

City of Redmond



Agenda

Tuesday, November 14, 2023

4:30 PM

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

Committee of the Whole - Finance, Administration, and Communications

Committee Members

Steve Fields, Presiding Officer

Jeralene Anderson

David Carson

Jessica Forsythe

Varisha Khan

Vanessa Kritzer

Melissa Stuart

AGENDA

ROLL CALL

1. Ordinance Establishing the 2024 Property Tax Levy for [CM 23-613](#)
General Operations

[Attachment A: 2024 Property Tax Ordinance](#)

Department: Finance, 5 minutes

Requested Action: Consent, November 21st

2. Follow-up on 2023 Development Services User Fee Study and [CM 23-608](#)
update on Parks User fees

[Attachment A: Work Exempt from Permit](#)

[Attachment B: Base Permit Fee Update](#)

[Attachment D: Activity and Facility Use Policy](#)

[Attachment C: Parks User Fee Schedule](#)

Department: Finance, 10 minutes

Requested Action: Consent, November 21st

Legislative History

9/12/23	Committee of the Whole - Finance, Administration, and Communications	referred to the City Council Study Session
10/10/23	City Council	referred to the City Council Study Session
10/24/23	City Council	referred to the City Council

3. Approval of the 2024 Pay Plan Updates [CM 23-610](#)

[Attachment A: Ordinance for 2024 AFSCME Pay Plans](#)

[Attachment A: Exhibit 1 - 2024 A AFSCME Pay Plan](#)

[Attachment A: Exhibit 2 - 2024 AF-S AFSCME Supp Pay Plan](#)

[Attachment B: Ordinance for 2024 RCHEA](#)

[Attachment B: Exhibit 1 - 2024 R RCHEA Pay Plan](#)

[Attachment B: Exhibit 2 - 2024 RS RCHEA Pay Plan Supplemental](#)

[Attachment C: Ordinance for 2024 Executive Pay Plan](#)

[Attachment C: Exhibit 1 - 2024 E Executive Pay Plan](#)

[Attachment D: Ordinance for 2024 Non-Represented Pay Plans](#)

[Attachment D: Exhibit 1 - 2024 N NonRepresented Pay Plan](#)

[Attachment D: Exhibit 2 - 2024 N-S NonRepresented Supp Pay Plan](#)

[Attachment E: Ordinance for 2024 General Supplemental Pay Plan](#)

[Attachment E: Exhibit 1 - 2024 G-S General Supplemental](#)

[Attachment F: Ordinance for 2024 Teamsters LEOs Pay Plan](#)

[Attachment F: Exhibit 1 - 2024 Teamsters Police Pay Plan](#)

[Attachment G: Ordinance for 2024 Teamsters Lieutenants Pay Plan](#)

[Attachment G: Exhibit 1 - 2024 Teamsters Lieutenants Pay Plan](#)

[Attachment H: Ordinance for 2024 Police Support Pay Plans](#)

[Attachment H: Exhibit 1 - 2024PS - Police Support](#)

[Attachment H: Exhibit 2 - 2024S-PS - Police Support Supp](#)

[Attachment I: Ordinance for 2024 Fire Support Pay Plan](#)

[Attachment J: Resolution Exempting Deputy Fire Director from At-Will
Status](#)

Department: Human Resources, 5 minutes

Requested Action: Consent, December 5th

4. Health through Housing Operational Agreement and Timeline [CM 23-605](#)

[Attachment A: Draft Operational Agreement](#)

[Attachment B: Draft Service Agreement Draft Operational Agreement](#)

[Attachment C: Health Through Housing Presentation](#)

Department: Planning and Community Development, 5 minutes

Requested Action: Special Meeting (study session), November 21st

5. 2023-2025 Washington State Department of Transportation [CM 23-604](#)
(WSDOT) Transportation Demand Management (TDM) and
Commute Trip Reduction (CTR) Implementation Agreement

[Attachment A: WSDOT 2023-2025 CTR TDM Implementation Agreement](#)

Department: Planning and Community Development, 5 minutes

Requested Action: Consent, November 21st

6. Provide Information on the DuPont and 3M Public Water [CM 23-607](#)
System Settlement for PFAS Impacts

Department: Public Works, 5 minutes

Requested Action: Consent, November 21st

7. Approval of an Agreement with AVI-SPL, for an Additional [CM 23-606](#)
Amount of \$150,551, for Meeting Room Audio/Video
Equipment Replacement

[Attachment A: Original AVI-SPL Contract](#)

[Attachment B: Change Order 1](#)

[Attachment C: Change Order 2](#)

[Attachment D: Change Order 3](#)

Department: Technology and Information Services, 5 minutes

Requested Action: Consent, November 21st

ADJOURNMENT



Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-613

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Haritha Narra	Financial Planning Manager
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TITLE:

Ordinance Establishing the 2024 Property Tax Levy for General Operations

OVERVIEW STATEMENT:

The property tax ordinance establishes the 2024 property taxes for general operations and for supporting Redmond's Levy Funds for Parks and Public Safety. Pursuant to state law, the City of Redmond may levy property taxes annually for general operations. The Revised Code of Washington (RCW) 85.55.005 allows a jurisdiction over 10,000 in population to raise property taxes by the lesser of the implicit price deflator or 1% plus new construction, annexations, and other miscellaneous adjustments (e.g., refunds) with a simple majority vote.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
2023-2024 Adopted Budget
- **Required:**
RCW 85.55.005
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Redmond received preliminary property tax figures from King County for 2023 on November 2, 2023. These numbers are

Date: 11/14/2023

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estimates and are subject to change once the final worksheet is received from King County. The attached ordinance (Attachment A) is based on preliminary information, as King County must receive Redmond's property tax request by November 30, 2023.

The rate of inflation (Implicit Price Deflator rate) was determined to be 3.67% by the Bureau of Economic Analysis in September, the 1% limitation applies to the 2024 levy. The attached ordinance sets the 2024 total property tax levy at \$32,873,022 with \$26,114,568 for general operations and \$6,758,454 related to three levy lid lifts. Relative to the 2023 total levy, a 1% increase amounting to \$316,427 is included as well as \$875,975 from new construction and \$37,963 from prior year refunds that will be re-levied in 2023.

The City's assessed valuation has decreased from \$38.8 billion in 2023 to \$36.9 billion in 2024, or by 5.0% according to King County's preliminary numbers.

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:

N/A

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

N/A

Budget Priority:

N/A

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Date: 11/14/2023

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File No. CM 23-613

Type: Committee Memo

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
12/6/2022	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/21/2023	Business Meeting	Approve

Time Constraints:

Action is necessary before to meet King County's deadline of November 30, 2023 for property tax collections in 2024

ANTICIPATED RESULT IF NOT APPROVED:

If action is not taken by November 30, 2023, Redmond will not comply with the County deadline for submitting 2024 property tax levies.

ATTACHMENTS:

Attachment A: 2024 Property Tax Ordinance

NON-CODE ORDINANCE

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, LEVYING PROPERTY TAXES FOR THE CITY OF REDMOND FOR THE FISCAL YEAR COMMENCING JANUARY 1, 2024, ON ALL PROPERTY, BOTH REAL AND PERSONAL, IN SAID CITY WHICH IS SUBJECT TO TAXATION FOR THE PURPOSE OF PAYING SUFFICIENT REVENUE TO CARRY ON GENERAL OPERATIONS, RECOGNIZE VOTER APPROVED LEVY LID LIFTS FOR PUBLIC SAFETY AND PARKS FOR THE ENSUING YEAR AS REQUIRED BY LAW

WHEREAS, the City Council of Redmond, Washington has properly given notice of public hearings held on July 5, 2022, August 16, 2022, October 18, 2022, November 1, 2022 and November 15, 2022 to consider the City of Redmond's current expense budget for the 2023-2024 biennium, pursuant to RCW 84.55.120; and

WHEREAS, the City Council, after hearing, and after duly considering all relevant evidence and testimony presented, has determined that the City of Redmond requires a levy in the amount of \$32,873,022 which includes an increase in property tax revenue from the previous year beyond that resulting from the addition of new construction and improvements to property and amounts authorized by law as a result of any annexations that have occurred and refunds made, in order to discharge the expected expenses and obligations of the City; and

WHEREAS, the City Council in the course of considering the budget for the 2023-2024 biennium has reviewed all sources of revenue and examined all anticipated expenses and obligations; and

WHEREAS, City of Redmond voters approved a levy lid lift for public safety and parks and recreation in 2007.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. General Tax Levy for 2024. An increase in the regular levy is hereby authorized for the 2024 regular levy in the amount of \$32,873,022, which represents a percentage increase of 1.00%, or \$316,427, from the previous year, to discharge the expected expenses and obligations of the City. This increase is exclusive of additional revenue resulting from the addition of new construction and improvements to property, and any additional amounts resulting from any annexations that have occurred, and refunds made. Including the increase stated above and inclusive of the addition of new construction, annexations and refunds there shall be and is hereby levied current taxes of \$32,873,022 the purpose of which is to discharge the expected expenses and obligations of the City.

In the event King County provides updated levy limit information after the passage of this ordinance, the levy provided herein shall be automatically adjusted to reflect such information so that the total sum levied shall not exceed the increase authorized by the levy lid lift approved by voters for public safety and parks and such other amounts authorized by law.

Section 2. Certification of Ordinance to King County Council. This ordinance shall be certified to the King County Council, as provided by law, and taxes hereby levied shall be collected and paid to the Finance Director of the City of Redmond at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

Section 3. Majority Approval. This ordinance was passed by a majority of the entire Council.

Section 4. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity of any other section, sentence, clause, or phrase of this ordinance.

Section 5. Effective Date. This ordinance shall take effect and be in full force on January 1, 2024, provided five days have passed since the date of publication of a summary in the City's official newspaper or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of _____, 2023.

CITY OF REDMOND

MAYOR, ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, Cheryl D. Xanthos, MMC (SEAL)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY

CITY ATTORNEY, JAMES HANEY

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO:



Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-608

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Finance	Kelley Cochran	425-556-2748
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DEPARTMENT STAFF:

Finance	Haritha Narra	Finance Manager
Finance	Kelly Hsi	Senior Financial Analyst
Finance	Ryan Edwardsen	Senior Financial Analyst

TITLE:

Follow-up on 2023 Development Services User Fee Study and Update on Parks User fees

OVERVIEW STATEMENT:

Respond to Council's questions on Development Services User Fees and provide an update on Parks User Fees.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
 - Revenue Fiscal Policy 3h: In each odd numbered year, the City will review user fees to adjust for the effects of inflation and other factors as appropriate. The City will set fees for user activities, such as recreational services, at a level to support the direct and indirect costs of the activities in accordance with cost recovery policies adopted by the City Council.
 - Parks Cost of Service Methodology: On 4/19/2022, Council adopted resolution 1557 revising the Parks cost of service methodology to provide guidance for Redmond Parks and Recreation efforts to organize and set priorities for recreation programs and services.
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-608

Type: Committee Memo

N/A

OUTCOMES:

Development User Fee Study

- As in the State Building Code and Council approved ordinance (3007), the exemptions from permit requirements include for all building types, such as Commercial, Residential, Electrical, Plumbing, and Mechanical.
- In response Council's questions in the Study Session on October 24th, the staff is recommending subsidizing all residential base permit fees for Plumbing, Electrical, and Mechanical.

Parks User Fees

- The updated Parks User Fee Schedule adds fees for the new Redmond Senior and Community Center, and restructures and simplifies selected fees. The Parks, Trails, and Recreation Commission has approved the proposed fee schedule and it is ready for council's decision.
- The Activity and Facility Use Policy has been updated to align with the recreation cost of service model.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
September 18, 2023, October 16, 2023, and November 2, 2023
- **Outreach Methods and Results:**
Stakeholder meetings and engagement: OneRedmond, Master Builders Association, and Parks, Trails, and Recreation Commission
- **Feedback Summary:**
Provided agreement with methodology and policies used to update and calculate fees. Support the recommendations informed by the study, but express concern regarding the overall increase in fees.

BUDGET IMPACT:

Total Cost: N/A

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

Budget Offer Number:

N/A

Budget Priority:

Strategic & Responsive

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

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-608

Type: Committee Memo

☐ **Additional budget details attached.**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
4/11/2023	Committee of the Whole - Finance, Administration, and Communications	Provide Direction
4/18/2023	Business Meeting	Approve
9/12/2023	Committee of the Whole - Finance, Administration, and Communications	Receive Information
10/10/2023	Study Session	Receive Information
10/24/2023	Study Session	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/21/2023	Business Meeting	Approve

Time Constraints:

User fees should be adopted by December 31, 2023

ANTICIPATED RESULT IF NOT APPROVED:

Development Services User Fees will not recover 100% of costs and will burden the General Fund.

ATTACHMENTS:

Attachment A: Work Exempt from Permits

Attachment B: Base Permit Fee Update

Attachment C: Parks User Fees

Attachment D: Activity and Facility Use Policy

Section 105.2, Work Exempt from Permit.

Exemptions from permit requirements of the State Building code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code or any other laws or ordinances of this jurisdiction. Permits shall not be required for the following:

Commercial Building:

1. One-story detached accessory structures used as tool and storage sheds, playhouses and similar uses, provided the floor area does not exceed 200 square feet (18.58 m²).
2. Fences not over 7 feet (2,134 mm) high.
3. Repealed by Ord. [2452](#).
4. Retaining walls which are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge or impounding Class I, II or III-A liquids.
5. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons (18,925 L) and the ratio of height to diameter or width does not exceed 2 to 1.
6. Sidewalks, driveways and detached decks not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below and are not part of an accessible route.
7. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
8. Temporary motion picture, television and theater stage sets and scenery.
9. Prefabricated swimming pools accessory to a Group R-3 occupancy, as applicable in Section 101.2, which are less than 24 inches (610 mm) deep, do not exceed 5,000 gallons (18,925 L) and are installed entirely above ground.
10. Shade cloth structures constructed for nursery or agricultural purposes and not including service systems.
11. Swings and other playground equipment accessory to detached one- and two-family dwellings.
12. Window awnings supported by an exterior wall which do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support of Group R-3, as applicable in Section 101.2, and Group U occupancies.
13. Nonfixed and movable fixtures, cases, racks, counters and partitions not over 5 feet 9 inches (1,753 mm) in height.

Residential Building:

1. One-story detached accessory structures, provided the floor area does not exceed 200 square feet (18.58 m²).
2. Fences not over 7 feet (2,134 mm) high.

3. Retaining walls which are not over 4 feet (1,219 mm) in height measured from the bottom of the footing to the top of the wall, unless supporting a surcharge.
4. Water tanks supported directly on grade if the capacity does not exceed 5,000 gallons (18,925 L) and the ratio of height to diameter or width does not exceed 2 to 1.
5. Sidewalks, driveways, and detached decks not more than 30 inches (762 mm) above adjacent grade and not over any basement or story below.
6. Painting, papering, tiling, carpeting, cabinets, counter tops and similar finish work.
7. Prefabricated swimming pools that are less than 24 inches (610 mm) deep.
8. Swings and other playground equipment.
9. Window awnings supported by an exterior wall which do not project more than 54 inches (1,372 mm) from the exterior wall and do not require additional support.
10. Decks not exceeding 200 square feet (18.58 m²) in area, that are not more than 30 inches (762 mm) above grade at any point, are not attached to a dwelling and do not serve the exit door required by Section R311.4.
11. Light weight roof covering. Light weight roof covering includes composition, or metal roof covering, and similar materials where the installed unit weight is less than 4 pounds per square foot.
12. Removal and replacement of interior doors in existing door frames.
13. Removal and replacement of exterior windows in existing window openings. The size of opening may not be altered and operable opening size may not be decreased.

Electrical:

1. Repairs and maintenance: Class A Basic Electrical Work as defined in RCW [19.28.006](#).
2. Radio and television transmitting stations: The provisions of this code shall not apply to electrical equipment used for radio and television transmissions, but do apply to equipment and wiring for power supply, the installations of towers and antennas.
3. Temporary testing systems: A permit shall not be required for the installation of any temporary system required for the testing or servicing of electrical equipment or apparatus.
4. Electrical and telecommunications utility companies: The provisions of this code shall not apply to electrical and telecommunications utility companies as specified in RCW [19.28](#) and WAC [296-46B](#).

Gas:

1. Portable heating appliance.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooling unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.

Plumbing:

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain pipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

Ref #	Division	Fee Schedule Description	Current Fee	Calculated Fee for 100% Cost Recovery	New Subsidized Fee	% change
177	Building	<u>Plumbing Permit Fees</u>				
179	Building	<u>Commercial & Mixed Use</u>				
180	Building	Base permit fee	109.06	252.27	123.24	13%
207	Building	<u>Residential & Multifamily</u>				
208	Building	Base permit fee	109.06	252.27	123.24	13%
245	Building	<u>Mechanical Permit Fees</u>				
247	Building	<u>Residential & Multifamily</u>				
248	Building	Base permit fee	109.06	252.27	123.24	13%
286	Building	<u>Electrical Permit Fees</u>				
288	Building	<u>Residential Fees</u>				
289	Building	Base Permit Fee	109.06	252.27	123.24	13%

Redmond Parks and Recreation Department Activity and Facility Use Policy

I. PURPOSE AND GOALS/POLICY ADMINISTRATION:

The purpose of the Activity and Facility Use Policy is to help Redmond residents and employees attain equitable access to parks and recreation activities and facilities. Further, the city desires to involve its community members in the process of developing and managing facilities and activities.

This policy has been reviewed by the Redmond Parks, Trails, and Recreation Commission. It supports the current municipal code and ordinances/resolutions establishing Rules and Regulations for the Use of Public Parks within the city of Redmond.

- A.** The Parks and Recreation Director or designee is responsible for administering the Activity and Facility Use Policy.
- B.** Authority to issue permits for special events shall follow RMC 10.62
- C.** The Redmond Parks, Trails, and Recreation Commission has the power and duty as set forth in RMC 4.40.030, including to make recommendations to the Mayor and Council for rules and regulations governing the use and management of parks, playgrounds, recreational facilities, and trails, but not limited to, rules and regulations relating to user fees and charges.

II. RECREATION ACTIVITIES:

A. Priority Access When Registering for Recreation Activities

The City of Redmond has identified Redmond city limits as its priority area of focus in providing recreation activities, special events, and other services. Redmond Residents, as defined in IX.A., shall be given priority registration access to participate in city-sponsored activities. The Director of Parks and Recreation or designee shall develop administrative procedures for managing the registration process for recreation activities that may be amended from time to time.

Redmond Residents, as described in IX.A., shall have at least one week to register for recreational activities before the opportunity is made available to Non-Resident users as defined in IX.B.

B. Fees and Charges for City Sponsored Activities

Fees for recreation activities shall be set by the Director of Parks and Recreation or designee. Fees and charges are based upon the Cost of Service policy adopted by Redmond City Council in 2022 by Resolution No. 1557.

A percentage of fees collected from recreation activity registrations shall be used to provide fee assistance for community members in the case of financial need. Administrative guidelines for the fee assistance program shall be established by the Director of Parks and Recreation or designee.

Non-Resident users, as described in IX.B., shall pay an additional program fee of at least 20% more than the stated Redmond Resident fee or charge when registering for activities.

III. Access to City Parks and Recreation Facilities

The City of Redmond has identified Redmond city limits as its priority area of focus in providing reserved use of parks and recreation fields and facilities.

A. Scheduling Hierarchy

- 1) First Priority: The Redmond Parks and Recreation department shall be the first scheduling priority of all parks and recreation facilities for its sponsored or co-sponsored recreation activities.
- 2) Second Priority: shall be other public agencies located in Redmond city Limits and covered by an intergovernmental agreement, such as the Lake Washington School District, specifically for district-sponsored activities.
- 3) Third Priority: shall be Redmond individuals, teams, groups, or organizations as defined in section IX.C - IX.F
- 4) Fourth Priority: shall be City of Redmond internal department use that is non-recreational (i.e. meetings, trainings, etc.)
- 5) Fifth Priority: shall be Non-Residents, as defined by section IX.B., who will have access to city facilities on a space-available basis.
- 6) Commercial User: The commercial or business use of city facilities as described in section IX.K. may be considered if it is not competing directly with existing recreation activities or services provided or co-sponsored by the city as defined by section IX.L. An additional fee is added for commercial uses of city facilities.
- 7) Competing services: Competing services are defined as organizations, groups, or individuals that offer services like those provided by the Parks and Recreation Department. This includes but is not limited to programs, events, or activities that could potentially substitute or replicate the services offered by the department. The Parks and Recreation Department reserves the right to restrict access to facilities for entities offering competing services to uphold the integrity and uniqueness of its programs and services. This is to ensure the community receives services that are of high standard and are in line with the goals and objectives of the department.

B. Additional Scheduling Consideration

To ensure the maximum and equitable recreational use of limited facilities, the following considerations shall apply:

- 1) Recreational vs. select programs: Redmond organizations that are open to all interested parties by offering a range of opportunities, regardless of skill level, shall have a higher scheduling priority than organizations that restrict participation by invitation, skill level, or ability.
- 2) Gender equity: Regardless of the gender composition within requesting organizations, all programs at comparable levels of play shall be granted equal access by the city.
- 3) Variety: The city will encourage a mixture of activities to establish a balanced range of ages and interests at our parks and facilities that match community interests.

C. User Group Conduct

- 1) User groups must agree to all aspects of their signed rental permit. Failure to comply, causing damage to city facilities or equipment, or not leaving facilities in reasonable condition may result in cancellation of future use, loss of damage deposit, and/or additional fees.
- 2) The Parks and Recreation Department has established a Facility Code of Conduct along with listed Park rules and ordinances, which govern park and trail use. User groups and individuals will be accountable for adhering to these guidelines. Failure to comply may result in cancellation of future use, suspension

of the right to participate in some or all recreation activities or facilities for a period of time, permanent expulsion from a program or facility, loss of damage deposit, and/or additional fees.

D. Hours of Operation

Reservations of facilities extending beyond standard operational hours may be subject to additional fees, lead times, and/or approvals. Reserved use of athletic fields shall terminate at dusk on unlighted fields and no later than 11:00 p.m. on lighted fields unless otherwise designated by the Parks Director or their designee.

IV. FEES FOR RESERVING CITY FIELDS AND FACILITIES

- A.** Fees and charges are based upon the Cost of Service policy adopted by Redmond City Council in 2022 by Resolution No. 1557. Fees are set by the Parks User Fee Schedule and are administratively increased on an annual basis to cover the City's cost of providing the service, provided, that the increase shall not exceed the most recently published Consumer Price Index – Wage Earners and Clerical workers for the Seattle-Tacoma area, as published by the U.S. Department of Labor – Bureau of Labor Statistics; or
- B.** If an increase greater than the CPI is necessary to cover the City's costs, the Department Director shall submit the increase to the City Council for approval.
- C.** Non-Residents and Commercial Users, as described in IX.B, and IX.K., shall pay an additional rental fee or charge of at least 20% more than the Redmond Resident rate when reserving facilities. For Turf Athletic Field use (fields with an artificial turf surface), users are assessed a premium field usage fee (included in the hourly rate) that shall be deposited in a separate fund for future turf replacement. Other fees and charges, such as sports field lighting, set-up charges, etc., are the same for all users.

An after-hours staffing fee, equipment use fee, commercial use fee or damage deposit may apply.

V. HARTMAN PARK SPECIAL PROCEDURES

The following special scheduling procedure has been created because of the high demand for the regulation-sized Little League baseball and softball fields at Hartman Park and the city's agreement with local Little League baseball and softball organizations.

- A.** Approved users shall meet to balance the schedules as follows: Each organization shall have an equal proportion of prime slots and regular slots. Prime slots are defined as Monday – Friday, 5:00 – 8:00 p.m. and Saturday 9:00 a.m. – 5:00 p.m. In addition, game slots shall be equally distributed throughout the 12-week period beginning April 1. City staff shall approve the final schedules.

VI. RESERVATION REQUEST PROCESSES AND REGULATIONS

A rental scheduling timeline will be created by recreation staff to accommodate a combination of city-sponsored activities, ongoing, and one-time or short-term rentals.

- 1) Facility use inquiry: Any individual, group, team, or organization desiring to reserve a city field or facility must submit a facility use inquiry to the Parks and Recreation Department. The Parks and Recreation Department shall issue a "Rental Permit "with the user group for approved requests.

- 2) Timelines: Unless otherwise specified in this policy or in procedures developed for individual facilities, requests from Redmond Residents may be accepted up to twelve months in advance. Requests from Non-Resident and Commercial Users may be accepted up to nine months in advance.
- 3) Fees: All fees shall be paid in full prior to use. A deposit may be required for certain reservations as determined by the Parks and Recreation Department.
- 4) Liability insurance: For certain events, the applicant will be required to maintain, through the period of use, liability insurance in an amount specified by the city. The city shall be named as additionally insured.
- 5) Concessions: Parks users shall not provide concessions or sell for profit any items without written consent and approval from the Parks and Recreation Department.
- 6) Right to cancel: The Parks and Recreation Department reserves the right to cancel any scheduled use.
- 7) Subletting: Park users shall not “sublet” any scheduled Parks and Recreation Department facilities to any third party without written consent and approval from the Parks and Recreation Department.
- 8) Permit conditions: All applicants shall read, sign, and abide by the Parks and Recreation Department terms and conditions on the rental permit prior to the scheduled use of Parks and Recreation Department fields and/or facilities.
- 9) Field and facility maintenance: Parks and Recreation Department staff shall provide all facility maintenance. Facility users shall not provide their own maintenance, such as lining or dragging fields, or make any modifications to any facility without written approval from the Parks and Recreation Department.
- 10) Partnership agreements: Pursuant to RCW 39.34, there are instances where the city may choose to make the most efficient use of local government powers to cooperate with other localities on a basis of mutual advantage (i.e. Interlocal Agreements or Memorandums of Understanding) and thereby to provide services and facilities in a manner and pursuant to forms of governmental organization that will accord best with geographic, economic, population and other factors influencing the needs of local communities.

VII. SPECIAL EVENT PERMITS, MISCELLANEOUS USE, AND NON-TRADITIONAL PARK USE

When facility, field, or park use inquiries fall outside of the designated capacity, conditions, or scope of a rental permit, the user group may seek a special event or miscellaneous use permit. Per municipal code, permits are required in the following scenarios:

- A. Special Event Permit: Any person or entity who conducts, promotes, sponsors, or manages a special event that affects the standard and ordinary use of public property, streets, right-of-way, walkways, trails, and/or sidewalks, or if occurring on private property, will nevertheless affect, impact, or interfere with the standard, ordinary and normal use of public property, streets, rights-of-way, walkways, or sidewalks by the general public within the vicinity of such event and/or requires the use of city services, shall first obtain a special event permit from the City. (Ord. 2830 § 3 (part), 2016).
- B. Miscellaneous Use Permit: Miscellaneous Park Use Permits are required for non-traditional park activities occurring in Redmond Parks. A “non-traditional park activity” is any activity or gathering that is not permitted by current regulations, park rules, or other existing permits. Some examples include large group gatherings, running, walking, and biking events that remain inside a park, rental requests that cannot be accommodated in a rental permit, the use of amplified sound in parks that falls outside of the established conditions of a rental permit, film and photo inquiries, drones, and the use of a metal detector in a park.

VIII. SCHEDULING OF LAKE WASHINGTON SCHOOL DISTRICT SPORTS FIELDS

The City of Redmond has signed an interlocal agreement titled “Joint Use and Development of Facilities, Programs, Maintenance and Operations” with the Lake Washington School District (LWSD) which outlines responsibilities of scheduling district owned sport fields within Redmond city limits. Rental fees, policies, and guidelines for LWSD owned fields are followed and align with this document.

IX. DEFINITIONS

- A. Redmond Resident: Any Redmond individual, team, group, organization, or internal city use that meets the criteria established in definitions IX.C through IX.F
- B. Non-Resident: Any non-Redmond individual, team, group, or organization that meets the criteria established in definitions IX.G through IX.I below.
- C. Redmond Individual: Anyone who lives or works within the Redmond city limits. Work is defined as being currently employed at least twenty hours per week at a location within the Redmond city limits. This priority also applies to the worker’s household members.
- D. Redmond Team: Any team that has at least 51% of its roster organization made up of Redmond Individuals as defined by IX.C
- E. Redmond Group/Organization: Any group/organization that has at least 51% of its organization that is made up of Redmond individuals as defined in IX.C.
- F. Redmond Recreational Programs: Organizations that do not restrict participation based on skill level.
- G. Non-Redmond Individual: Anyone who lives outside Redmond city limits and is not currently employed more than twenty hours per week at a location within the Redmond city limits.
- H. Non-Redmond Team: Any team that has less than 51% of its roster made up of Redmond individuals as defined in IX.C. above.
- I. Non-Redmond Group/Organization: Any group or organization that has less than 51% of its membership comprised of Redmond individuals as defined in IX.C. above or whose business and primary office is not located within the Redmond city limits.
- J. Select Program: Organizations that restrict participation by invitation or skill level.
- K. Commercial User: For-profit user groups who are scheduling facilities to conduct business and/or organizations charging their participants or attendees for program/entry or for a profit.
- L. Competing Services: Competing services are defined as organizations, groups, or individuals that offer services similar to those provided by the Parks and Recreation Department. This includes but is not limited to programs, events, or activities that could potentially substitute or replicate the services offered by the department. The Parks and Recreation Department reserves the right to restrict access to facilities for entities offering competing services to uphold the integrity and uniqueness of its programs and services. This is to ensure the community receives services that are of high standard and are in line with the goals and objectives of the department.

- M. Turf Athletic Field:** Defined as those athletic fields with an artificial field turf product that has a defined useful life, at which time the surface shall need replacement.

Parks User Fees Schedule

	Current Fees		Proposed Fees		Unit
	Resident	Non-Resident	Resident	Non-Resident	
General Reserved Use					
Processing/Contract Fee	\$10.00	\$10.00	\$15.00	\$15.00	Per contract
Deposit	N/A	N/A	\$50 - 500	\$50 - 500	Flat fee, refundable
Equipment Use					
Equipment Use	\$10 - \$100	\$10 - \$100	\$10 - \$250	\$10 - \$250	Flat Fee
Indoor Facilities					
Multi-use room (small: up to 600 ft ²)	\$35.00	\$42.00	\$40.00	\$48.00	Per hour
Multi-use room (medium: 601 - 1,100 ft ²)	\$35.00	\$42.00	\$45.00	\$55.00	Per hour
Multi-use room (large: 1,101 - 1,800 ft ²)	\$60.00	\$72.00	\$75.00	\$90.00	Per hour
Multi-use room (x-large: 1,801 - 2,400 ft ²)	N/A	N/A	\$140.00	\$170.00	Per hour
Community Room (2,401 ft ² +)	N/A	N/A	\$200.00	\$240.00	Per hour
Commercial Kitchen	N/A	N/A	\$70.00	\$85.00	Per hour
Terrace Fee	N/A	N/A	\$100.00	\$120.00	Per hour
Full Gymnasium	\$55.00	\$66.00	\$140.00	\$170.00	Per hour
½ Gymnasium	N/A	N/A	\$75.00	\$90.00	Per hour
Commercial Use	N/A	N/A	\$15.00	\$20.00	Per Hour
Alcohol Fees					
Alcohol Service Fee	N/A	N/A	\$100	\$100	Flat fee
Alcohol Deposit Fee	N/A	N/A	\$50 - 250	\$50 - 250	Flat fee, refundable
Rental Staffing Fee for Non-Operating Hours					
On-site staffing Fee	\$25.00	\$25.00	\$32.00	\$32.00	Per hour
Athletic Fees					
Sport Field Lighting Fee	\$20.00	\$20.00	\$28.00	\$28.00	Per hour
Turf Athletic Field:					
Youth	\$40.00	\$50.00	\$50.00	\$60.00	Per hour
Adult	\$50.00	\$60.00	\$60.00	\$72.00	Per hour
Non-turf Athletic Field:					

	Current Fees		Proposed Fees		Unit
	Resident	Non-Resident	Resident	Non-Resident	
Youth	\$25.00	\$35.00	\$30.00	\$42.00	Per hour
Adult	N/A	N/A	N/A	N/A	Per hour
Outdoor Picnic Shelters					
Half Day	N/A	N/A	\$100.00	\$120.00	5 hour rental
Full Day	\$180.00	\$240.00	\$175.00	\$210.00	10 hour rental
Cabin Fee (Adair, Fullard, Farrel House)					
	\$40.00	\$48.00	\$52.00	\$62.00	2 hour minimum Per hour
Set up & Clean Up Services					
Set up fee	N/A	N/A	\$135.00	\$135.00	Community Rooms only Per hour
Clean up fee	N/A	N/A	At Cost	At Cost	Per hour
Special Event Permits					
Application Fee	\$75.00	\$75.00	\$75.00	\$75.00	Flat fee
Fewer than 100 people	\$45.00	\$45.00	\$55.00	\$55.00	Per hour
100 - 1,000	\$70.00	\$70.00	\$75.00	\$75.00	Per hour
1,001 - 5,000	\$105.00	\$105.00	\$125.00	\$125.00	Per hour
5,001 - 10,000	\$160.00	\$160.00	\$180.00	\$180.00	Per hour
10,001+	\$240.00	\$240.00	\$275.00	\$275.00	Per hour
Non-Profit Rate	N/A		15% off hourly rates	15% off hourly rates	Per hour
Miscellaneous Use Permits					
Application Fee	\$25.00	\$25.00	\$25.00	\$25.00	Flat fee
Per Hour Fee	\$45.00	\$45.00	\$50.00	\$50.00	Per hour



Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-610

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Human Resources	Cathryn Laird	425-556-2125
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DEPARTMENT STAFF:

Human Resources	David Puente	HR Manager - Labor/Policy
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TITLE:

Approval of the 2024 Pay Plan Updates

OVERVIEW STATEMENT:

Due to the 2024 Cost of Living Adjustments (COLA) and several new classifications being established, the following salaries and pay plans are being updated: AFSCME Regular ("A") and AFSCME Supplemental ("AF-S"); RCHEA Regular ("R") and RCHEA Supplemental ("RS"); Non-represented Executive ("E"), Non-represented regular ("N"), Non-represented Supplemental ("N-S"), and General Supplemental ("G-S"); Police Officer, Corporal, and Sergeant ("P"); Police Lieutenants ("T"); Police Support Regular ("PS") and Police Support Supplemental ("S-PS"); and Fire Support ("FS"). New classifications of Deputy Fire Chief and Community Support Officer are being requested. Details of the changes are listed under the "Outcomes" section.

☒ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☒ **Provide Direction** ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
City Council is required to authorize salary and/or classification changes to pay plans, in accordance with the City of Redmond Personnel Manual Section 7.10. City Council is required to authorize benefit changes to the Personnel Manual, in accordance with the City of Redmond Personnel Manual Section 1.40.
- **Council Request:**
N/A
- **Other Key Facts:**
N/A

OUTCOMES:

Approval by City Council is being sought for the following Pay Plan changes:

AFSCME. In accordance with AFSCME's Collective Bargaining Agreement (CBA) that was negotiated with the union and approved by City Council in 2022, the 2024 COLA for AFSCME "A" and "AF-S" Pay Plans will be 4.5%, based on June 2023 CPI-W, with a minimum of 2% and a maximum of 5%.

RCHEA. In accordance with RCHEA's CBA that was negotiated with the union and approved by City Council in 2022, the 2024 COLA for RCHEA "R" and "R-S" Pay Plans will be 6%, based on first half 2023 CPI-W, with a minimum of 2% and a maximum of 6%.

Non-Represented. Changes to non-represented "E," "N," "N-S," and "G-S" Pay Plans are provided following the RCHEA percentage of 6% to ensure consistency in treatment between represented and non-represented employees, and to ensure those salary ranges remain within market. An additional change to the "E" pay plan includes adding a new classification, titled Deputy Fire Director.

Police Teamsters. In accordance with Police Teamsters' CBAs that were negotiated with the unions and approved by City Council in 2022, the 2024 COLA for Police "T," "P," "PS," and "S-PS" Pay Plans will be 5%, based on first half 2023 CPI-W, with a minimum of 2% and a maximum of 5%. Additional changes to the Police Support Pay Plans include a Community Support Officer to the "PS" Pay Plan and a Supplemental Community Support Officer to the "S-PS" Pay Plan.

Fire Support. In accordance with Fire Support's CBA that was negotiated with the union and approved by City Council in 2023, the 2024 COLA for Fire Support's "FS" Pay Plan will be 4.5%, based on June 2023 CPI-W, with a minimum of 2% and a maximum of 5%.

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:**

Finance included COLAs and salary adjustments in the 2023-2024 Budget documentation that was presented to Council. This means effective January 1, 2024, salary adjustments are budgeted for and can be provided to employees in the pay plans listed above.

Approved in current biennial budget: ☒ Yes ☐ No ☐ N/A

Budget Offer Number:

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-610

Type: Committee Memo

N/A

Budget Priority:

Strategic and Responsive

Other budget impacts or additional costs:

☐ Yes

☐ No

☒ N/A

If yes, explain:

N/A

Funding source(s):

N/A

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
11/6/2023	Item has not been presented to Council	Receive Information

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
12/5/2023	Business Meeting	Approve

Time Constraints:

Implementation of wage and salary range changes is targeted for January 1, 2024. Approval in 2023 will allow HR and Payroll staff time to complete the required communicating, processing, and implementing of the changes.

ANTICIPATED RESULT IF NOT APPROVED:

If not immediately approved or approval is substantially delayed, the result will be calculating retroactive pay, which could result in payroll processing errors due to the complexity of retro-calculations to January 1, 2024. If not approved at all, then there will be no pay plan changes/COLA adjustments, resulting in the union groups filing multiple unfair labor practices (ULPs) against the City for failure to negotiate changes in working conditions (pay) to their CBAs, overall loss of market wage competitiveness, and a potential impact to employee retention, especially for non-represented employees. Annual pay plan updates must be implemented in accordance with the union CBAs that have previously been negotiated with the unions and approved by City Council. Any delays to implementation must be negotiated with the unions prior to the change being effective, with non-represented employees being treated similarly.

ATTACHMENTS:

Attachment A: Proposed Salary Ordinance for AFSCME and AFSCME Supplemental Pay Plans
Exhibit 1: 2024 AFSCME Pay Plan "A"

Exhibit 2: 2024 AFSCME Supplemental Pay Plan "AF-S"

Attachment B: Proposed Salary Ordinance for RCHEA and RCHEA Supplemental Pay Plan

Exhibit 1: 2024 RCHEA Pay Plan "R"

Exhibit 2: 2024 RCHEA Pay Plan "RS"

Attachment C: Proposed Salary Ordinance for Executive Pay Plan

Exhibit 1: 2024 Executive Pay Plan "E"

Attachment D: Proposed Salary Ordinance for Non-Represented and Non-Represented Supplemental Pay Plans

Exhibit 1: 2024 Non-Represented Pay Plan "N"

Exhibit 2: 2024 Non-Represented Supplemental Pay Plan "N-S"

Attachment E: Proposed Salary Ordinance for General Supplemental Pay Plan

Exhibit 1: 2024 General Supplemental Pay Plan "G-S"

Attachment F: Proposed Salary Ordinance for Police Officer, Corporal, and Sergeant Pay Plan

Exhibit 1: 2024 Police Officer, Corporal, and Sergeant Pay Plan "P"

Attachment G: Proposed Salary Ordinance for Police Lieutenants Pay Plans

Exhibit 1: 2024 Police Lieutenants Pay Plan "T"

Attachment H: Proposed Salary Ordinance for Police Support and Supplemental Police Support Pay Plans

Exhibit 1: 2024 Police Support Pay Plan "PS"

Exhibit 2: 2024 Supplemental Police Support Pay Plan "S-PS"

Attachment I: Proposed Salary Ordinance for Fire Support

Exhibit 1: 2024 Fire Support Pay Plan "FS"

Attachment J: Resolution Exempting Deputy Fire Director from At Will Status

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING PAY PLANS "A" AND "AF-
S," IN ORDER TO SET SALARIES FOR EMPLOYEES
COVERED BY THE AFSCME BARGAINING UNIT FOR THE
YEAR 2024; PROVIDING FOR SEVERABILITY AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Pay Plan "A" and the Supplemental Pay Plan "AF-S" were established and put into effect as agreed to through the collective bargaining process;

WHEREAS, the latest salary ranges will now be adjusted and salaries increased in accordance with the AFSCME collective bargaining agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan "A" Amended. Effective January 1, 2024, Pay Plan "A" covering employees represented by Washington State Council of County and City Employees Local 21-RD (AFSCME) is hereby amended and the salary ranges increased 4.5 percent above the ranges in effect on December 31, 2023, as adopted by Ordinance No. 3100. In conjunction with the adjustment of the salary ranges, the salaries of employees covered by the "A" pay plan will be increased across-the-board 4.5 percent. The amended Pay Plan is

attached as Exhibit 1 and incorporated herein as if set forth in full.

