

**CITY OF FEDERAL WAY
REQUEST FOR PROPOSAL**

I. PURPOSE OF REQUEST.

The City of Federal Way (“City”) is requesting proposals for professional services to prepare a Town Center Master Development Plan for city-owned property that will be a cornerstone project in the City’s effort to revitalize its downtown. The City’s needs are outlined in the following Request for Proposal (“RFP”).

II. BACKGROUND.

The City of Federal Way incorporated as a city in 1990 in response to the community desire to take more control over how the city would develop and grow over time, as opposed to leaving the decision to King County. Included in that vision was a recognizable downtown. The downtown, or “City Center,” does not currently present an identifiable sense of a downtown or urban center. However, things are changing. With a population just over 100,000, Federal Way is actively taking steps to transform itself into a welcoming city in the Puget Sound region, with an identifiable and memorable downtown.

Federal Way has taken initial steps in transforming the City Center into a true

downtown for the community. The City built the Performing Arts & Entertainment Center (PAEC) and the Town Square Park as initial cornerstone elements aimed at defining the City Center neighborhood. In 2024, a Sound Transit station will allow residents, employees, and visitors greater transit access to and from the City



Center. As part of the station opening, Sound Transit will be selling approximately 6 acres in this neighborhood for transit-oriented development. Now is the time to focus on the next



piece of the puzzle.

The City owns approximately 7 ½ acres of redevelopable property east of the PAEC and north of Town Square Park and the Federal Way Transit Center. Early discussions for use of this property have included a hotel, convention space, city hall, a community market space, general office use, residential, and institutional, including higher education.



Location

The area to be Master Planned is bounded by S 314th St on the north, PVR Way S on the west, 316th St S on the south, and 23rd Ave S on the east. The property is mostly surface parking with a vacant retail building (old Target) located at the southeast corner. The new Sound Transit light rail station, under construction and set to open in 2024, is located immediately south of the Transit Center.

Vision for the Area

The City sees the Town Center as a central gathering place for the community where the whole community can congregate and celebrate. Civic and cultural facilities, including the PAEC, park, and open-space system, meet the needs of residents, employees, and visitors. These amenities connect to the citywide and regional system of open spaces, parks, and trails. Public and private projects contain such design elements as fountains, sculptures, and decorative landscaping.

The following should be considered as core elements for the Master Plan and should be considered during the design process:

- Accessibility
- Safety/Security
- Sustainability (green building, energy efficiency, etc.)
- Access, equity and inclusion for all common spaces.

Following the completion of this project, the City will utilize this Master Plan to develop an invitation for developers (2nd RFP) to partner with Federal Way to bring this project to life.

III. SCOPE OF SERVICES.

Federal Way is requesting proposals to prepare a Master Development Plan for Town Center. The Master Plan should consider the entire property owned by the City as well as its urban context with proximity to the Sound Transit (ST) station and TOD properties. A targeted market analysis and community conversations (led by City staff) will help inform the prioritized uses that will occupy this property. The work shall include: 1) brief market analysis; 2) land use data (e.g. parking numbers, building square footages and heights, size of community spaces, etc.); and 3) site graphics including a site plan, 3D renderings of the site, and site details (e.g. furniture, landscaping, etc.). The Master Plan scope is further defined below:

1. Establish and maintain a project schedule that will meet the Town Center Schedule, as presented in this RFP.
2. Field reconnaissance, assisted by City staff, of the site and surrounding area.
3. Site assessment including street access, utility service, parking, and other information available for the site.
4. Site market analysis evaluating existing lease rates and rents for properties in the study area (S 320th to S 312th and PVR Way S to 23rd Ave S) and forecasts out to 2025 incorporating the influence of the ST station and the development of the 6 acres owned currently by ST.
5. Meet with City staff at least monthly (may be more frequently if desired by the project team) to discuss concepts and alternatives.
6. Consideration of input provided through the city-led community outreach effort.
7. Develop draft Master Plan of preferred development concept with architectural renderings, project data, and supporting graphics for review by City staff.
8. Host, with staff, one (1) in-person Design Charette at the PAEC to allow the community to have input into the proposal.
9. Incorporate staff comments and refine documents for public presentation.
10. Present Master Plan to City Council Land Use & Transportation Committee.
11. Incorporate comments from Committee.
12. Present Master Plan to City Council.

