



## Memorandum

**Date:** 10/3/2023  
**Meeting of:** City Council

**File No.** AM No. 23-138  
**Type:** Consent Item

**TO:** Members of the City Council  
**FROM:** Mayor Angela Birney  
**DEPARTMENT DIRECTOR CONTACT(S):**

|       |                 |              |
|-------|-----------------|--------------|
| Parks | Loreen Hamilton | 425-556-2336 |
|-------|-----------------|--------------|

**DEPARTMENT STAFF:**

|           |                  |   |
|-----------|------------------|---|
| Parks     | Dave Tucheck     | Deputy Director                                 |
| Parks     | Quinn Kuhnhausen | Facilities Manager                              |
| Executive | Jenny Lybeck     | Environmental Sustainability<br>Program Manager |

**TITLE:**

Approval of Consultant Agreement with Meng Analysis, in the Amount of \$330,369, for the Facilities Condition Assessment

**OVERVIEW STATEMENT:**

As part of the approved 2023-24 budget, staff is requesting council authorization of \$330,369 for Meng Analysis Consultants to lead the Facilities Condition Assessment. Meng Analysis was selected after a competitive process.

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

**REQUESTED ACTION:**

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

**REQUEST RATIONALE:**

- **Relevant Plans/Policies:**  
Facilities Strategic Management Plan, ESAP, City Operations Zero Carbon Strategy, and Climate Emergency Declaration.
- **Required:**  
Council approval is required for contracts exceeding \$50,000.
- **Council Request:**  
N/A
- **Other Key Facts:**  
N/A

**OUTCOMES:**

A Facilities Condition Assessment (10-year update) is needed to establish a baseline for the City's current portfolio and to identify the current condition of all in City owned buildings. The Facilities Condition Assessment will inform energy efficiency opportunities, electric vehicle charging infrastructure planning, renewable energy site assessments, and other key efforts to strategically advance progress towards the goals of the ESAP, City Operations Zero Carbon Strategy, and Climate Emergency Declaration. This condition assessment will be used to prioritize future projects and update the Facilities Strategic Management 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:**

\$330,369

- \$200,000 from 0000138
- \$100,000 from 0000146
- \*\$30,369 from 0000007

\*The additional \$30,369 will support increased scope in support of the City's compliance with the Clean Building Performance Standard.

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

**Budget Offer Number:**

0000138, 0000146

**Budget Priority:**

Vibrant and Connected, Healthy and Sustainable.

**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 |
|------|--|------------------|
| N/A  | Item has not been presented to Council | N/A              |

**Proposed Upcoming Contact(s)**

| Date      | Meeting          | Requested Action |
|-----------|------------------|------------------|
| 10/3/2023 | Business Meeting | Approve          |

**Time Constraints:**

Approval of the consultant agreement will allow the consultant to begin work in October 2023 and the final Facilities Condition Assessment is to be completed by February 2024. Following the completion of the plan, findings will be used to inform future CIP and Operations budgets.

**ANTICIPATED RESULT IF NOT APPROVED:**

If the City Council chooses not to approve this consultant agreement, an updated Facilities Condition Assessment will not be completed, impacting awareness of required maintenance on equipment and facilities, and identifying opportunities for energy efficient repairs or replacements.

**ATTACHMENTS:**

Attachment A: Consultant Agreement with Meng Analysis