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|---|---|
| PROJECT TITLE | EXHIBITS (List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.) |
| CONTRACTOR | CITY OF REDMOND PROJECT ADMINISTRATOR (Name, address, phone #) City of Redmond |
| CONTRACTOR'S CONTACT INFORMATION (Name, address, phone #) | BUDGET OR FUNDING SOURCE |
| CONTRACT COMPLETION DATE | MAXIMUM AMOUNT PAYABLE |

THIS AGREEMENT is entered into on March 5, 2025, between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, namely Kim Lundgren Associates, Inc., a Massachusetts corporation, hereinafter called "the CONSULTANT".

WHEREAS, the CITY desires to accomplish the above-referenced project; and

WHEREAS, the CITY does not have sufficient staff or expertise to meet the required commitment and therefore deems it advisable and desirable to engage the assistance of a CONSULTANT to provide the necessary services for the project; and

WHEREAS, the CONSULTANT has represented to the CITY that the CONSULTANT is in compliance with the professional registration statutes of the State of Washington, if applicable, and has signified a willingness to furnish consulting services to the CITY, now, therefore,

IN CONSIDERATION OF the terms and conditions set forth below, or attached and incorporated and made a part hereof, the parties agree as follows:

1. Retention of Consultant - Scope of Work. The CITY hereby retains the CONSULTANT to provide professional services as defined in this agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A and incorporated herein by this reference as if set forth in full. The CONSULTANT shall furnish all services, labor and related equipment necessary to conduct and complete the work, except as specifically noted otherwise in this agreement.

2. Completion of Work. The CONSULTANT shall not begin any work under the terms of this agreement until authorized in writing by the CITY. The CONSULTANT shall complete all work required by this agreement according to the schedule attached as Exhibit B and incorporated herein by this reference as if set forth in full. A failure to complete the work according to the attached schedule, except where such failure is due to circumstances beyond the control of the CONSULTANT, shall be deemed a breach of this agreement. The established completion time shall not be extended because of any delays attributable to the CONSULTANT, but may be extended by the CITY, in the event of a delay attributable to the CITY, or because of unavoidable delays caused by circumstances beyond the control of the CONSULTANT. All such extensions shall be in writing and shall be executed by both parties.

3. Payment. The CONSULTANT shall be paid by the CITY for satisfactorily completed work and services satisfactorily rendered under this agreement as provided in Exhibit C, attached hereto and incorporated herein by this reference as if set forth in full. Such payment shall be full compensation for work performed or services rendered and for all labor, materials, supplies, equipment, and incidentals necessary to complete the work specified in the Scope of Work attached. The CONSULTANT shall be entitled to invoice

the CITY no more frequently than once per month during the course of the completion of work and services by the CONSULTANT. Invoices shall detail the work performed or services rendered, the time involved (if compensation is based on an hourly rate) and the amount to be paid. The CITY shall pay all such invoices within thirty (30) days of submittal, unless the CITY gives notice that the invoice is in dispute. In no event shall the total of all invoices paid exceed the maximum amount payable set forth above, if any, and the CONSULTANT agrees to perform all services contemplated by this agreement for no more than said maximum amount.

4. Changes in Work. The CONSULTANT shall make such changes and revisions in the complete work provided by this agreement as may be reasonably necessary to correct errors made by the CONSULTANT and appearing therein when required to do so by the CITY. The CONSULTANT shall make such corrective changes and revisions without additional compensation from the CITY. Should the CITY find it desirable for its own purposes to have previously satisfactorily completed work or parts thereof changed or revised, the CONSULTANT shall make such revisions as directed by the CITY. This work shall be considered as Extra Work and will be paid for as provided in Section 5.

5. Extra Work.

A. The CITY may, at any time, by written order, make changes within the general scope of the agreement in the services to be performed. If any such change causes an increase or decrease in the estimated cost of, or the time required for, performance of any part of the work or services under this agreement, whether or not changed by the order, or otherwise affects any other terms or conditions of the agreement, the CITY shall make an equitable adjustment in the (1) maximum amount payable; (2) delivery or completion schedule or both; and (3) other affected terms, and shall modify the agreement accordingly.

