

**City of Issaquah**  
**Request for Proposals (RFP)**  
**Downtown Issaquah Streetscape Plan**

**Summary of Request**

The City of Issaquah (“City”), is requesting qualifications from qualified firms for creation of a downtown streetscape plan.

**Schedule**

The process will follow the approximate timetable, detailed below, which would likely result in a one-year contract beginning September of 2016. Applications will be accepted no later than 9 a.m. on August 15, 2016.

The following are dates of importance for this RFP:

Issue date: July 20, 2016

Deadline for submittals: August 15, 2016, 9 a.m.

Selection Interviews: Week of August 22, 2016

Notice of Selection: August 29, 2016

Contract begins: September 2016

Contract expires (with potential to renew): April 1, 2017

**Project Description and Purpose**

Historic downtown Issaquah is known as the thriving cultural heart of the city. Rich with arts, history and restaurants, it is also named as the city’s Cultural Business District, or the CBD. While the CBD is thriving, Mayor Butler appointed a citizen task force to provide recommendations on what the community could do to enhance downtown’s vitality. One of their recommendations was for the city to create a streetscape plan that would encourage more sidewalk activities, create better connections between downtown amenities, and use space more effectively for public gathering and active uses.

Following the task force’s recommendation, the City of Issaquah is seeking a consultant to create the downtown streetscape plan. The streetscape plan would primarily focus on the CBD, a special zone within Olde Town, mainly centered on Front Street between Bush Street to the south and Gilman Boulevard to the north, and extending east and west a short distance along Sunset Avenue.

**Scope of Services**

The Applicant will provide all information they deem necessary to satisfactorily respond to the purpose enumerated above and the project scope, as follows:

- Facilitate three (3) to five (5) community workshops and public meetings;
- Work with the community to provide recommendations on the following design elements at minimum: sidewalk width/ street cross sections, material, and color; wayfinding and/or gateway signage

opportunities; weather protection; street furniture; façade lighting, appropriate landscaping including planter design and types of street trees and/or plantings;

- Provide recommendations to increase connectivity between major downtown amenities just off of Front Street (for example: available public parking, the Train Depot, the Issaquah Creek, and the fish hatchery) to better incorporate them into the downtown;
- In addition to recommendations for Front Street, provide concept designs for two (2) specific areas: the area to the east of Front Street businesses between Alder Street and Sunset (or Pedestrian Park) and the street frontage/entrance to the fish hatchery;
- Provide cost estimates and funding options to implement recommended improvements; and
- Draft Streetscape Plan for potential adoption by city council as supplement to the existing Olde Town Design Standards.

### Instructions

The following recommended approach has been provided to assist applicants in preparing their response to this RFP.

#### RECOMMENDED FORMAT FOR SUBMITTALS:

1. **DESCRIPTION OF PROPOSAL:** No more than three (3) pages describing the Applicant's recommended approach to this project. The proposal should include a descriptive timeline of the process to be followed detailing data collection, public outreach, and drafting the streetscape plan.
2. **TEAM EXPERTISE:** Brief description of qualifications, the education and experience of the Project lead and team assembled for this project (no more than half of a page each). Specific personnel should be identified for the tasks necessary for a complete response to this RFP. Resumes or CVs should be provided for each team member integral to the Project.
3. **COMPARABLE PROJECTS:** Summary of similar work efforts in progress or completed, with the following information for each:
  - a. Brief description of project and deliverables, including public outreach methods and activities, geographic area covered under plan, and project timeline
  - b. Partners involved (clarifying role of private/public sector partners, if any)
  - c. List of references
4. **METHODS OF COMMUNICATION:** Methods the Applicant proposes to use to manage the project and communicate with the City as to project progress, reviews, and conduct of progress meetings.
5. **COST:** Provide a detailed budget for requested services, including expenses, billing rates, and expected hours for all members of the team. The City has \$70,000 available for this contract.

All questions and applications shall be submitted to:

Andrea Snyder

[andreas@issaquahwa.gov](mailto:andreas@issaquahwa.gov) (emailed entries are preferred)

425-837-3424

Paper applications must be in a sealed envelope and clearly marked “RFP – Tourism” and mailed to:

Andrea Snyder  
City of Issaquah  
P.O. Box 1307  
Issaquah, WA 98027

All applications must be received by 9:00 a.m. on August 15, 2016.

### Selection Criteria

Submittals will be ranked based on the selection criteria and points identified in this Section of the RFP. The Selection Committee, comprised of representatives from the City of Issaquah and the Downtown Issaquah Association, will determine and select the highest ranked submittals. Applicants are hereby informed that the information sought shall be used to score each Applicant’s Submittal.

- Experience (40%): Specialized experience and technical competence of the Applicant and its team in meeting the identified purpose and scope of this project with comparable jurisdictions. Consideration will be given to past experience, meeting deadlines and references contacted. Local firms familiar with Issaquah are welcome.
- Responsiveness to the RFP (40 %): Consideration will be given to applicants based on the response addressing the scope of this RFP, including the concepts expressed in the background information provided.
- Competiveness of Fee Structure (20 %): The Committee will consider the cost for services and the comprehensiveness of the proposal.

### Background Information

All Applicants should review the [2015 Olde Town Vitality Task Force](#) recommendations and the [Olde Town Design Standards](#) for valuable background information (available at <http://www.issaquahwa.gov/documentcenter/view/3926> and <http://www.ci.issaquah.wa.us/DocumentCenter/View/539>).

### Terms & Conditions

1. The City reserves the right to reject any and all applications, to accept incomplete applications and to delay engagement with selected firms at its sole discretion.
2. The City reserves the right to request clarification of information submitted, and to request additional information from any applicant.
3. The City reserves the right to award any contract to the next qualified applicant, if the successful applicant does not execute a contract within three (3) weeks after the applicant is notified of selection.
4. The City shall not be responsible for any costs incurred by the applicant preparing, submitting or presenting its response to the RFP.

### Compensation

1. The City has \$70,000 available for this consultant contract.
2. Provide detailed information on the proposed cost for services. Applicants shall indicate whether they would seek a monthly or quarterly payment for services.
3. The Applicant shall provide billing rates and expected hours for all members of the project team.

4. The City shall pay for the services only after the services have been performed. Payment shall be made within thirty (30) days after receipt of a valid invoice.