

CITY OF LAKE FOREST PARK

REQUEST FOR PROPOSALS

DESIGN GUIDELINES FOR THE TOWN CENTER ZONE

Introduction:

The City of Lake Forest Park is a community of approximately 13,000 residents, located north of Seattle, along Lake Washington. The City is comprised of valleys and rolling hills, creating unique topographical and environmental diversity and is bisected by Lyon and McAleer Creeks, both carrying anadromous fish species. The City incorporated in 1961 as a result of civic opposition to the building of a shopping center in Lake Forest Park. The community prides itself on its fundamental character as a community of single-family residences. The shopping center, now known as the Towne Centre, encompasses approximately 16 acres and serves as the primary commercial center in the community. It also plays a role as a community gathering place and a venue for community events. In addition there are smaller commercial areas along the two state highways that intersect in Lake Forest Park, known as Bothell Way (SR 522) and Ballinger Way (SR 104). There are also numerous home-based businesses throughout the City.

Background:

In 2001 the Lake Forest Park Planning Commission began updating the City's Comprehensive Plan. The draft Plan is now before the City Council. The Planning Commission adopted a Land Use Goal with supporting policies that identified the need for a study to consider a number of factors relating to the City's commercial and housing needs. At the request of the Planning Commission, the City Council commissioned a study to identify ways to strengthen and enhance the economic viability of the City's primary commercial area, the town center. The study was called "Sustaining a Livable Lake Forest Park – The Future of Our Town Center." Public involvement played a major role in the development of the study. There was a 15 member Task Force and three well-attended community forums.

The City hired the consulting firm of Berk and Associates to conduct the study of the town center site. The study was conducted during 2004 with the assistance of a Task Force consisting of 15 members. Three of the Task Force members were City Council members and the remaining were community members. The Task Force issued its final report and recommendations on October 18, 2004. The Final Report and all of the background studies, e.g. economic profile and real estate analysis, transportation analysis, can be found on the City's website (www.cityofflp.com) or provided to interested parties on a cd. A copy of the current city code can also be found on the City's website.

The project was designed to comprehensively examine the Town Center's economic, fiscal, real estate, urban design, transportation and environmental issues, and to help the City and the community identify opportunities for an economically vital and sustainable commercial center in the heart of the city. A particular area of interest in the study was assessing options for more housing. The project was also focused on positioning the property for its best future by identifying and removing obstacles that may stand in the way of attracting a good developer and development plan. The Study addressed issues

that are within the City government's control, such as planning, regulatory and fiscal policies and actions.

Scope of Work:

The Task Force has issued a series of recommendations, one of which is to commission the development of Design Guidelines for the site to articulate design styles and considerations, including façade, setbacks and other design features.

The City Council has not formally adopted the recommendations of the Task Force, but individual Council members have provided comments and suggestions related to the recommendations. These comments and suggestions must be considered and addressed in developing the Design Guidelines for the town center area. It is anticipated that through the development of design guidelines, the more problematic of the recommendations, i.e., density, height and setbacks, will be more fully articulated and developed so that a consensus of the Council can be reached. The comments of the City Council can be found on the City's website.

The City is seeking a set of design guidelines and accompanying land use regulations to guide the future redevelopment of the town center area in a manner consistent with the vision and recommendations of the Town Center Study. It is anticipated that the City Council will adopt the design guidelines and land use regulations to exercise control over the redevelopment of the town center area. The City Council desires to strike a balance between exercising sufficient control to ensure that the city's values and vision are reflected in any redevelopment, while, at the same time, signaling the City's desire to work cooperatively with a prospective developer to encourage innovative and well-designed development plans.

Public Involvement is a high priority with the development of the design guidelines. The selected consultant will work with a subcommittee of the City Council and Planning Commission and it is anticipated that a minimum of two community forums will be necessary to solicit broader community input.

Desired Products:

The final products will be a set of design guidelines including representative drawings and photographs and zoning code language that together will clearly articulate the City's vision for the redevelopment of the town center as described in the final report of the Sustaining a Livable Lake Forest Park Task Force.

Proposal Submittal Requirements:

The responses to this RFP should include:

- Your approach to the overall tasks including any creative ideas or thoughts on how to structure the work to accomplish our desired goals
- A description of your approach to the public involvement element
- A description of experience and strategies you have used with other communities for public involvement

- A description of similar projects or approaches in working with a small city with active citizens
- Key staff positions and staff expertise including any subcontractors
- References
- Cost breakdown – Please be as specific as possible. Break the Study into tasks and identify costs by task. The City Council is interested in considering ways to minimize the costs of this scope of work and would like prospective respondents to identify tasks that could be handled by City staff and the savings that might be achieved.

Evaluation Criteria:

Proposals will be evaluated by the Mayor and Local Government Committee of the City Council and three members of the Planning Commission who will make recommendations to the full City Council.

The following will be considered in evaluating each proposal:

- Responsiveness to the RFP
- Experience with similar projects
- Proven experience in effective public involvement
- Demonstrated success with actual implementation of recommendations
- Creativity of approach
- Presentation and dialogue skills as demonstrated in the interview
- References
- Cost

Timeline:

RFP released to qualified consultants	March 19
Pre-proposal conference	March 25
Proposals due	April 8
Decision on respondents to be interviewed	April 12
Interviews held	April 19
Negotiate contract with successful consultant	April 20 - 26
Contract submitted to City Council for Review and Action	April 28
Project begins	May 9
First Draft of Design Guidelines	June 30
Project completion	September 30

Please submit 3 copies by 3p.m. on Friday, April 8, 2005, to the City of Lake Forest Park, City Hall, 17425 Ballinger Way NE, Lake Forest Park, WA 98155.

Karen Haines, City Administrator, is the contact person for this project. Her phone number is 206-368-5440. Consultants are asked to bring substantive questions to the pre-proposal conference on March 25, at 10:00 a.m. at City Hall. Any substantive questions after the pre-proposal conference need to be submitted in writing and a written response will be provided to all consultants who participated in the pre-proposal conference.

Please note that interviews will be held on Tuesday, April 19 and consultants selected for interviews will be notified on Tuesday, April 12.