



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Monday, October 07, 2024, at 6:00 PM

Snoqualmie City Hall, 38624 SE River Street & Zoom

COMMITTEE MEMBERS

Chair: Louis Washington

Councilmembers Jolyon Johnson and Robert Wotton

This meeting will be conducted in person and remotely using Zoom.

Join by Telephone: To listen to the meeting via telephone, please call **253.215.8782** and enter

Webinar ID **860 6728 7531** and Password **1730040121** if prompted.

Press *9 to raise your hand to speak. Raising your hand signals the meeting moderator that you have a comment.

Press *6 to mute and unmute.

Join by Internet: To watch the meeting over the internet via your computer, follow these steps:

- 1) Click this [link](#)
- 2) If the Zoom app is not installed on your computer, you will be prompted to download it.
- 3) If prompted for Webinar ID, enter **860 6728 7531**; Enter Password **1730040121**
- 4) Please confirm that your audio works prior to participating.

CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

PUBLIC COMMENTS (online public comments will not be taken).

MINUTES

- [1.](#) Approval of the minutes dated September 16, 2024.

AGENDA BILLS

DISCUSSION ITEMS

- [2.](#) Affordable Housing Request for Qualifications (RFQ).

ADJOURNMENT

UPCOMING ITEMS

(The following items reference either upcoming projects or issues pertaining to matters of the Community Development Council Committee. There will be no discussion of these items unless there is a change in status.)

3. **AB24-096:** Traffic Impact Fee Draft Ordinance.
4. **AB24-098:** Comprehensive Plan Resolution.



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING MINUTES SEPTEMBER 16, 2024

This meeting was conducted in person at Snoqualmie City Hall and remotely using Zoom.

CALL TO ORDER & ROLL CALL: Chair Louis Washington called the meeting to order at 6:03 pm.

Committee Members:

Councilmembers Louis Washington, Jo Johnson, and Rob Wotton were present.

Mayor Katherine Ross, and Councilmembers Cat Cotton and Ethan Benson (6:21 pm) were also present.

City Staff:

Mike Chambless, City Administrator; Emily Arteche, Community Development Director; Deana Dean, City Clerk; Drew Bouta, Finance Director; Janna Walker, Budget Manager; Nicole Wiebe, Community Liaison (remote); and Andrew Jongekryg, IT Support.

AGENDA APPROVAL - The agenda was approved as presented.

PUBLIC COMMENTS – There were no public comments.

MINUTES

1. The minutes dated August 5, 2024, were approved as presented.

AGENDA BILLS

2. **AB24-055:** Text Amendments for Senate Bill 5290 Compliance. Community Development Director Emily Arteche introduced this item and Consultant/Land Use Planner Andrew Levins reviewed the requirements of SB5290 and proposed changes to the Snoqualmie Municipal Code. Committee comments and questions followed.

DISCUSSION ITEMS

2. Mayor's Proposed 2025-2026 Biennial Budget Department Presentations. Finance Director Drew Bouta introduced this item.

Director Arteche provided a presentation on the Community Development Department's proposed 2025-2026 biennial budget including department overview with organizational chart, department accomplishments, biennial budget including major changes/additions, and department outlook/work plan. Discussion followed with Director Arteche, Finance Director Bouta, and City Administrator Chambless answering Committee questions.
3. Affordable Housing RFQ. Director Arteche reviewed the draft request for qualifications for workforce housing. Committee questions and comments followed. This item is tabled to the next Community Development Committee meeting.

ADJOURNMENT

The meeting was adjourned at 6:58 pm.

Minutes taken by Deana Dean, City Clerk.

Recorded meeting audio is available on the City website after the meeting.

Minutes approved at the _____ Community Development Committee Meeting.



Community Development Department

Item 2.

Emily Arteche, Director
38624 SE River St. | P.O. Box 987
Snoqualmie, Washington 98065
(425) 888-5337 | earteche@snoqualmiewa.gov

MEMORANDUM

To: Community Development Committee
From: Emily Arteche, Community Development Director
Date: October 7, 2024
Subject: Request for Qualifications, RFQ Review

Introduction

A request for qualifications, RFQ is an invitation to qualified consulting firms asking them to submit their qualifications and possibly be hired to develop a described project. The RFQ is both widely advertised and distributed to select firms.

