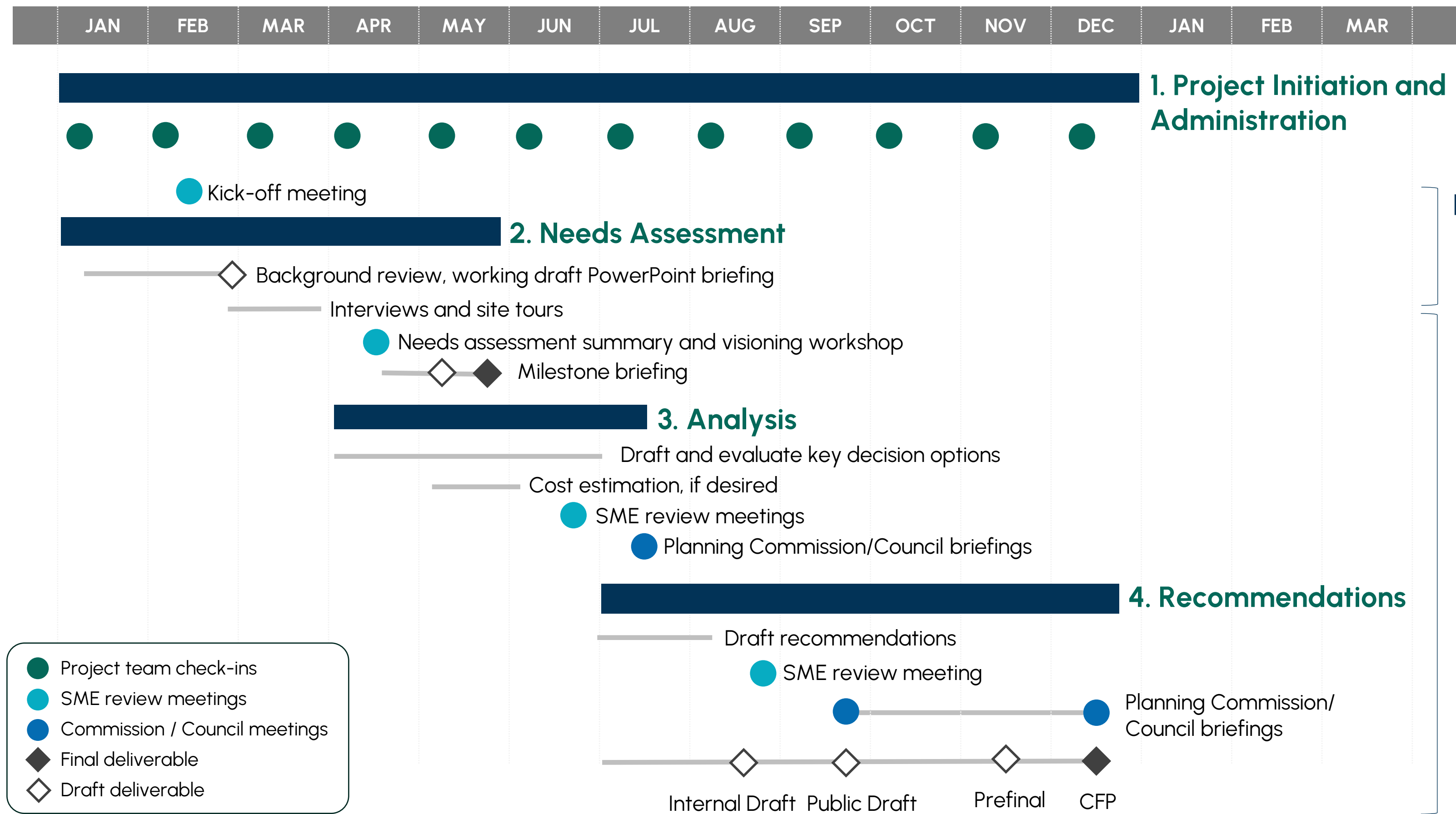
Summary of Benefits

- Emergency preparedness and resilience
- Impacts to underserved communities and geographies

