

2. The Scope of Work and Project Schedule

Scope of Work

Steps/Deliverables	Description	Start Date	End Date
RFP/Consultant Selection	Develop RFP and prepare for publication	11/1/19	11/15/19
	Publication of RFP and consultant selection	11/18 /19	1/7/20
	Professional Services Agreement development and execution	1/10/20	1/30/20

Action 1	Gather and Analyze Information from Existing Sources	Start Date	End Date
<i>Step 1.1</i>	Review and evaluate <ol style="list-style-type: none"> 1. Types and age of housing within the community 2. Demographics of households 3. Workforce profiles and income segments 4. Cost burdened households per income segment 	2/2020	4/2020
<i>Step 1.2</i>	Identify/quantify <ol style="list-style-type: none"> 1. Projected population demographics and income levels for the planning period 2. Existing and projected housing needs – update data on housing supply and demand based on forecasted needs with particular attention to cost burdened households 	2/2020	4/2020
<i>Step 1.3</i>	Review and evaluate existing studies and available data to include: <ol style="list-style-type: none"> 1. ARCH Affordable Housing Needs Assessment 2. Hopelink Community Needs Assessment 3. Community Strategic Plan 4. Comprehensive Plan Housing Element and implementation to date; 5. Progress in meeting county-wide affordable housing goals 	3/2020	4/2020
<i>Step 1.4</i>	Provide Presentation to Planning Commission and City Council on Draft Existing Conditions/Findings Report	5/2020	6/2020
Deliverable	<i>Existing Conditions/Findings Report: Housing Supply, Demand, and Forecasted Need in Redmond</i>		6/2020

Action 2	Develop and Implement Public Participation Plan	Start Date	End date
Step 2.1	Identify goals and scope for Public Outreach Plan*	2/2020	3/2020
Step 2.2	Identify: <ul style="list-style-type: none"> 1. Information gaps that will be needed to inform Housing Action Plan development 2. Affected groups and hard to reach populations that should be targeted for input 	2/2020	3/2020
Step 2.3	Identify and design appropriate outreach efforts including the use of small focus groups and translation for non-English speakers. Consider the following outreach tools and methods for inclusion in the Public Outreach Plan: <ul style="list-style-type: none"> 1. Community on-line and person to person survey 2. Stakeholder group meetings 3. Small focus-group facilitated meetings 4. City Project Page 5. Let's Connect on-line comment tool 	2/2020	3/2020
Step 2.4	Draft Public Outreach Plan	3/2020	3/2020
Step 2.5	Review draft Public Outreach Plan and seek feedback from Human Services Commission and City Council	3/2020	4/2020
Step 2.6	Execute public outreach tools and methods	4/2020	6/2020
Step 2.7	Record and summarize public input – identify major themes and concerns and compare public outreach data with analysis provided in Action Step 1	6/1/2020	6/30/2020
Step 2.8	Review Final Public Outreach report with Human Services Commission, Planning Commission and City Council.	6/2020	7/2020
Deliverable	Final Public Outreach Report		7/1/2020

*This will be an intense outreach focus period; however, public input will be encouraged and accepted throughout plan development.

Action 3	Develop Recommendations for Policy Changes, Additions, New Regulations, Programs, etc.	Start Date	End Date
Action 3.1	Establish goals/targets for local housing need based on Actions 1 and 2 above and in conjunction with other regional efforts	7/2020	9/2020
Action 3.2	Evaluate and prioritize policy and regulatory updates needed to provide affordable housing to all income levels of the community with consideration to:		

	<ol style="list-style-type: none"> 1. Existing Conditions/Findings Report; and 2. Public Outreach Report 		
Action 3.3	<p>Evaluate the following for inclusion in the overall housing strategy:</p> <ol style="list-style-type: none"> 1. Policies and regulations that facilitate infill housing 2. Opportunities for adaptive reuse of existing structures for the purpose of affordable housing 3. Facilitation, where possible of new ADUs, including streamlining the permitting process 4. Evaluation of required parking ratios for housing sited near new light rail stations 5. Identification of opportunities where rezoning could provide more affordable housing 		
Action 3.4	<p>Identify incentives to encourage the development of affordable housing. The following shall be considered and evaluated for inclusion in the overall housing strategy.</p> <ol style="list-style-type: none"> 1. Use of publicly owned land for the purpose of supporting affordable housing 2. Opportunities for programmatic improvements or potential expansion of the MFTE program 3. Other programs and policies 		
Action 3.5	Identify strategies to minimize displacement of low-income residents resulting from redevelopment		
Action 3.6	Identify possible policy changes and updates to the Comprehensive Plan Housing Element		
Deliverable	<i>Preliminary Draft Housing Action Plan</i>		9/2020