

AGENDA

**Municipal Facilities Committee Meeting
Thursday, March 28, 2013
5:00 pm – 6:00 pm
Des Moines City Hall North Conf. Room**

1. Call to order
2. Approval of minutes of the January 24, 2013, meeting.
3. Presentation- King County Parks Levy
Patrice Thorell, Parks, Recreation and Senior Services Director
Kevin Brown, King County Parks Director
4. Update- Marina Development RFQ
Joe Dusenbury, Harbormaster
6. Update- City Hall/Courthouse Planning
Grant Fredricks, Consultant

Executive Proposal 2014-2019 King County Parks Levy



Kevin Brown, Division Director

Kevin.brown@kingcounty.gov

206-296-8631

March 6, 2013

200 PARKS 175 MILES OF TRAIL 26,000 ACRES OF OPEN SPACE

King County Parks **Your** **Big Backyard**  King County

Our Vision



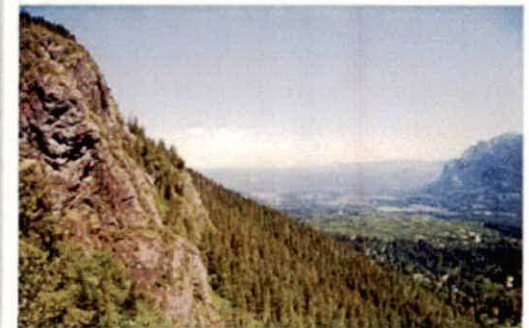
Providing regional
and rural
recreational facilities



Partnering with
business and
community



Connecting the county:
Regional Trails System
and open space corridors



Regional levy, local benefits

Integrally linked systems: *seamless transition for the public from city to city, cities to UGA, cities to rural areas, rural areas to state and federal lands.*

Trail connections: *between regional and local trails, linking transit hubs, park and rides, civic and business centers.*

Open space connectivity: *buffer areas, along riparian and wildlife corridors (ex: Cougar Mountain, Soos Creek, Juanita Woodlands).*

County-owned facilities meet regional demand for recreation *(ex: Marymoor, King County Aquatic Center, Petrovitsky, Big Finn Hill, Tolt-MacDonald, Duthie Hill).*

Pass-thru funds to cities *help local park and trail projects as grant match or supplemental local project funding.*

2008-2013 Operations & Maintenance Levy



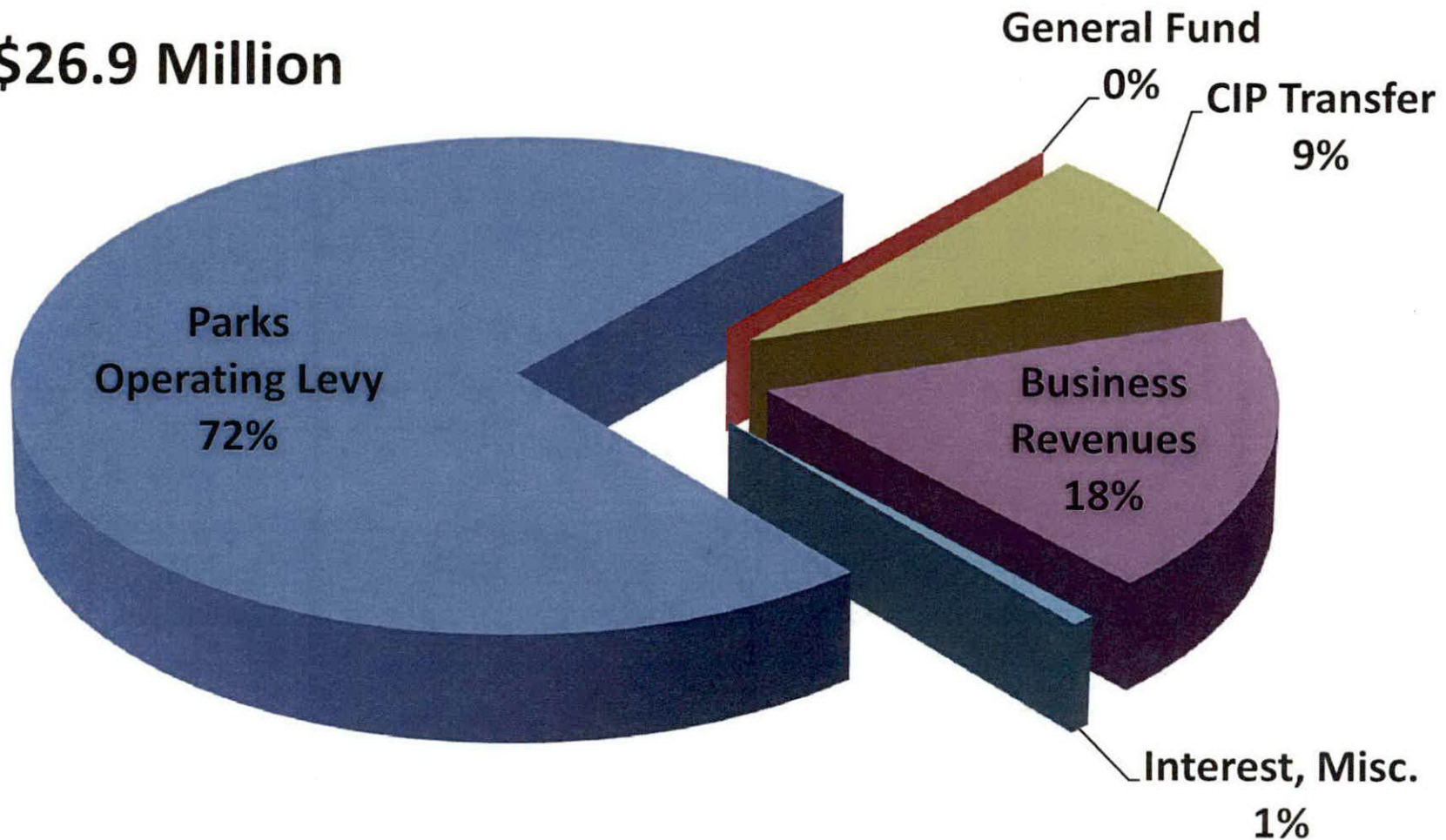
- Approved in August 2007 by more than 63%
- Levy lid lift with annual CPI adjustment
- Funds O&M of King County's regional and rural parks and the Regional Trails System
- Can't be used for parks in UGA
- Provides approx 70% of operating funds
- 2013 effective levy rate = 6.7¢ or \$22.63/yr for owner of a \$340,000 home

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2012 Adopted Revenues

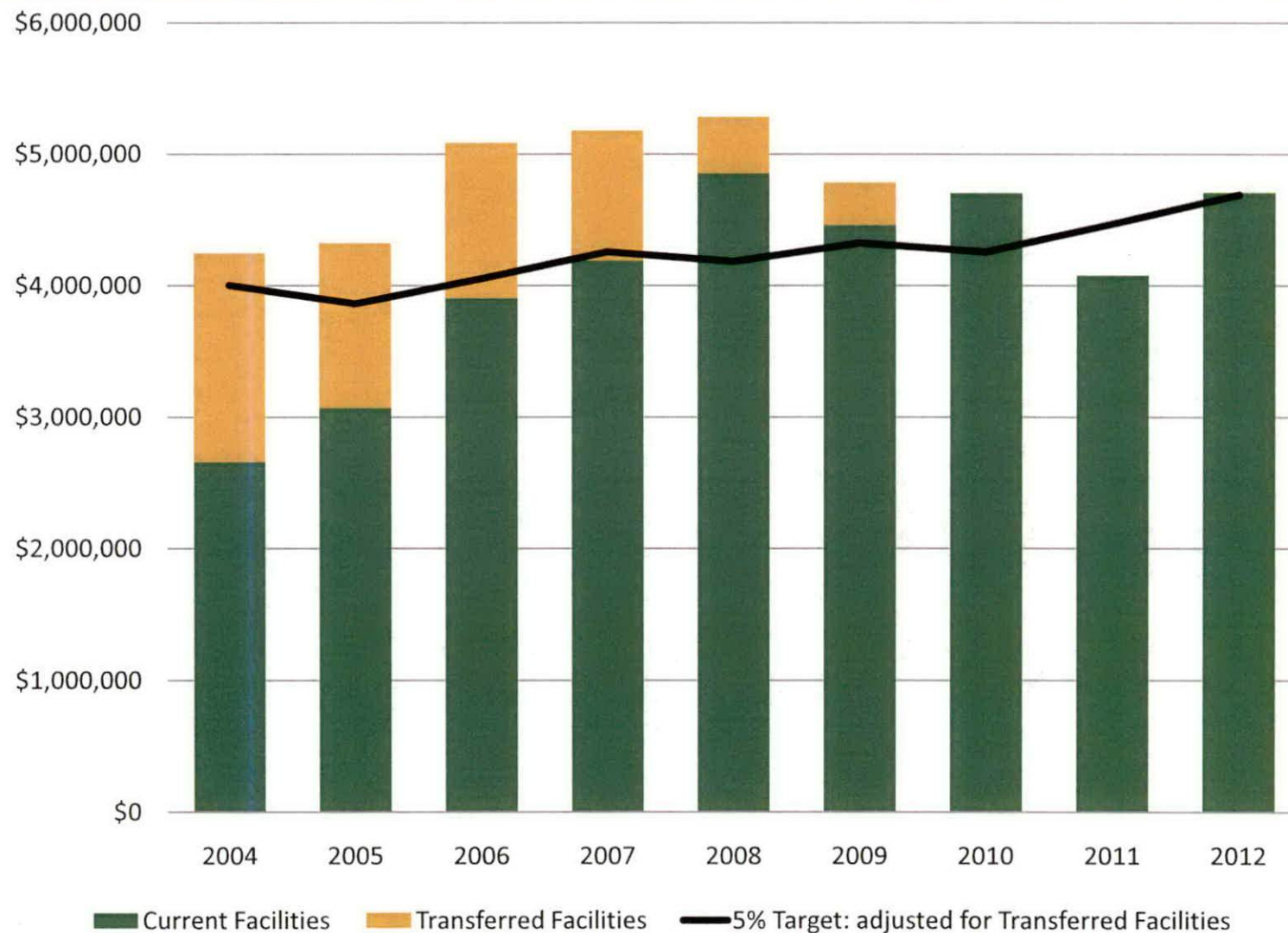
\$26.9 Million



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King County Parks Business Revenues



Business Revenues: Economic Impact Beyond the Park



- ✓ Revenue for operations
- ✓ New or enhanced amenities
- ✓ Promotion of parks, trails, facilities among public
- ✓ Creates economic benefits for adjacent communities:
 - Dive trials = \$2,285,621
 - Cirque = \$10-\$15 million

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2008-2013 O&M Levy: Benefits to Cities

