



## **Request for Qualifications 2024 Update to the City of Mill Creek Comprehensive Plan/Middle Housing project**

The City of Mill Creek (henceforth, "City") is advertising this Request for Qualifications (RFQ) to select a qualified municipal planning consultant firm and/or team to provide multi-disciplinary comprehensive plan development services for the above-referenced project. The successful consultant team shall have experience in comprehensive planning in Washington state, including community visioning, goal, policy and strategy development, market analysis, capital facility planning, and community engagement. The expected timeline for this update is to begin in February 2023 and continue to a final completion date of October 2024. The project also has select interim completion date deadlines, such as June 2023 to complete the Middle Housing project, which is a portion of the scope.

The work to be performed for this project consists of furnishing all labor, tools, material and equipment necessary for completion of the update to the City of Mill Creek Comprehensive Plan in accordance with the State of Washington Growth Management Act (GMA), the Puget Sound Regional Council (PSRC) Vision 2050 Growth Strategy, Snohomish County's countywide planning policies, and other applicable local policies and standards.

A city's Comprehensive Plan represents the broad statement of that community's vision for the future. The Comprehensive Plan provides policies to guide the physical development of the City and certain aspects of its social and economic character. The Comprehensive Plan anticipates twenty years of future growth and development and evaluates impacts of that on the City. The Comprehensive Plan directs regulations, implementation actions and services that consistently support the vision and anticipated growth.

While the Comprehensive Plan is meant to provide a strong and constant vision for the future, it is also a living document that must be able to accommodate changes and updates. Therefore, the City, along with many other cities and counties in Washington state, is required to conduct a period update of its comprehensive plan and associated development regulations to comply with the state requirements established by the GMA in the Revised Code of Washington (RCW) Chapter 36.70A (Growth Management – Planning by Selected Counties and Cities).

The approved project budget is approximately 400,000, which includes State of Washington grants supporting both the update to the Comprehensive Plan as well as the Middle Housing grant. Please note that City has recently completed a critical areas code update therefore that will not need to be included within this project.

Additional information on contracting with the City and responding to RFQs can be found at: [https://www.cityofmillcreek.com/city\\_government/public\\_works\\_and\\_development\\_services/contracting\\_with\\_the\\_city](https://www.cityofmillcreek.com/city_government/public_works_and_development_services/contracting_with_the_city)

## **Statement of Qualifications (SOQ) Deadline and Instructions**

The deadline for Statement of Qualifications (SOQ) document submittals is **5:00 PM January 13, 2023**.

No submittals will be accepted after that date and time. Postmarks will not be accepted in lieu of this deadline requirement. It is the sole responsibility of the candidate firm to ensure their submitted SOQ is received by the City before the listed deadline.

Please submit your SOQ document to the City and to the attention of Mike Todd. SOQ documents can be delivered to the City using one of the following options:

- Email electronic document to Mike Todd at [mike.todd@millcreekwa.gov](mailto:mike.todd@millcreekwa.gov) . Electronic SOQ document submittal is preferred by the City.

- Postal mail to:

City of Mill Creek Department of Public Works and Development Services  
Attn: Mike Todd  
15728 Main Street  
Mill Creek, WA 98012

- Hand-deliver to City Hall South building:

City of Mill Creek Department of Public Works and Development Services  
Attn: Mike Todd  
15728 Main Street  
Mill Creek, Washington

Please note it is not possible to hand-deliver SOQ documents directly to the front desk of the Department of Public Works and Development Services in the City Hall North building.

The City reserves the right to reject all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by candidate firms and/or their sub-consultants in the preparation and submission of their SOQs. Furthermore, this RFQ does not obligate the City to accept or contract for any expressed or implied services.

