



## **REQUEST FOR PROPOSALS**

### **Park Impact Fee Study**



**TUKWILA**  
**PARKS & RECREATION**  
GOOD HEALTHY FUN

Date Issued: November 12, 2025

**Proposals Due: December 5, 2025 at 3:00PM**

**CITY OF TUKWILA  
REQUEST FOR PROPOSALS  
CONSULTANT SERVICES  
Park Impact Fee Study  
Due **December 5, 2025, 3:00p.m. (PST)****

**Project Purpose**

This Request for Proposal is to conduct a comprehensive review and update of the current Parks Impact Fee (PIF) Schedule. The existing methodology, last reviewed in 2018, must be re-evaluated to ensure it remains consistent with current best practices, anticipated growth patterns, legislative and judicial updates, and park system usage and needs. The consultant will be responsible for assessing the current approach, identifying and evaluating alternative methodologies, and recommending updates to the fee schedule that reflect changes in community demographics, land use, and current and future recreational demand.

Park Impact Fees within the City of Tukwila are currently codified by [Tukwila Municipal Code Chapter 16.28](#). The previous Park Impact Fee Rate Study can be found [here](#).

**City of Tukwila General Information**

Tukwila lies in the heart of the Puget Sound region between Seattle and Tacoma, at the crossroads of two major interstate highways. Its central location makes Tukwila an ideal site for approximately 2,000 businesses. Due to the large retail and business center, the City's population expands from just over 22,000 to 150,000 during the day. Additional information about the City can be found at [www.TukwilaWA.gov](http://www.TukwilaWA.gov).

Additional Information regarding the City of Tukwila can be found in the following documents:

1. [City of Tukwila 2025 – 2026 Biennial Budget](#)
2. [City of Tukwila 2023 – 2028 Capital Improvement Program](#)
3. [City of Tukwila 2024 Annual Comprehensive Financial Report](#)
4. [City of Tukwila 2024 – 2044 Comprehensive Plan Elements](#)
5. [City of Tukwila 2012 Strategic Plan \(2018 Amended Version\)](#)

**City of Tukwila Parks and Recreation Department General Information**

The Tukwila Parks and Recreation Department (TPRD) provides year-round free and affordable programs, park and recreational opportunities for people of all ages and abilities from preschool to seniors. Program areas include art and culture, fitness, wellness, sport, dance, martial art and enrichment programs, activities, and special events. TPRD provides adaptive and specialized recreation opportunities for individuals with disabilities and administers a youth and family scholarship program. The Tukwila Community Center (TCC) serves as the primary activity hub and departmental headquarters.

Responsibilities also include maintaining the cities gateways, operating 13 miles of local and regional trails, stewarding 14 undeveloped open space properties, maintaining more than 20

park and ballfield sites in excess of 260 acres and operating a 55,000 square foot multi-purpose community center, and an 18-hole PGA certified golf course including a Pro Shop, privately operated restaurant and event center. The Department promotes volunteerism through citizen advisory board participation, Green Tukwila- a Forest stewardship and environmental education program and Adopt-a-Spot programs.

TPRD is led by a Mayor appointed and Council confirmed Parks and Recreation Director who is responsible for the administration and professional management of the Department. The Department employs approximately 33 full-time staff, and more than 150 part-time and seasonal staff organized across four primary program areas: 1) Parks Maintenance, Operations and Stewardship, 2) Golf, 3) Recreation, Arts & Events, and 4) Administration. Except for 3 full-time and TPRD's seasonal hourly staff all others are represented by the Teamsters Local No. 763.

Additional Information regarding the City of Tukwila Parks & Recreation Department can be found in the [2020 Parks, Recreation, and Open Plan](#) and its [Technical Supplement](#).

### **Deliverables**

The consultant who is ultimately selected will provide services including, but not necessarily limited to, the following:

#### **1. Analyze and Summarize Current and Future Park Usage**

- a. Analyze current and projected park usage trends on a per-location basis.
- b. Assess park service levels and capacity issues based on population growth, housing development, and user demographics.
- c. Evaluate the geographic distribution and accessibility of park resources.
- d. Document and summarize the work.

