



Request for Proposals 2024 Comprehensive Plan Periodic Update

Notice is hereby given that the City of Enumclaw, Washington, is seeking submittal of proposals from qualified multidisciplinary consultants for the 2024 Comprehensive Plan Periodic Update.

Background

The City of Enumclaw's current Comprehensive Plan was completed in 2016, with various updates and amendments approved in the intervening years. With the 2024 Comprehensive Plan Periodic Update the city desires to have an updated, well organized, concise plan that is user friendly and complies with all current requirements of the Washington State Growth Management Act (GMA).

A copy of Enumclaw's Comprehensive Plan can be view at the City website:

<https://www.cityofenumclaw.net/DocumentCenter/View/2223/Complete-2015-Comprehensive-Plan-Adopted-on-July-25-2016-Amendments-in-2021?bidId=>

Plan Update Scope

The City is seeking a multidisciplinary consultant team (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to update the City's Comprehensive Plan with the objective of providing the City Council, Planning Commission, 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 2044. The updated plan will help maintain collaborative and respectful relationships within the community and surrounding neighbors and establish or confirm existing policies and priorities for coordinated development/redevelopment and necessary infrastructure expansion.

The consultant team selected will:

- Assist City Staff with the update to the City's vision statement (see introduction chapter for current the City's current vision statement). This will include providing relevant data, summary statistics, and graphic to assist in the visioning process. The consultant's will also be present and assist at two visioning public workshops.
- Review, update and revise, as appropriate, the contents of the Comprehensive Plan, along with updating technical and supporting data consistent with the Puget Sound Regional Council (PSRC) Policy and Plan Review Process, VISION 2050, King County's Countywide Planning Policies (CPPs), and ensure compliance with the requirements of the GMA and certification by PSRC.
- Identify unnecessary, redundant and inconsistent information within the existing document and recommend approaches (e.g. organization, formatting) to develop a more concise and usable document that contains relative data but is not a receptacle of statistics that are not informative to long range planning.
- Work with city staff to design the comprehensive plan document, including development of the format and layout, as well as production of high-quality illustrations and graphics. This will include editing existing text or drafting new clear, concise text and policies that are supported by information in existing documents, new plans and studies, data analysis, public input, best practices, and/or successful application in other jurisdictions.
- Assist in the environmental review of the 2024 Comprehensive Plan periodic update including

preparation of an SEPA checklist that summarizes the impacts of the 2024 Comprehensive Plan, which will be reviewed and “fine-tuned” by city staff (using consultant team resources as necessary).

- Identify existing development regulations that need to be revised or updated to be consistent with the 2044 Comprehensive Plan periodic update and comply with state law. Work with city staff to revise as necessary existing development regulations that support implementation of the 2024 Comprehensive Plan policies.
- Support city staff in the presentation of materials and amendments to the Planning Commission and City Council.
- Support a public participation process for this periodic update. Prepare and produce high quality public outreach materials graphically and in writing describing facts, findings, analysis, and alternatives for public meetings, open houses, webpage, and hearings. The scope of work for this update will include, but is not limited to the following tasks:
- Assist City Staff outlining a public participation plan, work plan and schedule that will allow this periodic update to be reviewed and approved by the City Council before December 31, 2024.
 - Plan presentations, public hearings and workshops will be scheduled during the Comprehensive Plan Update. The purpose of these meetings will be to provide an overview of the update process, present progress updates; receive citizen, elected official, commission members and staff comments; present the draft and final report and ancillary materials to the Planning Commission and City Council.
 - Presentations incorporated into the public participation should include, but not be limited to the following:
 - Visioning workshops with the public (1-2 workshops).
 - General Workshops/Open Houses for the public (up to 5 as budget allows)
 - Informal public meetings/presentations to Planning Commission & City Council (up to 4 as budget allows)
 - Planning Commission public hearing (up to 2)
 - City Council public hearing (up to 2)
- Review and analyze local conditions, the existing Comprehensive Plan maps and text, and documents developed and utilized by the City of Enumclaw.
- Update the elements and appendices to reflect the past changes and future trends and desired outcomes of the community, ensure internal and external consistency, and eliminate unnecessary redundancies:
 - **Chapter 1 Introduction** – Assist city staff with revisions and update as necessary, including updates to the City's vision statement.
 - **Chapter 2 Community Profile** – Assist city staff with updating current demographic, housing, economic, transportation, and facility, data to reflect current trends in the City.
 - **Chapter 3 Land Use** – update as necessary including the land use capacity analysis to ensure existing policies are relevant and recommend new policies if gaps are identified to help direct growth and development within the urban area.
 - **Chapter 4 Community Development and Design** – Assist city staff with revisions and update as necessary.
 - **Chapter 5 Transportation** – Work with the City's traffic consultant engineering firm regarding updates to maintain consistency throughout the plan.*
 - **Chapter 6 Capital Facilities** – Update as necessary.*
 - **Chapter 7 Housing** – Assist staff upon request with updating element including review



