



City Council Workshop Agenda

August 12, 2025 at 6:30 PM

City Hall Council Chambers - 210 W 6th Ave and Virtual

The City of Kennewick broadcasts Council meetings on the City's website at

<https://www.go2kennewick.com/CouncilMeetingBroadcasts>.

Written public comment is accepted pursuant to KMC 2.04.047.

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1. Update: Benton Franklin Council of Governments (BFCOG)
 2. City Hall Replacement

Council Agenda Coversheet	Item Number: 1.	Date: 8/12/2025	Category: Info Only
	Item Type:	Presentation	
	Subject:	Update: Benton Franklin Council of Governments (BFCOG)	
	Department:	City Manager	
<u>Summary</u> Executives from the Benton-Franklin Council of Governments will provide an informative annual update relating to regional transportation issues.			
Attachments: 1. Presentation			



BFCOG & Kennewick

Annual Update for Kennewick City Council

August 12, 2025

Michelle Holt, Executive Director

Erin Braich, MPO Director



MPO & RTPPO = Regional Planning



2025 Call for Projects

- *Completion Date: May 2025*
- **\$22 million** for Regional Transportation Projects
- **Kennewick was awarded** funding for three projects for a total of **\$4 million**





Tri-Cities Climate Change Approach

- *Completion Date: October 2025*
- **Kennewick, Pasco, Richland, West Richland, and Benton County**
- Assisting in complying with Growth Management Act requirements (HB 1181)

Tri-Cities Regional

Climate Planning Project



Preparing for Extreme Heat, Wildfire Smoke, and Drought:

A collaborative effort by local governments to prepare for climate-related natural hazards.



Regional Freight Plan

- *Completion Date: Anticipated December 2025*
- Last updated in 2008
- The BFCOG Regional Freight Plan will provide a regionwide analysis of the freight system
- Building block for **Regional Rail Plan**





Regional Pedestrian and Trails Plan

- *Completion Date: Anticipated December 2025*
- Building on the Regional Bicycle Plan and the Kennewick Trails Plan
- **Aim to adopt the Regional Trail System** with Wayfinding Signage (building on Visit Tri-Cities)





Regional Transportation Plan: 2050

- *Completion Date:
Anticipated December 2026*
- MTP/RTP → Long Range
Transportation Plan →
Regional Transportation
Plan: 2050
- **Scenario planning
introduced in this
update**



Baseline (Medium Growth):

Trendline-growth based on jurisdiction's comprehensive plans

Tri-Cities Sinks (Low Growth):

The region does not grow as anticipated, and job growth stifles/is stifled or lost

Ecotopia (High Growth):

In-fill development and increased bicycle, walking, and transit usage

Back to the Future (High Growth):

