

March 5, 2015 Draft - CRA RFP 0.05.2105

**REQUEST FOR QUALIFICATIONS AND PROPOSALS**  
**Downtown Olympia**  
**Community Renewal Area**

**Offered by: The City of Olympia.**

**Issued: XXXX 1, 2015**

**Submissions Due:**  
**No later than 4:00 pm**  
**XXXX, 2015**

**Deliver by mail or in person to:**

City of Olympia  
601 4<sup>th</sup> Avenue E  
PO Box 1967  
Olympia, WA 98507-1967  
Attention: Keith Stahley

[www.ci.olympia.wa.us](http://www.ci.olympia.wa.us)

**DOWNTOWN OLYMPIA**  
**COMMUNITY RENEWAL AREA**  
**REQUEST FOR QUALIFICATIONS AND PROPOSALS**

This is an exciting time in Downtown Olympia. The City of Olympia (the City) has invested millions of dollars in downtown including building a new City Hall, rebuilding a significant portion of its waterfront boardwalk, renovating its performing arts center and building a new children's museum. These investments appear to be paying dividends as there are several significant private sector projects either under construction or recently completed that will add to the vibrancy of the downtown and point towards an even more exciting future. These projects include several adaptive reuse projects converting vacant office space to mixed use buildings and one new six story 138 unit apartment building with structured parking and 7,000 square feet of ground floor retail. Local lending partners seem to recognize the inflection point we are at too, with Thurston First Bank recently announcing a \$10,000,000 loan pool directed at downtown redevelopment.

The City of Olympia has retained the [National Economic Development Council \(NDC\)](#) to support the City's ongoing economic development activities and to assist in this process. The NDC is expert in project financing and brings years of experience and expertise to the table in helping local governments work effectively with private sector partners. NDC will also be providing underwriting services for the City's \$1,000,000 Grow Olympia Fund and \$1,500,000 Section 108 Loan Program. In particular NDC brings expertise about Federal Economic Development Resources such as New Market Tax Credits, Brownfields Economic Development Initiative, Low Income Housing Tax Credits and 63 – 20 project financing.

Through this Request for Proposal (RFP) process the City intends to ensure that these recent investments and new private development projects represent the start of the rebirth of our downtown and that additional private investment will follow to keep this trend alive and growing. The City is exploring using a community redevelopment tool known as a Community Renewal Area (CRA - [Chapter 35.81 Revised Code of Washington](#)) to help to get some properties that are eyesores transformed into productive private use. The City hopes to attract one or more private partners to assist in this effort and is willing to put significant City

resources into this effort for a project(s) that yields substantial community benefit through the elimination of blight, and the creation of economic growth and redevelopment within the CRA.

The City is seeking qualifications and proposals to partner in a mixed-use project(s), including residential, commercial/retail, and parking in downtown Olympia. The City has adopted a Community Renewal Area (CRA) and this request for proposals (RFP) is an extension of that process. Recent community engagement forums indicate strong support for this process and the right redevelopment project(s) in our downtown. The City plans to spur economic vitality and redevelopment within the CRA through this process.

The CRA covers all of downtown Olympia and a portion of the area along West Bay Drive (**see attached [Map 1](#)**). ~~Within this area there are several properties that the City had identified as blighted and in need of redevelopment.~~ City Council has identified X priority sites for inclusion in this solicitation. These ~~include~~ are:

**Specific sites to be added following City Council direction.**

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- ~~1. Former Reliable Steel property address... note private ownership provide contact information for owner...~~
- ~~2. Former Thurston County Health Department address...~~
- ~~3. Former Thurston County Housing Authority address...~~
- ~~4. Capitol Center Building and adjoining property address...note private ownership provide contact information for Neil...~~
- ~~5. Water Street Parcels address...note private ownership. Note private property provide contact information for Ray...~~
- ~~6. Vine Street property address... note private property provide contract information for the owner...~~
- ~~7. Griswold's property address... note private property provide contract information for the owner...~~
- ~~8. Other City-owned parking lots (include map)~~
- ~~9. Timberland Regional Library. While not blighted, the library building and block is owned by the City and is undersized based on levels of utilization~~
- ~~10. Other properties contributing to blight and lack of economic vitality within downtown.~~

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The City will consider proposals on these ~~and other~~ properties ~~within the CRA~~ and will select one or more partners to enter into exclusive negotiations with to redevelop one or more of these properties.

