



Request for Qualifications

for a Land Use Plan and Implementing Documents for the Highway 99 Corridor

**A request in two (2) parts:
Part 1 – Request for Qualifications
Part 2 – Request for Proposal**

Date issued: May 12, 2008

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1. INTRODUCTION AND SCOPE OF SERVICES

1(A) CITY BACKGROUND

The City of Lynnwood is located in South Snohomish County approximately 15 miles north of Seattle and 12 miles south of Everett. The City of Lynnwood has a population of about 35,230 and encompasses almost eight square miles. If potential annexations are successful population could roughly double by 2010. Lynnwood serves as south Snohomish County's primary business center and is the location of the Alderwood Mall. Interstate 5 passes through, and Interstate 405 is immediately adjacent to, the City limits.

A mayor-council form of government administers the City with seven (7) elected Council members and an elected Mayor. The Mayor directs all City operations. The City's approximately 370 regular full-time employees and 135 part-time employees provide an array of services including police, fire protection, emergency medical services, water distribution, sewage collection and treatment, street construction and maintenance, and parks and recreational facilities including a pool, a senior center, and a golf course. The City also has a Municipal Court and a jail facility that provide services locally and to other governmental agencies.

The City has ten (10) central departments: Fire; Police; Human Resources; Public Works; Municipal Court; Economic Development; Administrative Services; Parks, Recreation and Cultural Arts; Community Development, and Community Affairs.

The City's mailing address is P.O. Box 5008, Lynnwood WA 98046-5008. The street address of the Community Development Department is: 19000 44th Ave. W., Lynnwood.

For more information about the City of Lynnwood, visit <http://www.ci.lynnwood.wa.us>.

1(B) RFQ PURPOSE AND SCOPE SUMMARY

The City of Lynnwood is seeking a consultant to prepare a land use plan and implementing documents for the Highway 99 corridor in the City of Lynnwood. Highway 99 is a major seven lane regional arterial – connecting Everett to Seattle – that crosses Lynnwood from south to north. The study area is the entire length of the Highway in the Lynnwood City limits, together with the segment of the Highway outside of the City limits from the north city limits (164th St. SW) to 148th St. SW (an approximate 5.25-mile stretch). The study area will also include properties both east and west of the Highway, particularly those on side streets (0.25 – 0.5-mile from the Highway right-of-way).

Current land uses along the Highway include: auto dealers (new and used vehicles), mixed-commercial shopping centers, and Asian businesses and markets. Mobile home parks are also located along parts of the corridor. Edmonds Community College is located about 0.10 – 0.5 mile west of the Highway. Community Transit is scheduled to begin operation of a Bus Rapid Transit route along the corridor in 2009.

1(C) PROJECT GOALS

The purpose of the project is to prepare a land use plan, zoning regulations, design guidelines, potential public investments and incentives and other documents for the Highway 99 corridor. These documents are to be based on the Economic Revitalization Strategies for Highway 99, recently approved by the Lynnwood City Council in 2007 (see Attachment B).

The request for qualifications is intended to evaluate a company's or team's ability to accomplish the study in a timely manner and within a limited budget. Evaluation will be based on team qualifications, approach to the project, relevant experience, budget optimization and timeline for completion.

The following goals will guide the land use project:

- Implement the Economic Revitalization Strategies for the corridor, approved by the City Council;
- Produce an subarea plan and implementing documents that are clear and easily understood by planning and development professionals, business and property owners and the general public;
- Recommend regulations, guidelines, strategies and other actions to implement a regulatory program that will support and encourage redevelopment of the Highway 99 corridor in accordance with the adopted strategies.
- Prepare SEPA document for implementing documents

1(D) CONSULTANT QUALIFICATIONS

Consultants must have extensive successful experience in land use planning, zoning and urban design. Competency and experience in the following areas is necessary:

- Successful completion of similar corridor planning work for other communities in the State of Washington;
- Innovative zoning and development regulations to achieve the adopted strategies.

- Understanding and experience with transit oriented development.
- Knowledge of the Washington's Growth Management Act and land use planning and permitting statutes and case law ;
- Understanding of transportation planning and impact analysis;
- Understanding of principles of urban design, as applied along major transportation corridors ; and
- Understanding of the political and economic environment surrounding redevelopment programs.

