

REQUEST FOR QUALIFICATIONS



**CITY OF
BAINBRIDGE ISLAND**

NEW INCLUSIONARY ZONING PROGRAM & IMPROVING THE CITY'S TRANSFER OF DEVELOPMENT RIGHTS PROGRAM

DATE ISSUED: MARCH 16, 2018

Request for Qualifications (RFQ) Instructions and General Scope of Services

1. Public Notice

The City of Bainbridge Island (City) is soliciting Statements of Qualifications (SOQs) from a qualified planning, housing and/or economics firm or team of professional consultants to provide information on two related issues:

- Developing an inclusionary zoning program, and what development thresholds, affordability requirements and incentives are needed to build affordable units in the short-term.
- A market analysis that informs amendments to the [City's transfer of development rights program](#) to supports the [City's Comprehensive Plan](#) growth strategy to send residential growth from the conservation areas to designated centers.

The City is seeking a firm/team whose combination of experience and expertise will provide professional, timely, and cost-effective services to the City. The City reserves the right to enter into one or more contracts with any firm/team(s) selected under this RFQ process.

Information related to this solicitation, including any addenda, will be posted to the City's website at <http://www.bainbridgewa.gov/bids.aspx>. For questions related to this solicitation contact:

Jennifer Sutton, AICP
Senior Planner
Department of Planning & Community Development
City of Bainbridge Island
280 Madison Avenue North, Bainbridge Island, WA 98110
Phone: (206) 780-3772
Email: jsutton@bainbridgewa.gov

2. Project Location

The information produced through this project will be used both citywide and separately and perhaps distinctly, in specific zoning districts.

3. Background

The City's recently updated [Comprehensive Plan](#) (Plan) renewed a growth strategy to prevent sprawl and promote smart growth by identifying that commercial and residential development should be focused in designated centers and that the City should be proactive in promoting conservation in the conservation area through both public and private actions (see Land Use Element *Vision, Goals 1-13*). Improving the City's Transfer of Development Rights (TDRs) program is part of that conservation strategy- [see BIMC Chapter 18.27](#). The City's existing TDR program has not been successful, yielding few transactions. The City needs an updated market analysis as part of the overall review of the City's TDR program.

The City last undertook [an analysis of its Transfer of Development Rights Program in 2006](#). The City's [2008 Open Space Study](#) and the [Bainbridge Island Land Trust Strategic Conservation Plan](#) also provide detailed information about conservation planning and tools on Bainbridge Island.

Second, the [Housing Element of the Comprehensive Plan](#) identified a lack of affordable housing, rental housing and housing diversity in general as critical issues that the City should address. One high-priority implementing action in the Housing Element was to establish an [Affordable Housing Task Force \(AHTF\)](#) to identify affordable housing programs, policies, regulations, and incentives, and to make specific recommendations to the City Council for near-term action.

At their November 1, 2017 meeting, the AHTF voted unanimously to recommend to the City Council that the City pursue an Inclusionary Zoning program. At their [January 16, 2018 meeting](#), the City Council concurred and directed staff and the AHTF to pursue the development of an inclusionary zoning ordinance. The City requires consultant services with expertise in real estate law and development to assist the City in determining a nexus between residential development and an amount of affordable housing that could be required.

The connection between the TDR and inclusionary zoning market analysis tasks is the issue of bonus density. The City's existing zoning code provides for different levels of bonus density in several ways, including for constructing affordable housing and the use of TDRs- see [BIMC Sections 18.12.020](#) and [18.12.030](#).

4. Scope of Work

The selected consultant will provide real estate economic data and analyses to inform the development of successful TDR and Inclusionary Zoning programs.

For the TDR Review work, in addition to the market analysis, update assumptions and review of the current program, an outline of proposed changes may address:

- Market and regulatory barriers to a successful TDR program on Bainbridge Island.
- the connection between TDR buyers and sellers and considering whether the City needs to be the "bank".
- The conversion of dwellings units per acre of the Conservation Area to floor area, the density standard in the Winslow mixed-use zones.
- Whether other bonus density options result in limited use of the TDR program.

