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Request for Proposal
City of Duvall Sensitive Areas and Tree Protection Update

INTRODUCTION

The City of Duvall Planning Department seeks qualified proposals from multidisciplinary consulting firms in the update of its Sensitive Areas (more commonly referred to as Critical Area) Regulations and Tree Protection Standards consistent with the City's Comprehensive Plan, Watershed Plan, Shoreline Master Program, and state law. A copy of the Comprehensive Plan and Watershed Plan may be downloaded in PDF format from the City's website: www.duvallwa.gov. **The City invites you to submit a Proposal and Statement of Qualifications no later than December 28th, 2016.**

BACKGROUND

The City adopted the 2015 Comprehensive Plan included a new Element, Sustainability and the Environment. The new Element included policy from the Watershed Plan and the Shoreline Master Program. A Final Environmental Impact Statement was completed and issued as part of the Comprehensive Plan.

The Watershed Plan has been developed to meet multiple objectives for protecting the natural environment and community resources as development occurs, including innovative approaches to encourage protection, management, and restoration of Sensitive Areas and the inclusion of Fish and Wildlife Habitat Corridors.

The City's current Sensitive Area policies were established approximately ten years ago in concert with the previous periodic update of the City's Comprehensive Plan in 2004, and were updated as part of the 2015 Comprehensive Plan. Current Sensitive Area Regulations were adopted by Ordinance 1056 in 2007 consistent with 2004 Comprehensive Plan, and are codified under Chapter 14.42 of the Duvall Municipal Code (DMC).

The primary purpose of updating the City's Sensitive Area policies is to ensure the City's regulations are consistent with updated comprehensive plan policies, state law, and Best Available Science (BAS).

The City's current tree protection policies were established approximately ten years ago in concert with the last periodic update of the City's Comprehensive Plan in 2004. Tree protection policies were subsequently adopted by Ordinance 1056 in 2007 and are codified under Chapter 14.40 of the Duvall Municipal Code. Trees within the City are also protected through open space requirements for new development (see DMC 14.46), landscaping standards (see DMC 14.38), and sensitive areas regulations (see DMC 14.42).

The primary purpose of updating the City's tree protection policies is to integrate the City's development standards in order to better ensure the protection of existing trees and forest canopy within the City through implementation of innovative techniques, incentives, and other approaches.

CONSULTANT QUALIFICATIONS

Qualified consultants will have an extensive knowledge and understanding of state Critical Area rules and policies and knowledge of BAS as it pertains to Sensitive Area protection and enhancement; experience in writing regulations that protect, enhance, and mitigate for Sensitive Areas (including enforcement); experience with public outreach; ability to compile information from varying sources including GIS; and ability to prepare and revise planning documents. The Consultant will have familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Protection Act, and their implementation.

SCOPE OF WORK

A detailed scope of work and associated documents are available online at <http://www.duvallwa.gov/134/Planning-Department> An outline of the expectations and anticipated work necessary for updating the City's Sensitive Areas regulations and tree protection standards is listed below. The updated Sensitive Area regulations will need to be consistent with the policies contained in the Environmental Element of the 2015 Comprehensive Plan, consider BAS that has become available since 2005 / 2006, and implement recommendations from the Watershed Plan. The updated tree protection standards will need to be consistent with the policies contained in the Environmental Element of the 2015 Comprehensive Plan and implement recommendations from the Watershed Plan.

Specific tasks will include:

1. **Review and update Duvall’s BAS** – Review will be completed consistent with RCW 36.70.172, which requires that Duvall “include the best available science in developing policies and development regulations to protect the functions and values of critical [sensitive] areas.” The review and update will consider BAS available since Duvall’s *Landscape Analysis for Critical Areas Ordinance Update* (Parametrix, May 2005), including consideration of technical information within the Shoreline Inventory and Characterization Report (ESA Adolfson, 2012), Watershed Plan (ESA, 2015), and Shoreline Master Program (ESA, 2015).
2. **Review existing SAO regulations and identify update strategies** – Strategies will be developed to ensure consistency with changes in BAS, updated Comprehensive Plan Environmental Element policies, and Watershed Plan recommendations.
3. **Develop SAO code revisions** – Recommended code revisions will be developed consistent with reviewed and agreed upon strategies. Revisions will be provided in underline / strikethrough format for City staff, Planning Commission, City Council, and public review.
4. **Review existing tree protection standards and identify update strategies** – Strategies will be developed to ensure consistency with policies contained in the Environmental Element of the 2015 Comprehensive Plan and recommendations from the City’s Watershed Plan. Strategies will be primarily focused on updates to DMC 14.40; however, will also review other relevant portions of DMC Title 14 to integrate and improve tree protections. Tree protection approaches from other Puget Sound jurisdictions will be considered, and evaluation will be provided to consider implications for future development activities.
5. **Develop tree protection code revisions** – Recommended code revisions will be developed for DMC 14.40, with minor revisions to other chapters of DMC Title 14, consistent with reviewed and agreed upon strategies. Revisions will be provided in underline / strikethrough format for City staff, Planning Commission, City Council, and public review.
6. **City review and adoption support** – Technical staff attendance and lead support for an Advisory Committee at up to four meetings. Technical staff attendance and support at up to three Planning Commission and/or City Council meetings during review and update adoption process.

