

Request for Qualifications Evans Vista Housing Development

INTRODUCTION

The City of Port Townsend is requesting statement of qualifications from qualified consultants to provide professional services to master plan and prepare land use entitlement applications for an affordable and mixed-income workforce housing development on a 14-acre parcel owned by the City. Firms interested in this project are advised to carefully review the information outlined in this Request for Qualifications (RFQ) and respond accordingly. The City has budgeted \$450,000 for the services anticipated in this RFQ.

DEADLINE FOR SUBMISSION

Statements of Qualifications are due by October 21, 2022 by 5:00 p.m. All proposals should be submitted electronically, in Adobe PDF format, to:

Emma Bolin, Director of Planning and Community Development
City of Port Townsend
ebolin@cityofpt.us

BACKGROUND

Like in other areas of Washington State and the nation, the lack of local affordable housing supply has devastating ripple effects on families, critical services, our education system, and our local economy. Rapidly rising house prices have driven out individuals and families who have long lived and worked in Port Townsend. Housing is one of five focus areas in the City's Strategic Plan, calling on the City to "establish systems to support diverse housing options with perpetual affordability."

The City of Port Townsend has acquired 14-acres at Evans Vista View to support development of workforce housing. Before acquisition, the City performed initial outreach to housing providers and other housing advocates to gauge interest in the property for a range of housing types and affordability. Subsequently, the City performed due diligence to determine zoning and infrastructure requirements and completed a cultural resources survey (no significant findings).

The City has obtained financial assistance for planning and development of the property. \$3.1 million from the Washington State Legislature supported land acquisition and will assist with required infrastructure for development. Jefferson County has awarded American Rescue Plan Act (ARPA) funds to the City which will assist in master planning and entitlement of the project. These ARPA funds will be used to pay for services to the firm(s) selected through this RFQ process.

Evans Vista is just south of the Rainier Street roundabout on Sims Way. The property is located inside the Rainier and Upper Sims Way Subarea and is supported by [the accompanying plan](#) adopted by City

Council in 2019. The development of a mix of 100-150 workforce housing units is meant to deliver urgently-needed supply and to [activate the Evans Vista neighborhood](#) as part of the area's emerging commercial and business environment.

PROJECT GOALS

The goal of this project is to develop a master plan and land use entitlement applications to develop Evans Vista into an affordable workforce housing development. In addition to housing, the goal of the project is to create a neighborhood that could include mixed-use activities, such as childcare and family services, retail, commercial and other amenities that make it a destination for others who would not necessarily live there.

The neighborhood master plan should also show how the new development will connect into the Larry Scott Trail, active transportation and transit networks, and the Rainier Subarea's emerging commercial and business environment.

A successful project in Port Townsend requires meaningful public engagement . The Master Plan will require convening and collaborating with agencies, groups, and the community to develop a vision and plan to ensure that the housing mix, phasing plan, and aesthetic matches our community's needs and expectations.

Initial housing goals are to provide 30-50 affordable housing units to low-income households earning 80% of Area Median Income (AMI) or less and 50-100 units of affordable workforce housing 80-120% AMI). The Master Planning process should include outreach to housing and community developers to gauge interest and feasibility in Evans Vista.

The City will not be the developer of Evans Vista. However, depending on the master plan and financial analysis, the City might consider other incentives or installation of infrastructure to ensure a successful project. The City also plans to secure basic entitlements and develop a phasing plan to facilitate the implementation of the Master Plan.

ANTICIPATED SCOPE OF SERVICES AND SCHEDULE

Master Plan

As a result of public engagement, a Master Plan for Evans Vista will be submitted to the City. It is anticipated that the Master Plan will include the following elements:

- ✓ Housing affordability mix (quantity and income levels)
- ✓ Site and vicinity plans, including layout of buildings and connections to area amenities (e.g. Larry Scott Trail and Rainier Subarea)
- ✓ Financial Analysis of Housing – identification of potential funding sources or incentives for affordable housing development, and a financial feasibility study to show the affordable housing development can be achieved and is sustainable
- ✓ Housing types (e.g., attached, detached, townhouse, multifamily)
- ✓ Design guidelines for development
- ✓ Tree conservation plan

- ✓ Infrastructure and utility master plans, including preliminary cost estimates (e.g., roads, fire, water, sanitary sewer, stormwater, internet)
- ✓ Topographic survey of site
- ✓ Wetland delineation of site
- ✓ Preliminary engineering to show project feasibility for access, utilities, parking, etc.
- ✓ Overview of regulatory requirements (zoning, land division, public works)
- ✓ Summary of outreach and comments received

Public Engagement

This project needs to include significant public involvement, with an emphasis on collaboration with Planning Commission, housing partners, City Council, identified stakeholders, and interested residents.

