

**Scope of Work for:**

**CITY OF OLYMPIA  
Downtown Public Restroom Master Plan**

**Project**

The City of Olympia is interested in preparing a public restroom master for its downtown.

**Goal**

The goal is to develop a plan that helps to address public sanitation in the downtown area and provides recommendations on location, siting, type of facility and hours of operation for public restrooms.

**Objectives**

1. Planning:
  - a) Identify locations;
  - b) Type of facility;
  - c) Hours of Operation;
  - d) Preliminary cost estimate;
  - e) Best practices use of CPTED principles.
  
2. Meetings
  - a) Two public meetings
  - b) Two meetings with key stakeholders
  - c) Two meetings with City Staff
  - d) Two presentations with City Council, preliminary findings and final recommendation

**Deliverables**

1. Presentation Materials
2. Slides
3. Report:
  - a) Best practices;
  - b) Site plans, diagrams/photos showing locations, configurations;
  - c) Specifications including facility type, materials, fixtures, hours of operation;
  - d) Cost estimate;
  - e) Schedule.

**Schedule**

1. Master Planning from March through end of June of 2017.
2. Study complete in time for budget cycle process.
3. Construction 2018?