



City of Seattle
Consultant Contract
INFORMAL SOLICITATION
Community Advisory Group Application

[Addendum #1](#)

Funding: Federal Transit Authority (FTA)
Federal Award Identification Number (FAIN): WA-2021-134-00
Award Name: TOD Planning Pilot Program – Equitable Light Rail Communities
CFDA#: 20.500

**Chinatown International District Equitable Transit-oriented
Development Place-Based Group (FTA)**

[Procurement Schedule](#)

Schedule of Events	Date/Time
Solicitation Release	Wednesday, September 17, 2025
Optional Pre-Submittal Conference Microsoft TEAMS virtual conference Request Invitation from the procurement contacts.	Tuesday, September 30, 2025 11:00am
<u>Optional 2nd Pre-Submittal Conference</u> <u>Microsoft TEAMS virtual conference</u> <u>Request invitation from the procurement contacts</u>	<u>Tuesday, October 21, 2025</u> <u>10:00am</u>
Deadline for Questions	Friday, October 31 ¹⁷ , 2025 5:00pm
Response Deadline	Friday, October 24, 2025 *REVISED* Friday, October 24 ^{November 7} , 2025 5:00pm
Contract Execution	Q4 2025

[Table 1: Procurement Schedule](#)

The schedule may change, and updates will be posted on the City's website

[Procurement Contact Information](#)

Procurement Contact: **Alberta Read Bleck (she/her)**, Transit-oriented Development Strategist, [Office of Planning and Community Development](#) (206) 684-4812

[Procurement Delivery Address](#)

Submit everything to: Alberta.Bleck@seattle.gov

ADA Statement

The City of Seattle complies with ADA and Section 504 requirements. If you need materials in another format, email Alberta.Bleck@seattle.gov, (206) 684-4812.

Title VI Statement

The City of Seattle, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

EEO Statement

All prospective consultants are advised that federally funded projects will be held to federal Equal Employment Opportunity (EEO) requirements.

1. Project Background.

The buildout of the West Seattle and Ballard Link Extensions approved by voters in 2016 presents an opportunity for a generational investment in mass transit for Seattle and the Puget Sound region. Simultaneously, Seattle is experiencing a housing affordability and displacement crisis for certain at-risk communities. With new transit coming in the next decade, adding more pressure to strained land and housing markets, the City and Office of Planning and Community Development need a strong vision for development to support communities that are at risk of displacement.

In 2020, the City of Seattle was awarded a grant from the Federal Transit Administration (FTA) to support transit-oriented development along the West Seattle Link Extension (WSLE) and Ballard Link Extension (BLE) corridors. The purpose of the Pilot Program for Transit-Oriented Development (TOD) Planning grant is to do comprehensive planning for the light rail line from Ballard to West Seattle and will have implications for TOD throughout the City. The main categories of work will be:

1. Station Access and Catalytic Public Realm Project Coordination to leverage public and private infrastructure investments within walking and biking distance to each station.
2. Equitable Transit-Oriented Development (TOD) Strategy and Implementation Plan to refine a community-driven strategy for TOD, including a framework for remnant parcels and place-based strategies to build community capacity and community vision for equitable TOD.

The Chinatown International District (CID) Equitable Transit-oriented Development (ETOD) Place-Based Group (PBG) is funded in full by a grant from the Federal Transit Administration. The grant funding covers compensation for a community-based participatory planning process.

2. Objective.

The Equitable Transit Oriented Development (ETOD) Strategy and Implementation Plan will refine the City of Seattle's approach to advancing community-driven outcomes in high-capacity transit station areas. By centering communities who are most impacted by investments in public infrastructure in the process this approach attempts to address the root causes of displacement and enable self-determination through community led and owned development. An ETOD Strategy and Implementation Plan is actionable and may include identifying opportunity sites and funding mechanisms for key locations.

