

Regional Crisis Response Agency
Executive Board Meeting
Special Meeting
April 21, 2023

2:30 PM – 3:30 PM
City of Kirkland Justice Center
11750 NE 118th St, Kirkland, WA 98034
Totem Lake Room P103
--Hybrid Meeting Option Available--
[Click here to join the meeting](#)
Meeting ID: 236 347 370 06
Passcode: Vj34rJ

- 1) Call to Order
- 2) Roll Call
- 3) Items from the Audience
- 4) Approval of the Minutes
 - a. Minutes from Special Meeting March 16, 2023
- 5) Discussion of Staffing and Salary Projections and Approval of a Crisis Responder I and II Position
 - a. Closed Session, if needed, pursuant to RCW 42.31.40 to discuss collective bargaining
- 6) Update on the Staff Transition Plan
- 7) Feedback and Possible Action to Issue a Letter of Intent Seeking Legal Counsel
- 8) Update on Grants Status
- 9) RCR Temporary Headquarters Tour and Furniture Update
- 10) Upcoming Agenda Topics
 - a. 2023-2024 Budget Reconciliation Framework
 - b. Resolution Authorizing Signature Authority (June meeting)
- 11) Good of the Order
- 12) Adjournment

Regional Crisis Response Agency
Executive Board Meeting Minutes
Special Meeting
March 16, 2023

11 AM – Noon
--Virtual--

[Click here to join the meeting](#)

Meeting ID: 247 173 263 371
Passcode: shtZoM

- 1) Call to Order
Board President Kurt Triplett called the meeting to order at 11:05 am.
- 2) Roll Call
Members Present: Kurt Triplett, Stephanie Lucash, Phillip Hill, Bristol Ellington, Becky Range.
- 3) Items from the Audience
There were no items from the audience.
- 4) Approval of the Minutes
 - a. Minutes from Special Meeting March 2, 2023
Bristol Ellington moved to approve, seconded by Stephanie Lucash.
Vote: Motion carried 5-0
Yes: Kurt Triplett, Stephanie Lucash, Phillip Hill, Bristol Ellington, Becky Range.
- 5) Adoption of Resolution R-2023-08 Appointing Brook Buettner as the Executive Director and authorizing an Employment Contract
Board President Kurt Triplett announced that the Board would convene to Executive Session pursuant to RCW 42.30.110(1)(g) at 11:08 am until approximately 11:25 am to evaluate the qualifications of an applicant for public employment. The Board returned to the special meeting at 11:25 am. City Attorney Kevin Raymond and Board Secretary Carly Joerger were also in attendance.

The RCR Executive Board recessed for a short break at 11:25 am and reconvened at 11:31 am.

Stephanie Lucash moved to approve Resolution R-2023-08 and authorize the employment contract with Brook Buettner at Salary Step 5 with a potential increase to Salary Step 6 after a satisfactory 6-month review, seconded by Phillip Hill.

Vote: Motion carried 5-0

Yes: Kurt Triplett, Stephanie Lucash, Phillip Hill, Bristol Ellington, Becky Range.

- 6) Discussion and Potential Action to adopt Resolution R-2023-09 Interlocal Agreement with the Washington Cities Insurance Authority Pool and Naming Delegates

Bristol Ellington moved to approved Resolution R-2023-09 and naming City of Kirkland's HR Director RCR's Delegate and Kirkland's Safety and Risk Analyst as RCR's Alternate, seconded by Stephanie Lucash.

Vote: Motion carried 5-0

Yes: Kurt Triplett, Stephanie Lucash, Phillip Hill, Bristol Ellington, Becky Range.

- 7) Discussion about Responder Credentialing and Creation of a Crisis Responder I and II Position and Update on Current and Future Staffing

The Board received a presentation from Board Secretary Carly Joerger and discussed the possibility of a creating a Crisis Responder I and II classification. The Board requested staff prepare a budget projection to bring to the next meeting.

- 8) Good of the Order

Board Secretary Carly Joerger informed the Board that RCR received a request from King County Department of Social and Human Services to make a presentation to the Board on the possibility of partnering to share data and receive Medicaid Reimbursement at the next Board meeting. Board Secretary Carly Joerger also informed the Board that fiscal agent staff started developing options for office furniture for the temporary RCR headquarters at the Kirkland Justice Center and will bring these options to the next Board meeting for discussion and consideration.

- 9) Adjournment

The RCR Executive Board Special meeting of March 16, 2023 adjourned at 11:52 am.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Carly Joerger, RCR Board Secretary/Kirkland Management Analyst
Brook Buettner, RCR Executive Director
Tracey Dunlap, RCR Start-up Consultant

Date: April 17, 2023

Subject: Discussion of Staffing and Salary Projections and Approval of a Crisis Responder I and II Position

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board approve the creation of a Crisis Responder I and II position based on whether an individual has an independent clinical license. This decision would grant authority to RCR's fiscal agent to negotiate an MOU with AFSCME on the creation of the I and II salary bands within 5% of the proposed impact on existing salaries without returning to the Board, a key next step in merging staff from the Cities of Kirkland and Bothell.

BACKGROUND DISCUSSION:

The RCR Board received information about Crisis Responder credentialing and the recommendation to create a Crisis Responder I and II position at its March 16th Special Meeting. Packet materials for that meeting can be found [here](#). In summary, fiscal agent staff and the Executive Director recommend creating a Crisis Responder I and II position as a key strategy in merging staff from the Cities of Bothell and Kirkland to achieve the Board's goals to:

- retain all existing staff through the transition,
- ensure no existing staff experience a pay decrease because of the transition,
- maintain internal pay equity, and
- offer a competitive salary to attract additional qualified Crisis Responder Mental Health Professionals for the remaining vacant positions.

A Crisis Responder I and II band allows the Executive Director additional flexibility to merge existing staff into pay steps that meet the goals listed above while also serving as a recruitment tool to attract additional Crisis Responder Mental Health Professionals that may or may not have their independent license. Under this scenario, the Crisis Responder I classification would be reserved for those with an associate license and the Crisis Responder II classification would be for those who hold an independent license. Crisis Responder I's would become a Crisis Responder II and move to the step in classification II's salary band that is higher than their current salary when they successfully obtain their independent license.

At the March 16th meeting the Board discussed this recommendation and asked staff to bring back an analysis on this decision’s impact on the RCR budget. Since then, RCR’s Executive Director has been on-boarded and heavily involved in the fiscal agent’s ‘RCR Start-Up Team’ working on this strategy, among other items, to support a smooth transition of staff. Additionally, City of Kirkland has ratified the 2023-2024 AFSCME agreement which includes a 2023 and 2024 Cost of Living Adjustment (COLA) and market adjustment for the Crisis Responder position. Both the Executive Director’s input and elements of the new AFSCME agreement are reflected in the analysis and recommendation that follow¹.

Budget Impact of Authorizing a Crisis Responder I and II Classification

With the new 2023-2024 AFSCME agreement with City of Kirkland, the proposed salary band for the Crisis Responder I is \$95,461 - \$111,541 and the Crisis Responder II is \$100,234 - \$117,118. The Executive Director and fiscal agent staff have also prepared a recommendation for which classification (Crisis Responder I or II) and associated salary step to transfer existing staff into when officially joining RCR. The budget impact of authorizing the two-band classification and staff’s recommendation for step placement is shown below in Table 1. Due to the significant salary savings in 2023, there is no budget impact in the 2023-2024 biennium. However, moving to a I and II classification increases the projected 2025-2026 budget by 4%, a total of \$112,896 for the two years, in front line staff personnel expenses, including wages and benefits.

Table 1. Budget Impact of Authorizing a Crisis Responder I and II Classification²

PERSONNEL EXPENSES	Adopted Budget			Updated Projected Budget			\$ Change	% Change
	2023	2024	TOTAL '23-'24	2023	2024	TOTAL '23-'24		
6 FTE (filled)	\$ 861,169	\$ 897,115	\$ 1,758,284	\$ 549,038	\$ 928,719	\$ 1,477,757	\$ (280,527)	-16%
4 FTE (vacant)	\$ 574,112	\$ 598,077	\$ 1,172,189	\$ 304,055	\$ 599,111	\$ 903,166	\$ (269,023)	-23%
<i>Subtotal</i>	<i>\$ 1,435,281</i>	<i>\$ 1,495,191</i>	<i>\$ 2,930,473</i>	<i>\$ 853,094</i>	<i>\$ 1,527,829</i>	<i>\$ 2,380,923</i>	<i>\$ (549,550)</i>	<i>-19%</i>
% Change				-41%	2%	-19%		
\$ Change				\$ (582,188)	\$ 32,638	\$ (549,550)		

PERSONNEL EXPENSES	Original Projected Budget			Updated Projected Budget			\$ Change	% Change
	2025	2026	TOTAL '25-'26	2025	2026	TOTAL '25-'26		
6 FTE (filled)	\$ 927,177	\$ 958,299	\$ 1,885,476	\$ 960,983	\$ 1,012,713	\$ 1,973,696	\$ 88,221	5%
4 FTE (vacant)	\$ 618,118	\$ 638,866	\$ 1,256,984	\$ 622,558	\$ 659,101	\$ 1,281,659	\$ 24,675	2%
<i>Subtotal</i>	<i>\$ 1,545,295</i>	<i>\$ 1,597,164</i>	<i>\$ 3,142,459</i>	<i>\$ 1,583,541</i>	<i>\$ 1,671,814</i>	<i>\$ 3,255,355</i>	<i>\$ 112,896</i>	<i>4%</i>
% Change				2%	5%	4%		
\$ Change				\$ 38,246	\$ 74,649	\$ 112,896		

¹ The 2023-2024 AFSCME agreement includes a 7% COLA for 2023, 3.5% COLA for 2024, and 2.2% market adjustment for the Crisis Responder position to better align with the City of Bothell RADAR Navigator pay range.

² Five of the six filled positions are assumed to start on RCR’s payroll June 1 and one on September 1st which is the anticipated return of that individual from military leave. The four vacant positions are assumed to begin on RCR’s payroll August 1. For simplicity, this analysis does not account for any Q1 2023 personnel expenses reimbursed by RCR grants.

If the RCR Board is supportive of the two-band concept, fiscal agent staff would need to negotiate a Memorandum of Understanding (MOU) with AFSCME to make this change. In addition to negotiating the two-band concept with AFSCME, staff will also need to inform the union of how RCR will approach merging staff into the two classifications. Staff recommend setting a policy that each FTE will be transferred into either the Crisis Responder I or Crisis Responder II classification based on their level of licensure and placed at the next highest salary step that is the closest to their existing salary, without decreasing their salary. Maintaining existing salaries and steps is not feasible under this scenario because staff are either transferring from City of Bothell steps into City of Kirkland steps, subject to different bargaining agreements, and/or transferring to a new classification if they have an independent license. Based on staff's analysis and recommendation for step placement in the I and II classification method for existing staff, RCR would expend just over \$12,000 more in 2023 in wages across the six FTEs than what they are currently compensated. Should the Board authorize creation of a I and II classification. Staff recommends authorizing the fiscal agent to negotiate the MOU with AFSCME within 5% of this impact without returning to the Board for additional authority to allow for minor adjustments to the proposed ranges during negotiation.

If the Board approves this item, staff anticipate RCR could officially launch operations on June 1, 2023, based on the following rough order of magnitude timeline:

- April 21st: Board considers and approves the I and II classification and policy for merging staff into a step that is closest to their existing salary without decreasing their salary.
- By May 5th: AFSCME and fiscal agent enter into an MOU regarding the I and II classifications and policy for placing staff at new steps
- By May 12th: Executive Director, in coordination with Kirkland and Bothell HR Departments, provides offer letters to existing staff with the new salary step, step date, benefits information, etc.
- June 1st: All staff begin on Kirkland's payroll as loaned employees to RCR

Given the strong retention, pay equity, and recruitment benefits to creating a Crisis Responder I and II classification, staff recommend the Board authorize creation of the positions and consider additional options for managing the salary savings from 2023 at a future meeting. Closely related to managing the salary savings is reconciling the first quarter of 2023 actuals for the RADAR program and Kirkland Community Responders and member agency billing. To support the Board in these discussions, staff will prepare a draft reconciliation framework and policy options for the next Board meeting. As a preview, staff are considering the following pieces of information:

- Actual wages for other RCR personnel now that the Executive Director, Supervisor, and Administrative Assistant positions are filled,
- New grant revenue not recognized in the adopted budget,
- Q1 2023 Actuals for RADAR and Kirkland's Community Responder staff and any associated grant spend-down,
- Updated 2025-2026 projection with the assumption that member agencies move to a per-capita allocation methodology, and
- Options and timeline for managing the salary savings from 2023.

Board Action Requested:

It is recommended that the Board authorize creation of a Crisis Responder I and II position, approve the proposed policy for merging staff into a step that is closest to their existing salary without decreasing their salary in the Crisis Responder I or II classification, and authorize fiscal agent staff to negotiate an

MOU with AFSCME to negotiate the Crisis Responder I and II salary bands within 5% of the proposed impact on existing salaries without returning to the Board.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Tracey Dunlap, Consultant
Carly Joerger, Management Analyst

Date: April 21, 2023

Subject: Update on Staff Transition Plan

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board receive information on current staffing and service levels and an update on the draft staff transition plan.

BACKGROUND DISCUSSION:

Between the existing RADAR Navigator Program staff and Kirkland's Community Responder Program staff, six of the ten RCR Crisis Responder positions are currently filled, leaving four positions vacant.¹ The process to date has recognized there will be a period before the Agency is fully staffed where the full level of service envisioned in the founding Interlocal Agreement (ILA) will not be possible.

Service Levels in the Founding ILA

The RCR founding interlocal agreement (ILA) and 2023-2024 RCR Budget contemplates 10 FTE Responders to provide mobile crisis response services across the five-city region roughly 15-hours per day, seven days per week (roughly 7 a.m. - 10 p.m. daily), with Responders able to respond to scenes in program vehicles and deploy as pairs without law enforcement when safe and appropriate and as staffing allows. Under current assumptions, on any given day there would be four, but most often five (to flex for sick and vacation time), Responders to cover the region. This model means the Responders will respond in pairs when a day and swing shift overlap in the middle of the day (roughly eight hours per day), but during the beginning of a day shift and the end of a swing shift, the Responders would respond individually, but with a member of law enforcement officer present to help ensure the safety of the Responder. This overlap may vary depending on staffing and call volume over time.

