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City of Federal Way

Request for Proposals

Potential Annexation Area Sub-Area Plan and Annexation Feasibility Study

**Send Proposals to:
Rox Burhans, Associate Planner
Community Development Services
PO Box 9718
Federal Way, WA 98063-9718**

Submittal Date: August 13, 2001, by 5:00 p.m.

I. INTRODUCTION

The City of Federal Way, in partnership with King County, is seeking proposals to prepare a Sub-Area Plan and Annexation Feasibility Study for the Federal Way Potential Annexation Area (PAA). The PAA is comprised of two separate areas (see Attachment A for vicinity map). The larger of the two PAA areas is located to the east of the existing City limits along the I-5 corridor and the Weyerhaeuser East Campus development. The larger PAA area is approximately 4,996 acres.

The smaller of the two PAA areas is located west of Pacific Highway South (SR99) at the existing northwest City limits in the Redondo neighborhood. The smaller PAA area is approximately 53 acres in size. The two PAA areas have an approximate combined population of 28,247.

II. PROJECT DESCRIPTION

The project is comprised of two parts: a Sub-Area Plan and Annexation Feasibility Study. The goal of the Sub-Area Plan is to prepare a comprehensive plan for the PAA and appropriate zoning designations. Based on the Sub-Area Plan, the consultant team(s) will prepare an Annexation Feasibility Study that will forecast anticipated costs and revenues that will be incurred as a result of annexation. The consultant team(s) will utilize the feasibility study to develop a recommended annexation-phasing schedule.

The Federal Way PAA Staff Work Group has developed a set of goals that will provide a framework for the PAA Sub-Area Plan and Annexation Feasibility Study. The PAA Goals are:

- To encourage land use patterns that reinforce the goals and objectives established in the *State of Washington Growth Management Act (GMA)*, *County Wide Planning Policies (CWPP)*, and the *Federal Way Comprehensive Plan (FWCP)*.
- To provide PAA residents with urban services such as sidewalks, fire protection, and policing at levels that reflect the wishes and desires of residents, while enhancing the safety and welfare of the entire community as development occurs.
- To expand cultural, recreational, and social activities to PAA residents by increasing access to community facilities such as parks, trails, and libraries.
- To protect the PAA's natural environment, such as its lakes, streams, and wetlands, in a way that will ensure a clean supply of water and outdoor recreational enjoyment for future generations.
- To encourage high quality future development that is in harmony with the character of the community.
- To phase the timing of the annexation process in a way that is financially sensible, while providing for the needs of PAA residents.
- To foster a community based planning process that embraces public participation and inter-jurisdictional cooperation to produce a seamless union between the City of Federal Way and the PAA.

The PAA Sub-Area Plan and subsequent Annexation Feasibility Study must be completed by September 28, 2002. Both projects have a combined budget of \$240,000 that includes all contingencies. The Sub Area-Plan and Feasibility Study are interrelated sections of a single project that will require individual cost estimates and timelines.

III. QUALIFICATIONS

Consultants must have extensive experience in land use, transportation, and capital facilities planning and visioning; and economic, fiscal, and environmental analysis. Consultants must have performed similar work for other communities and possess a strong knowledge of the State of Washington's GMA (specifically its provisions guiding the comprehensive planning and annexation process). Due to the wide breadth of technical expertise and planning experience necessary to successfully complete the project, multidisciplinary teams or partnerships are encouraged.

The final work product and tasks will include separate written reports for the Sub-Area Plan and Annexation Feasibility Study with components described in the scope of work below; presentations to the City of Federal Way Planning Commission, Land Use/Transportation Committee (LUTC), and City Council; and consultation with the Staff Work Group and Steering Committee.

IV. SCOPE OF WORK

PART ONE: PAA SUB-AREA PLAN

1. *Coordinate PAA Sub-Area Steering Committee and Staff Work Group:*
 - A. Conduct an initial organizational meeting with the Steering Committee and Staff Work Group to review the findings of the PAA Phase I Study. The consultant team will also utilize the initial meeting to present a proposed community participation process, project timeline, and overview of the PAA Sub-Area planning process.