The work of the CID ETOD Place-Based Group focuses on creating a Financial Investment Strategy (FIS). As a historic neighborhood experiencing displacement pressures and where a planned light rail station will both bring regional transit connection as well as significant increase in planned development, the CID FIS will uplift community generated and prioritized projects to help prevent and mitigate displacement. Members of the CID Place-Based Group will work with a technical consultant to support them in moving anti-displacement and place-keeping projects forward. The projects featured in the FIS will form a core component of the final ETOD Strategy & Implementation Plan.

3. Anticipated Project Schedule and Budget.

The City anticipates contracting with 15-20 community advisory members representing up to 15 projects, who will be compensated at a fixed rate of \$75 per hour for a maximum of \$5,000 - \$10,000 per project and an initial duration of one year. The total compensation amount per contract will be determined based on the number of hours needed for the proposed project's scale and complexity. Payment processes and other contract requirements are outlined in the draft agreement template attached to this request for applications.

The successful initiation and completion of this project are contingent on receiving federal funding.

4. Scope of Work.

The Opportunity

This is a planning opportunity with funding to support CID ETOD Place-Based Group participants in the planning process for capital and/or place-keeping community-serving projects that advance anti-displacement efforts, including strengthening capacity for community real estate building. We are seeking participants from community-based organizations and groups who are rooted in and accountable to communities in the Chinatown/ International District who want to advance a community-serving capital or place-keeping project. Participants will:

- Receive a high-level feasibility analysis and a project summary that will identify knowledge gaps and additional consultation needs to understand project feasibility (examples include advising the project to pursue environmental review, construction cost estimate, zoning determination, etc.), and guidance on next steps.
- Gain a clear picture of next steps to move projects through feasibility.
- Build connections with other community organizations and groups in the CID

OPCD has contracted with a technical consultant who will support the project by providing technical expertise and guidance to the CID PBG members. The CID technical consultants, Patty Julio and Shantell Rice, have created project intake forms that will guide the initial phases of group participation. They will ultimately develop the CID Financial Investment Strategy (FIS).

Participant Expectations

- Participants will participate fully in 2-4 CID Place-Based Group meetings with other community groups and the technical consultant, as well as in individualized meetings with the technical consultant to further define your project and determine how to move your project forward. We anticipate 8-10 meetings total over the course of the next year, including several group meetings and 3-4 individual meetings with the consultant.
- We anticipate that you will be progressing your project outside of meeting times and gathering relevant information about your project to support the technical consultant's analysis.
- English is the primary language that will be used in the CID Place-based Group's work.

- The individual's participation in a pre-identified CID-based project is the basis for this agreement. If the individual's affiliation with the project changes, the City reserves the right to re-assign the agreement to a different individual who is still active in the project.

Project Priorities

Participants must be able to demonstrate that proposed projects are already being discussed by their community and/or have existing community support. This could include a project that is reflected in community plans, part of conversations surrounding public investments in transit and other infrastructure, or on your organization's strategic plans.

Potential projects could include smaller community place-keeping projects that help preserve the cultural fabric of the neighborhood (public art, wayfinding, etc.), parks and open spaces, larger commercial and housing developments, and feasibility studies of shared/ community ownership structures and community investment tools.

Projects can be at different stages of development, examples include:

- Your community has an idea for a new development or community preservation project, and you need help getting it started.
- Your organization owns property that you would like to redevelop or renovate, and you would like to assess development considerations.
- You are well into development, and you have a financial gap; the consultant can help raise visibility of the project for fundraising and coordination purposes.
- **Please note that projects will be selected regardless of the final station location**

5. Response Materials and Submittal.

Follow these steps when preparing your response. Missing details or improper formatting may result in rejection.

1. **Mandatory: Federal Forms** (Consultant Questionnaire, Lobbying Certification, Debarment and Suspension Certification). – **No Page Limit**.
2. **Mandatory – Proposal Response. Two-page limit.**
Provide 2 pages that lists each Evaluation Criteria and your response to each Evaluation Criteria. This document details the submittal requirements for your proposal response. The City will rank proposals based on these criteria and allocate up to 860 points (detailed below).

