

City of Sumner and City of Pacific

Request for Proposals
From Qualified Consultants for preparing the:

**Sumner-Pacific Regional Manufacturing/Industrial Center
Subarea Plan**

RFP Release Date:
Proposal Due Date:

April 7, 2017
April 24, 2017



1. PROJECT OVERVIEW

1.1. Purpose of this Request

The City of Sumner and the City of Pacific are seeking a qualified consultant to assist preparing Subarea Plan for the Sumner-Pacific Manufacturing/Industrial Center (MIC) as required by the Puget Sound Regional Council (PSRC). Although the cities are working jointly on the preparation of the Subarea Plan for the Sumner-Pacific MIC, each city's comprehensive plan must be amended with the new Subarea Plan.

1.2. Project Management

The Cities will select one consultant, and the consultant will execute a separate contract with each City. The Scope of Work in each contract will be the same. The City of Sumner and the City of Pacific will both provide project management input. The City of Sumner will be acting as Lead Agency for SEPA review.

2. SCOPE OF WORK

2.1. Project Description

The City of Sumner and the City of Pacific are required by PSRC to prepare a Subarea Plan for the Sumner-Pacific Manufacturing/Industrial Centers (MIC). PSRC approved a "provisional" regional designation to this area in April 2016. The selected consultant will be responsible for developing a subarea plan for that contains all the necessary items listed in the MIC Plan Checklist as set forth in the *Reporting Tool-Center Plans* document prepared by PSRC (Attachment A).

In addition to addressing items in the MIC Plan Checklist, the following will be addressed in the subarea plan or other comprehensive plan elements, as appropriate:

- Develop policies that prioritize local infrastructure funding to support the MIC subarea.
- Provide strategies for adapting to the effects of climate change including the potential for increased flood risk.
- Develop employment growth targets for the MIC consistent with each city's citywide target and the land use vision for the MIC subarea. Evaluate and determine if the MIC subarea can accommodate planned employment growth by analyzing, at a minimum: land capacity, zoning, and current and planned infrastructure and provide options and alternatives.
- Develop strategies to further focus employment growth within the MIC and to make efficient use of land. Options to evaluate include: increased employment densities, strategies for developing higher floor-area ratios and increasing the number of jobs per square foot of building space.
- Evaluate options for policies that create sustainable land development and consider the value of natural ecosystem services in the floodplain, including opportunities to support and provide incentives for ecosystem restoration.

- Coordinate with other consultants currently working on the Sumner Meadows Golf Course property sale to include a potential role that ecosystem restoration on this property could play in providing flood storage capacity, open space, habitat, and water quality benefits, as well as the appropriate center boundaries and land uses at this site. This would be done in coordination with other planning and consulting efforts already underway for the Sumner Meadows Golf Course.
- Ensure that the MIC Subarea Plan is consistent with functional plans for transportation, water, sewer, and concurrency requirements under the GMA can be met.

The planning effort will include working with stakeholders, the public, and two Councils to develop the subarea plan that must be adopted in each City's comprehensive plan.

2.2 Project Schedule

The Cities desire is to have the Subarea Plan completed by April 30, 2018. See Attachment B with general schedule and timelines.

RFP issued:	April 7, 2017
Proposals due:	April 24, 2017, 5:00 p.m.
Contracts awarded:	June 2017

3. PROPOSAL ADMINISTRATIVE REQUIREMENTS

3.1. Introduction

This section of the RFP details the procedures that the Cities have established for managing and directing the RFP process. The purpose of these procedures is to ensure that the Cities receive 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 Cities may reject the proposal of any proposer who fails to comply with any of the requirements of this Section.

3.2. Communications with Cities

All communications concerning this RFP should be directed to:

Ryan Windish, Community Development Director
 City of Sumner
 1104 Maple Street
 Sumner, WA 98390-1423
 Phone: 253.299.5524 Fax: 253.299.5539
 Email: ryanw@sumnerwa.gov

3.3. Delivery of Proposals

To be considered, 2 hard copies of the Proposal must be received at the address above and an electronic version of the proposal must be submitted via email to Ryan Windish at ryanw@sumnerwa.gov no later than 5 p.m. (PST) on **April 24, 2017**. Proposers are solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will not be considered. Faxed proposals will not be accepted.

3.4. Cost of Proposal

This RFP does not, under any circumstances, commit the Cities 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 Cities reserve 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 Cities upon delivery to the Project Manager.

