



## City of SeaTac Request for Qualifications Contract for Professional Services

### Purpose

The City of SeaTac is seeking consultant services to inform and advise the City Manager and leadership on the acquisition and development of two Sound Transit properties located adjacent to the Sound Transit Angle Lake light rail station.

### Background

On September 24, 2020, the Sound Transit board passed R2020-04, declaring the North and South Transit Oriented Development Sites adjacent to the Angle Lake light rail station as suitable for development and authorized Sound Transit staff to offer these sites to interested parties for development. On January 12, 2021, the SeaTac City Council directed (AB-5608) City staff to negotiate with Sound Transit to acquire the properties. On February 23, 2021, the City Council authorized (AB-5640) the City to retain a consultant to scope and provide a cost estimate for the City to engage in the acquisition and development of these properties consistent with City Council priorities.

The Council has prioritized the acquisition of these properties to:

1. Support the activation of the Angle Lake Station Area by supporting economic development and further Transit Oriented Development (TOD) in accordance with adopted policies. Funding sources identified to date include:
  - a. Lodging tax dollars may be used to support creation of a tourism-related facility that benefits the SeaTac community.
  - b. Other sources of funding will also be required to ensure the success of any project.
2. Provide housing options consistent with Sound Transit affordability requirements, the [Angle Lake Station Area Plan](#) and supporting district overlay code [here](#), and State law.
3. Create and support a community gathering space.

### Scope of Work

A consultant with expertise in public/private partnerships and real estate development is needed to assist the City in properly scoping and developing a project that will achieve the above priorities. Staff anticipates that the consultant's scope of work would support the City in accomplishing the following:

- A. Determining the financial and staff resources, including timeline, needed by the City to successfully evaluate and negotiate the acquisition of each of the Sound Transit properties, and fully complete the development of the preferred concept proposal/s for

the Sound Transit site(s). The acquisition and development strategy will analyze viable opportunities, associated risks, and financing challenges;

- B. Undertake stakeholder outreach and identify opportunities for partnership development to develop concept proposal(s) for each of the two sites that achieves priorities 1-3 listed above;
- C. Financial analysis of the short term and long term financial implications and commitments and other resource commitments associated with the concept proposal(s), so that the City is better informed of the economic viability of the proposal(s), and the nature and extent of any ongoing City financial support that may be required;
- D. Preparation of final proposal materials;
- E. Transaction management between the City of SeaTac and Sound Transit;
- F. Site acquisition / development activities (e.g. engaging in due diligence, developing architectural drawings to support design / construction, etc.); and,
- G. Other services as identified by the City necessary to support the successful completion of the project(s).

The City anticipates that the consultant will complete scope of work items A. through C. by the end of May 2021, and that a final development strategy will be developed by the end of July 2021. The City Council has provided an initial budget of \$35,000 to complete scope of work items A. through C. Staff anticipates that additional funding will be required to complete scope of work items D. through G.

### Minimum Qualifications & Selection Criteria

The selected consultant team should have demonstrated expertise in real estate transaction management, development strategies, risk and financial analysis, stakeholder outreach, and public / private partnership development and management.

### Proposed Timeline

Action	Date
Request for Qualifications (RFQ) Notice	March 5
Questions Due	March 15
Statement of Qualifications Due	March 23
Consultant Interviews	Week of March 29
Consultant Selection	April 5

### Legislative Process

The City anticipates that the consultant team will provide information and updates to the City Council through presentations at a Regular Council Meeting and/or at the Planning & Economic Development (PED) Committee meetings. City staff will lead all necessary meetings and briefings with the PED Committee and Regular Council Meetings. Staff anticipate that the consultant

team will attend three (3) meetings for a total of 4 to 6 hours. The prospective consultant will be asked to present information responsive to the above scope of work.

### RFQ Questions

Questions or requests for clarification regarding this RFQ shall be directed to the Director of Community and Economic Development, Evan Maxim, at [emaxim@seatacwa.gov](mailto:emaxim@seatacwa.gov). Questions must be received in writing no later than 5:00PM, Pacific Standard Time, Monday March 15, 2021. Questions will be compiled, answered, and distributed via email to all responding consultants.

### Statement of Qualifications Submission Logistics

Statements of Qualifications must be received electronically via email to the Director of Community and Economic Development, Evan Maxim, at [emaxim@seatacwa.gov](mailto:emaxim@seatacwa.gov) no later than 5:00PM, Pacific Standard Time, Tuesday March 23, 2021. No hard copy submittals will be accepted. If the file size is larger than 15 MB, contact the project manager for alternative submission options. Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process may be directed to the Director of Community and Economic Development, Evan Maxim, at [emaxim@seatacwa.gov](mailto:emaxim@seatacwa.gov).

### Preparation Costs

The City of SeaTac shall not be responsible for any costs or fees related to response preparation, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest ranked proposer and/or award of contract and/or rejection of proposal. By submitting a proposal, each proposer agrees to be bound in this respect and waives all claims to such costs and fees.

### Proposals

The City of SeaTac reserves the right to reject any or all proposals if determined to be in the best interest of the City, and to accept or reject minor informalities. Submitted documents will become public records.

### Title VI Statement

The City of SeaTac encourages disadvantaged, minority, women-owned, and veteran-owned consultant firms to respond. The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of SeaTac assumes no obligation of any kind for expenses incurred by respondents to this solicitation. The City's fair labor practices and non-discrimination policies shall apply.

#### [Accommodations for persons with disabilities](#)

The City is committed to meeting the requirement of the Americans with Disabilities Act (ADA). To access this document in other formats please contact Evan Maxim at [emaxim@seatacwa.gov](mailto:emaxim@seatacwa.gov) or 206-973-4832.