Enhancing the livability and vibrancy of downtown is one of the City of Olympia's highest priorities. The Comprehensive Plan sets forth the city's overall vision for downtown. Some key elements of that vision describe downtown as:

- A social, cultural and economic center of the region
- An attractive place to live, work and play
- A complete neighborhood with a mix of office, retail and residential uses – including 25% of the city's future residential growth
- A place that contains public art, significant landscaping and public spaces throughout

The City is seeking a development partner(s) that understands these objectives and wants to partner with us to create a project(s) that enhances the existing downtown and contributes to the social, environmental and economic health of the community.

The sections that follow describe the purpose of the Request for Qualifications and Proposals (RFQ/RFP) and summarize many of the project considerations, including market area characteristics, site location and characteristics, downtown profile, site profile, zoning and parking, environmental issues, and potential City incentives. The RFQ/RFP details submission requirements and the process in reviewing proposals. Developers who wish to respond to this RFQ/RFP should follow the procedures outlined in the Submission Requirements section.

We look forward to reviewing your RFQ/RFP submission and we invite you to learn more about City incentives at our Public Finance Symposium on ~~March XX, 2015~~ June XX, 2015. If you have any questions or need further information, please contact Keith Stahley, Community Planning and Development Director with the city, at (360) 753-8227 or [kstahley@ci.olympia.wa.us](mailto:kstahley@ci.olympia.wa.us).

Sincerely,

**STEVEN HALL**  
City Manager

## **OLYMPIA AND THE DOWNTOWN AREA**

### **Population and Location**

Olympia is the capital of the State of Washington and the County seat of Thurston County. It sits on the picturesque southern-most shore of Puget Sound. The City has a nationally recognized reputation as one the most livable cities in the U.S. It has an estimated 2014 population of about 50,000 and projected growth of approximately 50% over the next 20 years. Olympia resides within Thurston County, which has an estimated 2012 population of 256,000 and a projected population of 370,600 in 2035. A strong and highly educated public employment base, combined with a vibrant economy and excellent schools, create an environment that engenders a strong sense of community and an excellent long-term economic outlook.

Olympia has easy access to three vibrant metropolitan areas with Vancouver, BC located about 200 miles north and Seattle 60 miles north and Portland, Oregon about 100 miles south. Residents can enjoy a wide range of activities, including biking, sailing, fishing, skiing and hiking, all within a short driving distance. The beautiful setting and the strong sense of community make Olympia a highly desirable location to live, work and play. Residents have easy access to many world-class natural areas including: the Washington coast, San Juan Islands, Olympic National Park, Mt. St. Helens National Monument, Mt. Rainier National Park, Nisqually National Wildlife Refuge and numerous wilderness areas in the surrounding forest lands all within a few hours' drive. Additionally, there are numerous beaches, local parks, golf courses, tennis facilities and walking trails closer to home.

Along with its award winning public school system, there are three institutions of higher learning including St. Martin's University, The Evergreen State College and South Puget Sound Community College that add to the local economy and local quality of life.

### **Downtown Olympia**

Downtown Olympia is the historic urban hub of Southern Puget Sound, with an emphasis on cultural, entertainment, and recreational opportunities naturally associated with its role as the economic center of the region. Olympia is waterfront-oriented, with a modern seaport, marinas, recreational uses, public boardwalk and outstanding views.

Downtown Olympia is home to the Washington State Capitol, state and county government, with many associated political, administrative, professional, and tourist activities. It is also an historic area, with much of the state's and region's past reflected in the layout, design, and character of its buildings.

Our vision for downtown Olympia is a neighborhood where residents contribute to a vital and safe city center; where ownership and use of cars is a choice, not a necessity; and where dense housing encourages sustaining use of land and supports full use of alternative transportation modes.

