

CITY OF SEATAC REQUEST FOR PROPOSAL



SeaTac 2044: Major Comprehensive Plan Update Project

The City of SeaTac is requesting proposals from qualified consultants to assist in updating its Comprehensive Plan to integrate current City priorities and ensure consistency with state and regional growth management planning. The project will update the community's vision for SeaTac over the next twenty years, describe the City's identity, enhance community well-being, and plan for anticipated growth and change. Key growth strategies to explore include optimizing the City's three light rail stations and other significant infrastructure to increase access to opportunity for SeaTac's multiple residential and business communities.

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I. PURPOSE

The City is seeking a multi-disciplinary consultant team with superior technical, public engagement, and project management skills to update the [SeaTac Comprehensive Plan](#) and undertake related code amendments. Consultant teams will need to show their experience in land use planning and zoning, equity planning, visioning and community engagement, development scenario analysis, community design, economic/feasibility analysis, policy and code development, GIS mapping, capital facilities planning, and environmental/SEPA analysis. The project consultant must also closely coordinate with and leverage two separate, concurrent, and inter-connected projects: the Transportation Master Plan/Transportation Element Update Project (RFQ to be released 1-2 weeks after this RFP), and to a lesser extent, the City Center/Airport District Subarea Plan Project (underway).

The completed Comprehensive Plan will provide elected and appointed officials, city staff, residents, and the business and development communities, with a comprehensive, consistent, easy to use, and culturally relevant plan to guide the City's decision-making and development over the next twenty years, to the year 2044. The expected timeline for this project is to begin in early 2023, with a completion date of December 2024. To be considered for this project, interested firms must submit a proposal by 4:00 pm on January 6, 2023.

II. BACKGROUND

The City of SeaTac incorporated in 1990 and is located approximately midway between the cities of Seattle and Tacoma. SeaTac is bordered by the cities of Burien, Des Moines, Kent, Tukwila, and unincorporated King County, and its ten square miles surround the Seattle-Tacoma International Airport. The airport is the city's main job center and business generator, and it supports the large majority of the city's approximately 37,000 jobs. SeaTac is one of the most racially diverse and multiethnic municipalities in King County. It has a significant immigrant community and approximately 66% of its 32,000 residents are from the city's Black, Indigenous, and People of Color (BIPOC) communities.

SeaTac's first Comprehensive Plan was adopted in 1994, with the goal of leveraging anticipated regional investments in high-capacity transit to encourage clusters of "urban village" type development along the SR99/International Boulevard corridor. Over the years, the City's transit-focused development policies were updated through the adoption of subarea plans adjacent to the three light rail stations that serve the city, specifically, the City Center Plan ([update currently underway](#)), the [S 154th Station Area Plan](#), and the [Angle Lake Station Area Plan](#).

The 2015 periodic update reinforced the importance of focusing growth within the subarea/station areas, as part of the growth strategy for the City's large and linear designated [Urban Center](#) (885 acres), which is located immediately east of the airport and encompasses most of the city's high intensity commercial and residential zoning. The 2015 update also identified "complete communities" goals for access to housing, transportation, services, and other infrastructure for neighborhoods citywide. Since that time, multiple plans and studies have refined the City's growth strategies, notably the [Housing Action Plan](#) (2021), which provided specific guidance for the 2024 Major Comprehensive Plan Update Project to clarify and strengthen the City's Urban Center/urban village strategy and complete communities development policies. Clarifying, strengthening, and better integrating the City's growth and development policies throughout the entire Comprehensive Plan document is a significant focus of the SeaTac 2044 project.

III. APPROACH: KEY THEMES & PROJECT GOALS

The proposed project approach does not recommend a major shift from the Comprehensive Plan's current growth and development policy framework but seeks updates that clarify, refine, and expand on these strategies by leveraging recent guidance, new information, and community input. Key project themes and goals are summarized in the sections below.

KEY THEMES FOR ENGAGEMENT & POLICY DEVELOPMENT

The following themes represent categories of existing and potential policies that will be considered through the Major Comprehensive Plan update project and should be addressed in the community engagement and policy development processes. These themes were developed by city staff and reviewed by City Council as part of the RFP preparation process.

- **Access to Opportunity:** Increase access to opportunity and wellbeing.
- **Urban Villages:** Focus new growth in the Urban Center and grow urban villages near light rail with a variety of options for living, working, and recreating.
- **Complete Communities:** Strengthen neighborhoods and create healthy, equitable, connected, complete communities.

- **Multi-Modal Transportation:** Provide connected, efficient, multi-modal transportation networks.
- **Housing for All:** Increase housing types and affordable options.
- **Economic Vitality:** Increase economic opportunities that empower residents and support the business community.
- **Resilient Environment:** Enhance resiliency of the built and natural environments.

KEY PROJECT GOALS

The key project goals listed below are intended to add more detail and additional context to priority components of the SeaTac 2044 project.

Refine & Build on Current Policy Framework

- **Refine Current Key Growth Management Strategies:** Per recent guidance from the [Housing Action Plan \(HAP\)](#), address how to clarify and strengthen what the HAP calls the “urban village strategy,” and “complete communities” goals. (See Attachment 1 for specific policy references).
- The City’s current “urban village strategy” identifies locations for “Urban Center villages” within the Urban Center where the majority of the city’s housing and job growth will be clustered, and their locations and characteristics are described in the three subarea/station area plans and elsewhere in the Comprehensive Plan. Desired policy refinements include:
 - Clarifying the meaning of the “urban village strategy” throughout the Comprehensive Plan, as a tool for clustering housing, jobs, services, and access to opportunity.
 - Exploring the creation of “neighborhood center villages” outside of the Urban Center where there are gaps in access to neighborhood services and diverse, affordable housing types per current complete communities policies, and others.
 - Establishing a holistic set of “framework policies” for the new Urban Center element to demonstrate compliance with PSRC regional growth center requirements.
- The City’s current “complete communities” policies establish social and infrastructure goals for “healthy, equitable, connected communities” based on access to transportation choices, healthy food, housing, neighborhood services and parks. Policy revisions to consider include clarifying the characteristics of complete communities and how these policies should be used to guide infrastructure and services needed to support “urban villages/centers” and their surrounding neighborhoods. Clarifying how these policies can be used to promote and assess equitable access to opportunity also needs to be addressed.
- Urban village and complete communities policy development should leverage work to refine these strategies currently underway as part of the City Center/Airport District subarea plan project
- **Additional Considerations:** Clarifying and strengthening economic vitality policies and their role in overall growth strategies, and similar refinements to the policy frameworks of other elements will also need to be addressed throughout the update process.

Ensure Continuous, Equitable Community Engagement

- **Robust, Inclusive Outreach:** Conduct meaningful, representative, equitable outreach to the city’s diverse residential populations and business and community stakeholders. Ensure on-going opportunities for the project to inform and receive input from the public throughout the vision update and policy development processes.

Integrate Social Equity Planning, Promote Community Wellbeing & Enhance Community Identity

- **Equity Planning:** Implement an approach for defining and integrating social equity principles within the project in line with local and regional goals for equity and access to opportunity.
- **Community Wellbeing:** Ensure the updated Comprehensive Plan provides guidance regarding the meaning and promotion of community well-being, a concept the City is exploring as a tool to help guide the budgeting process.
- **Community Identity:** Utilize the community engagement and policy development processes to expand on and refine SeaTac's identity. The vision update process and creation of new Neighborhoods Element could play key roles in facilitating efforts to affirm community identity.

Leverage & Coordinate with Other City Projects

The SeaTac 2044 project will coordinate with other City projects, particularly those noted below.

- **Transportation Master Plan (TMP) & Transportation Element (TE) Update:** The City is contracting separately for the update of the Transportation Element and TMP. The City desires that the Comprehensive Plan and TE/TMP update projects are highly coordinated and leveraged and include a unified community engagement process (undertaken by SeaTac 2044 project) and interconnected processes for policy development and SEPA environmental work. (See Task 1-1B for additional information.)
- **City Center/Airport District Subarea Plan Project (underway):** The City Center subarea includes 40% of the total area of the designated Urban Center, is immediately adjacent to the airport, and includes the SeaTac/Airport light rail station. The SeaTac 2044 project will coordinate with and leverage the city center project's work on "urban center villages," complete communities/access to opportunity policies, and compliance with regional Urban Center requirements.

Analyze Potential Growth & Development Scenarios

- **Analyze Growth Scenarios:** Undertake an analysis of potential growth and development scenarios that accommodate SeaTac's 2019-2044 housing and job targets and informs how to implement the City's Urban Center/urban village and complete communities goals, and other local and regional priorities.

Update Implementation Strategies, Including Supporting Regulations

- Update and streamline current implementation strategies to ensure progress toward community goals. Ensure strategies are effective and actionable.
- Update regulations as needed to ensure consistency with new and revised policies and to achieve compliance with state requirements. Integrate code amendments identified in the [SeaTac Housing Action Plan](#) strategies (#7-12) into project work.

Ensure Compliance with State and Regional Requirements

- **State & Regional Compliance:** Address City compliance with and leveraging of state and regional growth requirements, including job and housing targets, housing need allocations, and others throughout SeaTac 2044 project.

IV. CONSULTANT TASKS/SCOPE OF WORK

The following is a preliminary scope of work that will be refined during contract negotiations with the selected consultant. City-desired tasks are presented below, staff is open to RFP responses that identify alternative approaches to reaching the project goals outlined in this document.

