



Planning Department
250 Madison, Suite 3
Port Townsend, WA 98368
360-379-4423 Fax 360-344-4619

Request for Proposals (RFP) to Conduct GMA Periodic Review of City of Port Townsend Comprehensive Plan

Overview

The City of Port Townsend is seeking qualified consultants to assist in a review of its Comprehensive Plan as required by the State Growth Management Act (GMA) under RCW 36.70A.130 and update it as necessary for GMA compliance. The selected consultant will work with Port Townsend's Planning and Community Development Department (PCD) to carry out this periodic update based on an established work program. The city is required to submit its updated and adopted plan to the State by June 30th, 2025.

A. Scope of Work

The City has prepared a Scope of Work, which will be refined by the selected Proposer, in collaboration with the City. The scope of the Proposer's work includes, but is not limited to the following items:

1. City-County Coordination – Assist PCD staff in evaluating Countywide Planning Policies and negotiating Population Allocations. Adapt the Department of Commerce Housing Action Planning tool to Port Townsend market and population trends. Research population and demographic trends and data modeling to support Countywide policy updates and population forecasting.
2. Review Existing Plans and Regulations – Complete Commerce Checklist: Evaluate the city's previously completed Checklist and revise as necessary. (Note: A draft line-in-line out CAO was prepared by staff in 2021).
3. Formulate the Scope of Work: The consultant will be asked to assist the City in refining the scope of work to accomplish mandatory and optional amendments within the budgetary and scheduling constraints (See Key Challenges below).
4. Create Work Program: Based upon the above analysis, establish a work program and schedule to complete the mandatory and select optional elements of the Growth Management Act. The schedule should provide enough time for substantive review of the consultant's work by PCD staff of each element. Enable presentations and discussions in this work plan to be spread over time with the Planning Commission and City Council for them to adequately review and discuss revised elements.
5. Community Engagement - Assist PCD staff with developing and conducting a community engagement program to be carried out throughout the periodic update process involving residents, tribes, stakeholders, advisory boards, and state agencies. This will include early public engagement to verify or amend the existing Community Direction Statement setting the foundation for optional policy amendments. The selected contractor will prepare meeting/hearing materials/outreach materials, attend meetings and conduct outreach in concert with staff.

6. Data Gathering and Analysis: Working in concert with city staff and the Planning Commission, identify issues and options, gather associated data and conduct analysis to support viable options. This may include a review of Best Available Science to support amendments to the CAO.
7. Prepare Draft Documents for Review: Prepare draft land use and zoning maps; provide line-in, line-out of Comprehensive Plan and development regulations. Compile all the required elements into a single document, adding and/or combining elements where appropriate, while ensuring the final plan remains flexible where appropriate to allow for future actions that may not be able to be anticipated at this time.
8. Public Meetings and Hearings: Prepare materials and present the above items to City Staff, members of the public, Advisory Boards, the Port Townsend Planning Commission, and the Port Townsend City Council. Presentations will be made in person, via virtual meetings, and through published materials.
9. Respond to Comments: Assist staff in response to comments received throughout the adoption process. Incorporate suggested edits.
10. SEPA Review: Assist City Staff with the SEPA Environmental Review process, including but not limited to SEPA Checklist preparation, assistance with Threshold Determination, and response to comments.
11. Create an Implementation Matrix to track follow up actions to ensure implementing regulations and functional plans remain consistent with the Comprehensive Plan. (Actual amendments may be processed by the consultant or City staff depending on scoping, budget, and timing of the adoption of the comprehensive plan update).
12. Comply with all statutory procedural requirements for submitting amendments to the State Commerce Growth Management Services office.

B. Key Challenges and Issues

The City of Port Townsend will need to prioritize the following goals and projects during the 2025 Periodic Review of the Comprehensive Plan. The selected consultant will assist in completing selected tasks.

- a. Conduct a Land Capacity Analysis/Buildable Lands Inventory to determine which areas can be developed, with attention to critical areas and proximity to existing utilities, open space, and services. Inventorying existing facilities will include reviewing a draft Sewer Development Plan. The GMA does not require Port Townsend to conduct a Buildable Lands Inventory. However, the analysis will aid the City's review of its balance of land use categories. The inventory will be used to suggest policies to address housing target deficiencies according to income brackets.
- b. Develop a Housing Action Plan with an emphasis on:
 - i. Economic analysis of a housing affordability in lieu of fee and market appropriate AMI targets for City subsidy payment of this fee or in lieu of infrastructure subsidies.
 - ii. Evaluate expansion of the City's current MFTE program with possible adoption of an 8-year program subsidizing up to 200% AMI.
 - iii. Research and compare other tools to create infrastructure incentive strategies for housing.

