



Memorandum

Date: 3/5/2024
Meeting of: City Council

File No. AM No. 24-027
Type: Consent Item

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

Executive	Lisa Maher	425-556-2427
Parks	Loreen Hamilton	425-556-2336

DEPARTMENT STAFF:

Executive	Jenny Lybeck	Sustainability Manager
Parks	Quinn Kuhnhausen	Facilities Manager

TITLE:

Approval of a Contract Amendment with MENG Analysis, in the Amount of \$100,000, for the Facilities Condition Assessment and Decarbonization Strategy

OVERVIEW STATEMENT:

The proposed \$100,000 contract amendment will allow the city to complete a grant funded solar plus energy storage feasibility analysis as part of the Facility Condition Assessment and Decarbonation Strategy work that's already underway. 100% of the contract amendment expenses are grant funded. Work will be completed by MENG Analysis' energy sub-consultant, Ecotope.

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

REQUESTED ACTION:

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

REQUEST RATIONALE:

- **Relevant Plans/Policies:**
Comprehensive Plan, Environmental Sustainability Action Plan (ESAP), Climate Emergency Declaration, City of Redmond Operations Zero Carbon Strategy
- **Required:**
Contract amendments exceeding \$50,000 require Council authorization.
- **Council Request:**
N/A
- **Other Key Facts:**
Department of Commerce Grant

The City executed a \$100,000 grant from the Department of Commerce in January 2024 to complete a solar plus energy storage feasibility study of five city facilities. The scope of work necessary to complete the grant deliverables is within the Facility Condition Assessment scope.

MENG Agreement

As part of the approved 2023-2024 budget, staff contracted with MENG Analysis Consultants in October to lead the Facilities Condition Assessment and Decarbonization Strategy planning. MENG Analysis was selected after a competitive bidding process, and the Request for Proposals (RFP) included solar and energy analysis.

OUTCOMES:

A Facilities Condition Assessment (10-year update) is underway to establish a baseline for the City's current facility portfolio and to identify the current condition of all City-owned buildings. The Facilities Condition Assessment is also evaluating energy efficiency opportunities, electric vehicle charging infrastructure planning, renewable energy site assessments, and other key efforts to strategically advance progress toward 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. Approval of the grant will allow the city to enhance the solar and energy storage recommendations within the FCA and clearly identify the next steps.

COMMUNITY/STAKEHOLDER OUTREACH AND INVOLVEMENT:

- **Timeline (previous or planned):**
N/A
- **Outreach Methods and Results:**
N/A
- **Feedback Summary:**
N/A

BUDGET IMPACT:

Total project cost: \$430,369 (including proposed grant funded contract amendment)

- \$200,000 from 0000138 - Facilities Condition Assessment service enhancement
- \$100,000 from 0000146 - Facilities Sustainability Planning service enhancement
- *\$30,369 from the High-Performance Buildings budget offer
- **Amendment Amount:** \$100,000 for grant funded solar plus storage feasibility study. 100% of the amendment is grant funded.

*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, CIP, Grants

Budget/Funding Constraints:

Failure to execute this agreement would comprise the City's ability to meet the grant timeline.

☐ **Additional budget details attached**

COUNCIL REVIEW:

Previous Contact(s)

Date	Meeting	Requested Action
9/26/2023	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction
10/3/2023	Business Meeting	Approve
2/27/2024	Committee of the Whole - Parks and Environmental Sustainability	Provide Direction

Proposed Upcoming Contact(s)

Date	Meeting	Requested Action
N/A	None proposed at this time	N/A

Time Constraints:

The Department of Commerce grant currently expires on June 30, 2024. While Commerce has indicated an extension is likely given the significant delay in distributing agreements, the City has been instructed to move forward as expeditiously as possible.

ANTICIPATED RESULT IF NOT APPROVED:

Failure to execute the amendment could compromise the City's ability to meet the grant timeline and put funding at risk.

ATTACHMENTS:

Attachment A: Agreement Amendment

Attachment B: Department of Commerce Grant Agreement

Attachment C: Consultant Agreement with MENG Analysis