Summary of Tasks

- Task 1: Project Initiation & Management
- Task 2: Community Engagement for SeaTac 2044 & TE/TMP Update Projects
- Task 3: Review/Audit Comprehensive Plan & Supporting Regulations
- Task 4: Evaluate Potential Changes to Comprehensive Plan & Supporting Regulations
- Task 5: Draft Updates to Policies, Implementation Strategies & Background Reports
- Task 6: Draft Updates to Regulations
- Task 7: Review Critical Areas Ordinance
- Task 8: Finalize Comprehensive Plan & Regulatory Changes
- Task 9: Environmental Review
- Task 10: Final Review & Adoption Process

Task 1: Project Initiation & Management

Consultant will be responsible for coordinating all aspects of the project with the City's project manager and consultant team, producing high quality products, and meeting the agreed schedule and budget. The consultant project manager will work closely with the City's project manager and ensure the City is included in all aspects of the project.

1-1: Confirm Project Understanding

Because of the complexity of the project, consultant will work with city staff to confirm a shared understanding of how the project will address City goals for completing the Comprehensive Plan update, coordinating with and leveraging the TE/TMP update and City Center subarea plan projects, and aligning with other City objectives for this periodic update process.

1-1A: Address How Project will Integrate Topic of Equity in Engagement Process & Policy

Development: The City currently lacks a holistic policy and programmatic approach to understanding and addressing local and regional goals around integrating social equity principles within the Comprehensive Plan and other City work products. The City also does not have formal processes established for staff, City Council, or advisory committees to consider these issues. Consultant will work with city staff to recommend and implement an approach for defining and integrating social equity principles within the project in alignment with local and regional goals. Considerations include:

- Should equity principles be integrated within each element, or should there be a separate chapter, or should both be utilized?
- Should a "Comprehensive Plan Update Equity Tool" be developed to ensure social equity issues are adequately addressed within the community engagement, and policy review and development processes, and to demonstrate compliance with PSRC's Vision consistency tools?

This work will be informed by the on-going City Center/Airport District subarea plan process and will help inform the TE/TMP update project activities.

1-1B: Confirm Project Coordination Process for SeaTac 2044 & TE/TMP Update Projects: The SeaTac 2044 and TE/TMP update projects will be highly coordinated and leveraged. The City anticipates the following:

- **Highly Coordinated, Collaborative Process:** The SeaTac 2044 consultant will work with city staff and the TE/TMP consultant (anticipated to be hired shortly after SeaTac 2044 consultant) to confirm roles and responsibilities for all parties in developing policies and completing deliverables.
- **SeaTac 2044 Engagement Process to be Used for TE/TMP Update:** The SeaTac 2044 project's community engagement process will be fully utilized to update the Transportation Element and TMP. The TE/TMP project will contribute staff time and materials to activities related to the Transportation Element and TMP updates.
- **SeaTac 2044 Consultant Responsible for All Noted Deliverables EXCEPT Items Related to the Transportation Element.** All Transportation Element items will be completed by TE/TMP consultant and incorporated into deliverables as appropriate. (TMP also to be completed by TE/TMP consultant.) A high level of coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.

1-1C: Ensure Department of Commerce Periodic Grant Deliverables Incorporated into Project:

Because a portion of the project is funded through a Department of Commerce grant, multiple project deliverables will be used to meet grant requirements. Commerce deliverables and due dates provided below have been integrated into project tasks and are specifically identified within the list of proposed deliverables at the end of each task. Close coordination with the TE/TMP project consultant will be needed to ensure the Transportation Element policy work is integrated within grant deliverables.

- 1) Completed [Commerce Checklist](#) (including CAO Checklist) & Policy/Code Audit Status Report, due 6/30/2023
- 2) Community Engagement Plan & Activities Status Report, due 6/30/2023
- 3) Potential Changes to Comprehensive Plan & Regulations Report, due 12/31/2023
- 4) Draft revisions to Comprehensive Plan document and regulations, due 6/30/2024
- 5) Draft Community Engagement Report, due 6/30/2024

1-1D: Confirm City Staff Review & Finalization Process for Deliverables: Currently, the review, input, and revision processes for deliverables is only proposed for some tasks. Consultant will work with city staff to confirm a review and finalization process for all deliverables.

1-2: Project Kick-Off Meeting

Consultant will facilitate a meeting with city staff to kick-off the project. The kick-off meeting will include key members of the consultant team and be an opportunity to refine the project understanding, confirm project components, clarify the internal review process for draft deliverables, identify priority issues, and refine project management plan items as necessary. To enhance consultant understanding, consultant team will tour the City of SeaTac with city staff. (This activity can be undertaken as part of the kick-off meeting or at another time, and staff will assist with tour logistics.)

1-3: Data Collection & GIS

Data collection and analysis are anticipated as part of completion of multiple tasks in this project. Related consultant activities include, but are not limited to, field visits, utilization of City of SeaTac GIS data, and consolidation of information from existing plans, studies and other applicable materials.

Spatial data is an important component of land use planning, and it can require significant time to collect and prepare. The City GIS staff have developed data and templates for consultants to use, and standards to follow, in order to reduce costs and promote efficiency and consistency. See Attachment 2 for the City's GIS Standards.

1-3A: Meeting with City GIS Staff: Consultant will meet with City GIS staff to review likely data inputs and GIS processes for each task, and data-outputs and GIS documentation consultant anticipates providing at end of project.

1-4: Develop Project Management Plan

Consultant will work with city staff to develop a detailed project management plan that confirms a holistic project approach and identifies how the consultant intends to complete project tasks, coordinate with other City projects, and manage all aspects of this major update project, including tasks identified above. The project management plan will be updated as needed throughout the project.

Task 1 Consultant Deliverables:

- *Organize and facilitate project-kick off meeting.*
- *Meeting with GIS staff.*
- *Memo that confirms project understanding and records kick-off meeting outcomes and action items.*
- *Project Management Plan.*

Task 2: Community Engagement for SeaTac 2044 & TE/TMP Update Projects

Consultant will develop and implement an inclusive, equitable, and robust community engagement process for the update of the Comprehensive Plan, related code updates, and also for the TE/TMP update project. The process will facilitate multiple and varied opportunities for public input from the City's diverse communities and stakeholders, including residents, historically underrepresented populations, business and property interests, outside agencies, elected officials and other decision-makers, city staff, and others.

2.1: Coordination with TE/TMP Update Project

While the SeaTac 2044 project's community engagement process will be fully utilized to update the Transportation Element and TMP, the TE/TMP project will contribute staff time and materials to activities related to the Transportation Element and TMP. The SeaTac 2044 consultant will work with city staff and the TE/TMP consultant to define consultant team participation in the engagement process and consultant roles and responsibilities will be documented in the Community Engagement Plan.

2.2: Community Engagement Plan

Consultant will work with city staff and the TE/TMP consultant to create a community engagement plan that ensures meaningful and continuous public participation in all aspects of the Comprehensive Plan, TMP, and code update processes. The project will leverage the City Center/Airport District subarea plan outreach process and other recent City engagement efforts. The engagement plan will:

- Identify groups that should be included in the planning process, including residents (renters and homeowners), business and property interests, community organizations, neighboring cities, agencies such as the Port and Sound Transit, and others as appropriate.
- Ensure equitable outreach is undertaken to elicit input from representative populations including hard-to-reach and historically underrepresented households such as those who live in apartments, are non-English speakers, seniors, families with children, and others.

- Ensure opportunities for city staff education and project reviews.
- Address how to involve the City Council, the Planning & Economic Development (PED) Council Committee, and Planning Commission. (The Planning Commission will likely be used as a main “sounding board”/advisory group for the project.) Also identify when consultant will provide materials for and present at meetings.
- Comply with state and regional requirements for equitable community engagement.

2-3: Key Issues to Address through Community Engagement Process

Consultant will work with city staff to confirm priority City issues and ensure they are addressed through the community engagement process. This includes incorporating the “Key Themes for Engagement & Policy Development” identified in section III of this document, and others as they arise.

2-3A: Vision Statement Update. The current Comprehensive Plan’s Vision Statement is difficult to find (it’s buried in [Ch. 1: Introduction & Framework Goals](#)), includes high level, value statements, lacks specificity in terms of describing where and how the City will grow in the next twenty years, and does not articulate a community identity to aspire to. It is also unclear how the Vision Statement relates to the City’s “foundational” growth management policies (see Attachment 1). Consultant will ensure that the vision update process addresses these and other relevant issues. Consultant will also integrate the growth scenario analysis process (see Task 4-2) and other pertinent tasks into the community visioning process.

2-3B: Use Community Engagement Process to Promote Opportunities to Enhance Neighborhood Identity & Inform Content of New Neighborhoods Element: Consultant will work with city staff on incorporating a geographically-based approach into engagement activities designed to enhance neighborhood identity and assist in complete communities and other policy development. This includes consideration of sector-based outreach focused on north-end, central, and south-end neighborhoods, that can expand on work from the recently adopted Housing Action Plan which included confirmation the City’s first official neighborhood map ([HAP, Appendix A, p. 8](#)).

2-4: Internal/Technical Staff Review Meetings

Consultant will facilitate multiple interactive meetings with internal city staff from various departments to raise awareness of and ensure technical input into project tasks. In general, internal staff review meetings should be undertaken in advance of public review of project findings. At least three of these staff review meetings should take the form of charrettes/workshops.

2-5: Implementation of Community Engagement Process

Consultant will act as the lead in implementing a robust, inclusive, and innovative outreach process that includes a broad range of techniques to access the city’s multiple stakeholders and communities, including hard-to-reach, non-English speaking, and traditionally underrepresented populations. It is anticipated that city staff will participate in most aspects of the community engagement process.

