

Attachment A
Scope of Work

Project Initiation Meeting	
1. Kickoff meeting to verify scope, project assumptions, timeline, geography, and communication channels. Establish communication tools, meeting schedule, roles and responsibilities, etc.	
<ul style="list-style-type: none">• Deliverable: Agreed upon project workplan• Date: February 2020	
<i>City Responsibility: Staff attendance at the kick-off meeting, data, and direction to guide the project.</i>	
Phase 1: Gather and Analyze Information from Existing Sources	
Dates: February 2020 – July 2020	
1. Review and evaluate: <ul style="list-style-type: none">• Types and age of housing within the community• Demographics of households• Workforce profiles and income segments• Cost burdened households per income segment	
2. Identify/quantify <ul style="list-style-type: none">• Projected population demographics and income levels for the planning period• Existing and projected housing needs – update data on housing supply and demand based on forecasted needs with particular attention to cost burdened households	
3. Review and evaluate existing studies and available data to include: <ul style="list-style-type: none">• ARCH Affordable Housing Needs Assessment• Hopelink Community Needs Assessment• Community Strategic Plan• Comprehensive Plan Housing Element and implementation to date• Progress in meeting county-wide affordable housing goals• Growth Allocations (King County scheduled to release allocations for Redmond in June)	

Consultant Deliverables:

- Draft Existing Conditions/Findings Report: Housing Supply, Demand, and Forecasted Need in Redmond.
- Consultant prepares and presents Draft Existing Conditions/Findings Report to Planning Commission and City Council.

Date: July 2020*City Responsibilities:*

- *Providing data and contextual information as needed,*
- *Participate in regular check-in meetings*
- *Review draft report and provide timely consolidated feedback*
- *Facilitate scheduling for Planning Commission and City Council*

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Phase 2: Develop and Implement Public Participation Plan
March – July 2020

1. Identify goals and scope for Public Outreach Plan
2. Identify:
 - Information gaps that will be needed to inform Housing Action Plan development
 - Affected groups and hard to reach populations that should be targeted for input
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:
 - Community on-line and person to person survey
 - Stakeholder group meetings
 - Small focus-group facilitated meetings
 - City Project Page
 - Let's Connect on-line comment tool
4. Draft Public Outreach Plan
5. Review draft Public Outreach Plan and seek feedback from Human Services Commission and City Council
6. Execute public outreach tools and methods
7. Record and summarize public input – identify major themes and concerns and compare public outreach data with analysis provided in Action Step 1
8. Review Final Public Outreach report with Human Services Commission, Planning Commission and City Council.

Consultant Deliverables:

- *Draft Public Outreach Plan and incorporate feedback from the Human Services Commission and City Council*
- *2-4 Community Workshops planned and facilitated by Broadview Planning;*
- *Community Survey;*
- *10-15 Stakeholder Interviews*
- *Final Public Outreach Report*
 - *Record and summarize public input; identify major themes and concerns and compare public outreach data with analysis provided in Phase 1.*
 - *Prepare final Public Outreach report and present findings with Human Services Commission, Planning Commission and City Council*
 - *Prepare all materials including final presentations, graphs, and visual components for final presentation.*

Date: July 2020

City Responsibilities. The City will provide support for the following:

- *Developing written content for the website updates where needed, press releases, and other forms of written public communication.*
- *Printing for maps, agendas, boards, and fact sheets for meetings.*
- *Attending and supporting community workshops and stakeholder interviews.*
- *Providing review and consolidated feedback on all deliverables.*

Phase 3: Develop Recommendations for Policy Changes, Additions, New Regulations, Programs, etc.**March – October 2020**

1. Establish goals/targets for local housing need based on Actions 1 and 2 above and in conjunction with other regional efforts
2. Evaluate and prioritize policy and regulatory updates needed to provide affordable housing to all income levels of the community with consideration to:
 - Existing Conditions/Findings Report; and
 - Public Outreach Report
3. Evaluate the following for inclusion in the overall housing strategy:
 - Policies and regulations that facilitate infill housing
 - Opportunities for adaptive reuse of existing structures for the purpose of affordable housing
 - Facilitation, where possible of new ADUs, including streamlining the permitting process
 - Evaluation of required parking ratios for housing sited near new light rail stations
 - Identification of opportunities where rezoning could provide more affordable housing

4. Identify incentives to encourage the development of affordable housing. The following shall be considered and evaluated for inclusion in the overall housing strategy. <ul style="list-style-type: none"> • Use of publicly owned land for the purpose of supporting affordable housing • Opportunities for programmatic improvements or potential expansion of the MFTE program • Other programs and policies
5. Identify strategies to minimize displacement of low-income residents resulting from redevelopment
6. Identify possible policy changes and updates to the Comprehensive Plan Housing Element
7. Prepare Draft Two -Year Implementation Plan that identifies: <ul style="list-style-type: none"> • Staff workplan items • Docket Items to include updates to the Comprehensive Plan Housing Element • Timeline for evaluation and future Implementation Plan Updates
<p>Consultant Deliverable: Preliminary Draft Housing Action, (including Implementation Plan?). A draft comprehensive Housing Action Plan report that encompasses the prior tasks and prioritizes the strategies and recommendations for implementation; draft implementation plan (?). Prepared draft and “final” preliminary version of the report, with one round of client review.</p> <p>Date: September 2020</p> <p><i>City Responsibilities:</i></p> <ul style="list-style-type: none"> • <i>Provide data and contextual information as needed and guide the analysis as questions emerge.</i> • <i>Review and provide consolidated feedback on the draft report.</i>

Phase 4 Review and Refine Preliminary Draft Housing Action Plan October – November 2020
Review and seek additional feedback on draft Plan elements with the Human Services Commission
Review and seek additional feedback on draft Plan elements with the Planning Commission
Review and seek additional feedback on draft Plan elements with stakeholder groups, community groups, etc.
Refine based on comments received by public comment, Planning Commission, Human Services Commission, and stakeholder/community groups.

