Request for Proposals – Shoreline Master Program Update

Description:

The City of Burlington is seeking a qualified individual or firms (consultant) to update the City’s Shoreline Master Program (SMP). The purpose of the proposed update is to comply with the periodic update requirements of the Washington State Shoreline Management Act (SMA). The update will involve reviewing the City’s SMP for compliance with applicable SMA laws and regulations, ensuring consistency with the City’s Comprehensive Plan and development regulations, and, if necessary, drafting revised policies and regulations.

Minimum qualifications:

The consultant must have substantial experience preparing SMP updates and assessing environmental conditions in riverine environments, knowledge of floodplain management, and experience with Washington State laws and regulations such as the SMA, GMA, and SEPA.

Scope of Required Services:

The consultant will be expected to prepare a public participation plan, review the City’s existing SMP using a Department of Ecology checklist, draft revised policies and regulations as necessary, prepare findings of adequacy, and support the City staff through the Planning Commission and City Council adoption process as necessary. The City does not anticipate making any major changes or revisions to its SMP except as necessary to comply with the SMA and will be utilizing the optional joint review process authorized by WAC 173-26-104.

- Prepare Public Participation Plan – Prepare and disseminate a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The City intends to utilize the option joint review process authorized by WAC 173-26-104.

- Review Burlington SMP and Draft Revisions if Necessary – Utilize a Department of Ecology checklist to evaluate the City’s SMP for compliance with SMA laws and regulations that have changed since the City’s last SMP update was completed; review the City’s SMP, comprehensive plan, and development regulations to ensure consistency; conduct additional analysis as necessary to address changing local conditions, new information, or improved data; if necessary draft revised SMP goals, policies, regulations, findings of adequacy and support City staff through the Planning Commission and City Council process.

- Prepare Findings of Adequacy – Conduct a local public review process for the SMP in accordance with applicable SMA laws and regulations. Where amendments to the SMP are proposed they shall contain applicable goals, policies, or regulations and copies of any
provisions adopted by reference. Where no changes are needed, formal findings of adequacy shall be prepared.

- **Additional Requirements** – If needed, and upon request, assist and support City staff at Planning Commission and City Council hearings. In response to COVID-19 the City is currently conducting meetings and hearings remotely using a conference call system. Depending on time and budget constraints the City may also request that the consultant reformat the City’s existing SMP background materials, goals, and policies to match the format of the City’s draft Comprehensive Plan.

**Evaluation Process:**

Proposals will be evaluated in two (2) phases. In the first phase, proposals will be reviewed by a committee comprised of the Community Development Director, the Chair of the Planning Commission, and a City staff member. After each proposal has been evaluated by the committee, a decision will be made by the City Administrator or Mayor based on the committee’s recommendation and the selection criteria below. If the City determines that none of the proposals meet its needs, the RFP may be reissued. The City’s final selection decision, and approval of any associated contract, is subject to City Council approval.

**Selection Criteria:**

All proposals will be evaluated based on the following criteria and considerations:

- **Qualifications**

  1. The consultant, and any employees or subcontractors the consultant will assign to complete the required work, must possess an educational background relevant to performing the required work.

  2. Significant experience conducting Shoreline Master Program updates.

  3. Advanced knowledge of Washington State land use and environmental laws such as the GMA, SMA, and SEPA.

  4. Experience gathering and analyzing environmental data and assessing environmental conditions, including experience with wetlands, fish and wildlife habitat, floodplains, and hydrology.

  5. Experience applying Shoreline Management Act requirements in a riverine environment.

- **Approach and Reputation**

  1. The proposal must include work samples and references demonstrating the consultant has successfully completed shoreline master program updates.
2. The proposal demonstrates the consultant has a commitment to performing high quality, original work that this is reflective of local conditions and standards.

3. The proposal must include a schedule for completing the required work, including each of the individual tasks outlined above, within the prescribed timeline.

4. The proposal demonstrates the consultant is able to, and will, provide high quality graphics and illustrations.

- **Cost and Value**
  
  1. The proposed fees and fee structure are reasonable and provide a good value to the City.
  
  2. The proposed hourly rates shall are clearly stated and provided on a per task basis. Hourly rates should be provided for the employees or subcontractors the consultant expects to assign to the project.

- **Availability**
  
  1. The proposal demonstrates that the consultant is available to begin work as soon as a contract is executed by the Parties.
  
  2. The proposal demonstrates the consultant has sufficient availability or staffing resources to complete the required work within the prescribed timelines.

**Submittal Requirements:**

One electronic copy of all application materials, in PDF format, shall be submitted to the Burlington Community Development Department. If the consultant will utilize multiple people or subcontractors, information shall be provided for each person who will be assigned to complete the required work. All proposals must include the following information:

- **Contact Information** – The proposed consultant’s name, address, phone number, and email address must be included.

- **Qualifications and Experience** – The proposal shall clearly describe the consultant’s educational background and work experience, and including any relevant licenses or certifications. At least two (2) professional references shall be provided outlining who previously employed the consultant to conduct an SMP update.

- **Description of Approach** – The proposal shall include a detailed description of how the consultant plans on completing the proposed work in the prescribed timeline.

- **Work Samples** – Written materials, maps, and illustrations prepared for similar projects must be submitted. At a minimum, materials from two (2) previous SMP updates must be submitted.
- **Compensation** – A detailed breakdown of the proposed compensation method and rate shall be included. It must include any people or subcontractors that the consultant intends to use. Information shall be provided for each person who will be assigned to complete the required work.

- **Availability** – The proposal must identify the proposed consultant’s ability to begin work as soon as a contract is executed by the Parties and complete the required work by June 30, 2021.

**Evaluation Schedule:**

Proposals must be submitted to the Burlington Community Development Department by 5:00 P.M. February 19, 2021. Late proposals will not be accepted. The City anticipates making a selection decision by February 27, 2021. Individuals or firms meeting the minimum qualifications may be asked to participate in a conference call or video conference interview with the City’s selection committee.

**Cost and Disposition of Proposals:**

Individuals and firms submitting proposals are solely responsible for the costs of preparing the proposal and attending any interviews with City staff. The City of Burlington shall not be responsible for any costs associated with preparing or submitting a proposal. The City may reject any proposal at any time with no cost or penalty. The City also reserves the right to waive immaterial defects and minor irregularities in proposals. All materials submitted to the City of Burlington become the property of the City of Burlington upon delivery and are subject to public disclosure.

**Communication:**

All communication regarding this RFP shall be directed to:

Brad Johnson, Community Development Director
City of Burlington
833 S. Spruce Street
Burlington WA  98233
(360) 755-9717
bradmj@burlingtonwa.gov

Due to COVID-19 related office closures communication by email is requested.