- **Techniques & Materials:** Consultant will need to design and budget for an intensive engagement process that accommodates the needs of multiple audiences. Translation and interpretation services, culturally tailored outreach, and a variety of engagement methods are anticipated to be utilized to ensure significant and representative input from the city’s diverse interests and populations. To the extent possible, the City Center/Airport District subarea plan project outreach should inform SeaTac 2044 efforts, including that project’s anticipated use of community liaisons, targeted outreach, “pop-ups,” and other techniques.

- Consultant will be responsible for preparation of all outreach materials including but not limited to graphics, GIS/map products, renderings, displays, information handouts, and presentation documents. Materials should be high quality, graphically appealing, and easy to understand.
- **Communications & Multi-Media Strategy.** Consultant will work with city staff on a multi-media communications strategy, including use of the project webpage, the City's official blog, Facebook page, and other technology. The City's social media staff, including videographer, may be able to provide some assistance. It is also anticipated that one or more large project mailings will be used as part of outreach strategies.

Task 2 Consultant Deliverables:

- *Community Engagement Plan & summary of results.*
- *Production of outreach and engagement materials.*
- *Community engagement implementation.*
- *Department of Commerce grant deliverables #2 & #5:*
 - *Community engagement plan & activities status report (due 6/30/2023).*
 - *Community engagement report on activities to date (due 6/30/2024).*

Task 3: Review/Audit Comprehensive Plan & Related Development Codes

SeaTac's Comprehensive Plan document includes:

- Volume 1 (the elements), contains goals, policies, and implementation strategies, and
- Volume 2, contains background reports for each element.

Consultant will review and assess both volumes of the Comprehensive Plan (including implementation strategies located at the end of each element), and relevant plans and regulations, to help determine revisions needed to implement project goals. Although the TE/TMP consultant will complete all deliverables related to the Transportation Element and TMP, the SeaTac 2044 consultant will review the current TE and TMP (the TMP serves as background report for Transportation Element) and will complete the tasks described below.

- The TE/TMP consultant will complete deliverables associated with the Transportation Element and TMP updates and assist in work as determined through the collaborative process established at the beginning of the project. (See Task 1-1B.)

3-1: Comprehensive Plan Audit. Review the [Comprehensive Plan](#) (all of Volumes 1 & 2, the [S 154th](#) and [Angle Lake](#) station area plans, and [City Center Phase 1 Vision Report](#)) and assess gaps based on new state and regional guidance (including those identified within the Department of Commerce Periodic Update Checklist, PSRC Vision 2050, PSRC comprehensive plan and regional growth center consistency tools, and the King County Countywide Planning Policies). Also consider City priorities, best practice, and new information, and assess completion of implementation strategies located at the end of each element.

3-1A: Create Comprehensive Plan Update Tracking Tool/Matrix: Work with city staff to develop a Comprehensive Plan update tracking tool/matrix for each element (including implementation strategies) and background report and use it to record findings from the Comprehensive Plan audit. (Tracking tool/matrices are not required for TMP, PROS Plan, or station area/subarea plans. TE/TMP consultant will maintain TE tracking tool.) Tracking tool/matrices will be used throughout the project to record proposed changes. (As time and resources allow, city staff may be able to assist in tracking tool/matrix creation and policy and code audits.) Tracking tool will

be used to fulfill Department of Commerce grant requirements and will be used internally to track progress and record all revisions to Comprehensive Plan document by the end of the project.

3-2: Code Audit. Review development regulations, using the Commerce and Ecology periodic update checklists (see Task 8 for more information on critical areas ordinance review), and assess gaps based on new state and regional guidance, and City priorities. Regulations should also be assessed based on code amendments proposed in [Housing Action Plan strategies 7-12](#), which will be completed as part of code update tasks.

3-2A: Code Amendment Tracking Tool: Work with city staff to develop a code amendment tracking tool/matrix, and record code audit findings. Tracking tool will be used to identify and record revisions throughout the project.

3-3 Assist City Staff with Completion of Department of Commerce Periodic Update Checklist.

Consultant will assist city staff in completing [Commerce’s Periodic Update Checklist](#), per requirements from City’s GMA Update Grant from the state. (Staff may need significant assistance.)

Task 3 Consultant Deliverables*:

- *Comprehensive Plan update tracking tool filled in with findings from audit (including results of assessment of policy gaps related to regional guidance and local policy goals, and status of implementation strategies listed at end of each element)*
- *Code amendment tracking tool filled in with findings from audit (including assessment of regional/local policy gaps)*
- *Department of Commerce grant deliverable #1 (due 6/30/2023):*
 - *Report on Policy/Code Audit Status, including information on policy and code gaps related to regional guidance and local policy goals*
 - *Completed Commerce Checklist*

***Note:** SeaTac 2044 consultant responsible for noted deliverables EXCEPT items related to the Transportation Element. All TE items to be completed by TE/TMP consultant and will be incorporated into deliverables as appropriate. (Coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.)

Task 4: Evaluate Potential Changes to Comprehensive Plan & Supporting Regulations

Policy and code evaluation will include the following tasks and others as deemed pertinent to the project. Consultant will confirm approach to implementing evaluation tasks with city staff before starting them.

- The TE/TMP consultant will complete deliverables associated with the Transportation Element and TMP updates and assist in work as determined through the collaborative process established at the beginning of the project. (See Task 1-1B.)

4-1: Evaluation and Identification of Potential Changes

Consultant will identify potential changes to Comprehensive Plan policies, background reports, and supporting regulations based on policy and code audits, development scenario and other analyses, best practice review, new information, and community input. Changes to implementation strategies (which are located at the end of each element) will be proposed in Task 5, after the drafting of policy updates.

4-2: Analyze Growth and Development Scenarios

To help inform the vision update and policy development process, consultant will develop and analyze land use scenarios that take into consideration growth allocations, market conditions, infrastructure availability, community input, and City development goals, including those related to implementing the urban village strategy and complete communities/access to opportunity. Potential changes to the Comprehensive Plan Map and land use designations should also be addressed. Consultant will identify multiple potential scenarios including an analysis that reflects current “baseline” growth policies (i.e., current goals for focusing most growth in three urban village/station areas in the Urban Center and “complete communities” citywide), and at least two additional scenarios. Analysis should leverage the TMP update project’s analytical work.

- **Key Issues for Scenario Analysis Include:**
 - Considering market-tested options that can inform the development of housing and job targets for the Urban Center, per PSRC requirements. (The Urban Center currently does not have established targets.) Housing and job target “ranges” for the three subarea/station area/urban villages located within the Urban Center will also be addressed. This work will need to coordinate with/be informed by the City Center/Airport District subarea plan project which is also assessing city center and Urban Center growth targets.
 - Exploring the creation of new “neighborhood center villages” outside of the Urban Center in locations where there are gaps in neighborhood services and housing diversity, and/or the potential expansion of existing neighborhood business/commercial nodes.
 - Evaluating potential impacts from possible state legislation that may mandate increased residential density in single family zones.
 - Identifying gaps in “complete communities” and other infrastructure as needed to support the preferred growth scenario (see tasks 4-3 and 4-4), including but not limited to access to transportation, parks, services, and utilities.
- **Confirmation of Analysis & Products:** Consultant will work with city staff to identify appropriate criteria and analytical tools to utilize in scenario analysis. City staff is interested in understanding the potential for GIS tools, 3D renderings, or other techniques to be utilized. Products will include graphically rich representations of potential scenario buildouts that can be used for the public engagement process.

4-3: Evaluate Complete Communities Policies/Infrastructure/Assets & Recommend Complete Communities Criteria (within & outside of Urban Center)

To assist with clarifying and strengthening complete communities policies for the entire city, consultant will leverage City Center plan project work related to developing complete communities policies specific to the Urban Center to assess and recommend potential policy refinements for complete communities criteria within and outside of the Urban Center. Criteria will be used in the creation of the complete communities assessment tools described in task 4-4, and will be finalized in task 5. Considerations include:

- Evaluating policies/criteria/characteristics for determining appropriate “complete community” components, including consideration of walking distance as a key criterion in line with active transportation, climate change-related, and other local and regional policy goals.
- Exploring how complete communities policies can be used to help meet regional goals for prioritizing services and access to opportunity for local communities, including people of color, people with low incomes, and historically underserved communities.

4-4: Create GIS Assessment Tool for Complete Communities/Access to Opportunity

As part of the policy assessment process, consultant will create a GIS tool/analysis process that helps determine gaps in complete communities infrastructure, services, and amenities for neighborhoods citywide that utilizes the criteria developed in task 4-3 above for locations within and outside of the Urban Center. (Possibly like a walking score or “15” community” metric.) Consultant will leverage the City Center project’s efforts to create a similar tool specific to areas within the Urban Center. While refining and developing these GIS tools, consideration should be given to how they can be utilized to inform regulatory updates and capital project prioritization while also helping to assess equity and access to opportunity in line with local and regional goals.

- Consultant should leverage existing SeaTac GIS pedestrian network analysis but use refined criteria developed through this project to create the complete communities GIS tool/analysis process for areas within and outside of the Urban Center.

4-5: Timing of Growth Scenario Analysis & Selection & TMP Project Schedule: Consultant will work with city staff and the TE/TMP consultant to ensure the growth scenario analysis and selection processes are compatible with the TMP project activities and schedule, especially in terms of the integration of potential analytical work associated with the TMP’s work on travel demand modelling.

4-6: Selection of Preferred Growth Scenario: Consultant will work with city staff to identify a process for selecting a preferred growth scenario based on findings from the growth scenario analysis, complete communities evaluation tasks, and community engagement process. The preferred growth scenario will be used to inform updates to the vision statement and policies throughout the Comprehensive Plan.

