



CITY OF NEWCASTLE

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CITY OF NEWCASTLE, WASHINGTON 2024 COMPREHENSIVE PLAN PERIODIC UPDATE REQUEST FOR PROPOSALS

Advertised Date: July 1, 2022

Request for Proposal Title: City of Newcastle 2024 Comprehensive Plan Periodic Update

Requesting Dept./Div.: Community Development

Due Date: August 31, 2022

RFP Coordinator: Erin Fitzgibbons, Senior Planner

The City of Newcastle, Washington ("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. Digital copies of proposals shall be received by the City no later than August 31, 2022, at 5:00 p.m. at the following location:

By email to: ErinF@NewcastleWA.gov

PROPOSERS MUST COMPLETE AND SIGN THE FORM BELOW (TYPE OR PRINT)

Company Name Address City/State /Postal Code

Signature Authorized Representative/Title (Print name and title)

Email

Phone

Company Headquarters Located in State/Province of City

Newcastle Background

Incorporated in 1994, Newcastle is a relatively new city with a storied past. Before Washington became a state, Newcastle was one of the most successful coal mining towns in northwestern Washington. Nearly 11 million tons of coal was extracted from the area between 1869 and 1963. Coal from Newcastle helped fuel the growth of the entire Puget Sound region. [View this page](#) for more about the city's history.

Thirty years after the end of the coal mining era, a movement began toward local government and control. In April 1993, proponents succeeded in passing a ballot measure to establish 4.4 square miles of unincorporated King County into the City of Newport Hills. The city officially incorporated Sept. 30, 1994, as Newport Hills, and after a November 1994 vote, the city's name was changed to Newcastle.

At the time of incorporation, the city's population was about 4,654, according to U.S. Census estimates. According to the Census Bureau's 2015 population estimate, 11,370 people call Newcastle home, and the city continues to grow with record levels of new development. Due to housing market conditions, several high-density residential projects are under construction or are under review. View the [Newcastle at a Glance page](#) for additional demographic data.

Newcastle is a peaceful, small residential community located between Bellevue, Renton and Issaquah within the Seattle metropolitan area. Residents enjoy a scenic atmosphere, a short commute to work centers and convenient access to recreation and urban amenities.

Objective

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](#). This plan will provide elected and appointed officials, city staff, city residents, and the business and development community with a comprehensive, consistent, and culturally relevant plan to guide the City's decision-making and development over the next 20 years, to the year 2044.

Scope of Work:

Coordinate and support a robust 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. Efforts should be made to ensure diverse and meaningful input is incorporated into the plan.

Prepare presentations and supporting materials to present alongside city staff at public hearings, meetings, and workshops. 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, and 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:

- General Workshops/Open Houses for the public (4 to 5)
- Public meetings/presentations to Planning Commission & City Council Committee or Workshop (4 to 6)
- Planning Commission public hearing (1 to 2)

Review and Update the City's 2035 Comprehensive Plan and Comprehensive Plan Appendix

Review and update the existing Comprehensive Plan maps and text, and all related documents developed and utilized by the City of Newcastle. (The consultant team will be expected to use the Department of Commerce periodic [update checklists](#) to illustrate how Newcastle's existing Comprehensive Plan compares against the latest requirements of GMA.)

The selected consultant or team will 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 supported by information gleaned from but not limited to: plans and studies, data analysis, public input, benchmarking, existing records, and best practices. A concise, user-friendly plan that minimizes text and emphasizes graphics will be preferred. The consultant will be expected to reflect the past changes and future trends and desired outcomes of the community, ensure internal consistency with other adopted plans (e.g., [Downtown Strategic Plan](#), [Lake Boren Master Plan](#)), external consistency with Countywide and Regional goals (e.g. [PSRC's Vision 2050](#)), and eliminate unnecessary redundancies.

The comprehensive plan is anticipated to consist of the following sections:

Section 1. Comp Plan Introduction

Update the city profile, vision statements, overview of each element and implementation methods as necessary.

Section 2. Comp Plan Elements

Update each of the eight elements for consistency as required.