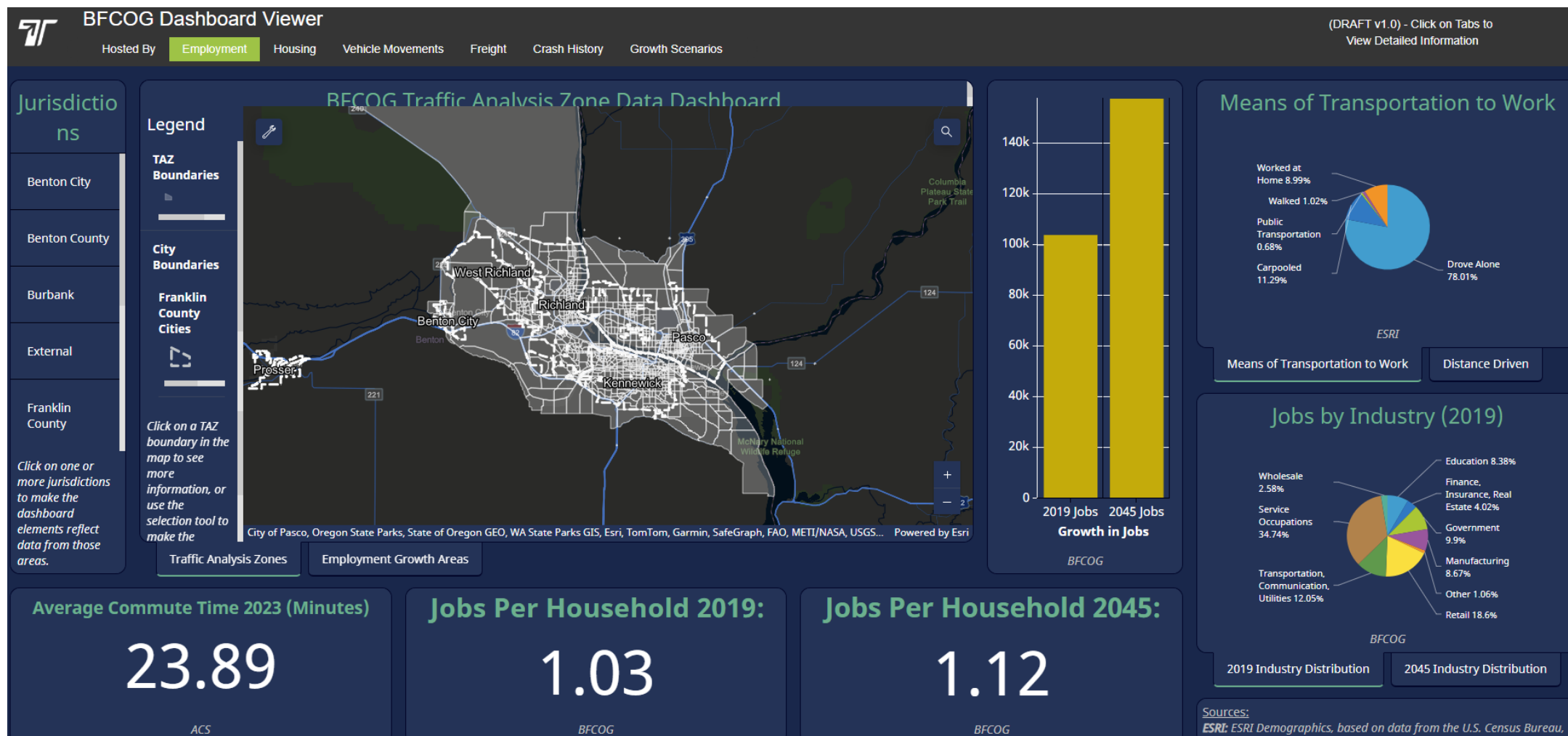
Suburban and rural growth focused on car-centric households

Mah and Safe (Medium Growth):

