

# **City of Bainbridge Island Request for Proposal (RFP) Professional Consultant Services**

## **SEPA Analysis for Comprehensive Plan Update**

### **Background**

The City of Bainbridge Island is requesting proposals for professional consultant services for the purposes of conducting a SEPA review of the 2000-2004 Update of the City comprehensive plan and development regulations as required by the Washington State Growth Management Act (RCW 36.70A.130). The comprehensive plan was initially adopted in 1994 and has not undergone a major review since its adoption. The City is nearing the completion of the review and will be adopting updates to most of the elements of the plan.

### **Project Timeframe**

The SEPA review must be completed by September 2004 to meet the statutory deadline of December 1, 2004.

### **Qualifications**

Consultants must have extensive experience in comprehensive land use planning and SEPA. Firms must have performed similar work for other communities and possess a strong knowledge of the State of Washington Growth Management Act (GMA) and the State Environmental Policy Act (SEPA).

### **Evaluation Criteria and Process**

Factors that will be considered in evaluation of proposal include:

- Responsiveness of the written proposal to the purpose and scope of service;
- Qualifications of key individuals in terms of what personnel will be committed to this project and what their qualifications are for producing the end product;
- Cost/Budget;
- Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work

Each proposal will be independently evaluated on the above factors. After evaluation by City staff, a short list of consultants will be invited for interviews.

## **Submittal Requirements – Provide 4 copies of each**

Proposal should consist of, but not necessarily be limited to, the following:

- Statement of interest pertaining to this specific project and a brief narrative describing your firm's history;
- The names of individuals from those firms who will be working on the project and their areas of responsibility and specific experience relative to the project;
- A summary of hourly billing rates;
- A proposed outline of tasks, products and project schedule, including the number of hours required to complete each task or product;
- A proposed budget based on the above outline of tasks, products and schedules
- List of client references with contact names(s) and telephone number(s) of relevant projects where similar work was performed; and.
- Samples of similar work.

## **Scope of Services**

*Phase One – Draft Environmental Impact Study (EIS) or Supplemental EIS (SEIS)*

Client meetings

Review proposed amendments to comprehensive plan, prepare project description and initiate EIS or optional SEIS scoping, including attendance at scoping meeting;

Conduct analysis and prepare review of Draft EIS or SEIS;

Prepare final Draft EIS or SEIS for official publication; and

Attend Draft EIS or SEIS meeting.

*Phase Two – Final EIS or SEIS*

Client meetings

Compile written and oral comments on Draft EIS or SEIS;

Prepare review drafts(s) of Final EIS or SEIS; and

Prepare final draft Final EIS or SEIS, including presentation at any public meeting(s).

## **Terms and Conditions**

- A. The City reserves the right to reject any and all proposals and to wave minor irregularities in any proposal.
- B. The City reserves the right to request clarification of information submitted and to request additional information from any submitter.
- C. The City reserves the right to award any contract to the next most qualified contractor, if the successful contractor does not execute a contract within thirty (3) days after the award of the proposal
- D. The contract resulting from acceptance of a proposal by the City shall be in a form supplied or approved by the City, and shall reflect the specifications in this RFP. A copy of the contract is available for review. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP, and which is not approved by the City Attorney.
- E. The City shall not be responsible for any cost incurred by the firm in preparing, submitting or presenting its response to the RFP.

**Proposals will be accepted until 4:00, Friday, April 23, 2004. Please submit proposals to:**  
City of Bainbridge Island  
Department of Planning and Community Development  
Larry Frazier, AICP, Director  
280 Madison Avenue N  
Bainbridge Island, WA 98110-1812  
Facsimile and/or e-mail submittals will not be accepted. The City of Bainbridge Island is and  
Equal Opportunity Employer