Consultant Deliverables:

Meetings (3) with the groups identified above, including necessary presentations to compliment materials (e.g. PPT)
Refinements to the Draft Preliminary Action Plan.
Final Draft Housing Action Plan

Date: November 2020

City Responsibilities:

- *Facilitate scheduling of all meetings (agendas, deadlines, etc.)*
- *Coordinate with consultant to provide reports, presentations and other materials needed for meetings.*
- *Consolidate, record, and provide public comments to consultant for consideration in final draft.*

Phase 5 Action Plan Adoption

1. Review draft plan at City Council study session
2. Prepare final documents for adoption including resolution, public comment matrix, and final plan
3. Council adopts final Housing Action Plan

Final Adopted Housing Action Plan, with two-year implementation plan and Council Resolution 3/01/2021**Consultant Deliverables:**

- Draft and Final Housing Action Plan. A comprehensive Housing Action Plan report that encompasses the prior tasks and prioritizes the strategies and recommendations for implementation. We will prepare a draft and final version of the report after Council feedback, with one round of client review.
- Two Council meetings, including prepared presentations to compliment materials (PPT)
- Recommendations Framework Matrix
- Implementation Plan with Evaluation Tools

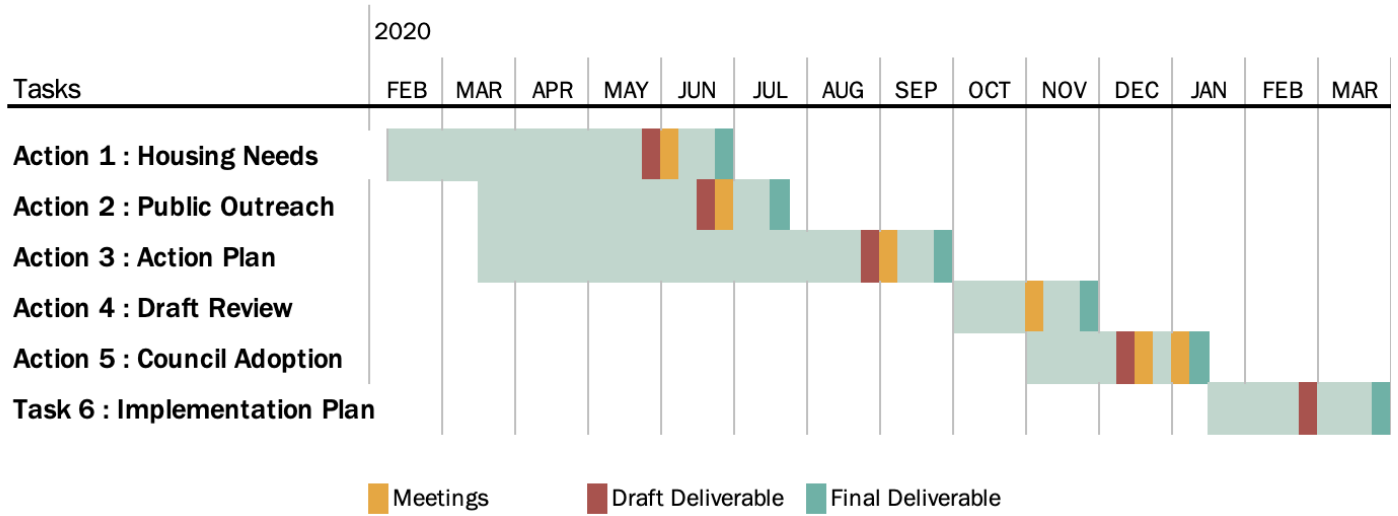
Date: TBD

City Responsibilities:

- *Facilitate scheduling of all meetings (agendas, deadlines, etc.)*
- *Coordinate with consultant to provide reports, presentations and other materials needed for meetings.*
- *Consolidate, record, and provide public comments to consultant for consideration in final draft.*
- *Provide data and contextual information as needed and review and provide feedback on the draft implementation plan.*

Exhibit B

Schedule



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Exhibit C

Budget

Deliverables/ Expense Breakdown	Budget
<i>Deliverable 1</i> Existing Conditions/Findings Report: Housing Supply, Demand and Forecasted need in Redmond <ul style="list-style-type: none">Labor (92 hours) – \$12,410Other Expenses - \$300	\$12,710
<i>Deliverable 2:</i> Public Outreach Report <ul style="list-style-type: none">Labor (194 hours) – \$27,020Other Expenses - \$1000	\$28,020
<i>Deliverable 3:</i> Preliminary Draft Housing Action Plan <ul style="list-style-type: none">Labor (195 hours) – \$28,925Other Expenses - \$100	\$29,025
<i>Deliverable 4:</i> Final Draft Housing Action Plan <ul style="list-style-type: none">Labor (60 hours) – \$10,550Other Expenses - \$600	\$11,150
<i>Deliverable 5.</i> Final Housing Action Plan Adopted by Council, including Implementation Plan <ul style="list-style-type: none">Labor (103 hours) – \$16,765Other Expenses - \$2,200	\$18,965
Total Budget:	\$99,870

All payments are made contingent on approved deliverables. Payment will be made, on qualifying invoices, within 30 days from receipt of invoice (NET 30). If the Agency does not meet the deliverables as required in the Scope, payment for services rendered under the contract may be reduced or withheld.