For the Inclusionary Zoning program analysis, the City expects the following program elements are interconnected, and would be analyzed by a consultant:

- Minimum project size that triggers inclusionary zoning requirements;

- Amount of affordable units required (e.g. 10% of total units) and should this requirement vary depending on targeted income levels;
- Incentives to promote inclusionary zoning (e.g. bulk or height incentive, bonus lots or units).

The result of this work should be City Council approval of complimentary TDR and Inclusionary Zoning programs that do not compete but are integrated so that the City can simultaneously work toward these two important development goals: conservation and affordable housing.

5. RFQ Schedule of Events and SOQ Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of the Project.

Date Issued:	Friday, March 16, 2018
Deadline for Questions	Friday, March 23, 2018
Deadline for Submittal of Qualifications	Friday, March 30, 2018 - 4:00 p.m.
Project Awarded	Monday, April 16, 2018

SOQs should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc. are not desired. Use of recycled paper for SOQs is desirable whenever practicable.

SOQs shall be enclosed in a sealed envelope or package and addressed to the City of Bainbridge Island. The name and address of the firm/team, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm/team to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. Facsimile and email submittals will not be accepted.

Statement of Qualifications Deadline: Two (2) paper copies and one (1) electronic (PDF) file must be received no later than 4:00 p.m., local time, on Friday, March 30, 2018 to the following address:

Submit/Deliver to: City of Bainbridge Island
 Department of Planning & Community Development
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attn: Gary Christensen,
 Director of Planning & Community Development

6. Evaluation Criteria and Process

Evaluation criteria include:

- Qualifications of the firm/team members;
- Relevant past project experience of the firm/team;
- Resumes of key individuals;
- Familiarity with local conditions, codes and practices, as evidenced in previous projects;
- Past history with the City.

The City will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, and deficiencies associated with each SOQ. Interviews are not anticipated but may be held at the discretion of the evaluation committee. The City reserves the right to obtain clarification or additional information from any firm/team regarding its SOQ.

The City reserves the sole right to select the most qualified firm/team(s) based on best overall proposal(s) that is most advantageous to the City. Firms/teams that submit SOQs will be notified of the selection results. Final approval of any selected firm/team is subject to the approval of City Council and/or City officials.

SOQ's should be prepared simply and economically, providing a clear and concise description of the firm/team's capabilities to satisfy the requirements of the request. All qualifications must include the following information:

- a. A cover letter/statement of interest indicating the firm's/team's interest in the project and highlighting its qualifications to perform the project.
- b. A brief overview of the company.
- c. A statement of the firm's/team's qualifications, including brief resumes of key staff members proposed to work on the project. The information should be focused on similar and/or complementary projects. The roles proposed for each team member as well as their qualifications in that area shall also be identified. The firm/team members should be able to exhibit appropriate licenses and certifications for each discipline for which they will be used. Copies of licenses and certifications shall be provided upon the request of the City.
- d. A description of three (3) of the most recent projects that included similar scope of work. The following information shall be included for each project: client, project description, key staff member's role, overall budget, contact information of reference person.

7. Terms and Conditions

- a. The City of Bainbridge Island reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
- b. The City of Bainbridge Island reserves the right to request clarification of information submitted, and to request additional information from any firm/team.
- c. The contract resulting from acceptance of a proposal by the City of Bainbridge Island shall be in a form supplied or approved by the City of Bainbridge Island, and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the City Attorney.
- d. The City of Bainbridge Island shall not be responsible for the costs incurred by the firm/team in preparing, submitting or presenting its response to the RFQ.
- e. In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws in the conduct of work specified herein. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.
- f. The City of Bainbridge Island fully complies with Title VI of the Civil Rights Act of 1964 and related statutes in all programs and activities. Those requiring disability accommodations and/or materials made available in an alternate format, please contact the City Clerk at 206.842.2545 or cityclerk@bainbridgewa.gov.

Date of Issuance: March 16, 2018.