

*Request for Consultant Proposals to Update the  
City of Longview Comprehensive Plan*



**PROPOSAL DUE DATE:**

**FRIDAY, JANUARY 30, 2004, 5:00 P.M.**

BOB GREGORY, DIRECTOR  
COMMUNITY DEVELOPMENT DEPARTMENT  
CITY OF LONGVIEW  
1525 BROADWAY  
LONGVIEW, WASHINGTON 98632  
PHONE: (360) 442-5086

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# **The City of Longview Community Development Department**

## ***Request for Proposals to Update the City of Longview Comprehensive Plan***

December 15, 2003

### **A. Introduction and Background**

The City of Longview has begun a process of updating its Comprehensive Plan. The purpose of this update is to create a more workable plan that can help guide decisions about growth, development, and protection of natural resources in Longview, consistent with both State of Washington statutes and the goals of the Longview City Council.

This Request for Proposals (RFP) is intended to begin the revision process of the current Longview Comprehensive Plan.

The purpose of a Comprehensive Plan is to anticipate growth and to guide this growth in a manner that will provide a community with a balance of land uses that promote economic growth while retaining a superior quality of life component. To this end, the City prepared a Comprehensive Plan which was adopted by the City Council in 1974. By 1980 it became apparent that the 1974 Plan had become outdated. The Plan also lacked several key elements essential for it to adequately serve the public. A new Comprehensive Plan was prepared and adopted in 1980. The current Comprehensive Plan was adopted on August 12, 1993.

Nearly a decade after its adoption, the Plan has once again become outdated.

In response to increases in population, suburban sprawl, traffic congestion, environmental degradation, and loss of natural areas and resource lands, the state enacted the Growth Management Act (GMA) in 1990. The basic objective of the GMA is to provide guidance and encouragement to Longview and its neighboring jurisdictions as it develops its community vision in accordance with state goals. This approach is consistent with long held traditions of local governance.

Although Cowlitz County is not required to plan under GMA, many tenets of GMA still apply to jurisdictions within the county. For example, the GMA requires that the county and all jurisdictions within the county develop comprehensive plans containing goals that emphasize the importance of conserving resource lands, protect critical areas, maintain consistency of capital and transportation plans with land use and providing early and continuous public participation in the planning process. In compliance with state mandates, the City of Longview adopted a Critical Area Ordinance in 2002.

In many instances, adopted plan policies have become obsolete, in other instances, plan policies were simply ignored during the development process. In still other instances, inadequate funding sources or no sources were identified to complete necessary infrastructure that would stimulate economic development. Other elements of the plan were simply hastily prepared or not coordinated with the land use and transportation policies that comprised the body of the Plan. In other instances, errors were made in the compilation of data, charts and maps that are contained in the 1993 Plan. Over time, the Longview Comprehensive Plan has lost its effectiveness as a planning tool to attract, retain and guide growth and economic development.

## **B. Planning Process**

The Longview Comprehensive Plan was adopted in 1993 and has not been reviewed in its entirety since that time. Elements of the Comprehensive Plan contain policies that are no longer applicable, no longer appear to be a City priority, or policies that are too general to be implemented.

The purpose of developing a Comprehensive Plan is to establish a planning process and a policy framework which will help guide future development in the planning area. The Plan will be designed not as an end state/site-specific plan with a detailed prescription for the future; rather it will be presented as a policy document that is responsive to both change and adaptation. The Plan will strive to portray current community policy relating to urban growth and urban service delivery within Longview and its planning area.

The authority and direction regarding the development of the Comprehensive Plan is given to municipalities through the Revised Code of Washington (RCW) Chapter 35A.63 (Optional Municipal Code). The basics of this code state:

- The general plan may be adopted all at once or in parts.
- The general plan shall consist of a statement of community goals and development policies. It shall include a diagram or diagrams and text setting forth objectives, principles, standards, and plan proposals.
- The statute requires that the municipal plan include the following elements: Land Use and Circulation.
- The statute also allows for the adoption of optional elements, including utilities, open space, park and recreation, public use, redevelopment and conservation elements.

The Revised Code of Washington (RCW) requires municipalities to adopt a comprehensive, long-range general plan to guide the physical development of communities. The state statutes define the Plan as "general" in nature and intended to provide general development guidance and function as a statement of policy. Therefore, it serves as a guide to local decision-making about the future development of the community.

The purpose of developing a Plan is to focus attention on the process – to create a basis for continuing activity designed to produce the best possible decisions about the community's future. The Comprehensive Plan is not a "zoning regulation" and it does not affect existing

approved zoning. Instead it provides the foundation for making changes or developing new regulations that implement the vision, goals, and policies outlined in the Comprehensive Plan.

Longview's future Comprehensive Plan should be developed so that it is a statement of public policy and an expression of the community's vision for the future. It also should represent the community's values for positive economic growth and development, as well as preserving the "quality of life" the residents currently enjoy.

### **C. Project Objectives**

City staff and the selected consultant will prepare a new Comprehensive Plan and Environmental Impact Statement (EIS) to meet the requirements of the GMA for those agencies not fully planning under the act, which is regulated under WAC 365-195.

The consulting team selected will assist the City in identifying quantifiable LOS standards for sewer service, water and transportation facilities, and others, as appropriate, and incorporate work that has been or will be completed by the city (e.g., water supply, sewer system and stormwater management plans). For the Transportation Element, the City will rely upon the information currently being prepared by the Cowlitz-Wahkiakum Council of Governments and their consultant, the Transpo Group. For the Utilities Element, city staff will rely on LOS standards that have been developed by city-owned utilities and private utility purveyors and will assist these purveyors in the development or refinement of the appropriate LOS

The primary objective of this effort is to assist City Planning Staff develop a new Comprehensive Plan for the City of Longview and its planning area that will achieve the following objectives:

- Extensive analysis of local conditions, the existing Comprehensive Plan land use map and text, and documents developed and utilized by the COG, identification of issues and constraints to economic development and development of a minimum of three Plan Alternatives, including the "No Action" Plan Alternative, including accompanying Draft Environmental Impact Statements (DEIS);
- A process for the selection of a preferred land use alternative that incorporates the community's vision of the future living conditions in the City of Longview and meets the requirements of the state's Growth Management Act (GMA) as it applies to Cowlitz County, and State Environmental Policy Act (SEPA);
- Plan and conduct an extensive public participation process program and develop a high level of communication between professional staff and the citizens of the community;
- Identify sewer system, water supply, solid waste, parks and recreation, municipal (administrative buildings, operations center, civic center), emergency service and library facilities, city-owned and private utilities, land use capacity, housing supply, areas of potential economic growth and development, and transportation improvements;
- Identify a finance plan to pay for correcting existing deficiencies and constructing new facilities over the short-term (6 year) planning horizon;

