



**City of Covington**  
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**Request for Proposals**  
**Covington Town Center Economic Impact and Infrastructure Cost Study**  
**Deadline: September 26, 2013 at 4 p.m.**

*The City of Covington, Washington, is seeking proposals from consulting firms with the experience and expertise necessary to prepare a Town Center Economic Impact and Infrastructure Cost Study.*

**About Covington**

Covington is strategically located on the Highway 18 corridor midway between Interstate 5 and Interstate 90. The community has seen rapid commercial and residential growth in the past decade and offers high median incomes, ample developable land, and some redevelopment opportunities. The city has invested over \$40 million in transportation improvements over the last few years and recently overhauled its downtown zoning to allow for greater flexibility and higher densities.

**About Covington Town Center**

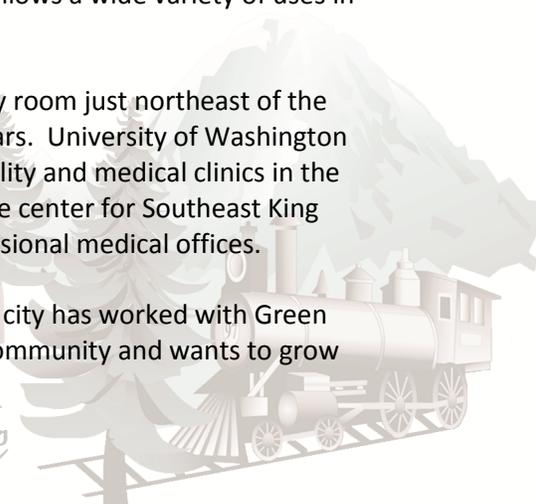
Covington Town Center is located south of SE 272<sup>nd</sup> Street (also known as Kent-Kangley Road), east of 168<sup>th</sup>/165<sup>th</sup> Place SE and west of SE Wax Road and accessed from these streets. It is visible from Highway 18 and adjacent to SE 272<sup>nd</sup> Street. Big-box powerhouses like Costco, Fred Meyer, Home Depot, Walmart, and Kohl's and numerous mid-box and strip-mall retail centers are adjacent to the Town Center.

The entire Town Center consists of 81 acres divided into large commercial parcels and small residential parcels. The most easily developable portions of the Town Center consist of 23.2 acres and are known as the Ashton Property (parcel # 3622059187) and Covington Elementary School property (parcel # 3622059081). The Town Center is zoned "Town Center" or "TC", which allows a wide variety of uses in formats that support the city's vision.

MultiCare Health System recently opened a 24-7 freestanding emergency room just northeast of the Town Center and plans to build a 58-bed hospital within the next few years. University of Washington Medicine / Valley Medical Center recently opened a new urgent care facility and medical clinics in the Town Center. These initiatives have turned Covington into the healthcare center for Southeast King County and make the Town Center an ideal location for additional professional medical offices.

The city envisions the Town Center as a venue for higher education. The city has worked with Green River Community College to bring continuing-education courses to the community and wants to grow

*Covington: unmatched quality of life*



that into credit courses and, eventually, a permanent physical presence in the Town Center. Kentlake High School and MultiCare Health System have worked with Renton Technical College to bring healthcare-oriented credit course and degree programs to the school and hospital. In addition, the city has initiated discussions with the state's six universities about the possibility of a physical presence in the Town Center.

The city envisions the Town Center as the entertainment hub for Covington and Southeast King County, as well.

## **Scope of Services**

The city wishes to estimate the Town Center concept's economic impact and infrastructure costs. The city's goal is to position itself to seek grants and participate in programs that replicate "tax increment financing" in order to fund Town Center infrastructure and catalyze private investment. Therefore, the city is seeking proposals from consulting firms with the experience and expertise necessary to:

- Estimate the Town Center concept's economic impact in each of the next 20 years from construction and operations – including direct, indirect, and induced activities.
- Estimate the Town Center concept's state and local government revenue generation in each of the next 20 years.
- Estimate the Town Center concept's job creation and retention by sector in each of the next 20 years.
- Create planning-level cost estimates for design, permitting and environmental work, right-of-way acquisition, and construction of the following Town Center grid-street infrastructure, consistent with adopted plans, policies, and guidelines. Please include all components normally associated with street projects such as pedestrian and bicycle facilities; curbs, gutters, street lights, and landscaping; water and wastewater conveyance; and stormwater conveyance and detention. Please provide unit costs and assumptions:
  - A main street (171<sup>st</sup> Avenue SE) as shown in the 2009 Downtown Plan and Zoning Study on page 39.
  - Grid streets as shown on page 39.
  - Wax Road improvements as shown on page 39.
- Create planning-level cost estimates for design, permitting and environmental work, property acquisition, and construction of the following Town Center parks and recreation infrastructure, consistent with adopted plans, policies, and guidelines. Please include all components normally associated with park projects such as frontage improvements (e.g., pedestrian and bicycle facilities; curbs, gutters, street lights, and landscaping); water and wastewater service; and stormwater conveyance and detention. Please provide unit costs and assumptions:
  - Town Center Park as shown on page 40.
  - South Covington Park as shown on page 40 as "linkages from plaza to Jenkins Creek".
  - Jenkins Creek Trail from SR 516 to Covington Way SE as shown on page 40.

- Identify and prioritize federal, state, and other grant opportunities to advance the Town Center concept, especially Town Center infrastructure.
- Prepare a final written report, including an executive summary and technical appendices.