Tasks may include:

- Develop and implement a public involvement process that encourages the participation of all interested parties.
- Attend periodic meetings of the Planning Commission and City Council to gather input and provide project updates
- Attend and facilitate multiple public workshops to keep community members informed and to solicit input from the public during the planning and concept design process.
- Provide written and verbal communications and graphics as required to support the public outreach efforts of the City.

Entitlement Applications

After completion of the Master Plan and authorization to proceed, the City will request that applications for land use entitlement be prepared for submission. The firms selected for this work will be expected to be available during the entitlement application review process, such as agency review questions and public hearings.

Project Schedule

The goal is to submit land use entitlement applications no later than January 2024. The following is a tentative project schedule:

Milestone	Date
Request for Qualifications (RFQ) Released	October 5, 2022
Questions due for Q and A website post	October 14, 2022
Q and A website published	October 18, 2022
RFQ Responses Due	October 21, 2022
Interviews	October 27, 28, 2022
Selection of Team	November 7, 2022
Contract Execution and Notice to Proceed	November 8, 2022
Master Plan Completed	August 1, 2023
Land Use Entitlement Applications Submitted	October 2023

SUBMISSION REQUIREMENTS

The following should be submitted to be considered for this project:

- 1) **Project Team**. Provide a statement of qualifications which:
 - identifies the name of the principal firm, location, contact information, and the staff and their specialties that will be assigned to work on this project;
 - identifies the subconsultants that are anticipated to be part of the team for this project (note: this list may be supplemented later if the principal firm is selected for interview);
 - provides an organizational chart which identifies key personnel and subconsultants; and
 - provide the above in no more than six (6) pages (hyperlinks to outside websites is acceptable).
- 2) **Narrative**. Provide a narrative that includes the following:
 - firm's interest in master planning and land use entitlement for the Evans Vista project;
 - description of firm's abilities and qualifications related to the project;
 - Your firm's identification of the critical work elements and how your team would address these issues.
 - A discussion of your firm's approach to the project and your plan to produce the required documents.
 - description of the firm's availability to complete the project within the expected timelines;
 - proposed schedule for completing the work, including intermediate project stages leading to application for entitlements; and
 - provide the above in no more than two (2) pages.
- 3) **Related Experience**. Provide the following information regarding experience related to the Evans Vista project as set forth in this RFQ:
 - master planning;
 - affordable workforce housing planning;
 - housing and development financial analysis;
 - Site planning and preliminary engineering
 - land use entitlement applications;
 - public outreach and engagement;
 - provide the above in no more than two (2) pages (hyperlinks to outside websites is acceptable).
- 4) **References**. Provide five (5) references of projects with related experience. The references should include: project name, contact person (name, role, phone, email), role of firm. This reference should be provided in no more than one (1) page.

Submissions should be no longer than twelve (12) pages, including a cover page. All submissions shall be submitted ELECTRONICALLY ONLY, in Adobe PDF format. The submission should be sent electronically to:

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RIGHT TO REJECT SUBMITTALS

The City reserves the right to reject any submittals at any time with no penalty or to waive immaterial defects and minor irregularities in any submittal.

SUBMITTAL DISPOSITION

All material submitted in response to this RFQ shall become the property of the City.

PROJECT CONTRACT

The Offeror will be required to use the City of Port Townsend Professional Services Agreement [Attachment A] and accept all language contained within. Any Offeror that has significant reservations concerning using this agreement should not submit this request

EVALUATION CRITERIA AND SELECTION PROCESS

The following criteria will be used to select the qualified firm(s) for the Evans Vista project.

- 1) Qualifications of the firm
- 2) Project manager, individuals, and subconsultants assigned to the project
- 3) Demonstrated experience in master planning affordable workforce housing
- 4) Demonstrated experience in public engagement
- 5) Demonstrated experience in land use entitlement applications
- 6) Understanding of the community of Port Townsend

After review of submissions, the City anticipates selecting no more than three (3) firms for interviews. Interviews will occur via web-based video conferencing for a one-hour session.

NEGOTIATION/SCOPE DEVELOPMENT:

The top-ranked firm will be notified in writing and be asked to meet and submit their prospective scope of services, schedule, and a fee proposal.

If, after negotiation and consideration, the Owner is unable to reach an acceptable agreement with the top-ranked firm, the Owner will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.

FINAL SELECTION:

Once an agreement is reached with a preferred A/E firm, the Owner's Purchasing Agent will provide a Professional Services Agreement for signatures and full execution. A Notice to Proceed will be issued to formally begin work.

WHERE TO GET MORE INFORMATION

More information regarding the City of Port Townsend can be found on the following websites:

- City of Port Townsend - <https://cityofpt.us/>
- Evans Vista – <https://cityofpt.us/evansvista> A Q and A may be available on this website on 10/18/2022.
- Rainier Street and Upper Sims Way Subarea Plan – <http://weblink.cityofpt.us/weblink/0/doc/188311/Page1.aspx>