

**INFORMATION ONLY ITEM**  
CITY OF BREMERTON  
CITY COUNCIL

**A7**

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**SUBJECT:** Update on Professional Services Agreement with Parametrix, Inc. for Oyster Bay Avenue Site Preparation to Develop a Homeless Shelter

Study Session Date: October 11, 2023  
Presenter: Katie Ketterer/Tom Knuckey  
Phone: 360-473-5334

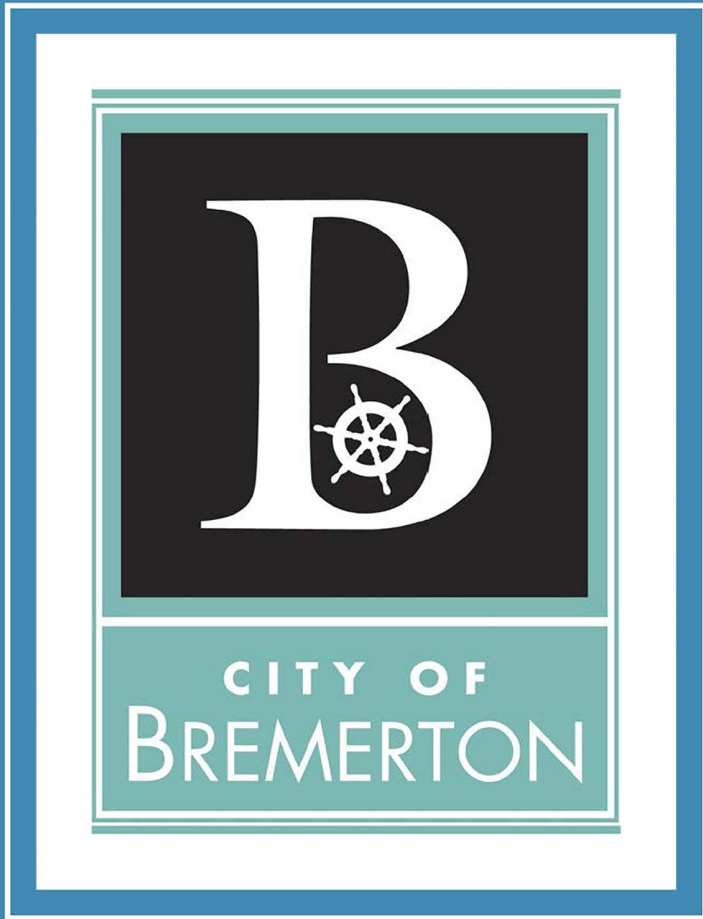
**SUMMARY:** The administration has executed a Professional Services Agreement with Parametrix, Inc., to complete 30% design and permitting for grading and utilities on 3 undeveloped acres of property adjacent to its Public Works Offices at 100 Oyster Bay Avenue North. Staff will update Council on this contract, and next steps associated with this development.

**HANDOUTS:** Professional Services Agreement

**STUDY SESSION AGENDA:**

No Presentation

Full Presentation



# SITE DEVELOPMENT FOR EMERGENCY SHELTER

City Council Study Session  
Info Only Briefing  
10/11/2023

# Agenda

- Outline how a site was selected for development
- Review fast track process to develop site
- Preview shelter options that the City is evaluating
- Next steps

This presentation focuses on site selection and site preparation; however, other important work is happening in parallel that is generally not covered in this presentation. That work includes:

- Determine shelter type, facilities and amenities,
- Establish budget and timeline for shelter development,
- Pursue grants for construction and operations,
- Coordinate with others to operate the shelter

# Site Evaluation Criteria

Criteria used to evaluate site feasibility:

- Ownership - owned by City
- Size - Useable area of 1 acre, minimum
- Existing use
- Zoning – must allow the use
- Critical Area Review
- Readiness - What improvements are needed to prep the site?
- Access - Is the site accessible from an existing right of way?
- Transit/Transportation and Resource Accessibility
- Timing - How quickly can the site be ready?

