

**CITY OF FEDERAL WAY  
REQUEST FOR STATEMENT OF QUALIFICATIONS  
SOUTH STATION SUBAREA PLAN**

**I. PURPOSE OF REQUEST**

The City of Federal Way (“City”) is soliciting statements of qualifications and performance data from qualified professional consulting firms who can assist the City in drafting a Subarea Plan around the future Sound Transit Station as part of the Tacoma Dome Link Extension (TDLE) in South Federal Way, currently referred to as “South Station”.

The City’s needs are outlined in the following Request for Statements (“Request”).

**II. TIME SCHEDULE**

The City will follow the tentative timetable below:

Issue Request for Statements	December 21, 2021
Deadline for Submittal of Responses to Request	January 11, 2022, 4pm
Selection of Firms to Interview	January 14, 2022
Interview Firms	January 17-21, 2022
Notify Firm Selected	January 26, 2022

**III. INSTRUCTIONS TO PROPOSERS**

A. All Responses to Request for Statements shall be sent to:

Chaney Skadsen, Associate Planner  
City of Federal Way  
33325 8th Ave S  
Federal Way, WA 98003-6325  
(253) 835-2644

B. Please submit your Statement of Qualifications (“SOQ”) and performance data via email to [chaney.skadsen@cityoffederalway.com](mailto:chaney.skadsen@cityoffederalway.com) with the subject line “Statement of Qualification for South Station Subarea Plan.” No faxed or telephone statements will be accepted. If needed, the City will provide a secure FTP Portal for applications that exceed the size limits submitted over email, as requested.

C. All SOQs must be received by **January 11, 2022, 4:00pm**. Late proposals will not be considered.

- D. SOQs should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Emphasis should be on completeness and clarity of content.
- E. Chaney Skadsen, Associate Planner or representative will notify all firms by January 26, 2022.
- F. Any questions concerning the City's specifications or Request process shall be directed to Chaney Skadsen, Associate Planner, or Keith Niven, Planning Manager.
- G. All SOQs 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 and methodologies.
  - 3. Project Experience. List specific Subarea 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. Examples. Provide relevant examples of work completed.
  - 5. Work Plan. Provide 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.

#### IV. **SELECTION CRITERIA**

The following factors will be used to evaluate your SOQ and determine whether your firm will be selected to commence negotiations with the City regarding a contract.

Selected firms will be required to give a 15-minute presentation followed by approximately 30 minutes of questions by City Staff and potentially representatives of stakeholder groups. Interview days and locations will be determined at a later date.

<u>Factor</u>	<u>Weight Given</u>
1. Firm Qualifications:	10%
2. Project Team Experience:	20%
3. Graphic Examples:	10%
4. Responsiveness to RFSOQ:	10%
5. Interview:	30%
6. References:	15%
7. Budget:	<u>5%</u>
Total Criteria Weight	100%

**V. TERMS AND CONDITIONS**

- A. The City reserves the right to reject any and all SOQs, and to waive minor irregularities in any SOQ.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any contractor.
- 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 selection of the contractor.
- D. Any SOQ may be withdrawn up until the date and time set above for opening of the SOQ's. Any SOQ not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to provide to the City the services described in the attached specifications, or until one or more of the SOQ's have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a SOQ by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this Request. 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 Request, and which is not approved by the City Attorney's office.
- F. The City shall not be responsible for any costs incurred by the firm in preparing, Submitting, or presenting its response to the Request.
- G. The City, 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