- Identify quantifiable level of service (LOS) standards for capital facilities and transportation facilities to enable monitoring of the quality of these facilities by the City over time. The Utilities Element will rely on LOS standards that have been developed by city-owned and private utilities;
- Facilitate intergovernmental coordination for the Transportation Element (COG, County, State);
- Coordinate facility timing and expenditures by identifying approximately when capital facilities, utilities and transportation improvements should be in place to allow growth and development;
- Coordinate with the City to incorporate pertinent information from the water supply and sewer system plans that are currently being developed;
- Prepare a land use capacity analysis that will help direct growth and development within the urban area;
- Prepare a Final Environmental Impact Statement (FEIS) that summarizes the impacts of the preferred land use alternative, and suggests mitigation strategies for these impacts;
- Identification of existing development regulations that need to be revised or updated. Work with City staff to revise as necessary existing development regulations that support implementation of the preferred land use alternative;
- Develop a Comprehensive Plan/EIS with the objective of providing the City Council, Planning Commission, City Staff, City residents, and the business and development community with a comprehensive, internally consistent and legally defensible tool to guide the City's decision making and development over the next 20 years, to the year 2025.

The proposed Comprehensive Plan shall contain seven Plan Elements: Land Use, Transportation, Economic Development, Capital Facilities, Environment, Utilities and Housing. Each Plan Element is further described, below. The Comprehensive Plan shall be developed in accordance with the requirements of RCW 35A.63.

#### **D. Adopted Community Vision Statement**

A Comprehensive Plan begins with adoption of a vision. The preferred future vision for Longview established by the City Council in January 1995 is:

##### **Community Character and Spirit**

"Characterized by volunteerism and unity, Longview is a great town in which to raise children or retire. Reduced crime, cohesive neighborhoods, care for all citizens, and appreciation of other cultures all contribute to healthy community. A spirit of pride and celebration is the result."

## **A Vital Economy**

Longview in 2015 is a vibrant regional economic center. Support for traditional industries, a strengthened port and flourishing new industries results from an environment which welcomes business. Tourism, advanced technology, and a place on the information highway reflect change and growth. A vital downtown which is safe, inviting, and historic complements the entire region."

## **Physical Environment and Structure**

"Longview in 2015 continues to be an attractive, carefully planned and well-maintained city. Tree-lined streets, parks, bike paths, river access and quality housing make the city inviting. Multi-use neighborhood centers, new bridges and a convention and conference center add to the physical environment."

## **E. Development of Plan Elements**

To adequately provide for Longview's growth and development, a ***Land Use Element*** shall be prepared. This Element includes the proposed general distribution and location, and extent of such land uses as housing, business, industry, agriculture, recreation, education, public buildings and grounds, open space, and such other categories of public and private uses of land as may be appropriate to the municipality. Additionally, it includes an analysis of the balance of land uses and fiscal viability and impact of various land uses, with particular attention to availability of similar land uses in the region that have an impact on the City of Longview's ability to fully and completely implement the future land use map. The Land Use Element shall include a statement of the standards of population density and building intensity recommended for the various land use categories covered by the Plan.

The ***Circulation or Transportation Element*** consists of the general location and extent of existing and proposed roadways, arterial and collector streets, bicycle routes, mass transit routes, jogging paths, and any other modes of transportation as may be appropriate. The ability to move goods and people is essential for a healthy community, and the Transportation Element shall describe how it is currently done, and how it will be done in the future. The Element shall identify existing transportation network characteristics, establish standards for levels of service, and identify existing and future deficiencies based on traffic growth projections. Transportation strategies must be developed to maintain or achieve acceptable levels of congestion and roadway condition. A finance plan to pay for identified transportation improvements shall also be a part of this Element. It is imperative that the goals and policies of the Transportation Element all correlate with those of the Land Use Element of the Comprehensive Plan.

An ***Economic Development Element*** consists of the ways in which citizens and businesses contribute to a city's economy through consumption, production, investment and job creation. Attainment and maintenance of a mix of land uses which will yield sufficient municipal income to provide the services and facilities called for elsewhere in the Comprehensive Plan will be reviewed and discussed. Diversification in the local revenue base, encouraged through additions to the downtown retail area, employment activities and shopping opportunities, is desired. However, new development must be consistent with the community's vision and values for the future.

A **Capital Facilities Element** should be prepared to identify necessary Public Safety, Facilities, and Services required to serve the city for the next 20 years and to provide the city with development oversight strategies that ensure orderly, rational development of infrastructure to support projected growth. This Element shall promote efficiency by prioritizing capital improvements for both the six-year and 20-year planning horizons. Long-range financial planning identified in the Element shall enable the City to schedule projects so that the steps in development logically follow one another based on relative urgency, economic desirability, and community benefit. This Element shall provide an inventory of existing capital facilities, a forecast of future needs for such capital facilities, proposed locations and sizes of expanded or new capital facilities, a finance plan to pay for identified capital facilities, and a requirement to reassess the Land Use Element if funding falls short of meeting capital facility needs. The Capital Facilities covered in this Element include Park and recreation facilities, schools, municipal facilities, fire and emergency service facilities, police service facilities, emergency dispatch communications facilities, and library facilities.

An **Environment or Conservation Element** should be prepared to address State Environmental Policy Act issues, and to contain objectives to address Critical Area Ordinance and Shoreline Management Act issues. The City's Critical Area Ordinance will require periodic updating to address new regulatory requirements. The first periodic update is required to be completed by September 2004. The state legislature also recently passed legislation to update the Shoreline Management Act. The Shoreline Management Act has not been substantially revised since being adopted in 1971. Part of the Comprehensive Plan review and adoption process should be to determine if it is more beneficial for the City to continue to use the Cowlitz County Shoreline Management Master Program, or to develop a separate Master Program to address issues that are specific and/or unique to Longview.

A **Utilities Element** shall be prepared to address the provision of utilities to serve existing and future land uses. It shall consist of the general location, proposed location, and capacity of all existing municipal and non-municipal utilities in the Longview planning area. The Element shall address water supply, wastewater conveyance, solid waste management, electrical power supply, natural gas supply and telecommunications facilities. The Element shall profile the existing conditions, deficiencies, planned improvements and outlook for accommodating growth over the six-year and 20-year planning horizons.

Although not specifically addressed by statute, a **Housing Element** should also be contained within the Comprehensive Plan. A Housing Element presents strategies to ensure that housing opportunities are provided within high quality neighborhoods that are safe and well planned. Efforts should continue to be made to provide a mix of housing at various densities and price ranges to allow people of all ages to enjoy the quality of life afforded in Longview.

