



City of Kirkland

Request for Proposals

HOUGHTON VILLAGE PROPERTY DEVELOPMENT PROPOSAL

JOB NUMBER # 13-25-PB

Issue Date: March 20, 2025

Due Date: April 28, 2025 @ 4:00 p.m. (Pacific Time)

REQUEST FOR PROPOSALS

Notice is hereby given that proposals will be received by the City of Kirkland, Washington ("City"), for:

Houghton Village Property Development Proposal **Job Number 13-25-PB**

File with Purchasing Agent, Finance and Administration Department, 123 5th Ave, Kirkland WA, 98033
Proposals received later than **4:00 p.m. on April 28, 2025**, may not be considered by the City in its sole discretion.

A copy of this Request for Proposals (RFP) may be obtained from the City's website at <http://www.kirklandwa.gov>. Click on the Business tab at the top of the page and then click on "Doing Business with the City" and look under the "Opportunities" tab.

Because qualifications submitted in response to this RFP may include the anticipated provision of architectural and/or engineering services, this RFP is issued consistent with the general requirements of chapter 39.80 RCW.

The City reserves the right to reject any and all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by the respondents in the preparation and submission of a proposal. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

A response that indicates that any of the requested information in this RFP will only be provided if and when the respondent is selected as the apparently successful respondent is not acceptable and, at the City's sole discretion, may disqualify the proposal from consideration.

The City of Kirkland requires that no person shall, on the grounds of race, religion, color, national origin, sex, age, marital status, political affiliation, sexual orientation, or the presence of any sensory, mental, or physical disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity. The City is committed to helping ensure non-discrimination in all of its programs and activities, whether those programs are federally funded or not.

In addition to nondiscrimination compliance requirements, a respondent ultimately awarded a contract shall comply with federal, state and local laws, statutes and ordinances relative to the execution of the work. This requirement includes, but is not limited to, protection of public and employee safety and health; disabilities; environmental protection; waste reduction and recycling; the protection of natural resources; permits; fees; taxes; and similar subjects.

Dated this March 20, 2025.

Jay Gewin
Purchasing Agent
City of Kirkland
purchasing@kirklandwa.gov

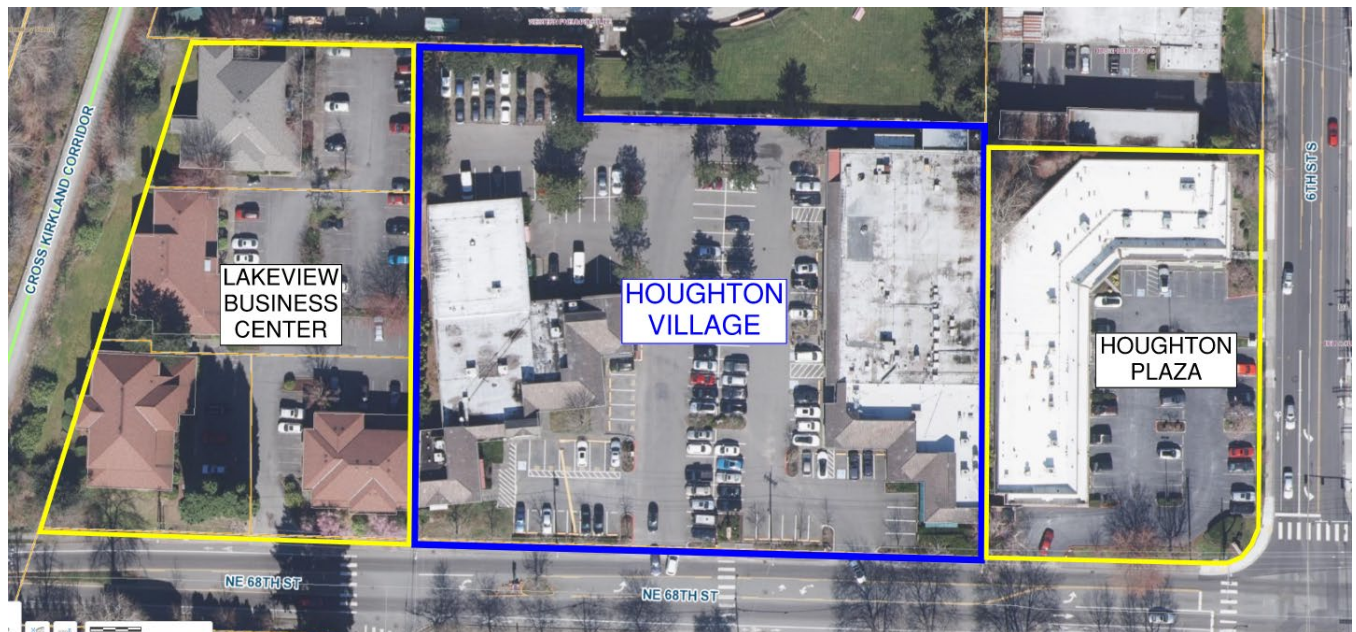
Published in the Daily Journal of Commerce and Seattle Times on March 20th and March 27th, 2025