Statements of interest/qualification for this project should include, but not necessarily be limited to, the following:

- A. A brief narrative describing your firm and or team and the overall approach that would shape this project;
- B. Background and qualifications of specific staff likely to work on this project;
- C. Descriptions of relevant experience (firm and staff);
- D. Examples of similar work performed for other urban areas and related outcomes (Washington State communities).

Written materials responding to Items A-C should be limited to a total of eight (8) pages, single sided.

Candidates will be evaluated on the basis of both the firm(s) and individual team members':

- Experience and expertise relevant to the above-mentioned scope of work,
- Experience on similar projects with other Washington State communities,
- Creativity in achieving the goals of the analysis, and
- Proven ability to facilitate, organize, and incorporate public participation into the planning process.

1(E) SELECTION PROCESS

Following the City's review of the statements of qualifications, a "short list" of firms will be requested to submit more detailed proposals for this project and will be invited to an interview.

1(F) RFQ Cover Sheet

CITY OF LYNNWOOD
RFQ No 1700
Highway 99 Corridor Project
RFQ Cover Sheet

	Yes	No
Has your company operated at least 1 year without interruption?	<input type="checkbox"/>	<input type="checkbox"/>
Has an owner of your company been convicted of a crime within the past 10 years?	<input type="checkbox"/>	<input type="checkbox"/>
Does any employee or official of the City have any financial or other interest in your firm?	<input type="checkbox"/>	<input type="checkbox"/>
If selected, do you agree to execute a contract essentially the same in form as the sample contract attached as Section 7?	<input type="checkbox"/>	<input type="checkbox"/>
Does your company maintain insurance in amounts specified by City contract? (if no, this does not necessarily eliminate consultant from submittal):	<input type="checkbox"/>	<input type="checkbox"/>
If no, describe differences: _____		
Are there any claims pending against this insurance policy?	<input type="checkbox"/>	<input type="checkbox"/>
If yes, describe _____		
Does your company maintain Professional Liability Insurance?	<input type="checkbox"/>	<input type="checkbox"/>
Has your company been in bankruptcy, reorganization or receivership in the last five years?	<input type="checkbox"/>	<input type="checkbox"/>
Has your company been disqualified by any public agency from participation in public contracts?	<input type="checkbox"/>	<input type="checkbox"/>
Is your company licensed to do business in the State of Washington?	<input type="checkbox"/>	<input type="checkbox"/>

Undersigned acknowledges that addenda _____ through _____ have been taken into account as part of this requirement.

The undersigned hereby accepts the terms and conditions as set forth herein. This page must be signed and dated by the consultant or a representative legally authorized to bind the consultant.

FULL LEGAL NAME OF
COMPANY _____

TYPE OF BUSINESS Corporation Partnership (general) Partnership (limited)
 Sole Proprietorship Limited Liability Company

ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS: _____

PHONE _____ FAX _____

NAME (PLEASE PRINT) _____ TITLE _____

SIGNED _____ DATE _____

Lynnwood business license *Must be obtained upon award.*

1(G) RFQ No Response Form

**CITY OF LYNNWOOD
 RFQ No. 1700
 Highway 99 Corridor Project
 No Response Form**

Dear Prospective Consultant:

If you decide not to submit a response to this RFQ, we would very much appreciate your completing and returning this form for our records.

Reason for not submitting a bid in response to this solicitation: _____

FULL LEGAL NAME OF COMPANY _____

ADDRESS _____

CITY/STATE/ZIP _____

EMAIL ADDRESS: _____

PHONE _____ FAX _____

NAME (PLEASE PRINT) _____ TITLE _____

SIGNED _____ DATE _____

Thank you for your assistance. Please mail or fax this document to:

City of Lynnwood
 Purchasing Division
 Attn: Marty Manegold
 PO Box 5008
 Lynnwood, WA 98046-5008
 Fax: (425) 778-5632

2. RFQ INSTRUCTIONS AND INFORMATION

2(A) RFQ Timeline

Day/Date	Description
Monday, May 12, 2008	Advertise RFQ in DJC and Everett Herald and post on City of Lynnwood website
Monday, May 12, 2008	Issue Request for Qualifications
Friday, May 30, 2008 2:00 p.m.	Statements of Qualifications Due at Lynnwood City Hall, 19100 44 th Avenue West or PO Box 5008, Lynnwood, WA 98036
Monday, June 2, 2008 to Friday, June 13, 2008	Review by Selection Committee to choose finalists
Friday, June 13, 2008	Notify all Consultants of Decision
	This concludes Part One (1) of the two (2) part process. An RFP (Part 2) will be issued to the finalists and will contain further documentation.