Task 4 Consultant Deliverables*:

- *Memo identifying potential changes to policies, background reports, and regulations, including findings from growth scenario and complete communities analyses.*
- *Comprehensive Plan update tracking tool with record of findings from Task 4.*
- *Code amendment tracking tool with record of findings from Task 4.*
- *Department of Commerce grant deliverable #4:*
 - *Report on Potential Changes to Comprehensive Plan & Regulations that identifies potential changes to policies, background reports, and regulations (due 6/30/2023).*

***Note:** *SeaTac 2044 consultant responsible for noted deliverables EXCEPT items related to the Transportation Element. All TE items to be completed by TE/TMP consultant and will be incorporated into deliverables as appropriate. (Coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.)*

Task 5: Draft Updates to Policies, Implementation Strategies & Background Reports

Consultant will identify updates to policies, implementation strategies, and background reports based on findings from the community engagement process, policy evaluation, and other project tasks. Updates will be internally consistent with other adopted plans, demonstrate external consistency with state and regional goals, and help to streamline the Comprehensive Plan and make it a more user-friendly document.

- The TE/TMP consultant will complete deliverables associated with the Transportation Element and TMP updates and assist in work as determined through the collaborative process established at the beginning of the project. (See Task 1-1B.)

5-1: Comprehensive Plan Document: Key Updates & Tasks

Consultant will address the following key updates and others as they emerge during the project.

Element/ Background Report	Key Updates
All Elements	<ul style="list-style-type: none"> - Integrate New Information: Integrate community input, new data, and City priorities, including those identified in recent studies and plans such as the Housing Action Plan. Consider how to integrate “Key Project Themes” (see section III, regarding project approach). - Refine Key Growth & Development Policies: Clarify and strengthen City’s foundational growth policies, specifically, the Urban Center/urban village strategy, complete communities goals, and others (see Attachment 1). - Enhance Community Identity: Use the policy development process to expand on and refine SeaTac's identity throughout all elements as possible and appropriate. Address community identity through strategies that contribute to a sense of place and enhance community wellbeing. - Integrate Social Equity Principles: Ensure social equity is addressed throughout the Comprehensive Plan in line with local and regional goals (See Task 1-1A). - Address Possibility of Increased Density in Single Family Neighborhoods: Consider the integration of policies that could help prepare the City for potential impacts from possible state legislation that may mandate increased residential density in single family zones. - Ensure Regional Alignment: Demonstrate compliance with state and regional requirements, including those related to access to opportunity, equity, addressing historically underserved communities, climate change, affordable housing, and others as established in state legislation (including HB1220), PSRC Vision 2050, and the King County Countywide Planning Policies. - Include Actionable Implementation Strategies: Ensure strategies are actionable and provide clear guidance to the community and City regarding regulations, infrastructure, services, and other actions needed to implement the Comprehensive Plan. Address new state and regional policy implementation tracking and monitoring requirements. - Clarify and Streamline Comprehensive Plan: Make plan document a more understandable and usable tool for all users, with clear, easy-to-understand graphics, data, and writing (target Flesch-Kincaid Grade Level of 8). Ensure each chapter addresses how it supports the City’s growth vision and complies with the state/regional planning framework. Ensure policy basis for all City programs is addressed in Comprehensive Plan in line with recent City budgeting process goals.
Ch. 1 Introduction & Framework	<ul style="list-style-type: none"> - Update Vision Statement: Update 2015 Vision Statement, located within this chapter, through the inclusive, robust community engagement process, and as supported through development scenario analysis, and other policy work.
Ch. 1 Bkgd Report	<ul style="list-style-type: none"> - <i>Revise as necessary to support Ch 1 Element.</i>

Element/ Background Report	Key Updates
Ch. 2 Land Use	<ul style="list-style-type: none"> - Clarify and Refine Growth & Development Strategies: Update growth policies in line with project findings from other tasks, including updates that clarify and strengthen the Urban Center/urban village strategy, complete communities policies, and others. - Identify Holistic Policy Approach to Airport: Clarify and add detail to current policies related to the Port of Seattle and SeaTac-International Airport. - Explore Updates to Comprehensive Plan Map & Land Use Designations: Depending on findings from other project tasks, consider updates to the Comprehensive Plan Map, definitions of land use designations, and other policy changes needed to support updated growth vision. - Address Compliance with State and Regional Requirements: Identify where and how new growth targets will be accommodated and demonstrate compliance with all other state and regional requirements.
Ch. 2 Bkgd Report	<ul style="list-style-type: none"> - <i>Revise as necessary to support Ch. 2 Element, including updates to population and employment data and forecasts, the incorporation of data from City's recent Buildable Lands/Urban Growth Capacity analysis, and other updates as required to comply with state and regional requirements.</i>
NEW Chapter Urban Center	<ul style="list-style-type: none"> - Create New Urban Center Element: Create new chapter that demonstrates compliance with PSRC and King County CPP requirements for regional growth centers (RGCs), including the identification of Urban Center housing and job targets. Develop a policy framework for City's entire designated Urban Center that aligns with City goals and complies with PSRC's RGC requirements and consistency tool. PSRC staff has indicated that SeaTac's certification process will rely on a review of holistic "framework policies" that apply to the entire Urban Center, which will not include a review of the subarea/station area plans, even though the three districts are located within the Urban Center. - Strengthen Urban Center Village Strategy: Address how to incorporate the three station area/subarea plans within the new chapter, and identify potential updates for the S 154th and Angle Lake station area plans as needed to increase consistency with City's new Urban Center "framework policies." Coordinate with City Center/Airport District subarea plan consultant to facilitate consistency between both projects' efforts to identify Urban Center policies that comply with PSRC's RGC framework. (SeaTac 2044 project will finalize those policies.) - Clarify & Strengthen Complete Communities Goals for Urban Center: Identify policies in line with complete communities goals for access to diverse housing, infrastructure, services and amenities (and equity/access to opportunity) within the Urban Center, and finalize Urban Center "complete communities" criteria based on evaluation activities in task 4. - Review Urban Center Boundary: Assess current Urban Center boundary, and address whether portions of the airport/Port of Seattle property should remain within the Urban Center despite being governed through the City and Port's Interlocal Agreement, and other considerations. - Address Inter-Agency Coordination: Consider new or revised policies that address roles of City, Port of Seattle, and Sound Transit in facilitating desired growth within SeaTac's Urban Center.

Element/ Background Report	Key Updates
<i>*NEW*</i> Urban Ctr Chapter Bkgd Report	<ul style="list-style-type: none"> - Create new background report that demonstrates compliance with PSRC Vision Regional Growth Center Consistency Tool, and King County CPPs. Will include significant data collection and analysis to assess existing conditions and gaps in infrastructure within 885 acre area to support new population, housing, and job targets specific to the Urban Center. Coordination with the City Center/Airport District subarea plan project will be necessary.
<i>*NEW*</i> Chapter Neighborhoods (Outside of Urban Center)	<ul style="list-style-type: none"> - Create New Neighborhoods Element: Develop new policy framework to support the long-term development of SeaTac’s neighborhoods outside of the Urban Center. - Clarify & Strengthen Complete Communities Goals Outside of Urban Center: Identify policies in line with complete communities goals for access to diverse housing, infrastructure, services and amenities (and equity/access to opportunity), and finalize “complete communities” criteria based on evaluation activities in task 4. Consider strategies that identify new “neighborhood center villages” to better meet gaps in complete communities goals. - Clarify & Strengthen Neighborhood Identity: Consider organizing element to address neighborhoods within geographic sectors that focus on north end, central, and south end neighborhood groupings. Expand on community engagement findings from Task 2-2C to help develop policies that enhance neighborhood identity. - Refine Neighborhoods Map: Update the locations of neighborhoods based on community input and other project tasks. (See map in Housing Action Plan, Appendix A, p. 8.) - Support Potential Future Neighborhood-Specific Subarea Plans: Propose policies that support the creation of future neighborhood-specific subarea plans that can be incorporated into this element.
<i>*NEW*</i> Neighbs Ch. Bkgd Report	<ul style="list-style-type: none"> - Create new background report that includes data and information to support new Neighborhoods Element. - Consider incorporating findings from Complete Communities GIS Tool analysis.
Ch. 3 Housing & Human Services	<ul style="list-style-type: none"> - Incorporate Housing Action Plan Findings: Integrate guidance from the SeaTac Housing Action Plan, including its housing needs assessment called the Housing Inventory & Assessment Report (HIAR). Update data and findings through SeaTac 2044 community engagement and policy development process as appropriate. - State & Regional Compliance: Address how City can comply with and leverage state and regional housing requirements, especially HB 1220, codified as RCW 36.70A.070(2), including: <ul style="list-style-type: none"> ---The preservation, improvement, and expansion of the housing stock to provide a range of affordable, accessible, housing choices to every resident. --- Addressing racially disparate impacts, displacement, and exclusion in housing. ---Housing need allocations and other requirements from the Department of Commerce and King County CPP amendment processes. - Human Services Policy Updates: Work with City’s Human Services staff on potential changes to human services policies.

