



Request for Proposals:

South College Place Planning Study

Date of Release: Wed, June 13th, 2018 at 12 PM

Due Date: Thurs, July 5th, 2018 at 5 PM

Introduction

The City of College Place is home to 9,500 people and Walla Walla University. College Place lies within the greater Walla Walla Valley which is home to about 70,000 residents, a hospital, Whitman College, and Walla Walla Community College. Target industries of the region include food processing, medical, wine, and tourism. The City of College Place only has three acres of active light industrial land. About 60 acres of property has the potential for light industrial use bordered by Meadowbrook Blvd to the north, State Route 125 to the west, Peppers Bridge Rd to the east, and Old Milton Hwy to the south. The general premise of this study is to do a preliminary engineering analysis from a transportation, water, wastewater, and storm prospective pertaining to the site. Additionally, site appropriateness, area infrastructure analysis, market analysis, and estimation of funding needed for public facility improvements needs to be identified.



Scope of Work

1. Preliminary engineering analysis pertaining to transportation, water, wastewater, and storm systems needed to serve a prospective development.
2. Alternate land and traffic control configuration
3. Traffic data acquisition
4. Market analysis for site
5. Marketing strategy
6. Location analysis
7. Estimation of funding needed for public facility improvements
8. Job benefit data analysis
9. All other requirements mandated by the Community Economic Revitalization Board (CERB) Planning Study grant program in Appendix 1.

Additional Information:

1. City of College Place Comprehensive Plan: [http://www.ci.college-place.wa.us/document_center/Planning/Comp%20Plan/College%20Place%20Comp%20Plan%202014%20Amendments%206-18-14_201406191608203429%20\(1\).pdf](http://www.ci.college-place.wa.us/document_center/Planning/Comp%20Plan/College%20Place%20Comp%20Plan%202014%20Amendments%206-18-14_201406191608203429%20(1).pdf)
2. Walla Walla County Comprehensive Economic Development Strategy (CEDS): http://www.portwallawalla.com/images/pdf/econ_development/2017_ED_Plan_-_Draft_12-19-16.pdf
3. Walla Walla MPO Regional Plan: http://www.wvwmpo.org/uploads/3/4/3/6/3436050/wvwmposrtpo_2040_plan.pdf

Budget

A maximum budget of \$66,667 for this project.

Deliverables

1. Preliminary engineering assessment and strategy of transportation, water, wastewater, and storm systems needed to serve prospective development.
2. Minimum requirements for CERB planning study (appendix 1)
3. Economic feasibility

4. Environmental and cultural constraints and amenities
4. Utility availability and access (needs/options/mitigation)

Submittal Instructions

Responses to this Request for Proposals should include:

- Firm/team information including, but not limited to, scope of capabilities, applicable resources, key personnel assignments, potential sub-consultants, qualifications and experience.
- Relevant experience with three similar projects (especially with CERB planning grants) including project description, web link, client name and contact information, exact responsibility of consultant on project, and whether experience is firm experience or individual experience.
- Your approach to the project while demonstrating a strong understanding of it, including any creative ideas for how to structure the work to accomplish the scope and deliverables described above.
- Proposed table of contents for the final report
- A detailed scope of work including task descriptions, deliverables, and target dates for delivery
- Project budget including individual team members' names, hourly rates, time allocated by task, and the total hours anticipated to complete the project; and a project schedule including a statement that the project can be completed within 10 months from start date.

Questions

Questions about the RFP must be submitted by June 28th, 2018 addressed to Mike Rizzitiello, City Administrator: mrizzitiello@cpwa.us. Replies to all submitted questions will be posted on city website for bids by June 29th, 2018.

Submittals are due Thursday, July 5th, 2018 at 5:00 pm PST

Submittals

Submittals must be transmitted in pdf format by email as well as three paper copies to Mike Rizzitiello, City Administrator at mrizzitiello@cpwa.us located at College Place City Hall: 625 S. College Avenue, College Place, Washington, 99324.

Selection Process

Written proposals will be reviewed by a team including City staff involved in community and economic development, public works, and natural resource management. The selection team

reserves the right to contact references and request clarification of information submitted or additional information from any proponent.

Criteria for Selection

- Credentials and experience of professional and support staff (30%)
- Innovative and energetic approach to undertaking the scope of work (25%)
- Organization/Communication skills (25%)
- Completeness and quality of proposal (20%)

Notification

Notification to all proponents should be complete by July 13th, 2018 at 5:00 PM PST

Provisions

1. The City assumes no contractual obligations by issuing the RFP, or by accepting and evaluating consultant responses.
2. The City reserves the right to accept or reject any or all responses, or parts of proposals, and to waive any minor irregularities.
3. Any costs incurred by the consultant in the preparation of a proposal will be borne solely by the consultant and the proposal will become the property of the City.
4. The City reserves the right to amend the RFP at any time prior to final consultant selection by transmittal of an addendum to all registered parties by June 29th, 2018.
5. The City reserves the right to accept the proposal it considers most responsive, qualified, and in the City's best interest.

Planning Study Minimum Requirements

The planning study must contain the following **minimum requirements**:

- a. A product market analysis linked to economic development.
- b. A market strategy containing action elements linked to timelines.
- c. Identification of targeted industries.
- d. Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.
- e. The site's appropriateness by addressing, at minimum, appropriate zoning, affect to the state or local transportation system, environmental restrictions, cultural resource review, and the site's overall adequacy to support the anticipated development upon project completion.
- f. A location analysis of other adequately served vacant industrial land.
- g. Total funding for the public facilities improvements is secured or will be secured within a given time frame.
- h. An analysis of how the project will assist local economic diversification efforts.
- i. Indicate the specific issues that will be addressed.
- j. List one or more economic outcomes that you expect from the proposed CERB project.
- k. Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the whole outcome has been achieved.
- l. Describe what data you will collect to determine whether the outcome is being achieved.
- m. Describe the data collection procedure including when data will be collected, from whom and by whom.
- n. The estimated median hourly wage of the jobs created when development occurs.
- o. If the project is determined to be feasible, the following information must be provided within the final report:
 1. Total estimated jobs created (in FTEs).
 2. Describe benefits offered to employees.
 3. Describe the median hourly wage of the new jobs in relation to the median hourly county wage.
 4. The county three-year unemployment rate in relation to the state rate.
 5. County population change in the last five years.
 6. The estimated jobs created represent what percentage of the county's labor force.
 7. The estimated jobs created represent what percentage of the county's unemployed workers.
 8. Estimated new annual state and local revenue generated by the private business.
 9. Estimated private investment generated by project.