King County Operating Portion of Levy	% of O&M Levy	% of Regional Expenditures
O&M for Regional Trails (i.e. BGT, ELST, Cedar, Soos Creek)	13.5%	15.5%
O&M for Regional Active Parks (i.e. Marymoor, KCAC, Big Finn Hill)	62.2%	71.7%
O&M for Regional Open Space (i.e. Cougar, Soaring Eagle, Black Diamond)	11.0%	12.7%
O&M for Rural Parks (i.e. May Valley, Ravensdale)	9.6%	
O&M for UGA Parks (i.e. Skyway, Lakewood)	3.6%	

2008-2013 Open Space & Trails Levy

- Approved in August 2007 by 59%
- Levy lid lift with annual CPI adjustment
- Can't be used for major maintenance, facility enhancement by County and cities
- 2013 effective levy rate = 6.7¢ or \$22.63/yr for owner of a \$340,000 home

King County Parks 60% (= 3¢)	39 Cities 20% (= 1¢)	Woodland Park Zoo 20% (= 1¢)
• Open Space & Natural Lands Acquisition (approx 1¢) • Regional Trail Acquisition & Development (approx 2¢) • Community Partnerships & Grants Program (≤ \$500k / yr)	Proportional allocations based on • Population (50%) • Assessed value (50%) • Open Space & Natural Lands Acquisition • Trail Acquisition & Development	• Environmental Education & Conservation Programs • Operations • Capital Improvement Projects, excluding parking

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2008-2013 Open Space & Trails Levy: Benefits to Cities

King County Parks 60% (= 3¢)

- Open Space & Natural Lands Acquisition (approx 1¢)
- Regional Trail Acquisition & Development (approx 2¢)
- Community Partnerships & Grants Program (≤ \$500k / yr)

39 Cities 20% (= 1¢)

- Proportional allocations based on
- Population (50%)
 - Assessed value (50%)
- Open Space & Natural Lands Acquisition
 - Trail Acquisition & Development

\$42 million over 6 years invested in Regional Trails System (RTS)

Of that, **\$41.16 million (98%)** spent on trail projects in cities



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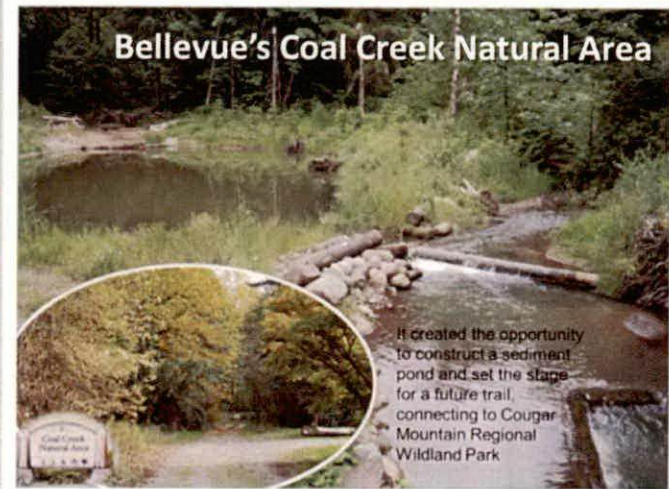
2008-2013 Open Space & Trails Levy: Benefits to Cities

King County Parks 60% (= 3¢)

- Open Space & Natural Lands Acquisition (approx 1¢)
- Regional Trail Acquisition & Development (approx 2¢)
- Community Partnerships & Grants Program ($\leq \$500k / yr$)

39 Cities 20% (= 1¢)

- Proportional allocations based on
- Population (50%)
 - Assessed value (50%)
- Open Space & Natural Lands Acquisition
 - Trail Acquisition & Development



Examples

- Bellevue – Coal Creek Natural Area addition
- Shoreline – Interurban Trail improvements
- Kent – Huse property acquisition

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2008-2013 Open Space & Trails Levy: Open Space Acquisitions



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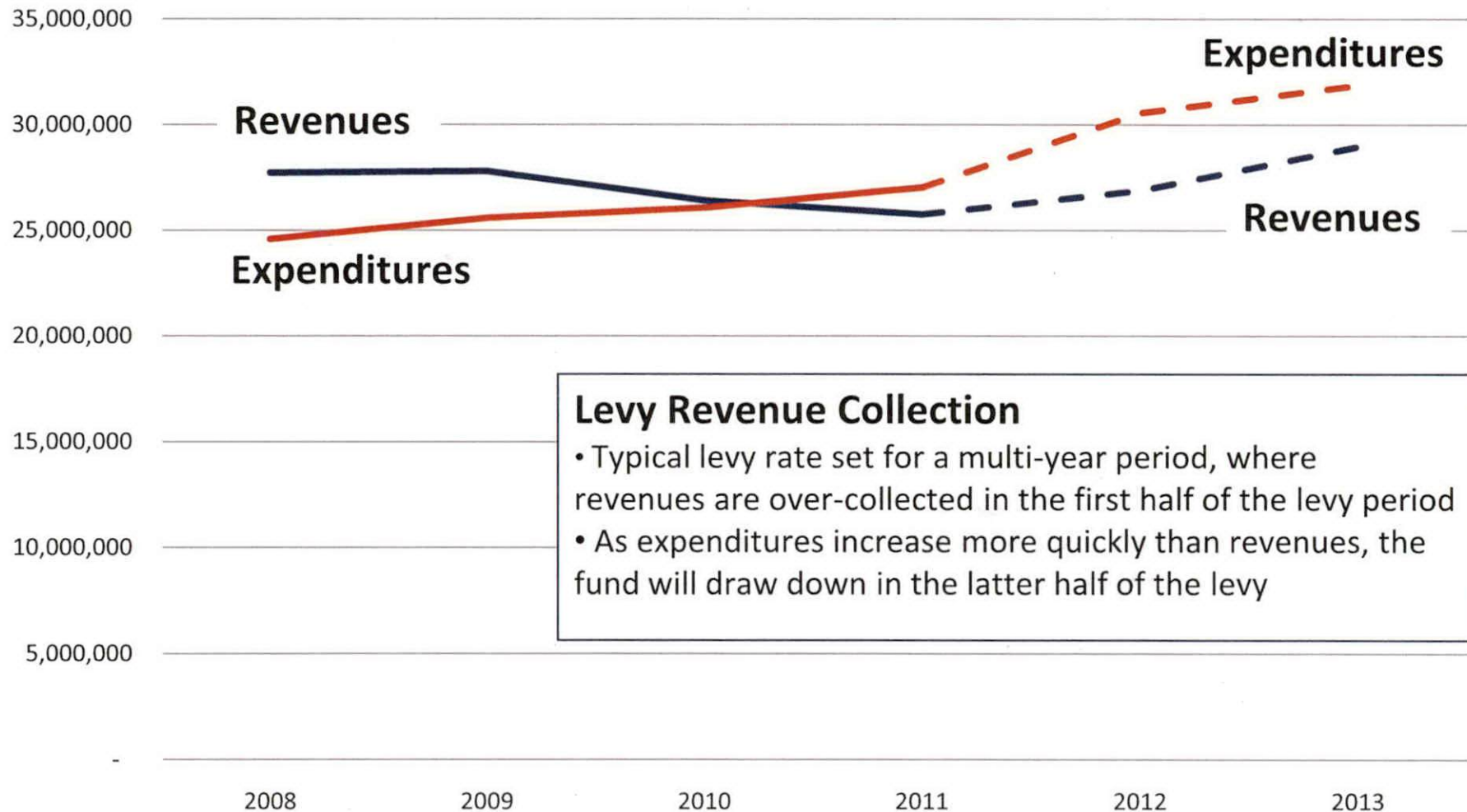
Effective Parks Levy Rates as of 2013 (Levies expire in 2013)

Operations & Maintenance Levy	Rate (in cents)	\$ per HH*
Regional/rural parks, trails, and open space	6.7	22.60
Open Space & Trails Levy		
Regional Open Space Acquisition	1.3	4.40
Regional Trails System	2.5	8.40
Community Partnerships & Grants	0.2	.50
Cities	1.3	4.40
Woodland Park Zoo	1.3	4.40
Total (rounded)	13.4	44.80

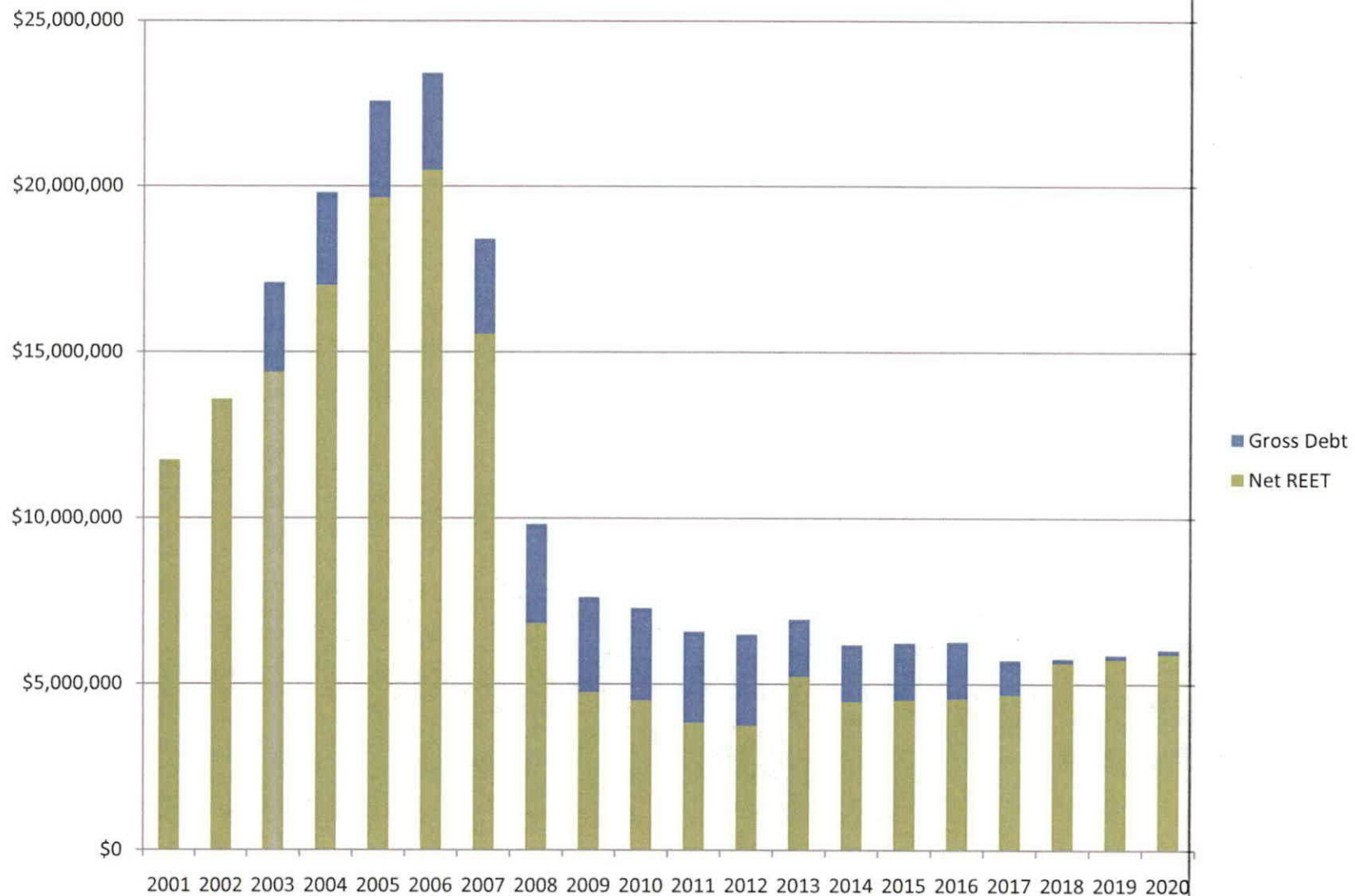
*Based upon \$337k per average household