2. *Perform Characterization Study of PAA:*
 - A. *Data Collection:* Collect and review PAA data (refer to Attachment B for a list of available data) that includes, but is not limited to:
 - Existing land uses and development activity within the PAA.
 - Comparison of King County and City of Federal Way comprehensive plan and zoning designations.
 - Housing inventory, conditions, and affordability analysis.
 - Inventory of the existing street system, including surfacing and sidewalks.
 - Traffic volume and safety and transit data.
 - Existing hydraulic modeling of the PAA.
 - Location and ownership of stormwater detention ponds and conveyance systems.
 - Location of natural and man-made surface water systems, including bogs.
 - National Pollutant Discharge Elimination System (NPDES) permitted facilities.
 - Surface water survey of industrial users.

- Summary of citizen requests, inquiries, and complaints to King County Surface Water Management in past five years.
 - Summary of applicable surface water plans, including Lower Green River, Mill Creek, White River, and Hylebos Creek Basins.
 - Summary of planning requirements based on ESA listing of specific salmonid runs.
 - Inventory of environmentally critical areas, including wetlands, steep slopes, streams, lakes, wildlife habitat, floodplains, and wellheads.
 - Inventory of public and private water systems.
 - Parks, open space, and recreation facilities.
 - Inventory of sewer systems.
 - Septic sewer surveys.
 - Inventory of police and public safety facilities.
 - Inventory of fire and EMS facilities.
 - Inventory of public school facilities.
 - Summary of planned capital improvements identified in King County, Lakehaven Utility District, and Federal Way School District CIPs.
- B. *Public Participation*: Conduct approximately three to four public meetings with residents and community and business organizations in the PAA. The first meeting will introduce the project and additional meetings will follow as alternatives are developed and milestones are reached.
- C. *Evaluate PAA Land Use Designations*: Based on a capacity analysis that will be prepared by the City of Federal Way, the consultant will modify City of Federal Way land use designations to meet population projections, if needed.
- D. *Data Analysis*: Creation of an existing conditions or baseline for comparison of potential land use scenarios that will include, but is not limited to:
- Evaluating the suitability of the City’s existing EMME/2 travel demand model with respect to the roadway network and TAZ structure, including the disaggregation of existing TAZ structure.
 - EMME/2 travel demand modeling of existing and comparable City of Federal Way land use designations.
 - Hydraulic modeling of major surface water systems under existing and comparable City of Federal Way land use designations.
 - Assessing the consistency and compliance of plan alternatives with the GMA, CWPPs, and FWCP.
3. *Create Draft Sub-Area Plan*: The draft Sub-Area Plan will include goals, policies, implementation actions, and a relational timeline that is consistent with the FWCP format and organized according to:
- Land Use
 - Interjurisdictional Coordination
 - Capital Facilities
 - Transportation
 - Housing
 - Economic Development

- Natural Environment
- Private Utilities
- Parks and Recreation
- Zoning District Regulations, Use Zone Tables, and Development Standards (if new zoning districts and development standards are needed).

4. *SEPA Environmental Review of the PAA Sub-Area:*

- A. Prepare an addendum to the FWCP Environmental Impact Statement.

5. *Revisions to Draft Sub-Area Plan:*

- A. Continuous revisions to the Draft PAA Sub-Area Plan will be made by the PAA Staff Work Group and Steering Committee.
- B. Final revisions by the consultant team(s), Staff Work Group, and Steering Committee will be based on a formal review by the City of Federal Way Planning Commission and LUTC. The final Sub-Area Plan will be adopted by City Council.

PART TWO: ANNEXATION FEASIBILITY STUDY

1. *Perform Fiscal Impact Analysis:* The fiscal impact analysis will evaluate the financial and service impacts of annexation and provide an assessment of implementation strategies.

- A. *Data Collection:* Collect and analyze available City of Federal Way and PAA data including, but not limited to:

- Assessed value by type of property.
- Appreciation rate of assessed value.
- City and County taxable sales and rate of growth.
- Charges for services and rate of increase in charges.
- Utility tax rates.
- Itemized level of service differences between the City and PAA.
- Itemized public services per capita costs for both the City and PAA.
- Debt service factors (tax rate, interest rate on debt, etc.).