The Comprehensive Plan shall also include policies for its implementation (including the use of the City's Zoning Ordinance, Subdivision Ordinance, Capital Facilities Plans, Transportation Improvement Plans, Economic Development Council policies, and other appropriate actions), growth management (including concurrency requirements for adequate public facilities), and new annexations.

## **F. Citizen Participation**

As indicated previously, the Comprehensive Plan is a statement of the community's vision for the future and a guide to achieving that vision. With this in mind, it is clear that a high level of citizen involvement is essential to the successful preparation of a Comprehensive Plan.

Proposals shall include a program of inviting and facilitating citizen participation to ensure that every person in the City of Longview who wishes to express an opinion has the ability to do so.

The Public Participation Process shall include the following:

1. A series of public workshops and meetings, facilitated by a professional meeting facilitator or by the consultant. It is anticipated that up to 10 neighborhood public meetings may be held to study localized issues and that Planning Commission workshops may also be conducted focusing on these community issues, either individually or collectively. For the purposes of comparison, proposers should anticipate 80 hours of planning commission workshop time and related follow-up work to consolidate and analyze the suggestions and recommendations resulting from the neighborhood public meetings.

One purpose of the neighborhood public meetings will be to identify constraints and opportunities, and to the greatest extent possible, reach a consensus among meeting participants of reasonable and appropriate land use objectives for the respective areas of the City and the policies that should be implemented to achieve those objectives. The neighborhood meetings may be held during workday evenings and/or on Saturdays to allow for better citizen participation.

2. At least two meetings of the City Council and two meetings of the Planning Commission for which the consultant shall be responsible for reports and presentations. The meetings may be integrated into joint meetings depending upon the wishes of the Council and Planning Commission.
3. Resident questionnaires/surveys. Questionnaires/surveys are to be used to solicit citizen input and gauge the level of concerns about Comprehensive Plan issues. The consultant shall be responsible for the preparation, distribution, compilation, and analysis of survey data. The consultant may work with the City in distributing the questionnaires/surveys with City utility bills.
4. Drafting of regular articles and/or news releases providing updates of the Comprehensive Plan process, including information about upcoming workshops and meetings. These shall be made available on the City's web site and to the Longview Daily News newspaper.
5. Publication of all documents on CD-ROM in Microsoft Word 2000 and Excel formats as well as in Adobe PDF format. As part of the City's commitment to making information easily available and at a reasonable cost, the Comprehensive Plan (including the public draft and EIS) will be made available on CD-ROM.

## **G. Interactivity**

The Comprehensive Plan product must make use of computer capabilities as follows:

1. All maps must be computer-accessible. All maps must be prepared in a computer format compatible with ESRI, Inc. ARC-GIS. The City's goal is to have the Comprehensive Plan and its maps available for use on desktop computers, replacing the use of paper maps to the greatest extent possible.
2. Information shall be linked. To the greatest extent possible, the Comprehensive Plan maps shall be formatted so that they may be overlaid with each other so that all issues related to the same area may be easily and accurately depicted.

## **H. The City's Role**

City staff will play a proactive role in the management and processing of the Comprehensive Plan update. The City believes that its own staff is most familiar with the day-to-day issues faced by the City, and further recognizes that City staff will be working with and implementing the Comprehensive Plan long after its preparation and adoption.

Specific aspects of City staff's involvement in the Comprehensive Plan program, which are to be recognized in proposals, include the following:

1. City staff intends to work closely with the individual or consultant team selected in the preparation of the draft Comprehensive Plan to ensure that the consultant is provided with a constant source of City input and that the draft document evolves based upon the citizen participation program, Planning Commission recommendations and City Council policies. The consultant shall include time for meetings and work sessions with City staff every two weeks, or as directed by the Principal Planner. However, the consultant and City staff may agree to a longer time between sessions due to additional time needed to perform a task, but in any event, contact shall be made by the consultant to provide progress updates at least once every two weeks.
2. The individual or consultant team selected will be responsible for preparing major pieces of the Comprehensive Plan and Environmental Impact Statements, which will be reviewed and "fine-tuned" by City staff (using consultant team resources as necessary). Additionally, the consultant will be responsible for the presentation of the Comprehensive Plan update to the Planning Commission and City Council and at all public workshops. City Staff intends to play a supporting role in the presentation of the Comprehensive Plan update to the Planning Commission and City Council.
3. The consultant will take a lead role in all public forums, workshops, meetings, and hearings. However, City staff shall be available to the consultant in a supporting role during this period.

## **I. Interagency Coordination**

One additional area of importance to the Comprehensive Plan update process will be the identification of and coordination with all pertinent service agencies providing services within the City of Longview planning area. In addition to ensuring coordination between projected

future growth and the provision of needed services, interagency coordination will also focus on synchronization with regional plans, such as those of the Cowlitz-Wahkiakum Council of Governments (COG) and the Consolidated Diking Improvement District Number 1 (CDID). The selected consultant shall ensure that an adequate regional perspective is included within the Comprehensive Plan update.

#### **J. Review of Draft Products and Consultant's Preparation of Draft and Final Products**

As discussed in this RFP, the City has high expectations regarding the level of quality of the work that will be produced by the Comprehensive Plan consultant team. As the consultant is ready to submit the first full draft to the city, the following review process should be anticipated:

1. Consultant submits seven (7) unbound copies of an "administrative draft." This draft shall include the Draft Environmental Impact Statement (DEIS).
2. City staff reviews the "administrative draft" and provides a consolidated set of comments.
3. Consultant revises the "administrative draft" and resubmits one (1) bound copy as a "second administrative draft."
4. City staff reviews the "second administrative draft" to ensure that all comments have been adequately addressed.
5. If all comments have not been addressed, the consultant will be required to refine and submit a "third administrative draft." This process will continue until all of the City's comments have been adequately addressed.
6. If all comments have been addressed, consultant will submit thirty (30) bound copies and one (1) CD-ROM copy of the product as a "public draft."
7. The consultant will revise the "public draft" document from the input received during the Planning Commission and City Council public hearing processes, based on the recommendations received from the Planning Commission and the final adoption by the City Council.
8. Following the final adoption of the Comprehensive Plan/EIS by the City Council and the final revisions made by the consultant in accordance with the final adoption, the consultant will submit thirty (30) bound copies and one (1) CD-ROM copy of the adopted Comprehensive Plan.

#### **K. Available Information and Data**

The following information will be available as needed to the consultant/consultant team through the City:

1. The existing Longview Comprehensive Plan, Zoning Ordinance, Longview Downtown Plan, Subdivision Ordinance, Water Master Plan, Park and Recreation Master Plan, Transportation Master Plan, Critical Area Ordinance and Stormwater Runoff and Erosion Control Ordinance;

2. Available base map data, Comprehensive Plan map, Zoning map of the City, and existing parcels\* and maps showing the City limits;
3. Local water and sewer line maps; and
4. Subdivision plats.