B. The CONSULTANT must submit any "proposal for adjustment" under this clause within thirty (30) days from the date of receipt of the written order to make changes. However, if the CITY decides that the facts justify it, the CITY may receive and act upon a proposal submitted before final payment of the agreement.

C. Failure to agree to any adjustment shall be a dispute under the Disputes clause of this agreement, as provided in Section 13. Notwithstanding any such dispute, the CONSULTANT shall proceed with the agreement as changed but shall not be deemed to have waived any rights, claims, actions or defenses related to the dispute.

D. Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be (i) increased or considered to be increased or (ii) decreased or considered to be decreased by more than One Thousand Dollars (\$1,000.00), except by specific written amendment of this agreement executed by the parties hereto.

6. Ownership of Work Product. Any and all documents, drawings, reports, and other work product produced by the CONSULTANT under this agreement shall become the property of the CITY upon payment of the CONSULTANT'S fees and charges therefore. The CONSULTANT may, at its own expense, keep copies of all its work product for its personal files. The CITY shall have the complete right to use and re-use such work product in any manner deemed appropriate by the CITY, provided, that use on any project other than that for which the work product is prepared shall be at the CITY'S risk unless such use is agreed to by the CONSULTANT. Notwithstanding the foregoing, CONSULTANT shall retain, and the CITY will have no right, other than as expressly set forth herein, to any intellectual property of CONSULTANT.

7. Independent Contractor. The CONSULTANT is an independent contractor for the performance of services under this agreement. The CITY shall not be liable for, nor obligated to pay to the CONSULTANT, or any employee of the CONSULTANT, sick leave, vacation pay, overtime or any other benefit applicable to employees of the CITY, nor to pay or deduct any social security, income tax, or other tax from the payments made to the CONSULTANT which may arise as an incident of the CONSULTANT performing services for the CITY. The CITY shall not be obligated to pay industrial insurance for the services rendered by the CONSULTANT.

8. Indemnity. The CONSULTANT agrees to hold harmless, indemnify and defend the CITY, its officers, agents, and employees, from and against any and all claims, losses, or liability, for injuries, sickness or death of persons, including employees of the CONSULTANT, or damage to property, arising out of any willful misconduct or negligent act, error, or omission of the CONSULTANT, its officers, shareholders, agents, subconsultants or employees, in connection with the services required by this agreement, provided, however, that:

A. The CONSULTANT's obligations to indemnify, defend and hold harmless shall not extend to injuries, sickness, death or damage caused by or resulting from the sole willful misconduct or sole negligence of the CITY, its officers, agents or employees; and

B. The CONSULTANT's obligations to indemnify, defend and hold harmless for injuries, sickness, death or damage caused by or resulting from the concurrent negligence or willful misconduct of the CONSULTANT and the CITY, or of the CONSULTANT and a third party other than an officer, agent, subconsultant or employee of the CONSULTANT, shall apply only to the extent of the negligence or willful misconduct of the CONSULTANT.

9. Insurance. The CONSULTANT shall provide the following minimum insurance coverages:

A. Worker's compensation and employer's liability insurance as required by the State of Washington;

B. General public liability and property damage insurance in an amount not less than a combined single limit of two million dollars (\$2,000,000) for bodily injury, including death, and property damage per occurrence.

C. Professional liability insurance, if commercially available in CONSULTANT's field of expertise, in the amount of one million dollars (\$1,000,000) or more against claims arising out of work provided for in this agreement.

The amounts listed above are the minimum deemed necessary by the CITY to protect the CITY'S interests in this matter. The CITY has made no recommendation to the CONSULTANT as to the insurance necessary to protect the CONSULTANT'S interests and any decision by the CONSULTANT to carry or not carry insurance amounts in excess of the above is solely that of the CONSULTANT.