Element/ Background Report	Key Updates
<i>Ch. 3 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>Integrate findings from Housing Action Plan, including Housing Inventory & Assessment Report (HIAR), and new data as available.</i> - <i>Address new reporting requirements from the King County CPPs.</i> - <i>Organization and content of background report may need to be significantly updated.</i>
Ch. 4 Transportation	<ul style="list-style-type: none"> - Work with city staff and TE/TMP Update Project consultant on TE and TMP alignment with the SeaTac 2044 Major Comprehensive Plan Update project goals, including those identified for “All Elements” in the top row of this chart, and those listed below. (See Task 1-1B for more information.) - Review and refine existing transportation policies for all modes, based on changes in physical conditions, new data, City priorities, and community input. - Clarify and strengthen transportation policies to ensure support of City’s long-term growth and development goals for: <ul style="list-style-type: none"> ---Access, mobility and connectivity in higher intensity urban village/station areas and throughout the Urban Center, ---Creating complete communities within and outside of the Urban Center that promote multi-modal, healthy, equitable, connected neighborhoods with access to parks, neighborhood-oriented retail, and other services. ---Provide policy support for streetscape design that is consistent with Land Use and other policy goals, and ---Address freight mobility, and the multi-modal needs of commercial and industry clusters throughout the city. - Inform TMP project prioritization criteria to support and align with updated City vision and policies and to ensure compliance with state and regional requirements.
<i>Ch. 4 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>TMP serves as the background report to the Transportation Element. Consultant will work with city staff and TMP Update project consultant as appropriate to ensure TMP aligns with goals of Comprehensive Plan Update.</i>
Ch. 5 Capital Facilities Element	<ul style="list-style-type: none"> - Streamline Capital Facilities Element: Clarify capital facilities policies, the capital facilities plan update (CFP) process, and CFP monitoring. - Revise policies to allow for the monitoring of the CFP through the biennial budget and Capital Improvement Program (CIP) process, rather than through the separate, biennial Comprehensive Plan Amendment process, as is current practice. - Review current level of service (LOS) metrics, and consider adding an LOS , and potentially an impact fee for school facilities, and/or better integrating the Highline School District’s Capital Facilities Plan. - Ensure proposed changes to CFP update policies meet state requirements and are developed with input from city staff from all relevant departments.
<i>Ch. 5 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>Clarify and streamline approach to updating and monitoring the Capital Facilities Plan (CFP), which serves as the background report to this element.</i>

Element/ Background Report	Key Updates
Ch. 6 Utilities Element	<ul style="list-style-type: none"> - Incorporate New Information: Review and refine existing utilities policies to better support updated growth vision. Base changes on new data, findings from the growth scenario analysis (see Task 4-2) and updates to other elements or utility system plans. Because the City only owns and operates one utility system, the surface water (stormwater) utility, the Utilities Element update will involve data gathering and coordination with multiple utility districts or systems. (SeaTac works with two electric utilities providers, four sewer districts, five water utilities, and multiple telecommunications providers.) - Work with city staff to consider the creation of level of services metrics for facilities and potential impact fees. (SeaTac’s only impact fee is a transportation impact fee.) - Engage with utility providers as appropriate to ensure alignment between utility plans and the City’s long-term growth and development plan.
<i>Ch. 6 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>Update facility maps and related information on utility systems serving SeaTac as needed, including those not operated by the City.</i>
Ch. 7 Community Design Element	<ul style="list-style-type: none"> - Remove Element: Consider eliminating this element and re-locating policies to other elements as appropriate in order to make policies easier to find.
<i>Ch. 7 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>Consider eliminating background report and re-locating content to other background reports as appropriate.</i>
Ch. 8 Economic Vitality Element	<ul style="list-style-type: none"> - Refine Economic Vitality Policies: Work with Economic Development staff on update goals for this element, and coordinate with tourism destination development plan (underway). - Identify updates that better align this element with City’s key growth strategies, and regional requirements. - Develop implementation strategies, where needed, for workforce development, business retention / expansion, and business attraction. - Clarify locations and roles of city’s industry and job clusters in local economy through the creation of maps or other information.
<i>Ch. 8 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>Because there is currently no report for this element, a new Economic Vitality background report will be created that provides data needed to support the Ch. 8.</i>
Ch. 9 Environment	<ul style="list-style-type: none"> - Incorporate New Information: Ensure compliance with state and regional requirements, especially those related to climate change.
<i>Ch. 9 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>Revise as necessary to support Ch. 9 Element.</i>
Ch. 10 Parks, Recreation & Open Space (PROS) Element	<ul style="list-style-type: none"> - Limited Updates May be Needed: Work with Parks Department staff to determine extent of updates to this element, given that the PROS Plan is anticipated to be updated in 2026, per its regular cycle. - At a minimum, revisions will be needed to address key updates identified for all elements.
<i>Ch. 10 Bkgd Report</i>	<ul style="list-style-type: none"> - <i>The PROS Plan serves as Ch. 10 background report and is not anticipated to be revised as part of the SeaTac 2044 project, but in 2026, per its regular six-year update cycle, and to maintain eligibility for state recreation grants.</i>

Task 5 Consultant Deliverables*:

- Proposed updates to all elements and background reports as presented in Comprehensive Plan update tracking tool, or in format to be agreed upon by consultant and city staff.
- Comprehensive Plan update tracking tool with record of findings from Task 5.

***Note:** SeaTac 2044 consultant responsible for noted deliverables EXCEPT items related to the Transportation Element. All TE items to be completed by TE/TMP consultant and will be incorporated into deliverables as appropriate. (Coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.)

Task 6: Draft Updates to Regulations

Code updates will be based on findings from the Task 3 and 4 code review and evaluation processes, draft policy updates, and other project tasks. Proposed code changes will support and ensure consistency with the updated Comprehensive Plan, ensure compliance with state and regional requirements, and address priority amendments identified in the SeaTac Housing Action Plan, as noted below. Other potential amendments may arise over the course of the project.

6-1: Comprehensive Plan Consistency Updates

Consultant will draft code revisions as needed to increase regulatory support of, and alignment with, the updated vision and policies. Additional Comprehensive Plan consistency tasks include:

- The creation and facilitation of a process that allows the City to successfully undertake a City-initiated rezone of all over- and under-zoned properties so they match their potential zones/future land use designations.
- Depending on the updated vision and growth strategies, changes should be considered to the zoning map, zone descriptions, and potentially to zone densities.

6-2: State & Regional Compliance Updates

Based on the code review and evaluation tasks, policy updates, and other relevant information, propose code amendments that ensure City regulations comply with state and regional requirements.

6-3: [Housing Action Plan](#) Code Amendments

Consultant will implement Housing Action Plan code amendments as part of project, specifically Strategies 7-12 (see Housing Action Plan document for more information):

- #7. Add flexibility to Small Lot Single-family requirements.
- #8. Consider allowing cottage housing in Urban Low zones.
- #9. Partner with residential property owners in rezoning properties to maximize their housing potential.
- #10. Consider decreasing minimum lot size in the Urban Low (UL) 7,200 single-family zone.
- #11. Clarify condominium provisions to make them easier to use.
- #12. Review and clarify code requirements for live/work units to encourage opportunities for small business owners.

6-4: Internal Code Review Process

Consultant will work with city staff to identify a code review process with the Planning Division to ensure sufficient opportunities for input and review of proposed code changes, including at least two meetings with Planning staff.

Task 6 Consultant Deliverables:

- *Proposed updates to regulations will be presented in Code amendment tracking tool, or in format to be agreed upon by consultant and city staff.*
- *Code amendment tracking tool with record of findings from Task 6.*

Task 7: Review Critical Areas Ordinance

Consultant will review the CAO, using the [Department of Commerce Critical Areas Checklist](#), and identify recommended and required changes that are consistent with updated policies, and state guidance. Consultant will provide a cost estimate for recommended updates needed for compliance with state requirements to be completed after (and outside of) the SeaTac 2044 project.

Task 7 Consultant Deliverables:

- *Completed Department of Commerce Critical Areas Checklist (not part of Commerce grant, but still state requirement)*
- *Preliminary scope of work and cost estimate for updating CAO.*

Task 8: Finalize Comprehensive Plan & Regulatory Changes

With the exception of the Transportation Element and background report, consultant will undertake the primary responsibility for drafting and editing all revisions to the Comprehensive Plan and regulations based on findings from all other tasks. City staff is interested in a robust review and revision process to finalize the Comprehensive Plan document and changes to regulations. Consultant will work with city staff to refine the finalization processes proposed below.

- The TE/TMP consultant will complete deliverables associated with the Transportation Element and TMP updates and assist in work as determined through the collaborative process established at the beginning of the project. (See Task 1-1B.)

8-1: Proposed Finalization Process for Comprehensive Plan Document

While consultant will confirm the exact process with city staff, it is anticipated that at least three complete documents (including all elements and background reports) will be drafted as described below. Close alignment with TE/TMP update project consultant will be necessary to accomplish this task.

- **Preliminary Draft:** Consultant develops preliminary draft (or drafts) of Comprehensive Plan document based on input from city staff, the public, and the Planning Commission, into updates to policies and background reports proposed in Task 5.
- **Public Review Draft:** Consultant creates public review draft based on additional input from city staff, the public, and the Planning Commission. This draft is intended to be used for the official public hearing.
- **Council Review Draft:** Consultant creates Council review draft based on comments from the public and Planning Commission after the public hearing.

8-1A: Complete Draft of Housing & Human Services Element for King County Review: Consultant will prepare draft of Housing & Human Services Element that demonstrates compliance with the CPP housing-related amendments that will likely be adopted in 2023, and assist City with documentation as needed for its submittal to King County.

8-2: Proposed Finalization Process for Regulations

Consultant will work on confirming the process for finalizing regulations with city staff, taking into consideration the steps outlined in Task 8-1, the need to adopt regulatory changes concurrently with the

adoption of the updated Comprehensive Plan, and other issues specific to drafting and revising regulations.

