

## REQUEST FOR PROPOSALS



## PACIFIC PROPERTY AFFORDABLE HOUSING DEVELOPMENT

Submission Deadline: 4 PM PST, January 14, 2022



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## 1. Overview:

The Tacoma Community Redevelopment Authority (TCRA) seeks proposals from an experienced developer/development team to develop affordable housing on a vacant property located at the 3500 Block of Pacific Avenue, Tacoma, Washington, 98418.

The site consists of seven parcels located in one of Tacoma's Community Commercial Mixed Use Districts, which provide commercial and retail uses intended to serve neighboring residents and attract people from throughout the city. Maps of the property and surrounding uses are presented in Exhibit 1.

Until 1992, a portion of the property was used as a landfill site for materials derived from the construction of Interstate 5 (I-5), Interstate 705 (I-705), and Highway 7, and from various Tacoma Public Utilities and private construction projects. An Environmental and Geotechnical Assessment Summary is provided in Exhibit 2 along with links to the complete reports.

In 2015, the property was declared surplus to the City's needs. Subsequent proposals for development did not receive support from the City Council and the property has remained vacant since.

The property was transferred to the TCRA from the City of Tacoma (the City) in 2021. The City and the TCRA completed an outreach process to gather input from the neighboring community, which guided the development of this RFP and its evaluation criteria.

## 2. Pacific Property Site and Context

- **Address:** 3500 Block, Pacific Avenue, Tacoma, WA 98418
- **Pierce County Tax Parcels:** 2086130020, 2086130030, 2085140040, 2085140070, 2085140050, 2086140010, and 2086140020, including street and alley R.O.W.
- **Legal description:** Lots 4 through 18, Block 8514, Lots 4 through 18, Block 8613, Lots 3 through 10, Block 8614, all being within The Tacoma Land Company's First Addition to Tacoma, W. T., according to the plat thereof filed for record July 7, 1884, in the office of the Auditor of Pierce County, State of Washington.
- **Land Status:** Vacant Land
- **Area:** 136,268 Square Foot Site (approx. 3.13 Acres)
- **Land Use:** Zoning: CCX (*Community Commercial Mixed-Use*). CCX has a **minimum density** requirement of 30 units/acre (40 units/acre for properties fronting Pacific Ave). The primary use and development standards for CCX are found in TMC 13.06.300. Development in the CCX will also be subject to landscaping and design standards found in TMC 13.06.502 and TMC 13.06.501, respectively.
- **Neighborhood Context:** Adjacent uses include greenspace, residential and commercial properties. The neighborhood is mostly single-family residential, but offers access to nearby educational facilities, commercial amenities, and several of the City's Neighborhood Business Districts. Directly south of the property is vacant land owned by Pierce County. Also located to the south are the Tacoma-Pierce County Health Department and the newly constructed South Sound 911 campus.
- **Transportation Access:** The Pacific Property is located just south of I-5 and I-705. It is easily accessible from the State Route 7 spur and the 38<sup>th</sup> Street/I-5 interchange. The property is served by Pierce Transit's Route 1 with a stop located at each end of the 3500 block. It is also on a key corridor in the planned Bus Rapid Transit System. Currently, there is minimal street frontage on Pacific Avenue and no improved access to the site.

### 3. Community Goals

The City and the TCRA hosted two community meetings and invited written comment on the project. Property owners, and commercial and residential tenants from the neighborhood shared their aspirations for the property, which were distilled into the following goals for this RFP:

#### Traffic

- Traffic impacts to the neighborhood are mitigated by providing parking sufficient to support residential and commercial uses.
- Adds improved and intentional access to existing and planned alternate transportation options.

#### Amenities

- Neighborhood-scale amenities are added. Examples suggested by neighbors included destination retail, restaurants or cafes, public seating, public space, urban trails, a dog park, a playground.
- Vital social infrastructure is added to the neighborhood. Examples suggested by neighbors included additional grocery options, community space, daycare, laundromat, medical clinic.

#### Design

- The landscape treatment creates a park-like atmosphere.
- Public art is incorporated.