Current RADAR Navigator Service

The RADAR Navigator Program currently employs two full-time Navigators, and two part-time contract Navigators. The two part-time contractors have stated they are not interested in converting to FTE positions with RCR. With RADAR's current Navigator resources, they roughly cover Bothell and Shoreline

¹ Note that incumbent in one of the six positions is currently out on military deployment, not expected to return until late 2023.

four days per week from 10am – 8pm and Lake Forest Park and Kenmore one day per week from 10am – 3pm. They do not currently provide service in Kirkland. The two full-time Navigators who will transfer to RCR currently work four ten-hour shifts from 10am – 8pm and co-respond with law enforcement by riding in the passenger seat of a law enforcement vehicle while on shift.

Current Kirkland Community Responder Service

Kirkland’s Community Responder Program currently employs four full-time Responders and one Supervisor who also spends a portion of her time responding. One of the four Responders is on extended military leave until late 2023; as a result, that Responder is not on the schedule, although the position is filled. At this level of resource, the Community Responders currently work from roughly 7am to midnight six days per week and 3pm to midnight one day per week. The Responders work four ten-hour shifts and are called to the scene in their own vehicles by law enforcement officers over the radio, or self-dispatch in some cases.

Current Staffing Levels

The graphic below illustrates the coverage currently provided by both programs. The Kirkland Community responders are shown as bars 0-3 (with 0 representing the Lead position and no bar shown to represent the responder on military leave) and the RADAR navigators are shown as bars 5-6.

SUN		MON		TUE		WED		THUR		FRI		SAT	
6am		6am		6am		6am		6am		6am		6am	
7am		7am		7am		7am		7am		7am		7am	
8am		8am		8am		8am		8am		8am		8am	
9am	2	9am	2	9am		9am		9am		9am		9am	
10am	6	10am	5	10am	0	10am	5	10am	5	10am	0	10am	
11am		11am	6	11am	5	11am	6	11am		11am		11am	
12pm		12pm		12pm	2	12pm	2	12pm		12pm		12pm	
1pm	3	1pm	3	1pm	3	1pm	3	1pm	0	1pm	0	1pm	
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7pm		7pm		7pm		7pm		7pm	1	7pm	1	7pm	1
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10pm		10pm		10pm		10pm		10pm		10pm		10pm	
11pm		11pm		11pm		11pm		11pm		11pm		11pm	
12am		12am		12am		12am		12am		12am		12am	

PROPOSED STAFF TRANSITION PLAN

If the Board approves the proposed Crisis Responder salary banding during today’s meeting, staff anticipate RCR could officially launch operations with all staff as RCR employees on June 1, 2023, based on the following rough order of magnitude timeline:

- April 21st: Board considers and approves the I and II classification and policy for merging staff into the next highest salary step
- By May 5th: AFSCME considers and agrees to the I and II classifications and policy for placing staff at the next highest salary step

- By May 12th: Executive Director, in coordination with Kirkland and Bothell HR Departments, provides offer letters to existing staff with the new salary step, step date, benefits information, etc.
- June 1st: All staff begin on RCR's payroll

As we move toward bringing all RADAR Navigator and Kirkland Community Responder staff to positions within the RCR entity, service levels remain as they were in late 2022. During the first quarter of 2023, Responders across the two programs provided crisis services to 273 individuals across the five RCR cities. Services are ongoing and we have a strong internal focus on staff retention. The Executive Director has started the process of bringing staff from the two teams together in weekly team meetings and one-on-one meetings with staff.

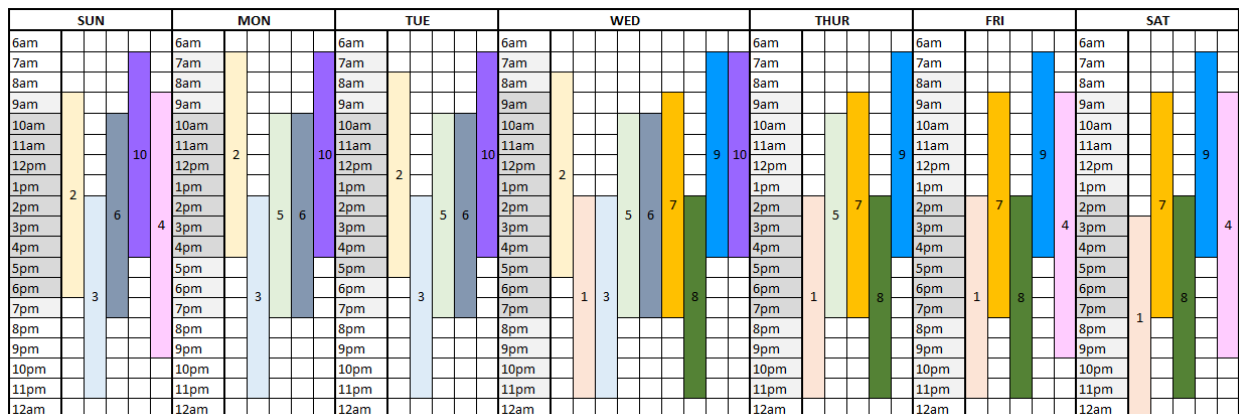
The RCR Administrative Assistant position is filled and expected to begin May 1. The Executive Director is also beginning to focus on recruiting for the vacant Crisis Responder positions. There is a pool of applicants for currently advertised Kirkland Community Responder positions, and the Executive Director and Supervisor will hold a first-round interview in the next few weeks.

As new staff are hired and on-boarded, they will begin to slot into currently uncovered shifts and expand coverage and ensure consistent access to Responder staff throughout the week. We continue to anticipate a two-pod approach, with teams of responders stationed on the East and West sides of the RCR territory to ensure excellent response times.

Potential model for full staffing

The attached excel chart represents a *potential* path forward for staffing as we bring people on board, but it is our intention to engage in a co-creation process with RCR Responders based on ILA requirements, coverage needs, and the needs of community members in crisis. This schedule will be continuously refined over time to maximize coverage and availability of alternative crisis response to all the people of our community. Overnight and early-morning need is currently minimal based on clearing code data, and it is our plan to cover those hours with on-call staffing as included in the approved budget.

The graphic below illustrates one potential version of how staff could be deployed when all positions are filled. In this case, the numbers represent positions, not individual employees.



Board Action Requested: Staff is looking for feedback from the Board on this draft plan; no formal action is requested at this time.

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Kevin Raymond, Kirkland City Attorney
Brook Buettner, Executive Director
Tracey Dunlap, Consultant
Carly Joerger, Kirkland Management Analyst/RCR Board Secretary

Date: April 7, 2023

Subject: Feedback on Letter of Intent Seeking Legal Counsel

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board provide feedback on the draft Letter of Intent seeking legal services, list of potential firms to send it to, and authorize the Executive Director to issue the letter and evaluate submissions. A recommendation will be brought forward at a future meeting for Board approval to authorize the Board President to enter into a contract with the preferred candidate.

BACKGROUND DISCUSSION:

The RCR Agency currently receives legal services from the City of Kirkland's City Attorney's Office (CAO) as stipulated in the Service Level Agreement (SLA) with the City of Kirkland as RCR's fiscal agent. When considering the SLA, the CAO and Board both agreed that the Board may need to utilize outside legal counsel from time to time for specialized legal services or to avoid the appearance of any potential conflicts of interest between RCR and any of its member cities. Staff prepared a draft Letter of Intent to seek legal services for the Board's consideration (Att-1). The letter provides an overview of the RCR agency including its formation, governance structure, arrangement with City of Kirkland as the fiscal agent, and the type of legal services the Board is seeking. It provides instruction on submission requirements should the parties be interested in providing legal services to RCR. If approved by the Board, staff would send the letter to firms known to provide legal services to government non-profits or inter-jurisdictional agencies, like RCR. Staff contacted City of Bellevue and PSERN for a list of firms they used when issuing a similar letter of intent. If approved by the Board, staff propose sending the letter to the following firms, as a starting point for Board discussion: Busch Law Firm, Insee, Best, Doezie & Ryder, Pacifica Law Group, Summit Law Group.

Staff ask that the Board review the draft letter, proposed submission requirements, and list of potential firms and provide feedback. Should the Board authorize the Executive Director to issue the letter, the Executive Director, Kirkland City Attorney, and fiscal agent staff would issue the letter and coordinate an evaluation process, including interviews. It is recommended the Executive Director and fiscal agent staff select the preferred candidate and negotiate a contract to bring back to the Board for consideration at a future meeting. If approved, the request is expected to be issued in early May, with responses due by the end of the month. Review and interviews (if needed) will occur in June, with a recommendation expected by the July Board meeting.

Board Action Requested:

It is recommended that the Board provide feedback on the draft Letter of Intent seeking legal services, list of potential firms to send it to, and authorize the Executive Director to issue the letter, evaluate submissions, and select a recommended candidate for Board approval.

List of Attachments

Att-1 Draft Letter of Intent for Legal Services

[RCR Agency letterhead]

[Date]

[Addressee]

Re: Inquiry for Legal Services for Regional Crisis Response Agency

Dear [addressee]:

I am writing in my capacity as Executive Director of the Regional Crisis Response Agency (RCR) to solicit letters of interest from law firms like yours to serve as outside legal counsel to RCR.

RCR was formed as a separate, independent governmental administrative agency effective January 1, 2023. RCR was created through interlocal agreement between the Cities of Bothell, Kenmore, Kirkland, Lake Forest Park and Shoreline, and is organized under Washington law as a nonprofit corporation. (As background, copies of the formational Regional Crisis Response Agency Interlocal Agreement and its Articles of Incorporation are attached.)

RCR is a new, coordinated regional effort to provide enhanced public safety and emergency response services, particularly with respect to crisis response awareness, support, and resource referral for community members in crisis with underlying behavioral health conditions. RCR combines and expands the prior RADAR Program previously operated by the cities and the Kirkland Community Responder Program. RCR is governed by a five-member Executive Board made up of the Chief Administrative Officer of each city or their alternate.

Pursuant to an initial Service Level Agreement (also attached), Kirkland is initially providing various support services on behalf of RCR, including budget and fiscal agent, human resources, administrative support and legal services, through the Kirkland City Attorney's Office. RCR staff will be City of Kirkland employees and officed at Kirkland. The RCR service area consists of the geographical boundaries of the five member cities. In the future, additional RCR members may be added and its service area extended.

With respect to legal services, the RCR Executive Board expects to utilize outside legal counsel from time to time for specialized legal services or to avoid the appearance of any potential conflicts of interest between RCR and any of its member cities. In addition, the Kirkland City Attorney expects to associate with outside legal counsel from time to time for these same purposes.

RCR is seeking expressions of interest from law firms capable of providing timely and excellent legal services across a range of potential issues, including mental health crisis response, regulatory compliance, grants, public finance and accounting, nonprofit corporations, ethics and conflicts, contracts and procurement, torts and claims, insurance coverage and claims, legislation and intergovernmental cooperation, and general municipal law, including compliance with Public Records Act and Open Public Meetings Act requirements.

We hope your firm will be interested in this work. If you are, please reply with an expression of interest, which may be sent by e-mail, no longer than five (5) pages in length addressing your firm's interest in this work and why your background and experience would make you a good fit with RCR. Please also succinctly address your firm's general commitments to promoting diversity, equity, inclusion and belonging as policy values, and tell us who you would propose for your representation team, including an identified lead attorney, with their position status (e.g., partner, associate, paralegal, legal assistant) together with their hourly billing rates and any overall public agency billing discount your firm can offer. Concise resumes for your identified lead attorney and other team members should be included in addition to your letter of interest.

If interested, please send these materials to Kirkland City Attorney Kevin Raymond at kraymond@kirklandwa.gov with a copy to Jay Gewin, Kirkland's Purchasing Agent, Jay Gewin, at jgewin@kirklandwa.gov. These materials are due no later than 5:00 p.m. on [REDACTED]. If you have any questions, please address them to Jay and me for what could be a general response to you and other potentially interested firms.

Thank you in advance for your consideration and potential interest.

Sincerely,

Brook Buettner, Executive Director

cc: Kevin Raymond, Kirkland City Attorney
Jay Gewin, Kirkland Purchasing Agent

Attachments: ILA
Articles of Incorporation
Service Level Agreement

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Brook Buettner, Executive Director
Tracey Dunlap, Consultant
Carly Joerger, Kirkland Management Analyst/RCR Board Secretary

Date: April 14, 2023

Subject: Summary of RCR Grant Status as of April 14, 2023

RECOMMENDATION:

That the Regional Crisis Response (RCR) Agency Executive Board receive and provide comment on a spreadsheet summarizing the status of grant funding and the transition of all funds to RCR.

BACKGROUND DISCUSSION:

Starting in 2009, the RADAR Navigator Program was primarily funded by a grant from the King County MIDD Behavioral Health Tax Levy, which was awarded on a biennial basis and most recently re-awarded for the 2023-2024 biennium. In addition to MIDD funding administered by the King County Department of Community and Human Services, the RADAR Navigator Program was also funded by a Mental Health First Response Team Grant administered by the Washington Association of Sheriffs and Police Chiefs, a Justice and Mental Health Collaboration/ Program Connect and Protect Grant awarded by the Department of Justice Bureau of Justice Assistance, and a small amount of in-kind support awarded by the Snohomish County Department of Health through their ARPA funds. The RCR Program has been awarded grant funding by the Association of Washington Cities.

Staff is working to ensure that existing grant funds are utilized consistent with the terms of the grants and that the contracts are transferred to the RCR agency, as necessary. In addition, it is the Board's goal to maximize grant funding and the Executive Director will be actively pursuing opportunities for additional funding. If additional funds are received, they can be recognized periodically as part of the budget and reconciliation process and adjustments to member billings as appropriate.

In the coming year, the Executive Director will also be working on bringing in additional grant-funding support and working closely with partners at King County Behavioral Health and Recovery Division to explore bringing in Medicaid or other insurance payer funds for services provided. As this conversation progresses, King County staff and the Executive Director will present updates to the Board.

Board Action Requested:

It is recommended that the Board provide comment on a spreadsheet summarizing the status of grant funding and the transition of all funds to RCR. Staff will provide periodic updates to the Board as new information becomes available.

