



The City of Sumner

**Request for Proposals
From Qualified Consultants for
Comprehensive Update of the Shoreline Master Program**

**RFP Release Date:
Proposal Due Date:**

**July 22, 2009
August 11, 2009**

1. PROJECT OVERVIEW

1.1. Purpose of this Request

The City of Sumner is seeking a qualified consultant to assist in updating the 2004 Sumner Shoreline Master Program (SMP) consistent with the Department of Ecology Shoreline Guidelines.

This will involve a participation process with the public, local and state agencies and the tribes; an update to the inventory of shorelines; analysis of shoreline conditions to address any special issues; a cumulative impacts analysis; a restoration plan; preparing amendments to policies in the SMP as needed; and final review and adoption.

The City was awarded a Shoreline Master Program Grant from the Department of Ecology for \$75,000 to help fund this effort.

Small businesses and minority-owned businesses are specifically invited to submit proposals.

1.2. Project Management

The City of Sumner will provide project management with input and review by the Department of Ecology.

1.3. Project Budget and Timing

The term of this contract shall extend until June 15, 2012 from the date of execution by the Mayor, or designee, with a budget not to exceed \$75,000.

2. SCOPE OF WORK

2.1 Project Description

The City of Sumner will complete an update of the 2004 Shoreline Master Program (SMP) that is developed and adopted in a manner consistent with the procedural and substantive requirements of the Shoreline Management Act (SMA) and its implementing rules, including the Shoreline Master Program Guidelines (Guidelines).

The 2004 Shoreline Master Program incorporated much of the requirements in the more recently adopted Shoreline Guidelines and therefore, the work that is anticipated will include a “gap analysis” to determine where the SMP is lacking based on the newest Guidelines.

The SMP update process includes: 1) review and update shoreline inventory and analysis reports with corresponding maps and illustrations that characterize shoreline ecological conditions; 2) amendments to shoreline policies, environment designations, setbacks, and use regulations as needed; 3) analysis of cumulative impacts and uses; 4) preparation of a shoreline restoration plan; and 5) preparation of a formal local adoption process.

The City of Sumner will incorporate public participation in all phases of the SMP update to the degree necessary in light of the scope of the amendments and changes. The City of Sumner may use consultant support as appropriate.

PHASE 1: PRELIMINARY ASSESSMENT OF SHORELINE JURISDICTION and PUBLIC PARTICIPATION PLAN

Task 1.1: Identify preliminary shoreline jurisdiction

Identify the preliminary geographic scope for the comprehensive SMP update project. Use available information to map required Shorelines of the State as defined by statute and rule in order to identify the initial area under SMA shoreline jurisdiction.

Deliverables:

1. Preliminary jurisdiction map (digital) of Shorelines of the State subject to local SMP.

Due Date: October 20, 2009

Task 1.2: Prepare plan for public participation

Throughout Phases 1 through 5 of the SMP update planning process, inform and involve the public in updating the SMP consistent with the Shoreline Management Act (see RCW 90.58.130) and WAC 173-26. Prepare a public participation plan that identifies specific objectives, outreach strategies, key parties, and establishes timelines for public participation activities. As the facilitator for public participation, coordinate and document all public outreach and public events related to SMP development.

Deliverables:

1. Public participation plan (digital copy).
2. Public participation updates in quarterly progress reports.

Due Date: October 20, 2009

PHASE 2: SHORELINE INVENTORY, ANALYSIS & CHARACTERIZATION

Task 2.1: Complete shoreline inventory

Compile all pertinent and reasonably available data, plans, studies, inventories, maps and other applicable information. Collect the following information to the extent that such information is relevant and reasonably obtainable: Shorelines of the State as defined in RCW 90.58.030; channel migration zones, floodplains, and the floodway; critical areas as defined in RCW 36.70A; shoreline and adjacent land use patterns/density and transportation and utility facilities; degraded areas and sites with potential for ecological restoration; areas of special interest; existing and potential shoreline public access sites; historical aerial photographs documenting past conditions to assist in preparing an analysis of cumulative impacts of development; archaeological and historic resources in shoreline jurisdiction; and a collection of policies and regulations in shorelands and adjacent areas that affect shorelines.