Each city's growth is varied based on its decisions

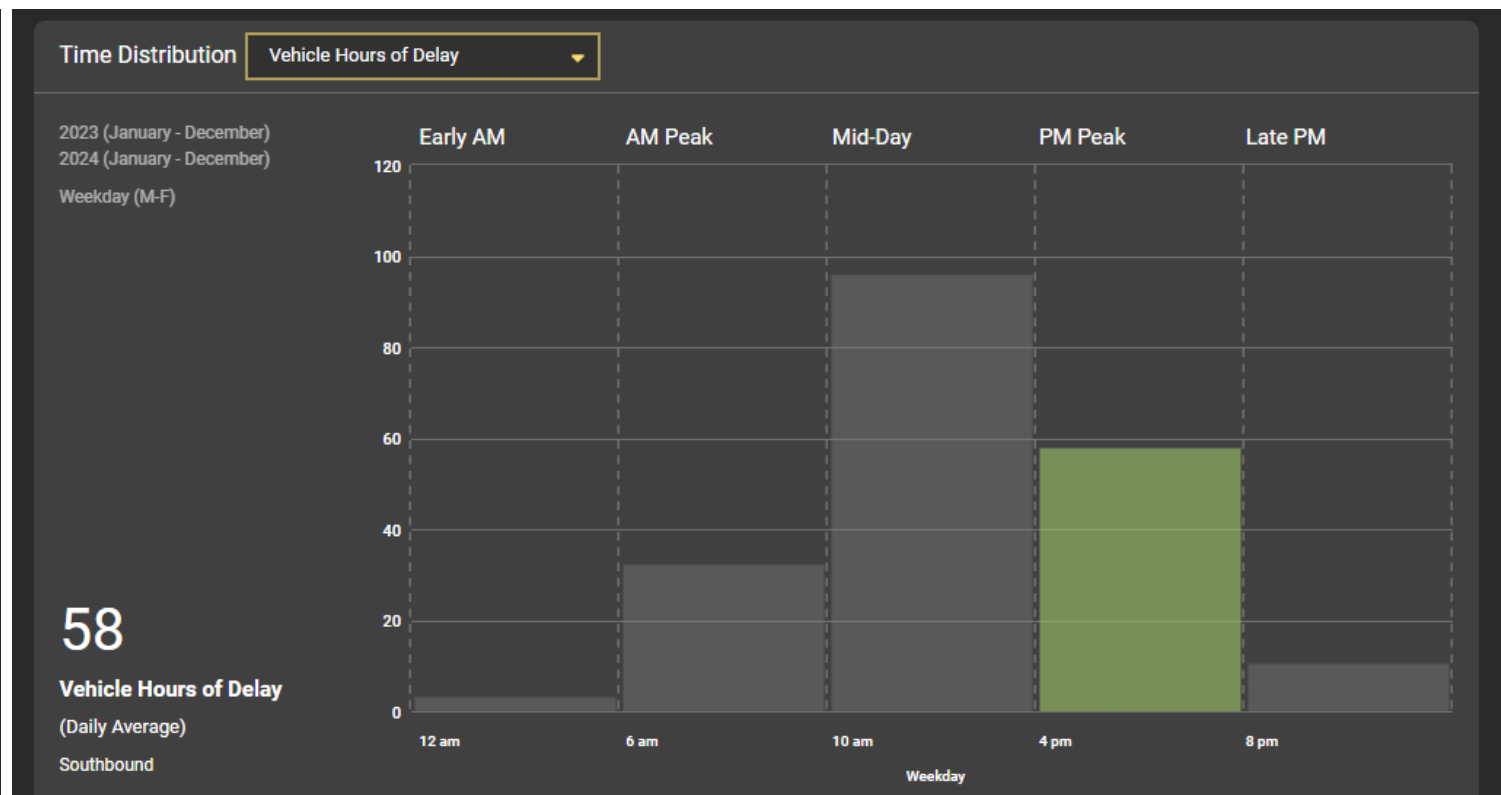
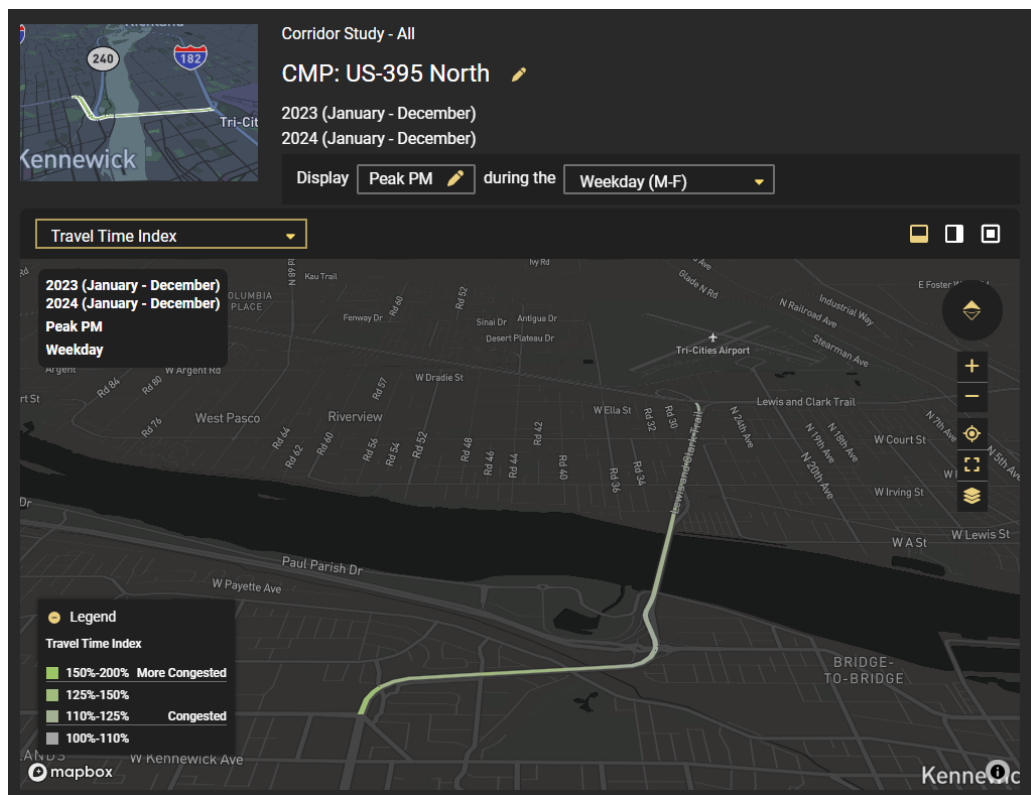