The local colleges and universities contribute to the active social and entertainment scene in our downtown. The four theaters there host live shows, movies and concerts nearly every night of the week. Restaurants are full and several new ones have successfully launched in the past year. There's always something going on in downtown Olympia.

### **Amenities in Downtown Olympia**

This RFQ/RFP presents an extraordinary opportunity to develop an important downtown project in an area that includes the following amenities:

- A historic downtown.
- An active employment and activity center.
- The Dash -- a free shuttle bus connecting the Capitol Campus with Downtown Olympia
- Over 400 local restaurants, shops, and services.
- A full service grocery store.
- The second largest farmer's market in the state.
- Several theaters, including the Washington Center for the Performing Arts.
- Percival Landing, the waterfront boardwalk, that connects to a trail running along the shore of much of Budd Inlet.
- Sylvester Park, Heritage Park, Artesian Commons and Fountain Park.
- The Transit Center.
- The State Capitol Campus.
- The Olympia Center.

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- The Hands on Children's Museum.
- Views of Budd Inlet, the Olympic Mountains, Mount Rainier, Capitol Lake, Heritage Park, and the State Capitol.

See attached **Map 21** for the location of these amenities.

## PROJECT SUMMARY

### Development Opportunity

The City is committed to promoting high quality redevelopment of our downtown and is looking for partner(s) to help make it happen. The City may be willing to put its resources into the right project(s).

### The Sites

There are ~~multiple~~ X priority sites offered for redevelopment ~~including~~:

- ~~1. Former Reliable Steel property address... note private ownership provide contact information for owner...~~
- ~~2. Former Thurston County Health Department address...~~
- ~~3. Former Thurston County Housing Authority address...~~
- ~~4. Capitol Center Building and adjoining property address...note private ownership provide contact information for Neil...~~
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- ~~10. Other properties contributing to blight and lack of economic vitality within downtown.~~

The City will entertain proposals on ~~any property~~ these priority sites within the CRA boundary and will evaluate all proposals submitted against the criteria in this RFP and determine whether to enter into exclusive negotiations with one or more of the respondents.

## Map of Downtown Olympia Redevelopment Sites

See **attached Map 2** for redevelopment properties of interest.

## Project Characteristics

The most desirable project will be a mixed use building or residential building depending upon the location and ideally will include market rate housing.

### Residential Component

The residential component of the project may either be rental or owner occupied, [however, condominiums or other for sale units are highly desirable](#). The unit characteristics are left to the development team to determine; however, the project must be designed to a human scale and inviting to residents as well as customers of retail business. Projects focused on creating market rate housing opportunities are preferred. Mixed income projects may also be considered.

### Retail/Commercial Component

Projects proposed along the City's Pedestrian A Streets (**see Map 3**) must include a retail/commercial component, and the developer may determine how to address the inclusion of this [aspectproject component](#).

### Parking Component

The RFQ/RFP encourages the development team to consider a variety of ways of meeting the project's parking needs. The City's land development regulations ([OMC 18.38.160 C](#)) do not require that parking be provided for new residential buildings (or portions of buildings that are residential projects) in downtown or for commercial projects less than 3,000 square feet. Further, existing buildings are exempt from parking requirements (except for bicycle parking).

See City Incentives below for additional information about parking.

## City Incentives



The City may offer one or more of the following incentives to the selected developer(s) depending on the benefit to the community from the proposed redevelopment project(s):

- City owned property included in this solicitation;
- Residential property tax exemption ([See OMC 5.86 for exemption requirements](#));
- Priority permitting;
- Joint or shared development of a parking facility;
- ~~The City owns numerous parking lots located throughout downtown and each of these may be considered part of this solicitation and the City may be willing to sell or trade these properties as part of a redevelopment agreement (See **Map 3** for locations of City-owned parking lots);~~
- Other property sales or trades;
- Timberland Regional Library site is owned by the City and the City may be willing to sell or trade this property as part of the redevelopment agreement;
- Loans through the City's Section 108 Loan Program, Grow Olympia Fund and Grow America Fund;
- Infrastructure and frontage improvements;
- Assistance with land assembly, including reconfiguration of streets ; and
- Remediation of contaminated soil including creation of a [Redevelopment Opportunity Zone](#).
- Public finance technical assistance through the NDC.

