



## **REQUEST FOR PROPOSALS**

**Professional Consultant Services**

**Planning and Environmental Services  
Related to a  
SEPA Planned Action and EIS  
for the Federal Way City Center**

**April 5, 2003**

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSALS  
FOR  
PLANNING AND ENVIRONMENTAL SERVICES  
RELATED TO A  
CITY CENTER SEPA PLANNED ACTION AND EIS**

**I. PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of conducting planning and environmental services in connection with a SEPA Planned Action and Environmental Impact Statement (EIS) for the Federal Way City Center. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**II. TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a firm by May 9, 2003.

Issue RFP	April 5, 2003
Deadline for Submittal of Proposals	April 25, 2003
Interviews & Preliminary Selection of Firm	April 28-May 2, 2003
Notify Firm Chosen	May 9, 2003

**III. INSTRUCTIONS TO PROPOSERS.**

A. All proposals should be sent to:

Patrick Doherty,  
Deputy Director for Economic Development,  
Community Development Services Department  
City of Federal Way  
33530 1<sup>st</sup> Way South  
P.O. Box 9718  
Federal Way, WA 98063-9718  
(253) 661-4106

B. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “SEPA PLANNED ACTION RFP”

C. All proposals must be received by 5:00 p.m., Friday, April 25, 2003, at which time they will be opened. Three (3) copies of the RFP must be presented. No faxed or telephone proposals will be accepted.

- D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with the City is desirable whenever practicable. Use of both side of paper sheets for any submittals to the City is desirable whenever practicable.
- E. The Deputy Director, Community Development Services, Patrick Doherty or representative will notify the firm selected by May 9, 2003.
- F. All proposals must include the following information:
- The names of individuals from those firms who will be working on the project and their areas of responsibility
  - Specific experience of individuals relative to the proposed project.
  - A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product.
  - A proposed budget based on the above outline of tasks, products and schedules.
  - References.

**IV. SELECTION CRITERIA.**

<u>Factor</u>	<u>Weight Given</u>
a. Responsiveness of the written proposal to the purpose and scope of service.	30%
b. Cost/Budget	40%
c. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.	30%
Total Criteria Weight	100%

Each proposal will be independently evaluated on factors a through c.

**V. TERMS AND CONDITIONS.**

- A. The City reserves the right to reject any and all proposals, and to waive minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted, and to request additional information from any proposer.
- 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 award of the proposal.
- D. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of ninety (90) days to sell to the City, the services described in the attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.
- E. The contract resulting from acceptance of a proposal by the city shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, 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 RFP.

**VI. SCOPE OF SERVICES.**

*Please see Attachment A for background information on the City of Federal Way's City Center and the proposed City Center SEPA Planned Action.*

**A. Phase One – Draft Planned Action and Draft EIS**

- 1) Prepare project description and initiate EIS scoping, including attendance at scoping meeting
- 2) Further develop Planned Action alternatives and development typologies, including graphic sketches and illustrations of each alternative
- 3) Conduct analysis and prepare review draft(s) of Draft Planned Action and Draft EIS
- 4) Prepare final Draft EIS for official publication
- 5) Attend Draft EIS meeting, present principal Planned Action alternatives and summary of significant impacts

**B. Phase Two – Final Planned Action and Final EIS**

- 1) Compile written and oral comments on Draft EIS
- 2) Prepare review draft(s) of Final Planned Action and Final EIS
- 3) Prepare final draft of Final Planned Action and Final EIS, including presentation at any public meeting(s)

**VII. COMPENSATION.**

- A. Please present detailed information on the firm’s proposed fee schedule for the specifications proposed and for any variation for non-routine services, inclusive of Washington state sales tax and any other applicable governmental charges. Please provide specifics as to definitions of routine versus non-routines tasks, what is fixed as opposed to variable, and how costs are adjusted according to that classification.
- 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.**

Name of Publication:	Dates:
<u>Federal Way Mirror</u>	<u>April 5, 2003</u>
<u>Federal Way Mirror</u>	<u>April 12, 2003</u>
<u>Daily Journal of Commerce</u>	<u>April 4, 2003</u>
<u>Daily Journal of Commerce</u>	<u>April 11, 2003</u>

# ATTACHMENT A

## FEDERAL WAY CITY CENTER SEPA PLANNED ACTION & C. ENVIRONMENTAL IMPACT STATEMENT

### D. BACKGROUND INFORMATION

#### I. Introduction

In accord with its “Urban Center” designation by the King County Planning Policies, pursuant to the State of Washington Growth Management Act (GMA), and in fulfillment of its Comprehensive Plan vision of a more densely urbanized, mixed-use and pedestrian- and transit-oriented City Center, the City of Federal Way has decided to prepare a SEPA Planned Action and corresponding Environmental Impact Statement (EIS), pursuant to WAC 197-11-164-172 for anticipated and desired development and redevelopment in a core area of the Federal Way City Center, as described below.

#### II. Project Description

The Planned Action area is located within the “core” of the Federal Way City Center, described as all properties located between S. 312<sup>th</sup> and S. 324<sup>th</sup> Streets on the north and south, and Pacific Highway S. and 23<sup>rd</sup> Avenue S. on the west and east (see map, Attachment B). These properties are located zoned City Center Core (CC-C) and City Center Frame (CC-F) as seen on Attachment B.

The Planned Action consists of two essential elements: a “planning envelope” of anticipated development and redevelopment within the Planned Action area, and a time horizon. The time horizon will be ten (10) years, while the “planning envelope” can be summarized by the following table:

LAND USE	Maximum Development Envelope – 10 years
Residential	750 units
Retail/Service (incl restaurant/entertainment)	750,000 sf
Office	350,000 sf
Lodging	600 rooms
Institutional, such as performing arts center or other community facility(ies) :	100,000 sf
Parking Structure(s)	750 spaces

Several development typologies (i.e., midrise, highrise, various square footage scenarios, etc.) will

be developed and “assigned” for planning and impact-disclosure purposes to the five major superblocks that comprise the Planned Action area.

In addition, several amendments to the Federal Way City Code provisions applicable to the Planned Action area will be included in the “planning envelope,” such as greater height for highrise residential towers and other modifications to the development standards for multifamily and mixed-use development. *It is currently anticipated that City of Federal Way staff will conduct the bulk of the work associated with these code amendments.*

### **III. Available Transportation Data**

- a. Morning, midday and evening weekday and weekend peak-hour turning movement counts at all signalized intersections in City Center and on S. 320<sup>th</sup> Street and SR 99 corridors from 2002 and 2003.
- b. Arterials and principal collectors coded into a City-wide synchronized network with all Highway Capacity Manual adjustment factors and signal timing plans.
- c. Travel demand model forecasts for evening peak hours in 2009 and 2020 in EMME/2 based on 2002 market analysis for City and its Potential Annexation Area.
- d. City collision data for 1997 through 2002.

### **IV. Additional Information**

The following related information is available via the City of Federal Way’s official website at [www.cityoffederalway.com](http://www.cityoffederalway.com) below the banner entitled “City Information and Publications:”

- City Comprehensive Plan
- Federal Way Traffic Counts Map
- 2002 City Center Market Analysis

# Attachment B Proposed Planned Action SEPA

Legend:  
 Extent of Proposed  
 Planned Action SEPA



1,000 Feet  
 0  
 N  
 This map is intended for use as a graphical representation ONLY. The City of Federal Way makes no warranty as to its accuracy.  
 Map Date: 3/03



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