All insurance shall be obtained from an insurance company authorized to do business in the State of Washington. Excepting the professional liability insurance, the CITY will be named on all insurance as an additional insured. The CONSULTANT shall submit a certificate of insurance to the CITY evidencing the coverages specified above, together with an additional insured endorsement naming the CITY, within fifteen (15) days of the execution of this agreement. The additional insured endorsement shall provide that to the extent of the CONSULTANT's negligence, the CONSULTANT's insurance shall be primary and non-contributing as to the City, and any other insurance maintained by the CITY shall be excess and not contributing insurance with respect to the CONSULTANT's insurance. The certificates of insurance shall cover the work specified in or performed under this agreement. No cancellation, reduction or modification of the foregoing policies shall be effective without thirty (30) days prior written notice to the CITY.

10. Records. The CONSULTANT shall keep all records related to this agreement for a period of three (3) years following completion of the work for which the CONSULTANT is retained. The CONSULTANT shall permit any authorized representative of the CITY, and any person authorized by the CITY for audit purposes, to inspect such records upon at least forty-eight (48) hours advance notice at all reasonable times during regular business hours of the CONSULTANT. Upon reasonable request, the CONSULTANT will provide the CITY with reproducible copies of any such records. The copies will be provided without cost if required to substantiate any billing of the CONSULTANT, but the CONSULTANT may charge the CITY for copies requested for any other purpose.

11. Notices. All notices required to be given by either party to the other under this agreement shall be in writing and shall be given in person or by mail to the addresses set forth in the box for the same appearing at the outset of this Agreement. Notice by mail shall be deemed given as of the date the same is deposited in the United States mail, postage prepaid, addressed as provided in this paragraph.

12. Project Administrator. The Project Administrator shall be responsible for coordinating the work of the CONSULTANT, for providing any necessary information for and direction of the CONSULTANT's work in order to ensure that it meets the requirements of this Agreement, and for reviewing, monitoring and approving the quality and quantity of such work. The CONSULTANT shall report to and take any reasonably necessary direction from the Project Administrator.

13. Disputes. Any dispute concerning questions of fact in connection with the work not disposed of by agreement between the CONSULTANT and the CITY shall be referred for resolution to a mutually acceptable mediator. The parties shall each be responsible for one-half of the mediator's fees and costs.

14. Termination. The CITY reserves the right to terminate this agreement at any time upon thirty (30) days written notice to the CONSULTANT. Any such notice shall be given to the address specified above. In the event that this agreement is terminated by the City other than for material breach of this agreement on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed up to the date of termination. No payment shall be made for any work completed after thirty (30) days following receipt by the CONSULTANT of the notice to terminate. In the event that services of the CONSULTANT are terminated by the CITY for material breach on part of the CONSULTANT, the amount to be paid shall be determined by the CITY with consideration given to the actual cost incurred by the CONSULTANT in performing the work to the date of termination, the amount of work originally required which would satisfactorily complete it to date of termination, whether that work is in a form or type which is usable to the CITY at the time of termination, the cost of the CITY of employing another firm to complete the work required, and the time which may be required to do so.

15. Non-Discrimination. The CONSULTANT agrees not to discriminate against any customer, employee or applicant for employment, subcontractor, supplier or materialman, because of race, creed, color, national origin, sex, religion, honorable discharged veteran or military status, familial status, sexual orientation, age, or the presence of any sensory, mental, or physical disability or the use of a trained dog or service animal by a person with a disability, except for a bona fide occupational qualification. The CONSULTANT understands that if it violates this provision, this Agreement may be terminated by the CITY and that the CONSULTANT may be barred from performing any services for the CITY now or in the future.

16. Compliance and Governing Law. The CONSULTANT shall at all times comply with all applicable federal, state, and local laws, rules, ordinances, and regulations. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

17. Subcontracting or Assignment. The CONSULTANT may not assign or subcontract any portion of the services to be provided under this agreement without the express written consent of the CITY. Any sub-consultants approved by the CITY at the outset of this agreement are named on separate Exhibit attached hereto and incorporated herein by this reference as if set forth in full.

18. Non-Waiver. Payment for any part of the work or services by the CITY shall not constitute a waiver by the CITY of any remedies of any type it may have against the CONSULTANT for any breach of the agreement by the CONSULTANT, or for failure of the CONSULTANT to perform work required of it under the agreement by the CITY. Waiver of any right or entitlement under this agreement by the CITY shall not constitute waiver of any other right or entitlement.