Section 2. Pay Plan "AF-S" Amended. Effective January 1, 2024, the salary ranges in Pay Plan "AF-S," the AFSCME Supplemental Pay Plan, are adjusted to increase the salary ranges 4.5 percent, to within eighty percent (80%) and one-hundred twenty percent (120%) of the salary range minimum for the comparable classifications in Pay Plan "A," above the ranges in effect on December 31, 2023, as adopted by Ordinance No. 3100. In conjunction with the adjustment of the salary ranges, the salaries of employees "AF-S" pay plan will be increased across-the-board 4.5 percent. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of
December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, CHERYL XANTHOS, MMC

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____



2024 PAY PLAN "A" - AFSCME

Ordinance No. XXXX

Washington State Council of County and City Employees - Local 21-RD Bargaining Unit

Effective Jan. 1, 2024

			Monthly			Annually		
Grade	FLSA	Position Title	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
A5	NE	Maintenance Aide	\$4,433	\$5,098	\$5,761	\$53,196	\$61,176	\$69,132
A9A	NE	Meter Reader	\$5,198	\$5,977	\$6,756	\$62,376	\$71,724	\$81,072
A8/11	NE	Maintenance Technician	\$5,398	\$6,751	\$8,100	\$64,776	\$81,012	\$97,200
A10	NE	Small Equipment Auto Service Worker	\$5,785	\$6,654	\$7,522	\$69,420	\$79,848	\$90,264
A17	NE	Inventory Control Specialist	\$5,899	\$6,785	\$7,669	\$70,788	\$81,420	\$92,028
A18	NE	Water Quality Cross Connection Specialist	\$6,544	\$7,527	\$8,508	\$78,528	\$90,324	\$102,096
A19	NE	HVAC Technician	\$6,584	\$7,571	\$8,559	\$79,008	\$90,852	\$102,708
A13	NE	Utility Systems Technician	\$6,760	\$7,774	\$8,787	\$81,120	\$93,288	\$105,444
A20	NE	Water Quality Analyst	\$6,809	\$7,830	\$8,851	\$81,708	\$93,960	\$106,212
A21	NE	Traffic Signal Technician	\$6,824	\$7,848	\$8,873	\$81,888	\$94,176	\$106,476
A16	E	Source Control Administrator	\$6,876	\$7,908	\$8,938	\$82,512	\$94,896	\$107,256
A14	NE	Lead Maintenance Worker	\$6,894	\$8,101	\$9,307	\$82,728	\$97,212	\$111,684
A12	NE	Mechanic	\$6,917	\$8,654	\$8,992	\$83,004	\$103,848	\$107,904
A22	NE	Fleet Ops Lead	\$7,190	\$8,268	\$9,346	\$86,280	\$99,216	\$112,152
A15	NE	Lead Traffic Signal Technician	\$7,235	\$8,319	\$9,403	\$86,820	\$99,828	\$112,836
A15	NE	ITS Network Technician	\$7,235	\$8,319	\$9,403	\$86,820	\$99,828	\$112,836



2024 Pay Plan "AF-S" AFSCME Supplemental

Ordinance No. Xxx

Washington State Council of County and City Employees - Local 21-RD Bargaining Unit

Effective Jan. 1, 2024

Hourly

Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
SA5	NE	Maintenance Aide	\$20.46	\$25.58	\$30.69
SA9A	NE	Meter Reader	\$23.99	\$29.99	\$35.99
SA8/11	NE	Maintenance Technician	\$24.91	\$31.14	\$37.37
SA10	NE	Small Equipment Auto Service Worker	\$26.70	\$33.38	\$40.05
SA17	NE	Inventory Control Specialist	\$27.23	\$34.04	\$40.84
SA18	NE	Water Quality Cross Connection Specialist	\$30.20	\$37.75	\$45.30
SA19	NE	HVAC Technician	\$30.39	\$37.99	\$45.58
SA13	NE	Utility Systems Technician	\$31.20	\$39.00	\$46.80
SA20	NE	Water Quality Analyst	\$31.43	\$39.29	\$47.14
SA21	NE	Traffic Signal Technician	\$31.50	\$39.37	\$47.24
SA16	NE*	Source Control Administrator	\$31.74	\$39.67	\$47.60
SA14	NE	Lead Maintenance Worker	\$31.82	\$39.78	\$47.73
SA12	NE	Mechanic	\$31.92	\$39.91	\$47.89
SA22	NE	Fleet Ops Lead	\$33.18	\$41.48	\$49.78
SA15	NE	Lead Traffic Signal Technician	\$33.39	\$41.74	\$50.09
SA15	NE	ITS Network Technician	\$33.39	\$41.74	\$50.09

*All supplemental employees are marked as non-exempt because they are paid on an hourly basis. This does not impact the FLSA status of the positions on the regular employee pay plan.

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON AMENDING PAY PLANS "R" AND "RS",
IN ORDER TO SET SALARIES FOR EMPLOYEES
COVERED BY THE RCHEA BARGAINING UNIT FOR THE
YEAR 2024; PROVIDING FOR SEVERABILITY AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Pay Plan "R" and the Supplemental Pay Plan "RS" were established and put into effect as agreed to through the collective bargaining process;

WHEREAS, the latest salary ranges will now be adjusted and salaries increased in accordance with the RCHEA collective bargaining agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan "R" Amended. Effective January 1, 2024, Pay Plan "R" covering employees represented by the Redmond City Hall Employees Association (RCHEA) is hereby amended and the salary ranges increased 6 percent above the ranges in effect on December 31, 2023, as adopted by Ordinance No. 3096. In conjunction with the adjustment of the salary ranges, the salaries of employees covered by the "R" pay plan will be increased across-the-board 6 percent. The amended Pay Plan is

attached as Exhibit 1 and incorporated herein as if set forth in full.

Section 2. Pay Plan "RS" Amended. Effective January 1, 2024, the salary ranges in Pay Plan "RS," the RCHEA Supplemental Pay Plan, are adjusted to increase the salary ranges 6 percent, to within eighty percent (80%) and one-hundred ten percent (110%) of the salary range minimum for the comparable classifications in Pay Plan "R," above the ranges in effect on December 31, 2023, as adopted by Ordinance No. 3096. In conjunction with the adjustment of the salary ranges, the salaries of employees "RS" pay plan will be increased across-the-board 6 percent. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

Section 3. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper or as otherwise provided by law.

ADOPTED by the Redmond City Council this _____ day of
December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, CHERYL XANTHOS, MMC

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By:_____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____



2024 Pay Plan "R" - RCHEA Employees

Ordinance No. xxxx
Effective January 1, 2024

By Salary Band

Band/ Grade	FLSA	Classification	Monthly			Annual		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
R85			\$10,085	\$11,850	\$13,614	\$121,020	\$142,194	\$163,368
	E	Senior Infrastructure Systems Engineer						
	E	Transportation Strategic Advisor						
R80			\$9,624	\$11,308	\$12,992	\$115,488	\$135,696	\$155,904
	E	Engineer - Senior						
	E	Programmer Analyst - Senior						
R75			\$9,062	\$10,648	\$12,233	\$108,744	\$127,770	\$146,796
	E	Infrastructure Systems Engineer						
	E	Senior Systems Analyst						
	E	Technology Project Manager						
R70			\$8,758	\$10,291	\$11,823	\$105,096	\$123,486	\$141,876
	E	Business Systems Analyst Sr - ERP						
	E	Business Systems Analyst Sr - HRIS						
	E	Engineer						
	E	Environmental Scientist - Senior						
	E	Planner - Principal						
	E	Security and Compliance Analyst						
R65			\$8,244	\$9,687	\$11,129	\$98,928	\$116,238	\$133,548
	E	Planner - Senior						
R60			\$8,027	\$9,432	\$10,837	\$96,324	\$113,184	\$130,044
	E	Business Systems Analyst - ERP						
	E	Business Systems Analyst - HRIS						
	E	Communications & Marketing Project Administrator						
	E	Infrastructure Systems Analyst						
R55			\$7,669	\$9,012	\$10,354	\$92,028	\$108,138	\$124,248
	NE	Building Inspector - Senior						
	E	Business Analyst						
	NE	Construction Inspector - Lead						
	E	Environmental Scientist						
	NE	GIS Analyst - Senior						
	E	Program Administrator						
	E	Programmer Analyst						
R50			\$7,216	\$8,479	\$9,742	\$86,592	\$101,748	\$116,904
	E	Accountant - Senior						
	NE	Building Inspector						
	NE	Construction Inspector						
	NE	Engineer - Associate						
	NE	Engineering Technician - Senior						
	NE	Plans Examiner						
	E	Purchasing Agent - Senior						
	E	Planner						
	E	Technical Systems Coordinator						

2024 Pay Plan "R" - RCHEA Employees

Ordinance No. xxxx
Effective January 1, 2024

By Salary Band

Band/ Grade	FLSA	Classification	Monthly			Annual		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
R45			\$6,902	\$8,110	\$9,317	\$82,824	\$97,314	\$111,804
	NE	Capital & Grant Analyst						
	NE	Code Enforcement Officer						
	E	Financial Analyst						
	NE	GIS Analyst						
	E	Management Analyst						
	NE	Stormwater Inspector						
R40			\$6,682	\$7,852	\$9,021	\$80,184	\$94,218	\$108,252
	E	Accountant						
	NE	Communications & Marketing Specialist						
	NE	Deputy City Clerk						
	NE	Program Coordinator						
	NE	Records Analyst						
R35			\$6,426	\$7,551	\$8,675	\$77,112	\$90,606	\$104,100
	NE	Business Application Specialist						
	NE	Department Administrative Coordinator						
	NE	Planner - Assistant						
	NE	Paralegal						
	NE	Systems Support Specialist						
R30			\$6,020	\$7,074	\$8,127	\$72,240	\$84,882	\$97,524
	NE	Building Inspector Technician						
	NE	Engineering Technician						
	NE	Graphics Designer						
	NE	GIS Data Technician						
	NE	Purchasing Agent						
R25			\$5,681	\$6,675	\$7,668	\$68,172	\$80,094	\$92,016
	NE	Administrative Specialist						
	NE	Accounting Specialist - Senior						
	NE	Legal Assistant						
	NE	Permit Technician						
R20			\$5,402	\$6,348	\$7,293	\$64,824	\$76,170	\$87,516
	NE	Administrative Assistant						
	NE	Engineering Technician - Associate						
	NE	Program Assistant						
R15			\$5,163	\$6,067	\$6,971	\$61,956	\$72,804	\$83,652
	NE	Accounting Specialist						
R10			\$4,483	\$5,268	\$6,052	\$53,796	\$63,210	\$72,624
	NE	Accounting Specialist - Associate						
R05			\$3,935	\$4,624	\$5,312	\$47,220	\$55,482	\$63,744
	NE	Program Aide						

2024 Pay Plan "R-S" - RCHEA Supplemental

Ordinance No. xxxx
 Effective January 1, 2024

By Salary Band

Band/ Grade	FLSA	Classification	Hourly		
			Minimum	Midpoint	Maximum
SR85			\$47	\$55	\$64
	NE*	Senior Infrastructure Systems Engineer			
	NE*	Transportation Strategic Advisor			
SR80			\$44	\$53	\$61
	NE*	Engineer - Senior			
	NE*	Programmer Analyst - Senior			
SR75			\$42	\$50	\$58
	NE*	Infrastructure Systems Engineer			
	NE*	Senior Systems Analyst			
	NE*	Technology Project Manager			
SR70			\$40	\$48	\$56
	NE*	Business Systems Analyst Sr - ERP			
	NE*	Business Systems Analyst Sr - HRIS			
	NE*	Engineer			
	NE*	Environmental Scientist - Senior			
	NE*	Planner - Principal			
	NE*	Security and Compliance Analyst			
SR65			\$38	\$45	\$52
	NE*	Planner - Senior			
SR60			\$37	\$44	\$51
	NE*	Business Systems Analyst - ERP			
	NE*	Business Systems Analyst - HRIS			
	NE*	Communications & Marketing Project Administrator			
	NE*	Infrastructure Systems Analyst			
SR55			\$35	\$42	\$49
	NE	Building Inspector - Senior			
	NE*	Business Analyst			
	NE	Construction Inspector - Lead			
	NE*	Environmental Scientist			
	NE	GIS Analyst - Senior			
	NE*	Program Administrator			
	NE*	Programmer Analyst			
SR50			\$33	\$40	\$46
	NE*	Accountant - Senior			
	NE	Building Inspector			
	NE	Construction Inspector			
	NE	Engineer - Associate			
	NE	Engineering Technician - Senior			
	NE	Plans Examiner			
	NE*	Purchasing Agent - Senior			
	NE*	Planner			
	NE*	Technical Systems Coordinator			
SR45			\$32	\$38	\$44
	NE	Capital & Grant Analyst			
	NE	Code Enforcement Officer			
	NE*	Financial Analyst			
	NE	GIS Analyst			
	NE*	Management Analyst			
	NE	Stormwater Inspector			

2024 Pay Plan "R-S" - RCHEA Supplemental

Ordinance No. xxxx
 Effective January 1, 2024

By Salary Band

Band/ Grade	FLSA	Classification	Hourly		
			Minimum	Midpoint	Maximum
SR40			\$31	\$37	\$42
	NE*	Accountant			
	NE	Communications & Marketing Specialist			
	NE	Deputy City Clerk			
	NE	Program Coordinator			
	NE	Records Analyst			
SR35			\$30	\$35	\$41
	NE	Business Application Specialist			
	NE	Department Administrative Coordinator			
	NE	Planner - Assistant			
	NE	Paralegal			
	NE	Systems Support Specialist			
SR30			\$28	\$33	\$38
	NE	Building Inspector Technician			
	NE	Engineering Technician			
	NE	Graphics Designer			
	NE	GIS Data Technician			
	NE	Purchasing Agent			
SR25			\$26	\$31	\$36
	NE	Administrative Specialist			
	NE	Accounting Specialist - Senior			
	NE	Legal Assistant			
	NE	Permit Technician			
SR20			\$25	\$30	\$34
	NE	Administrative Assistant			
	NE	Engineering Technician - Associate			
	NE	Program Assistant			
SR15			\$24	\$28	\$33
	NE	Accounting Specialist			
SR10			\$21	\$25	\$28
	NE	Accounting Specialist - Associate			
SR05			\$18	\$22	\$25
	NE	Program Aide			

*All supplemental employees are marked as non-exempt because they are paid on an hourly basis. This does not impact the FLSA status of the positions on the regular employee pay plan.

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING PAY PLAN "E" FOR THE YEAR
2024; PROVIDING FOR SEVERABILITY AND
ESTABLISHING AN EFFECTIVE DATE

WHEREAS, Resolution No. 1142 calls for an adjustment of salaries in keeping with changes in salaries in the local labor market of both private and municipal employers; and

WHEREAS, these changes should now be reflected by amending the respective pay plan for executive employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan Amended. (A) Effective January 1, 2024, Pay Plan "E" covering executive employees is hereby amended and the salary ranges increased 6 percent above the ranges in effect on December 31, 2023, as adopted by Ordinance No. 3101. In conjunction with the adjustment of the salary ranges, the salaries of all employees covered by Pay Plan "E" will be increased across-the-board 6 percent up to the maximum salary of the employee's pay band, with any amount that exceeds the maximum salary of the band being paid to the employee in a lump sum.

The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

(B) Effective January 1, 2024, the following classifications are created and added to the Pay Plan "E": Deputy Fire Director.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, CHERYL XANTHOS, MMC

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

2024 Pay Plan "E" - Executive

Ordinance No. xxxx
Effective January 1, 2024

			Monthly			Annual		
Grade	FLSA	Classification	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
EX21			\$15,706	\$18,848	\$21,989	\$188,472	\$226,176	\$263,868
EX21	E	Chief Operating Officer						
EX20			\$14,086	\$16,904	\$19,721	\$169,032	\$202,848	\$236,652
EX20	E	Fire Chief						
EX20	E	Police Chief						
EX20	E	Public Works Director						
EX15			\$13,582	\$16,298	\$19,014	\$162,984	\$195,576	\$228,168
EX15	E	Chief Information Officer						
EX15	E	Finance Director						
EX15	E	Human Resources Director						
EX15	E	Parks Director						
EX15	E	Planning Director						
EX10			\$12,766	\$15,001	\$17,235	\$153,192	\$180,012	\$206,820
EX10	E	Deputy Fire Chief						
EX10	E	Deputy Police Chief						
EX10	E	Deputy Public Works Director/City Engineer						
EX10	E	Deputy Tech & Information Services (TIS) Director						
EX05			\$12,214	\$14,352	\$16,489	\$146,568	\$172,224	\$197,868
EX05	E	Deputy Executive Department Director						
EX05	E	Deputy Finance Director						
EX05	E	Deputy Fire Director						
EX05	E	Deputy Human Resources Director						
EX05	E	Deputy Parks Director						
EX05	E	Deputy Planning & Community Dev (PCD) Director						
EX05	E	Deputy Public Works Director						

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING PAY PLANS "N" AND "N-S,"
IN ORDER TO SET SALARIES FOR THE NON-
REPRESENTED EMPLOYEES FOR THE YEAR 2024;
PROVIDING FOR SEVERABILITY AND ESTABLISHING AN
EFFECTIVE DATE

WHEREAS, Resolution No. 1142 calls for an adjustment of salaries in keeping with changes in salaries in the local labor market of both private and municipal employers; and

WHEREAS, these changes should now be reflected by amending the pay plans for non-represented employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan "N" Amended. Effective January 1, 2024, Pay Plan "N" covering Non-Represented employees is hereby amended and the salary ranges adjusted according to the new banded salary structure and increased by 6 percent. In conjunction with the adjustment of the salary ranges, the salaries of all employees covered by the "N" pay plan will be increased across-the-board 6 percent up to the maximum salary of the employee's pay band, with any amount that exceeds the maximum salary of the band being paid to the employee in a lump sum.

The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

Section 2. Pay Plan "N-S" Amended. Effective January 1, 2024, the salary ranges in Pay Plan "N-S", the Non-Represented Supplemental Pay Plan, are also adjusted to increase the salary ranges, according to the new banded salary structure, to within eighty percent (80%) and one-hundred ten percent (110%) of the salary range minimum for the comparable classifications in Pay Plan "N". In conjunction with the adjustment of the salary ranges, the salaries of all employees covered by "N-S" pay plan will be increased across-the-board 6 percent up to the maximum salary of the employee's pay band, with any amount that exceeds the maximum salary of the band being paid to the employee in a lump sum. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary

thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, CHERYL XANTHOS, MMC

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

2024 Pay Plan "N" - Non-Represented Employees

Ordinance No. xxxx
 Effective January 1, 2024

By Salary Band

Grade	FLSA	Classification	Monthly			Annual		
			Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
N60			\$13,464	\$15,350	\$17,235	\$161,568	\$184,200	\$206,820
N60	E	Police Captain						
N55			\$11,585	\$13,612	\$15,639	\$139,020	\$163,344	\$187,668
N55	E	Chief Policy Advisor						
N55	E	City Engineer						
N55	E	Engineering Manager						
N55	E	Information Services Manager						
N55	E	Police Support Civilian Commander						
N55	E	Project Management Office Manager						
N55	E	Security Compliance Manager						
N55	E	Supervising Attorney						
N50			\$10,296	\$12,098	\$13,900	\$123,552	\$145,176	\$166,800
N50	E	Engineering Supervisor						
N50	E	Finance Manager						
N50	E	Parks Manager						
N50	E	Planning Manager						
N50	E	Public Works Maintenance Manager						
N50	E	Utilities Manager						
N45			\$9,759	\$11,468	\$13,176	\$117,108	\$137,616	\$158,112
N45	E	City Clerk						
N45	E	Communications and Marketing Manager						
N45	E	Emergency Preparedness Manager						
N45	E	Human Resources Manager						
N45	E	Information Services Supervisor						
N45	E	Purchasing/Contracting Manager						
N45	E	Utilities Supervisor						
N40			\$8,893	\$10,450	\$12,007	\$106,716	\$125,400	\$144,084
N40	E	Communications Dispatch Manager						
N40	E	Deputy Prosecuting Attorney						
N40	E	Police Support Services Manager						
N35			\$8,415	\$9,888	\$11,360	\$100,980	\$118,656	\$136,320
N35	E	Communications and Marketing Supervisor						
N35	E	Development Services Supervisor						
N35	E	Diversity Equity Inclusion Program Advisor						
N35	E	Financial Analyst - Senior						
N35	E	Inspection Supervisor						
N35	E	Maintenance and Operations Supervisor						
N35	E	Management Analyst - Senior						
N35	E	Program Manager						
N35	E	Real Property Manager						

2024 Pay Plan "N" - Non-Represented Employees

Ordinance No. xxxx
 Effective January 1, 2024

By Salary Band

			Monthly			Annual		
Grade	FLSA	Classification	Minimum	Midpoint	Maximum	Minimum	Midpoint	Maximum
N30			\$7,891	\$9,272	\$10,652	\$94,692	\$111,264	\$127,824
N30	E	Administrative Supervisor						
N30	E	Finance Supervisor						
N30	E	Human Resources Analyst - Senior						
N30	E	Parks Supervisor						
N25			\$7,200	\$8,460	\$9,719	\$86,400	\$101,520	\$116,628
N25	NE	Human Resources Analyst						
N25	NE	Risk Program Coordinator						
N20			\$6,841	\$8,039	\$9,236	\$82,092	\$96,468	\$110,832
N20	E	Executive Analyst						
N20	E	Financial Analyst						
N15			\$6,338	\$7,447	\$8,556	\$76,056	\$89,364	\$102,672
N15	NE	Department Administrative Coordinator						
N15	NE	Police Crime Analyst (Limited Duration)						
N15	NE	Police Program Coordinator						
N10			\$5,826	\$6,846	\$7,865	\$69,912	\$82,152	\$94,380
N10	NE	Accounting Associate - Senior						
N10	NE	Administrative Specialist						
N10	NE	Payroll Analyst						
N05			\$5,381	\$6,322	\$7,263	\$64,572	\$75,864	\$87,156
N05	NE	Administrative Assistant						

2024 Pay Plan "N-S" - Non-Represented Employees Supplemental
Ordinance No. xxxx
Effective January 1, 2024
By Salary Band

			Hourly		
Grade	FLSA	Classification	Minimum	Midpoint	Maximum
SNR60			\$62	\$74	\$85
SNR60	NE*	Police Captain			
SNR55			\$53	\$63	\$74
SNR55	NE*	Chief Policy Advisor			
SNR55	NE*	City Engineer			
SNR55	NE*	Engineering Manager			
SNR55	NE*	Information Services Manager			
SNR55	NE*	Police Support Civilian Commander			
SNR55	NE*	Project Management Office Manager			
SNR55	NE*	Security Compliance Manager			
SNR55	NE*	Supervising Attorney			
SNR50			\$48	\$56	\$65
SNR50	NE*	Engineering Supervisor			
SNR50	NE*	Finance Manager			
SNR50	NE*	Parks Manager			
SNR50	NE*	Planning Manager			
SNR50	NE*	Public Works Maintenance Manager			
SNR50	NE*	Utilities Manager			
SNR45			\$45	\$53	\$62
SNR45	NE*	City Clerk			
SNR45	NE*	Communications and Marketing Manager			
SNR45	NE*	Emergency Preparedness Manager			
SNR45	NE*	Human Resources Manager			
SNR45	NE*	Information Services Supervisor			
SNR45	NE*	Purchasing/Contracting Manager			
SNR45	NE*	Utilities Supervisor			
SNR40			\$41	\$49	\$56
SNR40	NE*	Communications Dispatch Manager			
SNR40	NE*	Deputy Prosecuting Attorney			
SNR40	NE*	Police Support Services Manager			
SNR35			\$39	\$46	\$53
SNR35	NE*	Communications and Marketing Supervisor			
SNR35	NE*	Development Services Supervisor			
SNR35	NE*	Diversity Equity Inclusion Program Advisor			
SNR35	NE*	Financial Analyst - Senior			
SNR35	NE*	Inspection Supervisor			
SNR35	NE*	Maintenance and Operations Supervisor			
SNR35	NE*	Management Analyst - Senior			
SNR35	NE*	Program Manager			
SNR35	NE*	Real Property Manager			

2024 Pay Plan "N-S" - Non-Represented Employees Supplemental
Ordinance No. xxxx
Effective January 1, 2024
By Salary Band

			Hourly		
Grade	FLSA	Classification	Minimum	Midpoint	Maximum
SNR30			\$36	\$43	\$50
SNR30	NE*	Administrative Supervisor			
SNR30	NE*	Finance Supervisor			
SNR30	NE*	Human Resources Analyst - Senior			
SNR30	NE*	Parks Supervisor			
SNR25			\$33	\$39	\$46
SNR25	NE	Human Resources Analyst			
SNR25	NE	Risk Program Coordinator			
SNR20			\$32	\$37	\$43
SNR20	NE*	Executive Analyst			
SNR20	NE*	Financial Analyst			
SNR15			\$29	\$35	\$40
SNR15	NE	Department Administrative Coordinator			
SNR15	NE	Police Crime Analyst (Limited Duration)			
SNR15	NE	Police Program Coordinator			
SNR10			\$27	\$32	\$37
SNR10	NE	Accounting Associate - Senior			
SNR10	NE	Administrative Specialist			
SNR10	NE	Payroll Analyst			
SNR05			\$25	\$29	\$34
SNR05	NE	Administrative Assistant			

*All supplemental employees are marked as non-exempt because they are paid on an hourly basis. This does not impact the FLSA status of the positions on the regular employee pay plan.

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING PAY PLAN "G-S" IN ORDER
TO SET SALARIES FOR THE GENERAL SUPPLEMENTAL
EMPLOYEES FOR THE YEAR 2024; PROVIDING FOR
SEVERABILITY AND ESTABLISHING AN EFFECTIVE
DATE

WHEREAS, Resolution No. 1142 calls for an adjustment of salaries in keeping with changes in salaries in the local labor market of both private and municipal employers; and

WHEREAS, these changes should now be reflected by amending the pay plans for general supplemental employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan "G-S" Amended. Effective January 1, 2024, Pay Plan "G-S" covering general supplemental employees is hereby amended and the salary ranges adjusted 6 percent above the ranges in effect on December 31, 2023, as adopted by Ordinance No. 3103. In conjunction with the adjustment of the salary ranges, the salaries of all employees covered by the "G-S" pay plans will be increased across-the-board 6 percent. The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

Section 2. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or

unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, CHERYL XANTHOS, MMC

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____

2024 Pay Plan "G-S" - General Supplemental

Ordinance No. xxxx

Effective January 1, 2024

Hourly

Grade	FLSA	Position Title	Minimum	Midpoint	Maximum
S23	NE	Farm Animal Caretaker	\$17.34	\$19.82	\$22.30
S24	NE	Recreation Aide	\$17.34	\$19.82	\$22.30
S25	NE	Nutrition Assistant	\$17.34	\$20.45	\$23.54
S26	NE	Beachfront Lifeguard	\$18.58	\$22.30	\$26.02
S27	NE	Recreation Instructor	\$18.58	\$30.97	\$43.36
S28	NE	Fitness Instructor	\$18.58	\$30.97	\$43.36
S29	NE	Recreation Leader	\$18.58	\$22.30	\$26.02
S30	NE	Guest Services Representative	\$18.58	\$22.30	\$26.02
S31	NE	Equestrian Instructor	\$19.82	\$24.78	\$29.73
S32	NE	Audio Visual Media Specialist	\$19.82	\$24.78	\$29.73
S33	NE	Beachfront Assistant Manager	\$21.06	\$24.78	\$28.49
S34	NE	Beachfront Manager	\$22.30	\$26.02	\$29.73
S35	NE	Recreation Specialist	\$22.30	\$32.21	\$42.12
S37	NE	Intern, High School	\$16.68	\$18.58	\$22.30
S38	NE	Intern, College	\$18.58	\$23.24	\$27.88
S39	NE	Intern, Graduate Program	\$23.24	\$29.73	\$37.17

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING THE 2024 "P" PAY PLAN FOR
EMPLOYEES COVERED BY THE TEAMSTERS LOCAL UNION
NO. 117 REPRESENTING LAW ENFORCEMENT OFFICERS

WHEREAS, Pay Plan "P" was established and put into effect as
agreed to through the collective bargaining process; and

WHEREAS, the salary ranges will now be adjusted in accordance
with the negotiated agreement with the Teamsters local Union No.117
bargaining unit, representing Law Enforcement Officers.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan Amended. Effective January 1, 2024,
Pay Plan "P" covering all employees in the Teamsters bargaining
unit, representing law enforcement officers, is hereby amended and
the salary ranges increased 5 percent above the salary ranges in
effect on December 31, 2023, as adopted by Ordinance No. 3088. In
conjunction with the adjustment of the salary ranges, the salaries
for all employees covered by Pay Plan "P" will be increased by the
5 percent. The amended pay plan is attached as Exhibit 1 and
incorporated herein as if set forth in full.

Section 2. Severability. If any section, sentence, clause or
phrase of this ordinance should be held to be invalid or
unconstitutional by a court of competent jurisdiction, such

invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of _____, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____



2024 PAY PLAN "P" - POLICE OFFICER, CORPORAL, AND SERGEANT

Ordinance No. xxxx

Effective Jan. 1, 2024

Teamsters Local Union No. 117

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually
C1	NE	Police Officer	A	0-12m	\$8,487	\$101,844
			B	13-24m	\$8,716	\$104,592
			C	25-36m	\$9,158	\$109,896
			D	37-48m	\$9,388	\$112,656
			E	49m+	\$9,828	\$117,936
C2	NE	Corporal	A		\$10,812	\$129,744
C5	NE	Sergeant	A	0-12m	\$12,032	\$144,384
			B	13-24m	\$12,392	\$148,704

CITY OF REDMOND
ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON AMENDING THE 2024 "T" PAY PLAN
FOR EMPLOYEES REPRESENTED BY THE TEAMSTERS
LOCAL NO. 117 REPRESENTING POLICE
LIEUTENANTS

WHEREAS, Pay Plan "T" was established and put into effect
as agreed to through the collective bargaining process; and

WHEREAS, the salary ranges will now be adjusted in
accordance with the negotiated agreement with the Teamsters
local Union No.117 bargaining unit, representing Police
Lieutenants.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan Amended. Effective January 1, 2024,
Pay Plan "T" covering all employees in the Teamsters Police
Lieutenants bargaining unit is hereby amended and the salary
ranges adjusted by 5 percent, above the ranges in effect on
December 31, 2023. In conjunction with the adjustment of the
salary ranges, the salaries for all employees covered by Pay
Plan "T" will be increased across the board by 5 percent. The
2024 Pay Plan "T" is attached as Exhibit 2 and incorporated
herein as if set forth in full.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this _____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:

EFFECTIVE DATE:
ORDINANCE NO.: _____



2024 PAY PLAN "T" LIEUTENANTS

Ordinance No. xxxx
Police Lieutenants
Effective January 1, 2024

Grade	FLSA	Position Title	Step	Duration	Monthly	Annually
T01	E	Lieutenant	A	0-12m	\$14,717	\$176,604
			B	13-24m	\$15,232	\$182,784
			C	25-36m	\$15,751	\$189,012

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND, WASHINGTON, AMENDING PAY PLANS "PS" AND "S-PS," IN ORDER TO SET SALARIES FOR EMPLOYEES COVERED BY THE TEAMSTERS LOCAL UNION NO. 117 BARGAINING UNIT FOR THE YEAR 2024; PROVIDING FOR SEVERABILITY AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, Pay Plan "PS" and the Supplemental Pay Plan "S-PS" were established and put into effect the negotiated salary ranges agreed to through the collective bargaining process and adopted; and

WHEREAS, the salary ranges will now be adjusted in accordance with the negotiated agreement with the Teamsters local Union No.117 bargaining unit, representing Police Support employees.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND, WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan Amended. (A) Effective January 1, 2024, Pay Plan "PS" covering all employees in the Police Support bargaining unit is hereby amended and the salary ranges adjusted by 5 percent, above the ranges in effect on December 31, 2023 as adopted by Ordinance No. 3104. In conjunction with the adjustment of the salary ranges, the salaries for all employees covered by the Police Support bargaining unit will increase

across-the-board by 5 percent. The amended Pay Plan is attached as Exhibit 1 and incorporated herein as if set forth in full.

(B) Effective January 1, 2024, the Community Support Officer classification is created and added to the Pay Plan "PS".

Section 2. Pay Plan "S-PS". (A) Effective January 1, 2024, Supplemental Pay Plan "S-PS" covering supplemental Police Support employees is hereby adjusted to reflect pay ranges that represent 80 percent to 110 percent of the lowest pay for a comparable Regular position, as adopted by Ordinance No. 3104. The amended Pay Plan is attached as Exhibit 2 and incorporated herein as if set forth in full.

(B) Effective January 1, 2024, the Supplemental Community Support Officer classification is created and added to the Pay Plan "S-PS".

Section 3. Severability. If any section, sentence, clause, or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause, or phrase of this ordinance.

Section 4. Effective Date. This ordinance shall take effect five days after its publication, or publication of a

summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____



2024 PAY PLAN PS* - POLICE SUPPORT

Ordinance No. xxxx

Teamsters Local No. 117 - Representing the Police Support Bargaining Unit

Effective January 1, 2024

Grade	FLSA	Position Title	Step	Duration	Monthly	Annual
C30	NE	Police Public Information Officer	A	0-12 mos	\$7,685	\$92,220
			B	13-24 mos	\$7,992	\$95,904
			C	25-36 mos	\$8,312	\$99,744
			D	37-48 mos	\$8,645	\$103,740
			E	49-60 mos	\$8,990	\$107,880
			F	61 + mos	\$9,349	\$112,188
C113	NE	Crime Analyst	A	0-12 mos	\$7,175	\$86,100
			B	13-24 mos	\$7,461	\$89,532
			C	25-36 mos	\$7,761	\$93,132
			D	37-48 mos	\$8,070	\$96,840
			E	49-60 mos	\$8,394	\$100,728
			F	61 + mos	\$8,730	\$104,760
C116	NE	Police Program Coordinator	A	0-12 mos	\$7,389	\$88,668
			B	13-24 mos	\$7,685	\$92,220
			C	25-36 mos	\$7,992	\$95,904
			D	37-48 mos	\$8,312	\$99,744
			E	49-60 mos	\$8,645	\$103,740
			F	61 + mos	\$8,990	\$107,880
C13	NE	Communications Dispatcher	A	0-12 mos	\$6,387	\$76,644
			B	13-24 mos	\$6,642	\$79,704
			C	25-36 mos	\$6,908	\$82,896
			D	37-48 mos	\$7,184	\$86,208
			E	49-60 mos	\$7,472	\$89,664
			F	61 + mos	\$7,770	\$93,240
C15	NE	Lead Communications Dispatcher	A	0-12 mos	\$7,112	\$85,344
			B	13-24 mos	\$7,395	\$88,740
			C	25-36 mos	\$7,691	\$92,292
			D	37-48 mos	\$7,999	\$95,988
			E	49-60 mos	\$8,318	\$99,816
			F	61 + mos	\$8,651	\$103,812



2024 PAY PLAN PS* - POLICE SUPPORT

Ordinance No. xxxx

Teamsters Local No. 117 - Representing the Police Support Bargaining Unit

Effective January 1, 2024

Grade	FLSA	Position Title	Step	Duration	Monthly	Annual
C14	NE	Lead Police Support Services Specialist	A	0-12 mos	\$6,434	\$77,208
			B	13-24 mos	\$6,693	\$80,316
			C	25-36 mos	\$6,959	\$83,508
			D	37-48 mos	\$7,238	\$86,856
			E	49-60 mos	\$7,526	\$90,312
			F	61 + mos	\$7,828	\$93,936
C25	NE	Police Support Public Records Specialist	A	0-12 mos	\$6,125	\$73,500
			B	13-24 mos	\$6,369	\$76,428
			C	25-36 mos	\$6,623	\$79,476
			D	37-48 mos	\$6,889	\$82,668
			E	49-60 mos	\$7,165	\$85,980
			F	61 + mos	\$7,451	\$89,412
C115	NE	Legal Advocate	A	0-12 mos	\$6,222	\$74,664
			B	13-24 mos	\$6,472	\$77,664
			C	25-36 mos	\$6,731	\$80,772
			D	37-48 mos	\$6,999	\$83,988
			E	49-60 mos	\$7,280	\$87,360
			F	61 + mos	\$7,571	\$90,852
TBD	NE	Community Support Officer	A	0-12 mos	\$5,983	\$71,796
			B	13-24 mos	\$6,222	\$74,664
			C	25-36 mos	\$6,471	\$77,652
			D	37-48 mos	\$6,730	\$80,760
			E	49-60 mos	\$6,999	\$83,988
			F	61 + mos	\$7,279	\$87,348
C19	NE	Property Evidence Technician	A	0-12 mos	\$5,863	\$70,356
			B	13-24 mos	\$6,097	\$73,164
			C	25-36 mos	\$6,342	\$76,104
			D	37-48 mos	\$6,595	\$79,140
			E	49-60 mos	\$6,859	\$82,308
			F	61 + mos	\$7,134	\$85,608



2024 PAY PLAN PS* - POLICE SUPPORT

Ordinance No. xxxx

Teamsters Local No. 117 - Representing the Police Support Bargaining Unit

Effective January 1, 2024

Grade	FLSA	Position Title	Step	Duration	Monthly	Annual
C11	NE	Police Support Services Specialist	A	0-12 mos	\$5,888	\$70,656
	NE	Police Support Administrative Specialist	B	13-24 mos	\$6,125	\$73,500
			C	25-36 mos	\$6,369	\$76,428
			D	37-48 mos	\$6,623	\$79,476
			E	49-60 mos	\$6,889	\$82,668
			F	61 + mos	\$7,165	\$85,980
C20	NE	Police Support Administrative Assistant	A	0-12 mos	\$5,493	\$65,916
			B	13-24 mos	\$5,712	\$68,544
			C	25-36 mos	\$5,941	\$71,292
			D	37-48 mos	\$6,178	\$74,136
			E	49-60 mos	\$6,425	\$77,100
			F	61 + mos	\$6,682	\$80,184

*All pay rates include the 1.25% accreditation pay. Should the Police Department lose its accreditation, the rates will be reduced by 1.25%.



2024 PAY PLAN "S-PS" - SUPPLEMENTAL POLICE SUPPORT

Ordinance No. xxxx

Teamsters Local No. 117 - Representing the Police Support Bargaining Unit

Effective January 1, 2024

Grade	FLSA	Position Title	Minimum*	Maximum*
SP30	NE	Supplemental Police Public Information Officer	\$35.47	\$48.77
SP10	NE	Supplemental Crime Analyst	\$33.12	\$45.53
SP16	NE	Supplemental Police Program Coordinator	\$34.10	\$46.89
SP3	NE	Supplemental Communications Dispatcher	\$29.48	\$40.53
SP8	NE	Supplemental Lead Communications Dispatcher	\$32.82	\$45.13
SP4	NE	Supplemental Lead Police Support Services Specialist	\$29.70	\$40.83
SP25	NE	Supplemental Police Support Public Records Specialist	\$28.27	\$38.87
SP5	NE	Supplemental Legal Advocate	\$28.72	\$39.49
TBD	NE	Supplemental Community Support Officer	\$27.61	\$37.97
SP1	NE	Supplemental Property Evidence Technician	\$27.06	\$37.21
SP2	NE	Supplemental Police Support Services Specialist	\$27.18	\$37.37
SP14	NE	Supplemental Police Support Administrative Assistant	\$25.35	\$34.86
SP15	NE	Supplemental Police Support Administrative Specialist	\$27.18	\$37.37

* 80-110% of the lowest pay for comparable regular position

**CITY OF REDMOND
ORDINANCE NO. XXXX**

AN ORDINANCE OF THE CITY OF REDMOND,
WASHINGTON, AMENDING PAY PLAN "FS" IN ORDER TO
SET SALARIES FOR EMPLOYEES COVERED BY THE FIRE
SUPPORT BARGAINING UNIT FOR THE YEAR 2024;
PROVIDING FOR SEVERABILITY AND ESTABLISHING AN
EFFECTIVE DATE

WHEREAS, Pay Plan "FS" was established and put into effect as
agreed to through the collective bargaining process;

WHEREAS, the latest salary ranges will now be adjusted and
salaries increased in accordance with the Fire Support collective
bargaining agreement.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, DO ORDAIN AS FOLLOWS:

Section 1. Pay Plan "FS" Amended Effective January 1,
2024, Pay Plan "FS" covering employees represented by the Redmond
Fire Fighters Union No. 2829, I.A.F.F., Representing the Fire
Support Bargaining Unit, is hereby amended and the salary ranges
adjusted 4.5 percent above the ranges in effect on December 31,
2023, as adopted by Ordinance No. 3111. In conjunction with the
adjustment of the salary ranges, the salaries of all employees
covered by the "FS" pay plan will be increased across-the-board
4.5 percent. The amended Pay Plan is attached as Exhibit 1 and
incorporated herein as if set forth in full.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section, sentence, clause or phrase of this ordinance.

Section 3. Effective Date. This ordinance shall take effect five days after its publication, or publication of a summary thereof, in the City's official newspaper, or as otherwise provided by law.

ADOPTED by the Redmond City Council this ____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CITY CLERK, CHERYL XANTHOS, MMC

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:

EFFECTIVE DATE:
ORDINANCE NO.: _____

CITY OF REDMOND
RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY
OF REDMOND, WASHINGTON AMENDING SECTION
3.130 OF THE REDMOND PERSONNEL MANUAL ADDING
DEPUTY DIRECTORS TO THE LIST OF AT WILL
STATUS CLASSIFICATIONS

WHEREAS, the city has created a classification of Deputy
Fire Director.

WHEREAS, All members of the Fire Department except the
Fire Chief are covered under Civil Service.

