



**CITY OF FIRCREST  
PLANNING COMMISSION  
A G E N D A**

December 6, 2022  
6:00 p.m.

City Hall  
115 Ramsdell Street

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- 1) **Roll Call**
- 2) [Approval of the July 5, 2022 Minutes](#)
- 3) [Approval of the August 16, 2022 Minutes](#)
- 4) [Approval of the September 06, 2022 Minutes](#)
- 5) [Approval of the September 20, 2022 Minutes](#)
- 6) **Citizen Comments (For Items Not on the Agenda)**
  - a) [Email Received from Nancy Atwood, 1204 Farallone Ave](#)
- 7) **Public Hearing**
  - a) None
- 8) **Unfinished Business**
  - a) None
- 9) **New Business**
  - a) [Comprehensive Plan RFQ Update](#)
  - b) [Mildred Project Update](#)
- 10) **Adjournment**

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MEETING MINUTES**

July 5, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

Administrative Services Director Westman called the regular meeting of the Fircrest Planning Commission to order at 6:00 p.m. (the meeting was held by remote and in-person attendance)

**ROLL CALL**

Commissioners Kathy McVay, Andrew Imholt, Sarah Hamel, and Ben Ferguson were present. Commissioner Shirley Schultz was absent. Staff present: Administrative Services Director Jayne Westman, Permit Coordinator/Code Enforcement Officer Suzie Cappiello

**SELECTION OF VICE CHAIR**

Director Westman identified due to an oversight at the January 4, 2022, meeting a Vice Chair was never appointed.

**Hamel moved and Ferguson seconded nominating Andrew Imholt as Vice Chair.**

**APPROVAL OF MINUTES**

The minutes for the meeting of April 5, 2022, were presented for approval.

**Moved by McVay and seconded by Hamel to approve the minutes. Upon vote, the motion carried unanimously.**

**APPROVAL OF MINUTES**

The minutes for the meeting of June 7, 2022, were presented for approval.

**Moved by Ferguson and seconded by McVay to approve the minutes. Upon vote, the motion carried unanimously.**

**CITIZENS COMMENTS**

None.

## **PUBLIC HEARINGS**

None.

## **UNFINISHED BUSINESS**

None.

## **NEW BUSINESS**

### **A. Overview of Form-Based Code and Fircrest Municipal Code**

Director Westman gave a brief discussion and overview of the agenda packet which includes the Form-Based Code which was adopted in December of 2020, and an overview of the FMC Chapter 22.48 Mixed-Use Neighborhood District (MUN).

Westman proposed a placeholder study session to be held on July 19, 2022, for a potential applicant to develop the Mildred parcel. Westman asked the commissioners to review the packet to refresh their knowledge and understanding of the Form-Based Code and the FMC (MUN) District.

Westman proposed the following dates for placeholder special meetings:

- July 19, 2022
- August 3, 2022

**McVay requests the Commission have a special meeting scheduled for July 19, 2022, & August 3, 2022, seconded by Hamel. Upon vote, the motion carried unanimously.**

## **ADJOURNMENT**

**Moved by Ferguson and seconded by Hamel to adjourn the meeting at 6:21 PM. Upon vote, the motion carried unanimously.**

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Andrew Imholt  
Vice Chair, Fircrest Planning Commission

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Jayne Westman  
Administrative Services Director

**CITY OF FIRCREST PLANNING COMMISSION  
STUDY SESSION MEETING MINUTES**

August 16, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

The Chair Shirley Schultz called the Fircrest Planning Commission Study Session to order at 6:00 p.m. (the meeting was held by in-person attendance)

**ROLL CALL**

Commissioners Kathy McVay, Ben Ferguson, and Shirley Schultz were present. Commissioners Andrew Imholt and Sarah Hamel were absent and excused. Staff present: Principal Planner Jeff Boers and Administrative Services Director Jayne Westman.

**APPROVAL OF MINUTES**

The minutes for the meeting of July 5, 2022, were presented for approval. The July 5, 2022, minutes will be placed on the September 6, 2022, meeting for approval.

**Moved by Ferguson and seconded by McVay to set over the minutes. Upon vote, the motion carried unanimously.**

**APPROVAL OF MINUTES**

The minutes for the meeting of July 19, 2022, were presented for approval.

**Moved by Ferguson and seconded by McVay to approve the minutes. Upon vote, the motion carried unanimously.**

**CITIZENS COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

## **A. Prose – Alliance Mildred Property Discussion**

The project applicant presented the proposed text amendments and updated renderings to the Planning Commission. They highlighted that the text amendments will be focused on the Form-Based Code and MUN District Standards which relate to the street connectivity and project design elements. The applicant proposes minor amendments to FMC Chapter 22.64 which relate to open spaces and outdoor activity spaces.

