

# **Fire Station 11 Feasibility Study and Existing Site Options Analysis**

## **Attachment A - Scope of Work / Specifications**

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### **1. Project Overview**

The City of Redmond ("City") is seeking professional consulting services to conduct a feasibility study and existing site options analysis for Fire Station 11, located in downtown Redmond. Fire Station 11 serves as the City's primary downtown fire station and as headquarters for the Redmond Fire Department.

The purpose of this project is to provide the City with a decision-support feasibility study that evaluates whether Fire Station 11 can be feasibly renovated or rebuilt on its current site, identifies key risks and constraints associated with each option, develops planning-level cost estimates, and provides recommendations to support future capital planning and project development.

The City intends for this work to inform future decisions regarding the long-term viability of the existing Station 11 site and facility.

### **2. Project Objectives**

The selected Consultant shall provide professional services necessary to:

- Evaluate the existing site and facility at a planning level
- Assess whether the existing facility can be feasibly renovated to support current and future operational needs
- Assess whether the facility can be feasibly replaced or rebuilt on the existing site
- Identify key site, facility, access, code, permitting, continuity-of-operations, and constructability constraints associated with each option
- Develop planning-level cost estimates for renovation and rebuild-on-site options
- Identify major assumptions, risks, and unknowns that may affect project feasibility, timing, or cost
- Determine whether the existing site appears suitable for long-term use as a downtown fire station and headquarters facility
- Provide recommendations and next steps for the City

### **3. General Scope**

Consultant shall provide all labor, supervision, professional services, technical expertise, coordination, analysis, documentation, and deliverables necessary to complete the work described herein.

The City anticipates this work will require a multidisciplinary consultant team with relevant expertise in public safety facilities, architecture, engineering, site planning, code analysis, conceptual cost estimating, and occupied facility planning. The City strongly values consultant experience with active fire stations, public safety continuity of operations during construction, essential facilities, and municipal headquarters



functions.

The scope below represents the City's anticipated minimum requirements. Respondents may recommend refinements, sequencing adjustments, or additional elements based on professional judgment, provided that the core intent of the study is maintained.

#### **4. Scope of Work Tasks**

##### Task 1 – Project Management and Coordination

Consultant shall provide overall project management and coordination for the duration of the work.

At a minimum, Consultant shall:

- Conduct a kickoff meeting with City staff and project stakeholders
- Confirm project goals, assumptions, communication protocols, and key decision points
- Develop and maintain a project schedule showing major tasks, milestones, review periods, and deliverables
- Coordinate the work of all subconsultants, if applicable
- Conduct regular progress meetings with City staff
- Track issues, assumptions, information needs, and action items throughout the project
- Provide overall contract and project administration necessary to complete the work

##### Deliverables:

- Kickoff meeting agenda and summary
  - Project schedule
  - Ongoing meeting summaries and action item lists, as appropriate
  - Monthly progress updates with invoices
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##### Task 2 – Existing Information Review and Baseline Assessment

Consultant shall review available background information and establish a baseline understanding of the existing Station 11 facility and site.

At a minimum, Consultant shall:

- Review available background documents provided by the City, which may include existing plans, studies, reports, facility information, capital planning information, and related materials
- Conduct site visits and field observations sufficient to understand the current facility and site at a planning level
- Review the general physical configuration and apparent condition of the existing building
- Review the site layout, access conditions, circulation patterns, apparatus movement considerations, and general operational relationships on the site
- Identify major apparent site, utilities, zoning, and facility constraints and opportunities
- Identify known or likely areas requiring further technical investigation in future phases, if applicable



- Prepare a baseline summary of the existing site and facility conditions relevant to renovation or replacement feasibility.

This task is not intended to require full design, destructive testing, or exhaustive technical investigation unless specifically proposed by the Consultant and authorized by the City.

Deliverables:

- Existing information and baseline conditions summary memorandum
  - Site and facility opportunities/constraints summary
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Task 3 - Operational and Functional Needs Assessment

Consultant shall assess the ability of the existing site and facility to support the operational and functional needs of Fire Station 11 as an active downtown fire station and headquarters facility.

