

## City of Montesano - Request for Qualifications

# MONTESANO DOWNTOWN PLAN & DESIGN GUIDELINES

### Overview

The City of Montesano is a Heritage City established in 1853 and serves as the seat of government for Grays Harbor County. This stable community of 3,565 people has experienced modest growth in recent years, most noticeably in the residential areas near the edge of the city. Some recent development has also occurred on the fringes of the downtown core.

It is the desire of the city to preserve and enhance the scale, character and small town atmosphere of downtown Montesano while encouraging revitalization and compatible new development. This will be accomplished by adopting a downtown plan and design guidelines or review standards to further the positive attributes of the city core.

### Scope of Services

The major tasks of this project are listed below, although the final scope of work is subject to adjustment depending on funds available and the capabilities and recommendations of the consultant selected. The estimated fee for these services is approximately \$25,000.

- *Community Involvement.* Organize and conduct events to solicit opinions and ideas from members of the community, the planning commission and the city council. These may include meetings, workshops, open houses and/or public hearings. Provide a written summary and analysis of the findings of these events.
- *Study Boundaries.* Establish the boundaries for this study. The area to be considered for this project consists of approximately 24 blocks of varying sizes that define the downtown core.
- *Downtown Survey.* Conduct a survey of the downtown area to identify historically significant structures or building types, view corridors and unique districts. Inventory existing parking spaces and assess future parking needs. Catalog desirable character-defining elements of downtown buildings and streetscape. Review the existing zoning code and plans for street improvements.
- *Planning and Design.* Work with the planning commission to develop simplified planning and design strategies for revitalization and new development that will encourage preservation of the positive aspects of downtown identified in the first three tasks.
- *Development Plan.* Produce a master plan for the downtown core that will guide future development and implement the planning strategies of the previous task. At minimum, this conceptual plan is to show all streets, parking improvements, pedestrian improvements, view corridors, major attractions, significant structures and infill potential. The City will provide existing maps and reference material without charge.
- *Development Guidelines and/or Review Standards.* Based on strategies developed with the planning commission, produce a set of simplified, written guidelines for alterations and new construction that will preserve and enhance the character of downtown Montesano and promote a pedestrian-friendly atmosphere. The guidelines are to include graphics to illustrate each of the major requirements as well as recommendations for implementation.

## **Proposal Format**

Each proposal must contain the following information:

- A letter of transmittal introducing your firm and summarizing the proposal contents.
- Firm background and resumes of principals and staff that will be assigned to this project. Include information on previous projects to demonstrate the firm's familiarity with similar planning efforts, including graphic material produced for these projects.
- Discussion of the general approach and methods your firm will employ to complete the work of this project along with a proposed project schedule.
- A list of three references for which the firm has completed similar planning projects. Include contact names and telephone numbers.

## **Evaluation Criteria**

Consultant selection will be based on the following criteria:

- Qualifications and previous work of firm and staff (35 points possible).
- General approach and methods proposed to complete project (50 points possible).
- Past performance and references (15 points possible).

## **Project Schedule**

Contract negotiations with the City are to be completed by December 31, 2008. Work on the project shall begin in January 2009.

## **Submittal Requirements**

Proposals shall be limited to 30 pages and shall be bound or stapled. 10 copies of the proposal are due in the office of the City Clerk at the City of Montesano, Attn: Debbie Wisdom, 112 North Main Street, Montesano, Washington 98563 no later than 5:00 P.M. on Tuesday, October 14, 2008 to be considered. Faxed or e-mailed proposals will not be accepted. Inquiries regarding this RFQ's may be made to Mike Wincewicz, Public Works Director at 360-249-3021.