



Request for Proposals (RFP)

Consultant Services for the Muckleshoot Placemaking and Landscape Visual Design Services; Campus/Village Planning Project

To assist the Muckleshoot Indian Tribe by:

- 1) **Providing Campus/Village Placemaking and Landscape Visual Graphic Design & Rendering Services;**
- 2) **Developing a Campus/Village Master Plan;**
- 3) **Preparing a Community Involvement Strategy (CIS);**
- 4) **Conducting a Market Assessment;**
- 5) **Providing Recommendations/Guidance of Development Code for the Project area.**

I. Purposes

The Muckleshoot Indian Tribe Planning Department extends an invitation to select professional planning consultants/firms to submit Proposals to:

1. Develop and lead a planning effort using smart growth principles to balance critical ecosystem processes with anticipated future development;
2. Create a vibrant community gathering place with a mix of compatible land uses, that adds to the campus business vitality, and promotes pedestrian connectivity and accessibility;
3. Create well-defined and interconnected neighborhood, public facilities, recreational centers, and open spaces;
4. Facilitate community participation in developing a campus master plan for the project area with neighborhood open space, streetscape and architectural design detail to illustrate development approach and character across the district; and
5. Provide recommendations in developing regulatory tools to implement smart growth approach.

II. About the Muckleshoot Indian Tribe

The Muckleshoot Indian tribe is a blend of several Coastal Salish tribes that have inhabited the region surrounding the White and Green rivers of present-day Washington State for millennia. Their original language was Wuhlshootseed. The Muckleshoots' ancestral homeland is an expansive region extending along southern and eastern Puget Sound, and the western slopes of the Cascade Range.

The Muckleshoot Indian Reservation was established between the Green and White rivers, uphill from where the rivers met, to provide a permanent homeland for the Muckleshoot people by Executive Orders in 1856 under the authority of the Treaties of Medicine Creek and Point Elliot.

The river tribes settled on the former military parcel. In 1874, an executive order defined the boundaries of the weirdly-shaped, 3,533-acre area. Later on, 39 members were allotted 3,192 acres of reservation land. As a federally recognized Indian tribe, the Muckleshoot Tribe has exercised its sovereign governmental powers over its people and lands and continues to exercise its inherent right to protect the health, safety and welfare of its citizens and resources within the Reservation.

The Muckleshoot Indian Tribe is a federally recognized Indian tribe whose membership is composed of descendants of the Duwamish and Upper Puyallup people who inhabited Central Puget Sound for thousands of years before non-Indian settlement. The Tribe's name is derived from the native name for the prairie on which the Muckleshoot Reservation was established. Following the Reservation's establishment in 1857, the Tribe and its members came to be known as Muckleshoot, rather than by the historic tribal names of their Duwamish and Upper Puyallup ancestors. Today, the United States recognizes the Muckleshoot Tribe as a tribal successor to the Duwamish and Upper Puyallup bands from which the Tribe's membership descends.

The tribal population is currently 2,848. The 3,910 acre Muckleshoot Reservation is located in the area of Auburn, Washington, about 15 miles northeast of Tacoma and 35 miles southeast of Seattle. The Reservation is located between the White and Green Rivers and parallel to the White River. State Route (SR) 164 runs through the center of the Reservation with a right of way granted at the turn of the century. Total population of both Tribal members and Non-tribal members on the Muckleshoot Indian Reservation is currently approx. 4,317 (*Source: 2011-2015 American Community Survey 5-Year Estimates, U.S. Census Bureau*).

III. Background and Project Description

To meet the demand for housing and jobs, the Muckleshoot Indian Tribe will employ smart growth strategies to encourage higher densities in suitable areas while protecting natural environmental resources found in the this area. The Tribe aspires to address future growth and land use on the Reservation. This project builds on these efforts and focuses on a subarea that includes future "campus" or "village" developments in the coming years due to its location between City of Auburn and City of Enumclaw and its proximity to Tribal community facilities and infrastructure.

The overall project area for the new Campus Center is within the eastern portion of the Reservation, approximately 7 miles southeast of the existing commercial area including the Muckleshoot Casino, Smoke Shop, and gas station (Sections 1 & 12; T-20 R-5 W.M). Site considerations include close proximity to existing housing/subdivision areas and Tribal Administration & facility buildings, and the White River Amphitheatre. The map of the project area and vicinity is attached.

Existing Conditions

The Muckleshoot Campus Planning Project area is diversely developed with various Tribal buildings including Tribal Administration buildings, the Tribal School campus, a Wellness Center, Elder facility buildings, the White River Amphitheatre, single-family home subdivisions, and public works infrastructure, maintenance facilities, and transfer station.