#### Equity

- Safety and access by elderly and/or other-abled community members is achieved. An example suggested by neighbors is an accessible playground that offers a range of play experiences to children of varying abilities.
- Local employment and enterprise are supported.

### 4. Proposal Requirements

Required components for the proposal are described below. Each component should be answered as completely as possible and presented in the outlined order.

#### 4.A Cover Letter

A maximum two-page executive summary of the major points contained in the proposal, signed by an individual authorized to commit on behalf of the proposing developer. Please include the name of proposer; name, address, telephone number, and email address of the proposer's contact person; the scope of development, and the length of time for which the proposal will remain valid.

#### 4.B Checklist

A completed and signed copy of the checklist provided in Exhibit 3.

#### 4.C Identification of Developer/Development Team

##### Basic Information

- Official name, address, and the names and titles of proposer's principals
- Name and contact information for the person who is authorized to receive notices, make decisions, and represent the developer/developers
- Legal entity and any relationship the development organization may have with other entities (joint ventures, parent corporations, etc)

### **Development Team**

Name, title, address, telephone, email address, and resumes for key development team members known at this time: the Owner/Developer (required), architect/designer, landscape architect, proposed general contractor, investors, market analyst and any other consultants who may work with the developer on this project

### **Qualifications and Experience**

The development team's ability to complete the project is of particular interest. Demonstrated experience in housing projects of similar size, scope, and type will be given strong weight in the evaluation process. Provide:

- A list of similar projects, including projects in collaboration with the TCRA or other public entities, completed by the same developer/development team
- Maximum one-page descriptions of project scope(s), challenges faced, location, project costs, length of time to complete and final completion date
- For each project or relevant experience, a name and phone number of contact person familiar with the project who can act as a reference

### **4.D Project Narrative**

Provide a description of the proposed development program, including a project vision that specifically outlines how it will meet Community Goals, development timing, and phasing. This section should also describe the proposed number of units and bedroom count for all units, onsite features, and amount of parking. Include a description of how the development will integrate with the surrounding neighborhood context and provide appropriate types of services for the population type proposed.

### **4.E Project Concept**

Illustrations of the proposed site and building configuration, relationship to adjacent properties, pedestrian and vehicular circulation and access points, open space and landscape.

- Site Plan- A diagram showing layout of development on the site including access
- Cross Section- A diagram of building elevation, any proposed below, at, and above grade elements, proposed building heights and relationship to site, street, neighboring context.
- Visual Aids- Examples of relevant images or similar projects that represent the building massing and architectural character.

### **4.F Financial Analysis and Capacity**

This section has two focus areas: the financial analysis of the project and the development team's capacity to secure required financing.

#### **Financial Analysis of the Development**

- Provide a pro forma summary that includes development information, development costs, statement of assumptions, sale/rent value per square foot, construction and permanent loan terms, developer fees, etc.
- Indicate anticipated sources and uses of funds, including amount of equity and identification of any projected financial gap and proposed public subsidy.

### Financial Capacity

Include:

- A copy of all participating firms' certified financial statements dated no earlier than six months prior to submission
- A statement indicating whether the firm, its related entities, or any of the principal personnel included in the proposal are the subject of business-related litigations, liens, or legal claims
- A statement indicating whether or not the proposing firm or their related entities has (have) ever declared bankruptcy, including the date, jurisdiction, and amount of liabilities and assets involved

### 4.G Development Timeline

Provide a detailed schedule for the project's completion. Including at minimum the following:

- Timing for any necessary land use approvals needed for the project
- Approximate timing of financing being secured
- Design timeframe
- Permits
- Development timeframe with approximate completion date

## 5. Instructions for Submission

**Submit applications by January 14, 2022 at 4 PM PST.**

Upon request, TCRA staff will provide a secure, individual link to a file sharing platform where interested applicants may upload their proposal materials.

To be assigned a folder, please email [cedhousingdivision@cityoftacoma.org](mailto:cedhousingdivision@cityoftacoma.org) using the subject line **<Pacific Property Applicant Request>**. Include in the body of your email the developer/development team name, and a name, email, and phone number for the person(s) who will be assigned access to the folder. A folder assignment should be requested no later than **January 12, 2022** so access can be confirmed prior to the due date.

