

# REQUEST FOR PROPOSALS (RFP)

**DESCRIPTION: University District Strategic Master Plan (UDSMP) Update and South Sub-area Plan**

**DUE DATE: Thursday, June 21, 2018, no later than 5:00 p.m. Pacific Standard Time**  
**Submit electronically to: Lars Gilberts at [info@spokaneudistrict.org](mailto:info@spokaneudistrict.org)**

## **Vision and Background:**

The University District encompasses approximately 770 acres east of downtown Spokane. The District is diverse, covering a broad range of urban environments. Strong community and institutional support over the last 25 years resulting in infrastructure investments, new educational facilities, programs and strategic initiatives (such as Urbanova and Vision 2030 among others) have positioned the University District for growth and economic development the District is at the cusp of seeing its most significant private, non-institutional property investments since its formation.

With growing interest in development, many are anxiously awaiting the 2018 opening of the new University District Gateway Bridge and the completion of Martin Luther King Jr. Parkway, followed by the Central City Line (Bus Rapid Transit) project in 2021. Within the District, three geographic focus areas are expected to see the most investment interest in the short- to mid-term (0-5 and 5-10 years). These areas include the Sprague Ave/South area (South Sub-area), the Main Avenue/Jensen Byrd area and the Hamilton Street corridor area. With the completion of the pedestrian bridge this fall and Sprague Avenue Phase II (redevelopment and revitalization) project following in 2019, the South Sub-area is seen as the highest priority focus area for District sub-area planning.

## **Project Purpose:**

To ensure the University District continues to serve the needs of the community and guide anticipated growth and development within the area over the short- and medium-term horizons, the City of Spokane and University District Public Development Authority (UDPDA) are jointly pursuing a limited scope update to the 2004 University District Strategic Master Plan (UDSMP) and preparation of a south Sub-area Plan. The UDSMP update will set the stage for sub-area planning within the District by providing focused attention to the development potential and challenges facing the three focus areas. The first sub-area plan will draw upon the current initiatives already underway within the area and set a framework for sustainable economic growth and investment, removing barriers and reducing risk. The University District Development Association (UDDA) is contracted to operate the UDPDA and will be managing the RFP selection and subsequent contract.

## **MINIMUM QUALIFICATIONS**

The Firm must be licensed to do business in the State of Washington. Most critically the Firm must be able and willing to coordinate with the UDDA and its partners, to produce the most accurate product in the time available. The Firm's staff, and its subcontractors, assigned to the project must possess all relevant and appropriate certifications, credentials, and experience necessary to perform their functions.

## **PERIOD OF PERFORMANCE**

### *UDSMP Update*

Reaffirm Vision - Q2 2018

Focus area development scenarios - Q3 2018

### *South Sub-area Plan*

Existing infrastructure and barriers identification - Q3 2018

Needs assessment and action strategy - Q3 2018

Coordinate with City of Spokane for regulatory and institutional implementation - Q4 2018

## SCOPE OF SERVICES

### **Work Plan**

The Project will be completed in a series of coordinated steps led by the Firm and supported by multiple organizations including the City of Spokane's Planning Department and the UDDA. The UDSMP update will be led by the Firm while the South Sub-area planning effort will be led by the City of Spokane. Due to compressed timeframe, it is expected that the Project will utilize charrettes and/or similar intensive work sessions (as appropriate) and will coordinate with current planning efforts while accommodating all relevant past plans.

### **Task Assignments: The consultant will be responsible for the following tasks:**

- Project Management: The consultant will manage all aspects of the stakeholder engagement and collaborative planning processes.
- Stakeholder meeting and design charrette facilitation.
- Synthesis of stakeholder input and comments into cohesive set of vision statements and summary documents, including text, visual, and graphic representations.

Sub consultants: It is expected that sub consultants will be needed to provide technical expertise in various subject areas. The process for selection and contracting of sub consultants will be defined during contract negotiations.

### **Outcomes and Key Elements**

The desired outcomes of the Limited Scope Update to the UDSMP are:

- Distillation and synthesis of the existing visions for the University District as expressed in formally recognized elements of the Comprehensive Plan and current UDSMP as well as related and subsequent studies, reports and documents into a single, contextualized, updated vision.
- Using the updated vision, the UDSMP update will identify development attributes and character traits for each of the three key focus areas (South Area, Main Avenue/Jensen Byrd area, and the Hamilton corridor area)
- The UDSMP will identify development scenarios for each of the focus areas.
- The UDSMP Update will model the preferred development scenario for the South Sub-area and assess and identify infrastructure needs and barriers to realization of the preferred development scenario (South Sub-area only).
- Create an action strategy to address and overcome barriers to development in the South Sub-area.
- Work with the City of Spokane to assist in identifying regulatory and institutional changes to facilitate the updated vision.