Executive Summary

The City of Kirkland issues this Request for Proposals (RFP) to seek interested development teams who have a creative vision, demonstrated experience, qualifications, and the organizational and financial capacity to plan, build and develop a city-owned property into a mixed-use project with affordable housing, retail uses, community space, and open space that will benefit the community.

The subject property (site) is located at 10702 NE 68th Street (known as the Houghton Village Property; see vicinity map below).

In 2022, the City of Kirkland purchased the site with the goal of supporting a variety of public purposes and mixture of uses including, but not limited to, affordable and workforce housing, non-profit programming, schools, arts and cultural uses, local-serving retail uses, and City recreation program space (see background section below for more information). The 2.20-acre site currently contains single story multi-tenant commercial buildings with a surface parking lot.



Study Area

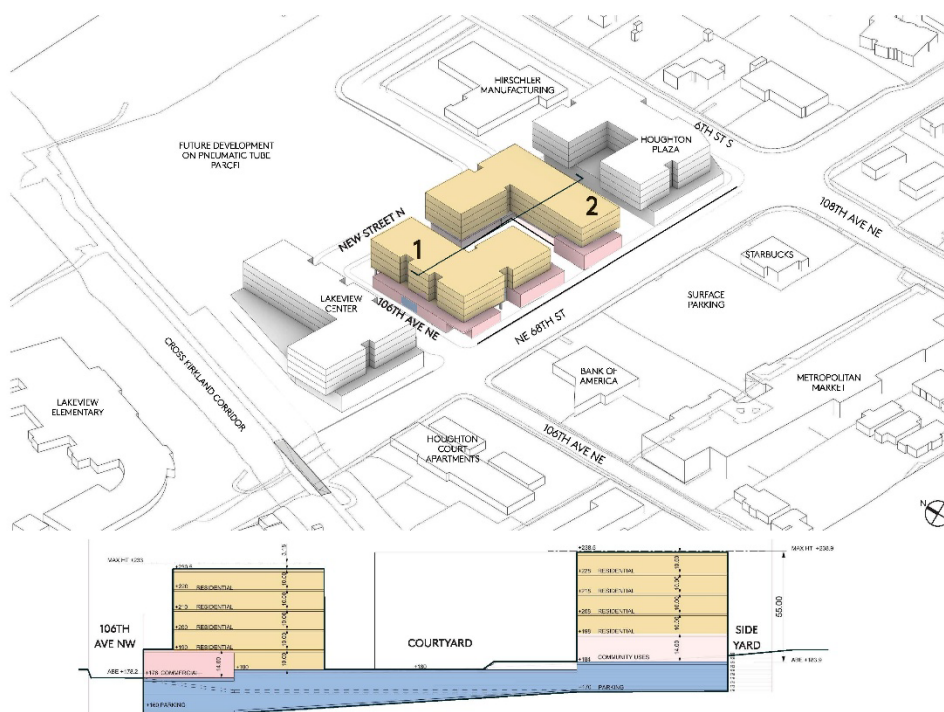
The site provides a developer with an opportunity to develop mixed uses in a very desirable location within a walkable ten-minute neighborhood with frequent transit service, nearby shops, schools, Northwest University, Downtown Kirkland, Lake Washington, parks, major employers, access to the Cross Kirkland Corridor (CKC), and Interstate 405.

Based on a market feasibility analysis and conceptual Development Framework that have been prepared (see Attachment 1), the site could support a five-story development with a potential for 146 residential units above 25,830 gross sq. ft. of ground floor commercial/retail/community space, a shared underground parking garage with approximately 230 parking spaces, public open space, amenities, and pedestrian connections to the Cross Kirkland Corridor (CKC). The conceptual Development Framework illustrates opportunities for integrating surrounding properties into future phases should any of the adjacent property owners be interested. The City would note that the Development Framework illustrates a conceptual development that could feasibly be developed on the site, based on a current understanding of market conditions, the City Council's expectations for development, and existing policy guidance; the ultimate development plan for the site may thus vary from what is shown in the Development Framework.



