

CITY OF TUKWILA

REQUEST FOR QUALIFICATIONS

Due: Tuesday, March 7, 2023, by 5:00 PM (PST)

Notice is hereby given that Statements of Qualifications will be received by the City of Tukwila, Washington, for:

PLANNING CONSULTING SERVICES: TUKWILA COMPREHENSIVE PLAN - PERIODIC UPDATE ASSISTANCE

The purpose of this request is to solicit Statements of Qualifications (SOQs) from qualified consultants to assist the City in developing analysis that will lead to update the City's Comprehensive Plan for the 2024 – 2044 planning horizon as required by the Growth Management Act. Consultant teams will need to show their experience in land use planning and zoning, visioning, demographic analysis, community design, economic/feasibility analysis, GIS mapping, capital facilities planning, environmental / SEPA analysis, and public outreach facilitation. This work must be completed no later than December 31, 2024, however staff will need the project work largely completed by summer 2024 to facilitate City Council schedule needs.

Please review the full RFQ following this notice for details.

Proposers are encouraged to submit any questions regarding the proposal by **5:00 p.m., March 2, 2023**. Staff will respond to questions by March 3, 2023.

Interested firms must submit their SOQ no later than **5:00 p.m. on Tuesday, March 7, 2023**. SOQ responses shall include one pdf file of the proposal submitted to:

<https://app.sintelforms.com/link/anon?f=3v4jn0xtp9>

Submittals must be received at the above address by the deadline. No submittal will be accepted after this date and time. The City will not be liable for delays in delivery of proposals due to any technological issues. Please reference the RFQ title on all communication and mailing labels. Any questions regarding this project should be directed to Nancy Eklund, Long Range Planning Manager at Nancy.Eklund@TukwilaWA.gov. Only email inquiries will be accepted.

Published Seattle Times: February 20, 2023 and February 27, 2023

Published Daily Journal of Commerce: February 20, 2023 and February 27, 2023



REQUEST FOR QUALIFICATIONS

Tukwila Comprehensive Plan - Periodic Update Assistance

Due: Tuesday, March 7, 2023, by 5:00 PM

Section 1. General Information

A. General Information

The City of Tukwila (the “City”) is requesting Statements of Qualifications (SOQs) from qualified multidisciplinary consultant teams (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the City’s Comprehensive Plan for the 2024 – 2044 planning horizon as required by the Growth Management Act. Consultant teams will need to show their experience in land use planning and zoning, visioning, demographic analysis, community design, economic/feasibility analysis, GIS mapping, capital facilities planning, environmental/ SEPA analysis, and public outreach facilitation.

Under the Growth Management Act, the work for the periodic update must be adopted by December 31, 2024, however, the Tukwila City Council schedule will require that a near-final draft of the updated Plan be largely completed by early Spring of 2024 and adopted no later than September 2024.

It is the City’s intent to select a planning consulting team based on qualifications, abilities, past performance, and availability to complete the work within the timeframe specified. Once the City has reviewed the qualifications, one or more firms may be requested to provide additional information and/or participate in an interview process. Review of the SOQs and the final selection will be performed by a committee comprised of City staff and others. Short-listed applicants will be invited to interview as described below.

For other information about the grant agreement or any questions, contact Nancy Eklund via email at Nancy.Eklund@TukwilaWA.gov.

B. Background

As required by the Washington State Growth Management Act (GMA), the City of Tukwila intends to prepare its 2024 periodic update to the Comprehensive Plan and updates to development regulations to implement this Plan, with such work occurring over the course of 2023 and 2024. Due to the interconnected nature of these projects, the City is seeking one consultant or consulting team to handle the planning tasks described herein. The City's planning staff will provide guidance and support for these efforts.

The City of Tukwila, Washington, is located in South King County, bounded by the cities of Seattle, Renton, Kent, SeaTac, and Burien, as well as portions of unincorporated King County. The City's transportation network includes I-405, I-5, SR 518 and the Tukwila portion of SR 99, Tukwila International Boulevard, as well as Link light rail, Bus Rapid Transit, and nearby access to a Sounder heavy rail station. According to 2021 Census estimates, 21,615 people live in Tukwila. It is one of the most diverse cities in the nation, with 41% of the population being foreign born and 46% speaking a language other than English at home. Approximately, 13% of the population live in poverty.¹

The Tukwila Comprehensive Plan is the primary policy document that guides the City's evolution and growth over a 20-year period. The Comprehensive Plan identifies the desired type, configuration, and intensity of land uses throughout the city, as well as the character and capacity of public facilities and services.