IV. SCHEDULE.

The City has established the following project timetable:

Issue RFP:	February 25, 2022
Deadline for Submittal of Proposals:	March 31, 2022, 4 p.m.
Interviews:	Week of April 18, 2022
Preliminary Selection of Firm:	May 2022
Notice to Proceed (contract execution):	May 2022
Presentation to Council Committee:	October 2022

Presentation to City Council:
Contract closeout:

November 2022
December 31, 2022

V. INSTRUCTIONS TO PROPOSERS.

A. All proposals should be sent to:

Keith Niven, AICP, CEcD, Planning Manager
keith.niven@cityoffederalway.com
(253) 835-2643

B. All proposals must be emailed and clearly labeled in the subject line. The label shall identify the contents as “RFP for Town Center Master Development Plan.”

C. All proposals must be received by the Deadline for Submittal of Proposals detailed in IV (Schedule). Faxed, mailed, or telephone proposals will not be accepted.

D. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.

E. Keith Niven, Planning Manager, or representative, will notify all firms for interviews by the date stated in IV (Schedule). Firms not selected to be interviewed will receive notification from the City.

F. All proposals must include the following information:

1. Firm or Person Introduction. Information such as form of organization, length of time in business, office location(s), number of staff, and a general summary of qualifications documenting the strengths of the firm or person, areas of expertise, and licensing.
2. Approach. The person or firm’s project management practices, methodologies, and practices.
3. Project Experience. List specific Master Development Plan experience that is relevant to the services requested by the City of Federal Way. Project experience should list the type of work provided. If sub-consultants are proposed, include information on joint work and relevant experience of the sub-consultants.
4. Design Examples. Provide examples of work completed.
5. Work Plan. Detailed work plan with estimated hours by task and personnel.
6. Key Staff. Identify Principal-in-Charge and key staff. Include resumes or CVs for each project member.

7. References. Provide client references for similar projects within the past 5 years, that have working experience with the project team. Furnish the name, title, address, email and telephone number of the person(s) at the client reference who is most knowledgeable about the work performed and can comment on the professional qualifications/expertise of the project team.
8. Disclosure. Provide any past, ongoing, or potential conflicts of interest or conflicts of scheduling that the firm or person may have in performing the anticipated work.
9. Budget. Include hourly rates for all staff working on the project, anticipated billable costs, and overall project budget.

VI. SELECTION CRITERIA.

Firm Qualifications:	10%
Project Team Experience:	20%
Graphic Examples:	10%
Responsiveness to RFP:	10%
Interview:	30%
References:	15%
Budget:	5%

VII. TERMS AND CONDITIONS.

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (30) days after the award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review and shall include requirements to comply with ADA, Civil Rights Act, and EEO requirements. The City reserves the right to reject any proposed agreement or contract that does not conform to the

specifications contained in this RFP, and which is not approved by the City Attorney's office.

- F. The City, as a recipient of federal funding, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFP.

VIII. COMPENSATION.

- A. State the firm's proposed fee for the Scope of Services inclusive of Washington state sales tax and any other applicable governmental charges.
- B. Payment by the City for the services will only be made after the services have been performed, an itemized billing statement is submitted in the form specified by the City and approved by the appropriate City representative, which shall specifically set forth the services performed, the name of the person performing such services, and the hourly labor charge rate for such person. Payment shall be made on a monthly basis, thirty (30) days after receipt of such billing statement.

IX. PUBLICATION.

<u>Name of Publication:</u>	<u>Dates:</u>
Seattle Daily Journal of Commerce	March 4 & 11, 2022
Puget Sound Business Journal	March 4 & 11, 2022
WA APA	February 28, 2022
Seattle Times	March 4 & 11, 2022