IV. Project Goal and Objectives

Goals:

The Tribe's goal for this project is to develop a plan to meet future housing needs, promote business opportunities & economic vitality, and to provide a sense of place and cultural identity.

Objectives:

The Muckleshoot Indian Tribe will contract with a consulting firm to provide lead consultant services to achieve the following project objectives:

- develop public outreach program;
- facilitate stakeholder and community participation;
- involve the community in planning a campus that promotes pedestrian walkways & biking lanes;
- increase economic opportunities and provide access to businesses and amenities;
- protect valuable environmental resources;
- promote effective pollution controls; and
- provide recommendations/guidance of standards to achieve the objectives above.

To achieve these goals, the Tribe envisions a process spearheaded by a multidiscipline team of qualified, experienced professionals. The selected team will utilize a variety of community engagement tools – stakeholder meetings, community workshops, surveys, and any possible media to engage the public in building a vision that will serve as the foundation for the design of a vital, safe, and unique campus area. Based on the concept plan that emerges, the team will develop design plans for future construction.

V. Key Deliverables

All key deliverables must be understandable to Tribal community, general public, compelling and administrable by Tribal Planning Department. Five key deliverables are listed below:

- 1) Project Administration Monthly Progress Reports, Meeting Summaries and Billings
- 2) Community Involvement Strategy
- 3) Market Assessment Report
- 4) Campus/Village Master Plan with Placemaking and Graphic Design & Rendering
- 5) A report of Recommendation/Guidance of Form-based Code/Smart Development Code

VI. Project Guidance

The consultant will receive direction from the following:

- 1) Project Manager: primary point of contact and project administrator as defined in the contract;
- 2) Core Staff: three staff from Planning Department;
- 3) Technical Advisory Group: Commissions, Committees, and staff from Tribal departments including but not limited to those involved in planning, housing, construction, public works, economic development, natural resources, cultural resources, spiritual, elders, educations, social services.
- 4) Stakeholders: Participants in the charrette meetings to be identified as part of Task 2.

VII. Scope of Services

The work elements necessary to complete the project are presented below as a list of tasks to be performed under contract to the Muckleshoot Indian Tribe.

Task 1. Project Administration

Purpose: To ensure open communication and scope of work & tasks, to document progress, and to clearly define meeting expectations.

Deliverables:

- Monthly Progress Reports and Billings
- Meeting Summaries

Task 2 – Community Involvement Strategy

Purpose: To prepare and undertake an innovative and robust community involvement strategy intended to gain input from tribal and non-tribal interests and to promote the project. The consultant should describe in detail the process they will utilize to solicit public input, feedback, and comments on campus visioning, design effort, and recommendation/guidance of development of smart code/form-based-code. Preliminary steps may include a review of all relevant background information and visits to the site and surrounding campus. The followings are interest of the Tribe: Interviews with key stakeholders, community workshops designed to obtain broad community input and other methods for engaging the community in building a vision.

Deliverables: Final community involvement strategy (format: powerpoint, memorandum, and report)

Task 3. Market Assessment

Purpose: To provide input to the Campus Plan by identifying shared market assessment goals to:

- Provide a market-based “reality check” or different approaches
- Understand gaps in retail, residential, office markets, and any businesses locally
- Strengthen and diversify the local and Tribal business base
- Create a strategy to pursue marketing opportunities to further Tribal objectives

Deliverables: Final market assessment and economic development recommendations report.

Task 4. Campus/Village Placemaking & Visual Design and Master Plan

Purpose: To incorporate the recommendations and community values gained through the public process with smart growth principles and technical information, into a Campus/Village Placemaking & Visual Design and Master Plan. The Master Plan will address ways in which varied uses and activities can be accommodated on the site throughout the seasons. The plan should include ways to improve sidewalks and pedestrian routes as well as recommendations for other amenities such as seating, lighting, bicycle infrastructure, landscaping, public art, and special needs infrastructure.

Deliverables: Final Campus/Village Master Plan with Placemaking and Graphic Design & Rendering

Task 5. Recommendation/Guidance of Development Code

Purpose: To provide recommendation/guidance of a land development code that would be implemented in accordance with the Master Plan and Visual Design Plan. The recommendation and/or guidance of the land development should include elements of form-based code / smart code and other innovative approaches which is appropriate to the community context and political environment.

Deliverables: A report of Recommendation/Guidance of Form-based Code/Smart Development Code

VIII. Budget and Schedule

- The available budget will not exceed \$150,000 for this contract.
- The timeframe for this project is January, 2018 to June, 2019.

Project Tasks	2018				2019	
	Q1	Q2	Q3	Q4	Q1	Q2
1. Project Administration						
2. Community Involvement Strategy						
3. Market Assessment and economic development recommendations						
4. Campus Master & Visual Design Plan						
5. Recommendation/Guidance of Development Code						

IX. Submittal Requirements

Consultants interested in performing the work outlined in this request for proposal should submit the following information to the Muckleshoot Indian Tribe Planning Department.