**~~Councilmember Cooper's Proposed additions:~~**

- ~~CDBG Money \$100,00 to 200,000 per year~~
- ~~General Fund dollars to create trust fund for environmental cleanup \$50,000 per year~~
- ~~Other properties potentially available for sale or trade:~~
  - ~~Maintenance Center~~
  - ~~Justice Center Campus Jail and Japanese Garden~~
  - ~~Historic Firehouse/City Hall~~
- ~~Other considerations:~~

- ~~○ Density Bonus for other things like development uphill of 5<sup>th</sup> Ave~~
- ~~○ Protecting and conserving critical areas or habitat elsewhere in the City i.e. Chambers Basin~~
- ~~○ Should we add a fill map to the RFP. Areas that need pilings to hard pan~~
- ~~○ Current codes will not protect structures below X' above sea level or below this line. Getting to voluntary increases that happened in Harbor House, LOTT, HOCCM and City Hall~~

### **Section 108 Loan Program**

The City of Olympia has recently established a Section 108 Loan program. This loan program can be used to stimulate economic redevelopment activity within the City in a manner consistent with the Department of Housing and Urban Development's standards. A mixed use project within the CRA could potentially be eligible for a [Section 108 Loan](#) up to \$1,500,000.

### **Permitting**

A priority permit review process will apply to the development of a downtown mixed-use housing project. The City will prioritize the project and a project ombudsman will assist with developer/City relations and communication.

### **Density/Height**

Because the City's goal is to substantially increase the number of housing units in downtown, there are no minimum or maximum residential density requirements within the downtown area. Development proposals must comply with the City's zoning requirements that allow for a range project heights from 35 feet up to 65 feet tall plus two additional stories for residential development. See section [18.06.100 A. 2](#) for more information.

### **Zoning**

Nearly all sites within the CRA are appropriately zoned for mixed-use housing within the Urban Waterfront, Urban Waterfront Housing or Downtown Business Zoning Districts.

### **Parking Requirements**

Downtown housing is exempt from parking requirements, however, any proposed parking must meet all parking design, Design Review Criteria, and applicable Pedestrian A and B Street Overlay Criteria. Projects that include over 3,000 square feet of gross commercial leasable area are required to meet vehicle parking and bicycle parking standards for the commercial space.

The City provides public parking and may be willing to partner with private developers to provide parking as part of a redevelopment agreement.

### **Building Heights**

The base zoning height limit in the [Urban Water Front and Downtown Business zones](#) is 65 feet with an additional two-floor bonus for residential. [Properties with the Urban Water Front Housing Zoning District are limited to 35 feet.](#) See Section [18.06.80 and 100](#) for more information about allowed building heights ~~in the Urban Waterfront Zoning District.~~

The IBC allows for five stories of wood frame, Type V, 1-hour construction over a Type I base. Please see Olympia Municipal Code 16.05 for code alternative details.

### **Heritage Register**

Some of the building within the CRA are listed on the State and National Historic Register. Alteration and/or demolition of the building must comply with the requirements of Olympia Municipal Code 18.05 and 18.12.

### **Utilities**

Utilities are available to [most](#) ~~the~~ sites [in downtown](#).

### **Environmental and Geotechnical Findings**

**Environmental Investigation:** Phase I/II Environmental Characterizations have been completed for some of the sites and are available for review.

**Flood:** Review the FEMA Flood Insurance Rate Map for downtown Olympia for flood zone information. Sea level rise issues will be addressed through the development review process.

### **Site Control**

As noted above possible redevelopment sites are owned by both the City and private property owners. [The owners of the private property included in this solicitation have agreed to have their property included in this RFP.](#) Respondents are encouraged to coordinate with private property owners to the extent their properties are included in their project boundary. The City has established relationships with many of the property owners within downtown and may be willing to help coordinate and facilitate contacts, land assembly and development agreements.

