



CITY OF KENMORE, WASHINGTON

CRITICAL AREAS REGULATIONS AND SHORELINE MASTER PROGRAM UPDATE

REQUEST FOR PROPOSALS (RFP) 17-C1813

Date Issued: November 14, 2017

Proposals Due: December 12, 2017 4:00 PM Pacific Standard Time

The City of Kenmore is seeking service providers qualified to provide consulting and research services in preparing an update to the City's critical area rules and Shoreline Master Program.

Background

The City completed its Shoreline Master Program in 2012 and is now preparing for the State-required 2019 update. In tandem with this work, the City desires to update its critical area and flood damage prevention rules.

The Shoreline Master Program ([Comprehensive Plan Shoreline Sub-Element](#) and [Municipal Code Title 16, Division I](#)) and critical area and flood damage prevention rules ([Municipal Code Chapter 18.55](#) and [Title 16, Division II](#)) can be viewed on the City's website at <http://www.kenmorewa.gov>.

Scope of Work

The consultant will work with City staff and State and Federal agencies to prepare background information and review recommendations for the Planning Commission and City Council. Deliverables will include the following:

- Gap analysis comparing the existing critical areas code (for wetlands, streams, geologically hazardous areas, fish and wildlife habitats of importance, geologically hazardous areas, and flood hazard areas) with GMA requirements and Ecology, Fish & Wildlife, FEMA, and Army Corps guidance
- Updated critical areas maps, including any necessary field research (excluding LIDAR mapping of geologically hazardous areas which is covered under a separate contract)
- Best available science recommendations on potential code amendments

- Technical and scientific support, recommendations, and review of code amendments prepared by City staff
- Updated Shoreline Restoration Plan and Cumulative Impacts Analysis for the Shoreline Master Program, if necessary
- Technical and scientific support in communications with State agencies
- Technical and scientific support during Planning Commission and City Council deliberations

The City of Kenmore has budgeted \$200,000 in the 2017-2018 Adopted Budget for this update.

Timeframe

Preliminary Timeframe	Date
Approve consultant contract	January 2018
Gap Analysis completed and critical areas maps updated	April-May 2018
Initial BAS Review completed	May 2018
Recommendations for, and review of, code amendments prepared by City staff	May-June 2018
Updated Shoreline Restoration Plan and Cumulative Impacts Analysis, if needed	July 2018
Scientific support for City staff at Planning Commission and City Council meetings, as needed	April-December 2018

Proposal Format and Requirements

Letter of interest: Introduce the team and demonstrate the team’s understanding of the nature of the proposal.

Personnel: Identify individuals and include brief resumes listing qualifications--including experience with the Growth Management Act, State and Federal critical areas rules and guidance, and the Shoreline Management Act--of key personnel who would be assigned to this project, and describe the anticipated roles of team members in the project. Specify the Principal in Charge and the Project Manager who will serve as the primary contact person. Provide a chart showing the organizational structure of the team.

Experience: Discuss the company’s experience in 2-4 relevant projects, including client and project information, the firm’s responsibility in the project, the challenges presented by the project, and the results or tangible efforts that have followed completion of the project. Discuss experience working with appointed and elected officials.

Approach to Project: How would you approach this project, given your experience and the scope as presented? Identify key tasks, who will be responsible for completing them, and what is needed from the client or other sources to ensure successful completion. Include timeline expectations that reflect your experience in what is practical.

Estimated Effort: Estimate your team’s effort by team member and demonstrate how you can complete the desired work in the timeline presented in this RFP. Provide a statement that clearly conveys the ability of proposed project personnel to complete the project in view of the firm’s current workload.

Client References: Please provide three references who are familiar with your company’s ability to undertake and complete comparable projects. Include contact names, titles and contact information.

Submittal Information and Proposal Schedule

Preliminary Schedule

Milestone	Scheduled Date
RFP Issued	November 14
Proposal submittal deadline	December 12
Finalist interviews	Week of December 18
Selection	Week of January 8
Contract scope and budget development	January 2018
Execute contract	January 2018

Note: The City reserves the right to modify the schedule as circumstances may warrant.

Proposal Quantities, Due Date, Time, Location

Proposals are due in the office of the City Clerk no later than **Tuesday, December 12, 2017 at 4:00 PM** Pacific Standard Time. Proposals are to be marked and referenced on email subject line as ***RFP 17-C1813, City of Kenmore Critical Areas Regulations and Shoreline Master Program Update.*** Proposals submitted after the deadline date and time will not be accepted.

