



COMMUNITY DEVELOPMENT COMMITTEE & COMMITTEE OF THE WHOLE MEETING

Monday, October 21, 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.

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CALL TO ORDER & ROLL CALL

AGENDA APPROVAL

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

MINUTES

1. Approval of the minutes dated October 7, 2024.

AGENDA BILLS

DISCUSSION ITEMS

2. Request for Qualifications (RFQ) Review.

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 OCTOBER 7, 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 6:01 pm.

Committee Members:

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

City Staff:

Mike Chambless, City Administrator; Emily Arteche, Community Development Director; Deana Dean, City Clerk; 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 September 16, 2024, were approved as presented.

AGENDA BILLS – There were no agenda bills.

DISCUSSION ITEMS

2. Affordable Housing Request for Qualifications (RFQ). Director Arteche introduced this item. Handout provided by Chair Wotton. Discussion followed and included timelines for an RFQ vs an RFP, potential funding mechanisms for specific populations, parking and mobility, and wrap around services. Majority committee (2-1) recommends RFQ. Suggestions were made to the draft RFQ and included percentage of AMI, affordable vs workforce, and evaluation criteria scoring and expectations. Staff was directed to change the title to “Request...workforce housing development” and to prepare an updated draft and bring back to Committee.

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.



Emily Arteche, Director
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MEMORANDUM

To: Community Development Committee
From: Emily Arteche, Community Development Director
Date: October 21, 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 7, 2024. At the October 7, 2024, meeting the Committee discussed the draft RFQ and requested edits to the title, Part 4, Evaluation Criteria, Part 5, Submission Requirements and Part 8, Questions and Additional Information. Other Committee considerations included: 1) mixed-income levels, 2) senior housing, 3) parking and 4) wraparound services. The Committee also indicated that additional edits to the second paragraph on area median income (AMI) percentages (pending further discussion) may be needed.

Analysis

The revised RFQ title now states "Workforce Housing Development". A point system is included in Part 4, allowing a firm to score up to 40 points. More details are provided regarding each evaluation criterion to assist interested firms. For example, under "Approach" wraparound services is defined and parking and seniors are included. Under "Financial Stability", annual audits and balance sheets etc. are included. Part 8, instructs firms on submitting questions and also includes a Zoom link for interested firms to join a remote question and answers meeting before the submittal deadline.

Because an RFQ doesn't require a significant investment of time or materials, response rates from interested firms are generally expected to be high.

NEXT STEPS

Discuss the revised draft RFQ including a schedule for City Council review and release. Upon receiving qualifications, Staff will evaluate and rank the top three qualified firms to interview.



CITY OF SNOQUALMIE
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Request for Qualifications (RFQ) for Workforce Housing Development

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 development, geared towards providing housing to *Snoqualmie Valley* employees working for the school district, hospital, first responders, retail, *local government* hospitality and service industries.

The city is interested in working with firms who have demonstrated a proven track record of building and managing creative 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.

2. Background

Snoqualmie WA is a city located about 28 miles east of Seattle with a 2024 population of 14,520. Approximately 4600 employees enter the city each day. Most 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. Over 2500 jobs of these jobs are filled by the hospitality industry. Just less than 1000 jobs are in the manufacturing and business park sectors.

3. General Scope of Work

- Development Services: Site assessment, design, construction management.
- Management Services: Property management, tenant relations, maintenance services.

4. Evaluation Criteria (50 Points)

Interested parties should demonstrate the following:

- a. Experience: Proven track record in creative workforce housing or similar projects. This includes ability to bring a viable mixed income development from concept to occupancy creating a safe environment for all residents. Mixed-income development refers generally to residential settings in which housing is affordable to individuals and families with different income levels. **(20 points)**
- b. Approach: Demonstrate an understanding of the local workforce housing needs and proposed methodology for addressing them. This includes providing a narrative of how the firm intends to approach the scope of work and how the firm would cultivate and discern possible development components like wraparound services, parking, senior population, daycare etc. “Wraparound services” embraces any resident’s individualized mental health needs onsite. **(20 points)**
- c. Expertise: Relevant qualifications and experience of key personnel. This includes providing resumes and qualifications of key team members that demonstrates the firm’s complete ability to perform development tasks and the overall management of the development process. **(5 points)**
- d. Financial Stability: Evidence of financial stability and ability to handle project requirements. This includes demonstrating sufficient company reserves, accurate balance sheets, currency with annual audits, information on cash flow and liabilities. **(5 points)**
- e. References: At least 3 references from past projects. This includes details of relevant projects, including scope, and outcomes.

5. Submission Requirements

Submissions must include:

- Cover Letter: Summarizing the interest and qualifications of the firm.
- Firm Profile: Background information about the firm or individual, including size, areas of expertise, and organizational structure.
- Responses to the Evaluation Criteria

Submissions will be evaluated and scored based on a complete submittal including all evaluation criteria and submission requirements detailed in items 4 and 5 above.

7. Submission Instructions:

Submit your qualifications package by November xx, 2024 to:

WorkforceHousingRFQ@snoqualmiewa.gov

8. Questions/Additional Information

All questions regarding this RFQ should be submitted in writing to: **Emily Arteché, AICP
Director of Community Development.** Email: WorkforceHousingRFQ@snoqualmiewa.gov
[By November xx, 2024 @ 5 PM].

A Zoom virtual meeting will be held on November xx, 2024, to answer questions received regarding this RFQ.

9. 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.

DRAFT