Conceptual site plan for the draft Development Framework, prepared by Mithun Architects (the subject property is the central lot in this image, with the bold outline)

BUILDING SECTION, MASSING AND DATA



BUILDING 1 - AFFORDABLE CO-OP	
83,400	TOTAL GSF
68,200	RESIDENTIAL GSF
11,500	COMMERCIAL/RETAIL/COMMUNITY GSF
3,700	SERVICE GSF
70	RESIDENTIAL UNITS
BUILDING 2 - AFFORDABLE CO-OP	
91,700	TOTAL GSF
76,400	RESIDENTIAL GSF
14,300	COMMERCIAL/RETAIL/COMMUNITY GSF
1,000	SERVICE GSF
75	RESIDENTIAL UNITS
TOTAL BUILDING 1 + 2	
250,400	TOTAL GSF
144,600	RESIDENTIAL GSF
25,800	COMMERCIAL/RETAIL/COMMUNITY GSF
10,300	SERVICE GSF
145	RESIDENTIAL UNITS
TOTAL GARAGE	
75,300	GARAGE GSF
230	PARKING STALLS

LEGEND	
	CITY OWNED PARCEL
	STUDY AREA (OUTSIDE OF HV PROPERTY)
	COMMERCIAL / RETAIL
	COMMUNITY
	RESIDENTIAL
	PARKING AND SERVICES
	ELEVATION ABOVE SEA LEVEL
0'	75'
150'	300'

HOUGHTON VILLAGE DEVELOPMENT PLAN / DRAFT PLAN / NOVEMBER 11, 2024

MITHUN

Conceptual massing and data for draft Development Framework, prepared by Mithun Architects.

The City invites innovative and financially savvy developers who are interested in the strategies highlighted in the conceptual Development Framework (Attachment 1) and meeting the objectives for the site stated in City Council Resolutions 5512¹ and 5543² to submit letters of interest to develop the site (see submittal requirements section below).

Expectations for RFP Process

The City issues this Request for Proposals (RFP) to allow the City and community to gather information about developer interest in this opportunity and information about developer capabilities and qualifications. The City's intent is to find creative and committed partners to submit a proposal and join the City of Kirkland as we work together to add affordable units in Kirkland and help address our region's affordable housing crisis along with creating new retail and community space opportunities.

This RFP is designed to give all who may be interested an opportunity to suggest creative financing and public-private partnership structures with minimal initial submittal requirements. The City expects this RFP to result in the selection of a short list of development teams that will subsequently be invited to prepare a more detailed proposal that summarizes the team's design and deal structure, more detailed schematic drawings, and an interview with the City's selected team.

Based on the results of this process, the City will decide whether or not to enter into an agreement with the developer (which may include a purchase and sale agreement), during which time the City will work with the developer to create a specific, feasible development proposal and legally binding agreement that can be implemented as part of this unique public-private partnership that will result in the desired development on the site.

Project Site Background, Vision and Goals

In 2022, the City purchased the Houghton Village Shopping Center property for \$14 million to help realize the City Council's vision for potential public purposes, such as affordable housing, school space, non-profit program space, arts and cultural space, and City recreational program space. Initial goals and objectives for the site are included in R-5512 and 5543. The Council does not intend on using this property for permanent supportive housing, but rather for traditional affordable and workforce housing. The City used a three-year interfund loan to acquire the property, with the intent to identify a development partner and a long-term financing plan by the time the interfund loan comes due in May 2025. This schedule is flexible and will likely be extended.

Future development of the site is guided by Comprehensive Plan Goals and Policies in the Everest Neighborhood Plan³, and up to 5 stories of development is allowed through Council adoption of a Development Plan (also referred to as a "Master Plan"). It is expected that the scope of work contracted pursuant to this RFP will include a development partner to complete the necessary steps to take a proposed development plan through the public process to obtain Council adoption. Much of the groundwork for this process has been obtained with the aforementioned work on the conceptual Development Framework.

In 2024, the City worked with a consultant team (Mithun (prime consultant), ECONorthwest, Transpo Group) to develop a Development Framework for the site that evaluated: high-level site planning for the property; how design can prioritize bikes and pedestrians and leverage nearby transit; consistency with adopted functional plan policies and/or projects; how to accommodate potential redevelopment of

¹ <https://docs.cityofkirkland.net/CMWebDrawer/Record/518893/file/browserviewable?inline=true>

² <https://docs.cityofkirkland.net/CMWebDrawer/Record/527838/file/browserviewable?inline=true>

³ <https://www.codepublishing.com/WA/Kirkland/?KirklandCP15E/KirklandCP15E.html>

adjacent parcels; and design and use parameters to guide future architectural plans and development for the property (see Attachment 1).