8-3: Enhance Usability of Comprehensive Plan & Regulations

Consultant will work with city staff to identify changes that will enhance the clarity, cohesion, and utility of the Comprehensive Plan document and code language. Consideration should be given to the following:

- **Comprehensive Plan Document:** The overall layout and organization of the Comprehensive Plan document is anticipated to remain generally the same. Updates will be needed that enhance images, graphics, wayfinding, and the overall usability of the document, perhaps by adding executive summaries at the beginning of each element, and other improvements. Consultant will work with city staff on the potential for producing translated version(s) of the document, or document summaries.
- **Code Amendments:** Code writing should follow the current organization of the zoning code, though staff is open to alternatives.

Task 8 Consultant Deliverables*:

- *Draft Housing & Human Services Element for new King County review process.*
- *Comprehensive Plan Document: At least three draft versions of the complete document.*
- *Regulatory Changes/Code Amendments: At least three draft versions of regulatory changes.*
- *Updated Project Tracking Tools:*
 - *Comprehensive Plan update tracking tool with record of findings from Task 8.*
 - *Code amendment tracking tool with record of findings from Task 8.*
- *Department of Commerce Grant Deliverable #6:*
 - *Draft revisions to Comprehensive Plan document and draft of revisions for all regulations (due 6/30/2024).*

***Note:** *SeaTac 2044 consultant responsible for noted deliverables EXCEPT items related to the Transportation Element. All TE items to be completed by TE/TMP consultant and will be incorporated into deliverables as appropriate. (Coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.)*

Task 9: Environmental Review

Consultant shall provide a recommendation on the type of environmental review process that is appropriate for the project, including how to leverage environmental work required as part of the Transportation Master Plan update project, and work to be completed through the City Center subarea plan update project. Considerations will include the potential need for a Supplemental EIS or other work based on the scale of policy changes or if changes will result in new significant adverse impacts. Consultant will take the lead in completing the SEPA checklist for the project, and if necessary, the Supplemental EIS (or other environmental work determined to be necessary). Consideration should be given to maximizing SEPA work for the project to create SEPA tools that could help incentivize projects that implement the updated Comprehensive Plan vision, such as potential revisions to the City's current infill exemptions.

- The TE/TMP consultant will complete deliverables associated with the Transportation Element and TMP updates and assist in work as determined through the collaborative process established at the beginning of the project. (See Task 1-1B.)

Task 9 Deliverables*:

- *Completion of SEPA checklist and/or other SEPA work deemed necessary to ensure compliance with state environmental review requirements.*

***Note:** *SeaTac 2044 consultant responsible for noted deliverables EXCEPT items related to the Transportation Element. All TE items to be completed by TE/TMP consultant and will be incorporated into deliverables as appropriate. (Coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.)*

Task 10: Final Review & Adoption Process

Consultant will assist city staff with the final review and adoption process for the updated Comprehensive Plan and regulations as follows.

- The TE/TMP consultant will complete deliverables associated with the Transportation Element and TMP updates and assist in work as determined through the collaborative process established at the beginning of the project. (See Task 1-1B.)

Review & Adoption Tasks

- **Department of Commerce 60-Day Review Process:** Consultant will assist staff in preparing documentation for mandatory 60-day review of draft Comprehensive Plan document.
- **Council Review & Adoption Process:** Consultant will assist staff in preparing documentation and presentation materials for City Council review and adoption process. (The extent of consultant activities will be identified in Community Engagement Plan.)
- **Potential Finalization of Adopted Comprehensive Plan Document:** As part of the Council review and adoption process, consultant may have to complete additional edits to the document.
- **Complete PSRC Vision Consistency Tools:** Consultant will complete PSRC Vision consistency tools for Local Comprehensive Plans and Regional Growth Center Plans and assist with PSRC plan review/certification process.
- **Complete Comprehensive Plan & Code Amendment Tracking Tools:** To ensure a permanent record of changes to policies and codes, consultant will complete a final version of the tracking tools/matrices.

Task 10 Deliverables*:

- *Final version of adopted Comprehensive Plan Document*
- *Final version of adopted regulations*
- *Completed [PSRC Vision Consistency Tool for Local Comprehensive Plans](#)*
- *Completed [PSRC Vision Consistency Tool for Regional Growth Center Plans](#)*
- *Final version of complete communities GIS assessment tool (for within and outside Urban Center)*
 - *Documentation on variables that are refined for the complete communities analysis Process/tool*
 - *Documentation on any additional spatial analysis developed for this project*
- *Completed project tracking tools/matrices:*
 - *Comprehensive Plan update tracking tool with complete record of changes.*
 - *Code amendment tracking tool with complete record of changes.*

***Note:** SeaTac 2044 consultant responsible for noted deliverables EXCEPT items related to the Transportation Element. All TE items to be completed by TE/TMP consultant and will be incorporated into deliverables as appropriate. (Coordination between consultants will be required to ensure the timely completion of deliverables that are compatible with related SeaTac 2044 work product.)

V. PROJECT COORDINATION

While the Comprehensive Plan and Transportation Element/Transportation Master Plan (TE/TMP) update projects are both considered part of the overall “SeaTac 2044” periodic update effort, the City is contracting separately for the TE/TMP update, which includes updating both the Transportation Element and Transportation Master Plan. The selected consultant must work closely with the TE/TMP consultant throughout the entire project, as noted within the proposed consultant tasks/scope of work, and as otherwise required to ensure the successful and concurrent completion of both projects in line with the City’s timeline and before the periodic update deadline of year end of 2024. The project will also leverage and coordinate with the City Center/Airport District subarea plan project as noted in the scope of work.

VI. SCHEDULE

The project is anticipated to begin in early 2023, with a completion date in 2024, that will allow for the City to meet the state mandated requirement for fully updated Comprehensive Plans, and supporting regulations, to be submitted to the Department of Commerce by December 31, 2024.

VII. BUDGET

The budget for this project is \$500,000.

VIII. RFP SUBMITTAL REQUIREMENTS

Proposals shall be submitted electronically through *box.com* as described below. (No hard copy proposals will be accepted.) Proposals may be a maximum of 20 pages, excluding appendices. Appendices shall be no greater than 20 pages.

Proposal Format

1. Executive Summary

An executive summary should include the key elements of the respondent’s RFP and an overview of the consultant team. Indicate the address and telephone number of the respondent’s office located nearest to SeaTac, Washington, and office from which the project will be managed.

2. Description of the Firm(s), and Project Team, including

- Overall description of the firm or team;
- Detailed list and description of similar projects (including contract amount, project coordinator, current status, changes to contract and reasons for such changes, and client contact person);
- Resumes for all project staff members - excluding support staff (*Provide in Appendix*);
- A diagram depicting the relationships between the different firms on the project team (the project manager must be designated); and
- Description of the firm or teams current workloads and the ability of the firm or team to accomplish this project within the defined timeframe.

3. Detailed Scope of Services

- Description of overall approach to the project;
- Detailed response to each element contained in the RFP's Scope of Work;
- Identification and rationale for proposed changes to the RFP's Scope of Work and schedule, if any; and
- List of all work products to be provided by the respondent to the City.

4. Detailed Work Schedule

- Written description and flow chart of overall project work schedule, broken down by task;
- Identification of major milestones; and
- Listing of product delivery dates.

5. Project Budget and Cost Breakdowns

- Total project cost;
- Project cost, broken down by task, firm, billable hours (to be listed by professional staff, support and clerical staff), and other direct & indirect costs (including materials);
- List of hourly rates for each firm by employee type (*Provide in Appendix*); and
- List of rates for all other direct and indirect services. (*Provide in Appendix*.)

6. References (*One page for each reference to be provided in Appendix*)

- Minimum of five references including telephone number and name of contact person and a brief description of the job referenced; and
- Include client name, address, telephone number, contact person, general project description, and project cost.

7. Samples of Work (*Provide in Appendix.*)

Samples of work similar to that requested in this RFP.

8. Optional

Any other materials to be added to the proposal (optional).

General Proposal Information & Requirements

After review of the proposals, short-listed firms will be invited to interview with the City's interview team. The City of SeaTac reserves the right to reject any or all proposals and will base its decision on several criteria including cost.

Pre-Submittal Meeting (Optional/Virtual): 12/13/2022, 3-4pm

There will be a virtual pre-submittal meeting for firms interested in submitting a proposal on Wednesday, December 13, from 3:00 pm to 4:30 pm (Pacific Time). To get the virtual meeting link, please contact Principal Planner Kate Kaehny at kkaehny@seatacwa.gov. At this meeting, city staff will make a brief presentation on the project's background, objectives, work tasks and products, and answer questions about the project.

Consultant Questions Due: 12/15/2022, 4pm

All questions and answers from this session, and those received through Friday, December 15, 2022, 5:00pm, will be recorded and responded to by email. Replies will be distributed to all companies

registering attendance at the pre-proposal meeting or otherwise expressing a desire to be kept informed. Although this meeting is not mandatory, attendance is strongly suggested.

- **Questions for Project Manager:** All questions pertaining to this RFP shall be directed to the project manager, Kate Kaehny, Principal Planner, at kkaehny@seatacwa.gov. Questions must be received in writing no later than **Friday, December 15, 4:00pm**. Questions will be answered via email and at the pre-proposal meeting.

Proposals Due: 1/6/2023

Proposals must be received electronically via *box.com* **no later than Friday, January 6, 2023, 4pm, Pacific Time.** (No hard copy proposals will be accepted.)

How to submit through *box.com*:

- Attach your documents as a PDF to an email to the following address:
SeaTac2.msaewdxt7g0ve10z@u.box.com
- Name your RFP Proposals as follows: Your Company Name-SeaTac2044" (for example: SeaTacLLC-SeaTac2044).
- Your email service may have message size limits (*box.com* does not). Should you have size limitations, send your submittal files through a series of messages. (This email address only retains attachments and does not save the message of the email.)

