

RFP 2015-106
REQUEST FOR PROPOSALS
Planning and Consulting Team
Supplemental Environmental Impact Statement, Capital Facilities
Plan, and Site Specific Applications

PROJECT OVERVIEW

Kitsap County is conducting a statutory update to the Kitsap County Comprehensive Plan (RCW 36.70A.130). Revised Code of Washington (RCW) 36.70A.130 specifies Kitsap County must review and revise its Comprehensive Plan and associated documents and development regulations by June 30, 2016.

The Kitsap County Department of Community Development is the assigned coordinator for this update. Included in the Comprehensive Plan update process are updates to the Capital Facilities Plan and preparation of a Supplemental Environmental Impact Statement (EIS) in accordance with the Growth Management Act (GMA).

PROJECT DESCRIPTION

Kitsap County is seeking a qualified consultant to assist in the preparation of an updated Comprehensive Plan, a Supplemental Environmental Impact Statement and a Capital Facilities Plan. Assistance is also being specifically sought for the review and analysis of Site Specific Land Use/Zoning Applications for proposed changes to specific parcels' comprehensive plan land use and zoning designations. The County may, at its discretion, decide to hire directly from the list of qualified applicants generated by this RFP for all or portions of the tasks listed.

SPECIFIC AREAS OF EXPERTISE REQUIRED

- Demonstrated expertise in preparation of GMA Comprehensive Plans and Capital Facilities Plans.
- Urban and rural long-range planning and zoning analyses.
- Preparation of environmental review documents under the State Environmental Policy Act (SEPA).
- Experience with the preparation of Integrated SEPA/GMA documents.
- Experience in the preparation of Sub-Area Plans.

SCOPE OF WORK

The project will require the ability to communicate technical or scientific information in a manner suitable for the general public; and to work

collaboratively with various County departments (and other jurisdictions as may be required) and other groups of consultants to:

- Provide limited assistance in completion of Comprehensive Plan preparation in accordance with requirements of RCW 36.70A;
- Prepare an integrated GMA SEPA/county-wide EIS (or SEIS), including identification of alternatives;
- Update and complete the Capital Facilities Plan and coordinate the six-year capital funding plans associated with the Capital Facilities Plan;
- Analyze site-specific land use/zoning designation applications, including the preparation of draft staff reports and recommendations;
- Analyze population and employment growth projections and their distribution into Transportation Analysis Zones.

SUBMITTALS WILL BE EVALUATED AND RANKED ON THE FOLLOWING CRITERIA:

- Demonstrated success with similar projects;
- Quality of experience and expertise in developing usable and legally defensible GMA/SEPA/ compliance documents;
- Quality of experience and expertise in developing Capital Facilities Plans;
- Demonstrated ability to analyze site specific land use/zoning requests and prepare staff reports and recommendations for public hearing;
- Ability to undertake and complete projects in a timely manner; and
- Total and itemized costs.

SUBMITTAL

Interested firms should submit five (5) copies their proposal pursuant to this RFP. The proposal coversheet should include the following information: firm name, address, phone and fax numbers; and name of Principal-in-Charge and Project Manager. The submittal shall also include:

- Resumes of key personnel who will actually be performing the work, including descriptions of similar projects they have been involved with, their role in each project, and professional certifications;
- Budget: Detailed budget by task as outlined the Scope of Work;
- A minimum of three (3) references.

Kitsap County will review all proposals and may request interviews. The County will select the qualified applicant in a priority ranking and will negotiate the estimated professional services based on the general scope of work outlined in the proposal. If agreement with the top ranking applicant is not reached, the County may negotiate with the next ranked applicant, or reopen the RFP process.

Kitsap County encourages disadvantaged, minority, and women-owned consulting firms to respond.

Technical questions should be directed to Katrina Knutson, AICP, Project Manager, Kitsap County Department of Community Development, Planning and Environmental Programs. Katrina Knutson can be reached by phone at (360) 337-5777 or by email at kknutson@co.kitsap.wa.us.

Please note that information obtained from sources other than the Project Manager or with respect to this project may not be accurate.

Notices related to revisions or updates to the RFP will be provided via e-mail, unless the Applicant requests to receive it by regular mail. Regular mail will be post marked the same date any e-mails are sent.

All costs for proposal preparation and negotiation incurred by the proposer, whether or not they lead to execution of a contract and agreement with Kitsap County must be borne entirely and exclusively by the proposer.

Kitsap County reserves the following rights for acceptance, modification, and/or rejection of submitted proposals such as:

- Rejection of any or all proposals.
- Rejection of any proposal not in compliance with proposal requirements.
- Providing of addenda, amendments, supplementary material or other modifications to the proposal specifications.
- Cancellation of this Request for Proposals without issuance of another Request for Proposals.
- Issuance of subsequent requests for new proposals.
- Request for submission of further information by the proposer in order to complete evaluation by Kitsap County.
- Determination to select one or more proposers for attempted negotiation of a final contract(s). Decisions made by Kitsap County will be final.

Kitsap County further reserves the sole right to determine which proposal best serves the County's interest or to reject any or all proposals.

Kitsap County reserves the right to accept or reject all or portions of the proposal.

Delivery of Responses

To be considered, five copies of an expanded proposal must be received at the address above **no later than 3:00 p.m. (PST) on February 5, 2015.**

Responders are solely responsible for ensuring that proposals are delivered on

time. Responses received after the due date and time may be returned unopened. Faxed responses will not be accepted.

Please submit five (5) copies of the expanded proposal to:

Colby Wattling
DAS-Purchasing Office,
614 Division Street MS-7,
Port Orchard, WA 98366
Phone: 360-337-4410,
Fax: 360-337-4638,
E-mail: cwattlin@co.kitsap.wa.us