



**REQUEST FOR PROPOSALS
PERIODIC UPDATE OF THE CITY OF ENUMCLAW'S SHORELINE MASTER
PROGRAM**

Proposals to be delivered in person or via US Mail:

*Enumclaw Community Development
Attn: Community Development Director
1309 Myrtle Avenue
Enumclaw, WA 98022*

*Contact: Chris Pasinetti, Community
Development Director
cpasinetti@ci.enumclaw.wa.us
Office: 360-615-5726*

Deadline: Friday, October 19, 2018 at 4:30 PM

Notice is hereby given that the City of Enumclaw, Washington is seeking submittal of proposals from service providers qualified to provide consulting and research services in preparing an update to the City's Shoreline Master Program including critical area and flood damage prevention regulations (if necessary).

Background:

In 2012, the City completed and the Department of Ecology approved the City's Shoreline Master Program (SMP). The City is now preparing for the State required periodic review of the SMP due on or before June 30, 2019 for cities in King County.

Furthermore, city staff is aware of readability, formatting, gaps, and organizational issues with the current SMP that we would like to address with this periodic update to make the document more readable and useable for staff and applicants.

The City's Shoreline Master Program (including Appendix A, City of Enumclaw Critical Areas Ordinance No. 2293), the Map of the Shoreline Designations Figures 1A, 1B and 2, the Shoreline Restoration Plan, Cumulative Impact Analysis are located on the city's website here:

<http://www.cityofenumclaw.net/221/Shoreline-Master-Program-Update> The city's GMA

Critical Areas and flood prevention regulations (EMC 19.02) can be found here:

<http://www.codepublishing.com/WA/Enumclaw/>

Scope of Work:

The consultant will work with city staff as well as local, State and Federal agencies to prepare background information, review recommendations, and prepare the environmental review, necessary amendments to the SMP, as well as amendments to the associated Critical Area Regulations (if needed), Flood Damage Prevention Regulations (if needed), and other associated development regulations that reference or regulate the city's shoreline jurisdictions for presentation to the Planning Commission and City Council. Public participation shall be incorporated throughout the SMP process. The City of Enumclaw intends to use the joint review process for amending the SMP as allowed for under WAC 173-26-104.

The consultant selected shall demonstrate how they will provide the following:

- Assist staff throughout the process to coordinate and consult with Ecology to provide them opportunities to review draft deliverables and provide comments.
- Develop a Public Participation Plan in consultation with city staff that encourages public involvement in the SMP periodic review consistent with WAC 173-26-090 throughout the course of the SMP periodic review process.
- Draft outreach and informational documents with graphics as needed, public notices that inform the public of the periodic review of the SMP, and seek their input and involvement, including coordination of notice for the public hearing and comment period with Ecology pursuant to WAC 173-26-104.
- Consult with and solicit the comments of any persons, groups, federal, state, regional, or local agency, and tribes, having interests or responsibilities relating to the city's shorelines or any special expertise with respect to any environmental impact to the city's shoreline jurisdiction. The consultation process should include adjacent local governments (i.e. King County) with jurisdiction over common shorelines of the state (i.e. Newakum Creek).
- Review the city's SMP, chapter 90.58 RCW, and Ecology's rules and determine if amendments are needed to the city's SMP to maintain compliance. Utilize Ecology's checklist to assist in this review and document what SMP changes are being made to address new statutory or regulatory changes and when no amendments are necessary.
- Determine if any new information or improved data is available since the last update of the SMP in 2012 that warrant amendments to the SMP.
- Staff has noted specific areas within the SMP where improvement and clarification of the regulations would be beneficial including: the Nonconforming Use and Development Standards and improvements to the actions that may be used to reduce the require shoreline buffer (e.g. restoration of shoreline habitat); including Accessory Dwelling Units, etc.
- Review the Comprehensive Plan and development regulations (EMC Title 15, 16, 17, 18 and 19) to determine if they are consistent with the SMP and if any amendments are necessary to city code and the Comprehensive Plan. Provide a consistency analysis to support any recommended changes to the SMP or the Enumclaw Municipal Code. Review the critical area and flood damage prevention regulations adopted as part of the SMP in 2012 for consistency with GMA critical area regulations and flood damage prevention regulations adopted in 2015. Evaluate if a unified set of critical areas and flood damage prevention regulations is possible to meet goals for consistency, simplicity, and efficiency.
- Evaluate shoreline permits issued since 2012 and relate to the city's cumulative impacts analysis and monitoring program to determine if any amendments are warranted.
- Review the Shoreline Restoration Plan (Appendix B) for the Shoreline Master Program, prepare a supplemental memo or appendix as necessary to provide updated information and references and discuss how the city is or can continue to meet the stated restoration goals and objectives.
- Draft proposed amendments to the SMP, critical area regulations, and flood damage prevention regulations. Amendments to the SMP should incorporate corrections to typos and reorganization to

