

POULSBO AGREEMENT DISTRIBUTION SCHEDULE

SUBJECT: 2019-050 Regional Center ILA with KPF

CONFORM AS TO DATES & SIGNATURES

- Approved by the Mayor: 12/04/19
- Approved by the City Council: _____
- Completion: 12/31/20
- Recorded: _____
- Certificate of Liability: _____

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- City Attorney
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- Mayor
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Rhiannon Fernandez
City Clerk

12/09/19
Date

REGIONAL CENTER INTERLOCAL AGREEMENT
Between the Kitsap Public Facilities District and the City of Poulsbo

This **REGIONAL CENTER INTERLOCAL AGREEMENT** (the "Agreement") is made pursuant to Chapter 39.34 RCW between the City of Poulsbo, a Washington noncharter code city operating under RCW 35A.12 ("the CITY"), and the Kitsap Public Facilities District, a Washington special purpose district operating under Chapter 36.100 RCW (the "District").

WHEREAS, pursuant to RCW 36.100.030(1) and RCW 35.57.20, the District is authorized to acquire, construct, own, remodel, maintain, equip, repair, and operate a regional center, and pursuant to chapter 36.100.030(2), the District may enter into interlocal agreements with other agencies to operate such facilities. For these purposes, "regional center" means a convention, conference, serving a regional population constructed after July 25, 1999, at cost of at least ten million dollars.

WHEREAS, pursuant to RCW 35.57.020(1) (a), the term "regional center" includes a "special events center."

WHEREAS, pursuant RCW 82.14.390, the District is entitled to receive certain local sales taxes which the District may use for the development of qualifying regional centers.

WHEREAS, the District believes it has the financial capacity to support the development of one or more new regional centers in Kitsap County and has requested proposals from public agencies for new regional centers in Kitsap County.

WHEREAS, the CITY has invested \$60,000 to prepare concept plans, renderings, financial analyses, and perform stakeholder outreach for a project (the "Project") which the parties believe qualifies as a regional center.

WHEREAS, the District Board has completed an evaluation and review process for seven (7) new regional centers and has initially determined to proceed with further review for possible funding with several applicants, including the CITY.

WHEREAS, the District anticipates collaborating with the CITY on the development of a regional center, specifically, the Poulsbo Event & Recreation Center (PERC) where the District's primary role would be to provide funding to create public benefits for Kitsap County. This regional center will include, but is not limited or constrained to the following primary features:

- Up to 20,000 square foot events center with multi-use conference space, with private meeting rooms, office space for a management team, field viewing

platform, and associated parking, mechanical, electrical, utility and safety systems.

- Up to 20,000 feet of classrooms, catering kitchen, work out facilities, meeting rooms, and work space for the CITY Parks and Recreation team.
- Up to 4 acres of all-season lighted synthetic turf fields for multi-use sporting, recreational, and entertainment events.
- Complimentary facilities that may include swim facilities, sport courts, trails, food service, bleachers, security, fencing, or other facilities or uses that would support the overall PERC operation. Complimentary facilities would be selected based on available space, community need, funding availability, or other criteria established by the CITY and District.

WHEREAS, the District has not yet committed to a funding any elements of the PERC, nor committed to any particular timing of funding, but desires to work collaboratively with the CITY in furtherance of the development of a regional center.

WHEREAS, the District and City intend to jointly conduct a feasibility analyses to demonstrate the long-term financial viability of the PERC. The roles and responsibilities for completing the feasibility analysis are presented in Attachment A.

WHEREAS, District funding is subject to an independent financial feasibility review prior to the issuance of any indebtedness or the long-term lease, purchase, or development of a regional facility pursuant to RCW 36.100.025.

NOW, THEREFORE, in consideration of the mutual obligations and benefits herein, the parties agree as follows:

1. **Purpose of Agreement.** The purpose and intent of this Agreement is for the CITY and District to work collaboratively to evaluate the feasibility of a regional center development project, to wit, the PERC, which will utilize CITY property and funds in part and District funds in part. The CITY project is more fully described in Attachment B(Project Summary).

2. **CITY Funding Request.** The CITY has requested funding in the amount of **\$243, 900** for the purposes described in Attachment C.

3. **CITY Obligations.** The CITY shall undertake the following tasks (the "Agreement Tasks"), as set forth in Attachment "B": In addition, the CITY shall perform:

3.1 **Contract Administration.** The CITY shall be responsible for all aspects of the contract administration for the Agreement Tasks, which shall include, but not be limited to, advertising, bidding, awarding, and monitoring the contract(s), as generally required by any applicable RCW.

