

# Exhibit A: Scope of Services

## Marymoor Village Design Guidance and Standards

City of Redmond, WA

September 18, 2018

### Overview

The following Scope of Services shall inform the Marymoor Village Design Guidance + Standards (The Project) development, evaluation and final documentation. The key objectives are to:

- Develop a Design Guidance and Standards document;
- Develop required code amendments necessary to implement the Design Guidance policy;
- Conduct a Visual Preference Survey for commercial, mixed-use, and multi-family structures;
- Support City staff to review the recommended design standards and options with the City Council and appropriate City boards and commissions;
- Develop a series of digital renderings, and;
- Maintain a project digital library and provide digital materials at the conclusion of The Project.

The Consultant shall serve as the primary contract entity for The Project and provide contract oversight for the phases and tasks as outlined below. The Scope of Services shall address four primary phases:

- KICK-OFF + VISUAL PREFERENCE
- DESIGN PRINCIPLES, GUIDELINES + STANDARDS
- EVALUATION + REFINEMENT OF GUIDELINES + STANDARDS
- REPORT + PROJECT COMPLETION

PHASE	TASK	DESCRIPTION
1. KICK-OFF + VISUAL PREFERENCES	1	Project Management + Administration
	2	Kick-off Meeting + Site Tour
	3	Data Collection (Base Map Assembly)
	4	Stakeholder Interviews
	5	Community Visioning Workshop #1
	6	Precedent Images
	7	Visual Preference Survey + Summary Results
	8	Boards and Commission Update (1)
	9	Urban Design Framework + Design Principles
2. DESIGN PRINCIPLES, GUIDELINES + STANDARDS	10	Staff Work Sessions (up to 3)
	11	Preliminary Draft Design Guidelines + Standards
3. EVALUATION + REFINEMENT	12	Staff Work Sessions (up to 3)
	13	Community Workshop (1)
	14	Boards and Commission / CC Updates (up to 3)
	15	Revised Draft Design Guidelines + Standards
4. REPORTING + PROJECT COMPLETION	16	Illustrated Renderings (up to 4)
	17	Staff Work Sessions (up to 2)
	18	Final Design Guidelines + Standards
	19	Final Reporting + Library

## **PHASE 1: KICK-OFF + VISUAL PREFERENCES**

---

### **Task 1.1: Project Management / Administration**

The Consultant shall serve as the primary contract entity with the City and shall be responsible for contract oversight of each subconsultant. The Consultant and the City Project Manager will jointly provide project management and coordination throughout this contract phase. Ongoing project management shall include scheduled weekly project management communications, Consultant / City staff work sessions, teleconferences, and key milestone/meetings as part of The Project process.

The Consultant shall participate in a series of coordination meetings to be held at the City of Redmond or as teleconferences throughout the study process. On-site meetings involving one or more members of the Consultant team will consist of a project kick-off meeting and site visit, workshops, staff work sessions and community meetings. It is anticipated that the Consultant shall meet with various City Department representatives that may have a role in the development of the Design Guidance and Standards policy. Travel to Redmond, WA will include labor time and reimbursable expenses (travel, hotel, per diem). All monthly invoices and deliverables<sup>1</sup> shall be provided in PDF electronic copy unless otherwise noted.

#### *Deliverable:*

- *Weekly Project Management Conference Calls*
- *Ongoing Project Administration / Management*
- *Schedule Updates*

#### *City Responsibilities:*

- *Meeting Coordination, Announcements / Notices, Location and Schedules*
- *Meeting Agendas / Meeting Minutes*
- *Public Review and Comment Responses*
- *Legislation and technical documents for approval of design guidance and standards*
- *Communications, Staff Reports and Memos for City Council*
- 

### **Task 1.2: Kick-off Meeting / Site Tour**

Following a Notice-to-Proceed, the Consultant shall co-facilitate a Project Kick-off Meeting in Redmond, WA along with City staff and other key stakeholders (Design Review Board members and Planning Commissioners). At this Kick-off Meeting, participants shall review The Project process, key deliverables, milestones and timelines. The City shall provide an overview to The Project outreach program that may include; staff and stakeholder contact information, project logistics and a current outreach schedule. Following the Kick-off Meeting, the Consultant will participate in a site walking tour with City staff and other stakeholders.