WHEREAS, The Redmond Personnel Manual Section 3.130 should
be amended to include Deputy Fire Director as a deputy director
position that is not considered at-will.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF REDMOND,
WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. At Will Status. Effective January 1, 2024,
Section 3.130 of the Redmond Personnel Manual is amended as
follows:

3.130 At-Will Status

Employment Status

At-will employment means that either the employee or the
City may terminate the employment relationship at any time, with
or without cause. The authority to terminate an at-will employee

lies with the Mayor or department director as described in this section.

What City Employees are At-Will?

Department Directors_and Mayor's Staff.

Department directors and employees on the Mayor's staff who are not bargaining unit members are at-will employees who serve at the pleasure of the Mayor.

Deputy Directors.

Deputy directors (except Deputy Fire Chief and Deputy Fire Director) are not bargaining unit members and are at-will employees who serve at the pleasure of their department director.

Newly Hired Employees.

Newly hired individuals are at-will employees during their probation period and serve at the pleasure of their department director.

Section 2. Effective Date. This resolution shall become effective January 1, 2024.

ADOPTED by the Redmond City Council this _____ day of December, 2023.

CITY OF REDMOND

MAYOR ANGELA BIRNEY

ATTEST/AUTHENTICATED:

CHERYL XANTHOS, MMC, CITY CLERK

(SEAL)

APPROVED AS TO FORM
OFFICE OF THE CITY ATTORNEY:

By: _____

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
SIGNED BY THE MAYOR:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NO.: _____



Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-605

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

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 Planning Director
Planning and Community Development	Brooke Buckingham	Human Services Manager

TITLE:

Health through Housing Operational Agreement and Timeline

OVERVIEW STATEMENT:

King County's Health Through Housing (HTH) is an initiative to create up to 1,600 units of emergency and permanent supportive housing across the County for people experiencing chronic homelessness. This has been accomplished through the purchase and conversion of hotels and similar facilities, including the former Silver Cloud Inn in the Overlake area of Redmond. Redmond Zoning Code 21.57 establishes siting criteria and use requirements for permanent supportive housing programs. One of these requirements is the approval of an Operational Agreement between King County (owner) and the City of Redmond.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☒ **Receive Information**

☐ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
King County Health Through Housing Implementation Plan
- **Required:**
Agreements between jurisdictions require Council approval
- **Council Request:**
N/A
- **Other Key Facts:**
King County recently announced the operator of the Redmond HTH site. Approval of the Operational Agreement is one many requirements that must be met before the building can be occupied. In addition, the development

of a Community Relations Plan, Safety and Security Plan, and Program Code of Conduct are required. Redmond Zoning Code Chapter 21.57 specifies who approves these plans.

OUTCOMES:

King County Countywide Planning Policies have established housing targets for cities to accommodate future growth within the next 20 years. The City's affordable housing growth targets also include requirements for permanent supportive housing (PSH). Redmond's estimated need is 3,694 units of PSH. We recognize that this cannot be addressed by a single jurisdiction on their own, so Redmond is one of many cities in the region supporting King County as a partner in regional solutions like the Health Through Housing Initiative.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

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

October 23, 2023 - January 8, 2024

- **Outreach Methods and Results:**

The City has convened a Community Advisory Group. Members were prioritized based on their proximity to the Health Through Housing location in Redmond and as subject matter experts. Representatives on the advisory group include local businesses, nearby community, nonprofit organizations, people with lived experience, and school district staff. This group will be tasked with providing input into the development of the Community Relations Plan, the Program Code of Conduct, and the Safety and Security Plan.

- **Feedback Summary:**

Feedback will be gathered at subsequent meetings.

BUDGET IMPACT:**Total Cost:**

There is no fiscal impact associated with Health Through Housing. Staff working on HTH 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
11/21/2023	Special Meeting Study Session	Provide Direction

Time Constraints:

Timely approval will ensure that the building can open in early 2024.

ANTICIPATED RESULT IF NOT APPROVED:

Salvation Army is fast tracking efforts to design program operations and complete other required plans such as the Community Relations Plan. Not approving the Operational Agreement will significantly delay progress, ultimately impacting when residents can move in.

ATTACHMENTS:

Attachment A: Draft Operational Agreement

Attachment B: Draft Service Agreement Draft Operational Agreement

Attachment C: Health Through Housing Presentation

**OPERATIONAL AGREEMENT
BETWEEN THE CITY OF REDMOND AND KING COUNTY**

THIS OPERATIONAL AGREEMENT (“Operational Agreement” and herein, this “Agreement”) is entered into by and between the City of Redmond, a Washington municipal corporation (“City”), and King County, a political subdivision of the State of Washington (“County”). Collectively, the City and County may be referred to herein as Parties, and each separately is a Party.

RECITALS

A. WHEREAS, the Revised Code of Washington (RCW) 36.70A.30 precludes jurisdictions from prohibiting permanent supportive housing in areas where multifamily housing is permitted; and

B. WHEREAS, HB 1220 (2021) required jurisdictions to plan for and accommodate emergency housing, emergency shelters, permanent supportive housing, and transitional housing; and

C. WHEREAS, the Health Through Housing (“HTH”) program was authorized and is governed by County Ordinances No. 19236 and No. 19366 and RCW 82.14.530, as may be amended; and

D. WHEREAS, the City’s requirements for Permanent Supportive Housing, Transitional Housing, Emergency Shelters, and Emergency Housing are set forth in Redmond Zoning Code (RZC) Chapter 21.57; and

E. WHEREAS, the County purchased the former Silver Cloud Inn located at 2122 152nd Ave NE, Redmond (the “Property”), King County Assessor’s parcel number 2625059046, in fulfillment of the County’s Health through Housing Implementation Plan 2022-2028 as adopted via King County Ordinance 19366 Section 1 and K.C.C. 2.A.300 (the “HTH Implementation Plan”) and intends, upon completion of certain improvements to the Property, to operate a facility thereon (the “Facility”); and

F. WHEREAS, the County must enter into an operational agreement prior to occupancy of the Facility under RZC Chapter 21.57 and this Agreement meets the requirements for an Operational Agreement as set forth under that chapter; and

G. WHEREAS, City staff participated in the County procurement process used to select an Operator by supporting development of materials for the Request for Bid (RFB) and associated Operator selection criteria, participating in the County’s process for selecting an Operator, and advising the Mayor on concurrence in selection of the Operator that met the adopted Operator criteria, consistent with the HTH Implementation Plan; and

H. WHEREAS, both the HTH Implementation Plan and the RZC Chapter 21.57 require the County to partner with the City regarding operation of the Facility; and

I. WHEREAS, certain negotiated terms and conditions are expressed in this Operational Agreement; and

J. WHEREAS, the County is responsible for the operation of the Facility and for ensuring that the selected Operator abides by the terms and conditions of this Operational Agreement entered into between the County and the City, and the Services Agreement entered into between the County and the Operator; and

K. WHEREAS, the County and City intend for the City to have clear rights and authority to seek specific performance of this Agreement, including to ensure that the County requires the Operator to maintain compliance with the terms of the Operational Agreement and Services Agreement.

NOW, THEREFORE, in order to fulfill the foregoing purposes and intent, including compliance with the HTH Implementation Plan and RZC 21.57.010.C.4, and in consideration of the mutual agreements herein, as well as other valuable consideration, the receipt and sufficiency of which are hereby mutually acknowledged, the City and the County agree as follows:

AGREEMENT

1. Use of the Property and Facility Operations. The Facility shall be used exclusively for Emergency Housing or Permanent Supportive Housing and for no other purpose. For the purposes of this Agreement, “Emergency Housing” (EH)” has the meaning set forth in the Initial HTH Implementation Plan 2022-2028 as adopted via King County Ordinance 19366 Section 1 and K.C.C. 2.A.300 . For purposes of this Agreement, “Permanent Supportive Housing (PSH)” has the meaning set forth in RCW 36.70A.030(19).

(a) The Facility shall not operate as a “Community Health Engagement Location” site, as described in the County’s Ordinance No. 18584, i.e., the Facility will not be a supervised/safer consumption site, or a supervised/safer injection facility, or a supervised/safer injection service pursuant to RZC 21.57.010.C.1.

(b) The Facility shall not operate as a “Safe Parking” or other program for individuals experiencing unsheltered homelessness. No camping (including car camping) or any other form of persons sleeping outdoors or in vehicles shall be allowed on the Property.

(c) The Operator of the Facility shall provide on-site staffing 24 hours per day and seven days per week, including appropriate security personnel.

(d) The Operator shall ensure participant compliance with applicable registration and notification requirements for registered sex offenders pursuant to RZC 21.57.010.C.4.d.iv.

(e) The Operator shall make available comprehensive support services to residents, including, but not limited to, housing navigation services including referral to

alternative housing, behavioral health treatment (including treatment of substance use disorders), employment assistance, job training, education, and transportation pursuant to RZC 21.57.010.C.4.d.vi.

(f) The Operator shall coordinate with local service providers and City outreach staff to identify and prioritize eligible homeless individuals living in, near, or who have ties to Redmond to support outcomes that result in persons receiving supportive housing within their own community. Thirty-five (35) percent of the units will be designated for and filled through local referral. To ensure integration with the regional Coordinated Entry (CE) system, 35 percent of units will be designated for and filled through regional referral. The remaining 30 percent of units are undesignated units and will be prioritized for local referral; however, said units may be filled through regional referral in the event that local referral is not available. The County and Operator shall work with local service providers and Redmond's Homeless Outreach Administrator to identify eligible homeless individuals who are living in, near, or who have ties Redmond pursuant to RZC 21.57.010.C.4.d.i.

(g) This Agreement does not address review and approval of permits necessary for the Facility under applicable title 15 of the Redmond Municipal Code or any other local, state, national, uniform, and international codes for work related to building, mechanical, plumbing, electrical, and fire protection (collectively, "Construction Work"). Proposed modifications to the Property, shall be reviewed in accordance with standard permitting procedures contained in the Redmond Municipal Code and Redmond Zoning Code.

2. Performance under the Operational and Services Agreements.

(a) The City will be provided the opportunity to approve any proposed new name for the Facility.

(b) The County will require the Operator to enter into and comply with a Services Agreement between the County and the Operator substantially similar to that attached as **Exhibit A** or as amended consistent with Section 8 of this Agreement.

(c) Regardless of any future amendment to the Services Agreement, as such amendment is authorized pursuant to Section 8 of this Agreement, it shall always:

- (1) Include Operator compliance with Chapter 21.57 RZC including a safety and security plan, program rules and/or code of conduct, and a community relations plan; and,
- (2) Provide that the City shall be an involved party in decisions related to implementation of the Services Agreement and related exhibits.

3. Community Advisory Group. The County, City, and Operator shall create a community advisory group which should include representatives from local community (business and resident representatives), services providers, and those with lived

experience of homelessness. This group will support the development of the Community Relations Plan. Upon occupancy, they will meet quarterly to advise on operations and provide opportunities and input on how the community and volunteers can engage with the project. The City, County, and Operator liaison(s) will provide staff support and participate in the Community Advisory Group.

4. Reports to the City Council.

(a) The County and Operator will publicly report to the Redmond City Council within six months of the Facility beginning to accept residents and provide written reports to City staff at least annually thereafter regarding operation of the Facility and compliance with the terms of the Operational Agreement and Services Agreement. City Council may also request a public briefing or written update more frequently, as desired.

(b) The report should include data points that are coordinated with the City and that are approved by King County and the Health through Housing Advisory Committee, such as the following, to the extent reasonably available:

- (1) Data on the number of new tenants, exits, unit nights, and households served during the reporting period, including demographics;
- (2) Number of residents enrolled at the Facility;
- (3) Number/percentage of residents receiving on-site and off-site resident supports, including estimated hours provided to residents by service providers;
- (4) Number/percentage of residents enrolled in Medicaid or another means of health insurance;
- (5) Number/percentage of residents who receive physical or behavioral healthcare supports;
- (6) Number/percentage of households who maintain or increase income through employment or public benefits while residing at the Facility;
- (7) Number/percentage of individuals who maintain or exit to other permanent housing from the Health through Housing site;
- (8) Number/percentage of residents with emergency visits and psychiatric hospitalizations;
- (9) Information on community feedback received by the County or Contractor, including a summary of any action taken as a result, if any; and
- (10) Number of emergency responses to the Facility.

5. Communication and Coordination among the Parties and the Operator.

(a) To ensure ongoing communications between the County, the City, the Operator, and appropriate service providers, the Parties shall develop a communication plan, which may be a part of or incorporated into the Operator's community relations plan.

(b) In addition, the Parties will meet on a regular basis with one another and with the operator to discuss, as appropriate, performance and operation of the Facility, compliance with this Agreement, and elements of the Services Agreement, and to work on any unexpected challenges and promptly resolve issues, including challenges regarding program outcomes. The Parties commit to meet promptly on an *ad hoc* basis at the request of either Party to resolve issues as quickly as possible.

(c) The County, City and Operator, shall each designate a staff representative to serve as a liaison to the Facility and community members regarding the Facility and this Agreement. The liaisons will have an active role in implementing and participating in the Operator's community relations plan, may attend community events related to the Facility, and may receive and provide timely response to community inquiries directed at the City related to the Facility.

6. Building Upgrades. The County and City shall work together to facilitate building upgrades by December 31, 2026, pursuant to the HTH Implementation Plan, to provide permanent provisions for living, sleeping, eating, cooking and sanitation for all units designated for residential occupancy.

7. Binding Effect and Assignment. This Agreement shall be binding upon and inure to the benefit of the Parties and their successors and assigns. King County shall not, however, assign its rights under this Agreement to another entity, operator, or contractor or sell the Facility to non-County entity unless the County obtains prior written consent of the City.

8. Amendment. This Agreement may be amended by written agreement of the Redmond City Council and King County. Terms of the Services Agreement that are materially relevant to this Agreement may be amended by the County only with the agreement of Redmond City Council and only when the terms are consistent with Section 2 of this Agreement. The County reserves the right to otherwise amend its Services Agreement.

9. Term. The effective date of this Agreement shall be the date of its signature by both Parties, and the Agreement shall continue in effect for so long as the Facility is used as part of the HTH program. However, the Agreement may be amended at any time by agreement of the parties pursuant to Section 8. This Agreement will terminate when the County declares in writing provided to the City that the Facility will no longer be used for the HTH program, with termination effective as of the date on which such use will end as stated in such declaration, except that its provisions related to Defaults and Remedies

shall continue to be in effect. When this Agreement terminates, the Facility shall be subject to the requirements of the City's code in effect at the time of termination and the County will have one hundred eighty (180) days to achieve compliance or to initiate actions to achieve compliance for the intended successor use of the building by submitting all necessary documentation and thereafter diligently pursuing completion.

10. Dispute Resolution.

(a) The Parties agree to negotiate in good faith to resolve any disputes arising under this Operational Agreement or arising from the Operator's compliance with the Services Agreement or to resolve any ongoing material failure by the County or Operator as an agent of the County to fulfill the obligations set forth in this Operational Agreement. Neither Party may seek relief in a court of law or any other forum until and unless the dispute resolution process set forth in this Section 10 has been completed in good faith, except that nothing in this section shall require a Party to postpone seeking injunctive or other equitable relief if it believes in good faith such relief is needed.

(b) The Parties shall designate representatives for purposes of managing this Agreement and the dispute resolution process under this Section 10. The Parties' Designated Representatives shall be the persons identified in Section 21 to receive notice for the County and for the City respectively, or such other persons as they may designate in writing from time to time by giving notice. The Parties' Designated Representatives shall communicate regularly to discuss the status of the tasks and services to be performed and to prevent disputes from arising.

(c) If a dispute arises, then

- (1) Step One: The Parties' Designated Representatives shall confer and attempt to resolve the dispute promptly and at minimum within ten (10) business days of written notification by either Party.
- (2) Step Two: If the Parties' Designated Representatives are unable to resolve the dispute within ten (10) business days, either Party may refer the dispute to the Mayor and the County's DCHS Director or their designees. The Mayor and the County's DCHS Director shall confer and attempt to resolve the dispute within ten (10) business days of receiving the referral. The conference may be in person or by other means, such as telephone conference or videoconference.

(d) If the Parties cannot resolve the dispute utilizing the process in Paragraph (c) of this Section 10, the Parties may, by agreement, submit the matter to non-binding mediation. The Parties shall split the mediator's fees, costs, and expenses on an equal basis. Each Party shall pay its own costs to prepare for the mediation, including any attorney fees or costs. If additional parties participate in the mediation, then each participant shall pay an equal share of mediator's fees, costs, and expenses, such share to be calculated by dividing the mediator's total charges by the number of parties participating. Mediation shall not be a prerequisite to litigation.

(e) During the course of conflict or dispute resolution efforts, the Parties agree to continue to diligently perform their respective responsibilities under this Agreement.

11. Default and Remedies.

(a) If either the County or the City fails to perform any act or material obligation required to be performed by it hereunder, or the Operator fails to perform any act or obligation required to be performed under the Services Agreement, the other party, or in the case of a failure to perform on the part of the Operator then the City, shall deliver written notice of such failure to the non-performing party. The non-performing party shall have thirty (30) days after its receipt of such notice in which to correct or cause to be corrected the failure to perform the act or obligation at issue, after which time it shall be in default ("Default") under this Agreement; provided, however, that if the non-performance is of a type that could not reasonably be cured within said thirty (30) day period, then the non-performing party shall not be in Default if it notifies the non-defaulting party of its plan to cure and commences cure within the thirty (30) day period and thereafter diligently pursues cure to completion.

(b) In the event of a party's Default:

- (1) The non-defaulting party shall have the right to terminate this Agreement.
- (2) The non-defaulting party shall also have the right to exercise all other rights and remedies available to it in law or equity and shall specifically be entitled to an injunction, an order of specific performance, or other legal or equitable remedy that will cause the Defaulting party to perform and comply with the terms of the Agreement.
- (3) The County acknowledges that a breach in its performance under this Agreement related to its obligations under Sections 1, 2 and 6 will damage the City but by their nature such damages may be difficult to ascertain. Accordingly, in the event of a Default related to those provisions, the City shall be entitled to assess against the County as liquidated damages and not by way of penalty, a sum calculated as follows: One Thousand and No/00 dollars (\$1,000.00) per calendar day period, per violation or act of non-compliance, which will begin to run from the first date of Default.

12. Waiver. The waiver by a Party of a breach of any provision of this Agreement by the other Party shall not operate or be construed as a waiver of any subsequent breach by that Party.

13. Indemnification. Each party is individually responsible for its own employees' and agents' acts and omissions arising out of or in connection with the performance of this Agreement. Further, each party agrees to indemnify, defend, and hold harmless the other party (including their officers, officials, agents, employees, consultants, and volunteers) from any and all claims, costs (including reasonable attorney

fees), losses, and judgments that arise out of or result from the tortious acts, errors, or omissions of that party's officials, officers, agents, employees, consultants, and volunteers in connection with the performance of any activities related to this Agreement or the Services Agreement, to the extent caused by the indemnifying party's acts, errors, or omissions.

14. No Presumption Against Drafter. The Parties have each participated in the negotiation and drafting of this Agreement, and each has been represented by counsel. In the event a court determines a provision of this Agreement to be ambiguous, such ambiguity shall not be construed against another Party based on the claim that the Party drafted the ambiguous language.

15. No Third-Party Beneficiaries. This Agreement is made and entered into for the sole benefit of the signatory Parties and their successors and assigns. No other person or entity shall have any right of action based on any provision in this Agreement, and no other person or entity shall have any third-party beneficiary status.

16. Applicable Law. This Agreement shall be construed and enforced in accordance with the laws of the State of Washington, and venue for any action shall lie in King County Superior Court.

17. Severability. Should any court of competent jurisdiction find any provision of this Agreement to be invalid, the remainder of the Agreement shall remain in full force and effect. Provided, however, if the invalidation would deprive either Party of material benefits derived from this Agreement, or make performance under this Agreement unreasonably difficult, then the Parties shall meet and confer and shall make good faith efforts to amend or modify this Agreement in a manner that is mutually acceptable. Notwithstanding the foregoing, if an essential purpose of this Agreement would be defeated by loss of the invalid provision, the Party deprived of an essential benefit shall have the option to terminate this Agreement from and after such a determination by providing notice to the other Party.

18. Section Headings. Section headings in this Agreement are for convenience only and are not intended to be used in interpreting or construing the terms, covenants, or conditions of this Agreement.

19. Final and Complete Agreement. This Agreement constitutes the final and complete expression of the Parties with regard to its terms. This Agreement supersedes and replaces all prior agreements, discussions and representations on all subjects addressed herein, without limitation. No Party is entering into this Agreement in reliance on any promises, inducements, representations, understandings, interpretations, or agreements other than those stated herein.

20. Recording. King County shall record an executed copy of this Agreement with the King County Recorder's Office no later than fourteen days after the effective date and shall provide the City with a conformed copy of the recorded document within thirty days of the effective date.

21. Notice. All correspondence and any notice required in this Agreement shall be delivered both by electronic mail and by either personal service or U.S. Mail to the following parties:

TO CITY: City of Redmond
Attn: Department Director, Planning and Community Development
5670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710
Email: Chelland@redmond.gov

with a copy to:

City of Redmond
Attn: City Clerk
5670 NE 85th Street
PO Box 97010
Redmond, WA 98073-9710
Email: cityclerk@redmond.gov

TO COUNTY: King County Department of Community and Human Services
Attn: Department Director
Attn: Division Director – Housing & Community Development
Chinook Building
401 5th Ave Suite 500
Seattle, WA 98104
Email: _____

with a copy to:

King County – DCHS
401 5th Ave Suite 500
Seattle, WA 98104
Email: _____

King County Prosecuting Attorney's Office
1191 Second Avenue Suite 1700
Seattle, WA 98104
Email: _____

Notice is deemed to be given on the date of electronic mail provided that on the same day notice is also given for delivery to a commercial courier or placed in the U.S. Mail. Either Party may update or change the person and addresses for the receipt of notices under this Section 21 from time-to-time by delivering written notice to the other Party designating the new person or address, at least five (5) days prior to the name and/or address change.

22. Counterparts. This Operational Agreement may be executed in more than one counterpart, each of which shall be deemed an original, and all of which shall constitute one and the same Operational Agreement. Facsimile signatures on this Operational Agreement shall constitute original signatures of the Parties.

By their signatures below, the persons executing this Operational Agreement each represent and warrant that they have full power and authority to bind the entity on whose behalf such person signs, and that such entities have full power and actual authority to enter into this Agreement and to carry out all actions required of them by this Operational Agreement.

KING COUNTY:

By _____
Its _____

CITY OF REDMOND:

By Angela Birney
Its Mayor

<u>Exhibit</u>	<u>Description</u>
A	Proposed Contractor Services Agreement

Exhibit A

Proposed Contractor Services Agreement

DRAFT

EXHIBIT I
THE SALVATION ARMY
HEALTH THROUGH HOUSING REDMOND EMERGENCY HOUSING
SERVICES PERIOD: NOVEMBER 1, 2023 – DECEMBER 31, 2025

I. WORK STATEMENT

The Health Through Housing (HtH) program is designed to rapidly expand the inventory of housing for people who are Chronically Homeless or At Risk of Chronic Homelessness. The Salvation Army, hereinafter referred to as the “Contractor”, shall provide oversight, coordination and implementation of the property management operations and on-site support services for the Health Through Housing Redmond (the Facility). The Salvation Army shall provide 100 units of Emergency Housing for eligible single adults and couples, 18 years of age or older, who are highly vulnerable, disabled, including persons living with persistent mental illness, single adults who are identified as meeting the HtH Chronically Homeless definition or at Risk of Chronic Homelessness and need Emergency Housing in accordance with the terms and conditions described herein.

The total amount of reimbursement pursuant to this Exhibit shall not exceed \$5,125,000 for the period November 1, 2023 through December 31, 2025. This Exhibit reflects \$5,125,000 in King County HtH service and operating funds in the amount of \$5,125,000 and one-time start-up costs in the amount of \$50,000. Funding for investment in this program is provided by the King County and is managed by the Housing, Homelessness and Community Development Division (HHCDD) of the King County Department of Community and Human Services (DCHS).

The following are incorporated by reference as part of this Exhibit:

- A. Initial HTH Implementation Plan 2022-2028 (the Implementation Plan).
- B. King County Facilities Management Division (FMD) Pre-Occupancy Agreement and any superseding agreements.
- C. King County FMD Fire Life and Safety Plan.
- D. Comply with all terms of the City of Redmond Municipal Code 21.57.010 for Permanent Supportive Housing, Transitional Housing, and Emergency Housing.

Ongoing funding for the full term of the Exhibit shall be contingent on program performance, continued funding availability, project alignment with homeless planning priorities, and other contractual requirements in the Exhibit.

Redmond	Services Period	Fund Source	Funding Allocation
	11/01/2023 – 12/31//2024	Health Through Housing – One time start-up Costs	<u>\$50,000</u>
	01/01/2024 - 12/31/2024	Health Through Housing – services and operating	<u>\$2,500,000</u>
	01/01/2025 – 12/31/2025	Health Through Housing – services and operating	<u>\$2,625,000</u>
Not to exceed			<u>\$5,175,000</u>

II. **DEFINITIONS**

A. At-Risk of Chronic Homelessness: As defined for the purposes of HTH, describes an individual with a developmental, physical, or behavioral health disability that:

1. Is currently homeless and
 - a. Has experienced homelessness for at least ten but less than twelve months in the previous three years; or
 - b. Has experienced homelessness for a cumulative total of twelve months within the last five years;

And

2. Is at increased risk of homelessness:
 - a. By having been incarcerated within the previous five years in a jail or prison; or
 - b. By having been detained or involuntarily committed under the Revised Code of Washington (RCW) chapter 71.05 as now existing, as hereafter amended or as superseded; or
 - c. As a member of a population that is demographically overrepresented among persons experiencing homelessness in King County.

B. Case Management: Individually-tailored services to address barriers to housing stability that are provided in a participant's home, an office, or other location as described in a mutually agreed-upon plan of action. Case Management Services may include, but are not limited to: participant engagement, linkages to housing and housing advocacy, building relationships with landlords, assisting participants with housing applications, assessment of participant strengths and obstacles, safety planning and assessment, individualized goal planning, linkages with community supports including behavioral health services, care coordination with other service providers, life skills-building, assistance applying for public benefits, connections with employment and training opportunities, job coaching, assistance with social support and enhancing social networks, assistance documenting eligibility for housing subsidy (including services to individuals who may not in the end be admitted to the program), documentation of participant progress in case notes and database, and a variety of other supports.

C. Chronically Homeless: As defined for the purposes of Health Through Housing is a homeless adult with a disabling condition who has either been continuously homeless for a year or more or has had at least four episodes of homelessness in the past three years with each episode separated by seven days, and cumulatively totaling twelve months.

D. Culturally Competent Services: Cultural competency within an organization and the services that it provides includes a defined set of values and principles, and demonstrated behaviors, attitudes, policies and structures that enable the organization to work effectively in cross-cultural situations. The three following components shall exist:

1. Accessibility: the Contractor evaluates and modifies the way in which its services are accessible (language, location, delivery style) to populations whose modes of engagement are different from the majority population.

2. Relevance: the Contractor identifies specific culturally based needs of populations and modifies the services delivered in order to meet those needs, including acquiring and institutionalizing cultural knowledge.
 3. Commitment: the Contractor periodically conducts a self-assessment and reviews its cultural competency, including obtaining input from participant and non-participant culturally diverse populations and key stakeholders and uses this feedback in policy making, agency administration, and service delivery.
- E. Deliverable: The work product and other output of the services and program activities required to be delivered by the Contractor as part of the performance of this Exhibit, as specified in the relevant section below.
- F. Emergency Housing: Emergency Housing is a housing type where a Chronically Homeless person can reside temporarily while seeking permanent housing. While intended to be temporary, there is no time limit on housing. Emergency Housing will offer housing-oriented services, Case Management, and other necessary services and supports to assist households in stabilizing. NOTE: persons meeting the Chronically Homeless definition on entry maintain their chronic homeless status while in Emergency Housing.
- G. Fair and Just Practices: The Contractor's policies, practices, attitudes, services, and systems that promote fairness and opportunity for all people, particularly marginalized communities, including people of color, low-income communities, people with limited English proficiency, immigrants and refugees, individuals with disabilities and Lesbian, Gay, Bisexual, Transgender, or Queer/Questioning (LGBTQ) individuals. This includes programs that engage all communities in a manner that fosters trust among people and supports efforts to develop solutions on individual, organizational and community levels.
- H. Harm Reduction: A set of practical strategies that reduce the negative consequences associated with drug use, including safer use, managed use, and non-punitive abstinence. These strategies meet drug users "where they're at," addressing conditions and motivations of drug use along with the use itself. Harm reduction acknowledges an individual's ability to take responsibility for their own behavior. This approach fosters an environment where individuals can openly discuss substance use without fear of judgment or reprisal and does not condone or condemn drug use. Staff working in a Harm Reduction setting work in partnership with participants, and are expected to respond directly to unacceptable behaviors, whether or not the behaviors are related to substance use. The Harm Reduction model has also been successfully broadened to reducing harms related to health and wellness as well as many other issues.
- I. Housing First: A homeless system orientation designed to return homeless people to housing as quickly as possible without a "housing readiness" test, or other conditions to entering housing. Programs in a Housing First homeless system empower homeless people to overcome barriers to obtaining permanent housing. A Housing First system does not require that households spend time in a shelter or graduate from a transitional housing program in order to receive Permanent Supportive Housing, although many households will enter housing from a shelter. In order to achieve a Housing First system orientation, homeless housing units in the system must remove screening barriers and screen in homeless households, many of whom may have barriers that traditionally make it more difficult for them to rent in the private market.
- J. Housing Stability Plan: A plan created with the program participant(s), as part of the Housing Support Services, to address a variety of issues related to a household's ability to maintain and improve their housing situation. The plan defines the services requested by

the household, how these services will be delivered, and how progress is measured. It can include strategies for addressing basic and clinical care needs, developing positive social support networks, and assessing needs and gaps in current supportive services.

- K. **Housing Support Services:** Services provided for the purpose of housing stabilization for participants. Housing Support Services include providing day-to-day support for participants, including addressing lease violations, coordinating community building activities and meals, crisis intervention and response both during the day and at night, mitigating issues in the neighborhood, and ongoing assistance maintaining connections to needed community services. All meetings, referrals and outcomes shall be documented and shall inform a Housing Stability Plan for each participant.
- L. **Milestone:** A scheduled event signifying the provision of a Deliverable or a set of related Deliverables, occurrence of an event, or completion of a task, activity, or service by the identified date as set forth in Section V.C., Milestones.
- M. **PM Plan:** The written details of the Contractor's performance goals and targets (as appropriate). The PM Plan includes key performance measures, types of data collection (for example, individual- or aggregate-level), and reporting cycles and activities to review the data and support continuous quality improvement. The PM Plan explicitly connects the data collection and reporting requirements outlined above with the performance measures King County will use to monitor the program.
- N. **Progressive Engagement:** A service delivery approach and homeless system orientation that entails: individualized services that are responsive to the needs of each household; an initial assessment and services address the immediate housing crisis with the minimal services needed; frequent re-assessment determines the need for additional services; services that are Voluntary and build on the strengths and resources of each household; households exited to permanent housing as soon as possible; and the ability to access assistance if a household faces homelessness again.
- O. **Participant Services:** Property-based services that coordinate on-site activities and information and referral services for the purpose of accessing services offered by third-party providers. Participant Services promote resiliency and stability through community asset building. Examples of Participant Services include employment programs; adult education programs; community safety, and participant leadership. Participant Services may be available through referral and/or on-site with at least one staff to coordinate and deliver services. Classes and activities based on participant needs may be offered on site. Activities and services may include such things as nutrition financial literacy classes, employment services, adult education, community building and engagement, and eviction prevention. Participants who participate in employment services and/or who may become employed are not disqualified from remaining in the HtH program.
- P. **Services Period:** The period of time during which Contractor will be paid, funded, or reimbursed according to the terms and conditions of this Contract. If no other date is listed in this Exhibit, the Services Period shall begin when this Exhibit becomes effective, which is the last date of signature of the Contract.
- Q. **Trauma-Informed Care:** An approach to working with people that understands, recognizes, and responds to the impacts of trauma. No one is immune to the impact of trauma, but it is certainly experienced by people facing homelessness. Often, trauma survivors can be re-traumatized by well-meaning providers. Becoming 'trauma-informed' recognizes that people experience many different types of trauma in their lives and their responses vary.

By orienting our organizations, environments, services, and day-to-day interactions around the impacts of trauma, we create a safe and healing space for everyone.

- R. Twenty-Four Hour Desk Staff(ing): The front desk staff are responsible for staffing the front desk, admitting participants into the building, checking in and monitoring guests, monitoring security cameras, conducting floor checks, and responding to participants who need assistance, for twenty-four hours per day every day of the year.
- S. Voluntary/Voluntary Services: Flexible services designed primarily to help participants maintain housing. Voluntary services are those that are available to but not demanded of participants (one's housing is not dependent on participation in services), such as service coordination, physical and mental health, substance use management and recovery support, job training, literacy and education, youth and children's programs, and money management. While services are not a condition of tenancy, providers may employ motivational interviewing and other techniques to engage participants in services.

III. PROGRAM DESCRIPTION

The Contractor shall maintain 100 Emergency Housing units for up to 100 Chronically Homeless or at risk of being chronically homeless and at or below 30 percent of King County area median income (AMI) adult individuals at Redmond Emergency Housing, located at 2122 152nd Avenue NE, Redmond, Washington.

A. Outcome

1. Increase and maintain the housing stability of homeless households.
2. HTH Supporting Goal #1: Reduce racial and ethnic disproportionality among persons experiencing chronic homelessness in King County.
3. HTH Supporting Goal #3: Increase HTH participant health by providing health care system enrollment and access and demand to integrated healthcare for all HTH participants while they reside in a HTH building.

B. Indicators

1. The number and percentage of households that exit to or retain permanent housing as measured in the Homeless Management Information System (HMIS).
2. The number of racial and ethnic participants being housed in HTH buildings as reported in HMIS.
3. The number of individuals documented in participant files who upon entry into HTH building enrolled in health care system and/or having access to integrated healthcare.

IV. EQUITY AND SOCIAL JUSTICE REQUIREMENTS

A. Accessibility

The Contractor shall evaluate and modify the way in which it provides services so that services are accessible to people with disabilities. Evaluations and modifications shall be consistent with the requirements of the Washington State Law Against Discrimination (RCW 49.60), the Americans with Disabilities Act (ADA), and other applicable statutes.

B. Culturally and linguistically relevant services

The Contractor shall evaluate and modify the way it provides services so that services are culturally and linguistically relevant to Participants. Where possible, the Contractor shall offer a linguistic match of staff who speak the Participant's home language. When a linguistic match is not available or declined by the Participant, the Contractor shall provide interpretation services at no cost to the Participant.

C. Self-Assessment

The Contractor shall conduct self-assessments, including obtaining input from culturally diverse populations of both Participants and non-Participants, to determine how effectively the Contractor is delivering services funded under this Exhibit in a culturally and linguistically appropriate manner.

D. Ongoing Education

The Contractor shall create or otherwise make available opportunities to ensure its staff participates in continuing education regarding equity and social justice each year. Staff participation in equity and social justice education shall be documented in writing.

V. SCOPE OF WORK

A. Participant Eligibility

Eligible participants are single adults and couples (18 years of age or older) with a developmental, physical, or behavioral health disability who are Chronically Homeless or, in limited circumstances, At-Risk of Chronic Homelessness and at 30 percent or below AMI.

B. Program Activities

The Contractor shall provide services in accordance with this Exhibit.

1. Emergency Housing programs funded by King County may not charge program participants fees or rent for accessing services.
2. The Contractor shall maintain 100 units of HTH Emergency Housing at the Facility.
3. The Contractor shall use its best efforts to ensure the program is fully occupied for the full term of this Exhibit. Full occupancy is considered achieved when the vacancy rate does not exceed five percent. During the initial phase, a gradual ramp-up in occupancy will be expected to ensure smooth integration. During the term of the Exhibit, DCHS may temporarily waive or change this vacancy threshold as conditions warrant.
4. The Contractor shall conduct assessments of screened/referred participants for final acceptance into the program, as well as all required documentation of eligibility, including income, Chronically Homeless and At Risk of Chronic Homelessness verification, to be kept in the participant file. For individuals and couples, disability documentation shall be provided for all disabled members of the household. The Contractor shall provide DCHS with eligibility documentation as required by the following regulations:
 - a. Income at time of move-in cannot exceed 30% of King County area median income;
 - b. Chronically Homeless Verification; and

- c. Disability.
5. The Contractor shall provide Case Management, Housing Support Services, connections to physical and behavioral health care, employment supports, and other services that focus on the elimination of barriers to securing and maintaining permanent housing. To do so, the Contractor shall comply with the following:
 - a. The Contractor shall create a Housing Stability Plan for each household and provide Case Management services that are aligned with each individual Housing Stability Plan.
 - b. The Contractor shall not require services as a condition of housing. All services shall be Voluntary Services.
 - c. The Contractor shall have an established formal process for termination of assistance to participants. The process shall be written and provide for due process. Written termination policies and program rules shall be provided to all participants upon entry into a lease.
 6. The Contractor shall provide services and operate from a framework that incorporates the following:
 - a. Culturally Competent Services;
 - b. Fair and Just Practices;
 - c. Harm Reduction principles;
 - d. Housing First;
 - e. Progressive Engagement; and
 - f. Trauma-Informed Care.
 7. The Contractor shall comply with the following:
 - a. The Americans with Disabilities Act (ADA), including access to assistive animals;
 - b. Providing Permanent Supportive Housing that is accessible to all participants, including transgender and non-binary individuals, in their self-defined gender; and
 - c. The Contractor shall have a written policy regarding the rights and responsibilities of program participants and applicable service restrictions or barring. Program participants shall be made aware of this policy upon admission or as soon as reasonably possible.
 8. There are profound racial and ethnic disproportionalities within the homeless population, with both Black/African American and American Indian/Alaska Natives over six times more likely to be homeless. HTH is committed to seeing an annual reduction in the racial and ethnic demographic disproportionality among persons

experiencing chronic homelessness in King County. In an effort to lead with racial equity, the Contractor is expected to ensure that its staff is trained in racial equity frameworks and practice and are undertaking continuous quality improvement and evaluation of this process.

9. The Contractor shall conduct monthly safety inspections for all units and send inspection reports to FMD Emergency Management Coordinator as detailed in the Fire Life and Safety Plan.
10. The Contractor staff shall check on the welfare of participants who have not been seen by staff within 48 hours by going to participant's unit.
11. The Contractor shall participate in DCHS HTH-focused service meetings, trainings, and learning circles. Date and times of these meetings shall be communicated to the Contractor by DCHS no less than five business days prior to the meetings.
12. The Contractor shall advance staff access to training opportunities in Equity, Diversity, and Inclusion (EDI), Trauma-Informed Care and Case Management; and other areas to support case managers and service delivery.
12. The Contractor shall have a written process for soliciting and incorporating feedback from participants and other screened, evaluated, or referred individuals into the services provided under this Exhibit for the purposes of improving the experience and outcomes of individuals.
13. The Contractor shall work to further goals and align with the vision outlined in the Implementation Plan.
14. A benefit is available to cover FCS (i.e., tenancy supports and housing Case Management) for Medicaid-eligible individuals with a medical necessity who meet one or more of four defined risk factors. The Contractor shall leverage this resource in order to work towards securing a staff-to-participant ratio of between 1:15 and 1:20. More information can be found on the [AmeriGroup FCS Page](#).
15. The Contractor shall not make any significant changes to an approved program without prior written consent of DCHS. Significant changes include, but are not limited to, a change in the agency providing the supportive services, a change in the project site, additions, or deletions in the types of activities listed in this Exhibit, a shift of more than ten percent of funds from one approved type of activity to another over the term of this Exhibit, or a change in the category of participants to be served.
16. Good Neighbor Commitment: In adherence with Redmond Municipal Code 21.57.010 for Permanent Supportive Housing, Transitional Housing, and Emergency Housing the Contractor shall develop and comply with the following terms:
 - a. Program Rules and/or Code of Conduct. Final program rules and code of conduct shall be reviewed and approved by the Redmond Police

Department and the City's Director of Planning and Community Development.

- b. Safety and Security Plan. Final Safety and Security Plan shall be approved by the Redmond Police Department.
- c. Community Relations Plan. The Community Relations Plan shall be developed in consultation with the local community, site operators, service providers, those with lived experience, and City representatives. The plan shall be approved by the City's Director of Planning and Community Development.
- d. Approved Parking Management Plan. The Approved Parking Management Plan shall be approved by the City's Director of Planning and Community Development.
- e. Community Advisory Group. The Contractor shall convene and host the Community Advisory Group after the project opens on a schedule agreed upon by the Advisory Group members.

17. Participation in Coordinated Entry for All (CEA):

- a. Coordinated Entry for All (CEA): The Contractor shall participate in CEA, the coordinated entry and assessment system for King County. The requirements for participation with CEA are specified on the King County website:

<https://kingcounty.gov/depts/community-human-services/contracts/requirements/division-contract-requirements.aspx>

- b. The Contractor shall work collaboratively with CEA. This includes having staff trained as CEA assessors, participation in case conferencing, posting available units as required by CEA, and HTH referrals. 35 percent of units will be designated for and filled through referrals under the CEA system.
- c. The Contractor shall work collaboratively with the County, the local jurisdiction, including Redmond's Homeless Outreach Administrator, and local service providers to identified eligible homeless individuals who are living in, near, or who have ties to the City of Redmond.
- d. Local set aside. 35 percent of the units will be designated for and filled through local referrals. The remaining 30 percent of units are undesignated units and will be prioritized for local referral; however, said units may be filled through regional referral in the event that local referral is not available.

