

City of Port Angeles
Request for Proposals
Growth Management Act Periodic Update

Overview

The City of Port Angeles (PA) is seeking qualified consultants to undertake a review of its Comprehensive Plan as required by the State Growth Management Act (GMA) under RCW 36.70A.130 and update it as necessary for GMA compliance. The selected consultant will work with PA’s Community and Economic Development Department (CED) to initially establish a work program in early 2023 and then will carry out this periodic update. The city is required to submit its updated and adopted plan to the State by June 30th, 2025.

A. Scope of Work

1. Establish a work program and schedule to address the mandatory and optional elements of the GMA. Utilize the Department of Commerce checklist for “periodic review and update” of comprehensive plans and development regulations to guide the workplan development. The schedule should provide enough time for substantive review of the consultants work by CED staff of each element. Enable presentations and discussions in this work plan to be spread over time with the Planning Commission and City Council for them to adequately review and discuss revised elements.
2. Assist CED staff with developing a community engagement program to be carried out throughout the periodic update process involving residents, stakeholders, tribes and state agencies. This will begin by holding a joint meeting between the City Council and Planning Commission focused on the Comprehensive Plan amendment and update process, the roles of City Council and the Planning Commission, and details concerning the upcoming 2025 Comprehensive Plan Amendment. Discussion will include, history of the 2019 Amendment, intent and goals of the 2025 final product, timing of the process, and future action and direction related to the periodic update.
3. Conduct a review of all Comprehensive Plan provisions and development regulations, and if needed, revise the mandatory and optional elements. A number of changes have been optioned as potential outcomes of this effort:
 - a. Incorporate changes CED staff is currently making to Title 17, Zoning of the PA municipal code to build residential capacity. These changes are anticipated to be adopted by City Council in April 2023.
 - b. Integrate the strategies and actions of the City’s Climate Resiliency Plan (CRP) and CRP Implementation Plan into the updated Comprehensive Plan.
 - c. Make recommendations pertaining to neighborhood redistricting, including proposed creation of neighborhood councils and associated noticeboards.
 - i. Develop and/or update sub-area plans for:

1. 8th/C Street
 2. Downtown
 3. Race Street
 4. 1st/Front Street
 5. Lincoln Street
 6. Park Avenue
- d. Update the Land Use Zoning Map.
 - e. Develop a Supplemental Environmental Impact Statement (EIS) that address an updated Land Use Map.
 - f. Create a Development Plan for Sewer/Water/Stormwater that includes an inventory. Start inventory early to understand capacity and necessary changes pertaining to a revised Land Use Map for facilities within the city limits and the Urban Growth Boundary (UGB).
 - g. Redescribe the PA East/West UGB.
 - h. Update the Capital Facilities Plan.
 - i. Develop and incorporate a multi-modal Transportation Plan utilizing Bellingham, Washington as a model.
 - j. Update the Parks Master Development Plan with a focus on adjacent housing potential.
 - k. Undertake a Housing Gap Analysis.
4. Comply with all statutory procedural requirements for submitting amendments to the State Commerce Growth Management Services office.
 5. Review the 2009 American Institute of Architects Sustainable Design Assessment Team (AIA SDAT) study previously incorporated into the 2019 Comprehensive Plan to evaluate what has been completed and what still needs to be done. Incorporate remaining tasks into the proposed 2025 update.
 6. Reevaluation and revision of the Implementation Matrix to update project feasibility dates and reassignment of the completed and uncompleted tasks to an Appendix
 7. Revise Performance Measure Metrics for each City Department. Each City Department has been tasked with creating metrics to measure performance based on Comprehensive Plan policies and the Implementation Matrix.
 8. Incorporate suggested edits to the Plan's Policies by the Planning Commission. Throughout the Comprehensive Plan update, the Planning Commission will be asked by the Director to provide constructive and detailed feedback on the Comprehensive Plan. This includes a thorough review of the Plan's vision to ensure it is clearly articulated through the policies; measuring progress towards meeting the Plan's vision; and a review of policies to ensure policies are well articulated in the correct element of the Plan, and which should be a matter of priority.

B. Eligible Proposers

Proposals will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- a. Are qualified to conduct business in the State of Washington and the City of Port Angeles.
- b. If a corporation or limited liability company, it must be in good standing with the Washington Secretary of State.

