

Request for Proposals: Architectural/Design Guidelines

January 11, 2017

1.0 INTRODUCTION

The City of Issaquah, Washington is soliciting proposals from qualified consulting firms to lead a community conversation and assist City staff in the preparation of Architectural & Urban Design Guidelines for the Central Issaquah sub-area. The Guidelines will be incorporated into the Land Use permitting process and will be applicable to all development/redevelopment projects occurring in Central Issaquah.

2.0 BACKGROUND

“The goal of the Central Issaquah Plan is to guide the evolution of Central Issaquah from a collection of strip malls and office buildings into a more livable, sustainable and balanced mixed use urban area serving everyday essentials to residents, employees and visitors.”

“The Guiding Principles and the more specific District Visions should be used to help prioritize the goals and policies over the long term to achieve the Community’s vision for Central Issaquah.”

- Central Issaquah Plan

The Central Issaquah Plan was approved by the City Council on December 12, 2012. The plan includes approximately 1,100 acres of Issaquah, bisected by Interstate 90 (See Exhibit A). A majority (95%+) of the subarea is currently developed. As such, new development in this area will consist largely of redevelopment of existing properties. The Urban Community, Connectivity & Mobility, Environment, Economic Vitality and Housing Elements in this sub-area Plan lay the groundwork for urban-density development intending to create a sense of place, promoting an active transportation system for pedestrians, cyclists, transit and cars, and protecting and including the natural environment - all without sacrificing Issaquah’s existing character and vitality.

The plan envisions a more sophisticated and complicated core for the City. Key to achieving this vision are the following measures:

- a. Environment – integrating environmental features, such as creeks and natural views, into redevelopment projects to ensure Issaquah remains a special place for future generations.
- b. Housing – adding housing in a variety of types and affordable levels, including new mixed-use projects on existing retail and underutilized sites, to accommodate a diversity of future residents.
- c. Sense of Community – maintaining an exceptional quality of life by promoting environmental sustainability, improving architectural design, integrating new development with the natural setting, and creating new public spaces such as parks, plazas, pedestrian corridors and attractive streetscapes.
- d. Transportation & Essential Services – Improving vehicle, transit and non-motorized mobility and ensuring Central Issaquah is served by the essential human services required for daily living.
- e. Economic Vitality – encouraging redevelopment that compliments existing businesses and maintains Issaquah’s allure as a place to live and locate business.
- f. Innovation – employ regulatory tools and incentives to ensure Issaquah remains an attractive place for redevelopment and investment.

Development Moratorium

Following the adoption of the Plan and regulations, the initial projects that developed under the Central Issaquah regulations did not meet the community’s expectations for vibrant, redevelopment. In September 2016, the City Council enacted a development moratorium as a means to correct the code requirements of Central Issaquah. The City Council identified the following reasons for enacting the moratorium:

1. Urban Design
2. Parking
3. Architectural fit
4. Affordable housing
5. Mixed use
6. District visions

This RFP is intended to develop a tool for the City to address Architectural fit and the missing Urban Design elements.

3.0 PROJECT SUMMARY

The City envisions the development of an *Architectural & Urban Design Manual* that will provide guidance for City staff and the City’s Development Commission in the review of development proposals within the Central Issaquah area. The Design Manual will be developed with the City staff and the Development Commission.

4.0 COORDINATION & COMMUNITY ENGAGEMENT

4.1 The consultant will initially (within 2 weeks of contract execution) meet with City staff to discuss the project.

- 4.2 The consultant will facilitate a background/introduction discussion with the City's Development Commission regarding Architectural review and Design Guidelines.
- 4.3 The consultant, assisted by City staff, will engage the Development Commission on a visual survey of design elements (site & architectural).
- 4.4 The consultant will provide insights & recommendations to City staff, assisting in the drafting the Design Manual.
- 4.5 The consultant will facilitate the Development Commission's review of the draft Design Manual.
- 4.6 The consultant will engage with the City Council in a maximum of 4 separate meetings.

5.0 SCHEDULE

The following schedule is envisioned by the City for this Project:

- 5.1 Consultant proposals due: **20 February 2017**
- 5.2 Consultant interviews: 27 February 2017
- 5.3 Consultant Selection: 2 March 2017
- 5.4 Development Commission Meeting 1: 1 March 2017 (Background)
- 5.5 Development Commission Meeting 2: 15 March 2017 (Visual survey)
- 5.6 Council Workshop: 10 April 2017 (Visual Survey)
- 5.7 Development Commission Meeting 2: 19 April 2017 (draft Manual)
- 5.8 Development Commission Meeting 3: 3 May 2017 (draft Manual)
- 5.9 Land & Shore Committee: June 2017 (DC recommendation)
- 5.10 Council Workshop: June 2017
- 5.11 Land & Shore Committee (if needed): July 2017
- 5.12 Planning Policy Commission: July 2017 (Recommendation)
- 5.13 Council meeting: 7 August 2017 (project completion)

6.0 SUBMISSION REQUIREMENTS

The City of Issaquah reserves the right to reject any and all proposals and to negotiate changes with any firms. The City is not liable for any cost incurred by any firms prior to the execution of a contract. Nor shall the City be liable for any costs incurred by the firm that are not specified in the contract. The City is an Equal Employment Opportunity Employer.

Proposal Submission

- 6.1 An original and six (6) copies of the proposal shall be delivered by 12:00 p.m. PST on Monday, 20 February 2017 to the address given below:
 - Mr. Keith Niven, AICP, CEcD
 - Economic Development & Development Services Director
 - City of Issaquah
 - 1775 – 12th Avenue NW
 - Issaquah, WA 98027

6.2 Cost for Services

6.3 Provide a letter of transmittal briefly outlining the consultant's understanding of the work

6.4 General information regarding the firm and individuals to be involved, and the name, address, telephone number, and email address for the firm's primary contact person for the proposal.

6.5 Profile of Firm

6.6 Who would be assigned to the project.

6.7 Qualifications

6.8 Examples of Work.

7.0 EVALUATION CRITERIA

Proposals will be evaluated by a selection committee. Proposals will be screened to ensure that they meet the minimum requirements of the proposal. A review of qualifying proposals will identify the potential consultant/firm which most closely meets the needs of the City. Factors to be considered by the selection committee will include the following:

7.1 Qualifications and experience of the consultant/firm – reference checks, achievements and completion of similar projects within the past five years.

7.2 Project Team – qualifications and experience of the principal consulting staff proposed to work on the project, variety and application of various disciplines within team, and availability and qualifications of any subcontracting staff.

7.3 Understanding of the City of Issaquah and comprehension of existing guideline documents.

7.4 Grasp of the project requirements and understanding of the project scope.

7.5 Proposed cost to complete project.

Central Plan Districts