- c. Research and compare options about neighborhood redistricting to support affordable housing.
 - i. Analyzing minimum density in lower density residential zones.
 - ii. Analyzing minimum lot sizes in lower density residential zones.
- d. Conduct a UGA swap for Glen Cove LAMIRD in Jefferson County
- e. Develop a Stormwater Facility in the Northwest Quadrant of Port Townsend and partner with Jefferson Land Trust to preserve the Quimper Wildlife Corridor.
- f. Review the City’s Comprehensive Plan Economic Development Element and revise to include the findings of the City’s Financial Sustainability Taskforce. This may involve:
 - i. Researching options to increase infill in the Commercial zones.
 - ii. Adding additional economic development goals and policies to the Comprehensive Plan.
 - iii. Suggesting implementation strategies to reach the City’s economic development goals.
- g. Update the following plans as time allows
 - i. Non-Motorized Transportation Plan
 - ii. Parks Master Development Plan, focusing on adjacent housing potential. Adopt the Parks, Recreation, and Open Space Plan as part of the Parks Master Development Plan.

C. Eligible Proposers

Proposals will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- a. Are qualified to conduct business in the State of Washington and the City of Port Townsend.
- b. If a corporation or limited liability company, it must be in good standing with the Washington Secretary of State.

D. Source of Funds and Budget

Initial funding for developing the work program and schedule identified in the Scope of Work item A.1 are funded through a Washington State Commerce Department Periodic Update Grant of \$125,000. Climate grants will be made available through the Department of Commerce, but award amounts are not yet known. The City is not required to comply with HB1110 but will solicit funds from Commerce to support the Housing Action Plan and other planning efforts to improve housing inventory. The City’s general fund may provide an additional \$57,000. Total potential funds available:

E. Preliminary Schedule

Event	Date
Release of Request for Proposals	August 2, 2023
Questions about Proposals Due	August 16, 2023
Written Responses Posted	August 23, 2023
Proposals Due	September 6, , 2023
Finalist Selections	September 20, 2023
Staff Recommendation	September 27, 2023

Council Contract Approval	October 2, 2023
Notice to Proceed	October 3, 2023
Contract Period	Effective through June 2025

F. Deadline for Submission of Proposals

The original proposal must be provided in electronic PDF format no more than twenty (20) megabytes in size and twenty-five (25) pages in length via email and must be received by 5:00 P.M., on Wednesday September 6, 2023. Proposals must be sent to hsmith@cityofpt.us

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be reviewed.

G. Proposal Requirements, Evaluation Factors, and Selection Process

Any questions regarding the RFP must be submitted to the City of Port Townsend Planning and Community Development Department via email. Questions will be posted with responses and shared with all parties expressing interest in the proposal. Address email questions to hsmith@cityofpt.us

The following outlines the proposal requirements, evaluation criteria, and the selection process. Submission of a proposal pursuant to this RFP shall constitute acknowledgement and acceptance of the terms and conditions set forth herein. Portions of the RFP and the contents of the proposal submitted by the successful proposer may become contractual obligations if an agreement is awarded. Failure of the successful proposer to accept these obligations may result in cancellation of the award. The City reserves the right to withdraw this RFP at any time without prior notice. All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed.

Each Proposal shall be submitted electronically to the City and must contain the following in this order.

1. Cover Letter for the Proposal
A cover letter must be submitted with the proposal. The cover letter should be limited to one page and must include name, address, and the name, telephone number, number, and e-mail address of the person(s) authorized to represent the entity on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.
2. Proposer Experience
Each proposer shall furnish a narrative supported by relevant data regarding experience with similar projects for the firm, and for the individuals who will be assigned to work on this account.
Each proposer shall also furnish a list of up to five references/clients including names, addresses, phone numbers, and principal contacts in which the proposer has provided similar Growth Management services.
3. Providing Services to Meet Goals and Objectives
Each proposer shall furnish a narrative of how the individual/firm will provide services to meet the City's goals and objectives.
4. Projected Costs and Proposed Services

5. Each proposer shall provide a detailed matrix of estimated costs to provide the services. Such costs should be presented in a budget format that itemizes actual expenses for addressing the comprehensive plan elements, public presentations, and administration.

H. Proposals Evaluation and Selection Process

All proposals will be judged by demonstrated success, quality of work, experience with similar communities, inclusion of local qualified professional in scope of work, and budget. Any incomplete proposals will be disqualified. Proposers from any previous RFP process are encouraged to partner with one another to demonstrate a more competitive proposal.

Proposer qualifications, experience, and demonstrated ability	45 points
Demonstration of an engagement strategy that includes measures to ensure equity and non-self-selecting participation	25 points
Cost reasonableness, appropriateness, and necessity as compared to all other proposals to provide the services proposed within the Comprehensive Plan Periodic Update	15 points
Quality and responsiveness of proposal to the Scope of Services detailed in Section A of this RFP	15 points

The City will conduct a preliminary evaluation of all proposals by the deadline to determine compliance with proposal requirements and mandatory document submissions. The City reserves the right to request additional information to clarify the content of a proposal.

All proposals shall be reviewed to determine that the minimum eligibility requirements have been met. Ineligible proposers will be informed in writing.

Proposals shall be evaluated per the above categories, scored, and ranked, and may include consideration of any or all the listed factors at the City’s discretion.

I. Contact Award Process

City Staff will review the applications and on the basis of the evaluation criteria listed above to select one proposer.

The proposer selected to perform the services outlined in this RFP will enter into an agreement, approved as to form by the City Attorney, directly with the City of Port Townsend.

The City reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that an agreement was awarded as a result of false statements, or other data submitted in response to this RFP, the City reserves the right to terminate the agreement.