List of Attachments

Att-1 Summary of RCR Grant Status

RCR Grant Status as of April 14, 2023

Funder	Total	Term	Contract notes	Transfer Status	Spend-down status
WASPC MHFRT Grant	\$ 139,587	7/1/22-6/30/23	Supports co-response contractor hours, some training and some basic equipment. Supplemental funds awarded for January- June 2023 support the purchase of one vehicle and a large number of engagement items (gift cards and pre-paid cell phones).	Current funding period ends in June. Currently administered by Kirkland Police Department, with no plans to transition management to RCR. Assets purchased under the grant will be purchased by the Police Department but will belong to RCR in the accounting system.	Significant underspend in staffing. Budget adjustment request has been submitted to include supporting the cost of the temporary work space, higher than anticipated cost of vehicle, and additional training costs for CR staff.
MIDD/ King County	\$ 878,000	1/1/23-12/31/24	Supports two FTE staff, one FTE Program Manager, and most associated program costs.	Current contract with City of Bothell goes through the end of 2023 to provide overlap when King County enters into a new contract with RCR. KC DCHS staff are working internally on RCR contract language.	Currently covering the cost of two FTE Navigators employed by the City of Bothell.
MIDD/ King County additional funds	\$ 300,000	1/1/23-12/31/24	Additional funds allocated by Councilmember Dembowski in KCMC budget process.	Not included in current contract budget, pending ongoing conversations with King County staff.	n/a
Department of Justice Bureau of Justice Assistance Connect and Protect	\$ 96,712	three year term, expected to begin in mid 2023	As part of a \$500,000 three-year award, the majority of which will be sub-contracted to the Center for Human Services to provide immediate access to intake capacity for people in crisis served by RCR Responders.	City of Shoreline was the applicant for this award, but has not yet been awarded funding. Fiscal agent staff are working on registering RCR with the federal System for Awards Management (SAM) to be able to receive these funds. The final contract and award will likely take multiple months.	n/a
Association of Washington Cities	\$ 70,500	1/1/23-6/20/23	Supports a portion of a Responder FTE.	Contract relationship is with City of Kirkland with the understanding that RCR will administer.	Likely to completely spend down current allocation with one invoice of Kirkland CR staff FTE and benefit costs.
Snohomish County ARPA	\$ 10,000	IN KIND	In-kind engagement items including sleeping bags, socks, snacks, bottled water, backpacks etc. Resources to be shared with Bothell Community Court.	MOU to be signed by fiscal agent staff.	n/a
Total	\$ 1,494,799				

REGIONAL CRISIS RESPONSE (RCR) AGENCY

MEMORANDUM

To: RCR Executive Board

From: Lee Ann Skipton, Kirkland Facilities Manager

Date: April 14, 2023

Subject: Update on Temporary Headquarters Furniture Proposal

RECOMMENDATION:

Staff recommend the Board receive an update on proposed furniture modifications in the Kirkland Justice Center to support RCR's temporary headquarters. No formal action is requested at this time.

BACKGROUND DISCUSSION:

Existing office space for Community Responder and School Resource Officer (SRO) staff in the Kirkland Justice Center (KJC) can be modified to support the new temporary RCR headquarters and Kirkland Fire Mobile Integrated Health (MIH) staff together with the SRO team.

The proposed designs for the open workspace area and the Executive Director's office are attached. This design focuses on maximizing the reuse of existing furniture, creating workspace that meets the existing standards of the KJC facility and staff, and creating flexible design options that allow for staff input. The current design achieves these objectives at a significant cost reduction from early estimates. The designers first estimate for this project was over \$110,000. The current proposed design will be less than \$50,000. A collaborative review of the proposed design with RCR and SRO staff is planned to collect feedback. Final design and cost will be determined after staff provide input.

Based on conversations since the last Board briefing, Kirkland Police has agreed to fund the purchase and installation of the new furniture, including costs for building out the office that will temporarily be used by the RCR Executive Director. Since the furniture will remain at KJC when the RCR team relocates to their permanent offices, this approach will allow RCR to invest the \$10,000 in the adopted 2023-2024 RCR budget in furniture that best fits in the future permanent office space and to develop a design standard that meets their unique operational needs at that time.

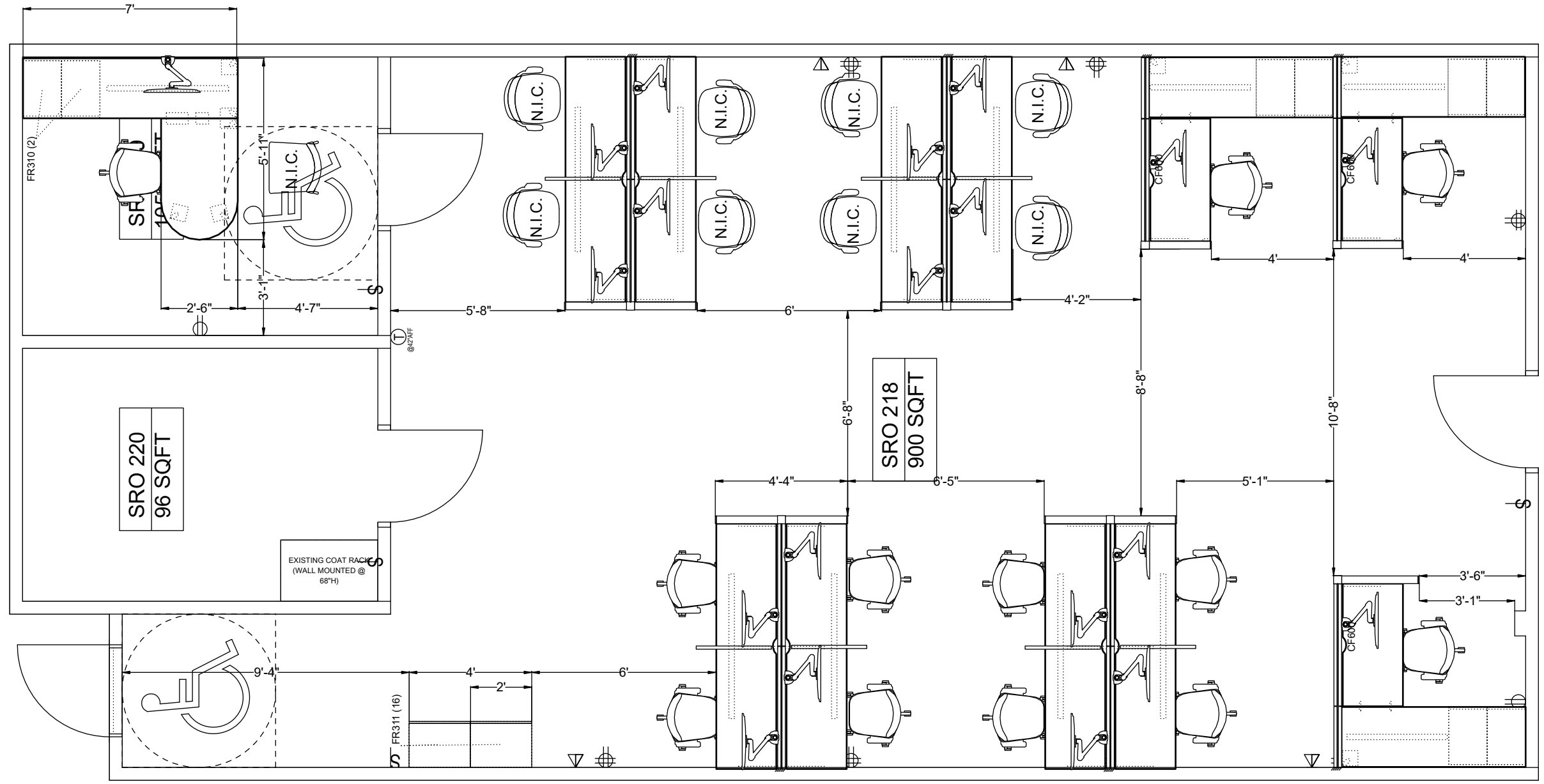
Board Action Recommended

The Board is asked to receive the update. No formal action is requested at this time.

List of Attachments

Attachment 1 – Executive Director Office Design

Attachment 2 – SRO/RCR/MIH Open office proposed design



NOTE: SCOPE FOR THIS REDSTAMP ONLY INCLUDES THE SRO219 OFFICE. WORKSTATIONS SHOWN TO BE IN A SEPARATE ORDER.

AREA IN SCOPE

1 OVERALL

 SCALE: 1/4" = 1'-0"

DISCLAIMER(S)

POWER & DATA COORDINATION

 The customer has the responsibility to have this drawing reviewed by their electricians and telephone/data communications installers prior to the actual furniture installation to determine the extent of potential re-wiring required.

FIELD VERIFICATION REQUIRED

 OpenSquare will not be responsible for variations in building plan dimensions occurring as a result of actual construction dimension variances which may affect the placement of furniture and equipment.

FIELD VERIFICATION IS REQUIRED PRIOR TO ORDERING FURNITURE.

DRAWING PROPRIETY & OWNERSHIP

 The furniture selection and layout of this drawing are property of OpenSquare and may not be distributed or conveyed to third parties without written permission from OpenSquare.

ARCHITECTURAL WALL

 OpenSquare will provide detailed drawings including "typical" seismic bracing details. Project specific bracing details and structural engineered calculations' details are not included but may be added for a fee, pending verification of ceiling/plenum conditions.

 Seismic bracing and structural engineering fees are not included pending verification of building conditions.

COVID - 19

 OpenSquare is following guidance provided by the CDC and WHO regarding COVID-19 and how to best mitigate risks. While physical space considerations such as furniture design, specification, and space planning are an important part of the solution for a healthy and safe environment, they are most effective when combined with a holistic approach. Including: Environmental controls [Ventilation, filtration, physical separation, cleaning regimen] Administrative controls [policies, procedures, best practices], and personal protective equipment [mask, gloves, ect.]

EGRESS

 For aisle clearance less than 44" or 36" on single aisle access.

 Reduced aisle widths shown are not recommended for this application by OpenSquare.

 The customer has the responsibility for review and acceptance of the layout prior to order and any subsequent physical changes required based on jurisdictional requirements.

REDUCED CLEARANCE

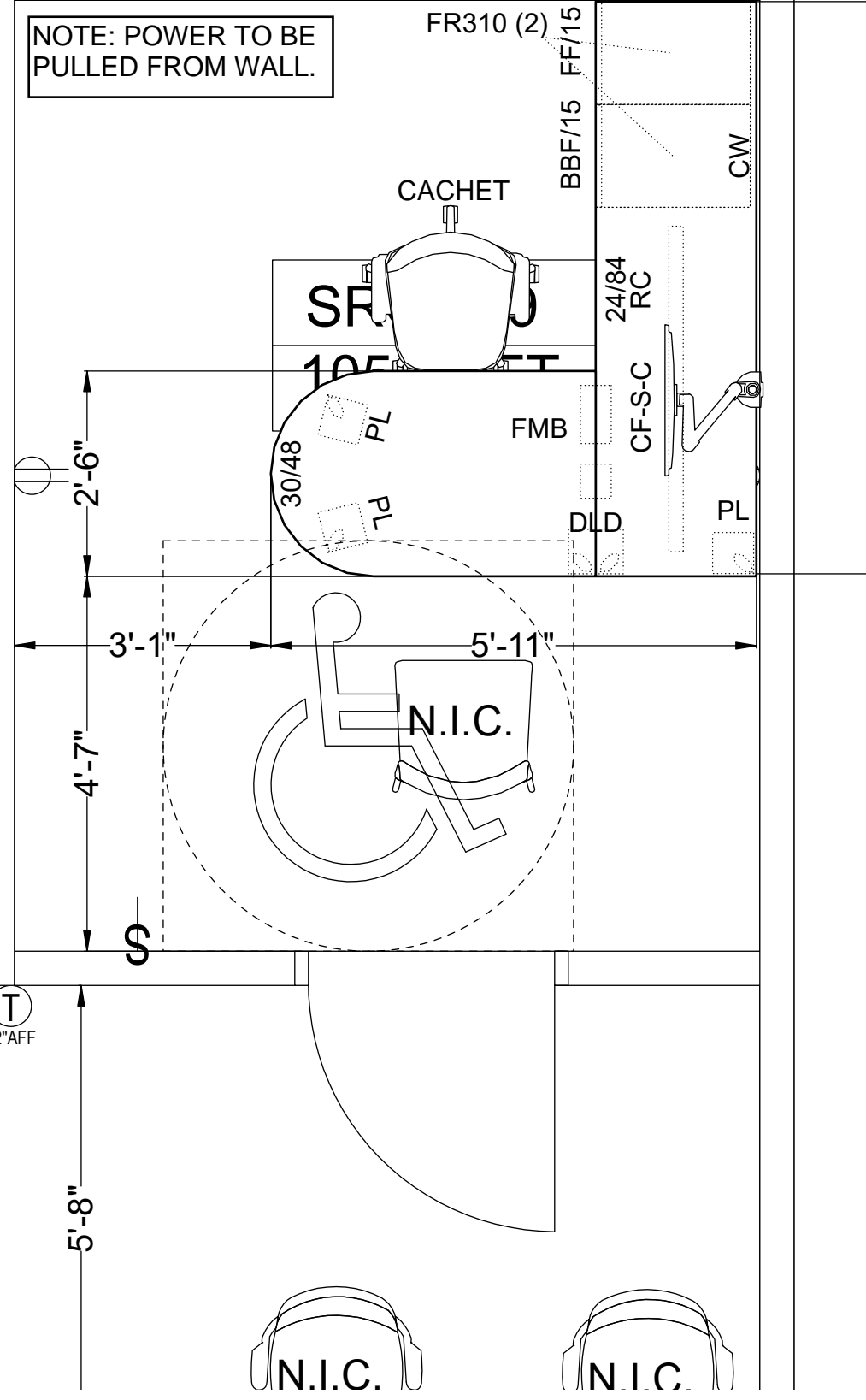
 For distances less than 42" from a worksurface to another worksurface, furnishings, wall or aisle.

 Reduced Seat clearance as shown on drawing is not recommended by OpenSquare.

 The customer has the responsibility for review and acceptance of layout prior to order.

PERMITTING

 Submittal and Payment for all permits and all associated fees are the responsibility of the Client and their consulting Architect and General Contractor.