18. The Contractor shall participate in the HMIS as specified on the [DCHS website](#).

19. Management and Operation of the Premises:

- a. The Contractor shall develop and provide for approval by DCHS a copy of a comprehensive Program Policies and Operations Manual (PPO Manual) for the Facility during the term of the Exhibit prior to invoicing or, at the discretion of the County. The PPO Manual shall include, but not be limited to, a description of the physical plant, the participant population, selection, grievance/ appeal and termination policies, the housing program and services, service providers, pet policies, weapon and security policy, storage of participant belongings, required data collection and documentation, and the maintenance and operation of the premises.
- b. Description of the staffing plan. The Contractor shall provide for approval prior to the project opening a description of the staffing plan that includes the following:
 - i. Names and contact information for on-site staff;
 - ii. Number of staff supporting residents and operations;
 - iii. Certification requirements.
 - iv. Staff training programs;
 - v. Staff to client ratios;
 - vi. Roles and responsibilities of all staff; and
 - vii. The prior experience of the operator in managing permanent supportive housing, transitional housing, or emergency housing.
- c. During the Exhibit period, the Contractor shall, subject to the rights of participants, provide DCHS and King County Facilities Management Division access to the Facility for periodic inspections to ensure compliance with the terms of this Contract.

20. Environment and Physical Facility:

- a. The Contractor shall ensure facilities are kept in a safe and sanitary condition, and be in good repair with proper ventilation, lighting, and temperature control. A written maintenance plan must exist and made available upon request by DCHS.
- b. The Contractor shall be responsible for maintenance and operations of the Facility, including cleaning, ensuring the Facility is in good repair and operable, removing graffiti, and any other reasonable operations parameters so the Facility is not a safety or community concern.
- c. Restroom facilities and wash bins, with hygienic supplies and/or equipment, shall be provided. A cleaning and maintenance schedule shall be in place that includes sanitizing restrooms on a regular basis as determined by the Contractor.

- d. The Contractor shall have a written policy for handling sharps (injection equipment, hypodermic needle, and other instruments used to pierce the skin), and as appropriate provide sharps disposal containers in the environment and ensure safe and appropriate disposal.
- e. The Contractor is strongly encouraged to have hand-cleaning stations such as dispensers of alcohol-based hand sanitizer, near entry doors and/or reception desks.

21. The Contractor shall ensure the following health and safety standards are maintained during the term of this Exhibit:

- a. The Contractor shall ensure that participants understand that they are a vital part of the neighborhood and will facilitate open and on-going communication with neighboring participants, businesses, agencies, and law enforcement in order to promote neighborhood health, safety, and effectively address emerging issues.
- b. Per legal guidelines regarding smoking in workplaces or within 25 feet of workplaces, no smoking shall be allowed in any service spaces. Smoking is also not allowed in the housing units.
- c. The Contractor shall develop, maintain, and follow written policies and procedures for the prevention and control of communicable diseases. Policies shall include components of universal precautions, blood/air borne pathogens, tuberculosis (TB) and other infectious diseases.
- d. The Contractor shall have a complete and accessible First Aid Kit that is stocked with sufficient supplies.
- e. The Contractor is strongly encouraged to have at least one staff or volunteer certified in First Aid and CPR on duty at all times.
- f. The Contractor shall have a process for internal reporting and reviewing of health and safety incidents.
- g. The Contractor shall handle and store hazardous materials, including cleaning supplies and hypodermic needles, appropriately to maintain safety.
- h. The Contractor shall have a written plan and process for reporting elder abuse and domestic violence.
- i. Educational training for all staff and volunteers shall be provided by the Contractor as often as necessary to reinforce safe work practices, but at least annually.
- j. The Contractor shall have a written security plan to deter theft and harm to participants and staff. A weapons policy designed to ensure the

safety and security of all participants, staff, and volunteers shall be included in this plan.

DRAFT

22. Public Health Seattle/King County:

- a. The Contractor is strongly encouraged to adhere to and follow "Sanitation and Hygiene Guidance for Homeless Service Providers," (Guidelines) published on the [Public Health Seattle King County \(Public Health\) website](#).
- b. In the event of an officially declared Public Health emergency, the Contractor shall implement recommendations from Public Health to respond to or prevent disease transmission and participate in coordinated outbreak prevention efforts as needed.

23. DCHS Web-Referenced Definitions or Requirements Site Language:
If any changes are made to web-referenced definitions or requirements, DCHS shall inform the Contractor in writing within two business days. It shall be the Contractor's responsibility to review the definition changes via the website and to inform DCHS' contract manager in writing when the definition review is completed.

C. Milestones and Deliverables

1. The Contractor shall meet the following milestones and deliverables:

- a. Hire and train program staff by thirty days prior to Facility Opening Date.
- b. Develop a lease up/referral plan for the Facility by December 15, 2023.
- c. Develop a draft PPO Manual for the Facility by December 15, 2023.
- d. Provide the facility staffing plan as outlined in Section V. Scope of Work. B.19.b. by December 1, 2023.
- e. Achieve full occupancy within 120 days after the facility opening date.

2. Acceptance of Deliverables

To serve the best interests of King County, the delivery of each Deliverable shall be subject to acceptance by DCHS. DCHS may withhold payment if it rejects or fails to accept a Deliverable; payment on the Contract shall not be considered acceptance of Work.

DCHS shall provide written notice to the Contractor of DCHS' acceptance or rejection of a Deliverable within fourteen (14) calendar days from the date of DCHS' receipt of such Deliverable. If DCHS does not accept a Deliverable, such notice shall include the reasons for such rejection, and the Contractor shall have fourteen (14) calendar days to cure the identified deficiency(-ies).

VI. REPORTING REQUIREMENTS

- A. The Contractor shall participate in monthly check-ins with DCHS staff either in person or by phone. Check-ins may be reduced or increased in frequency based on program needs and DCHS needs to ensure program accountability and the provision of adequate support for the program.

- B. The Contractor shall report changes to staffing that differ from the staffing included in this Exhibit at a minimum, monthly, and included as comments with the Billing Invoice Package (BIP).
1. The Contractor shall enter and review the HMIS data each month and each quarter to confirm that counts of served, new, exits, unit nights, and households served are accurate, complete, and up to date for the contract associated with this program in HMIS. DCHS may export required reporting data from HMIS, including demographics, as needed.
 2. The Contractor shall review the HMIS Data Quality Report each month on the HMIS website and ensure data completeness.
 3. The Contractor shall comply with additional reporting requirements as determined in the HTH Performance Measurement and Evaluation (PME) Plan and the Implementation Plan.
 4. The meeting and reporting requirements of this Section VI. shall begin on the date this Exhibit becomes effective.
- C. DCHS reserves the right to request additional supporting documentation or information, as needed, and between reporting periods. A minimum of three business days' notice shall be provided to the Contractor. If the Contractor believes such notice is inadequate to prepare the report, it shall work with DCHS to adjust the due date for additional requested information. The Contractor is further required to engage in continuous quality improvement as outlined in the PME Plan in partnership with DCHS.
- D. If, through analysis of the required reports and data or through conversations with the Contractor, it is determined that the program model, as described in this Exhibit, is not successfully or sufficiently serving the King County [population] community, the Contractor agrees to work with DCHS to re-envision the program model, make changes to the PME Plan and adjust the program activities. Such adjustments will be documented in a written amendment to this Exhibit signed by both parties.
- E. The meeting and reporting requirements of this Section VI. shall begin on the date this Exhibit becomes effective.

VII. MONITORING AND EVALUATION REQUIREMENTS

- A. The Contractor shall cooperate fully with DCHS in scheduled monitoring to determine Contract compliance. DCHS shall notify the Contractor of the monitoring schedule with at least five business days advance notice.
- B. The Contractor shall participate as requested by DCHS in DCHS performance measurement activities.
- C. Contractors with funding through HTH shall participate in PME activities as detailed in the PME Plan and Implementation Plan
- D. Contractors collaborate with DCHS PME staff and DCHS program managers to identify the program-specific data elements, performance targets and metrics, and data transmission methods which will be detailed in the PME Plans. Contractors shall also comply with other PME activities associated with other fund sources as applicable.

VIII. **COMPENSATION AND METHOD OF PAYMENT**

A. Billing Invoice Package

The Contractor shall submit a BIP in ZoomGrants monthly that consists of an invoice statement along with posted financial statements documenting billed costs, vendor invoice for all costs above \$1,000 in a format approved by the County. Reports shall be submitted successfully before the BIP may be considered complete. The format of reports may be subject to change. The Contractor shall retain on file complete backup documentation for all invoiced costs (including receipts, invoices, timesheets, copies of checks) which shall be made available to DCHS upon request. The BIP is due within fifteen (15) working days after the end of each month. Payment is due and shall be made within 30 days from when the BIP is approved by DCHS. Incomplete or inaccurate BIPs shall be returned to the Contractor for corrections and resubmission.

B. Eligible Costs

The Contractor shall apply the funds in this Exhibit in accordance with the budget summary below. Total annual payments shall not exceed the annual budgets as listed below:

Line-Item Budget Summary	Operating Year	Annual Budget
Services/Operations/Property Management -HTH Base Funding	01/01/2024 – 12/31/2025	\$2,500,000
Services/Operations/Property Management -HTH Base Funding	01/01/2025 – 12/31/2025	\$2,625,000
Services/Operations/Property Management -One-Time Start Up Funding	11/01/2023 – 12/31/2025	\$50,000
Not to Exceed		\$5,175,000

C. Compensation

Upon the acceptance of the Contractor's services, Deliverables, and/or achievement of Milestones, each as applicable and performed during the Services Period, and the delivery and acceptance of correct BIP, DCHS shall make approve monthly payments.

The total amount of payments to the Contractor shall not exceed \$5,175,000 of this Exhibit unless otherwise approved by King County in writing.

Ongoing funding for the full term of this Exhibit shall also be contingent on the Contractor's implementation of the program as described, continued funding availability, and other contractual requirements contained in the Contract and this Exhibit.

D. Method of Payment

1. The Contractor shall apply the funds in this Contract to the project in accordance with the line-item budget summary outlined in Section VIII.C.
2. The Contractor shall only bill for costs incurred within the Services Period. The final invoice of the Services Period is due by the 25th day after the Contract end date.
3. The County shall review, on a monthly basis, the Contractor's level of expenditure as reported on invoices and compared to the Contractor's expenditure projections as approved by the County. Failure to expend funds at the projected rate may result in a reduction of those funds to the Contractor. The level of funds reduction shall be negotiated between the County and the Contractor with the County retaining the authority to set the reduction level. Any recouped funds shall be recaptured by the County.
4. Payment to the Contractor may be withheld for any month in which the Contractor has not satisfied the requirements specified in Section II of this Contract, or in which the BIP is incomplete.
5. The Contractor shall not invoice and charge the County for incurred costs which are also specifically paid for by another source of funds.
6. If the Contractor is temporarily closed due to circumstances such as adverse weather conditions, natural disasters, or any other unforeseen situations that would impede safe operations, the County may waive the sanction for underperformance upon approval of a written explanation from the Contractor. This waiver may be requested for a period of up to 30 days.
7. With written approval from the County, the Contractor may make changes to the line-item project budget for Phase 2, within ten percent of the total budget, without requiring an official contract amendment.

E. Material Changes in Revenue

The Contractor shall advise King County quarterly of any material changes in revenues from sources other than the County that are used to provide the services funded under this Exhibit. The Contractor agrees to re-negotiate, as needed, if the County determines that such changes are substantial.

Health Through Housing Update

November 14, 2023



Redmond
WASHINGTON

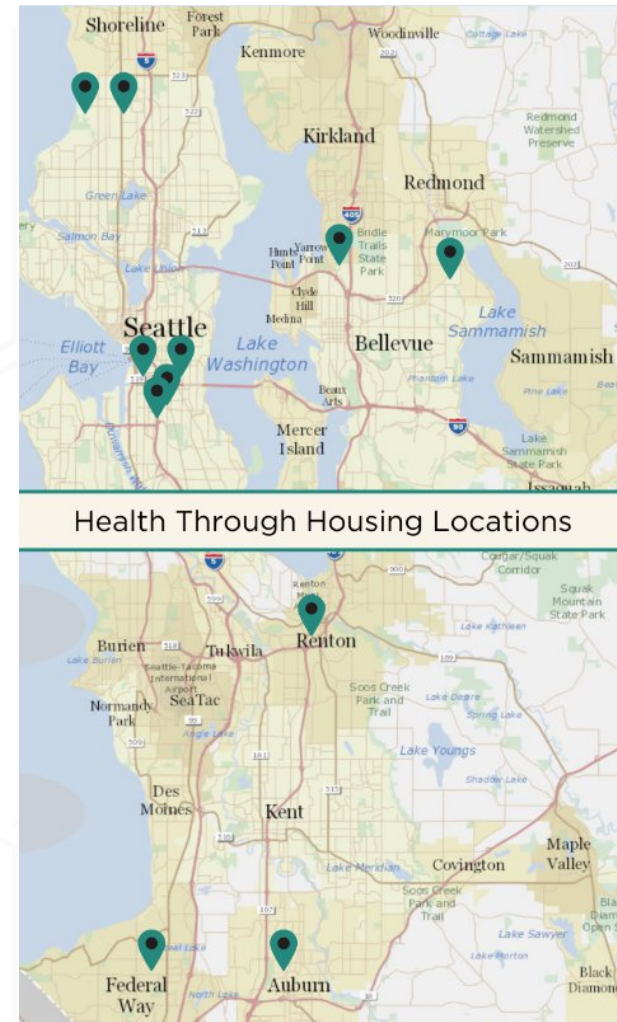
Agenda

- Background and History
- Requirements
- Community Advisory Group
- Next Steps

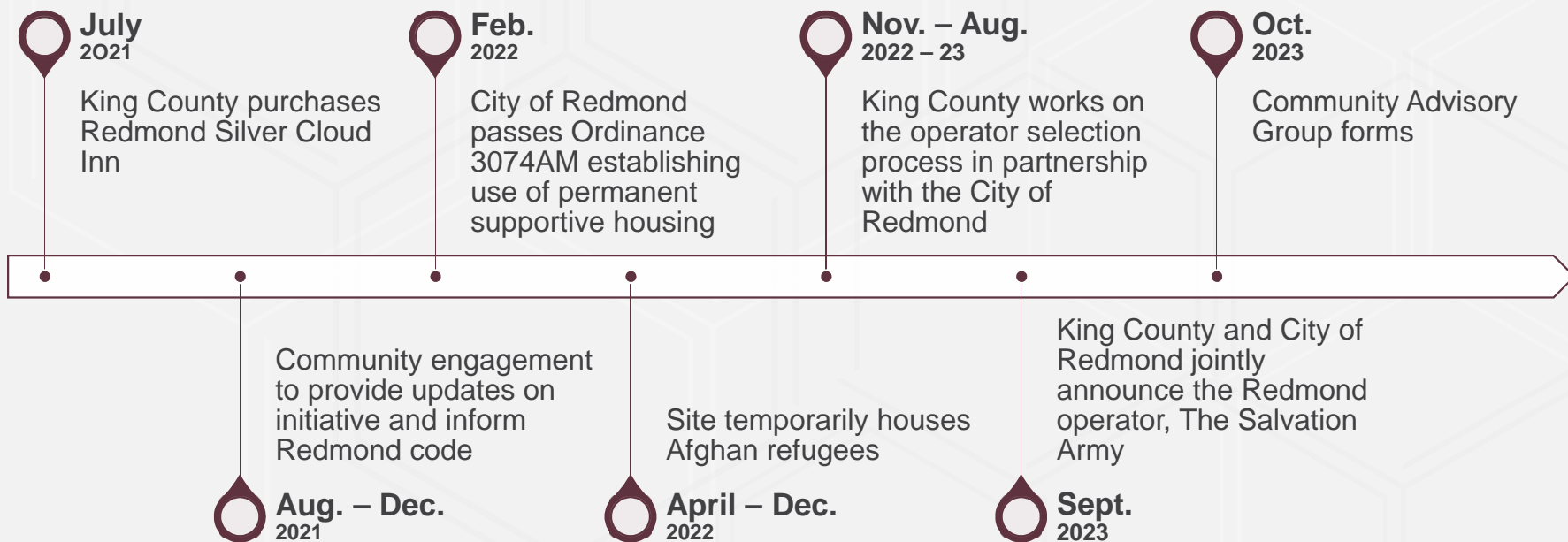


What is the Health Through Housing (HTH) Initiative?

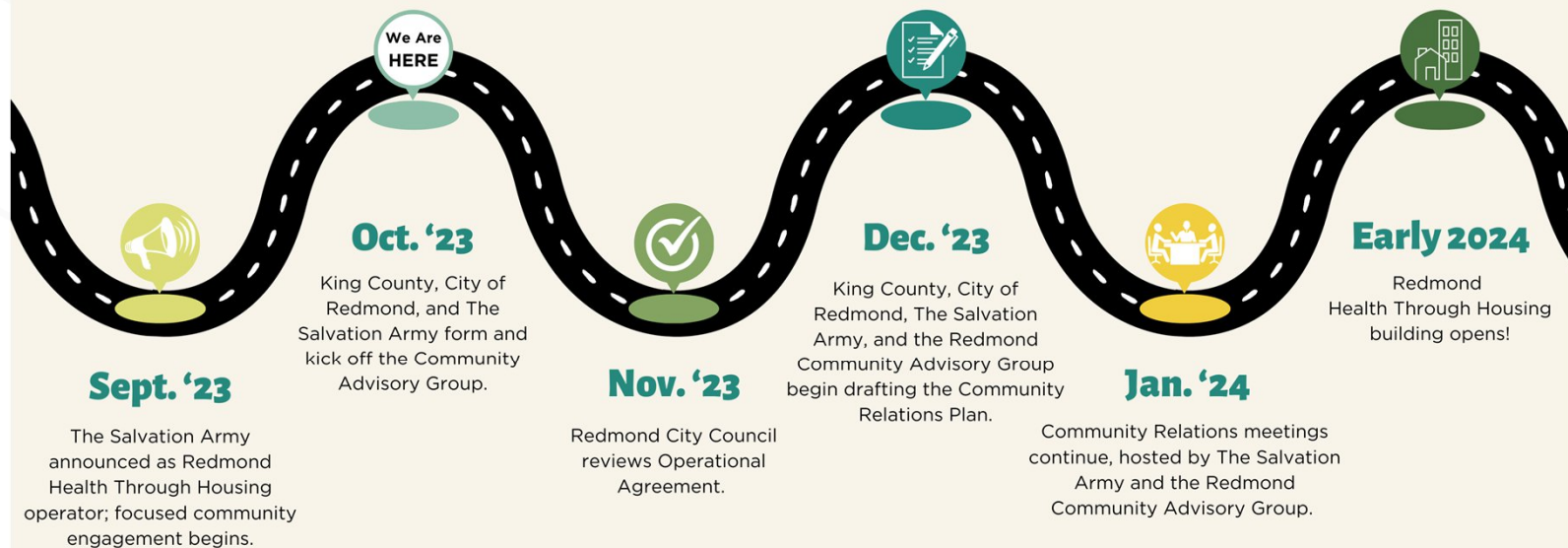
- Funded by state funds (HB 1590), sales tax revenue for affordable housing
- King County purchased hotels and similar buildings to provide permanent and emergency supportive housing
- Housing and comprehensive on-site services for eligible individuals experiencing and/or at risk of homelessness



History



REDMOND, WA *Engagement Timeline* HEALTH THROUGH HOUSING



Requirements for HTH

HTH Implementation Plan

Passed by King
County Council

Redmond Zoning Code 21.57

Passed by Redmond City
Council

- Operational Agreement (City of Redmond and King County)
- Service Agreement (King County and The Salvation Army)
- Program Code of Conduct
- Safety and Security Plan
- Community Relations Plan

Key Deliverables

DELIVERABLE	DEFINITION	RESPONSIBLE PARTY	APPROVER
Operational Agreement	Governs the relationship between the City and the County regarding the County's Health Through Housing facility in Redmond	County, City	Redmond City Council
Service Agreement	Sets operator terms and contractual scope of work between the County and The Salvation Army	County	County
Safety and Security Plan	Outlines protocols for de-escalation and communications with first responders	Operator, City	Redmond Police Department
Community Relations Plan	Identifies potential impacts on nearby businesses and residents, including proposed approaches and processes for dispute resolution	City, County, Operator	City

Key Deliverables

DELIVERABLE	DEFINITION	RESPONSIBLE PARTY	APPROVER
Tenant Improvements	Minor building improvements required prior to occupy building	County, Operator	City
Local Referral Planning	Establishes a process for Redmond's outreach administrator and local service providers to identify eligible homeless individuals who are living in, near, or have ties to Redmond	City, County	N/A
Program Code of Conduct	Establishes resident expectations for things such as visitors and interpersonal behavior and consequences for non-compliances	Operator	Redmond Police Department, Planning and Community Development

Community Advisory Group (CAG)

- **What:** Advises on the development of plans and agreements, such as the Community Relations Plan.
- **Who:** Prioritized based on their proximity to Redmond location, representatives include local businesses, nearby community, nonprofit organizations, people with lived experience, and school district staff.
- **Anticipated Timeline:** October – January 2024



Next Steps

Activity	Status
Continue regular internal meetings with City, King County, and The Salvation Army	Ongoing
Convene Community Advisory Group	Ongoing
Engage with Council	FAC (11/14) Staff Report (11/21) Approve Operational Agreement (TBD)
Finalize and seek approval for plans (e.g. Community Relations Plan)	Early 2024
Complete pre-construction activities	Ongoing
Hire HTH Team	Early 2024
Identify and refer clients, through phased occupancy	Early 2024
Open building	Early 2024

Thank you

Any Questions?





Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-604

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

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	Vangie Garcia	Transportation Planning and Engineering Manager
Planning and Community Development	Kim Keeling	Program Administrator

TITLE:

2023-2025 Washington State Department of Transportation (WSDOT) Transportation Demand Management (TDM) and Commute Trip Reduction (CTR) Implementation Agreement

OVERVIEW STATEMENT:

The City of Redmond is required to implement the Commute Trip Reduction Law (RCW 70.94.521-551). The requirements and parameters to reduce traffic congestion, fuel use, and air pollution through commute trip reduction programs, including TDM programs for growth and transportation efficiency centers are established by RCW 70A.15.4000 through RCW 70A.15.4110.

This agreement with WSDOT would provide the City of Redmond with \$304,400 between July 1, 2023, and June 30, 2025, to execute the CTR law and TDM services in Redmond. This grant funding is an increase of \$110,055 or 64% over prior bienniums. This is the first increase in funding in over 20 years and has been appropriated by the Washington State Legislature for the Project. A portion of these funds were included in the City's 2023-2024 budget. The remaining portion of the funds will be included in the 2025-2026 budget proposals.

The CTR law currently affects 44 major work sites and 26 employers located within the City. (A work site is a building or cluster with 100 or more employees in a single company. A major employer may have more than one work site.) The citywide Drive Alone Rate (DAR) for these Redmond employers for the 2021-2022 cycle was 42.7%, a decrease from the 2019-2020 DAR of 62.6%. This shows that more employees are choosing alternatives to driving alone even while our employment-population has grown over this same time period. Looking at the 2021/2022 surveys, employers were allowing employees to choose other non-drive-alone modes due to the increase in the non-drive-alone rate compared to the 2019/2020 surveys. This increase is due to the 36% increase in telework share. (All other modes decreased). Telework (hybrid) is a non-drive-alone mode that has been available as a choice in all survey cycles and has always had a higher mode share over all modes except alone, bus, and carpool until the 2021/2022 cycle where it increased over bus and carpool.

This City has approved this agreement for several years and works in partnership with WSDOT to implement a successful

CTR program. The request is for this agreement to be placed on the consent agenda for the November 21, 2023, Business Meeting.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information**

☒ **Provide Direction**

☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**

- **Comprehensive Plan**

- **TR-5:** Meet the travel needs of all modes on the transportation network

- **TR-18** Use TDM techniques to achieve efficient use of transportation infrastructure, increase the person-carrying capacity, accommodate, and facilitate future growth, and achieve Redmond's land use objectives by:

- Requiring large employers to implement a Commute Trip Reduction Program for employees, as mandated by the State Commute Trip Reduction Act
 - Implementing TDM strategies that emphasize incentives rather than disincentives and avoiding the imposition of disincentives to single-occupant vehicle travel when the City determines that there is an absence of reasonable transportation alternatives

- **Environmental Sustainability Action Plan (ESAP)**

- **T1:** Increase the equitable use of non-SOV modes of transportation, such as biking, walking, and public transit
 - **T1.8:** Increase new mobility options
 - **T1.11:** Comprehensive transportation outreach and education

- **Required:**

- RCW 70.94.521-551 Commute Trip Reduction Law

- RCW 70A.15 Washington Clean Air Act

- **Council Request:**

- N/A

- **Other Key Facts:**

- Redmond is receiving the third highest amount of CTR funding in King County based on the number of CTR-affected work sites.

OUTCOMES:

Continued implementation of the CTR law produces a reduction in commute drive-alone rates and supports the City's

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-604

Type: Committee Memo

vision to meet the travel needs of all modes. Reduction in traffic congestion, fuel use, and air pollution also meets the goals of the Environmental Sustainability Action Plan.

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:

\$304,400

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):

Grant

Budget/Funding Constraints:

N/A

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-604

Type: Committee Memo

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

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/21/2023	Business Meeting	Approve

Time Constraints:

These funds were approved as part of the City's 2023-2024 budget. For the portion of funds that extend through June 2025, we will include that amount in our 2025-2026 budget proposals. Timely adoption of this interlocal agreement is necessary to receive funds to enable the City to proceed.

ANTICIPATED RESULT IF NOT APPROVED:

Loss of grant funding, CTR and TDM programs will not be administered, not in compliance with CTR law. No other funds have been budgeted by the City to support compliance with the state law.

ATTACHMENTS:

Attachment A: WSDOT 2023-2025 CTR TDM Implementation Agreement



WSDOT Contact: Matthew Cramer
360-905-2152
cramema@wsdot.wa.gov

Commute Trip Reduction (CTR)			
Agreement Number	PTD0827	Contractor:	City of Redmond
Term of Project	July 1, 2023 through June 30, 2025		PO Box 97010 Redmond, WA 98073
Vendor #	916001492	Contact:	Kim Keeling 425-556-2451 khkeeling@redmond.gov

THIS AGREEMENT, entered into by the Washington State Department of Transportation, hereinafter “WSDOT,” and the Contractor identified above, hereinafter the “CONTRACTOR,” individually the “PARTY” and collectively the “PARTIES.”

WHEREAS, RCW 70A.15.4000 through RCW 70A.15.4110 establishes the state’s leadership role, and the requirements and parameters to reduce traffic congestion, fuel use, and air pollution through commute trip reduction programs, including transportation demand management programs for growth and transportation efficiency centers (“GTEC”) in Washington State; and

WHEREAS, the State of Washington in its Sessions Laws of 2023, Chapter 472 Section 221 authorizes funding for Public Transportation Programs and other special proviso funding as identified in the budget through its 2023-2025 biennial appropriations to WSDOT; and

NOW THEREFORE, in consideration of the terms, conditions, covenants, and performances contained herein, or attached and incorporated and made a part hereof, IT IS MUTUALLY AGREED AS FOLLOWS:

SCOPE OF WORK AND BUDGET

The CONTRACTOR agrees to provide Transportation Demand Management (TDM) services, primarily used to support local Commute Trip Reduction (CTR) programs associated with the Statewide Commute Trip Reduction Program, including: 1) Development and submission of an Administrative Work Plan by the end of the first quarter of this AGREEMENT that must be approved by WSDOT in writing; and 2) Implementation of the strategies and production of the deliverables outlined in the WSDOT-approved Administrative Work Plan in order to implement a CTR program. The Administrative Work Plan shall be incorporated as an amendment to this AGREEMENT.

Funds	Current Funds
Commute Trip Reduction (MMA)	\$ 304,400
Total Project Cost	\$ 304,400

Budget: Current Funds reflect total funding appropriated by the Washington State Legislature for the Project in the 2023-2025 biennium.

Section 2

Purpose of Agreement

The purpose of this AGREEMENT is for WSDOT to provide funds to the CONTRACTOR for public transportation services that meet the needs of persons in the State of Washington.

Section 3

Scope of Project

The CONTRACTOR agrees to perform all designated tasks of the Project under this AGREEMENT as described in "Scope of Work and Budget".

Section 4

Term of Agreement

The CONTRACTOR shall commence, perform, and complete the work identified under this AGREEMENT within the time defined in the caption space header titled "Term of Agreement" on this AGREEMENT regardless of the date of signature and execution of this AGREEMENT unless terminated as provided herein.

Section 5

General Compliance Assurance

- A. The CONTRACTOR agrees to comply with all instructions as prescribed in WSDOT's Commute Trip Reduction Guidebook, hereinafter referred to as the "Guidebook", and any amendments thereto, found at <https://www.wsdot.wa.gov/transit/grants/apply-manage-your-grant> , which by this reference is fully incorporated herein.
- B. The CONTRACTOR agrees that WSDOT, and/or any authorized WSDOT representative, shall have not only the right to monitor the compliance of the CONTRACTOR with respect to the provisions of this AGREEMENT but also have the right to seek judicial enforcement with regard to any matter arising under this AGREEMENT.

Section 6

Administrative Work Plan

- A. The CONTRACTOR agrees to submit to WSDOT an administrative work plan by the end of the first quarter of this agreement or when the CONTRACTOR submits its first invoice, whichever is sooner. The administrative work plan will include the following elements:
 - a. The work plan shall identify the deliverables, schedule, expected outcomes, performance measures, and strategies associated with this AGREEMENT and other strategies as defined in the approved and locally adopted CTR or GTEC plans. These plans may include but are not limited to, recruiting new employer worksites, reviewing employer programs and providing site-specific suggestions for improved CTR performance, administering surveys, CTR Work Plan reviewing program exemption requests, providing employer training, providing incentives, performing promotion and marketing, and providing emergency ride home and other commuter services.
 - b. The administrative work plan may be amended based on a mutual written agreement between the WSDOT Project Manager and the CONTRACTOR.

Section 7
CTR or GTEC Plan

The CONTRACTOR shall prepare and submit a local CTR and/or GTEC plan for each jurisdiction supported by project funds. The plan will meet the standards defined in the "Guidance Document."

Section 8
Survey Coordination

The CONTRACTOR agrees to coordinate with WSDOT and its contracting partners for Commute Trip Reduction employer surveys.

Section 9
Database Updates

The CONTRACTOR agrees to provide WSDOT and the CONTRACTOR's contracting partners with updated lists of affected or participating worksites, employee transportation coordinators, and jurisdiction contacts, as requested. These updates will be submitted in a format specified by WSDOT.

Section 10
Use of State Funds for Incentives

The CONTRACTOR agrees to use State funds provided as part of this AGREEMENT in accordance with incentives guidance that WSDOT shall provide to the CONTRACTOR.

Section 11
Coordination with Regional Transportation Planning Organizations (RTPO)

The CONTRACTOR shall coordinate the development and implementation of its CTR and/or GTEC plan and programs with the applicable regional transportation planning organization (RTPO). The CONTRACTOR agrees to notify the RTPO of any substantial changes to its plans and programs that could impact the success of the regional CTR plan. The CONTRACTOR agrees to provide information about the progress of its CTR and/or GTEC plan and programs to the RTPO upon request.

Section 12
Project Records

The CONTRACTOR agrees to establish and maintain accounts for the Project in order to sufficiently and properly reflect all eligible direct and related indirect Project costs incurred in the performance of this AGREEMENT. Such accounts are referred to herein collectively as the "Project Account." All costs claimed against the Project Account must be supported by properly executed payrolls, time records, invoices, contracts, and payment vouchers evidencing in sufficient detail the nature and propriety of the costs claimed.

Section 13

Reimbursement and Payment

- A. Payment will be made by WSDOT on a reimbursable basis for actual costs and expenditures incurred while performing eligible direct and related indirect Project work during the life of the Project. Payment is subject to the submission to and approval by WSDOT of properly prepared invoices that substantiate the costs and expenses submitted by the CONTRACTOR for reimbursement. Failure to send in progress reports and financial information as required in **Section 16 – “Reports”** may delay payment. The CONTRACTOR shall submit an invoice detailing and supporting the costs incurred. Such invoices may be submitted no more than once per month and no less than once per year, during the course of this AGREEMENT. If approved by WSDOT, properly prepared invoices shall be paid by WSDOT within thirty (30) days of receipt of the invoice.

- B. State Fiscal Year End Closure Requirement (RCW 43.88): The CONTRACTOR shall submit an invoice for completed work in the same state fiscal year in which it was incurred. Pursuant to RCW 43.88.020(12) “fiscal year” is defined as the year beginning July 1st and ending the following June 30th. Reimbursement requests must be received no later than July 15 of the following state fiscal year. If the CONTRACTOR is unable to provide an invoice by this date, the CONTRACTOR shall provide an estimate of the charges to be billed so WSDOT may accrue the expenditures in the proper fiscal year. Any payment request received after the timeframe prescribed above will not be eligible for reimbursement.

Section 14

Assignments and Subcontracts

- A. The CONTRACTOR shall submit to WSDOT a copy of any contract, amendment, or change order thereto pertaining to this Project for review and documentation. This includes any completed Project facilities and/or infrastructure under this AGREEMENT, or other actions obligating the CONTRACTOR in any manner with any third party with respect to its rights and responsibilities under this AGREEMENT, including any leasing and/or lending the Project or any part thereof to be used by anyone, not under the CONTRACTOR's direct supervision.
- B. The CONTRACTOR agrees to include all applicable sections of the AGREEMENT such as **Sections 5, 10, 11, and Sections 15 through 27**, of this AGREEMENT in each subcontract and in all contracts, it enters into for the employment of any individual, procurement of any materials, or the performance of any work to be accomplished under this AGREEMENT.

Section 15

Funding Distribution

The CONTRACTOR may distribute funds to local jurisdictions to include counties, cities, transit agencies, Transportation Management Associations, Metropolitan Planning Organizations, or other eligible organizations authorized to enter into agreements for the purposes of implementing CTR and/or GTEC, plans as applicable, and as authorized by **RCW 70A.15.4080**, and by ordinances adopted pursuant to **RCW 70A.15.4020(5)**.

Section 16

Reports

The CONTRACTOR shall prepare and submit quarterly, and annual program reports pursuant to this agreement and as prescribed in WSDOT's Transportation Demand Implementation Guidebook. Due to Legislative and WSDOT reporting requirements, any required quarterly progress reports shall be submitted for the duration of the AGREEMENT period regardless of whether the underlying funding sources have been exhausted. Post-grant annual performance reporting may also be required as prescribed in the aforementioned guidebook.

Section 17

Implementation Plans

The CONTRACTOR shall incorporate appropriate sections of the "Scope of Work and Budget" and description of allowable incentives in accordance with the incentives guidance provided to the CONTRACTOR by WSDOT as set forth in **Section 10** of this AGREEMENT, as well as the WSDOT-approved Administrative Work Plan, in all agreements with an eligible contracting partner(s), as necessary, to coordinate the development, implementation, and administration of such CTR and/or GTEC plans, and in compliance with applicable ordinances.

Section 18

Energy Credit

To the extent CONTRACTOR receives any monies from the sale or disposition of energy credits, decarbonization credits, environmental credits, or any other monies through its participation in a like program, CONTRACTOR agrees to reinvest those monies into services and projects consistent with the STATE'S public transportation grant program. CONTRACTOR'S obligation to reinvest these monies under this provision shall be in an amount no less than the proportion of the STATE'S funding of this AGREEMENT.

Section 19

No obligation by the state government

No contract between the CONTRACTOR and its subcontractors shall create any obligation or liability for WSDOT with regard to this AGREEMENT without WSDOT's specific written consent, notwithstanding its concurrence in, or approval of, the award of any contract or subcontract or the solicitations thereof.

Section 20

Personal Liability of Public Officers

No officer or employee of WSDOT shall be personally liable for any acts or failure to act in connection with this AGREEMENT, it being understood that in such matters they are acting solely as agents of WSDOT.

Section 21

Ethics

- A. Relationships with Employees and Officers of WSDOT. The CONTRACTOR shall not extend any loan, gratuity, or gift of money in any form whatsoever to any employee or officer of WSDOT, nor shall CONTRACTOR knowingly rent or purchase any equipment and materials from any employee or officer of WSDOT.
- B. Employment of Former WSDOT Employees. The CONTRACTOR hereby warrants that it shall not engage on a full-time, part-time, 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 WSDOT without written consent of WSDOT.

Section 22

Civil rights

The CONTRACTOR shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of any WSDOT-assisted contract or in the administration of its public transportation services.

Section 23

Compliance with Laws and Regulations

- A. The CONTRACTOR agrees to abide by all applicable state and federal laws and regulations including but not limited to, those concerning employment, equal opportunity employment, nondiscrimination assurances, project record keeping necessary to evidence compliance with such federal and state laws and regulations, and retention of all such records. The CONTRACTOR will adhere to all applicable nondiscrimination provisions in chapter 49.60 RCW.
- B. Additionally, the CONTRACTOR agrees to comply with the following:
 - a. SB 5974 Move Ahead Washington
 - b. RCW 70A.02 Healthy Environmental for All (HEAL) ACT, and
 - c. RCW 70A. 65.260 Climate Commitment ACT.
- C. Except when a federal statute or regulation preempts state or local law, no provision of the AGREEMENT shall require the CONTRACTOR to observe or enforce compliance with any provision, perform any other act, or do any other thing in contravention of state or local law. If any provision or compliance with any provision of this AGREEMENT violates state or local law or would require the CONTRACTOR to violate state or local law, the CONTRACTOR agrees to notify WSDOT immediately in writing. Should this occur, WSDOT and the CONTRACTOR agree to make appropriate arrangements to proceed with or, if necessary, expeditiously, terminate the AGREEMENT.

Section 24

Environmental and Regulatory Requirements

The CONTRACTOR agrees to secure any necessary local, state, and federal permits and approvals, and comply with all applicable requirements of Chapter 43.21C RCW State Environmental Policy Act (SEPA). The CONTRACTOR agrees to comply with all applicable requirements of Executive Order 21-02, Archaeological and Cultural Resources, for all capital construction projects or land acquisitions not undergoing Section 106 review under the National Historic Preservation Act of 1966 (Section 106).

Section 25

Accounting Records

The CONTRACTOR agrees to establish and maintain accounts for the Project in order to sufficiently and properly reflect all eligible direct and related indirect Project costs incurred in the performance of this AGREEMENT. Such accounts are referred to herein collectively as the "Project Account." All costs claimed against the Project Account must be supported by properly executed payrolls, time records, invoices, contracts, and payment vouchers evidencing in sufficient detail the nature and propriety of the costs claimed.

Section 26

Audits, Inspections, and Records Retention

WSDOT, the State Auditor, and any of their representatives shall have full access to and the right to examine, during normal business hours and as often as they deem necessary, all of the CONTRACTOR's records with respect to all matters covered by this AGREEMENT. Such representatives shall be permitted to audit, examine and make excerpts or transcripts from such records, and to make audits of all contracts, invoices, materials, payrolls, and other matters covered by this AGREEMENT. In order to facilitate any audits and inspections, the CONTRACTOR shall retain all documents, papers, accounting records, and other materials pertaining to this AGREEMENT for six (6) years from the date of completion of the Project or the Project's final payment date. However, in case of audit or litigation extending past that six (6) year's period, then the CONTRACTOR must retain all records until the audit or litigation is completed. The CONTRACTOR shall be responsible to assure that the CONTRACTOR and any subcontractors of the CONTRACTOR comply with the provisions of this section and provide, WSDOT, the State Auditor, and any of their representatives, access to such records within the scope of this AGREEMENT.

Section 27

Labor Provisions

Overtime Requirements. No CONTRACTOR or subcontractor contracting for any part of the Project work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic in any workweek in which he or she is employed on such work to work in excess of forty (40) hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty (40) hours in such workweek CONTRACTOR will comply with all applicable provisions of Title 49 RCW, Labor Regulations.

Section 28

Changed Conditions Affecting Performance

The CONTRACTOR hereby agrees to immediately notify WSDOT of any change in conditions or law, or of any other event, which may affect its ability to perform the Project in accordance with the provisions of this AGREEMENT.

Section 29

Remedies for Misuse or Noncompliance.

If WSDOT determines that the funds have been used in a manner materially different from **Section 1**, WSDOT may direct the CONTRACTOR to repay WSDOT the State-funded share of the Project. WSDOT may also withhold payments should it determine that the CONTRACTOR has failed to materially comply with any provision of this AGREEMENT.