3.2 **Reporting.** The CITY shall regularly (not less than monthly) meet with the District to evaluate the progress of its Agreement Tasks.

3.3 Timing of Agreement Tasks. The anticipated timing of the Agreement Tasks is set forth in Attachment "C."

3.4 Ownership of Work Product and/or Intellectual Property. [Reserved]

3.5 Recognition. The CITY shall publicly recognize the District's contribution to the Project in a manner to be agreed upon. The District may require some identification of the Project as "Regional Center" or "Special Event Center."

4. The District's Obligations. The District shall fund the tasks set forth in Attachment "C" and further summarized below in an amount not to exceed **two-hundred forty three thousand nine hundred dollars (\$243,900).**

5. Process for Payment.

5.1 Establish of Account: The CITY will establish accounting for the PERC through a separate project number unique from any other Poulsbo account to hold the funds deposited by the District for purposes of this Agreement.

5.2 Advance Deposits. The District may, but is not required to, pre-pay Poulsbo for each of the Agreement Tasks and subtasks, where applicable, before the The CITY contracts with the consultant/service provider that will perform the particular task.

5.3 Use of Funds. The funds from the District shall solely be used for the payment of invoices for the Agreement Tasks and no other purposes. The CITY may not reimburse itself for any of its expenses from the funds on deposit.

5.4 Release of Funds. The CITY shall only release funds for the Agreement Tasks upon receipt of invoices for work performed, which work complies with the terms and conditions of the contracts for the Agreement Tasks. Further, The CITY shall notify the District of any proposed payment for review and consent, not to be unreasonably withheld or delayed.

5.5 Increase in Consultant Contract Amounts. The CITY will promptly inform the District if any of the consultants inform The CITY that the consultant/service provider is proposing an increase in a contract sum. The District shall, in its sole discretion, determine if the District's contribution to the contract sum should be increased.

5.6 Refund of District Funds. The CITY shall not be required to reimburse the District for the funds transmitted to The CITY that are either (i) paid to a consultant/service provider; or (ii) committed to be paid to a consultant/service provider pursuant to a valid contract between The CITY and that consultant/service provider. Otherwise, unused funds shall be reimbursed to the District.

5.7 CITY Funds. The CITY shall keep an accounting of all CITY staff time, CITY expenses, including consultant fees, and CITY contributions directly related to PERC development. This accounting will be considered part of the CITY match to KPFDFunding.

5.8 Final Accounting. Within thirty days of the completion of the Assignment Tasks, The CITY shall provide a final written accounting of the District funds.

6. **No Continuing Obligation.** Although the parties contemplate a potential phased project, consisting of completion of Phases I, II and III as described in the District's Project Proposal Funding Process, dated June 7, 2017. nothing in this Agreement should be construed or interpreted as a commitment by the District fund further phases.

7. **Notice and Project Coordinators.** The following individuals are the Project Coordinators and official contacts for The CITY and the District. Any notice, request, approval, direction, invoice, statement, or other communication which may, or are required to be given under this Agreement shall be in writing and shall be deemed to have been given if hand delivered, sent by a nationally recognized overnight delivery service, or if deposited in the U.S. mail and sent by certified mail, return receipt requested, postage prepaid to the Project Coordinators:

For The CITY: Karla Boughton
Director of Planning and Economic Development
City of Poulsbo
200 Moe Street
Poulsbo, WA 98370
Phone:360.394.9748
Email:kboughton@cityofpoulsbo.com

For the District: Michael Walton
Executive Director
Kitsap Public Facilities District
9230 Bay Shore Drive NW, Suite 101
Silverdale, WA 98383
Phone: 360-698-1885
Email: mwalton@kitsap-pfd.org

All notices shall be deemed complete upon actual receipt or refusal to accept delivery.

9. **Independent Governments – No Liability.** Each party is and shall remain an independent government. This Agreement does not create a partnership or other similar arrangement. The parties shall not be liable for the acts or omissions of the other party or their respective public officials, employees, or agents.

10. **Term of Agreement.** Except as may otherwise be stated herein, the term of this Agreement shall commence upon execution by both of the parties and shall continue until **December 31, 2020.** This Agreement shall be reasonably extended by the parties as may be necessary to complete the Assignment Tasks, as the parties otherwise agree.

