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Dear Consulting Firm-

The City of Duvall is seeking qualified candidates to assist the City in the periodic update of its Shoreline Master Program. This will be a minor update as the City completed the comprehensive periodic update of its Shoreline Master Program in 2016 and received approval from the Department of Ecology in 2017. The purpose of this review is to ensure the City's Shoreline Master Program maintains consistency with all applicable state laws (RCWs), shoreline guidelines (WAC), and the City's Comprehensive Plan.

The City anticipates this project will cost around \$8,000 in consulting costs. The City has received a \$7,500 Department of Ecology grant to assist in the 2019 Periodic review. Grant funds are set to expire on June 30, 2019, leaving a short window to utilize as much of the grant monies as possible. The ideal consulting firm will have the ability to complete most of the required tasks by June 30, 2019. City staff anticipates assisting the selected consulting firm to the greatest degree possible in completing the required tasks as a matter of efficiency.

An outline of the expectations and anticipated work necessary for updating the City's Shoreline Master Program can be found in the attached Request for Proposal and includes the following major steps:

1. Develop a Draft Basic Public Participation Plan
2. Review existing SMP and Draft Revisions and SEPA Checklist
3. Assist in the Local SMP Adoption Process (presentations + DOE outreach, etc.)

More detail regarding the scope of work, project budget, submittal requirements and timeline can be found in the attached Request for Proposal.

Please submit proposals no later than 12:00 p.m. on Monday, May 20, 2019 either in person or via the USPS to City of Duvall Planning Department, PO Box 1300, 15535 Main Street NE, Duvall, WA 98019.

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**Request for Proposal**  
**City of Duvall Shoreline Master Program Update**

**INTRODUCTION**

The City of Duvall Planning Department seeks qualified services from multidisciplinary consulting firms in the update of its Shoreline Master Program consistent with the City's Comprehensive Plan, Watershed Plan, Surface and Stormwater Management Plan, and state law. A copy of these plans may be downloaded in PDF format from the City's website: [www.duvallwa.gov](http://www.duvallwa.gov). **The City invites you to submit a Proposal and Statement of Qualifications no later than 12:00 PM on Monday, May 20, 2019.**

**BACKGROUND**

The Shoreline Management Act (SMA) was adopted in 1972 as a direct result of citizens concern for the shoreline environment. The SMA is a state law recognizing shorelines are among the most fragile and valuable of our natural resources, and that management of shorelines is necessary to protect the public interest. Consistent with SMA direction from 2005 Guidelines, in 2009 the City initiated and completed a multiyear, comprehensive update of the Shoreline Master Program (SMP), which was adopted by City Council in 2016 and approved by Ecology on May 23, 2017. The SMP provides Duvall clear policy direction and standards that protect shoreline environmental functions, provide public access, and allow for appropriate water-oriented development within Snoqualmie River shoreline areas.

**DESCRIPTION OF REQUESTED SERVICES**

The City is requesting consultant services to support completion of the State-required SMP Periodic Review, which must be completed by June 30, 2019. The 2019 Periodic Review will provide the City with opportunity to ensure that the SMP maintains consistency with applicable State laws (RCW) and shoreline guidelines (WAC). In addition, State law and City policy requires that the SMP maintains consistency with the adopted Comprehensive Plan. The 2019 Periodic Review will provide opportunity for SMP updates consistent with ongoing implementation of the City's 2015 Watershed Plan and 2016 Comprehensive Plan. The City will implement SMP

updates to integrated Sensitive Areas standards, as well as review of recently updated Tree Protection standards and the new Surface and Stormwater Management Plan. The City anticipates that review and integration of these recently adopted City policies and plans will further protect Snoqualmie River shoreline areas consistent with the SMAs no net loss of shoreline ecological functions mandate.

### **CONSULTANT QUALIFICATIONS**

Qualified consultants will have an extensive knowledge and understanding of state Shoreline rules and policies and knowledge of BAS as it pertains to Shoreline protection and enhancement; experience in writing shoreline master programs, enhance; 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**

An outline of the expectations and anticipated work necessary for updating the City's Shoreline Master Program includes the following:

1. **Develop a Public Participation Plan** – Develop a public participation plan to invite and encourage public involvement in the SMP periodic review consistent with WAC 173-26-090. The public participation plan should include applicable City requirements such as planning commission review and formal hearings, as well as applicable state notice requirements.
2. **Review existing SMP and Draft Revisions** –
  - A. Review the SMP to determine if revisions are needed.
    1. Review amendments to RCW 90.58 and Ecology rules that have occurred since the Shoreline Master Program was last amended and determine if local amendments are needed to maintain compliance.
    2. Review changes to the comprehensive plan and development regulations to determine if the Shoreline Master Program policies and regulations remain consistent with them as well as the City's Watershed Plan, Surface and Stormwater Management Plan. Document the consistency analysis to support proposed changes to the Shoreline Master Program.
    3. Conduct additional analysis deemed necessary to address changing local circumstances, new information or improved data.
  - B. Draft revised SMP goals, policies and regulations, or prepare Finding of Adequacy.

1. Prepare amended goals and policies or regulations identified through the review process. Use the checklist to identify where in the SMP changes are made to address applicable statutory or regulatory changes.

2. Where the review concludes no changes are necessary, prepare draft Findings of Adequacy.

All revisions will be provided in underline / strikethrough format for City staff, Planning Commission, City Council and public review.

3. **Local SMP Adoption Process** – Assist the City with their local review and adoption process for the proposed Shoreline Master Program as provided in the SMA, WAC 173-26, and the State Environmental Policy Act (SEPA).

A. Attend committee meetings and prepare a draft updated SMP (in strikethrough and delete) for review and approval by the City.

B. Assist City staff in completing SEPA review and documentation pursuant to the State Environmental Policy Act (RCW 43.21C).

C. Assist City staff in providing GMA 60-day notice of intent to adopt (including the Washington State Department of Ecology and the Department of Commerce) the SMP amendment at least 60 days in advance of final local approval, pursuant to RCW 36.70A.106.

D. Attend and present at public hearings (one before the Planning Commission and one before the City Council) prior to local adoption of the draft SMP consistent with the requirements of WAC 173-26-100 or WAC 173-26-104 and City code.

E. Prepare a summary responding to all comments received during the public hearing and the public comment period. The names and mailing addresses of all interested parties providing comment shall be compiled.

### 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 \$8,000 in consulting costs.

Task	Description	Hours	Cost
1	Develop Public Participation Plan	12	\$1,500.00
2	Review SMP and Draft Revisions	53	\$6,000.00
3	SMP Adoption Process	20	\$500.00
<b>Total Consultant Hours and Cost</b>		<b>85</b>	<b>\$8,000.00</b>

## 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 tasks 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 **12:00 p.m. on Monday, May 20, 2019**. 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 [insert date].

May 20, 2019 at 12:00 PM – Proposals Due

May 23, 2019 – Evaluation Team Selects Finalist\*

May 31, 2019 – Final Scope and Contract Negotiations Completed

June 5, 2019 – 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 request, please contact Lara Thomas, Planning Director, 425-788-2779, ext. 2, or [lara.thomas@duvallwa.gov](mailto:lara.thomas@duvallwa.gov). You can also contact Troy Davis, Senior Planner, at 425-788-2779, ext. 1, or [troy.davis@duvallwa.gov](mailto:troy.davis@duvallwa.gov).