make it easier to navigate and apply. Ideally, the SMP update will include the codification of the SMP regulations into the Enumclaw Municipal Code and necessary goals, policies, and background information of the SMP.

- SEPA review and documentation of the proposed amendments. Prepare the SEPA Checklist and Threshold Determination.
- Technical and scientific support in communications with Ecology and other State agencies.
- Technical and scientific support during Planning Commission and City Council deliberations.
- Prepare a summary responding to all comments received during the public comment period, at any public meeting/open house, the Planning Commission hearing, and any City Council hearings, prior to Council adoption of the draft SMP.

Submittal of Proposals and Budgets

Consultants should submit 3 hard copies and an electronic copy (flash drive) of their proposal by 4:30 PM on Friday, October 19, 2018, to the City of Enumclaw Community Development Department. The consultant is solely responsible for ensuring that proposals are delivered on time via E-mail, mail, courier, or in person. Proposals received after the due date and time may not be accepted and discarded. Faxed proposals will not be accepted. Each proposal must be limited to fifteen (15) one-sided pages and shall include:

1. Names of project team members, their related experience specific to Washington State GMA, Shoreline Management Act, Shoreline Master Program Guidelines, and understanding of the city's SMP, Comprehensive Plan, critical area and flood damage prevention regulations and their expected roles in this project. List the anticipated percentage of time the project manager will have available for this project. Please identify the portions of the project anticipated to be performed by sub-consultants and who they are.
2. Three references from jurisdictions with similar projects performed by the firm/team under a similar scope of work and budget.
3. Proposed approach and methodology to the scope of work, a suggested work program outline, time schedule, deliverables and budget for all phases. Insights or suggestions from the consultant team on the structure or strategy for the periodic update of the SMP are welcome.
4. All actions & deliverables called for or proposed with deliverables, corresponding at a minimum, to the scope of work outlined above, with a breakdown of estimated hours and assigned personnel in each work task and phase, and costs associated with each task.
5. A description of how the consultant team provides quality control and review to assure adequate level of service, cohesive work documents, and successful project completion and management.

The proposal and all materials submitted with the proposal shall become the property of the City, and will be subject to Public Record Requests. Any proprietary information submitted with the proposal must be clearly identified and a request to keep such information confidential must be submitted. The issuance of this RFP constitutes an invitation to submit a proposal. The City is under no obligation to select any of the responding consultants. This RFP may be withdrawn by the City for any reason, and the City shall have no liability for any costs incurred in preparing a proposal.

Budget

The City of Enumclaw has budgeted \$15,000 in the 2019 adopted budget for this update. The final dollar amount, tasks, and schedule will be negotiated with the selected firm/team as part of the final contract for this periodic update. If the city is unable to negotiate a satisfactory contract with the firm selected, negotiation with that firm will terminate and the city may select another firm.

The consultant teams proposed budget total should include all expenses and materials to deliver the work products. The city of Enumclaw will not be liable for any costs incurred by the consultant in preparation of a proposal submitted in response to this RFP, in conduct of a presentation or other activities related to responding to this RFP. No costs chargeable for work under the proposed contract may be incurred before receipt of either a fully executed contract with the city or specific written authorization from the City of Enumclaw.