10.1 **Early Termination – Nonpayment.** Notwithstanding the foregoing, this Agreement is contingent upon funding from the District. In the event that the District's expected funding payable to The CITY hereunder is withdrawn, reduced, limited, or not received after the effective date of this Agreement, this Agreement may be terminated by The CITY by delivering thirty (30) days written notice to the District. The termination notice shall specify the date on which the Agreement shall terminate.

10.2 **District Early Termination.** The District may terminate this Agreement at any time by delivering thirty (30) days written notice to the CITY, subject to the payment obligations set forth in Section of this Agreement; i.e., pay for all work performed or in progress at the time of the notice.

10.2 **CITY Early Termination.** The CITY may terminate this Agreement at any time by delivering thirty (30) days written notice to the District, subject to the payment and reimbursement obligations set forth in Section of this Agreement. Upon notice of termination, the CITY shall submit all final invoices to the District.

11. **Amendment.** No modification or amendment of this Agreement may be made except by a written document signed by both parties.

12. **Counterparts and Electronic Transmission.** This Agreement may be signed in counterparts. Electronic transmission of any signed original document, and retransmission of any signed electronic transmission shall be the same as delivery of an original document.

13. **Governing Law.** This Agreement, and the right of the parties hereto shall be governed by and construed in accordance with the laws of the State of Washington, and the parties agree that in any such action, jurisdiction and venue shall lie exclusively in Kitsap County, Washington.

14. **No Third-Party Beneficiaries.** There are no third-party beneficiaries to this Agreement.

15. **Interpretation.** Each party participated in this Agreement and has had this Agreement reviewed by legal counsel. Therefore, any language herein shall not be construed against either party on the basis of which party drafted the particular language.

16. **True and Full Value.** The CITY and the District have each independently determined as to itself that (i) it has the authority to enter into this Agreement and (ii) the promises and covenants received from the other party represent "true and full value" received by it pursuant to RCW 43.09.210.

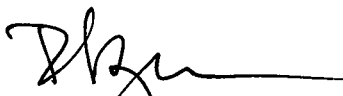
17. **Survivability.** All obligations contained herein shall survive termination until fully performed.


18. **Entire Agreement.** This Agreement, including all predicate paragraphs and exhibits which are incorporated into this agreement, contains all of the understandings between the parties. Each party represents that no promises, representations, or commitments have been made by the other as a basis for this Agreement, which have not been reduced to writing herein. No oral promises or representations shall be binding upon any party whether made in the past or to be made in the future, unless such promises or representations are reduced to writing in the form of a written modification of this Agreement executed by both parties.

IN WITNESS WHEREOF, The CITY and the District have executed this Agreement as of the date last written below.

CITY OF POULSBO

**KITSAP PUBLIC FACILITIES
DISTRICT**


By: Becky Erikson **ERIKSON**
Its: Mayor


By: Daron Jagodzinske
Its: Chair

Date: 12/4/19

Date: 12/2/19

ATTACHMENT “A”

WORK DESCRIPTION AND ROLES AND RESPONSIBILITIES

WORK DESCRIPTION – PERC FEASIBILITY ANALYSES KITSAP PUBLIC FACILITIES DISTRICT PHASE I FUNDING PROCESS

The following work elements and specific roles and responsibilities for performing project feasibility are derived from three documents that are currently guiding the KPFD evaluation and assessment of the proposed PERC development:

- *Feasibility Study Guide for Sports and Recreation Facilities produced by the Western Australia Department of Sport and Recreation* (further referred to as the 2007 FS Guide)
- KPFD Proposal Funding Process dated June 7, 2017 (further referred to as the 2017 Funding Process)
- CITY PERC Proposal dated December 31, 2018, and subsequent presentations and clarifications (further and collectively referred to as the PERC Proposal).

Each of these guiding documents identifies a Feasibility Study as a necessary step to develop a sufficient level of detail to present specific design criteria and construction programming. The 2007 FS Guide identifies a five-part feasibility study, that occurs at Phase II of facility planning process (2007 FS Guide, section 2). The 2017 Funding Guidelines identifies independent feasibility review by both the KPFD and the Facility Partner (Phase I paragraph B). The PERC Proposal identifies a seven-part Feasibility requirement as part of Phase I of the project development process, many of which overlap with the 2007 FS Guide process. The work elements and specific roles and responsibilities described below were derived to address elements of each guiding document. Specific work elements identify the guiding document(s) that cited that work element.