Section 30

Disputes

- A. Disputes. Disputes, arising in the performance of this AGREEMENT, which is not resolved by agreement of the PARTIES, shall be decided in writing by the WSDOT Public Transportation Division's Assistant Director or Designee. This decision shall be final and conclusive unless within ten (10) days from the date of the CONTRACTOR'S receipt of WSDOT's written decision, the CONTRACTOR mails or otherwise furnishes a written appeal to the Director of the Public Transportation Division or the Director's designee. The CONTRACTOR's appeal shall be decided in writing by the Director of the Public Transportation Division within thirty (30) days of receipt of the appeal by the Director of the Public Transportation Division or the Director's designee. The decision shall be binding upon the CONTRACTOR and the CONTRACTOR shall abide by the decision.
- B. Performance During Dispute. Unless otherwise directed by WSDOT, CONTRACTOR shall continue performance under this AGREEMENT while matters in dispute are being resolved.

Section 31

Termination

- A. **Termination for Convenience.** WSDOT and/or the CONTRACTOR may suspend or terminate this AGREEMENT, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the other PARTY. In the case of partial termination WSDOT and the CONTRACTOR shall agree upon the AGREEMENT termination provisions including but not limited to the settlement terms, and conditions. Written notification must set forth the reasons for such termination, the effective date, and in case of a partial termination the portion to be terminated. However, if in the case of partial termination, WSDOT determines that the remaining portion of the award will not accomplish the purposes for which the award was made, WSDOT may terminate the award in its entirety. The PARTIES may terminate this AGREEMENT for convenience for reasons including, but not limited to, the following:
 - 1. The requisite funding becomes unavailable through failure of appropriation or otherwise;
 - 2. WSDOT determines, in its sole discretion, that the continuation of the Project would not produce beneficial results commensurate with the further expenditure of funds;
 - 3. The CONTRACTOR is prevented from proceeding with the Project as a direct result of an Executive Order of the President with respect to the prosecution of a war or in the interest

of national defense; or an Executive Order of the President or Governor of the state with respect to the preservation of energy resources;

4. The CONTRACTOR is prevented from proceeding with the Project by reason of a temporary preliminary, special, or permanent restraining order or injunction of a court of competent jurisdiction where the issuance of such order or injunction is primarily caused by the acts or omissions of persons or agencies other than the CONTRACTOR; or
5. The state Government determines that the purposes of the statute authorizing the Project would not be adequately served by the continuation of financial assistance for the Project.
6. In the case of termination for convenience under subsections A.1-5 above, WSDOT shall reimburse the CONTRACTOR for all costs payable under this AGREEMENT that the CONTRACTOR properly incurred prior to termination. The CONTRACTOR shall promptly submit its claim for reimbursement to WSDOT. If the CONTRACTOR has any property in its possession belonging to WSDOT, the CONTRACTOR will account for the same, and dispose of it in the manner WSDOT directs.

B. **Termination for Default.** WSDOT may suspend or terminate this AGREEMENT for default, in whole or in part, and all or any part of the financial assistance provided herein, at any time by written notice to the CONTRACTOR, if the CONTRACTOR materially breaches or fails to perform any of the requirements of this AGREEMENT, including:

1. Takes any action pertaining to this AGREEMENT without the approval of WSDOT, which under the procedures of this AGREEMENT would have required the approval of WSDOT;
2. Jeopardizes its ability to perform pursuant to this AGREEMENT, United States of America laws, Washington state laws, or local governmental laws under which the CONTRACTOR operates;
3. Fails to make reasonable progress on the Project or other violation of this AGREEMENT that endangers substantial performance of the Project; or
4. Fails to perform in the manner called for in this AGREEMENT or fails, to comply with, or is in violation of, any provision of this AGREEMENT.
5. WSDOT shall serve a notice of termination on the CONTRACTOR setting forth the manner in which the CONTRACTOR is in default. If it is later determined by WSDOT that the CONTRACTOR had an excusable reason for not performing, such as events which are not the fault of or are beyond the control of the CONTRACTOR, such as a strike, fire or flood, WSDOT may: (a) allow the CONTRACTOR to continue work after setting up a new delivery of performance schedule, or (b) treat the termination as a termination for convenience.

C. WSDOT, in its sole discretion, may, in the case of a termination for breach or default, allow the CONTRACTOR ten (10) business days, or such longer period as determined by WSDOT, in which to cure the defect. In such cases, the notice of termination will state the time period in which cure is permitted and other appropriate conditions. If the CONTRACTOR fails to remedy to WSDOT's satisfaction the breach or default within the timeframe and under the conditions set forth in the notice of termination, WSDOT shall have the right to terminate this AGREEMENT without any further obligation to CONTRACTOR. Any such termination for default shall not in any way operate to preclude WSDOT from also pursuing all available remedies against CONTRACTOR and its sureties for said breach or default.

D. In the event that WSDOT elects to waive its remedies for any breach by CONTRACTOR of any covenant, term or condition of this AGREEMENT, such waiver by WSDOT shall not limit WSDOT's remedies for any succeeding breach of that or of any other term, covenant, or condition of this AGREEMENT.

- E. Any termination of the AGREEMENT, whether for convenience or for default, that requires the AGREEMENT to be terminated or discontinued before the specified end date set forth in the caption header, "Term of Project", shall require WSDOT to amend the AGREEMENT by written amendment to reflect the termination date and reason for termination.

Section 32

Agreement Modifications

- A. Either PARTY may request changes to this AGREEMENT, including changes in the Scope of Work and Budget. Such changes that are mutually agreed upon shall be incorporated as written amendments to this AGREEMENT. No variation or alteration of the terms of this AGREEMENT shall be valid unless made in writing and signed by authorized representatives of the PARTIES hereto, provided, however, that changes to the Project title, UPIN, the contact person of either PARTY, biennial adjustments with no impact to the overall project cost, or adding the Administrative Work Plan, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the CONTRACTOR of any such approved revision in writing.
- B. If an increase in funding by the funding source augments the CONTRACTOR's allocation of funding under this AGREEMENT, the CONTRACTOR and WSDOT agree to enter into a written amendment to this AGREEMENT, providing for an appropriate change in the Scope of Work and Budget and/or the Total Project Cost in order to reflect any such increase in funding.
- C. If a reduction of funding by the funding source reduces the CONTRACTOR's allocation of funding under this AGREEMENT, the CONTRACTOR and WSDOT agree to enter into a written amendment to this AGREEMENT providing for an appropriate change in the Scope of Work and Budget and/or the Total Project Cost in order to reflect any such reduction of funding.

Section 33

Recapture Provision

In the event that the CONTRACTOR fails to expend State Funds in accordance with state law and/or the provisions of this AGREEMENT, WSDOT reserves the right to recapture State Funds in an amount equivalent to the extent of noncompliance. The CONTRACTOR agrees to repay such State Funds under this recapture provision within thirty (30) days of demand.

Section 34

Forbearance by WSDOT Not a Waiver

Any forbearance by WSDOT in exercising any right or remedy hereunder, or otherwise afforded by applicable law, shall not be a waiver of or preclude the exercise of any such right or remedy.

Section 35

Waiver

In no event shall any WSDOT payment of grant funds to the CONTRACTOR constitute or be construed as a waiver by WSDOT of any CONTRACTOR breach, or default, and shall in no way impair or prejudice any right or remedy available to WSDOT with respect to any breach or default. In no event shall acceptance of any WSDOT payment of grant funds by the CONTRACTOR constitute or be construed as a waiver by the CONTRACTOR of any WSDOT breach, or default.

which shall in no way impair or prejudice any right or remedy available to CONTRACTOR with respect to any breach or default.

Section 36

Limitation of Liability and Indemnification

- A. The CONTRACTOR shall indemnify, defend, and hold harmless WSDOT, its agents, employees, and officers and process and defend at its own expense any and all claims, demands, suits at law or equity, actions, penalties, losses, damages, or costs (hereinafter referred to collectively as "claims"), of whatsoever kind or nature brought against WSDOT, arising out of, in connection with or incident to the execution of this AGREEMENT and/or the CONTRACTOR's performance or failure to perform any aspect of this AGREEMENT. This indemnity and defense provision applies to all claims against WSDOT, its agents, employees, and officers arising out of, in connection with, or incident to the negligent acts or omissions of the CONTRACTOR, its agents, employees, officers, and subcontractors of any tier. Provided, however, that nothing herein shall require the CONTRACTOR to indemnify, defend, and hold harmless or defend WSDOT, its agents, employees, or officers to the extent that claims are caused by the sole negligent acts or omissions of WSDOT, its agents, employees or officers; and provided further that if such claims result from the concurrent negligence of (a) the CONTRACTOR its employees, agents, officers or contractors and (b) the STATE, its employees or authorized agents, or involves those actions covered by RCW 4.24.115, the indemnity and defense provisions provided herein shall be valid and enforceable only to the extent of the negligence of the PARTY, its employees, officers, authorized agents, and/or contractors. The indemnification and hold harmless provision shall survive termination of this AGREEMENT.
- B. The CONTRACTOR shall be deemed an independent contractor for all purposes, and the employees of the CONTRACTOR or its subcontractors and the employees thereof, shall not in any manner be deemed to be the employees of WSDOT.
- C. The CONTRACTOR specifically assumes potential liability for actions brought by the CONTRACTOR's employees and/or subcontractors and solely for the purposes of this indemnification and defense, the CONTRACTOR, by mutual negotiation, specifically waives any immunity under the state Industrial Insurance Law, Title 51 Revised Code of Washington.
- D. In the event either the CONTRACTOR or WSDOT incurs attorney's fees, costs, or other legal expenses to enforce the provisions of this section of this AGREEMENT against the other PARTY, all such fees, costs, and expenses shall be recoverable by the prevailing PARTY.

Section 37

Agreement Modifications

Either PARTY may request changes to this AGREEMENT. Any changes to the terms of this AGREEMENT must be mutually agreed upon and incorporated by written amendment to this AGREEMENT. Such written amendment to this AGREEMENT shall not be binding or valid unless signed by the persons authorized to bind from each of the PARTIES. Provided, however, that changes to the federal award identification number, DUNS, project title, federal ID number, CFDA number, milestones, PIN the contact person of either PARTY, or dollar amount changes that do not affect the Project total cost, will not require a written amendment, but will be approved and documented by WSDOT through an administrative revision. WSDOT shall notify the CONTRACTOR of the revision in writing.

Section 38 WSDOT Advice

The CONTRACTOR bears complete responsibility for the administration and success of the work as it is defined in this AGREEMENT and any amendments thereto. Although the CONTRACTOR may seek the advice of WSDOT, the offering of WSDOT advice shall not modify the CONTRACTOR's rights and obligations under this AGREEMENT and WSDOT shall not be held liable for any advice offered to the CONTRACTOR.

Section 39 Venue and Process

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 hereto agree that any such action shall be initiated in the Superior Court of the State of Washington situated in Thurston County. The PARTIES agree that the laws of the State of Washington shall apply.

Section 40 Subrogation

- A. **Prior to Subrogation.** WSDOT may require the CONTRACTOR to take such reasonable action as may be necessary or appropriate to preserve the CONTRACTOR's right to recover damages from any person or organization alleged to be legally responsible for injury to the Project Equipment as defined in the scope of work or other property in which WSDOT has a financial interest.
- B. **Subrogation.** WSDOT may require the CONTRACTOR to assign to WSDOT all right of recovery against any person or organization for loss, to the extent of WSDOT's loss. Upon assignment, the CONTRACTOR shall execute, deliver, and do whatever else reasonably necessary to secure WSDOT's rights. The CONTRACTOR shall do nothing after any loss to intentionally prejudice the rights of WSDOT.
- C. **Duties of the CONTRACTOR.** If WSDOT has exercised its right of subrogation, the CONTRACTOR shall cooperate with WSDOT and, upon WSDOT's request, assist in the prosecution of suits and enforce any right against any person or organization who may be liable to WSDOT due to damage of Project Equipment. The CONTRACTOR shall attend hearings and trials as requested by WSDOT, assist in securing and giving evidence as requested by WSDOT, and obtain the attendance of witnesses as requested by WSDOT.

Section 41 Severability

If any covenant or provision of this AGREEMENT shall be adjudged void, such adjudication shall not affect the validity or obligation of performance of any other covenant or provision, or part thereof, that in itself is valid if such remainder conforms to the terms and requirements of applicable law and the intent of this AGREEMENT. No controversy concerning any covenant or provision shall delay the performance of any other covenant or provision except as herein allowed.

Section 42

Counterparts

This AGREEMENT may be executed in several counterparts, each of which shall be deemed to be an original having identical legal effect. The CONTRACTOR does hereby ratify and adopt all statements, representations, warranties, covenants, and agreements and their supporting materials contained and/or mentioned in such executed counterpart and does hereby accept State Funds and agrees to all of the terms and conditions thereof.

Section 43

Complete Agreement

This document contains all covenants, stipulations, and provisions agreed upon by the PARTIES. No agent or representative of WSDOT or the CONTRACTOR has authority to make, and neither WSDOT nor the CONTRACTOR shall be bound by or be liable for, any statement, representation, promise or agreement not set forth herein or made by written amendment hereto.

Section 44

Execution

This AGREEMENT is executed by the Director of the Public Transportation Division, Washington State Department of Transportation, or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for, and on behalf of the Washington State Department of Transportation, in his/her capacity as Director of the Public Transportation Division.

Section 45

Order of Precedence

Any conflict or inconsistency in this AGREEMENT and its attachments will be resolved by giving documents precedence in the following order:

1. State law
2. This AGREEMENT
3. CTR Guidebook

Section 46

Execution

This AGREEMENT is executed by the Director, Public Transportation Division, State of Washington, Department of Transportation, or the Director's designee, not as an individual incurring personal obligation and liability, but solely by, for, and on behalf of the State of Washington, Department of Transportation, in the capacity as Director, Public Transportation Division, or as a designee.

Section 47
Agreement Close Out

The CONTRACTOR shall notify WSDOT if the AGREEMENT is completed prior to the end date set forth in the caption header, "Term of Agreement". A written notification needs to be provided to WSDOT that the project is complete. WSDOT will prepare an amendment to modify the AGREEMENT to reflect the actual amount spent and the Project completion date.

Section 48
Binding Agreement

The undersigned acknowledges that they are authorized to execute the AGREEMENT and bind their respective agency(ies) and/or entity(ies) to the obligations set forth herein.

IN WITNESS WHEREOF, the PARTIES hereto have executed this AGREEMENT the day and year last signed below.

**WASHINGTON STATE
DEPARTMENT OF TRANSPORTATION**

CONTRACTOR

**Brian Lagerberg, Director
Public Transportation Division**

Authorized Representative

Title

Print Name

Date

Date



Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-607

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

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

Public Works	Amanda Balzer	Utility Manager
Executive	Amy Tsai	Chief Policy Advisor

TITLE:

Provide Information on the DuPont and 3M Public Water System Settlement for PFAS Impacts

OVERVIEW STATEMENT:

DuPont and 3M have entered into large settlements to resolve claims for PFAS contamination in public drinking water systems. Redmond is included in the Settlement Class and deadlines to opt-out of the settlements are on December 4, 2023, for DuPont Settlement and December 11, 2023, for 3M Settlement.

☐ Additional Background Information/Description of Proposal Attached

REQUESTED ACTION:

☒ Receive Information

☐ Provide Direction

☐ Approve

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Water System Plan, Utility Strategic Plan
- **Required:**
N/A
- **Council Request:**
N/A
- **Other Key Facts:**
Although Redmond has not had any detections of PFAS in the five municipal supply wells, Redmond is included in the Settlement Class as an active public water system that serves more than 3,300 people and is required to test for PFAS under Environmental Protection Agency's Fifth Unregulated Contaminant Monitoring Rule (UCMR 5).

The deadline to opt-out of the settlement is December 4, 2023, for DuPont Settlement and December 11, 2023, for 3M Settlement. Missing the opt-out deadline will result in Redmond remaining opted in, which would likely include some monetary amount. Opting in would also indemnify these companies from any further cost liability that may be incurred by the City for response to PFAS contamination, if any, caused by these companies.

OUTCOMES:

Redmond has begun collection of samples under the UCMR 5 rule at the municipal supply wells. Results are anticipated at the end of the month. If PFAS is detected, Redmond may be eligible for settlements from both DuPont and 3M. The settlement amounts are determined by a score that is based on PFAS concentration and supply well pumping capacity. The settlement amount is dependent on the number of claimants that remain opted-in.

Benefit

- If Redmond has PFAS detections identified in current or future sampling at the municipal supply wells, Redmond may be eligible to receive funds from DuPont and 3M. Based on the scoring system, unknown potential future concentrations and unknown number of final Settlement Class members, the amount is unclear.

Risks

- Based on staff's best estimate of potential settlement amounts, the settlement received would likely only cover a fraction of costs to add treatment, should treatment become necessary (and Redmond would only be entitled to a settlement award in the event treatment is necessary).
- Any settlement would release 3M, DuPont, and affiliates, predecessors, and successors from bringing future lawsuits or making any claims resolved by the settlement.

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:**

N/A

Approved in current biennial budget:☐ Yes☐ No☒ N/A**Budget Offer Number:**

0000003

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-607

Type: Committee Memo

Budget Priority :

Healthy and Sustainable

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

If yes, explain:

If PFAS is detected in municipal supply wells, future capital improvement projects will be needed to add treatment.

Funding source(s):

CIP

Budget/Funding Constraints:

N/A

☐ 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
11/21/2023	Business Meeting	Provide Direction

Time Constraints:

DuPont Settlement Opt-Out deadline is December 4, 2023. 3M Settlement Opt-Out deadline is December 11, 2023.

ANTICIPATED RESULT IF NOT APPROVED:

If Redmond does not opt-out of DuPont and 3M Settlements by December deadlines, Redmond may receive money under the settlement, but will also relinquish any future claims against DuPont and 3M for any existing PFAS contamination caused by these companies, whether presently known or unknown.

ATTACHMENTS:

None



Memorandum

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-606

Type: Committee Memo

TO: Committee of the Whole - Finance, Administration, and Communications

FROM: Mayor Angela Birney

DEPARTMENT DIRECTOR CONTACT(S):

Technology and Information Services	Michael Marchand	425-556-2173
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DEPARTMENT STAFF:

Technology and Information Services	Wanda Norman	Technology Project Manager
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TITLE:

Approval of an Agreement with AVI-SPL, for an Additional Amount of \$150,551, for Meeting Room Audio/Video Equipment Replacement

OVERVIEW STATEMENT:

Seeking approval from council to fund contract change orders with AVI-SPL for audio/video equipment in Redmond facilities as approved in the 2023-2024 BTIP. Attached are quotes from AVI-SPL for changes in the amount of \$150,551.58 to the original contract approved by Council on 5/16/2023.

The combined total of the original contract and these change orders is \$992,771.52 and still within the approved BTIL total project budget of \$1,125,000.

☐ **Additional Background Information/Description of Proposal Attached**

REQUESTED ACTION:

☐ **Receive Information** ☒ **Provide Direction** ☐ **Approve**

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
N/A
- **Required:**
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**
N/A
- **Other Key Facts:**
We recommend upgrading the specified conference rooms with the proposed change orders to improved user experience, support higher quality of calls, and reliability/maintainability of the system.

OUTCOMES:

The change orders will increase the quality and the user experience in each of the rooms as follows:

- CH127 Alpha Bravo receives an upgraded configuration for dual usage room with a large display on one side of the room and laser projector on the other, digital signal processing unit with mics that separate based on the room divider, etc.
- CH130 receives an interactive whiteboard setup and configured to connect for Teams.
- CH149 Council Conference Room receives an upgraded video display for the room size with a digital signal processing unit, ceiling speakers with omnidirectional mics to service every corner of the room.
- CH307 Morse receives an interactive whiteboard setup and configured to connect for Teams.
- MOC receives a dual screen setup with microphones adequate for the room.
- PSB156 becomes a full-service briefing room with digital signal processing units to cover the whole room.

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 funding requested for the following change orders:
 - Change 001 - MOC, PSB-156, CH-307 Morse - \$56,296.33 with tax.
 - Change 002 - CH-130 Interactive Whiteboard - \$43,479.37 with tax.
 - Change 003 - CH-127 Alpha Bravo - \$50,775.88 with tax.
 - **Total request is \$150,551.58.**

Approved in current biennial budget:

☒ Yes

☐ No

☐ N/A

Budget Offer Number:

0000123-BTIP Projects

Budget Priority:

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-606

Type: Committee Memo

Strategic and Responsive

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

If yes, explain:

N/A

Funding source(s):

BTIP

Budget/Funding Constraints:

N/A

☐ Additional budget details attached

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
5/16/2023	Business Meeting	Approve

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
11/21/2023	Business Meeting	Approve

Time Constraints:

- Completing these rooms is contingent upon getting the change orders approved.
- The vendor would like to order the equipment as soon as possible before any pricing changes occur with the new year around the corner.

ANTICIPATED RESULT IF NOT APPROVED:

- CH-127 Alpha Bravo will not get room separation capabilities, will not receive a 100" display on the shorter end of the room, will not get an upgraded projector on the longer side of the room, and will not get sound quality upgrades.
- CH-130 Director's - will not receive an interactive whiteboard to connect to Teams.
- CH-307 Morse will not have a configured interactive whiteboard to connect to Teams.
- MOC will receive smaller screens than what they currently have in there.
- PSB-156 will not get an adequate sound system to cover the entire room and there will be no pan tilt zoom camera for the room. They will not receive an adequate screen size for the room.

Date: 11/14/2023

Meeting of: Committee of the Whole - Finance, Administration, and Communications

File No. CM 23-606

Type: Committee Memo

ATTACHMENTS:

Original AVI-SPL Contract - Attachment A

Change Order 1 - Attachment B

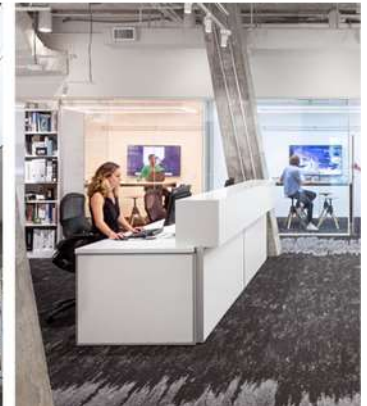
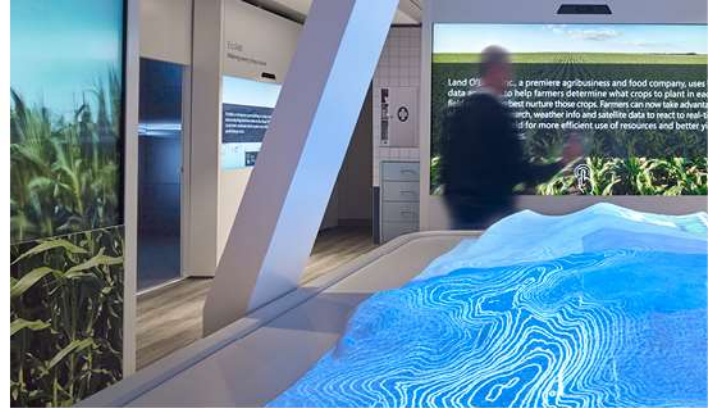
Change Order 2 - Attachment C

Change Order 3 - Attachment D

Proposal Prepared For

City of Redmond

City of Redmond - Conference Room Refresh



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Proposal no: 410236-7

Thank you for the opportunity to provide this proposal.

We value our partnership with you.

At AVI-SPL, our goal is to build partnerships with our clients, and we appreciate our continued partnership with you.

We are dedicated to providing you with solutions that will enable your organization to perform at the highest level and be in a position to meet the challenges you face today and in the future.

You can count on the AVI-SPL team to deliver exceptional service and solutions to help you improve the user experience of your collaboration systems – anywhere in the world.

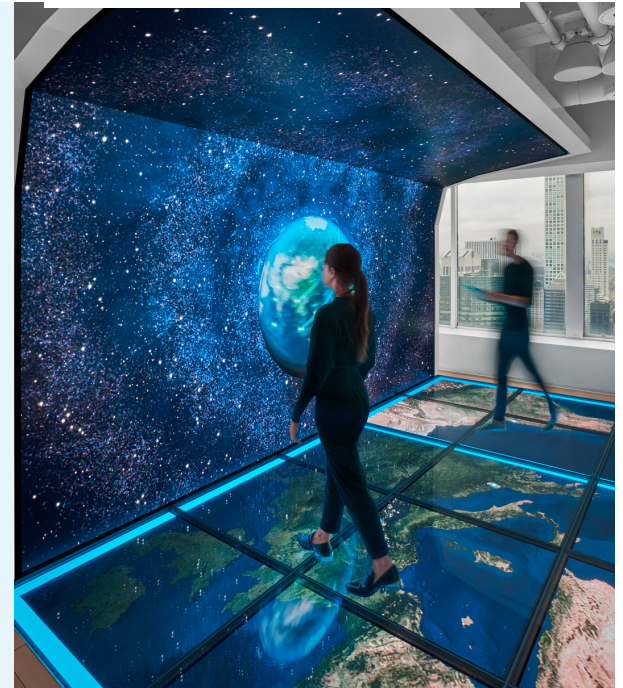
Our vision is to help your teams work smarter and live better.



We take your investment in collaborative solutions as seriously as you do.

That's why we're with you every step of the way, making sure you have the support to keep your business running smoothly and you get the return on investment you expect.

The hallmark of AVI-SPL's client success is our ability to keep pace with the technology trends that drive the way organizations operate, and to innovate and improve upon them so that we can offer customers a standard of quality that no other company can match.



When you partner with us as your trusted guide, you will experience:



Commitment

A partner **committed** to your success and making a positive impact on your organization and our world



Expertise

Expertise you can trust to guide your digital transformation and realize your business objectives



Proven Record

A **proven** track record of supporting deployment and managed services in-country, wherever needed



Global Reach

Optimized **global deployment** teams with in-country support teams to deliver localized solutions and service – anywhere in the world



Customer Experience

World-class **customer experience** with a continual improvement mindset informed by the ITIL methodology



Analytics

Focus on **actionable** business intelligence with routine reporting on key success metrics and usage analytics powered by our patented Symphony application

AVI-SPL Project Integration Process



How we define your needs and follow through with consistent execution.
AVI-SPL ensures high quality project delivery that is on time and on budget.

- **Define** and document each step
- **Determine** an effective, standardized communication and reporting style
- **Develop** a comprehensive training and adoption program
- **Dedicate** regular oversight to the project, even after completion

AVI-SPL uses a five-phase process to integrate solutions seamlessly and focus on the end-user experience:

Phase I Initiate

We will host a kickoff meeting and work with your key team members to determine the best approach to making your project a success. Our team will review the scope of the project, the schedule, the communication strategy, and all other relevant matters to ensure a smooth start.

Phase II Plan

The planning phase begins with development of the project schedule including detailed work breakdown tasks identifying key deliverables, dependencies and both internal and external milestones required to successfully execute the project.

Phase III Execute

AVI-SPL will complete all engineering, programming, fabrication, and on-site installation activities. When the installation is complete, testing is executed prior to the final inspection and acceptance of the deployed solutions.

Phase IV Monitor

This phase is focused on consistent review of project work activities to ensure alignment with the approved project plan. Our team delivers quality assurance through checks and balances along with consistent testing at specified intervals in the project lifecycle. We will review risk management plans and deploy risk mitigation strategies to ensure scope, schedule and budget remain on track.

Phase V Close

The final phase is centered on completion of all contractual and operational activities to ensure your complete satisfaction and readiness to sign-off on the completed project. This includes demonstration and training on using your new technology along with all final project documentation for service onboarding.

You will receive automated Customer Satisfaction Score (CSAT) and Net Promoter Score (NPS) surveys to provide feedback. We closely analyze the data to ensure we are providing outstanding customer service.

Global Support and Maintenance

AVI-SPL's Global Support and Maintenance services relieve you of the day-to-day burden of maintaining your collaboration technology estate, keeping your teams connected, and concentrated on delivering business value.

Elite Support

Our Elite services give you an extra level of onsite responsiveness and support with:

- **Unlimited onsite support M-F, 8am-5pm***
- **Unlimited remote help desk support – available globally 24x7x365**
- Facilitation of manufacturer repair or replacement programs – **let us navigate your warranty terms**
- **Software and firmware updates** managed remotely for covered assets



Global Support Operations Centers

- AVI-SPL's Global Support Operations Centers (GSOs) deliver live help desk support 24x7x365.
- Offering quick and efficient email, phone, and portal communications options.
- The GSOs will diagnose a problem, implement a repair remotely, or escalate to a specialist.

Repair/Replacement Facilitation – Some equipment may be repairable or replaced at no charge under the manufacturer's warranty. The help desk will assist in arranging the return of the defective equipment to the manufacturer for service/replacement as applicable.

Software Updates and Upgrades – access to the help desk for software updates and upgrades remotely available per manufacturer recommendation. Updates are provided on an as needed basis. Once an issue is reported, the remote help desk coordinates with you and the manufacturer to determine the best course of action. If a programmer is required, additional charges may apply at the applicable rate for those services.

Unlimited Onsite Support – available Monday through Friday, 8 a.m. - 5 p.m.*, excluding holidays, with travel included. Where applicable, AVI-SPL will provide a two-business day onsite response following the help desk's determination that an onsite dispatch is needed.

*Local standard time excluding AVI-SPL holidays.

AVI-SPL Solution Scope of Work

After careful and deliberate consideration of your requirements, we are pleased to provide the following audiovisual solutions Scope of Work. The scope of work noted is based on sound engineering principles, reliable technology, and has been formulated specifically to meet your requirements.

Project Overview

This proposal includes the estimated cost for the design and installation of the conference room upgrades at the City of Redmond City Hall, and nearby buildings, in Redmond, WA. Included is equipment for 26 conference rooms fitting standards set by AVI-SPL and City of Redmond; this includes 3 small conference rooms, 5 medium conference rooms, 5 large style A conference rooms, 10 large style B conference rooms, 1 extra-large conference, and 1 custom design for the Fire Station 17 A and B rooms as defined in Table 1A at the end of this document. Existing/ owner furnished projectors and screens will be removed by AVI-SPL. Owner furnished equipment will be used in the Morse and Fire Station 17 rooms, a full detailed list can be seen in the individual room summary below. The conference rooms will utilize a Windows PC with Logitech control and conferencing peripherals. Labor is quoted based on the assumption that labor will be completed on consecutive working days during normal business hours. This proposal assumes that the conference rooms have standard drop-tile or open ceiling, with drywall on the display wall where applicable. Time has been included in this proposal for AVI-SPL to perform two infrastructure verification site walks. During the first site walk, AVI-SPL will walk the spaces with the City of Redmond Facilities team to verify infrastructure requirements needed in each space. An additional site walk will be performed by AVI-SPL prior to the start of installation to ensure that all necessary infrastructure is in place prior to our installation team’s arrival onsite.

This proposal assumes that a permit is not required to be pulled for the duration of the project. If, at any point in the project, it is determined that a permit will be required, a change order could be issued to the client.

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Small Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display(s)

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 65” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Computer via the manufacturer’s CAT5 extender kit.
 - Limited to 130’ of extension
- The Logitech Meetup conference bar features a built-in camera, microphone array, and speakers.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer’s mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display(s) or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

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Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The tabletop Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Medium Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 75” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

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UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Computer via the manufacturer's CAT5 extender kit.
 - Limited to 130' of extension
- The Logitech Rally Bar Mini conferencing device features a built-in camera, microphone array, and speakers.
 - One mic-pod extension has been included and can be installed at either the table or ceiling location.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table location.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Large A Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 85" flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Compute via the manufacturer's CAT5 extender kit.
 - Limited to 130' extension
- The Logitech Rally Bar conferencing device features a built-in camera, microphone array, and speakers.
 - Two mic-pod extensions have been included and can be installed at either the table or ceiling location.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

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Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Large B Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Large Style B conference rooms will include equipment removal of an existing projector and screen. To allow for adequate time for the facilities team to perform their work on site, the Large Room Style B conference rooms will contain two visits. The first visit will be to remove the existing equipment. The second visit to complete the installation will be done after all the existing infrastructure requirements are met.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 85” flat panel display for each conference room.
 - i. A 100” display has been included for rooms CH130 and CH149

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Compute via manufacturer’s CAT5 extender kit.

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- Limited to 130' extension
- The Logitech Rally Bar conferencing device features a built-in camera, microphone array, and speakers.
 - Two mic-pod extensions have been included and can be installed at ceiling location.
 - Large Style B rooms allow for two more microphones to be added to the space as needed. AVI-SPL will mount the two microphones included in this proposal above the table location. Upon the client's request, if it is determined after installation that additional microphones will be required in the space for additional pickup, a change order for additional equipment and labor could be issued to the client.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Extra Large Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single projection system will be included at the front of the room, along with a video conferencing camera solution to be ceiling mounted. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

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Display

The following display devices will be integrated into the system:

- One video projector for displaying video content within the space. The projector shall have a native resolution of 1920 X 1200 pixels, and a manufacturer rated brightness of 6000 ANSI lumens.
- One recess mounted, motorized operation, projection screen. The screen shall be tab-tensioned in a 16:9 widescreen format with a diagonal viewing surface of 119". The viewing area shall be matte white fabric with black backing.
 - A low voltage interface shall be provided with each motorized projection screen for remote operation.
 - Screen heights are assumed to be 10' or higher. In a situation with a lower ceiling height, a change order for a different screen type may be issued to the client.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- A PTZ camera will be ceiling mounted to the right of the projection screen.
- A video conferencing device (UC Computer) will be installed in a plenum rated ceiling box.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.
- Eight in-ceiling speakers will be installed.
- An audio digital signal processor (DSP) will be installed at the ceiling location.
- A small network switch will be installed at the ceiling location.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted either under the table or in the plenum rated ceiling box.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.
- The projection screen's raise and lower functionality will be provided through an external low voltage controller for new screen locations. Existing projector screen locations are raised and lowered manually.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

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User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Fire Station 17 Alpha and Bravo

Design Narrative

AVI-SPL will amend the existing system in the Fire Station 17 conference room to allow for Microsoft Teams Room conferencing. This room will act as one divisible space to be used as either two independent conference rooms, or one combined conference room. Each room has one wireless presentation device, along with one HDMI input at the wall location. Existing handheld and body pack microphones will be kept for both far end conferencing and local reinforcement. Two new ceiling mounted microphones will be included for conferencing audio only. Control of the room will be through the existing Crestron touch panels. Conference call control will be through the Logitech Tap controller.

Time has been included in this proposal for AVI-SPL to field verify the functionality of the existing system. During this time, AVI-SPL will attempt to update firmware on all the existing equipment to prepare for the project upgrade. The room should be considered offline from the start of this work, until project completion. AVI-SPL will also field verify the exiting design to confirm that the as-built documentation is correct.

The existing equipment to be removed from this space is detailed below. The equipment being removed will be placed in the room for removal by City of Redmond staff. Any cabling removed will be disposed of by AVI-SPL staff.

- QTY 2 motorized projection screens
 - Hard wire power will be required to be disconnected by others prior to the start of equipment removal.
- QTY 2 Sharp PN-465U displays.
- QTY 2 Sony projectors and associated mounting hardware.
- QTY 1 Icron Ranger USB extender

The existing equipment to be re-used in this proposal is detailed below.

- QTY 2 Shure handheld microphones
- QTY 2 Shure body back microphones
- QTY 4 Crestron HDMI receivers
- QTY 2 Crestron touch panels
- QTY 1 Shure MXW APT 4
- QTY 2 Crestron Air Media 200's
- QTY 1 Crestron AV3 processor
- QTY 1 Crestron HD MD 8X8 dm switcher with the following installed IO cards
 - QTY 8 DM RMC4KZC
 - QTY 2 DM RMC 4KZ CO HD
 - QTY 1 DM CHDO

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- QTY 1 QSC Core 110F DSP
- QTY 1 Equipment Rack
- QTY 1 QSC 4 Channel amplifier
- QTY 12 ceiling speakers

All other equipment in this proposal is assumed to be provided and installed by AVI-SPL

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display

The following display devices will be integrated into the system:

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 100” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing (per room)

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- One PTZ camera will be mounted below the display.
- One PTZ camera will be ceiling mounted in the rear of the room.
- A video conferencing device (UC Computer) will be installed in the equipment rack location.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.
- Six existing in-ceiling speakers
- An existing audio digital signal processor (DSP) will be reused.
- A small network switch will be installed at the equipment rack location.

Equipment Rack and Accessories

- An existing, owner furnished equipment rack will house all AV equipment.

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- Existing owner furnished lectern locations will house the Logitech Tap and the HDMI extension device.

Control System and Accessories

An existing control processor will be reused to enable various functions throughout the system. Please refer to the Software Integration section for more detailed information about system control.

- The existing control processor is located in the equipment rack.
- Two existing wired touch screen interface with a 7" screen size is located at the wall for Room Control
- Two new wired touch screen interfaces with a 10" screen size will be located at the lectern location for Microsoft Teams Room control.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

Existing Crestron TSW touch panels

User Interface

- The touch screen graphical user interface will be a custom solution specifically for this project. This custom solution will require coordination meetings with AVI-SPL to design, submit and approve prior to completing all control code creation. Please reference the *Custom User Interface* scope of work document for specific details on this option.
 - AVI-SPL will provide the layout and the functionality of each button for each user page of the touch screen to the Customer prior to implementation for client input and final client approval.
- All specified equipment in the proposal will be incorporated into the control system.
- The following lists the custom controls that will be added to the Crestron TSW touch panels. Please note, these two panels will mirror each other. Existing Alarm shunt controls will be kept in the space and will not be represented on the user interface.
 - Shade controls
 - Input routing
 - Advanced mic muting controls
 - A button to change the rooms from being in a 'combined' or 'divided' state.

Logitech Tap Touch Panels

User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Project Considerations

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Customer Responsibilities

These are items that AVI-SPL is dependent upon to complete the project scope of work on time, however, these requirements and responsibilities are not provided by AVI-SPL. For a complete list of exclusions, please refer to the Integration Inclusions and Exclusions section of this proposal.

These requirements must be provided by the owner or other 3rd parties and may fall under the responsibility of an Architect, General Contractor, Electrical Contractor, Data Contractor, Security Contractor, Furniture/Millwork Contractor, IT departments, Facilities or Real Estate groups.

Following receiving the PO, AVI-SPL will provide a drawing and associated document detailing the full infrastructure requirements for all locations within this proposal. As stated above, AVI-SPL has included time in the proposal to perform site walks to ensure that infrastructure is complete prior to the start of installation. Below is a general list of all customer responsibilities applicable to this proposal.

- All required backing and any other wall reinforcement required to safely accommodate displays. Any display wall shall be properly backed to withstand the weight of the display with a safety factor of at least 5:1.
- All AC power at the equipment locations, including hardwired power connections.
- All required conduit for low voltage cable paths to AV equipment.
- All ceiling work required to accommodate the projectors, projection screens, and other equipment.
- All required millwork modifications to tables or other millwork.
- Proper heat dissipation venting for the equipment in this system. Where convection cooling is not possible, a powered venting system with thermostatically controlled quiet fans.
- All required network configuration for any network connection to the client network.
- All software or hardware licenses not specifically provided in this scope of work or associated bill of materials.
- Equipment removal is included as part of this proposal. AVI-SPL will remove the gear and place it within the room for removal and disposal by the City of Redmond staff.

Site Readiness

The minimum acceptable site conditions of the project site for the installation of electronic equipment are as follows.

- The rooms and directly adjacent areas into which the equipment will be installed must be dust-free with floor, ceiling, and wall finishes to be completely installed in the rooms affected by the equipment.
- The rooms into which the equipment will be installed must be secure.
- All Electrical power, conduit systems, HVAC systems, IT requirements (wired or wireless services), communication circuits, and or other services required by the systems and equipment should be fully installed, energized, and configured for use.
- All furniture into which components of the equipment will be installed shall be present at the time of staging and/or installation.
- All telephone, POTS, VOIP, modem, PRI, data, LAN, and telecommunications connections are installed, fully tested, and active.
- Configuration of OFE networks, applications, servers, and services to provide interoperation with installed systems.
- Coordination and timely IT support and documentation (such as providing IP addresses or account credentials).
- Additional infrastructure requirements beyond what is in the rooms currently could be required as part of this proposal and will be communicated to the City of Redmond following project kick off. These requirements include, but are not limited to, data drops, low voltage conduit, and high voltage power. These requirements must be completed prior to the start of installation and will be the responsibility of others.

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Network and Network Security

The integration of Audio-Visual hardware can consist of many different devices and systems, each with varying network requirements, impacts to traffic and routing, and unique management and security processes. AVI-SPL will work with the identified client stakeholders to properly assess network requirements and deployment considerations.

AVI-SPL will design the system to meet identified network requirements and will provide construction drawings and a list of devices before installation on site. At the time of installation, AVI-SPL will connect devices according to the documented system design and identified network requirements. The following network design is being followed for this project:

Hybrid AV/Client Network

Hardware that does not require integration to the client network can be completely isolated from the client network.

- The control system, touch panel, and audio video transport devices that carry Ethernet control reside in their own wired network where applicable.
- Hardware that requires integration with the owner network will be connected directly to the owner network. Examples: control system for monitoring, video conference codec, 3rd party SIP device.
- Systems for monitoring, control, scheduling, and other, are provided by services residing in the "Cloud", external to the owner's network. In this type of deployment data will need to traverse the owner network.

**** See the "Customer Responsibilities" and "Unified Communication Solution Licensing and Deployment Plan" sections of this document for deployment best practices and installation requirements. Additional information regarding specific applicable processes and procedures can be referenced in the "AVI-SPL Network and Security" addendum to this document. ****

Unified Communication Solution Licensing and Deployment Plan

Cloud-registered unified communication systems require licensing for meetings, calling and other device management functionality. AVI-SPL can assist with your licensing and management needs and can provide options to meet system specific requirements.