This initial planning has focused on the following key objectives in the Everest Neighborhood Plan:

- Preserve and enhance neighborhood-serving retail, especially grocery stores;
- Promote a mix of complementary uses;
- Promote high quality design by establishing building, site, and pedestrian design standards and guidelines;
- Foster walkable neighborhoods and increased transit service;
- Integrate affordable housing; and
- Create gathering places and opportunities for social interaction.

Project History

The City has already taken several steps and analyses to help a potential development team engage successfully with the project and the public. Below is a summary of the activities that have occurred to date related to the site, including evolution of the draft conceptual Development Framework, consultant studies, and the community engagement process:

- In 2022, City Council authorized the purchase and sale agreement for the site by approving Resolutions 5512 and 5543. Details regarding the goals and objectives of the site and the purchase are outlined in staff memorandums for City Council meetings on January 18, 2022⁴, June 7, 2022⁵, and September 17, 2024⁶.
- In 2022, a Phase I⁷ and Phase II⁸ Environmental Site Assessment was conducted by Shockey Planning Group. An Appraisal Report⁹ was conducted by CBRE.
- In 2024, the City conducted a Request For Qualifications (RFQ) process (RFQ #07-24-PB) and selected the consultant services of Mithun, together with sub-consultants Transpo Group and ECONorthwest, to conduct feasibility and market analysis of development options for the site including: opportunities and challenges, site and architectural concepts, zoning requirements, transportation and mobility analysis, sustainability framework and urban design components.
- In summer and fall 2024, the City and consultants undertook a community engagement process to receive input on initial site plan options and desired uses for the site. This community input has influenced the design of the draft Development Framework. The comments received at the various engagement activities are included on the project webpage.
- With the adoption of the 2025-2026 budget on December 10, 2024, the Council included funds to potentially refinance the loan in 2025 should the Council chose to do so to provide more time to approve a final plan and seek development partners.

⁴ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2022/january-18-2022/10a_business.pdf

⁵ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2022/june-6-2022/9b1_staff-memo.pdf

⁶ https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-council/agenda-documents/2024/september-17-2024/3b_study-session.pdf

⁷ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/houghton-village-phase-i-environmental-site-assessment-report.pdf>

⁸ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/houghton-village-phase-ii-environmental-site-assessment.pdf>

⁹ <https://www.kirklandwa.gov/files/sharedassets/public/v/1/city-managers-office/pdfs/2022-03-16-houghton-village-cbre-appraisal-report.pdf>

- At the January 7, 2025 City Council meeting, Council expressed support for the draft Development Framework for the site (see Attachment 1) and requested that staff initiate this RFP process to solicit developer interest in redeveloping the site based on the draft Development Framework.

Potential Collaboration with Adjacent Properties

City staff has been engaging with nearby property owners surrounding¹⁰ the site. The opportunity to engage further with neighboring property owners could better coordinate and enable future redevelopment of adjacent properties and provide adjacent owners with more certainty for future planning. The draft Development Framework explores redevelopment opportunities associated with integrating the adjacent properties in future phases.

Key Development Requirements

The City's Zoning Code¹¹ includes site-specific provisions related to building envelopes, affordability, sustainability, design, parking, and other development standards. These were utilized as a foundation for the Development Framework. However, the City anticipates a Development Agreement will eventually be negotiated to establish final development standards for the site. A developer will be required to obtain the necessary design, building and development approvals and permits and construct housing units and other improvements in compliance with the City of Kirkland's requirements for this site summarized below. Other issues may be identified through potential development agreement negotiations and/or the City's permitting review process.

- A. City Council-Approved Development Plan. The developer will be required to complete a public process to obtain Council approval of a Development Plan for the project.
- B. City Development Standards. Redevelopment of the property must comply with applicable City of Kirkland policies and codes including: Neighborhood Plan policies, design guidelines for the Houghton Everest Neighborhood Center HENC 1 zone (KZC 35), Affordable Housing requirements (KZC 112), High Performing Buildings standards (KZC 115.62), Street Improvements (KZC 110), transportation, and other permit requirements. The draft Development Framework explores some of the modifications to development standards that could be explored for inclusion in an anticipated Development Agreement for the site.
- C. Installation of Utilities. All utility improvements on the site, including but limited to water, sewer, stormwater, power and cable, are the developer's responsibility and would be coordinated with the City.
- D. Site Access. The developer is required to work directly with the City to develop coordinated site access and circulation plans as shown with the conceptual Development Framework and Zoning Code requirements, including: dedication of land for a new street, consolidation of driveways, street frontage sidewalks, bike lane, traffic signal along NE 68th Street, and pedestrian connections to the CKC.