#### *Deliverable:*

- *Kick-off Meeting*
- *Site Tour*

#### *City Responsibilities:*

- *Meeting Coordination / Notification / Location*
- *Meeting Agendas / Meeting Minutes*

---

<sup>1</sup> All deliverables shall be provided in their native format and in pdf format as part of Task 19.

### **Task 1.3: Data Collection / Base Mapping**

The data collection effort will inform imagery and design guidance as related to land use, zoning, infrastructure and transportation systems within The Project area. The City will provide weblinks and/or digitally formatted files of existing conditions reports and previously completed studies, plans and policies that may affect The Project. The Consultant shall review applicable City codes and standards, and design review policy and procedures and highlight key issues that may affect The Project. This information shall be used to evaluate and understand the adopted land uses and potential character zones and urban density patterns, mix of uses, building typologies, heights, public realm and parking requirements for the Project. The data collection effort may include but is not limited to:

- Demographic / Economic Studies
- Land Use and Zoning Regulations
- Transportation and Transit Data
- City Development Standards and Design Guidelines
- City Sustainability Strategies
- City Capital Improvement Plans
- Sound Transit SE Redmond Station Plans
- Affordable Housing Policy
- Parking Data
- Infrastructure Assessment Studies
- Current City-Owned Assets within the area

The Consultant shall develop a digital base map for The Project area using available City / County GIS data. In addition, a 3D Sketch-up model will be developed for The Project. The purpose for the 3D digital model is two-fold:

- 1) to be used to visually demonstrate character zone density scenarios and important design guidance concepts such as: build-to-lines, setbacks, step-backs, building modulation, façade development, and public realm concepts/character, etc.; and*
- 2) to be used as a baseline for future illustrated renderings to be developed as part of this contract.*

The City shall provide (as available) up-to-date digital data of existing conditions and/or a proposed development concepts for the study area. At minimum, the 3D base model shall include:

- Parcels
- Street Rights-of-way (including utility easements)
- Curb lines, Sidewalks
- Street Tree Canopy Coverage
- Building Footprints
- Extruded Building Massing (existing and/or proposed)
- Proposed Plan Developments (Sound Transit SE Station/Parking Structure, development plans)

Based on one round of written edits from the City, the Consultant shall make final edits for The Project base map. It is assumed that no site boundary and topographic survey datum or SE Station data exists for the study area.

*Deliverable:*

- *Project Data Collection Review*
- *Written Evaluation of Existing Design Standards and Regulations*

- *Project Base Map (digital format)*

*City Responsibilities:*

- *Digital links to applicable data / 3D digital data*

**Task 1.4: Stakeholder Interviews (up to 5)**

The Consultant shall participate in up to five (5) individual or small group stakeholder interviews with members of the Design Review Board, and the design and development community whom have an interest in The Project. The purpose of the interviews is to address current building/design practices in Redmond and to gain input on the City's design review policies and development review process. Input from these interviews shall be documented as part of the draft Urban Design Framework + Design Principles summary. The interview participants shall be determined by the City and may include: architects, designers, developers, planners, and City Design Review Board member representatives. The stakeholder interviews may include the City Project Manager and City Project Coordinator in addition to other members of the City's Project team. The Consultant shall provide to the City the stakeholder interview questions in advance, as well as a brief summary of findings.

As the project progresses, it may be necessary to reconvene with one or more individual or stakeholder groups in order to refine design policy recommendations for The Project. The Consultant may participate in these meetings on a limited basis as part of regularly scheduled trips to Redmond (no additional trips are anticipated). It is understood that City staff will take the lead in scheduling these meetings.