One site met this criteria

# Site Evaluation – Property north of PW&U Facility



Site: Property North of PW&U Oyster Bay Facility

- Large enough (at least 1 acre)
- Appropriate zoning
- Adjacent to KT route and within walking distance of several routes on Kitsap Way
- Near other resources such as health care and food
- Grading and site preparation needed for shelter development and access
- Grading is forward compatible with future use of site by Public Works & Utilities
- Site not needed for PW&U expansion in the immediate future

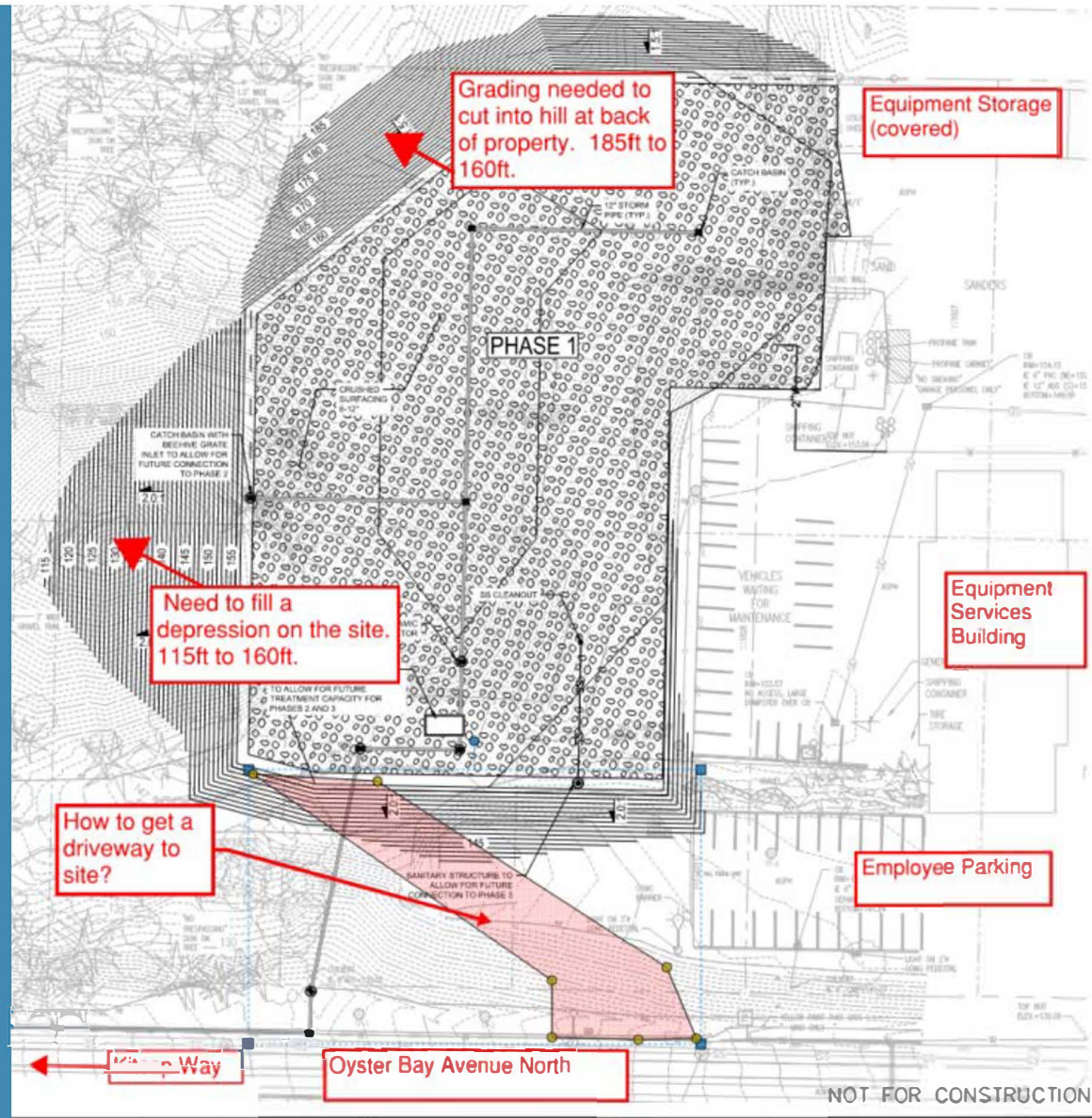
# Parametrix Contract

Contract executed with Parametrix for 30% design and permitting for site grading and utilities.