4. PROPOSAL CONTENT

Proposals should include the following:

- 4.1. Proposing firm's name, address, phone, fax, email, and website. 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 the Scope of Work (Attachment B). 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 manufacturing/industrial or regional growth centers planning, urban planning and community involvement. If selected, the Cities 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 (20) hours on this project (excepting administrative support.)
- 4.5. Provide a proposed timeline, hours to be spent, and a proposed budget that is consistent with the Scope of Work (Attachment B); the budget should include

hourly rates for each team member. Proposers may assume that the Cities 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 Sumner/Pacific staff, appointed or elected officials, and other planning 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: Separate contracts will be executed between the selected consultant and the City of Sumner and the City of Pacific. The selected consultant will be required to execute the form contract attached to this RFP.

Step 5: If negotiations with the initially selected consultant fail to produce a contract, the Cities reserve 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

Attachment A: *Reporting Tool-Center Plans* prepared by PSRC

Attachment B: Scope of Work

REPORTING TOOL – CENTER PLANS

This reporting tool is for *growth centers* and *manufacturing industrial centers*. It is designed to assist jurisdictions in developing, updating, or amending their center plans. It provides the key expectations for center plans for regional centers (beyond the general requirements for comprehensive plans), which are based on the criteria established by PSRC’s Executive Board for designating centers. Additional detail is provided in the Plan Review Manual Appendix E-4: Center Plans.

GROWTH CENTERS: In the first space below, please provide a **brief description** of what materials are being submitted. Then proceed with completing the **two parts** of the reporting tool itself:

Part I - Checklist: This lists out key provisions that should be addressed in a center plan.¹

Part II- Submittal Form Questions: Brief responses that explain how the center plan being submitted addresses VISION 2040.

DESCRIPTION OF SUBMITTED MATERIALS

Explain the nature of the center plan materials being submitted for review, including the date adopted. For example, is this a full update, partial revision, or a set of annual amendments?

EXPLAIN HERE:

Using the checklist below, please indicate the VISION 2040 provisions that the center plan addresses. If there are certain VISION 2040 issues that are not addressed in the center plan, please provide an explanation of these in PART II of the reporting tool (questions).

¹ The checklist part of each reporting tool is designed to serve as an aid to highlight key provisions that should be addressed as policy and plan updates and amendments are being prepared. Plans can demonstrate consistency without necessarily checking off each and every item listed on the checklists. In other words, other approaches and provisions may be appropriate and acceptable. ([Plan Review Manual](#), page 3-1). Note: the Center Plan Checklist was revised in June 2014.

PART I: GROWTH CENTER CHECKLIST

Center Plan Concept (or "Vision")

- ✓ Include a vision for the center that describes the role (economic, residential, cultural, etc.) of the center within the city, the county and the region. This should include a commitment to compact, pedestrian and transit-oriented development.
- ✓ Clearly identify the area designated as a regional growth center. Describe the relationship of the center plan to the city's comprehensive plan, as well as VISION 2040 and countywide planning policies.
- ✓ Include a market analysis of the center's development potential.²

Environment

- ✓ If applicable, identify critical/environmentally sensitive areas in the center and reference relevant policies and programs to protect those areas.
- ✓ Describe parks and open space, including public spaces and civic places and include provisions to encourage accessible open space.
- ✓ Include or reference policies and programs for innovative stormwater management.
- ✓ Include or reference policies and programs to reduce air pollution and greenhouse gas emissions.

Land Use

- ✓ Demonstrate defined boundaries and shape for the center (boundaries should be compact and easily walkable. This suggests a roughly uniform shape of about 1 square mile. Boundaries should not be elongated or gerrymandered. Planning area boundaries should fully encompass the designated regional growth center.)
- ✓ Establish residential and employment growth targets that accommodate a significant share of the jurisdiction's growth, as well as residential densities and building intensities with capacity to accommodate these levels of growth (Note: growth targets are the amount of growth a jurisdiction has agreed, through the countywide process, to plan for throughout its comprehensive plan elements over the 20-year horizon of the comprehensive plan. The targets include both the baseline density (current) plus the 20-year growth. Distinct from growth targets, zoned development capacity is not time-bound and, therefore, can allow higher levels of development.)
- ✓ Describe and map the mix, distribution and location of existing and future land uses (such as residential, commercial, civic, public). Encourage a mix of complementary uses.
- ✓ Establish design standards for pedestrian-friendly, transit-oriented development and other transit-supportive planning that orients land uses around transit.