19. Litigation. In the event that either party deems it necessary to institute legal action or proceedings to enforce any right or obligation under this agreement, the parties agree that such actions shall be initiated in the Superior Court of the State of Washington, in and for King County. The parties agree that all questions shall be resolved by application of Washington law and that parties to such actions shall have the right of appeal from such decisions of the Superior Court in accordance with the law of the State of Washington. The CONSULTANT hereby consents to the personal jurisdiction of the Superior Court of the State of Washington, in and for King County. The prevailing party in any such litigation shall be entitled to recover its costs, including reasonable attorney's fees, in addition to any other award.

20. Taxes. The CONSULTANT will be solely responsible for the payment of any and all applicable taxes related to the services provided under this agreement and if such taxes are required to be passed through to the CITY by law, the same shall be duly itemized on any billings submitted to the CITY by the CONSULTANT.

21. City Business License. The CONSULTANT has obtained, or agrees to obtain, a business license from the CITY prior to commencing to perform any services under this agreement. The CONSULTANT will maintain the business license in good standing throughout the term of this Agreement.

22. Entire Agreement. This agreement represents the entire integrated agreement between the CITY and the CONSULTANT, superseding all prior negotiations, representations or agreements, written or oral. This agreement may be modified, amended, or added to, only by written instrument properly signed by both parties hereto. These standard terms and conditions set forth above supersede any conflicting terms and conditions on any attached and incorporate exhibit. Where conflicting language exists, the CITY'S terms and conditions shall govern.

IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the
day and year first above written.

CONSULTANT:

CITY OF REDMOND:

By: Kim Lundgren
Title: CEO, Kim Lundgren Associates,
Inc.

Angela Birney, Mayor
DATED: _____

ATTEST/AUTHENTICATED:

City Clerk, City of Redmond

APPROVED AS TO FORM:

Office of the City Attorney

EXHIBIT _____
INSURANCE ADDENDUM

THIS ADDENDUM modifies the provisions of the (check one): General Services Agreement, Non-Public Work Consultant Agreement, Instructional Services Agreement, Social/Community Services Agreement, Short Term Facility Agreement, Fixed Asset Loan Agreement, Three Party Consultant Agreement (hereinafter "the Agreement") or Public Work Consultant Agreement entered into between the parties on _____, _____.

THE UNDERSIGNED PARTIES agree to modify paragraph 8 (if a General Services Agreement), 9 (if Non-Public Work Consultant Agreement), 7 (if Instructional Services Agreement), 6 (if Social/Community Services Agreement), 9 (if Short Term Facility Agreement), 5 (if Fixed Asset Loan Agreement), 10 (if a Three Party Consultant Agreement) or 8 (if Public Work Consultant Agreement) as follows (check all applicable items):

- The general public liability and property damage insurance limit is increased/reduced to \$ _____ (insert amount).
- The professional liability insurance amount is increased/reduced to \$ _____ (insert amount). This item relates to Consultant and Three Party Consultant Agreements only.
- The professional liability insurance requirement is eliminated. This item relates to Consultant and Three Party Consultant Agreements only.
- The insurance provisions are otherwise modified as follows:

Except as expressly modified above, all insurance-related terms and conditions of the Agreement will remain unchanged and in full force and effect. The City has made no recommendation to the contractor/consultant as to the insurance necessary to protect the contractor/consultant's interests and any decision by the contractor/consultant to carry or not carry insurance amounts or coverage in excess of the above is solely that of the contractor/ consultant.

DATED _____, _____.