\*Much of the most recent parcel information will need to be obtained from Cowlitz County GIS.

#### **L. Summary of Preliminary Scope of Work/Project Work Plan**

Prior to signing a contract, staff and the selected consultant will negotiate a detailed work program and budget. The public participation process component will be developed by staff with input from the consultant. The consultant selected will facilitate all public meetings, charettes, work sessions, workshops with the Planning Commission and/or City Council and neighborhood meetings.

It is anticipated the following work tasks will occur through the contract period. However, the order and description of these tasks may be modified through the work program development, which is currently being developed:

- Review and analysis of existing plans and documents housed within various city departments; i.e., Comprehensive Water Plan, Park & Recreation Plan, etc.
- Conduct a cursory review of 1993 Comprehensive Plan, the 2001 Longview Downtown Plan and other master plans on file with various other city departments. With assistance from staff, identify more current information that may be used to supplement or supplant these reports. Provide a written overview of applicable background information that may assist in the development of new Plan goals and policies and incorporate all citywide plans into one unified document.
- Lead a process to solicit input from Council-appointed advisory committees, stakeholder groups, and citizens. It is anticipated that the consultant will work directly with Council-appointed advisory committees, including the Planning Commission and the Board of Adjustment, and work with stakeholder groups and citizens through work sessions and meetings the Longview Planning Commission will conduct.
- Synthesize input and prepare for each Plan Element a draft introduction, a set of goals and a set of policies for each goal.
- Present drafts to Planning Commission at work sessions and solicit public input.
- Refine introduction, goals and policies to reflect public comments.

#### **M. Deliverables**

The Preliminary Scope of Work Project Work Plan consists of twelve (12) Phases. A brief description of each phase along with the expected product is described in Attachment B, which is attached. The final product will be a Comprehensive Plan with related appendices and a Final Environmental Impact Statement (FEIS).

## **N. Project Budget**

Proposers shall identify a project budget with their submittal. The budget submitted shall identify costs per phase and task, as outlined in the Preliminary Scope of Work/Project Work Plan [Attachment B], and identify any budgetary costs for subconsultant assistance.

## **O. Proposed Schedule**

The duration of the project is estimated to be 24 to 30 months. See Attachment D for the proposed schedule.

## **P. Consultant Qualifications**

Qualified consultants will have experience with developing and carrying out public outreach programs, facilitation of public meetings, compilation of information from varying sources, preparation and revision of Comprehensive Plans, and familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Protection Act, Critical Area Ordinances and their implementation. More specific information is contained in Section U, Submission Requirements, below.

## **Q. Selection Process**

### ***Proposal Review***

The City will use the following process to select the consultant/consultant team for the Comprehensive Plan program:

1. Proposals received by the deadline will be reviewed to ensure that each has met the minimum submission requirements outlined in this RFP. Proposals that do not meet these minimum requirements will be rejected.
2. The qualifications of each consultant firm and its team members, the approach to be taken by the consultant, the scope of services, and the firm's references as required under "SUBMISSION REQUIREMENTS" will be reviewed.
3. Some or all of the proposers may be selected and invited to take part in a preliminary interview process that will include a brief presentation by the consultant and a question-and-answer session led by City staff and/or City Council. The size and make-up of the interview panel has not yet been determined.
4. City Staff will present the bids to the City Council. The City Council may wish to interview one or more of the competing firms separately.

### ***Right to Reject Proposals***

In evaluating the proposals and selecting a consultant, the City reserves the right to:

- ✓ Amend the Request for Proposal.
- ✓ Not award a contract for requested services.

- ✓ Waive any irregularities or informalities in any proposal.
- ✓ Accept the proposal deemed to be the most beneficial to the public and the City of Longview.

### ***Notification of Withdrawal of Proposals***

Proposals may be modified or withdrawn prior to the time and date specified for Proposal submission by formal written notice from an authorized representative of the consultant. Proposals submitted will become the property of the City after the Proposal submission deadline and may be released as public documents after that time.

### **R. Cost of Preparation of Proposal**

The City will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

### **S. Request for Proposals Is Not a Commitment**

This Request for Proposals is not a contract or a commitment of any kind by the City and does not commit the City to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the City, and are subject to the disclosure provisions of the Public Records Act (RCW 42.17.250-.348).

### **T. Review of Additional Materials**

Documents relating to or that may otherwise help to clarify any aspect of this project may be reviewed at the address below under Contact Information (Section W). The documents are available Monday through Friday from 8:00 AM to 4:30 PM. Interested persons should call a minimum of 24 hours in advance to ensure that City staff is available to assist.

### **U. Submission Requirements**

The following requirements must be met in all Proposals submitted to the City for the Comprehensive Plan Update Project:

1. A cover letter.
2. A statement or statements of the proposers' qualifications clearly illustrating the consultant's ability and skills in the following areas:
  - a) Public Participation and Community Outreach;
  - b) Community Visioning and Survey;
  - c) Intergovernmental Coordination;
  - d) Preparation of Comprehensive Plan Elements and Implementation Strategies;
  - e) Policy Analysis;
  - f) Population Projections and Land Use Capacity Analysis within the City and its Planning Area;

- g) Cultural and Natural Resources;
- h) Critical Area Ordinances, Shoreline Master Programs, Best Available Science and Preparation of Environmental Impact Statements;
- i) Integrating Environmental Review with the Permit Process;
- j) Monitoring Comprehensive Plan/Development Regulation Implementation; and
- k) Identification of Issues and Formulation of Goals to Revise Zoning Ordinance.

The statement of qualifications shall clearly explain why the firm/consultant is particularly suited to complete this project. Demonstrated skills are necessary in the area of consensus building with citizens, property owners, business associations, major employers and public officials.

3. A description of the consultant's philosophical and organizational approach to the project. This portion of the proposal shall state how the consultant proposes to capture the essence of the City's vision and aspirations and translate them through a clear pathway of goals, objectives, policies and programs. It shall also indicate how the final products will be organized, formatted, and presented in order to fulfill the City's desire for user-friendly documents. The approach shall also illustrate (through examples of relevant experiences in similar projects) how the consultant will successfully maintain an effective line of communication with City staff throughout the process.
4. Responses to the Scope of Work and the deliverables identified in each phase, providing general and detailed information on all of the work tasks required to complete all aspects of the project, and a statement of understanding of the work involved, particularly regarding the level of effort required for any portion of the Comprehensive Plan update.
5. Information on the firms or teams qualifications and experience in preparing Comprehensive Plans. The City believes that individuals, rather than firms, are ultimately the most important element in a project team. The attached Proposer Information Sheet requires that proposers list, as references, projects that were conducted by the persons who will be doing the work for the City, rather than a listing of projects completed by the firm in general. Projects performed by key staff members who are no longer with the proposers' firm shall not be listed among references. The information shall be brief and include the following:
  - a. Identification, qualifications, and experience of all persons to be assigned to the project and team organization, the assignment of responsibilities, and the percentage of time that each team member is envisioned to devote to this project. Firms that wish to join in a consortium/joint venture must designate one firm as principal or lead firm within their submittal;
  - b. Identification of available support resources;
  - c. Identification and qualifications of any subcontract consultants, including resumes or qualifications of individuals or the firm as applicable; and
  - d. Commitment that the consultant team, especially the project manager(s), shall remain in place for the duration of the Comprehensive Plan update program.