Deliverables:

1. Draft list of inventory data sources (digital copy) for review and comment.—October 20, 2009
2. Digital working maps of inventory information displayed at appropriate scales—December 15, 2009
3. An SMP Submittal Checklist completed as relevant to task—December 15, 2009

Task 2.2: Conduct shoreline analysis

Conducting the shoreline analysis will result in a shoreline characterization report. The report will define the ecological functions of the shorelines, identify shoreline management challenges, and present recommendations for protection and restoration of shoreline functions. (Please see description of this report in Task 2.3.)

Conduct an analysis of the inventory information and data collected in Task 2.1 as it relates to development of an effective SMP. Develop a characterization of the ecosystem processes and shoreline functions. Identify opportunities for shoreline protection and restoration. Identify current and potential public access sites. Conduct a shoreline use analysis. Identify measures and actions to protect and restore shoreline functions and ecosystem wide processes.

2.2.1 Characterize ecosystem-wide processes

This characterization will include a coarse-scale analysis of the broader area that influences the shoreline jurisdiction. It will include a narrative with reference to maps that describes and illustrates the processes in the larger drainage area that are linked to the shoreline through hydrologic flows. These processes include the uptake, transport and deposition of sediment, nutrients, woody debris, and pollutants.

2.2.2 Characterize shoreline functions

Conduct a more detailed analysis of the shoreline jurisdiction that includes a narrative with reference to maps and GIS data. Delineate shoreline reaches based on land use and ecological processes (such as man-made physical features and stream confluences). Describe functions that are associated with each shoreline reach. Specifically, this characterization will:

- Detail the physical, biological, and land-use components within the shoreline jurisdiction.
- Evaluate and assess shoreline ecological function using current scientific understanding of the relationship between the conditions of ecosystem-wide processes and functions within shoreline jurisdiction. Identify functions that are healthy, functions that are adversely impacted and functions that may have existed and are now missing.

2.2.3 Conduct Shoreline Use Analysis and Opportunities for Public Access

Conduct shoreline use analysis:

- Identify current patterns of land uses in shoreline areas.
- Identify likely or projected uses in shoreline areas.
- As applicable, analyze potential use conflicts and identify possible adverse impacts those could have on current ecological functions.

- Estimate future demand for shoreline space consistent with WAC 173-26-201(3)(d)(ii) requirements.
- Identify opportunities and demand for SMA preferred uses and potential use conflicts based on current use patterns and projected trends.
- Identify current public access sites and opportunities for future access sites.

Task 2.3 Prepare shoreline inventory and characterization report

Prepare a shoreline inventory and characterization report with accompanying maps that provides an analysis of the inventory data, ecosystem characterization and shoreline functions, shoreline use and public access. The report will present findings and recommendations in a way that is useful for making SMP planning decisions. This report will provide a foundation for establishing environment designations, policies and implementing regulations in the SMP. The report should identify data gaps, focusing on information that would be useful to support shoreline program development and implementation.

Deliverables (digital copy with accompanying maps):

1. Shoreline characterization and analysis report with map portfolio that addresses the above task requirements in 2.1, 2.2 and 2.3, above.

Due Date: June 30, 2010

PHASE 3: COMPLETE DRAFT SMP and CUMULATIVE IMPACTS ANALYSIS

Task 3.1 Conduct community visioning process

The City of Sumner will assess whether or not a comprehensive community visioning process is necessary based on how much the Shoreline Inventory has changed from the 2003/2004 process. This decision will be made in coordination with Ecology. If warranted the City of Sumner will conduct a community visioning process to determine goals and aspirations with respect to the preliminary findings of the shoreline inventory and characterization. Depending on the areas of the SMP that may need updated, the visioning and community participation process may identify new shoreline problems and opportunities and shall be used to prepare a strategy for shoreline uses, public access, resource protection, and restoration that is consistent with SMA policy and SMP Guidelines objectives. This work is intended to be focused on areas of concern rather than an overall visioning exercise duplicating the 2004 efforts.