¹⁰ <https://www.kirklandwa.gov/Government/City-Managers-Office/Future-of-the-Houghton-Village-Property>

¹¹ <https://www.codepublishing.com/WA/Kirkland/html/KirklandZNT.html>

- E. Washington State Environmental Policy Act (SEPA) Regulations. Developer must submit a SEPA checklist to the City to confirm that the proposal complies with the State Environmental Policy Act requirements.
- F. Design Review Process. Final design of the project will be subject to approval by the Kirkland Design Review Board (prior to building permit submittal) through a two-step process of Conceptual Design Conference and Design Response Conference, followed by a complete building permit submittal and approval. It should also be noted that the City is currently working on a project to reform and streamline its Design Review process, which may be in effect as the Development Plan advances through the review process.
- G. Disposition of Land and Valuation
The City seeks to be reimbursed for the property and is committed to disposition agreements that facilitate developments that maximize public benefits for the site. Submittals should demonstrate the intent to achieve this objective. While complete reimbursement is a primary objective, the City is also open to other options if they would more effectively maximize public benefits.

RFP Submittal Requirements and Evaluation Criteria

Attainment of City Policy Goals

Respondents whose responses maximize the public benefit objectives for the site and the following criteria may be eligible for higher ratings. Among other factors, responses will be evaluated for completeness, market feasibility, innovative ideas, strength of community and stakeholder outreach, and development team experience and success in implementing similar projects. In order to limit developers' immediate time investment, the City is *not* requesting specific design proposals and/or complete financial analysis at this time; the City will likely request these elements from a short list of development teams as part of a phase 2 of this procurement.

Submittal Requirements

Proposals should be limited to 30 pages. RFP submittals should include the following components in the order they are listed below:

- A. *Cover:* The cover should contain the RFP title and job number, the respondent's name(s), and the submission date. The cover does not count towards the 30-page limit.
- B. *Transmittal Letter:* The transmittal letter should contain:
 - 1) The name, title and contact information of the individual with authority to bind the respondent. This person should also sign the transmittal letter.
 - 2) The address and legal form of the respondent. If a joint venture is involved, provide complete information explaining the relationship among team members and their respective roles and contributions. An organization chart would be an appropriate attachment to the cover letter. If a Respondent is a business entity, the business entity must be registered with the State of Washington to conduct business.

C. Expression of Interest:

- 1) Concise summary of the expression of interest, identifying how the proposed idea will meet the City's goals, program objectives (summarized in the Development Framework and R-5512 and R-5543) and the respondent's qualifications and experience.
- 2) Details of expected project budget, and description of the capabilities of the respondent including financial capacity.
- 3) Concept site plan (provide proposed site plan if available, or a description of the proposed project concept), or respondent's evaluation of the Draft Development Framework as it relates to their capabilities and experience. Respondents may provide concepts that deviate from the Draft Development Framework, including proposals of a significantly different scale (e.g., 3 stories of development).

D. Qualifications: A written description accompanied by bios and resumes of key personnel, detailing their track record of previous experience, specifically in the following areas:

- 1) Development partners;
- 2) Construction;
- 3) Property management;
- 4) Asset management;
- 5) Affordable housing portfolio, including size of projects and funding sources;
- 6) Experience and qualifications in regard to sustainable development; and
- 7) Managing commercial uses.

E. Experience:

- 1) Respondents shall provide 3 development projects with a significant affordable housing component, comparable to respondents' project concept, and with which respondent or their key personnel have had primary involvement.
- 2) Demonstrate previous significant experience working with public sector agencies.
- 3) Demonstrate previous experience with mixed-use projects.
- 4) Demonstrate previous experience with sustainable infill development projects.

E. References: Respondents shall identify a minimum of 3 references with direct knowledge of the experience described in the previous section; at least one reference should represent a public agency.