## GENERAL INFORMATION

### **RFP COORDINATOR**

The RFP Coordinator is the sole point of contact for this procurement. All communication between the Proposer and the UDDA upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	Lars Gilberts, CEO
Address	UDDA, 120 N Pine St, Ste 232
City, State, Zip Code	Spokane, WA 99202
Phone Number	509-255-8038
E-Mail Address	info@spokaneudistrict.org

## **SUBMISSION AND DUE DATE**

Submit one (1) digital copy of the Proposal in PDF format via e-mail to [info@spokaneudistrict.org](mailto:info@spokaneudistrict.org).

NOTE: Proposals will not be accepted by fax or in person. It is the responsibility of the Proposer to be sure the Proposals are sent sufficiently ahead of time to be received no later than **5:00 p.m. PST, Thursday, June 21, 2018.**

## **PROPRIETARY INFORMATION / PUBLIC DISCLOSURE**

Materials submitted in response to this competitive procurement shall become the property of the UDDA. Any information in the Proposal that the Proposer desires to claim as proprietary and exempt from disclosure under the provisions of state law shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word "Confidential" printed on it. Marking the entire Proposal exempt from disclosure will not be honored as responsive.

## **RESPONSIVENESS**

The Proposer is specifically notified that failure to comply with any part of the RFP may result in rejection of the Proposal as non-responsive.

## **PREPARATION OF PROPOSAL**

Proposals need to be limited to twenty (20) pages. The major sections of the Proposal are to be submitted in the order noted below:

1. Letter of Submittal.
2. Technical Proposal.
3. Management Proposal.

Proposals shall provide information in the same order as presented in this document with the same headings. This will not only be helpful to the evaluators of the Proposal, but should assist the Proposer in preparing a thorough response.

## **LETTER OF SUBMITTAL**

The Letter of Submittal shall be signed and dated by a person authorized to legally bind the proposing Firm to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. Along with introductory remarks, the Letter of Submittal is to include the following information about the Firm and any proposed subcontractors:

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Legal status of the Firm (sole proprietorship, partnership, corporation, etc.).
3. Location of the facility from which the Firm would operate.

## **TECHNICAL PROPOSAL**

The Technical Proposal shall contain a comprehensive description of services including the following elements:

1. **PROJECT APPROACH / METHODOLOGY** – Include a complete description of the Firm's proposed approach and methodology for the Project. This section should convey the Firm's understanding of the proposed project.
2. **WORK PLAN** – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the Project defined in this RFP. This section of the technical Proposal shall contain sufficient detail to convey to members of the evaluation team the Firm's knowledge of the subjects and skills necessary to successfully complete the Project. Include any required involvement of City staff and UDDA staff. The Firm may also present any creative approaches that might be appropriate, but shall provide pertinent supporting documentation to demonstrate the approach's appropriateness for this project.
3. **PROJECT SCHEDULE** – Include a project schedule indicating when the elements of the work will be completed and when deliverables, will be provided.
4. **DELIVERABLES** – Describe deliverables proposed to be completed to fulfill scope of work.

## MANAGEMENT PROPOSAL

### A. PROJECT MANAGEMENT

1. PROJECT TEAM STRUCTURE / INTERNAL CONTROLS - Provide a description of the proposed project team structure and internal controls to be used during the course of the project, including any subcontractors.
2. STAFF QUALIFICATIONS / EXPERIENCE – Identify staff, including subcontractors, who will be assigned to the Project, indicating the responsibilities and qualifications of such personnel, including the amount of time each will be assigned to the project. The Firm shall commit that staff identified in its Proposal will actually perform the assigned work. Any staff substitution must have the prior approval of the UDDA.

### B. EXPERIENCE OF THE FIRM - Indicate the experience the Firm and any subcontractors have in the following areas: (Emphasize the qualifications of specific individuals who will work on this project)

#### The consultant qualifications should include:

- Expertise in stakeholder engagement and facilitation of collaborative planning processes including design charrettes.
- Expertise in urban and land use planning with an experience in university districts, innovation districts and eco-districts.
- Expertise working with interdisciplinary teams including architects, urban designers, planners, transportation engineers, real estate development and finance professionals, elected officials, and community stakeholders.
- Expertise in communicating and presenting on collaborative planning processes and the outcomes of such processes, both verbally and in writing.