² Recommended for all jurisdictions with centers; required for designation of new centers.

PART I: GROWTH CENTER CHECKLIST

Housing

- ✓ Document total existing and targeted housing units.
- ✓ Include tailored provisions for a variety of housing types that addresses density standards, affordable housing for all major household income categories³, and special housing needs.
- ✓ Describe implementation strategies for addressing housing targets and goals.

Economy

- ✓ Describe key sectors and industry clusters in the center.
- ✓ Include policies and programs addressing economic development in the center.

Public Services

- ✓ Describe or reference local capital plans for infrastructure, as well as their financing (such as sewer, water, gas, electric, telecommunications). Explain strategies to ensure facilities are provided consistent with targeted growth.

Transportation

- ✓ Develop an integrated multimodal transportation network, including pedestrian and bicycle facilities, as well as linkages to adjacent neighborhoods and districts.
- ✓ Describe relationships to regional high-capacity transit (including bus rapid transit, commuter rail, light rail, and express bus) and local transit and coordination with transit agencies.
- ✓ Include or reference provisions for full standards for streets that serve all users, including pedestrians, bicyclists, transit, vehicles, and – where appropriate – freight (see “complete streets” description in VISION 2040).
- ✓ Include provisions for context-sensitive design of transportation facilities.
- ✓ Include or reference provisions for environmentally friendly street (“green street”) treatments or other comparable programs.
- ✓ Include or reference level-of-service standards and concurrency provisions tailored for the center to encourage transit.
- ✓ Include a parking management strategy that addresses supply of parking, on-street parking and mitigating effects of parking.
- ✓ Include mode-split goals.

³ VISION 2040 uses the following household income categories and definitions to track regional housing affordability: Middle (80%-120% of area median income); Moderate (50%-80% of area median income); Low (Below 50% of area median income); and Very Low (Below 30% area median income).

In the spaces provided below, please describe provisions in the *growth center* plan with brief summaries. (You may supplement your summary descriptions with citations or references to specific policies.) If there are certain VISION 2040 issues that are not addressed by the center plan, please explain why. For an example of a completed reporting tool, please see PSRC’s Plan Review Manual.

Note: For a new center plan or full center plan update, please fill out each section. For amendments, only complete those fields which relate to topics addressed in the amendments.

PART II: GROWTH CENTER QUESTIONS

Sustainability

(MPP-En-1 through 25; MPP-DP-43 through 47; MPP-PS-1, 3, 7, 8, 12, 13, 19, 20, 24)

Explain the vision for the center and how the plan promotes sustainability. Explain the following:

- Using system approaches to planning for the environment
- Describe parks and open space, including public spaces and civic places
- Wise use of services and resources (including conserving water and energy, reducing waste, treating stormwater)
- Human health and well-being

EXPLAIN HERE:

Growth and Development

(MPP-DP-1 through 13, 33-42; MPP-H-1 through 9; MPP-Ec-16-20)

Explain how the center plan takes steps to guide residential and job growth. Explain the following:

- Identify residential and employment planning targets, as well as residential densities and building intensities
- Planning for and achieving housing production (including affordable housing)
- Design standards for pedestrian-friendly, transit-oriented development
- Economic and residential role of the center in the city and region

EXPLAIN HERE:

PART II: GROWTH CENTER QUESTIONS

Transportation Provisions

(MPP-DP-40, 43, 54 through 56; MPP-H-6; MPP-Ec-6; MPP-T-1 through 33; DP-Action-18)

Explain how the plan address these additional transportation issues:

- Mode-split goals for the center
- Multimodal transportation network, including pedestrian and bicycle facilities, and linkages to adjacent neighborhoods and districts
- Address regional high-capacity transit
- Provisions for context-sensitive design of transportation facilities, as well as full standards for urban facilities to serve all user groups (“complete streets”) and environmentally friendly street design (“green streets”)
- Tailor level-of-service standards and concurrency provisions for the center to encourage transit
- Parking management strategy

EXPLAIN HERE:

Other Topics

Explain any other provisions in the center plan of regional interest or significance, as well as any unique topics or issues.