Background

In August the Committee requested that Staff prepare a draft RFQ that could be used to solicit qualifications of firms suitable to design and build affordable/work force housing on parcel 2524079033. On September 16, 2024, the Committee requested that the draft RFQ discussion be moved to the October 7th meeting.

Analysis

Because an RFQ doesn't require a significant investment of time or materials response rates from the issuance of such an invitation are generally higher. Upon receiving qualifications, the City should select four or five of the most qualified consultants to submit full proposals through a request for proposal, RFP.

NEXT STEPS

Discuss the draft RFQ including a schedule for release.



CITY OF SNOQUALMIE
P.O. Box 987
Snoqualmie, Washington 98065
www.ci.snoqualmie.wa.us

Request for Qualifications (RFQ) for Workforce Housing

Date Issued: [Insert Date]

RFQ Number: [Insert RFQ Number]

Response Deadline: [Insert Deadline Date]

1. Introduction

The City of Snoqualmie, WA is seeking qualifications from experienced and qualified firms, organizations, or individuals to assist in the design and development and/or management of a workforce housing project, geared towards providing housing to *Snoqualmie Valley* employees working for the school district, hospital, first responders, retail, casino, *local government* and *hospitality industries*.

The City is interested in working with organizations who have demonstrated a proven track record of building and managing affordable/workforce housing. [Affordable housing is considered to be up to 60% AMI. Workforce housing is considered to be between 80% and 120% of AMI] with affordability for up to X years. In addition, the city is looking for organizations that have demonstrated creative and innovative approaches to workforce/affordable housing as well as examples of working with local governments.

2. Background

Snoqualmie WA is a city located about 28 miles east of Seattle with an approximate population of 15,000. From the last census data approximately 4600 employees are entering the city each day. Over 2500 jobs of these jobs are filled hospitality by industry followed just less than 1000 in the manufacturing and business park sector. Most of the city employees are traveling up to 42 miles away, southwest of the city along the State Highway 18 corridor from the cities of Tacoma, Kent and Auburn, WA due to the high cost of housing.

3. Scope of Work

Outline the specific services or expertise you are seeking. This might include:

Development Services: Site assessment, design, construction management.

Management Services: Property management, tenant relations, maintenance services.

Consulting Services: Feasibility studies, financial analysis, grant writing.

Other: Any additional services relevant to your project.

4. Qualifications

Interested parties should demonstrate the following:

Experience: Proven track record in workforce housing or similar projects.

Expertise: Relevant qualifications and experience of key personnel.

References: At least three references from past projects.

Approach: Understanding of workforce housing needs and proposed methodology for addressing them.

Financial Stability: Evidence of financial stability and ability to handle project requirements.

5. Submission Requirements

Submissions must include:

- a. Cover Letter: Summarizing the interest and qualifications of the firm.
- b. Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- c. Project Experience: Details of relevant projects, including scope, outcomes, and client references.
- d. Key Personnel: Resumes and qualifications of key team members.
- e. Approach and Methodology: A narrative of how the firm intends to approach the scope of work.
- f. Financial Information: Recent financial statements or other evidence of financial stability.

6. Evaluation Criteria

Submissions will be evaluated based on:

- a. Relevant Experience and Expertise
- b. Quality of Past Projects
- c. Approach and Methodology
- d. Financial Stability
- e. References

7. Submission Instructions

Submit your qualifications package by email to:

WorkforceHousingRFQ@snoqualmiewa.gov

8. Questions

All questions regarding this RFQ should be directed to **Emily Arteche, AICP Director of Community Development**, at earteche@snoqualmiewa.gov by [Deadline for Questions].

9. Additional Information

Add additional information that may be pertinent to the RFQ, such as project timelines, budget constraints, or specific goals for the workforce housing project.

10. Disclaimers

The City of Snoqualmie reserves the right to reject any or all submissions, to negotiate with any or all respondents, and to make no selection if deemed in the best interest of the project.

ⁱ Workforce Housing is considered as 80% to 120% AMI and is based on the A Regional Coalition for Housing (ARCH) 2024 Income and Rent Limits as of April 26, 2024.