6. A proposed schedule showing the total length of time necessary to prepare the Comprehensive Plan update and the timing of significant milestones during the preparation period. It is anticipated that the project will require at least two years to complete, but additional time may be allowed by the City if it is shown that such additional time is needed to complete all of the tasks in a manner that will yield a higher quality product.
7. The proposers' Cost Quotation for this project, including hourly rates for the persons assigned to the Comprehensive Plan and any rates for subcontracted work, and including a detailed budget in a menu format identifying item by item costs for all components of the project, showing the anticipated time assigned to and cost per team member for each specific task shown in the Preliminary Scope of Work, plus the cost of any reimbursable items (printing, mileage, etc.). The purpose of the menu will be to provide the City the option, depending upon the bids received, to proceed with some, or portions of, rather than all of the components described in this RFP. If a contract is awarded, the City will pay on a percentage completed for each phase of the Final Scope of Work.
8. A completed Proposer Information Sheet (attached to this RFP).
9. Writing samples - Clarity of writing is extremely important to the City. Submit writing samples in the following areas. Samples will be judged on clarity, on the ability to explain complex ideas and technical information to the average reader, and on a lack of jargon and overly technical language.
  - a. A sample of a Comprehensive Plan Land Use Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
  - b. A sample of a Comprehensive Plan Capital Facilities Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
  - c. A sample of a Comprehensive Plan Transportation (or similar) Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
  - d. A sample of a Comprehensive Plan Economic Development (or similar) Element prepared by a member(s) of the project team within the last five years. Do not submit the entire Comprehensive Plan.
  - e. A sample of a draft Environmental Impact Statement (DEIS) on a Land Use Plan Alternative prepared by a member(s) of the project team within the last five years.
10. Identification of any available insurance coverage (e.g., Errors and Omissions, Liability) the firm may have.
11. Any additional information that would reflect the proposers' ability to provide the services described in this RFP.
12. Signature line, with name and title of signatory, firm, address, telephone and fax number.

All proposers shall submit one original unbound copy and ten (10) bound copies of the proposal to the City of Longview Community Development Department by the advertised deadline. It is the proposers' responsibility to deliver proposals to the specified location prior to the date and time for the close of acceptance. The City is not responsible for lost, misdirected, or submittals delivered after the deadline.

#### **V. Professional Services Agreement**

The consultant awarded the proposal to update the Comprehensive Plan shall be required to enter into a Professional Services Agreement with the City to perform the work in accordance with the terms specified in this Request for Proposals and all other terms as specified in said Professional Services Agreement.

#### **W. Contact Information**

Questions or requests for clarification regarding this Request for Proposals (RFP) shall be directed in writing to Robert Millspaw, Principal Planner, at PO Box 128, Longview, Washington 98632 or by Fax at (360) 442-5953, or by E-Mail at [robert.millspaw@ci.longview.wa.us](mailto:robert.millspaw@ci.longview.wa.us)

#### **X. Conclusion**

The City of Longview Community Development Department looks forward to your response to this RFP. We intend for this update process to be a collaboration between the consultant team, assigned staff, the Planning Commission, elected officials, and the citizens of the City of Longview.

#### **Y. Enclosures**

- Attachment A: Announcement/advertisement of Request for Consultant Proposals
- Attachment B: Preliminary Scope of Work/Project Work Plan
- Attachment C: Example of how the elements could be organized
- Attachment D: Proposed preliminary project schedule

**COMPREHENSIVE PLAN UPDATE PROJECT  
REQUEST FOR PROPOSALS  
TO THE CITY COUNCIL**

To the City Council of the City of Longview, Washington,

The undersigned hereby declares:

- (a) That the only persons or parties interested in this proposal as principals are those identified on the Proposer Information Sheet.
- (b) That the proposer has carefully examined the requirements of the Request for Proposals for the City of Longview and is familiar with all of its physical conditions and makes this proposal solely upon the proposers' own knowledge.
- (c) That the proposer has carefully examined the Notice Inviting Proposals, the criteria for updating the Comprehensive Plan, and all other information furnished by the City and makes this proposal accordingly.
- (d) That, in the event the proposal is awarded to the proposer, consultant will enter into a Professional Services Agreement with the City to perform the work in accordance with the terms for updating the Comprehensive Plan as specified in the Request for Proposals (RFP), and will furnish or provide all materials, labor, tools, equipment, apparatus, and other means necessary so to do, except as may otherwise be furnished or provided under the terms of said Professional Services Agreement, for the prices stated in the Cost Quotation.

\_\_\_\_\_  
Name of Proposing Firm

\_\_\_\_\_  
Signature of Proposing Firm Representative

\_\_\_\_\_  
Address (Street or PO Box)

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone Number

**PROPOSER INFORMATION SHEET**  
(All information shall be typed or printed legibly)

**PART A** – Complete the appropriate portion below:

1. Proposer is an **INDIVIDUAL**:

Name of Individual \_\_\_\_\_  
(First Name, Middle Initial, Last Name)

Doing Business as \_\_\_\_\_

2. Proposer is a **CORPORATION**:

Exact Legal Business

Name of Corporation \_\_\_\_\_

Name of President \_\_\_\_\_

Name of Secretary \_\_\_\_\_

Name of Treasurer \_\_\_\_\_

Name of Project Manager \_\_\_\_\_

3. Proposer is a **LIMITED PARTNERSHIP**:

Exact Legal Business

Name of Limited Partnership \_\_\_\_\_

Names of persons or parties composing the Limited Partnership (indicate whether an individual or corporation):

\_\_\_\_\_

**PART B – CLIENT REFERENCES**

Firm Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Years in Business: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

List up to five cities for which you have provided Comprehensive Plan updates within the past ten years:

\_\_\_\_\_  
City #1 Contact Person/Phone Number

\_\_\_\_\_  
City #2 Contact Person/Phone Number

\_\_\_\_\_  
City #3 Contact Person/Phone Number

\_\_\_\_\_  
City #4 Contact Person/Phone Number

\_\_\_\_\_  
City #5 Contact Person/Phone Number

**PART C** – Identify the project manager/primary author for each Comprehensive Plan who is still with your firm. Provide resumes for the persons identified below.