D 220

 SQFT

1 OFFICE 219

 SCALE: 1/2" = 1'-0"

2 3D RENDERING

 SCALE: N.T.S

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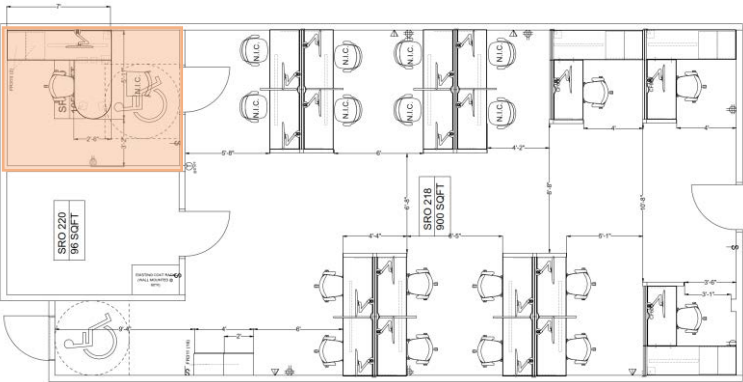
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PRIVATE OFFICE

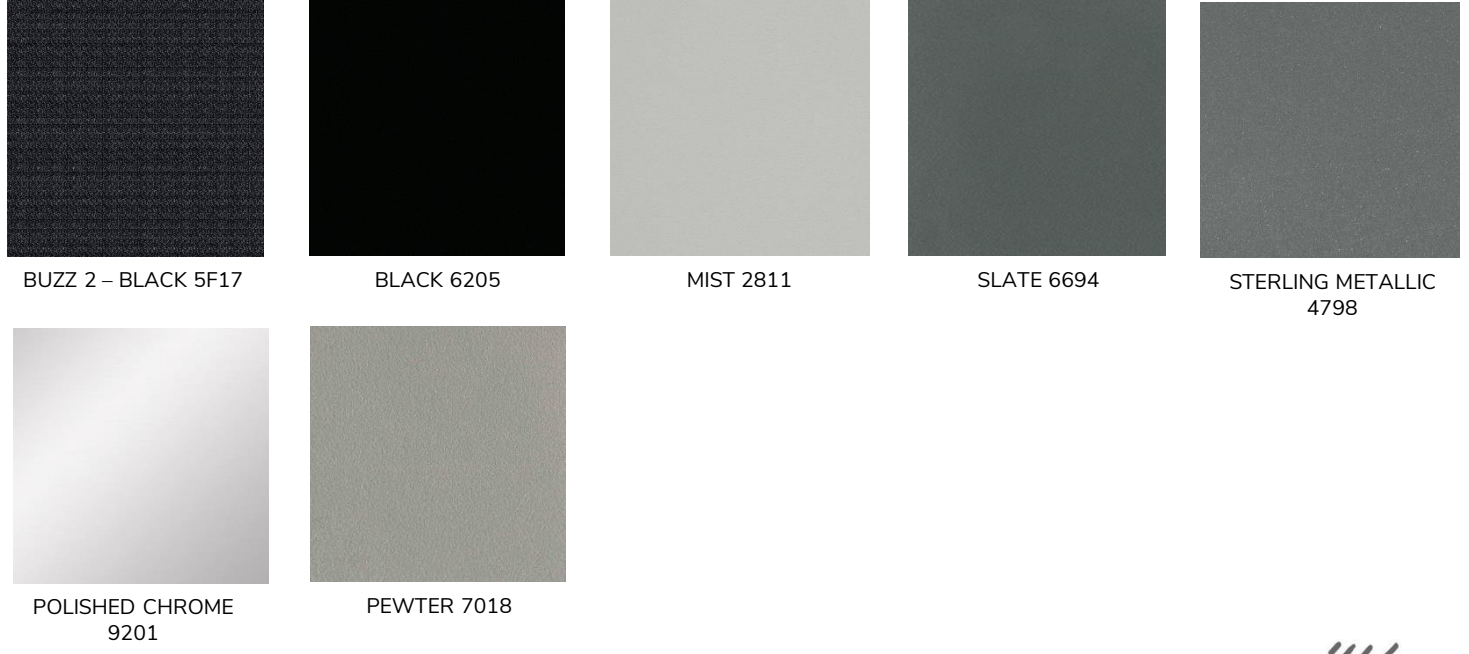


MANUFACTURER	PRODUCT	QTY	DESCRIPTION	MATERIAL(S)
STEELCASE	CF PLUS MONITOR ARM	1	<ul style="list-style-type: none"> SINGLE ARM, 14" POLE CF STD. TILT HEAD W/ QR NO LAPTOP SUPPORT C-CLAMP MOUNT 	<ul style="list-style-type: none"> FINISH: PEWTER 7018
STEELCASE	UNIVERSAL BULLET PENINSULA WORKSURFACE	1	<ul style="list-style-type: none"> 30"D X 47 1/2"W OMIT SCALLOPS SUPPORTS: (2) POST LEG WITH GLIDES 28 1/2"H, (1) BRACKET-FLUSH MOUNT 	<ul style="list-style-type: none"> TOP: MIST 2811 EDGE: SLATE 6694 SUPPORT: STERLING METALLIC 4798
STEELCASE	UNIVERSAL STRAIGHT WORKSURFACE	1	<ul style="list-style-type: none"> 24"D X 84"W NO POWER ACCESS NO SCALLOP NO GROMMET WITH CORD DROP, 23.5"D SUPPORTS: (1) POST LEG WITH GLIDES 28 1/2"H, (1) POST LEG DOUBLE WITH GLIDES 28 1/2"H, (1) 48"W REINFORCING CHANNEL 	<ul style="list-style-type: none"> TOP: MIST 2811 EDGE: SLATE 6694 SUPPORT: STERLING METALLIC 4798
STEELCASE	UNIVERSAL FIXED PEDESTAL	2	<ul style="list-style-type: none"> (1) 2 BOX / 1 FILE, (1) 2 FILE 22 5/8"D X 15"W X 27"H FLUSH STEEL FRONT KEY PLUG STD: FULL DRAWER (BBF) STD: INTEGRAL J, PULL STD: SINGLE LOCK W/ COUNTERWEIGHT (BBF) 	<ul style="list-style-type: none"> BASIC: STERLING METALLIC 4798 LOCK: POLISHED CHROME 9201
STEELCASE	CACHET CHAIR	1	<ul style="list-style-type: none"> PNEUMATIC HEIGHT ADJUSTABLE, WITH ARMS UPHOLSTERED SEAT SOFT ROLL CONTROL CASTERS 	<ul style="list-style-type: none"> PLASTIC: BLACK 6205 UPHOLSTERY: BUZZ 2 BLACK 5F17

3D RENDERING



AREA OF WORK



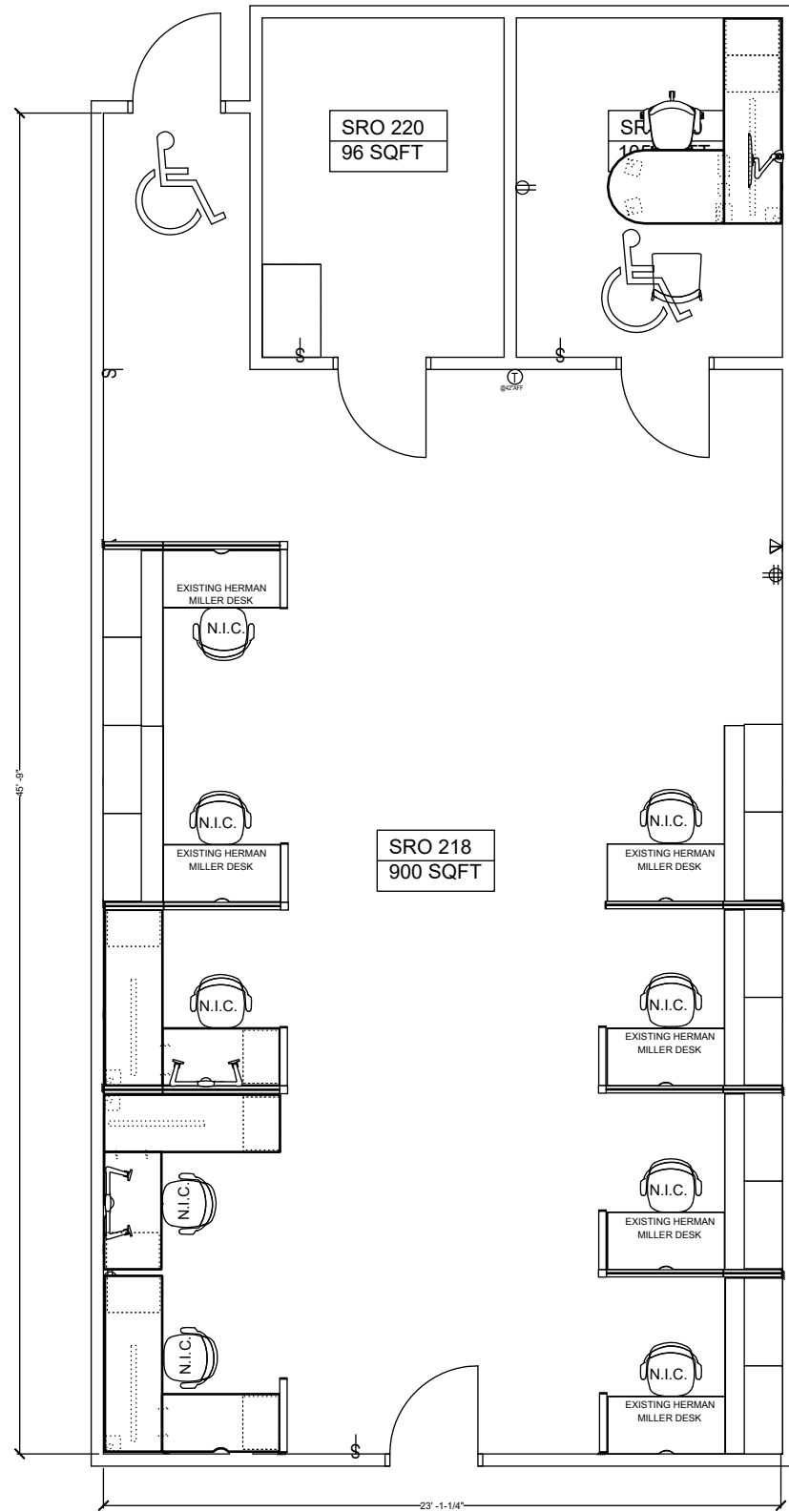
AS-BUILT OVERALL PLAN

CITY OF KIRKLAND
SRO 218 OFFICE
 11831 120th AVE NE
 KIRKLAND, WA 98034

PLOT DATE:
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 REVISION: NO.
 XX

ACCT MANAGER:
 KV
 DESIGNER:
 TW
 PROJECT MANAGER:
 DI
 PF#:
 23879
 DESIGN ORDER#:
 416283

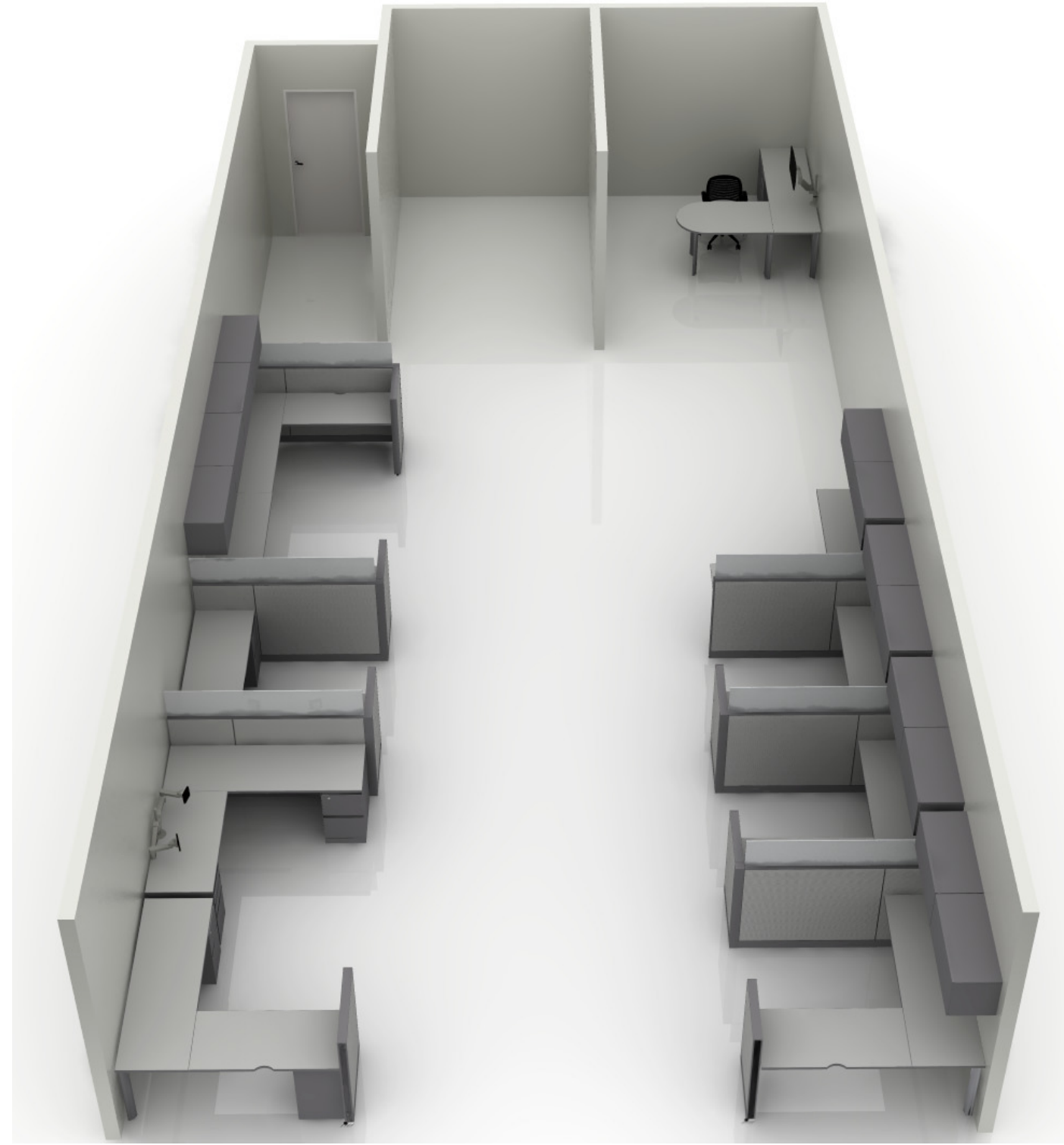
FURNITURE



NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

1 OVERALL SUITE

SCALE: N.T.S.



NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

2 3D RENDERING

SCALE: N.T.S.



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PROPOSED OVERALL PLAN

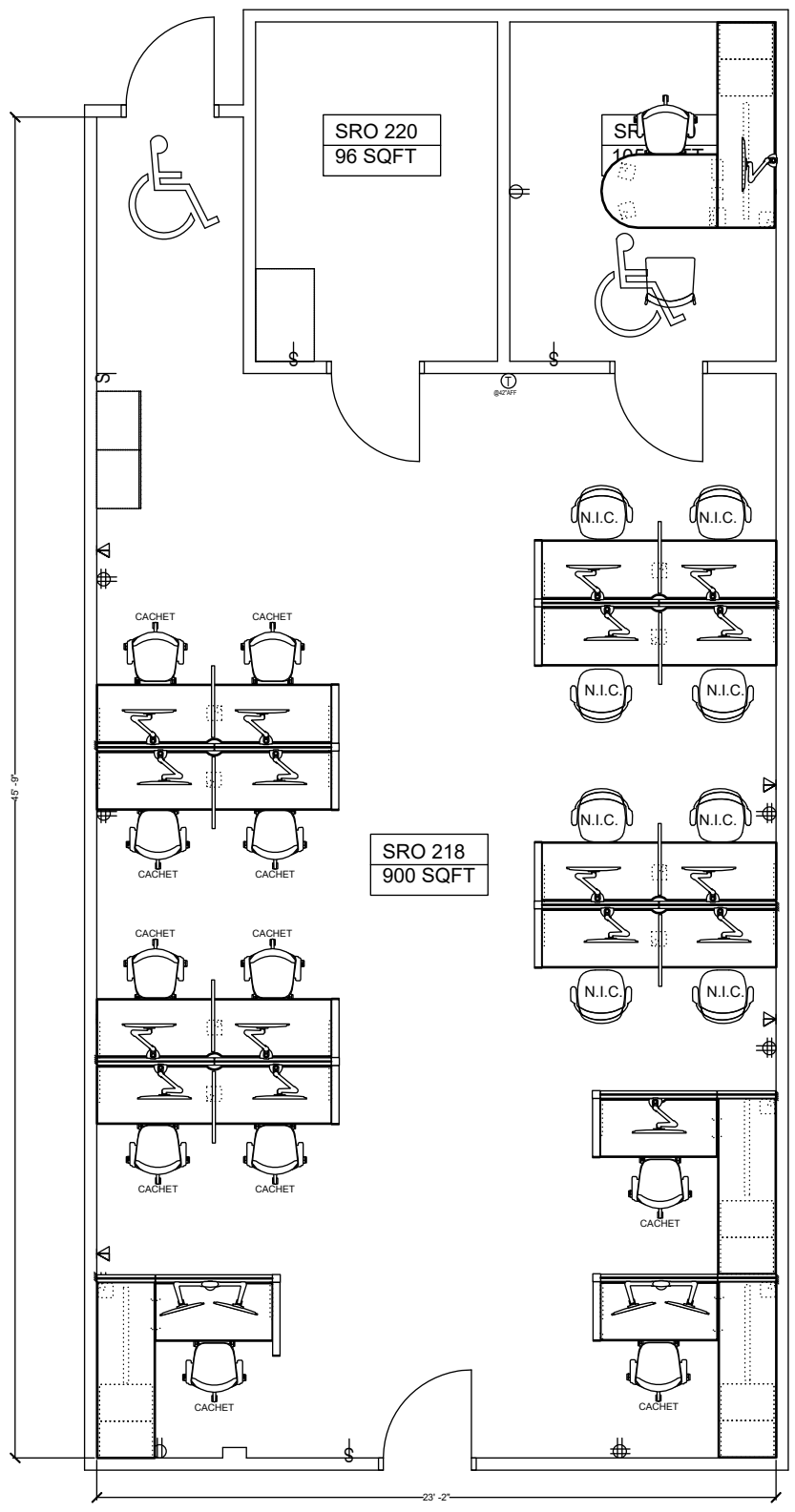
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SRO 218 OFFICE
 11831 120th AVE NE
 KIRKLAND, WA 98034

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 DESIGNER:
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 23879
 DESIGN ORDER#:
 416283

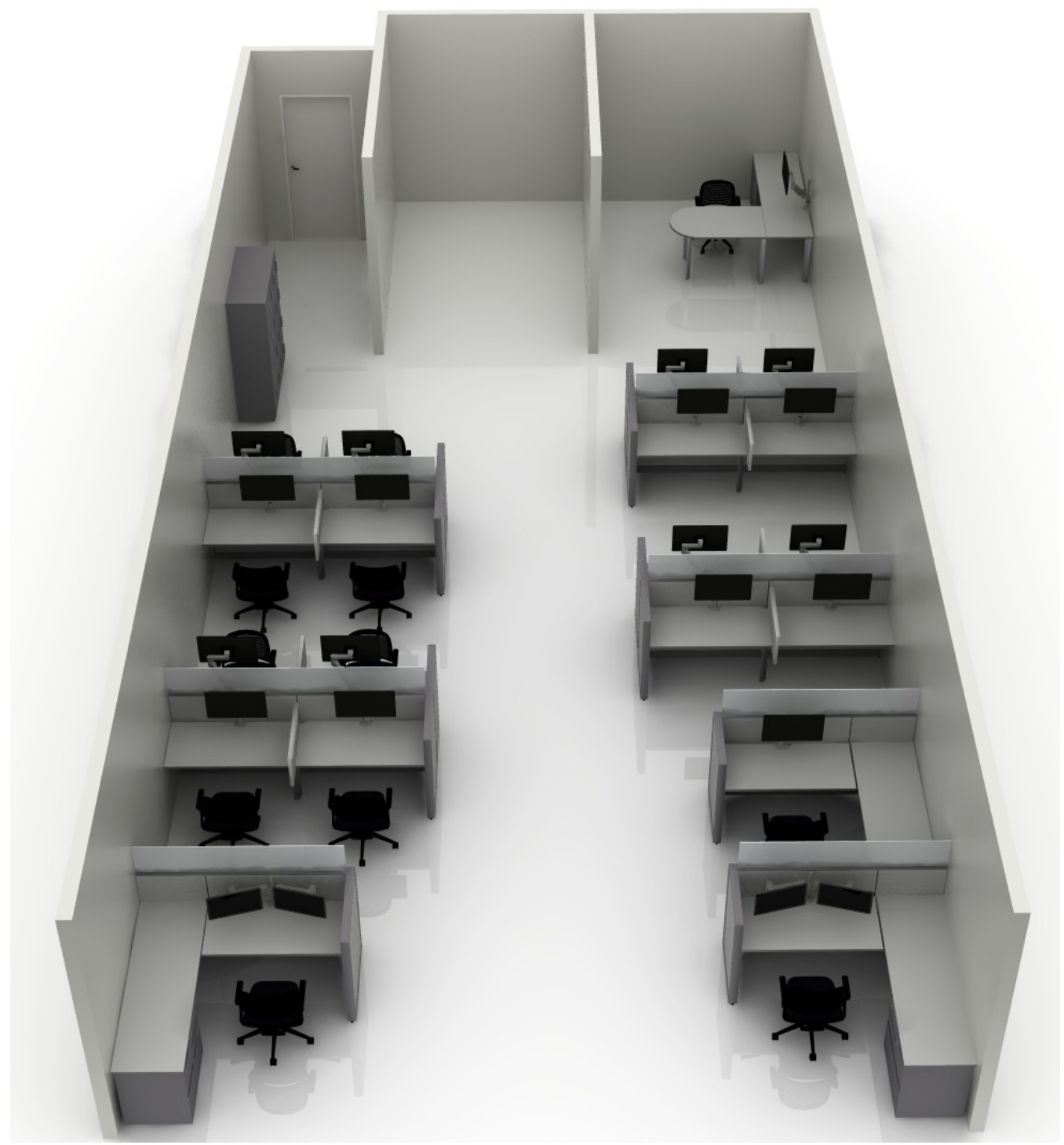
FURNITURE

2



NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

1 OVERALL SUITE
 SCALE: N.T.S.

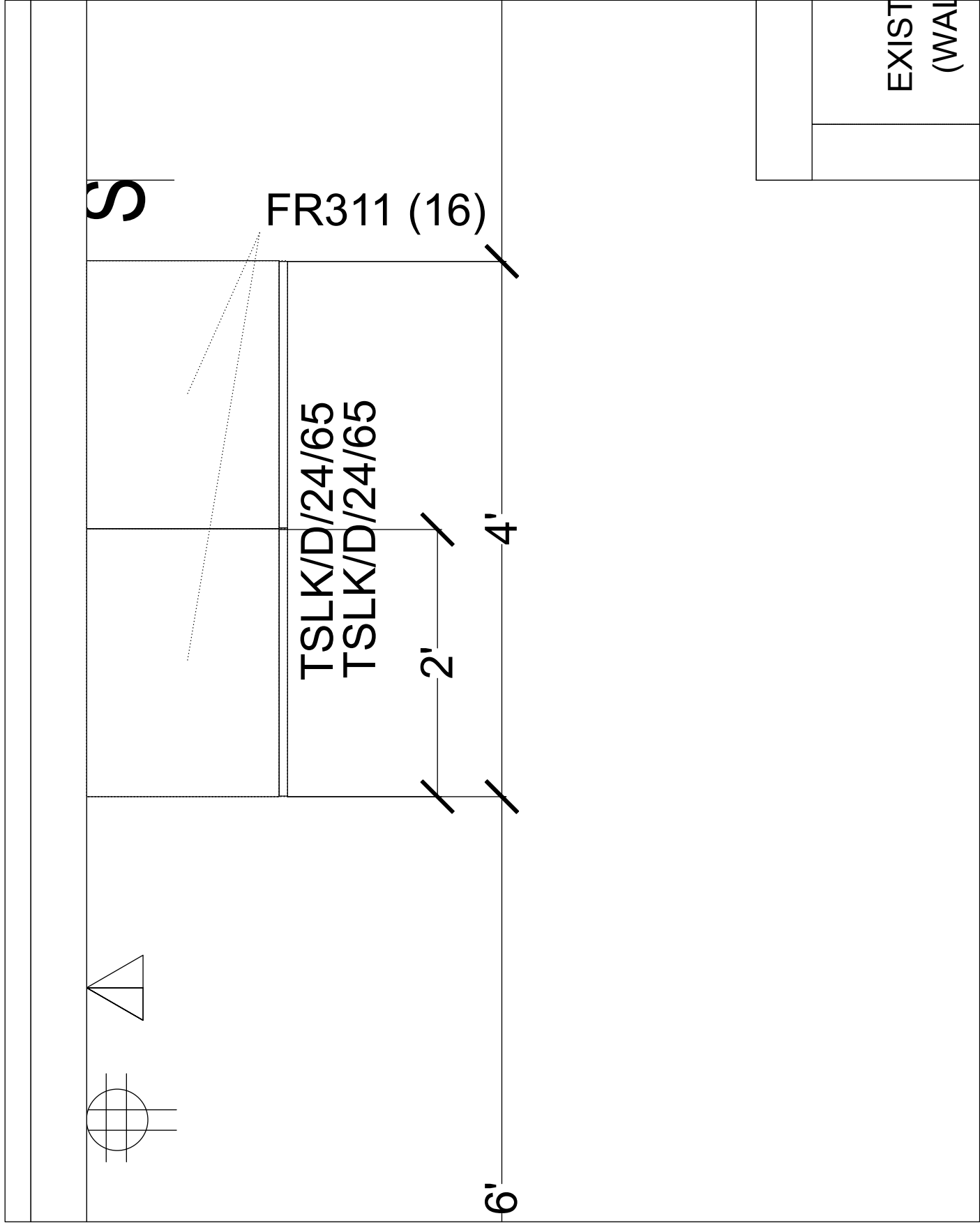


NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

2 3D RENDERING
 SCALE: N.T.S.