Licenses and Service Accounts

Supervised or direct access to platform environments / systems must be provided as needed for a properly provisioned and licensed system where appropriate. Examples include Zoom Rooms activation codes, Microsoft Teams accounts, calendar service account, and more.

- The customer may decide not to provide credentials to AVI-SPL, and to provision the installed hardware themselves. In this case, AVI-SPL will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site.
- If AVI-SPL is unable to properly commission and test the system at the time of installation due to issues with access, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, provided the customer is at fault and approves additional cost in advanced and in writing, scheduling will be done on a best effort basis.

Microsoft Teams Room Licensing

Microsoft has two dedicated SKUs for licensing meetings and calling on a per-device basis for meeting room devices (such as Microsoft Teams Rooms, Microsoft Surface Hub, and collaboration bars for Microsoft Teams).

Full licensing information available at: <https://docs.microsoft.com/en-us/microsoftteams/rooms/rooms-licensing>

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Example System Licensing Required for Microsoft Teams Rooms:

- Microsoft Teams Rooms Licensing Premium with Teams Phone.
- Microsoft calling plan to enable the Microsoft Teams Room System with a phone number to make or receive a call. Direct routing or Microsoft calling plans.
- Licensing for any 3rd Party conferencing platforms to support **Cloud Video Interop (CVI)**, **Direct Guest**, **BYOD** to join or support Zoom, Webex or any other meeting type if supported in the specific design.

Microsoft Teams Rooms Example Deployment Plan

Proper network configuration and strict adherence to Microsoft's recommended best practices is key for project success and reliable user experience. Often MTR project rollout issues are due to misconfiguration of networks or Teams Room Device Account Settings. Microsoft strongly recommends against using the same group policies that are applied to typical user PCs be applied to Microsoft Teams Rooms appliances. Instead, they should be isolated in their own group, and ideally a separate VLAN optimized for egress to the Internet and the Microsoft Network without proxy servers of any kind. The following steps outlined are a general deployment plan that may require further development with AVI-SPL and client stakeholders.

1. Client to complete AVI-SPL pre-deployment checklist:
 - a. Creation of resource account (or required device accounts)
 - b. Configuration of required policies and security settings
 - c. Additional AVI-SPL networking and environmental consultation services available upon request
2. AVI-SPL to provide client's IT department a spreadsheet listing all network-connected equipment, its associated room, MAC Addresses, and Serial Numbers to pre-configure DHCP reservations or other specific IP address requirements.
3. AVI-SPL intends to activate and test all Teams Rooms systems in our Quality Control Center. This results in the smoothest, most efficient on-site installation with the best outcome for our customers. Shop testing includes updating firmware on components, labeling and documenting, required prior to the onsite deployment. The system will be registered with any vendor specific cloud management platforms if included.
4. Client must provide AVI-SPL Microsoft credentials for each licensed system requiring activation by AVI-SPL a minimum of two (2) weeks prior to scheduled on-site installation. Any delay in providing credentials may result in project completion delays and potentially additional charges if additional trips are required to complete commissioning of the systems in the field.
 - a. The customer may decide not to provide account credentials to AVI-SPL, and to provide the installed MTR themselves. In this case, AVI-SPL will utilize an AVI-SPL Licensed Teams Room test account to validate system functionality.
 - b. Similarly, if the provided client account credentials fail to work properly AVI-SPL will utilize its internal AVI-SPL Licensed Teams Room test accounts to complete hardware testing and notify the client of issue.
5. If AVI-SPL is unable to properly commission and test the system at the time of on-site installation due to issues with the supplied accounts and/or credentials, additional site visits may be required. Any additional visits required due to site-readiness issues will be billed at the standard contracted labor rate, and scheduling will be done on a best-effort basis.

Room Environmental Considerations

To maximize the user experience in a conferencing room, the following parameters should be observed:

- The room should have a measured ambient noise level of no more than NC35. For new spaces, the design parameters for the mechanical engineering within the room should have a target NC of 35 or less. Ambient noise includes noise from the air handling systems, mechanical systems, and noises outside the building. Noise levels above this specification adversely affect the meeting

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environment and may degrade the overall audio quality and intelligibility of a conference call. This is especially important when ceiling microphones are utilized. If a problem is identified with ambient noise levels, AVI-SPL can work with your mechanical engineer to identify possible solutions to lower the NC rating and improve the meeting experience.

- Reverberation time (T60) for typical conference rooms should be less than 0.6 seconds in the 125 - 4000 Hz octave bands to provide an optimum meeting experience and acceptable audio quality in a conference call. A significant number of hard surfaces in a room (glass, drywall, or other surfaces) can adversely affect audio intelligibility and the meeting experience overall. Acoustic treatment is advised for rooms with higher T60 levels. If the room requires acoustic treatment, AVI-SPL can provide direction and solutions to overcome this issue and enhance the meeting experience for the participants.
- Evenly distributed lighting is important for videoconferencing applications. Lighting on the faces of the participants should be at least 40-foot candles and should be evenly distributed throughout the camera's field of view. Where the camera's field of view includes windows, recommended window treatment should be employed to provide an acceptable background for the camera to view the participants.
- When microphones are used for local voice reinforcement, the amount of available gain before feedback is dependent on the microphone's location within the room. Placement of the microphone immediately below a ceiling speaker may adversely affect the overall required audio level and cause feedback. Care should be taken to reduce the volume level of the microphone or locate the microphone(s) correctly to minimize the possibility of feedback.

Table 1A

Conference Room Name	(Demo) Projector	(Demo) 80" screen	9Demo) 50" screen	Capacity Seating Cameras	Room Size	Teams Room Size
CONF-CH130 Room	X			18	32x16	Large B - 100"
CONF-CH306 Morse Computer Training Room	X	2	1	18+	29x28	Extra Large
CONF-CH149 Council Conference Room	X			35	26x22	Large B - 100"
CONF-CH127 Alpha Room	X			20-36	25x20	Large B
CONF-CH127 Bravo Room	X			16-36	25x20	Large B
CONF-CH303 McRedmond Room	X			20	25x20	Large B
CONF-CH305 Clise Room	X			14	22x16	Large B
CONF-CH459 Mayor's Conference Room		X		X 10	23x15	Large B
CONF-Fire Station 11 Admin Conference Room					21x21	Large B
CONF-Fire Station 14 Training Room					19x22	Large B
CONF-PS156 Patrol Briefing Room					31x19	Large B
CONF-PS205 Media Conference Room					24x19	Large B
CONF-CH132 Room				10	18x12	Large A
CONF-CH141 Slough Room		X		6	19x12	Large A
CONF-CH242 Heron Room		X		10	19x10	Large A
CONF-CH316 Walther Room		X		8	16x11	Large A
CONF-PS242 Public Safety Executive Conference Room					18x15	Large A
CONF-CH349 Perry Room		X		6	15x15	Medium
CONF-CH404 Gateway Grove Room				6	16x10	Medium
CONF-CH448 Old Mills Room		X		8	14x11	Medium
CONF-CH453 Sammamish Room		X		6	15x15	Medium
CONF-CH128 Room		X		5	10x10	Small
CONF-CH129 Room		X		5	10x10	Small
CONF-CH327 Sikes Room		X		6	13x10	Small
FIRE STATION 17 ALPHA AND BRAVO						CUSTOM
MOC1 Conference Room					16X10	Medium

Investment Summary

Prepared For:	Keith Laycock	Prepared By:	ShaRay Gainer
	City of Redmond	Date Prepared:	04/03/2023
	15670 NE 85th St	Proposal #:	410236-7
	PO Box 97010	Valid Until:	05/04/2023
	Redmond, WA 98052-3584		

Total Equipment Cost \$399,852.97

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services \$246,194.60

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs \$32,820.30

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative \$26,272.98

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Services - Room Support and Maintenance \$56,172.74

Includes post-installation support and maintenance options selected for installed rooms

Services - Device Maintenance \$3,591.00

Includes post-installation maintenance options selected for installed devices

Subtotal	\$764,904.59
Tax	\$77,255.36
Total	\$842,159.95

*** ANY and all applicable taxes will be included upon invoicing**

Purchase orders should be addressed to AVI-SPL LLC

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

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Terms and Conditions

This Proposal together with AVI-SPL’s General Terms and Conditions and the applicable Addendum(a) located here and incorporated herein by this reference (collectively the “Agreement”) constitutes the entire agreement between AVI-SPL LLC (“Seller”, “AVI-SPL”, “we”, “us”, “our”) and the buyer/customer identified in the Proposal (“Buyer”, “Customer”, “Client”, “you”, “your”) with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties, written or oral. By signing below, issuing a valid purchase order for the Services and/or Products specified herein or receiving the Products and/or Services specified herein, whichever occurs first, Buyer acknowledges it has read and agrees to the terms of this Agreement. This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this Agreement and the earlier of Seller’s confirmation in writing of Buyer’s order and Seller’s performance under the applicable Proposal. Any terms and conditions contained in Buyer’s purchase order or any other Buyer-provided documents related to this transaction shall have no effect and are hereby rejected. Notwithstanding anything herein to the contrary, if a master services agreement signed by both Parties is in effect covering the sale of the Services and/or Products that are the subject of this Proposal, the terms and conditions of said agreement shall prevail to the extent they conflict or are inconsistent with this Agreement.

Billing and Payment Terms

Unless otherwise agreed in writing by Buyer and Seller in the Proposal, the total Proposal price, excluding the price for Stand-alone Services (as defined in this section), shall be billed as follows, subject to continuing credit approval: 50% down payment at time of order, 40% upon delivery at Seller; 10% upon project completion and Buyer sign-off or first beneficial use, whichever occurs first, payable net 30 from Buyer’s receipt of invoice. For purposes of this Agreement, “Stand-alone Services” means any Services not attached to an installation project. Billing and payment terms for Stand-alone Services are set forth in the applicable Service Addendum(a). Unless otherwise specified in the Proposal, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Unless otherwise specified in the Proposal, all pricing and amounts are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Buyer Acceptance

Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

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Room Summary - SMALL CONF ROOMS [1:3] (1 Room)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + MeetUp</u>			
		<u>DISPLAY</u>			
SONY	SONFW65BZ40H	LCD, 65" 4K/UHD 620NIT 49LB 550000:1 CONTRAST SMART LED	1	\$1,759.20	\$1,759.20
CHIEF	CHILTM1U	MOUNT, MICRO ADJUST TILT WALL MOUNT, LARGE	1	\$199.44	\$199.44
CHIEF	CHIFCAV1U	FUSION PULL OUT ACCESSORY	1	\$263.33	\$263.33
CHIEF	CHIFHB5147	HARDWARE KIT	1	\$10.44	\$10.44
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	1	\$65.00	\$65.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	2	\$23.21	\$46.42
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	1	\$29.32	\$29.32
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	1	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	1	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMUPMSTINT	KIT, SMALL MICROSOFT TEAMS ROOMS WITH TAP+MEETUP+INTEL NUC	1	\$2,808.48	\$2,808.48
LOGITECH	LOG939001498	MOUNTING BRACKET FOR VTC CAMERA, BLACK	1	\$65.68	\$65.68
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	1	\$339.56	\$339.56
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	1	\$99.78	\$99.78
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	1	\$324.79	\$324.79
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	1	\$21.09	\$21.09
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	1	\$50.60	\$50.60
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	1	\$356.77	\$356.77
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	1	\$22.06	\$22.06

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	1	\$31.64	\$31.64
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	1	\$189.67	\$189.67
Subtotal					\$6,683.27

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$788.54

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal						\$399.00

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Room Summary - SMALL CONF ROOMS [2:3] (2 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + MeetUp</u>			
		<u>DISPLAY</u>			
SONY	SONFW65BZ40H	LCD, 65" 4K/UHD 620NIT 49LB 550000:1 CONTRAST SMART LED	2	\$1,759.20	\$3,518.40
CHIEF	CHILTM1U	MOUNT, MICRO ADJUST TILT WALL MOUNT, LARGE	2	\$199.44	\$398.88
CHIEF	CHIFCAV1U	FUSION PULL OUT ACCESSORY	2	\$263.33	\$526.66
CHIEF	CHIFHB5147	HARDWARE KIT	2	\$10.44	\$20.88
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	2	\$65.00	\$130.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	4	\$23.21	\$92.84
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	2	\$29.32	\$58.64
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	2	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	2	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMUPMSTINT	KIT, SMALL MICROSOFT TEAMS ROOMS WITH TAP+MEETUP+INTEL NUC	2	\$2,808.48	\$5,616.96
LOGITECH	LOG939001498	MOUNTING BRACKET FOR VTC CAMERA, BLACK	2	\$65.68	\$131.36
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	2	\$339.56	\$679.12
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	2	\$99.78	\$199.56
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	2	\$324.79	\$649.58
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	2	\$21.09	\$42.18
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	2	\$50.60	\$101.20
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	2	\$356.77	\$713.54
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	2	\$22.06	\$44.12

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	2	\$31.64	\$63.28
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	2	\$189.67	\$379.34
Subtotal					\$13,366.54

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$1,577.08

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal					\$399.00	\$399.00

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Room Summary - MED CONF ROOM [1:5] (1 Room)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Bar Mini</u>			
		<u>DISPLAY</u>			
SONY	SONFW75BZ40H	LCD, 75" 4K/UHD 620NIT 73LB 600000:1 CONTRAST SMART LED	1	\$2,627.28	\$2,627.28
CHIEF	CHILTM1U	MOUNT, MICRO ADJUST TILT WALL MOUNT, LARGE	1	\$199.44	\$199.44
CHIEF	CHIFCAV1U	FUSION PULL OUT ACCESSORY	1	\$263.33	\$263.33
CHIEF	CHIFHB5147	HARDWARE KIT	1	\$10.45	\$10.45
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	1	\$65.00	\$65.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	2	\$23.21	\$46.42
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	1	\$29.32	\$29.32
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	1	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	1	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	1	\$2,069.49	\$2,069.49
LOGITECH	LOG960001336	CAMERA KIT, RALLY BAR MINI (GRAPHITE)	1	\$2,462.50	\$2,462.50
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	1	\$146.98	\$146.98
		<u>MIC POD</u>			
LOGITECH	LOG952000002	MOUNT, RALLY MIC POD TABLE	1	\$57.47	\$57.47
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	1	\$163.40	\$163.40
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	1	\$287.38	\$287.38
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	1	\$339.56	\$339.56
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	1	\$99.78	\$99.78
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	1	\$324.79	\$324.79

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	1	\$21.09	\$21.09
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	1	\$50.60	\$50.60
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	1	\$356.77	\$356.77
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	1	\$22.06	\$22.06
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	1	\$31.64	\$31.64
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	1	\$189.67	\$189.67
Subtotal					\$9,864.42

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$1,374.83

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal						\$399.00

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Room Summary - MED CONF ROOM [2:5] (4 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Bar Mini</u>			
		<u>DISPLAY</u>			
SONY	SONFW75BZ40H	LCD, 75" 4K/UHD 620NIT 73LB 600000:1 CONTRAST SMART LED	4	\$2,627.28	\$10,509.12
CHIEF	CHILTM1U	MOUNT, MICRO ADJUST TILT WALL MOUNT, LARGE	4	\$199.44	\$797.76
CHIEF	CHIFCAV1U	FUSION PULL OUT ACCESSORY	4	\$263.33	\$1,053.32
CHIEF	CHIFHB5147	HARDWARE KIT	4	\$10.45	\$41.80
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	4	\$65.00	\$260.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	8	\$23.21	\$185.68
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	4	\$29.32	\$117.28
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	4	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	4	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	4	\$2,069.49	\$8,277.96
LOGITECH	LOG960001336	CAMERA KIT, RALLY BAR MINI (GRAPHITE)	4	\$2,462.50	\$9,850.00
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	4	\$146.98	\$587.92
		<u>MIC POD</u>			
LOGITECH	LOG952000002	MOUNT, RALLY MIC POD TABLE	4	\$57.47	\$229.88
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	4	\$163.40	\$653.60
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	4	\$287.38	\$1,149.52
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	4	\$339.56	\$1,358.24
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	4	\$99.78	\$399.12
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	4	\$324.79	\$1,299.16

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	4	\$21.09	\$84.36
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	4	\$50.60	\$202.40
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	4	\$356.77	\$1,427.08
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	4	\$22.06	\$88.24
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	4	\$31.64	\$126.56
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	4	\$189.67	\$758.68
Subtotal					\$39,457.68

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$5,499.32

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal						\$399.00

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Room Summary - LRG CONF ROOM A [1:5] (1 Room)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Bar</u>			
		<u>DISPLAY</u>			
SONY	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	1	\$3,647.24	\$3,647.24
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	1	\$232.22	\$232.22
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	1	\$401.11	\$401.11
CHIEF	CHIFHB5147	HARDWARE KIT	1	\$10.44	\$10.44
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	1	\$65.00	\$65.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	2	\$23.21	\$46.42
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	1	\$29.32	\$29.32
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	1	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	1	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	1	\$2,069.49	\$2,069.49
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	1	\$3,283.61	\$3,283.61
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	1	\$146.98	\$146.98
		<u>MIC POD</u>			
LOGITECH	LOG939001647	RALLY MIC POD HUB	1	\$205.27	\$205.27
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	1	\$163.40	\$163.40
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	2	\$287.38	\$574.76
LOGITECH	LOG952000002	MOUNT, RALLY MIC POD TABLE	2	\$57.47	\$114.94
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	1	\$339.56	\$339.56
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	1	\$99.78	\$99.78

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	1	\$324.79	\$324.79
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	1	\$21.09	\$21.09
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	1	\$50.60	\$50.60
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	1	\$356.77	\$356.77
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	1	\$22.06	\$22.06
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	1	\$31.64	\$31.64
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	1	\$189.67	\$189.67
Subtotal					\$12,426.16

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$1,786.48

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal						\$399.00

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Room Summary - LRG CONF ROOM A [2:5] (4 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Bar</u>			
		<u>DISPLAY</u>			
SONY	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	4	\$3,647.24	\$14,588.96
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	4	\$232.22	\$928.88
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	4	\$401.11	\$1,604.44
CHIEF	CHIFHB5147	HARDWARE KIT	4	\$10.45	\$41.80
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	4	\$65.00	\$260.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	8	\$23.21	\$185.68
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	4	\$29.32	\$117.28
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	4	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	4	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	4	\$2,069.49	\$8,277.96
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	4	\$3,283.61	\$13,134.44
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	4	\$146.98	\$587.92
		<u>MIC POD</u>			
LOGITECH	LOG939001647	RALLY MIC POD HUB	4	\$205.27	\$821.08
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	4	\$163.40	\$653.60
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	8	\$287.38	\$2,299.04
LOGITECH	LOG952000002	MOUNT, RALLY MIC POD TABLE	8	\$57.47	\$459.76
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	4	\$339.56	\$1,358.24
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	4	\$99.78	\$399.12

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	4	\$324.79	\$1,299.16
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	4	\$21.09	\$84.36
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	4	\$50.60	\$202.40
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	4	\$356.77	\$1,427.08
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	4	\$22.06	\$88.24
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	4	\$31.64	\$126.56
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	4	\$189.67	\$758.68
Subtotal					\$49,704.68

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$7,145.93

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal						\$399.00

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Room Summary - LRG CONF ROOM B [1:11] (1 Room)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Bar</u>			
		<u>DISPLAY</u>			
SONY	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	1	\$3,647.24	\$3,647.24
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	1	\$232.22	\$232.22
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	1	\$401.11	\$401.11
CHIEF	CHIFHB5147	HARDWARE KIT	1	\$10.44	\$10.44
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	1	\$65.00	\$65.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	2	\$23.21	\$46.42
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	1	\$29.32	\$29.32
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	1	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	1	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	1	\$2,069.49	\$2,069.49
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	1	\$3,283.61	\$3,283.61
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	1	\$146.98	\$146.98
		<u>MIC POD</u>			
LOGITECH	LOG939001647	RALLY MIC POD HUB	1	\$205.27	\$205.27
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	1	\$163.40	\$163.40
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	2	\$287.38	\$574.76
LOGITECH	LOG952000123	MOUNT, MIC POD PENDANT	2	\$81.29	\$162.58
		<u>FLOOR TRACK</u>			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	1	\$339.56	\$339.56
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	1	\$99.78	\$99.78

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	1	\$324.79	\$324.79
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	1	\$21.09	\$21.09
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	1	\$50.60	\$50.60
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	1	\$356.77	\$356.77
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	1	\$22.06	\$22.06
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	1	\$31.64	\$31.64
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	1	\$189.67	\$189.67
				Subtotal	\$12,473.80

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$1,794.14

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
				Subtotal		\$399.00

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Room Summary - LRG CONF ROOM B [2:11] (10 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Bar</u>			
		<u>DISPLAY</u>			
		<u>CH149, CH130</u>			
SONY	SONFW100BZ40J	LCD, 100" 4K/UHD, 205LBS, 600 NITS, 9K:1, HDR10 24/7	2	\$12,338.60	\$24,677.20
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	2	\$232.22	\$464.44
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	2	\$401.11	\$802.22
		<u>FS14, CH127A&B, CH303, CH305, CH459, FS11A, PS205, PS156</u>			
SONY	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	8	\$3,647.24	\$29,177.92
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	8	\$232.22	\$1,857.76
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	8	\$401.11	\$3,208.88
		<u>ALL ROOMS</u>			
CHIEF	CHIFHB5147	HARDWARE KIT	10	\$10.45	\$104.50
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	10	\$65.00	\$650.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	20	\$23.21	\$464.20
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	10	\$29.32	\$293.20
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	10	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	10	OFE	OFE
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	10	\$2,069.49	\$20,694.90
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	10	\$3,283.61	\$32,836.10
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	10	\$146.98	\$1,469.80
		<u>MIC POD</u>			
LOGITECH	LOG939001647	RALLY MIC POD HUB	10	\$205.27	\$2,052.70
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	10	\$163.40	\$1,634.00

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Mfg	Model	Description	Qty	Unit Price	Extended Price
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	20	\$287.38	\$5,747.60
LOGITECH	LOG952000123	MOUNT, MIC POD PENDANT	20	\$81.29	\$1,625.80
		FLOOR TRACK			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	10	\$339.56	\$3,395.60
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	10	\$99.78	\$997.80
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	10	\$324.79	\$3,247.90
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	10	\$21.09	\$210.90
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	10	\$50.60	\$506.00
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	10	\$356.77	\$3,567.70
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	10	\$22.06	\$220.60
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	10	\$31.64	\$316.40
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	10	\$189.67	\$1,896.70
Subtotal					\$142,120.82

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$20,734.67

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
Subtotal						\$399.00

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Room Summary - XL CONF ROOM [1:1] (1 Room)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>LOGI Tap + Compute + Rally Cam + Shure Ecosystem</u>			
		<u>PROJECTOR</u>			
SONY	SONVPLFHZ80W	PROJECTOR, WUXGA 6000 LUMEN 28LB LASER WHITE	1	\$5,066.67	\$5,066.67
DRAPER SHADE & SCREEN	DRA140110U	SCREEN, 119" ACCESS V, HDTV, MATT WHITE XT1000V, 110V W/LVC	1	\$3,271.11	\$3,271.11
CHIEF	CHIRPAUW	MOUNT, UNIVERSAL "RPA" SERIES CEILING - WHITE	1	\$128.89	\$128.89
CHIEF	CHICMA110	8" CEILING PLATE - BLACK	1	\$25.00	\$25.00
CHIEF	CHICMSZ006	FIXED PIPE FULLY THREADED 6" BLA	1	\$25.65	\$25.65
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	1	\$65.00	\$65.00
		<u>CABLES + CONTENT INPUT EXTENDER</u>			
COMPREHENSIVE VIDEO	COMMHD18G6PROBLK	CABLE, 6' MICROFLEX PRO AV/IT CERTIFIED 4K60 18GB HIGH SPEED	1	\$23.21	\$23.21
COMPREHENSIVE VIDEO	COMMHD18G9PROBLK	CABLE, 9' MICROFLEX SERIES, AV/IT 4K60 18G HIGH SPEED, BLK	1	\$29.32	\$29.32
		<u>SOURCE EQUIPMENT</u>			
CLIENT PROVIDED	LAPTOP	LAPTOP SOURCE WITH HDMI (Owner Furnished Equipment)	1	OFE	OFE
CLIENT PROVIDED	TABLE CUBBY	TABLE CUBBY WITH CABLE PASS THROUGH (Owner Furnished Equipment)	1	OFE	OFE
		<u>AUDIO</u>			
SHURE	SHUMXA920WS	MICROPHONE, 24" CEILING ARRAY, SQUARE, WHITE	1	\$3,326.06	\$3,326.06
BIAMP SYSTEMS	BIATESIRAFORTEX400	MEETING ROOM DSP 4 POE+, AVB & DANTE, 2X2 ANALOG I/O, AEC	1	\$2,750.00	\$2,750.00
QSC	QSCSPA260	AMPLIFIER, 2 CHANNEL 1/2 RU, ENERGY STAR	1	\$468.89	\$468.89
EXTRON ELECTRONICS	EXT60131003	SPEAKER, 6.5" 2-WAY CEILING W/8" BACK CAN&TRASFRMER (PAIR)	4	\$350.00	\$1,400.00
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOG960001226	CAMERA, 13MP, 60 FPS, USB 3.0, 3840X2160 RALLY PTZ CAMERA	1	\$1,148.72	\$1,148.72
VADDIO INC	VAD5352000290	DROP DOWN CEILING MOUNT FOR PTZ CAMERA	1	\$247.07	\$247.07
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	1	\$2,069.49	\$2,069.49
		<u>CEILING EXTENSION</u>			
CRESTRON	CREHDTXC101CE	TRANSMITTER, HDMI OVER CATX W/IR RS-232, SURFACE MOUNT	1	\$244.44	\$244.44

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Mfg	Model	Description	Qty	Unit Price	Extended Price
CRESTRON	CREHDRXC101CE	RECEIVER, HDMI OVER CATX W/IR & RS-232, SURFACE MOUNT	1	\$244.44	\$244.44
EXTRON ELECTRONICS	EXT60163301	WORKSPACE CONTROLLER	1	\$327.78	\$327.78
TRIPPLITE	TRIPS6	POWER STRIP, 6 OUTLET, 4' CORD	1	\$12.27	\$12.27
		EQUIPMENT HOUSING			
FSR	FSR17106	CEILING ENCLOSURE CB-22 2'X2' CB W/2 1 RU MNTS, 7 AC OUTLETS	1	\$563.33	\$563.33
LOGITECH	LOG939001802	CABLE, 25M STRONG USB 3.1	1	\$491.84	\$491.84
		FLOOR TRACK			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	1	\$339.56	\$339.56
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	1	\$99.78	\$99.78
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	1	\$324.79	\$324.79
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	1	\$21.09	\$21.09
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	1	\$50.60	\$50.60
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	1	\$356.77	\$356.77
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	1	\$22.06	\$22.06
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	1	\$31.64	\$31.64
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	1	\$189.67	\$189.67
				Subtotal	\$23,365.14

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$3,544.30

Device Maintenance

Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
LOGITECH	6332851	Logitech Select One Year Plan	12	1	\$399.00	\$399.00
				Subtotal		\$399.00

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Room Summary - FIRE STATION 17 [1:1] (1 Room)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		DISPLAY			
SONY	SONFW100BZ40J	LCD, 100" 4K/UHD, 205LBS, 600 NITS, 9K:1, HDR10 24/7	2	\$12,338.60	\$24,677.20
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	2	\$232.22	\$464.44
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	2	\$401.11	\$802.22
CHIEF	CHIFHB5147	HARDWARE KIT	2	\$10.45	\$20.90
		VIDEO CONFERENCING			
LOGITECH	LOG960001226	CAMERA, 13MP, 60 FPS, USB 3.0, 3840X2160 RALLY PTZ CAMERA	4	\$1,148.72	\$4,594.88
LOGITECH	LOG939001805	CABLE, 45M STRONG USB 3.1	4	\$820.29	\$3,281.16
VADDIO INC	VAD5352000290	DROP DOWN CEILING MOUNT FOR PTZ CAMERA	2	\$247.07	\$494.14
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	1	\$2,069.49	\$2,069.49
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC (Owner Furnished Equipment)	1	OFE	OFE
QSC	QSCCORE8FLEX	SYSTEM, UNIFIED CORE W/8 LOCAL AUDIO I/O CHANNELS	1	\$1,933.33	\$1,933.33
QSC	QSCSLDAN32P	SOFTWARE LICENSE, Q-SYS DANTE 32x32 CHANNEL, PERPETUAL	1	\$613.33	\$613.33
SHURE	SHUMXA920WS	MICROPHONE, 24" CEILING ARRAY, SQUARE, WHITE	2	\$3,326.06	\$6,652.12
NETGEAR	NETGSM4230PX100NAS	SWITCH, M4250 26G4XF POE PLUS MNGD SW	1	\$1,522.82	\$1,522.82
		MISC CABLES AND CONNECTORS			
LIBERTY WIRE AND CABLE	LIBEUSB3AB10	CABLE, 10' USB 3.0 A TO B	2	\$5.74	\$11.48
LIBERTY WIRE AND CABLE	LIBEUSBAB10	CABLE, 10' USB 2.0 A-B M-M	2	\$3.61	\$7.22
LIBERTY WIRE AND CABLE	LIB152G6S0010	CABLE, 10' CAT 6A 24AWG SHIELDED PATCH BLACK	15	\$10.91	\$163.65
LIBERTY WIRE AND CABLE	LIB152G6S0007	CABLE, 7' CAT6A STE PATCH, BLACK	10	\$8.97	\$89.70
KRAMER	KRACHMHM10	CABLE, 10' HDMI MALE TO HDMI MALE	6	\$15.28	\$91.68
KRAMER	KRACHMDM6	CABLE, 6' HDMI MALE TO DVI-D MALE	6	\$18.33	\$109.98
		EXISTING EQUIPMENT TO BE REUSED			
SHURE	SHUMXW2BETA58Z10	TRANSMITTER, HANDHELD W/ BETA58 MICROPHONE (Owner Furnished Equipment)	2	OFE	OFE

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Mfg	Model	Description	Qty	Unit Price	Extended Price
SHURE	SHUMXW1OZ10	TRANSMITTER, BODYPACK W/INTERGRATED OMNIDIRECTIONAL MICROPHO (Owner Furnished Equipment)	2	OFE	OFE
SHURE	SHUWL185	MICROFLEX CARDIOID LAVALIER MICROPHONE (Owner Furnished Equipment)	2	OFE	OFE
CRESTRON	CREDMRMC4KZ100C	RECEIVER/ROOM CONTROLLER, DM 8G+ 4K60 4:4:4 HDR 100 (Owner Furnished Equipment)	4	OFE	OFE
CRESTRON	CRETW760WS	**TOUCH SCREEN, 7" SURFACE MOUNT - WHITE SMOOTH (Owner Furnished Equipment)	2	OFE	OFE
CRESTRON	CREDMTX4KZ100C1GBT	TRANSMITTER, 4K DigitalMedia 8G+ 4K60 HDR WALLPLATE (BLACK) (Owner Furnished Equipment)	2	OFE	OFE
SHURE	SHUMXWAPT4	**TRANSCIEVER, 4-CH ACCESS POINT (Owner Furnished Equipment)	1	OFE	OFE
SHURE	SHUMXWNCS4	CHARGING STATION, 4CH NETWORKED (Owner Furnished Equipment)	1	OFE	OFE
CRESTRON	CREAM200	**PRESENTATION SYSTEM, AIRMEDIA 200 (Owner Furnished Equipment)	2	OFE	OFE
CRESTRON	CREAV3	**CONTROL SYSTEM, 3-SERIES (Owner Furnished Equipment)	1	OFE	OFE
CRESTRON	CREDMMD8X8CPU3	8X8 DigitalMedia SWITCHER (Owner Furnished Equipment)	1	OFE	OFE
CRESTRON	CREDMC4KZC	INPUT CARD, DIGITAL MEDIA 8G+ 4K60 4:4:4 HDR FOR DM SWITCHER (Owner Furnished Equipment)	8	OFE	OFE
CRESTRON	CREDMC4KZCOHD	OUTPUT CARD, 2-CH DIGITALMEDIA 8G+ 4K60 4:4:4 HDR FOR DM SWI (Owner Furnished Equipment)	2	OFE	OFE
CRESTRON	CREDMCHDO	DM OUTPUT CARD, 2-CHANNEL, HDMI (Owner Furnished Equipment)	1	OFE	OFE
QSC	QSCCORE110F	**SYSTEM, UNIFIED SERIES CORE W/ 24 LOCAL I/O CHANNELS, 1RU (Owner Furnished Equipment)	1	OFE	OFE
MIDDLE ATLANTIC	MIDMFR2027GE	RACK, 20 SPACE 27" DEEP MOBILE F, GE (Owner Furnished Equipment)	1	OFE	OFE
				Subtotal	\$47,599.74

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$11,927.45

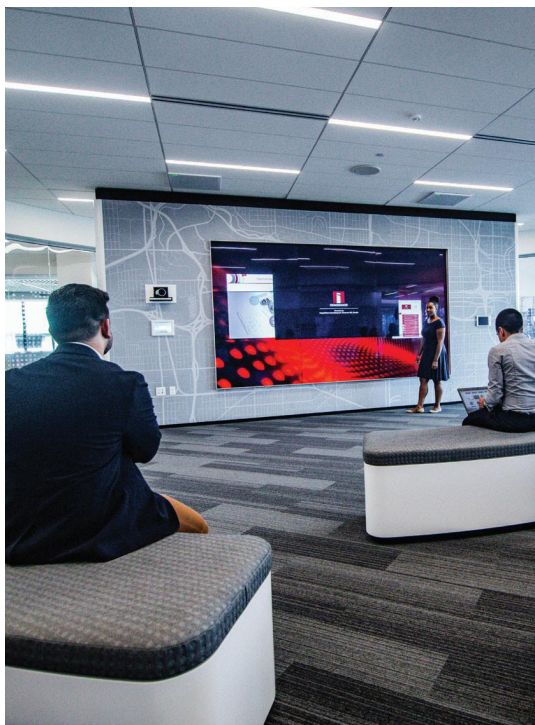
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Integration Inclusions and Exclusions

Inclusions

The following items are **included** in this proposal unless **specifically noted otherwise** within this proposal document or scope of work statement:

- All equipment, wire, and accessories required for a fully functional audio/visual system per the agreed upon scope of work.
- Non-union labor associated with audio/visual system engineering, installation, programming, and testing.
- Documentation package including complete as-built AV system diagrams, and manufacturer's operation manuals.
- Coordination and cooperation with the construction team in regard to installing the system.
- User demonstration of full AV system operation for final sign-off.



Any additional trips, labor, or materials due to failure of the other workforces to have the audiovisual system rough-in work completed as anticipated and previously confirmed, will be added to the project billing as required.

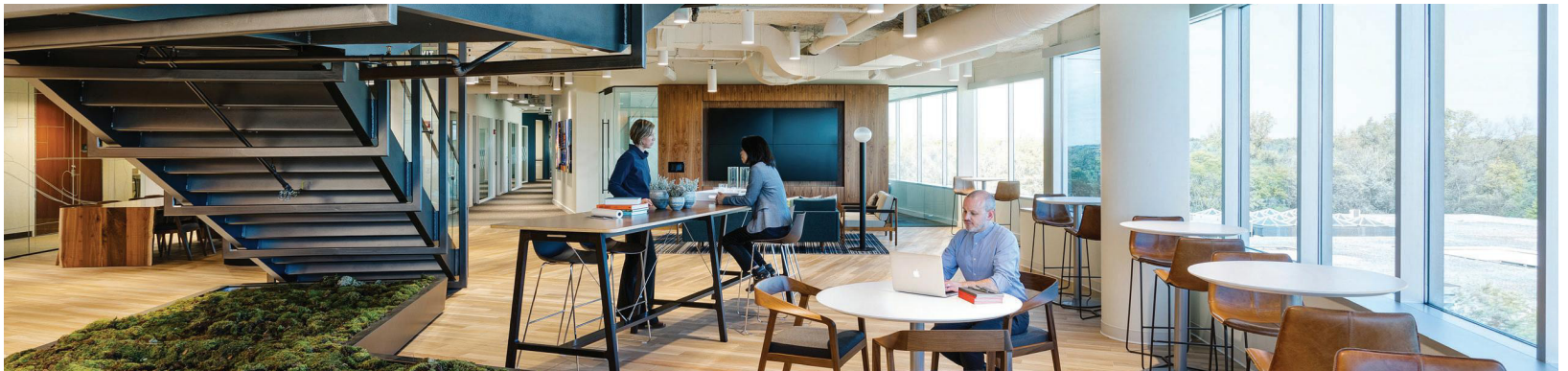
Unless otherwise agreed in writing by AVI-SPL, all work performed by AVI-SPL will take place between the hours of 8:00 a.m. and 6:00 p.m. local time, Monday through Friday, excluding public and bank holidays. If AVI-SPL is required to perform work outside of these hours, customer will be charged AVI-SPL's standard overtime rates. Any changes in the hours or days of performance must be agreed to in writing by AVI-SPL.

Where applicable, the owner's architect will provide AVI-SPL's engineering department with all required architectural floor, reflected ceiling, building elevation, and section plans in AutoCAD® format at no charge to AVI-SPL.

Exclusions

The following items are **excluded** from this proposal **unless specifically identified otherwise** within this proposal document or scope of work statement.

- All conduits, high voltage wiring panels, breakers, relays, boxes, receptacles, etc. Any related electrical work including, but not limited to, 110VAC, conduit, core drilling, raceway, and boxes.
- Voice/data cabling, IE analogue phone lines, ISDN lines, network ports, etc.
- Network connectivity, routing, switching, and port configuration necessary to support audiovisual equipment.
- Concrete saw cutting and/or core drilling.
- Fire wall, ceiling, roof and floor penetration, patching, removal, or fire stopping.
- Necessary sheet rock replacement, ceiling tile, T-bar replacement, and/or wall/ceiling repair.
- Any and all millwork (moldings, trim, etc.). All millwork or modifications to project millwork/furniture to accommodate the AV equipment is to be provided by others.
- Painting, patching, or finishing, of architectural surfaces.
- Permits (unless specifically provided for elsewhere in this proposal document or scope of work statement).
- Engineered (P.E.) seals and/or stamped structural/system details.
- HVAC and plumbing relocation.
- Rough-in, bracing, framing. or finish trim carpentry for installation.
- Cutting, structural welding, or reinforcement of structural steel members required for support of assemblies, if required.
- Owner furnished equipment or equipment furnished by others that is integrated into the systems (as described above) is assumed to be current, industry acceptable, and in good working order. If it is determined that this equipment is faulty upon installation, additional project charges may be incurred.
- Additional or specific manufacturer's "User Adoption" training.
- Additional costs for union labor.



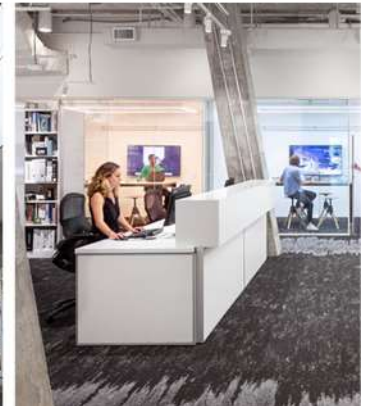
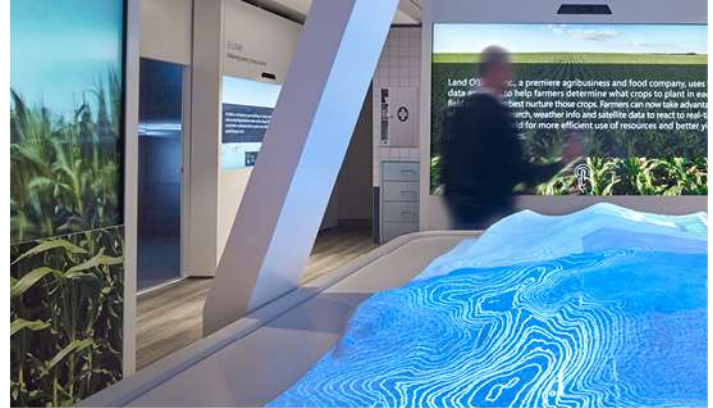
Addendum to General Terms and Conditions – Global Chip Shortage

Due to global semiconductor chip shortages, Seller is experiencing longer than normal lead times on equipment. As a result, Seller cannot guarantee lead times on equipment and will not be liable for any delays in equipment delivery to the extent caused by such shortages. However, Seller is working with its global suppliers on a daily basis to understand the impact of this chip shortage on delivery timelines and will use reasonable efforts to keep Buyer apprised of anticipated delivery timelines and delays. Should Buyer elect to purchase equipment immediately upon placement of order to mitigate delays, Seller will immediately bill Buyer upon placement of such order and Buyer shall pay for such equipment within the payment terms (e.g. net 30) specified herein, regardless of any other agreed upon billing terms or billing terms specified herein. AVI-SPL will store such equipment in its warehouse until delivery to Buyer. Warranty on such equipment shall commence upon delivery of the equipment to AVI-SPL's warehouse, notwithstanding any other agreed upon warranty terms or warranty terms specified herein.

