



Request for Proposals

Comprehensive Development Plan for Easttown Neighborhood

The City of Bonney Lake, Washington is seeking the services of an experienced land use planning consulting firm to assist the City in developing a long-range development plan for the City's Easttown Neighborhood.

This RFP is presented as outlined below:

- I. Background
- II. Scope of Services
- III. Proposal Format & Content
- IV. Evaluation Criteria & Selection Process
- V. Submittal Requirements

I. Background

Bonney Lake is one of the fastest growing cities in the state of Washington. The City has transitioned from a town of 7,500 population in 1990 to a city of over 13,000 today. Land area has increased from 4.4 to over 7 square miles during that same period. Easttown was annexed to the City in 2001 and is a sparsely developed area of mixed commercial, open areas and residential uses.

The Easttown neighborhood is bisected by State Route 410. Easttown is in need of the full range of basic infrastructure improvements including water, sanitary sewer, storm drain and frontage roads. Easttown has the potential to be a key contributor to the Bonney Lake economic base and to the State mandates flowing from the Growth Management Act of 1990. The intent of the City is to develop and implement a plan that will result in Easttown being a neighborhood of large and small businesses, limited light industrial firms and higher density residential development.

Owners of property in Easttown are at varying stages of interest in getting on with development. Acknowledging this, the City is in need of a development plan and program that will provide maximum flexibility in terms of major "front end" infrastructure capital requirements yet will insure that future development is of high

quality and that all properties pay a fair share of costs associated with “end product” infrastructure improvements.

II. Scope of Services

The project consists of furnishing all the personnel, materials, supervision and travel to undertake and complete the following:

A. Eastown Master Development Plan

In consultation with City staff, develop a comprehensive development package to include the following:

1. An overall master plan to guide zoning, land use and development of the Eastown neighborhood, including an illustrative map and written goals, objectives and policies;
2. Using the Community Character Element of the Comprehensive Plan, draft brief guidelines/review criteria to aid the Design Commission in establishing design parameters for Eastown and in carrying out design review for future development.

B. Eastown Capital Facilities Plan

1. Prepare a plan for the location, phasing and installation of water, sewer and storm drain utilities to serve Eastown;
2. Prepare a plan for the location and phased construction of frontage roads to serve the overall neighborhood in a manner that takes into account limited points of access from SR 410;
3. Prepare financing alternatives for infrastructure improvements.

The CFP should explore and identify creative ways that development/redevelopment of Eastown can get underway with installation of temporary utility improvements, with a schedule/process/program for ultimate connection to permanent facilities.

III. Proposal Format and Content

In order to be responsive, all proposals must follow the format and contain information listed in this section.

A. Letter of transmittal introducing your firm and summarizing the nature of the proposal

B. Narrative items

1. Brief Resumes’ of principal-in-charge and key technical/professional personnel to be assigned to the project. Discuss experience and how experience will be applied to this project.
2. Program of work satisfying the Scope of Services section. Program should include a Completion Schedule (bar chart) and a Work Plan identifying discrete tasks and outlining
 - Activity/task description
 - Person completing the task
 - Deliverables

- C. Prior Work
Provide a copy (s) of work from not more than three similar projects completed by your firm.
- D. References
Provide names and telephone numbers of three references who will attest to your firm's ability to undertake and complete projects similar to this on time and within budget.
- E Fee Proposal
A statement of your firm's fee proposal for this project. (The fee proposal should be in the form of a statement of your firm's hourly fees, with a not-to-exceed amount for this project.)

IV. Evaluation Criteria and Selection Process

Consultant selection and award of contract will be made on the basis of the respondent receiving the most points based on the following:

- A. Qualifications of the firm - staff strength and similarity of projects (35 POINTS POSSIBLE)
- B. Program of Work and general approach (35 POINTS POSSIBLE)
- C. Past performance/references (15 POINTS POSSIBLE)
- D. Fee proposal (10 POINTS POSSIBLE)

V. Submittal Requirements

Twenty copies of the proposal are due in the office of City Clerk no later than 4:30 P.M. on Monday, June 14, 2004. Proposals are to be submitted in a sealed package and marked "Eastown Community Plan Proposal". Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted.

Submittal address: City Clerk
CITY OF BONNEY LAKE
P.O. Box 7380
Bonney Lake WA 98390-0944

Hand delivery: City of Bonney Lake
Office of the City Clerk
19306 Bonney Lake Blvd.
Bonney Lake WA

Material related to the RFP will from time-to-time be posted on the City's Website at www.ci.bonney-lake.wa.us Inquiries regarding the RFP should be directed first to Department Assistant Christy McQuillen at (253) 862-8602, ext. 356, or by inquiry to the address above. **A pre-submittal meeting will be held on Thursday, May 20, 2004 at 6:00 p.m. in the Council Chamber of Bonney Lake City Hall**

to brief interested firms on general details related to the project and to respond to questions. Bonney Lake City Hall is located at 19306 Bonney Lake Blvd.

Interviews on the RFPs may be necessary. In that event, selected firms will be notified, with at least ten days advance notice, of the date, time and location of an interview. The City reserves the right to award the contract to the highest ranked firm without further consideration or discussion. **The City reserves the right to reject any and/or all proposals received.**