

REQUEST FOR QUALIFICATIONS FOR THE UPDATE TO THE SULTAN COMPREHENSIVE PLAN FOR THE CITY OF SULTAN, WASHINGTON

The City of Sultan seeks to retain a qualified consulting firm to provide professional services for the update to the City of Sultan's 2004 Comprehensive Plan. The City desires to have a well organized and detailed comprehensive plan that is user friendly.

Qualified consultants will have experience with developing and carrying out public outreach programs, facilitation of public meetings, compilation of information from varying sources, preparation and revision of Comprehensive Plans, and familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Protection Act and their implementation.

SUBMITTAL RESPONSE

All proposers shall submit one original unbound copy and ten (10) bound copies of the proposal to the City of Sultan Community Development Department by the advertised deadline. It is the proposers' responsibility to deliver proposals to the specified location prior to the date and time for the close of acceptance. The City is not responsible for lost, misdirected, or submittals delivered after the deadline.

Note: Selection is not based on the lowest cost proposal. Each proposal shall state that it is valid for a period of ninety (90) calendar days from the date of submission.

RESPONSES DUE

Submittals are due no later than 4:00 p.m. on Friday, February 26, 2010 to:
Robert Martin, Community Development Director
PO BOX 1199
319 Main Street, Suite 200
Sultan, WA 98290
Questions may be directed to Robert Martin via email at Robert.martin@ci.sultan.wa.us or by calling 360-793-2231.

TENTATIVE SCHEDULE

The following schedule contains major milestones and may be modified as a result of consultant proposals and contract negotiations:

February 26, 2010	RFQ Submittal Deadline
March 10, 2010	Consultant Interviews (to be determined)
March 16, 2010	Planning Board Recommendation
March 25, 2010	Council Approve Consultant Contract
April 1, 2010	Project Start
December 31, 2011	Project Completion

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GENERAL BACKGROUND

The City of Sultan was incorporated in 1905. Until the 1980's the city was a small logging community dependent on natural resources. Since the decline of logging as an economic driver, the city has attracted families and people looking for affordable housing in a close-knit, small town community. The current population is estimated at 4,555 with approximately 1700 households. The Puget Sound Regional Council expects Sultan's population will reach 11,119 people by 2025.

The City of Sultan Comprehensive Plan was initially completed in 1997. The Shoreline Master Plan was adopted in 2007 and approved by the Department of Ecology in 2008. The city is currently updating the Water System Plan, General Sewer Plan and Park and Recreation Open space Plan under separate consulting contracts. The city council and planning board have started the process to revise the comprehensive plan goals and policies. This work will be completed by city staff, planning board and city council in the third quarter of 2010.

Although the 1997 comprehensive plan has experienced various updates and amendments, the city's vision has not changed since the original comprehensive plan was adopted. The city council, planning board and community still support the 1994 vision statement:

The Setting

- Maintain a small town feeling
- Emphasize the recreation opportunities outside the immediate community and within the city
- Improve the visual image (buildings, landscape, and streetscape)

The Economy

- Diversify services so the shopping needs of Sultan residents can be met within the city
- Encourage small business
- Seek employment opportunities by accommodating clean industry and manufacturing

Housing

- Maintain the single-family character while recognizing the need to provide housing for all income ranges.

In order to achieve this vision, the city's economic strategy is to build a population base that will attract retail, commercial and industrial development to match job growth with housing.

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The 2004 Comprehensive Plan was significantly revised in 2008 in response to orders from the Central Puget Sound Growth Management Hearings board. While the 2008 revisions were extensive, the revisions were limited to those amendments necessary to bring the city into compliance with the Growth Management Act as set forth in the compliance orders.

Since the majority of technical data and analysis was recently updated, the city anticipates the focus for the 2011 update will be aligning the goals and policies in the comprehensive plan with the Puget Sound Regional Council Vision 2040 and county-wide planning policies. The technical work performed under this proposal will support changes to the goals and policies using the 2008 work where appropriate and meet the requirements of the Growth Management Act.

SCOPE OF WORK

The city is seeking technical support from a consulting team to review and revise as necessary the supporting data and technical analysis consistent with revised goals and policies. The selected consulting team will assist the city with amending parts of the city's development code to be consistent with the revised goals and policies.