GIS Dashboard





StreetLight (but wait...there's more)





BFCOG & BFEDD

Administration and Technical Assistance Supporting Economic & Community Development



2026-2030 CEDS



- **Strategic Development Areas**

- Southridge District
- Kennewick Historic Waterfront (POK)
- Vista Field (POK)

- **Strategic Projects List**

- Nine development projects included
- Supporting potential acquisition of \$65.8M in necessary future funding

**COMMERCIAL LAND AVAILABLE ON
BOB OLSON PARKWAY!**





Brownfields Coalition Assessment Grants

\$285,000 in Brownfields Assessments & Planning, including:

- **Downtown Kennewick Brownfields and Mobility Area Wide Plan**
- Phase I & II EAS, and Regulated Building Materials Survey (RBMS) for former KGH (Benton County)
- Phase I ESA, RBMS, and Reuse Plan for 10 East Bruneau property (Benton County)



BFCOG selected for \$1.2M FY25 EPA Brownfield Coalitional Assessment Grant Award



Grant Navigator & Technical Assistance



- Congressional Connections
- Funding Letters of Support
- Notices of Funding Opportunity
 - 26 to date in 2025
- Grant Identification & Application Support
 - Working with KPD/BRAVE



Future 2075

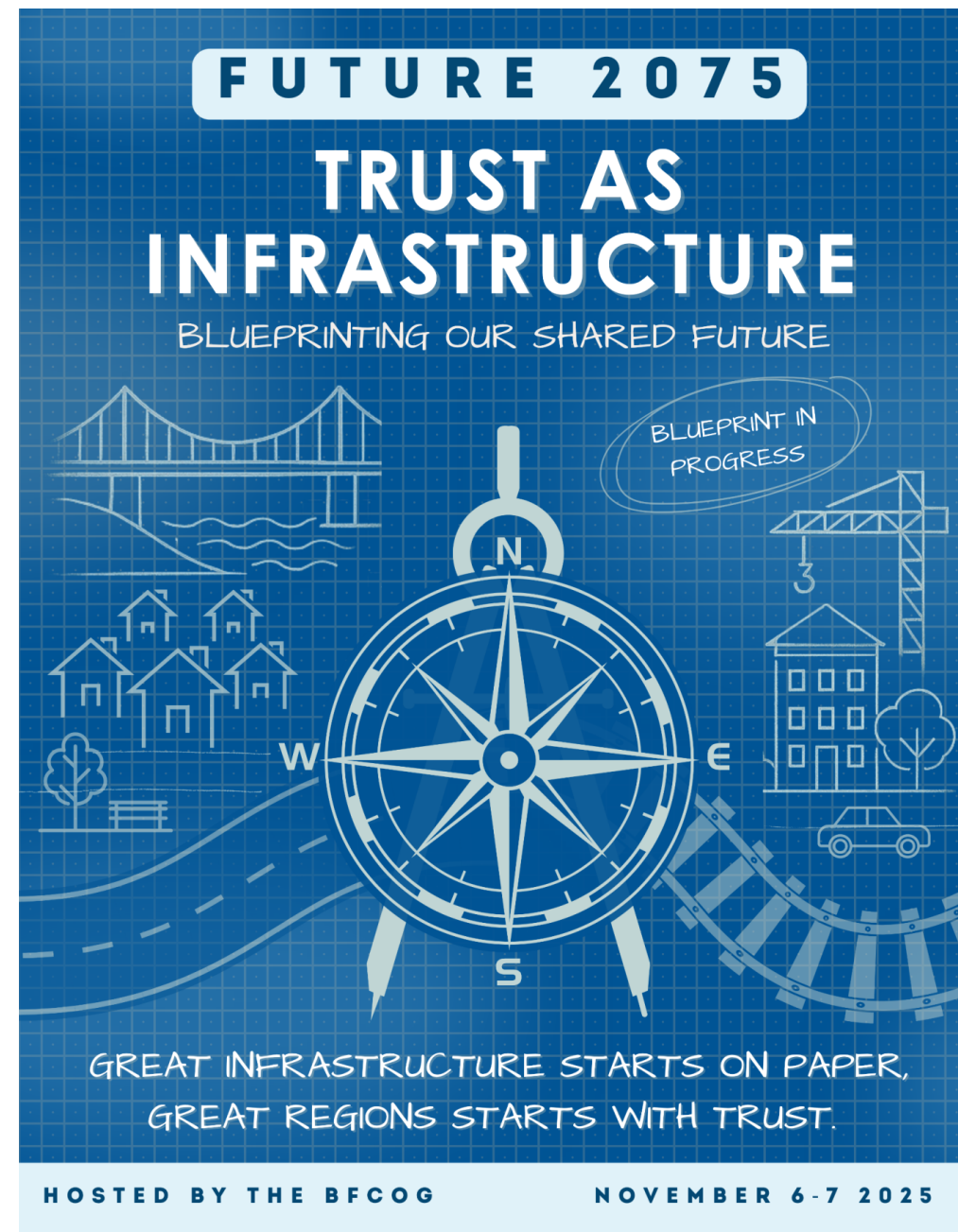
When/Where: November 6 & 7, 2025
Terra Blanca Winery

- Kick-off dinner 11/6
- Full-day event 11/7

What: Professionally facilitated “Futuring” experience to focus on our shared possible, probable & preferred regional future

Who: BFCOG member elected officials & key staff leaders

Why: Catalyze Regional Thinking, Build Trust, and Strengthen Collaboration





Special Administration



- **Benton-Franklin Broadband Action Team**
- **Benton County Public Facilities District**
 - Kennewick PFD/Three Rivers Convention Center Expansion
- **Tri-City Regional PFD**
- **Mid-Columbia Building Appeals Commission** (Pending Restructure)



BFCOG Budget & Dues

City of Kennewick

- 2025 Annual Dues: \$57,464 (Federal Match Only)
- 20.15% of Total Dues Budget
- **5-Year ROI: \$43.30 direct return for every \$1 invested in BFCOG**

New Dues Methodology To Be Considered

- Member dues have only increased 12.5% total since 2000.
- Provide \$100K for Base Operations
(In addition to Federal Match)
- Restructure Federal Match for Transit Specific Funding
 - BFT to pay 100% of FTA Match
 - Reduces match burden to Cities/Counties

For 2026, Kennewick's estimated dues would increase by \$2,880 if approved.