CITY OF REDMOND

CONTRACTOR/CONSULTANT

MAYOR ANGELA BIRNEY

By: _____
Title: _____

ATTEST/AUTHENTICATED:

APPLICANT (IF THREE PARTY
CONSULTANT AGREEMENT

CITY CLERK, CITY OF REDMOND

By: _____
Title: _____

APPROVED AS TO FORM:

OFFICE OF THE CITY ATTORNEY

APPROVED:

RISK MANAGER, CITY OF REDMOND

Scope of Work

Background

The City of Redmond (City) is updating the 2020 Environmental Sustainability Action Plan (Plan) with a vision that is bold, actionable, engaging, and capable of achieving deep emissions reductions and comprehensive sustainability outcomes, in alignment with the Redmond [2050 Climate Resilience and Sustainability Element](#). The vision for the Plan update process is to:

1. Prioritize high impact actions for the next 5 years (through 2030), while also outlining a long-term roadmap to achieve our sustainability goals.
2. Build stewardship and community ownership of the Plan through community education and engagement.
3. Strengthen partnerships to accelerate progress.

Task 1. Project Management

KLA will deliver a workplan and schedule through Monday.com to support ongoing coordination. Ongoing collaboration with the City will be facilitated through biweekly check-in calls, regular email updates, and an online SharePoint site hosted by the City.

Task 1 Deliverables

- Kickoff meeting with the City's Project Team to discuss roles, responsibilities, scope, project risks, decision making processes, timelines, and success metrics.
- Biweekly 30-minute calls with the City's Project Team and associated meeting minutes.
- Detailed final workplan and timeline provided through Monday.com, which City staff will have direct read/ write access to.
- Ongoing project management and internal meeting coordination and support via email, phone, and SharePoint to ensure a proactive and communicative partnership.
- Monthly progress reports, submitted with invoices, outlining work completed during the past month, percentage of budget remaining, and work planned for the coming month.

Task 2. Community and Stakeholder Engagement

The KLA Team focuses its equitable engagement process on three core pillars:

- Align with Existing Priorities of each Target Population
- Grow Climate Literacy
- Build Community Capacity to Take Action

KLA will partner with the City and its key community stakeholders to design and drive implementation of an equity-centered Communications and Engagement Strategy that leverages these pillars and delivers measurable outcomes.

The Communications and Engagement Strategy will identify specific tactics for each target audience. We will revise the tactics as we go to ensure feedback on key plan components is incorporated when needed (such as identifying implementation roles for actions), but we want to consistently have opportunities to raise awareness of the plan and of the issues around climate change to align with the three pillars. To ensure ongoing community engagement beyond this planning process, KLA will provide the City an equitable community outreach toolkit with best practices, sample focus group agendas, social media tips, accessibility priorities, etc.

Task 2 Deliverables

- Branding package with Messaging, Logo, Color Palette, Fonts, and Focus Area Icons.
- Development of 1-3 fact sheets related to the plan or the process.
- Development of Communications and Engagement Strategy.
- Communications and Engagement Strategy Implementation support, as determined by the Strategy and the budget.
- Support for ongoing meetings with City staff, Council, and the Advisory Committee, as determined with the City Project Team.
- Design, delivery, and evaluation of one full online survey or a series of topical polls.
- One branded presentation template in PowerPoint.

Task 3. Climate Analysis

Building off the GHG Inventory, and business as usual forecast and incorporating other readily available metrics such as building square footage, age of buildings, registered electric vehicles, etc.; we can describe what needs to happen in Redmond and what is in your control and then express targets in terms that are directly measurable. We will then build out the pathway scenarios to identify the degree to which each high impact strategy will need to be implemented at key year markers (2030, 2040, 2050) to meet those targets. The reduction scenarios will focus on questions like how many homes/commercial buildings must be electrified by when as one example, leaving more capacity to describe the impacts to individuals during the transition.

Task 3 Deliverables

- Updated Business as Usual (BAU) forecast of emissions for the Community and Municipal operations.
- Visual graphics demonstrating progress towards climate goals.
- A professionally designed PowerPoint presentation and custom graphics reflecting the results of the climate analysis.
- Cost analysis of staffing and budget needs.
- Review and reset of metrics and targets to better align with Redmond's carbon neutrality goal.
- Fact sheet and data analysis on economic impacts of electrification and other high impact strategies.

- *Consultant will provide MS Word versions of document and materials upon completion of services. All materials produced, including raw data sets, shall be delivered electronically in commonly available formats.

