



## City Contract Routing Form

City Contract #: 10359

## Section 1 – Attach Contract Documents



(multiple files can be uploaded)

Is an insurance certificate attached?

☐ Yes☒ No/Not applicableComments: Consultant Agreement for Meng Analysis

## Section 2 – Fill Out Contract Details

Date: 9/21/2023 Department: Parks and Recreation Division: Facilities Mail Stop: MOC PFProject Administrator Name: Quinn Kuhnhaussen Extension: 2716

Project Manager Name (if different than above): \_\_\_\_\_ Extension: \_\_\_\_\_

Contract Type: Consulting Services If other, please indicate: \_\_\_\_\_Contract Title: Facilities Condition AssessmentContractor/Consultant Business Name: Meng AnalysisContract Description: Meng Analysis to provide consulting services for the Facilities Condition AssessmentProject ID #: \_\_\_\_\_ Project Category: \_\_\_\_\_ Budget/Account #: 0000138, 0000146, 000007

Council Approval Date: \_\_\_\_\_ Agenda Memo #: \_\_\_\_\_ RFP/IFB/RFQ #: \_\_\_\_\_ Procurement Category: \_\_\_\_\_

☒ New ContractTotal Amount: 330,369Start Date: 2023 End Date: 2024Renewal Option (Y/N): na If yes, how many? na☐ Amendment/Renewal/Change Order #: \_\_\_\_\_ Original CC #: \_\_\_\_\_

New Start Date: \_\_\_\_\_ New End Date: \_\_\_\_\_

Current Contract Amount (including all previous amendments/change orders): \_\_\_\_\_

Amount of this Amendment/Change Order (proposed increase/decrease): \_\_\_\_\_

New/Cumulative Contract Amount: \_\_\_\_\_

## Section 3 – Route Contract for Signatures and Approvals

☒ Department Director: DocuSigned by: Loren Hamilton Date: 10/5/2023 Comments: \_\_\_\_\_  
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☐ TIS Director: \_\_\_\_\_ Date: \_\_\_\_\_ Comments: \_\_\_\_\_

☒ City Attorney: DocuSigned by: James E. Haney Date: 11/7/2023 Comments: \_\_\_\_\_  
85394CE98994B5...
☒ Risk Manager: DocuSigned by: Kelley Cochran Date: 11/7/2023 Comments: \_\_\_\_\_  
581CDD1AF085491...
☒ Mayor or Designee: DocuSigned by: Kelley Cochran (Mayor Designee) Date: 11/7/2023 Comments: \_\_\_\_\_  
5D9FC072714C4E4...
☒ City Clerk's Office: DocuSigned by: Cheryl Xanthos Date: 11/7/2023 Comments: Electronic Original - in Hummingbird  
E725E589818E4E1...
☒ Purchasing: no signature required – for copy only

# Consulting Services Agreement [Non-Public Work]

<p><b>PROJECT TITLE</b> Facilities Condition Assessment</p>	<p><b>EXHIBITS</b> (List all attached exhibits - Scope of Work, Work Schedule, Payment Schedule, Renewal Options, etc.) Scope of Work, Work Schedule, and Payment Schedule attached</p>
<p><b>CONTRACTOR</b> Meng Analysis</p>	<p><b>CITY OF REDMOND PROJECT ADMINISTRATOR</b> (Name, address, phone #)  City of Redmond Quinn Kuhnhausen 15670 NE 85th Street Redmond, WA 98052 425-556-2716</p>
<p><b>CONTRACTOR'S CONTACT INFORMATION</b> (Name, address, phone #) Sarah Partap Principal MENG Analysis 2001 Western Avenue, Suite 200 Seattle, WA 98121-3300 Mobile: 206-451-3462 Office: 206-838-9797</p>	<p><b>BUDGET OR FUNDING SOURCE</b> Budget Priority - Vibrant and Connected, Healthy and Sustainable 0000138 - Service Enhancements 0000146 - Service Enhancements 0000007 - Environmental Sustainability</p>
<p><b>CONTRACT COMPLETION DATE</b> January 2024</p>	<p><b>MAXIMUM AMOUNT PAYABLE</b> \$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.</p>

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City of Redmond, standard form**

**THIS AGREEMENT** is entered into on 9/21/2023, 20\_\_ between the City of Redmond, Washington, hereinafter called "the CITY", and the above person, firm or organization, 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

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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 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 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 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.