1. Land Use Element. Update as necessary. Insert the recently-completed land use capacity analysis and new growth projections, ensure relevance of existing policies and recommend new policies if gaps are identified to help direct growth and development within the urban area. New growth projections should be studied in the context of potential state mandates for increased density in single-family zones. And add a future land use map, per [WAC 365-196-400](#)
2. Housing Element. Update element to be consistent with Countywide Planning Policies including new requirements from the Department of Commerce as well as any new requirements in the Countywide Planning Policies and the Growth Management Planning Council. Special focus on affordable housing is needed to identify how more infill housing could be added without negatively impacting single-family neighborhoods.
3. Transportation Element. Update element to be consistent with the Transportation Improvement Program and update the technical assumptions in conjunction with Public Works staff.
4. Parks, Trail, and Recreation Element. Work with Public Works staff to update this element to ensure continuity with the Non-Motorized Transportation Plan, including updates to the trails and parks maps.
5. Economic Development Element. Review, update, and revise as necessary and incorporate existing plan documents.
6. Utilities Element. Review current plans to determine consistency and recommend changes to ensure consistency with other plan elements while paying attention to potential growth and infrastructure needs, to be coordinated with Coal Creek Utility District staff for compliance with their Comprehensive water and sewer plans.
7. Capital Facilities Element. Review, update, and revise as necessary, with input from Public Works staff from all relevant departments.
8. Amendment Element: No or minimal changes are expected for this element.

Section 3. Comp Plan Appendix

Review, update, incorporate into the plan or eliminate as needed.

Environmental Review

Environmental Study

Preparation of an Environmental Impact Statement (assuming it is required) that summarizes the impacts of the Comprehensive Plan and potential adjustments to development regulations. Consultant will be expected to advise the city on minimal steps needed to meet environmental requirements.

Form of Proposal (30 page maximum)

Cover Letter – A cover letter must be submitted with the proposal. The cover letter should indicate the full name and address of the respondent that will perform the services described in this RFP. The proposal must indicate the name and contact information for the individual who will be the senior contact person for this engagement. The cover letter must include identification of any and all subconsultants. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter. (2 page maximum)

Knowledge of the Newcastle Community – The respondent should furnish a narrative of how the respondent is familiar with Newcastle. The narrative should identify past planning-related experiences in the city and/or the Puget Sound region. (2 page maximum)

Experience and Qualifications – The respondent should clearly state relevant skills and experience in a manner that demonstrates its capability to complete the Scope of Work. If applicable, please highlight projects in which members of your proposed project team have worked together. Consultants should highlight their qualifications and experience (i.e., relevant case histories, including government organization experience with sufficient detail, information and/or access to online demos or examples). Consultants should demonstrate their knowledge of best practices in the process of plan creation. The response should include a list of up to five references/clients including names, email addresses, phone numbers, and principal contacts in which the consultant has provided similar planning services. (10 page maximum)

Approach – The respondent shall set forth its overall technical approach and plans to meet the requirements of the RFP. This should convince City Council that the respondent understands the objectives that the engagement is intended to meet, the nature of the required work and the level of effort necessary to successfully complete the project. The respondent should also set forth a detailed work plan indicating how each task in the scope of work will be accomplished, including an outline of proposed work and a timeline for key milestones and completion of the Scope of Work. (2 page maximum)

Projected Costs/Budget – The respondent should 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 marketing, administration and creative services. Costs should not exceed the budget range of \$150,000 - \$200,000. (4 page maximum)

Organization – The respondent should include an organizational chart including all key team members, their resume, and the amount of time each member will spend on this engagement, based on a forty-hour workweek. If the respondent is a “joint venture”, there must be included a clear statement of responsibility associated with each member and/or entity of the joint venture. (10 page maximum)

Timeline of Consultant Selection

- August 31, 2022: Proposals due
- Sept. 15, 2022: City staff select finalist consultants
- Oct. 4, 2022: Finalist consultants present proposal to City Council at 6 p.m. work session (in-person at City Hall or via Zoom)
- Oct. 18, 2022: City Council selects winning proposal
- Nov. 1, 2022: Consultant contract is executed