The scope of work to update the 2004 comprehensive plan does not anticipate amending the vision statement, preferred growth alternatives, population or future land use map. However, the city does anticipate laying the framework for future changes during the 10-year update in 2015 following the 2010 federal census and Snohomish County buildable lands report.

The Comprehensive Plan will identify community issues and concerns and include policy statements, goals, objectives, guidelines, maps and graphics that will serve as a working framework for the development of future land use public policy.

This framework will provide clear and predictable guidance to developers, stakeholders, and citizens. It will help maintain collaborative and respectful relationships within the community and surrounding neighbors, and establish policies and priorities for coordinated development/redevelopment and potential infrastructure expansion.

The Comprehensive Plan will provide strategies to encourage economic development, quality residential growth, recreational/park area development, and general improvements for the protection of the quality of life for the City of Sultan's residents and businesses.

The scope of work for this update includes, but is not limited to the following tasks:

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1. Review the existing Comprehensive Plan and update various elements to reflect the changes that have and will occur;
2. Conduct a data inventory and analysis of the existing conditions of the Sultan community, as well as rational projection of the community in 2030;
3. Assist in developing a capital facilities element that supports adopted LOS standards for sewer service, water service transportation facilities, park facilities and others, as appropriate, and incorporate work that has been or will be completed by the city (e.g., water system plan, general sewer plan and park and recreation open space plan).
4. Technical support for the city's public involvement process outlining method(s) to encourage active public participation;
5. Identification of important needs and projects of citywide and local significance;
6. Implementation strategies.
7. Development regulations to implement the 2011 comprehensive plan

Public Outreach

Plan presentations, public hearings and workshops will be scheduled during the plan's development. The purpose of these meetings will be to present progress updates; to receive citizen, elected official and staff comments; to present the final draft report and ancillary materials to the planning board and city council. Presentations will include, but not be limited to the following:

General Workshops for the citizens and property owners (4-6)

Informal workshops/presentations to Planning Board and City Council (3-5)

Formal Planning Board public hearing (1-2)

Formal City Council public hearing (1-2)

Products will include:

20 hard copies of the draft and final Comprehensive Plan including maps and appendices

20 hard copies of draft and final revised development regulations

50 labeled compact discs of the draft and final comprehensive plan, include maps, appendices, and development regulations in original electronic formats and pdf

All documents in electronic format, text in MS Word 2007.

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PROJECT OBJECTIVES

The proposed Comprehensive Plan shall contain eight Plan Elements: Land Use, Housing, Transportation, Economic Development, Parks and Recreation, Capital Facilities, Environment, and Utilities. The Comprehensive Plan shall be developed in accordance with the requirements of RCW 36.70A.

The primary objective of this effort is to assist the city in achieving the following objectives:

- Review and analyze local conditions, the existing Comprehensive Plan land use map and text, and documents developed and utilized by the city of Sultan.
- Prepare a land use capacity analysis that will help direct growth and development within the urban area;
- Identify, municipal (administrative buildings, operations center, civic center), emergency service and library facilities, land use capacity, housing supply, areas of potential economic growth and development, and transportation improvements;
- Coordinate and compliment efforts by other consulting teams retained to update the city's general sewer plan, water system plan, and parks and recreation open space plan
- Review the capital facilities plan adopted in 2008 and identify changes to the finance plan using the city's adopted level of service (LOS) standards to pay for correcting existing deficiencies and constructing new facilities over the short-term (6 year) planning horizon;
- Transportation Element meeting the requirements of RCW 36.70A.070 and WAC 365-195-325.
- Coordinate facility timing and expenditures by identifying approximately when capital facilities, utilities and transportation improvements should be in place to allow growth and development;
- Coordinate with the City to incorporate pertinent information from the water system plan, general sewer plan, and park and recreation open space plan that are currently being developed;
- Identify existing development regulations that need to be revised or updated to be consistent with the 2011 comprehensive plan update. Work with City staff to revise as necessary existing development regulations that support implementation of the 2011 comprehensive plan;

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- Prepare a Draft Environmental Impact Statement (DEIS) and Final Environmental Impact Statement (FEIS) that summarizes the impacts of the 2011 comprehensive plan;
- Develop a Comprehensive Plan/EIS with the objective of providing the City Council, Planning Board, City Staff, City residents, and the business and development community with a comprehensive, internally consistent and legally defensible tool to guide the City's decision making and development over the next 20 years, to the year 2030.
- Support the city's extensive public participation process program. Prepare and produce public outreach materials describing facts, findings, analysis, and alternatives for public meetings, open houses, newsletters and hearings;

The City's Role

City staff will play a proactive role in the management and processing of the comprehensive plan update. The city council, planning board and city staff are most familiar with the day-to-day issues faced by the city.

