

**REVIEW: Opportunities for the Board of Representatives (BOR) to participate in the drafting of project descriptions and scopes of work for Request for Proposals (RFPs) for projects anticipated to require BOR approval to ensure consistency with BOR expectations and to improve the efficiency of processing awards.**

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The Board of Representatives (BoR) seeks to improve communication during the request for proposals and grant process with the goal of improving the efficiency the BoR's approval process and the quality of projects. Over the past two years, there have been several contracts and grant awards delayed due to questions and requests for modifications to the scope of work. We believe that better communication on the draft scope of work before the project goes out to bid or the grant application is submitted, could avoid or minimize delay at the end of the process. Greater consensus on the scope of work before the proposal is out to bid or the grant pursued could save staff time, minimize costs to contractors seeking to bid on the work, and avoid unnecessary delays during the BoR's review and approval. The following memorandum outlines an approach as well as items for consideration. We look forward to speaking with the administration and department heads on these items.

#### **Informal Review**

We understand that there are often milestones and deadlines that need to be adhered to in the proposal and grant processes. Understanding these constraints, rather than a formal process we request that draft scopes of work for site specific projects be transmitted by the lead department via email to the two representatives in the district in which the project is located, as well as the relevant BoR standing committee. We ask that the district and committee representatives be allotted two weeks to submit their questions and comments back to the department leading the work. Following the close of the two-week comment period, the department would proceed with the request for proposal or grant application through the purchasing department, as applicable.

#### **Standing Requests**

There are certain types of projects that generate more questions and concerns related to what was—or was not—included in the scope or work. The BoR finds that active and engaged public participation is critical to land use, transportation, parks, and community facilities projects. We further find that the integration of green infrastructure is critical to addressing global climate change, air quality, flooding, and stormwater management and that the City should be leading by example in its capital improvement projects. Therefore, we request that the following items be considered for inclusion in requests for proposals and grant applications that require Board of Representative approval:

- 1. Requirement for public engagement.** The scale of the public engagement should be based on the size and scope of the project. However, the following should be considered:
  - a. In-person and virtual public information sessions and workshops
  - b. Online tools (e.g., dedicated website, surveys, interactive mapping applications)
  - c. Stakeholder meetings

- d. Pop-up events
  - e. Multi-lingual translation services
  - f. American with Disabilities Act and Section 508 compliance
- 2. Consideration of the integration of green energy.**
- a. All major roof replacement and new construction projects should consider the feasibility of the installation of solar panels.
  - b. All major renovations and new construction projects should consider the use of geothermal heat pump systems.
- 3. Consideration of green infrastructure and low impact development techniques.**
- a. All major parking lot, sidewalk, and roadway projects should consider the use of green infrastructure such as pervious pavement, rain gardens, and bioswales.
  - b. All major school and park construction projects should consider the installation of demonstration green infrastructure projects. These could include rain gardens, pervious parking areas, bioswales, rainwater harvesting, green roofs, and solar canopies.
- 4. Consideration of Equity and Environmental Justice.**
- a. Site selection for pilot projects (e.g., air quality monitors, ride share programs) should consider whether they would improve equitable access to a healthy, sustainable, and resilient environment in which to live, play, work, learn, grow, worship, and engage in cultural and subsistence practices.