PRELIMINARY CHECKLIST

RCW REQUIREMENTS	CFP DOCUMENT SECTION OR PROCESS
An inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities	Introduction – document orientation Existing Conditions and Recommendations – Existing conditions and issues sections by department
Forecast of the future needs for such capital facilities	Existing Conditions and Recommendations – Space needs sections by department
Proposed locations and capacities of expanded or new capital facilities	Existing Conditions and Recommendations – Recommendations sections by department Investment Strategy - Capital Investments
At least a six-year plan that will finance such capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes; and	Coordination with City budget/finance experts Existing Conditions and Recommendations – Recommendations sections by department Investment Strategy – Capital Investments
Requirement to reassess the land use element if probable funding falls short of meeting existing needs and to ensure that the land use element, capital facilities plan element, and financing plan within the capital facilities plan element are coordinated and consistent	Review of Comprehensive Plan, Coordination with Community Development
CAPITAL FACILITIES ELEMENT POLICY CF-2	
Description of the current capital facility infrastructure, including green infrastructure, and the scope and cost of its operation and maintenance;	Document orientation – Citywide capital facilities map and inventory Existing Conditions and Recommendations – Existing conditions and issues sections by department
Description of current capital facility deficiencies and appropriate strategies to remedy these deficiencies	Existing Conditions and Recommendations – Existing conditions and issues, Space needs, alternatives evaluation, and recommendations sections by department Capital Project Recommendations Summary
Analysis of capital facilities needed through the year 2050, and preliminary cost estimates to meet those needs	Existing Conditions and Recommendations – Alternatives and Recommendations sections by department Capital Project Recommendations Summary
Analysis specifying how capital facilities will be financed and maintained	Introduction – funding for operations, maintenance, and capital investment Investment Strategy - funding
A description of the functional plan's public outreach, participation and review process	Introduction – planning process – public outreach
Criteria to be used to prioritize projects and inform the Capital Investment Strategy	Investment Strategy – Introduction – Prioritization Criteria
An analysis of how proposed investments impact underserved communities and geographies	Planning Context – Redmond 2050 – equity considerations Investment Strategy – Summary of Benefits – impacts to underserved communities and geographies
A description of how the plan addresses emergency preparedness and resilience to natural hazards, including climate change impacts	Planning Context – Redmond 2050 – equity considerations Investment Strategy – Summary of Benefits – emergency preparedness and resiliency
A description of how the functional plan and supporting documents fulfill Growth Management Act requirements	Introduction – Capital facilities definition and relevant RCW requirements and comp plan policies
An analysis indicating that the functional plan, including any subsequent revisions or modifications, is consistent with Comprehensive Plan policies, Zoning Code regulations, and applicable state and federal laws.	Ongoing Community Development responsibility

DRAFT SCHEDULE



Phase 1

Phase 2

		Partner-in- Charge \$240	Project Manager \$175	Lead Planner \$120	Contract Amount
Task 1: Project Initiation & Administration		9	32	7	\$8,453
1.1	Project management	8.75	31.5	7	\$8,453
Task 2: Needs Assessment		16	52	72	\$21,580
2.4	Visioning workshop	12	40	56	\$16,600
2.5	Milestone briefing	4	12	16	\$4,980
Task 3: Analysis		18	72	100	\$37,070
3.1	Evaluate key decisions	8	24	40	\$10,920
3.2	Conduct review meetings	10	48	60	\$18,000
3.3	Analysis briefings	6	26	18	\$8,150
Task 4: Recommendations		27	108	153	\$43,740
4.1	Recommendations briefings	12	32	48	\$14,240
4.2	Summary document	15	76	105	\$29,500
SUBTOTAL					\$110,843

Supplemental Expenses

MAKERS expenses		\$350
Travel, miscellaneous		\$350
Contingency		\$12,090
Cost estimation, technical support, or other unanticipated scope items		\$12,090

TOTAL	\$123,283
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