## **RFQ Scope of Services**

The RFQ scope of services for this project will generally include the following:

### Comprehensive Plan

- Review, update, and revise, as appropriate, the existing Comprehensive Plan text and maps, and all related technical and supporting data/documents (such as the capital facility, utility, and transportation plans), and ensure consistency with GMA, PSRC Vision

2050, Snohomish County countywide planning policies, and the most recent Snohomish County Buildable Lands report and population allocation process. This shall include identifying outdated, redundant, and/or inconsistent existing policies and/or background in the City's current Comprehensive Plan.

- Review the existing Comprehensive Plan for policies, concepts, language, and way of conveying policy direction that may be perceived as inequitable or exclusive. The consultant team will make recommendations for text to be deleted and new replacement text to be incorporated into the revised Plan.
- Complete the Washington Department of Commerce checklists and performing a gap analysis of existing planning policies for consistency with the GMA, PSRC Vision 2050 and Countywide Planning Policies.
- Develop and execute a public participation plan for this periodic update. This plan is expected to include preparing and producing high quality public outreach materials graphically and in writing.
- Develop presentation materials as needed and present, with City staff, at all public hearings, meetings (including Planning Commission and City Council Meetings), and workshops. Meetings may include periodic overviews and updates of the update process; and may incorporate receiving and responding to comments from citizens, elected officials (i.e. City Council, Snohomish County, State), Planning Commission members, state agencies, and City management and Staff.
- Coordinate with State, County, regional authorities, and tribes with interest (per HB 1717), as necessary.
- Complete all analyses and public outreach and participation required to support an update to the Housing Element of the Comprehensive Plan in compliance with the requirements of House Bill 1220 and the State of Washington Middle Housing Grant Program.
- Identify the appropriate environmental review process and prepare all required SEPA documents, including a SEPA checklist and draft and final environmental impact statements (EIS), if required, to support SEPA and/or similar environmental reviews to be completed for adoption of the Comprehensive Plan.
- Draft and finalize the updated Comprehensive Plan document, including the format, layout, and inclusion of high-quality illustrations and graphics, as needed.
- Assist with certification of updated and adopted Comprehensive Plan consistent with the requirements of GMA and acceptable for certification by PSRC.

### Middle Housing

- Develop community engagement plan. Will identify community-based organizations, representative for-profit and nonprofit residential developers, renters, and owner-occupied households in residential neighborhoods to participate with the project.
- Conducting outreach, with the assistance of community-based organizations (where possible), to inform and solicit feedback from a representative group of renters and owner-

occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers.

- Outreach to community-based organizations and representative group of renters and owner-occupied households in residential neighborhoods, and from for-profit and nonprofit residential developers.
- Developing informational materials for the public
- Conduct interviews/ surveys, and/or hold meetings to solicit upfront information on ideas for code or land use changes which could provide greater opportunities for middle housing in the City of Mill Creek while ensuring changes will not result in displacement.
- Draft proposed options which the city may consider in the future which could increase opportunities for middle housing within the city. Given the city already allows middle housing in all single-family zones, the action would focus on 1) review of existing code to identify ideas which could encourage additional middle housing while also preserving community character, opportunities for zoning changes in appropriate locations, and policy changes needed to support and identified changes.
- Review existing housing policies in relation to RCW 36.70A.070(2) – Housing Element, and draft potential anti-displacement policies for the Planning Commission and City Council to review and consider.
- Prepare amendments to draft proposed options and present to city planning commission public or city council and prepare final report outlining feedback received on draft options and how/when they may be considered in the future

A key goal for the Middle Housing aspect of this project scope will be to find ways to incorporate the work for this scope into the Comprehensive Plan update. For instance, the City is interested in possibilities of combining public engagement efforts and messaging to better tie the overall project goals together.

As of the date of this RFQ, City planning staff is presently limited. Consequently, the expectation and responsibility for the selected consultant team will be to prepare all required content for the nine elements of the Comprehensive Plan, developing and incorporating all goals, policies, explanatory texts and, where required and relevant, charts, tables, and maps. As the project proceeds and City planning or other relevant staff may be available, specific assignments for content in the 2024 Update to the Comprehensive Plan may be shared between City staff and the consultant project team.