**D.** Notwithstanding any other provision in this section, the maximum amount payable for this agreement shall not be increased or considered to be increased except by specific written amendment of this agreement.

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**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 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.

**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, 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;

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City of Redmond, standard form**

**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 two million dollars (\$2,000,000) 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 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 at all reasonable times during regular business hours of the CONSULTANT. Upon 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.**

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**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 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 ten (10) 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 fault on the part of the CONSULTANT, a final payment shall be made to the CONSULTANT for all services performed. No payment shall be made for any work completed after ten (10) 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 fault 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.

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**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.



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

**CONSULTANT:**

Sarah Partap

DocuSigned by:

*Sarah Partap*

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**By:** \_\_\_\_\_  
**Title:** Principal

**CITY OF REDMOND:**

DocuSigned by:

*Kelley Cochran (Mayor Designee)*

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**Angela Birney, Mayor**

**DATED:** 11/7/2023

**ATTEST/AUTHENTICATED:**

DocuSigned by:

*Cheryl Xanthos*

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**City Clerk, City of Redmond**

**APPROVED AS TO FORM:**

DocuSigned by:

*James E. Haney*

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**Office of the City Attorney**



Quinn Kuhnhausen  
Facilities Manager - City of Redmond  
15670 NE 85<sup>th</sup> St  
Redmond, WA 98073

September 15, 2023

Subject: City of Redmond Facility Condition Assessment

Dear Mr. Kuhnhausen,  
The MENG Analysis team is excited about the opportunity to work with the City of Redmond in support of your Facility Condition Assessment (FCA) and Sustainability Assessment. This document provides our detailed scope proposal for the project.

### Facility List

The facilities included in this scope are as follows:

Facility	Address	Bldg Area (sf)	Year Built
City Hall	15670 NE 85th	113,068	2006
City Hall Parking Garage	8711 160th Ave NE	90,000	2006
Public Safety Building	8701 160th Ave NE	90,000	1991
Teen Center	16510 NE 79th St	8,000	1952
Fire Station 18	22710 NE Alder Crest Dr	6,900	2005
Community Center/RCCMV	6505 176th Ave NE	46,000	
Redmond Pool	17535 NE 104th St	19,700	1970
Fire Station 11	8450 161st Ave NE	23,800	1981
Fire Station 11 Annex	8440 161st Ave NE	1,000	
Fire Station 12	4211 148th Ave NE	7,050	1980
Fire Station 13	8701 208th Ave NE	6,500	1972
Fire Station 14	5021 264th Ave NE	9,500	1991
Fire Station 16 and Shop	6502 185th Ave NE	15,500	1996
Fire Station 17	16917 NE 116th St	16,799	2012



### FCA Level of Effort

Our team will perform a comprehensive review of each facility which includes reviewing the available maintenance history and drawings, interviewing maintenance staff and building occupants (if desired), and performing an on-site assessment. We will document our findings with Uniformat Level III (subsystem) descriptions and scores (see Figure 1 as example).

Exclusions: A complete maintenance history audit is not included in this scope. No destructive or invasive testing is included in this scope of work.

### Facility Access

During the onsite assessments, we require access to the roof, attic spaces, basements, mechanical/electrical rooms, elevator machine rooms, and data/comm rooms. We prefer to be escorted through each space by a knowledgeable maintenance person, but if this is not possible, we can do the assessment without an escort, so long as we have access keys.

*Figure 1. Example Uniformat Level III Subsystems*

Figure 1 - ASTM UNIFORMAT II Classification of Building Elements (E1557-97)		
Level 1 Major Group Elements	Level 2 Group Elements	Level 3 Individual Elements
A. SUBSTRUCTURE	A10 Foundations	A1010 Standard Foundations A1020 Special Foundations A1030 Slab on Grade
	A20 Basement Construction	A2010 Basement Excavation A2020 Basement Walls
B. SHELL	B10 Superstructure	B1010 Floor Construction B1020 Roof Construction
	B20 Exterior Closure	B2010 Exterior Walls B2020 Exterior Windows Exterior Doors
	B30 Roofing	B3010 Roof Coverings B3020 Roof Openings

### Mechanical Equipment Inventory

While on site, our team will document the available details such as equipment type, location, installation date, make, model, and serial number of the accessible pieces of major maintainable equipment. See table on page 4 for included equipment. Each piece of equipment will be given a score based on the observed condition and reported performance. Testing of equipment is not included in this scope of work. A photo log is included in this scope of work. We will provide one photo for each piece of equipment. This equipment inventory will be provided to the City as a Microsoft Excel spreadsheet.