- B. *Benefit/Cost Summary:* Based on the Sub-Area Plan and the above economic and fiscal data, the benefit/cost summary will provide an estimate of potential net returns associated with annexation that will include, but is not limited to:

- Estimate of potential revenues associated with annexation and projected for a period of 20-years, in five-year increments, based on land use growth estimates and capacity analysis.
- An analysis of economic trends that could affect future revenue streams.
- Estimate of infrastructure and public service costs to raise the PAA's level of service to City of Federal Way standards (or an appropriate level that corresponds with the needs and desires of local residents) and project costs for a period of 20-years, in five-year increments.

- Estimate annual operating and maintenance expenses, including any additional City personnel needed to raise PAA service levels to City of Federal Way standards.

C. *Annexation Phasing Schedule*: Based on the benefit/cost summary, an annexation phasing - schedule will:

- Subdivide the PAA into annexation priority areas based on the their: 1) land use developability and ability to produce a revenue neutral return to the City; 2) neighborhood willingness to annex; 3) City's ability to serve; and 4) logical and reasonable service areas.
- Create a schedule detailing a phased implementation of services that will include an analysis of revenues and costs projected for 20-years, in five-year increments, to raise the PAA's level of service to the phased standard (desired by the City and the community).
- Provide a summary of any alternative revenue sources and or service agreements with King County or other agencies that would increase the feasibility of annexation.

2. *Revisions to Annexation Feasibility Study*:

- A. Continuous revisions to the Annexation Feasibility Study will be made by the PAA Staff Work Group and Steering Committee.
- B. Final revisions by the consultant team(s), Staff Work Group, and Steering Committee will be based on comments from the City of Federal Way Planning Commission, LUTC, and City Council.

Underlying Project Assumptions

For each section of the PAA Sub-Area Plan and Annexation Feasibility Study, the consultant will detail underlying assumptions used in their analysis. This text will also offer alternatives to each assumption and explanations regarding why these alternatives were not employed in the analysis.

Data Availability and Collection

Early in the planning process, the selected consultant team(s) will submit a written request to the Staff Work Group for all data necessary to complete the Sub-Area Plan and Annexation Feasibility Study. (Please see *Attachment B* for an inventory of GIS data that is available for use on the PAA Sub-Area Plan.) The Staff Work Group will assist the consultant team(s) in collecting additional data not contained within Attachment B. The Staff Work Group will also coordinate with the City of Federal Way, King County, and consultant team(s) for the collection of fiscal and service related data necessary to complete the Annexation Feasibility Study. A digital copy of any additional data collected by the consultant team(s) will be given to the City of Federal Way.

The City of Federal Way will perform all project related GIS services.

Report Format

The consultant(s) will provide 20 copies of each final report with all maps and graphs produced in color (when possible). The written reports for the PAA Sub-Area Plan and Annexation Feasibility Study will be prepared in MS Word format. All spreadsheets and graphs will be prepared in MS Excel format. A digital

copy of each final report will be provided in both MS Word and PDF file formats. Digital versions shall include all graphics, tables, appendices, etc., so as to be suitable for publishing on the City of Federal Way and King County websites.

Submission Evaluation

Submissions of qualifications should include, but not necessarily be limited to, the following:

- A brief narrative describing your firm and or team and the overall vision that would shape this project.
- Background and qualifications of specific staff likely to work on this project.
- Descriptions of relevant experience.
- Examples of similar work performed for other urban areas and related outcomes (Washington State communities preferred).
- Identify the individual in charge of contractual arrangements or managing contracts (i.e. project manager).
- Identify proposed fees and charges for the scope of work described above.
- In the form of a chart or diagram, outline the interrelationship between tasks and steps to complete deliverables, including time frames.

Candidates will be evaluated on the basis of both the firm(s) and individual team member's experience and expertise relevant to the above-mentioned scope of work, experience on similar projects with other Washington State communities, creativity in achieving the specified goals, and proven ability to facilitate, organize, and incorporate public participation into the planning process. A committee will evaluate proposals and selected firms will be scheduled for a final interview.

VI. SUBMISSION PROCEDURE

Please submit five hard copies and one digital copy in MS Word format to Rox Burhans, Associate Planner, Community Development Services, PO Box 9718, Federal Way, WA 98063-9718. The submittal date is August 13, 2001, by 5:00 p.m.

Questions about the RFP should be directed to Rox Burhans at rox.burhans@ci.federal-way.wa.us or 253-661-4082.