The City of Tukwila has received both a Periodic GMA Update Grant and a Middle Housing Grant from the Washington Department of Commerce to support its development of the required 2024 Comprehensive Plan Update, as well as to assess the feasibility of introducing middle housing into the City's single family zoning categories. The City has hired a consultant firm to complete the middle housing grant deliverables, which will be submitted to Commerce in June 2023. The deliverables for the Periodic Update grant will be completed by both staff and the consultant team to be selected, and adopted by the City Council no later than December 31, 2024. Grant funds from the Periodic Update grant (\$125,000) will be used to hire the consultant.

The Periodic Update will primarily focus on Housing, developing a new consolidated Land Use element, integrating Equity and Climate Change information and policies, and providing public engagement, GIS mapping, and Plan-required updates to regulations/standards. The Public Works (PW) Department is completing the Transportation Plan and the Periodic Update will coordinate some of its outreach with the outreach for that Element. PW has also recently completed Water and Sewer plan, and they are working on the Stormwater Plan.

Most of the Plan's Elements goals and policies (and implementation strategies) will need to be updated per new regulatory guidance, as will the background documents that provide the inventory. Staff are addressing the bulk of these (Economic Development, Shoreline, Parks and Recreation, Transportation, Capital Facilities, Utilities, and Roles and Responsibilities). The Consultant is asked to prepare the new Land Use element (which will incorporate the various Center Plans and Subareas), Housing element (incorporating the Residential Element), and

¹ <https://www.census.gov/quickfacts/tukwilacitywashington>

provide input on climate change and equity issues in the Natural Environment element and throughout the Plan.

C. Project Description

The project developed must be consistent with the Growth Management Act (GMA) and the terms of the contract with the Department of Commerce, as well as regional guidance from Vision 2050, the King County Countywide Planning Policies, and local input. The work to be performed by the consultant includes, but is not limited to:

- Project management and conceptualization
- Public and stakeholder coordination and engagement, including the development of engagement materials and tools
- Graphics, mapping and collecting background information
- Code and other regulatory development updates to implement recommendations

Consultant Scope of Work

Given the limited time available for the City to update its Plan, and the community's familiarity with the existing plan, updates materials should largely fit within the structure of the existing plan, except for where consolidations of elements is proposed.

1. Checklists and Gap Analysis: Review and confirm the City's work on the Washington Department of Commerce and PSRC checklists. Also, evaluate the gap analysis of consistency with existing planning and policy documents, including consideration of the King County Countywide Planning Policies.
2. Public Outreach: Work with the City to complete a Public Participation Plan and contribute to outreach efforts, including limited attendance at City of Tukwila Planning Commission and City Council meetings.
3. Land Use Element. The City of Tukwila does not have a standalone Land Use Element. Information and analysis required by GMA is located throughout the document in various elements, including in the several subarea elements. Staff intends to create a land use element by consolidating relevant information in the existing plan into one new Land Use document. Staff will identify where in the document Land Use information currently resides and the consultant will create and/or update GMA-required information. Updates needed include: insertion of recent land use capacity analysis and new growth projections; meeting land use requirements for providing required housing; development of goals and policies required by GMA, PSRC's Vision 2050, and the King County Countywide Planning Policies; and ensuring relevance of existing policies and recommending new policies if gaps are identified to help direct growth and development within the urban area. New growth projections should be studied within the context of potential state mandates for increased density in single-family zones and the City's requirement to provide reasonable measures for attaining housing development targets. Current subarea plans should be evaluated for how they can be consolidated and integrated together. The consultant will support this effort with strategy input and the development of relevant maps and a future land use map, per WAC 365-196-400.
4. Housing Element. Update element and background document to be consistent with inventory and current policy and regulatory requirements from the Countywide Planning Policies, Department of Commerce, and Vision 2050. Analysis used shall be consistent with

- current guidance from these review bodies. Special focus on affordable housing is needed to identify how the City can comply with the requirement for accommodating more infill housing and housing for all economic levels with sensitivity to possible impacts on single-family neighborhoods, and with emphasis on greater opportunities for home ownership.
5. Climate Change and Equity – new guidance requires that the City’s plan incorporate consideration of these policy areas into the Plan’s background reports and Plan elements. Assist City staff in developing these portions of the Plan.
 6. Prepare and finalize the development regulations associated with proposed amendments to the Plan.