Deliverable: (digital copy)

1. Strategy for shoreline uses, public access, resource protection and restoration (Task 3.1).

Due date: September 30, 2010

Task 3.2: Develop general SMP goals, policies and regulations

Review current shoreline goals and policies for compliance with the SMA and SMP Guidelines and are applicable throughout the City's shoreline jurisdiction. Optional SMP

components may include “general” SMP regulations, applicable regardless of specific environment designation.

Task 3.3: Develop environment designations

Develop environment designations that are appropriate to current waterfront conditions per the findings of the shoreline inventory and characterization. Shoreline environment designations may be comprised of those recommended in the guidelines; the existing local SMP; unique, locally developed environments; or any combination of these, so long as they are consistent with WAC 173-26-211 environment designation criteria.

Prepare draft maps illustrating the land and water area contained within mapped shoreline designation boundaries together with justification and rationale for the proposed designations. Boundaries of shoreline environment designations shall be clearly mapped. Optional shoreline jurisdiction areas, including entire floodplains and buffers for critical areas, should be mapped and designated if they are included within shoreline jurisdiction. A map clearly illustrating existing designations compared to proposed designations should be prepared. A narrative rationale describing reasons for maintaining or changing the designations shall be included.

Task 3.4: Develop environment-specific shoreline use & modification policies, regulations and standards

Review current environmental designation specific use and modification policies and regulations for consistency with SMP Guidelines and requirements. The draft shoreline environment specific policies and regulations shall, at a minimum, identify:

- Shoreline use and modification activity goals and policies.
- Shoreline uses and modifications that are prohibited and allowed by Substantial Development Permit or Conditional Use Permit.
- Bulk dimensional standards (buffers, setback, density, etc).
- Shoreline modification activity standards.
- Any local policies or regulations adopted by reference, if relied upon to satisfy SMA or guidelines requirements.

Optional SMP components may include:

- Shoreline use and dimensional standards listed in matrices, by environment designation. (*Strongly encouraged.*)

Task 3.5 Develop SMP administrative provisions

Prepare draft provisions for SMP administration, including necessary elements and timelines for permit administration, compliance, and enforcement. Statements about the role of Ecology in permit decisions will be included.

A definitions section will be updated such that they are particular to SMP administration, consistent with the SMP’s implementing rules and are clearly and concisely written.

Optional SMP components may be included with additional administrative provisions, if not inconsistent with SMA procedural rules and the guidelines. An SMP “user’s guide” might be prepared if funds are available.

Deliverables (three hard copies and one digital copy, with accompanying maps):

1. Complete Draft SMP, including:

- Draft general goals and policies and optional general regulations. (Task 3.2)—March 15, 2011
 - Draft environment designations and draft environment maps. (Task 3.3)—March 15, 2011
 - Draft environment-specific shoreline use and modification policies, regulations, and standards. (Task 3.4)—March 15, 2011
 - Draft administrative provisions. (Task 3.5) —March 15, 2011
 - Maps showing environment designations within shoreline jurisdiction —March 15, 2011
2. An SMP Submittal Checklist completed as relevant to task (adding incrementally to earlier completed tasks) —March 15, 2011

Task 3.6 Prepare preliminary cumulative impacts analysis

Evaluate and analyze draft SMP policies, regulations and environment designations to show how they achieve no net loss of shoreline ecological functions during the planning period. The analysis will include incremental and cumulative impacts of future uses and development allowed by the proposed SMP as an ongoing part of the update process. The analysis will identify how proposed SMP regulations and standards and restoration activities will avoid and offset expected impacts of future permitted and exempt shoreline development. Scenario-based impacts analysis is encouraged. The cumulative impacts analysis may need to be revised if the initial document shows that cumulative impacts would result from the draft SMP. (Note: The preliminary cumulative impacts analysis will be submitted at the same time as the Draft SMP.)

Deliverable (three hard copies and one digital copy, with accompanying maps):

1. A cumulative impacts analysis of the SMP demonstrating how no net loss of ecological functions will be achieved over time at in the jurisdiction.