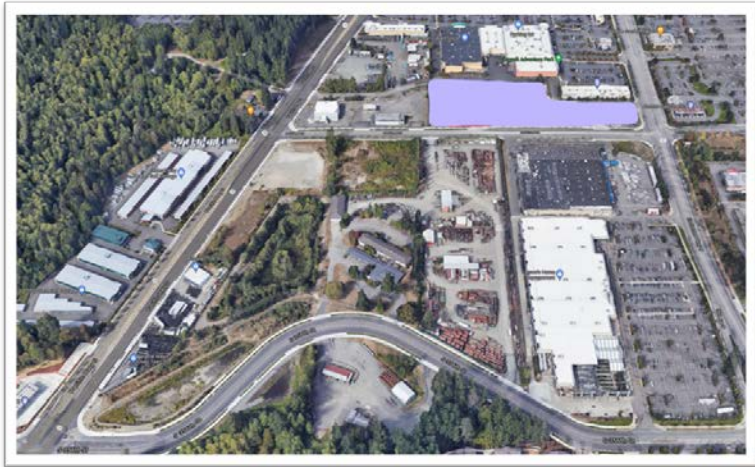
affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

**VI. BACKGROUND**

On December 1, 2021, the City of Federal Way was successfully designated a Countywide Center Candidate by the Growth Management Planning Council. Therefore, as part of the 2024 Periodic Update to the City of Federal Way’s Comprehensive Plan, the City is preparing a subarea plan to respond to this designation; leverage the regional transportation investment (new ST station); and create the vision and standards to transform a low-density portion of the city into a TOD, walkable, center of countywide importance.

In 2032, Sound Transit’s light rail TDLE project is scheduled to open connecting Federal Way to cities to the south and will be a focal point for the subarea.

The existing conditions and current zoning in this portion of the city present opportunities and challenges as Federal Way awaits the addition of a second light rail station to support the growing community and connect the region. Pictured below is the preferred TDLE station location (in lavender). Notable large areas directly adjacent to



the preferred station location remain undeveloped or underdeveloped.

This area is comprised primarily of bulk retailers, restaurants, industrial uses, environmentally sensitive areas, and limited residential.

The City expects this subarea to be supportive of transit-oriented development and accommodate a significant portion of the future city housing and job targets.

**VII. SCOPE OF SERVICES**

Federal Way is requesting statements of qualifications for assistance in the preparation of a Subarea Plan for South Station that will produce a well-supported vision for effective and equitable growth, sustainability, and community health and wellness.

**City Activities**

City staff shall provide the following to assist the Consultant in performing their work:

1. GIS map of the subarea.
2. TAZ map of subarea.
3. Census tract map of subarea.
4. Information provided to King County as part of the Countywide Center designation process. (The Countywide Center represents a subarea of the S. Station planning area).

### **Consultant Activities**

The following phases are deliverables and activities that are necessary for the successful development of the South Station Subarea Plan. The consultant team will serve as a primary resource to the City for delivering certain, specified pieces of this planning effort. City staff will be responsible for the compilation of the final subarea plan and taking it through the Planning Commission and City Council for approval.

### **Project Timeline**

Following the execution of a contract, the Consultant shall be responsible for preparing a project schedule. The schedule shall ensure all project components are completed by December 31, 2023.

### **City Coordination**

Consultant will meet with city staff at a minimum of bi-weekly during the project. The purpose of these meetings is to ensure coordination of planning efforts and to ensure the project remains on schedule. All materials produced by the Consultant shall be considered “draft” and shall be reviewed by the city prior to sharing them with any other parties.

### **Community Engagement**

The subarea plan seeks to involve the public in a robust community planning process. Refer to the adopted Comp Plan Engagement Plan for methodologies and more information of efforts planned by the City.

#### ***1A Community Engagement Integration:***

Participation in City-led community conversations and engagement activities for subarea visioning (as specified below) and integrate findings from these meetings and other city efforts into the development of the plan.

1. Attend up to 6, 1-hour Task Force Meetings
2. Attend up to 2, 1-hour school presentation meetings
3. Attend up to 3, 1-hour property owner or community stakeholder meetings

### **Existing Conditions and Market Analysis**

The following analysis will be provided as base information.

#### ***2A Current Land Use Survey (This information will be provided in both graphic and tabular forms):***

Quantify the current conditions of the built environment. Identify the following at a minimum:

1. Land use of each parcel.
2. Amount of development (square feet or number of residential units) per parcel.
3. Culturally significant local businesses and community spaces.
4. Undeveloped and underdeveloped parcels.
5. Multimodal access and circulation evaluation (see City of Federal Way Bicycle and Pedestrian Master Plan from 2012).

