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Land Use & Environment Committee

Briefing on Draft of Request for Qualifications (RFQ) for Downtown Strategy Consultants

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Title

Briefing on Draft of Request for Qualifications (RFQ) for Downtown Strategy Consultants

Recommended Action

City Manager Recommendation:

Following a brief presentation from staff, provide any feedback on the draft RFQ (**attachment 1**). Staff specifically requests feedback on the proposed consultant selection process.

Report

Issue:

Review working draft of the RFQ for a consulting firm to assist with formation of the Downtown Strategy. The RFQ flows directly from the scope of work, which City Council is expected to approve on May 19.

Staff Contact:

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Presenter(s):

Amy Buckler

Background and Analysis:

In fall of 2015, the City will kick off a public process to form a Downtown Strategy. The Strategy will identify priorities - steps we take over a 5-6 year period that will have the greatest strategic impact to forward our community's downtown vision and goals. The City will hire a consulting firm to help lead and coordinate this process.

The City Council is expected to approve the final scope and criteria for the consultants on May 19. Staff aims to release a Request for Qualifications (RFQ) in early June, and have consultants on board no later than August 31, 2015.

Tonight is an opportunity for the Land Use & Environment Committee to review and provide feedback on a draft of the RFQ (Attachment 1). Staff specifically requests feedback on the proposed consultant selection process.

The Land Use & Environment Committee's previous input about such consultants includes:

- Expectation to hire a firm with a high degree of expertise and experience with urban design and public participation
- Demonstrated success in other cities and downtowns similar to Olympia
- It is likely that the lead consulting firm may need to contract with other experts in order to perform all the duties called for in the scope
- The lead firm would be responsible for coordinating all consultant efforts in to a coherent and implementable strategy
- The RFQ will flow directly from the scope approved by City Council

Neighborhood/Community Interests (if known):

There is a high level of community interest in the Downtown Strategy. Public input that was provided at previous Land Use & Environment Committee meetings and to staff suggests the consultants should be high-caliber professionals with expertise in urban design, and proven success in other cities and downtowns similar to Olympia.

Financial Impact:

For 2015, \$250,000 has been budgeted to form a Downtown Strategy. Additional funds may be appropriated in 2016, subject to annual budget decisions.