The feasibility study work will involve completing the Concept Planning and implementing the Feasibility Analysis as described in the 2007 FS Guide (process chart shown in Section 5.0 Figure 1). To better align with the 2017 Funding Process and PERC Proposal, the Design and Technical Evaluation, Staging Alternatives, and Sustainability elements of the 2007 FS Guide process will be reserved for Phase II of the 2017 KPFD Funding Process.

The following work elements and roles and responsibilities define the Feasibility Study process for the PERC Proposal:

Community Outreach (2007 FS Guide Phase I; 2017 Funding Process Phase I; PERC Proposal Phase I)

Objective: Engage community members and potential user groups to solicit more specific community

input on PERC functions and funding alternatives for the CITY match

Understanding: The CITY spent \$ 20,000 conducting community outreach in 2015 through 2017 to assess recreational and community facility development. This work identified a community demand for more sports fields that are better accessible to multiple organized sports leagues and to provide more opportunities for regional tournament events. This outreach also identified a community need for improved recreation facilities and meeting spaces. The CITY's outreach in 2018 with business and educational institutions identified a need for meeting and conference facilities to support the neighboring college and university facilities and business programs. This community input was the basis for the CITY preparing and submitting their proposal for the PERC. With the PERC being identified as a finalist for KPFD funding, the CITY now needs to refine its usage analysis and confirm the feasibility of constructing and operating sports fields and the events and recreation center. The outreach work will support critical decisions regarding possible real estate requirements, building space layout, the fields configuration and connectivity to campuses, hotels, and retail centers.

Roles and Responsibilities: The CITY will establish a coordinating committee (2007 FS Guide) that will include the KPFD Executive Director, a CITY Director, and community members jointly selected by the CITY and KPFD. The coordinating committee will facilitate and monitor community outreach through the feasibility process to arrive at a final facility and field configuration for the PERC. The outreach will involve meetings to assess usage requirements and space alternatives. There will be public information meetings to present alternatives and the ultimate findings of the Feasibility Study. All recommendations developed by the committee will be presented to the KPFD Board and CITY Council. The KPFD Board action on the final recommendations will conclude the coordinating committee. Future outreach in the form of open houses or informational meetings will be completed by the CITY under later phases of the 2017 Funding Process.

Work Products:

- Outreach Plan – Final
- Public Meeting Notices and Summaries
- Press Plan and updates
- Summary of community inputs

Market Analysis (2007 FS Guide, PERC Proposal)

Objective: To assess and identify the potential facility users and target market groups that would rely on or utilize the facility and provide usage estimates input to the Draft Management Plan (2007 FS Guide).

Understanding: The PERC is proposed as a multi-functional facility providing for sports and recreation, conferences, trade shows, training, performing arts, and community events. As such the market analysis will need to identify and assess multiple users and target market groups that span across several industries, age ranges, regions, and

government sectors. Therefore, the Market Analysis should be performed by professional with experience with the multi-use facilities or a group of professionals that can assess key PERC functions and combine their assessments into a single Market Analysis Report.

Roles and Responsibilities: The CITY will issue a Request for Professional Services for a professional consultant team to conduct the market analysis. The KPFD will review and provide input to the RFP and participate with the CITY in selecting the consultant team. The CITY will manage the consultant's work and provide milestone reports to the KPFD. The analysis will rely on socio-demographic information compiled by the CNW in their recent market study and supplement it with new and more specific information about the multiple uses anticipated for the PERC. The CITY will provide the KPFD with a draft Market Analysis. The KPFD will submit the draft Market Analysis to an independent 3rd Party for review and concurrence with the methods, assumptions, findings and conclusions. The final Market Analysis will be published with the input from the 3rd party review.

Work Products

Draft and Final Market Analysis Report
Responses to 3rd Party Comments

Draft Management Plan (2007 FS Guide)

Objective: Refine the CITY's existing management plan (PERC Proposal) to incorporate findings of the Market Analysis and Community Outreach and to prepare a preliminary management and marketing strategy (2007 FS Guide) for the PERC.

Understanding: The PERC Proposal identifies that the CITY will employ a combination of direct management for recreation facilities and fields, and contract management for the events center. The PERC proposal also identifies preliminary staffing requirements. Because of the multiple uses for the PERC, individual usage estimates and marketing strategies (2007 FS Guide) need to be independently developed for the conference facility, the fields, and the recreation facilities. The development of usage estimates will be based on input from the market analysis and recommendations from the coordinating committee that oversees community outreach activities. The usage estimates will be further analyzed to arrive at specific participation projections for each target group and PERC function identified in the market analysis.