Questions?

Special recognition goes to the City of Kennewick staff, who are regularly engaged and responsive to BFCOG. It is seen and appreciated!

Council Agenda Coversheet	Item Number: 2. Date: 8/12/2025	Category:
	Item Type: Presentation Subject: City Hall Replacement Department: City Manager	
Summary PURPOSE:To obtain City Council consensus on the scope of work for a comprehensive architectural assessment to evaluate options for addressing City Hall's current and future facility needs. BACKGROUND:The City of Kennewick requires a data-driven analysis to make informed decisions about City Hall's future. Staff recommends engaging a qualified architectural firm to conduct a comprehensive feasibility study that will provide clear comparison of renovation versus new construction options as laid out in the attached white paper. PROPOSED SCOPE OF WORK:The recommended study includes three integrated components: 1. New City Hall Feasibility Study - Determine optimal specifications, costs, and timeline for new construction 2. Civic Campus Master Planning - Integrate new facility into comprehensive civic campus vision using existing studies 3. Existing City Hall Renovation Analysis - Evaluate viability and costs of renovating current facility ALTERNATIVES:Council may choose to pursue a reduced scope focusing on: • New construction and master planning only • Renovation analysis only • Phased approach conducting components sequentially FISCAL IMPACT:Study costs will be determined through the RFP process based on Council's approved scope. Staff will return with cost estimates after receiving qualified proposals. STAFF RECOMMENDATION:Authorize staff to proceed with architect selection process for the comprehensive three-component study to provide complete analysis of all viable options. ACTION REQUESTED:Provide direction on preferred scope of work for the City Hall replacement study and authorize staff to begin the architect selection process.		
Attachments: 1. White Paper 2. Appendix A: Sample RFP Framework		



CITY HALL REPLACEMENT STUDY: RECOMMENDED PROCESS FOR MOVING FORWARD

To: City Council
From: Erin Erdman, City Manager

EXECUTIVE SUMMARY

The City of Kennewick is facing a critical decision regarding the future of our municipal facilities. This white paper outlines a comprehensive, phased approach to evaluate options for addressing City Hall's current and future needs. Our recommended process will provide City Council with the data-driven analysis necessary to make informed decisions about how to move forward with an improved facility.

Key Recommendation: Engage a qualified architectural firm with city hall experience to conduct a comprehensive feasibility study encompassing new construction analysis, civic campus master planning, and existing facility evaluation.

RECOMMENDED PROCESS AND SOPE OF WORK

Phase 1: Comprehensive Architectural Assessment

A. New City Hall Feasibility Study

Objective: Determine optimal specifications and costs for new construction

Scope of Work:

- Conduct needs assessment based on current and projected staffing levels
- Determine optimal building size and configuration
- Develop preliminary design concepts
- Provide construction cost estimates (including site preparation, utilities, and infrastructure)
- Identify site requirements
- Assess timeline for new construction

Deliverables

- Preliminary architectural concepts
- Cost estimates with contingencies
- Construction timeline

B. Civic Campus Master Planning

Objective: Integrated new City Hall into comprehensive Civic Campus Vision

Scope of Work:

- Review and incorporate existing studies and plans
 - 2014 Facilities Assessment & Master Plan Volume 1
 - 2014 Facilities Assessment & Master Plan Volume 2
 - 2022 Update Facilities Assessment & Master Plan
 - 2024 Feasibility Study for Recreation Facilities
 - Draft (2024) – Civic Master Plan Request for Proposal
- Develop unified design concept for civic campus
- Plan for optimal placement of new City Hall within campus
- Consider future expansion possibilities
- Address parking, landscaping, accessibility, and connectivity