### **Condemnation Authority**

Through the creation of the CRA the City has created the ability to use its condemnation authority for economic development projects within the bounds of the CRA. The City Council has limited this authority to only those properties that are blighted and vacant for 7 years or longer [and recognizes that fair market value as determined by the court would be paid for any property acquired using condemnation.](#)

The City also understands that condemnation or the threat of condemnation can be advantageous from a capital gains perspective and is willing to entertain condemnation where it is deemed to be mutually beneficial.

### **Design Review**

The RFQ/RFP offers an opportunity to develop an attractive building in Olympia's historic downtown area and will be subject to the City's design review regulations, however, projects will be expected to exceed these standards. The City expects a project that will set a very high standard for all future development through the use of high quality durable materials, timeless design principles and a sensitivity to the context of Olympia's downtown. [Designs that respect the historic nature of downtown are encouraged.](#)

### **Appraisal Information:**

The City has recent appraisals for some of the properties that it owns. This information will be made avail to interested parties.

## DEVELOPER - REQUIREMENTS AND PREFERENCES

The RFQ/RFP seeks highly qualified developers who clearly demonstrate qualifications to successfully complete the development of a high quality redevelopment project.

### Requirements

1. Identify and describe the developer, including:
  - Developer's name, corporation name (if applicable) or business name, addresses, telephone numbers, fax numbers, e-mail addresses, and the name of the primary project contact.
2. Identify each person or entity involved with the project team, including development partners, technical partners (architects, engineers, others), and briefly describe their respective roles, including:
  - Information regarding the team member's experience and qualifications.
  - Resume of key team members.
  - Example projects that the team or key team members have been involved with.
3. Demonstration of financial capability of developer and development partners, including:
  - Description of approach to project financing including expectations of public participation.
  - Letter of interest from a lender.
  - Letters of reference from past lenders.
  - Selected partners may be asked to confidentially disclose their project financials.
4. Describe the developer's ~~redemption~~relevant project experience for ~~no more than~~up to 5 projects. The City is most interested in current projects and projects completed ~~within the past five years~~recently. Projects described must illustrate the developer's experience with construction projects similar in scope and size to the proposed project. The City is interested in assessing

the developer's experience in participating with public private partnerships. Submit photos or drawings and the following information in **Attachment 1, Redevelopment Project Experience Table**, for projects used to demonstrate experience:

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- Project name
  - Location
  - Description of project size and scope, including the number of units and unit type (i.e.g., 20 studios; 25 1-bdrm).
  - Total project cost and approach to project financing including sources of funds, amount of debt, equity and public participation, along with square footage costs for apartments, condos, and retail.
  - Date project conception, date project started construction and date construction completed.
  - Challenges and obstacles addressed during the development and construction process.
  - Other types of public financial participation.
  - Name of the developer's project manager and contact information.
  - Name of the architect and contact information.
  - Name of the construction manager or general contractor and contact information.
  - Contact name and information of the primary public official who ~~has previously~~ worked with the developer on the project.
5. Briefly describe experience or strategy for marketing and managing urban redevelopment projects.
6. Identify terms of purchase, lease, or other land transaction.

## PROPOSAL REQUIREMENTS AND PREFERENCES

The City is interested in entertaining project proposals that are both market feasible and beautiful. The project design is an important aspect of the selection process, however, the City recognizes that market viability is equally important. The City anticipates negotiating a redevelopment agreement with the selected partner(s) that fixes the project design. The conceptual designs submitted as part of the proposal will remain a guide for the redevelopment agreement so realistic project proposals are encouraged.

The RFQ/RFP seeks a downtown redevelopment project(s) as an exemplary building that will guide future development in downtown

Olympia. See Chapter 18.16 of the Olympia Municipal Code for more information about pedestrian street overlay requirements and 18.110 and 18.120 for further information about commercial and downtown design requirements.

