

CITY OF KENMORE, WASHINGTON

ECONOMIC DEVELOPMENT STRATEGY

REQUEST FOR QUALIFICATIONS

Date Issued: 10 March 2008

Proposals Due: 28 March 2008 4 PM

The City of Kenmore is seeking service providers qualified to provide consulting and research services in preparing a five year economic development strategy for the City. The 2008 Budget has allocated funding for this project.

Background

Kenmore will celebrate its tenth anniversary of incorporation in 2008. As a new city with a business area oriented along SR 522, it set out to create an identifiable downtown with a mix of commercial and residential uses that provide a sense of place and pedestrian-friendly atmosphere. The Kenmore Comprehensive Plan and Downtown Plan set the stage for development that can achieve those goals. An important step was taken in 2007 when the City signed an agreement to sell approximately ten acres of City-assembled property to Urban Partners, in order to develop several hundred residential units and significant retail space. This project is known as Kenmore Village by the Lake.

In preparing the 2003 Downtown Development Plan and the downtown project scope, the City commissioned market studies that indicated substantial retail leakage to neighboring jurisdictions.

Substantial public investment is underway in Kenmore. The City is leading an \$80M project to improve mobility in the SR 522 corridor, including undergrounding utilities, improved transit and bicycle access and additional pedestrian amenities. A permanent City Hall is scheduled to begin construction in late 2008 and new Northshore Fire District Headquarters and King County Library will flank the Kenmore Village and City Hall locations.

The City plans to appoint an Advisory Committee to assist in this process. The Downtown Task Force also has an interest in economic development issues, and will be represented on the Committee. There is no active Chamber of Commerce in Kenmore at the present time. Additional stakeholders, including neighboring jurisdictions, will be engaged.

Objective

The Kenmore City Council has established preparing an economic development strategy as a priority for the City. This should provide the blueprint for City actions, partnerships and investments to promote a sustainable and vital local economy. (Please see the attached economic strategy process outline which was approved by the City Council in February 2008)

Scope of Work

The consultant will work with City staff, an Advisory Committee, and other stakeholders to prepare recommendations for the City Council. Deliverables will include the following:

- Summary of current local business composition and employment, including business clusters
- Updated market assessment
- Report on economic trends, projected areas of growth and the regional context
- Community Assets list
- Recommended priorities for investment and focus
- Detailed action plan with short term (1-2 year) and intermediate (3-5 year) term time frames
- Assistance on estimating budget impacts of selected action items
- Recommended benchmarks and performance measures

Note: Utilizing existing sources of data and information for background reports is acceptable.

Timeframe

City appoints Advisory Group	March 31 2008
Select consultant	April 11, 2008
Preliminary recommendations and budget Placeholders to City Council	October 2008
Recommended strategy to City Council	November 2008
Baseline Performance Measures Report	December 2008

Proposal Format and Requirements

Letter of interest: Introduce the team and demonstrate the team's understanding of the nature of the proposal.

Personnel: Identify individuals and include brief resumes listing qualifications of key personnel who would be assigned to this project, and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss the company's experience in 2-4 relevant projects, including client and project information, the firm's responsibility in the project, the challenges presented by the project, and the results or tangible efforts that have followed the formulation of an economic development strategy. Discuss experience with various forms of stakeholder involvement and work with elected officials.

Approach to Project: How would you approach this project, given your experience and the scope as presented? Identify key tasks, who will be responsible for completing them, and what is needed from the client or other sources to ensure successful completion. Include timeline expectations that reflect your experience in what is practical.

Estimated Effort : The City has allocated \$40,000 plus contingencies for this project. Estimate your team's effort by team member and demonstrate how you can complete the desired work in the timeline presented in this RFQ. Provide a statement that clearly conveys the ability of proposed project personnel to complete the project in view of the firm's current workload.

Client References: Please provide three references who are familiar with your company's ability to undertake and complete comparable projects. Include contact names, titles and telephone numbers.

Submittal Information and Proposal Schedule

Preliminary Schedule

Milestone	Scheduled Date
RFQ Issued	3/10/2008
SOQ proposal submittal deadline	3/28/2008
Notify finalists	4/1/2008

Finalist interviews	4/8/2008
Final selection	4/11/2008
Contract scope and budget development	4/14 –4/24/2008
Recommendation presented to City Council	4/28/2008
City Council authorizes agreement	5/10/2008

Note: The City reserves the right to modify the schedule as circumstances may warrant.

Proposal Quantities, Due Date, Time, Location

Submit one original unbound copy and five comb-bound copies of the Statement of Qualification (SOQ) proposal, which should be a maximum of 25 single-side 8.5” by 11” pages in 12 point font. Provide one copy of the proposal on a compact disc in **PDF or MS word format**. Proposals are due in the office of the City Clerk no later than **4:00 p.m. on Friday, March 28, 2008**. Proposals are to be marked **City of Kenmore Economic Development Strategy**. Proposals submitted by any means other than mailing, courier or hand delivery will not be accepted. Proposals submitted after the deadline date and time will not be accepted.

Submittal address:

Lynn Batchelor
City Clerk, City of Kenmore
6700 NE 181st Street
PO Box 82607
Kenmore, WA 98028

Communications with the City of Kenmore

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Nancy Ousley, Assistant City Manager, at nousley@ci.kenmore.wa.us. Only e-mail communications will be accepted. All responses will be provided via e-mail. Questions and responses will be shared with all firms that provide an e-mail address to the Project Manager.

The City’s RFQ for Economic Development Strategy and supporting documents are available for review on the City’s web site, www.cityofkenmore.com, or at City Hall during regular business hours.

Evaluation process

Review Process

A team of reviewers will rate proposals. The review team will recommend finalists for interviews and those finalists will be notified the week of March 31, 2008. The review team will interview finalists the week of April 7, 2008 and select a firm by the week of April 14, 2008.

Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Key personnel and knowledge of regional economic forces as well as successful and practical local strategies
- Approach to project and its relevance to Kenmore's needs as articulated in the RFQ
- Capability to meet schedule and budget constraints
- Past performance and references
- Success in working with public sector clients, including effective public involvement

The City reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

Publication

Daily Journal of Commerce 10 March 2008

Terms and Conditions

1. All facts and opinions stated within this RFQ and in all supporting documents and data are based on available information from a variety of

sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.

2. Respondents to this RFQ shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFQ's, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFQ or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFQ.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.
10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFQ process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to

the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFQ process again.

12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFQ process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Kenmore encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.