

REQUEST FOR PROPOSAL (RFP)

City of Chehalis Downtown Rejuvenation Project

Introduction

The City of Chehalis is requesting proposals from qualified firms to provide professional design and community engagement services to improve streetscapes and associated public spaces for the Chehalis Downtown Rejuvenation Project. The City of Chehalis is in Lewis County WA and has a population just over 7,500. Chehalis is a community of historic charm and character with a downtown of charming boutiques and inviting eateries. The City seeks assistance with the complex project of rejuvenating our historic downtown. There is a need to address 21st century challenges such as infrastructure, traffic and pedestrian circulation, parking, and preserving the City's history and unique sense of place.

Role of Consultant

The Consultant will be responsible for: 1) working with the city to develop a community/stakeholder outreach program; 2) helping facilitate community/stakeholder meetings 3) assessing existing conditions to inform project design and constraints; and 4) preparing the Downtown Streetscape Master Plan.

DESIRED QUALIFICATIONS

- a. The Consultant for this project will be selected based on professional qualifications, experience and demonstrated competence. The selected Consultant must have professional-level public or private sector experience with similar projects with emphasis in at least one of the following disciplines: urban design, architecture, or landscape architecture. Your team should also include expertise in civil engineering and transportation planning given the need to address stormwater management, parking, traffic flow, safety, and accessibility.
- b. Previous streetscape planning experience will be considered a key criterion for selection. Evidence of the successful design/delivery of streetscape plans and community engagement processes of similar size and scope (or larger) within the last five (5) years is highly desirable.
- c. Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations.
- d. Experience with projects located in the Pacific Northwest.

SCOPE OF SERVICES

Task 1: Project Management, Meetings, and Coordination

The Consultant will conduct the following meetings over the course of the project:

- Kick-off meeting
- Update meetings with City staff

- In-Progress and Final Presentations to Architectural Review Committee, Planning Commission and City Council (6-8 total)

Consultant will attend all meetings (meetings could be via teleconference), take meeting notes, submit meeting summaries, provide draft materials and presentations two weeks in advance of meetings, schedule calls/meetings, and submit monthly invoices.

Task 2: Community Outreach

The Consultant will provide materials for communication with City-identified community stakeholder groups. City staff will work with the Consultant to achieve a consensus around project vision and design components. Part of this outreach should include an education module which discusses the benefits, challenges, and opportunities relating to the Downtown Streetscape Master Plan, community stakeholder groups may include but are not limited to downtown property owners and businesses, Experience Chehalis, Centralia/Chehalis Chamber of Commerce, Twin City Transit, Parks and Recreation Commission and City Staff.

- One meeting should be in the early stages of the timeline to understand public preferences and concerns as well as to share existing conditions.
- Another meeting should be an interactive meeting at a community event or events such as the Southwest Washington Fair, Farmers Market, or Chehalis Fest to get a better sense of community engagement and hear other comments.
- A third meeting should be conducted to obtain input and feedback on the draft Downtown Streetscape Master Plan, Based on Consultant graphics and materials. Consultant will prepare an outreach plan, photo simulations, educational materials, community workshop materials, and provide summaries of community meeting, and community event comments for the purposes of producing future meeting materials. The consultant may identify additional suggested meetings under “Additional Services” portion of the fee proposal.

Task 3: Existing Conditions Review

The Consultant will prepare a scale base map of Downtown Chehalis, including rights-of-way, existing street improvements (identifying centerline and curbs), sidewalks, stormwater inlets, and other features deemed pertinent by Consultant/City. The Consultant’s proposal should provide a methodology for how the base map will be produced including basis for topographic survey.

Task 4: Develop Downtown Chehalis Streetscape Master Plan

The Consultant will develop a Downtown Streetscape Master Plan for review by City which incorporates the following components:

- Community engagement as described earlier.
- Complete street enhancements by identifying opportunities for expanded pedestrian, transit, and bicycle infrastructure through reconfiguration of vehicular lanes and traffic

flow, where appropriate, to ensure safety for all ages and abilities of visitors to and through Downtown.

- Beautification to improve the aesthetic of downtown to promote economic development and a sense of pride in the community. Such improvements could include gateway and wayfinding signage, streetscape improvements and public art.
- Parking improvements to manage on-site parking so that spaces are readily available, as well as ways to consolidate parking.
- Design guidelines that incorporate pedestrian-oriented and scaled architectural design and signage guidelines geared toward enhancing the interface between the public right-of-way and building frontages.
- Additional public space improvements including the public right of way as well as City-owned land that enhance and support local businesses, artisans, and public events.
- Conceptual level cost estimates broken down by elements; including options for more affordable and durable installations. The consultant will need to propose cost estimates based on materials that are readily available, affordable, and repairable/replaceable.
- Conceptual finance plan identifying potential sources of state, federal and local funding including business improvement districts and parking benefit assessment districts. In addition to these components, the draft and final plans should include suggested phasing for project implementation (short, medium, long-term prioritization of plan elements). Finally, streetscape improvement design should consider eligibility requirements for grant funding. The scope of work is intended to establish a “floor” not a ceiling to the master planning effort. We expect each proposer to utilize their own experiences and best practices approach. Please keep in mind that budget is not unlimited.

PROPOSAL FORMAT

In submitting, each proposer acknowledges the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of City action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Proposal or in subsequent negotiations creates any vested rights in any proposer.

Proposals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the City. **Proposals are due by 3:00 P.M. on July 20th, 2023 including the following information.**

1. **Experience of the Firm:** Please provide a list of all current planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed). Address the capability to perform all or most

aspects of the projects and the ability to meet the schedules or deadlines associated with the projects.

2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Include any proposed sub-consultants to be engaged by the Consultant. Provide a brief resume for each person or sub-consultant, outlining their credentials and experience with similar projects.
3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the project, and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.

The entire proposal shall not exceed twenty (20) pages or ten (10) pages front and back, excluding the letter of introduction (maximum two pages or one page front and back). The submittal shall be marked “**Chehalis Downtown Rejuvenation Project**”. Proposals submitted by any means other than email, mailing, or hand delivery will not be accepted.

Submittal Address:

City of Chehalis,
Attn: Kassi Mackie, City Clerk
City Hall
350 N Market Blvd
Chehalis, WA 98532
kmackie@ci.chehalis.wa.us

Electronic submittals are encouraged.

CRITERIA FOR REVIEW OF PROPOSALS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Experience of the Firm (20%):** Preference shall be given to those firms with experience in planning and environmental analysis related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (40%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and Federal Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and Federal Government

4. **Project Understanding (30%):** Preference shall be given to those firms, which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

The City of Chehalis, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, including disadvantaged business enterprises, will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

No cost or fee schedules shall be submitted with your Proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of Consultants are evaluated, and the best qualified Consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of the City of Chehalis to appoint a committee to review the Proposals submitted and rank the qualified firms.

The City of Chehalis may choose to interview a shortlist of Consultants before making the selection. The shortlisted Consultants shall be notified at least 14 days prior to the interview date.

The City of Chehalis reserves the right to reject all submissions to the RFP, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the City of Chehalis. The City of Chehalis assumes no responsibility for costs incurred in responding to this RFP.

CONTRACT

The top ranked firm will be invited to negotiate a 1-year contract with the City of Chehalis, with the option to extend an additional year, up to two extensions. A detailed scope of work will be developed and agreed to by the selected Consultant and the City of Chehalis. This detailed scope of work and associated fee will be incorporated as part of the contract.

The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.