

Revised Request for Proposals - Periodic Review and Update of Comprehensive Plan and Development Regulations

INVITATION

The City of Fircrest is soliciting proposals from qualified firms interested in providing professional long-range planning services for the 2024 periodic update of the Fircrest Comprehensive Plan and associated development regulations. [Submittal deadline December 16, 2022 at 5PM PST.](#)

PROJECT OVERVIEW

The City of Fircrest is preparing for its 2024 Comprehensive Plan periodic update and is looking for an experienced consultant team to lead and guide the City through the update process. The consultant team will be asked to: create project work plans for project phases; identify gaps in the City's existing planning and policy documents using the Washington Department of Commerce (DOC) and Puget Sound Regional Council (PSRC) checklists; conduct community outreach and engagement; work with Planning Commission and City Council to determine if updates to the current community vision are warranted; coordinate with City departments, partner agencies, and stakeholder groups; and complete the 2024 Comprehensive Plan update and associated development regulations in advance of the state-mandated deadline.

The primary baseline document for this effort is the Fircrest Comprehensive Plan, first adopted in 1996. The Plan underwent its most recent periodic review in 2016 and was subsequently amended in 2018 and 2020. The City's current planning documents may be viewed at the website link: [Adopted Planning Documents - City of Fircrest](#)

SCOPE OF WORK

The project's scope of work will continue to be defined as project phases are completed. The initial scope of work will include:

1. Completing the Washington DOC and PSRC checklists and performing a gap analysis of existing planning and policy documents.
2. Coordinating with State, County, Regional Authorities, and Tribes.
3. Developing and executing a Public Participation Plan.
4. Drafting and finalizing updates to the Comprehensive Plan.
5. Drafting and finalizing amendments to development regulations.
6. Assisting with Certification of updated and adopted Comprehensive Plan.
7. Completing environmental review of documents proposed for adoption. The City anticipates relying on a SEPA Checklist / DNS for this proposal.

ADDITIONAL INFORMATION

The Consultant selected for this project will take the lead on all aspects of the work. The City's on-call planning consultant (former Fircrest planning and building director) is available to provide background information including history on past planning efforts. He will act as the City's point of contact for the Consultant Team and function as a liaison between the City and Consultant. Project oversight would be provided by the Administrative Services Director.

Project costs should not exceed **\$115,000**. To meet the State deadline for completing the 2024 Periodic Review, the Consultant's work on this project will need to ensure that final City legislative action (adoption of amendments) can occur by **October 31, 2024**.

REQUIRED FORMAT FOR SUBMITTALS

1. Cover Letter

Please limit your cover letter to one page and identify the consultant team and contact person with their title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed Project Manager. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

2. Key Personnel Qualifications and Experience

Please provide a brief description of the individuals on the consultant team, including subcontractors, and their relevant experience and qualifications. Provide information demonstrating the organizational structure of the consultant team and the reporting relationships between individual team members. The team may consist of multiple firms with focused areas of expertise. This project will require the consultant team to have the following qualifications:

- a. Advanced knowledge of and experience with the Washington State Growth Management Act.
- b. Experience working with the Washington DOC and PSRC.
- c. Experience designing and implementing a Public Participation Plan as required by RCW 36.70A.035.
- d. Significant experience preparing comprehensive plans and associated development regulations.
- e. Education and experience to demonstrate competency in discipline areas related to the Comprehensive Plan elements.
- f. Capacity for providing creative and unique approaches to Comprehensive Planning.

3. Proposed Approach

Describe how the team would approach this project, given your experience and the scope of work. Identify key tasks, who is responsible for completing them, and what is needed from City staff or other sources to ensure successful completion. Include timeline

expectations and cost estimates that reflect your experience in what is practical. At a minimum, the proposed approach should address the following:

- a. Must include a targeted approach for updating the City's Comprehensive Plan and associated development regulations that focuses on completing what is required to comply with the GMA and is responsive to the Community Vision.
- b. Must include a Public Participation Plan that effectively engages the community, focuses on key topics of interest in an equitable, barrier-free manner, and recognizes the needs and interests of both the community and the City.
- c. Must demonstrate an experienced project management team and project lead, with effective quality control, communication, and reporting processes in place.
- d. Must address the consultant team's commitment to producing high-quality original work reflective of the local conditions and objectives as guided by elected and appointed officials, stakeholder groups, City staff, and the community.
- e. Must indicate that team members can take on this multi-year project and ensure the consultant team can begin work as soon as a contract is approved.

4. Relevant Project Experience and References

Describe the team's experience on up to three (3) relevant projects, including a brief project description, client name and contact information, start and completion date, responsibility on the project, estimated and final costs, and the challenges and opportunities presented by the project. Work samples should be from projects similar in size and scope that clearly show a high-quality product. The City reserves the right to contact references without prior notification.

EVALUATION CRITERIA

Submittals will be evaluated and ranked based on the criteria listed below. The top-ranked consultant teams will be invited to participate in an interview with the selection committee.

Criteria
<p>Key Personnel Qualifications and Experience</p> <ul style="list-style-type: none">• Knowledge of and experience working with the Washington State Growth Management Act, Washington DOC, and PSRC.• Experience designing and implementing a Public Participation Plan in communities with similar demographics/populations to Fircrest.• Experience preparing comprehensive plans and supportive development regulations.• History of consultant and sub-consultant successfully working together.

Proposed Approach

- Project approach is innovative and unique in responding to the needs, opportunities, and challenges of Fircrest.
- Approach addresses GMA requirements and is responsive to the Community Vision.
- Public Participation Plan meets requirements of RCW 36.70A.035 while addressing the unique needs of Fircrest community members.
- Strong plan for project management, quality control, and communication that facilitates cross-departmental and project team collaboration.
- Capacity of team members to complete a multi-year project and be responsive to staff in real-time.

Relevant Project Experience and References

- History of successfully solving problems leading to successful project outcomes.
- Experience in completing work with similar size and scope.
- Quality of relevant project examples.
- Project examples demonstrate ability to successfully work with multiple City departments, stakeholder groups, and communities with demographics similar to Fircrest.

Quality of Proposal

- Proposal is visually pleasing and easy to read.
- Proposal is free from typos and grammatical errors.
- Proposal responds to all required elements.

SUBMITTAL INSTRUCTIONS

Complete submittals are required to be submitted by [December 16, 2022, at 5:00 PM PST](#). All costs for developing response submittals are the obligation of the firm and are not chargeable to the City. All submitted documentation will become the property of the City and will not be returned. Proposals may be submitted early and withdrawn at any time before the published due date listed above, provided notification is submitted in writing to the City's agent.

The City reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

Options for Submittal:

1. Deliver to:

City of Fircrest
115 Ramsdell Street
Fircrest, WA 98466
ATTN: 2024 Periodic Review RFP

2. Email to: jwestman@cityoffircrest.net

AWARD OF CONTRACT

Prior to contract execution, the selected consultant will be required to submit copies of minimum required insurance coverage, E-verification forms, and any required Title VI documents, required in City purchasing policies.

For more information regarding this RFP, contact Administrative Services Director Jayne Westman at jwestman@cityoffircrest.net or by phone at 253-238-4123.

The City reserves the right to change any aspect of, terminate, or delay this RFP, the RFP process, and/or the program which is outlined within this RFP at any time, and notice shall be given promptly thereafter.