

## Consultant Task Summary Table: City Center Plan Update Project Phase 1

Consultant: BDS Planning & Urban Design (Sub-Consultants: E.D. Hovee & Company and Toole Design)

Total Project Budget: \$70,000 (original budget + grant funding + contract addendum)

- Original budget: \$40,000
- Economic Development Grant from Port of Seattle: \$5,000
- Contract addendum: \$25,000

CONSULTANT TASKS:	STATUS OF TASK:
<b>Task 1: Project Management</b>	
<ul style="list-style-type: none"> <li>• Weekly project check-ins</li> <li>• Attend internal City staff project meetings as needed</li> </ul>	Completed
<b>Task 2: Project Initiation</b>	
<b>2: Project Kick-Off Meeting Facilitated by BDS Planning &amp; Urban Design</b>	Completed <ul style="list-style-type: none"> <li>- Half-day project kick-off attended by BDS (Brian Scott &amp; Gabriel Silberblatt), E.D. Hovee &amp; Co (Eric Hovee), Toole Design (Amalia Leighton-Cody) &amp; City staff</li> </ul>
<b>2.1: Planning Framework:</b> Confirm baseline data	Completed
<b>2.2: Refine Project Scope and Develop Draft Work Plan</b>	Completed
<b>2.3: Confirm Study Area Boundaries</b>	Completed
<b>2.4: Discuss Organization and Formatting of Documents</b>	Completed
<b><u>2.5: Deliverable #1: Project Documents</u></b> <ul style="list-style-type: none"> <li>• Finalized Work Plan</li> <li>• Documents for public distribution</li> </ul>	Completed
<b>Task 3: Community Engagement Process (Residents &amp; Stakeholders)</b>	
<b>3.1: Review &amp; Refine Draft Community &amp; Stakeholder Engagement Plan</b>	Completed
PROPERTY/BUSINESS OWNER INTERVIEWS <i>(See Table 2 in Community/Stakeholder Engagement Plan for names of interviewees)</i>	
<b>3.2: Targeted Engagement (\$5K Grant from Port)</b> <ul style="list-style-type: none"> <li>• Up to 8 property owner interviews</li> </ul>	Completed
<b>Contract Amendment Task 3.2A: Additional Community &amp; Stakeholder Engagement</b> <ul style="list-style-type: none"> <li>• 4 additional property owner interviews</li> </ul>	Completed
TARGETED COMMUNITY/STAKEHOLDER ENGAGEMENT <i>(See Table 3 in Community/Stakeholder Engagement Plan for details on targeted engagement)</i>	
<b>3.2 Targeted Engagement (cont.)</b> <ul style="list-style-type: none"> <li>• <del>Up to 2 structured visioning focus groups with residents/local workers</del> Replaced per contract amendment process with bullet below:</li> <li>• One large community meeting</li> </ul>	Completed <ul style="list-style-type: none"> <li>- 10/23 Community Planning Meeting #1 at McMicken Heights Elementary</li> </ul>