Major maintainable MEP equipment typically includes the following.

Uniformat Subsystem	Equipment	Comments
D1010 – Elevators	Elevators, Lifts	
D2020 – Domestic Water Distribution	Booster Pumps, Water Treatment, Water Heaters	
D2030 – Sanitary Waste	Ejector (lift) Stations, Grease Interceptors	Not including specialty WWTP process equipment or similar
D2040 – Rainwater Drainage	Sump pumps; Rainwater harvesting (RWH)	
D2090 – Other Plumbing Systems	Air compressors & dryers, Acid waste	Plus other substantial, if any
D3010 – Energy Supply	Campus energy systems	



Uniformat Subsystem	Equipment	Comments
D3020 – Heat Generating	Boilers, hot water pumps, furnaces	
D3030 – Cooling Generating	Chillers, cooling towers, condensing units	May include large ceiling fans, but not small
D3040 – HVAC Distribution	Air handing units, Heat recovery units DOAS units, large exhaust fans, etc.	And most other “large” mechanical equipment (varies widely)
D3050 – Terminal and Packaged Units	Rooftop units, larger unit heaters, through-wall “PTAC” units, etc.	Excludes most “terminal units” (VAV boxes, duct heaters, baseboard heater, etc.)
D3060 – Controls	BAS/DDC System	As a whole (typically just one line item for the entire system)
D3090 – Other HVAC	Kitchen Hoods and associated exhaust fans and make-up air units; Shop hoods and associated exhaust and make-up units	Plus other substantial “industrial ventilation” equipment (varies widely)
D4010 – Fire Protection Sprinkler System	Fire pumps; Risers	
D4090 – Other Fire Protection	Gaseous fire suppression	
D5010 – Electrical Service	Main switchboard or main distribution panel (MDP); renewable energy systems (e.g., PV)	Excludes distribution panels
D5020 – Lighting and Branch Wiring		Typically none
D5030 – Low Voltage Systems	FACP	
D5090 – Other Electrical	Generators, Automatic transfer switches, Lighting inverters, UPS, etc.	Larger building equipment (not individual data rack UPS's)
E1010 – Commercial Equipment		Typically not included
E1020 – Institutional Equipment	Major maintainable equipment	When built-in to the facility



## Scope

This section aligns with and describes each of the tasks presented in Attachment A fee proposal spreadsheet dated 9/6/2023.

### Task 1. Facility Assessment Planning

#### 1.1 FCA Kickoff Meeting

At the kickoff meeting, we will define the parameters of the FCA, determine customized categories/departments/prioritization for your facilities, agree on the overall project timeline, confirm the facility for the pilot assessment, and identify next steps to solidify a project plan and schedule.

#### 1.2 Review Facility Materials

We will send a list of requested background data for each facility. We use this data to set up the database and gain a baseline understanding of each facility and site. This includes floor plans, site plans, etc. We will upload facility information from the last FCA into our new database as a starting point. We also request access to the City's EnergyStar Portfolio Manager so we can review historic energy performance.

#### 1.3 Prepare & Distribute Occupant & Facility Staff Questionnaires

We will prepare a questionnaire for facility staff (and building occupants if desired) to note known issues, concerns, or upcoming work on the facilities.

#### 1.4 Review and Compile Questionnaire Data & EUI

We will compile the questionnaire response data and look for trends or inconsistencies. Our surveyors will review these questionnaires prior to beginning the onsite assessment. We will also review the energy use intensity (EUI) for each facility as provided by the City of Redmond. The EUI helps surveyors identify possible concealed issues that can be reviewed in more detail while on-site.

#### 1.5 Energy Data and Carbon Assessment

Our team will conduct an energy data assessment that supports Redmond's efforts to 1) reduce municipal building energy demand and 2) prioritize building fuel switching. We will review Redmond's energy and carbon data via Energy Star Portfolio Manager (ESPM), GHG inventories, and/or three years of energy use data to determine each facility's Energy Use Intensity (EUI) and greenhouse gas Intensity (GHGI).

