



# **CITY OF MOUNTLAKE TERRACE REQUEST FOR PROPOSALS**

## **2024 PERIODIC COMPREHENSIVE PLAN UPDATE AND EIS**

**City of Mountlake Terrace  
23204 58<sup>th</sup> Avenue West  
Mountlake Terrace, WA 98043**

**Issue Date:** February 24, 2023

**Due Date:** March 17, 2023



## REQUEST FOR PROPOSALS

### 2024 Periodic Comprehensive Plan Update and EIS

**Solicitation Date:** February 24, 2023

**Last Day for Questions:** March 10, 2023, 4:00 PM

**Proposals Due:** March 17, 2023, 4:00 PM

#### PURPOSE

The purpose of this Request for Proposals (“RFP”) is to solicit responses from qualified multidisciplinary consultants (“Proposer”) to assist the City of Mountlake Terrace (“City”) in updating its Comprehensive Plan for the 2024-2044 Periodic Update cycle, as required under the Washington State Growth Management Act (“GMA”). In addition, the City seeks consultant support in updating the Comprehensive Plan Environmental Impact Statement (“EIS”), which was last updated in 1983. The City is seeking consultant support from teams experienced in land use planning and zoning, housing policy, visioning, demographic analysis, environmental analysis/SEPA, community engagement, and other aspects of comprehensive planning. The expected timeline for the Comprehensive Plan Update is to begin in April 2023, with a completion timeline of December 2024.

#### BACKGROUND

The City of Mountlake Terrace has a population of approximately 21,640 and located 13.8 miles north of Seattle. It is located in Snohomish County, and sits at the borders of Shoreline, Edmonds, Lynnwood, and Brier, WA. The City is in the midst of a major makeover with a newly renovated Civic Campus, updated Town Center Plan, Main Street Revitalization, and Sound Transit’s Lynnwood Link Light Rail Project, which is scheduled to open in 2024.

The City’s Comprehensive Plan was initially completed for the 1992-2012 period, after the 1990 passage of the Growth Management Act, and has been updated over the years through Periodic Updates as required by GMA, and through annual amendment requests. The last major update to the Comprehensive Plan was completed in 2015, with subsequent amendments in 2017 and 2019.

## SCOPE OF WORK

The City has prepared a Scope of Work, which will be refined by the selected Proposer, in collaboration with the City. The scope of the Proposer's work includes, but is not limited to the following items:

- **Project Management Plan:** detailed overview of how the Proposer will manage all aspects of the project, and coordination with the City on other related tasks and deliverables.
- **Public Participation Plan (“PPP”):** detailed breakdown of community engagement strategies to implement throughout the duration of the project, to include engagement on the Comprehensive Plan update (Visioning, Elements, etc.), EIS, and updates to development regulations. The PPP should also include an overview of potential outreach materials, communications, and costing assumptions.
  - In tandem with the PPP, the City would like to convene a **Community Advisory Committee (“CAC”)**, which should be referenced in the PPP. Staff can assist with identifying potential members of the CAC.
- **Visioning and Community Engagement:** A key first step in community engagement is the Visioning process. The selected Proposer should plan for engagement with community around the existing “Community Vision.” The Proposer is expected to engage community throughout the duration of the project, and at each phase. This should be incorporated in the above referenced PPP.
- **Public Meetings:** Prepare presentations, supporting materials, and present alongside City staff at public hearings, meetings, and workshops, as necessary. These include presentations before the Planning Commission, City Council, and/or at community workshops/Open Houses. These should be incorporated in the above referenced PPP.
- **Review and Update Existing Comprehensive Plan:** Review and update existing goals and policies for each Comprehensive Plan Element to ensure consistency with the Growth Management Act, PSRC Vision 2050, and Snohomish County Countywide Planning Policies. The Proposer will be expected to identify any updates needed to the City's land use and zoning maps and shall work collaboratively with the City's GIS Specialist.

Other items include:

- Incorporate goals and policies from the adopted 2019 *Shoreline Master Plan* and ensure consistency with the *Shoreline Management Act*;
- Ensure consistency with the *Comprehensive Stormwater Plan*;
- Ensure consistency with the *2022-2027 Recreation, Parks, & Open Space Plan (RPOS)*;
- Ensure consistency with the *2020 Transportation Master Plan Update and Transportation Improvement Program*;
- Ensure consistency with the *Capital Improvement Plan*; and

- Ensure consistency with the *Critical Areas Ordinance*.
- **Review and Update Existing Development Regulations, Policies, and Codes:** Review existing development regulations and Municipal Code, to determine necessary updates to ensure consistency with the Comprehensive Plan, and requirements under GMA and State Legislature.
- **SEPA Scoping and Environmental Impact Statement (EIS):** An important component of the Comprehensive Plan Update is to prepare an updated EIS. The current EIS was last updated in 1983.
- **Sub-Area Planning:** The City has identified areas that will be critical for determining opportunities for growth, increased residential, commercial, and/or industrial uses, and potential transportation improvements. The Proposer will be expected to provide an in-depth land use and economic analysis for the following designated sub-areas:
  - Melody Hill Sub-Area
  - Cascade View Sub-Area