*Deliverable:*

- *Draft interview questionnaire / Final interview questionnaire*
- *Stakeholder Interviews / Summary Notes*

*City Responsibilities:*

- *Feedback on draft interview questionnaire*
- *Coordination of Stakeholder Interview Participants / Meeting Time / Locations*

**Task 1.5: Community Visioning Workshop (1)**

The initial Community Visioning Workshop shall serve as a high-level visioning discussion to define possible design principles and priorities, and potential outcomes for the Marymoor Village area. The purpose of the Workshop is to present information on key urban design topics such as: market trends, build design, parking, the importance of public space, and placemaking strategies. The Consultant will present examples of successful urban centers to help inform participants and test certain assumptions for The Project. The Consultant will work with the City and Workshop participants to reaffirm the adopted Marymoor Village long-term vision and design intent for The Project. The Workshop may address the following key topics:

- Defining community values and expectations
- Establishing high-level design assumptions
- Validating infrastructure plan and zoning code assumptions
- Establishing character zones
- Reaffirming adopted densities and uses
- Documenting important placemaking and public realm strategies
- Review sustainable development strategies
- Discussion of overall parking strategy and metrics
- Review wayfinding, arts, culture opportunities

The Consultant will summarize the results of the initial Community Visioning Workshop and provide this information at the Visual Preference Survey. The input from the Workshop will inform the planning strategy for the Visual Preference Survey process.

*Deliverable:*

- *Facilitation of a three-hour Community Visioning Workshop*
- *Summary Documentation of Workshop Input*

*City Responsibilities:*

- *Coordination / Overhead Costs of Meeting Room Location / Logistics*
- *Required AV Equipment, Set-up - Take Down of Equipment / Refreshments / Meeting Notifications (website, direct mailings, social media and public announcements)*
- *Project Website Updates*
- *Meeting Material as defined by the Consultant*

**Task 1.6: Precedent Images**

The Consultant will research, collect and provide a range of appropriate precedent images to be utilized as part of the Community Workshop, Visual Preference Survey and Design Guidance document. The precedent images will be organized into key categories such as; building typologies, uses, and scale, public realm, parking, streetscapes, sustainable best practices, wayfinding, and public art. The City will provide a collection of images and themes to assist the Consultant in the development of the Visual Preference Survey.

*Deliverable:*

- *Precedent Images Framework / Examples*

*City Responsibilities:*

- *High Resolution Digital Precedent Images*

**Task 1.7: Visual Preference Survey**

The Consultant shall plan for and co-facilitate a Visual Preference Survey event to further inform design principles and typologies for the Marymoor Village study area. The Consultant will also provide images and lead in the organization and planning effort. The Visual Preference Survey is intended to serve as both a physical event and an online forum to help inform participants on the urban structures, blocks, and neighborhood character, and building typologies that will foster the Marymoor Village vision and City goals for high-quality architectural design. The online survey tool will be coordinated with the City Communications team, IT and web resources. The Consultant will provide required content material to facilitate the online survey.

The Consultant will facilitate the Visual Preference event with City staff, City Design Review Board, Planning Commission, members of the Marymoor Subarea Committee, and members of the development community. The Consultant will compile results of the Visual Preference Survey into a summary of draft design principles for presentation to the City staff team.

*Deliverable:*

- *Meeting Presentation Materials*
- *Meeting Participation / Facilitation as required*
- *Online survey Materials for use by the City*
- *Visual Preference Survey Results*

*City Responsibilities:*

- *Online web Resources / Platform / IT support*

- *Key Pad Polling Software / Hardware*

#### **Task 1.8: Design Review Board Update (1)**

The Consultant shall participate in one Design Review Board Work Session to be scheduled during the initial Kick-off / Visual Preference Survey Phase. The Work Session is intended to inform the Board members on The Project and provide an opportunity for input and comment. The initial Work Session will be scheduled to coincide with the Visioning Workshop and Visual Preference Survey events in order to obtain early input as required.