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1 LOCKERS
SCALE: 1" = 1'-0"

PROPOSED LOCKERS



2 3D RENDERING
SCALE: N.T.S

CITY OF KIRKLAND
SRO 218 OFFICE
11831 120th AVE NE
KIRKLAND, WA 98034

PLOT DATE:
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REVISION: NO.
XX

ACCT MANAGER:
KV
DESIGNER:
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PROJECT MANAGER:
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PF#:
23879
DESIGN ORDER#:
416283

FURNITURE

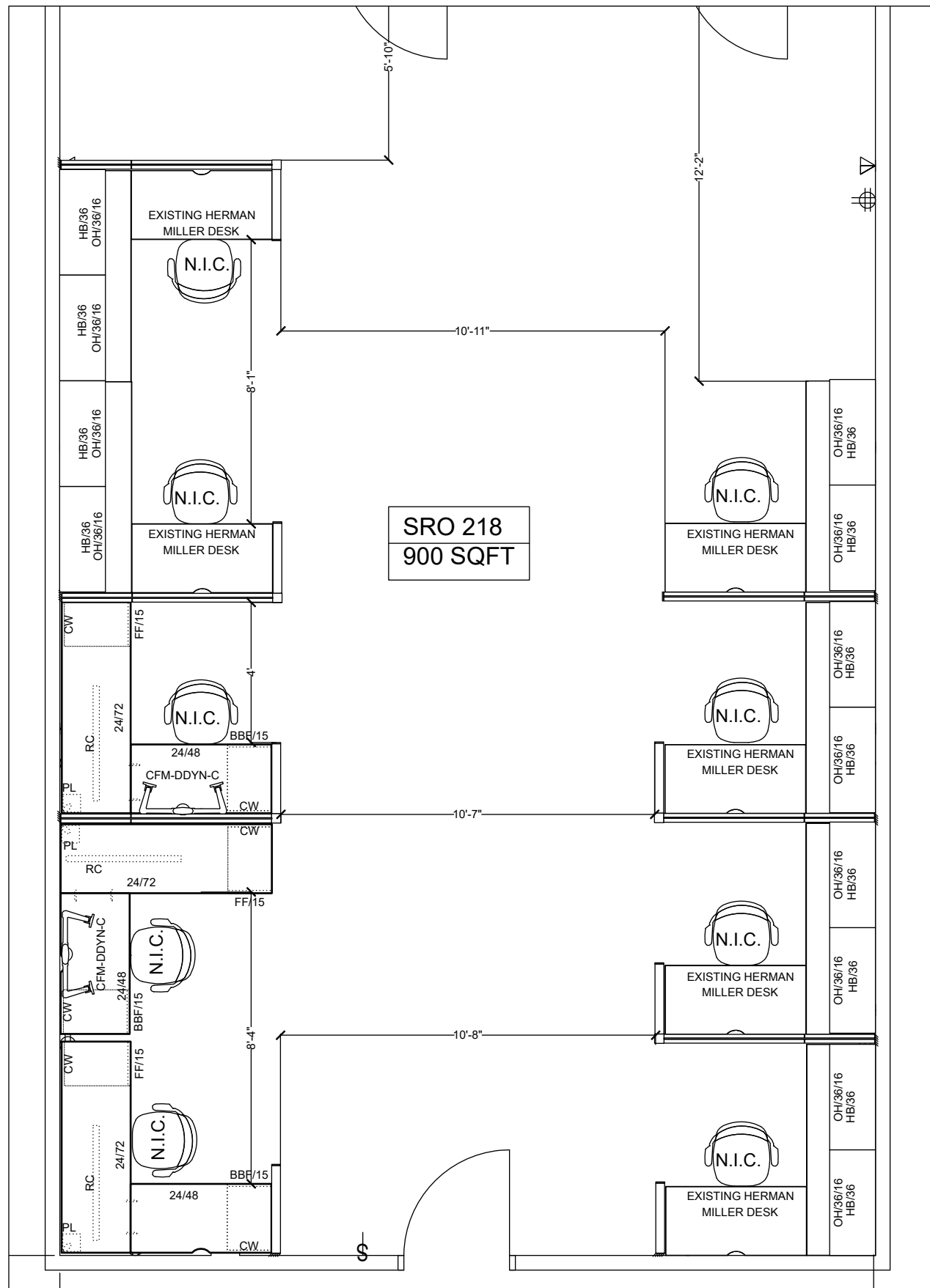
AS-BUILT

CITY OF KIRKLAND SRO 218 OFFICE 11831 120th AVE NE KIRKLAND, WA 98034

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 XX

ACCT MANAGER:
 KV
 DESIGNER:
 TW
 PROJECT MANAGER:
 DI
 PF#:
 23879
 DESIGN ORDER#:
 416283

COMPONENT & PANEL

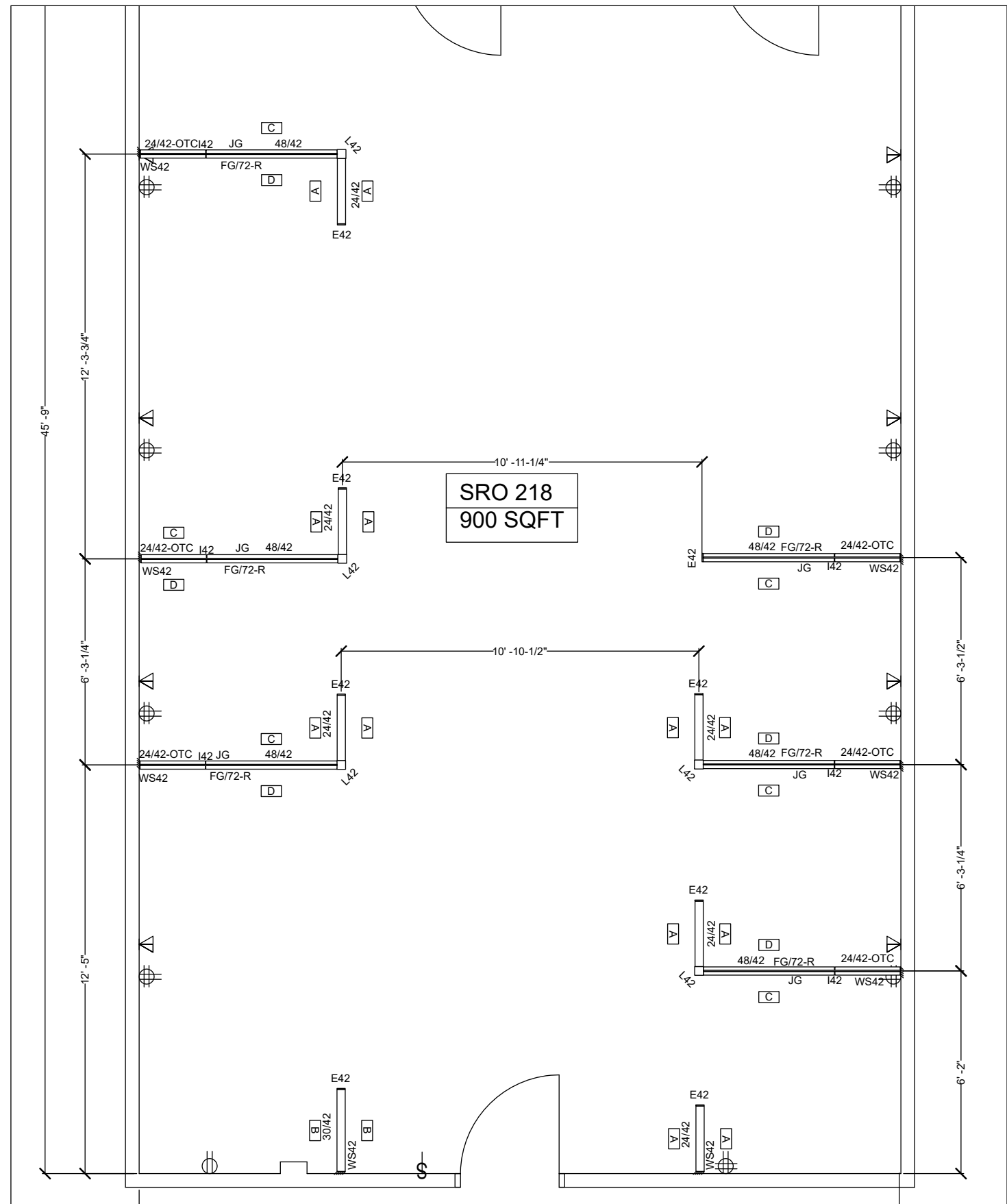


1 OPEN OFFICE 218 COMPONENT
 SCALE: 1/4" = 1'-0"

LEGEND:

REMOVE
 REUSE

NOTE: OVERHEAD BINS AND HERMAN MILLER DESKS WILL NOT BE REUSED; FOR LAYOUT AND VISUAL PURPOSES ONLY.

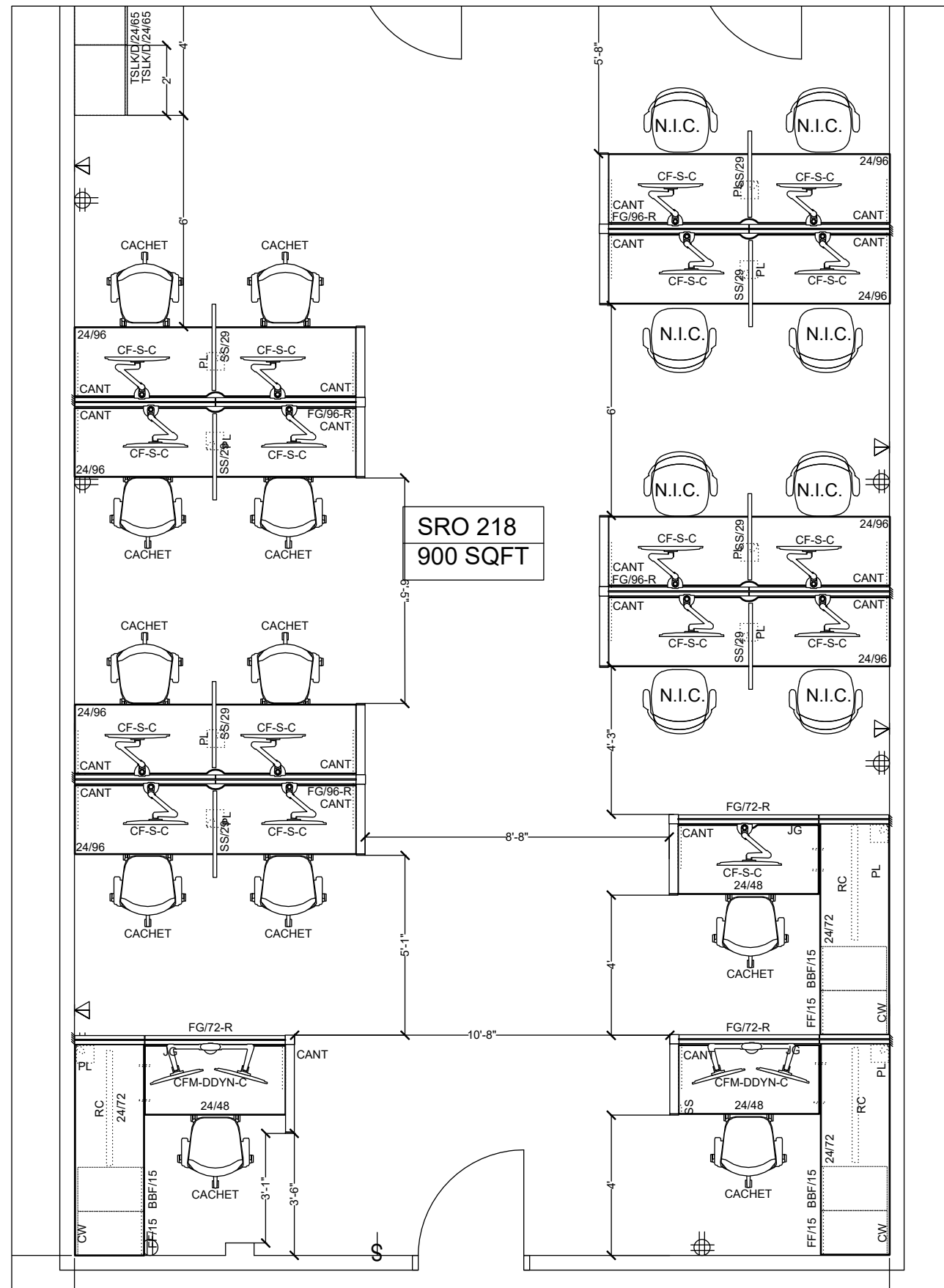


2 OPEN OFFICE 218 PNL & ELEC.
 SCALE: 1/4" = 1'-0"

NOTE: POWER WILL BE PULLED FROM WALL.

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PROPOSED



1

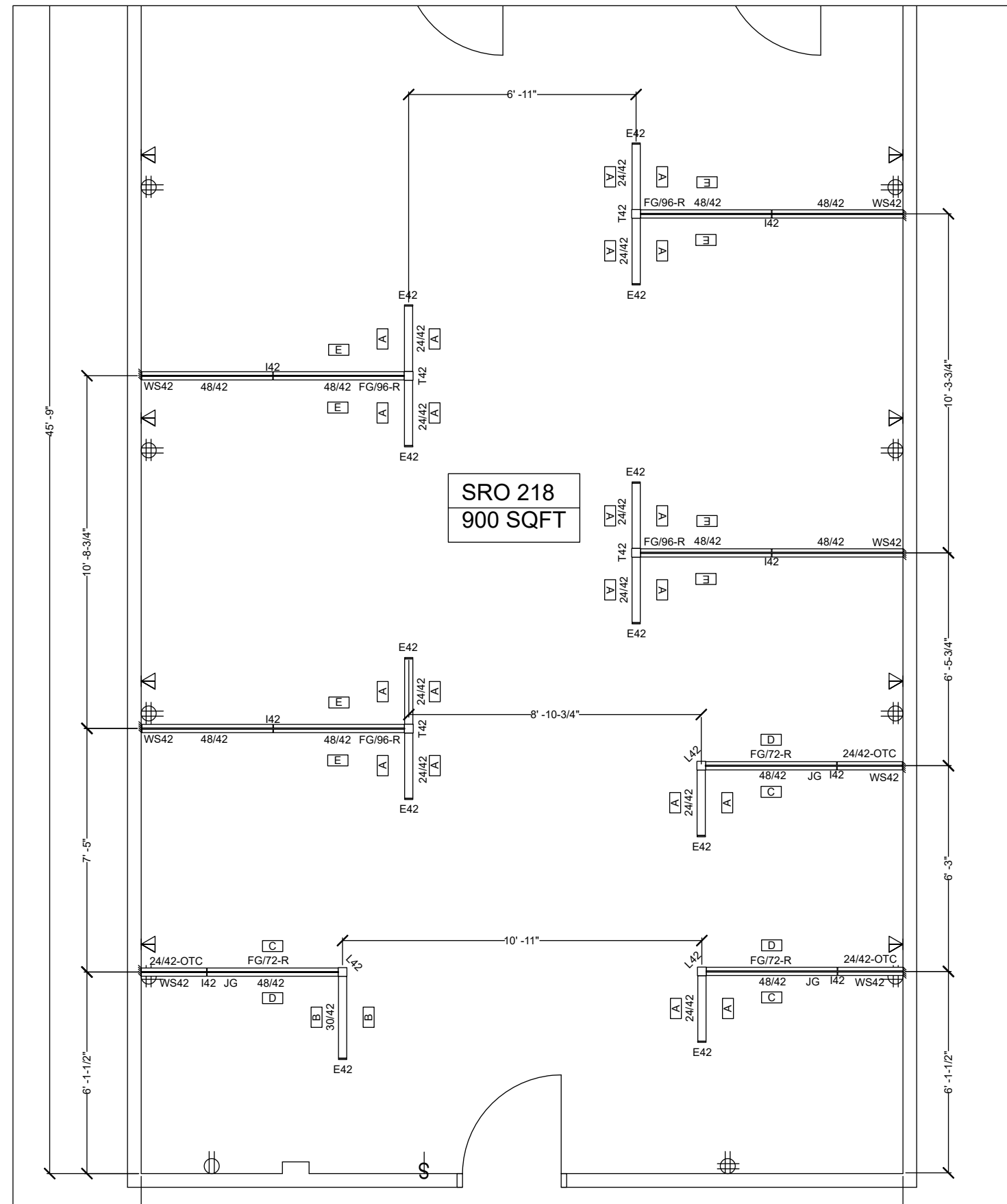
OPEN OFFICE 218 COMPONENT

SCALE: 1/4" = 1'-0"



LEGEND:

NEW
REUSE



2

OPEN OFFICE 218 PNL & ELEC.