The revisions include moving the plaza to the other side of 66<sup>th</sup> and splitting the plaza space to both sides of the central boulevard. Due to steep slopes to the East of the project, the applicant proposes the addition of stairs to provide a pedestrian connection.

The Planning Commission held a brief discussion regarding transitioning the scale of the buildings between the MUU and the MUN zones and recommended flipping buildings C and D to allow for more frontage along the central boulevard. Commission concerns included shadowing concerns for the neighbors to the East of the project site, accessibility concerns with the grade challenges to the East of the project, and the accessibility of the stoops that front Mildred street.

There was a discussion held on scheduling the Commission public hearing and the City Council's meeting schedule.

**Moved by McVay and seconded by Ferguson to set a Public Hearing of the Planning Commission on September 13, 2022, at 6 pm. Upon vote, the motion carried unanimously.**

## **ADJOURNMENT**

**Ferguson moved; seconded by Shultz to adjourn the meeting at 8:07 PM. Upon vote, the motion carried unanimously.**

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Shirley Schultz  
Chair, Fircrest Planning Commission



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Jayne Westman  
Administrative Services Director

**CITY OF FIRCREST PLANNING COMMISSION  
REGULAR MEETING MINUTES**

September 06, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

The Chair Shirley Schultz called the Fircrest Planning Commission Study Session to order at 6:00 p.m. (the meeting was held by in-person attendance)

**ROLL CALL**

Commissioners, Shirley Schultz, Andrew Imholt, and Sarah Hamel were present. Commissioners Kathy McVay and Ben Ferguson were absent and excused. Staff present: Administrative Services Director Jayne Westman and Permit Coordinator / Code Enforcement Officer Suzie Cappiello.

**APPROVAL OF MINUTES**

The minutes for the meeting of July 5, 2022, were presented for approval. The July 5, 2022, minutes will be deferred onto the next Agenda for lack of quorum.

**APPROVAL OF MINUTES**

The minutes for the meeting of August 16, 2022, were presented for approval. The August 16, 2022, minutes will be deferred onto the next Agenda for lack of quorum.

**CITIZENS COMMENTS**

None.

**PUBLIC HEARINGS**

None.

**UNFINISHED BUSINESS**

None.

**NEW BUSINESS**

- a) Director Westman informed the commission that the Public Hearing scheduled for the Planning Commission on 09/13/2022, was scheduled on the night of a City Council meeting. She requested they cancel the current Public Hearing and asked the commission to approve a special meeting date for the Public Hearing of the Planning Commission on 09/20/2022.

**Moved by Hamel and seconded by Imholt to cancel the Public Hearing of the Planning Commission on September 13, 2022, at 6 PM. Upon vote, the motion carried unanimously.**

**Moved by Hamel and seconded by Imholt to set a special meeting of the Planning Commission on September 20, 2022, at 6 PM. Upon vote motion carried unanimously.**

**Moved by Hamel and seconded by Imholt to set the Public Hearing of the Planning Commission on September 20, 2022, at 6 PM. Upon vote motion carried unanimously.**

**b) Comprehensive Plan Periodic Update Discussion**

Director Westman informed the Planning Commission that the periodic update for the city is due in 2024, the last update was in 2016. Westman informed the Commission that the State is requiring new elements to be a part of the new comp plan and because of this state mandate, they will also help fund the update. They have allocated a grant of up to \$125,000, which the city would need to apply for. These funds would be used to have a consulting firm come in and help staff create the new elements and to update all other elements for the new comp plan.

Westman stated “Contracted, Senior Planner Jeff Boers, will not be taking on the periodic update for 2024, since it is not definite if he will remain on contract with the City long enough to see the periodic update through”. Mr. Boers suggested that the City go out for bid for a consulting firm for which he would help choose.

Staff’s plan is to post an RFQ, solicit bids and contract with a planning firm to help assist with the periodic update. Westman stated the grant needs to be applied for by the end of the month. Westman anticipates staff to have a contract in place by January 1, 2023.

Chair Schultz asked Director Westman if the scope of work and checklist for the consultant be shared with the Planning Commission so they can be informed as the city goes through this process. Director Westman agreed to this request, she stated all public engagement will be posted on the website as well.

## **ADJOURNMENT**

**Imholt moved; seconded by Hamel to adjourn the meeting at 6:23 PM. Upon vote, the motion carried unanimously.**

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Shirley Schultz  
Chair, Fircrest Planning Commission

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Jayne Westman  
Administrative Services Director



**CITY OF FIRCREST PLANNING COMMISSION  
SPECIAL MEETING MINUTES**

September 20, 2022  
6:00 PM

Fircrest City Hall  
115 Ramsdell Street

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**CALL TO ORDER**

The Chair Shirley Schultz called the Fircrest Planning Commission Public Hearing to order at 6:07 p.m.