EXPLAIN HERE:

MANUFACTURING INDUSTRIAL CENTERS: In the first space below, please provide a **brief description** of what materials are being submitted. Then proceed with completing the **two parts** of the reporting tool itself:

Part I - Checklist: This lists out key provisions that should be addressed in a center plan.⁴

Part II- Submittal Form Questions: Brief responses that explain how the center plan being submitted addresses VISION 2040.

DESCRIPTION OF SUBMITTED MATERIALS

Explain the nature of the center plan materials being submitted for review, including the date adopted. For example, is this a full update, partial revision, or a set of annual amendments?

EXPLAIN HERE:

Using the checklist below, please indicate the VISION 2040 provisions that the center plan addresses. If there are certain VISION 2040 issues that are not addressed in the center plan, please provide an explanation of these in PART II of the reporting tool (questions).

PART I: MANUFACTURING INDUSTRIAL CENTER CHECKLIST

Center Plan Concept (or "Vision")

- ✓ Include a vision for the center. This should include a commitment to preservation of an urban industrial land base. Describe the economic role of the center within the city, county and the region.
- ✓ Include an overview of the relationship of the center plan to the city's comprehensive plan, as well as VISION 2040 and countywide planning policies.
- ✓ Include a market analysis of the center's development potential.⁵

⁴ The checklist part of each reporting tool is designed to serve as an aid to highlight key provisions that should be addressed as policy and plan updates and amendments are being prepared. Plans can demonstrate consistency without necessarily checking off each and every item listed on the checklists. In other words, other approaches and provisions may be appropriate and acceptable. ([Plan Review Manual](#), page 3-1)

⁵ Recommended for all jurisdictions with centers; required for designation of new centers.

PART I: MANUFACTURING INDUSTRIAL CENTER CHECKLIST

Environment

- ✓ If applicable, identify critical/environmentally sensitive areas in the manufacturing/industrial center and reference relevant policies and programs to protect those areas.
- ✓ Include or reference policies and programs for innovative stormwater management (*related to Public Services*).
- ✓ Include or reference policies and programs to reduce air pollution and greenhouse gas emissions.

Land Use

- ✓ Demonstrate and explain the defined boundaries and shape for the center. Planning area boundaries should fully encompass the designated regional manufacturing/industrial center.)
- ✓ Establish employment growth targets that accommodate a significant share of the jurisdiction's manufacturing/industrial employment growth, and demonstrate capacity to accommodate these levels of growth (Note: growth targets are the amount of growth a jurisdiction has agreed, through the countywide process, to plan for throughout its comprehensive plan elements over the 20-year horizon of the comprehensive plan. The targets include both the baseline density (current) plus the 20-year growth. Distinct from growth targets, zoned development capacity is not time-bound and, therefore, can allow higher levels of development.)
- ✓ Describe the percentage of planned land use and zoning in the center for industrial and manufacturing uses.
- ✓ Describe strategies to avoid land uses that are incompatible with manufacturing, industrial uses, such as large retail uses, high concentrations of housing, or non-related office uses (other than as an accessory use).
- ✓ Establish design standards that help mitigate aesthetic and other impacts of manufacturing and industrial activities both within the center and on adjacent areas.

Economy

- ✓ Describe strategies to support or maintain manufacturing industrial industries (i.e., workforce, apprenticeships, land value policies, parcel aggregation, etc.).
- ✓ Describe key sectors and industry clusters in the center.

Public Services

- ✓ Describe or reference local capital plans for infrastructure, as well as their financing (such as sewer, water, gas, electric, telecommunications). Explain strategies to ensure facilities are provided consistent with targeted growth.

PART I: MANUFACTURING INDUSTRIAL CENTER CHECKLIST

Transportation

- ✓ Describe the transportation networks to and within the manufacturing/industrial center, and plans to identify and address deficiencies.
- ✓ Describe strategies that address freight movement (such as rail, trucking facilities, or waterway, as appropriate), including local and regional distribution.
- ✓ Describe strategies that address employee commuting (such as by encouraging modes such as fixed-route and high-capacity transit).
- ✓ Describe relationships to regional high-capacity transit (including bus rapid transit, commuter rail, light rail, and express bus) and local transit, and coordination with transit agencies.
- ✓ Include mode split goals.

In the spaces provided below, please describe provisions in the *manufacturing industrial center* plan with brief summaries. (You may supplement your summary descriptions with citations or references to specific policies.) If there are certain VISION 2040 issues that are not addressed by the center plan, please explain why.