Task 4: Development of Strategies and Actions

The KLA Team will work with the City Project Team to review the actions. Based on the analysis completed as part of Task 3, discussions with key stakeholders, and community feedback on barriers the KLA team will develop a shortlist of strategies and actions that meet the City's priority to provide deep emissions reductions and/or strengthen community resilience. KLA will work with the City to determine which analyses to apply to each action and at what phase of the process. For example, some analyses could be utilized to prioritize actions for the final plan while others are more appropriate to conduct once the action is confirmed. Example analyses include emissions reduction potential, costs and (co)benefits associated with each action, staffing and budget needs, etc. Once these metrics are confirmed, KLA will provide a set of recommendations for the City to track and report these metrics on an ongoing basis.

Task 4 Deliverables

- Proposed list of Plan strategies and actions based on review of existing City planning documents¹, internal and external stakeholder engagement, and industry best practices.
- Final list of Plan strategies and actions in MS Excel
- Analysis of Plan actions (impact, cost, co-benefits, staff resources, budget, or others as determined with the Project Team)

Task 5: Develop Environmental Sustainability Action Plan

Work with the City Project Team to craft an accessible, graphically heavy, easy to understand refreshed Environmental Sustainability Action Plan. KLA will provide the City recommendations on how to facilitate an effective Public Commenting Period. The City will lead the collection of public comments and provide a final set of edits to be incorporated by the KLA team into the final plan.

The KLA Team will work with the City and its stakeholders through group meetings and one on one interviews, as needed, to identify and build out five (5) Implementation Blueprints. KLA's Implementation Blueprints detail the steps necessary to implement the actions and also include the identification of an implementation champion, timeframe, partners, funding and other resources, metrics of success, and equity considerations.

¹ Relevant documents include: [2020 Environmental Sustainability Action Plan](#), [2020 Climate Emergency Declaration](#), [2023 Climate Vulnerability Assessment](#), [2021 City Operations Zero Carbon Strategy](#), [Redmond 2050 Comprehensive Plan](#) (including [Climate Resilience and Sustainability Chapter](#)), [Transportation Master Plan](#) (currently in development), [PARCC Plan](#), [Climate Resilience and Sustainability in Vegetation Management Plan](#), [Stormwater and Surface Water Systems Plan](#) (currently in development), E-Mobility Strategy Memo (in development), and other relevant documents.

Task 5 Deliverables

- Draft Environmental Sustainability Action Plan
- Recommendations for Processing Public Comments
- Five (5) Implementation Blueprints
- Final Environmental Sustainability Action Plan in both word and PDF
- Infographics, icons, key graphs, and other stylized data in jpg and editable formats
- Annual report template

Task 6: Other As Needed Technical Assistance

Provide other technical assistance to aid the City as requested at an hourly rate.