##### *Deliverable:*

- *Meeting Presentation Materials*
- *Meeting Participation and Facilitation as required*

##### *City Responsibilities:*

- *Meeting Coordination*

#### **Task 1.9: Urban Design Framework + Design Principles**

The Consultant shall provide an Urban Design Framework strategy for The Project that builds upon past zoning and design assumptions, and adopted land uses and zoning for the study area. The Framework will define proposed key design principles developed through the Community Vision and Visual Preference Survey. The Urban Design Framework may address:

- Overall Site Development Framework
- Land Uses / Character Zones / Blocks
- Building Typologies
- Building Form, Scale, Massing and Modulation
- Entries and Gateways
- Façade Material, Color and Fenestration
- Building Height, Floor Area Ratio (FAR)
- Setbacks, Upper Floor Step-backs
- Ground Floor Activation
- Street Typologies
- Access, Circulation, Parking
- Transitional Zones/ Uses / Edge Conditions
- Service Area
- Civic Open Spaces
- Landscape Interface
- Public Art / Wayfinding / Lighting

##### *Deliverable:*

- *Draft Urban Design Framework (in digital PDF format)*

##### *City Responsibilities:*

- *Written Review Comments*
- *City Council direction and approval regarding key design principles and priorities*

#### **PHASE 1 Deliverable:**

- *Draft Urban Design Framework (in digital PDF format) to include:*
  - *Key Design Principles*
  - *Visual Preference Survey Results*

## **PHASE 2: DESIGN PRINCIPLES, GUIDELINES + STANDARDS**

---

### **Task 2.10: Staff Work Sessions (up to 3)**

The development of the Preliminary-Draft Design Guidelines and Standards will be an iterative process. The Consultant shall conduct a series of internal work sessions with City staff and other key stakeholders to facilitate discussions at three separate intervals during the development of the Preliminary-Draft Design Guidelines. The three work sessions will be organized in the following elements ranging in scale:

- Regional Context, Sustainability, Character Zones, Site, Blocks
- Building Typologies, Massing, Scale, Form, Modulations, Facades
- Public Realm, Landscaping, Wayfinding, Public Art, Parking, Service Access

Each element will establish categories (sections and sub-sections), intent statements, design guidelines and design standards and supporting graphics and illustrations as necessary to fully articulate the concepts. This Task will require a series of roll-up-your-sleeves work sessions and detailed written review comments back from the City in a timely manner in order to maintain the project schedule. The Consultant shall provide draft sections in digital PDF format. A staff review period shall be established to ensure a timely review.

#### *Deliverable:*

- *Draft-Interim Design Principle, Intent, Guidelines and Standards (in digital PDF format)*

#### *City Responsibilities:*

- *Meeting Coordination*
- *Written Review Comments*

### **Task 2.11: Preliminary-Draft Design Guidelines + Standards**

The Consultant shall meet with City staff to discuss the format and layout of the Preliminary-Draft Design Guidelines + Standards document and finalize an outline of the essential elements of the document. The intent is to design a document that is visually appealing and easy to navigate. The document is intended as a digitally-based PDF document compatible as an interactive, web-based document. Based on input received, the Consultant shall provide a preliminary draft template and annotated table of contents for review and approval.

The document shall address required elements and contain a combination of a written narrative, infographics and other supporting visuals. The document shall reflect the desires of the community as defined through the plan process. At minimum, the document shall include: a vision statement, purpose, goals and objectives, design precepts, and proposed design policy intent and guidance to clearly articulate the community values, aspirations and intent for the Marymoor Village.

