## **GROWTH MANAGEMENT ACT PERIODIC UPDATE**

## **ADDENDUM TO RFP**

## **Deadline Extended: June 8, 2018, 5:00 p.m**

### Introduction

**This is an addendum to the Request for Proposals issued for the GMA Periodic Update on May 2, 2018.**

The City of Ilwaco contracts with MRSC to manage our small works and consultant rosters. The city is currently accepting proposals from firms qualified to assist the City of Ilwaco in the update of its comprehensive plan and development regulations, to meet the mandated update requirements of the Growth Management Act (GMA).

The project is intended to review and update its comprehensive plan (which may also include addition of an economic development chapter), development regulations, and critical areas in accordance with the provisions of the Growth Management Act (RCW 36.70A.130).

All communications concerning this RFP should be directed to: Holly Beller, Treasurer, at 360-642-3145, or via email at treasurer@ilwaco-wa.gov.

Request for proposals are due by 5:00 p.m. on Friday, ~~May 18,~~ **June 8,** 2018.

### Project Purpose

The City of Ilwaco is seeking a qualified consultant(s) in this Request for Proposal (RFP) to assist the city in updating its comprehensive plan (which may also include addition of an economic development chapter), development regulations, and critical areas. Washington state law in RCW 36.70A.130(5) requires the City of Ilwaco to review, update and adopt its comprehensive plan and development regulations in accordance with the provisions of the Growth Management Act (RCW 36.70A.130), on or before June 30, 20~~19~~**20**.

This overview document and other information and materials attached within constitute an invitation to submit proposals only, and does not represent an offer by the City of Ilwaco. Items submitted in response to this RFP shall constitute offers to contract with the City of Ilwaco and only upon the city acceptance of such an offer by award as provided herein shall any contractual relations be created. Conditions, instructions, specifications and proposal format are set forth following. **It is the responsibility of interested parties to be aware of any additional addendums related to this RFP.**

### Preferred Qualifications

The consultant(s) must have expertise in public participation and outreach programs; facilitation of public meetings; compilation of information from varying sources; preperartion and revision of Comprehensive Plans, Development Regulations, and Critical Areas; familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Protection Act and their implementation; and GIS mapping. Experience with periodic updates and implementation of the growth management act is preferred.

### ProjectManagement

The City of Ilwaco **may** ~~will~~ provide a planner to oversee this project with input and review by the Washington State Department of Commerce. Commerce’s Planner for the City of Ilwaco is Matt Ojennus.

Project Budget

The city has received a grant from the Department of Commerce of $5,000 for completion of a Work Plan and Schedule of Tasks to be finished by June 30, 2019. The city anticipates additional costs including city staff time, city planner time, and consultant fees for the completion of the schedule of tasks by June 30, 2020.

### Project Schedule

The schedule for the GMA update project is established in the attached memo from Department of Commerce Re: 2018 Periodic Update dated December 22, 2017. The Ilwaco City Council has passed Resolution 2018-07 which extends the deadline for update completion to June 30, 2020.

### Proposals Due

Complete proposals must be received in a sealed envelope at the City of Ilwaco, PO Box 548, 120 First Avenue N., Ilwaco WA 98624, no later than 5:00 p.m. on ~~May 18,~~ **June 8,** 2018. Proposals received after such time will not be considered. Proposers are solely responsible for ensuring that proposals are delivered on time.

### Cost of Proposal

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

### Rejection of Proposals

The City of Ilwaco reserves the right to reject any and all proposals received, to waive informalities or irregularities in the proposals received, and to award the proposal to be judged best responsible organization or individual, taking into account, but not being limited to, such considerations as the proposed completion schedule, express warranties made in the proposal; the organization or individual performance on similar past or existing contracts; the organization or individual business and financial stability and capacity to perform under the proposal; and the quality of the proposed personnel, management and supervisory organization or individual. The city will not necessarily be bound by the lowest proposed price.

### Proposal Disposition

All materials submitted in response to this RFP shall become property of the City of Ilwaco.