## Requirements

### The submittal must address:

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1. Provide a brief narrative description of the proposed project, including the following:
  - Approach to Transportation Demand Management and facilitation of the use of alternative modes of transportation.
  - Residential, retail, and parking, including the required parking stalls and an estimate of the approximate amount of square footage for each component.
    - Above or below grade parking should cause minimum disruption to prime retail frontages and pedestrian vitality.
  - Pedestrian circulation and access to the surrounding community.
    - Use design elements that result in a building with a perceived size that maintains a human scale street that is comfortable for pedestrians and attractive to them.
    - Maintain interest at the street level in buildings that abut the street by orienting the primary building entrance and active uses (such as retail storefront window displays or restaurants) to the street.
  - Architectural features and elements.
    - Enhance and create a positive visual experience for pedestrians moving along the street and to add interest and variety to building facades.
    - Create visually interesting street walls that interrupt expanses of horizontal and vertical wall surfaces. Use architectural elements that define a base, middle, and top.
2. Provide a conceptual design drawing showing the size and character of the proposed development. It is understood that the plans will be very preliminary in nature, but the mass, scale, and

architectural character should be apparent. Drawings must include the following:

- The building footprint, parking, and location of vehicular and pedestrian access.
  - Conceptual elevations that take into account the design guidelines.
    - The design should use high-quality materials that relate to an urban context and enhance the project's sustainability in terms of durability and efficient operations.
  - A cross section showing a typical structure.
  - A typical floor plan.
  - Additional visualizations ~~may~~ will be required at later stages of the selection process.
3. Identify the market targeted for the proposed project.
  4. Provide a preliminary proposed development budget with sources of funds sufficient to meet budgeted expenses.
  5. Active retail at ground level with high transparency and building lobbies with windowed spaces are preferred along all street frontages. Provide relevant information in the narrative and conceptual drawings requested above.
  6. Projects that recognize the historic nature of downtown and incorporate aspects of existing buildings into the overall project design are welcomed. If the project includes an existing building, provide information about how the existing building or elements of the existing building will be incorporated into the project design.
  7. Identify any code changes or variances necessary to execute the project.
  - 7.8. Anticipated energy efficiency measures and LEED designation to be sought.

### Preferences

Respondents should consider how their project relates to the each of the criteria below. The City will ~~be~~ evaluate proposals using ~~these~~ the following criteria:

1. **Community Benefit** – Projects that leverage limited public resources to achieve long-term measurable community benefits, significant levels of private sector investment and are based in the realities of the market.



2. **Innovative and Effective Approaches to Public Involvement** – Development processes that engage the community in a highly collaborative and proactive process that uses public input to shape the final project.
3. **Impactful Projects** – Proposals that will have a broad and lasting impact on other nearby properties and areas as well as the entire downtown.
4. **High Quality Design** – Proposals that are extraordinarily well designed, sensitive to the surrounding context and use timeless, durable and high quality materials.
5. **Property Owner Participation** -- Responses that demonstrate participation or authorization by affected property owners.
6. **Timeliness** – Projects that are positioned to move forward in the near term and commit to significant milestones.
7. **Partnership** -- Respondents with a demonstrated capacity to partner with the City, property owners and the community and a proven ability to develop high quality projects.
8. **Comprehensive Plan Implementation** –
  - a. Treat our urban waterfront and vistas as priceless assets by enhancing access, protecting view corridors and expanding usable open space.
  - b. Stimulate private investment in residential and commercial development, increasing downtown Olympia's retail and commercial vitality.
  - c. Create or enhance town squares framed by commercial or civic buildings, pocket parks, plazas and other small public or private spaces in downtown.
  - d. Develop highly walkable communities.
  - e. Include public art and public spaces.
  - f. Encourage intensive residential and commercial development.
  - g. Enhance landscaping with trees, planters and baskets, banners, community gardens and other decorative improvements.
  - h. Encourage development that caters to a regional market.
  - i. Enhance the sustainability of our community and downtown.
  - j. Encourage the use of alternative modes of transportation including biking, walking and transit.
9. **Sustainability** -- Projects pursuing LEED Gold or higher certification are preferred.
10. **Environmental Remediation** -- Projects that assume full responsibility for environmental remediation and liability are preferred.