The Preliminary-Draft Urban Design Guidelines + Standards will address public and private development areas, and future built urban form and non-built areas of The Project. The Design Guidelines shall specify design parameters (based on previously adopted permitted uses) to establish the necessary building-to-street and building-to-building relationships, street character and standards and specific landscape design standards for The Project. The Standards shall be comprised of the following primary elements to be used in conjunction with each other:

- Conceptual Development Plan – Zones/Blocks
- Urban Standards - Building-to-Building and Building-to-Block Relationships (including possible standards and/or incentives discouraging sameness, repetition and encouraging innovation)

- Streetscape Standards - Pedestrian, Bicycle and Vehicle
- Landscape Standards - Suggested Plant Types, Size, Quantity, and Locations
- Public Realm: Civic Plazas, Open Spaces + Parks
- Conceptual Wayfinding, Signage + Lighting
- Public Art and Cultural Design + Programming

*Deliverable:*

- *Preliminary Draft-template and Outline*
- *Preliminary-Draft Urban Design Guidelines + Standards (in digital PDF format)*

*City Responsibilities:*

- *Written Review Comments*

**PHASE 2 Deliverable:**

- *Preliminary-Draft Design Guidelines + Standards (in digital PDF format)*

**PHASE 3: EVALUATION + REFINEMENT**

---

**Task 3.12: Staff Work Sessions (up to 3)**

The Consultant shall support City staff in the review and recommendations process of the Design Guidelines and Standards. A series of work sessions with City staff and other key stakeholders as needed will be scheduled to review the draft Preliminary-Draft Urban Design Guidelines + Standards. One of the work sessions will focus specifically on the evaluation of the current zoning and development code and additional incentive-base strategies required to support the adopted vision and desired outcomes for the Marymoor Village. The outcome will be summarized as a written technical evaluation of existing design strategies and regulations informing staff of opportunities for additions and refinements toward achieving the identified design strategy.

*Deliverable:*

- *Staff Work Session Participation / Summary Notes (up to 3)*
- *Revised Draft Design Guidelines and Standards Edits*

*City Responsibilities:*

- *Meeting Coordination*
- *Written Review Comments*

**Task 3.13: Community Workshop (1)**

The Consultant shall assist the City staff to plan and facilitate a Community Workshop event to inform and update the public and stakeholders about The Project and provide opportunities for community input. The City will coordinate event logistics including scheduling, securing and paying for facility rentals and equipment. The Consultant shall produce materials for events (informational handouts/fact sheets, display board and maps) in coordination with the City. The City and Consultant shall jointly staff this outreach event. The Consultant will summarize the input and provide a follow-up summary of comments.

*Deliverable:*

- *Workshop Presentation Materials / Participation and Facilitation as required*
- *Summary Report*

*City Responsibilities:*

- *Meeting Coordination / Logistics*



**Task 3.14: Boards and Commission Update (2), City Council Update (1)**

The Consultant shall prepare content material and support City staff at two (2) City Board and Commission Work Sessions and one (1) City Council Update to be scheduled during Phase 3: Evaluation + Refinement. The Work Sessions are intended to inform Board members, Commissioners, and Council members on The Project and provide an opportunity for input and comment from participants.

*Deliverable:*

- *Meeting Presentation Materials / Participation as required*

*City Responsibilities:*

- *Meeting Coordination*

**Task 3.15: Revised Draft Design Guidelines + Standards**

Based on input received from the Boards, Commission and City Council work sessions and required content edits from the City, the Consultant shall revise the Preliminary-Draft-Design Guidelines and Standards. A revised Draft Design Guidelines + Standards document shall be provided in digital PDF format for City review and use. The City will be responsible for providing all comments in writing and submittal to the Planning Commission and City Council as part of the plan approval process. The City will provide one collective set of written comments at each review phase.