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Parks Operating Fund 2008-2013: Total Projected Expenditures & Revenues



REET 1 & 2 Combined OEFA Forecast – August 2012, Net Debt Service



- OEFA Projections assume some future annexations: 2013—North Highline; 2014—West Hill & Klahanie
- Other annexations not assumed in forecast: Fairwood, E. Federal Way, E. Renton Plateau, and other undesignated urban islands

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Planning for the Future



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Mission of Task Force

The King County Parks Levy Task Force is charged by King County Executive Dow Constantine to make recommendations by September 2012 addressing the following issues:

- *What should be done to preserve the County's 26,000-acre system of parks and trails after the current operating and capital levies expire at the end of 2013?*
- *What should be done to meet the future parks and recreation needs of King County residents?*

The Task Force should outline the structure and scope of any funding options it recommends. The Task Force recommendations should promote the goals of the County's equity and social justice initiative to promote fairness and opportunity and eliminate inequities and should further King County Strategic Plan priorities, including service excellence, environmental sustainability, and financial stewardship.

Parks Levy Goals

Goal 1

Take Care of What We Have

- Continue O&M at current level of service, including basic care of Maury site, ERC
- Continue funding for 4-H, White Center Teen Program

Goal 2

Grow/Connect Regional Open Space and Natural Lands

- For habitat, water quality, recreation
- Focus on strategic acquisition zones to maximize protection of natural area corridors

Goal 3

Improve Regional Trails System and Regional Mobility

- Address missing trail connections
- Connect transit, park & rides to trails
- Invest in ERC, Lake to Sound corridors
- Coordinate with cities, Sound Transit

Goal 4

Make Parks More Accessible

- Expand access to existing parklands by building/improving trailheads
- Address equity/access issues through Community Partnerships & Grants Program
- Encourage strong links with city parks, Zoo, community centers, non-profits

Task Force-Recommended and Executive-Proposed Parks Levy

- 2014 – 2019
- Property tax levy lid lift
- CPI-adjusted
- 80% = continuation of levels of service in current levies, including support to cities and zoo

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King County Executive News

King County Executive News

You're in: Executive Office » Recent Executive releases » 2013 Executive news releases » February » Executive proposes Parks levy



Feb. 21, 2013

Executive proposes replacing levies to keep King County Parks 'clean, safe and open'

Proposal for August ballot similar to and slightly lower than citizen panel recommendation: \$64 a year on \$340,000 home to care for what we have in parks and trails, and acquire open space.

Acting upon recommendations from a citizen task force, King County Executive Dow Constantine today sent the King County Council a proposed a six-year, \$360 million Parks Levy for the August primary that would enable voters to replace two parks levies that will expire at the end of this year.

"This measure is essential to taking care of the extraordinary network of parks and trails our parents and grandparents have left us, and keeping them clean, safe and open," said Executive Constantine.

"Preserving our last, best places has been a priority for this region for several decades," he added. "This measure would help us protect areas nearly the size of Discovery Park every year for the next six years."

If approved by voters, the measure would fund maintenance and operation of King County's 200 parks, 175 miles of regional trails, and 26,000 acres of open space. It would also:

- Acquire or protect about 450 acres of critical open space per year – or 2,700 acres over the six-year levy period – for protection of forests, habitat and water quality for fish and wildlife, and improvement of opportunities for public recreation.
- Fund planning and design work with nine South County and Eastside cities for two major, long-term trail corridors – the Eastside Rail Corridor and the Lake to Sound Trail in South King County – which will ultimately add more than 20 new miles of public trails.
- Repair or replace 14 historic bridges and trestles in the trails system to avoid safety hazards or closure that could disrupt more than 40 miles of trails.
- Complete missing links in the regional trails system and connections to transit and civic hubs.
- Develop trailheads and parking lots to improve public access to up to 6,400 acres of existing parks and 140 miles of trails for hiking, biking and horseback riding, including such locations as Cougar Mountain and Pinnacle Peak.

Each of the 39 cities in King County would benefit from a combined \$4.2 million annually to fund park and trail improvements in local communities. Another \$4.2 million a year would help fund animal care and conservation, and education and environmental programs at the regional Woodland Park Zoo for school children from all parts of King County.

The proposal transmitted today would enable voters to replace two expiring King County Parks levies with one that would generate about \$60 million a year from 2014 through 2019, through a property tax levy lid lift of 18.91 cents per \$1,000 of assessed value – an estimated \$64 per year for the owner of a home valued at \$340,000. About 80 percent of the levy would continue the levels of service provided by the current levies.



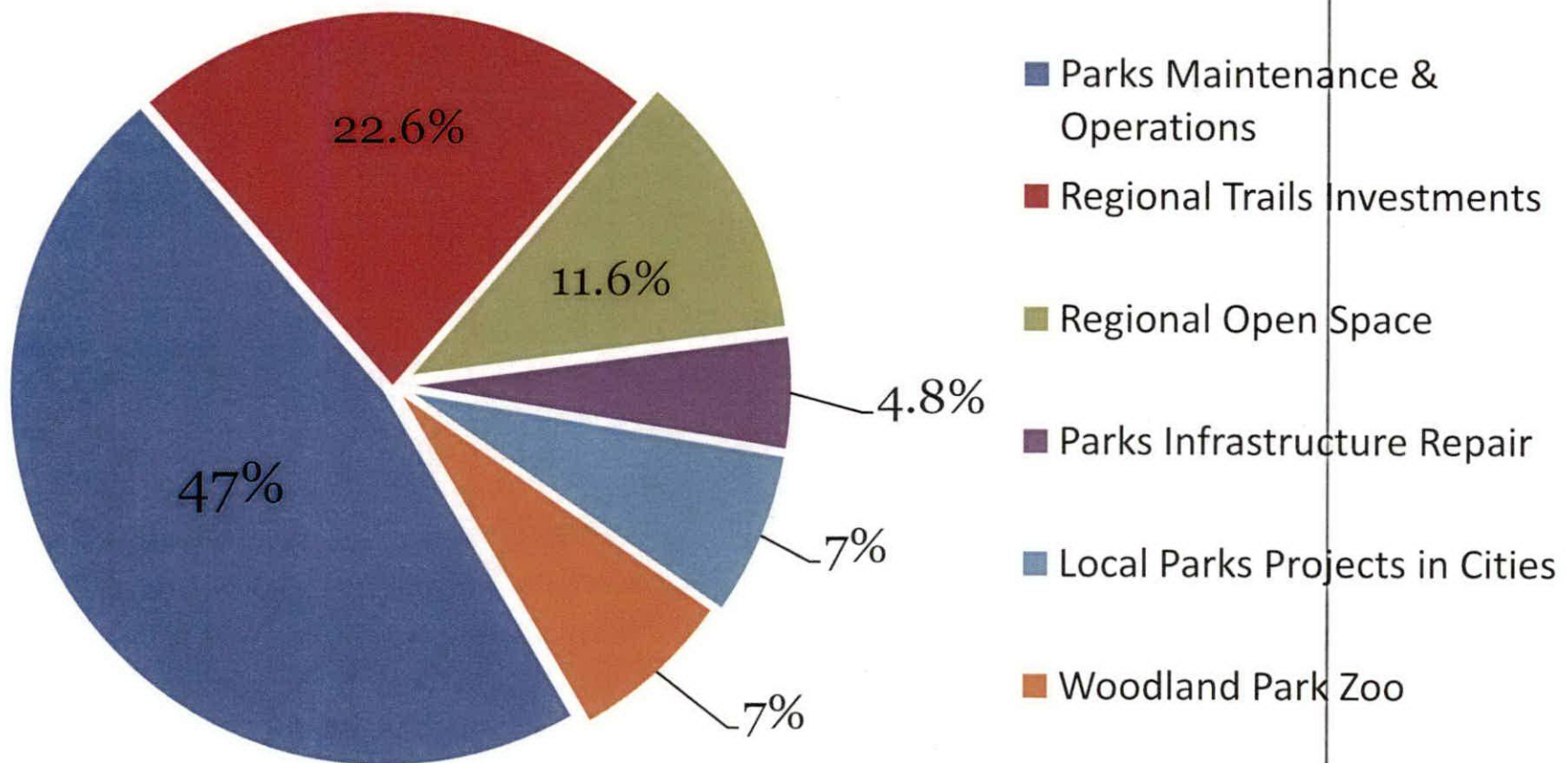
Three Forks Natural Area, King County Parks

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Executive-Proposed 2014-2019 Parks Levy

18.91 cents = approx \$64 for owner of \$340,000 home



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Executive-Proposed 2014-2019 Parks Levy

		Component	Levy Rate (cents)	Annual \$ (millions)	\$ per HH (annual)
80%	Continuing Current Level of Effort 14.89¢/\$47.7M/\$50.10 per HH	County Parks Operations and Maintenance	8.29	\$26.6	\$28.00
		Regional Open Space Acquisition	1.32	\$4.2	\$4.40
		Regional Trails System	2.48	\$8.0	\$8.40
		Community Partnerships and Grants	0.16	\$0.5	\$0.50
		Cities' Parks and Trails	1.32	\$4.2	\$4.40
		Woodland Park Zoo	1.32	\$4.2	\$4.40
20%	Strategic Enhancements 4.02¢/\$13.0M/\$13.60 per HH	Preserve/Protect ERC Corridor ¹	0.23 0.18	\$0.8 \$0.6	\$0.80 \$0.60
		4-H Program	0.03	\$0.1	\$0.10
		Community Partnerships and Grants	0.08	\$0.3	\$0.30
		Infrastructure Repair and Preservation ²	0.80 0.40	\$2.6 \$1.3	\$2.70 \$1.30
		Bridges and Trestles	0.30	\$1.0	\$1.00
		Trailhead Development and Accessibility	0.20	\$0.6	\$0.70
		Regional Open Space Acquisition ²	0.68 0.88	\$2.2 \$2.8	\$2.30 \$3.00
		New Trail Corridor Development	1.80	\$5.8	\$6.10
		Peak Season Core Maintenance ²	0.10	\$0.3	\$0.30
		Enforcement and Safety ¹	0.05	\$0.2	\$0.20
		TOTAL		18.91¢	\$60.7M

Changes from Task Force Recommendation:

¹ Due to revised cost estimates for scope of work, reduced Preserve/Protect ERC Corridor by \$175K to fund Enforcement and Safety.

