



City of Tacoma

Resolution No.:

Meeting Date: April 30, 2024

**Contract and Award Letter
Purchase Resolution —Exhibit "A"**

TO: Board of Contracts and Awards
FROM: Peter Huffman, Director, Planning and Development Services Department
Brian Boudet, Planning Manager, PDS Long Range Planning
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Carly Fowler, Finance/Purchasing
SUBJECT: Consultant Services for Home in Tacoma Phase 2
Request for Proposals Specification No. PL22-0085F, Contract No. CW2251177 –
April 30, 2024 City Council
DATE: April 8, 2024

RECOMMENDATION SUMMARY:

Planning and Development Services requests approval to increase and extend contract CW2251177, to Mithun, Inc., Seattle, Washington, by \$95,000, budgeted from the Planning and Development Services (PDS) Enterprise Fund 4110-PERMT, for additional scope of work as part of the Home in Tacoma Project Phase 2 and an extension of the contract through July 1, 2025. This increase will bring the contract to a cumulative total of \$995,000.

STRATEGIC POLICY PRIORITY:

- Strengthen and support a safe city with healthy residents. *Housing is a fundamental human need and connects us to opportunities including employment, education, transportation, recreation and more. Housing has a clear linkage with safety and health for all members of the community.*
- Ensure all Tacoma residents are valued and have access to resources to meet their needs.
- Foster a vibrant and diverse economy with good jobs for all Tacoma residents.
- Encourage thriving residents with abundant opportunities for life-long learning.
- Cultivate a vibrant cultural sector that fosters a creative, cohesive community.
- Assure outstanding stewardship of the natural and built environment.
- Encourage and promote an efficient and effective government, which is fiscally sustainable and guided by engaged residents.

Home in Tacoma Phase 2 is a major policy initiative intended to better meet the City's future housing supply, choice and affordability needs, and to ensure that housing development meets multiple goals. The adoption of these proposed citywide residential zoning changes support multiple strategic policy priorities.

BACKGROUND:

Home In Tacoma Phase 2 is a major planning initiative to meet the City's housing needs. The City of Tacoma is proposing to adopt new zoning designations, development standards, and other actions, together referred to as Home in Tacoma Phase 2 (the Proposal), to increase housing supply, affordability, and choice for current and future residents and ensure that housing development supports multiple goals. The Proposal is intended to implement the policy direction adopted in Phase 1 (Ordinance No. 28793, December 2021) along with applicable state law which the City Council initiated with the adoption of Home in Tacoma Phase 1 (Phase 1). Phase 1 directed that the City conduct a citywide public engagement process which began in January 2022. In June 2022, the City selected Mithun, Inc. to provide consultant services in support of the project.



ISSUE: Mithun, Inc. has provided invaluable services in support of the effort to date. The City has already added services to the original contract once through Contract Amendment No. 1. Since that time, additional related tasks have been identified in support of the project goals. The project timeline has also extended beyond the original schedule. Mithun, Inc. is uniquely positioned to complete these additional tasks.

ALTERNATIVES: The general approach of Home in Tacoma Phase 2 has already been directed by the City Council, with significant components being required by the state Legislature through recent housing-related bills. The crux of Home in Tacoma Phase 2 is not on whether or not to pursue this course, but how specifically to draft the zoning and standards to get housing growth right. This contract amendment will help by ensuring that the proposed zoning and standards are supported by technical and policy analysis. If the City were to not implement the Home in Tacoma Phase 2 package, or a similar one, the City would be out of compliance with applicable state law. Furthermore, it is in the City's interest to extend the timeline and scope of work for Mithun, Inc. at this time. Without their continued support, some parts of the project scope would be significantly delayed or reduced.

CONTRACT HISTORY: This contract was originally awarded to Mithun, Inc. as a result of Request for Proposal Specification No. PL22-0085F in June of 2022. Effective June 1, 2023, the City of Tacoma and Mithun, Inc. entered into Amendment No. 1 to supplement the scope of work, increase the total compensation authorized by the contract by \$200,000 for a new total of \$700,000, along with authorization for contingency funds not to exceed an additional \$200,000 for a total of \$900,000, and extend the termination date to July 31, 2024. This Amendment No. 2 to the contract will supplement the scope of work, increase the total compensation authorized by the contract by \$95,000, for a new not to exceed amount of \$995,000, and extend the termination date to July 1, 2025.

SUSTAINABILITY: Housing is closely related to sustainability—by promoting growth within walkable urban areas the City helping to reduce per capita environmental impacts while also promoting efficient use of land and infrastructure. In addition, the proposal includes multiple targeted sustainability actions including a broad expansion in the City's tree planting requirements when residential development occurs.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable - Service contract - EIC Regulations are not yet established

LOCAL EMPLOYMENT AND APPRENTICESHIP TRAINING PROGRAM (LEAP) COMPLIANCE: Not applicable to this contract.



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4110-PERMT PDS Enterprise Fund	541225	5310100	\$95,000
TOTAL			Up to \$95,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
4110-PERMT PDS Enterprise Fund	541225	4322050	(\$95,000)
TOTAL			Up to (\$95,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$95,000

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

IF EXPENSE IS NOT BUDGETED, PLEASE EXPLAIN HOW THEY ARE TO BE COVERED. N/A