



CITY OF
SUMNER
WASHINGTON

**REQUEST FOR PROPOSALS
FOR
Planned Action SEPA
For the Town Center Plan**

February 2018

**CITY OF SUMNER
REQUEST FOR PROPOSALS FOR COMPLETING
PLANNED ACTION SEPA FOR THE TOWN CENTER PLAN PROJECT**

INTRODUCTION

The City of Sumner is requesting interested consulting firms to submit proposals for processing a Planned Action SEPA for the Town Center Plan, which will review activities including: coordination of the SEPA EIS scoping process, completion of a Draft Environmental Impact Statement (DEIS), coordinating the public comment process on the DEIS, reviewing and responding to public comments received on the DEIS, preparing the Planned Action Final Environmental Impact Statement (FEIS), and assisting with any SEPA related appeals..

The City of Sumner reserves the right to amend terms of this “Request for Proposals” (RFP), to circulate various addenda, or to withdraw the RFP at any time, regardless of how much time and effort consultants have spent on their responses. The City of Sumner reserves the right to retain the services of responsive firm(s) for subsequent phases associated with this project. Prospective consultants will be held to the ADA and Civil Rights language adopted by the City of Sumner.

BACKGROUND AND DISCUSSION

The City of Sumner’s Town Center Plan is currently under revision and update. Following a City Open House it has been determined that population in the Town Center Plan area will increase significantly allowing between 3-6 story buildings and adopting Form-based code regulations. This plan update requires by state law that a State Environmental Policy Act (SEPA) Checklist and EIS be prepared. The City stipulates the issuance of a Determination of Significance (DS) under SEPA and for the preparation of an Environmental Impact Statement (EIS).

The scope of this contract is to assist the City in its Planned Action SEPA review activities including: coordination of the SEPA EIS scoping process, completion of a Draft Environmental Impact Statement (DEIS), coordinating the public comment process on the DEIS, reviewing and responding to public comments received on the DEIS, preparing the Planned Action Final Environmental Impact Statement (FEIS), and assisting with any SEPA related appeals.

PROJECT SCHEDULE

The City desires to have the selected consultant commence work no later than February 9, 2018.

Approximate Schedule:

RFP issued:	February 5, 2018
Proposals Due:	February 9, 2018, 5:00 p.m.
Consultant Interviews:	February 16, 2018
Contracts Awarded:	March 6, 2018

PROPOSAL CONTENT

Proposals should include detailed information regarding the Consultant's experience on similar projects. Submit five (5) hard copies of the proposal along with a PDF and please limit the proposal to twelve (12) total pages without the optional brochure.

The Consultant's qualifications should include the following information:

- a. List at least three (3) but no more than five (5) projects of similar complexity and magnitude undertaken and completed in the past ten (10) years and provide references and a phone number for each reference.
- b. Provide resumes of no more than five (5) key members of the proposed project team and no more than two (2) key members of each sub consultant who will work on this project. Each resume should be limited to no more than one (1) page in length.
- c. Of the referenced projects, list the involvement of the proposed project team members for which resumes have been submitted.
- d. The consultant may submit a brochure or narrative discussion, not to exceed two (2) 8.5" x 11" single sided pages, that provides any further information describing the firm's qualifications for this project (not included in the 12 pages).
- e. The proposal should be accompanied by a brief introductory letter stating your firm's interest in the project (not included in the 12 pages).
- f. Provide a proposed timeline, hours to be spent, and a proposed budget that is consistent with the scope of work for the project; the budget should include hourly rates for each team member.
- g. Please include a statement to the effect of the consultant's project lead and key team members, as well as sub consultants, will not be replaced without prior approval of the City.

SELECTION CRITERIA

The Consulting Team selected for this project should have demonstrated experience in completing feasibility studies for similar projects. Selection shall be based on the following:

- a. Consultants understanding of the City's desires and general approach to the project as demonstrated in the project description and scope of work.
- b. Completeness of the work included in the Proposal.
- c. Consultant's experience with projects of similar complexity and function.
- d. Qualifications of the Consultant's staff assigned to this project.

- e. Demonstrated ability of the Consultant to perform high quality work, to control costs, to meet schedules, and approach to this project.

SELECTION PROCEDURE

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 selection criteria. 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 the Evaluation Committee. 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.

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.

SUBMITTAL DEADLINE

Five (5) hard copies and one (1) electronic copy of the Proposal must be forwarded to the attention of Eric Mendenhall, Senior Planner, at the following address by **5:00 p.m. on February 9, 2018:**

City of Sumner
1104 Maple Street
Suite 260
Sumner, WA 98390

Any proposal received after the specified date and time will automatically be rejected and will not receive any further consideration by the City. Postmarks will not be accepted.

PROPOSAL CONTACT PERSON

All questions regarding this solicitation should be directed to Eric Mendenhall, Senior Planner, at (253) 299-5526.