## **ESTIMATED BUDGET**

The allocated budget for the project is up to **\$500,000** for consulting services, expenses related to community engagement, and goods/materials costs. The budget for consulting services includes all tasks for the Comprehensive Plan Update, EIS, and other related items. The final budget, scope of work, and methodology for the overall project will be negotiated with the selected Proposer. The City shall not be responsible for any costs incurred during the preparation of materials and submittal of the Request for Proposal.

## **SUBMITTAL REQUIREMENTS**

Submitted proposals should be limited to a maximum of **20 pages** (8.5” x 11”), excluding any Appendices, with a minimum font size throughout of **11 point font**. The City reserves the right to require additional information or materials after proposals are submitted.

The nature and form of proposals are at the discretion of the Proposer, however, proposals must contain the following items to be considered complete and responsive:

### **Cover Letter**

An introductory overview of the Proposer’s proposed methodology for approaching the work (project understanding), a statement of interest, and a description of management style.

### **Work Program and Project Schedule**

A detailed overview of key tasks, actions, and deliverables, drawing from the Scope of Work referenced above. The work program should also include key dates and deliverable benchmarks in the form of a Project Schedule (formatted as a Gantt chart).

### **Key Personnel and Qualifications**

Provide an organization chart showing key members of the project team (including any sub-contractors) with an overview of responsibilities/roles per member. Include qualifications/resumes for each member of the project team.

### **Description of Related Experience**

In addition to personnel qualifications and experience, the Proposer shall provide an overview of subject matter experience, including examples and references of projects worked on of similar scope and nature.

### **Cost Proposal**

Utilizing the allocated budget amount, provide a detailed overview of budget assumptions for the duration of the project. The budget should include costs per task item and per deliverable, costs for materials/supplies, community engagement costs, and project management costs, among others.

### **Appendices/Supporting Documents (optional)**

Please include any relevant supporting documents with your submittal, which showcases your firm's experience and subject matter expertise.

## **SUBMITTAL INSTRUCTIONS**

An authorized representative must sign, certifying the proposal with the Proposer's address, telephone, and e-mail information provided. Unsigned proposals will not be considered. All proposals will become the property of the City and will not be returned.

Upon the City's discretion, proposals submitted after the due date and time may be considered. Proposers accept all risks of late delivery of mailed proposals regardless of fault and bearing responsibility for ensuring the mailing address is correct.

The City of Mountlake Terrace reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. The RFP does not obligate the City to accept or contract for any expressed or implied services. The City reserves the right to negotiate all elements that comprise the apparent successful proposal to ensure that the best possible consideration is afforded to all concerned.

Proposals may be withdrawn at any time prior to the submittal deadline, provided notification is received in writing. Modification of a proposal already received will be considered only if the request is received prior to the submittal deadline. All modifications must be made in writing, executed and submitted in the same form and manner as the original proposal. Proposals are to be submitted electronically only, via e-mail or file sharing.

All e-mail messages related to this RFP must use the subject line: *RFP: City of Mountlake Terrace 2024 Periodic Comprehensive Plan Update*

**Please direct all submittals to Lan Nguyen at [LNguyen@mltwa.gov](mailto:LNguyen@mltwa.gov)**

If your file(s) are less than 25 Mb, send an e-mail(s) with your file(s) attached to Lan Nguyen. You will receive a reply to your email indicating your file(s) was received and opened successfully.

If your file(s) exceed 25 Mb, send an email to Lan Nguyen requesting a link to the City’s FTP site for use in uploading your documentation. You will receive a reply to your email with the FTP link and any additional access instructions. You are strongly encouraged to inform Lan Nguyen by e-mail that you have uploaded your submittal. You will receive follow up notice that your documents were downloaded and opened successfully by the City.

**SUBMITTAL TIMELINE**

The following dates are for informational purposes and may be adjusted by the City as needed. Proposers are encouraged to be available for interviews between April 3, 2023 and April 7, 2023.