### **Format for Statement of Qualifications**

SOQ documents shall be formatted for the ease of the reviewer in determining your firm's qualifications and suitability for this project. Content that is either excessive or unrelated to the services advertised for in this RFQ is discouraged.

SOQ documents will include, but not be limited to, the following:

- A description of your proposed project team members, including subconsultants, that demonstrates their relevant qualifications and experience for this project. Identify clearly a proposed project manager and describe the roles of other key team members. Provide summary resumes for key team members.

Relevant knowledge and experience will include:

- Substantial demonstrated experience with Comprehensive Plans in Washington state, including preparing and effectively implementing public participation plans that satisfy the requirements of RCW 36.70A.035, including facilitating public meetings for the purpose of community visioning, goals, and policies
  - Knowledge and recent experiences with the GMA and its implementation, PSRC Vision 2050, and applicable elements of the Washington State Environmental Policy Act (SEPA). The City may exercise a preference for experience that particularly pertains to smaller cities similar in size and population to the City of Mill Creek.
  - Demonstrated abilities and experiences to conduct and/or develop land use capacity analyses, housing needs assessments, land use inventories, market studies, zoning and other development regulations, transportation and utility infrastructure needs analyses and planning, and long-range capital facilities planning.
- Describe sequentially your proposed work plan to complete this project, including your sequence of key tasks and methodologies, key deliverables, and a project timeline.
  - References that can address successful past projects by the candidate firm and/or team relating to the services requested; including full name, title, project name and brief description, address, phone and email addresses.

### **Consultant Selection Process and Anticipated Schedule**

Each submittal will be evaluated and scored based upon the responsiveness and quality of responses the candidate firm or team includes in the submitted SOQ document. Scoring will be based on evaluation of the following four categories, with weight applied to each as the City deems appropriate:

- Experience in successfully completing comprehensive plan updates and compliance with the GMA, PSRC Vision 2040, and countywide planning policies (with preference applied for Snohomish County policies, for the latter)
- Experience conducting public participation plan events for the purpose of successful community visioning and development of municipal goals, policies, and action strategies; including, but not limited to, communications for outreach purposes, online/web-based public involvement, workshops, and meetings
- Experience conducting and/or developing land use capacity analyses (population, housing, and employment), market studies, zoning and other development regulations including form-based codes, streetscape and architectural design standards, transportation and capital facilities planning, and conceptual plans
- The proposed work plan for this Comprehensive Plan update, including approach and demonstrations of how key milestones and deadlines will be met

Although not required at time the SOQ document is submitted, the City of Mill Creek requires consultants obtain a current City of Mill Creek business license endorsement in order to sign a Professional Services contract with the City.

The City of Mill Creek anticipates selecting a consultant by the end of January 2023. The selected consultant will develop a proposed scope of services and project budget suitable for incorporation into the City's contract. Contract authorization will likely require City Council approval during February 2023, with consultant notice to proceed to follow that approval.

### **Optional Interview for Selection**

The City may, at its option and sole discretion and following City staff evaluation and scoring of SOQs, may invite select firms and/or teams to make oral presentations for the City staff evaluating selection. This option may be exercised in circumstances where it is not possible to determine a clear preferred candidate between two or more closely-scored SOQs.

If this option is selected, oral presentations are anticipated to be scheduled for no more than one (1) hour and during in January 2023, in order to maintain the selection schedule described above. The City will provide additional details outlining preferred content for the presentation to each candidate firm or team invited to participate. Upon completion of oral presentations, the City will determine the most qualified firm based on all materials and information provided, both orally and in writing.

### **Title VI Statement**

The City of Mill Creek, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat.252, 42 U.S.C. 2000d to 2000d-4, 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, and RCW 49.60.180(1) hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex or sexual orientation in consideration for an award.