## Reference Documents

- Downtown Plan and Zoning Study Final Report
  - <http://www.covingtonwa.gov/covington/docs/downtownplan/DowntownPlanZoningStudyFinal.pdf>
- Comprehensive Plan
  - [www.covingtonwa.gov/city\\_departments/communitydevelopment/strategiclongrangeplanning/comprehensiveplan.html](http://www.covingtonwa.gov/city_departments/communitydevelopment/strategiclongrangeplanning/comprehensiveplan.html)
- Covington Municipal Code (CMC) 18.31 “Downtown Development and Design Standards”
  - [www.codepublishing.com/wa/covington/](http://www.codepublishing.com/wa/covington/)

## Tentative Schedule

- Issue RFP: August 26, 2013
- Proposals due: September 26, 2013
- Review proposals: September-October 2013
- Interview firms: October 2013
- Check references: October 2013
- Negotiate a contract: October-November 2013
- Begin Project: November 2013
- Draft Documents Due: March 2014
- Final Documents Due: April 2014

The city and the successful firm will need to negotiate a professional services contract, and the successful firm will need to prepare a scope of work that will be attached to the contract.

## Submittal of Proposals

Proposals should be in the form of a single PDF file and emailed to [dmatheson@covingtonwa.gov](mailto:dmatheson@covingtonwa.gov) by September 26, 2013, at 4 p.m. The firm is solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will not be accepted and discarded. Hand-delivered, mailed, or faxed proposals will not be accepted. Each proposal must be no longer than thirty (30) pages and include:

1. A cover letter that summarizes the firm’s interest in the study.
2. An overview of the firm’s history, qualifications, and experience on studies of similar scope and budget.

3. A list of individuals the firm will assign to the study (including the lead individual with whom the city will interact primarily) and a description of each individual's role in the project and his/her qualifications.
4. A detailed proposed scope of work, timeline, deliverables, and budget for the study as a whole and for each phase and task. Please note the individuals the firm will assign to each phase and task. Suggestions on the structure or strategy of the study are welcome, especially suggestions to ensure the study remains within the project budget.
5. Three client references that can speak to the firm's experience on studies of similar scope and budget.
6. Any additional information the firm deems necessary or desirable.

## **Budget**

The project budget is \$50,000. The final price will be negotiated with the selected firm as part of the final contract. If the city is unable to negotiate a satisfactory contract with the firm selected, the city may cease negotiation with that firm and select another firm.

The proposed budget total should include all expenses and materials to deliver the work products. The city is not liable for any costs incurred by the firm in preparation of a proposal submitted in response to this RFP, in conduct of a presentation or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully-executed contract with the city or specific written authorization from the city.

## **Selection Process**

The city will review each complete proposal received by the deadline and rank it against other proposals using the criteria below. The top three firms will be invited to interview with a city panel.

The panel's overall evaluation of each firm interviewed will focus on the strength of its written proposal and oral presentation. Each interview will be 45 minutes long and include a 30 minute presentation from the firm. The remaining 15 minutes will give the city panel an opportunity to ask questions of the firm. The final selection will be made by the panel after ranking each firm against the others based the criteria below. The city panel may weigh the considered criteria in any manner deemed appropriate. The top-ranked firm will be invited to negotiate a contract with the city.

## **Selection Criteria**

The city will evaluate proposals against a wide range of criteria, but will, without limitation, include:

- Overall quality of the response including creativity of the written proposal describing the approach and methodologies the firm will use
- Demonstration of past ability of completing similar projects and meeting deadlines
- Qualifications and experience of individuals assigned to the study

- Current workload of firm and key personnel
- References
- Price

## **General Assumptions**

The scope of work contained in this document is predicated upon the following provisions, assumptions, and conditions that should be part of any proposal and budget submitted by a firm. The purpose of this list is to enumerate and describe mutual expectations and understandings required of all parties to this scope of work in order to complete this project on time and within budget.

1. The city may eliminate any task and associated contract hours/fees at any point throughout the contract period and will provide written notification of the task elimination to the firm. Firms will be paid for any task and associated contract hours/fees incurred prior to notification of cancellation.
2. All work products, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by the firm or sub-consultant while performing work shall belong to the city. Digital copies of any data collected by the firm or sub-consultants shall be provided to the city.
3. All firm deliverables will be prepared in Microsoft Word format. All spreadsheets and graphs will be prepared in Microsoft Excel format. All maps and graphs shall be produced in color where appropriate. Digital copies of draft and final deliverables will be provided in both Word and PDF file formats as requested by the city. Digital versions shall include all graphics, tables and appendices in suitable form for publishing on the city website.
4. Unless otherwise agreed upon, the city is responsible for document reproduction and distribution of all review and final drafts. The firm will supply draft and final documents in print-ready electronic format.
5. The firm will have primary responsibility for coordinating, reviewing, and editing information obtained from its team members to ensure that the individual sections of the work submitted are prepared as part of one cohesive framework and/or document consistent in style and content.
6. The city will provide all available documents, studies, site plans, GIS data layers, maps, and other technical information pertaining to the study area based on the firm's data request. Any documents provided in hardcopy shall be returned to the city as appropriate upon completion of the contract.
7. The city will consolidate all internal city staff review comments on draft review documents and provide a single, complete set of comments to the firm's project manager for revisions.
8. Firms that are awarded a city contract must obtain a city business license if required pursuant to CMC 5.10 Business License Acquisition. This shall be the responsibility of the firm to pursue and complete if required.

## Questions

Questions regarding this RFP should be directed to:

Derek Matheson  
City Manager  
City of Covington  
(253) 480-2405  
[dmatheson@covingtonwa.gov](mailto:dmatheson@covingtonwa.gov)