Process for selection to participate in the CID ETOD Place-based Group :

- OPCD will review all proposals.
- Each proposal will be given a score based on the Scoring Rubric below
- The top scoring proposals will be selected, and we will contact you
- Top applicants may be interviewed, which will be worth an additional 100 points
- Proposals that are not eligible for participation at this time will have an opportunity to speak with OPCD to better understand how the City can support your project.
- The project budget will be negotiated based on the scale and complexity of the project.

Scoring Rubric

Criteria	Scoring Points	Criteria for Scoring
Organization name and participant contact information	Not scored, but required for a complete application	n/a

Describe how your community was involved in designing or prioritizing this project	0-20	Demonstrates the way the community was involved in designing the project and that the project has community buy-in and support.
What work have you completed to date? What are you hoping to get out of working with the development consultant team?	Not scored, only informative	n/a
Describe your organization's role in the Chinatown/International District neighborhood specifically with communities at high risk of displacement.	0-20	Identifies a clear connection to the neighborhood and those in it with a high risk of displacement.
How would you share information about this process back to your organization or community formation?	0-20	The applicant is able to name a feedback loop with the people/communities they are accountable to (both about communicating back to the community what is happening in the CID place-based group and about bringing in their community's needs, priorities, and questions to the group).
<u>Describe the nature of the project. Is it a capital or place-keeping project? And/or does it establish a framework for future built environment projects that will advance anti-displacement efforts in the CID?</u>	<u>0 - 20</u>	<u>Demonstrates the project is a capital, place-keeping, and/or capacity-building project that will benefit from the support of the CID Technical Consultant and will advance the CID Financial Investment Strategy.</u>

5.1 No Hyperlinks

Avoid links or attachments unless requested. These won't be reviewed.

6. Contract Modifications.

The City has attached its boilerplate contract terms to allow Proposers to be familiar with boilerplate, and the non-negotiable terms before submitting a proposal. The City may negotiate with the highest ranked apparent successful Proposers. The City cannot modify contract provisions mandated by Federal, State or City law: to: Equal Benefits, Audit (Review of Vendor Records), WMBE and EEO, Confidentiality, and Debarment or mutual indemnification. Exceptions to those provisions will be summarily disregarded. Consultants submit proposals understanding all Contract terms and conditions are mandatory. Response submittal is agreement to the Contract without exception. The City reserves the right to require changes that are a result of changes made by laws or regulations including of the Federal, State, or City regulations.

7. Procedures and Requirements.

This section details City instructions and requirements for your submittal. The City reserves the right in its sole discretion to reject any Consultant response that fails to comply with the instructions.

7.1 Questions.

If you have questions, submit them via OpenGov by the deadline listed above. The City will not accept responsibility if you fail to ask for clarifications.

7.2 Receiving Addenda and/or Question and Answers.

It is your responsibility to stay informed about updates, available on OpenGov. Third-party platforms might not provide correct or complete information.

7.3 Insurance Requirements.

If the City requests insurance proof, you must provide it as described in the solicitation documents before signing a contract.

7.4 Pre-Submittal Conference

The City offers an optional pre-submittal conference at the time, date and location on page 1. Proposers are highly encouraged to attend but not required to attend to be eligible to submit. The meeting answers questions about the solicitation and clarifies any issues or concerns. Failure to raise concerns over any issues at this opportunity will be a consideration in any protest filed regarding such items known as of this pre-proposal conference.

8. Selection Process.

8.1 Scoring Summary

The City will rank proposals based on the criteria in Section 5 and allocate up to ~~8~~60 points.

8.2 Interviews

Top applicants may be interviewed. If so, interviews will be worth an additional 100 points and total scores will combine written and interview evaluations for a total of ~~1~~860 points. Interviews may be conducted virtually or in person.

8.3 Negotiations

The top-ranked firm will move forward to negotiate fees and pricing. Base contract terms can't be negotiated—they are part of the solicitation available as **Attachment A**.