SCALE: 1/4" = 1'-0"



NOTE: POWER WILL BE PULLED FROM WALL.

Answer Junction Legend

Tag	General Marking	Junction Qty	Qty - Part Number	Description
E42	-	8	1 - TS742TEPJ	Junction-End of run, Thin, 42H
I42	-	6	1 - TS742TIPJ	Junction-In line, Thin, 42H
L42	-	5	1 - TS742TLPJ	Junction-L, Thin, 42H
WS42	-	8	1 - TS742WPJ	Junction-Wall start, 42H

Answer Junction Legend

General Markings: BENCHING STA				
Tag	General Marking	Junction Qty	Qty - Part Number	Description
E42	BENCHING STA	8	1 - TS742TEPJ	Junction-End of run, Thin, 42H
I42	BENCHING STA	4	1 - TS742TIPJ	Junction-In line, Thin, 42H
T42	BENCHING STA	4	1 - TS742TTPJ	Junction-T, Thin, 42H
WS42	BENCHING STA	4	1 - TS742WPJ	Junction-Wall start, 42H

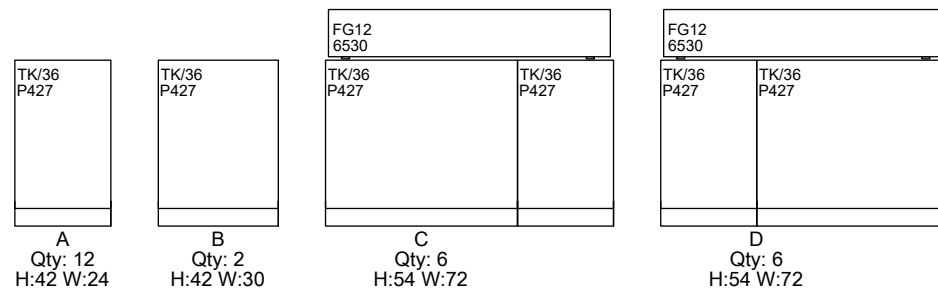
Answer Junction Legend

General Markings: WORKSTATIONS				
Tag	General Marking	Junction Qty	Qty - Part Number	Description
E42	WORKSTATIONS	3	1 - TS742TEPJ	Junction-End of run, Thin, 42H
I42	WORKSTATIONS	3	1 - TS742TIPJ	Junction-In line, Thin, 42H
L42	WORKSTATIONS	3	1 - TS742TLPJ	Junction-L, Thin, 42H
WS42	WORKSTATIONS	3	1 - TS742WPJ	Junction-Wall start, 42H

1 AS-BUILT JUNCTION LEGEND

SCALE: 1/4" = 1'-0"

Frame Side Types



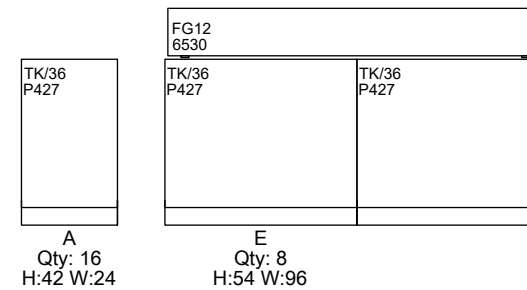
2 AS-BUILT PANEL ELEVATION

SCALE: 1/4" = 1'-0"

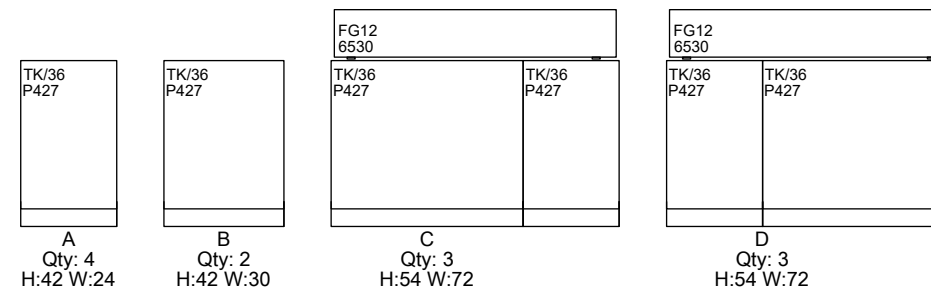
3 PROPOSED JUNCTION LEGEND

SCALE: 1/4" = 1'-0"

Frame Side Types General Markings : BENCHING STA



Frame Side Types General Markings : WORKSTATIONS



4 PROPOSED PANEL ELEVATION

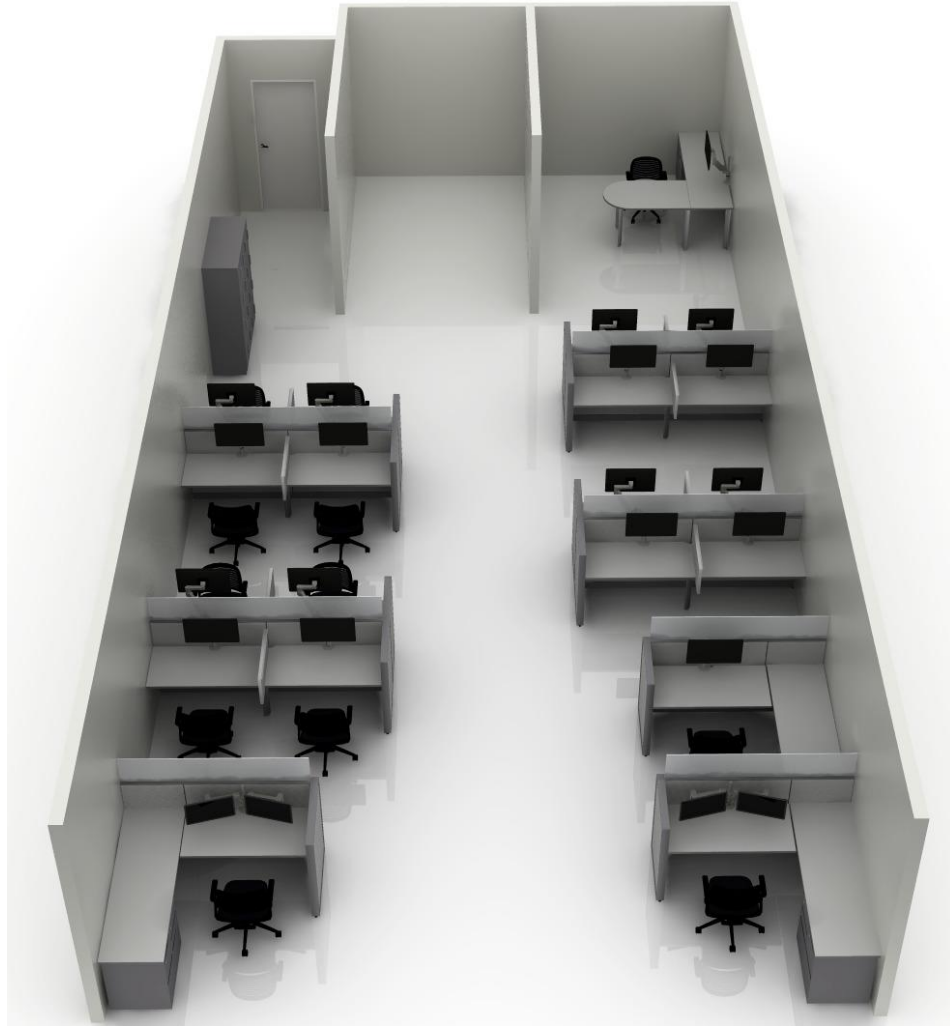
SCALE: 1/4" = 1'-0"

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Project Number 23879
 Project Name City of Kirkland Workstations
 Date 12-Apr-23

Mfg	Cat	Tag	Part Number	Part Description	Existing	Proposed	Re-use	New	Excess	Notes	Final Quantity	
											New	Excess
Steelcase	SCF		LOCK9201FR	Lock Cylinder-FR Series, Polished Chrome		16	-	16	-		16	-
Steelcase	SCF	OH/36/16	RBB36QTAK	Universal; Bin-Over the case, Flat front, Technology / Answer / Kick application, 36W	12		-	-	12		-	12
Steelcase	SCF	HB/36	RBKHW36	Bracket-Wall attachment, Horizontal, 36W	12		-	-	12		-	12
Steelcase	SCF	CW	RPCW	Counterweight-Pedestal	6	3	3	-	3		-	3
Steelcase	SCF	BBF/15	RPF2427AF	Pedestal-Fixed, 2 box / 1 file, Flush steel front, 22 5/8D x 15W x 27H	3	3	3	-	-		-	-
Steelcase	SCF	FF/15	RPF2427BF	Pedestal-Fixed, 2 file, Flush steel front, 22 5/8D x 15W x 27H	3	3	3	-	-		-	-
Steelcase	SCF	TSLK/D/24/65	TS2LOCKERCUB2B	Locker-Double, Cubby		2	-	2	-		2	-
Steelcase	SCS	CACHET	4871210	Cachet; Chair-Pneumatic height adjustable, Upholstered seat, Arms		11	-	11	-		11	-
Steelcase	SFM	SS/29	DVSS2912	Screen-Side, 29 1/2D x 11 5/8H		8	-	8	-		8	-
Steelcase	SKS	TP	TS7TIEPLATE	Tie plate, Package quantity 6, Side by side worksurface application	1	1	1	-	-		-	-
Steelcase	SWT	CFM-DDYN-C	CF600MDDP	CF Series; Monitor arm-Modular, Pole, C clamp, Dynamic, Dual, CF600 application	2	2	2	-	-		-	-
Steelcase	SWT	CF-S-C	CFPLUS	CF Plus Monitor Arm		17	-	17	-		17	-
Steelcase	TSA	FG/72-R	TS71272TFGR	Screen-Frameless glass, Recessed, Thin, 12H x 72W	6	3	3	-	3		-	3
Steelcase	TSA	FG/96-R	TS71296TFGR	Screen-Frameless glass, Recessed, Thin, 12H x 96W		4	-	4	-		4	-
Steelcase	TSA	24/42	TS724THF	Frame, Horizontal package, Thin, 24W	6	10	6	4	-	Reuse (3) from 24/42-OTC Order (3) 24"W Top Cap in Sterling Metallic TS21699SR	1	-
Steelcase	TSA	24/42-OTC	TS724THF	Frame, Horizontal package, Thin, 24W	6	3	3	-	3	Reuse (3) for 24/42	-	-
Steelcase	TSA	30/42	TS730THF	Frame-Horizontal package, Thin, 30W	1	1	1	-	-		-	-
Steelcase	TSA	TK3624	TS73624TK	Panel skin-Tackable acoustical, 36H x 24W	24	26	24	2	-		2	-
Steelcase	TSA	TK3630	TS73630TK	Panel skin-Tackable acoustical, 36H x 30W	2	2	2	-	-		-	-
Steelcase	TSA	TK3648	TS73648TK	Panel skin-Tackable acoustical, 36H x 48W	12	22	12	10	-		10	-
Steelcase	TSA	E42	TS742TEPJ	Junction-End of run, Thin, 42H	8	11	8	3	-	Reuse (3) from L42 (junction posts and aligners only) Order (3) TS742TEVT EOR Trim	-	-
Steelcase	TSA	I42	TS742TIPJ	Junction-In line, Thin, 42H	6	7	6	1	-	Reuse (1) from L42 (junction posts and aligners only)	-	-
Steelcase	TSA	L42	TS742TLPJ	Junction-L, Thin, 42H	5	3	3	-	2	Reuse (2) for I42 & E42	-	-
Steelcase	TSA	T42	TS742TTPJ	Junction-T, Thin, 42H		4	-	4	-		4	-
Steelcase	TSA	WS42	TS742WPJ	Junction-Wall start, 42H	8	7	7	-	1		-	1
Steelcase	TSA	48/42	TS748THF	Frame, Horizontal package, Thin, 48W	6	11	6	5	-		5	-
Steelcase	TSA	JG	TS7FGJG	Grommet-Junction, Package quantity 2, Frameless glass application	6	3	3	-	3		-	3
Steelcase	TSA	IL	TS75TL51	In line-Spanning Top Cap, Package quantity 1, Lightseal	6	7	6	1	-		1	-
Steelcase	TSA	CT	TS7TFGRC	Connector-Top cap, Frameless glass application	6	7	6	1	-		1	-
Steelcase	TSA	RC39	TS7WKSPT39	Reinforcing channel, 39W	3	3	3	-	-		-	-
Steelcase	TSA	CANT	UCANT	Cantilever, On module application, 16W x 13D		22	-	22	-		22	-
Steelcase	TSA	PL	UPL	Post leg, Glides, 28 1/2H	3	3	3	-	-		-	-
Steelcase	TSA	PL	UPL4	Post leg, Package quantity 4, Glides, 28 1/2H		2	-	2	-		2	-
Steelcase	TSA	24/48	USWS	Worksurface-Straight, Laminate, Plastic edge profile	3	3	3	-	-		-	-
Steelcase	TSA	24/72	USWS	Worksurface-Straight, Laminate, Plastic edge profile	3	3	3	-	-		-	-
Steelcase	TSA	24/96	USWS	Worksurface-Straight, Laminate, Plastic edge profile		8	-	8	-		8	-
Steelcase	TSA		TS742TEVT	Trim-Vertical end of run, Thin, 42H		3	-	3	-		3	-
Steelcase	CS3		TS21699SR	Top Cap-Standard, Thin, 24"W, Paint		3	-	3	-		3	-
Steelcase	TSA		LOCK9201XF	Lock Cylinder-Xf Series, Polished Chrome		3	-	3	-		3	-