The following components should be uploaded to the file sharing platform in PDF format along with any applicable supporting documents:

- 5.A Cover Letter
- 5.B Checklist (Provided in Exhibit 3)
- 5.C Identification of Developer/Developer Team
- 5.D Project Narrative
- 5.E Concept
- 5.F Financial Analysis and Capacity
- 5.G Development Timeline

**Access to the folder will be denied after the submission deadline has passed.**

Questions and requests for technical support may be directed to:

Erika Bartlett, Telephone No: 253-591-5645 | Email: [ebartlett@cityoftacoma.org](mailto:ebartlett@cityoftacoma.org)

## 6. Evaluation Criteria

A proposal will be evaluated using the following criteria:

**The proposal's alignment with Section 3: [Community Goals](#) in the following areas:  
(20 Points)**

- Traffic (5 pts)
- Amenities (5 pts)
- Design (5 pts)
- Equity (5 pts)

**Demonstration of developer/development team's capacity in the following areas:  
(40 Points)**

- Organization history (10)
- Qualifications and experience of the development team (15)
- Successful completion of similar projects (15)

**Evaluation of the proposed development program's:  
(40 Points)**

- Affordable housing component (10)
- Project design and programming for the intended population (10)
- Proposed financing, leveraging (10)
- Development timeline (10)

## 7. Selection Process

All proposals submitted in response to this RFP will be reviewed for their relative strengths and weaknesses based on the submission requirements and evaluation criteria described in this RFP. Selections will be based on the completeness and quality of responses to this solicitation.

While a selection panel will lead the processes for internal and public review of proposals, the TCRA Board will be the approval body for the development project selected.

Upon receipt of proposals, TCRA staff will develop technical summaries of each proposal to aid in the evaluation process. A selection panel consisting of TCRA staff, a TCRA Board Member, City staff, a member of the residential community, and a member of the business community be provided a package containing each proposal, a technical summary, and a scoring matrix based on evaluation criteria. Panel members review and score proposals, then will narrow the initial project selection to three (3) recommendations to move forward in the selection process.

The TCRA will notify all proposers of the results of the panel's decision. Proposers who are selected to move forward in the process will be required to present their proposals to community members at a public meeting. If a selected proposer is not able to present their project, another proposer may be selected to present in their place or the panel may opt to move only two selections forward.

Presenters will be sent the time, date, and meeting instructions for the public meeting. Each presentation will be followed by an opportunity for proposers to answer questions about their development program. Then, proposers will be asked to leave the meeting and attendees will be invited to debrief and provide input on how closely the proposals align with Community Goals.

The selection panel will meet again to form a recommendation to the TCRA Board on which development project should be selected. The panel’s recommendation will be presented to the TCRA Board at a regular public meeting. While the panel may recommend a project, the TCRA reserves the right to deny the panel’s recommendation, to select an alternate project for development, or to reject all proposals. Proposers will be notified of the TCRA’s final decision.

## 8. Schedule

**Dates and times subject may change to accommodate the number of proposals received.**

Activity	Date
RFP Released	November 15, 2021
Site Inspection <a href="#">Click here to register</a>	November 30, 2021 @ TBA
Applicant Information Session <a href="#">Click here to join via Zoom</a> Dial In: 253-215-8782 Meeting ID: 885 4079 2664 Passcode: 481238	December 1, 2021 @ 2PM
Deadline for Submitting Written Questions on RFP	December 9, 2021
Response to Questions Issued	December 15, 2021
<b>Proposal Submittal Deadline</b>	<b>4 PM PST, January 14, 2022</b>
Staff Prepares Technical Summaries	January 17 – February 14, 2022
Panel Review of Applications	February 14 – February 28, 2022
First Round of Selected Proposals Announced	March 1, 2022
Community Presentation and Q+A Session	March 7, 2022
Panel Recommendation Finalized	March 14, 2022
TCRA Project Selection	March 24, 2022

## 9. Terms

### Proposer is Responsible for Independent Due Diligence

The information and documentation provided herein and in the Exhibits is for informational purposes only and is not to be solely relied upon by proposers in the creation of proposals. The TCRA makes no warranty as to information regarding the value, title to, or condition of the property provided herein and proposer acknowledges that it shall have no right to rely on such information. Further, by submitting a proposal, the proposer acknowledges sole responsibility for the independent verification of all property information and for performing independent due diligence of the condition, value, and title of the property.