² Reduced amount for Infrastructure Repair and Preservation, shifting \$600K to be funded from REET and reallocating \$600K to provide additional funds for Regional Open Space Acquisition and fund Peak Season Core Maintenance.

Executive-Proposed 2014-2019 Parks Levy: Operations & Maintenance

- ✓ Takes care of what we have:
keeps parks and trails clean, safe,
and open
- ✓ Protects and stewards regional
open space
- ✓ Maintains regional active parks
- ✓ Maintains local rural and urban
parks
- ✓ Funds King County Parks'
Community Partnerships &
Grants Program



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Executive-Proposed 2014-2019 Parks Levy: Benefits to Cities

King County Operating Portion of Levy *	Levy rate	Annual \$\$	\$\$/HH
O&M for Regional System (Parks, Trails, KCAC)	7.2	23,100,000	24.20
O&M for Rural Parks	0.8	2,400,000	2.60
<u>O&M for UGA Parks</u>	<u>0.3</u>	<u>1,000,000</u>	<u>1.10</u>
O&M for County Parks	8.3	26,500,000	27.90

	Levy rate	Annual \$\$	\$\$/HH
Pass-through to Cities	1.3	4,200,000	4.40

Regional Trails System capital investments	Levy rate	Annual \$\$	\$\$/HH
Regional Trails System Development	1.9	6,000,000	6.30
<u>New Trail Corridor Development</u>	<u>1.7</u>	<u>5,500,000</u>	<u>5.80</u>
Regional Trails System Investment	3.6	11,500,000	12.10

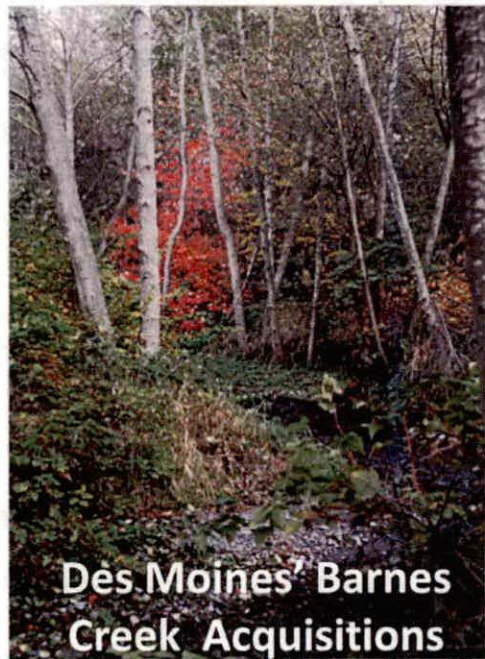
* Notes:

- Based on the relative AV of each jurisdiction in 2011 (the latest available which is the basis for 2012 collections)
- Total collections and rates based on levy model for 2014
- Unincorporated tax payers' contribution to cities' portion of levy: 0.1 cent levy rate/\$400,000 annual/\$0.50 per household

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Executive-Proposed 2014-2019 Parks Levy: Pass-Thru to Cities



*Examples of past King
County Parks Levy-
funded projects*

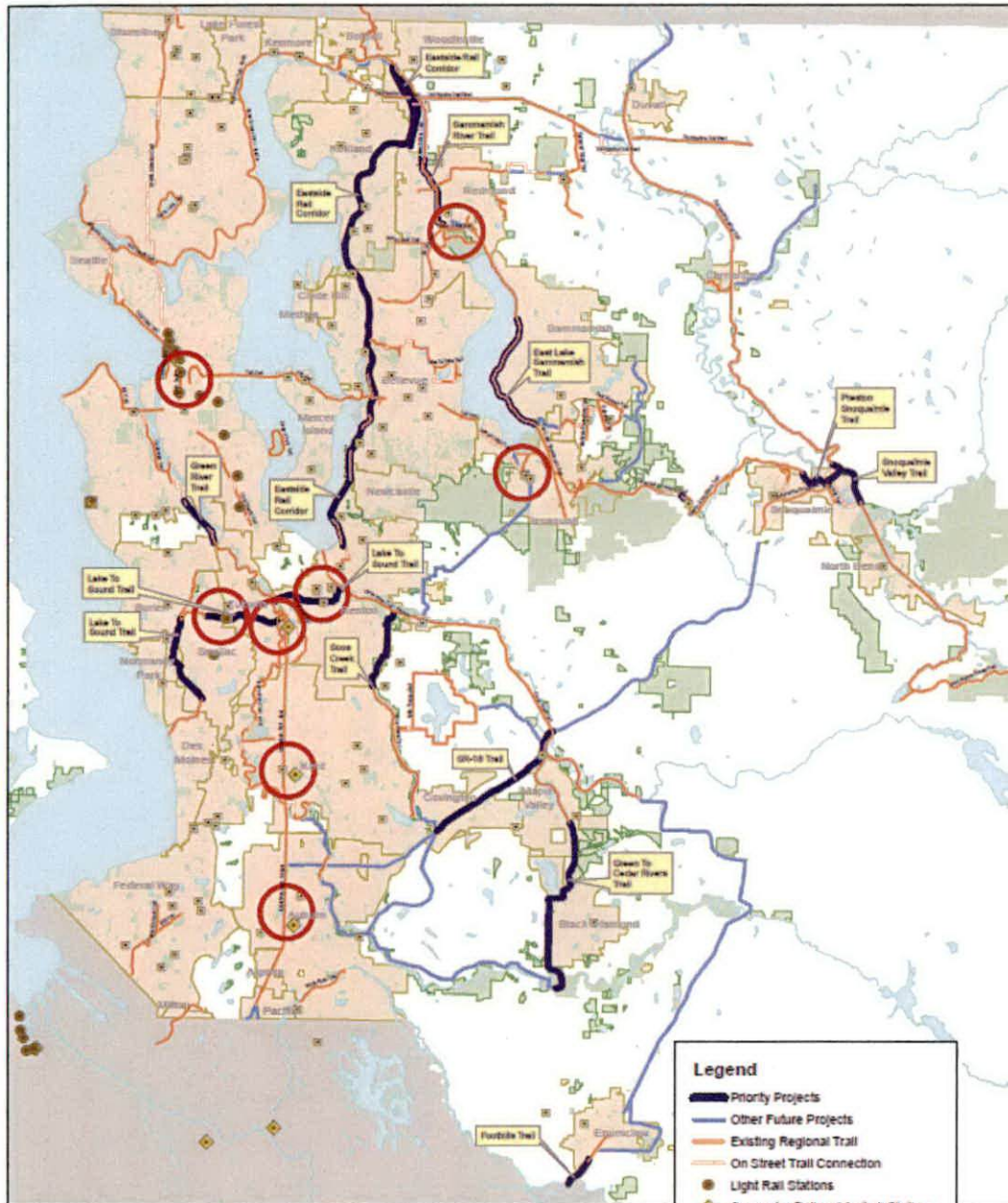


- ✓ Level of support consistent with current levy
- ✓ For any local parks and recreation capital purpose
- ✓ Distributed annually, by AV and population

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Executive-Proposed 2014-2019 Parks Levy: Regional Trails



Regional Trails Future Priority Projects

The information included on this map has been compiled by King County staff from a variety of sources and is subject to change without notice. King County makes no representation or warranty, express or implied, as to the accuracy, completeness, timeliness, or value of any information. King County and its staff are not responsible for any errors or omissions, or for any consequences arising from the use of the information. The information is provided for informational purposes only. The information is not to be used for any other purpose without the express written consent of King County. The information is provided for informational purposes only. The information is not to be used for any other purpose without the express written consent of King County.

King County
Department of
Natural Resources and Parks
Parks Division

February 4, 2013

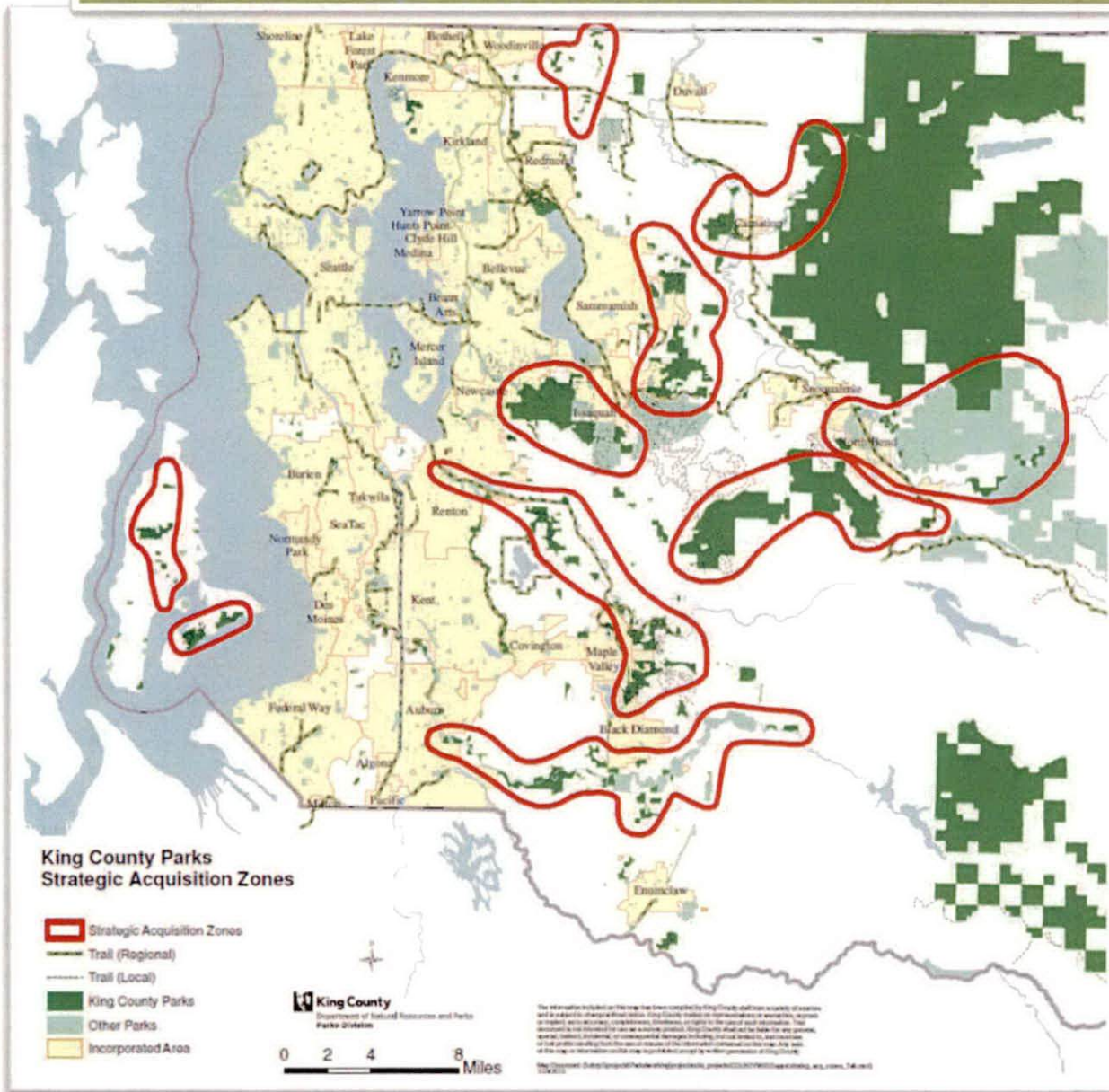


- ✓ Take care of existing Regional Trails System
- ✓ Improve regional mobility
- ✓ Address missing trail connections
- ✓ Connect trails to transit, civic hubs
- ✓ Coordinate with local, regional jurisdictions

