1. INTRODUCTION

1.1 Background and Purpose

The Downtown Spokane Partnership (DSP), in coordination with the City of Spokane (the City), is seeking to update Spokane’s downtown plan. Currently titled, “Fast Forward Spokane,” the downtown plan is a distinct vision and policy document for the downtown Regional Center and, upon adoption by the City, a functional part of the City’s Comprehensive Plan. The downtown plan serves as a sub-area plan providing direction and guidance for development, operation, and maintenance of public and private activities and operations in Downtown Spokane (see Figure 1).

A qualified consultant is to be retained to work with the DSP, stakeholders and citizens to complete a draft update of the vision and policies within the plan for City implementation. This update will consist of proposed language changes to the plan itself as well as working with City staff on any updates to maps and graphics necessary to convey the vision and policy direction intended for the plan. The DSP will then work with City staff to develop and execute on an adoption strategy for the proposed update and code amendments necessary to implement the plan update. Adoption of Code amendments are not a part of the current project. The DSP is desirous of the respondent deriving and assembling a list and explanation of the major code amendments that will be necessary to implement the elements of the final draft plan update.

As a part of the City’s Comprehensive Plan, final approval of the document is under the jurisdiction of the City Council. As a part of a Growth Management Act (GMA) comprehensive plan, the preparation and adoption of the downtown plan is subject to the requirements of GMA and all applicable state laws and regulations. The most recent iteration of the Comprehensive Plan, titled “Shaping Spokane”, is available online at www.shapingspokane.org. The current Downtown Plan can be found at the following address: https://my.spokanecity.org/downtowncentral/background-and-resources/.

The current downtown plan, titled “Fast Forward Spokane”, was adopted in 2008 and took effect in 2009. Immediately following adoption of Fast Forward Spokane, the City completed a municipal code update to accommodate the vision and policies therein. A similar process will be followed here, with the plan adoption (vision and policy) followed by a municipal code amendment to update the Spokane Municipal Code to comply with and implement the downtown plan. This request for proposals only concerns the formation of a final draft plan update and recommended codes needing amending for implementation.

Since the last update of the downtown plan in 2008, many of the strategies and catalytic opportunities described in the plan have been accomplished or completed, including the expansion of the Spokane Convention Center, update of Riverfront Park, the planning for a “trolley” service through downtown (known as the Central City Line), multiple developments and redevelopments in the downtown such as the Macy’s redevelopment, and the construction of a new Mobius Science Center. The catalytic developments envisioned by the plan requires updating and the plan should contemplate the evolving development environment downtown as well as more global trends and innovations in the areas of development, demographics, behaviors, the economy, construction methods as well as other challenges the downtown will face in the next decade.

1.2 Funding

The DSP, in partnership with the City of Spokane, has allocated core funds of $50,000 to this project. However, in an effort to gain insight on the best approach for this project and because additional funding sources may be secured, the DSP is seeking up to two responses to this RFP at the respondent’s discretion.

A. A proposal for developing a draft update to the plan as close as possible to that described in this document that does not exceed $50,000, including all costs and fees, and
B. A proposal that, in the opinion of the respondent, accomplishes the requirements of this RFQ as described, to complete a comprehensive, robust draft update to the existing downtown plan and at the price necessary to accomplish the task should $50,000 be insufficient to complete the work.

1.3 Purpose and period of performance

The project is expected to initiate April 19, 2019 and to run through December 31, 2019. Any extension of this timeline will be at the sole discretion of the DSP. The overall project is anticipated to continue for approximately one year. The objective of the contract is for the successful respondent to deliver a completed suite of final draft updates and proposed code amendments to the DSP by December 31, 2019, to be followed by the DSP, in partnership with City staff, advancing the respondent’s draft through the municipal process including adoption of the update and code amendments necessary for implementation.

The selected consultant will not be required to take the project forward to the DSP leadership for approval or, ultimately, to the City Council. DSP and City staff will undertake those duties as required.