At a minimum, Consultant shall:

- Meet with City Facilities and Fire Department representatives to understand current operations, functional needs, deficiencies, and priorities
- Evaluate how the current facility supports station operations, apparatus response, headquarters/administrative functions, staff support areas, storage, circulation, and related operational requirements
- Identify major functional deficiencies, conflicts, inefficiencies, or limitations of the existing building and site
- Consider current and reasonably anticipated future service, staffing, and operational needs identified by the City
- Identify operational considerations associated with maintaining service continuity during renovation or rebuild scenarios
- Summarize the degree to which the current site and facility do or do not support long-term functional needs

Deliverables:

- Operational and functional needs assessment summary
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Task 4 - Renovation Feasibility Analysis

Consultant shall evaluate the feasibility of renovating the existing Fire Station 11 facility on the current site.

At a minimum, Consultant shall:

- Assess whether the existing facility appears capable of being renovated to support the City's intended future use as a downtown fire station and headquarters
- Identify major building, site, access, code, phasing, continuity-of-operations, and constructability issues associated with renovation



- Identify likely constraints related to renovation of an occupied or mission-critical public safety facility
- Evaluate the practical limitations of renovating the facility while maintaining essential fire service operations, to the extent reasonably feasible at this stage
- Identify major risks, assumptions, and unknowns affecting renovation feasibility
- Summarize the relative strengths, weaknesses, and planning implications of the renovation option.

The City expects this analysis to be at a planning and feasibility level and not a final design-level determination.

Deliverables:

- Renovation feasibility analysis summary
  - Key risks, assumptions, and constraints for renovation option
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Task 5 - Rebuild-on-Site Feasibility Analysis

Consultant shall evaluate the feasibility of replacing, renovating, or rebuilding Fire Station 11 on the existing site.

At a minimum, Consultant shall:

- Assess whether the current site appears capable of accommodating a replacement fire station and headquarters facility
- Identify major site, access, staging, phasing, continuity-of-operations, code, permitting, and constructability issues associated with a rebuild-on-site approach
- Evaluate practical considerations associated with maintaining fire service operations during demolition and reconstruction, to the extent reasonably feasible at this stage
- Identify major assumptions, constraints, and risks associated with rebuilding on the existing site
- Summarize the relative strengths, weaknesses, and planning implications of the rebuild-on-site option

If Consultant determines that the current site presents substantial limitations for a rebuild strategy, Consultant shall clearly identify those limitations and explain their significance.

Deliverables:

- Rebuild-on-site feasibility analysis summary
  - Key risks, assumptions, and constraints for rebuild option
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Task 6 - Site Suitability and Alternative Strategy Considerations

Based on the findings of the feasibility analysis, Consultant shall provide a professional opinion regarding the overall suitability of the current site for long-term use as Fire Station 11 and department headquarters.

At a minimum, Consultant shall:



- Evaluate whether the current site appears generally suitable or unsuitable for long-term retention of this use
- Identify the principal reasons supporting that conclusion
- If the Consultant determines that the site may be unsuitable or materially constrained, identify the nature of those constraints and the implications for future project planning
- If appropriate, provide high-level considerations or recommendations regarding alternative site strategy planning, without requiring a full separate site selection study unless otherwise authorized by the City

This task is intended to help the City understand whether the existing site remains a viable long-term capital investment location.

Deliverables:

- Site suitability summary and alternative strategy considerations, if applicable
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Task 7 - Planning-Level Cost Estimating

Consultant shall prepare planning-level cost estimates sufficient to support City capital planning and early decision-making.