---

City #1 Year Comprehensive Plan Adopted

---

Project Manager/Title

---

City #2 Year Comprehensive Plan Adopted

---

Project Manager/Title

---

City #3 Year Comprehensive Plan Adopted

---

Project Manager/Title

---

City #4 Year Comprehensive Plan Adopted

---

Project Manager/Title

---

City #5 Year Comprehensive Plan Adopted

---

Project Manager/Title

**Comprehensive Plan Update Project  
City of Longview  
PO Box 128  
Longview, Washington 98632**

**CITY OF LONGVIEW COMMUNITY DEVELOPMENT DEPARTMENT**  
**ADVERTISEMENT**

**REQUEST FOR PROPOSALS (RFP) FOR PROFESSIONAL SERVICES  
TO UPDATE THE COMPREHENSIVE PLAN FOR THE CITY OF LONGVIEW**

The City of Longview Community Development Department is seeking consultant services to assist the City in updating its Comprehensive Plan. Under the direction of the Longview Principal Planner, the individual or consulting firm is expected to perform responsible, professional work in the compilation and analysis of data, coordination and incorporation of existing studies and plans, and facilitation of a public participation process as described in the Request for Proposals (RFP). The primary objective of this effort is to assist the City's Planning Staff to develop a new Comprehensive Plan for the City of Longview and its planning area.

*A copy of the Request for Proposals for Professional Services or information pertaining to the Request is available in the Community Development Department located at 1525 Broadway, Longview, Washington 98632. Documents relating to this project may be reviewed at the same address.*

To be considered for award, the submittal requirements of the Request for Proposals for Professional Services must be met. These requirements can be found on page 12 of the RFP.

Consultants shall submit proposals based only on written information received directly from the City of Longview Community Development Department. Proposals may be submitted by interested individuals or consultants to Robert Millspaw, Principal Planner, at 1525 Broadway, Longview, Washington 98632 until 5:00PM Friday, January 30, 2004. RFPs and proposals will be opened on Tuesday, February 3, 2004.

The City of Longview reserves the right not to select any individual or consultant, if information submitted is not in compliance with the requirements of the Request or if it is not in the City's interest to make a selection from those Consultants responding to the Request.

The City of Longview is an equal opportunity employer. Each interested Consultant must submit certification per WAC chapter 326 and RCW chapter 39.19 that the firm has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2003.

City of Longview, Washington

By: \_\_\_\_\_  
Bob Gregory, Community Development Director

PUBLISH: on Sunday December 21, 2003 and Sunday December 28, 2003 in the Longview Daily News; also publish in the Oregon Journal of Commerce, and post to the American Planning Association chapter webpages for the Oregon, Washington and Planning Association of Washington chapters

## **Attachment B: Preliminary Scope of Work/Project Work Plan**

### ***Phase I: Approach and Methodology***

Develop initial work program

Project Team: Principal Planner, Assistant CD Director, Assistant CM, GIS

Estimated staff time: 60 hours

Estimated consultant time: 0 hours

Product: Work Program, time frame for task completion, budget

Prepare RFQ to hire consulting services; develop work program, scope of consulting services, create steering committee and identify steering committee membership, identify stakeholders, hire consultant

Project Team: Principal Planner, City Attorney, Assistant CD Director, Assistant CM, interview team (select from stakeholders and Cowlitz-Wahkiakum Council of Governments (COG) staff. [COG to provide outside assistance](#))

Estimated staff time: 72 hours

Estimated consultant time: 0 hours

Product: RFQ, scope of consulting services, project budget

Assess and evaluate local needs

Project Team: Principal Planner, GIS, local service providers, COG staff, Economic Development Council, local development community representatives (stakeholders), consultant team

Estimated staff time: 120 hours

Estimated consultant time:    hours

Product: Inventory of local needs, identification and analysis of deficiencies

Assess and evaluate impact of state legislation on local planning efforts

Project Team: Principal Planner, City Attorney, Assistant CD Director, COG staff, consultant team

Estimated staff time: 40 hours

Estimated consultant time: 32 hours

Product: Impact Analysis Statement (internal document)

### ***Phase II: Review of Existing Regulations***

Review of Existing Comprehensive Plan, Zoning Ordinance and Development Regulations

Project Team: Principal Planner, City Attorney, Assistant CD Director, consultant team

Estimated staff time: 60 hours

Estimated consultant time:    hours

Product: Identification of regulatory shortcomings, analysis of deficiencies

Identify issues that need to be addressed within new regulations (state legislation, county policies, interagency coordination, etc.)

Project Team: Principal Planner, City Attorney, Assistant CD Director, Assistant City Manager, COG staff, consultant team

Estimated staff time: 60 hours

Estimated consultant time: \_\_ hours

Product: List of issues to be addressed during planning process

### ***Phase III: Public Participation to Develop Community-wide Goals***

Develop/Revise Vision Statement, if necessary

Project Team: Principal Planner, City Council, stakeholders, citizens, consultant team

Estimated staff time: 20 hours

Estimated consultant time: \_\_ hours

Product: City's formal vision statement

Develop Public Participation Strategy

Project Team: Principal Planner, City Attorney, consultant team

Estimated staff time: 12 hours

Estimated consultant time: \_\_ hours

Conduct Public Meetings at neighborhood level

Project Team: Principal Planner, City Attorney, stakeholders, citizens, consultant team

Estimated staff time: 60 hours

Estimated consultant time: \_\_ hours

Develop Community-wide Goals

Project Team: Principal Planner, City Attorney, Assistant CD Director, Assistant Public Works Director, [COG staff](#), citizens, consultant team

Estimated staff time: 60 hours

Estimated consultant time: 20 hours

Product: Community Goals for the Comprehensive Plan

### ***Phase IV: Situational Assessment***

Data collection and analysis

Physical Development

Existing Land Use Inventory

Past and present land use trends

Vacant Land Use Inventory

Land Capacity Analysis

Environmental Regulations

Project Team: Principal Planner, Assistant Planner, Assistant CD Director, Assistant Public Works Director, City Utilities, Parks & Recreation Director, GIS, Police Services, Library

Services, Fire and Emergency Services, Longview School District, [COG staff](#), non-municipal service providers, consultant team

Estimated staff time: 480 hours

Estimated consultant time: \_\_ hours

Product: Existing Conditions Report

### ***Phase V: Issues and Opportunities***

Identify issues and opportunities based on information gathered in Phase IV and from public input

Project Team: Principal Planner, Assistant CD Director, consultant team

Estimated staff time: 40 hours

Estimated consultant time: \_\_ hours

Product: Issues and Opportunities Report (or SWOT Report. *SWOT = Strengths, Weaknesses, Opportunities, Threats*).