D. Project Manager Contact Information

Nancy Eklund, AICP
Long Range Planning Manager
City of Tukwila Department of Community Development
6300 Southcenter Boulevard, Suite 100
Tukwila, Washington 98188

Nancy.Eklund@TukwilaWA.gov, 206/433-7141

E. Due Date, Time, Location, and Quantities

The City must receive Statements of Qualification no later than **5:00 PM on Tuesday, March 7, 2023**. SOQ responses shall include one electronic copy (in pdf file format) submitted to the following link:

<https://app.sintelforms.com/link/anon?f=3v4jn0xtp9>

No submittal will be accepted after this date and time. The City will not be liable for delays in delivery of proposals due to any technological issues. Please reference the RFQ title on all communications. Please plan accordingly to meet the submittal deadline.

Upon submittal of each Statement to Qualifications, the system will automatically send a receipt email bearing the time/date stamp of when the SOQ was received.

F. Size Limitation on the Qualifications

The Qualifications (in electronic format) may not exceed 15 single-sided pages, exclusive of covers, section dividers, or appendices. The Qualifications may be printed with double-sided pages, but no more than the first 15 sides of text and graphics will be considered (see also Section 3.a). The Qualifications must be in a single file. The Qualifications may be presented in either portrait or landscape orientation. Except for charts, exhibits and other illustrative and graphical information, all information must be sized for 8.5” x 11” paper. Charts, exhibits and other illustrative and graphical information may be sized for 8.5” x 14” or 11” x 17” paper. With the exception of charts and graphs, all text must be in an 11-point font size or larger with margins no less than 1”. Text within charts and/or graphs may be smaller than 11 point but must be an easily readable size font and type.

The front cover of each copy of the Qualifications must be labeled with the name and address of the lead Consultant, along with the project title: “Tukwila Comprehensive Plan Periodic Update Assistance” and the date of submittal.

G. Terms and Conditions

The City reserves the right, in its sole discretion, to cancel this RFQ, issue a new Request for Qualifications, reject any or all Qualifications, seek or obtain data from any source that has the potential to improve the understanding and evaluation of the responses to this RFQ, seek and receive clarifications to Qualifications, and waive any informalities in considering and evaluating the Qualifications.

This RFQ does not commit the City to enter into a contract or proceed with the procurement of the project. The City assumes no obligations, responsibilities, and liabilities, fiscal or otherwise, to reimburse all or part of the costs incurred by the parties responding to this RFQ. All such costs shall be borne solely by each Submitter.

Materials submitted in response to this competitive procurement shall become the property of the City and will not be returned. These materials will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the SOQ process shall be considered public documents and with limited exceptions, submittals that are recommended for contract award will be available for inspection and copying by the public. All submittals received will remain confidential until the City and the successful Submitter sign the agreements resulting from this advertisement.

The City of Tukwila, in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all its programs and activities. This material can be made available in an alternate format by emailing Nancy Eklund at nancy.eklund@tukwilawa.gov or by calling 206-433-7141.

The City of Tukwila, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000-4 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 respondents that it will affirmatively insure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full opportunity to submit Qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Section 2. Schedule of Process

A. Preliminary Schedule

The City anticipates the following project milestone dates. This schedule is subject to revision at any time.

Event	Date
RFP Released (Seattle Times, DJC)	February 20, 2023
City responds to Questions	March 3, 2023
Submittals Due	March 7, 2023
Evaluation of Submittals	March 8, 2023
Finalist Interviews (if necessary)	March 20, 2023
Selection	March 21, 2023
Contract scope and budget development complete	March 27, 2023
City Council Planning and Community Development Committee	April 3, 2023
City Council authorizes contract execution	April 17, 2023

- 1) If the City awards a firm the contract to provide planning services, the successful firm shall be issued a written Notice of Intent to Award. The successful firm shall execute an agreement acceptable to the City within thirty (30) days from the date of Notice of Intent to Award. Failure by the successful firm to execute an agreement within the stipulated 30-day period shall constitute non-conformance with the SOQ, allowing the City to unilaterally withdraw and terminate such intent to award, unless there is a negotiated and written extension of the period.
- 2) The City reserves the right to award the contract to the next most qualified firm if the successful firm does not execute a contract within the 30 days from the date of the Notice of Intent to Award.

Section 3. Qualifications and Selection Process

This section describes specific information that must be included in the Qualifications. Qualifications must follow the outline presented below. Provide brief, concise information that addresses the requirements of the project consistent with the evaluation criteria described in this RFQ.