Proposed Trail Investments: Focus on Connections, Regional Mobility

- **Lake to Sound Trail** – connecting Burien, Des Moines, Renton, SeaTac, Tukwila
- **Eastside Rail Corridor** – connecting Bellevue, Kirkland, Newcastle, Redmond, Renton, Woodinville
- **East Lake Sammamish Trail** – connecting Issaquah, Redmond, Sammamish
- **Green to Cedar** – connecting Black Diamond, Covington, Maple Valley
- Other trail projects located in Bothell, Enumclaw, Kenmore, Kent, Snoqualmie

Executive-Proposed 2014-2019 Parks Levy: Regional Open Space



- ✓ Connectivity / Adjacency
- ✓ Public access
- ✓ Protect regional watersheds and streams (informed by WRIA and Open Space Plans, CFT criteria)
- ✓ Provide multiple benefits (recreation, public access, habitat protection)
- ✓ Build upon prior public land investments

Executive-Proposed 2014-2019 Parks Levy: Parks Infrastructure Repair



**Asset Repair, Replacement & Renewal
Priority Sites**

The information included on this map is based on data provided by King County Parks and Recreation. It is not intended to be used for any other purpose. King County Parks and Recreation is not responsible for any errors or omissions. This map is provided as a general informational tool only. For more information, please contact King County Parks and Recreation at 206.462.3000 or visit our website at www.kingcounty.gov/parks.

King County
Department of
Natural Resources and Parks
Parks Division

February 28, 2013

Legend

- Maintenance
- Shop Replacement / Repair
- ▲ Bridges and Trestles
- Play Areas
- ★ Access Points

- ✓ Takes care of aging infrastructure
- ✓ 14 bridges and trestles most in need of repair; their closure could disrupt 40 miles of trails
- ✓ Play areas in 14 parks at end of their life cycles
- ✓ Trailhead/parking lots serving 11 parks and trails, improving access to over 8,400 acres

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2013 Ballot Measure Deadlines

For August 6, 2013 Election

Measure filed with Elections Department <i>Friday before filing week per RCW 29A.04.321(3)</i>	5/10/13
Last special council meeting to pass as an emergency	5/10/13
Last regular council meeting to pass as an emergency	5/6/13
Last regular council meeting with minimum processing time (10 days)	4/29/13
Last regular council meeting with maximum processing time (25 days)	4/15/13

Questions?



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MINUTES
Municipal Facilities Committee Meeting
Thursday, January 24, 2013
6:00 pm – 6:50 pm
City Hall North Conference Room

The meeting was called to order by Chairperson Musser at 6:05 PM. In attendance were:

Chair Melissa Musser

Council Member Carmen Scott

Council Member Dan Caldwell

City Manager Tony Piasecki

Parks, Recreation and Senior Services Director Patrice Thorell

Harbormaster Joe Dusenbury

Public Works Director Dan Brewer

Community Development Director Denise Lathrop

Minutes of the November 29, 2012, meeting were approved.

Discussion – Draft Work Program

Parks, Recreation and Senior Services Director Patrice Thorell provided the Committee with the Draft 2013 Committee Work Program for Committee review. Some of the Work Program items scheduled for January and February have already been completed and can be taken off the list.

Update – Dining Hall Roofing Needs

Parks, Recreation and Senior Services Director Patrice Thorell informed the Committee that due to the condition of the Beach Park Dining Hall roof, staff planned to move ahead with the re-roofing as soon as is feasible with programmed capital funds. The Committee agreed that protecting the building is a priority.

Update – Marina Development Plan

Harbormaster Joe Dusenbury and the Committee reviewed the Marina Development Plan's Public Open House on Dec. 6, 2012 and the discussion about the plan that occurred at the Council meeting later that evening. Staff and Committee also reviewed the discussion about the Development Plan that took place at the Council's planning retreat on January 5, 2013. The Committee's direction was to work with Major Kaplan to schedule a discussion of the Plan before the full Council as soon as possible.

Update – Marina and Beach Park Site Management Plan

Harbormaster Dusenbury reviewed the concepts for traffic and parking on the Marina floor and in the Beach Park that were presented to the Committee on Nov. 29, 2012. He then presented a revised concept for the North Parking lot that addressed some of the concerns expressed by the Committee at the November meeting. The Harbormaster also showed the Committee some revised concepts for the South Parking lot that would allow Anthony's to control access to their lot if they wanted to. The Harbormaster told the Committee that for the next month or so the

staff would concentrate on the parking survey and developing revenue estimates for paid parking to better inform the discussion on that option.

Meeting was adjourned at 6:50 PM

Respectfully submitted,

Patrice Thorell, Joe Dusenbury

Peggy Volin

From: Tony Piasecki
Sent: Monday, March 18, 2013 10:53 AM
To: Directors
Cc: Dale Southwick; Bonnie Wilkins; Peggy Volin
Subject: Council Committee Minutes

Mayor Kaplan has suggested that we start posting the approved minutes of Committee meetings on our website. I think this is a good idea. We should also post the agendas and packet material (if there is any) as well. So, please forward to Bonnie approved minutes from the Committees for which you are responsible for all meetings in 2013 and start sending her your Committee agendas and packets so she can get them posted on our website. Thanks.

Tony Piasecki
Des Moines City Manager

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REQUEST FOR DEVELOPER QUALIFICATIONS

Des Moines Marina and Beach Park Development

PART I



RFQ NUMBER: _____
ISSUE DATE: _____





City of Des Moines

Des Moines Marina and Beach Park Redevelopment

Request For Qualifications

Issued: April XX, 2013

SUBMISSION DUE: May 31, 2013

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PUBLIC NOTICE

The City of Des Moines is seeking expressions of interest from qualified firms to develop the upland portion of certain waterfront property owned by the City of Des Moines in King County, Washington. The property will be available for a long-term ground lease.

The property is situated along Puget Sound at the western edge of the Marina District Neighborhood (downtown) approximately 2.5 miles from I-5 as shown on **Figure 1**.

The City of Des Moines will conduct an orientation meeting and site visit on May 2, 2013 at 10:00 a.m. at the Des Moines City Hall offices, located at 21630 11th Avenue S, Suite D, Des Moines, Washington 98198-6398. While attendance at this meeting is not a condition for offering qualifications, all interested developers/end users are encouraged to attend. It is the City's intent that this meeting and the site visit will provide the primary means of disseminating information and responding to questions.

The City will post answers to all questions submitted by prospective proposers on its website at:
[REDACTED]

Responses to this RFQ must be delivered to City Representative, Title, City of Des Moines, 21630 11th Avenue S, Suite D, Des Moines Washington 98198 or postmarked no later than 4:00 p.m. May 31, 2013.

The City is using this process as a means of identifying interested and qualified developers. The City is not obligated to limit its discussions exclusively to those developers responding to this request. The City may re-advertise the RFQ or simply accept statements from other developers for consideration by the City Council. The City reserves the right to negotiate with any developer of its choosing, in any manner that best meets the interests of the City or to reject any or all submittals and re-advertise.

We sincerely look forward to your submission.

Tony Piasecki
City Manager

Figure 1

(Insert Vicinity Map)

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CONTENTS

PUBLIC NOTICE

EXECUTIVE SUMMARY

I. INTRODUCTION

- A. SYNOPSIS
- B. VISION
- C. SUCCESS INDICATORS
- D. AVAILABLE REFERENCE DOCUMENTS

II. DEVELOPMENT CONTEXT

- A. CITY OF DES MOINES
- B. MARINA DEVELOPMENT AREA

III. DEVELOPMENT STANDARDS & ENTITLEMENT PROCESS

- A. PERMITTED USES AND DEVELOPMENT STANDARDS
- B. DEVELOPERS RESPONSIBILITIES
- C. CITY'S RESPONSIBILITIES

IV. TERMS AND CONDITIONS

- A. GENERAL TERMS
- B. CITY REPRESENTATIVE
- C. LEASE TERMS
- D. COMPETITIVE INTEGRITY
- E. REJECTION OF RESPONSES
- F. DISPUTES
- G. CITY OF DES MOINES TAX AND LICENSE
- H. COMPLIANCE WITH REGULATIONS
- I. APPLICABLE TAXES
- J. PUBLIC DISCLOSURE

V. SELECTION PROCESS AND CRITERIA

- A. SELECTION PROCESS
- B. PROJECTED SELECTION SCHEDULE
- C. SELECTION CRITERIA

VI. SUBMISSION REQUIREMENTS

- A. COVER LETTER/EXECUTIVE SUMMARY
- B. DEVELOPER IDENTIFICATION
- C. RELEVANT DEVELOPMENT TEAM EXPERIENCE
- D. PRELIMINARY DEVELOPMENT CONCEPT
- E. FINANCIAL CAPACITY
- F. RESPONDENT'S CERTIFICATION

VII. SUBMISSION INSTRUCTIONS

- A. INSTRUCTIONS

EXHIBITS

- EXHIBIT A. RESPONDENT'S CERTIFICATION
- EXHIBIT B. PROJECT PROPOSAL SUMMARY
- EXHIBIT C. NON-COLLUSION AFFIDAVIT

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EXECUTIVE SUMMARY

The Development Site	A 3-acre site owned by the City of Des Moines.
Project Objectives	To develop the City's waterfront properties in a manner that: • Revitalizes City's Waterfront and downtown business district referred to as the Marina District • Attracts Both Local Citizens and Tourists • Generates Economic Activity in an Underused Area • Enriches Surrounding Area With an Attractive and Vibrant District • Enhances City Revenues
Development Concept	Initial site development options include a combination of mixed use office, restaurant, retail, hotel, marine services, marine industrial, parking garage and public open space uses that are compatible with ongoing operations of the Des Moines Marina, Beach Park, and Farmers Market. The City will consider other viable and compelling concepts and phasing strategies that meet the City's vision and objectives for development of the waterfront.
Long Term Lease	The site is available for long-term lease. The terms are to be negotiated.
Selection Process	A two-step selection process is used (see Sections IV – VI).
Submittals Due	May 31, 2013 at 4:00 PM. Submittals may be mailed to the address below or delivered on May 31, 2013 to the City Clerk at City Hall, 21630 11 th Avenue S, Suite D, Des Moines, Washington 98198.
Information Session	An information session will be held on _____, 2013 at 10:00 AM at City Hall. All interested developers are encouraged to attend the information session.
City Representative (For further information contact via letter, fax or e-mail only)	Joe Dusenbury, Harbormaster City of Des Moines 21630 11 th Avenue S, Suite D Des Moines, Washington 98198 Fax: (206) _____ E-mail: _____
	The deadline for receipt of written questions is 4:00 PM on May 20, 2013.