Proposal Prepared For

City of Redmond

City of Redmond - Conference Room Refresh



21312 30th Drive SE
Suite 102
Bothell, WA 98021
(425) 861-5564
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Prepared by: ShaRay Gainer
ShaRay.Gainer@avispl.com
Proposal no: 410236-7, CR-001

Investment Summary

Prepared For:	Keith Laycock	Prepared By:	ShaRay Gainer
	City of Redmond	Date Prepared:	08/08/2023
	15670 NE 85th St	Proposal #:	410236-7, CR-001
	PO Box 97010	Valid Until:	09/08/2023
	Redmond, WA 98052-3584		

Total Equipment Cost \$27,069.51

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services \$12,199.27

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs \$6,068.41

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative \$847.47

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Services - Room Support and Maintenance \$4,947.34

Includes post-installation support and maintenance options selected for installed rooms

Subtotal **\$51,132.00**

Tax **\$5,164.33**

Total **\$56,296.33**

*** ANY and all applicable taxes will be included upon invoicing**

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

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Terms and Conditions

This Proposal together with AVI-SPL’s General Terms and Conditions and the applicable Addendum(a) located here and incorporated herein by this reference (collectively the “Agreement”) constitutes the entire agreement between AVI-SPL LLC (“Seller”, “AVI-SPL”, “we”, “us”, “our”) and the buyer/customer identified in the Proposal (“Buyer”, “Customer”, “Client”, “you”, “your”) with respect to its subject matter and supersedes all prior and contemporaneous agreements, representations and understandings of the Parties, written or oral. By signing below, issuing a valid purchase order for the Services and/or Products specified herein or receiving the Products and/or Services specified herein, whichever occurs first, Buyer acknowledges it has read and agrees to the terms of this Agreement. This Agreement shall not be binding upon Seller until accepted by Buyer as set forth in this Agreement and the earlier of Seller’s confirmation in writing of Buyer’s order and Seller’s performance under the applicable Proposal. Any terms and conditions contained in Buyer’s purchase order or any other Buyer-provided documents related to this transaction shall have no effect and are hereby rejected. Notwithstanding anything herein to the contrary, if a master services agreement signed by both Parties is in effect covering the sale of the Services and/or Products that are the subject of this Proposal, the terms and conditions of said agreement shall prevail to the extent they conflict or are inconsistent with this Agreement.

Billing and Payment Terms

Unless otherwise agreed in writing by Buyer and Seller in the Proposal, the total Proposal price, excluding the price for Stand-alone Services (as defined in this section), shall be billed as follows, subject to continuing credit approval: 50% down payment at time of order, 40% upon delivery at Seller; 10% upon project completion and Buyer sign-off or first beneficial use, whichever occurs first, payable net 30 from Buyer’s receipt of invoice. For purposes of this Agreement, “Stand-alone Services” means any Services not attached to an installation project. Billing and payment terms for Stand-alone Services are set forth in the applicable Service Addendum(a). Unless otherwise specified in the Proposal, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Unless otherwise specified in the Proposal, all pricing and amounts are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Buyer Acceptance

Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

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Room Summary - SMALL CONF ROOMS [2:3] (2 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		REUSE OFR IN 128 AND 129			
CONNECTRAC	CONCTA11154C	ENTRANCE FITTING 1. IN-WALL w/ 15' pre-wired conduit. 4-cir	-2	\$339.56	(\$679.12)
CONNECTRAC	CONBHUBCTBPHE4C1	RACEWAY POWER END HUB. Required to finish any powered run.	-2	\$99.78	(\$199.56)
CONNECTRAC	CONBON1SVCTBPT4C106S	6' RACEWAY POWERTRAC pre-wired straight segment. 4-circuit.	-2	\$324.79	(\$649.58)
CONNECTRAC	CONBON1SVCT01CLOM110	CLIPS: FLEX-ON/FLEX-MAX raceway wire management clips. Qty:	-2	\$21.09	(\$42.18)
CONNECTRAC	CONBON1SVCR02ONER1DG	END RAMP: FLEX-ON end-of-raceway transition ramp. DARK GRA	-2	\$50.60	(\$101.20)
CONNECTRAC	CONBON1SVCRBRCR10N06SV	6' RACEWAY TOP COVER & (2) 6' SIDE RAMPS: FLEX-ON. SILVER.	-2	\$356.77	(\$713.54)
CONNECTRAC	CONBON1SVCTACBTR11DG	BASE TRIM 1 accessory for single-channel raceway. Hides ope	-2	\$22.06	(\$44.12)
CONNECTRAC	CONCDT1CTCDT1F1DG	DATA DEVICE 1. GROMMET: POWERTRAC & DATATRAC. Floor raceway	-2	\$31.64	(\$63.28)
CONNECTRAC	CONCPW24CTCPW24C1DG	POWER DEVICE 2. HARDWIRE MONUMENT. Connects to furniture ba	-2	\$189.67	(\$379.34)
		USE EXISTING DISPLAY IN 128 AND 129			
SONY PRO B2B	SONFW65BZ40H	LCD, 65" 4K/UHD 620NIT 49LB 550000:1 CONTRAST SMART LED	-2	\$1,759.20	(\$3,518.40)
SHARP	SHAPNH701	**LCD, 70" 4K/UHD 400NIT 84LBS 3000:1 CONTRAST TUNER/SPEAKER (Owner Furnished Equipment)	2	OFE	OFE
				Subtotal	(\$6,390.32)

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

(\$348.75)

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Room Summary - MED CONF ROOM [2:5] (4 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>UPDATE DUAL DISPLAY MOUNTS IN MOC1</u>			
SONY PRO B2B	SONFW75BZ40H	LCD, 75" 4K/UHD 620NIT 73LB 600000:1 CONTRAST SMART LED	1	\$2,627.28	\$2,627.28
CHIEF	CHILTM1U	MOUNT, MICRO ADJUST TILT WALL MOUNT, LARGE	1	\$199.44	\$199.44
CHIEF	CHIFCAV1U	FUSION PULL OUT ACCESSORY	1	\$263.33	\$263.33
CHIEF	CHIFHB5147	HARDWARE KIT	1	\$10.46	\$10.46
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	1	\$65.00	\$65.00
				Subtotal	\$3,165.51

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$508.67

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Room Summary - LRG CONF ROOM A [2:5] (4 Rooms)

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		WALL MOUNT TAP IN 132 AND 305			
LOGITECH	LOG939001817	MOUNT, WALL FOR TAP VIDEO CONFERENCING TOUCH CONTROLLER	2	\$164.04	\$328.08
		USE OFE DISPLAY IN 141 AND 316			
SONY PRO B2B	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	-2	\$3,647.24	(\$7,294.48)
SHARP	SHA4PB86EJ2U	LCD, 86" 4K/UHD 94LB 380NIT LED 1200:1C NTSC/ATSC SPKS (Owner Furnished Equipment)	2	OFE	OFE
		ADD CABLE PASSTHROUGH IN 149			
MOCKETT & COMPANY	MOCBG390	GROMMET SET, PLASTIC 1-1/2", MATTE BLACK	1	\$4.78	\$4.78
		CEILING MIC COVERAGE IN 303 AND 305			
LOGITECH	LOG939001647	RALLY MIC POD HUB	2	\$205.07	\$410.14
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	4	\$287.09	\$1,148.36
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	4	\$163.23	\$652.92
				Subtotal	(\$4,750.20)

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

(\$66.63)

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Room Summary - LRG CONF ROOM B [ADJUST TO 7 ROOMS] [2:6]

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		WALL MOUNTED TAP IN PS205			
LOGITECH	LOG939001817	MOUNT, WALL FOR TAP VIDEO CONFERENCING TOUCH CONTROLLER	1	\$164.04	\$164.04
		MICS TO PICK UP SIDE SEATING IN 149			
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	-1	\$3,283.61	(\$3,283.61)
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	-1	\$146.98	(\$146.98)
LOGITECH	LOG939001647	RALLY MIC POD HUB	-1	\$205.27	(\$205.27)
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	-1	\$163.40	(\$163.40)
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	-2	\$287.38	(\$574.76)
LOGITECH	LOG952000123	MOUNT, MIC POD PENDANT	-2	\$81.29	(\$162.58)
		PS156 TO MATCH MORSE 306			
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	-1	\$3,283.61	(\$3,283.61)
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	-1	\$146.98	(\$146.98)
LOGITECH	LOG939001647	RALLY MIC POD HUB	-1	\$205.27	(\$205.27)
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	-1	\$163.40	(\$163.40)
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	-2	\$287.38	(\$574.76)
LOGITECH	LOG952000123	MOUNT, MIC POD PENDANT	-2	\$81.29	(\$162.58)
		UPDATE DUAL DISPLAY MOUNT IN PS205 AND FIRE STATION 11			
SONY PRO B2B	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	1	\$3,647.24	\$3,647.24
CHIEF	CHILTM1U	MOUNT, MICRO ADJUST TILT WALL MOUNT, LARGE	2	\$199.44	\$398.88
CHIEF	CHIFCAV1U	FUSION PULL OUT ACCESSORY	2	\$263.33	\$526.66
CHIEF	CHIFHB5147	HARDWARE KIT	2	\$10.46	\$20.92
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	2	\$65.00	\$130.00
				Subtotal	(\$4,185.46)

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

(\$672.57)

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Room Summary - XL CONF ROOM [ADJUST TO 3 ROOMS] [3:3]

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>WALL MOUNTED TAP IN 149</u>			
LOGITECH	LOG939001817	MOUNT, WALL FOR TAP VIDEO CONFERENCING TOUCH CONTROLLER	1	\$164.04	\$164.04
		<u>MICS TO PICK UP SIDE SEATING IN 149</u>			
		<u>AUDIO</u>			
SHURE	SHUMXA920WS	MICROPHONE, 24" CEILING ARRAY, SQUARE, WHITE	1	\$3,326.06	\$3,326.06
BIAMP SYSTEMS	BIATESIRAFORTEX400	MEETING ROOM DSP 4 POE+, AVB & DANTE, 2X2 ANALOG I/O, AEC	1	\$2,750.00	\$2,750.00
QSC	QSCSPA260	AMPLIFIER, 2 CHANNEL 1/2 RU, ENERGY STAR	1	\$470.00	\$470.00
EXTRON ELECTRONICS	EXT60131003	SPEAKER, 6.5" 2-WAY CEILING W/8" BACK CAN&TRASFRMER (PAIR)	4	\$350.00	\$1,400.00
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOG960001226	CAMERA, 13MP, 60 FPS, USB 3.0, 3840X2160 RALLY PTZ CAMERA	1	\$1,147.56	\$1,147.56
VADDIO INC	VAD5352000290	DROP DOWN CEILING MOUNT FOR PTZ CAMERA	1	\$247.07	\$247.07
		<u>CEILING EXTENSION</u>			
CRESTRON	CREHDXC101CE	TRANSMITTER, HDMI OVER CATX W/IR RS-232, SURFACE MOUNT	1	\$244.44	\$244.44
CRESTRON	CREHDXC101CE	RECEIVER, HDMI OVER CATX W/IR & RS-232, SURFACE MOUNT	1	\$244.44	\$244.44
EXTRON ELECTRONICS	EXT60163301	WORKSPACE CONTROLLER	1	\$327.78	\$327.78
TRIPPLITE	TRIPS6	POWER STRIP, 6 OUTLET, 4' CORD	1	\$12.28	\$12.28
		<u>EQUIPMENT HOUSING</u>			
LOGITECH	LOG939001802	CABLE, 25M STRONG USB 3.1	1	\$491.34	\$491.34
FSR	FSR17106	CEILING ENCLOSURE CB-22 2'X2' CB W/2 1 RU MNTS, 7 AC OUTLETS	1	\$563.33	\$563.33
		<u>PROJECTOR REPLACEMENT IN 306</u>			
SONY PRO B2B	SONVPLFHZ80W	PROJECTOR, WUXGA 6500 LUMEN 28LB LASER WHITE	-1	\$5,066.67	(\$5,066.67)
DRAPER SHADE & SCREEN	DRA140110U	SCREEN, 119" ACCESS V, HDTV, MATT WHITE XT1000V, 110V W/LVC	-1	\$3,271.11	(\$3,271.11)
CHIEF	CHIRPAUW	MOUNT, UNIVERSAL "RPA" SERIES CEILING - WHITE	-1	\$128.89	(\$128.89)
CHIEF	CHICMA110	8" CEILING PLATE - BLACK	-1	\$25.00	(\$25.00)
CHIEF	CHICMSZ006	FIXED PIPE FULLY THREADED 6" BLA	-1	\$25.66	(\$25.66)

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Mfg	Model	Description	Qty	Unit Price	Extended Price
SONY PRO B2B	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	2	\$3,647.24	\$7,294.48
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	2	\$232.22	\$464.44
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	2	\$401.11	\$802.22
CHIEF	CHIFHB5147	HARDWARE KIT	2	\$10.46	\$20.92
		<u>INTERACTIVE DISPLAY ON MOBILE CART (OFF LPAUB CART) 306</u>			
LOGITECH	LOGTAPMSTBASEINT	KIT, BASE MICROSOFT TEAMS ROOMS (NO AV) WITH TAP + INTEL NUC	1	\$2,031.64	\$2,031.64
CHIEF	CHIFCA613B	SHELF, LARGE - BLACK	1	\$295.77	\$295.77
CHIEF	CHIFCA510	SMALL MEDIA PLAYER ENCLOSURE	1	\$130.47	\$130.47
		<u>PS156 UPDATE</u>			
		<u>100" Display</u>			
SONY PRO B2B	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	-1	\$3,647.24	(\$3,647.24)
SONY PRO B2B	SONFW100BZ40J	LCD, 100" 4K/UHD, 205LBS, 600 NITS, 9K:1, HDR10 24/7	1	\$11,740.00	\$11,740.00
		<u>AUDIO</u>			
SHURE	SHUMXA920WS	MICROPHONE, 24" CEILING ARRAY, SQUARE, WHITE	1	\$3,326.06	\$3,326.06
BIAMP SYSTEMS	BIATESIRAFORTEX400	MEETING ROOM DSP 4 POE+, AVB & DANTE, 2X2 ANALOG I/O, AEC	1	\$2,750.00	\$2,750.00
QSC	QSCSPA260	AMPLIFIER, 2 CHANNEL 1/2 RU, ENERGY STAR	1	\$470.00	\$470.00
EXTRON ELECTRONICS	EXT60131003	SPEAKER, 6.5" 2-WAY CEILING W/8" BACK CAN&TRASFRMER (PAIR)	4	\$350.00	\$1,400.00
		<u>VIDEO CONFERENCING</u>			
LOGITECH	LOG960001226	CAMERA, 13MP, 60 FPS, USB 3.0, 3840X2160 RALLY PTZ CAMERA	1	\$1,147.56	\$1,147.56
VADDIO INC	VAD5352000290	DROP DOWN CEILING MOUNT FOR PTZ CAMERA	1	\$247.07	\$247.07
		<u>CEILING EXTENSION</u>			
CRESTRON	CREHDTXC101CE	TRANSMITTER, HDMI OVER CATX W/IR RS-232, SURFACE MOUNT	1	\$244.44	\$244.44
CRESTRON	CREHDRXC101CE	RECEIVER, HDMI OVER CATX W/IR & RS-232, SURFACE MOUNT	1	\$244.44	\$244.44
EXTRON ELECTRONICS	EXT60163301	WORKSPACE CONTROLLER	1	\$327.78	\$327.78
TRIPPLITE	TRIPS6	POWER STRIP, 6 OUTLET, 4' CORD	1	\$12.28	\$12.28
		<u>EQUIPMENT HOUSING</u>			
FSR	FSR17106	CEILING ENCLOSURE CB-22 2'X2' CB W/2 1 RU MNTS, 7 AC OUTLETS	1	\$563.33	\$563.33
LOGITECH	LOG939001802	CABLE, 25M STRONG USB 3.1	1	\$491.34	\$491.34
		<u>DUAL CAMERA IN PS156</u>			

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Mfg	Model	Description	Qty	Unit Price	Extended Price
LOGITECH	LOG960001226	CAMERA, 13MP, 60 FPS, USB 3.0, 3840X2160 RALLY PTZ CAMERA	1	\$1,147.57	\$1,147.57
VADDIO INC	VAD5352000290	DROP DOWN CEILING MOUNT FOR PTZ CAMERA	1	\$247.07	\$247.07
LOGITECH	LOG939001802	CABLE, 25M STRONG USB 3.1	1	\$491.34	\$491.34
FSR	FSR17106	CEILING ENCLOSURE CB-22 2'X2' CB W/2 1 RU MNTS, 7 AC OUTLETS	1	\$563.33	\$563.33
Subtotal					\$35,677.32

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$5,526.62

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AVI-SPL Solution Scope of Work

After careful and deliberate consideration of your requirements, we are pleased to provide the following audiovisual solutions Scope of Work. The scope of work noted is based on sound engineering principles, reliable technology, and has been formulated specifically to meet your requirements.

Project Overview

This proposal includes the estimated cost for the design and installation of the conference room upgrades at the City of Redmond City Hall, and nearby buildings, in Redmond, WA. Included is equipment for 26 conference rooms fitting standards set by AVI-SPL and City of Redmond; this includes 3 small conference rooms, 5 medium conference rooms, 5 large style A conference rooms, 7 large style B conference rooms, 3 extra-large conference, and 2 custom designs for the Fire Station 17 A and B rooms, as well as the CH127 A and B rooms as defined in Table 1A V2 at the end of this document. Existing/ owner furnished projectors and screens will be removed by AVI-SPL. Owner furnished equipment will be used throughout the proposal, with a full detailed list can be seen in the individual room summary below. The conference rooms will utilize a Windows PC with Logitech control and conferencing peripherals. Labor is quoted based on the assumption that labor will be completed on consecutive working days during normal business hours. This proposal assumes that the conference rooms have standard drop-tile or open ceiling, with drywall on the display wall where applicable. Time has been included in this proposal for AVI-SPL to perform two infrastructure verification site walks. During the first site walk, AVI-SPL will walk the spaces with the City of Redmond Facilities team to verify infrastructure requirements needed in each space. An additional site walk will be performed by AVI-SPL prior to the start of installation to ensure that all necessary infrastructure is in place prior to our installation team's arrival onsite.

This proposal assumes that a permit is not required to be pulled for the duration of the project. If, at any point in the project, it is determined that a permit will be required, a change order could be issued to the client.

Small Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Owner furnished equipment to be re-used:

- Over the Floor Raceway
 - CH128
 - CH129
- Existing 70" display to be re-used
 - CH128
 - CH129

** Please see the “**Environmental Considerations**” and “**Customer Responsibilities**” sections of this document for required room properties and deployment best practices. **

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display(s)

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 65" flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Computer via the manufacturer's CAT5 extender kit.
 - Limited to 130' of extension
- The Logitech Meetup conference bar features a built-in camera, microphone array, and speakers.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.

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- A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display(s) or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The tabletop Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Medium Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 75” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

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Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which are either existing or will be provided by AVI-SPL and installed by others. Rooms requiring a new cable passthrough are listed below:
 - CH404, CH448, CH453

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Computer via the manufacturer's CAT5 extender kit.
 - Limited to 130' of extension
- The Logitech Rally Bar Mini conferencing device features a built-in camera, microphone array, and speakers.
 - One mic-pod extension has been included and can be installed at either the table or ceiling location.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table location.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Large A Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Owner furnished Equipment to be re-used:

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- Existing 86" display to be re-used:
 - CH141
 - CH316

** Please see the "**Environmental Considerations**" and "**Customer Responsibilities**" sections of this document for required room properties and deployment best practices. **

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 85" flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will are either existing or will be provided by AVI-SPL and installed by others. Rooms requiring a new cable passthrough are listed below:
 - CH149

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be wall mounted in CH 132 and CH305
 - The touch panel will be connected to the UC Compute via the manufacturer's CAT5 extender kit.
 - Limited to 130' extension
- The Logitech Rally Bar conferencing device features a built-in camera, microphone array, and speakers.
 - Two mic-pod extensions have been included and can be installed at either the table or ceiling location.
 - Four mic pods will be installed in the CH303 and CH305 Room locations for better overall audio coverage.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.

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- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Large B Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Large Style B conference rooms will include equipment removal of an existing projector and screen. To allow for adequate time for the facilities team to perform their work on site, the Large Room Style B conference rooms will contain two visits. The first visit will be to remove the existing equipment. The second visit to complete the installation will be done after all the existing infrastructure requirements are met.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 85” flat panel display for each conference room.
 - i. A 100” display has been included for rooms CH130 and CH149

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI

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- A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Compute via manufacturer's CAT5 extender kit.
 - Limited to 130' extension
- The Logitech Rally Bar conferencing device features a built-in camera, microphone array, and speakers.
 - Two mic-pod extensions have been included and can be installed at ceiling location.
 - Large Style B rooms allow for two more microphones to be added to the space as needed. AVI-SPL will mount the two microphones included in this proposal above the table location. Upon the client's request, if it is determined after installation that additional microphones will be required in the space for additional pickup, a change order for additional equipment and labor could be issued to the client.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Extra Large Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. **Single or dual displays** will be included at the front of the room, along with a video conferencing camera solution to be ceiling mounted. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display

The following display devices will be integrated into the system:

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 100” flat panel display for each conference room.
 - i. Dual 85” displays has been included for room CH306

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- A PTZ camera will be ceiling mounted to the right of the projection screen.
- A video conferencing device (UC Computer) will be installed in a plenum rated ceiling box.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.
- Eight in-ceiling speakers will be installed.
- An audio digital signal processor (DSP) will be installed at the ceiling location.
- A small network switch will be installed at the ceiling location.

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Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted either under the table or in the plenum rated ceiling box.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.
- The projection screen's raise and lower functionality will be provided through an external low voltage controller for new screen locations. Existing projector screen locations are raised and lowered manually.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Fire Station 17 Alpha and Bravo

Design Narrative

AVI-SPL will amend the existing system in the Fire Station 17 conference room to allow for Microsoft Teams Room conferencing. This room will act as one divisible space to be used as either two independent conference rooms, or one combined conference room. Each room has one wireless presentation device, along with one HDMI input at the wall location. Existing handheld and body pack microphones will be kept for both far end conferencing and local reinforcement. Two new ceiling mounted microphones will be included for conferencing audio only. Control of the room will be through the existing Crestron touch panels. Conference call control will be through the Logitech Tap controller.

Time has been included in this proposal for AVI-SPL to field verify the functionality of the existing system. During this time, AVI-SPL will attempt to update firmware on all the existing equipment to prepare for the project upgrade. The room should be considered offline from the start of this work, until project completion. AVI-SPL will also field verify the exiting design to confirm that the as-built documentation is correct.

The existing equipment to be removed from this space is detailed below. The equipment being removed will be placed in the room for removal by City of Redmond staff. Any cabling removed will be disposed of by AVI-SPL staff.

- QTY 2 motorized projection screens
 - Hard wire power will be required to be disconnected by others prior to the start of equipment removal.
- QTY 2 Sharp PN-465U displays.
- QTY 2 Sony projectors and associated mounting hardware.
- QTY 1 Icron Ranger USB extender

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The existing equipment to be re-used in this proposal is detailed below.

- QTY 2 Shure handheld microphones
- QTY 2 Shure body back microphones
- QTY 4 Crestron HDMI receivers
- QTY 2 Crestron touch panels
- QTY 1 Shure MXW APT 4
- QTY 2 Crestron Air Media 200's
- QTY 1 Crestron AV3 processor
- QTY 1 Crestron HD MD 8X8 dm switcher with the following installed IO cards
 - QTY 8 DM RMC4KZC
 - QTY 2 DM RMC 4KZ CO HD
 - QTY 1 DM CHDO
- QTY 1 QSC Core 110F DSP
- QTY 1 Equipment Rack
- QTY 1 QSC 4 Channel amplifier
- QTY 12 ceiling speakers

All other equipment in this proposal is assumed to be provided and installed by AVI-SPL

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display

The following display devices will be integrated into the system:

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 100” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

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UC Solution / Video Conferencing (per room)

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- One PTZ camera will be mounted below the display.
- One PTZ camera will be ceiling mounted in the rear of the room.
- A video conferencing device (UC Computer) will be installed in the equipment rack location.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.
- Six existing in-ceiling speakers
- An existing audio digital signal processor (DSP) will be reused.
- A small network switch will be installed at the equipment rack location.

Equipment Rack and Accessories

- An existing, owner furnished equipment rack will house all AV equipment.
- Existing owner furnished lectern locations will house the Logitech Tap and the HDMI extension device.

Control System and Accessories

An existing control processor will be reused to enable various functions throughout the system. Please refer to the [Software Integration](#) section for more detailed information about system control.

- The existing control processor is located in the equipment rack.
- Two existing wired touch screen interfaces with a 7" screen size is located at the wall for Room Control
- Two new wired touch screen interfaces with a 10" screen size will be located at the lectern location for Microsoft Teams Room control.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

Existing Crestron TSW touch panels

User Interface

- The touch screen graphical user interface will be a custom solution specifically for this project. This custom solution will require coordination meetings with AVI-SPL to design, submit and approve prior to completing all control code creation. Please reference the *Custom User Interface* scope of work document for specific details on this option.
 - AVI-SPL will provide the layout and the functionality of each button for each user page of the touch screen to the Customer prior to implementation for client input and final client approval.
- All specified equipment in the proposal will be incorporated into the control system.
- The following lists the custom controls that will be added to the Crestron TSW touch panels. Please note, these two panels will mirror each other. Existing Alarm shunt controls will be kept in the space and will not be represented on the user interface.
 - Shade controls
 - Input routing
 - Advanced mic muting controls
 - A button to change the rooms from being in a 'combined' or 'divided' state.

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Logitech Tap Touch Panels

User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Project Considerations

Customer Responsibilities

These are items that AVI-SPL is dependent upon to complete the project scope of work on time, however, these requirements and responsibilities are not provided by AVI-SPL. For a complete list of exclusions, please refer to the Integration Inclusions and Exclusions section of this proposal.

These requirements must be provided by the owner or other 3rd parties and may fall under the responsibility of an Architect, General Contractor, Electrical Contractor, Data Contractor, Security Contractor, Furniture/Millwork Contractor, IT departments, Facilities or Real Estate groups.

Following receiving the PO, AVI-SPL will provide a drawing and associated document detailing the full infrastructure requirements for all locations within this proposal. As stated above, AVI-SPL has included time in the proposal to perform site walks to ensure that infrastructure is complete prior to the start of installation. Below is a general list of all customer responsibilities applicable to this proposal.

- All required backing and any other wall reinforcement required to safely accommodate displays. Any display wall shall be properly backed to withstand the weight of the display with a safety factor of at least 5:1.
- All AC power at the equipment locations, including hardwired power connections.
- All required conduit for low voltage cable paths to AV equipment.
- All ceiling work required to accommodate the projectors, projection screens, and other equipment.
- All required millwork modifications to tables or other millwork.
- Proper heat dissipation venting for the equipment in this system. Where convection cooling is not possible, a powered venting system with thermostatically controlled quiet fans.
- All required network configuration for any network connection to the client network.
- All software or hardware licenses not specifically provided in this scope of work or associated bill of materials.
- Equipment removal is included as part of this proposal. AVI-SPL will remove the gear and place it within the room for removal and disposal by the City of Redmond staff.

Site Readiness

The minimum acceptable site conditions of the project site for the installation of electronic equipment are as follows.

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- The rooms and directly adjacent areas into which the equipment will be installed must be dust-free with floor, ceiling, and wall finishes to be completely installed in the rooms affected by the equipment.
- The rooms into which the equipment will be installed must be secure.
- All Electrical power, conduit systems, HVAC systems, IT requirements (wired or wireless services), communication circuits, and or other services required by the systems and equipment should be fully installed, energized, and configured for use.
- All furniture into which components of the equipment will be installed shall be present at the time of staging and/or installation.
- All telephone, POTS, VOIP, modem, PRI, data, LAN, and telecommunications connections are installed, fully tested, and active.
- Configuration of OFE networks, applications, servers, and services to provide interoperability with installed systems.
- Coordination and timely IT support and documentation (such as providing IP addresses or account credentials).
- Additional infrastructure requirements beyond what is in the rooms currently could be required as part of this proposal and will be communicated to the City of Redmond following project kick off. These requirements include, but are not limited to, data drops, low voltage conduit, and high voltage power. These requirements must be completed prior to the start of installation and will be the responsibility of others.

Network and Network Security

The integration of Audio-Visual hardware can consist of many different devices and systems, each with varying network requirements, impacts to traffic and routing, and unique management and security processes. AVI-SPL will work with the identified client stakeholders to properly assess network requirements and deployment considerations.

AVI-SPL will design the system to meet identified network requirements and will provide construction drawings and a list of devices before installation on site. At the time of installation, AVI-SPL will connect devices according to the documented system design and identified network requirements. The following network design is being followed for this project:

Hybrid AV/Client Network

Hardware that does not require integration to the client network can be completely isolated from the client network.

- The control system, touch panel, and audio video transport devices that carry Ethernet control reside in their own wired network where applicable.
- Hardware that requires integration with the owner network will be connected directly to the owner network. Examples: control system for monitoring, video conference codec, 3rd party SIP device.
- Systems for monitoring, control, scheduling, and other, are provided by services residing in the "Cloud", external to the owner's network. In this type of deployment data will need to traverse the owner network.

**** See the "Customer Responsibilities" and "Unified Communication Solution Licensing and Deployment Plan" sections of this document for deployment best practices and installation requirements. Additional information regarding specific applicable processes and procedures can be referenced in the "AVI-SPL Network and Security" addendum to this document. ****

Unified Communication Solution Licensing and Deployment Plan

Cloud-registered unified communication systems require licensing for meetings, calling and other device management functionality. AVI-SPL can assist with your licensing and management needs and can provide options to meet system specific requirements.

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Licenses and Service Accounts

Supervised or direct access to platform environments / systems must be provided as needed for a properly provisioned and licensed system where appropriate. Examples include Zoom Rooms activation codes, Microsoft Teams accounts, calendar service account, and more.

- The customer may decide not to provide credentials to AVI-SPL, and to provision the installed hardware themselves. In this case, AVI-SPL will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site.
- If AVI-SPL is unable to properly commission and test the system at the time of installation due to issues with access, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, provided the customer is at fault and approves additional cost in advanced and in writing, scheduling will be done on a best effort basis.

Microsoft Teams Room Licensing

Microsoft has two dedicated SKUs for licensing meetings and calling on a per-device basis for meeting room devices (such as Microsoft Teams Rooms, Microsoft Surface Hub, and collaboration bars for Microsoft Teams).

Full licensing information available at: <https://docs.microsoft.com/en-us/microsoftteams/rooms/rooms-licensing>

Example System Licensing Required for Microsoft Teams Rooms:

- Microsoft Teams Rooms Licensing Premium with Teams Phone.
- Microsoft calling plan to enable the Microsoft Teams Room System with a phone number to make or receive a call. Direct routing or Microsoft calling plans.
- Licensing for any 3rd Party conferencing platforms to support **Cloud Video Interop (CVI)**, **Direct Guest**, **BYOD** to join or support Zoom, Webex or any other meeting type if supported in the specific design.

Microsoft Teams Rooms Example Deployment Plan

Proper network configuration and strict adherence to Microsoft's recommended best practices is key for project success and reliable user experience. Often MTR project rollout issues are due to misconfiguration of networks or Teams Room Device Account Settings. Microsoft strongly recommends against using the same group policies that are applied to typical user PCs be applied to Microsoft Teams Rooms appliances. Instead, they should be isolated in their own group, and ideally a separate VLAN optimized for egress to the Internet and the Microsoft Network without proxy servers of any kind. The following steps outlined are a general deployment plan that may require further development with AVI-SPL and client stakeholders.

1. Client to complete AVI-SPL pre-deployment checklist:
 - a. Creation of resource account (or required device accounts)
 - b. Configuration of required policies and security settings
 - c. Additional AVI-SPL networking and environmental consultation services available upon request
2. AVI-SPL to provide client's IT department a spreadsheet listing all network-connected equipment, its associated room, MAC Addresses, and Serial Numbers to pre-configure DHCP reservations or other specific IP address requirements.
3. AVI-SPL intends to activate and test all Teams Rooms systems in our Quality Control Center. This results in the smoothest, most efficient on-site installation with the best outcome for our customers. Shop testing includes updating firmware on components, labeling and documenting, required prior to the onsite deployment. The system will be registered with any vendor specific cloud management platforms if included.

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4. Client must provide AVI-SPL Microsoft credentials for each licensed system requiring activation by AVI-SPL a minimum of two (2) weeks prior to scheduled on-site installation. Any delay in providing credentials may result in project completion delays and potentially additional charges if additional trips are required to complete commissioning of the systems in the field.
 - a. The customer may decide not to provide account credentials to AVI-SPL, and to provide the installed MTR themselves. In this case, AVI-SPL will utilize an AVI-SPL Licensed Teams Room test account to validate system functionality.
 - b. Similarly, if the provided client account credentials fail to work properly AVI-SPL will utilize its internal AVI-SPL Licensed Teams Room test accounts to complete hardware testing and notify the client of issue.
5. If AVI-SPL is unable to properly commission and test the system at the time of on-site installation due to issues with the supplied accounts and/or credentials, additional site visits may be required. Any additional visits required due to site-readiness issues will be billed at the standard contracted labor rate, and scheduling will be done on a best-effort basis.

Room Environmental Considerations

To maximize the user experience in a conferencing room, the following parameters should be observed:

- The room should have a measured ambient noise level of no more than NC35. For new spaces, the design parameters for the mechanical engineering within the room should have a target NC of 35 or less. Ambient noise includes noise from the air handling systems, mechanical systems, and noises outside the building. Noise levels above this specification adversely affect the meeting environment and may degrade the overall audio quality and intelligibility of a conference call. This is especially important when ceiling microphones are utilized. If a problem is identified with ambient noise levels, AVI-SPL can work with your mechanical engineer to identify possible solutions to lower the NC rating and improve the meeting experience.
- Reverberation time (T60) for typical conference rooms should be less than 0.6 seconds in the 125 - 4000 Hz octave bands to provide an optimum meeting experience and acceptable audio quality in a conference call. A significant number of hard surfaces in a room (glass, drywall, or other surfaces) can adversely affect audio intelligibility and the meeting experience overall. Acoustic treatment is advised for rooms with higher T60 levels. If the room requires acoustic treatment, AVI-SPL can provide direction and solutions to overcome this issue and enhance the meeting experience for the participants.
- Evenly distributed lighting is important for videoconferencing applications. Lighting on the faces of the participants should be at least 40-foot candles and should be evenly distributed throughout the camera's field of view. Where the camera's field of view includes windows, recommended window treatment should be employed to provide an acceptable background for the camera to view the participants.
- When microphones are used for local voice reinforcement, the amount of available gain before feedback is dependent on the microphone's location within the room. Placement of the microphone immediately below a ceiling speaker may adversely affect the overall required audio level and cause feedback. Care should be taken to reduce the volume level of the microphone or locate the microphone(s) correctly to minimize the possibility of feedback.

Table 1A V2

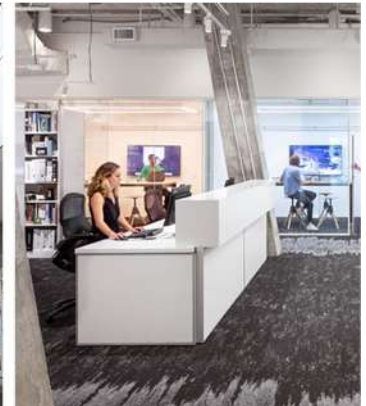
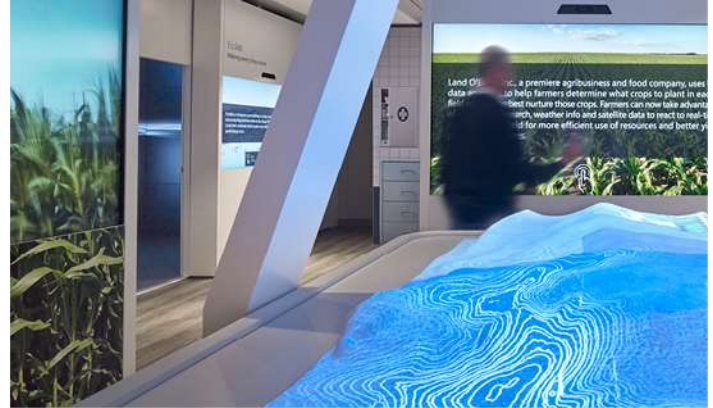
Conference Room Name	(Demo) Projector	(Demo) 80" screen	90Demo 50" screen	Capacity Seating	Room Size	Re-use existing Display	Existing Over Floor Raceway	1 1/2" Grommet to be provided and installed by others	Wall Mounted Tap	Touch Display in Coordinated Join Mode	Wall (W), Ceiling (C), Table (T), Pendant (P) Mics	Dual Camera	Dual Display	Teams Room Size
CONF-CH130 Room	X			18	32x16			X		X	C			Large B - 100"
CONF-CH306 Morse Computer Training Room	X	2	1	18+	29x28						C		X	Extra Large - Dual Display
CONF-CH149 Council Conference Room	X			35	26x22			X	X		C			Extra Large - 100"
CONF-CH127 Alpha Room	X			20-36	25x20						C			Custom Room
CONF-CH127 Bravo Room	X			16-36	25x20						C			Custom Room
CONF-CH303 McRedmond Room	X			20	25x20						P			Large B
CONF-CH305 Clise Room	X			14	22x16				X		P			Large B
CONF-CH459 Mayor's Conference Room		X	X	10	23x15			X			P			Large B
CONF-Fire Station 11 Admin Conference Room					21x21						P		X	Large B
CONF-Fire Station 14 Training Room					19x22						P			Large B
CONF-PS156 Patrol Briefing Room					31x19						C	X		Extra Large -100"
CONF-PS205 Media Conference Room					24x19				X		P		X	Large B
CONF-CH132 Room				10	18x12				X		T			Large A
CONF-CH141 Slough Room		X		6	19x12	X					T			Large A
CONF-CH242 Heron Room		X		10	19x10						T			Large A
CONF-CH316 Walther Room		X		8	16x11	X					T			Large A
CONF-PS242 Public Safety Executive Conference Room					18x15						T			Large A
CONF-CH349 Perry Room		X		6	15x15						T			Medium
CONF-CH404 Gateway Grove Room				6	16x10			X			T			Medium
CONF-CH448 Old Mills Room		X		8	14x11			X			T			Medium
CONF-CH453 Sammamish Room		X		6	15x15			X			T			Medium
CONF-CH128 Room		X		5	10x10	X	X				W			Small
CONF-CH129 Room		X		5	10x10	X	X				W			Small
CONF-CH327 Sikes Room		X		6	13x10						W			Small
FIRE STATION 17 ALPHA AND BRAVO											C			CUSTOM
MOC1 Conference Room					16X10						T		X	Medium

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Proposal Prepared For

City of Redmond

City of Redmond - Conference Room Refresh



21312 30th Drive SE
Suite 102
Bothell, WA 98021
(425) 861-5564
Fax: (425) 861-5784
www.avispl.com

Prepared by: ShaRay Gainer
ShaRay.Gainer@avispl.com
Proposal no: 410236-7, CR-002

Investment Summary

Prepared For:	Keith Laycock	Prepared By:	ShaRay Gainer
	City of Redmond	Date Prepared:	10/20/2023
	15670 NE 85th St	Proposal #:	410236-7, CR-002
	PO Box 97010	Valid Until:	11/20/2023
	Redmond, WA 98052-3584		

Total Equipment Cost \$28,641.19

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services \$4,090.24

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs \$0.00

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative \$835.86

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Services - Room Support and Maintenance \$1,623.52

Includes post-installation support and maintenance options selected for installed rooms

Services - Device Maintenance \$4,299.99

Includes post-installation maintenance options selected for installed devices

Subtotal	\$39,490.80
Tax	\$3,988.57
Total	\$43,479.37

*** ANY and all applicable taxes will be included upon invoicing**

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

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Billing and Payment Terms

Unless otherwise agreed in writing by Buyer and Seller in the Proposal, the total Proposal price, excluding the price for Stand-alone Services (as defined in this section), shall be billed as follows, subject to continuing credit approval: 50% down payment at time of order, 40% upon delivery at Seller; 10% upon project completion and Buyer sign-off or first beneficial use, whichever occurs first, payable net 30 from Buyer's receipt of invoice. For purposes of this Agreement, "Stand-alone Services" means any Services not attached to an installation project. Billing and payment terms for Stand-alone Services are set forth in the applicable Service Addendum(a). Unless otherwise specified in the Proposal, Products are sold F.O.B. origin-Buyer to pay all shipping charges. If this Proposal covers Products or Services for more than one system, room, suite, or location, for purposes of payment in accordance with payment terms stated on the face hereof each room, suite, or location shall be treated as if the subject of a separate sale and payment made accordingly. Unless otherwise specified in the Proposal, all pricing and amounts are in US Dollars and all billing and payment shall be made in US Dollars.

