



MEMORANDUM

DATE: September 10, 2021

TO: Eric Holmes, City Manager

FROM: Jean Singer, Facilities Capital Projects Manager

RE: **June 28, 2021 Workshop: New Public Works Operations Center Project Charter**

Mr. Holmes,

As follow up to the Council workshop held on June 28, 2021, as well as the workshop held on April 26, 2021, please find attached the project charter for the new Public Works Operations Center.

Below is a summary of Council comments and discussion provided during the June 28, 2021 workshop and the subsequent revisions to the Project Charter, and/or additional information as a response.

1. Funding – consideration of any federal grants forthcoming related to resiliency.
RESPONSE: Added a statement to Funding portion of Charter about pursuing relevant grants.
2. Council would like to ensure the project goals are specific enough to guide future cost/benefit decisions and make a clear statement of the desire for leading-edge practices related to resiliency, sustainability and equity.
RESPONSE: The project goals are intended to provide a framework for guiding decisions while recognizing the project is still early in the design stage, and the metrics associated with the goals may require more detailed design and cost information before they can be established. Goals were updated where there were requests for more clarity, such as around energy sources, green building policy and carbon strategy. Council will be engaged in cost/benefit options and decisions as the project progresses, with attention on alignment of project elements to the overarching project goals within the project budget. The metrics associated with certain goals, such as DBE/WBE target goals, are appropriate to establish at a later stage in the project. For DBE/WBE goals, a market evaluation and the trade distribution/subcontractor requirements for the construction must be known prior to setting metrics.
3. Council wants to make sure the project goals aren't "glossed over" in the process.
RESPONSE: Added statement under 2.1.3 explanation about how the goals will carry forward and show policy in action.



4. Need to clarify what “multiple energy sources” means.

RESPONSE: Expanded on the need to provide energy for the site to accommodate different operating conditions: regular work, “peak” grid usage, and functioning in temporary, emergency response capacity.

5. Carbon neutrality, net zero emissions, will be required by Washington State by 2050. Need confirmation that project charter matches state requirements.

RESPONSE: Yes, the project charter matches state requirements. Based on the Washington State guidance, the 2019 building code applies. That has already been accounted for in the project’s current basis of design.

Based on Ecology’s website, they haven’t designed the policies to reduce the emissions and track progress. The design moving forward will identify a target date for zero emissions for this specific site and facilities. That may require a phased approach: providing infrastructure as part of the initial capital project to support the next cyclical renewal of equipment and systems, given their typical life cycle of 10-30 years. Additional info is available at: [Reducing greenhouse gases - Washington State Department of Ecology](#)

6. The project doesn’t have to be “LEED” brand certified, however the Council desires a high level of sustainability.

RESPONSE: Project charter updated to reflect the high level of sustainability desired and utilization of benchmarking appropriate for public works facilities such as the EnVision rating system for sustainability in public works. Project will not pursue LEED rating, however project will pursue a high level of sustainability in energy demand and supply, materials, site development, and other design and operation decisions.

7. Offer more expansion in the charter with touchpoints about Level of Service and the cost/benefit analysis to City Council. This would be mostly in 2022. From 15%-60% design.

RESPONSE: Added expansion under the governance portion of the charter. Called out the details more on the touch points.

8. The Partnerships discussion in the project charter is mostly focused on utilities. If the utilities do not have the infrastructure to provide what we need on site, we will need to work out an agreement for that, perhaps adding to their capital programs as a cost to this project, or phase energy usage in alignment with utility capacity.

RESPONSE: Added more direct language above about coordination of capital work and specifically identified the heightened engagement of the energy utilities.



9. Clarify the point about staff coming to their respective managers that are represented on the PW Management Team with their individual and group needs for the new site/work stations/work areas.

RESPONSE: Revised statement regarding this approach.

10. Request to utilize expertise on existing City advisory committees, such as Downtown Redevelopment Authority, for advisory input.

RESPONSE: Revised governance statements regarding this approach.

We appreciate the careful review and valuable comments provided. We look forward to continuing to develop this project with the City Council.

ATTACHMENT: Project Charter New Public Works Operations Center