



CITY OF KENMORE, WASHINGTON
ECONOMIC DEVELOPMENT STRATEGY UPDATE
REQUEST FOR PROPOSALS (RFP)

Date Issued: July 19, 2017
Proposals Due: August 16, 2017 4:00 PM Pacific Daylight Time

The City of Kenmore is seeking service providers qualified to provide consulting and research services in preparing an update to the City's 2009 Economic Development Strategy and a market assessment which includes a commercial land development capacity report.

Background

Kenmore will celebrate its twentieth anniversary of incorporation in 2018. Through inclusive and responsible policy planning and fiscal management, the City has made great strides in fulfilling goals for downtown redevelopment, making infrastructure investments which transformed the SR 522 Corridor streetscape into a safer and more urban environment, and improving public access to the water.

The City Council approved an Economic Development Strategy in 2009 that focused on four goals:

1. Promote Kenmore's Image
2. Downtown
3. Attract new businesses and support existing businesses
4. Advance the community's connections to the water

The Strategy outlined specific strategies to advance each goal, and the organization has addressed each strategy (and accomplished additional tasks, such as establishing the Kenmore Business Incubator) since the 2009 adoption. The Strategy was accompanied by a Technical Report that assessed demographics, current market conditions and Kenmore's ability to attract investment in office and commercial development. The 2009 Economic Development Strategy and Technical Appendix can be viewed on the City website.

A commercial land capacity analysis was completed in 2010. Since that time, zoning and development regulation updates have been adopted in the Regional Business Zone

areas, including Transit Oriented Development provisions. A Regional Business Zone Market Analysis was completed in 2013.

The City Council has listed Economic Development, including the four main goals of the 2009 Strategy, among its top Annual Goals each year since the Strategy was adopted.

Scope of Work

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

Background Report:

- Summary of current local business composition and employment, including business clusters
- Updated market assessment
- Updated commercial redevelopment capacity
- Report on economic trends, projected areas of growth and the regional context

Economic Development Strategy 2017:

- Recommended priorities for City investment and focus
- Detailed action plan with short term (1-2 year) and intermediate (3-5 year) term time frames
- Assistance as requested 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.

The City of Kenmore has budgeted \$40,000 in the 2017-2018 Adopted Budget for the Economic Development Strategy Update.

Timeframe

Preliminary Timeframe	Date
Approve Consultant Contract	September 2017
Background Technical Report Completed	November 2017
Preliminary Strategy Recommendations	March 2018
Final Recommendations to Council	May 2018

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: Estimate your team's effort by team member and demonstrate how you can complete the desired work in the timeline presented in this RFP. 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 contact information.

Submittal Information and Proposal Schedule

Preliminary Schedule

Milestone	Scheduled Date
RFP Issued	July 19
Proposal submittal deadline	August 16
Finalist interviews	August 30
Selection	September 6
Contract scope and budget development	September 7-20
Execute contract	September 25

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

Proposal Quantities, Due Date, Time, Location

Proposals are due in the office of the City Clerk no later than **Wednesday, August 16, 2017 at 4:00 PM** Pacific Daylight Time. Proposals are to be marked and referenced on email subject line as **City of Kenmore Economic Development Strategy Update**. Proposals submitted after the deadline date and time will not be accepted.

For email submittals, proposers should request confirmation from the City Clerk that the proposal has been received.

Submittal address:

Kelly Chelin, City Clerk
City of Kenmore
18120 68th Avenue NE
PO Box 82607
Kenmore, WA 98028

kchelin@kenmorewa.gov

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 Kelly Chelin, City Clerk kchelin@kenmorewa.gov. 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 City Clerk.

The City's RFP for Economic Development Strategy and supporting documents are available for review on the City's website <http://kenmorewa.gov>, or at Kenmore 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 August 21. The review team will interview finalists between August 30 and September 8 and select a firm the week of September 11, 2017. (This schedule is preliminary)

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 RFP
- 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
Seattle Times

Terms and Conditions

1. All facts and opinions stated within this RFP 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 RFP 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 RFP'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 RFP 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 RFP.
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 RFP 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 RFP 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 RFP 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.