At a minimum, Consultant shall:

- Prepare conceptual planning-level cost estimates for the renovation option
- Prepare conceptual planning-level cost estimates for the rebuild-on-site option
- Identify major cost drivers, assumptions, exclusions, contingencies, and escalation considerations
- Describe major factors that could significantly affect future project costs
- Distinguish, as appropriate, between probable project costs, soft costs, contingencies, escalation, temporary operational measures, or other major budget categories
- If applicable, identify any notable cost implications associated with site unsuitability or the need for alternative strategies

Cost estimates are expected to be suitable for planning purposes only and not for bidding, detailed budgeting, or final project authorization.

Deliverables:

- Planning-level cost estimates for renovation and rebuild on site
  - Cost estimating assumptions and methodology summary
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Task 8 - Comparative Analysis, Recommendations, and Final Report

Consultant shall synthesize all findings into a final feasibility study report and recommendation package.

At a minimum, Consultant shall:



- Compare the major options evaluated under this study
- Summarize the principal opportunities, constraints, risks, assumptions, and cost implications associated with each option
- Identify major decision points and critical unknowns that may require future technical investigation
- Provide a professional recommendation regarding the viability of renovation, rebuild on-site, or the need to consider alternative site strategies
- Identify recommended next steps for the City, including any future studies, investigations, or pre-design efforts that should occur before project advancement
- Present findings and recommendations to City staff and/or City leadership

The final report shall be written in a clear, decision-oriented format appropriate for use by City staff, executive leadership, and elected officials.

Deliverables:

- Administrative draft feasibility study report
- Revised draft feasibility study report, if requested by City
- Final feasibility study report
- Presentation of findings and recommendations
- All data and materials collected to create the final report as requested by the City

**5. Consultant Responsibilities**

Consultant shall:

- Furnish all personnel, equipment, technical expertise, and coordination necessary to complete the work
- Coordinate all subconsultants, if applicable
- Perform services in accordance with the professional standard of care applicable to similar work
- Communicate regularly with the City’s designated project manager
- Identify information needs, schedule impacts, emerging risks, and issues requiring City direction in a timely manner
- Provide complete, accurate, and well-coordinated deliverables
- Perform the work in accordance with the terms of the Consultant Agreement and applicable laws, codes, and regulations

**6. City Responsibilities**

The City anticipates that it will:

- Designate a project manager as the primary point of contact
- Provide reasonably available background information relevant to the project
- Coordinate stakeholder participation by City and Fire Department staff, as appropriate
- Provide reasonable access to the site and facility for authorized project work
- Review deliverables and provide comments within mutually agreed review periods



## **7. Meetings**

Consultant shall assume the following meetings, at a minimum, unless otherwise proposed:

- One kickoff meeting
- Up to three progress / working meetings with City staff
- One review meeting for draft findings
- One final presentation meeting
- One City Council presentation or study session

Respondents may recommend a modified meeting structure if it better supports the work.

## **8. Deliverable Format**

Unless otherwise directed by the City, Consultant shall provide deliverables in electronic format. Draft and final reports shall be submitted in PDF format, with editable source files provided upon request. Cost estimate files shall also be provided in editable format. Prior to submitting final deliverables, Consultant shall coordinate with the City regarding required file formats. The City may consult with its Technology and Information Services (TIS) team to confirm that deliverables are provided in file types that are accessible, compatible with City systems, and consistent with City technology standards.

All deliverables shall be clear, well-organized, and suitable for City review and future reference.

## **9. Schedule**

Respondents shall provide a proposed work plan and schedule showing major tasks, milestones, review periods, and anticipated overall duration. The final project schedule will be negotiated with the selected Consultant.

The City anticipates that this feasibility study may be completed within approximately six to nine months following Notice to Proceed, depending on scope, availability of existing information, and stakeholder coordination.

## **10. Assumptions and Clarifications**

The City intends this scope to support a feasibility-level study and decision-support recommendation. Unless otherwise authorized by the City, this scope does not require full design services, final engineering, detailed entitlement work, final architectural programming, destructive investigation, or a complete alternative site selection study.

Respondents may identify recommended optional services or additional investigations that could strengthen the study, provided such recommendations are clearly identified as optional and separately described.