Note: For a new center plan or full center plan update, please fill out each section. For amendments, only complete those fields which relate to topics addressed in the amendments.

PART II: MANUFACTURING INDUSTRIAL CENTER QUESTIONS

Development and Preservation of Industrial Lands

(MPP-DP-8-10, 53; MPP-Ec-3, 4, 19)

Explain how the center plan helps preserve the manufacturing industrial land base. Explain the following:

- Adopted growth targets for the center
- Plans and strategies to protect these lands from encroachment by incompatible uses and development, both in the center and on adjacent lands
- The percentage of planned land use and zoning in the center for industrial and manufacturing uses
- Design standards that help mitigate aesthetic and other impacts of manufacturing and industrial activities both within the center and on adjacent areas
- Economic role: Programs to support export-oriented basic goods and services, industry clusters, and ports

EXPLAIN HERE:

PART II: MANUFACTURING INDUSTRIAL CENTER QUESTIONS

Sustainability

(MPP-Ec-7, 15; MPP-En-1 through 25; MPP-PS-1, 3, 7, 8, 12, 13)

Explain the vision for the center and how the plan promotes sustainability. Explain the following:

- Environmentally- and socially-responsible economic development practices
- Use of system approaches to planning for the environment
- Wise use of services and resources (including conserving water and energy, reducing waste, treating stormwater)
- Addresses human health and well-being

EXPLAIN HERE:

Transportation

(MPP Ec-6, 18; MPP-T-1-8, 12, 13, 14, 17-19; 20-22, 27, 30)

Explain how the plan addresses the distinctive needs of manufacturing industrial employment, including:

- Design, construct, and operate facilities to serve all users, including employees, while accommodating the efficient movement of freight, goods, and services within and between centers
- Maintain and improve the existing multimodal freight transportation system to increase reliability and efficiency and to prevent degradation of freight mobility
- Mode-split goals for the center
- Address regional high-capacity transit service

EXPLAIN HERE:

Other Topics

Explain any other provisions in the center plan of regional interest or significance, as well as any unique topics or issues.

EXPLAIN HERE:

Sumner-Pacific MIC Subarea Plan—Scope of Work

March 6, 2017

- 1. Add to Comprehensive Plan Annual Amendments Docket (February 2017)**—Subarea Plans can be approved outside the normal Annual Amendment cycle.
- 2. Consultant Selection (February-March 2017)**—Request for Proposals for qualified consultant to complete land use/employment capacity analysis and environmental analysis.
- 3. Background Research (February-April 2017)**—Updating land use inventory, assessing current critical areas regulations, understanding flood prevention/control projects, updating market study, etc.
- 4. Stakeholder and Business Outreach (May 2016)**—Interview and survey stakeholders including businesses, chamber of commerce, tribes, developers, staff and others, on the future needs and issues related to the MIC area and record this input. [Explore such questions as: What have been and continue to be impediments to business development? What more can the City do to retain and recruit manufacturing businesses? What are current trends in the industry that can inform future planning?]
- 5. City Councils (May-June 2017)**—Discuss the vision, goals and objectives with City Councils regarding the MIC and record input. [Consider a joint meeting].
- 6. Develop Alternatives (June-July 2017)**—Based on input, develop alternative approaches to the future of the MIC area considering major goals and objectives for the area.
- 7. Public Workshop (August 2017)**—Receive comments and suggestions on the alternatives presented and narrow down alternatives. May double as a scoping meeting for SEPA.
- 8. Draft Subarea Plan (September 2017-October 2017)**—Prepare draft Subarea Plan
- 9. SEPA/GMA Process (October 2017 to December 2017)**—Conduct required SEPA/GMA process to include addendum or Supplemental EIS for the update plan depending on scope of changes from current Comprehensive Plans or if changes will result in new significant adverse impacts.
- 10. Public Workshop (December 2018)**—Introducing Draft Subarea-Plan and Alternatives to collect comments prior to public hearings. May utilize other methods of public outreach such as separate small meetings with stakeholders, etc.
- 11. Planning Commission (December 2018-January 2018):**
 - a. Public Meetings—Discussion (2)
 - b. Public Hearing
- 12. City Councils (February 2018-April 2018):**
 - a. Study Sessions
 - b. Public Hearing
 - c. Adoption
- 11. 60-day GMA Appeal Period (October 2017-December 2017)**
- 12. DUE TO PSRC APRIL 2018**