Due Date: May 1, 2011

PHASE 4: RESTORATION PLANNING, REVISITING PHASE 3 PRODUCTS AS NECESSARY

Task 4.1 Prepare restoration plan

Based on the Inventory and Characterization report, develop a plan for restoration of impaired ecological functions in specific shoreline reaches. Restoration plans to include:

- Identification of degraded areas, impaired ecological functions, and sites with potential for ecological restoration.
- Goals and priorities for restoration of degraded areas and impaired ecological functions.
- Existing and ongoing restoration projects and programs.
- Additional projects needed to achieve restoration goals and implementation strategies, including identification of prospective funding.
- Times and benchmarks for achieving restoration goals.
- Mechanisms to ensure that restoration projects and programs will be implemented.

Consult with organizations conducting restoration work for assistance in developing restoration strategies. The restoration plan should identify overlaps in how and where restoration work is being conducted. An implementation strategy should include recommendations for coordination between groups doing restoration work. A list of specific prioritized restoration projects may be included as an appendix to the SMP.

Deliverables (three hard copies and one digital copy, with accompanying maps):

1. A complete restoration plan.

Due Date: August 15, 2011

Task 4.2: Revisit draft SMP and cumulative impacts analysis; finalize SMP jurisdiction maps

Based on findings in the cumulative impacts analysis, re-evaluate and revise the draft SMP environment designations, policies, and regulations developed in Phase 3 as necessary to assure that they are adequate to achieve no net loss of ecological functions. Revise the cumulative impacts analysis as needed to reflect changes in the draft SMP.

Prepare final jurisdiction maps (digital) of Shorelines of the State identified in Task 1.1 that will be subject to the local SMP.

Deliverables (three hard copies and one digital copy, with accompanying maps):

1. Revised designations, policies, and regulations that address the findings of the cumulative impacts analysis.
2. Revised cumulative impacts analysis.
3. Final SMP jurisdiction maps and boundary descriptions

Due Date: October 20, 2011

Task 4.3: Prepare a report that demonstrates how no net loss will be achieved

Prepare a report that demonstrates how the recommended shoreline management measures in Task 2.3, together with the findings of the cumulative impacts analysis and the restoration plan, are reflected in the proposed SMP and achieve no net loss.

Deliverables (one digital copy)

1. A report that demonstrates how no net loss will be achieved through SMP implementation.

Due Date: October 20, 2011

PHASE 5: Local SMP Adoption Process

Participate as needed in the local review and adoption process for the proposed SMP as provided in the SMA, WAC 173-26, and the State Environmental Policy Act including:

Task 5.1: Assemble complete draft SMP

Assemble a complete draft SMP and submit it to Ecology for informal review together with supporting documentation.

Task 5.2: Complete SEPA review and documentation

Assist with the SEPA review pursuant to chapter RWC 43.21C, the State Environmental Policy Act

Task 5.4: Public hearing

Participate as needed at public hearings prior to local adoption of the draft SMP, consistent with the requirements of WAC 173-26-100.

Task 5.5: Prepare a responsiveness summary

Preparing a summary responding to all comments received during the public hearing and the public comment period, discussing how the draft SMP addresses the issues identified in each comment. This would be done prior to adoption of the draft SMP by the City Council.

Task 5.6: Adopt SMP and submit to Ecology

Complete the necessary documentation of the adoption process for the SMP update prior to submitting the locally-adopted Draft SMP to Ecology.

Deliverables (two hard copies and one digital copy in Microsoft Word format, with accompanying maps):

1. A complete, locally adopted SMP including maps, with relevant supporting documentation. (Tasks 5.1 and 5.7)
2. SEPA products (checklist, MDNS or EIS; SEPA notice. (Task 5.3)
3. Evidence of compliance with GMA notice requirements. (Task 5.4)
4. Public hearing record. (Task 5.5)
5. Response to comments received. (Task 5.6)
6. A complete SMP Submittal Checklist.

Due Dates: February 1, 2012

Project Schedule

The City's desire is to have the updates completed by June 30, 2012.