A. Content of Qualifications Sections

Follow the outline presented below, which has been created to organize Qualifications and facilitate the evaluation. Sections for the Qualifications shall be as described below, numbered, and titled as follows. An appendix with full resumes is allowed and will not be counted in the overall page count. The appendix material may or may not be considered as part of the selection process. The information required in the following sections will be used in the qualitative assessment of the Qualifications.

Section 1: Introduction

The Qualifications shall include an introduction stating the business name, address, and roles of the Submitter and any sub-consultant(s). The introduction shall identify one contact person and his or her address, telephone numbers, and email address. This person shall be the single point of contact on behalf of the Submitter, responsible for correspondence to and from the organization and the City. The City will send all project-related communications to this one contact person.

Section 2: Team and Key Personnel Experience and Capacity

Provide information on the following:

a) Major Team Members

- A listing of all firms on your team, the type(s) of services that each Team Member will provide, and the number of years each Team Member has been providing those services.
- A list of up to three projects (per firm) that have been completed within the last five years that have elements that are significantly similar to those of the Project, and demonstrate the expertise and experience required for the Project. Include client/organization name(s) and contact information, the work/services provided on the project(s), project dates.

b) Organizational Structure

- A proposed organizational chart, identifying key personnel by name, with lines identifying participants and their reporting relationships.

c) Key Personnel

- Experience and qualifications for each proposed key person.
- Examples of work on projects that have elements that are significantly similar to those of the Project.
- Availability of each key person sufficient to ensure capacity to meet project milestones and deliverables.
- For the Project Manager - up to three project examples that demonstrate her/his experience as a Project Manager with the following items:
 - Project schedule
 - Scope of work
 - Budget control
 - Successfully managing changes that arose throughout the life of the project.

d) DBE/WMBE

- Identify the firm's DBE/WMBE status and provide a summary of the firm's history of collaborating with DBE/WMBE firms as part of your team on previous similar projects. Describe approach to maximize their participation.

Section 3: Organizational Approach

Provide, at a conceptual level, your team's approach to the project.

a) Work Plan

- Describe your team's proposed work plan for this project.
- Describe each of the elements of the proposed work plan for this project and who is involved with the decision-making process for the development of the work plan.

b) Project Management

- Describe your team's process/concept for managing scope, schedule, and budget.
- Describe how the team organization provides clear levels of authority, responsibility, and decision making.

- Describe your team’s communication structure both for the internal project team and for communication with the City.
- Describe how you will meet the Project’s administrative requirements (these are listed in Section 4).

c) Schedule and Budget Control

- Estimate the team's effort and demonstrate how the desired work can be completed in the timeline presented in this SOQ.
- Provide a high-level budget breakdown, including level of effort/projected costs for each component of the project
- Identify any key issues and critical milestones for the project.
- Describe how the team organization will monitor and control the project costs to complete the project under budget and on or ahead of schedule.

d) Quality Control

- Describe how the team will maintain quality control for engineering, environmental documentation, regulatory processes, and public outreach.

e) Public Engagement

- Describe your team’s approach to and methods for engagement with stakeholders, tribes, agency staff, and the public - especially with populations that are diverse and/or that have barriers to participation.

Appendix A: Resumes of Key Personnel

Limit resumes of Key Personnel to two pages each.

Appendix B: Client References

Appendix B can either repeat those references listed in Section 2a, or if the team you are assembling has worked together in the past, this might be where you provide references for the full team’s work on a project.

B. Selection Process and Schedule

The City is using a two-step process to select a consultant team to deliver the project. The first step will be evaluating Consultant Qualifications. Upon completion of the evaluation and scoring of submitted Qualifications, the City will notify Submitters of the Consultants that have been short-listed, or of a decision not to issue a short-list or to interview.

The second step in the selection process will be interviewing teams. The City will interview up to three qualified Consultants that submit Qualifications.

Consultant Evaluation Criteria

Submittals will be evaluated by a Selection Committee based upon the responsiveness of the submittal to this SOQ and how well the qualifications of the team meet the needs of the City. Evaluations will be based on the same criteria outlined herein, which may be weighted by the City in any manner it deems appropriate.

- Team’s experience developing and implementing projects of this type.
- Demonstrated understanding of comprehensive planning and related code development, especially housing and land use.