I. INTRODUCTION

A. Synopsis

The City of Des Moines (City) is pleased to issue this Request for Qualifications (RFQ) for a development team capable of designing, financing, constructing, and managing a financially successful mixed use development under a long-term lease on approximately 3 acres of the City-owned Des Moines Marina which is located on Puget Sound between Seattle and Tacoma and near Seattle-Tacoma International Airport (Sea-Tac Airport).

The selection process for development on the preferred alternative Conceptual Site Plan consists of the following two stages:

Stage One - RFQ:

The Marina and Beach Park Team will review all submittals, contact references, and industry sources, and select from those firms deemed most responsive to this RFQ. The team will then make recommendations to the City Council for final selection. Materials submitted by all interested proposers must conform to the requirements of Section VI. **SUBMITTAL REQUIREMENTS**. Additional materials may be requested by the Team or the City Council. The criteria for evaluation of the RFQ is detailed in Section V. **SELECTION PROCESS AND CRITERIA**. One or more proposers may be selected to advance to a second stage selection process and Request for Proposal (RFP).

Only the proposers selected by the City Council will be permitted to submit an RFP in Stage Two. This RFQ represents Stage One of a two-stage process.

Stage Two - RFP:

Upon completion of Stage One-RFQ, and the evaluation of Qualifications, the City may issue a Request for Proposal (RFP) to one or more qualified firms. Based on the evaluation of qualifications and proposed development concept(s), the City reserves the right to issue the RFP or reject all submittals. All submitted Proposals will be evaluated using the criteria and the process as generally outlined in Exhibit B. The City Team will select a development proposal they determine to be most reflective of the City's objectives and project evaluation criteria. The Team will make a recommendation of a preferred candidate and an alternate to the City Council. If the Council confirms the Team's recommendation, City staff will enter into exclusive negotiations for a long-term ground lease to be submitted for City Council ratification.

The City seeks a development team that demonstrates expertise in working closely with public entities. The City will work closely with the developer throughout the redevelopment process.

B. Vision

The City of Des Moines is considering developing the north end of the Des Moines Marina. As such, the City formed a citizen's advisory committee to help identify potential land uses and development options for the Marina floor that support the Marina, Beach Park and Marina District Neighborhood. The City also partnered with GeoMetrics LLC, LMN Architects, and BERK to provide the supporting market analysis, fiscal analysis of site development concepts, and a project implementation plan.

Des Moines' Marina and Beach Park waterfront is envisioned as a lively destination with multiple uses such as shops, restaurants, a hotel, offices, recreational opportunities, and events that attract visitors and residents throughout the year. New development will compliment the character and history of the area; support the Marina, Beach Park and Farmers Market operations; facilitate linkages to the downtown business district; and create economic benefits in the form of increased local spending and additional tax revenues for the City.

The City will consider other viable and compelling concepts and phasing strategies that meet the City's vision and objectives for development of the waterfront.

C. Success Indicators

The City has identified the following indicators of a successful process and project. As the site planning, entitlement, and development process proceeds the objectives are:

1. A clear, efficient and predictable process that facilitates prompt implementation.
2. Integration of the site within the surrounding neighborhood.
3. Protection of critical areas and the shoreline environment.
4. Engagement of key stakeholders.

The City would like the Marina and Beach Park Development Plan to result in an attractive and vibrant community asset that:

- Revitalizes City's Waterfront and Downtown Business District
- Attracts Both Local Citizens and Tourists
- Generates Economic Activity in an Underused Area
- Enriches Surrounding Area
- Enhances City Revenues

D. Available Reference Documents

1. Information about the City of Des Moines is available at:

<http://www.desmoineswa.gov/>

2. The following documents are available for review and download at _____:

- a. Site Analysis Report
- b. Marina & Beach Park Development Plan - Financial Analysis (BERK)
- c. Conceptual Development Options - Illustrates potential land use options (LMN Architects)
- d. Marina and Beach Park Advisory Committee

3. The following documents are available at <http://www.desmoineswawa.gov/>:

- a. Marina Master Plan
- b. Des Moines Comprehensive Plan
- c. Des Moines Municipal Code
- d. Marina District Design Guidelines
- e. City Council's recommended development option (Option 2 – Option 3 Blend)

II. DEVELOPMENT CONTEXT

A. City of Des Moines

1. Overview

Des Moines is a waterfront community that offers an excellent blend of natural beauty and business opportunity located midway between Seattle and Tacoma with easy access to and from Interstate 5 (2.5 miles), Pacific Highway South/International Boulevard (SR 99), and Sea-Tac Airport. The city is well-served by RapidRide and METRO transit, making commuting to and from work simple and convenient for employees. The nearby airport and two deepwater seaports provide additional direct transportation connections for goods and services.

The City Council and staff are eager and ready to help new businesses thrive in "The Waterland City." The City delivers public services with a blend of small-town friendliness, a dedication to excellence, and a culture where business investment is appreciated and valued.

As a business in Des Moines' Marina District, you are just steps from our 900-slip Marina. Our downtown is home to a variety of businesses, from boat repair to hand-crafted jewelry to software development. High-end apartments and condominiums in the immediate area provide tremendous market opportunities for local goods and services. The proximity of Sea-Tac Airport brings 32 million air passengers per year to this local gateway, and there are approximately 8,000 business oriented hotel rooms located nearby.

The City's six miles of shoreline include public beaches, natural areas, waterfront parks, a 900-slip marina, fine dining, and a popular boardwalk. Des Moines neighborhoods offer housing of every type and price range-from waterfront mansions to affordable apartments. The City is home to Highline Community College, a satellite campus for Central Washington University, as well as degree programs through Heritage University.

2. Demographics

Des Moines is a community with a population of 29,700 making it the 38th largest city in the state as of April 1, 2012. According to the 2012 Census, the median age was 39.4 years old. The median household income for Des Moines was \$60,762.

B. Marina Development Area

There is approximately 133,500 square feet (sf) of land that is suitable for development in the central area of the Marina. The site can be roughly divided into three site development areas (Figure 2).

Currently, there are no dedicated road rights-of-way on the Marina floor which makes re-aligning vehicle traffic routes and relocating parking areas relatively easy. Area 2 and Area 3 are separated by a utility corridor that contains power, water and a 36 inch storm water line. A 12 inch water main and a sewer line are in the roadway between Area 1 and Area 2. Area 2 is also constrained on the north side by the underground fuel tank facility in the central parking lot. There are water and power lines in the roadway on the east and south side of Area 3 and there is a 4-inch water line and power and communications duct banks along the entire west side of the site. Depending on the site layout, some utility relocation/s may be necessary.

FIGURE 2 – Site Development Areas



Table 1 provides a summary of the site characteristics as well as site constraints and considerations. More detailed information can be found in the Site Analysis Report.

Table 1: Site Characteristics	
Area	• Area 1: 28,000sf • Area 2: 27,700sf • Area 3: 77,800sf
Zoning D-C Downtown Commercial (Ch 18.27 DMMC)	• maximum building height: 35 ft, as measured from the Marina Floor • maximum gross floor area = lot area x 2.5 (FAR) • setback of 10' when lot lines lie adjacent to public/private ROW or residentially zoned property • development subject to review under Marina District Design Guidelines
Utilities: Electric Natural Gas Sewer Water	• Cliff Ave (Area 1) and Marina Grid (Areas 2 and 3) • Cliff Ave/S 227th St • 8" main in Dock Ave • 12" main in Dock Ave
Surface Water	Improvements required
Sub-surface Conditions	Sandy-gravel fill over glacial deposits
Groundwater	• Area 1: +8.0 to +9.5 ft • Area 2: +5.2 to +10.5 ft • Area 3: +9.0 to +10 ft
Current Use	• Area 1: Open boat storage • Area 2: Harbor Masters office, shops and guest moorage restroom facilities • Area 3: Covered boat storage, CSR Marine business and boat yard
Constraints/Considerations	• Shoreline Substantial Development or Shoreline Conditional Use permit • Boat yard should remain a viable use within close proximity to travel lift • Maintain access and parking for Marina tenants at K, L, M and N Docks • Marina Office – need to determine whether to maintain, relocate or redevelop

III. DEVELOPMENT STANDARDS & ENTITLEMENT PROCESS

A. Permitted Uses and Development Standards

Des Moines will have primary jurisdiction for land use regulation, site plan review and development permits. The Marina site has a "PF" Public Facility designation under Des Moines Comprehensive Plan and is zoned "D-C" Downtown Commercial. The development standards applicable to the site such as setbacks, design standards, building heights, parking, and lot coverage are driven by the proposed uses and are contained in the Des Moines Municipal Code Chapter 18.27 DMMC.

The Developer will be required to comply with the requirements and procedures established by the City of Des Moines Development Regulations which include but are not limited to the following Municipal Code sections:

DMMC 12.56 - Traffic Impact Fees
DMMC 18.27 – Downtown Commercial Zone
DMMC 18.41 - Landscaping and Screening
DMMC 18.42 - Signs
DMMC 18.44 - Loading Areas and Off-Street Parking
DMMC 18.58 - Design Review
DMMC 18.86 - Environmental Critical Areas
DMMC 18.90 – Shoreline Master Program

Creation of parcels for potential users will be the responsibility of the Developer. Any land sub-division must result in recordable parcels. If the Developer decides to short plat (1-9 lots), the Developer will be required to comply with the procedures of DMMC 17.12 Short Plats. Short plats and subdivisions are required to comply with the layout and design standards in DMMC 17.36.

B. Developer's Responsibilities

This section provides a general overview of the anticipated responsibilities of the Developer. These responsibilities will be further defined in the ground lease once it is negotiated. All "due diligence" and development activities will be undertaken solely at the cost of the Developer. The Developer will assume the following principal responsibilities related to development:

- Entitlements and Approvals. The Developer will obtain all necessary permits and regulatory approvals for development of the site. This includes any required environmental documentation, building permits, and land use approvals. Following selection, once the Lease Agreement between the City and the Developer is finalized the Developer will proceed with the entitlement process and will have sole financial responsibility for the process as outlined in the Lease. The City will cooperate with the Developer during these processes.
- Infrastructure Financing and Construction. The Developer will assume responsibility for financing the infrastructure for the project development under the terms of the ground lease. The Developer's financing plan must be approved by the City prior to construction. The land use options developed during the planning phase provide a conceptual depiction of the anticipated roads and circulation network.