1.4 Schedule of Work

Major project milestones:

- Issue Request for Proposals: 2/12/19
- Question and Answer Period: 2/25/19
- Proposals Due: 3/11/19
- Firm Selection and Contracting: 3/25/19
- Project Initiation: 4/19/19
- Complete Initial Draft: 11/22/19
- Final Completion and Delivery of Draft Plan Update: 12/31/19

2. BODY OF WORK TO BE COMPLETED

2.1 Scope of services

After contract award, the consultant shall attend, at a minimum, the following meetings, one or more of which may be conducted by video conferencing:

A. Initial meeting with DSP and City staff to present an outline of the proposal for the planning and development standards.

B. Meet with DSP and city staff on a consistent basis throughout the development of the plan.

C. Be present to answer questions as the DSP and City Staff present a maximum of two drafts of the plan and proposed code amendments to the Plan Commission and Design Review Board for review and comment.

D. Public meetings where attendees, facilitated by the City and DSP, are provided means by which to learn and offer input on the Plan.

E. Preparation, with DSP and City staff, of formal presentations of the final draft plan and prospective code revisions to the BID/Downtown Spokane Partnership, the Design Review Board, the Plan Commission, and the City Council.

The plan update process should include at a minimum:

- A detailed work plan to guide and manage the project, following the project goals outlined in this scope and that meets the project deadline for completion, December 31, 2019. This work plan should be provided to the DSP with your proposal and include:

- As a part of this project, a public participation plan will be executed by the DSP and the City as required by RCW 36.70A and SMC requirements that engages and address community interests and concerns. The respondent will work with the DSP and City as they develop the final draft plan, not to conduct the public outreach process, but to ensure workshops, community meetings, interviews and design charrettes are utilized to gain face-to-face, first-hand feedback on all
elements in a manner that is acceptable to the respondent to perform their duties of integrating input into the draft.

- A process for review of existing boundaries affecting the area with emphasis on the merits/interest of adding the hospital district to the downtown boundary;

- Method for utilizing public input to craft the draft update of relevant goals, policy, land use, catalytic “opportunity sites”, and current and potential development proposals emphasizing the priorities listed below.

- Review of key documents such as the existing Downtown Plan, the 2018 Downtown Parking Study findings, the Riverfront Park master plan, the Public Facilities District master plan, Spokane Public Schools, Spokane Transit Authority, and City Integrated Capital Management issues, and for how the respondent intends to weave findings into the final draft plan recommendations.

- A method for gathering and presenting data on proposed public or private projects, residential, office, retail and commercial growth trends and capacity to help project future downtown parking demand (to include findings of the 2018 Parking Study) and solutions, and generate recommendations for multimodal connections; incorporating issues and findings to aid in future generation of appropriate development standards for the downtown area minus the North Bank and the University District.

- A high-level review of best practices of similar size cities with similar geographic and topographic conditions and ideas/recommendations for consideration based on that research.

- Facilitation of the development of a new plan that creates an updated community vision with clear goals and objectives, identifies issues and assets, opportunities and challenges, and contemplates land use and zoning in a cohesive structure that protects the historic assets and supports new growth and redevelopment.

- Development of draft policy and goal amendments with the organization and clarity sufficient to allow for later amendments to the Spokane Municipal Code that will update guiding regulations, mitigate barriers to development, and implement identified community vision, goals, and objectives.

- The respondent will (at the discretion of the DSP) be present for questions when the final proposed draft downtown plan to the BID/Downtown Spokane Partnership, City Design Review Board, and Plan Commission and City Council; the respondent’s presence at one or more of these meetings may be requested and conducted via video conferencing. The timing for presenting this final report will be determined by the schedule at outset of the project, and may be fine-tuned during the course of the project.

The community engagement and areas of focus for the plan update will potentially include:

High Priority Topics

- Policy articulate need for future transportation planning or modifications requiring the eliciting of downtown interests from conceptual to implementation phase.

- Draft vision, policy and mapping of prospective public/private multi-modal transportation-mobility hubs (parking facilities) in part, to address deficiencies in covered parking (Mapping and supportive language). Incorporate methods for development of off street parking facilities.

- Policy for coordination between multiple transportation agencies and modes and downtown stakeholders (strengthen language).

- Ensure plan supports implementation of Central City Line and contemplates next phases.

- Ensure plan supports implementation and maintenance of robust wayfinding system.