**ROLL CALL**

Commissioners Kathy McVay, Andrew Imholt, Sarah Hamel, Ben Ferguson, and Shirley Schultz were present. Staff present: Administrative Services Director Jayne Westman and Permit Coordinator / Code Enforcement Officer Suzie Cappiello.

**PUBLIC HEARINGS**

At 6:08 P.M., Schultz opened the public hearing. Administrative Services Director Westman briefed the Planning Commission on Fircrest Staff Report Case Number 22-03: Development Regulation Text Amendment and provided an overview of the proposed Mildred Street “Prose” project. Schultz invited Planning Commission comments. There was a brief discussion on shopfront overlay.

Schultz invited public testimony. There were none. At 6:36 P.M., Schultz closed the public hearing.

Discussions included the proposed shopfront overlay, and open space requirements.

**Ferguson MOVED to adopt Resolution No. 22-02, recommending adoption of amendments to the Fircrest Municipal Code 22.64.027, Usable Open Spaces; seconded by Imholt.**

Schultz invited Commissioner comments; none were provided. **Upon vote, the motion carried unanimously.**

**Hamel MOVED to adopt Resolution No. 22-01, recommending adoption of amendments with the required staff revisions, to the text, tables, and graphics contained in the Form-Based Code (FBC), adopted by reference in Chapter 22.57 (FMC); seconded by Ferguson.**

Schultz invited Commissioner comments; none were provided. **Upon vote, the motion carried unanimously.**

**ADJOURNMENT**

**Ferguson moved; seconded by Hamel to adjourn the meeting at 6:56 PM. Upon vote, the motion carried unanimously.**

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Shirley Schultz  
Chair, Fircrest Planning Commission

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Jayne Westman  
Administrative Services Director

## Jayne Westman

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**From:** Nancy Atwood <neatwood48@gmail.com>  
**Sent:** Tuesday, November 29, 2022 3:42 PM  
**To:** Jayne Westman  
**Subject:** For Shirley Schultz

Dear Ms. Schultz,

I'm writing to you because you are the Chair of the Planning Commission in Fircrest. Also, I've noticed your postings on FB & felt comfortable contacting you. There is no email address for you on the Fircrest website, so Jayne kindly offered to forward an email to you from me.

My name is Nancy Atwood & I am an active member in the Tacoma chapter of Citizens' Climate Lobby. I moved to Fircrest 5 years ago. I have attended most of the City Council meetings during that time. I started attending because I wanted to learn more about this small city (love Fircrest!) & also because I wanted to see what they're doing about climate change & get involved as a climate activist. My colleagues & I have lobbied almost all the council members who have served since I've been here. Our purpose has been to raise awareness as well as to let the members know that we are here to support them in climate issues. CCL had booths at National Night Out 3 times & also the tree event last year.

I know that the Fircrest Comprehensive Plan is due to be updated by the end of 2024. I read on Fircrest's website that the Planning Commission studies & makes recommendations in the updating process. I've been studying the Comp Plan, as well as those of other WA cities & also the GMA, Pierce County, & the PSRC website. I'm preparing for the time when citizens are invited to provide input because I want to advocate for climate change issues.

My purpose in writing to you is to see how I can best stay informed when this process begins...also, when it will begin. I can check the meeting agenda every month, but I would like to acquaint myself with the Committee & let you know that there is a Fircrest citizen who is greatly interested in the issue of climate change.

I thank you for your service to our City.

Sincerely,  
Nancy Atwood 1204 Farallone



**December 6, 2022, Planning Commission Meeting**

From: Jayne Westman, Administrative Services Director

Item: Comprehensive Plan Periodic Update Discussion

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**BACKGROUND:**

At the September 6, 2022, Planning Commission meeting staff updated the Commission on the 2024 Periodic Update and the intent to solicit proposals from qualified firms.

On October 12, 2022, the RFP was posted with a closing date of November 7, 2022. There were no proposals received.

Staff decided to amend the original RFP and reduce the scope of work and increase the maximum amount.

On November 22, 2022, Staff reposted a revised RFP with a closing date of December 16, 2022. To date, we have received emails or phone calls from two interested parties and we are hopeful that we will get a response to the RFP. If we receive a proposal from a qualified firm, the contract would need to be approved by the City Council. We tentatively plan to bring a contract to Council at the January 10, 2023, meeting.

As a reminder, the City will use grant funds to pay the qualified firm to assist with the update. The grant agreement was approved by the City Council.

Principal Planner Boers has assisted with the RFPs and will assist with the update but he does not intend to take the lead role.