Roles and Responsibilities: The CITY will use a combination of input from the Market Analysis and Community Outreach, existing Parks and Recreation information and comparable sports field usage rates, and PERC proposal information to prepare a Draft Management Plan. The CITY will utilize a combination of in-house resources and

professional services to perform the necessary analysis and prepare the plan as described in the 2007 FS Guide. The KPFD will review the Draft Management Plan and use the findings to assess the opportunities and constraints associated with developing the PERC.

Work Products:

Draft Management Plan

Concept Plan/Location Rationale (2007 FS Guide, PERC Proposal (land use))

Objective: Integrate the Market Analysis and Draft Management Plan inputs to further inform a Concept Plan for the PERC, including site configuration and connectivity for both the fields and the events space

Understanding: The PERC Proposal presents preliminary concept plans for PERC elements. The plan reflects the input received during outreach performed by the CITY in 2016 and 2017 but does not reflect the anticipated outputs from the Market Analysis and Community Outreach elements of the Feasibility process. While the CITY is contributing six acres of land for the PERC that is considered suitable for development, there is no specific site analysis as described in the 2007 FS Guide and identified in Phase I B.A of the 2017 Funding Process.

Roles and Responsibilities: The CITY will conduct a site analysis to evaluate specific provisions for building pads, fields configuration, parking requirements, the location of utility connections, public services requirements, and adjacencies to arrive at a preferred facility orientation. Based on this analysis, the CITY may recommend to the KPFD that additional property be acquired to accommodate all project objectives. Using information from the site analysis, market analysis, community outreach, and Draft Management Plan, the CITY will prepare a revised Concept Plan that will become the basis for future development analysis. The CITY will use a combination of in-house staff and professional services to develop and prepare the Concept Plan. The output from this work will be a series of site plans and building floor plans that will inform the Design and Technical Evaluation element of the 2007 FS Guide and the 2017 Funding Process Phase II A.

Work Products:

Concept Site Plan

Building Floor Plans

Concept Quantity and Preliminary Construction Cost Estimate

Financial Analysis (2007 FS Guide; 2017 Funding Process; PERC Proposal)

Objective: To evaluate financing options and develop financial estimates of capital cost requirements, net operating revenue, sales and revenue tax generation, job creation,

and maintenance obligations and prepare a preliminary 20-year financial analysis for PERC operation.

Understanding: The development of an up to \$35M public project requires a significant analysis of multiple financial elements. The analysis must consider not only the facility development and operations costs, but also the costs for pursuing and obtaining supplemental funding (CITY match); which may include a combination of government bonds, voted levy, formation of a special use district, grants, legislative allocations, private contributions, and general fund revenues. The Financial Analysis needs to be sufficiently robust to explore the details and combinations of each funding source and assess the timeline and processes necessary to obtain supplemental funding.

Roles and Responsibilities: The KPFD will authorize the KPFD Bond Counsel and Financial Advisor to work with the CITY on key elements of a meaningful financial analysis. The CITY will retain a financial and economic consultant to provide facility-specific analyses of retail sales, lodging tax, operational revenues, and job creation resulting from development of the PERC. The CITY, with the support of the KPFD Financial Advisor will prepare a 20-year financial plan (2007 FS Guidelines). The financial analysis will be developed consistent with the requirements of the Washington Department of Commerce and consider the following cost elements:

- Capital Costs, including engineering and architectural costs, permits, construction, management, and administration.
- Operations and maintenance for both the fields, and events and recreation facility, including routine requirements, anticipated capital replacement projects, and possible future improvements.
- Bond alternatives and the associated cost to develop bond programs, sell bonds, and repayment costs for municipal bonds of varying value (KPFD Bond Counsel).
- Levy or special use district alternatives and the associated costs of developing legal and revenue analyses.
- Identify state and federal grant programs, their funding levels, and associated timelines, including the effort and match required to pursue, negotiate, and administer grant agreements.
- Analyze legislative processes to obtain funding through a state or federal legislative allocation.
- Private financing alternatives
- Private and Institutional partnerships
- Sponsorship and naming rights revenues
- Community funding, including the establishment and operation of a 501C3 (i.e., Friends of the PERC) to lobby for and gather funds for stewardship and maintenance of the Facility

