

## Exhibit A

### TRPC Scope of Work

This document includes a proposed scope of work for the Thurston Regional Planning Council (TRPC) to complete a land capacity analysis for housing in cities of Lacey, Olympia, Tenino, Tumwater, and Yelm, and Thurston County that meets regional needs for Comprehensive Plan updates due in 2025, and if necessary, facilitate a review and update to the housing allocations for the Thurston region completed in 2023.

#### Project Assumptions:

- Project partners include the cities of Lacey, Olympia, Tenino, Tumwater, Yelm, and Thurston County. Project partners will allocate staff time to participate in scheduled meetings, review draft materials, and coordinate with relevant staff and elected officials for their jurisdiction.
- The land capacity analysis will be developed to be consistent with RCW 36.70A.070(2)(c) and guidance developed by the Washington State Department of Commerce.
- TRPC will use the housing allocations developed by the project partners in 2023 unless project partners choose to revisit and revise those allocations as a part of this project (Optional Task 4).
- TRPC will use the land capacity reported in the 2021 Buildable Lands Report (Appendix III), including TRPC's method for estimating ADUs. Data may be retabulated to account for recent annexations, but the underlying model will not be substantially updated.
- Project partners have determined they do not need an Emergency Housing land capacity analysis.
- TRPC will develop a standard presentation of land capacity results for policymakers, but will not participate in any presentations.

Tasks	Description
<b>Task 1</b>	<b>1.1 Project Management</b> <ul style="list-style-type: none"> <li>• Prepare monthly invoices, ensure project objectives are met, oversee adherence to schedule and budget, and ensure timely delivery of project deliverables.</li> </ul>
<b>Deliverables</b>	<ul style="list-style-type: none"> <li>• Monthly invoices and project updates</li> </ul>
<b>Task 2</b>	<b>Land Capacity Analysis</b> <b>2.1 Initial Land Capacity and Classification</b> <ul style="list-style-type: none"> <li>• Review existing land supply forecast and summarize land capacity by zone.</li> <li>• Calculate additional capacity for ADUs on developed lots using TRPC method.</li> <li>• Develop an initial classification of zones by allowed housing types and density level.</li> <li>• Meet with planning staff from each project partner to review and revise classification (6 meetings)</li> <li>• Update zoning classifications and initial land capacity</li> </ul>

Tasks	Description
	<p><b>2.2 Assess Housing Affordability and Housing Types by Zone</b></p> <ul style="list-style-type: none"> <li>• Relate zone categories to housing types and income levels, using tables provided in guidance document from the Department of Commerce.</li> <li>• Update zoning classifications developed in Task 2 as needed.</li> </ul> <p><b>2.3 Land Capacity Analysis by Housing Need</b></p> <ul style="list-style-type: none"> <li>• Compare projected housing needs to capacity and zoning classifications, and identify whether there are any deficits.</li> </ul> <p><b>2.4 Partner Coordination and Review</b></p> <ul style="list-style-type: none"> <li>• Facilitate 2-3 meetings of project partner staff to confirm direction and review materials.</li> </ul> <p><b><i>Potential agendas for meetings include:</i></b></p> <p>Meeting 1</p> <ul style="list-style-type: none"> <li>• Review project expectations and schedule</li> <li>• Review initial land capacity classifications</li> <li>• Review initial affordability levels by zone</li> <li>• Get consensus on methods</li> </ul> <p>Meeting 2</p> <ul style="list-style-type: none"> <li>• Overview of Meeting 1</li> <li>• Present initial land capacity analysis</li> <li>• Identify need for actions to address any deficits, such as changes to zoning or changes to housing need allocations.</li> </ul> <p>Meeting 3 (optional)</p> <ul style="list-style-type: none"> <li>• Overview of previous meetings</li> <li>• Present revised land capacity analysis, based on changes identified in previous meetings.</li> <li>• Identify any further actions to address remaining housing need deficits or changes to housing need allocations.</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Draft summary of land capacity and classification</li> <li>• Draft table showing relationship between zoning categories, housing types, and income levels</li> <li>• Meeting agendas and summaries</li> </ul>
Task 3	<p><b>3.1 Draft and Final Deliverables – Land Capacity Analysis</b></p> <ul style="list-style-type: none"> <li>• Prepare final tables and figures for presentation.</li> <li>• Prepare draft and final PowerPoint presentation of process and process outcomes.</li> </ul>

