



Effective Date: August 21, 2015 **Review Due:** January 2, 2016
Replaces: N/A
See Also: N/A
Approved By: Sue Dreier, CEO 

POL-1310.01 UNSOLICITED PROPOSAL POLICY – REAL PROPERTY

It is the policy of Pierce Transit to consider unsolicited and any alternative proposals for the sale, lease or use of Pierce Transit real property in a manner that prioritizes the Agency’s needs and goals while weighing the merits of any proposal and evaluating community needs. As used herein, an “unsolicited proposal” is a written offer for purchase, lease, or other use of Pierce Transit real property that is initiated and submitted to Pierce Transit by a prospective offeror without solicitation by Pierce Transit and prepared without Pierce Transit’s supervision, endorsement, direction, or direct Pierce Transit involvement.

Pierce Transit reserves the right to decline all or any portion of an unsolicited or alternative proposal for any reason, which includes, but is not limited to, circumstances where the proposal conflicts with or would otherwise limit or interfere with the Agency’s need, use, or intended use of the property.

In order to be considered by Pierce Transit, unsolicited or any alternative proposals shall contain the following minimum information:

- A written project description, including a roster of and references for the members of the project team;
- Name and full contact information for the primary or principal person for the project;
- Site plan to scale;
- Project scale;
- Schedule for design, financing, construction and lease up as appropriate; and
- Financial plan, including Sources and Uses and construction estimate.

The local jurisdiction in which the real property is located will be notified upon receipt of any unsolicited or alternative proposal. If the local jurisdiction provides information in response to this notification that the project is not supported by local development policy, Pierce Transit may reject the proposal without further evaluation.

Pierce Transit may only accept a proposal that is consistent with the Agency’s mission or needs. Pierce Transit will only accept a proposal for property funded in whole or in part by the Federal Transit Administration (FTA) upon FTA approval.

Pierce Transit may apply any applicable evaluation criteria set forth in the Agency's Procurement Policies and Procedure Manual when evaluating unsolicited or alternative proposals. In addition, Pierce Transit staff may evaluate the following factors to determine whether the unsolicited or alternative proposal(s) merit selection for a contract or agreement:

- Whether the proposal fits with the Agency's strategic goals;
- Degree to which the proposal reflects transit-oriented development principles;
- Degree to which the project maintains or enhances transit usage of the property;
- Market/financial viability of the project;
- Development team experience and prior performance;
- Innovation and creativity;
- Compatibility with local jurisdiction(s) policy(ies);
- Ability or likelihood of the project to increase ridership;
- Financial and/or social benefits accruing to Pierce Transit and relative local jurisdiction(s);
- Project completion timeline.

Pierce Transit may also seek input on any proposal through any other appropriate means such as a community meeting or public hearing.