Working with the KPFDF Financial Advisor, this information will be analyzed under differing scenarios to assess the possible financial outcomes of the PERC development. The financial statements developed through the Financial Analysis will also be tested for sensitivity (2007 FS Guide) to assess the impact of possible future changes in usage demand, increased price competition, changes in regional economic conditions (i.e., downturn) and other factors. The CITY will prepare a financial analysis report for consideration by the KPFDF Board. The KPFDF will conduct an independent review of the financial analysis to ensure consistency with Department of Commerce requirements and to validate assumptions and sensitivities presented in the analysis. The report will also provide a basis for future community engagement, CITY Council budget approvals, and project controls that will be developed during Phase II of the KPFDF Funding Process.

Work Products:

- Bond Analysis (with input from KPFDF Bond Counsel)
- 20-year financial projections (with input from KPFDF Financial Advisor)
- Sensitivity Analysis
- Final Financial Report

Project Administration – Feasibility Determination (PERC Proposal)

Objective: The shared administration of the PERC Feasibility Study to ensure the timely and cost-effective delivery of work funded by the KPFDF and the CITY.

Understanding: The analysis and delivery of a viable and defensible feasibility study in accordance with the guiding documents will require regular and routine administration and communication between the KPFDF and the CITY. Regular meetings to discuss progress, identify issues, reconcile issues, and monitor costs are needed to ensure timely decision making and the efficient processing of invoices and reports. will form a steering committee to administer the day to day work and decision-making needed

Roles and Responsibilities: The KPFDF and CITY will jointly form an executive team to provide for the administration and decision-making necessary to deliver the Feasibility Study. The KPFDF Executive and a CITY Director will serve as the executive team. The CITY will provide support staff to administer scheduling, meetings, and reporting.

Work Products:

- Monthly reports and invoices for re-imbusement
- Meeting agendas and summaries

Upon completion of the Feasibility Study, the CITY will present the feasibility findings and recommendation to the KPFDF Board. The KPFDF Board will review the information, assess the business feasibility and financial viability of the PERC, and render a decision on forwarding the PERC to Phase II of the 2017 Funding Process. The KPFDF and CITY will prepare a new ILA for any Phase II work authorized by the KPFDF Board.

EXHIBIT "B"

PROJECT DESCRIPTION

POULSBO EVENTS AND RECREATION CENTER (PERC) CITY OF POULSBO

December 31, 2018



PROJECT DESCRIPTION

The continued impressive growth of the greater Poulsbo community has generated a ground swell of resident demands for expanded opportunities for education, recreation and athletics, community support services, and a venue for meetings, industry forums and performances. The demand is shown through the steady and balanced growth of families and retirees in the North Kitsap and Southwest Jefferson County that has increased enrollment and course offerings at the Olympic College/Western Washington University Poulsbo Campuses and provided the economic catalyst for the re-investment and expansion of the College Market Place. Studies conducted by the City over the past several years¹ support that there is a pent-up demand in the Poulsbo area for a new special events center.

To address the community need, leverage opportunities with private and institutional partners, and stimulate the economic growth of the greater Poulsbo area and the broader Kitsap Community, the City of Poulsbo proposes to match Kitsap Public Facility District (KFPD) funding dollar for dollar, for the development of the Poulsbo Events and Recreation Center (PERC). The new public facility will be constructed on City-owned property within the College Market Place Master Plan adjacent to the SR3 and SR305 interchange. The PERC would include a 15,000 sf Event Center for trade shows, corporate meetings, exhibitions, weddings, and institutional functions such as lecture series or off-campus collaboration events. The Event Center will be connected to a minimum of 4-acres of multi-use lighted all-season sports fields with tournament capabilities for soccer, lacrosse, football, ultimate, and other field sports. Coincident with the Event Center and sports fields there will be an additional 10,000 to 15,000 square feet of office, classroom, and administration space for Parks and Recreation classes, training sessions, events management, and a commercial kitchen to support the conference facility and culinary training. Other elements such as indoor sport courts, a swim facility, and a performance auditorium may be considered during the project feasibility study (Part III) but will be ancillary to the three primary components: fields, events, and recreation programs.