### Inspection Period

Developers/development teams shall be given an opportunity to inspect the parcel(s) and the title to the



parcel(s), among other things. As the property is currently occupied by an informal encampment, we require advance registration for any inspection or activity on the property

During the Inspection Period, proposers will have an opportunity to reserve a half-hour site visit during a two-hour window on Tuesday November 30, 2021. [Please complete this form](#) no later than **Friday, November 26, 2021 to register for a site visit.**

If the developer is selected and elects to proceed after exercising its due diligence, it shall acquire or take possession of the parcel(s) in "AS-IS" CONDITION.

### **Building Permits, Zoning Variances, and Financial Viability**

The sale or transfer of the property in no way guarantees or warrants demolition permits, building permits, zoning variances, or financial viability.

### **City of Tacoma LEAP & EIC Participation**

The TCRA requires that developers demonstrate a good faith effort to comply with the requirements of the City of Tacoma's Local Employment and Apprenticeship Training Program (LEAP) and Equity in Contracting (EIC) program. Program Information can be found here:

[Local Employment Apprenticeship Program](#)  
[Equity in Contracting Vendors](#)

Questions regarding the LEAP and EIC programs may be directed to:  
Malika Godo, Telephone No. (253) 344-6632 | Email [MGodo@cityoftacoma.org](mailto:MGodo@cityoftacoma.org)

### **TCRA Rights and Procurement Conditions:**

By responding to this RFP, the developer/development team acknowledges and consents to the following TCRA rights and conditions:

- The TCRA shall be the sole judge as to which proposals best meet the selection criteria, and reserves the right to appoint and change appointees of the Selection Advisory Commission.
- The TCRA may reject any or all proposals received, to waive any submission requirements contained within this RFP, or to waive any irregularities in any submitted proposal.
- The TCRA may cancel, withdraw, postpone, or extend the RFP in whole or in part at any time without incurring any obligations or liabilities.
- The TCRA may hold meetings and conduct discussions and correspondence with one or more of the developers/development teams or use assistance of outside technical and legal experts and/or consultants in the evaluation process.
- To ensure receipt of any addenda to the RFP, please email: [cedhousingdivision@cityoftacoma.org](mailto:cedhousingdivision@cityoftacoma.org).
- The TCRA may conduct investigations with respect to the qualifications and experience of each proposer or proposal and to request additional evidence to support any claim made in a proposal.
- The TCRA may take any action affecting the RFP process, or the property, that is determined to be in the TCRA's best interest.

