



THE CITY OF
EDGEWOOD

Request for Proposals
Town Center (TC) and Mixed Use Residential (MUR)
Planning, Zoning, and Economic Development Study

INTRODUCTION

The City of Edgewood's Community and Economic Development Department seeks qualified proposals from multidisciplinary consulting firms to perform a market analysis for future development along the Meridian Corridor (SR 161), specifically concentrated in the TC and MUR zoning districts on the east side of Meridian and south of 22nd Street E.

BACKGROUND

On April 9, 2019, Council adopted Ordinance 19-0547, which adopted an emergency interim zoning ordinance on the acceptance of applications for new residential/multi-family development in the TC, C, MUR, and BP zones for a period of six months. Ordinance 19-0547 allows the City Council to consider whether the amount and type of residential/multi-family development in the TC, C, MUR, and BP zones should be modified. On May 28, 2019, the City Council adopted Resolution No. 19-0458, adopting findings of fact to support the continued maintenance of interim zoning Ordinance No. 19-0547.

On June 20, 2019, the City Council held a Town Hall style open house meeting to review the public sentiment regarding growth and residential development in Edgewood in order to learn from citizens about the desired future of the community. In addition, City Council added on continued discussions for interim zoning Ordinance No. 19-0547 on each agenda during their June 11, June 18, June 25, July 2, July 9, July 16, and July 23, 2019 meetings.

On July 23, 2019, City Council voted 6-1 to modify the interim zoning ordinance by limiting the geographic scope to the Mixed Use Residential (MUR) zone on the east side of Meridian Avenue and a portion of the Town Center (TC) zoning district, which is located only on the east side of Meridian Avenue south of 22nd Street East. City Council also provided direction to City staff regarding the next steps necessary under the interim ordinance.

On July 30, 2019, City Council directed staff to prepare a request for proposals (RFP) to conduct a study of the Town Center (TC) and Mixed Use Residential (MUR) zoning districts, which will include a review of uses, appropriateness of commercial integration with residential projects, where a [minimum] 3/1 development would be feasible in Edgewood, and if any additional modifications to the EMC are necessary.

SCOPE OF WORK

An outline of the expectations and anticipated work necessary for conducting the planning study is listed below. This study needs to build on previous studies conducted of a similar nature and will need to be consistent with the policies contained in the 2015 Comprehensive Plan. The scope of work should include:

- 1. Review, reconcile, encapsulate, and assess the findings, recommendations, or implementation of prior City studies performed in regard to the Meridian Corridor, general economic development, or other related subjects.** The City of Edgewood has conducted several studies, written numerous plans, and performed multiple analyses on development in the city and specifically along the Meridian Corridor. Since the City's incorporation, and even dating back to when this area was known as North Hill, the broad plan for town center and commercial development in general has remained fairly consistent. Specific details of development have been modified through the years, but the general vision has endured. This study will build on those prior efforts.
- 2. Assessment of the "typical" Edgewood resident, consumer, and citizen.** Prior reports have provided data profiling the manner in which Edgewoodites shop, recreate, spend their time, and make other purchases. These data points can be amalgamated to unveil conduct patterns that help illustrate the retail demand of our community and the patterns of land development—specifically multi-family and mixed-use integration—that will be successful in our community.
- 3. Identify barriers to development.** Since Edgewood's overarching development vision has not drastically changed over the years, this study should outline what barriers still exists to fulfilling that vision. Infrastructure improvements, market forces, rooftop mix, land prices, and numerous additional factors may be at play, but this study will need to provide more than anecdotal hypotheses. Developer interviews, real estate reports, economic market analysis, or other tools should be utilized to fully vet this issue.

4. Pinpoint a specific geographic area of the City where minimum development standards can be set to require at least 3/1 mixed-use development and subsequently identify whether any other modifications are necessary to offset this use type.

Comprehensive plans are internally reconcilable, so any change to meet the City Council's desire of vertically integrated mixed-use development may likely need to be balanced with supplementary code revisions. By determining the multi-family mix for the TC zoning district, a four story minimum structure that supports 'three-over-one' development must be prescriptively written into the Edgewood Municipal Code (EMC). The geographic extent, specific development standards, and other necessary provisions must all be identified.

5. Outline any comprehensive plan amendments or code modifications that may be necessary to fully implement the goals of this study. Recommended revisions will be developed consistent with reviewed and agreed upon strategies. Revisions will be provided in underline / strikethrough format for City staff, Planning Commission, City Council, and public review.