F. Project Concept. Respondent's submittal shall describe:

- 1) The overall concept and vision for the site and how the vision will integrate with the City's objectives for the site and enhance the surrounding community;
- 2) Evidence of market demand for the project's proposed uses;
- 3) Affordable housing concept, including the following:
 - a. The project's impact on the City's affordable housing goals and other economic development objectives;
 - b. The method in which the project integrates affordable housing units within the proposed plans;

- c. Housing types. Describe the tenancy of units (rental vs. for-sale), design and housing configurations (including bedroom counts) and, if developed as separate components, describe configurations for both the market rate and affordable housing;
 - d. Affordability. Numbers of units and levels of affordability expected, including focus on workforce housing and housing affordable to lower-income families.
 - e. Any innovative ideas for ensuring community ownership, first-time homebuyer opportunities, long-term affordability, etc.
- 4) Sustainability. Describe the green building and sustainable techniques and components of the project design that relate to sustainable sites, transportation, water efficiency, energy efficiency and renewable, atmosphere, equity and social benefit, sustainable materials and resources, and indoor environmental quality. This section should also describe how sustainability measures could contribute to future cost savings in operations and/or for residents (e.g., energy cost savings).
- 5) Community Benefits. Please describe any improvements that could be considered benefiting the general public and/or contributing to the local community, possibly including but not limited to the following preferences identified by the City of Kirkland:
 - a. Project features and design that promote the City's Sustainability Strategic Plan¹²;
 - b. Substantial affordable housing, meeting or in excess of the number of units/affordability/unit mix established in the Development Framework;
 - c. Extensive sidewalks and public improvements;
 - d. Pedestrian safety improvements;
 - e. Public plaza, open space requirements, or recreational equipment;
 - f. Public art;
 - g. Unique opportunity for neighborhood serving commercial/retail or community-serving space, including any potential for small-business subsidies/opportunities;
 - h. Improve quality of life for the surrounding community;
 - i. Advance opportunities for local residents and businesses; and/or
 - j. Others as identified by the developer.
- 6) Optional Alternative Project Concept. Respondents may propose a project concept that deviates from the Draft Development Framework scale (e.g., 3 stories of development, or additional floors beyond the Framework). If such a concept is proposed, the respondent should clearly describe how the concept will achieve community benefits commensurate with those in the Draft Development Framework.

- G. *Project Implementation*: Respondents shall identify and describe the timetable and milestones through project completion. Respondents may include implementation options where the property is purchased but redevelopment is deferred to a future period.
- H. *Community & Stakeholder Outreach: Describe Your Community Engagement Approach*. The City of Kirkland Comprehensive Plan and zoning regulations emphasize ensuring the community is kept informed of the development and provide feedback along the way. To date, the City of Kirkland has undertaken robust community engagement to ensure that the anticipated development involves citywide and regional stakeholders that includes the surrounding neighborhood, businesses, property owners, and social enterprise organizations. Please describe the process that your team would take to ensure continued community involvement. Explain your understanding of important issues in the area. How would you involve community stakeholders? The City expects the selected developer to work in close collaboration with staff from multiple departments from planning through

¹² <https://www.kirklandwa.gov/Government/Departments/Sustainability-Center/Sustainability-Strategic-Plan>

construction and management of the site. Please describe your proposed approach to working with the City of Kirkland and engaging with other organizations and agencies that could be affected by and benefit from the development.

- I. *Identify Any Issues/Challenges*: Identify any issues/challenges anticipated for the development of the site.
- J. *Funding*: Provide examples of at least 2 previous experiences securing and leveraging multiple sources of public, private, and philanthropic funding for comparable affordable housing projects to minimize the need for local subsidies.
- K. *Project Budgets and Affordability*. Provide a narrative addressing the following based on what you know about your approach to the project thus far:
 - 1) Real Property/Development Rights Transaction and Infrastructure. Describe the preferred terms and structure for securing development rights to the site. Describe the proposed transaction structure (e.g., conditional lease, sale subject to easement and covenants, lease/lease-back, reservation of property rights, etc.), term of any leases, and timing of any payments, if applicable.
 - 2) Show how the transaction will provide payment of fair market value for the land or real property rights necessary to the development and the sources for providing fair market value. Identify and describe any proposed offsets to the fair market value payment.
 - 3) If the site will be developed with more than one separately-financed and -owned structure, include a description of the financing and ownership structure and describe how each component will contribute to the fair market value compensation to the City including, but not limited to, timing, method and amount of payment (e.g., upfront flat fee to the primary developer for an improved podium and a set number of parking spaces, etc.).
 - 4) Describe a high-level, summary development budget, including funding sources and costs for housing, commercial spaces, and related improvements. Describe the assumptions made in creating this budget. If the site will be developed with more than one separately financed and owned structure, provide a narrative for each component.
- L. *Project Schedule*. Proposals must include a schedule of key milestones to implement the project, and the approximate dates by which they will be accomplished. The schedule may include purchasing the property but deferring the redevelopment to a future date. The schedule must include the proposed public engagement process and key milestones for funding/grants, permit approval, and construction.