<b>Deadlines:</b>	
Last day to submit questions regarding the RFP	March 10, 2023, 4:00 PM
Submittals due electronically (e-mail or file sharing)	March 17, 2023, 4:00 PM
<b>Anticipated Timeline:</b>	
Review Period	March 20 <sup>th</sup> – March 24 <sup>th</sup>
Notification of Interview	March 27 <sup>th</sup>
Interview Period	April 3 <sup>rd</sup> – April 7 <sup>th</sup>
Notice to Selected Firm	April 10 <sup>th</sup>
Completion of Contract Specifications	April 14 <sup>th</sup>
Council Review and Approval	April 17 <sup>th</sup>
Contract Execution and Kickoff	April 24 <sup>th</sup>

**ELIGIBILITY**

Proposers (individual or firm) must meet the following minimum requirements:

- Minimum of five (5) years of experience working in Washington State, and knowledge of the State’s Growth Management Act (GMA) and State Environmental Policy Act (SEPA);
- Minimum of five (5) years experiencing working with local jurisdictions on Comprehensive Planning and implementation; and
- Experience working with smaller jurisdictions.

**SELECTION PROCESS AND EVALUATION CRITERIA**

Proposers shall be responsible for the accuracy of the information supplied. The City reserves the right to vary from the qualifications requested, consider applicants who do not meet the qualifications, reject any and all proposals, and to either substantially modify or abandon the selection process prior to any award of a contract. The City also reserves the right to waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

All proposals will be reviewed and screened with only the top candidate(s) invited to an interview; it's possible that not all Proposers will be interviewed. Only key personnel referenced in the proposed RFP may participate in the interview.

Each submittal will be evaluated and given a score based upon the quality of response to each of the following topic areas. Maximum total number of points achievable is 100.

- **Expertise & Qualifications of the Project Team – 15 points maximum**
- **Related Experience on Comprehensive Plan Updates and GMA – 20 points maximum**
- **Related Experience and Expertise in SEPA/EIS – 20 points maximum**
- **Project Approach and Proposed Methodology – 15 points maximum**
- **Responsiveness and Clarity of Submittal - 15 points maximum**
- **Related Experience in Community Engagement – 15 points maximum**

After selection, the successful Proposer and the City will enter into a professional services agreement, subject to approval by the City Council. The City shall not be bound or in any way obligated until both parties have executed the agreement. The City reserves the right to award the agreement to the next most qualified Proposer, if the successful Proposer does not execute an agreement within thirty (30) days after notification of the award of the bid. This RFP is not an offer of employment.

## **CONTRACT TERM**

The City anticipates an initial two (2) year contract (FY 2023 and FY 2024), with no automatic renewal, however, options for extensions may be negotiated. The City reserves the right to negotiate all elements which comprise the apparent successful Proposer to ensure that the best possible consideration is afforded to all concerned. City representatives and the selected finalist will review in detail, all aspects of the requirements and the proposal. During the review of the most favorable, apparent successful proposal, the Proposer may offer, and the City may accept revisions to the proposal.

## **NOTICES**

### **Agency Contacts**

For questions regarding this RFP, please contact:

**Jonathan Morales, Associate Planner, at [Jmorales@mltwa.gov](mailto:Jmorales@mltwa.gov) or 425-744-6271**

All e-mail messages related to this RFP must use the subject line: *RFP: City of Mountlake Terrace 2024 Periodic Comprehensive Plan Update.*

It is advised that firms notify the City of their intent to respond to this RFP to ensure the City has their current contact information and firms are kept informed of any updates to this RFP.

Unauthorized contact regarding this RFP with other City employees may result in disqualification. Any oral communications will be considered unofficial and non-binding on the City.

### **City of Mountlake Terrace Business Licensing**

The City of Mountlake Terrace requires all businesses located within the City limits, or those conducting business within the City limits, to be licensed with the City. Contracting firms will need to have an active business license before receiving a notice to proceed. More information about business licenses can be found on the website at <https://www.cityofmlt.com/158>.

### **Non-Discrimination**

The City of Mountlake Terrace encourages disadvantaged, minority, veteran, and women-owned firms to respond.

The City of Mountlake Terrace in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all respondents that it will affirmatively insure that in any agreement entered into pursuant to this solicitation, disadvantaged business enterprises will be afforded full opportunity to submit responses to this invitation and will not be discriminated against on the grounds of race, color or national origin in consideration for an award.

### **Public Records**

Under Washington state law, any documents (including but not limited to written, printed, graphic, electronic, photographic, or voicemail materials and/or transcriptions, recordings or reproductions thereof) submitted in response to this RFP become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted from public disclosure by a specific provision of the law.

If your organization believes certain records, to be submitted to the City, would be subject to an exemption under state and/or federal law, please plainly indicate which information within the record that you consider confidential and exempt. The City cannot promise that such records will not be disclosed. However, if records are marked as confidential and the City has a reasonable belief that the record is arguably exempt under state and/or federal law, the City may provide third party notice to you in the event of a public disclosure request that includes said records.

The City asks interested parties to refrain from requesting public disclosure of proposal records until an agreement is executed. This measure is intended to shelter the solicitation process, particularly during the evaluation and selection process or in the event of a cancellation or re-solicitation. With this preference stated, the City will continue to be responsive to all requests for disclosure of public records as required by state law.