### **Confidentiality**

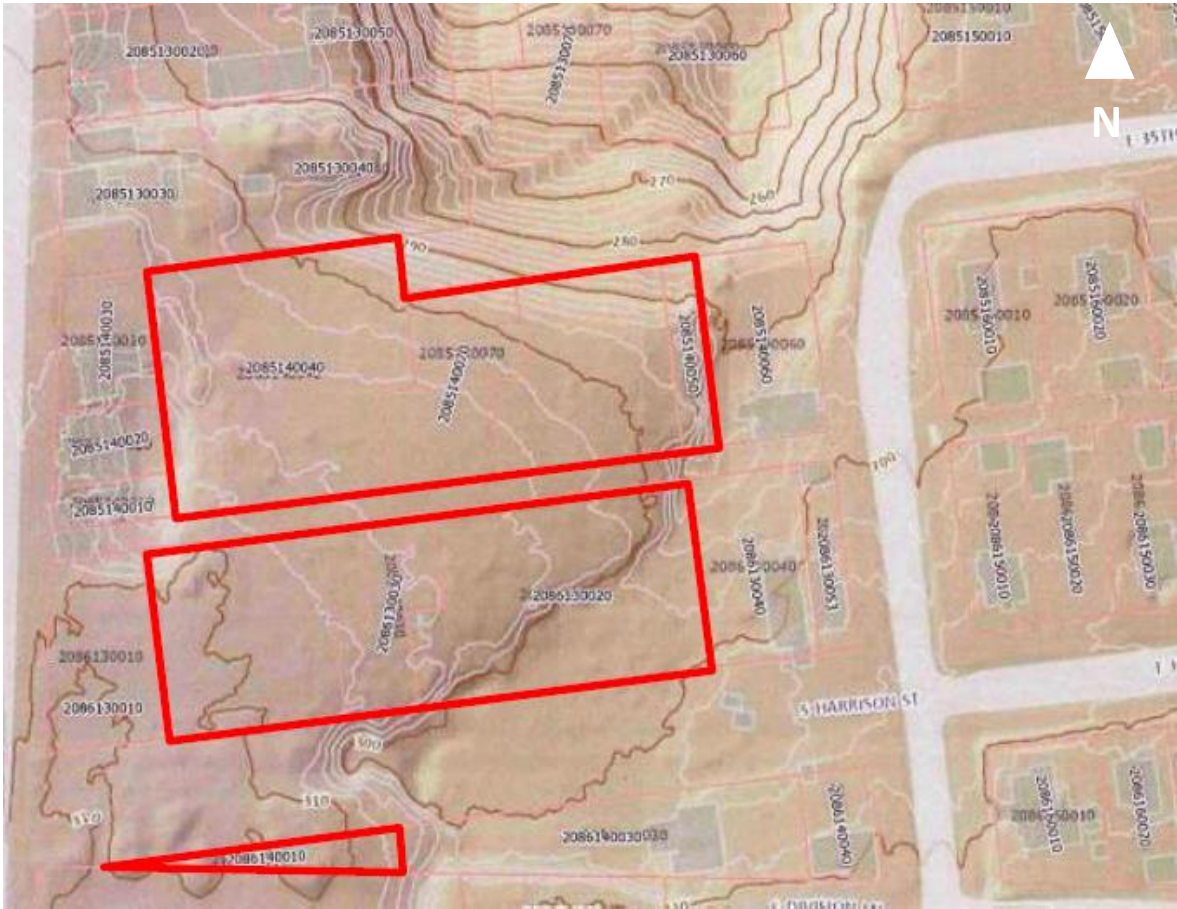
All documents submitted to the TCRA are subject to the Washington Public Records Act and, unless exempt from disclosure, must be made available to the public. In no event shall the TCRA, or any of its agents, representatives, employees or consultants, be liable to a Proposer as the result of the disclosure of all or a portion of a proposal submitted under this RFP.

# Exhibits

Exhibit 1  
Site Maps



Aerial view of property and parcel detail



Topography Map



Site context and nearby landmarks

## **Exhibit 2**

### Technical Memorandum

**TO:** Tacoma Community Redevelopment Authority  
**FROM:** David Johnson, PE, Amy Power, PE, and Daniel Simpson, PE  
**DATE:** April 1, 2021  
**RE:** **Environmental and Geotechnical Assessment Summary**  
**South 35th Street and Pacific Avenue**  
**Tacoma, Washington**  
**Project No. 0094110.010.013**

### **Introduction**

This memorandum summarizes the results of the Phase I Environmental Site Assessment (ESA), limited Phase II ESA, and limited geotechnical assessment conducted by Landau Associates, Inc. (LAI) at the request of Tacoma Community Redevelopment Authority (TCRA) and the City of Tacoma (City) in support of the South 35th Street and Pacific Avenue project in Tacoma, Washington.

### **Project Understanding**

The project site is owned by the City and consists of six undeveloped parcels (Pierce County parcel numbers 2086130020, 2086130030, 2085140040, 2085140070, 2086140010, and 2086140020), totaling approximately 2.41 acres and hereinafter referred to as the subject property. TCRA and the City requested the limited environmental and geotechnical assessments of the subject property to better understand conditions that could impact future development.