of existing and proposed goals and policies. The city will be concurrently processing a Middle Housing Grant which will include the racial equity analysis.

- **Chapter 8 Natural Environment** – review and evaluate the City's environmental policies and critical areas ordinances to ensure that they are utilizing best available science that directly applies to the City. Recommend changes and inclusion of updated best practices/information as appropriate.
- **Chapter 9 Parks and Recreation** – Work with the City's Park Department staff to make updates to reflect the current state and future needs of the City's parks, including park impact fee study.
- **Chapter 10 Economic Development** – Assist City staff upon request with economic data research.
- **Chapter 11 Human Services** – Assist City staff upon request.

*Update to the Transportation and Capital Facilities Chapters. We expect the update of these chapters to be substantial and include collaboration with city staff and other public entities including but not limited to public works and finance staff, neighboring jurisdictions, King County Fire District #28, Enumclaw School District and the Muckleshoot Indian Tribe and Puyallup Indian Tribe.

- Identify capital facilities owned or used by public entities, map the locations and capacities of the capital facilities, forecast future needs and proposed locations and capacities of expanded or new facilities. Ensure internal consistency with other plan elements including land use capacity, housing supply, areas of potential economic growth and development, as well as park and transportation improvements.
- Review the capital facilities plan and identify changes to the financial 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 planning horizon;
- Coordinate facility timing and expenditures by identifying approximately when capital facilities, utilities and transportation improvements should be in place to allow growth and development.
- Review the Transportation Element to ensure it is meeting the requirements of RCW 36.70A.070 and WAC 365-195-325. Review and update as appropriate the pedestrian and bicycle facilities component of the Transportation Element.

Additional Information to be considered in the scope of work

- Incorporate and update the plan with information and recommendations from existing plans and studies, such as:
 - Annexations since the 2015.
 - Parks Capital Facilities Plan currently being prepared by City Staff.
 - Climate Change Comprehensive Plan Element (in process).
 - Middle Housing Study (in process).
 - General Sewer Plan amendments & utility plans (as amended).
 - Other studies as necessary provided by the city.

Consultant Selection

The selection process will include review of proposals, preparation of a short list and final interviews. It is the City's desire to select a consultant, complete contract negotiations, and award a contract as follows:

October 18, 2022	Post Request for Proposal
November 18, 2022	Proposals Due



Community Development Department
1309 Myrtle Ave
Enumclaw, WA 98022

December 5-9, 2022	In-person Interviews
December 23, 2022	Select Finalist
January 13, 2023	Final Plan Scope and Contract Negotiations Completed
January 23, 2023	Council Authorizes Contract

Consultant Qualifications

Qualified consultants will have experience in a variety of public outreach programs, facilitation of public meetings, compilation of information from varying sources (including GIS), and preparation of Comprehensive Plans. Finally, the consultants will have familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Policy Act and their implementation, as well as familiarity with Puget Sound Regional Council Policy and Plan Review Process, VISION 2050 and King County's Countywide Planning Policies (CPPs). The selected consultant should also be familiar with Hearing Board's decisions that affect our city and region and have a strong background in coordinating with stakeholders (agencies, tribes and the public).