- Marketing and Subleasing. The Developer will be responsible for packaging and marketing individual parcels within the site development area. The City will require the Developer to provide a marketing plan. The Developer will also be responsible for negotiating subleases within the development. The City must approve the form of the sub-lease agreements prior to execution.
- Management. The Developer will manage the day to day operation of the development including maintenance of common areas, parking areas and roadways.

C. City's Responsibilities

The City will assume the following principal responsibilities:

- Cooperate, and assist where needed, in obtaining key entitlements and regulatory approvals.
- Prompt review and processing of proposed site and development plans.
- Certify compliance with SEPA.
- Prompt review and processing of all development permits.

IV. TERMS AND CONDITIONS

A. General Terms

This RFQ is not a contract or a commitment of any kind by the City, and does not commit the City to begin exclusive negotiations or to pay any cost incurred in the submission of a response. The submission of a response to this RFQ constitutes an offer to negotiate with the City. The City, at its sole discretion, reserves the right to accept or reject, in whole or in any part, responses to this RFQ, to request new responses, reissue the RFQ, or not to proceed with this project or any part thereof.

All submitted responses will become the property of the City and will become public documents. Upon receipt by the City, the responses submitted including any and all attachments to the response and any interim reports and investigations prepared by the development team shall become the property of the City. The City shall have the right to copy, reproduce, or otherwise dispose of each response received. The City shall be free to use as its own, without payment of any kind or liability, therefore, any idea, scheme, technique, suggestion, layout, or plan received during the RFQ process.

Failure to provide any of the requested data within the specified submission period may cause the City, at its sole discretion, to reject the submitted response or require the data to be promptly submitted.

The qualifications of each member of the development team are important criteria in the selection process. The selected Developer will not be allowed to substitute any members of the development team without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the development team.

All facts and opinions stated within this RFQ and in all supporting documents and data, including but not limited to statistical and economic data and projections, are based on available information from a variety of sources. No representation or warranty is made with respect to this information. The developer will be responsible for conducting all feasibility analyses required to undertake the development.

In the interest of a fair and equitable selection process, the City retains sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Developers and members of their team are cautioned not to undertake any activities or actions to promote or advertise their qualifications or proposal except in the course of City-sponsored presentations.

B. City Representative

The Joe Dusenbury, Harbormaster, or designee, is the designated City representative for this RFQ ("City Representative"). All contacts and communications regarding this RFQ should be submitted in writing only by mail, fax or e-mail. The deadline for receipt of questions is **4:00 PM on May 31, 2013**. Questions received after this date and time will not be considered. Answers to all questions will be posted on the City website. Only questions answered by the City in writing will be binding. Oral and other interpretations, clarifications or submittal instructions will be without legal effect. Interpretations, clarifications or supplemental instructions will be issued by addenda and will be provided in writing to all developers who have indicated an interest in the project by virtue of having downloaded the RFQ from the City's web site or received it from the City's Bid Desk.

Submit questions to: City Clerk
City of Des Moines

Mailing address: 21630 11th Avenue S, Suite D
Des Moines, WA 98198

Fax number: (206) 870-6540

E-mail: e-mail address

C. Lease Terms

The site can be ground leased from the City of Des Moines who holds title to the property. . During the negotiation period, the City and the developer will jointly determine the length of the ground lease and the other lease provisions. Typically the ground lease accompanies the RFP.

D. Competitive Integrity

The City seeks to maintain a neutral competitive environment for all potential respondents to protect the integrity of the RFQ process. The City Representative is the only authorized representative of the City with whom a potential respondent, or anyone on its behalf, shall have contact with concerning this solicitation from the release date of this RFQ until the City completes its review process and publishes its recommendation for award. Any communication concerning the content of this solicitation by a potential or actual respondent, or anyone on its behalf, with any City official or employee other than the City Representative will result in the rejection of that respondent's response unless, in the reasonable judgment of the City's Legal Counsel, the communication could not reasonably be believed to have given the respondent a competitive advantage or have impaired the neutral competitive environment of this solicitation. The information session is the only contact contemplated by this solicitation between the City and potential respondents.

E. Rejection of Responses

The City reserves the right to accept or reject any or all responses in their entirety or in part, and to waive informalities and minor irregularities. During the evaluation process, if the City determines that a particular requirement may be modified or waived, then the requirement(s) will be modified or waived for all respondents and all responses will be re-evaluated in light of the change. In the event that, in the City's sole determination, there is not an acceptable response, the City reserves the right to enter into direct negotiations with any party it chooses on such terms and conditions as shall then be acceptable to the City, notwithstanding any provisions of this RFQ.

F. Disputes

By submitting a response to this RFQ, the proposer agrees that in the event any dispute should arise concerning the responses to this RFQ or the selection of a candidate(s) for further discussion, the sole venue of any resulting action or litigation shall be in the Superior Court of King County, Washington and shall be governed by the laws of the State of Washington.

G. City of Des Moines Tax and License

The Official Code of the City of Des Moines provides that ALL transactions within the City, wherever consummated, are subject to collection of City Business and Occupational Taxes and sales taxes. It is the responsibility of the selected candidate(s) to register with the City's Finance Department, Tax and License Division.

H. Compliance with Regulations

By submitting a response to this RFQ, the proposer agrees to abide by all laws, regulations and rules promulgated by the United States of America, the State of Washington, City of Des Moines or any agencies or subdivisions thereof, specifically including WISHA and OSHA regulations. The selected candidate(s) will be responsible for obtaining all necessary project permits and approvals.

I. Applicable Taxes

The selected candidate(s) will be solely responsible for determining its tax status, identifying applicable exemptions, and complying with all applicable laws and regulations.

J. Public Disclosure

As a public agency, the City is subject to the Washington State Public Disclosure Act, Chapter 42.17, Revised Code of Washington (RCW). As such, the City may be required to disclose information provided in respondent's submittal. The City will promptly notify respondent of any requests for public disclosure of respondent's documents. Respondent shall be responsible for and bear the costs of taking legal action in an attempt to prevent disclosure of such documents. In no event shall the City be liable to respondent for disclosure of respondent's documents the City deems disclosable under Chapter 42.17 RCW.

V. SELECTION PROCESS AND CRITERIA

A. Selection Process

An evaluation panel consisting of City staff and designated representative/s will review all responses for their relative strengths and weaknesses based on the submission requirements and will follow a two-step process.

1. Stage 1 - RFQ

Initial responses to this RFQ will be evaluated and a short list of the best qualified development teams will be recommended to City Council and Council shall make final selection

2. Stage 2 - RFP (Provided for informational purposes only.)

The RFP that may be issued may differ materially from the form of RFP set forth below. The City may, at its sole discretion, change these requirements in the RFP or to request additional materials as part of the RFP process. The development teams selected by the City Council must include the following elements, using the heading provided below for organizing content. Responses should address all of the elements identified below and should provide a sufficient level of detail to allow the City to evaluate proposals.

- Proposed development – include the site plan and size of the development
- Development and phasing schedule;
- Identified level of investment;
- Financial pro-forma – including operation of the proposed improvements;
- Provide proof of financial capacity to undertake the project;
- Construction financing commitment – a letter or other document stating the ability of the development team to undertake and successfully complete the project and the ability to be considering for financing.
- Project timeline (and phases of development if applicable – permitting and construction schedule;
- Proposed Lease Terms (not to exceed 30 years) plus the term of any options;
- Identification of noise abatement procedures;
- Use of site – massing, density and scale, public amenities;
- Graphic representation of development concept;
- Completion of the Project Proposal Summary (APPENDIX A)
- Marketing plan.

The City staff and designated representative/s will then evaluate the responses and may ask for presentations to them and/or City Council (not to exceed 30 minutes). The Team will then select a preferred candidate and a preferred alternate and make a recommendation to the City Council. The City Council may then act on the recommendation and select a preferred candidate and a preferred alternate. The preferred candidate will then have ninety (90) days to negotiate a lease with the City. In the event, the preferred candidate cannot reach a lease agreement with the City, negotiations with the alternate shall commence and the alternative shall have ninety (90) days to reach a lease agreement with the City.

B. Projected Selection Schedule

ITEM	DATE
RFQ-Part I Available	____, 2013
Information Session	____, 2013
Cut Off Date for Written Questions	May 20, 2013
RFQ-Part I Response Due	May 31, 2013
Possible Interviews/Developer Presentations	____, 2013
Announcement of Short-List Recommendations; RFQ-Part II Made Available to Short-List Firms	____, 2013
RFQ-Part II Response Due from Short-List Firms	____, 2013
Interviews/Developer Presentations	____, 2013
Developer Selection Recommendation to City Council	____, 2013
Exclusive Negotiating Period Begins for Preferred Candidate	____, 2013

C. Selection Criteria

The City intends to select a development team to be considered in the Stage 2 – RFP based on the information contained in the responses to this RFQ, an investigation of the team's past projects and performance, potential interviews with the development teams, and other pertinent factors. The following criteria and weighting will be used to evaluate the submissions:

1. Relevant Developer Team Experience and Qualifications (40%)

- A demonstrated track record in securing appropriate entitlements and completing development of high-quality, mixed-use business /retail/hotel projects of comparable size, land use and level of investment.
- Experience in successfully collaborating with public sector partners to achieve multiple project objectives.
- Economic success of past projects that generate job creation and direct and indirect local government revenues.
- Architectural and urban design quality of past projects.
- Timeliness of performance.
- Qualifications of members of the development team.

2. Initial Development Concept (40%)

(See Section VI-D)

- Responsiveness of the preliminary development concept to the City's development objectives described in Section 1 that best balances the City's mission and role in enhancing economic development to increase its revenue to support the growing demand for City services and create a vibrant waterfront uses for residents and tourists to enjoy.
- Overall approach and strategy for executing the project that reflects a thoughtful and realistic understanding of the existing site context and preliminarily demonstrates market and financial feasibility.
- Understanding of the City's redevelopment objectives will be evaluated based upon respondent's demonstrated familiarity with local conditions, understand of the long term goals of the Marina and Beach Park, and willingness to conform its development program to the standards and processes of the City.

3. Financial Capacity (20%)

- Capitalization of the development entity and ability to fund the required infrastructure and overall development costs.
- Availability of sufficient predevelopment equity for project success.

VI. SUBMITTAL REQUIREMENTS

A. Cover Letter/Executive Summary

Each response must contain information highlighting how the respondent meets the requirements of this RFQ. This summary should be written to allow the evaluation panel to quickly ascertain the highlights of the response.

B. Developer Identification

1. Identify the lead development entity's name, street address, mailing address, phone number, fax number, and e-mail address. Specify the legal form of the organization (e.g., corporation, partnership, joint venture, other). Specify the date the organization was established.
2. Identify the principal point of contact with the City, who will be authorized to represent the developer in negotiations and make legally binding commitments for the entity. Describe the limitations of the negotiator's authority.
3. List all officers, partners, or owners of the development entity by name, title, and distribution (percentage) of ownership.
4. Identify (including resumes) professional qualifications of team members including relevant education, licensing, specialized training, professional memberships and other indicators of relevant knowledge and expertise. Identify the specific role and responsibilities of each member of the team. Provide relevant experience for each, a description and photographs of relevant previous projects, and their role in the cited projects. This section cannot exceed ten (10) pages for all members of the team combined.
5. Provide an organization chart including the key personnel of development team.

