

2024 COMPREHENSIVE PLAN PERIODIC UPDATE

The City of Bainbridge Island is soliciting detailed statements of qualifications from consultant firms with experience and expertise in Comprehensive Plan Periodic Updates.

Description of Services

The City of Bainbridge Island is a fully planning jurisdiction under the Washington State Growth Management Act (GMA). The selected consultant will work with City staff, City Council, and the community at large in completing the Comprehensive Plan Periodic Update by December 31, 2024. The selected consultant will be expected to have well-documented qualifications related to:

- Principles of comprehensive planning as required under the GMA
- Community engagement (online and in-person)
- Plan integration, including the following:
 - Winslow Subarea Plan (in progress)
 - Housing Action Plan (in progress)
 - Sustainable Transportation Plan
 - Climate Action Plan
 - Ongoing City equity work
 - Utility System Plans
 - Groundwater Management Plan (in progress)
 - Special Purpose District Comprehensive Plans and Capital Facility Plans
- Consistency review requirements, including:
 - Internal consistency
 - Kitsap Countywide Planning Policies
 - Vision 2050 (Multi-County Planning Policies)
- Coordinating capital facilities planning process
- Preparation of the Comprehensive Plan and implementing regulation amendments
- State Environmental Policy Act (SEPA) review
- The adoption process including City Council/Planning Commission, Puget Sound Regional Council (PSRC) certification process, and appeals process

Schedule

Per WAC 365-196-610, the City is required to adopt the Comprehensive Plan Periodic Update by December 31, 2024. Consultant services may continue beyond this deadline for post-adoption activities. The schedule for consultant selection and contract execution is shown below. The consultant should provide a schedule that shows adoption by December 31, 2024.

Qualifications Due	January 30, 2023
Finalists Selected	week of February 6, 2023
Finalists Interviewed	week of February 20, 2023
Consultant Selected	week of February 27, 2023
Contract Executed	Approx. April 11, 2023
Plan adoption	December 19, 2024

If you are interested in pursuing this project, we invite you to submit a statement of qualifications.

The deadline for this RFQ is **4 PM, January 30, 2023**, Pacific Standard Time. No faxed, telephone or hardcopy proposals will be accepted.

1. Requirements for Qualifications Responses

- Identify each person involved with the project team including technical partners, and briefly describe their respective roles, including:
 - Information regarding the team member’s experience and qualifications.
 - Resume of key team members.
 - Description of how the team will be organized and led.
- Identify the project lead and their relationship to other members of the team.
- Describe the consultant’s relevant project experience with similar projects. Projects described must illustrate the consultant’s experience with preparing comprehensive plan updates.

2. Evaluation Criteria

Evaluation of RFQ responses will be based upon the following:

- Success in developing similar projects
- Quality of representative projects
- Qualifications of project team and key project managers
- References

3. General Provisions and Conditions

The City reserves the right to:

- Reject any and all responses.
- Waive minor irregularities in a response.
- Cancel, revise, or extend this solicitation.
- Request additional information on any response beyond that required by this RFQ.
- Have the final decision on the selection.
- Modify the timeline and to issue addenda to this document.

4. Submission Requirements

Interested consultants must submit a PDF file of the response to the RFQ to the project contact listed below. The City will become owner of all submitted materials and will not pay any costs related to any responses to the RFQ.

All consultants must demonstrate compliance with the City's insurance requirements at the time of contract approval and obtain a City Business License.

5. Contact Information

Peter Best, MMA – Senior Planner
206-780-3719
pbest@bainbridgewa.gov

City of Bainbridge Island
Department of Planning and Community Development
208 Madison Ave N
Bainbridge Island, WA 98110

Title VI Notice: The (Local Agency) 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 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 or sex in consideration for an award. For more information, contact the City Clerk's office at 206.842.2545 and/or cityclerk@bainbridgewa.gov.