### ***Phase VI: Alternative Analysis and Policy Formulation***

Develop Land Use Alternatives: Growth, Slow Growth and No Action (minimum of 3)

Project Team: Principal Planner, [Public Works Department](#), GIS, City Attorney, citizens, stakeholders, consultant team

Estimated staff time: 240 hours

Estimated consultant time: \_\_ hours

Product: Comprehensive Plan Alternatives (prepare Plan Alternatives for SEPA analysis)

Evaluate Land Use Alternatives (via several public meetings and workshops)

Project Team: Principal Planner, GIS, stakeholders, citizens, consultant team

Estimated staff time: 320 hours

Estimated consulting time: \_\_ hours

Product: SEPA Analysis of Plan Alternatives, review of alternatives and criteria

Select Preferred Alternative Plan

Project Team: Principal Planner, GIS, stakeholders, citizens (limited), [COG staff](#), consultant team

Estimated staff time: 40 hours

Estimated consultant time: \_\_ hours

Develop goals, policies and objectives for each Plan Element

Project Team: Principal Planner, City Attorney, Assistant CD Director, Assistant CM, consultant team

Estimated staff time: 120 hours

Estimated consultant time: \_\_ hours

Examine alternative strategies for development

Project Team: Principal Planner, Assistant CD Director, [Cowlitz-Wahkiakum Council of Governments](#), consultant team

Estimated staff time: 80 hours

Estimated consultant time: \_\_ hours

Product: Draft Comprehensive Plan

### ***Phase VII: Preparation of the Draft Comprehensive Plan***

The Land Use Element

Project Team (for all elements): Principal Planner, GIS, Public Works, Longview City Utilities staff, Cowlitz PUD staff, non-municipal service providers, Longview School District, Cowlitz-Wahkiakum Council of Governments, Cowlitz County Building & Planning, CDID staff, stakeholders, consultant team, sub-consultant team (where noted)

Estimated staff time: 320 hours

Estimated consultant time: \_\_ hours

Product: Draft Land Use Element

The Economic Development Element

Project Team: same as above plus staff from Economic Development Council

Estimated staff time: 80 hours

Estimated consultant time: \_\_ hours

Product: Draft Economic Development Element

The Transportation Element

Estimated staff time: 80 hours

Estimated consultant time: \_\_ hours

Estimated sub-consultant time: \_\_ hours

Product: Draft Transportation Element

The Capital Facilities Element

Estimated staff time: 120 hours

Estimated consultant time: \_\_ hours

Estimated sub-consultant time: \_\_ hours

Product: Draft Capital facilities Element

The Utilities Element

Estimated staff time: 60 hours

Estimated consultant time: \_\_ hours

Product: Draft Utilities Element

The Housing Element

Project Team: same as above plus staff from Longview Housing Authority and CAP (The [COG will assist with housing needs assessment and Planning-only grants](#))

Estimated staff time: 60 hours

Estimated consultant time: \_\_ hours

Product: Draft Housing Element

The Environmental or Conservation Element

Project Team: same as above plus DOE staff assistance

Estimated staff time: 60 hours

Estimated consultant time: \_\_ hours

Product: Draft Environmental or Conservation Element

### ***Phase VIII: The Environmental Impact Statement/SEPA***

Prepare Draft EIS

Project Team: Principal Planner, City Attorney, GIS, MRSC staff, consultant team

Estimated staff time: 120 hours

Estimated consultant time: \_\_ hours

Product: Draft Environmental Impact Statement (EIS)

Public Review Period (minimum of 45 days, 60 days is more appropriate)

Project Team: Principal Planner, City Attorney, consultant team

Estimated staff time: 80 hours + evening meeting hours

Estimated consultant time: \_\_ hours (evening meeting hours/public participation)

Prepare preliminary draft of Cover Letter

Project Team: Principal Planner

Estimated staff time: 8 hours

Estimated consultant time: \_\_ hours

Prepare preliminary draft of Fact Sheet

Project Team: Principal Planner

Estimated staff time: 8 hours

Estimated consultant time: \_\_ hours

Response to Comments on Draft EIS

Project Team: Principal Planner, consultant team

Estimated staff time: 64 hours

Estimated consultant time: \_\_ hours

Prepare Final EIS

Project Team: Principal Planner, consultant team

Estimated staff time: 56 hours

Estimated consultant time: \_\_ hours

Product: Final Environmental Impact Statement (EIS)

***Phase IX: Preparation of the Comprehensive Plan and EIS Documents***

- Develop the Base Plan
- Develop the Land Use Preferred Alternative Element
- Develop the Transit/Transportation Element
- Develop the six-year Capital Facilities Element
- Develop the Economic Development Element
- Develop the Housing Element
- Develop the Environmental or Conservation Element
  - Develop process to administer new Shoreline Master Program
  - Develop process to include Critical Area Ordinance in Development Regulations

**Prepare Comprehensive Plan Ordinance**

- Project Team: Principal Planner, Assistant Planner, Assistant Public Works Director, Assistant CD Director, Assistant CM, City Attorney, COG staff, consultant team
- Estimated staff time: 480 hours
- Estimated consultant time: \_\_ hours

***Phase X: Prepare/Update Development Regulations***

**Zoning Ordinance**

- Identify zoning ordinance deficiencies
- Prepare new zoning ordinance to implement Comprehensive Plan
- Project team: Principal Planner, City Attorney, GIS, Assistant CD Director, Assistant CM, consultant team
- Estimated staff time: 120 hours
- Estimated consultant time: \_\_ hours
- Product: Revised Zoning Ordinance

**Subdivisions**

- Prepare and adopt amendments to LMC 19.80
- Project team: Principal Planner, Assistant Public Works Director, City Engineer, City Attorney, MRSC staff, consultant team
- Estimated staff time: 40 hours
- Estimated consultant time: \_\_ hours
- Product: Revised Subdivision Regulations

**Prepare and adopt policies to address the siting of Essential Public Facilities**

- Project team: Principal Planner, City Attorney, Assistant CD Director, Assistant City Manager, MRSC staff, consultant team
- Estimated staff time: 80 hours
- Estimated consultant time: \_\_ hours
- Product: Revisions to be contained within Revised Zoning Ordinance

### Critical Area Ordinance

Update Critical Area Ordinance (by December 2004)

Project team: Principal Planner, GIS, DOE staff, City Attorney, consultant team

Estimated staff time: 80 hours

Estimated consultant time: \_\_ hours

Product: Revised Critical Area Ordinance that addressed newly adopted requirements, such as Best Available Science