Consultant Selection

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience and capacity with planning and environmental review in Washington State, and which specifically address the following criteria:

- Ability to demonstrate an understanding of the city's needs and special challenges for this periodic update of the SMP.
- Degree of interest and responsiveness shown in undertaking the project.
- Overall quality of the response including creativity of the written proposal describing the approach and methodologies the consultant will use. Demonstration of past ability of completing similar projects and meeting deadlines, including references.
- Current workload of firm and key personnel.
- Qualifications and experience of key staff and sub-consultants who will participate in the project on state and local planning issues and policies including but not limited to the Growth Management Act, Shoreline Management Act and Enumclaw's Comprehensive Plan, SMP, critical area regulations, and flood damage prevention regulations.

INTERVIEWS & SELECTION

Each complete proposal received prior to 4:30 PM on Friday, October 19, 2018, will be reviewed by city staff and ranked against the other proposals based on the criteria listed above.

General Assumptions

The scope of work contained in this document is predicated upon the following provisions, assumptions, and conditions that should be part of any proposal and budget submitted by a consultant. The purpose of this list is to enumerate and describe mutual expectations and understandings required of all parties to this scope of work in order to complete each phase of this project on time and within budget.

1. The city may eliminate any task and associated contract hours/fees at any point throughout the contract period and will provide written notification of the task elimination to the consultant. Consultants will be paid for any task and associated contract hours/fees incurred prior to notification of cancellation.
2. All work products, including records, files, documents, plans, computer disks, magnetic media or material which may be produced or modified by the consultant or sub-consultant while performing work shall belong to the City of Enumclaw. Digital copies of any data collected by the consultant or sub-consultants shall be provided to the City of Enumclaw.
3. All consultant deliverables will be prepared in MS Word format. All spreadsheets and graphs will be prepared in MS Excel format. All maps and graphs shall be produced in color where appropriate. Digital copies of draft and final deliverables will be provided in both MS Word and PDF file formats as

requested by city staff. Digital versions shall include all graphics, tables and appendices in suitable form for publishing on the city website.

4. Unless otherwise agreed upon, the city is responsible for document reproduction and distribution of all review and final drafts.

5. The consultant will have primary responsibility for coordinating, reviewing, and editing information obtained from their team members to ensure that the individual sections of the work submitted are prepared as part of one cohesive framework and/or document consistent in style and content.

6. The city will provide all available government documents, studies, maps, GIS data layers, and mapping and other technical information pertaining to the 2012 SMP based on the consultant's data request. Any documents provided in hardcopy shall be returned to the city as appropriate upon completion of the contract.

7. The city will consolidate all internal city staff review comments on draft review documents and provide a single, complete set of comments to the consultant's project manager for revisions.

8. The consultant will provide project updates and other information suitable for posting on the city's website. The city is responsible for website updates of available project materials.

9. The city's Planning Commission typically meets 4th Thursday of the month starting at 7:00pm; the City Council typically meets on the 2nd and 4th Monday of the month starting at 7pm. The newspaper of record for the city is the Enumclaw Courier Herald, a weekly newspaper published on Fridays. Staff reports and/ or any associated attachments (e.g. draft or final documents, ancillary material, supporting memos) are due to the city two weeks before the associated planning commission or city council meeting. This information must be taken into consideration when scheduling project milestones and legal noticing.

10. City staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings and hearings.

11. Consultants who are awarded a City of Enumclaw contract must obtain a City of Enumclaw business license if required pursuant to EMC 5.02 Business License Acquisition. This shall be the responsibility of the firm to pursue and complete if required.

Questions and Submittals

Questions concerning this RFP and the submittal of proposals should be directed to:

Chris Pasinetti, AICP

Community Development Director

360-615-5726

cpasinetti@ci.enumclaw.wa.us