CONSULTANT TASKS:	STATUS OF TASK:
<p><b>3.2: Targeted Engagement (cont.)</b></p> <ul style="list-style-type: none"> <li>• Up to 5 organizational interviews/community/non-profits</li> </ul> <p><b>Contract Amendment Task 3.2A: Additional Engagement (cont.)</b></p> <ul style="list-style-type: none"> <li>• 3 additional focus groups or community briefings</li> </ul>	<p>Completed</p> <ul style="list-style-type: none"> <li>- Community/organization briefings &amp; focus group tasks achieved with four focus group activities because more consultant hours utilized than originally programmed to identify organizations willing to host focus groups &amp; to identify participants</li> </ul>
<p><b>3.3 Deliverable #2:</b></p> <ul style="list-style-type: none"> <li>• Memo on 3.2 Activities</li> </ul>	<p>Completed</p> <ul style="list-style-type: none"> <li>- This deliverable provided as part of in-person briefing of City staff by BDS principal and project manager (Brian Scott &amp; Gabriel Silberblatt)</li> </ul>
<p><b>Task 4: Local Market Overview (Sub-Consultant: E.D. Hovee &amp; Company)</b></p>	
<p><b>4.1: Existing Studies &amp; Economic Opportunities Analysis</b></p>	<p><i>See below</i></p>
<ul style="list-style-type: none"> <li>• Review of existing market studies</li> <li>• Demographic &amp; employment update</li> </ul>	<p>Completed</p> <ul style="list-style-type: none"> <li>- Part of deliverable 4.2 Market Opportunity Report</li> </ul>
<ul style="list-style-type: none"> <li>• Preliminary redevelopment site identification</li> </ul>	<p>Currently under way</p>
<ul style="list-style-type: none"> <li>• Property owner validation <ul style="list-style-type: none"> <li>- Contact up to 5 property owners of key redevelopment sites</li> </ul> </li> </ul>	<p>Completed</p> <ul style="list-style-type: none"> <li>- Original task revised to allow for Eric Hovee participation in 11/26 Stakeholder Charrette preparation &amp; facilitation</li> </ul>
<p><b>Contract Amendment Task 4.1A: Additional Property Owner Interviews</b></p> <ul style="list-style-type: none"> <li>• Eric Hovee to expand property owner research to conduct five (5) additional interviews and undertake second on-site visit.</li> </ul> <p><b>Contract Amendment Task 4.1B: Redevelopment Site Profiles</b></p> <ul style="list-style-type: none"> <li>• Up to five (5) one-page redevelopment site profiles that summarize the key opportunities and challenges associated with redevelopment at each site</li> <li>• Draft summaries will be reviewed by phone/email with both the interested property owners and city/project team</li> </ul>	<p>Currently under way</p> <ul style="list-style-type: none"> <li>- Tasks 4.1A &amp; B are being re-programmed to better support results of stakeholder charrette and development concept endorsed at that meeting</li> <li>- The resulting work product will be more focused and in-depth assessments of three potential opportunity sites, &amp; interactions with owners of properties &amp; City staff</li> </ul>
<p><b>4.2: Deliverable #3: Existing Studies &amp; Economic Opportunity Report</b></p>	<p>Completed</p> <ul style="list-style-type: none"> <li>- Report utilized as part of 11/26 Stakeholder Charrette briefing packet</li> </ul>

CONSULTANT TASKS:	STATUS OF TASK:
<b>Task 5: Infrastructure Needs Assessment/ Opportunities &amp; Constraints (Sub-Consultant: Toole Design)</b>	
<b>5.1: Review Existing Plans &amp; Studies</b> <ul style="list-style-type: none"> <li>Work with City on best use of data to identify infrastructure gaps &amp; opportunities &amp; constraints</li> </ul>	Completed <ul style="list-style-type: none"> <li>Toole Design and City Planning &amp; GIS staff participated in hour-long tele-conference and multiple follow up calls</li> </ul>
<b>5.2 Deliverable #4: Key Takeaways Memo on existing plans and studies</b>	Completed
<b>5.3: Complete Infrastructure Needs Assessment/Opportunities &amp; Constraints Analysis</b> <ul style="list-style-type: none"> <li>Baseline: High Density, walkable, urban area</li> <li>Focus: Public ROW &amp; Parcel Frontages</li> <li>Assess Transportation/Access/Mobility</li> <li>Assess Utilities</li> <li>Potential strategies to address gaps</li> </ul>	Completed
<b>5.4 Deliverable #5: Infrastructure Needs/ Opportunities Report</b>	Completed <ul style="list-style-type: none"> <li>Report utilized as part of 11/26 Stakeholder Charrette briefing packet</li> </ul>
<b>Contract Amendment Task 5.4A: Streetscape Concept Illustrations</b> <ul style="list-style-type: none"> <li>Toole Design will complete illustrative cross sections for up to three (3) streets in the study area to assist with visioning and urban design framework processes.</li> </ul>	Currently under way
<b>Task 6: Planning Context Synthesis</b>	
<b>6.1: Review Existing Plans and Studies</b> <ul style="list-style-type: none"> <li>Create baseline of existing conditions: Current land uses, property ownership, community assets, community image/urban design, transportation facilities, utility infrastructure, others as needed</li> </ul>	Completed
<b>6.2: Data Collection</b> <ul style="list-style-type: none"> <li>Supplement economic, infrastructure, transportation information &amp; engagement info</li> </ul>	Completed <ul style="list-style-type: none"> <li>Consultant met with executive director of only other Airport District Business Improvement Area in the country (LAX Gateway) and toured the LAX business district to help prepare for stakeholder charrette and develop urban design concept</li> </ul>
<b>6.3: Deliverable #6: Planning Context Synthesis Report</b> To include needs, opportunities, constraints for: Current land uses, community assets, image/urban design, community perceptions, mobility infrastructure, utility infrastructure & key economic opportunities	Completed <ul style="list-style-type: none"> <li>Summary of Stakeholder Engagement for SeaTac City Center Visioning document, 11/8/2019</li> <li>This document used as part of 11/26 Stakeholder Charrette briefing packet</li> </ul>