Budget

| REDMOND WA CLIMATE ACTION PLAN UPDATE | | | | | | | | | | | |
|---|------------------|------------------------------------|-------------------------------|-----------------------|--------------------------|------------------------------------|--|--------------|---------------------|----------------------|---|
| Tasks | Project Director | Climate Analysis Strategic Advisor | KLA Principal Project Manager | Climate Analysis Lead | Climate Analysis Support | Communications and Engagement Lead | Communications and Engagement Support/ Deputy PM | Design | Expenses | TOTAL | TOTAL BY TASK |
| | Kim | Mike | Tacy | Sarah | Hannah | Joey (Seattle-based) | Carlyn | KLA Designer | | | |
| | \$ 250.00 | \$ 225.00 | \$ 200.00 | \$ 150.00 | \$ 135.00 | \$ 150.00 | \$ 135.00 | \$ 100.00 | | | |
| Task 1. Project Management | | | | | | | | | | | \$ 15,840.00 |
| Kickoff Meeting with Client | 2 | 2 | 4 | 2 | 2 | 4 | 2 | | | \$ 3,190.00 | |
| Biweekly 30-mins Calls with Client | 4 | 8 | 10 | 4 | 4 | 8 | 10 | | | \$ 8,490.00 | |
| Ongoing Project Coordination & Progress Reports | | | 10 | | | | 16 | | | \$ 4,160.00 | |
| Task 2. Community & Stakeholder Engagement | | | | | | | | | | | \$ 59,645.00 |
| Review and Refinement, as needed, of Brand Messaging | 1 | | 2 | | | 12 | 20 | | | \$ 5,150.00 | |
| Develop Communications and Engagement Strategy | 1 | | 2 | | | 4 | 6 | | | \$ 2,060.00 | |
| Support with Engagement of Internal Stakeholders (City staff, Steering Committee, Env. Sust. Advisory Committee) | 1 | 4 | 8 | | | 20 | 8 | | \$ 4,081.50 | \$ 10,911.50 | Travel for two out of state people for one visit or one out of state person for two visits |
| Design and Evaluate Surveys/Polls | | | 4 | | | 12 | 25 | | | \$ 5,975.00 | |
| Support with Implementation of Communications and Engagement Strategy (i.e., design and facilitation of focus groups, workshops, youth events, trivia nights, etc.) | 2 | 2 | 8 | | 8 | 40 | 20 | 12 | \$ 10,598.50 | \$ 24,128.50 | Includes Food, Incentives, Tablecloth, and Travel to Redmond (2 people for 3 visits or 3 people for 2 visits) |
| Development of Climate Communication Materials (planning process and/or high impact strategy fact sheets, plan summary handout, social media posts, etc.) | | | 4 | | | 8 | 20 | 20 | | \$ 6,700.00 | |
| Development of Presentation Template | | | | | | 2 | | 4 | | \$ 700.00 | |
| Develop and Deliver Community Engagement Toolkit | | | 2 | | | 8 | 12 | 8 | | \$ 4,020.00 | |
| Task 3: Inventory and Forecasting | | | | | | | | | | | \$ 19,845.00 |
| Update Business as Usual Forecast | | 1 | | 3 | 8 | | | | | \$ 1,755.00 | |
| Review and Update Community Wedge Analysis or Equivalent | | 8 | | 12 | 20 | | | | | \$ 6,300.00 | |
| Metrics and target review and refinement | | 4 | 2 | 12 | 16 | 8 | | | | \$ 6,460.00 | |
| Cost analysis of staffing and budget needs | | 4 | | 8 | 12 | | | | | \$ 3,720.00 | |
| Development of Custom Graphics for Presentation Slides & Plan | | | | | 2 | | 4 | 8 | | \$ 1,610.00 | |
| Task 4. Development of Strategies & Actions | | | | | | | | | | | \$ 21,160.00 |
| Existing Plan Review & Analysis | 1 | 2 | 2 | 6 | 8 | 4 | | | | \$ 3,680.00 | |
| Recommendations for Updated Strategies and Actions | | 2 | 2 | 4 | 8 | | | | | \$ 2,530.00 | |
| Interviews or Focus Groups with Key Stakeholders on the Actions | | 2 | | | 5 | 8 | | | | \$ 2,325.00 | |
| Analysis of Plan actions | | 16 | | 20 | 40 | | | | | \$ 12,000.00 | |
| Confirm Final Actions for Plan | | 1 | 2 | | | | | | | \$ 625.00 | |
| Task 5. Develop Environmental Sustainability Action Plan (ESAP) | | | | | | | | | | | \$ 23,510.00 |
| Develop Draft ESAP (includes infographics, graphs, etc.) | 2 | | 8 | | 6 | 12 | 20 | 40 | | \$ 11,410.00 | |
| Recommendations for the City to Facilitate a Public Comment Process | | | | | | 2 | | | | \$ 300.00 | |
| Final Edits to and Delivery of the Final Plan | | | 4 | | | 6 | 8 | 18 | | \$ 4,580.00 | |
| Development of annual report template | | | | | | 4 | | 8 | | \$ 1,400.00 | |
| Development of five (5) Implementation Blueprints | | 4 | 4 | 8 | 12 | 6 | | 4 | | \$ 5,820.00 | |
| TOTAL | 14 | 60 | 78 | 79 | 151 | 168 | 171 | 122 | \$ 14,680.00 | \$ 140,000.00 | \$ 140,000.00 |

Schedule

[illegible]