Deliverables:

- Comprehensive civic campus master plan
- Integration strategy with existing facilities
- Visual renderings and conceptual drawings

C. Existing City Hall Renovation Analysis

Objective: Evaluate viability and costs of renovating current facility

Scope of Work:

- Conduct comprehensive building condition assessment
- Analyze structural integrity and systems (HVAC, electrical, plumbing)
- Evaluate ADA compliance requirements and modification costs
- Assess potential for expansion or reconfiguration
- Determine code compliance issues and upgrade requirements
- Conduct needs assessment based on current and projected staffing levels
- Provide construction cost estimate

Deliverables:

- Building condition report
- Renovation feasibility analysis
- Timeline estimates for renovation work
- Disruption impact assessment
- Cost estimates with contingencies
- Construction timeline

Integration Strategy

The selected architect will be required to thoroughly review and integrate findings from existing studies to avoid duplication of effort and ensure continuity with established planning goals.

BUDGET CONSIDERATIONS**Study Cost Determination**

At this time, we do not have specific cost estimates for completing the recommended comprehensive architectural assessment. The total cost will depend on the scope of work ultimately approved by City Council and the complexity of the analysis required.

Scope Flexibility and Cost Implications**Full Scope (All Three Components):**

- New City Hall feasibility study
- Civic campus master planning
- Existing City Hall renovation analysis

Reduced Scope Options: If City Council determines that consensus does not exist to pursue all three phases of the recommended study, the overall cost can be reduced by focusing on specific components:

- **New Construction Focus:** Limiting scope to new City Hall feasibility and civic campus master planning
- **Renovation Focus:** Concentrating solely on existing building assessment and renovation options
- **Phased Approach:** Conducting components sequentially based on initial findings

Cost Development Process

To determine accurate project costs, we recommend:

1. Developing detailed scope of work based on Council direction
2. Soliciting proposals from qualified architectural firms
3. Evaluating cost proposals against desired outcomes
4. Presenting final cost estimates to Council for budget approval

EXPECTED OUTCOMES AND BENEFITS

Decision-Making Support

This comprehensive study will provide City Council with:

- Clear comparison of renovation vs. new construction options
- Accurate cost projections for informed budgeting
- Timeline estimates for project planning
- Risk assessment for each alternative
- Professional recommendations based on objective analysis

Long-Term Planning Benefits

- Integrated civic campus vision
- Efficient use of municipal resources
- Enhanced public service delivery
- Improved accessibility and functionality
- Alignment with community growth projections

NEXT STEPS AND RECOMMENDATIONS

1. Authorize the Study: Direct staff to proceed with architect selection process
2. Establish Budget: Allocate funds for comprehensive architectural assessment
3. Set Timeline: Establish target dates for key milestones
4. Public Engagement: Inform public of decisions as they are made

CONCLUSION

The future of City Hall represents a significant investment in our community's infrastructure and public service delivery. By conducting a comprehensive architectural assessment now, we can make informed decisions that will serve our residents effectively for decades to come. The recommended process will provide the thorough analysis necessary to choose the most appropriate path forward while ensuring responsible use of taxpayer resources.

Staff requests City Council's authorization to proceed with this essential planning process.

APPENDICES

Appendix A: Sample RFP Framework

REQUEST FOR PROPOSALS

Architectural and Master Planning Services for:

City Hall Replacement Study



Proposals Due Date: Tuesday, _____ 2025, by 2:00 PM

Proposal(s) shall be sealed and clearly marked as RFP and Project Title.