Tasks	Description
	<ul style="list-style-type: none"> <li>• Prepare draft and final technical memo documenting land capacity methodology and results, including land capacity for each project partner.</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Draft and final PowerPoint slides (6)</li> <li>• Draft and final technical memo (1)</li> </ul>
<b>Task 4</b>	<p><b>Housing Need Allocation Update</b> This task applies if the project partners identify a need to revisit and revise the housing need allocation method completed in 2023.</p> <p><b>4.1 Allocation Updates</b></p> <ul style="list-style-type: none"> <li>• Facilitate up to 3 additional meetings of project partner staff. TRPC will invite representatives from Tenino, Rainier, and Bucoda to participate.</li> <li>• Run updated housing allocation methods identified in Task 2.</li> <li>• Revise land capacity analysis to address deficits.</li> </ul> <p><b>4.2 Revised Housing Allocation final deliverables</b></p> <ul style="list-style-type: none"> <li>• Prepare revised tables and figures for jurisdiction presentations.</li> <li>• Prepare updated technical memo.</li> </ul>
Deliverables	<ul style="list-style-type: none"> <li>• Meeting agendas and summaries</li> <li>• Revised Housing Need Allocation technical memo</li> </ul>
<b>Task 5</b>	<p><b>5.1 Countywide Planning Policies Review Scope of Work</b> Develop a scope of work and schedule for updates to the County Wide Planning Policies to ensure consistency and alignment with housing element reviews.</p> <ul style="list-style-type: none"> <li>• Facilitate 1-2 meetings of project partner staff (may overlap with other meetings)</li> <li>• Draft scope and schedule</li> <li>• Update scope based on partner feedback</li> </ul>
	<ul style="list-style-type: none"> <li>• CWPP Update Scope of Work</li> </ul>

### Budget

- Costs to complete the work included in this scope of work will be divided proportionally among the six partner jurisdictions according to each jurisdiction's total number of zoning districts.

Staff	Billing Rate	Task 1 (hours)	Task 2 (hours)	Task 3 (hours)	Task 4 (hours)	Task 5 (hours)	Cost
Senior Planner (PM)	\$78.44	42	160	90	55	5	\$27,611
Planning Manager	\$93.64	5	20	8	15	10	\$5,618
Office Specialist	\$23.00		11				\$536
<b>Subtotal</b>							<b>\$33,766</b>
<b>Indirect Costs</b>	0.54						<b>\$18,234</b>
<b>Total Cost</b>							<b>\$52,000</b>

### Cost Per Partner

Jurisdiction	Zoning Districts	Percent of Total Zoning Districts	Cost Per Partner
Lacey	32	24%	\$12,418
Olympia	33	25%	\$12,806
Tenino	11	8%	\$4,269
Tumwater	21	16%	\$8,149
Yelm	14	10%	\$5,433
Thurston Co	23	17%	\$8,925
<b>TOTAL</b>	<b>134</b>		<b>\$52,000</b>

## Schedule

- Timing of tasks dependent on when agreement fully executed. Draft schedule assumes new ILA is approved by the end of January 2024.
- Schedule assumes jurisdictions opt for more simple approach to assessing housing affordability and types by zone and emergency housing, and do not have multiple iterative changes to land capacity analysis throughout Comprehensive Plan update processes. Additional complexity will extend the schedule.

## Housing Land Capacity Analysis

Draft: 1/3/2024

D= Draft; X = Final

### **Task 1 - Project management**

## Task 2 - Land Capacity Analysis

### Initial summary by zone

Meet with planning staff (5 meetings)

Initial land capacity

### Assess housing affordability and types by zone (simple)

### Emergency Housing (simple)

### Land capacity analysis

Partner coordination meetings (3)

### ***Task 3 - Draft and Final Deliverables***

## Presentations (5)

## Technical memo (1)

### Task 4 - Housing Allocation Update

Allocation meetings (4)

Updated deliverables

### ***Task 5 - Countywide Planning Policies Scope***

## Partner meetings