2(B) Selection and Evaluation Team

Mayor and City Council	Stakeholders
Kevin Garrett Planning Manager	Team Leader
Bill Franz Public Works Director	Team Member
David Kleitsch Economic Development Director	Team Member
Paul Krauss Community Development Director	Team Member
Keith Maw Senior Planner	Team Member
Marty Manegold Purchasing and Contracts Manager	Team Member and RFQ Contact

2(C) RFQ Contact

Marty Manegold, C.P.M.	Purchasing and Contracts Manager	PO Box 5008 Lynnwood, WA 98046-5008 Phone: 425.670.5165 Fax: 425.778.5632 mmanegold@ci.lynnwood.wa.us
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2(D) RFQ Evaluation Criteria

An evaluation team composed of the members of the Selection and Evaluation Team listed in Section 2(B) and others will evaluate the RFQ responses received from each consultant

If an award is made as a result of this RFQ, it shall be awarded to the consultant whose qualifications and proposal are most advantageous to the City with factors including, but not limited to,

- Demonstrated technical ability and expertise;
- Reference calls and/or recommendations;
- Presentations to the City evaluation team and others (if applicable);
- Consultant prior study reports that the City may, at its discretion, request as part of the selection process;
- Successful completion of similar work for other communities in the State of Washington;
- Knowledge of the Washington's Growth Management Act and annexation statutes and case law ;
- Understanding of municipal service systems and infrastructure needs;
- Understanding of municipal funding sources (one-time and ongoing, restricted and unrestricted); and
- Understanding of the political environment surrounding larger annexations.
- Any additional criteria deemed appropriate by the City which would lend itself to establishing the Consultant's viability to perform the work as outlined in this RFQ.

When determining whether a consultant is responsible, or when evaluating a consultant's proposal, the following factors will be considered, any one of which will suffice to determine if a consultant is either not a responsible consultant or if the consultant's proposal is not the most advantageous to the City

1. The ability, capacity and skill of the consultant to perform the contract or provide the service required.
2. The character, integrity, reputation, judgment, experience and efficiency of the consultant.
3. Whether the consultant can perform the contract within the time specified

4. The quality of performance of previous public and private contracts or services, including, but not limited to, the consultant's failure to perform satisfactorily or complete any written contract. The City's termination for default of a previous contract with a consultant shall be deemed to be such a failure.
5. The previous and existing compliance by the consultant with laws relating to the contract or services.
6. Evidence of collusion with any other consultant, in which case colluding consultants will be restricted from submitting further bids on the subject project or future projects.
7. The consultant is not qualified for the work or to the full extent of the RFQ.
8. There is uncompleted work with the City or others, or an outstanding dispute on a previous or current contract that might hinder, negatively affect or prevent the prompt completion of the work bid upon.
9. The consultant failed to settle bills for labor or materials on past or current public or private contracts.
10. The consultant has been convicted of a crime arising from a previous public contract, excepting convictions that have been pardoned, expunged, or annulled.
11. The consultant has been convicted of a crime of moral turpitude or any felony, excepting convictions that have been pardoned, expunged or annulled, whether in this state, in any other state, by the United States, or in a foreign country, province or municipality. Consultants shall affirmatively disclose to the City all such convictions, especially of management personnel or the consultant as an entity, prior to notice of award or execution of a contract, whichever comes first. Failure to make such affirmative disclosure shall be grounds, in the City's sole option and discretion, for termination for default subsequent to award or execution of the contract.
12. More likely than not, the consultant will be unable, financially or otherwise, to perform the work.
13. Such other information as may be secured having a bearing on the decision to award the contract.
14. Any other reason deemed proper by the City.