Submit one (1) PDF electronic copy (email is acceptable) of the proposal to:

Erin Erdman
City Manager
City of Kennewick
210 W. 6th Avenue, PO Box 6108
Kennewick, WA 99336-0108
Erin.erdman@ci.kennewick.wa.us
509-509-4251

I. PROJECT DESCRIPTION

The City of Kennewick (City) is seeking proposals from qualified architectural firms to perform a **City Hall Replacement Study**, encompassing:

- New construction feasibility
- Civic campus master planning
- Evaluation of the existing facility

The purpose is to provide City Council with data-driven analyses for informed decision-making regarding improvements to the City Hall facility.

Interested firms must demonstrate experience in:

- Planning and design of new City Halls
- Civic campus master planning
- Rehabilitation/remodel of existing municipal facilities

Full notice and complete details of the bid are available on Public Purchase City of Kennewick's designated webpage with Public Purchase. Please follow the link below:

<https://www.go2kennewick.com/300/Bid-Opportunities>

Contact Public Purchase directly if unable to access documents online at support@publicpurchase.com. Online Chat is available from 7:00 a.m. to 4:00 p.m. MT at www.publicpurchase.com top left corner.

II. CONSULTANT SCOPE OF WORK

A. City Hall Feasibility Study

Objective: Determine optimal specifications and costs for new construction

Scope of Work:

- Conduct needs assessment based on current and projected staffing levels
- Determine optimal building size and configuration
- Develop preliminary design concepts
- Provide construction cost estimates (including site preparation, utilities, and infrastructure)
- Identify site requirements
- Assess timeline for new construction

Deliverables

- Preliminary architectural concepts
- Cost estimates with contingencies
- Construction timeline

B. Civic Campus Master Planning

Objective: Integrated New City Hall into comprehensive Civic Campus Vision

Scope of Work:

- The selected architect must thoroughly review and integrate findings from existing studies to avoid duplication and ensure continuity with long-term planning goals (See Reference Study section)
- Develop unified design concept for civic campus
- Plan for optimal placement of new City Hall within campus
- Consider future expansion possibilities
- Address parking, landscaping, accessibility, and connectivity

Deliverables:

- Comprehensive civic campus master plan
- Integration strategy with existing facilities
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C. Existing City Hall Renovation Analysis

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Scope of Work:

- Conduct comprehensive building condition assessment
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Deliverables:

- Building condition report
- Renovation feasibility analysis
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- Construction timeline

III. PREPARATION OF REQUEST FOR PROPOSAL**General Guidelines**

- Maximum 12 single-sided pages (excluding covers)
- Include resumes of key personnel
- Minimum 11-point font and single-spacing or greater

Proposal Organization**1. Cover Letter** (1 page)**2. Project Understanding and Approach**

- Describe overall understanding of the project intent
- Identify key issues, scope, and schedule approach

3. Project Team, Experience, and References

- List team members and their roles/time commitment
- Describe organization and project management structure
- Provide examples of similar projects from the last 5 years
- Include a minimum of three (3) references:
 - Client name
 - Address and phone number
 - Work performed
 - Construction cost
 - Year completed

IV. SELECTION CRITERIA

Evaluation Factor	Points
RFP Submittal Requirements	10
Proposed Project Team Experience	15
Project Understanding and Approach	30
Similar Projects (last 5 years)	30
Minimum of 3 References for Similar Projects	15

V. REFERENCE STUDIES

- 2014 Facilities Assessment & Master Plan Volume 1
- 2014 Facilities Assessment & Master Plan Volume 2
- 2022 Update Facilities Assessment & Master Plan
- 2024 Feasibility Study for Recreation Facilities
- Draft (2024) – Civic Master Plan Request for Proposal

VI. TERMS AND CONDITIONS

- Firms may withdraw their proposal at any time prior to the deadline, in person or via written request.
- The City of Kennewick reserves the right to:
 - Reject any or all proposals
 - Waive informalities or irregularities
 - Request additional information
 - Select a proposal most favorable to the City's interests
- The City will not be responsible for costs incurred by proposers in preparation or submission of proposals.
- A selection committee may conduct interviews with top-ranked firms or may select the most qualified firm based solely on written submissions.