Selection Criteria

The City will create a short list of firms based on the evaluation of the proposals. The City will conduct a selective interview process with shortlisted firms, and may request more details from proposing firms. This could include more specificity about the financial deal proposed, along with more detailed schematic drawings. Interview criteria and additional information sought by the City will be sent to firms that the City decides to short list.

Proposals will be evaluated based on the following criteria:

Criteria	Points
Previous experience in similar projects/references included	0-15
Expertise of key personnel and/or team partners for identified roles	0-20
Project understanding and proposed strategy for success	0-35
Approach to project management and delivery	0-20
Project Budgets	0-10
Maximum Points	100

Available Funding and Other Financial Incentives

The City of Kirkland offers several programs to assist the financing of affordable housing development. The City is a member of A Regional Coalition for Housing (ARCH). ARCH functions as an extension of staff to advise the City on implementation of affordable housing projects. Programs are described below for informational purposes. Each program involves a separate application and approval process, and it is the selected developer's responsibility to apply.

- A. *Multi-Family Tax Exemption Program (MFTE)*. The City of Kirkland offers a tax exemption for developers that assist in meeting the community needs for additional housing across the city (the subject property is within an MFTE target area). The Multi-Family Housing Tax Exemption (MFTE) Program, which is authorized under state law ([RCW 84.14](#)) and codified in Chapter 5.88 of the Kirkland Municipal Code ¹³allows for an 8 or 12-year tax exemption on property taxes for the approved value of newly constructed or rehabbed residential units. The duration of the exemption will be based on the amount and level of affordability provided. If needed, the City of Kirkland's program is designed to accommodate separate legal ownership of the market rate and affordable housing units.
- B. *State Affordable Housing Trust Fund (AHTF)* supports people with very low incomes in Kirkland through affordable housing development, and homelessness services. ARCH functions on behalf of member cities and manages the annual AHTF process and distributes money donated by its members to affordable housing developers.
- C. *Impact Fee Exemption/Waiver*. Kirkland Zoning Code Chapter 112 establishes the City's affordable housing requirements and incentives. The City may grant applicants providing a greater number of affordable housing units or a greater level of affordability may request an exemption from payment of:
- Traffic impact fees as established by KMC [27.04.050](#); and
 - Park impact fees as established by KMC 27.06.050.
 - School impact fees as established by KMC 27.08.050.
 - Planning, building, plumbing, mechanical and electrical permit fees for the bonus units allowed under subsection (2)(c) of this section as established in KMC 5.74.070 and KMC Title 21.

Transactional Structure or Disposition of Land and Valuation

The ultimate transaction structure should provide City of Kirkland with a fair market rental or sale value for the land and/or real property rights used by the development and is committed to disposition

¹³ <https://www.codepublishing.com/WA/Kirkland/html/Kirkland05/Kirkland0588.html#5.88>

agreements that facilitate developments that maximize public benefits for the property. Applicants should demonstrate their preference for sale or lease in their responses.

Contract Requirements and Fees

If your proposal is accepted, the following fees and requirements will be due upon award, prior to issuance of a contract:

1. Compliance with Law/City of Kirkland Business License

- Contractor must obtain and provide a copy of a City of Kirkland Business License and otherwise comply with Kirkland Municipal Code Chapter 7.02.
- The Contractor shall comply with all applicable State, Federal and City laws, ordinances, regulations, and codes.

2. Insurance

- Contractor's insurance should be consistent with the requirements of the City.

RFP Submittal Instructions

Please note: The following general requirements are mandatory for all submissions. RFP's submitted after the deadline date and time or lacking one or more of the following requirements will not be accepted.

- **Proposals must be submitted no later than 4:00 pm on April 28, 2025 (Pacific Time).**
- **Proposals should be limited to 30 pages.**
- E-mailed proposals should include "Houghton Village Property Development Proposal" – Job # 13-25-PB" in the subject line and be addressed to purchasing@kirklandwa.gov.
- All proposals sent electronically must be in the form of a PDF or MS Word document and cannot exceed 20MB.
- All proposals must include the legal name of the organization, firm, individual or partnership submitting the RFP. Include the address of the principal place of business, mailing address, phone numbers, emails, fax number (if one exists) and primary contact person.
- To be evaluated, a proposal must address all requirements and instructions contained within.
- Provide all references and materials required by the RFP instructions within.

Submittal Schedule

A. RFP Schedule. Applicants will have approximately 30 days to submit proposals. Review of Expressions of Interest submittals will happen according to the following schedule:

Date	Action
March 20, 2025	Issue RFP
Week of April 7, 2025	Hold Briefing Session
April 11, 2025	Clarifying Questions Deadline by 4:00 p.m.
April 16, 2025	Responses to questions posted
April 28, 2025	Submission Due Date by 4:00 p.m.