Indicate other relevant experience that indicates the qualifications of the Firm, and any subcontractors, who will work on this project.

### C. REFERENCES

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. By responding the Firm grants permission to the UDDA to contact the references.

### D. RELATED INFORMATION

1. If the Firm has had a contract terminated for default in the last five (5) years, describe such incident. Termination for default is defined as notice to stop performance due to the Firm's non-performance or poor performance and the issue of performance was either (a) not litigated due to inaction on the part of the Proposer, or (b) litigated and such litigation determined that the Proposer was in default.
2. Submit full details of the terms for default including the other party's name, address, and phone number. Present the Firm's position on the matter. If no such termination for default has been experienced by the Firm in the past five (5) years, so indicate.

## EVALUATION PROCEDURE

Proposals may be reviewed by UDDA staff, its committees and advisors, as proposals are received. Proposals shall remain in effect for sixty (60) days for acceptance by the UDDA from the due date for receipt of Proposals. The RFP Coordinator may contact the Firm for clarification of any portion of the Firm's Proposal.

## EVALUATION WEIGHTING AND SCORING

The following weighting and points will be assigned to the Proposal for evaluation purposes:

### Technical Proposal

Project Approach/Methodology	15 Points (Maximum)
Quality of Work Plan	35 Points (Maximum)
Project Schedule	10 Points (Maximum)

70 points

Project Deliverables 10 Points (Maximum)

**Management Proposal**

60 points

Project Team Structure/

Internal Controls

15 Points (Maximum)

Staff Qualifications/Experience

15 Points (Maximum)

Experience of the Firm

30 Points (Maximum)

**GRAND TOTAL FOR WRITTEN PROPOSAL**

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**130 POINTS**

**ORAL PRESENTATIONS MAY BE REQUIRED**

Written submittals, reference checks and oral presentations, if considered necessary, will be utilized in selecting the winning Proposal. The UDDA, at its sole discretion, may elect to select the top scoring finalists from the written evaluation for an oral presentation and final determination of contract award.

**AWARD OF CONTRACT**

Award of contract, when made, will be to the proposer whose Proposal has the highest merit to the UDDA, taking into consideration the evaluation factors. Time is of the essence and decisions and contracts should be executed within a month of the RFP closing. Unsuccessful proposers will not automatically be notified of Proposal results.

**DEBRIEFING OF UNSUCCESSFUL PROPOSERS**

Upon request, a one-hour debriefing conference will be scheduled with an unsuccessful Proposer. Discussion will be limited to a critique of the requesting Firm's Proposal. Comparisons between Proposals or evaluations of the other Proposals will not be allowed. Debriefing conferences may be conducted in person or on the telephone.

No officer or employee of the UDDA or the City of Spokane, having the power or duty to perform an official act or action related to this contract, shall have or acquire any interest in the contract, or have solicited, accepted or granted a present or future gift, favor, service or other thing of value from or to any person involved in the contract.

**DISPUTES**

The Contract shall be performed under the laws of Washington State. Any litigation to enforce this Contract or any of its provisions shall be brought in Spokane County, Washington.

**NONDISCRIMINATION**

No individual shall be excluded from participation in, denied the benefit of, subjected to discrimination under, or denied employment in the administration of or in connection with the Contract because of age, sex, race, color, religion, creed, marital status, familial status, sexual orientation including gender expression or gender identity, national origin, honorably discharged veteran or military status, the presence of any sensory, mental or physical disability, or use of a service animal by a person with disabilities. The Firm agrees to comply with, and to require that all subcontractors comply with, Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act, as applicable to the Firm.

**LIABILITY**

The Firm shall indemnify, defend and hold harmless the UDDA/UDPDA/City, its officers and employees from all claims, demands, or suits in law or equity arising from the Firm's negligence or breach or its obligations under the Contract. The Firm's duty to indemnify shall not apply to liability caused by the sole negligence of the UDDA/UDPDA/City, its officers and employees. The Firm's duty to indemnify for liability arising from the concurrent negligence of the UDDA/UDPDA/City, its officers and employees and the Firm, its officers and employees shall apply only to the extent of the negligence of the Firm, its officers and employees. The Firm's duty to indemnify shall survive termination or expiration of the contract. The Firm waives, with respect to the UDDA/UDPDA/City only, its immunity under RCW Title 51, Industrial Insurance.