#### **2. Stakeholder Engagement**

- a. Develop a stakeholder engagement strategy, informed by recent and extensive outreach efforts by the City. The Tukwila community has been and continues to be frequently surveyed on public issues such as budget sustainability, comprehensive planning, park planning, capital projects and more. Consider and account for risks of “survey fatigue”.
  - i. Identify and recommend engagement strategies for key stakeholders, such as City Leadership, the Tukwila Parks & Recreation Advisory Commission, Equity and Social Justice Committee, Tukwila School District, Highline School District, Tukwila Pool Metropolitan Park District, members of the development community, and other relevant partners and stakeholders.
  - ii. In coordination with City staff, develop and implement outreach and engagement strategies. Engagement should include a mixture of mediums and/or methods such as surveys, in-person meetings/townhalls, focus groups, and more.

1. *Note: The City of Tukwila can provide meeting space given adequate notice from the chosen consultant.*
  - iii. Engagement should prioritize multi-language access for the Tukwila community, with specific focus to provide outreach at least in Spanish, Tagalog, Vietnamese.
  - iv. The chosen consultant is highly encouraged to utilize the 2020 Parks, Recreation and Open Space (PROS) Plan and 2026 PROS Plan that is currently in development. (Note: The City is currently updating its PROS Plan and anticipates a preliminary draft by Q1/Q2 2026. The City encourages coordination between the chosen Park Impact Fee consultant and SCJ Alliance, the City's PROS Plan consultant.
  - b. Provide presentation materials for all briefings.
  - c. Document and summarize the outcomes of the engagement and outreach strategy and efforts.
- 3. Update Eligible Projects List (Park projects that accommodate growth)**
- a. Review and update the list of current Parks projects noted in the 2020 PROS Plan, the 2026 PROS Plan, and/or other applicable planning documents
  - b. Identify and categorize impact fee-eligible projects that address system expansion to accommodate new growth (as opposed to existing deficiencies).
  - c. Prioritize projects and develop a timeline consistent with population and development forecasts.
- 4. Evaluate Cost Estimates for Updated CIP Park Projects**
- a. Evaluate Capital & Operations and Maintenance (O&M) cost estimates for all proposed Park Impact Fee-eligible CIP projects.
  - b. Include assumptions and justifications for unit costs, inflation rates, and other financial inputs.
  - c. Document and summarize the work.
- 5. Update Parks Impact Fee Methodology**
- a. Evaluate the existing parks impact fee methodology and the latest parks projects, costs, and data to develop an updated parks impact fee framework aligned with the new impact fee schedule.
  - b. Ensure any updated parks impact fee methodology and/or schedule is in compliance with [Washington State Senate Bill 5258](#) which requires schedules “reflect the proportionate impact of new housing units, including multifamily and condominium units, based on the square footage, number of bedrooms, or trips generated, in the housing unit in order to produce a proportionally lower impact fee for smaller housing units.”
  - c. Document and summarize the work. The study should include a glossary of terms, defining for internal and external audiences all terminology and/or methodology utilized in the study.

## 6. Forecast

- a. Provide a multi-scenario 10-year (2027 – 2036) revenue forecast utilizing the parks impact fee schedule proposed.

## 7. Recommendations

- a. Provide a comprehensive report documenting the study, outreach and engagement, analysis, forecasts, recommendations and fee modeling.
- b. Provide clear, actionable recommendations for updating the Parks Impact Fee schedule.
- c. Provide a proposed fee schedule with supporting rationale and data.
- d. Provide final impact fee model and forecast in Excel format.
- e. Assist with drafting and adoption of resolution(s) for the proposed fee schedule and model.

### **Estimated Project Budget**

Based on the above-outlined scope of work, the City estimates the total costs for this project to be in the range of **\$30,000 - \$40,000**.

### **Project Timeline**

The project should be completed and prepared for adoption by City Council by no later than end of Q2 2026.

