



City of Tacoma

Resolution No.:

Meeting Date: December 19, 2023

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

TO: Board of Contracts and Awards
FROM: Peter Huffman, Director, Planning and Development Services
Stephen Atkinson, Principal Planner, Planning and Development Services
COPY: City Council, City Manager, City Clerk, EIC Coordinator, LEAP Coordinator, and
Carly Fowler, Finance/Purchasing
SUBJECT: 2024 Update to the Comprehensive Plan and Transportation Master Plan
Request for Proposal Specification No. PL23-0065F, Contract No. CW2259441
December 19, 2023 City Council
DATE: November 27, 2023

RECOMMENDATION SUMMARY:

Planning and Development Services recommends a contract be awarded to Seva Workshop LLC, Seattle, WA, in the amount of \$745,000, plus applicable taxes, budgeted from various departmental funds, for an initial contract term of two years for the 2024 update to the City's Comprehensive Plan and Transportation Master Plan.

STRATEGIC POLICY PRIORITY:

- Assure outstanding stewardship of the natural and built environment.

BACKGROUND:

Tacoma's Comprehensive Plan is the City's official statement concerning its vision for future growth and development. It identifies goals, policies, and strategies for maintaining the health, welfare, and quality of life of Tacoma's residents. The Comprehensive Plan is comprised of numerous individual elements, including elements addressing such important issues as urban form, design and development, transportation, environment and watershed health, economic development, parks and recreation, housing, public facilities and services, historic preservation, and downtown.

The City of Tacoma amends its Comprehensive Plan on an annual basis as permitted by State law. In addition to these regular amendments, the Growth Management Act (GMA) requires counties and cities to periodically conduct a thorough review of their plans and regulations to bring them in line with any relevant changes in the GMA, and to accommodate updated growth targets. RCW 36.70A.130 establishes the review procedures and schedule for Comprehensive Plan amendments and periodic review. Tacoma last completed such a periodic update in 2015 and is mandated to undertake and complete another periodic update by the end of 2024.

ISSUE: Focus Areas for the 2024 One Tacoma Plan Update:

- **Sustainability:** This effort will support a transition to a green, sustainable economy by promoting and accelerating the decarbonization of industrial sectors and transportation systems to meet the City's adopted greenhouse gas reduction targets.
- **Equity:** This effort will evaluate the City's current Comprehensive Plan and recommend actions the City can take to implement its anti-racist systems transformation goals.
- **Public Health:** This effort will coordinate the City's land use and transportation plans to ensure that they support an accessible and thriving city for all ages and abilities while addressing the overall reduction of harmful air emissions, both greenhouse gas



emissions and toxics, with a particular focus on our frontline and most vulnerable populations.

- **Opportunity:** This effort will better align the City’s capital plans and investments to create and expand opportunity in low opportunity neighborhoods and help to ensure city services are being delivered equitably.
- **Actionable Goals and Performance Measures:** This effort will give particular attention to identifying key metrics and performance measures to demonstrate the City’s progress toward meeting the goals and policies contained within the City’s Comprehensive Plan.
- **Communications and Engagement:** Communicate how the Comprehensive Plan goals and policies are expected to improve or otherwise affect the lives of the City’s community members and the way they experience the City of Tacoma; ensure that Plans and policies are developed with the community in a culturally appropriate and equitable manner.

ALTERNATIVES: If the legislation is not implemented, the City would lose its Comprehensive Plan certification and jeopardize eligibility for countywide, regional, and State grant funding, especially grants for transportation improvements.

COMPETITIVE SOLICITATION: Request for Proposal No. PL23-0065F was opened March 20, 2023. Thirty-three companies were invited to bid in addition to normal advertising of the project. Four submittals were received.

<u>Respondent</u>	<u>Location</u>	<u>Score</u>
SEVA Workshop	Seattle, WA	89.9
Otak Inc.	Redmond, WA	78.5
Houseal Lavigne Associates	Chicago, IL	68.3
Capital Consulting Services	Florissant, MO	37.3

CONTRACT HISTORY: New contract.

SUSTAINABILITY: Respondents were asked to provide information on their commitment to the environment, including their sustainability statement and current practices related to greenhouse gas emissions reductions, water and energy conservation, and waste reduction. Respondents were awarded up to five points based on their response.

EQUITY IN CONTRACTING (EIC) COMPLIANCE: Not applicable.

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



FISCAL IMPACT:

EXPENDITURES:

FUND NUMBER & FUND NAME *	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
0010 General Fund PDS	170000	5310100	\$282,500
1195-PLAN Special Revenue PDS	GRT-00605-03-02	5330100	\$162,500
1060 PRGM	60000054752	5330100	\$300,000
TOTAL			Up to \$745,000

REVENUES:

FUNDING SOURCE	COST OBJECT (CC/WBS/ORDER)	COST ELEMENT	TOTAL AMOUNT
1195-PLAN Special Revenue PDS	GRT-00605-03-01	4334360	(\$162,500)
0010-General Fund PDS	170000	Budgeted GF \$\$	(\$282,500)
1060-PW Contribution	662100	Budgeted GF \$\$	(\$300,000)
TOTAL			Up to (\$745,000)

FISCAL IMPACT TO CURRENT BIENNIAL BUDGET: \$582,500

ARE THE EXPENDITURES AND REVENUES PLANNED AND BUDGETED? Yes

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