



# Community Development Department

**Ashley Wragge, Planning Technician**

38624 SE River St. | P.O. Box 987

Snoqualmie, Washington 98065

(425) 888-5337 | [awragge@snoqualmiewa.gov](mailto:awragge@snoqualmiewa.gov)

## MEMORANDUM

To: Community Development Committee  
From: Ashley Wragge, Planning Technician  
Date: August 5, 2024  
Subject: Items of Committee Interest- Affordable Housing RFQ and RFP

### Introduction

At the beginning of the year Council Committee members were asked by the Chair to provide items of interest to be discussed at subsequent committee meetings.

### Background

On February 20, 2024, Council member Wotton provided a list of items for the committee to discuss, including affordable housing, tourism, and economic development. In the June 3, 2024, Community Development meeting, the focus was on affordable housing in which committee members reviewed a draft agenda for the June 24, 2024, Council Roundtable meeting focusing on affordable housing.

At the Roundtable councilmembers decided to rescind this item back to the Community Development Committee for further discussions on the merits of using request for qualifications (RFQ) or request for proposals (RFP).

### Analysis

Exploration of the City owned property for affordable housing will require the city to seek contractors for the work to be done. How to best attract the most suitable developers requires a thorough plan. Attachment 1 entitled *Hiring a Consultant: RFQs and RFPs* from the American Planning Association elaborates on efficient methods for cities to use when looking for project work to be done.

The exploration of the City owned property for affordable housing may require several points of discussion before this item returns to a Council Roundtable including:

1. Potential Property Development
  - a. Property Description

- b. RFP or RFQ
  - c. Legal Considerations
  - d. Highest and Best Use
- 2. Advantages for Affordable Housing Siting
  - a. Close to the bus line
  - b. Walkable to Neighboring businesses & services
  - c. Proximity to other housing, infrastructure
  - d. Existing Zoning
- 3. Considerations
  - a. Land Ownership (city-owned, land lease, surplus sale)
  - b. Environmental stewardship
  - a. Traffic Impact/Parking
  - b. Onsite Services (daycare, after school care, health services)
  - c. Amenities (outdoor gathering area)
- 4. Resources
  - a. \$1.3 million affordable housing fund
  - b. Potential grants
- 5. RFP Selection Process
  - a. Appointed Committee or Staff
  - b. Scored and Unscored Requisites
- 6. Next Steps

### **Next Steps**

Staff recommends the Council Committee discuss which method best suits the City's needs and any other item related to items 1-6 above. Subsequent CD Committee meetings will include other topics of committee member interest, i.e., tourism, and economic development.