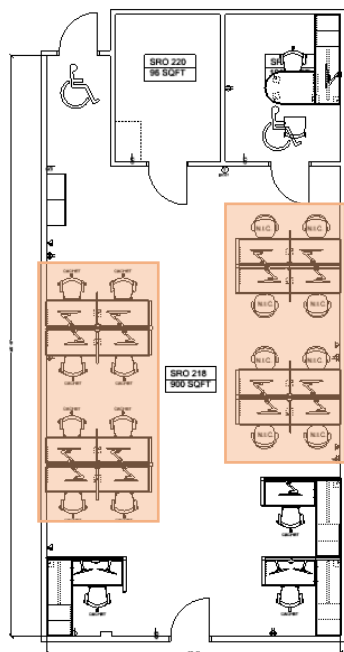
BENCHING



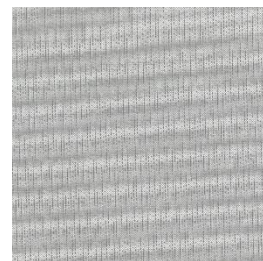
NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

MANUFACTURER	PRODUCT	QTY	DESCRIPTION	MATERIAL(S)
STEELCASE	CF PLUS MONITOR ARM	16	<ul style="list-style-type: none"> SINGLE 14-INCH POLE CF STANDARD TILT HEAD W QR NO LAPTOP SUPPORT C-CLAMP 	<ul style="list-style-type: none"> FINISH: PEWTER 7018
STEELCASE	ANSWER THIN TRIM PANEL	-	<ul style="list-style-type: none"> 24"W AND 48"W HORIZONTAL FRAME PACKAGE STD TOP CAP SCREEN-FRAMELESS GLASS, RECESSED PANEL SKIN-TACKABLE ACOUSTICAL IN LINE-SPANNING TOP CAP, PACKAGE QUANTITY 1, LIGHTSEAL CONNECTOR-TOP CAP, FRAMELESS GLASS APPLICATION EOR TRIM SEE PLANS FOR SIZES AND CONFIGURATION 	<ul style="list-style-type: none"> FINISH: STERLING METALLIC 4798 SKINS: PIANISTA STONE P427
STEELCASE	DIVISIO SCREEN	8	<ul style="list-style-type: none"> 29 1/2D X 11 5/8H 	<ul style="list-style-type: none"> FINISH: PIANNISTA STONE P427
STEELCASE	UNIVERSAL STRAIGHT WORKSURFACE	8	<ul style="list-style-type: none"> 24"D X 96"W LAMINATE PLASTIC EDGE PROFILE NO GRAIN DIRECTION NO POWER ACCESS WITH SCALLOP NO GROMMET WITH CORD DROP 23.5" SUPPORTS: (2) POST LEG, PACKAGE QUANTITY 4, GLIDES, 28 1/2H 	<ul style="list-style-type: none"> TOP: MIST 2811 EDGE: SLATE 6694 SUPPORT: STERLING METALLIC 4798
STEELCASE	CACHET CHAIR	8	<ul style="list-style-type: none"> PNEUMATIC HEIGHT ADJUSTABLE UPHOLSTERED SEAT ARMS STD:HARD CASTERS 	<ul style="list-style-type: none"> PLASTIC: BLACK 6205 UPHOLSTERY: BUZZ2 BLACK 5F17

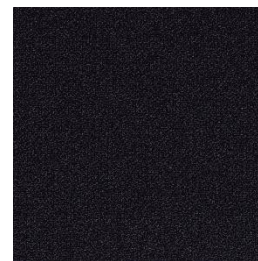
3D RENDERING



AREA OF WORK



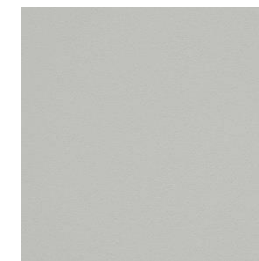
PIANISTA STONE P427



BUZZ2 BLACK 5F17



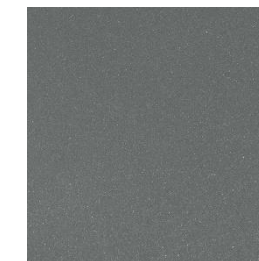
BLACK 6205



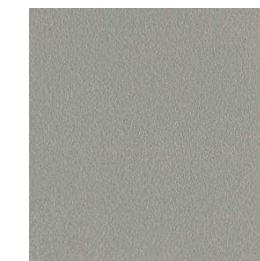
MIST 2811



SLATE 6694

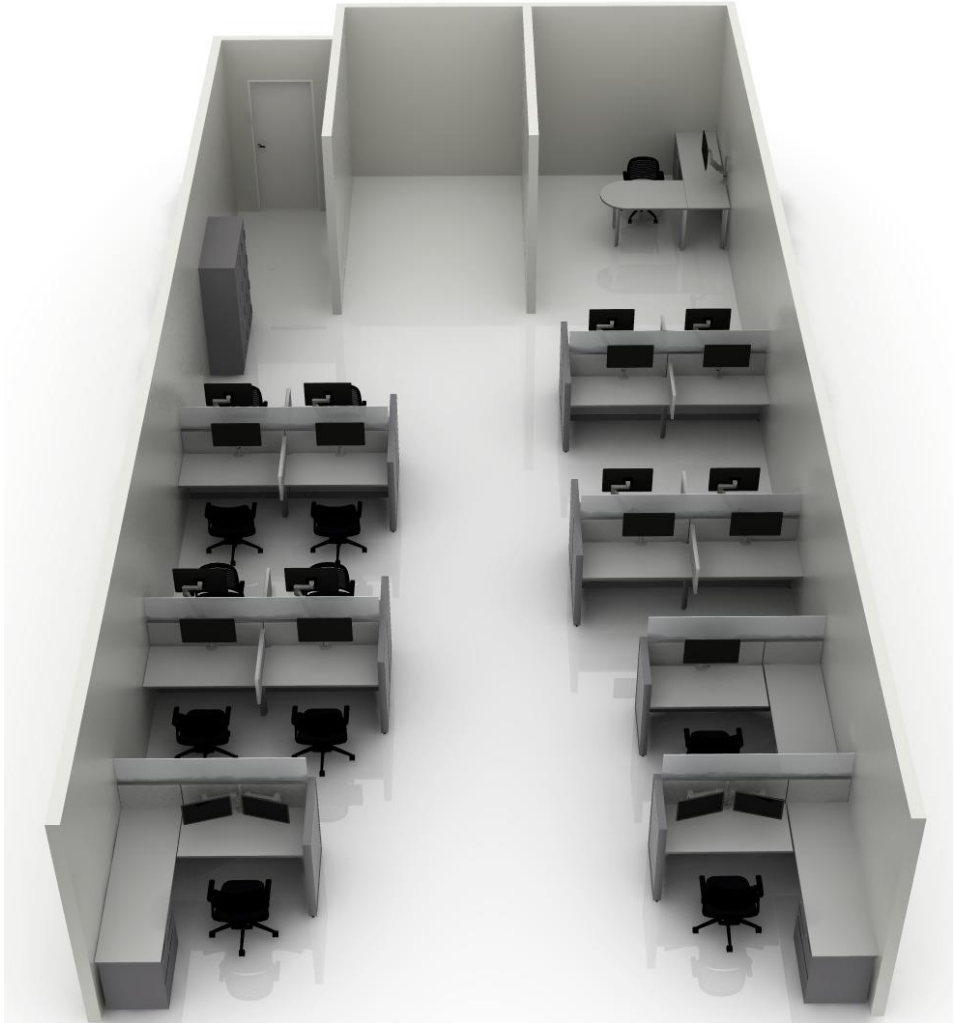


STERLING METALLIC 4798



PEWTER 7018

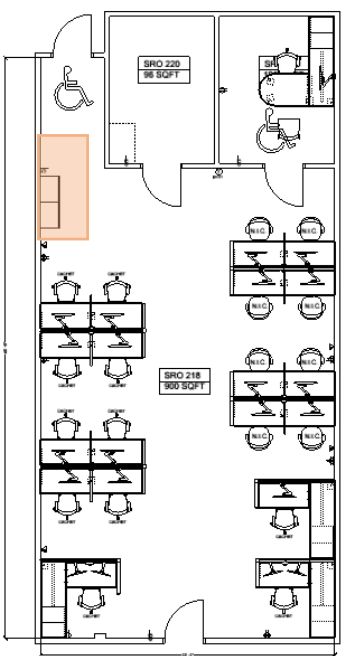
LOCKERS



NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

MANUFACTURER	PRODUCT	QTY	DESCRIPTION	MATERIAL(S)
STEELCASE	CUBBY DOUBLE LOCKER	2	<ul style="list-style-type: none"> 65.5"H LEDGE PULL LEFT HINGE STANDARD KEY PLUG 	<ul style="list-style-type: none"> FINISH: STERLING METALLIC 4798 PULL: PLATINUM METALLIC 4799

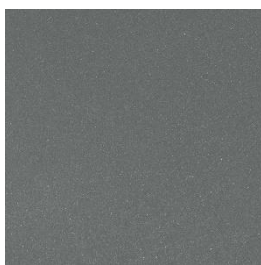
3D RENDERING



AREA OF WORK

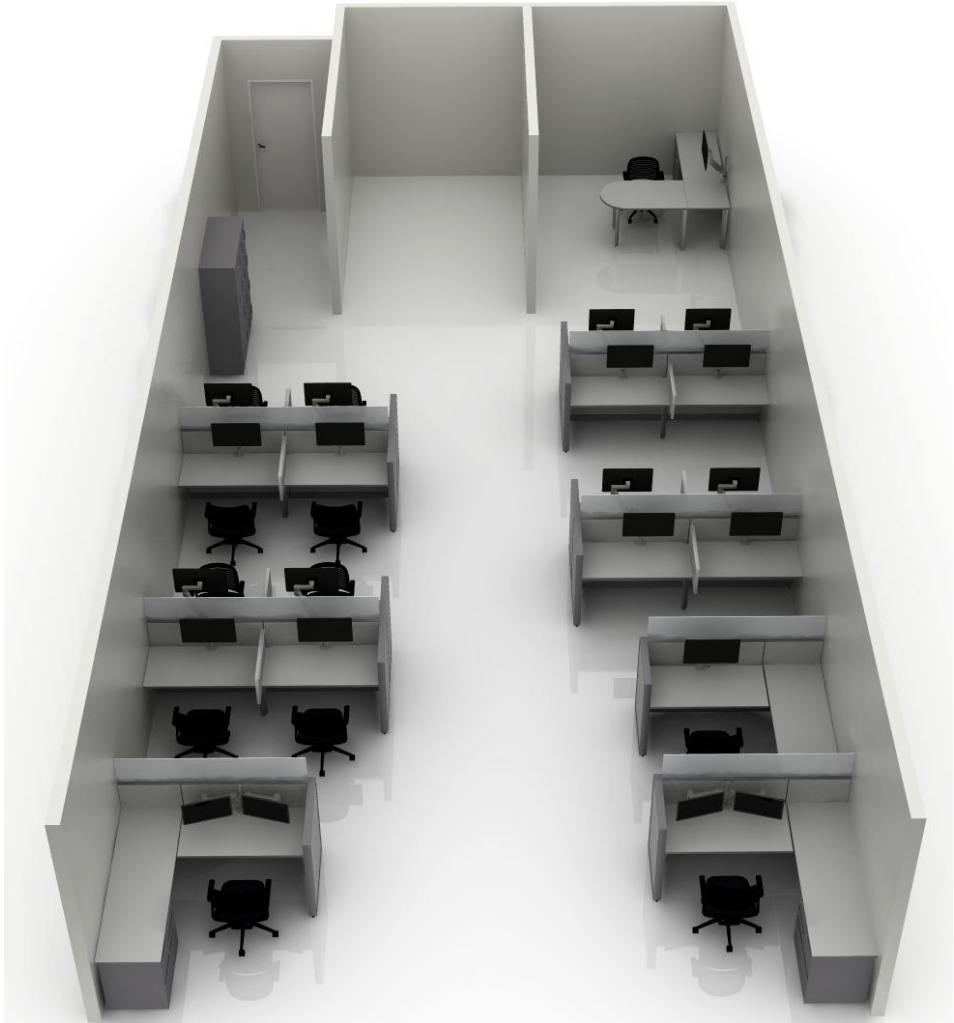


PLATINUM METALLIC 4799



STERLING METALLIC 4798

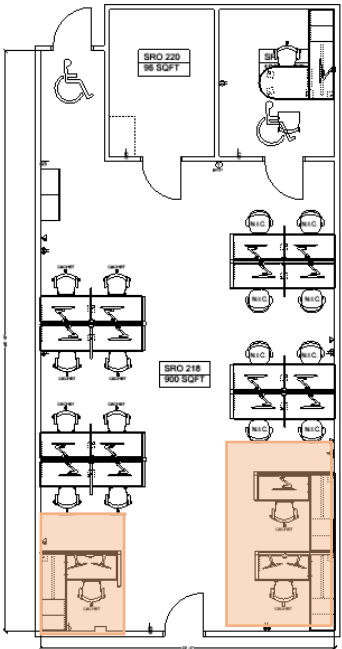
WORKSTATIONS



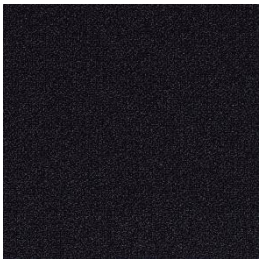
NOTE: PRIVATE OFFICE IS NOT PART OF THE SCOPE.

MANUFACTURER	PRODUCT	QTY	DESCRIPTION	MATERIAL(S)
STEELCASE	CF PLUS MONITOR ARM	1	<ul style="list-style-type: none"> SINGLE 14-INCH POLE CF STANDARD TILT HEAD W QR NO LAPTOP SUPPORT C-CLAMP 	<ul style="list-style-type: none"> FINISH: PEWTER 7018
STEELCASE	CACHET CHAIR	3	<ul style="list-style-type: none"> PNEUMATIC HEIGHT ADJUSTABLE UPHOLSTERED SEAT ARMS STD:HARD CASTERS 	<ul style="list-style-type: none"> PLASTIC: BLACK 6205 UPHOLSTERY: BUZZ2 BLACK 5F17

3D RENDERING



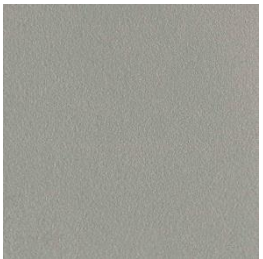
AREA OF WORK



BUZZ2 BLACK 5F17



BLACK 6205



PEWTER 7018