The Poulsbo Events and Recreation Center meets the PFD Legislative Objectives by providing:

- Event Space
- Tournament-scale sports fields
- Continuing education and recreation programs

¹ 2015 Poulsbo Parks Plan; 2016 Poulsbo Comprehensive Plan; 2016 YMCA Outreach Survey

EXHIBIT "C"

POULSBO AGREEMENT TASKS
(With budgets and timing schedule)

ATTACHMENT C
PRELIMINARY FEASIBILITY STUDY FEE ESTIMATE
POULSBO EVENTS AND RECREATION CENTER DEVELOPMENT PROJECT
October 25, 2019

Work Element	Duration	Costs	Assumptions
COMMUNITY OUTREACH			
Prepare Outreach Plan	1 month	\$5,000	City staff and/or consultant
Establish and Administer Coordinating Committee	9 months	\$9,000	9 mo @\$1000/mo
Mailing Lists	on-going	\$2,000	City staff
Establish Web Page	1 month	\$1,500	Modify City webpage
Public Meetings (x2)	month 2 and 8	\$8,000	City staff w/consultant support
Stakeholder Outreach			City staff w/consultant support
<i>Organizations</i>	Month 2- 4	\$3,000	
<i>Institutions</i>	Month 2 - 4	\$3,000	
Community Outreach			City staff w/consultant support
<i>Opinion leaders</i>	Months 3 - 9	\$2,000	
<i>Businesses</i>	Month 3- 6	\$3,500	
Agreements			City attorney
<i>meetings</i>	Month 4	\$2,500	City staff w/consultant support
<i>legal</i>	Month 2- 4	\$5,000	City attorney
Press Plan	Month 1 and on-going	\$ 2,500	City staff
TOTAL		\$47,000	

MARKET ANALYSIS			
Consultant Selection	Month 1 - 2		Public procurement process by City
<i>RFP</i>		\$2,000	Solicitation and response by City
<i>Selection/Negotiation</i>		\$2,000	Interview and contracting by City
Consultant Mgt	Months 3 - 5	\$6,000	City staff 40 hours @ \$150/hr
Council Communications	Month 1, 3, 4, 5	\$2,400	4 hr per month for 4 mo. @ \$150
KPFD 3rd Party Review	Month 4	TBD	KPFD work
City Technical Work	Month 3-5	\$6,400	City Staff
Consultant Fees		\$30,000	To be negotiated
Final Report	Month 5	\$ 5,000	City or Consultant
		\$ 53,800	

DRAFT MANAGEMENT PLAN			
Consultant Selection			Public procurement process by City
<i>RFP</i>	Month 1	\$ 1,000	Solicitation and response by City
<i>Selection/Negotiation</i>	Month 2	\$ 1,000	Interview and contracting by City
Consultant Mgt	Month 2-4	\$ 1,500	City staff 10 hours @ \$150/hr
Consultant Fees		\$ 10,000	To be negotiated
Staff research		\$ 4,800	City staff
Document Preparation		\$ 5,000	City or Consultant
KPFD Presentation	Month 3	\$ 1,500	City w/ consultant
Final Document	Month 4	\$ 3,000	City w/ consultant
		\$ 27,800	

CONCEPT PLAN/LOCATION RATIONALE			
Consultant Selection			Public procurement process by City
<i>RFP</i>		\$ 3,000	Solicitation and response by City
<i>Selection/Negotiation</i>		\$ 3,000	Interview and contracting by City
Consultant Mgt		\$ 4,500	City staff 30 hrs @ 150
Consultant Fees		\$ 30,000	To be negotiated
Concept Plan Drawings and Summary		\$ 5,000	Consultant
		\$ 45,500	

FINANCIAL ANALYSIS			
Consultant Selection			Public procurement process by City
<i>RFP</i>	Month 4	\$ 3,000	Solicitation and response by City
<i>Selection/Negotiation</i>	Month 5	\$ 3,000	Interview and contracting by City
Consultant Mgt	Month 5-8	\$ 3,000	to be negotiated
Consultant Fees		\$ 35,000	
Bond Analysis	Month 6	\$ 3,000	Bond Counsel 20 hrs @ 150
20 year financial plan	Month 7-8	\$ 3,000	Financial Analyst 20 hrs @ 150
Sensitivity Analysis	Month 7	\$ 2,000	Consultant
Final Report	Month 9	\$ 4,000	Consultant
		\$ 56,000	

PROJECT ADMINISTRATION			
Monthly Administration	Month 1-9	\$ 10,800	2 mtgs per month for 9 mo
Summary of Feasibility	Month 9	\$ 3,000	City staff w/consultant
		\$ 13,800	

Preliminary Total \$ 243,900