Link to AVI-SPL Terms and Conditions: <https://avispl.com/terms-of-use/>

Buyer Acceptance

Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

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Room Summary - Microsoft Surface Hub as MTR

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>Microsoft Surface Hub 85"</u>			
		<u>DISPLAY</u>			
MICROSOFT CORPORATION	MICTQP00001	LCD, 85" 4K/UHD 185LB W/PEN/4K CAMERA (SURFACE HUB 2S) INCLUDES: 1 Pen, 1 Camera	1	\$27,498.75	\$27,498.75
		<u>*** OPTIONAL WALL MOUNTS ***</u>			
STEELCASE	STESTPM2WALMT85	MOUNT, ROAM WALL MOUNT FOR MICROSOFT HUB 2S 85	1	\$782.50	\$782.50
		<u>ADDITIONAL ACCESSORIES</u>			
COMPREHENSIVE VIDEO	COMCAT610WHT	CAT6-10BLK, 10 FT CAT-6 UTP 500 MHZ PATCH CABLE, WHITE	1	\$5.15	\$5.15
MICROSOFT CORPORATION	MICHW300001	Wireless Keyboard	1	\$53.44	\$53.44
MICROSOFT CORPORATION	MICLPN00001	EXTRA PEN FOR SURFACE HUB 2	1	\$147.50	\$147.50
				Subtotal	\$28,487.34

Room Support and Maintenance

Elite Maintenance Services - Room; 12-months

\$1,623.52

Device Maintenance

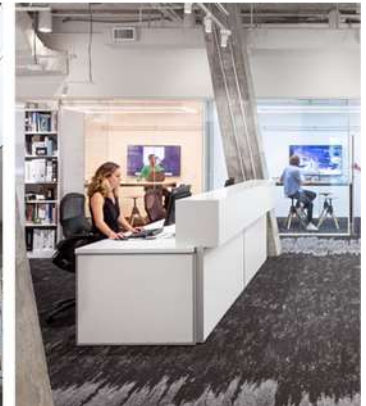
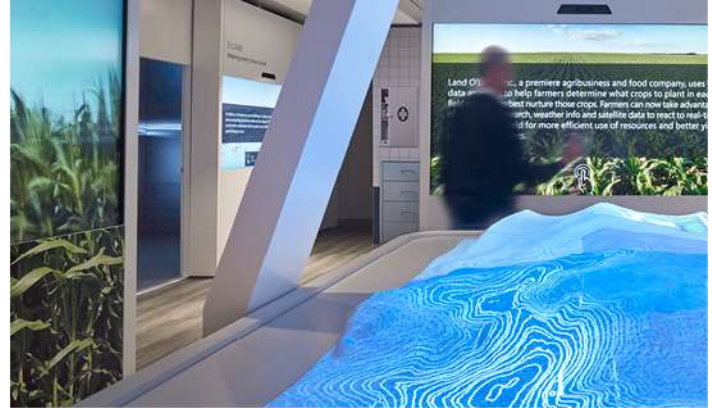
Mfg	Model	Description	Months	Qty	Unit Price	Extended Price
		<u>*** Additional Warranty ***</u>				
MICROSOFT CORPORATION	MICQDU00060	WARRANTY, 2YR FROM PURCHASE, MS EHS SRFC HUB2S 85IN US	24	0	\$1,999.99	\$0.00
MICROSOFT CORPORATION	MICQDT00070	WARRANTY, 3YR FROM PURCHASE, MS EHS SRFC HUB2S 85IN US	24	1	\$4,299.99	\$4,299.99
				Subtotal		\$4,299.99

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Proposal Prepared For

City of Redmond

City of Redmond - Conference Room Refresh



21312 30th Drive SE
Suite 102
Bothell, WA 98021
(425) 861-5564
Fax: (425) 861-5784
www.avispl.com

Prepared by: ShaRay Gainer
ShaRay.Gainer@avispl.com
Proposal no: 410236-7, CR-003

Investment Summary

Prepared For:	Keith Laycock	Prepared By:	ShaRay Gainer
	City of Redmond	Date Prepared:	08/09/2023
	15670 NE 85th St	Proposal #:	410236-7, CR-003
	PO Box 97010	Valid Until:	09/09/2023
	Redmond, WA 98052-3584		

Total Equipment Cost \$17,582.40

Includes cable, connectors, hardware, switches, relays, terminal blocks, panels, etc., to ensure complete and operational system

Professional Integration Services \$25,350.88

Includes engineering, project management, CAD, on-site installation and wiring, coordination and supervision, testing, checkout, owner training, etc. performed on the Owner's premises. Also includes all fabrication, modification, assembly, rack wiring, programming, warranties, etc., some performed at AVI-SPL

Direct Costs \$0.00

Includes non equipment or labor costs, such as travel expenses, per diem, lift and vehicle rentals

General & Administrative \$688.06

Includes all G & A expenses: vehicle mileage, shipping and insurance, as applicable

Services - Room Support and Maintenance \$2,496.63

Includes post-installation support and maintenance options selected for installed rooms

Subtotal **\$46,117.97**

Tax **\$4,657.91**

Total **\$50,775.88**

*** ANY and all applicable taxes will be included upon invoicing**

Due to global semiconductor ("chip") shortages and supply chain disruptions pricing quoted in this proposal may change. Installation schedules are subject to current (daily) product availability and may be delayed or postponed.

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Buyer Legal Entity

Buyer Authorized Signature

Buyer Authorized Signatory Title

Buyer Authorized Signatory Name

Date

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Room Summary - CH127 ALPHA AND BRAVO - COMBINABLE ROM

Equipment List

Mfg	Model	Description	Qty	Unit Price	Extended Price
		<u>EQUIPMENT TO BE RETURNED</u>			
LOGITECH	LOG960001308	WEBCAM, RALLY BAR ALL-IN-ONE VIDEO BAR MEDIUM ROOM(GRAPHITE)	-2	\$2,069.49	(\$4,138.98)
LOGITECH	LOG952000041	MOUNT, MOUNTING BAR FOR TV MOUNT	-2	\$146.98	(\$293.96)
LOGITECH	LOG939001647	RALLY MIC POD HUB	-2	\$205.27	(\$410.54)
LOGITECH	LOG952000047	CABLE, RALLY MIC POD EXTENSION CABLE	-2	\$163.40	(\$326.80)
LOGITECH	LOG989000430	MICROPHONE POD, ADD ON MIC, OMNI DIRECTIONAL	-4	\$287.38	(\$1,149.52)
LOGITECH	LOG952000123	MOUNT, MIC POD PENDANT (Owner Furnished Equipment)	-4	OFE	OFE
SONY PRO B2B	SONFW85BZ40H	LCD, 85" 4K/UHD 620NIT 101LB 600000:1 CONTRAST SMART LED	-1	\$3,647.24	(\$3,647.24)
CHIEF	CHIXTM1U	MOUNT, FUSION MICRO-ADJ TILT WALL MOUNT, EXTRA LARGE	-1	\$232.22	(\$232.22)
CHIEF	CHIFCAXV1U	PULL OUT ACCESSORY, FISOPM. EXTRA LARGE	-1	\$401.11	(\$401.11)
CHIEF	CHIFHB5147	HARDWARE KIT	-1	\$10.46	(\$10.46)
MIDDLE ATLANTIC	MIDPWR8V	POWER STRIP, ESSEX 8-OUTLET 15AMP VERTICAL	-1	\$65.00	(\$65.00)
		<u>CH127 ALPHA AND BRAVO COMBINABLE SYSTEM</u>			
		<u>CONFERENCE ROOM SYSTEM</u>			
SONY PRO B2B	SONVPLFHZ80W	PROJECTOR, WUXGA 6500 LUMEN 28LB LASER WHITE	1	\$5,066.67	\$5,066.67
CHIEF	CHIRPAUW	MOUNT, UNIVERSAL "RPA" SERIES CEILING - WHITE	1	\$128.89	\$128.89
CHIEF	CHICMA110	8" CEILING PLATE - BLACK	1	\$25.00	\$25.00
CHIEF	CHICMSZ006	FIXED PIPE FULLY THREADED 6" BLA	1	\$25.66	\$25.66
DRAPER SHADE & SCREEN	DRA140030U	SCREEN, 133" ACCESS V HDTV MATT WHITE XT1000V 110V LVC-IV	1	\$3,458.89	\$3,458.89
COMPREHENSIVE VIDEO	COMCHEHDBT250	EXTENDER, PRO AV/IT INTEGRATOR SERIES HDBASET 4K60 18G HDMI	3	\$257.82	\$773.46
QSC	QSCNV32H	ENDPOINT, 4k60 4:4:4 CORE CAPABLE NETWORK VIDEO	1	\$2,780.00	\$2,780.00
QSC	QSCQIOS4	NETWORK I/O EXPANDER, 4 SERIAL COMMUNICATION I/O	1	\$303.33	\$303.33
QSC	QSCQIOGP8X8	Q-SYS PERIPHERAL PROVIDING CONTROL EXPANSION W/8 LOGIC IN-PU	1	\$303.33	\$303.33
NETGEAR	NETGSM4212UX100NAS	SWITCH, M4250 10G2XF PoE 8X1G ULTRA90 POEPLUS	1	\$1,048.91	\$1,048.91
QSC	QSCQIOML2X2	NETWORK AUDIO EXPANDER, 2 MIC/LINE INPUTS	1	\$456.67	\$456.67

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Mfg	Model	Description	Qty	Unit Price	Extended Price
		2 LINE OUTPUTS			
SHURE	SHUMXA920WS	MICROPHONE, 24" CEILING ARRAY, SQUARE, WHITE	2	\$3,326.06	\$6,652.12
WATTSTOPPER	WATPARTITIONSENSOR	SENSOR, PHOTOELECTRIC PAIR W/BZ-50 PWR PACK **QUOTE REQ**	1	\$529.01	\$529.01
QSC	QSCACC6T	SPEAKER, 6" 2-WAY CEILING 70/100V (ORDER IN PAIRS)	12	\$104.67	\$1,256.04
QSC	QSCSPA260	AMPLIFIER, 2 CHANNEL 1/2 RU, ENERGY STAR	2	\$470.00	\$940.00
LOGITECH	LOG960001226	CAMERA, 13MP, 60 FPS, USB 3.0, 3840X2160 RALLY PTZ CAMERA	2	\$1,147.57	\$2,295.14
VADDIO INC	VAD5352000290	DROP DOWN CEILING MOUNT FOR PTZ CAMERA	2	\$247.07	\$494.14
				Subtotal	\$15,861.43

Room Support and Maintenance

Elite Maintenance Services - Room; 36-months

\$2,496.63

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AVI-SPL Solution Scope of Work

After careful and deliberate consideration of your requirements, we are pleased to provide the following audiovisual solutions Scope of Work. The scope of work noted is based on sound engineering principles, reliable technology, and has been formulated specifically to meet your requirements.

Project Overview

This proposal includes the estimated cost for the design and installation of the conference room upgrades at the City of Redmond City Hall, and nearby buildings, in Redmond, WA. Included is equipment for 26 conference rooms fitting standards set by AVI-SPL and City of Redmond; this includes 3 small conference rooms, 5 medium conference rooms, 5 large style A conference rooms, 7 large style B conference rooms, 3 extra-large conference, and 2 custom designs for the Fire Station 17 A and B rooms, as well as the CH127 A and B rooms as defined in Table 1A V2 at the end of this document. Existing/ owner furnished projectors and screens will be removed by AVI-SPL. Owner furnished equipment will be used throughout the proposal, with a full detailed list can be seen in the individual room summary below. The conference rooms will utilize a Windows PC with Logitech control and conferencing peripherals. Labor is quoted based on the assumption that labor will be completed on consecutive working days during normal business hours. This proposal assumes that the conference rooms have standard drop-tile or open ceiling, with drywall on the display wall where applicable. Time has been included in this proposal for AVI-SPL to perform two infrastructure verification site walks. During the first site walk, AVI-SPL will walk the spaces with the City of Redmond Facilities team to verify infrastructure requirements needed in each space. An additional site walk will be performed by AVI-SPL prior to the start of installation to ensure that all necessary infrastructure is in place prior to our installation team's arrival onsite.

This proposal assumes that a permit is not required to be pulled for the duration of the project. If, at any point in the project, it is determined that a permit will be required, a change order could be issued to the client.

Small Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Owner furnished equipment to be re-used:

- Over the Floor Raceway
 - CH128
 - CH129
- Existing 70"
 - CH128
 - CH129

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display(s)

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 65" flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Computer via the manufacturer's CAT5 extender kit.
 - Limited to 130' of extension
- The Logitech Meetup conference bar features a built-in camera, microphone array, and speakers.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.

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- A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display(s) or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The tabletop Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Medium Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 75” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

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Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which are either existing or will be provided by AVI-SPL and installed by others. Rooms requiring a new cable passthrough are listed below:
 - CH404, CH448, CH453

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Computer via the manufacturer's CAT5 extender kit.
 - Limited to 130' of extension
- The Logitech Rally Bar Mini conferencing device features a built-in camera, microphone array, and speakers.
 - One mic-pod extension has been included and can be installed at either the table or ceiling location.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table location.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Large A Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Owner furnished Equipment to be re-used:

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- Existing 86" display to be re-used:
 - CH141
 - CH316

** Please see the "**Environmental Considerations**" and "**Customer Responsibilities**" sections of this document for required room properties and deployment best practices. **

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 85" flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be either existing or will be provided by AVI-SPL and installed by others. Rooms requiring a new cable passthrough are listed below:
 - CH149

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be wall mounted in CH 132 and CH305
 - The touch panel will be connected to the UC Compute via the manufacturer's CAT5 extender kit.
 - Limited to 130' extension
- The Logitech Rally Bar conferencing device features a built-in camera, microphone array, and speakers.
 - Two mic-pod extensions have been included and can be installed at either the table or ceiling location.
 - Four mic pods will be installed in the CH303 and CH305 Room locations for better overall audio coverage.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.

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- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Large B Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. A single display will be mounted on the front wall of the room, along with a video conferencing camera solution. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

Large Style B conference rooms will include equipment removal of an existing projector and screen. To allow for adequate time for the facilities team to perform their work on site, the Large Room Style B conference rooms will contain two visits. The first visit will be to remove the existing equipment. The second visit to complete the installation will be done after all the existing infrastructure requirements are met.

Room 130 will receive and additional 85" Touch enabled display as a Microsoft Teams Coordinated Join Display.

**** Please see the "Environmental Considerations" and "Customer Responsibilities" sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment proposed will be installed by AVI-SPL unless otherwise specified.

Display

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install an 85" flat panel display for each conference room.
 - i. A 100" display has been included for rooms CH130 and CH149
 - ii. And additional 85" Touch enabled display has been included for room CH130

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Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing.
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
 - The touch panel will be connected to the UC Compute via manufacturer's CAT5 extender kit.
 - Limited to 130' extension
- The Logitech Rally Bar conferencing device features a built-in camera, microphone array, and speakers.
 - Two mic-pod extensions have been included and can be installed at ceiling location.
 - Large Style B rooms allow for two more microphones to be added to the space as needed. AVI-SPL will mount the two microphones included in this proposal above the table location. Upon the client's request, if it is determined after installation that additional microphones will be required in the space for additional pickup, a change order for additional equipment and labor could be issued to the client.
- The video conferencing device (UC Computer) will be installed behind the display on the manufacturer's mount.
 - A network connection is required behind the display.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted on the wall behind the display or under the table.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The table-top Logitech TAP touch panel will utilize the Microsoft Teams Room experience for all control. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Extra Large Conference Rooms

Design Narrative

A Microsoft Teams Room system will be installed. Single or dual displays will be included at the front of the room, along with a video conferencing camera solution to be ceiling mounted. An input for content sharing will be installed at the conference table along with a touch panel for system control. No equipment rack is required.

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display

The following display devices will be integrated into the system:

- One video projector for displaying video content within the space. The projector shall have a native resolution of 1920 X 1200 pixels, and a manufacturer rated brightness of 6000 ANSI lumens.
- One recess mounted, motorized operation, projection screen. The screen shall be tab-tensioned in a 16:9 widescreen format with a diagonal viewing surface of 119”. The viewing area shall be matte white fabric with black backing.
 - A low voltage interface shall be provided with each motorized projection screen for remote operation.
 - Screen heights are assumed to be 10’ or higher. In a situation with a lower ceiling height, a change order for a different screen type may be issued to the client.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- A PTZ camera will be ceiling mounted to the right of the projection screen.
- A video conferencing device (UC Computer) will be installed in a plenum rated ceiling box.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.

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- Eight in-ceiling speakers will be installed.
- An audio digital signal processor (DSP) will be installed at the ceiling location.
- A small network switch will be installed at the ceiling location.

Equipment Rack and Accessories

- No equipment rack will be required. All equipment will be mounted either under the table or in the plenum rated ceiling box.
- Over the floor raceway will be provided and installed by AVI-SPL for connection between the display wall location and the table.

Control System and Accessories

- A control system will not be provided as part of this system.
- The projection screen's raise and lower functionality will be provided through an external low voltage controller for new screen locations. Existing projector screen locations are raised and lowered manually.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Fire Station 17 Alpha and Bravo

Design Narrative

AVI-SPL will amend the existing system in the Fire Station 17 conference room to allow for Microsoft Teams Room conferencing. This room will act as one divisible space to be used as either two independent conference rooms, or one combined conference room. Each room has one wireless presentation device, along with one HDMI input at the wall location. Existing handheld and body pack microphones will be kept for both far end conferencing and local reinforcement. Two new ceiling mounted microphones will be included for conferencing audio only. Control of the room will be through the existing Crestron touch panels. Conference call control will be through the Logitech Tap controller.

Time has been included in this proposal for AVI-SPL to field verify the functionality of the existing system. During this time, AVI-SPL will attempt to update firmware on all the existing equipment to prepare for the project upgrade. The room should be considered offline from the start of this work, until project completion. AVI-SPL will also field verify the exiting design to confirm that the as-built documentation is correct.

The existing equipment to be removed from this space is detailed below. The equipment being removed will be placed in the room for removal by City of Redmond staff. Any cabling removed will be disposed of by AVI-SPL staff.

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- QTY 2 motorized projection screens
 - Hard wire power will be required to be disconnected by others prior to the start of equipment removal.
- QTY 2 Sharp PN-465U displays.
- QTY 2 Sony projectors and associated mounting hardware.
- QTY 1 Icron Ranger USB extender

The existing equipment to be re-used in this proposal is detailed below.

- QTY 2 Shure handheld microphones
- QTY 2 Shure body back microphones
- QTY 4 Crestron HDMI receivers
- QTY 2 Crestron touch panels
- QTY 1 Shure MXW APT 4
- QTY 2 Crestron Air Media 200's
- QTY 1 Crestron AV3 processor
- QTY 1 Crestron HD MD 8X8 dm switcher with the following installed IO cards
 - QTY 8 DM RMC4KZC
 - QTY 2 DM RMC 4KZ CO HD
 - QTY 1 DM CHDO
- QTY 1 QSC Core 110F DSP
- QTY 1 Equipment Rack
- QTY 1 QSC 4 Channel amplifier
- QTY 12 ceiling speakers

All other equipment in this proposal is assumed to be provided and installed by AVI-SPL

**** Please see the “Environmental Considerations” and “Customer Responsibilities” sections of this document for required room properties and deployment best practices. ****

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

Display

The following display devices will be integrated into the system:

- A single wall-mounted flat panel display located on the front wall of the room will function as the main display.
 - AVI-SPL will provide and install a 100” flat panel display for each conference room.

Source Equipment and Interfaces

- The following input connection will be available at the table location.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

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Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing (per room)

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- One PTZ camera will be mounted below the display.
- One PTZ camera will be ceiling mounted in the rear of the room.
- A video conferencing device (UC Computer) will be installed in the equipment rack location.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.
- Six existing in-ceiling speakers
- An existing audio digital signal processor (DSP) will be reused.
- A small network switch will be installed at the equipment rack location.

Equipment Rack and Accessories

- An existing, owner furnished equipment rack will house all AV equipment.
- Existing owner furnished lectern locations will house the Logitech Tap and the HDMI extension device.

Control System and Accessories

An existing control processor will be reused to enable various functions throughout the system. Please refer to the [Software Integration](#) section for more detailed information about system control.

- The existing control processor is located in the equipment rack.
- Two existing wired touch screen interfaces with a 7" screen size is located at the wall for Room Control
- Two new wired touch screen interfaces with a 10" screen size will be located at the lectern location for Microsoft Teams Room control.

CH127 Alpha and Bravo

Design Narrative

AVI-SPL will provide and install a divisible Microsoft Teams Room system. This room will act as one divisible space to be used as either two independent conference rooms, or one combined conference room. Each room has the option for wireless presentation via Microsoft teams, along with one HDMI input at the touch panel location. Two new ceiling mounted microphones will be included for conferencing audio. Control of the room and conference call will be through the Logitech tap touch panels, with divisible state being determined via an air wall sensor.

Scope of Work – Hardware Integration

This section describes hardware installation and general functionality or specifications. All equipment provided and installed by AVI-SPL unless otherwise specified.

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Display

The following display devices will be integrated into the system:

- A single wall-mounted flat panel display located on the front wall of the Bravo room will function as the main display.
 - AVI-SPL will provide and install a 85" flat panel display for each conference room.
- A projector and a 133" diagonal ceiling recessed projection screen will be provided and installed for the Alpha conference room.

Source Equipment and Interfaces

- The following input connection will be available at the touch panel locations.
 - HDMI
 - A video input to the system for content sharing
- Cables of adequate length to support the inputs at the specified laptop location will be provided.

Table Cubby

- The cables for content sharing, the table-top conference device, and or the touch panel will pass through a cable cubby or table grommet(s) which will be provided and installed by others.

UC Solution / Video Conferencing (per room)

- A touch panel will be the main user interface for the system.
 - The touch panel will be placed on the table.
- One PTZ camera will be ceiling mounted in the rear of the room.
- A video conferencing device (UC Computer) will be installed in the equipment rack location.
 - Power and data will be required at this location.
- One ceiling microphone array will be installed into a 2x2 ceiling grid.
- Six in-ceiling speakers
- An audio digital signal processor (DSP) will be reused.
- A small network switch will be installed at the equipment rack location.

Equipment Rack and Accessories

- An equipment rack will house all AV equipment.

Control System and Accessories

An existing control processor will be reused to enable various functions throughout the system. Please refer to the [Software Integration](#) section for more detailed information about system control.

- The control processor is located in the equipment rack.
- The Logitech Tap touch screens will be used for room and conferencing control.

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

Logitech Tap Touch Panels

User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Custom control required for the divisible and combinable room state will be automated and not require additional buttons on the Logitech tap user interface.

Project Considerations

Customer Responsibilities

These are items that AVI-SPL is dependent upon to complete the project scope of work on time, however, these requirements and responsibilities are not provided by AVI-SPL. For a complete list of exclusions, please refer to the Integration Inclusions and Exclusions section of this proposal.

These requirements must be provided by the owner or other 3rd parties and may fall under the responsibility of an Architect, General Contractor, Electrical Contractor, Data Contractor, Security Contractor, Furniture/Millwork Contractor, IT departments, Facilities or Real Estate groups.

Following receiving the PO, AVI-SPL will provide a drawing and associated document detailing the full infrastructure requirements for all locations within this proposal. As stated above, AVI-SPL has included time in the proposal to perform site walks to ensure that infrastructure is complete prior to the start of installation. Below is a general list of all customer responsibilities applicable to this proposal.

- All required backing and any other wall reinforcement required to safely accommodate displays. Any display wall shall be properly backed to withstand the weight of the display with a safety factor of at least 5:1.
- All AC power at the equipment locations, including hardwired power connections.
- All required conduit for low voltage cable paths to AV equipment.
- All ceiling work required to accommodate the projectors, projection screens, and other equipment.
- All required millwork modifications to tables or other millwork.
- Proper heat dissipation venting for the equipment in this system. Where convection cooling is not possible, a powered venting system with thermostatically controlled quiet fans.
- All required network configuration for any network connection to the client network.
- All software or hardware licenses not specifically provided in this scope of work or associated bill of materials.
- Equipment removal is included as part of this proposal. AVI-SPL will remove the gear and place it within the room for removal and disposal by the City of Redmond staff.

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Site Readiness

The minimum acceptable site conditions of the project site for the installation of electronic equipment are as follows.

- The rooms and directly adjacent areas into which the equipment will be installed must be dust-free with floor, ceiling, and wall finishes to be completely installed in the rooms affected by the equipment.
- The rooms into which the equipment will be installed must be secure.
- All Electrical power, conduit systems, HVAC systems, IT requirements (wired or wireless services), communication circuits, and or other services required by the systems and equipment should be fully installed, energized, and configured for use.
- All furniture into which components of the equipment will be installed shall be present at the time of staging and/or installation.
- All telephone, POTS, VOIP, modem, PRI, data, LAN, and telecommunications connections are installed, fully tested, and active.
- Configuration of OFE networks, applications, servers, and services to provide interoperability with installed systems.
- Coordination and timely IT support and documentation (such as providing IP addresses or account credentials).
- Additional infrastructure requirements beyond what is in the rooms currently could be required as part of this proposal and will be communicated to the City of Redmond following project kick off. These requirements include, but are not limited to, data drops, low voltage conduit, and high voltage power. These requirements must be completed prior to the start of installation and will be the responsibility of others.

Network and Network Security

The integration of Audio-Visual hardware can consist of many different devices and systems, each with varying network requirements, impacts to traffic and routing, and unique management and security processes. AVI-SPL will work with the identified client stakeholders to properly assess network requirements and deployment considerations.

AVI-SPL will design the system to meet identified network requirements and will provide construction drawings and a list of devices before installation on site. At the time of installation, AVI-SPL will connect devices according to the documented system design and identified network requirements. The following network design is being followed for this project:

Hybrid AV/Client Network

Hardware that does not require integration to the client network can be completely isolated from the client network.

- The control system, touch panel, and audio video transport devices that carry Ethernet control reside in their own wired network where applicable.
- Hardware that requires integration with the owner network will be connected directly to the owner network. Examples: control system for monitoring, video conference codec, 3rd party SIP device.
- Systems for monitoring, control, scheduling, and other, are provided by services residing in the "Cloud", external to the owner's network. In this type of deployment data will need to traverse the owner network.

** See the **"Customer Responsibilities"** and **"Unified Communication Solution Licensing and Deployment Plan"** sections of this document for deployment best practices and installation requirements. Additional information regarding specific applicable processes and procedures can be referenced in the **"AVI-SPL Network and Security"** addendum to this document. **

Unified Communication Solution Licensing and Deployment Plan

Cloud-registered unified communication systems require licensing for meetings, calling and other device management functionality. AVI-SPL can assist with your licensing and management needs and can provide options to meet system specific requirements.

Licenses and Service Accounts

Supervised or direct access to platform environments / systems must be provided as needed for a properly provisioned and licensed system where appropriate. Examples include Zoom Rooms activation codes, Microsoft Teams accounts, calendar service account, and more.

- The customer may decide not to provide credentials to AVI-SPL, and to provision the installed hardware themselves. In this case, AVI-SPL will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site.
- If AVI-SPL is unable to properly commission and test the system at the time of installation due to issues with access, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, provided the customer is at fault and approves additional cost in advanced and in writing, scheduling will be done on a best effort basis.

Microsoft Teams Room Licensing

Microsoft has two dedicated SKUs for licensing meetings and calling on a per-device basis for meeting room devices (such as Microsoft Teams Rooms, Microsoft Surface Hub, and collaboration bars for Microsoft Teams).

Full licensing information available at: <https://docs.microsoft.com/en-us/microsoftteams/rooms/rooms-licensing>

Example System Licensing Required for Microsoft Teams Rooms:

- Microsoft Teams Rooms Licensing Premium with Teams Phone.
- Microsoft calling plan to enable the Microsoft Teams Room System with a phone number to make or receive a call. Direct routing or Microsoft calling plans.
- Licensing for any 3rd Party conferencing platforms to support **Cloud Video Interop (CVI)**, **Direct Guest**, **BYOD** to join or support Zoom, Webex or any other meeting type if supported in the specific design.

Microsoft Teams Rooms Example Deployment Plan

Proper network configuration and strict adherence to Microsoft's recommended best practices is key for project success and reliable user experience. Often MTR project rollout issues are due to misconfiguration of networks or Teams Room Device Account Settings. Microsoft strongly recommends against using the same group policies that are applied to typical user PCs be applied to Microsoft Teams Rooms appliances. Instead, they should be isolated in their own group, and ideally a separate VLAN optimized for egress to the Internet and the Microsoft Network without proxy servers of any kind. The following steps outlined are a general deployment plan that may require further development with AVI-SPL and client stakeholders.

1. Client to complete AVI-SPL pre-deployment checklist:
 - a. Creation of resource account (or required device accounts)
 - b. Configuration of required policies and security settings
 - c. Additional AVI-SPL networking and environmental consultation services available upon request
2. AVI-SPL to provide client's IT department a spreadsheet listing all network-connected equipment, its associated room, MAC Addresses, and Serial Numbers to pre-configure DHCP reservations or other specific IP address requirements.

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3. AVI-SPL intends to activate and test all Teams Rooms systems in our Quality Control Center. This results in the smoothest, most efficient on-site installation with the best outcome for our customers. Shop testing includes updating firmware on components, labeling and documenting, required prior to the onsite deployment. The system will be registered with any vendor specific cloud management platforms if included.
4. Client must provide AVI-SPL Microsoft credentials for each licensed system requiring activation by AVI-SPL a minimum of two (2) weeks prior to scheduled on-site installation. Any delay in providing credentials may result in project completion delays and potentially additional charges if additional trips are required to complete commissioning of the systems in the field.
 - a. The customer may decide not to provide account credentials to AVI-SPL, and to provide the installed MTR themselves. In this case, AVI-SPL will utilize an AVI-SPL Licensed Teams Room test account to validate system functionality.
 - b. Similarly, if the provided client account credentials fail to work properly AVI-SPL will utilize its internal AVI-SPL Licensed Teams Room test accounts to complete hardware testing and notify the client of issue.
5. If AVI-SPL is unable to properly commission and test the system at the time of on-site installation due to issues with the supplied accounts and/or credentials, additional site visits may be required. Any additional visits required due to site-readiness issues will be billed at the standard contracted labor rate, and scheduling will be done on a best-effort basis.

Room Environmental Considerations

To maximize the user experience in a conferencing room, the following parameters should be observed:

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Table 1A V2

Conference Room Name	(Demo) Projector	(Demo) 80" screen	9Demo 50" screen	Capacity Seating	Room Size	Re-use existing Display	Existing Over Floor Raceway	New 1 1/2" Grommet to be installed by others	Wall Mounted Tap	Touch Display in Coordinated Join Mode	Wall (W), Ceiling (C), Table (T), Pendant (P) Mics	Dual Display	Teams Room Size
CONF-CH130 Room	X			18	32x16			X		X	C		Large B - 100"
CONF-CH306 Morse Computer Training Room	X	2	1	18+	29x28						C	X	Extra Large - Dual Display
CONF-CH149 Council Conference Room	X			35	26x22			X			C		Extra Large - 100"
CONF-CH127 Alpha Room	X			20-36	25x20						C		Custom Room
CONF-CH127 Bravo Room	X			16-36	25x20						C		Custom Room
CONF-CH303 McRedmond Room	X			20	25x20						P		Large B
CONF-CH305 Clise Room	X			14	22x16				X		P		Large B
CONF-CH459 Mayor's Conference Room		X	X	10	23x15			X			P		Large B
CONF-Fire Station 11 Admin Conference Room					21x21	X					P	X	Large B
CONF-Fire Station 14 Training Room					19x22						P		Large B
CONF-PS156 Patrol Briefing Room					31x19						C	X	Extra Large - Dual Display
CONF-PS205 Media Conference Room					24x19	X			X		P	X	Large B
CONF-CH132 Room				10	18x12				X		T		Large A
CONF-CH141 Slough Room		X		6	19x12	X					T		Large A
CONF-CH242 Heron Room		X		10	19x10						T		Large A
CONF-CH316 Walther Room		X		8	16x11	X					T		Large A
CONF-PS242 Public Safety Executive Conference Room					18x15						T		Large A
CONF-CH349 Perry Room		X		6	15x15						T		Medium
CONF-CH404 Gateway Grove Room				6	16x10			X			T		Medium
CONF-CH448 Old Mills Room		X		8	14x11			X			T		Medium
CONF-CH453 Sammamish Room		X		6	15x15			X			T		Medium
CONF-CH128 Room		X		5	10x10	X	X				W		Small
CONF-CH129 Room		X		5	10x10	X	X				W		Small
CONF-CH327 Sikes Room		X		6	13x10						W		Small
FIRE STATION 17 ALPHA AND BRAVO											C		CUSTOM
MOC1 Conference Room					16X10	X					T	X	Medium

Scope of Work – Software Integration

This section describes the intended user experience and configured functionality.

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Existing Crestron TSW touch panels

User Interface

- The touch screen graphical user interface will be a custom solution specifically for this project. This custom solution will require coordination meetings with AVI-SPL to design, submit and approve prior to completing all control code creation. Please reference the *Custom User Interface* scope of work document for specific details on this option.
 - AVI-SPL will provide the layout and the functionality of each button for each user page of the touch screen to the Customer prior to implementation for client input and final client approval.
- All specified equipment in the proposal will be incorporated into the control system.
- The following lists the custom controls that will be added to the Crestron TSW touch panels. Please note, these two panels will mirror each other. Existing Alarm shunt controls will be kept in the space and will not be represented on the user interface.
 - Shade controls
 - Input routing
 - Advanced mic muting controls
 - A button to change the rooms from being in a 'combined' or 'divided' state.

Logitech Tap Touch Panels

User Interface

- The touch screen graphical user interface design will utilize the Logitech TAP touch panel featuring the Microsoft Teams Room experience. Please reference Microsoft's interface guide for an example layout and standard room system functionality.

Full Windows Room System Help Guide available at:

<https://support.microsoft.com/en-us/office/microsoft-teams-rooms-help-e667f40e-5aab-40c1-bd68-611fe0002ba2>

Project Considerations

Customer Responsibilities

These are items that AVI-SPL is dependent upon to complete the project scope of work on time, however, these requirements and responsibilities are not provided by AVI-SPL. For a complete list of exclusions, please refer to the Integration Inclusions and Exclusions section of this proposal.

These requirements must be provided by the owner or other 3rd parties and may fall under the responsibility of an Architect, General Contractor, Electrical Contractor, Data Contractor, Security Contractor, Furniture/Millwork Contractor, IT departments, Facilities or Real Estate groups.

Following receiving the PO, AVI-SPL will provide a drawing and associated document detailing the full infrastructure requirements for all locations within this proposal. As stated above, AVI-SPL has included time in the proposal to perform site walks to ensure that infrastructure is complete prior to the start of installation. Below is a general list of all customer responsibilities applicable to this proposal.

- All required backing and any other wall reinforcement required to safely accommodate displays. Any display wall shall be properly backed to withstand the weight of the display with a safety factor of at least 5:1.

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- All AC power at the equipment locations, including hardwired power connections.
- All required conduit for low voltage cable paths to AV equipment.
- All ceiling work required to accommodate the projectors, projection screens, and other equipment.
- All required millwork modifications to tables or other millwork.
- Proper heat dissipation venting for the equipment in this system. Where convection cooling is not possible, a powered venting system with thermostatically controlled quiet fans.
- All required network configuration for any network connection to the client network.
- All software or hardware licenses not specifically provided in this scope of work or associated bill of materials.
- Equipment removal is included as part of this proposal. AVI-SPL will remove the gear and place it within the room for removal and disposal by the City of Redmond staff.

Site Readiness

The minimum acceptable site conditions of the project site for the installation of electronic equipment are as follows.

- The rooms and directly adjacent areas into which the equipment will be installed must be dust-free with floor, ceiling, and wall finishes to be completely installed in the rooms affected by the equipment.
- The rooms into which the equipment will be installed must be secure.
- All Electrical power, conduit systems, HVAC systems, IT requirements (wired or wireless services), communication circuits, and/or other services required by the systems and equipment should be fully installed, energized, and configured for use.
- All furniture into which components of the equipment will be installed shall be present at the time of staging and/or installation.
- All telephone, POTS, VOIP, modem, PRI, data, LAN, and telecommunications connections are installed, fully tested, and active.
- Configuration of OFE networks, applications, servers, and services to provide interoperability with installed systems.
- Coordination and timely IT support and documentation (such as providing IP addresses or account credentials).
- Additional infrastructure requirements beyond what is in the rooms currently could be required as part of this proposal and will be communicated to the City of Redmond following project kick off. These requirements include, but are not limited to, data drops, low voltage conduit, and high voltage power. These requirements must be completed prior to the start of installation and will be the responsibility of others.

Network and Network Security

The integration of Audio-Visual hardware can consist of many different devices and systems, each with varying network requirements, impacts to traffic and routing, and unique management and security processes. AVI-SPL will work with the identified client stakeholders to properly assess network requirements and deployment considerations.

AVI-SPL will design the system to meet identified network requirements and will provide construction drawings and a list of devices before installation on site. At the time of installation, AVI-SPL will connect devices according to the documented system design and identified network requirements. The following network design is being followed for this project:

Hybrid AV/Client Network

Hardware that does not require integration to the client network can be completely isolated from the client network.

- The control system, touch panel, and audio video transport devices that carry Ethernet control reside in their own wired network where applicable.
- Hardware that requires integration with the owner network will be connected directly to the owner network. Examples: control system for monitoring, video conference codec, 3rd party SIP device.

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- Systems for monitoring, control, scheduling, and other, are provided by services residing in the "Cloud", external to the owner's network. In this type of deployment data will need to traverse the owner network.

** See the "**Customer Responsibilities**" and "**Unified Communication Solution Licensing and Deployment Plan**" sections of this document for deployment best practices and installation requirements. Additional information regarding specific applicable processes and procedures can be referenced in the "**AVI-SPL Network and Security**" addendum to this document. **

Unified Communication Solution Licensing and Deployment Plan

Cloud-registered unified communication systems require licensing for meetings, calling and other device management functionality. AVI-SPL can assist with your licensing and management needs and can provide options to meet system specific requirements.

Licenses and Service Accounts

Supervised or direct access to platform environments / systems must be provided as needed for a properly provisioned and licensed system where appropriate. Examples include Zoom Rooms activation codes, Microsoft Teams accounts, calendar service account, and more.

- The customer may decide not to provide credentials to AVI-SPL, and to provision the installed hardware themselves. In this case, AVI-SPL will be unable to fully test the system before receiving sign-off for the installation. All system components will be tested individually to ensure proper stand-alone function, and project sign-off will be requested before technicians leave site.
- If AVI-SPL is unable to properly commission and test the system at the time of installation due to issues with access, an additional site visit may be required. Any additional visits will be billed at the standard contracted labor rate, provided the customer is at fault and approves additional cost in advanced and in writing, scheduling will be done on a best effort basis.

Microsoft Teams Room Licensing

Microsoft has two dedicated SKUs for licensing meetings and calling on a per-device basis for meeting room devices (such as Microsoft Teams Rooms, Microsoft Surface Hub, and collaboration bars for Microsoft Teams).

Full licensing information available at: <https://docs.microsoft.com/en-us/microsoftteams/rooms/rooms-licensing>

Example System Licensing Required for Microsoft Teams Rooms:

- Microsoft Teams Rooms Licensing Premium with Teams Phone.
- Microsoft calling plan to enable the Microsoft Teams Room System with a phone number to make or receive a call. Direct routing or Microsoft calling plans.
- Licensing for any 3rd Party conferencing platforms to support **Cloud Video Interop (CVI)**, **Direct Guest**, **BYOD** to join or support Zoom, Webex or any other meeting type if supported in the specific design.

Microsoft Teams Rooms Example Deployment Plan

Proper network configuration and strict adherence to Microsoft's recommended best practices is key for project success and reliable user experience. Often MTR project rollout issues are due to misconfiguration of networks or Teams Room Device Account Settings. Microsoft strongly recommends against using the same group policies that are applied to typical user PCs be applied to Microsoft Teams Rooms appliances. Instead, they should be isolated in their own group, and ideally a separate VLAN optimized for egress to the Internet and the Microsoft Network without proxy servers of any kind. The following steps outlined are a general deployment plan that may require further development with AVI-SPL and client stakeholders.

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6. Client to complete AVI-SPL pre-deployment checklist:
 - a. Creation of resource account (or required device accounts)
 - b. Configuration of required policies and security settings
 - c. Additional AVI-SPL networking and environmental consultation services available upon request
7. AVI-SPL to provide client's IT department a spreadsheet listing all network-connected equipment, its associated room, MAC Addresses, and Serial Numbers to pre-configure DHCP reservations or other specific IP address requirements.
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CONF-CH149 Council Conference Room	X			35	26x22			X	X		C			Extra Large - 100"
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CONF-CH459 Mayor's Conference Room		X	X	10	23x15			X			P			Large B
CONF-Fire Station 11 Admin Conference Room					21x21						P		X	Large B
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CONF-PS205 Media Conference Room					24x19				X		P		X	Large B
CONF-CH132 Room				10	18x12				X		T			Large A
CONF-CH141 Slough Room		X		6	19x12	X					T			Large A
CONF-CH242 Heron Room		X		10	19x10						T			Large A
CONF-CH316 Walther Room		X		8	16x11	X					T			Large A
CONF-PS242 Public Safety Executive Conference Room					18x15						T			Large A
CONF-CH349 Perry Room		X		6	15x15						T			Medium
CONF-CH404 Gateway Grove Room				6	16x10			X			T			Medium
CONF-CH448 Old Mills Room		X		8	14x11			X			T			Medium
CONF-CH453 Sammamish Room		X		6	15x15			X			T			Medium
CONF-CH128 Room		X		5	10x10	X	X				W			Small
CONF-CH129 Room		X		5	10x10	X	X				W			Small
CONF-CH327 Sikes Room		X		6	13x10						W			Small
FIRE STATION 17 ALPHA AND BRAVO											C			CUSTOM
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