- Creative approaches to working with the public and ability to garner meaningful participation, particularly from historically disadvantaged groups.
- Demonstrated understanding of Growth Management, and regional policy guidance.
- Project Manager/Team Lead’s overall experience managing projects and processes of this type, and availability to immediately begin work and work within tight deadlines.
- Past performance and references.

Evaluation of responses to this RFQ will be based only on the information provided in the SOQ package, and if applicable, during an interview and reference review process. Scoring from the short-listing process will be brought forward to the final scoring of the interviewed Submitters. The following criteria will be used to evaluate and rank responses:

Step 1: Evaluation of Qualifications

<u>Criteria</u>	<u>Possible Points</u>
Project Understanding and Approach	20
Qualifications/Expertise of Project Manager.....	20
Qualifications/Expertise of Team	30
Approach to and Methods for Public Engagement.....	30
Step 1 Total	100 points

Step 2: Final Selection

Score from Step 1.....	50%
Interview	50%

Should a tie result from the scoring process, selection of the winning Consultant will be based on results of reference checks on past projects.

Section 4. Administrative Information

- 1) Minority-owned and Women-owned Business Enterprises: The City strongly encourages minority owned and women owned businesses, socially and economically disadvantaged business enterprises, and small businesses to respond to this RFQ, to participate as partners, or to participate in other business activity in response to this RFQ.
- 2) Basic Eligibility: Any successful firm must be licensed to do business in the State of Washington, the City of Tukwila and must have a state Unified Business Identifier (UBI) number. In addition, the successful firm must not be debarred, suspended, or otherwise ineligible to contract with the City.
- 3) Payment Requirements: Firms should be aware that the City will only make payments on invoices after the work being billed has been completed and will pay reimbursable expenses to the firm only upon receipt of an itemized invoice for the reimbursable expenses. No advance payments will be made to the firm and the firm must have the capacity to meet all project expenses in advance of payments by the City.

- 4) Approval of Consultants: The City retains the right of final approval of any consultant of the selected firm who must inform all consultants of this provision.
- 5) Documents Produced: All documents produced under contract to the City must be submitted to the City in a digital format that meets the City's requirements (typically, in Microsoft Office, Adobe Acrobat and/or AutoCAD or GIS products), and in the event of public meeting presentation materials, as a hard copy. All documents shall become the exclusive property of the City.
- 6) Civil Rights: The City of Tukwila embraces civil rights and equal opportunity. If any events occur involving the firm or subcontractors that would violate those rights, then the firm shall take full responsibility for said actions.
- 7) Insurance: Successful consultant will be expected to enter into a standard City of Tukwila Consultant Agreement that includes the standard general insurance requirements as follows:

The Consultant shall procure and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees. Consultant's maintenance of insurance as required by the agreement shall not be construed to limit the liability of the Consultant to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

Minimum Amounts and Scope of Insurance: Consultant shall obtain insurance of the types and with the limits described below:

- a) Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident. Automobile Liability insurance shall cover all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
 - b) Commercial General Liability insurance with limits no less than \$2,000,000 each occurrence, \$2,000,000 general aggregate. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap independent contractors and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO endorsement form CG 20 26.
 - c) Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
 - d) Professional Liability with limits no less than \$2,000,000 per claim and \$2,000,000 policy aggregate limit. Professional Liability insurance shall be appropriate to the Consultant's profession.
- 8) City Full Availability of Contractor Limits: If the Contractor maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Contractor, irrespective of whether such limits maintained by the Contractor are greater than those required by this Contract or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Contractor.

- 9) Other Insurance Provision: The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain or be endorsed to contain that they shall be primary insurance with respect to the City. Any Insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not be contributed or combined with it.
- 10) Acceptability of Insurers: Insurance is to be placed with insurers with a current A.M. Best rating of not less than A: VII.
- 11) Verification of Coverage: Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Contractor before commencement of the work. Upon request by the City, the Consultant shall furnish certified copies of all required insurance policies, including endorsements, required in this Agreement and evidence of all subcontractors' coverage.
- 12) Notice of Cancellation: The Consultant shall provide the City with written notice of any policy cancellation, within two business days of their receipt of such notice.
- 13) Failure to Maintain Insurance: Failure on the part of the Consultant to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five business days' notice to the Consultant to correct the breach, immediately terminate the contract or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Consultant from the City.

Section 5. Publication

This RFQ shall be published in Seattle Times and The Daily Journal of Commerce.

Published Seattle Times: February 20, 2023 and February 27, 2023

Published Daily Journal of Commerce: February 20, 2023 and February 27, 2023