**Attachments**

- [October 12, 2022, RFP](#)
- [November 22, 2022, Revised RFP](#)

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

**Complete submittals are required to be submitted by November 7, 2022, at 5:00 PM.**

## 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.

## 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: help the City clearly define the project scope; create detailed 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 broad community outreach and engagement efforts; work with Planning Commission and City Council to define a clear direction and vision for the 2024 Comprehensive Plan; coordinate with multiple 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. Developing and presenting a scope of work and budget for City Council approval for updating the City's Comprehensive Plan and associated development regulations to comply with the Growth Management Act (GMA) and to be consistent with VISION 2050 and the Pierce County Countywide Planning Policies.

5. Drafting and finalizing an updated Comprehensive Plan, to include new *Economic Development*, and *Climate Change Mitigation and Resilience*, elements.
6. Drafting and finalizing associated development regulations.
7. Assisting with the Certification of updated and adopted Comprehensive Plan.
8. Completing an environmental review of documents proposed for adoption.

## **ADDITIONAL INFORMATION**

The Consultant selected for this project will take the lead on most, if not all, aspects of the work. The City's on-call planning consultant (former Fircrest planning and building director) may provide background information, history, and other support. He will act as the City's point of contact for the Consultant Team and function as a liaison between the City and the Consultant. Project oversight would be provided by the Administrative Services Director.

Project costs should not exceed **\$100,000**. 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 the 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 focus on completing what is required to comply with the GMA as well as being responsive to the Community Vision.
- b. Must include a Public Participation Plan that effectively engages the community early and often, focusing 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, working across City departments, 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 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 must be from projects similar in size and scope that clearly show a high-quality product and demonstrates creative and unique approaches to Comprehensive Planning. 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><b>Key Personnel Qualifications and Experience</b></p> <ul style="list-style-type: none"> <li>• Knowledge of and experience working with the Washington State Growth Management Act, Washington DOC, and PSRC.</li> <li>• Experience designing and implementing a Public Participation Plan in communities with similar demographics/populations to Fircrest.</li> <li>• Experience preparing comprehensive plans and associated development regulations.</li> <li>• History of consultant and sub-consultant successfully working together.</li> </ul>
<p><b>Proposed Approach</b></p> <ul style="list-style-type: none"> <li>• Project approach is innovative and unique in responding to the needs, opportunities, and challenges of Fircrest.</li> <li>• Approach addresses GMA requirements and is responsive to the Community Vision.</li> <li>• Public Participation Plan meets the requirements of RCW 36.70A.035 while addressing the unique needs of Fircrest community members.</li> <li>• Strong plan for project management, quality control, and communication that facilitates cross-departmental and project team collaboration.</li> <li>• Capacity of team members to complete a multi-year project and be responsive to staff in real time.</li> </ul>
<p><b>Relevant Project Experience and References</b></p> <ul style="list-style-type: none"> <li>• History of successfully solving problems leading to successful project outcomes.</li> <li>• Experience in completing work with similar size and scope.</li> <li>• Quality of relevant project examples.</li> <li>• Project examples demonstrate an ability to successfully work with multiple City departments, stakeholder groups, and communities with demographics similar to Fircrest.</li> <li>• Experience providing creative and unique approaches to Comprehensive Planning.</li> </ul>
<p><b>Quality of Proposal</b></p> <ul style="list-style-type: none"> <li>• Proposal is visually pleasing and easy to read.</li> <li>• Proposal is free from typos and grammatical errors.</li> <li>• Proposal responds to all required elements.</li> </ul>

## SUBMITTAL INSTRUCTIONS

Complete submittals are required to be submitted by November 7, 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](mailto:jwestman@cityoffircrest.net)

**AWARD OF CONTRACT**

Prior to contract execution, the selected consultant will be required to submit copies of the 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](mailto: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.

# 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.

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

### 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](mailto: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](mailto: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.



December 6, 2022, Planning Commission Meeting

From: Jayne Westman, Administrative Services Director

Item: Mildred Project Update

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**BACKGROUND:**

At the September 20, 2022, Planning Commission meeting, the Commission approved two resolutions recommending amendments to the Form-based Code and the Municipal Code.

On October 11, 2022, the Hearing Examiner conducted a public hearing for the map amendment application and recommended approval to the City Council.

On November 8, 2022, the Council passed two Ordinances approving the text and map amendments.

There are two remaining applications that need to be approved. The Major Preliminary Site Plan Review Case# LU 22-05 or Administrative Design Review Case# LU 22-06.

Jeff Boers is currently reviewing the revised applications that were received on November 23, 2022. We intend to provide the developer with our staff comments next week.

Currently, City staff and the developer have held pre-application meetings to discuss the civil plan review and building permit phasing. We are anticipating civil and building permits to be submitted in the Spring of 2023.