

HOUGHTON VILLAGE DEVELOPMENT PLAN

Job Number: 07-24-PB

Request for Qualifications: Proposal Questions & City Responses

Proposal Format

1. Are proposers allowed to submit the 20-page maximum with an 11"x17" layout?

City Response: *We will accept proposals with an 11"x17" format, though the text of the proposal should not exceed an amount roughly commensurate with 20 8.5"x11" pages.*

2. Would it be acceptable to move the resume section to the end of the document?

City Response: *Yes.*

Project Management

3. What are your expectations for the frequency and types of meetings to take place with the city's project lead?

City Response: *The City expects to designate an internal project team comprising City staff from the Planning & Building Department (project lead), Public Works (Transportation) Department, and City Manager's Office (External Affairs, Economic Development, and DEIB). Given the timeline and expectations for interdisciplinary coordination on this project, regular project management check-ins likely will occur every 1-2 weeks, with availability for ad-hoc and/or more focused topical meetings as needed to maintain forward progress.*

4. What commitment or expectations do city staff have for regular check-ins with the Consultant's Community Outreach lead?

City Response: *See above response to Question #3. With input from the selected consultant team and final scope, there are options to incorporate community outreach into regular project management check-ins, or establish a separate cadence of meetings specifically related to the outreach and engagement process. The City does anticipate significant community interest in this project, and check-ins will need to be of a frequency that allows for timely responses to emerging topics.*

5. How will the Development Plan be funded beyond the scope of this RFQ?

City Response: *The City is seeking consultant input on developing a plan that can best enable feasibility of future redevelopment and advice on crafting a framework that will accommodate public/private partnerships.*

6. Beyond Council adoption by the Fall of 2024, are there any other critical milestones teams should be aware of?

City Response: The selected consultant team will be expected to provide an Opportunities and Challenges Analysis within two months of the Notice to Proceed. In addition, a Market Analysis will also be expected to be completed by the selected consultant team within approximately four months of the Notice to Proceed in order to inform later decisions related to project design and final Development Plan components.

Project Context & Additional Details / Adjacent Property Coordination

7. Is the City anticipating purchasing Houghton Plaza and Lakeview Business Center?

City Response: The City does not anticipate purchasing the adjacent properties at this time, but the Development Plan should be inclusive of the adjacent properties to help ensure a cohesive urban design if redevelopment occurs in the future.

8. Are the adjacent property owners (Lakeview Business Center and Houghton Plaza) aware of this RFQ? If so, has the concept of partnering, leasing or selling been introduced? Do they have any schedule/timing or programmatic requirements that you can share?

City Response: The City has reached out to both adjacent property owners. Initial stakeholder conversations have occurred with the property owners of Houghton Plaza, and outreach to the Lakeview Business Center is ongoing. While staff is not aware of plans for either property to redevelop at this time, we would like to continue engaging with them and to meaningfully involve them in the Development Plan process.

9. The proposed scope indicates (2) schemes to be considered for development: First is the City-owned site only and second is the City-owned site plus the two adjacent sites. Will the (2) schemes be carried through all the deliverables (i.e. outreach for both schemes, site plans for both schemes, etc.)

City Response: While both schemes should be analyzed, the City expects proposers to place particular emphasis on a holistic Development Plan for the area, with the City-owned parcel a more specific focus of the process related to market feasibility and implementation. As such, the Development Plan may likely be more specific in what (if any) required programming is set forth for the Houghton Village parcel; the development plan for the adjacent sites could be somewhat more conceptual.

10. Has a preliminary target program been developed for the Development Plan?

City Response: There is no official target program of uses and/or plate utilization, but the City's general interest is to develop a plan that supports a variety of potential public purposes, such as affordable housing, school space, non-profit program space, arts and cultural space, and/or City recreational program space. Proposers are encouraged to review related staff memorandums to City Council posted on the [Future of Houghton Village webpage](#), and Council's last discussion of this topic at their December 14, 2023 meeting (Item 3.c; video archives available [here](#)).

11. Is there a specific list or a capital improvement plan for targeted city/municipal or community uses for this property?

City Response: There is no specific capital improvement plan for the property owned by the City. However, as referenced in the RFQ, the adopted Development Plan is expected to be inclusive of known necessary capital improvement projects such as those recommended in the 6th St. Corridor Study, and other capital facilities needed to support development. Other necessary capital improvements would be identified through the development review and/or environmental analysis processes.

12. Has Lakeview School determined if they could use space on the new development site? If so, would that be classrooms size or assembly room in scale?

City Response: The City has held conversations with Lake Washington School District (LWSD) about potential partnership opportunities, and they are aware of the City's intentions to proceed with a Development Plan for the site. No specific needs have been identified at this point in the process by LWSD, but LWSD is another stakeholder we would anticipate continuing engagement with throughout the design process.

13. Will this plan incorporate improvements within the Cross Kirkland Corridor (CKC) right-of-way, similar to what Google has done to the north? Are there any consensus uses or activities as targeted priorities on this segment of the trail?

City Response: It is unlikely the Development Plan will include improvements within the CKC itself. However, the City would expect the Development Plan process to include analysis of options to create new, and/or improve existing, connections to the CKC (likely with phased options including sole redevelopment of the Houghton Village parcel, as well as a plan for when/if the Lakeview Business Center parcel redevelops).

14. What is the intent of the City regarding Zoning/Land Use code changes to implement this Development Plan in the best interest of the community? Or will the Zoning/Land Use code be prescriptive?

City Response: The intention is for the initial Opportunities and Challenges Analysis to focus on what is enabled by the currently applicable Zoning Code and Comprehensive Plan policies. However, the City is interested in having the selected consultant team identify any regulatory barriers to achieving the desired community benefit objectives, in which case staff would seek additional direction from the City Council.

Future Work / Ongoing Coordination

15. Would participating in the design and approval of the Development Plan preclude teams from pursuing future partnership or work for the City related to the actual development/construction?

City Response: No. The selected consultant team would not be precluded from seeking future work for the City related to implementation of the Development Plan or from being part of a third-party team taking part in actual development or construction following approval of the Development Plan.