CONSULTANT TASKS:	STATUS OF TASK:
<b>Task 7: Vision Statement</b>	
<b>7.1: Draft Vision Statement &amp; Urban Design Principles</b>	Completed
<b>Contract Amendment Task 7.1A: Stakeholder Vetting of Draft Vision Statement</b> BDS to conduct vetting of draft vision statement and urban design principles with a sample of the key stakeholders engaged in Task 3.2. This may occur through a mix of in-person and telephone interviews and community briefings.	Completed <ul style="list-style-type: none"> <li>- Included phone check-ins regarding 11/26 Stakeholder Charrette and Community Planning Meeting #2 community vetting</li> </ul>
<b>Task 8: "Macro" Urban Design Concept</b>	
<b>8.1: Prepare Development/Urban Design Concept Alternatives</b> Up to three concept alternatives that are responsive to the Vision Statement.	Completed <ul style="list-style-type: none"> <li>- Included consultant meeting with City project staff at City Hall to discuss urban design concept alternative</li> </ul>
<b>Contract Amendment Task 8.1A: Urban Design Concept Materials</b> <ul style="list-style-type: none"> <li>• BDS will complete two (2) additional perspective rendering (photo-realistic) of specific opportunity sites within the study area to be chosen by the City</li> </ul>	Completed <ul style="list-style-type: none"> <li>- Original task replaced by consultant-created diagrams and maps for use in Stakeholder Charrette materials and Vision Report</li> </ul>
<b>8.2: Conduct Internal Staff Charrette</b> Consultant will prepare for and conduct a charrette for City staff representatives	Completed <ul style="list-style-type: none"> <li>- Re-programmed as project informational briefing rather than workshop/charrette</li> </ul>
<b>8.2A: Contract Amendment Stakeholder Workshop/Charrette</b> <ul style="list-style-type: none"> <li>• BDS to reengage targeted community stakeholder groups to participate in a workshop/charrette</li> <li>• Toole Design staff event</li> </ul>	Completed <ul style="list-style-type: none"> <li>- Consultant secured free use of Airport Hilton Hotel conference room</li> <li>- Event included significantly more participants than originally anticipated (22 individuals)</li> </ul>
<b>Contract Amendment Task 8.2B Second Large Community Meeting to Review &amp; Validate Vision &amp; Development Concept</b> <ul style="list-style-type: none"> <li>• BDS to plan and facilitate a large community meeting to give community members the opportunity to review and validate the results of project work to date, including outcomes of the Stakeholder Charrette</li> </ul>	Completed <ul style="list-style-type: none"> <li>- 12/11 Community Planning Meeting #2 at McMicken Heights Elementary</li> </ul>
<b>8.3: Identify Preferred Alternative</b>	Completed <ul style="list-style-type: none"> <li>- Included in materials and activities for City staff informational briefing &amp; Stakeholder Charrette</li> </ul>
<b>8.4: Complete Development/Urban Design Concept Report</b> <ul style="list-style-type: none"> <li>• Image, Urban Design, Mobility</li> </ul>	

CONSULTANT TASKS:	STATUS OF TASK:
<b><u>Deliverable #8: Development/Urban Design Concept Document</u></b>	Completed - 11/26 Stakeholder Charrette presentation slides/report
<b>Task 9: Complete Preliminary Urban Design Framework Document/Vision Report</b>	
<p><b>9.1: Draft/Create Urban Design Framework Report</b>  <b>9.2: Deliverable #9: Draft Urban Design Framework Report</b>  <b>9.3: Deliverable #10: Final Urban Design Framework Report</b>  <i>Including:</i></p> <ul style="list-style-type: none"> <li>• <i>Name of area</i></li> <li>• <i>Boundary of area</i></li> <li>• <i>Project goals</i></li> <li>• <i>Community-stakeholder supported Vision Statement</i></li> <li>• <i>Market potential summary</i></li> <li>• <i>Development/urban design concept</i></li> <li>• <i>Documentation of process</i></li> <li>• <i>Identification of key next steps</i></li> </ul> <p>Up to two presentations:</p> <ul style="list-style-type: none"> <li>• Planning Commission</li> <li>• City Council</li> </ul>	Under way