2B Demographic & Housing Profile:

1. The profile should include a housing inventory (number of units, age of units, type of units) and identification of any naturally occurring affordable housing stock that may be vulnerable to displacement from redevelopment.
2. Demographic evaluation documenting current population and forecast for 2044 planning horizon. Demographic variables specifically tied to social determinants of health shall be included and evaluated.

2C Economic Analysis:

Evaluate current market conditions. Include the following at a minimum:

1. Current property values. Recent (within last 3 years) sales.
2. Current rent/lease rates within the subarea.
3. Number of existing jobs by sector.
4. Economic analysis (impact to property tax and sales tax revenue) from proposed changes resulting from implementation of the subarea plan.
5. 2040 forecast for land values, rents and taxes following opening of the new Station.
6. Evaluation of potential for office development in the subarea.

**Recommendations**

3A Land Use Recommendations:

1. Identify locations for changes of zoning that will be supportive of TOD and will accommodate future housing and job targets.
2. Develop draft zoning regulations that can accommodate high-density residential, high-density office and commercial, and innovative missing middle housing solutions.
3. Develop parking standards and recommend opportunities for parking alternatives other than parcel-specific surface parking.

3B Mobility:

1. Identify opportunities to strengthen balanced multimodal connections and improve accessibility within the 20-minute walkshed by connecting schools, homes, and jobs through a walkable, pedestrian-friendly, and bikeable street network and urban trail system.
2. Recommend amendments to the 2021 City of Federal Way Bicycle and Pedestrian Master Plan within the Transportation Element to be adopted as part of the Periodic Update to the Comprehensive Plan.

3C Urban Design:

1. Identify strategies that help integrate new development with existing uses that will lessen negative impacts between conflicting uses.
2. Provide design guideline recommendations for the new proposed zones that follow best practices of urban design, such as providing pedestrian-scale design at the street level to be adopted as part of the Periodic Update to the Comprehensive Plan.
3. Identify opportunities for flexible and multi-use community gathering spaces to promote social interaction and to enrich the quality of life for residents and visitors.

3D Community Placemaking:

1. Provide strategies for mitigating displacement of culturally significant local business, and low-income residents. Provide policy recommendations for ensuring subarea is accessible and inclusive.
2. Propose policy and implementation strategies to encourage neighborhood placemaking, neighborhood identification and promote arts and cultural opportunities that can increase long-term community pride and involvement.

3E Economic Development Recommendations:

1. Provide guidance to encourage and support local economic development.
2. Provide implementation strategies for realizing vision for non-service job growth.
3. Provide strategies to attract private investment that will stimulate timely development and redevelopment.

3F Environmental and Sustainability Recommendations:

1. Provide recommendations to encourage green building standards into the neighborhood.
2. Provide recommendations to reduce the urban heat island index as redevelopment occurs.

3G Conceptual Illustrations/Perspectives:

1. A series of visuals, including maps and possible land use scenarios for public presentations and community feedback.
2. High-level conceptual vignettes, illustrative photos and perspectives that depict the overall goals and vision for the subarea.

3H Metrics and Implementation:

1. Provide measures of success that represent a series of quantifiable targets.
2. Provide a list of implementation measures the city can include in the subarea plan to facilitate the transformation of this area.

**VIII. COMPENSATION**

- A. Upon selection of the most qualified firm on the basis of demonstrated competence and qualifications for the type of professional services required, the City will negotiate a price which it determines is fair and reasonable. If the City is unable to negotiate a satisfactory contract with the firm selected, negotiations with that firm will terminate and the City may select another firm.
- 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.

**VIII. PUBLICATION**

This Request shall be published as follows:

Name of Publication:	Dates:
<u>Seattle Daily Journal of Commerce</u>	<u>December 21 &amp; December 28, 2021</u>
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City of Federal Way Website <a href="http://www.cityoffederalway.com">www.cityoffederalway.com</a>	continuous