- Policy for preserving main arterials, exit and on ramps, etc. for vehicles as well as other forms of transportation needed to support appropriate traffic flow through the downtown (mapping and supportive language changes).
• Policy articulating importance and value of downtown as it relates to need for investment in law enforcement. Articulate issues around safety in downtown and contemplate solutions including need for expanded police presence.

• Add a new chapter prioritizing key elements necessary for the creation of a clean and safe environment and code revisions needed that support CPTED design principles.

• Identify deficiencies, strategy and funding mechanisms to rebuild failing sidewalks, lights, trees, streets and utilities. (current conditions analysis is available)

• Policy that addresses challenges created by concentration of low/no income housing and social services in finite downtown geographic area, as opposed to throughout the region. This could include best practices for building design, density, proximity, and other legal means for regulating for the benefit of the client and the region.

• Study of demand/value of expanding downtown boundary to include hospital district (Mapping and supportive language).

• Policy that supports implementation of incentives for mixed-income housing units (including preservation of MFTE exemption) and development that includes public parking.

• Incorporate other plans such as the riverbank expansion trail/shoreline access & river protection, University District as it overlaps and North Bank sub area plan.

• Policy that supports the growth of and connectivity among cultural activities throughout downtown.

• Policy that supports exploration/code revisions for viable alternative construction materials such as CLT timber construction.

• Policy update to support key downtown infrastructure investment mechanisms such as LID/LIFT/PDA/Public Development Corporation.

• Policy that supports maintenance of clear, swift and fair permitting processes to encourage investment; while allowing for creativity in design.

• Update of Catalytic Sites (beyond those remaining from 2008) along with high level inventory of infrastructure and guiding policy.

• Strengthen language in support of infrastructure upgrades to include access to fiber.

• Strengthen language in support for establishing sub or pocket Retail/Commercial development strategies throughout downtown.

• Identify/update Key Festival Streets and the elements needed for them to be successful.

• Identify additional event/activity spaces throughout the downtown area and the elements necessary for them to be successful (mapping and supportive language).

• Develop plan for expanding installation of public art and infrastructure needed for activation including public art, power, sound and programming. Update plan in support of art/cultural trails that connect adjacent neighborhoods.

• Policy that supports the update of the Design Guidelines process and the related role of the Design Review Board to address economic and development realities as well as the support for projects that meet the intent of good design.

• Amend language to support code revisions for removal of DTC-100 zone.

Medium-Priority Topics

• Prioritize, depict and chart out funding strategies for innovative streetscape investments.

• Finalize District/Area Identities; (followed by adoption of a design Kit of Parts) mapping and supportive language.
Identify potential sites, the necessary elements and funding strategies for neighborhood/district parks and green spaces (Mapping and supportive language).

Strengthening the economic development mission and policies to include strategies and tactics that are attainable and measurable

Low-Priority Topics

- Add support for flexibility in sign code to allow creative/artistic signs to support districts and create visual interest.
- Update land use demands (mapping and supportive language).
- Review/enhance reference to shoreline and riverbed cleaning/preservation/access.
- Update to include plans for trail connectivity on south side of river from Monroe to the Sandifer Bridge.
- Develop a lighting strategy; and flexibility for unique lighting for district branding and to create visual interest.
- Policy that supports expansion of recreational and sports facilities/opportunities and enhanced use of the river.

*Various City staff, such as Planning, Developer Services, Parks, Engineering, and Historic Preservation will be engaged in the process, providing mapping, data, City standards, codes, and policy and will be included in iterative reviews of the draft plan and corresponding draft code revision documents. Plan Commission and Design Review Board will be engaged in this iterative process with City staff, with the potential for one or more sessions that include the consultant through video conferencing or other methods.

2.2 Deliverables of the completed body of contract work include:

The consultant shall provide the following deliverables for legislative approval and adoption by the City at the conclusion of the project:

1. A new draft plan including updated vision, goals, objectives, and strategies as identified and prioritized above with recommended boundaries delineated and applied, to include a complete suite of text/graphic/map updates representing the assembled update to the downtown plan and concise proposals for code amendments necessary for implementation of said plan.

2. All documents shall be provided in electronic media, in a format sufficient for use and editing by DSP and City staff. Locked PDF files are not acceptable. Microsoft Office or Adobe Creative Suite files are acceptable.