C. Source of Funds and Budget

Initial funding for developing the work program and schedule identified in the Scope of Work item A.1 will be provided through the City’s General Fund. The Washington State Commerce Department will be providing a Periodic Update Grant of \$125,000 with the possibility of that amount increasing after the 2023 Legislative session ends in April. Additional funds if needed are anticipated to be approved by City Council and provided through the City’s General Fund.

F. Preliminary Schedule

Event	Date
Release of Request for Proposals	March 1, 2023
Questions about Proposals Due	March 31, 2023
Written Responses Posted	April 4, 2023
Proposals Due	April 18, 2023, 5 p.m.
Finalist Selections and Release of Proposals	May 8, 2023
Finalist Interviews	May 24, 2023
City Council Selection	June, 2023

G. Deadline for Submission of Proposals

The original proposal must be provided in electronic PDF format no more than twenty (20) megabytes in size and twenty-five (25) pages in length via email and must be received by 5:00 P.M., on Tuesday, April 18, 2023. Proposals must be sent to ced@cityofpa.us

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed. All proposals received after the deadline will be returned unopened.

H. Proposal Requirements, Evaluation Factors, and Selection Process

Any questions regarding the RFP must be submitted to the City of Port Angeles Community and Economic Development Department via email. Questions will be posted with responses and shared with all parties expressing interest in the proposal. Address email questions to: ced@cityofpa.us

The following outlines the proposal requirements, evaluation criteria, and the selection process. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of the RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an agreement is awarded. Failure of the

successful proposer to accept these obligations may result in cancellation of the award. The City reserves the right to withdraw this RFP at any time without prior notice. All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed.

Each proposal shall be submitted electronically to the city must contain the following in this order:

1. Cover Letter for the Proposal

A cover letter must be submitted with the proposal. The cover letter should be limited to one page and must include name, address, and the name, telephone number, number, and e-mail address of the person(s) authorized to represent the entity on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.

2. Proposer Experience

Each proposer shall furnish a narrative supported by relevant data regarding experience with similar projects for the firm, and for the individuals who will be assigned to work on this account.

Each proposer shall also furnish a list of up to five references/clients including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar Growth Management services.

3. Providing Services to Meet Goals & Objectives

Each proposer shall furnish a narrative of how the Individual/firm will provide services to meet the City’s goals and objectives.

4. Projected Costs and Proposed Services

Each proposer shall provide a detailed matrix of estimated costs to provide the services. Such costs should be presented in a budget format that itemizes actual expenses for addressing the comprehensive plan elements, public presentations, and administration.

I. Proposal Evaluation and Selection Process

All proposals will be judged by demonstrated success, quality of work, experience with communities similar in characteristic, inclusion of local qualified professional in the scope of work, and budget. Any incomplete proposals will be disqualified. Proposers from any previous RFP process are encouraged to partner with one another to demonstrate a more competitive proposal.

Proposer qualifications, experience, and demonstrated ability.	40 points
Demonstration of an engagement strategy that includes measures to ensure equity and non-self-selecting participation	20 points
Cost reasonableness, appropriateness, and necessity as compared to all other proposals to provide the services proposed within the Comprehensive Plan Periodic Update	20 points

Quality and responsiveness of proposal to the Scope of Services detailed in Section A of this RFP	20 points
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The City will conduct a preliminary evaluation of all proposals by the deadline to determine compliance with proposal requirements and mandatory document submissions. The City reserves the right to request additional information to clarify the content of a proposal.

All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.

Proposals shall be evaluated per the above categories, scored, and ranked, and may include consideration of any or all the listed factors at the City’s discretion.

The City at its sole discretion reserves the right to accept or reject any or all proposals.

J. Contract Award Process

City Staff will review the applications and on the basis of the evaluation criteria listed above, select one proposer to recommend to the City Council. City Council shall approve the recommendation unless it determines staff has not properly applied the above evaluation criteria. In that case, the City Council shall return the recommendation to staff with instructions to re-evaluate the proposals.

The proposer selected to perform the services outlined in this RFP will enter into an agreement, approved as to form by the City Attorney, directly with the City of Port Angeles.

The City reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that an agreement was awarded as a result of false statements, or other data submitted in response to this RFP, the City reserves the right to terminate the agreement.