



# STAFF REPORT

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**Meeting Type:** Council Meeting  
**Meeting Date:** May 6, 2024  
**From:** Andi Howell, Transit Director  
**Subject:** Project Update: Sandy Operations Center Expansion Design

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## **DECISION TO BE MADE:**

No direct decisions at this time. This agenda item is intended to update and inform City Council on the project process and current direction. Staff seeks general feedback and guidance, and support from the Council for the current direction of the project.

## **BACKGROUND / CONTEXT:**

In 2022 Transit was successful with a grant application through the Federal 5339 bus and facilities program. The grant provided funding for an electric bus, as well as the design of a new administrative building and a new maintenance building at the Sandy Operations Center.

In May 2023 Transit staff conducted a Request for Proposals (RFP) and out of eight applicants, MWA Architects was the selected vendor. The grant application for the Operations Center design was driven by a need to support growing infrastructure and departments, infrastructure improvements, and sustainability. With new electrification projects and the future need to purchase and maintain electric vehicles, SAM recognized that the City needs a forward-thinking plan that allows the City to maintain our capital investments independently, especially when emergencies occur, for all departments.

SAM provided MWA with the original master plan of the Sandy Operations Center. MWA was also provided guidance that while this is a Transit funded project, we are seeking solutions for multiple departments.

### Design Steps

The project kick off meeting was December 11, 2023 and consisted of Andi Howell and Muna Rustam from Transit, Jenny Coker and Ryan Wood from Public Works, and Tiana Rundell from Parks and Recreation. Also attending was the MWA team, Jean Root, Leslee Randolph and Melissa Guarin. The day consisted of two workshops, one in the morning that involved interviews and a site walk to understand campus needs, and one in the afternoon to gather program on the daily activities of all departments and get a broad understanding of the site's organization around access, circulation, security, stormwater, and shared facilities. At this workshop several scenarios were discussed and sketched by the design team.

Although Andi and MWA meet weekly, the next larger steps were for the design team to spend time shadowing people from the various departments to better understand how space is used, where the needs are, and efficient design scenarios to meet the needs discussed.

The MWA team and Sandy staff also visited a nearby transit facility (Wilsonville's SMART) to meet with the Maintenance Supervisor and tour the facility. SMART conducts maintenance for all of Wilsonville's City Departments and currently has electric and hybrid vehicles.

As early as January the design team began providing the City with design options. Each decision that has been made to date has been a collaborative effort between Sandy Transit and Sandy Public Works, as these departments are the two who primarily occupy the Sandy Operations Center. Sandy Parks and Recreation has been kept up to date on the process and direction but that department is not as heavily impacted by the key decisions being made.

### **KEY CONSIDERATIONS / ANALYSIS:**

Preventative maintenance information was collected for all departments, and it was determined those needs could be accommodated with room for fleet expansion.

With support from Council, moving this maintenance building layout to a 30% design package for concept will allow transit to move forward in the grant application process.

- Critical Path to meet needs of all Departments: Ability to Maintain vehicles (sustainability)
- Immediate Needs of Departments in Operations Center: office space, conference and training space, storage space (parts and maintenance as well as records), break rooms, restrooms.

### **BUDGET IMPACT:**

None currently.

### **RECOMMENDATION:**

Staff requests Council feedback and support regarding the current direction of the project.

### **LIST OF ATTACHMENTS / EXHIBITS:**

- Scope of Project
- Existing Administration Building
- First Floor Maintenance Bay
- Second Floor Maintenance Bay
- Future Remodel of Current Administration Building