### Proposal Contents

Each proposal must be submitted in the format specified, and all portions thereof must be completed in ink or in typewritten form, containing all information requested. Proposals should be no longer than 20 pages plus attachments and include the following:

* **Company/Team Information:** Company name, address, phone, fax and email identity of 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.
* **Relevant Experience:** Describe the relevant background and experience of the firm including years in business. Describe the relevant experience of your team members and subcontractors in the areas of public participation and outreach programs; facilitation of public meetings; compilation of information from varying sources; preperartion and revision of Comprehensive Plans, Development Regulations, and Critical Areas; familiarity with the Washington State Growth Management Act, the Shoreline Management Act, the Washington State Environmental Protection Act and their implementation; and GIS mapping. The proposer shall commit that staff identified in its Proposal will actually perform the assigned work.
* **Example of Completed Projects:** The proposal may include sample copies of a relevant work product completed by the proposer. This document will not count towards the 20 page limit.
* **References:** Provide at least two relevant references for the team and each team member and subcontractor with project description, client name, address and phone numbers, exact responsibility on the particular project and whether the experience is consultant experience or individual experience.
* **Scope of Services/Budget:** The scope of work for the GMA periodic update is two-fold. First, provided in the GMA Update Grant Agreement No. 18-63210-064, which is attached to this RFP and requires the proposer to complete a written work plan summarizing the work required for updating the city comprehensive plan (which may also include addition of an economic development chapter), development regulations, and critical areas to meet current GMA requirements. This task should not exceed the grant award of $5,000 and must be completed by June 30, 2019. Secondly, the proposer will ~~work with City staff to provide an updated SOW based on the review,~~ submit a time line and budget proposal for the completion, submission, and approval of the updates**. Final approval of the update shall occur** no later than June 30, 2020. Describe your approach to, and understanding of the project, specifically addressing each of the tasks included in the grant agreement. Present a table to indicate the estimated hours and budget to be spent on each task with a brief supporting explanation. Include estimates of which tasks would be required to be performed by city staff.
* **Project Schedule:** The project schedule will be finalized with the selected consultant. Provide a statement acknowledging that your organization/team can meet the schedule and complete the tasks required for each of the years as listed in the project schedule as summarized in the grant agreement.

### Proposal Address

Proposals must be enclosed in a sealed envelope that shall clearly states on the outside that the proposal is to complete the periodic review and update of the City of Ilwaco’s Comprehensive Plan, development regulations, and Critical Areas to meet the mandated requirements of the Growth Management Act and shall be addressed as follows:

GMA Update Proposal

City of Ilwaco

PO Box 548

Ilwaco WA 98624

### Proposal Withdrawal

Any proposal may be withdrawn upon written request of the proposing organization or individual received at any time prior to the time set for the proposal review. No proposal may be withdrawn or modified after the time set for the review of the proposal unless the award is delayed for a period exceeding 30 days following the proposal review. Clarification of any ambiguities that may arise shall be in writing and provided to all interested parties as addenda.

### Evaluation Process

The City of Ilwaco selection committee will review submitted proposals and recommend selected proposals for further followup. The final selection, if any, will be that proposal which, in the sole opinion of the city after review of all submissions by the selection committee, best meets the requirements set forth in the RFP and is in the best interests of the city.

### Proposal Evaluation

The proposals will be evaluated and scored based on the following areas: qualifications of key personnel who will be directly involved (25 pts.); cost of services (40 pts.); community outreach/public participation experience (10 pts); and approach and understanding of the project and GMA guidelines (25 pts.).

Attachment A: Must be submitted with Proposal (not included in 20 page limit)

### Certifications and Assurances

I/we make the following certifications and assurances as a required element of the proposal to which it is attached, understanding that the truthfulness of the facts affirmed here and the continuing compliance with these requirements are conditions precedent to the award or continuation of the related contract(s):

1. The prices and/or data have been determined independently, without consultation, communication, or agreement with others for the purpose of restricting competition. However, I/we may freely join with other persons or organizations for the purpose of presenting a single proposal.
2. The attached proposal is a firm offer for a period of days following due date, and it may be accepted by the City of Ilwaco without further negotiation at any time within this period.
3. In preparing this proposal, I/we have not been assisted by any current or former employee of the City of Ilwaco whose duties relate (or did relate) to this proposal or prospective contract, and who was assisting in other than his or her official public capacity. Neither does such a person nor any member of his or her immediate family have any financial interest in the outcome of this proposal. (Any exceptions to these assurances are described in full detail on a separate page and attached to this document.)
4. I understand that the City of Ilwaco will not reimburse me/us for any costs incurred in the preparation of this proposal. All proposals will become the property of the city, and I/we claim no proprietary right to the ideas, writings, items or samples.
5. I/we warrant that in connection with this proposal, no attempt has been made or will be made by the consultant/vendor to induce any other person or firm to submit or not to submit a proposal for the purpose of restricting competition.
6. The consultant certifies that neither the consultant nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participating in this contract by any Federal or State department or agency. Further, the consultant agrees not to enter into any arrangements or contracts related to this proposal with any party that is on the “General Service Administration List of Parties Excluded from Federal Procurement or Non-procurement Programs” which can be found at www.epls.gov.

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Signature Date

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Signature Date