3. SUBMITTAL

3.1 Process

The RFP contract process will be administered as follows:

1. Respondents will have until 5:00 p.m. PST March 15, 2019 to submit one or both responses to the RFP as described in this document.

2. Respondent shall deliver three (3) bound copies and a digital copy that includes:
   - a table of contents, information about the team that will be assigned to the project and their roles;
   - a description of relevant experience and examples of similar projects the firm has worked on;
   - a detailed plan for how the team will carry out the requirements of the RFP following the project goals outlined in this scope that meets the project deadline for completion, December 31, 2019.

3. All materials submitted by respondents shall be the property of the DSP.

4. Proposals will be reviewed internally by the DSP, in partnership with City of Spokane staff.
5. The DSP will commence contract negotiations with the preferred respondent by March 25, 2019 or soon after, and if necessary, entertain a contract with other respondents if negotiations are unsuccessful, all at the sole discretion of the DSP.

6. Unsuccessful applicants will be notified by mail or email on or near April 8, 2019.

Upon selection and contracting, the Consultant will be provided with the following City documents and materials, thereby lowering the cost of the project proposal:

1. GIS layered maps showing all available pertinent information, including downtown zoning and land use, shoreline designations, and various organizational boundaries affecting development, uses, and interests, land use, zoning, parking, transportation, and current & known potential development projects;

2. Electronic copies of relevant current and historical plans, including comprehensive plan and shoreline master program;

3. The Current 6-Year Capital Improvement Program.

4. Other materials as required and available.

3.2 Minimum Qualifications

In order to be considered for this project, proposing consultants must meet the following minimum qualifications:

1. The firm must have a minimum of five (5) years proven experience in urban planning. Experience in dense urban centers, especially with cities of similar size and situation to Spokane is beneficial.

2. The selected firm must have a minimum of five (5) years’ experience with public engagement and the development of Comprehensive Plans. Downtown Spokane is home to a diverse range of stakeholders, residents, businesses, and property owners. The selected consultant must possess demonstrated proficiency in the mediation and consideration of multiple competing viewpoints and goals.

3. The prospective Consultant shall provide at least two (2) relevant examples of previous urban center and Downtown plans that are comparable to Spokane in population, market, amenities, transportation infrastructure, growth trends, and other significant characteristics for the City to review regarding previous experience in this area.

4. The Consultant, if located outside of the Spokane area, must provide a proposal for how they will attend or participate in required public engagement events.

3.3 Submittal Requirements

Respondent must provide three (3) hard copies and a digital copy of submittal.

For mailing or hand delivering, place three (3) copies of the Proposal in a sealed envelope. On the front of the envelope, place the following information: PROPOSAL TITLE, DUE DATE, PROPOSER’S NAME and TO: Downtown Spokane Partnership 10 N Post; Ste 400; Spokane WA 99201 Attn: Mark Richard

Digital copies may be submitted via a thumb drive included with the hard copies or attached via email to plan@downtownspokane.net. In the subject line place the following information: PROPOSAL TITLE, DUE DATE, PROPOSER’S NAME.

3.4 Acceptance period

Proposals shall remain in effect for a minimum of forty five (45) days from the due date for receipt of Proposals for acceptance by the DSP.

3.5 Responsiveness

Failure by the Proposer to comply with any part of the RFP may result in rejection of the Proposal as non-responsive. The DSP also reserves the right, however, at its sole discretion to waive minor administrative irregularities.
3.6 Costs to propose
The DSP will not be liable for any costs incurred by the Respondent in preparation of a proposal submitted in response to this RFP, conduct of a presentation, or any other activities related to responding to this RFP.

3.7 Evaluation process
Responsive Proposals will be evaluated based on the requirements stated in this solicitation. The evaluation process is designed to award this procurement not necessarily to the Consultant of least cost, but rather to the Consultant whose Proposal best meets the requirements of this RFP. The DSP, at its sole discretion, may elect to select the top-scoring firms as finalists for an oral presentation. The RFP Coordinator may contact the proposer for clarification of any portion of the proposer’s proposal.

3.8 Acceptance/rejection of proposals
Contract award, if made, will be to the respondent submitting the most favorable proposal. The DSP reserves the right at its sole discretion to reject any and all proposals received without penalty and to not issue a contract from this RFP.