A portion of the subject property was used as a landfill from the early 1960s through 1992 and is often referred to as “the 35th Street Landfill City Fill” or the “Former City of Tacoma’s Street and Grounds Fill Site.” Fill material was placed at the subject property in the 1960s. The fill was derived, primarily, from the Interstate-5 (I-5), Interstate-705 (I-705), and Highway 7 extensions; City of Tacoma Public Utilities construction projects; and various large private construction projects (LAI 2021b). Between 1985 and 1990, the City of Tacoma disposed of street sweepings, vector truck waste, and catch basin debris at the subject property and at adjacent properties to the north. By 1992, regrading activities had mixed the waste and debris into the fill material. Landfill site characterization studies between 1990 and 2008 identified this fill material as the primary contributor to methane, metals, total petroleum hydrocarbon (TPH), and carcinogenic polycyclic aromatic hydrocarbons (cPAHs) contamination at the subject property (LAI 2008).

A detailed discussion of the subject property background, findings and conclusions, and recommendations is contained in each specific environmental or geotechnical report. A summary is provided below of the environmental and geotechnical concerns that may impact future subject property development.

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## Environmental Summary

The Phase I ESA report (LAI 2021b) identified the following *recognized environmental conditions* (RECs):

- The presence of prior filling activities, which included placement of construction debris, organic materials, vector waste (i.e., material from street catch basins), and street sweeping material within the fill at the subject property.
- The known presence of carcinogenic polycyclic aromatic hydrocarbons (cPAH)-contaminated soil above Model Toxics Control Act (MTCA) Method A cleanup levels, and residual arsenic and total petroleum hydrocarbon (TPH)-impacted soil at the subject property.
- The presence and degradation of organic debris (i.e., leaves, branches, yard waste, etc.) within the fill as the suspected source of the known presence of elevated methane gas levels at the subject property.

The Limited Phase II ESA (LAI 2021a) indicated the following environmental conditions:

- The presence of cPAH contamination in shallow soil at the subject property poses environmental liability and will impact potential redevelopment strategies. TPH, metals, and semi-volatile organic compounds were detected but did not exceed their respective MTCA Method A soil cleanup levels (CULs). Volatile organic compounds were analyzed in the six soil samples but were not detected above the level of the laboratory reported sample quantitation limit.
- The analytical results of the limited Phase II ESA are similar to prior investigations, which also showed elevated cPAHs in soil above CULs, residual TPH impacted soil below CULs, and residual arsenic impacted soil below CULs. Overall, cPAH impacts to the subject property, while above the cleanup standard, are considered low to moderate. CPAHs are relatively common constituents in urban environments and would be expected in vector waste and street sweepings. The occurrence of cPAHs at the subject property is consistent with the historical use of this site as an area where these materials were placed.
- The cleanup action previously prepared in the RI/FS/CAP (LAI 2008) is still relevant and recommended based on the results of the limited Phase II ESA (LAI 2021a). The recommended cleanup action alternative consisted of the following combination of active and passive cleanup actions:
  - *In-situ* containment of impacted soil left in place, venting and monitoring of soil gas for methane, deed restrictions in the form of a restrictive environmental covenant, preparation of an operation and maintenance manual for the site for compliance monitoring, preparation of a health and safety plan. A detailed discussion of the cleanup actions is contained in the Phase II ESA Report (LAI 2021a) and RI/FS/CAP (LAI 2008).
- The overall cleanup action plan was reviewed by TPCHD (TPCHD 2008) and Ecology (Ecology 2008), and both agencies provided formal letter responses concurring that upon completion

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of the proposed cleanup, no further remedial action will likely be necessary to clean up contamination at the subject property.

## **Geotechnical Summary**

The Limited Geotechnical Assessment (LAI 2021c) indicated the following geotechnical conditions:

- The subject property is underlain by up to approximately 100 feet of undocumented fill (fill materials of unknown type and placement method). This material is highly variable, requiring complex foundation design and is not suitable for stormwater infiltration.
- Deep foundations and/or ground-improvement strategies will likely be required for most structure types. Shallow foundations are feasible for small and lightly loaded structures but may also require additional reinforcement or subgrade improvement. LAI estimates that foundation costs will be about two to six times the cost at this subject property, when compared to the same development at a site with more favorable soil conditions.
- Long-term maintenance will likely be required for asphalt-paved areas and slabs-on-grade.
- Settlement sensitive utilities will need to be installed to account for differential settlement.
- The northern portion of the subject property borders a steep slope. Tacoma Municipal Code Section 13.11.730 requires a minimum 50-foot setback from the top of the slope for continuous occupancy structures. Additional setback may be required to account for potential seismic activity.