For email submittals, proposers should request confirmation from the City Clerk that the proposal has been received.

Submittal address:

Kelly Chelin, City Clerk
City of Kenmore
18120 68th Avenue NE

kchelin@kenmorewa.gov

PO Box 82607
Kenmore, WA 98028

Communications with the City of Kenmore

Any questions regarding the submittal process and/or aspects of the project may be made via e-mail to Kelly Chelin, City Clerk, kchelin@kenmorewa.gov. Only e-mail communications will be accepted. All responses will be provided via e-mail and posted on the City's website at www.kenmorewa.gov.

The City's RFP for Critical Areas Regulations and Shoreline Master Program Update and supporting documents are available for review on the City's website <http://www.kenmorewa.gov>, under the Business Services tab, or at Kenmore City Hall during regular business hours.

Evaluation process

Review Process

A team of reviewers will rate proposals. The review team will recommend finalists for interviews and those finalists will be notified the week of December 11. The review team will interview finalists the week of December 18 and select a firm the week of January 8, 2018. (This schedule is preliminary.)

Evaluation Criteria

Proposals will be ranked based upon the merits of the written proposal and the qualifications and experience of the consultant team.

Proposals will be evaluated on:

- Demonstrated expertise and experience in completing similar types of projects
- Key personnel and knowledge of critical area regulations and Shoreline Master Program development as well as successful and practical local strategies
- Approach to project and its relevance to Kenmore's needs as articulated in the RFP
- Capability to meet schedule and budget constraints
- Past performance and references
- Success in working with public sector clients
- Familiarity with the Washington State Growth Management Act, the Shoreline Management Act, Department of Ecology's critical areas guidance, Fish & Wildlife's guidance for habitat protection, FEMA flood standards, and Army Corps of Engineers standards, and their implementation.

The City reaffirms its right to make any selection it deems prudent, and responding firms or individual participants acknowledge through their participation that such selection is not subject to protest or contest.

The successful firm or consultant team selected will perform a variety of duties as agreed upon in the final negotiated Scope of Work. The selected consultant and the City will finalize the contract terms and

conditions. If the City and the selected consultant are unable to agree on terms and conditions at this point, the City may exercise its right to negotiate with other consultants.

Publication

Daily Journal of Commerce
The Seattle Times

Terms and Conditions

1. All facts and opinions stated within this RFP and in all supporting documents and data are based on available information from a variety of sources. Additional information may be made available via written addenda throughout the process. No representation or warranty is made with respect thereto.
2. Respondents to this RFP shall be responsible for the accuracy of the information they provide to the City.
3. The City reserves the right to reject any and all submittals, to waive minor irregularities in any submittal, to issue additional RFPs, and to either substantially modify or terminate the Project at any time prior to final execution of a contract.
4. The City shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its response to the RFP or to the interview process.
5. Nothing contained herein shall require the City to enter into exclusive negotiations and the City reserves the right to amend, alter and revise its own criteria in the selection of a respondent without notice.
6. The City reserves the right to request clarification of information submitted and to request additional information from any respondent.
7. The City will not accept any submittal after the time and date specified on the RFP.
8. The qualifications of each member of the team are important criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by the City. The City, at its sole discretion, reserves the right to accept or reject proposed changes to the team. Team members may participate in multiple team submittals.
9. In the interest of a fair and equitable process, the City retains the sole responsibility to determine the timing, arrangement and method of proposal presentations throughout the selection process. Members of the team are cautioned not to undertake activities or actions to promote or advertise their qualifications or proposal except in the course of City sponsored presentations.

10. If negotiations are not completed with the top ranked team, negotiations may proceed with the next most qualified team or teams.
11. Upon selection of a qualified team through the RFP process, the City shall enter into a contract for services (based on an approved scope of services and budget) with the selected team on terms and conditions acceptable to the City. Until execution of a contract, the City reserves the right to cease negotiations and to start the RFP process again.
12. All submittals will become the property of the City and will become public documents subject to public disclosure with limited exceptions. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to promptly make public records available for inspection and copying unless they fall within the specified exemptions contained in the act or is otherwise privileged. Qualifications submitted under the RFP process shall be considered public documents and with limited exceptions submittals that are recommended for contract award will be available for inspection and copying by the public.
13. The City of Kenmore encourages submittals from firms that demonstrate a commitment to equal employment opportunity. Minority and women owned businesses are encouraged to apply.