Upon receipt of your documents, the City will send a confirmation email. Questions about the electronic submittal process can be directed to Kate Kaehny, Principal Planner, kkaehny@seatacwa.gov, or (206) 973-4834.

The City assumes no obligation of any kind for expenses incurred by any firm responding to the RFP. The City's fair labor practices and non-discrimination policies shall apply. The City reserves the right to reject all bids and to accept or reject minor informalities.

SCHEDULE OF EVENTS

All times noted are in Pacific Time

Note: Please see corrected dates in underlines below:

RFP Issued	Tues, Nov 29, 2022
Pre-Submittal Meeting (Optional/Virtual)	<u>Tues</u> , Wed , Dec 13, 3-4pm (PT) - To request a meeting link, contact kkaehny@seatacwa.gov .
Consultant Questions Due	<u>Thurs</u> , Fri , Dec 15, 4pm (PT)
RFP Submittal Due Date	Fri, Jan 6, 2023, 4pm (PT)
Interviews (approximately)	Week of Jan 23
Award Date (approximately)	Week of Jan 30

IX. ATTACHMENTS

Please see attachments starting on following page, including:

- Attachment 1: Overview of SeaTac's Key Growth Policies
- Attachment 2: City of SeaTac GIS Product Standards

ATTACHMENT 1: Overview of SeaTac’s Key Growth Management Policies – Urban Center Villages & Complete Communities

KEY GUIDANCE FROM [CURRENT COMPREHENSIVE PLAN](#):

- Focus growth in Urban Center in subarea/station areas & create complete, healthy, equitable, connected communities citywide

[Ch. 2: Land Use Element](#)

Section Title: Growth Management

- **GOAL 2.1** Focus growth to achieve a balanced mix and arrangement of land uses that support economic vitality, community health and equity, and transit access.

Section Title: Urban Center

- **Policy 2.1A** Implement the City Center, South 154th Street Station Area, and Angle Lake District Station Area Plans to focus the majority of SeaTac’s commercial and residential growth and redevelopment into three distinct complete communities within SeaTac’s designated Urban Center.

Section Title: Healthy, Equitable, and Connected Communities

(Supplemental Information on same page): Transit communities are generally considered the land within a half mile walking distance from the three light rail stations serving SeaTac. In some cases this land may extend beyond the Subarea boundaries. Developing transit communities implements the Council endorsed [Growing Transit Communities Compact](#)

- **GOAL 2.2** Create walkable, compact, transit-oriented communities with a range of transportation, employment, housing, recreation, goods, and service choices for residents of all income levels.

Access to Transportation Choices

- **Policy 2.2A** Establish land use patterns that promote walking, bicycling, and transit use to access goods, services, education, employment, and recreation.
- **Policy 2.2B** Promote dense residential and employment uses in transit communities to provide current and future residents with greater access to transportation, housing, and economic opportunities.

Access To Healthy Foods

- **Policy 2.2C Incorporate consideration of physical health and well-being into local decision-making by locating, designing, and operating public facilities and services in a manner that supports creation of community gardens on public open space in accessible locations.**
- **Policy 2.2D Support policy, systems, and environmental changes that result in increased access to healthy foods.**
- **Policy 2.2E Provide opportunities for shops, services, recreation, and access to healthy food sources within walking or bicycling distance of homes, work places, and other gathering places.**

Access to Housing

- **Policy 2.2F Foster high quality, diverse, and affordable housing.**

Access to Neighborhood Services

- **Policy 2.2G Encourage neighborhood-scale commercial development in appropriate locations outside of the Urban Center to serve needs of residents.**

Although it is appropriate to direct most of the City's commercial growth to the Urban Center, there is also a need to serve the residential areas with neighborhood-scale commercial services. Small, neighborhood-scale commercial areas would provide residents with services and shopping opportunities close to home, which can reduce auto trips, provide opportunities for neighbors to meet, and help build a sense of community.

- **Policy 2.2H Promote and incentivize developments in commercial designations with retail and service-oriented businesses on the ground floor or on the same site to serve employees, residents, and visitors.**

A mixed use building/site has a mix of different uses within one structure or a given site, such as retail uses on the first floor with office and/or residential on the upper floors. This type of development promotes a more pedestrian-friendly environment and might encourage more resident oriented businesses to locate in SeaTac. Ground floor activities should serve the daily needs of employees, residents, and visitors to provide the opportunity for a car-free lifestyle. These may include convenience shopping, specialty shops, and restaurants.

- **Policy 2.2I Allow commercial uses that serve neighborhood needs on the ground floors of residential buildings in the high density zones.**

Examples of neighborhood-serving ground floor commercial uses include small grocery markets, hardware stores, bakeries, day care centers, dry cleaning, doctor's offices, hair salons, and coffee shops.

- **Policy 2.2J Encourage the development of small, “resident-oriented” businesses in SeaTac.**

While there is a large number of commercial businesses in SeaTac, many provide services that are primarily oriented to Airport-related visitors and daytime employees. The City should allow and strongly encourage businesses that cater to residents’ needs such as hardware stores, bakeries, small grocery markets, bookstores, day care centers, restaurants, and cafes. These types of services also help to make the City more livable for families.

- **Policy 2.2K Allow home occupations in residential areas subject to Zoning Code requirements for such business operations.**

Home occupations allow small businesses to operate in a cost-effective manner. These types of businesses can be compatible within residential neighborhoods if the operation has a small number of employees, is incidental to the residence’s primary use as a dwelling unit, and has no negative traffic or environmental impacts.

KEY GUIDANCE FROM SUBAREA/STATION AREA PLANS

- Each plan describes complete community characteristics for their district

Station Area/Subarea Plans: SeaTac’s subarea plans are the main implementation tools for the City’s urban village growth strategy. They include:

- [South 154th Street Station Area Plan](#) focuses on the creation of a primarily residential/mixed use urban village adjacent to Tukwila International Boulevard Station in the city’s north end.
- **City Center Plan**, which includes the SeaTac/Airport Station area and is focused on creating an airport business district and residential mixed use neighborhood the city’s central business and hospitality district adjacent to the Airport. [This plan is currently being updated through the City Center/Airport District subarea plan and code project.](#)
- [Angle Lake District Station Area Plan](#) focuses on creating a job center and residential mixed use neighborhood in south SeaTac, with a District Center immediately adjacent to the Angle Lake Station, and a residential mixed use neighborhood near the station and east of International Boulevard.

KEY GUIDANCE FROM SEATAC HOUSING ACTION PLAN FOR SEATAC 2044 COMPREHENSIVE PLAN UPDATE PROJECT

- Strengthen urban village & complete communities policies

[Housing Action Plan Appendix A: Housing Inventory & Assessment Report](#)

Section 2-3(A) City's Urban Village Strategy (pages 18-19)

The urban village strategy is the City's primary tool for focusing housing and job growth within SeaTac, and specifically within its regionally designated Urban Center. SeaTac's Comprehensive Plan and related light rail station area plans set out a framework for focusing housing growth in "urban villages" — compact and complete neighborhoods near the three light rail stations that serve SeaTac and offer opportunities for healthy and active lifestyles and access to resources and amenities. This kind of development accomplishes multiple goals simultaneously, such as efficient use of City and regional investment in infrastructure and transit, increased access to opportunity, improved public health, and protected natural environment.

[Housing Action Plan \(adopted 2021\)](#)

- **Objective 1: Create Complete Communities.** Strengthen neighborhoods by tying housing production to improved infrastructure, resources, amenities, and people-oriented design.
 - See pages 24-25
- **Strategy 1. Strengthen "complete community" policies.**
 - See pages 38-39.
- **Objective 2: Develop Urban Villages near Light Rail.** Make it easier to develop homes in the light rail station areas as part of the City's urban village strategy.
 - See pages 26-27

GIS PRODUCT STANDARDS

TECHNICAL SPECIFICATIONS DOCUMENT

LAST UPDATED: NOVEMBER 23, 2022

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1. INTRODUCTION

Spatial data is vital for city operations and planning, and it can require significant time to collect and prepare. The City of SeaTac GIS has developed data and templates for contractors to use and standards to follow to reduce costs and promote efficiency and consistency. This GIS Product Standards document contains standards and specifications for the delivery of GIS data and products to the City of SeaTac.

The GIS Product Standards were developed with the intent to improve the quality of data and documentation delivered to the city through contracts, agreements, and other collaborative activities. These standards were developed to meet the City's specific needs and are updated as needed to conform to current industry workflows. The GIS Product Standards document begins with recommendations for GIS project milestones and ends with a section which will be customized with additional details specific to each project.

2. GIS PROJECT MILESTONES

The GIS Project Milestones were developed to improve efficiency and reduce costs for consultants and city staff.

The City of SeaTac GIS develops and maintains an extensive catalog of GIS data to support city operations and may already have the data needed to meet project goals. By eliminating the redundant collection or development of data or other GIS products, we can reduce the level of effort and cost on a project and promote more efficient use of public funds. Additionally, if a project will be creating maps or other spatial products, using SeaTac templates and data standards will ensure that we can utilize these products efficiently.

To achieve these efficiencies the City GIS Coordinator should be involved in the following project steps:

1. Initial Project Scoping
2. Project Kick-Off Meeting
3. A GIS Data Inputs, Gaps, and Outputs Meeting
4. Review of Draft GIS Product Deliverables (multiple meetings or reviews if needed)
5. Review of Final GIS Product Deliverables

The remainder of this document describes the standards for GIS product deliverables.

