

REQUEST FOR PROPOSALS

Advertised Date	March 24, 2022
Request for Proposal Title:	City of Kent Comprehensive Plan Update
Requesting Dept./Div.:	Economic and Community Development
RFP Number:	ECD2022-02
Due Date:	April 29, 2022
RFP Coordinator:	Kaelene Nobis; (253) 856-5428

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 update the city's Comprehensive Plan.

Proposals shall be delivered and received, regardless of the delivery method, through **April 29, 2022, up to 4:00 p.m.**, as shown on the clock on the east wall of the City Clerk's Office, at the following location:

By mail to: City of Kent Economic and Community Development Department
Attn: City Clerk
220 Fourth Avenue South
Kent, WA 98032

By hand-delivery to: City of Kent
City Clerk's Office
220 4th Avenue South
Kent, WA 98032

By email to: CityClerk@KentWA.gov

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

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 with over 138 different languages.

Objective

The 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 update the City's Comprehensive Plan. This plan will provide elected and appointed officials, city staff, city residents, and the business and development community with a comprehensive, consistent, and culturally relevant plan to guide the City's decision-making and development over the next 20 years, to the year 2044.

Scope of Work:

- Coordinate and support a robust public participation process for this periodic 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 into the plan.
- Prepare presentations and supporting materials to present alongside city staff at public hearings, meetings, and workshops. The purpose of these meetings will be to provide an overview of the update process, present progress updates, receive citizen, elected official, commission members, and staff comments, and present the draft and final report and ancillary materials to the Land Use and Planning Board and City Council. Presentations incorporated into the public participation should include, but not be limited to the following:
 - General Workshops/Open Houses for the public (3 to 5)
 - Public meetings/presentations to Land Use and Planning Board & City Council Committee or Workshop (4 to 6)
 - Land Use and Planning board public hearing (1 to 2)
 - Presentations to the City Council's Economic and Community Development Committee (1 to 2)
- Review and update the existing Comprehensive Plan maps and text, and all related documents developed and utilized by the City of Kent. (The consultant team will be expected to use the Department of Commerce periodic update checklists to illustrate how Kent's existing Comprehensive Plan compares against the latest requirements of GMA.)

- Update the elements and appendices to reflect the past changes and future trends and desired outcomes of the community, ensure internal consistency with other adopted plans (i.e., TMP, Housing Plan, Parks Plan), external consistency with Countywide and Regional goals, and eliminate unnecessary redundancies:
 - Chapter 1.0 Profile and Vision – revise and update.
 - Chapter 2.0 Land Use Element - update as necessary, including the land use capacity analysis and new growth projections, to ensure relevance of existing policies and recommend new policies if gaps are identified to help direct growth and development within the urban area. New growth projections should be studied in the context of potential mandates for increased density in single-family zones, as well as in the context of existing subarea plans (how new growth projections are or are not planned for adequately in those plans). Develop potential alternative growth scenarios in tandem with utility planning.
 - Chapter 3.0 Housing Element – update element to be consistent with the Kent Housing Options Plan, the Countywide Planning Policies including new requirements coming in mid-2022 from the Department of Commerce as well as any new requirements in the Countywide Planning Policies that come from the Affordable Housing Committee and the Growth Management Planning Council.
 - Chapter 4.0 Transportation Element – Update element to be consistent with recently adopted Transportation Master Plan, and update the technical assumptions from that work to 2044 in a separate technical memorandum.
 - Chapter 5.0 Parks & Recreation Element – Work with parks department staff to update this element to ensure continuity with the Parks and Open Space Plan. This shall include reviewing, coordinating, and complementing other consultants currently retained by the city to update the Parks Capital Improvement Plan.
 - Chapter 6.0 Utilities Element – Review current plans to determine consistency and recommend changes to ensure consistency with other plan elements while paying attention to potential growth and infrastructure needs. Consider potential utility investment and carrying capacity in the context of housing goals. Coordinate with ongoing update to sewer master plan, including modeling infrastructure needs for growth alternatives identified as part of land use element update.
 - Chapter 7.0 Human Services Element – Review, update and revise as necessary.
 - Chapter 8.0 Economic Development – Review, update, and revise as necessary and incorporate existing plan documents.
 - Chapter 9.0 Capital Facilities Element – Review, update, and revise as necessary, with input from city staff from all relevant departments.
 - Chapter 10.0 Shoreline – Review, update and revise as necessary.
 - Chapter 11.0 Climate – New Climate Element that consolidates existing climate policies, aligns within CPPs, MPPs, and the Joint Climate Commitments (K4C), and realistically lays the groundwork for achievable climate outcomes for the city.
 - Appendices – Review, update, incorporate into the plan or eliminate as needed.

- Review the Critical Areas Ordinance and draft a memo of recommended and required changes that are consistent with comprehensive plan policies, Department of Ecology requirements, and Department of Commerce guidance. Depending on recommended changes, city staff may finalize the code amendment or add additional services to have the consultant update using in-house services or subcontractors.
- Undertake the primary responsibility for editing and writing a cohesive, comprehensive plan document. This will include editing existing text or drafting new clear, concise text and policies supported by information in existing records, new plans and studies, data analysis, public input, best practices, and successful application in other jurisdictions. Work with Multimedia team to ensure formatting is compatible with City standards.
- Preparation of an Environmental Impact Statement that summarizes the impacts of the 2024 Comprehensive Plan and potential adjustments to development regulations.

Form of Proposal (30 page maximum)

- **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. (2 page maximum)
- **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. (2 page maximum)
- **Experience and Qualifications** – The respondent should clearly state relevant 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. (10 page maximum)
- **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 project. 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. (2 page maximum)

- 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 \$400,000. (4 page maximum)
- Organization – The respondent should include an organizational chart including all key team members, their resume, 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. (10 page maximum)