#### 1.6 Customize Database

We will calibrate our database to be used for this project. We will establish the deficiency categories and priorities as directed by the City at the Kickoff Meeting.

#### 1.7 Schedule, Access, Logistics, Memo

We will provide the City with a recommended assessment schedule for review and confirmation. Once confirmed, we will confirm site access and logistics, and summarize the project information that can be shared with your internal stakeholders and building occupants.

#### 1.8 Stakeholder Interviews

We will meet with department stakeholders to discuss facility use, needs, and upcoming projects. This will help augment the data already collected in the questionnaires.



### 1.9 Pilot Assessment

The purpose of the pilot assessment is for your team to see firsthand how the assessments are conducted in order to be fully prepared for the onsite work. We will prepare a single-building report for your review. Your early feedback on the pilot report allows us to calibrate our reporting to ensure we are meeting your needs.

#### Task 1 Deliverables

- Facility Questionnaires
- Assessment Schedule
- Project Memo
- Written summaries of stakeholder meetings

### **Task 2. Onsite Facility Condition Assessment**

#### 2.1 Weekly Meeting with Facility Staff

At the beginning of each week of field surveys, MENG Analysis surveyors will discuss the information from the questionnaires and ask other pertinent questions to facility. Facility staff may disclose other information if not included on the questionnaire responses.

#### 2.2 Onsite Facility Examination and Writeups

MENG Analysis staff will perform a detailed onsite assessment of the facilities listed beginning on page one of this proposal. Building subsystem types, age, and condition will be estimated and recorded. Roof access will be required, as well as access to locked spaces such as mechanical and electrical rooms. Facility staff to provide ladders if roof access is not built into the building.

#### 2.3 Energy Audit

The City of Redmond has elected to pursue CBPS compliance via the Investment Criteria pathway for the Public Safety building. This pathway requires an ASHRAE Level 2 audit, which will evaluate the design, condition, and operation of the HVAC, domestic hot water (DHW), envelope, and lighting systems. From this audit, we will develop energy efficiency and decarbonization measure packages with savings calculations and life cycle cost assessments (LCCAs) per CBPS rules. Redmond is required to implement all cost-effective energy efficiency measures for CBPS compliance

#### Task 2 Deliverables

- Energy Audit

### **Task 3. Analysis of FCA Information**

#### 3.1 QC Assessment Data

After the completion of the onsite assessment, surveyors will finalize their detailed writeups. The project technician and project manager will review the data for quality, consistency, and completeness.

#### 3.2 Cost Estimating



The cost estimator will prepare costs for each deficiency and also a building-specific cost model to forecast future costs for repairs and replacements.

### 3.3 Equipment Cost Benefit Analysis & Project Bundling

At a rough order of magnitude, our team will utilize the FCA cost estimates to establish lifecycle cost analyses that will inform project phasing and bundling recommendations. These recommendations will improve Redmond's approach to CBPS compliance and capital planning.

### 3.4 Clean Building Performance Standard Analysis

We will provide an assessment the CBPS compliance readiness of Redmond's buildings based on the results of Task 3.3 and an assessment of Energy Star Portfolio Manager data, including building activity descriptions, gross square footage data, meter information, and energy consumption. At this stage we will also establish the energy use intensity targets (EUIs) for each building subject to CBPS regulatory targets.

### 3.5 Calculations & Prioritizations

The team will evaluate and prioritize current facility conditions and upgrade opportunities using a broad multi-criteria analysis with an initial raking by energy EUI, GHGI, and total energy use to identify poor and exemplary performers, then professionally estimate regulatory compliance, deployment and operating costs, and facility and equipment life cycle.

#### Task 3 Deliverables

- None

## **Task 4. FCA Reporting**

### 4.1 Building Condition Reports

A condition report for each building will be provided. This includes subsystem descriptions and scores, individual deficiency write-ups with cost estimates, facility FCI, total 10-year needs, and total deficiency needs.

### 4.2 Draft Summary & 10-year Expenditure Plan

This plan will document the City-wide predicted costs over a 10-year period and present a prioritization strategy to help the City determine which renewals should occur when, based on available funding.

### 4.3 Post-Report Workshop

After transmission of the Draft Summary & 10-year Expenditure Plan, MENG Analysis will meet with City staff to discuss findings and review comments or edits from the City.