3. DATA SPECIFICATIONS

3.1 PROJECTIONS, COORDINATE SYSTEMS, AND DATUMS

All deliverable spatial data shall be referenced to the following projection:

NAD_1983_HARN_StatePlane_Washington_North_FIPS_4601_Feet

Additional resources related to this projection can be found at Spatial Reference .org:

http://spatialreference.org/ref/sr-org/nad_1983_harn_stateplane_washington_north_fips_4601_feet/

In other words:

Geographic Coordinate System: GCS_North_American_1983_HARN

WKID: 2926 Authority: EPSG

Washington State Plane Coordinates (North Zone)

North American Datum of 1983 HARN

Spheroid GRS 1980. Vertical datum is NAVD88.

Linear units are U.S. Survey Feet. FIPS 4601 (1 foot equals 0.3048006096 meter)

Angular Unit: Degree (0.0174532925199433)

Prime Meridian: Greenwich (0.0)

Spheroid: GRS_1980

Semimajor Axis: 6378137.0

Semiminor Axis: 6356752.314140356

Inverse Flattening: 298.257222101

3.2 HORIZONTAL AND VERTICAL MAP ACCURACY

When appropriate, data collection and processing methods will be selected so that the final printed maps shall meet or exceed the National Map Accuracy Standards (NMAS) for the appropriate scale. (See USGS Map Accuracy Standards Fact Sheet 171-99, November 1999 for details <https://pubs.er.usgs.gov/publication/fs17199>). When digitizing features from imagery, data should be created at a scale appropriate for the imagery resolution.

3.3 FILE NAMES

The options below are examples of acceptable standards for naming electronic files including: Geographic Information Systems (GIS), Computer-Aided Design (CAD) and Global Positioning System (GPS) data, tabular data, digital images, reports, and reference material.

The naming standard shall follow the general rules:

- File name shall be succinct and descriptive (Note: long file and path names of more than 128 characters may not allow backup onto CDs or external hard drives).

- When applicable, standard geographic location acronyms or abbreviations shall be used (e.g. state/program/park acronym). When acronyms and abbreviations are used they should be defined in the metadata.
- Avoid using uppercase characters except to concatenate words together or to distinguish program/place acronyms. Use CamelCase, capitalizing the first letter of each word and lowercase for the rest.
- Do not use spaces in file or directory names.
- Do not use special characters in file and folder names (e.g. -% () # @ . , * & [] / \).
- Use the date for document version control. Embed the version date at the end of the file name. Date shall be in yyyyymmdd format at the end of the file name preceded by an underscore (e.g. FileName_yyyyymmdd.pdf)
- For GIS data, if file names of different feature types are identical, use a suffix for point (point), line (line), polygon (poly), and separate the suffix with an underscore. (e.g. park_point or park_polygon)
- File names must be unique, complete, and interpretable outside of the file structure.

3.4 METADATA

Spatial databases need to contain minimum metadata which is attached to the data delivered (visible in the ArcCatalog metadata tab for each dataset). Metadata shall be provided for all data used in, and created for, project deliverables. It is important to understand that deliverables are not complete without appropriate metadata.

3.4.1 GIS DATA

The federal Geographic Data Committee (FGDC) has a series of endorsed standards which can be found at <https://www.fgdc.gov/metadata/csdgm-standard>, but at a minimum, the following core metadata elements shall be included for each dataset:

- Tags: Keywords.
- Summary: Summary of the purpose of the dataset.
- Description: Description of the contents of the dataset and how it was created.
- Credits: The source/author of the data.
- Extent: Bounding area.
- Scale Range: Appropriate maximum and minimum scale for the data.
- Field description: Short description of the contents of each field, which should include definition of units, abbreviations used, or description of nuances.
- If domains, types, or subtypes are used please include documentation explaining the values.

3.4.2 DIGITAL IMAGES/ PROJECT PHOTO

Photos taken as part of the data collection protocol for a project constitute data and should be organized, documented with metadata, and preserved in conjunction with all other project data. Metadata may be embedded in .tiff and .jpg files by making use of a camera's settings. It is recommended that date and location - capturing features be enabled on cameras. Alternatively, descriptive metadata may be submitted as .xml, or a .doc or .txt document that will describe:

- Subject of the image
- Place name where the image was taken
- Keyword(s)
- Date Created
- Constraints (explanation of restrictions or copyrights for use of the image)

If images are taken using ArcGIS Field Maps, or similar application, they can be attached to the appropriate feature in GIS and submitted as part of the GIS feature class.

3.5 DATA FORMATS

Data should be delivered in a format that is compatible with the current version of ArcGIS Pro.

The following data formats are acceptable:

- Vector: File geodatabase (.gdb)
- Raster:
 - MrSid image (.sid)
 - TIFF image with world reference file or as a GeoTIFF (.tif, .tiff)

4. ANALYSES

The entire workflow for data creation shall be documented, noting the input variables, environment settings, and the data products created at each step. Depending on the nature of the project, a workflow may be scripted (e.g. in python), in model builder, or it may be notes in an XML or TXT file documenting the process used (i.e. process metadata). If a process will need to be run periodically, after delivery, the format will be discussed with the GIS Coordinator during the GIS Inputs, Gaps, and Outputs meeting, and the delivery will need to include appropriate documentation.

5. MAP PRODUCTS

SeaTac GIS has refined the cartographic display of basemap data to meet city specifications. Contractors should refer to the City of SeaTac ArcPro map template as the basis for all map products.

5.1 CITY OF SEATAC MAP TEMPLATE

The contractor shall use a City map template for all maps created as deliverables, unless otherwise agreed to by the City. The City GIS will provide the map template to the contractor, along with any requested data, after the Data Inputs, Gaps, and Outputs Meeting. Any proposed changes to the map template will need to be approved by the GIS Coordinator.

5.2 MAP PROJECTS

Deliverables shall include map files (ArcGIS Pro projects) with functioning pointers to all mapped layers. Existing cartographic standards for the City of SeaTac shall be incorporated into all mapping deliverables.

Layer files compatible with ArcGIS Pro (.lyrx) should be included and associated with individual data that was created and used for project maps or cartographic products.

5.3 MAP PDFS

Any maps created for the final deliverable should be exported from Pro to a final PDF (at 300 dpi, with fonts embedded) and a copy of each PDF included with the ArcPro deliverables for reference.

5.4 WEB GIS

Projects that will ultimately result in a web based final product, either externally hosted on ArcGIS Online or through the City's internal portal, will be setup by the City of SeaTac to ensure our internal workflow patterns are maintained, design standards are met, and user experience remains consistent. Demonstration versions of these applications may be setup by the contractor, within their own environment, as proof-of-concept prior to delivery of components. These demonstration versions will be reviewed by City staff prior to delivery to ensure the product meets the needs of the City as defined in the contract. The demonstration version, along with documentation, will also be used as a visual guide by GIS staff during setup of internal resources. The length of time the contractor's demonstration content is to remain active should be agreed upon in advance.

Contractors delivering products that will be presented in web-based interfaces should provide the City with Esri ArcPro project or layer files that include the layers to be published, symbology that is appropriate and publishable, pop-ups fully defined, zoom thresholds set as appropriate, definition queries to filter data, and metadata attached. Online products, such as web apps that will have specific functionality to meet project needs, should be fully documented and include steps required to implement them. Additionally, deliveries should include JSON files for each hosted layer, web map, web and app used in the demonstration.

If contractors are creating temporary Web GIS products they will need to deliver the ArcPro project(s), with appropriate metadata, used to publish the web GIS layers.

6. DELIVERABLES

The contractor shall provide a final transmittal to the City of SeaTac that includes the following:

1. GIS Report of the information and processes used during for the project. Please include the following:
 - a. Name of the project.
 - b. List of files delivered.
 - c. Include a short description of the datasets and any information relevant for querying or displaying the data for the project analysis.
 - d. Version and date of the data.

- e. Information on sensitive data issues (if any exist or as appropriate).
 - f. Contact information for those responsible for creating the data and who have the responsibility for maintaining the master version of the data.
2. Finalized ArcPro.aprx files(s).
 3. Final Data (all final data should have complete metadata).
 4. PDFs of all Final Maps.
 5. Final GIS Tool(s)
 6. All raw data, derived data products, and other supporting materials created or gathered in the course of work for the projects.

Data can be submitted via the following:

1. Zipped file attached to an email (for small file sizes).
2. Uploaded to an FTP or file sharing site.

Contractor will be responsible for the quality, completeness, metadata, and associated products prior to submitting to the City of SeaTac.

7. ETHICS

Contractors and agency collaborators have an ethical obligation to government agencies and ultimately the public which fund research and development of data products. It is a moral obligation to: be truthful about data representation, provide confidentiality of sensitive data, and to document data process thoroughly. Resources granted to the contractor for execution of the study will only be used to complete the agreed upon work and should not be used for any other purpose. For example, if SeaTac shares a software license with the contractor it should only be used when working on our project.

8. PROJECT SPECIFIC INSTRUCTIONS

<TEMPLATE ONLY – SPECIFIC INSTRUCTIONS WILL BE PROVIDED FOR EACH PROJECT>

Potential additional specific instructions for ___ Project:

1. Since the ___ inventory is for asset management please include fields important to data management and asset management including the following: Source, Unique ID, Created By, Created Date, Edited By, Edited Date, Owned By, Managed By, Installed Date, Inspected Date, Condition (using rating scale as agreed upon by stakeholders).
2. Prior to collecting data on existing ___ inventory please provide the proposed Inventory data schema to SeaTac GIS for review.
3. If the proposed ___ projects have specific locations, please deliver a Proposed Project GIS feature class.
4. If a non-Esri web mapping application is being proposed to display ___ data please identify benefits to using this application, as well as the appropriate method for pushing data to this application, and consuming data from this application.
5. Additional instructions specific to this project will be provided if the scope of work is updated.