



CITY OF FEDERAL WAY REQUEST FOR PROPOSAL

I. PURPOSE OF REQUEST

The City of Federal Way (“City” or “Federal Way”) is requesting proposals for the purpose of developing a housing action plan (“HAP”) from a qualified professional consultant(s). The Housing Action Plan will meet the requirements of HB1923 passed in the 2019 State of Washington legislative session.

II. PROJECT OVERVIEW AND SCOPE OF SERVICES

The goal of this project is to gather and compile the data necessary to develop a comprehensive Housing Action Plan for the City, including a policy analysis tool/toolbox that will be used to inform development of Housing Action Plans specifically for the demographic and land use characteristics of Federal Way.

The project will require the completion of a number of tasks including:

- A. Obtaining data necessary to determine housing needs for all income levels within the City to evaluate existing:
 - a. Housing supply by type (single-family, townhome, apartments, condos);
 - b. Unit size by bedroom;
 - c. Trends in square footage of each housing type;
 - d. Statistics on conversion (rental to owner, owner to rental);
 - e. Conditions and age of housing units; and
 - f. Housing units with restrictions (age, income, or any other restriction categories).
- B. Analysis of existing and future demand of housing within the City of Federal Way by evaluating:
 - a. Existing and projected vacancy rates;
 - b. Household resident characteristics (number of occupants in residential units, age of residents, income of residents, multi-family households, etc.); and
 - c. Projected future housing unit production, need, and costs.
- C. Evaluation of existing Federal Way programs and plans (e.g. an environmental policy scan) that partially or fully encourage the identified housing needs and identify elements of a plan that can easily be codified and implemented through future new and infill development.



- D. Research and proposals for potential strategies encouraging the housing needs within the City.
- E. Develop a working Housing Action Plan intended to be taken to the public, planning commission, and city council for discussion and adoption, which will be used to update the City’s Comprehensive Plan Housing Element for the Washington Department of Commerce Comprehensive Plan Update deadline in 2023.

III. TIME SCHEDULE

The City will follow the following timetable:

Deadline for Submittal of Proposals	January 31, 2020
Preliminary Review of Application	February 3, 2020
Notification Short-Listed Firms	February 7, 2020
Potential Interview of Short-Listed Firms	Second Week of February 2020
Selection of Firm to Complete the Tasks	Second Week of February 2020
Negotiations	Late-February 2020
Contract	Early March 2020

IV. DESIRED QUALIFICATIONS

Consultants responding to this RFP should have extensive experience in the following areas of expertise, or prepare to engage with a sub-consultant to meet the project requirements:

1. Knowledge of and experience with conducting housing needs assessments useful in developing housing plans;
2. Demonstrated ability to research data in a short period of time to understand the specific area dynamics and market conditions, and propose applicable recommendations of tools and strategies to address the circumstances;
3. Knowledge, understanding, and experience with a variety of policy strategies and techniques used in the field of housing development; and
4. Description of the consultant’s experience with similar projects. Names and telephone numbers of at least three client references to whom the applicant has provided services similar to the project described in this RFP.

V. INSTRUCTIONS TO PROPOSERS

- A. All proposals must be submitted by email to: Planning Manager Robert ‘Doc’ Hansen, robert.hansen@cityoffederalway.com, identified in the subject line as “RFP for City of



Federal Way Housing Action Plan.” All digital proposals must be received by the January 31, 2020, by 3:00 p.m. No paper applications will be accepted. The City will notify applicants when applications have been received.

- B. A representative from Community Development Planning Division will notify the firm selected by the date stated in III., Time Schedule.
- C. All proposals must include the following information:
 - The names of individuals who will be working on the project and their areas of responsibility. This list must include the Project Manager and staff who will be working on the project, and the expected amount of contribution from each person towards completing the plan.
 - Specific experience of individuals relative to the proposed project, including sub-contractors.
 - List of completion of tasks similar to that outlined in the Scope of Work.
 - A proposed outline of tasks, products and project schedule, including the number of hours expected to complete each task or product.
 - A proposed budget based on the above outline of tasks, products, and schedules.

Within the proposal, applicants should discuss their proposed quantitative and qualitative methodology; software to be used; and timeline to complete the tasks outlined above. Describe alternative approaches/tasks that you feel necessary to meet the objectives in completing the City’s Housing Action Plan. Include a cost estimate for the project’s completion, including the estimated cost for travel and lodging. Provide method of billing.

VI. SELECTION CRITERIA

A qualifications-based selection process will be used to select a consultant/consultant team for this project. The City of Federal Way intends to enter into an agreement with the Consultant who provides a proposal that, in the opinion of the Community Development Department, best meets all of the below listed evaluation criteria as determined by the City’s selection committee. Consultant interviews may be required for final selection. The following information will be used to evaluate and rank responses.

Selection Criteria	Weight
Experience of project manager/ significant team members on similar projects.	20
Demonstration of thorough understanding of project scope as identified.	20
Local knowledge; particularly experience with <i>South King County</i> .	20



Selection Criteria	Weight
Present and projected workloads; ability to meet deadlines.	20
Schedule and resources.	10
Work quality.	10
Total	100

VII. 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 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 RFP, and which is not approved by the City Attorney’s office.
- F. The City, as a recipient of federal funding, 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.
- G. The City shall not be responsible for any costs incurred by the firm in preparing, submitting, or presenting its response to the RFP.



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 scope of services and 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 is 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.

IX. PUBLICATION

Name of Publication:

Dates:

Federal Way Mirror

January 10, 2020 & January 17, 2020

Seattle Daily Journal of Commerce

January 10, 2020, & January 17, 2020