

City of Des Moines

Request for Proposals for Updating Shoreline Master Program

RFP Release Date: June 3, 2004

Proposal Due Date: 4:00 p.m. June 25, 2004

Purpose of Request:

The City of Des Moines is seeking qualified consultants to assist in updating the 1988 Des Moines Shoreline Master Program (SMP) to be consistent with the Growth Management Act- Best Available Science and the Shoreline Master Program Guidelines.

This activity will involve extensive participation with the public, local and state agencies and the tribes and will include an inventory of shoreline conditions; analysis of shoreline conditions to address any special issues; assigning or revising environmental designations; preparing amendments to the policies in the SMP and final review and adoption.

The State of Washington Department of Ecology has awarded a grant to fund this effort and the City of Des Moines has designated approximately \$55,000 for consultant services.

Project Management:

The City of Des Moines will provide project management services for this project with input and review by the Department of Ecology.

Project Budget and Timing

The term of this contract shall extend from date of execution to June 2005, with a budget negotiated by the City and consultant.

Project Background

The City of Des Moines Shoreline Master Program (SMP) was adopted in 1988 and was focused on our jurisdiction as it existed at that time. Since 1988 Des Moines has had nine annexations and added several miles of shoreline to the City. In 2001, the Council adopted the Des Moines Marina Master Plan which recommends many changes at the Des Moines Marina. Our existing SMP contains only rudimentary maps and inventory information. Presently the Des

Moines SMP is neither a useful regulatory tool nor a thoughtful guide to shoreline use and protection in the 21st Century.

Tasks

Specific tasks to be completed by the selected consultant are:

Task 1: Review existing Shoreline Master Program as compared to the Department of Ecology SMP Guidelines and GMA Best Available Science rule and other applicable regulations and prepare recommendation for updates.

Deliverable: Technical memo on proposed changes and additional information that must be obtained.

Task 2: Develop a public participation Process and Integration Strategy. The public participation plan must identify specific objectives and key parties including the Planning Agency, the general public, property owners, state agencies, King County, the Tribes and neighboring jurisdictions. The plan should also establish timelines for public participation activities.

Deliverable: A public participation strategy consistent with RCW 90.58.130.

Task 3: In cooperation with City staff update inventory of shoreline conditions using existing reports, information, aerial photos and GIS data. The consultant shall create working inventory maps at the appropriate scale for analysis. The consultant will collect the following information to the extent that such information is relevant and reasonably obtainable:

- Shoreline and adjacent land use patterns and transportation and utility facilities, including the extent of existing structures, impervious surfaces, vegetation, etc. modify the shoreline.
- Critical areas, including wetlands, aquifer recharge areas, fish and wildlife conservation areas, geologically hazardous areas, frequently flooded areas and shorelines of statewide significance.
- Degraded areas and sites with potential for ecological restoration.
- Areas of special interest, such as priority habitats, rapidly developing waterfronts, previously identified toxic or hazardous material clean-up sites, etc.
- Existing and potential shoreline public access sites, including public right-of-way and utility corridors. The inventory will include descriptions of recorded public access easements, their prescribed use, maintenance and terms.
- General location of channel migration zones and floodplains.
- Historical aerial photographs documenting past conditions to assist in preparing an analysis of cumulative impacts of development.

- Archaeological or historic resources along the shoreline
- Conditions and regulations in shore land and adjacent areas that affect shorelines, such as surface water management and land use regulations.

Task 4: Conduct Analysis based on the information collected in Task 3 as it relates to development of an effective Shoreline Master Program. The analysis will include:

- Characterizing of ecosystem wide processes
- Characterization of shoreline functions
- Identification of opportunities for protection, restoration, public use and shoreline use
- Assessment of cumulative impacts

Deliverable: Analysis report of the shoreline and discussion of any special topics and proposed alternatives for addressing the special situation.

Task 5: With assistance of the City prepare analysis report and map portfolio that analyzes the information and data collected in task 4 as it relates to development of an effective Shoreline Master Program. The report must include descriptions of the primary physical and biological processes affecting adjacent lands and shoreline ecosystem function.

Deliverable: Analysis report and map portfolio

Task 6: Development of Shoreline Goals, policies and regulations based on previous analysis

Task 7: Restoration Plan incorporating production from the inventory

Task 8: Development of Shoreline Environmental Designations that provide compliance with the SMA and SMP guidelines

Task 9: Address cumulative impacts on shoreline ecological functions resulting from use and activates allowable under the proposed master program.

Deliverable: Draft copy of proposed Des Moines Shoreline Master Program

Communications with the City of Des Moines

All communication concerning this project should be directed to:

Judith S. Kilgore
 Community Development Director
 21630 11th Avenue South, Suite D
 Des Moines WA 98198
 206.870.6554

jkilgore@desmoineswa.gov

Materials to Submit

Interested consultants must submit 4 copies of their proposal no later than 4:00 p.m. June 25, 2004. Proposers are solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will be returned unopened. Faxed or e-mailed proposals will not be accepted.

Cost of Proposal

This RFP does not, under any circumstance commit the City to pay any costs incurred by any proposer in the submission of a proposal. The proposer is responsible for all cost associated with response to this RFP.

Rejection of Proposals

The City of Des Moines reserves the right to reject any or all proposal at any time with no penalty and to waive immaterial defect and minor irregularities in proposals.

Proposal Disposition

All materials submitted in response to this RFP shall become the property of the City of Des Moines upon delivery.

Proposal Content

Proposal must include the following:

1. Firm name, address, phone, fax and e-mail. Identify the project manager and all team members including subcontractors proposed to be working on the project and indicate the estimated total hours each will spend on the project.
2. Describe your approach to and understanding of the project, specifically addressing each of the Tasks included in this RFP. Indicate the estimated hours to be spent on each task with a brief supporting explanation.
3. Describe the relevant background and experience of the firm including years in business. Describe the relevant experience of your team members and subcontractors in the areas of shoreline planning, urban planning and public participation.
4. Provide at least two relevant references for your firm and for each team member and subcontractor.
5. Provide a timeline and proposed budget that is consistent with the information provided in the RFP.

Evaluation and Selection

Written proposals will be reviewed and evaluated by a committee which may be comprised of City Staff, appointed official and other technical professionals. The evaluation committee will rate written proposal based on the criteria listed below. Those proposers with the highest score will be invited for interviews.

Interviews will be conducted by an interview team. The Community Development Director reserves the right to conduct second interviews if necessary.

If chosen, the consultant will be informed of the committee's decision within five working days of the interview. The contract will be executed between the selected consultant and the City of Des Moines.

The proposals will be evaluated as follows:

Previous experience of key personnel in the areas required	50 points
Budget optimizes value to the City of Des Moines	30 points
Response of references	20 points