PROJECT BUDGET

The dollar amount is approximate and dependent on the extent of tasks identified in the final scope of work of an executed contract. The City of Duvall estimates the project will cost around \$65,000 in consulting costs.

SUBMITTAL CONTENT REQUIREMENTS

Consultants are encouraged to submit concise and clear responses to the RFP. Proposal lengths exceeding maximum page limits will result in disqualification of proposals. All pages shall be 8.5 x 11-inch format, double sided, and on recycled paper. Four bound copies and one loose copy shall be provided.

1. **Letter of Interest (1 page maximum):** Indicate interest and availability to address plan/scope elements, and current levels of general and professional liability insurance carried by the consultant.
2. **Project Approach and Scope Consideration (3 pages maximum): Project Approach and Scope Considerations (3 pages maximum):** Include a brief description of the consultant's philosophy, approach to the project, and value to the City. Include key scope considerations to accomplish the scope elements stated in the RFP. The consultant is encouraged to include suggestions or supplemental tasks which may enhance the project or streamline the scope of work and improve cost effectiveness. Please note that the two updates do not have to be completed at the same time and the highest priority is to complete the SAO update in approximately five months.
3. **Schedule (1 page maximum):** Include a timeline showing the estimated length of time required for completion of the phases (sensitive areas update and tree protection update) as described in the scope of work. Text may be provided to describe the schedule.
4. **Cost Summary (1 page maximum):** Provide a preliminary cost summary of the work to be completed based on the task outline presented above.
5. **Project Team (2 pages maximum):** Identify the proposed team, including sub-consultants, qualifications, experiences, and references. Identify the project manager and principal contact who will be permanently assigned to the project (it is strongly preferred that they are one and the same person).
6. **Relevant Experience (2 pages maximum):** Describe the consultant's experience in preparing plan/scope elements. Include at least three projects the consultant has completed that are similar to the project described in the request. For each project, provide the following information:
 - Name and location of each project;
 - Year completed;
 - Name and contact information of each client;
 - Name and contact information of the client project manager; and
 - Elements of the project that are common to the plan/scope elements described in this request.
7. **Project Team Résumés (provide in appendix at end of proposal, one page résumé per team member, no page limit):** Include a paragraph for each key team member, years of

experience, education, certifications, company affiliation, workplace location, and a brief bulleted list of individual project experience.

EVALUATION OF PROPOSALS

Each proposal will be evaluated and given a score based upon the quality of response to each of the following criteria. The maximum number of points that can be awarded is 100.

1. Project Approach, Scope Considerations and Cost Estimate – 20 points maximum
Consultants will be rated based upon the thoroughness of the detailed scope and cost estimate.
2. Project Timeline/Schedule – 10 points maximum
Consultants will be rated on their ability to meet the project timeline while meeting project goals.
3. Project Team Expertise – 25 points maximum
Consultants will be rated on: 1) the qualifications of the members of the proposed team, including the responsibilities and skills of each team member and the makeup of the team relative to the scope of the project, 2) demonstration that the project team clearly understands the project's objectives and technical requirements, and 3) familiarity with watershed planning and the Comprehensive Plan and process.
4. Relevant Experience – 25 points maximum
Consultants will be rated on their experience and demonstrated success in performing work similar to that described in this request.
5. Thoroughness/Clarity of Proposal – 20 points maximum
Consultants will be rated based on the thoroughness and clarity of the proposal.
The City's selection committee will review all proposals based upon the above-stated criteria.

SUBMISSION OF PROPOSAL

Consultants are encouraged to submit concise and clear responses to the RFP. Responses of excessive length or complexity are discouraged. The documents shall have a minimum font size of 11 or greater.

Submit five (5) copies of the proposal to the City of Duvall Planning Department, PO Box 1300, Duvall, WA 98019, no later than **4:30 p.m. on December 28, 2016**. Postmarks will not be accepted. Faxed or electronic copies will not be accepted.

The City of Duvall will not pay any cost incurred by any consultant resulting from preparation or submittal of a proposal in response to this RFP. The City reserves the right to modify or cancel in part, or in its entirety, this RFP.

The selection of consultant shall be made without regard to race, color, sex, age, religion, national origin, or political affiliation. The City of Duvall is an Equal Opportunity Employer.

ANTICIPATED TIMELINE FOR CONSULTANT SELECTION

It is the City's desire to select a consultant and complete contract negotiations by [January 26, 2017].

December 28, 2016 – Proposals Due

January 16 – Evaluation Team Selects Finalist*

January 26 – Final Scope and Contract Negotiations Completed

February 7 – Council Authorizes Mayor to Sign Contract

*Consultant Interviews are not anticipated and the City reserves the right to select a consultant from submitted proposals alone. The City may choose to complete consultant interviews at their discretion.

QUESTIONS

For more information or questions regarding this RFP, please contact Lara Thomas, Planning Director, 425-788-2779, ext. 2, or lara.thomas@duvallwa.gov. You can also contact Troy Davis, Senior Planner, at 425-788-2779, ext. 1, or troy.davis@duvallwa.gov.