



## City of Covington

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## Request for Proposals 2015 Comprehensive Plan Periodic Update

*Notice is hereby given that the City of Covington, Washington, is seeking submittal of proposals from qualified multidisciplinary consultants for the 2015 Comprehensive Plan Periodic Update.*

### Background

The City of Covington's current Comprehensive Plan was completed in 2003, with various updates and amendments approved in the intervening years. With the 2015 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 Growth Management Act (GMA).

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

[http://www.covingtonwa.gov/city\\_departments/communitydevelopment/strategiclongrangeplanning/compplaninfoandforms.html](http://www.covingtonwa.gov/city_departments/communitydevelopment/strategiclongrangeplanning/compplaninfoandforms.html)

The city's current Vision, Mission and Goals adopted the City Council can be viewed at the City website:

[http://covingtonwa.gov/covington/city\\_government/uploads/GoalsPoster8\\_5x11v2013Lo.pdf](http://covingtonwa.gov/covington/city_government/uploads/GoalsPoster8_5x11v2013Lo.pdf)

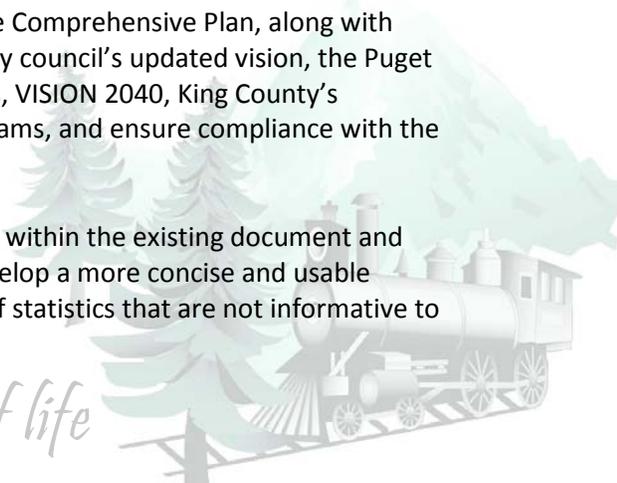
### Plan Update Scope

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 2035. 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:

- Review, update and revise, as appropriate, the contents of the Comprehensive Plan, along with updating technical and supporting data consistent with the city council's updated vision, the Puget Sound Regional Council (PSRC) Policy and Plan Review Process, VISION 2040, King County's Countywide Planning Policies (CPPs), WSDOT's Highway Programs, 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.

*Covington: unmatched quality of life*



- Design the comprehensive plan document, including development of the format and layout, as well as production of high-quality illustrations and graphics. Undertake the primary responsibility for editing and writing a cohesive comprehensive plan document. 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 2015 Comprehensive Plan periodic update including preparation of an SEPA checklist that summarizes the impacts of the 2015 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 2015 Comprehensive Plan periodic update. Work with city staff to revise as necessary existing development regulations that support implementation of the 2015 comprehensive plan policies.
- Support city staff in the presentation of materials and amendments to the planning commission and city council.
- Coordinate and 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:*

- Outline a public participation plan, work plan and schedule that will allow this periodic update to be reviewed and approved by the city council before June 30, 2015.
  - 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 in to the public participation should include, but not be limited to the following:
    - General Workshops/Open Houses for the public (up to 5)
    - Informal public meetings/presentations to Planning Commission & City Council (up to 4)
    - 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 Covington. (The consultant team will be expected to utilize the Department of Commerce periodic update checklists to illustrate how Covington’s existing Comprehensive Plan and regulations compare against the latest requirements of GMA.)
- 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 1.0 Introduction** – revise and update.
  - **Chapter 2.0 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 3.0 Housing** – update element including review and update of existing housing inventories, analyze new data and projected housing needs, validate and update as necessary the identified number of housing units needed to serve the city’s projected growth.
  - **Chapter 4.0 Downtown** –update review, confirm information, and recommend as appropriate the elimination of unnecessary redundancies with other elements of the comprehensive plan.
  - **Chapter 5.0 Transportation\***
  - **Chapter 6.0 Parks & Recreation** – working with park department staff and the city’s Park and Recreation Commission update this element which includes reviewing, coordinating and complimenting efforts by other consultants currently retained by the city to update the Parks Capital Improvement Plan and a Park Impact Fee Study.
  - **Chapter 7.0 Environmental** - 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 8.0 Surface Water \***
  - **Chapter 9.0 Utilities\***
  - **Chapter 10.0 Capital Facilities\***
  - **Chapter 11.0 Natural Hazard Mitigation Element** - Incorporate and update with information obtained from the city’s new Hazardous Mitigation Plan (HMP). Include as appropriate policies that support the objectives and action items in the HMP. (The city is interested in recommendations from the consultant if this element should be retained as a separate element or incorporated into other elements of the plan with a reference to the HMP.)
  - **Chapter 12.0 Economic Development** – update with current economic & market data to support economic growth, vitality and a high quality of life in the city. Review and confirm assumptions and policy direction with the business community and Covington’s Economic Development Council.
  - **Chapter 13.0 Shoreline** – Review, update and revise as necessary.
- Appendices** – Review, update, incorporate into the plan or eliminate as appropriate.