<i>Dates below are tentative:</i>	
Week of May 12, 2025	Announcement of short list of finalists and request for additional details on their proposals.
May/June 2025	Interviews of Short Listed Development Teams, and deadline for additional materials to be submitted from short listed teams.

- B. Questions. Upon release of this RFP, all respondent communications concerning the substance of the RFP should be directed to the City's RFP Coordinator listed below via email. The City's RFP Coordinator for this project is:

Name: Allison Zike, Deputy Planning & Building Director
Address: City of Kirkland, Planning and Building
123 5th Avenue, Kirkland, Washington 98033
E-mail: azike@kirklandwa.gov

Questions regarding the RFP process are to be addressed to Jay Gewin, Purchasing Agent, at purchasing@kirklandwa.gov.

Questions should be submitted before April 11, 2025 at 4:00 PM. The City will post answers to these questions on its website by the end of the business day on April 16, 2025.

- C. Review of the RFP Submittals. City staff will serve as the review committee and determine which applicants will be invited to individual interviews to provide more detailed information on their proposals. Following interviews, the City will make a decision on chosen development partners and present to City Council for Council's feedback and consent.

Terms and Conditions

- A. The City reserves the right to reject any and all RFP proposals, and to waive minor irregularities in any proposal.
- B. Respondents responding to this RFP must follow the procedures and requirements stated in the RFP document. Adherence to the procedures and requirements of this RFP will ensure a fair and objective analysis of your proposal. Failure to comply with or complete any part of this RFP may result in rejection of your proposal.
- C. The City reserves the right to request clarification of information submitted, and to request additional information on any proposal.
- D. The City reserves the right to award any contract to the next most qualified agency, if the successful agency does not execute a contract within 30 days of being notified of selection.
- E. Any proposal may be withdrawn up until the date and time set above for opening of the proposals. Any proposal not so timely withdrawn shall constitute an irrevocable offer, for a period of one hundred and twenty (120) days to sell to the City the services described in the

attached specifications, or until one or more of the proposals have been approved by the City administration, whichever occurs first.

- F. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City and shall reflect the specifications in this RFP. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by the City Attorney's office.
- G. The City shall not be responsible for any costs incurred by the agency in preparing, submitting or presenting its response to the RFP.
- H. Any material submitted by a respondent shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

Cooperative Purchasing

Chapter 39.34 RCW allows cooperative purchasing between public agencies in the State of Washington. Public agencies which have filed an Intergovernmental Cooperative Purchasing Agreement with the City may purchase from City contracts, provided that the Consultant agrees to participate. The City does not accept any responsibility for contracts issued by other public agencies, however.

Public Disclosure

Once submitted to the City, proposals shall become the property of the City, and all proposals shall be deemed a public record as defined in "The Public Records Act," chapter 42 section 56 of the RCW. Any proposal containing language which copyrights the proposal, declares the entire proposal to be confidential, declares that the document is the exclusive property of the respondent, or is any way contrary to state public disclosure laws or this RFP, could be removed from consideration. The City will not accept the liability of determining what the respondent considers proprietary or not. Therefore, any information in the proposal that the respondent claims as proprietary and exempt from disclosure under the provisions of RCW 42.56.270 must be clearly designated as described in the "Proprietary Material Submitted" section above. It must also include the exemption(s) from disclosure upon which the respondent is making the claim, and the page it is found on must be identified. With the exception of lists of prospective respondents, the City will not disclose RFP proposals until a bid selection is made. At that time, all information about the competitive procurement will be available with the exception of: proprietary/confidential portion(s) of the proposal(s), until the respondent has an adequate opportunity to seek a court order preventing disclosure. The City will consider a respondent's request for exemption from disclosure; however, the City will make a decision predicated upon RCW 42.56.

DBE Participation

The City encourages DBE firms to submit qualifications and encourages all firms to team with DBE firms in their pursuit of this project.

Federal Debarment

The respondent shall not currently be debarred or suspended by the Federal government. The respondent shall not be listed as having an "active exclusion" on the U.S. government's "System for Award Management" database (www.sam.gov).

References

The video from the January 7, 2025, City Council meeting of the staff and consultant presentation of the draft Development Framework is an excellent summary of the status of the site objectives, draft Development Framework and feasibility analysis and available for viewing on the City's City Council webpage at:

<https://www.kirklandwa.gov/Government/City-Council/Council-Meeting-Minutes-and-Agendas/Watch-City-Council-Meetings>

Attachments

1. Draft Development Framework (02/28/2025)