### **Proposal Submittal Requirements**

Consulting firms must submit a Statement of Qualifications (SOQ) that includes the following:

- **Executive Summary and Overall Approach:** Summarize your proposal and include your firm's qualifications and contact information.
- **Project Approach:** Explain your strategy for assisting the city in advancing its goals and priorities and providing the proposed deliverables.
- **Relevant Experience:** Describe your experience leading impact fee studies to support your clients' goals—particularly for cities—and how you ensure compliance with local, state, and federal requirements.
- **Qualifications and Project Lead & Team:** Identify the individual you propose to assign as lead and all members of the project team. Include a statement of qualifications and/or resume for each member.
- **Pricing:** Provide a detailed line-item project budget proposal. Any additional expenses that are to be included as part of your proposal must be listed as separate line items and must include both the total anticipated expenses to be claimed and the nature of the expenses (such as: office supplies, lodging, meals, etc.).

- **References:** Include a list of references, with contact information, of at least three (3) current contracts, within the last three (3) years. Municipal references are preferred. The City reserves the right to contact references without prior notification.
- **Work Samples:** Provide samples of documents you have produced that are similar to the documents your firm would provide under this contract.
- **Business License:** Provide a statement to the effect that you understand and agree to obtain a City of Tukwila business license as a requirement for performing these services. Information regarding the City business license can be found at:  
[www.tukwilawa.gov/departments/finance/business-licensing](http://www.tukwilawa.gov/departments/finance/business-licensing).

The Proposal must not exceed 20 pages, exclusive of covers, section dividers, or appendices. With the exception of charts and graphs, all text must be in an 11-point font size or larger. Text within charts and/or graphs may be smaller than 11-point, but must be a readable size font.

**Submissions are due by December 5<sup>th</sup> at 3:00PM (PST) via the submission methods below:**

Electronic Upload: [City of Tukwila Parks & Recreation Department RFP Submittal Upload](#)

Mail: **City of Tukwila Parks & Recreation**  
**Attn: David Rosen, Fiscal Analyst**  
**12424 42<sup>nd</sup> Ave S**  
**Tukwila, WA 98168**

Hand-deliver: **Tukwila Community Center**  
**12424 42<sup>nd</sup> Ave S**  
**Tukwila WA 98168**

Hand-delivery is accepted M-Th 8:00 am - 9:00 pm, Fri 8:00 am – 6 pm, and Sat-Sun 7:30 am to 3 pm PST at the Community Center’s front desk. Proposals must be received at the address or methods above or before the deadline. Responses received after such time will be disqualified. Please plan accordingly to meet the deadline.

### **Evaluation Criteria**

Each submittal will be evaluated based on the following criteria:

<b>Evaluation Criteria</b>	<b>Weight</b>
Qualifications for Services	30 Points
Relevant Experience with Public Agencies	20 Points
Key Personnel Expertise & Availability	20 Points
Project Management & Responsiveness	15 Points
References	10 Points
Minority and/or Women’s Business Enterprise	5 Points
<b>Total</b>	<b>100 points</b>

### **Selection Process**

The City will evaluate all submissions based on the criteria above and may conduct interviews with selected finalists before making the final selection. A master agreement will be established with the selected consultant(s). The City reserves the right to issue multiple task orders under this agreement or to retain additional consulting firms as needed.

<b>Milestone</b>	<b>Target Dates/Times (Pacific Standard Time)</b>
Request for Proposal Issued	November 12, 2025
Questions Due Date	November 26, 2025
Proposal Due	<b>December 5, 2025 3:00PM</b>
Proposal Review	December 8, 2025 – December 26, 2025
Final Selection	December 29, 2025
Contract Award	December 31, 2025

### **General Conditions**

- All materials and images developed during this project will belong to the City and will be presented to the City in their original format.
- The City shall not be responsible for any costs incurred by the consultant in preparing, submitting, or presenting its response to this RFP.
- The City reserves the right to request clarification of information submitted, to request additional information from the consultant, and to request an interview with consultant(s).
- The City reserves the right to reject any and all submittals, and to waive minor irregularities in any submittals.
- The City reserves the right to award the contract to the next most qualified consultant, if the successful consultant does not execute a contract within thirty (30) days after notification of the award of the bid.
- The City reserves the right to award this proposal to multiple firms if deemed necessary.

### **Performance Criteria**

Consultant shall perform in accordance with the terms and conditions as stated herein and in accordance with the highest standards and commercial practices. Charges of poor performance/service against the Consultant shall be documented by the City and submitted to the Consultant for corrective action. Continued poor performance shall be deemed a breach of City requirements and shall be the cause for immediate termination of services.