Specific aspects of the city involvement in the comprehensive plan update, which are to be recognized in proposals, include the following:

1. City staff intend to work closely with the individuals or consultant team selected to prepare the draft comprehensive plan to ensure that the consultant is provided with a constant source of city input and that the draft document evolves based upon the citizen participation program, planning board recommendations and city council policies. The consultant shall include time for meetings and work sessions with city staff every two weeks, or as directed by the city administrator. However, the consultant and city staff may agree to a longer time between sessions due to additional time needed to perform a task, but in any event, contact shall be made by the consultant to provide progress updates at least once every two weeks.
2. The individual or consultant team selected will be responsible for preparing major pieces of the comprehensive plan and environmental impact statements, which will be reviewed and "fine-tuned" by city staff (using consultant team resources as necessary). Additionally, the consultant will be responsible for the presentation of technical data and analysis to the planning board and city council and at all public workshops. City staff intend to play a supporting role in the presentation of technical data.

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3. The city will take a lead role in all public forums, workshops, meetings, and hearings. However, the consultant shall be available in a supporting role during this period.

PROPOSAL REQUIREMENTS

Each proposal must be limited to forty (40) pages and adhere to the following format:

Submission Requirements

The following requirements must be met in all Proposals submitted to the City for the Comprehensive Plan Update Project:

1. A cover letter.
2. A statement or statements of the proposers' qualifications clearly illustrating the consultant's ability and skills in the following areas:
 - a) Public Participation and Community Outreach;
 - b) Community Visioning and Survey;
 - c) Intergovernmental Coordination;
 - d) Preparation of Comprehensive Plan Elements and Implementation Strategies;
 - e) Policy Analysis;
 - f) Population Projections and Land Use Capacity Analysis within the City and its Planning Area;
 - g) Cultural and Natural Resources;
 - h) Critical Area Ordinances, Shoreline Master Programs, Best Available Science and Preparation of Environmental Impact Statements;
 - i) Integrating Environmental Review with the Permit Process;
 - j) Monitoring Comprehensive Plan/Development Regulation Implementation; and
 - k) Identification of Issues and Formulation of Goals to Revise Zoning Ordinance.
3. A description of the consultant's philosophical and organizational approach to the project. This portion of the proposal shall indicate how the final products will be organized, formatted, and presented in order to fulfill the City's desire for user-friendly documents. The approach shall also illustrate (through examples of relevant experiences in similar projects) how the consultant will successfully

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maintain an effective line of communication with City staff throughout the process.

4. The statement of qualifications shall clearly explain why the firm/consultant is particularly suited to complete this project. Demonstrated skills are necessary in the area of data analysis and compilation, mapping, Geographical Information Systems, transportation and capital planning, project management and technical writing.

5. Responses to the Scope of Work and the deliverables identified in each phase, providing general and detailed information on all of the work tasks required to complete all aspects of the project, and a statement of understanding of the work involved, particularly regarding the level of effort required for any portion of the Comprehensive Plan update.

6. Information on the firm's or team's qualifications and experience in preparing Comprehensive Plans. The City believes that individuals, rather than firms, are ultimately the most important element in a project team. Proposers should list, as references, projects that were conducted by the persons who will be doing the work for the City, rather than a listing of projects completed by the firm in general. Projects performed by key staff members who are no longer with the proposers' firm shall not be listed among references. The information shall be brief and include the following:

- a. Identification, qualifications, and experience of all persons to be assigned to the project and team organization, the assignment of responsibilities, and the percentage of time that each team member is envisioned to devote to this project. Firms that wish to join in a consortium/joint venture must designate one firm as principal or lead firm within their submittal;
- b. Identification of available support resources;
- c. Identification and qualifications of any subcontract consultants, including resumes or qualifications of individuals or the firm as applicable; and
- d. Commitment that the consultant team, especially the project manager(s), shall remain in place for the duration of the Comprehensive Plan update program.