2(E) Notices and Response Criteria

2(E)1 Good Faith This RFQ has been compiled in good faith. The information contained within is selective and subject to the City's updating, expansion, revision and amendment.

2(E)2 Right to Cancel The City reserves the right to change any aspect of, terminate, or delay this RFQ, the RFQ process and/or the program which is outlined within this RFQ at any time, and notice shall be given in a timely manner thereafter.

2(E)3 Not an Award Recipients of this RFQ are advised that nothing stated herein, or any part thereof, or any communication during the evaluation and selection process, shall be construed as constituting, offering or awarding a contract, representation or agreement of any kind between the City and any other party, save for a formal written contract, properly executed by both parties.

2(E)4 Property of the City Responses to this RFQ will become the property of the City, and will form the basis of negotiations of an agreement between the City and the apparent successful consultant.

2(E)5 City not Liable for Costs The City is not liable and will not be responsible for any costs incurred by any consultant(s) for the preparation and delivery of the RFQ responses, nor will the City be liable for any costs incurred prior to the execution of an agreement, including but not limited to, presentations by RFQ finalists to the City.

2(E)6 City's Expectations During the review of this document, please note the City's emphasis on the expectations, qualities, and requirements necessary to be positioned as an RFQ finalist and successful consultant.

2(E)7 Waiver of Minor Administrative Irregularities

The City reserves the right, at its sole discretion, to waive minor administrative irregularities contained in any proposal.

2(E)8 Proposal Rejection; No Obligation to Enter into Contract

The City reserves the right to reject any or all proposals at any time without penalty. The City reserves the right to refrain from contracting with any consultant. The release of this RFQ does not compel the City to contract for this study. The City may elect to proceed further with this project by interviewing firm(s) well –suited to this project, conducting site visits or proceeding with an award.

2(E)9 Proprietary Proposal Material

Any information contained in the proposal that is proprietary must be clearly designated. Marking the entire proposal as proprietary will be neither accepted nor honored. If a request is made to view a consultant's proposal, the City will comply according to the Open Public Records Act, chapter 42.17 RCW. If any information is marked as proprietary in the proposal, such information will not be made available until the affected consultant has been given an opportunity to seek a court injunction against the requested disclosure.

2(E)10 Response Property of the City

All materials submitted in response to this request become the property of the City. Selection or rejection of a response does not affect this right.

2(E)11 Errors in Proposal

The City will not be liable for any errors in consultant proposals. Consultants will not be allowed to alter proposal documents after the deadline for proposal submission.

The City reserves the right to make corrections or amendments due to errors identified in proposals by the City or the consultant. This type of correction or amendment will only be allowed for such errors as typing, transposition or any other obvious error. Consultants are liable for all errors or omissions contained in their proposals.

2(E)12 Response Information

Information regarding this Request for Qualifications, including any addenda, is available at www.ci.lynnwood.wa.us/Purchasing/Bids or by contacting Marty Manegold at (425) 670.6602 or e-mail mmanegold@ci.lynnwood.wa.us.

2(F) Non-Collusion Certification

**City of Lynnwood
RFQ No. 1700
Highway 99 Corridor Project
Non-Collusion Certification**

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a response to this RFQ, and is in all respects, fair and without collusion or fraud.

The below signed consultant has not divulged to nor discussed or compared his/her qualifications' statement with other consultants (other than in the interests of establishing a joint venture) and has not colluded with any other consultant or parties whatsoever. Note: No premiums, rebates or gratuities to any employee or agent are permitted either with, prior to, or after any delivery of materials and/or services. Any such violation will result in the cancellation of any resultant contract and/or return of material as applicable.