### **Proposed Personnel**

Consultant agrees to provide all professional staff necessary to perform the scope of work, including key individuals named in Consultant's proposal. These key personnel shall remain assigned for the duration of the contract, unless otherwise agreed to in writing by the City. In the event Consultant proposes to substitute any key personnel, the individual(s) proposed must demonstrate similar qualifications and experience as required to successfully perform such duties. The City shall have the sole right to determine whether key personnel proposed as substitutes are qualified to work on the project. The City shall not unreasonably withhold approval of staff changes.



**Public Disclosure Notice**

Proposals that are submitted in response to this Invitation to Bid or Request for Proposal are subject to public release under the Washington State Public Records Act, chapter 42.56 RCW ("PRA"). Respondents are strongly encouraged to avoid including confidential and/or proprietary information in their proposals. If a respondent includes confidential and/or proprietary information in its proposal, and wishes for the City to withhold it from public release under RCW 42.56.070(1), the respondent's submission should:

- a) clearly identify which information should be withheld,
- b) cite the legal authority that allows the City to withhold such information, and
- c) explain in detail why the information is exempt from release under the PRA.

Marking an entire proposal as confidential and/or proprietary will NOT be accepted or honored and may result in disqualification of the proposal. If the City receives a PRA request for a proposal that contains information, which a respondent has identified in whole or in-part as exempt from release, the City will review the proposal and then determine whether the information must be released under the PRA based solely on the information provided by the respondent.

**Non-Collusion**

By submission of this proposal, respondent and each person signing on behalf of respondent certifies, and in the case of joint proposal, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices of this proposal have been arrived at independently, without collusion, consultation, communication, or agreement with any other respondent or competitor, for the purposes of restricting competition or as to any matter relating to price.
2. Unless otherwise required by law, the prices quoted in this proposal have not been knowingly disclosed by respondent and will not be disclosed by respondent directly or indirectly to any other respondent or competitor before proposals are opened.
3. No attempt has been made or will be made by the respondent to induce any other person, partnership or corporation to submit or not to submit a proposal on any portion of the project work.

If collusion is uncovered, the City maintains the right to reject all proposals from implicated parties.

**Governing Law and Venue**

In the event of litigation, the submittal documents, specifications, and related matters shall be governed by and construed in accordance with the laws of the State of Washington. Venue shall be with the appropriate state or federal court located in King County.



**Bid Protest**

Respondents have the right to protest certain decisions in contract solicitation, selection and award processes made by the City. The City will consider protests alleging issues related to: (1) A matter of bias, discrimination or conflict of interest, (2) Errors in computing score (3) Non-compliance with procedures described in the solicitation or City policy.

All protests shall be in writing and clearly state that the respondent is submitting a formal protest. Protests must be emailed to the RFP content contact listed below. Bid Protests will not be accepted later than two (2) business days after respondents are notified of award details. The City's RFP Content Contact will review any protest and respond to protestor within ten (10) business days. The City may request additional time if needed. Protestor and the other respondents will be notified in writing if protest results in a change to award details and/or protest results in a new solicitation process.

**Title VI and ADA Compliance**

The City of Tukwila complies with Title VI of the Civil Rights Act of 1964 and the Americans with Disabilities Act (ADA). Disadvantaged Business Enterprises (DBEs) will be afforded full opportunity to submit qualifications and will not be discriminated against on the grounds of race, color, national origin, sex, or sexual orientation in consideration for an award. Materials can be made available in alternate formats by request.

**Proposal Questions**

Questions regarding this proposal may be sent to the contact listed below, questions and their responses will be posted to a separate document hosted at the following URL:

<https://www.tukwilawa.gov/departments/parks-and-recreation/projects-and-planning/>

**David Rosen**

City of Tukwila Parks & Recreation

Fiscal Analyst

[David.Rosen@TukwilaWA.gov](mailto:David.Rosen@TukwilaWA.gov)

**Please reference “RFP – Park Impact Fee Study” in the subject line for all emails and correspondence related to this project.**