

REQUEST FOR PROPOSALS		
Advertised Date	March 21, 2022	
Request for Proposal Title:	City of Kent ADU Ordinance	
Requesting Dept./Div.:	Economic and Community Development	
RFP Number:	ECD2022-01	
Due Date:	April 11, 2022	
RFP Coordinator:	Knobis@kentwa.gov ; (253) 856-5428	
<p>The City of Kent, 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 revise the city’s Accessory Dwelling Unit (ADU) regulations.</p> <p>Proposals should be delivered and received, regardless of the delivery method, by 4:00 p.m. on April 11, 2022, at the following location:</p> <p>By mail or hand delivery to: City Clerk’s Office 220 4th Avenue South Kent, WA 98032</p> <p>By email to: Cityclerk@KentWA.gov</p>		
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	Fax
Company Headquarters Located in State/Province of		

City Background

City of Kent RFP- ADU ordinance

The City of Kent is in the heart of the Green River Valley in southern King County. Kent is a unique community with a combination of residential, warehousing, light manufacturing, retail, wholesaling, and farming. Kent's industrial valley is a key element of the state's economy, providing critical support for international trade.

Kent's vibrant and diverse economy has a well-earned reputation as the economic barometer for the region. Home to over 8,000 businesses and 63,000 jobs, Kent's \$8 billion + gross business income is the highest among its peer cities in south King County. Kent is the sixth-largest city in Washington State with a diverse population of 136,588 as of 2020, covering a geographic area of 34 square miles. Kent is one of the most diverse cities in the region and with over 138 different languages.

Scope of Work:

- Review, update, and revise with staff input, Kent City Code Chapter 15 and associated sub-chapters to create a comprehensive ADU ordinance that includes, but is not limited to:
 - Size limitations
 - Attached and detached
 - Development standards such as height, setbacks, etc.
 - Design standards
 - Impact fees
 - Utility connection fees
 - Consider tiny homes on wheels for sole purpose of detached ADUs
 - Other considerations due to state legislative session and passed bills
- Coordinate and support a robust public participation process for this zoning code 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 coordinate with the City's Race and Equity Manager and with the Race and Equity Strategic Plan to ensure diverse and meaningful input is incorporated.
- Identify unnecessary, redundant, and inconsistent information within the existing code and recommend revised code language.
- Undertake the primary responsibility for code review, outreach, code development, and presentation material regarding recommended changes which will be reviewed and "fine-tuned" by city staff.
- Lead the SEPA analysis for the code revisions.
- Support city staff in presenting materials and amendments to the Land Use and Planning Board and City Council.

City and Consultant Timeline and Deliverables:

Timeline and Deliverables			
Steps/ Deliverables	Description	Start Date	End Date
Action 1	Retain consultants to review existing code and develop draft potential code amendments for accessory dwelling units.	Jan 2022	June 2022
Step 1.1	Use RFP to retain consultants and refine scope, incorporating any new statutory requirements.	March 2022	April 2022
Step 1.2	Identify potential changes for ADU code, including attached, detached, and tiny homes and develop draft code amendments for outreach purposes. Potential changes will explore impact fee reductions, utility hookup discounts, etc.	May 2022	July 2022
Deliverable 1	Draft ADU Zoning Code Amendment		July 30, 2022
Action 2	Conduct public outreach to help the public visualize the potential scope of changes, understand potential neighborhood impacts, and provide meaningful feedback.	July 2022	Dec 2022
Step 2.1	Develop presentation materials that graphically represent the potential impacts of draft ADU regulations.	July 2022	Sept 2022
Step 2.2	Utilize various methods to gather public feedback, including at least one open house event, several neighborhood meetings, and at least one workshop before the Land Use and Planning Board.	Sept 2022	Dec 2022
Deliverable 2	Presentation materials and memo summarizing outreach events and feedback		Dec 30, 2022
Action 3	Prepare and issue SEPA.	Nov 2022	Feb 2023
Step 3.1	Prepare SEPA checklist and submit for review and approval. City to issue SEPA determination.	Nov 2022	Feb 2023
Deliverable 3	SEPA Checklist and Decision		Feb 28, 2023

Action 4	Prepare ADU code amendment package and facilitate council adoption.	Feb 2023	June 2023
Step 4.1	Develop final draft code amendment package based on outreach.	Feb 2023	April 2023
Step 4.2	Incorporate at least one round of feedback to produce the final recommended code amendment package.	April 2023	June 2023
Step 4.3	Present to City Council’s Economic and Community Development Committee and the Land Use and Planning Board for information and public hearing/action.	Feb 2023	May 2023
Deliverable 4	Final adopted ADU code amendments		June 16, 2023

Form of Proposal

- 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 sub-consultants. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.
- Knowledge of the Kent Community – The respondent should furnish a narrative of how the respondent is familiar with Kent. The narrative should identify past planning-related experiences in the city and region.
- Experience and Qualifications – The respondent should clearly state its 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, addresses, phone numbers, and principal contacts in which the consultant has provided similar planning services.
- Approach – The respondent shall set forth its overall technical approach and plans to meet the requirements of the RFP. This should convince the committee 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 engagement. 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.

- 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 of \$80,000.
- Organization – The respondent should include an organizational chart including all key team members 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.
- Format – Submittal should not exceed 15 pages.