### Shoreline Management Program (new rules take effect in 2003)

Project team: Principal Planner, GIS, DOE staff, City Attorney, consultant team

Estimated staff time: 120 hours

Estimated consultant time: \_\_ hours

Product: Longview Shoreline Management Master Plan

### ***Phase XI: Publish and Submit Comprehensive Plan to State Agencies***

Project Team: Principal Planner, CD staff, GIS, City Attorney, consultant team

Estimated staff time: 120 hours

Estimated consultant time: \_\_ hours

Product: Responses to Longview Comprehensive Plan Document

### ***Phase XII: Project Close-Out***

Project team: Principal Planner, CD staff, GIS, consultant team

Estimated staff time: 40 hours

Estimated consultant time: \_\_ hours

Product: Publication and distribution of Longview Comprehensive Plan

## **ATTACHMENT C: Example of how the Elements could be organized**

The following Plan Elements shall be contained within the Comprehensive Plan. It is suggested that the format of each Plan Element be established as follows:

- **Land Use.** Issues to be addressed:
  - Assumptions and Goals
  - Existing Conditions
  - Land Use Distribution
    - Existing Zoning Designations
    - Land Use Patterns and Distribution
    - Population Growth Areas
    - Deficiencies
  - Population
    - Population Trends
    - OFM Population Forecasts
    - Capacity for population
    - Deficiencies
  - Environment
    - Critical Areas
    - Shoreline Management Act
    - Stormwater Drainage & Erosion Control
    - Open Space
    - Arts, Historic and Cultural Resources
  - Community Design
  - Cost of Impact of Development
  
- **Circulation/Transportation.** Issues to be addressed:
  - Purpose and Scope
  - Assumptions and Goals
  - Analysis Methodology
  - Existing Conditions
    - Existing Roadway System
    - Functional Classifications
    - Traffic Volumes
  - Non-motorized System Components
    - Pedestrian Facilities
    - Bicycle Facilities

Other Transportation Systems

Port Facilities

Rail Freight Facilities

Public Transit System

Trucking Lines

Other Services

Level of Service

LOS Development

LOS Measurement

Threshold LOS

Existing Deficiencies

Future Deficiencies and Recommendations

Safety

Cost of Infrastructure Development

- **Utilities.** Issues to be addressed:

Assumptions and Goals

***Water Facilities***

Existing Conditions

System Description and Inventory

Level of Service

Utility Programs

Future Deficiencies

Recommendations

***Wastewater Facilities***

Existing Conditions

System Description and Inventory

Level of Service

Utility Programs

Future Deficiencies

Recommendations

***Stormwater Facilities***

Existing Conditions

System Description and Inventory

Level of Service

Stormwater Utility Programs

Future Deficiencies

Recommendations

***Solid Waste Management Facilities***

Existing Conditions  
System Description and Inventory  
Level of Service  
Utility Programs  
    Recycling  
    Landfills  
    Refuse Collection  
Future Deficiencies  
Recommendations

***Telecommunications Facilities***

Existing Conditions  
System Description and Inventory  
Level of Service  
Utility Programs  
    Cable Television  
    Standard Telephone Service  
    Cellular Telephone Service  
    High Speed Intranet (Broadband) Services  
Future Deficiencies  
Recommendations

• **Capital Facilities.** Issues to be addressed:

Assumptions and Goals  
Analysis of Existing Facilities  
Development of Level of Service (LOS) Standards  
Analysis of Future Facility Needs

***Park and Recreation Facilities***

Assumptions and Goals  
Existing Conditions  
Level of Service  
    National Recreation and Park Association Standards  
    City of Longview LOS Standards for Parks Facilities  
    Existing Deficiencies and Mitigation  
Future Deficiencies  
    Population-based Demand  
    Location of Park and Recreation Facilities

Open Space  
Recommendations

***Schools***

Existing Conditions  
Level of Service  
    Existing LOS  
    Existing Deficiencies and Mitigation  
Future Deficiencies  
Recommendations

***Municipal Facilities***

Existing Conditions  
    System Description  
    Inventory  
Level of Service  
    Existing Deficiencies and Mitigation  
Future Deficiencies  
Recommendations

***Fire and Emergency Service Facilities***

Assumptions and General Public Safety Goals  
Existing Conditions  
    System Description  
    Inventory  
Level of Service  
    Existing Deficiencies and Mitigation  
Future Deficiencies  
Recommendations

***Police Service Facilities***

Assumptions and General Public Safety Goals  
Existing Conditions  
    System Description  
    Inventory  
Level of Service  
    Existing Deficiencies and Mitigation  
Future Deficiencies  
Recommendations

### ***Library Facilities***

- Assumptions and Library Goals
- Existing Conditions
  - System Description
  - Inventory
- Level of Service
  - Existing Deficiencies and Mitigation
- Future Deficiencies
- Recommendations

### ***Marine Facilities***

- Assumptions and Port Goals
- Existing Conditions
  - System Description
  - Inventory
- Level of Service
  - Existing Deficiencies and Mitigation
- Future Deficiencies
- Recommendations

### ***Airport Facilities***

- Assumptions and Goals
- Existing Conditions
  - System Description
  - Inventory
- Level of Service
  - Existing Deficiencies and Mitigation
- Future Deficiencies
- Recommendations

- **Housing.** Issues to be addressed:
  - Assumptions and Goals
  - Existing Conditions
  - Housing Conditions
    - Age of Housing Stock
    - Condition of the Housing Stock
    - Single-family Housing Market

- Multi-family Housing Market
- Demographic Profile of Longview Residents
  - Education
  - Age
  - Household Size
  - Diversity
  - Income Level
- Assisted Housing Programs
  - Longview Housing Authority
  - Public Housing
  - City of Longview
- Facilities and Services for Families with Special Needs
  - Homeless Services
  - Special Needs Housing
  - Special Needs Support Services
- Existing Housing Assessment
  - Housing Availability
  - Housing Conditions
  - Housing Affordability
  - Residential Capacity
- Future Deficiencies and Recommendations
  - Demand for Residential Land
  - Neighborhood Character
    - Potential Deficiencies
    - Recommendations
  - Affordability
    - Potential Deficiencies
    - Recommendations
- **Economic Development.** Issues to be addressed:
  - Assumptions and Goals
  - Economic Profile
  - Strengths, Weaknesses, Opportunities and Threats (SWOT) Analysis
  - Strategic Directions
  - Economic Development Framework
  - Strategic Focus

Existing Conditions

Background

Major Employers

Employer Characteristics

Employment Trends

Income

Demand Analysis

- **Environmental or Conservation.** Issues to be addressed:

Mandatory updates to Critical Area ordinance

New Shoreline Management Act regulations

SEPA issues

**Attachment D: Proposed Preliminary Comprehensive Plan Project Timeline**