\*Update the Transportation, Stormwater, Utilities and Capital Facilities Elements. We expect the update of these elements to be the most substantial and include collaboration with city staff and other public entities including but not limited to public works and finance staff, neighboring jurisdictions, the Covington Water District, Soos Creek Water and Sewer District, Kent Regional Fire Authority, Kent School District and the Muckleshoot 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 (6 year) 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; and
- 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**

- Councilmembers have expressed specific interest in highlighting existing policies or incorporating the following components into existing elements of the comprehensive plan:
  - Healthy Communities – develop strategies and policies that promote physical activity and support equitable access to healthy food; and
  - Climate Change & Sustainability Practices -- integrate climate-friendly and sustainable practice policies that support the city’s vision.
- Incorporate and update the plan with information and recommendations from existing plans and studies, such as:
  - Annexations since 2003 and the adoption of the Hawk Property Subarea Plan;
  - Building on existing work that has already been conducted by BERK in 2013 related to buildable lands report;
  - Covington’s Hazardous Mitigation Plan currently being prepared by Tetra Tech expected to be completed by June 2014; and
  - Parks Capital Facilities Plan currently being prepared by Conservation Technix and a Parks Impact Fee Study currently being prepared by Randy Young.
  - Town Center Economic Impact and Infrastructure Cost Study currently being prepared by BERK

### **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:

March 12, 2014	Post Request for Proposal
April 7, 2014 at 5pm	Proposals Due
April 9, 2014	Shortlist for Interviews
April 14-23, 2014	Interviews
April 28, 2014	Select Finalist
May 6, 2014	Final Plan Scope and Contract Negotiations Completed
May 13, 2014	Council Authorizes Contract

**The city invites you to submit a Proposal no later than April 7, 2014 at 5:00p.m.** Proposals will be accepted at Covington City Hall, Attention Richard Hart, 16720 SE 271st St. Suite 100, Covington, WA 98042

### **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 2040 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). Consultant knowledge and direct experience with the STAR rating system, while not a requirement, would be of interest to the city.

### **Submittal of Proposals and Budgets**

Consultants should submit 7 hard copies of their proposal by 5 PM on April 7, 2014, to Covington City Hall. The consultant is solely responsible for ensuring that proposals are delivered on time via mail,

courier, or in person. Proposals received after the due date and time will not be accepted and discarded. Faxed or emailed 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 Covington'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 \$120,000.

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 Covington 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 Covington.

### **Consultant Selection**

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

- Clarity of proposal and an ability to demonstrate an understanding of the projects objectives and technical requirements, and an ability to meet the project timeline while meeting project goals.
- Overall quality of the response including the approach and methodologies the consultant will use. Demonstration of past ability of completing similar projects and meeting deadlines, including references.
- Current workload and capacity 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, PSRC Plan Review Process & Vision 2040, and the King County Comprehensive Plan and Countywide Planning Policies as well as a familiarity with the City of Covington's Comprehensive Plan.

## **INTERVIEWS & SELECTION**

Each complete proposal received prior to 5pm on April 7, 2014, will be reviewed by city staff and ranked against the other proposals based on the criteria listed above. Consultants from the top two or three proposals will be extended an invitation to be interviewed by a city panel. The tentative date of interviews is expected to be the week of April 14, 2014.

The city interview panel's overall evaluation of each of the consultants interviewed will focus on the strength of their written proposal and presentation on the components. Each interview will be limited to 50 minutes and include a 35 minute presentation from the consultant giving an overview of their approach and methodology and relevant experience but focused on the final tasks and deliverables. The panel will be looking at the strength of the consultant's knowledge of regional and state planning laws and policies, and their ability to present their recommendations and findings in a format understood by the public and elected officials. The remaining 15 minutes will give the city panel an opportunity to ask questions of the consultants. The final selection will be made by the interview panel after ranking each firm against the other based on the criteria listed above. The top ranked firm will be asked to enter into a contract with the city for this 2015 Comprehensive Plan periodic update.

## **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 Covington. Digital copies of any data collected by the consultant or sub-consultants shall be provided to the City of Covington.
3. The city expects final GIS data deliveries in ESRI ArcGIS(v10.1) geodatabase format, matching all content and spatial parameters of the existing city tax parcel data layer. The City of Covington has a contract with King County to maintain our GIS data and produce maps. It is expected that the King County GIS system and staff will be coordinated with and utilized during this process to assist in off-setting these costs throughout the update process.
4. The City of Covington has an ongoing contract with David Evans & Associates to perform transportation modeling on the city's behalf. It is expected that the consultant will coordinate and utilize DEA staff during this update process to assist in off-setting costs.
5. 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.

6. 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.
7. 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.
8. 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.
9. City staff will be responsible for distribution of meeting notices, public meeting room arrangements, and other logistics for public meetings.
10. Note the Community Development Department is not open on Fridays; the city's Planning Commission typically meets the 1<sup>st</sup> and 3<sup>rd</sup> Thursday of the month starting at 6:30; the City Council typically meets on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of the month starting at 7pm. (Planning Commission meetings anticipated to be canceled in 2014 include but are not limited to: July 3, Dec. 18) The newspaper of record for the city is the Covington Reporter, 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.
11. City has recent or ongoing contracts for professional services that should be coordinated with during the Comprehensive Plan update process for the following: GIS services provided by King County GIS; transportation modeling provided by DEA; ongoing critical areas review and the city's stormwater comprehensive plan was prepared by Parametrix; Parks Capital Facilities Plan prepared by Conservation Technix, Parks Impact Fee Study prepared by Randy Young, and updates of the buildable lands analysis performed by BERK as part of the Hawk Property Subarea planning process.
12. Consultants who are awarded a City of Covington contract must obtain a City of Covington business license if required pursuant to CMC 5.10 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:

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