## **Use of This Technical Memorandum**


Landau Associates has prepared this technical memorandum for the exclusive use of the Tacoma Community Redevelopment Authority and the City of Tacoma for specific application to the South 35th and Pacific Avenue project in Tacoma, Washington. No other party is entitled to rely on the information, conclusions, and recommendations included in this document without the express written consent of Landau Associates. Reuse of the information, conclusions, and recommendations provided herein for extensions of the project or for any other project, without review and authorization by Landau Associates, shall be at the user's sole risk. Landau Associates warrants that, within the limitations of scope, schedule, and budget, its services have been provided in a manner consistent with that level of skill and care ordinarily exercised by members of the profession currently practicing in the same locality, under similar conditions as this project. Landau Associates makes no other warranty, either express or implied.




## Closing

We trust that this memorandum provides you with the information needed to proceed. If you have questions or comments, or if we can be of further service, please contact the undersigned at (360) 791-7641 or via Dave Johnson's email ([djohnson@landauinc.com](mailto:djohnson@landauinc.com)).

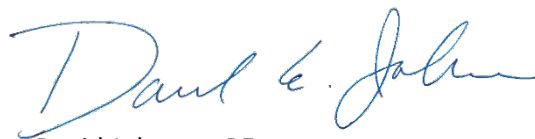
LANDAU ASSOCIATES, INC.



Amy Power, PE  
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Daniel Simpson, PE  
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David Johnson, PE  
Associate Engineer

DEJ/ALP/DCS/kjg

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## References

- Ecology. 2008. Letter Re: Opinion on Proposed Cleanup of the following Site: City of Tacoma 35th Street Landfill, 35th Street and Pacific Avenue, Tacoma, Washington; Facility/Site No. 5774537; VCP Project No. SW0938. From Charles Cline, Washington State Department of Ecology, SWRO Toxics Cleanup Program; to Eric Weber, Landau Associates, Inc. October 2.
- LAI. 2008. Report: Remedial Investigation/Feasibility Study/and Cleanup Action Plan, 35th Street Landfill. Prepared for City of Tacoma by Landau Associates, Inc. August 5.
- LAI. 2021a. Report: Limited Phase II Environmental Site Assessment, South 35th Street and Pacific Avenue, Tacoma, Washington. Landau Associates, Inc. March 31.
- LAI. 2021b. Final: Report: Phase 1 Environmental Site Assessment, South 35th Street and Pacific Avenue Tacoma, Washington. Prepared for Tacoma Community Redevelopment Authority, Tacoma, Washington. Landau Associates, Inc. March 31.
- LAI. 2021c. Technical Memorandum: Technical Memorandum: Limited Geotechnical Assessment, South 35th Street and Pacific Avenue; Tacoma, Washington. Landau Associates, Inc. April 1, 2021.
- TPCHD. 2008. Opinion Letter: From John Wright, Environmental Health Specialist, Environmental Health Program/Waste Management, Tacoma-Pierce County Health Department; to Eric Weber, Landau Associates, Inc. September 3.

## Links to Environmental and Geotechnical Assessment

- [South 35<sup>th</sup> Street and Pacific Avenue Phase I ESA](#)
- [South 35<sup>th</sup> Street and Pacific Avenue Phase II ESA](#)
- [South 35<sup>th</sup> Street and Pacific Avenue Geotechnical Assessment](#)

**Exhibit 3**

Pacific Property – RFP Checklist

- Cover Letter
- Checklist
- Identification of Developer/Developer Team
- Project Narrative
- Project Concept
- Financial Analysis and Capacity
- Development Timeline

Authorized Representative

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_