



Request for Proposals:

City-Owned Flex Light-Industrial Building Planning Study

Date of Release: Tues, August 11th, 2020 at 5 PM

Due Date: Fri, August 28th, 2020 at 4 PM

Introduction

The City is home to 9,800 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 only has three acres of active light industrial land. The key goal of this study is to determine the appropriate location, size, and specs of a flex light-industrial structure that would be city-owned. Right now, the City only has one existing light industrial Class C structure that is completely rented out with a waiting list. It is a top priority of the administration of Mayor Norma Hernandez and the city's Economic Development, Tourism, and Events Commission to develop a flex light industrial building in the City. Over the years the City has received countless leads from food processors, suppliers of materials for the wine industry, warehousing, and aerospace seeking existing buildings to inhabit. The City has one privately marginal owned one that is completely full. The City has three sites zoned for light-industrial that would support a flex light-industrial building. The study would examine available infrastructure and assets. Determine which would be the most cost effective site to develop for a city-owned flex building and which location would attract the strongest end-user interest. A lot of the business interest we get wants a preconstructed building to renovate on the inside. The end users do not want greenfield space with no construction on it. The Port of Walla Walla is also fully subscribed up at the Walla Walla Airport Industrial Park. The region needs additional space that is available for end users. Also, we need a study that details the specific attributes of the structure. How many docks? Should maker space facilities be incorporated on site? What is the recommended infrastructure improvements to serve the structure?



Scope of Work

1. Site comparison engineering analysis for the three sites under consideration for a city-owned flex-industrial building.
2. Alternate land and traffic control configurations for each site and key intersections.
3. Traffic data acquisition and projected levels of service for intersection alternatives
4. Policy maker updates and feedback collection
5. Preliminary infrastructure analysis (water, sanitary, and storm)
6. Market analysis for the site- Identification of target industry- Marketing Strategy
7. Site appropriateness study reviewing zoning, local transportation system, environmental restrictions, cultural resource review, and site's adequacy to support light industrial development.
8. Estimation of total funding for public facility improvements.
9. If Project is determined feasible than the following information will be developed
 - i) Total estimated jobs created (in FTE's)
 - ii) Benefits offered to employees
 - iii) Median hourly wage
 - iv) County three-year unemployment rate as it relates to state rate
 - v) County population change in last five years
 - vi) Estimate of jobs created represent what percentage of county's labor force
 - vii) Estimate of jobs created representing a percentage of county's unemployed workers
 - viii) Estimate of new annual state and local revenue generated by the private business

- ix) Estimate private investment generated by project
10. 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 State of Washington CERB-funded planning study
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 August 26th, 2020 addressed to Mike Rizzitiello, City Administrator: mrizzitiello@cpwa.us. Replies to all submitted questions will be posted on city website for bids by August 27th, 2020.

Submittals are due Friday, August 28th, 2020 at 4:00 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 September 18th, 2020 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 August 27th, 2020.
5. The City reserves the right to accept the proposal it considers most responsive, qualified, and in the City's best interest.