

Request for Qualifications: Parking Analysis

January 27, 2017

1.0 INTRODUCTION

The City of Issaquah, Washington is issuing this Request for Qualifications for the parking project described in this RFQ. The successful candidate will prepare targeted parking analysis and subsequently, in collaboration with staff, recommend policy and/or code changes to ensure that parking associated with future development in the Central Issaquah area meets the City’s vision for on-site and structured parking.

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.” — *Central Issaquah Plan*

The Central Issaquah Plan was approved by the City Council on December 12, 2012 and the Central Issaquah standards approved on April 29, 2013. The plan includes approximately 1,100 acres of Issaquah, bisected by Interstate 90. A majority (95%+) of the subarea is currently developed, and approximately 75% of the land area is currently devoted to surface parking lots. 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, strong public realm, 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.

And more specifically related to Parking:

“The intent of [the Parking Development Standards] is to establish standards for the design, configuration and performance of parking facilities based on urban densities and needs. Parking encompasses all public and private facilities necessary for the storage of motorized and non-motorized transportation and encourages the use of parking garages rather than surface parking, and supports a pedestrian-friendly environment and attractive urban design. The purpose of requiring parking as a condition of development is to provide an adequate amount of parking for a site, recognizing that a balance must be reached between: Insufficient Parking, leading to overflow parking in adjacent streets and neighborhoods, abutting streets as well as unauthorized parking in nearby private lots or bicycles chained to streetlights and benches; and, Excessive Parking, wasting space and resources that could be better utilized for people, landscape, etc. These Development standards support the Design standards found in Chapter 15 Parking, and are intended to:

- A. Ensure adequate, safe, and reasonable storage of and access to parking/facilities*
- B. Allow for flexibility in the design and location of parking/facilities;*
- C. Efficiently and effectively use the site and the parking provided therein;*
- D. Encourage the use of on-street parking and allow it to meet as much of the required parking as possible;*
- E. Encourage the use of other urban, more pedestrian-friendly forms of parking (such as on-street parallel parking, structured parking, etc...), rather than on-site surface parking lots, to meet as much of the required parking as possible;*
- F. Provide facilities appropriate for the anticipated use with a minimum of paving; and,*
- G. Allow flexibility to adapt to changing market needs, including car sharing, and different modes of transportation, and implement changing community priorities.*

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

3.0 PURPOSE

This RFQ is intended to provide the City with a qualified team to provide analysis (and potential recommendations) to better understand two aspects of parking in the Central Issaquah area:

1. Determine if the minimum required parking is set too low, resulting in off-site impacts. This will require some analysis of recent built projects coupled with lessons learned from other urbanizing areas, to determine if the perception that off-site parking is, in fact, occurring.
2. As structured parking may not be supported by current market conditions, determine if structured parking should be required to meet required parking minimums (all or a portion) rather than just encouraging structured parking, as it is now.

Both aspects will require an understanding of development market dynamics, analysis of current and future local real estate, residential and commercial markets, impacts to the types of uses that will or can be built, combined with requirements from other cities that are transitioning to more urban communities.

The consultant will produce a report that will be divided into two parts. Part 1 will evaluate whether the City, in Central Issaquah area, is “right parked”; or, whether code revisions are warranted to increase or reduce parking standards. Part 2 of the report will evaluate the outcomes of requiring some, or all, of the required parking to be located in a structure. City staff can provide the consultant with much of the local economic data relating to land values, rents, and lease rates to assist with this portion of the report.

In addition, and in collaboration with City Staff, the consultant will be asked to propose revisions to the standards. The results will be used by City staff and the City’s Development Commission in the review of development proposals within the Central Issaquah area. The consultant will engage with the City Council in a maximum of three separate meetings.

4.0 SCHEDULE

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

- 4.1 Consultant submittals due: **February 28, 2017**
- 4.2 Consultant interviews: March 6, 2017
- 4.3 Consultant Selection: March 13, 2017
- 4.4 Council Land & Shore Committee: June 2017
- 4.5 Planning Policy Commission: June 22, 2017 (Recommendation)
- 4.6 Council Land & Shore Committee: July 6, 2017
- 4.7 Council meeting: July 17, 2017 (project completion)

5.0 SUBMISSION REQUIREMENTS

The City of Issaquah reserves the right to reject any and all submittals 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.

Respondents will provide all information they deem necessary to satisfactorily respond to the Purpose identified in the above titled section of this RFQ. This will include anticipated data analysis, best practice research, and other steps to develop recommendations and code amendments. The consultant will work closely with the City Project Manager and will facilitate at a City Council meeting and Council Committee sessions to present recommendations.

- 5.1 An original and six (6) copies of the submittal shall be delivered by 12:00 p.m. PST on Tuesday, February 28, 2017 to the address given below:
Ms. Lucy Sloman, AICP
DSD Land Development Manager
City of Issaquah
1775 – 12th Avenue NW
Issaquah, WA 98027
In addition, an electronic copy of the submittal will be emailed to:
lucys@issaquahwa.gov
- 5.2 Cost for Services: Provide a detailed budget for requested services, including expenses and billing rates and expected hours for all members of the team, including copies, advertising, etc.... The City has budgeted up to \$25,000 for this contract. Staff resources from the City's Development Services will be made available as part of the Project to assist the consultant.
- 5.3 Provide a letter of transmittal briefly outlining the consultant's understanding of the work
- 5.4 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 submittal.
- 5.5 Profile of Firm
- 5.6 Who would be assigned to the project
- 5.7 Qualifications
- 5.8 Examples of relevant Work

6.0 EVALUATION CRITERIA

Submittals will be evaluated by a selection committee. Submittals will be screened to ensure that

they meet the minimum requirements. A review of qualifying submittals 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:

- 6.1 Qualifications and experience of the consultant/firm – reference checks, achievements and completion of similar projects within the past five years.
- 6.2 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.
- 6.3 Understanding of the City of Issaquah and comprehension of existing codes and policy documents.
- 6.4 Grasp of the project requirements and understanding of the project scope.
- 6.5 Proposed cost to complete project.