*Grading is fast tracked for spring construction. The 30% design accommodates all shelter alternatives.*

Contract includes:

- Site development coordination
- 30% design, and cost estimates
- Permits



# Next Steps for Parametrix Contract

Contract modification expected in January +/- once shelter type is selected. The modification will add:

- Final design with bid ready documents available by March +/- . Contract will include a budget adjustment
- May need - coordination with sub-consultants with expertise in shelter design
- May need - added design tasks for additional utilities (power), building pad design, security and lighting design, permitting for building and/or site use, public outreach

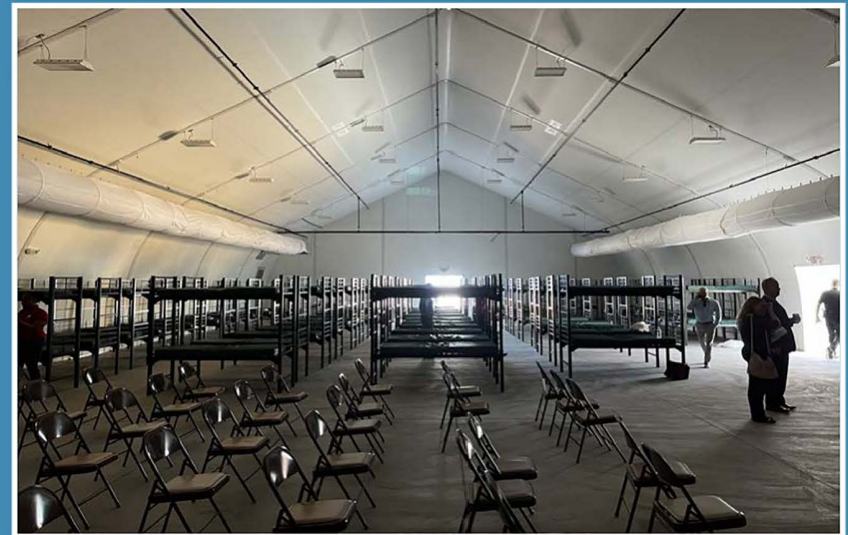
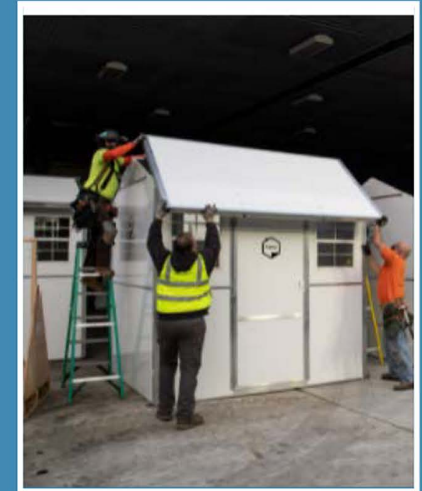
# Shelter Options

The City is considering three emergency shelter approaches (from top left):

- Regulated Outdoor Encampment\*
- Pallet Community - temporary tiny home site
- Sprung Structure - temporary shelter building

Shelter & related facilities to be contracted separately

\*limited to 183 days under BMC 20.46.090 for temporary encampment permits





# Potential Costs

*\*Order of magnitude costs, not budgetary*

## Design

30% Design Contract - \$85k

100% Design Contract - \$50 - \$200k (cost range reflects uncertainty about shelter type)

## Construction - Site Grading, Access, and Utilities

\$1.2 - \$1.75 million

## Shelter – design & construction (range reflects uncertainty about shelter type)

\$250,000 - \$2.75 million

## TOTAL COST

Design and Construction - \$1.6M - \$4M

Operations - TBD

# Timeline and Next Steps

## Site Grading Development

- Complete 30% site design – Oct - Dec
- Modify Parametrix contract for 100% site design - Jan
- Complete design and permitting – Jan – March +/-
- Bid/Award construction contract for site grading (may include other shelter prep) – April/May
- Complete site grading and prep – May – July +/-

## Shelter Development

- *Select shelter type – ASAP, Dec at latest*
- Define budget; secure revenue and establish partners – Dec
- Contract/Bid/Award for shelter and amenities – timeline varies depending on option selected

Questions?