3.9 Preparation of proposal
Proposals shall be submitted on eight and one-half by eleven inch (8” 1/2 x 11”) paper. Include the Letter of Submittal, Technical and Management Proposal, Cost Proposal and other information as requested in this solicitation.

3.10 Letter of submittal
The Letter of Submittal shall be signed and dated by a person authorized to legally bind the Consultant to a contractual relationship, e.g., the president or executive director if a corporation, the managing partner if a partnership, or the proprietor if a sole proprietorship. The Letter of Submittal should include the following information about the Consultant.

1. Name, address, principal place of business, telephone number, and fax number/e-mail address of legal entity or individual with whom contract would be written.
2. Legal status of the Consultant (sole proprietorship, partnership, corporation, etc.).
3. Acknowledgement that the Consultant will comply with all terms and conditions set forth in the Request for Proposals, unless otherwise agreed by the DSP.

3.11 Technical and management proposal
The Proposal shall contain a comprehensive description of services including the following elements:

1. PROJECT APPROACH / METHODOLOGY – Include a complete description of the Consultant’s proposed approach and methodology for the project.
2. WORK PLAN – Include all project requirements and the proposed tasks, services, activities, etc. necessary to accomplish the scope of the project. Convey sufficient detail to show the Consultant’s knowledge of the subjects and skills necessary to successfully complete the project. Include any required involvement of DSP and/or City staff. Respondent will articulate a process for compiling, organizing, refining, and presenting information and public input in a manner that efficiently and effectively leads to the creation of the final draft plan. The Consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation.
3. PROJECT MANAGEMENT PROJECT TEAM STRUCTURE / INTERNAL CONTROLS - Provide a description of the proposed project team structure. Include who within the firm will have prime responsibility and final authority for the work.
4. STAFF QUALIFICATIONS / EXPERIENCE – Identify staff who will be assigned to the potential contract, indicating their responsibilities and qualifications, and include the amount of time each will be assigned to the project. The Consultant shall commit that staff identified in its Proposal will actually perform the assigned work.
5. EXPERIENCE OF THE CONSULTANT - Indicate the experience the Consultant has in the area of the proposed contract work.

3.12 References

List names, addresses, telephone numbers, and fax numbers/e-mail addresses of three (3) business references for whom work has been accomplished and briefly describe the type of service provided. The Consultant shall grant permission to the DSP to contact the references. Do not include current DSP staff as references. The DSP may evaluate references at their own discretion.

3.13 Cost Proposal

The fee shall include all costs required to perform the services necessary to accomplish the objectives of the contract. Identify all costs including expenses to be charged for performing the services. List staff costs and any expenses necessary to accomplish the tasks and produce the deliverables under the contract. Consultants are required to collect and pay Washington state sales tax, if applicable.

3.14 Proprietary Information/Public Disclosure

Materials submitted in response to this competitive procurement shall become the property of the DSP. All received proposals shall remain confidential until the award of contract recommendation has been made. Thereafter, and because of its contractor affiliation with the City of Spokane, the proposals shall be deemed public records as defined in RCW 42.56, "Public Records."

Any information in the proposal that the respondent desires to claim as proprietary and thus exempt from disclosure under the provisions of existing state law, shall be clearly designated. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on it. Marking the entire Proposal exempt from disclosure will not be honored.

The DSP will consider a respondent's request for exemption from disclosure; however, the DSP will make a decision predicated upon state law and regulations.

3.15 Ownership of Documents

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, films, or any other material created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the Consultant or the Consultant’s subcontractors or consultants for delivery to the DSP under this Agreement shall be the sole and absolute property of the DSP. Such property shall constitute “work made for hire” as defined by the U.S. Copyright Act of 1976, 17 U.S.C. § 101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the DSP at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to perform this Agreement but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or pay for by the DSP is owned by the Consultant and is not “work made for hire” within the terms of this Agreement.
THIS IS NOT A LEGAL DOCUMENT:
The information shown on this map is compiled from various sources and is subject to constant revision. Information shown on this map should not be used to determine the location of facilities in relationship to property lines, section lines, streets, etc.