A. PLAN OF SERVICES

- 1) **Cover Letter:** A letter signed by an officer of the firm and addressed to the Muckleshoot Indian Tribe Planning Department, binding the firm to all comments made in the proposal is required. Include a primary contact person for the proposal.
- 2) **Qualifications and Experience:**
 - Name(s), address(es), phone number(s), contact person(s) of all firms involved on the project.
 - History, size and structure of firm(s).

- Name(s) of principals of firm(s).
- Identification of Principal in Charge and Project Manager.
- Experience with similar projects, including campus visual design
- Resumes of all personnel assigned to the project.
- Any applicable insurance, permits, and licensing/authorization of proposal documents.
- At least three (3) references from past similar projects with contact information.

3) Understanding of Scope of Services:

The proposal must describe the consultant’s understanding of the scope of work and the key issues associated with performing the required consulting services, and identify unusual conditions or problems that may be encountered. Please provide a detailed description of your approach to the scope of work, Gantt chart or similar format of project schedule, and cost estimate for each task described in Section VII (Scope of Services) of this request for proposal. Include a cost breakdown of hourly rates and the number of hours assigned for each task for all personnel.

The Tribe is seeking a creative, proven approach to carrying out a community-led, “place-based” planning process that draws out new ideas and achieves general consensus. It also seeks a consultant with the ability to provide a site design that: 1) encourages a variety of activities and uses throughout the year; 2) integrates with nearby business activity; 3) provides striking amenities to attract all age groups and; 4) improves pedestrian routes and connections to adjacent areas. Other key issues to address include innovative ideas for maximizing the value and amount of work that be accomplished within the budget and the team’s availability and ability to meet the desired timeline.

4) Timeline:

The timeline must include the proposed schedule, identification of milestones, and the number of man-hours required for each task. It must also include any additional information to demonstrate the consultant’s ability to complete the project on time.

5) Subcontracting:

If subcontracting is planned, submit the firm(s) name(s), location(s), contact person(s), phone number(s), names of responsible operating officers, and evidence of any required insurance, permits and licensing/authorization of proposal documents.

B. PROPOSAL DELIVERY

- 1) Submit a total of three (3) hard copies and (1) electronic version of your proposal to:

Krongthip Sangkapreecha, Planning Director

Muckleshoot Indian Tribe
Planning Department
39015 172nd Ave. S.E.,
Auburn, WA 98092

- 2) **Due Date and Time:** Proposals must be received by **4:00 pm on November 20, 2017.** Proposals submitted after this date and time will not be accepted.

C. RFP QUESTIONS

For questions concerning this RFP, contact

Krongthip Sangkapreecha, Planning Director, Ph.D.

ktsang@muckleshoot.nsn.us

Phone: (253) 876-3329

X. Remarks

Information provided in the RFP will, to the extent allowed by law, be held in confidence and will not be revealed or discussed with competitors. Inclusion and explanation of applicable graphics from past projects is strongly encouraged.

XI. Selection Criteria

The Tribe will use the following criteria to evaluate submittals:

- 1) Scope of Work & Approach (25 points possible) – Clearly defined methodology in scope of work; demonstrates use of innovative practices; aligns with project goal, objectives and deliverables.
- 2) Presentation (20 points possible) – Creativity, Clarity, style and organization; engaging and compelling; and quality, applicability and communicative value of graphics; follow RFP directions.
- 3) Community Involvement Strategy (20 points possible) – How to engage diverse groups in a participatory planning process and include those who may not want to speak publicly or otherwise be involved in a planning process; how to effectively involve seniors and youth in participatory planning process in ways they may be comfortable with; how to include perspectives of tribal and non-tribal members in a meaningful way.
- 4) Experience with Complex Projects (15 points possible) – Experience working closely with diverse communities, tribal governments and/or on Indian reservations, with similar projects and in similar settings; explicitly identify challenges or unforeseen circumstances and how these were addressed.
- 5) Costs (10 points possible) – Clear presentation of cost breakdown by task, project staff hourly rates, billable hours, and other expenses such as travel, production costs, etc.
- 6) Business Ownership & Tribal Involvement (10 points possible) – Participation of Indian-owned firms; participation of disadvantaged minority- and women-owned firms; extent of involvement of member of Federally recognized Indian tribe on project team and/or detailed approach to include Muckleshoot Indian Tribe member(s) or Tribal member-owned business(es).

Project managers or identified contact persons will be notified after the selection committee has reviewed and evaluated each RFP. The highest-scoring RFPs will be selected for interviews.