## EVALUATION AND SELECTION

## Evaluation Criteria

The City anticipates entering into exclusive negotiations with one or more developers following preliminary selection of one or more development partners. Evaluation of RFQ/RFP responses will be based upon the following:

1. Developer Experience:
  - Success in developing urban redevelopment projects.
  - Quality of representative projects.
  - Qualifications of project team and key project managers.
  - Financial capacity.
  - Experience in partnering with the public sector in the development of projects.
2. Purchase price offered including expectations of public financial participation and conditions and limitations pertaining to environmental remediation.
3. Proposal Requirements and Preferences:
  - Degree to which the preliminary development concept and site design meets the RFQ/RFP requirements and preferences.
  - Architectural merit.
  - Market targeted (housing, retail & parking).
  - Proposal budget.
  - Demonstrated market viability.
  - Proposed public participation process.

The City anticipates using an open house type event to allow respondents to this solicitation to present their proposals to community members and respond to questions from the community. Additional public process may be required as part of the consideration of a development agreement.

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## General Provisions and Conditions

The City reserves the right to the following:

- To reject any and all responses.
- To negotiate with more than one redevelopment partner.
- To waive minor irregularities in a response.
- To cancel, revise, or extend this solicitation.
- To request additional information on any response beyond that required by this RFQ /RFP.

- To modify the selection process set forth in this RFQ/RFP upon written notification to all respondents who have not been rejected at the time of modification.

### **Selection Committee**

~~The selection committee may recommend one or more finalists for final consideration.~~ The City shall have the final decision on whether to move forward with a development team or not.

### **SUBMISSION REQUIREMENTS**

Interested developers must submit 5 paper copies of the response to the RFQ/RFP, including a letter of interest outlining response requirements and preferences and 1 electronic copy.

Limit the responses to 20 pages with the exception of the description of developer's redevelopment experience and current projects.

The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFQ/RFP.

### **PRE-SUBMISSION CONFERENCE**

A pre-submission conference will be held on Wednesday, XXXX, 1:00 p.m. in Room 207 at the Olympia City Hall 601 4<sup>th</sup> Avenue East, Olympia, Washington. The purpose of the conference is to answer questions about the downtown redevelopment RFQ/RFP. Attendance by a representative of each proposer is encouraged but not mandatory. A walking tour of downtown and key sites will be conducted following this session. Please contact Keith Stahley (360) 753-8227 or [kstahley@ci.olympia.wa.us](mailto:kstahley@ci.olympia.wa.us), for directions or questions.

### **SCHEDULE**

The City reserves the right to modify the time line.

/RFQ/RFP Action	Approximate Completion
Issue Request For Qualifications and Proposals	TBD
Public Finance Symposium	TBD
Pre-submission conference	TBD
RFQ/RFP responses due	TBD
Presentations City Council	TBD
Presentations to the Community	TBD
Select respondent(s) to enter negotiations	TBD

Selected developer(s) will be invited to give a presentation on all aspects of the proposal, including design concepts, development cost, financial capacity/lender commitments, terms of site acquisition, and implementation schedule to City Council and the community.

**CONTACT INFORMATION**

City of Olympia:

Keith Stahley, Community Services Manager: (360) 753-8227 or [kstahley@ci.olympia.wa.us](mailto:kstahley@ci.olympia.wa.us).

**ATTACHMENT 1: REDEVELOPMENT EXPERIENCE TABLE**

**Project name and location:**

\_\_\_\_\_

**Brief project description:**

\_\_\_\_\_

**Project manager and phone:**

\_\_\_\_\_

**Construction manager or general contractor and phone:**

\_\_\_\_\_

**Public official, if any, contact name and phone:**

\_\_\_\_\_

**Approximate construction start and completion dates:**

\_\_\_\_\_

**RESIDENTIAL**

	Annual Proposed Rent	Proposed Sale Price	# of Units	Sq Ft/ Unit	Total Sq Ft	Total Project Cost
Studio						
1 bedroom/1 bath						
2 bedroom/1 bath						
2 bedroom/2 bath						
3 bedroom/2 bath						
Artist Live/Work						
Other						