7. A proposed schedule showing the total length of time necessary to prepare the Comprehensive Plan update and the timing of significant milestones during the preparation period. It is anticipated that the project will require at least two years to complete, but additional time may be allowed by the City if it is shown that such additional time is needed to complete all of the tasks in a manner that will yield a higher quality product.

8. The proposers' Cost Quotation for this project, including hourly rates for the persons assigned to the Comprehensive Plan and any rates for subcontracted work, and including a detailed budget in a menu format identifying item by item

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costs for all components of the project, showing the anticipated time assigned to and cost per team member for each specific task shown in the Preliminary Scope of Work, plus the cost of any reimbursable items (printing, mileage, etc.). The purpose of the menu will be to provide the City the option, depending upon the bids received, to proceed with some, or portions of, rather than all of the components described in this RFQ. If a contract is awarded, the City will pay on a percentage completed for each phase of the Final Scope of Work.

9. Writing samples - Clarity of writing is extremely important to the City. Submit writing samples in the following areas. Samples will be judged on clarity, on the ability to explain complex ideas and technical information to the average reader, and on a lack of jargon and overly technical language.

- a. A sample of a Comprehensive Plan Land Use Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
- b. A sample of a Comprehensive Plan Capital Facilities Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
- c. A sample of a Comprehensive Plan Transportation (or similar) Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
- d. A sample of a Comprehensive Plan Economic Development (or similar) Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
- e. A sample of a draft Environmental Impact Statement (DEIS) on a Land Use Plan Alternative prepared by a member(s) of the project team within the last five years.

10. Identification of any available insurance coverage (e.g., Errors and Omissions, Liability) the firm may have.

11. Any additional information that would reflect the proposers' ability to provide the services described in this RFQ.

12. Signature line, with name and title of signatory, firm, address, telephone and fax number.

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Note: Selection is not based on the lowest cost proposal.

Each proposal shall state that it is valid for a period of one hundred twenty (120) calendar days from the date of submission.

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SELECTION PROCESS

Proposal Review

The City will use the following process to select the consultant/consultant team for the Comprehensive Plan program:

1. Proposals received by the deadline will be reviewed to ensure that each has met the minimum submission requirements outlined in this RFQ. Proposals that do not meet these minimum requirements will be rejected.
2. The qualifications of each consultant firm and its team members, the approach to be taken by the consultant, the scope of services, and the firm's references as required under "SUBMISSION REQUIREMENTS" will be reviewed.
3. Some or all of the proposers may be selected and invited to take part in a preliminary interview process that will include a brief presentation by the consultant and a question-and-answer session led by City staff and/or City Council. The size and make-up of the interview panel has not yet been determined.
4. City Staff will present the bids to the City Council. The City Council may wish to interview one or more of the competing firms separately.

RIGHT TO REJECT PROPOSALS

In evaluating the proposals and selecting a consultant, the City reserves the right to:

- Amend the Request for Proposal.
- Not award a contract for requested services.
- Waive any irregularities or informalities in any proposal.
- Accept the proposal deemed to be the most beneficial to the public and the City of Sultan.

NOTIFICATION OF WITHDRAWAL OF PROPOSALS

Proposals may be modified or withdrawn prior to the time and date specified for Proposal submission by formal written notice from an authorized representative of the consultant. Proposals submitted will become the property of the City after the Proposal submission deadline and may be released as public documents after that time.

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COST OF PREPARATION OF PROPOSAL

The City will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

REQUEST FOR PROPOSALS IS NOT A COMMITMENT

This Request for Proposals is not a contract or a commitment of any kind by the City and does not commit the City to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the City, and are subject to the disclosure provisions of the Public Records Act (RCW 42.17.250).

REVIEW OF ADDITIONAL MATERIALS

Documents relating to or that may otherwise help to clarify any aspect of this project may be reviewed at Sultan City Hall - 319 Main Street, Sultan, WA. The documents are available Monday through Friday from 9:00 AM to 4:30 PM. Interested persons should call a minimum of 24 hours in advance to ensure that City staff is available to assist.

PROFESSIONAL SERVICES AGREEMENT

The consultant awarded the proposal to update the Comprehensive Plan shall be required to enter into a Professional Services Agreement with the City to perform the work in accordance with the terms specified in this Request for Qualifications and all other terms as specified in said Professional Services Agreement.