PROJECT BUDGET

The dollar amount is approximate and dependent on the extent of tasks identified in the final scope of work of an executed contract.

SUBMITTAL CONTENT REQUIREMENTS

City of Edgewood's Request for Proposal

Consultants are encouraged to submit concise and clear responses to the RFP. Proposal lengths exceeding maximum page limits will result in disqualification of proposals. One (1) electronic copy (via flash drive or other acceptable format) and one (1) loose, unbound hard copy shall be provided. All pages shall be 8.5 x 11-inch format, with the hard copy being double sided. The content of the submittal shall include:

1. Letter of Interest (1 page maximum, 5 points): Indicate interest and availability to address plan/scope elements, and current levels of general and professional liability insurance carried by the consultant. Include the principal contact's work email and primary work phone number in this cover letter.

2. Project Approach and Scope Consideration (4-5 pages maximum, 30 points): Include a brief description of the consultant's philosophy, approach to the project, and value to the City. Include key scope considerations to accomplish the scope elements stated in the RFP. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness.

3. Schedule (1 page maximum, 15 points): Include a timeline showing the estimated length of time required for completion of the phases as described in the scope of work. Text may be provided to describe the schedule.

4. Cost Summary (1 page maximum, 15 points): Provide a cost estimate of the work to be completed based on the task outline presented above and any additional cost categories identified.

5. Project Team (2 pages maximum, 15 points): Identify the proposed team (including sub-consultants), qualifications, experiences, and references. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).

6. Relevant Experience (3 pages maximum, 15 points): Describe the consultant's experience in preparing scope elements. Include at least three projects the consultant has completed that are similar to the project described in the request. For each project, provide the following information:

- Name and location of each project;
- Year completed;
- Name and contact information of each client;
- Name and contact information of the client project manager; and
- Project elements that are common to the scope elements described in this request.

7. Project Team Résumés (provide in appendix at end of proposal, one page résumé per team member, 5 points): Include a paragraph for each key member, years of experience, education, certifications, company affiliation, workplace location, and a bulleted list of project experience.

PROPOSAL SCORING AND EVALUATION

The evaluation committee shall assign points to each proposal as defined above. Scores may range from a minimum of zero to a maximum of 100 points. A Proposal's score will be used to rank proposals. The committee's final decision awarding the contract will be determined by committee discussion and may not be solely based on scores. Consultant interviews are not currently scheduled and the City reserves the right to select a consultant from submitted proposals alone. The City may choose to complete consultant interviews at their discretion.

SUBMISSION OF PROPOSAL

Consultants are encouraged to submit concise and clear responses to the RFP. Responses of that do not meet the page limits listed above will be rejected. The documents shall have a minimum font size of 11 or greater.

City of Edgewood Request for Proposal: *TC and MUR Planning, Zoning, and Economic Development Study*

Submit or mail the proposal to:

City of Edgewood
C/O Darren Groth
2224 104th Avenue East
Edgewood, WA 98372-1513

Proposals will only be accepted until **4:00 p.m.** on **September 13, 2019**. Faxed or emailed copies will not be accepted. The City of Edgewood will not pay any cost incurred by any consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to modify or cancel in part, or in its entirety, this RFP. The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Edgewood is an Equal Opportunity Employer.

ANTICIPATED TIMELINE FOR CONSULTANT SELECTION

It is the City's desire to select a consultant and complete contract negotiations by September 30, 2019. City Council will then be briefed on the process during their October 1, 2019 Study Session and will be asked to take action during their regular meeting on October 8, 2019. The City will form an evaluation committee for review and selection of the finalist and notify finalists by the date listed below.

September 13, 2019: Proposals Due

September 23, 2019: Evaluation Team Selects Finalist

September 23-30, 2019: Final Scope and Contract Negotiations

October 8, 2019: Council Authorizes Mayor to Sign Contract

QUESTIONS AND ANSWERS

All communications with the City will be to the point of contact listed below. Communications with members of the evaluation committee for the purpose of unfairly influencing the outcome of this RFP may be cause for the Proposer's proposal to be rejected and disqualified from further consideration.

Questions regarding the RFP will be compiled, answered, and sent to all registered interested parties via email during the application period on **September 9, 2019**. To register as an interested party, send your request to the RFP Point of Contact.

Questions, including requests for explanations of the meaning or interpretations of the provisions of the RFP, shall be submitted in writing (via email) to the RFP Point of Contact: Darren Groth, Community & Economic Development Director at darren@cityofedgewood.org.