Total Residential Sq. Ft. \_\_\_\_\_

Estimated Construction Cost/Sq. Ft. \_\_\_\_\_

**COMMERCIAL**

	Annual Proposed Rent	Proposed Sale Price	# of Units	Sq Ft/ Unit	Total Sq Ft	Total Project Cost
Retail						
Office						
Light Industrial						
Artist Live/Work						
Other						
Other						
Other						

Total Commercial Sq. Ft. \_\_\_\_\_

Estimated Construction Cost/Sq. Ft. \_\_\_\_\_

**ATTACHMENT 2 – SITE ANALYSIS (THIS IS DEPENDENT ON THE PARTICULAR SITE OR SITES INCLUDED IN THE SOLICITATION.)**

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The site analysis is provided for reference information only and does not limit the City's authority in any manner. Respondents should rely on their own site analysis.

**Preliminary Analysis**

Comprehensive Plan and Zoning:

Urban Waterfront:

- 1) Height – 65 feet, two additional residential stories may be built. See 18.06.100(A)(2)(b).
- 2) Maximum Development Coverage 100%
- 3) Setbacks 0-feet. See Pedestrian Access (OMC 18.06A.140) and View Corridors (OMC 18.06A.025)
- 4) There are no maximum or minimum residential density requirements downtown

Need to add Downtown Business:

Parking:

- 1) New residential uses (including residential uses in a commercial building) are exempt from parking. If any residential parking is provided, it must meet all parking design, Design Review Criteria, and applicable Pedestrian A and B Street Overlay Criteria. Downtown Parking Exempt Zone (OMC 18.38.160(C), (D) and Figure 38-2)
- 2) New commercial buildings or expansions of 3,000 square feet or more of gross floor or leasable area is required to meet all parking standards (OMC 18.38.100, Table 38.01 and OMC 18.38.080);
  - a. 10% downtown deduction and ability to count on street parking
  - b. Administrative Variance to increase or decrease parking by 40%
- 3) Residential and commercial additions, buildings, or changes in use must provide Class I and II bicycle parking (OMC 18.38.160(C))
- 4) Loading Berth Exempt Zone (OMC 18.38.140 and Figure 38-1.5)

Environment:

- 1) Phase I and Phase II Environmental Site Characterization completed and are available included as Exhibit B for some City owned parcels.
- 2) Other key regulations and required reports at land use application:
  - a. Critical areas
  - b. Shoreline Master Program
  - c. Transportation study may be required
  - d. SEPA Reports likely to include:
    - a. Flood Proof certification
    - b. Grading and Erosion Control
    - c. Air Quality
    - d. Tree Plan
    - e. Historic Preservation
  - e. Noise Attenuation – Pile driving impacts on residential
  - f. Historic Preservation – The subject property is on the Washington Historic Register and the National Historic Register. Historic register report is available.

Applications and Process:

- 1) Detailed Design Review by the Design Review Board (Council Appointed) that makes recommendation to the Site Plan Review Committee (SPRC)
- 2) Environmental Review by staff
- 3) Land Use Decision by the Site Plan Review Committee
- 4) Hearings Examiner if variance, conditional use, or an appeal of SPRC

Building Code:

- 1) IBC and local adoption of amendments

Utilities:

- 1) All utilities available to the site.

Overlays:

- 1) Downtown (OMC 18.06A) and City Wide (OMC 18.20) Design Guidelines
- 2) Pedestrian Street Overlay District (OMC 18.16)



Impact Fees and General Facility Charges (GFC) for Downtown Mixed-Use Housing:

1. The project will be subject to impact fees and general facilities charges in place at the time of application.

Tree Plan:

- 1) Street trees along all frontages
- 2) On-site tree density may be met with planting or payment in-lieu to tree account.

Landscape:

See OMC 18.36

Miscellaneous:

- 1) Multifamily property tax exemption program available

**Other information available upon request:**

- Exhibit A, property appraisal.
- Exhibit B Phase I and Phase II Environmental Characterization.
- Exhibit C Historic register report.

To obtain an electronic copy of this information please email [Kstahley@ci.olympia.wa.us](mailto:Kstahley@ci.olympia.wa.us).