Submittal of Proposals and Budgets

Proposal Content

Consultants should email a PDF version of their proposals to the Community Development Secretary, Cathy Burbank, at permits@ci.enumclaw.wa.us, by 4 PM on November 18, 2022. Proposals received after the due date and time will not be accepted and discarded. Faxed or hardcopy proposals will not be accepted. Each proposal must be limited to thirty (30) one-sided pages and shall include:

1. Names of project team members that will primarily be working on the periodic update and associated environmental review, their related experience specific to comprehensive plan periodic updates, and their expected roles in this project. List the anticipated percentage of time the project manager(s) and leads will have available for this project. Please identify the portions of the project anticipated to be performed by sub-consultants and their primary team member(s) working on that specific task.
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 work program outline with tasks and deliverables, time schedule and budget. Insights or suggestions from the consultant team on the strategy for updating Enumclaw's Comprehensive Plan and restructuring the document for a more user-friendly and relevant document are welcome. All tasks & deliverables proposed should be identified in a streamlined list or table along with general dates and firm/team member(s) responsible for the work. The proposal should include a work program 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. A description of how the consultant team provides quality control to assure a high-quality document with a consistent voice, internal consistency, high level of service and successful project completion and management.

Budget

The budget for this periodic update is \$375,000

If the submitted proposals do not satisfy the City's needs for the update Transportation Element, the City reserves the right to remove Transportation Element from this RFP and solicit the update of the



Transportation Element with its own RFP. Proposals that do not include the update of the Transportation Element will still be accepted for consideration.

The final dollar amount 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 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

Proposal Evaluation Criteria

Proposals submitted by November 18th at 4:00pm, will be evaluated and ranked based on the criteria listed below. The top-ranked consultant teams will be invited to participate in an in-person interview with the selection committee.

Criteria	Points
<u>Key Personnel Qualifications and Experience</u> <ul style="list-style-type: none"> • Knowledge of and experience working with the Washington State Growth Management Act, Washington DOC, and PSRC. • Experience Implementing a Public Participation Plan in communities with similar demographics/populations to Enumclaw. • Experience preparing comprehensive plans and associated development regulations. • History of consultant and sub-consultant successfully working together. 	25
<u>Proposed Approach</u> <ul style="list-style-type: none"> • Project approach is innovative and unique in responding to the needs, opportunities, and challenges of Enumclaw. • Approach addresses GMA requirements. • 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. • The provided budget is consistent with the City's budget for this project. 	35
<u>Relevant Project Experience and References</u> <ul style="list-style-type: none"> • 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 Enumclaw. • Experience providing creative and unique approaches to comprehensive planning. 	20
<u>Quality of Proposal</u> <ul style="list-style-type: none"> • Proposal is visually pleasing and easy to read. • Proposal is free from typos and grammatical errors • Proposal is well thought, contains all the request information in this RFP, and is easy to follow. 	20
Total	100

Interview

Interviews will be conducted with the consultants of the three top rated proposals. The interview will be held during the week on December 5th through 9th, in person, at Enumclaw City Hall. The interviews will be scheduled for an hour. For the interview, the consultant team should prepare a presentation that is no longer than 30-minutes, which provides their approach to the project. The last 30-minutes of the interview will be open for city staff questions and discussion with the consulting team. Once the interviews with the three consultants are held, city staff will deliberate and select a consultant for the project.

General Assumptions & Notes

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 this periodic update 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 this 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. The City expects final GIS data deliveries in ESRI ArcGIS geodatabase format, with data projected in NAD83 Harn State Plane Washington North US Feet.
4. 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. 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.
5. The City will provide all available government documents, studies, site plans, GIS data layers and mapping and other technical information pertaining to the study area 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.
6. The consultant will provide project updates and other information including graphics suitable for posting on the City's website; the City is responsible for website updates of available project materials.
7. City staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings.
8. The city's Planning Commission typically meets on the 4th Thursday of the month starting at 7pm; 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. 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
9. All maps for the Comprehensive Plan will be produced by city staff unless requested by the city staff.
10. City ongoing or pending contracts for professional services that should be coordinated with



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during the Comprehensive Plan update process for the following: transportation modeling provided; ongoing critical areas review and the city's stormwater comprehensive plan; Climate Change Element and Middle Housing; water and sewer comprehensive plans.

11. Consultants who are awarded a City of Enumclaw contract must obtain a City of Enumclaw business license if required pursuant to EMC Titel 5 Business Licenses and Regulations. This shall be the responsibility of the firm to pursue and complete if required.

Questions/Inquiries

Please direct any questions concerning this RFP or the City's requirements to the City agent listed below. No other City official or employee is empowered to speak for the City with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

Chris Pasinetti
Community Development Director
Email: cpasinetti@ci.enumclaw.wa.us
Phone: 360-615-5726