Company Name: _____

Mailing Address: _____

City-State-Zip: _____

Date: _____

Authorized Signature: _____
(written)

Authorized Signature: _____
(typed/printed)

Title: _____

3. RFQ RESPONSE SUBMITTAL CHECKLIST

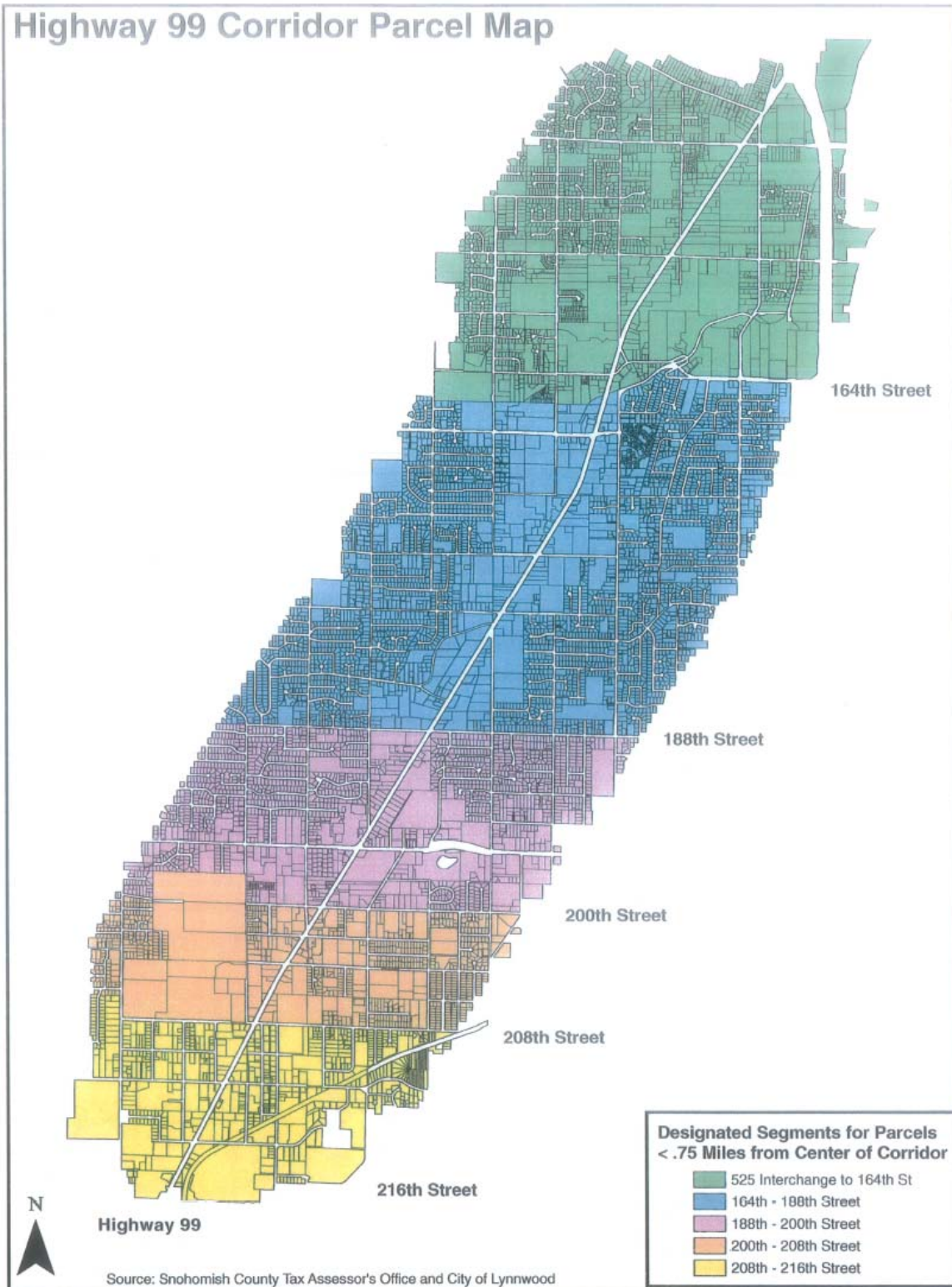
Consultant shall submit a response in the following format:

1. Consultant shall create one original response (**labeled “original”**) and six (6) identical copies (for a total of seven (7) responses).
2. The **original and each of the six (6) identical copies** shall be submitted in its own three-ring binder of sufficient size to contain the response.
3. The **original and each of the six (6) three-ring binders** shall be sent to the procurement contact at the address shown in Section 2C, on or before the due date shown in Section 2A and in a box of sufficient size to hold all the responses.
4. In addition to the copies specified above the Consultant **MUST** include a **CD of the entire response** which is to be placed inside the front cover of the original response.
5. The RFQ name must be shown on the lower left-hand corner of the box.
6. The **original and each of the six (6) copies** shall be indexed with tabs as follows:

- Tab1 Project Goals 1(C) along with a signed document affirming understanding of and compliance with goals
- Tab 2 Consultant Qualifications 1(D)
 - Discussion of competency and experience in bulleted items
 - Statement of interest/qualifications in items A, B, C, D
- Tab 3 RFQ Cover sheet 1(F)
- Tab 4 Non-Collusion Certification 2(F)

This checklist is intended merely as an aid to the Consultant in providing a response to this RFQ. The Consultant retains the sole responsibility for accuracy and completeness of the response.

Attachment A



Attachment B
Economic Revitalization Strategies

ADOPTED STRATEGIES

I. CREATE GATHERING PLACES

- **Develop mixed use high density nodes at key locations**
 - ✓ **Locate nodes at major intersections & in conjunction with BRT**
- **Increase development capacity at key locations**
 - ✓ **Increase lot depth and commercial zoning**
- **Ensure safety**
 - ✓ **Lit pathways, housing, enhance security**
 - ✓ **Introduce housing**
 - ✓ **Create vitality and take advantage of transit**
- **Create park / Plazas**
 - ✓ **Complement transit and commercial/residential nodes**

II. SUPPORT TRANSIT ORIENTED DEVELOPMENT

- **Allow flexibility in zoning and increase density, particularly at the Gathering Places**
- **Leverage capacity of transit by concentrating housing within walking distances to stations**
- **Provide and enhance bus and pedestrian access to properties while maintaining through traffic capacity**
- **Improve vehicle access to properties**
- **Ensure the corridor continues to be a transit priority**
- **Collaborate with Community Transit to ensure success**

III. ALLOW A WIDE VARIETY OF BUSINESS TYPES ALONG THE CORRIDOR

- **Connect the Gathering Places with a broad mix of commercial uses**
- **Capitalize on regional growth and current market success to build capacity and recruitment**
- **Expand commercial zoning back from Hwy 99 where appropriate to encourage higher quality developments**
- **Identify potential redevelopment areas**
- **Recognize needs of retail frontage, foster access and visibility**
- **Encourage small business development in strategic locations**
 - ✓ **Shallower commercial parcels**
 - ✓ **Near housing; within mixed use**
- **Broaden allowed uses at key sites.**
 - ✓ **Create Flex buildings**
 - ✓ **Light industrial and manufacturing as allowed flex uses**
- **Update comp plan, zoning and development regulations to be supportive of desired outcomes**

IV. SUPPORT HOUSING

- **Encourage a variety of housing types to:**
 - ✓ **Increase housing choices**
 - ✓ **Create opportunities for affordable home ownership**
 - ✓ **Create a better sense of place**
 - ✓ **Increase vitality along the corridor**
- **Encourage homeownership next to commercial uses**
- **Locate housing back from street**

V. SUPPORT SMALL BUSINESS

- Develop a product type that supports small business
- Encourage a business improvement association to:
 - ✓ Create marketing campaigns for the corridor
 - ✓ Support design and maintenance standards
 - ✓ Provide business education and training
 - ✓ Advocate for small businesses
 - ✓ Conduct research and surveys
 - ✓ Act as a funding mechanism for corridor improvements
- Accommodate flex space spaces for small businesses

VI. IMPROVE IDENTITY & IMAGE OF CORRIDOR & KEY SEGMENTS

- Enhance commercial areas and encourage higher quality investments
- Address quality of life issues: perceptions of crime, safety and cleanliness
- Maintain and support successful niche businesses
 - ✓ Identify geographic areas with concentrated uses and identities
 - ✓ Create guidelines to reinforce character and market potential
 - ✓ Determine other strategies to support geographic segments
- Auto dealers and service as a desirable niche business
 - ✓ Recognize the value and potential of new dealerships
 - ✓ Improve physical condition of auto support services

VII. DEVELOP A PHYSICAL PLAN

- **Work with urban designers to coordinate a plan for physical conditions consistent with the Corridor strategy**
- **Address quality-of-life issues in the physical planning process**
- **Create coordinated communication and outreach plan to include adjacent neighborhoods**