

City of Gig Harbor Request For Proposals (RFP) Professional Consultant Services Comprehensive Plan Update

Background

The City of Gig Harbor is requesting proposals for professional consultant services for the purposes of conducting a review of the City comprehensive land use plan and development regulations as required by the Washington State Growth Management Act (RCW 36.70A.130). The comprehensive plan was initially adopted in November 1994 and has not undergone a major review since adoption. The City has recently amended the comprehensive plan with the adoption of updated transportation, wastewater, storm water, and water plans. These plans were incorporated by reference as the utilities element of the comprehensive land use plan.

Project Timeframe and Budget

The completion date for this project is the statutory deadline of December 1, 2004 with a project budget of a not to exceed amount of \$60,000.00. The final product will result in compliance with the statutory requirement to review and, if needed, revision to the comprehensive plan and development regulations to ensure compliance with the requirements of the Growth Management Act.

It is anticipated that this project will consist of two phases. The first being an initial review of the comprehensive plan and implementing development regulations to determine which sections, if any, need revision in order to comply with the requirements of the Growth Management Act (RCW 36.70A.130 (4)). This first phase would be conducted by the consultant with consultation and direction provided by City staff. The second phase would involve the preparation of proposed amendments to the comprehensive plan and implementing development regulations. This phase would involve public participation and work study sessions/public hearings before the City Planning Commission and ultimately the City Council for final adoption. City staff resources will be available to assist in coordination and facilitation of the adoption process.

Qualifications

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

Evaluation Criteria and Process

Factors that will be considered in evaluation of proposals include:

- Understanding of land use planning and legislation/law in Washington State, the Growth Management Act (GMA);

- 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;

- Understanding of the political environment related to working with other units of government and the public;

- Ability to meet the project timeline and budgetary constraints; &
Project organization and approach.

After evaluation by City staff, a short list of consultants will be invited for interviews.

Submittal Requirements

Proposals 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.

- A statement of qualifications covering biographical data on principals and key professional members of the firm who will be directly involved in this project and the relevant project experience in similar efforts preferably in Washington State communities.

A general description of the firm's proposed approach to the project including roles and responsibilities of the individuals (project manager and others) that will be undertaking the project and the percentage of time for each.

A summary of hourly billing rates.

List of client references with contact name(s) and telephone number(s) of relevant projects where similar work was performed.

A flow chart or diagram outlining the tasks and time schedule to complete the deliverables.

Samples of similar work.

Proposals will be accepted until 4:30 P.M., Friday, January 30, 2004. Please submit proposals to:

City of Gig Harbor

Community Development Department

John P. Vodopich, AICP, Director

3510 Grandview Street

Gig Harbor, WA 98335

Facsimile and/or e-mail submittals will not be accepted. The City of Gig Harbor is an Equal Opportunity Employer.