*Deliverable:*

- *Draft - Final Design Guidelines + Standards (in digital PDF format)*

*City Responsibilities:*

- *Written Review Comments*

**PHASE 3 Deliverable:**

- *Written Technical Evaluation (Existing Design Strategies and Regulations)*
- *Additional Incentive-Base Strategy Recommendations*
- *Revised Draft Design Guidelines + Standards (in digital PDF format)*

**PHASE 4: REPORTING + PROJECT COMPLETION**

---

**Task 4.16: Illustrative Renderings (up to 4)**

The Consultant will develop one neighborhood and up to three streetscape digital renderings to support the Design Guidelines and Standards. The Consultant will meet with City staff to determine the purpose of the rendering, the level of detail for each rendering and illustrated design parameters. The final rendering style may be intended to reflect a more refined finish and photo realistic style, or they could be more loosely-defined style. The Consultant will provide samples to the City to make a final determination as required.

The rendering process will include: reviewing and approving sample rendering styles, determining appropriate perspective angles for aerial and street views, defining the contextual massing and levels of finishes to achieve the desired outcome (expressing character, eclectic, creative qualities of the Marymoor Village). Reviews of digital renderings will include three rounds: one draft sketch/concept, draft digital renderings, and final renderings. The City will provide one collective set of written comments at each review phase.

*Deliverable:*

- *Up to 4 Draft - Final Illustrative Renderings (in digital PDF format)*

*City Responsibilities:*

- *Written Review Comments*

**Task 4.17: Staff Work Sessions (up to 2)**

The Consultant shall participate in a series of staff work sessions that may include other key stakeholders (such as the Design Review Board as needed) to review the Draft Urban Design Guidelines + Standards. The City will provide one collective set of written comments at each review phase.

*Deliverable:*

- *Staff Work Session Participation / Summary Notes (up to 2)*

*City Responsibilities:*

- *Written Review Comments*

**Task 4.18: Final Design Guidelines + Standards**

Based on input received and final written edit contents from the City staff, the Consultant shall provide a Final Design Guidelines + Standards document to the City. The final document shall be provided in digital PDF format for City use as part of the review and policy adoption process. The Consultant shall provide presentation material in advance of each work session and provide technical support as required during the City review and approval process. The Consultant assumes that City staff will provide written responses to all public inquiries and/or other agencies as required.

*Deliverable:*

- *Final Design Guidelines + Standards (in digital PDF format)*

*City Responsibilities:*

- *Written Review Comments*

**Task 4.19: Final Reporting / Library Materials**

Upon final approval of Draft-Final Design Guidelines + Standards, the Consultant shall consolidate all project files and library materials and forward that material to the City as required. The Consultant shall ensure that both native files and final pdf versions of files are included in the Final Report Delivery. A final project close-out shall occur once the City has received all applicable information. All information, data, planning documents and materials developed under this contract shall automatically become the property of the City of Redmond.

*Deliverable:*

- *Final Report Delivery (Electronic PDF files)*

**PHASE 4 Deliverable:**

- *Final Design Guidelines + Standards (in digital PDF format)*
- *Final Report Delivery (Electronic PDF files)*

### Project Assumptions

The tasks noted below are **NOT a part of this Scope of Work**.

- Site Boundary / Topographic Survey Data
- Sound Transit Station Plan Reviews
- Master Planning / Phasing / Design
- Real Estate Market Economic Analysis
- Noise or Hazardous Materials studies/analysis
- Change of Use Studies
- Structural, Civil Engineering Consultant Services
- Traffic Engineering
- Mechanical, Electrical and Telecommunications Consultant Services
- Building, Grading, Environmental, Construction Permits
- Detailed Site Plan review / permit application for any specific parcel / block
- Additional habitat / environmental and/or field technical assessments
- Wildlife habitat mitigation planning, site selection or monitoring
- Land use conditional use permitting
- Construction support services
- COR Pre-Application Conference
- Additional coordination with public agencies
- Additional Public Outreach (beyond this Scope of Services)
- Final Design Guidance Hearings Examiner / Planning Commission / City Council Approvals
- Ongoing Monitoring / Evaluation
- Other items not currently identified/anticipated