RFP issued:	July 22, 2009
Proposals due:	August 11, 2009, 5:00 p.m.
Contract awarded:	September 21, 2009

Expenditure Budget

Phase / Task	Year 1 09-10	Year 2 10-11	Year 3 11-12
A . Project Coordination	\$ 2,000	\$ 3,000	\$ 1,000
B. Secure Consult Services	1,000		
1. Preliminary Assessment / Public Participation Plan	3,000		
2. Shoreline Inventory, Analysis, and Characterization	24,000		
3. Complete Draft SMP and Cumulative Impacts Analysis		27,000	
4. Restoration Planning / Revisit Phase 3 products as necessary			12,000
5. Local Adoption Process			2,000
Subtotal	\$ 30,000	\$ 30,000	\$ 15,000

3. PROPOSAL ADMINISTRATIVE REQUIREMENTS

3.1. Introduction

This section of the RFP details the procedures that the City has established for managing and directing the RFP process. The purpose of these procedures is to ensure that the City receives proposals that are the result of an open, competitive process, and to ensure that proposers receive fair and equitable treatment in the solicitation, receipt, and review of their proposals.

The City may reject the proposal of any proposer who fails to comply with any of the requirements of this Section.

3.2. Communications with City

All communications concerning this Project should be directed to:

Ryan Windish, Planning Manager
 City of Sumner
 1104 Maple Street, Suite 250
 Sumner, WA 98390-1423
 Telephone: 253-299-5524
 ryanw@ci.sumner.wa.us

Fax: 253-299-5530

Please note that information obtained from sources other than the project manager with respect to this project may not be accurate.

3.3. Delivery of Proposals

To be considered, seven copies of Proposals must be received at the address above no later than 5 p.m. (PST) on **Tuesday, August 11, 2009**. 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 proposals will not be accepted.

3.4. Cost of Proposal

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

3.5. Rejection of Proposals

The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

3.6. Proposal Disposition

All materials submitted in response to this RFP will become the property of the City upon delivery to the Project Manager.

4. PROPOSAL CONTENT

Proposals should include the following.

- 4.1. Proposing firm name, address, phone, fax, and email. 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. (Maximum, one page)
- 4.2. Describe your approach to and understanding of the project, specifically addressing each of the Tasks in 2.1 Indicate hours to be spent on each task with a supporting brief explanation. Include a brief explanation of how your team will be organized. (Maximum four pages)
- 4.3. Describe the relevant background and experience of the firm, including years in business. Describe the relevant experience of the team members and/or subcontractors who will be doing the majority of the work. Discuss your team's capabilities in the areas of shoreline planning, critical areas regulations, and urban planning and community involvement. Please note that if selected, the City must approve any change to the proposed project team. (Maximum five pages. Resumes should be included as attachments.)
- 4.4. Provide at least two relevant references for your firm and for each staff or subcontractor who will be spending more than twenty hours on this project (excepting administrative support.)
- 4.5. Provide a proposed timeline and a proposed budget that is consistent with estimated hours for each task described in 4.2; the budget should include hourly rates for each team member. The maximum value of this contract is \$75,000.00. Proposers may assume that the City will be responsible for meeting room arrangements and costs.

4.6 Maximum total length of proposal: 14 pages plus attachments. Please limit attachments to resumes and no more than two examples of work.

5. EVALUATION AND SELECTION

5.1. Evaluation Process

Step 1: Written proposals will be reviewed and evaluated by an Evaluation Committee which may be comprised of City staff, appointed or elected officials, and other planning or environmental professionals. The Evaluation Committee will rate written proposals based on the evaluation criteria listed in Section 5.2. The proposer(s) whose written proposal(s) receives the highest score(s) will be invited for interviews. References will be checked for those firms invited to interview.

Step 2: Interviews will be conducted by an Interview Team. The Interview Team will include the results of reference checks as part of their scoring. Scores from the written proposals and interviews will be compiled to rank order the finalists.

Step 3: Contract negotiations will commence with the selected consultant. Firms not selected will be notified in writing of the selection outcome.

Step 4: The contract will be executed between the selected consultant and the City of Sumner

Step 5: If negotiations with the initially selected consultant fail to produce a contract, the City reserves the right to enter negotiations with one or more other proposers.

5.2. Scoring Proposals

Proposals will be evaluated using the following scoring:

Item	Maximum Points
Team Qualifications	40 points
Approach and project understanding	40 points
Budget optimizes the value to the City	20 points