C. Relevant Development Team Experience

List and describe the development entity's experience in securing entitlements and developing high-quality mixed-use business/retail/hotel projects. In total, this section is limited to a maximum of ten (10) pages, including photographs. For each project, describe the following:

- Project description, including date of initiation and completion, location, size of development, concept, land uses and cost.
- The precise role that the entity and principals of the entity who are assigned to the City's project played in the project's development.
- Financial structure of the project, including amount and source of equity and debt financing.
- Key performance dates, including the property acquisition date, the date construction started, and the date completed.
- Evidence of market and economic success, including generation of jobs and direct and indirect local government revenues.
- The development entity's philosophy regarding long-term holding of its assets. If a management firm is to be employed to manage the project, submit sufficient data on its experience to enable determination of its ability to manage this development.

- The extent to which there was close collaboration with public sector partners to attain several project outcomes.
- Experience in dealing with surface water and stormwater management during both construction and operation of the project. Experience working with a public entity and in waterfront sites.
- Experience in creating community consensus and successful public outreach.

D. Initial Development Concept

Respondents must provide a three-page narrative description of their initial development concept on their vision for the site. The respondent's initial concept should reflect their own experience, market analysis, creativity, and overall independent assessment of the site's highest and best use. The uses may be phased over a period of years, with additional uses being developed contingent upon the success of initial uses, however the initial concept should allow the City to understand the respondent's overall vision for, analysis of, and approach to executing the project. The initial development concept should mention the following:

- Preliminary indications of the nature and type of development planned, including land use, building type and configuration, and relationship to surrounding uses;
- An indication of the design quality of the development through reference to other similar developments;
- A general indication of the types of tenants envisioned for the project and the approach to phasing infrastructure, construction and overall build-out of the project; and
- Understanding of the City's redevelopment objectives.

E. Financial Capacity

The City requests evidence that the development entity has the financial capacity to carry out the proposed project. The City recognizes the sensitive nature of the financial information requested in this RFQ. This information will be used solely by the City for purposes of evaluation and will be kept confidential to the fullest extent allowed by law.

1. Provide a letter or other evidence from the developer's lender, financial partners, or other established financial source(s) attesting to the developer's capacity to undertake a project. Identify the expected range of financing needed for this project. Indicate other recent projects where a similar level of investment was made and provide appropriate references.
2. Identify the source, nature and amount of predevelopment equity available to the developer to fund a project of this nature and identify the project's approach to fund predevelopment costs.
3. Is the development entity or any named individual in the proposed project involved in any litigation or other disputes that could result in a financial settlement having a materially adverse effect on the ability to execute this project? If yes, please explain.

4. Has the development entity or any named individual in the proposed project ever filed for bankruptcy or had projects that have been foreclosed? If yes, please list the dates and circumstances.

F. Respondent's Certification

A completed certification in the form attached as **Appendix A**.

DRAFT

VII. SUBMITTAL INSTRUCTIONS

A. Instructions

1. Deadline

Each development entity responding to this RFQ is required to submit ____ (__) copies of its response by **May 31, 2013** at 4:00 PM to the City Hall, 21630 11th Avenue S, Suite D, Des Moines, Washington 98198.

Late submittals will not be considered. Facsimile or e-mail submittals are acceptable.

2. Delivery

Responses should be mailed or delivered to the City Clerk:

Attn: Joe Dusenbury, Harbormaster
City of Des Moines
21630 11th Avenue S, Suite D
Des Moines, Washington 98198

3. Page Limit

All responses are limited to a maximum of ____ (__) pages, including the limits identified in **Section VI(B)(4)** and **Section VI(C)** above. A page is defined as a single piece of paper with double-sided print. The "tab" pages are not included in the 50-page limit, nor are any addenda sections. **Addenda sections may not, however, exceed ten (10) pages.**

4. Waste Reduction

The City is strongly committed to waste reduction, recycling, and the use of recycled materials. All responses must be printed on both sides of 8 ½ x 11 inch sized paper having post-consumer recycled content. Responses should not contain any plastic or metal, except for easily removable staples, binder clamps or similar fasteners.

EXHIBIT A: RESPONDENT'S CERTIFICATION

By submitting a response, respondent understands, agrees and warrants that:

Respondent has carefully read and fully understands the information provided in this RFQ, including, but not limited to, **Section IV (D)** (Competitive Integrity).

Respondent has the capability to successfully undertake and complete the responsibilities and obligations of the response being submitted.

All information in the response is true and correct.

The City has the right to negotiate fees and other items it deems appropriate for the benefit of the City and public.

The City has the right to make any inquiry it deems appropriate to substantiate or supplement information supplied by Respondent, and Respondent hereby grants the City permission to make said inquiries and to provide any and all requested documentation in a timely manner.

Dated this ____ day of _____, 2013.

(Respondent)

By: _____
Title: _____

TO BE ACCEPTED, ALL RESPONDENTS MUST SIGN THIS CERTIFICATION

EXHIBIT B: PROJECT PROPOSAL SUMMARY

TYPE & SIZE OF DEVELOPMENT	DEVELOPMENT TEAM:
Primary Use	Sq. ft. _____ Class _____
Specialty	Sq. ft. _____ Uses: _____
Parking	Sq. ft. _____ No. of stalls _____
Other	Sq. ft. _____
INVESTMENT	
Estimated cost of project	
Type of financing	
Proposed terms	
PROJECT TIMELINES	
Design completion	
Est. construction start date	
Est. completion date	
Proposed Contingencies (if any) and/or requirements for construction	
Market Analysis	
Brief statement of project feasibility	

EXHIBIT C:

Non-Collusion Affidavit

STATE OF WASHINGTON)

COUNTY OF KING)

ss. NON-COLLUSION AFFIDAVIT

_____ being first
(NAME)

duly sworn, under oath says that as _____
(TITLE)

of _____,
(FIRM)

the proposal above submitted is a genuine proposal and not a sham or collusive proposal, or made in the interest or on behalf of any person not therein named; and further says that the said proposer has not directly or indirectly induced or solicited any other proposer on the above work to submit a sham proposal, or any other person or corporation to refrain from proposing; and that said proposer has not in any manner sought by collusion to secure an advantage over any other proposer or proposers.

SIGN HERE _____

Subscribed and sworn to before me this _____ day of _____, 20____.

City Hall/Courthouse Study

2013 City Council-Adopted Strategic Objective: Develop a plan to build a new Court House and City Hall in Des Moines

Grant's Experience (6 major projects with \$400 million value):

1. **This goal is sound** and a new City Hall/Courthouse is needed for the City and City Government. City services and functions will be enhanced by a new complex.
2. **The project will be challenging.** It will take longer (at least 5 years and probably at least 8) and be more difficult than expected, be more costly than initially thought, be politically challenging, and require political leadership and courage. Project fatigue will occur.
3. **Project management will be critical.** Cost and scope creep control will be critical. Outside project planning and management resources will be needed. A comprehensive strategic communications and stakeholder management strategy will be essential.
4. **Procurement and project delivery must be flexible.** Planning must remain flexible so that all potential procurement and financing methods are evaluated (e.g., design/build, lease to own, equivalent value exchange). Some form of public/public or public/private development seems best suited to the City's needs.
5. **Site selection and control.** Unless re-purposing an existing commercial building is an option, identifying and controlling the site for a new complex is the most important early phase.
6. **Fund availability will be a constant challenge.** Recognize, however, that over the first 10 years, initial facility costs are only about 8% of the cost of an office. Personnel represent 84% and O&M will be about 8%. Over a normal 40-year life, initial facility costs are only 2%, O&M is 6%, and personnel are 92%. The office has a 3% to 9% effect on productivity.

General Approach:

1. **Don't reinvent the wheel.** Be informed by experience of other state and local agencies. Learn from Olympia, Burien, Shoreline, Puyallup, Lakewood, Bothell, Marysville, WCIA and others.
2. **Be comprehensive.**
 - a. Be clear on the business purpose/project objective.
 - b. Plan with the help of everyone potentially affected by the plan including direct recipients of City Hall and Courthouse services; finance, design and build considering all possible public and private procurement approaches; and operate in a way that best serves the community. Promote pride in our City during the planning, development and operating phases of the project.

- c. Thoroughly evaluate land use, transportation, infrastructure development and financial impacts and benefits to the neighborhood in which a facility might be located.
 - d. Be transparent. Make assumptions, alternatives, working budget estimates, and issues visible.
 - e. Include a disposal or re-purposing strategy.
 - f. Include analysis of “No Action” or “Modify Existing Facilities” alternatives.
3. **Be resolute but flexible.** Believe in the success of the program. Make mid course adjustments when necessary. Plan for the inevitable crises with risk assessments and contingency plans. Actively manage risks and opportunities.

Planning Phases

1. **Plan Development.** Develop clear project objective. Identify and agree on need and business purpose. Identify all assumptions and constraints. Maintain an Issues Inventory. Develop true alternative strategies and analyze their risks. Develop plan schedule and deliverable details. Complete a Resources Inventory with strength and weaknesses. Identify constraints. Develop and then maintain working schedules and budgets.
2. **Stakeholders.** Include every group potentially affected by project decisions. Develop a comprehensive strategic communications plan to keep them informed, seek their input and feedback, identify early problems or issues and resolve stakeholder conflict. Commit to “win-win”.
3. **Task Organize.** Organize Planning Team and support structure, define roles and responsibilities, establish budget, cost control and schedule management systems, and create Program Charter (e.g., “How To” manage scope and cost creep, resolving issues, keeping stakeholders up to speed, etc.).
4. **Potential Sites.** Identify site evaluation criteria (size & shape, location, land use and zoning, environmental, access, traffic, available supporting infrastructure) for potential preferred build-to-own and build-to-lease City sites that could meet the needs of the City Hall/Courthouse including potential mitigation and infrastructure development. Screen potential sites against criteria.
5. **Functional and Space Programming.** Identify current space use and future space needs starting with 2007 space planning work.
6. **Design Standards.** Develop building and site development design standards and guidelines.
7. **Cost Estimating.** Develop preliminary project budget ranges based on different performance, quality and cost development standards, and evaluate leasing versus owning costs.

8. **Conceptual Schematic Design Concepts.** Lay out project in conceptual way to understand functional adjacencies, customer access and service, security, etc.
9. **SEPA Review.**

Next Steps

1. **Continue Research on Other Agencies Project.** Pick and propose approaches which seem best suited to Des Moines.
2. **Municipal Facilities Committee.** Brief monthly. Incorporate policy direction in planning work.
3. **City Council.** Brief in July or August. Receive policy direction on how to bring MCI Capital Budget proposal forward for Council approval in November to continue planning in 2014.