

<b>PROJECT TITLE</b> Redmond Teen Services Community Engagement	
<b>DESCRIPTION OF WORK</b> The core functions of this scope of work include outreach strategy, communications plan development, messaging, and public engagement for Redmond's Teen Services.	
<b>AMOUNT PAYABLE</b> \$74,600.00	<b>CONTRACT COMPLETION DATE</b> Dec. 31, 2025

## Task 1: Coordination meetings & project management

- **Weekly coordination meetings** with Redmond Parks & Recreation staff to plan the communications and engagement strategy and tactics, and coordinate on implementation. Includes meeting facilitation and preparation and distribution of the meeting agenda and meeting notes. Assumes up to 20 weekly virtual 1-hour meetings attended by up to three S&A staff, ending by Aug. 1, 2025.
- **Monthly check-in meetings** with Redmond team lead and S&A to discuss consultant team performance. Assumes up to 4 virtual monthly meetings attended by one S&A staff.
- **Internal team coordination meetings** to track project deliverables and move work forward.
- **Administrative and management functions** (monthly invoices and progress reports, maintaining the scope of work, schedule, budget, and deliverables). Assumes project duration of up to 5 months (March 2025 through July 2025).

### Task 1 deliverables:

- Weekly coordination meetings with Redmond Parks & Recreation (20).
- Monthly check-in meetings (4).
- Monthly invoices and progress reports (5).

## Task 2: Community engagement planning

*Task 2 activities and deliverables are complete.*

## Task 3: Implementation, materials, and reporting

Specific outreach and communication activities will be defined in the communications plan once it is developed and approved by the City of Redmond.

- **Materials development** to support continued public outreach. Includes:
  - Web engagement hub and content development (continued) in collaboration with City of Redmond to showcase project information and gather feedback on teen services and facilities throughout the engagement process. Includes:
    - Finalize previously drafted copy and questionnaire for publication (1).
    - Minor content updates to existing content pages, as needed, including opportunities for feedback gathering and reporting back (4).
  - Expanded and/or updated key messages drafted in Phase 2 to respond to evolving project information and community questions about teen services and facilities.
  - Standard briefing presentation deck (up to 1 PPT, 20 slides).
- **Community and stakeholder engagement** to connect with community and gather insights on teen services and facilities via online or in-person meetings and events. May include supporting Redmond with preparation, preparing prep sheets or outreach guides, supporting materials development specific to the meeting/event, writing promotional copy for community events, staffing meetings/events, and coordinating printing for the following types of meetings:
  - Tabling at community fair / festival events and/or community gathering places, e.g., CBOs, schools, etc. (up to 8 tabling sessions, in-person, 1 staff, day-of support assumes a 6-hour shift, 2-hours prep, and 2-hours travel time per session). Two of the events will be live music nights. Tabling events will be identified with the goal of reaching target audiences with representation from across Redmond's neighborhoods.
  - Briefings (4 briefings, 1-hour, online, 1 staff).
  - RYPAC workshop (1 workshop event, 1-hour, in person, 2 staff).
  - Project-hosted community meeting (1 meeting, 2-hours, in-person, 3 staff).
- **Community engagement reporting** to document feedback heard and report on engagement conducted. Reporting will include feedback heard for both teen services and facilities. Includes:
  - Engagement summaries for up to 14 community engagement events/meetings (8 tabling events, 4 briefings, 1 RYPAC workshop, and 1 project-hosted community meeting).
  - Community questionnaire report (1).
  - Comprehensive engagement report (1).
  - PPT slides summarizing engagement activities and findings (6 slides)

## Task 3 deliverables

- Finalized web content (1) and updates to existing web content (4).
- Expanded or updated key messages (1).
- Briefing presentation (1 PPT, 20 slides).

- Planning, materials, and staffing for tabling events, project meetings, and events (up to 16).
- Questionnaire report (1).
- Summaries from individual tabling events, project meetings, and briefings (up to 16).
- Comprehensive community engagement report (1).
- Engagement summary PPT slides (6).

## Assumptions

- Assumes all scoped work will take place between March 1, 2025, and July 31, 2025, with contract completion by Dec. 31, 2025.
- Assumes all coordination meetings held online on MS Teams unless otherwise coordinated. In-person meetings will be as requested or needed.
- All deliverables (materials, plans) assume a maximum of two drafts (2), and one final (1).
- Travel time and mileage costs for in-person outreach or meetings will be included in monthly invoices and reimbursed by City of Redmond. S&A will coordinate with City of Redmond on what level of in-person support is appropriate and necessary for this project.
- S&A will coordinate with City of Redmond and vendors as needed to print materials, secure venues, and order refreshments for in-person meetings.
  - City of Redmond will cover direct costs, including but not limited to:
    - Printing and mailing services.
    - Venue rental costs.
    - Public meeting refreshments.
    - Translation and interpretation.
  - S&A assumes a limited quantity (~200 pages) of as-needed in-house printing.
- S&A will submit invoices monthly and will receive payment of invoices from City of Redmond within 30 days of invoice submittal.

# Cost Estimate

The cost of services in this scope is \$74,600, with potential for amendment as level of effort and plans evolve.

Task 1 - Coordination meetings & project management					
Name	Categorization	Project role	Rate	Hours	Cost
Josh Stepherson	Principal	Principal	\$275.00	4	\$1,100
Darcy Edmunds	Senior Associate 2	Project Principal	\$230.00	27	\$6,210
Aileen Dinh	Associate II	Project Manager	\$160.00	85	\$13,600
Hannah Rudin	Associate I	Engagement Lead	\$135.00	40	\$5,400
Paige Maliff	Project Controls	Project Controls	\$165.00	6	\$990
<b>Task 1 labor total</b>				<b>162</b>	<b>\$27,300</b>
Task 3 - Implementation, materials, and reporting					
Josh Stepherson	Principal	Principal	\$275.00	3	\$825
Darcy Edmunds	Senior Associate 2	Project Principal	\$230.00	18	\$4,140
Randi Eseltine	Senior Associate 1	QA/QC	\$215.00	11	\$2,365
Aileen Dinh	Associate II	Project Manager	\$160.00	100	\$16,000
Hannah Rudin	Associate I	Engagement Lead	\$135.00	174	\$23,490
<b>Task 3 labor total</b>				<b>306</b>	<b>\$46,820</b>
<b>Labor subtotal</b>				<b>468</b>	<b>\$74,120</b>
<b>Other Direct Costs (travel)</b>					<b>\$480</b>
<b>Total cost estimate</b>					<b>\$74,600</b>

## Rates

S&A bills services at per-hour rates. Rates are eligible for updates on Jan. 1, 2026.

Principal	\$275.00
Senior Associate 2	\$230.00
Senior Associate 1	\$215.00
Associate III	\$190.00
Associate II	\$160.00
Associate I	\$135.00
Project Coordinator	\$120.00
Diversity Contract Manager	\$180.00
Project Controls	\$165.00
Project Admin	\$120.00
Senior Graphic Design	\$185.00
Graphic Design	\$140.00

# Direct expenses

Hard costs under S&A contract will be charged a 5% markup on the cost of the expense.