### 4.4 Finalize Draft Summary & 10-year Expenditure Plan

Any edits resulting from the post-report meeting will be incorporated into the final Summary & 10-year Expenditure Plan

### 4.5 Presentation

One formal presentation of report findings by the project manager, and supporting assessment staff if needed to PM group at the City. This presentation will help inform the City Council presentation.



#### 4.6 Energy Efficiency Policy Development

We will work with the City of Redmond's Environmental Sustainability Program Manager to

- a. Review and advise City staff on establishing city policies and/or procedures for ensuring the efficient and carbon-free design and maintenance of municipal buildings.
- b. Research and recommend high-level building design standards for the city
- c. Inform and support the implementation of municipal green building and electrification policies and/or procedures and strategic planning efforts.

#### Task 4 Deliverables

- Building Condition Reports
- Draft Summary & 10-year Expenditure Plan
- Final Summary & 10-year Expenditure Plan

#### **Task 5. Preparation & Presentation of Assessment Deliverables**

##### 5.1 Council Presentation

One formal presentation of report findings to City Council or similar

##### 5.2 Data Management & Dashboard

We will create a custom data visualization tool showing conditions and costs across the City's portfolio and perform user training.

*Note: The Power BI dashboard is intended to be used as a visualization tool for snapshot-in-time data, not as a standalone CMMS system. If the City would like to investigate options for or implement a CMMS system, this would not be included under the current scope of work.*

#### Task 5 Deliverables

- Formal, in-person presentation of findings
- Microsoft Power BI Dashboard & 1-hr Training





## Fee

Our proposed lump sum fee for the FCA scope totals \$330,369. The detailed cost breakdown is shown in **Attachment 2 – Fee Proposal**.

## Schedule

We anticipate 1 day in the field for the pilot assessment, plus an additional 8 days to review the remainder of the facilities. A draft assessment schedule is attached as **Attachment 3 – Assessment Schedule**. The target milestone dates for the project are as follows:

- Facility Assessment Planning & Preparation; mid-October – November 2023
- On-site Condition Assessments; November – December 2023
- Cost Estimating and Analysis of Condition Assessment Information; January 2024
- Reporting, Presentations, and Data Dashboard; February- March 2024

Based on this rough schedule, our estimate billing schedule is as follows:

Month	Estimate % Complete (month & cumulative)	Invoice Amount
October	10%; 10%	\$33,037
November	15%; 25%	\$49,555
December	25%; 50%	\$82,592
January	20%; 70%	\$66,074
February	20%; 90%	\$66,074
March	10%; 100%	\$33,037

Our actual invoices will be based on the percent complete of the project work at the end of each month.

After reviewing this proposal, please contact me with any questions. We look forward to exceeding your expectations!

Thank you,

Sarah Partap  
Principal  
MENG Analysis  
Mobile: 206-451-3462 (preferred)  
Office: 206-838-9797

[illegible]

MENG Analysis

	Sarah	Timothy	Doug	Jeff
RT miles	20	30	20	60
# of trips	3	12	12	12
subtotal miles	60	360	240	720

grand total miles            1380  
mileage rate                   0.655  
ferry RT (10)                 768

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total cost                    \$   1,672  
marked up                    \$   1,839

## Attachment 3 - Assessment Schedule

9/6/2023

Assessment Date	Facility	Address	Bldg Area (sf)
21-Nov	Fire Station 17 <b>Pilot Assessment</b>	16917 NE 116th St	16,799
4-Dec	Teen Center	16510 NE 79th St	8,000
4-Dec	Fire Station 18	22710 NE Alder Crest Dr	6,900
5-Dec	Fire Station 13	8701 208th Ave NE	6,500
5-Dec	Fire Station 14	5021 264th Ave NE	9,500
6-Dec	City Hall	15670 NE 85th	113,068
6-Dec	City Hall Parking Garage	8711 160th Ave NE	90,000
7-Dec	Public Safety Building	8701 160th Ave NE	90,000
18-Dec	Redmond Pool	17535 NE 104th St	19,700
19-Dec	Fire Station 16 and Shop	6502 185th Ave NE	15,500
19-Dec	Fire Station 12	4211 148th Ave NE	7,050
20-Dec	Fire Station 11	8450 161st Ave NE	23,800
21-Dec	Fire Station 11 Annex	8440 161st Ave NE	1,000
21-Dec	Community Center/RCCMV	6505 176th Ave NE	46,000