

**CITY OF PORT ORCHARD DEPARTMENT OF COMMUNITY DEVELOPMENT  
REQUEST FOR PROPOSALS (RFP) – Personal Services**

**DOWNTOWN AND COUNTY GOVERNMENT CAMPUS  
SUBAREA PLAN AND PLANNED ACTION EIS**

**I. Project Description**

The City of Port Orchard (hereafter referred to as the “City”) is seeking to hire a consultant or team of consultants to prepare a subarea plan and planned action EIS for the City’s Downtown and County Government Campus centers. The subarea plan and planned action EIS deliverables must be completed no later than **February 28, 2021**.

A map showing the subarea planning boundary (tentative), preliminary concept drawings and maps of the proposed downtown community center and surrounding area, and links to the City’s Comprehensive Plan and Zoning Map, can be viewed on the City’s website under this RFP posting.

This RFP posting is linked on the City of Port Orchard’s website at:  
<https://www.cityofportorchard.us/downtown-subarea-plan-rfp/>

**II. Compliance with State Guidelines**

The subarea plan shall meet the requirements of RCW 43.21C.420. The planned action EIS shall meet the requirements of RCW 43.21C.440(1)(b)(ii). The subarea plan and planned action EIS, which will be partly funded by an E2SHB 1923 grant administered by the Washington State Department of Commerce, must also comply with the requirements of the Engrossed Second Substitute House Bill (E2SHB) 1923 (Chapter 248, Laws of 2019). Additionally, the subarea plan shall address the PSRC regional centers plan checklist criteria, regional center application requirements, and provide the City will a plan suitable for seeking designation as an Urban Growth Center.

[https://www.psrc.org/sites/default/files/final\\_regional\\_centers\\_framework\\_march\\_22\\_version.pdf](https://www.psrc.org/sites/default/files/final_regional_centers_framework_march_22_version.pdf)  
<https://www.psrc.org/sites/default/files/centerschecklist.pdf>

**III. Tentative Schedule**

The following schedule may be modified as a result of consultant proposals and contract negotiations:

November 27, 2019	RFP Deadline (2:00 PM Pacific Time)
December 5-9, 2019	Consultant Interviews
December 17, 2019	Contract Approval
December 18, 2019	Project Start
February 28, 2021	Project Completion

**IV. Background and Primary Objectives**

The City has received a grant from the Department of Commerce which is intended to develop plans and actions that will increase residential building capacity, in accordance with E2SHB 1923. The City’s Comprehensive Plan focuses on channeling growth into designated centers like downtown Port Orchard,

which have infrastructure and other services such as a foot ferry connection to the Seattle-Bremerton high-speed ferry, in order to support denser residential living in a walkable neighborhood. The City is committed to building more residential capacity in or near the Downtown Center to serve existing and future residents who use the foot ferry and/or high-speed ferry to commute to their place of employment while living in Port Orchard. A proposed downtown waterfront community center, which will include a new library, conference center, office space and recreation center, will also attract new visitors and residents to the Downtown Center. Port Orchard is the county seat, and Kitsap County's Government Campus Center adjacent to the Downtown Center employs approximately 1,150 people, who also need moderate-income housing near their workplace. Kitsap County intends to construct a new county courthouse, detention center and sheriff's office in 2020-2022, which will add further employment growth and housing need to this area. Therefore, the City wishes to plan for the Downtown and the County Government Campus centers at the same time, as they are adjacent, interconnected in their functions, and are both planning for significant, current and future renovations and new developments within approximately the same timeframe.

SEPA regulatory compliance remains a barrier to developers who are reluctant to spend money designing projects for the Downtown and County Government Campus Centers only for the project to be delayed, derailed, or required to be redesigned subsequent to an environmental review process. By reviewing performance standards, conducting public outreach in a subarea planning process, and by preparing a planned action EIS, the City can provide greater certainty to the development community. The City believes that residential capacity can be increased, residential development can be made more viable, and the development process can be streamlined through these actions. The City believes that preparation of a planned action EIS will streamline and accelerate the implementation of the Downtown/County Government Campus Subarea Plan, thereby adding residential inventory (including affordable housing) to a tight residential market in a shorter time frame, by simplifying and expediting the environmental review of future individual projects within this subarea.

An additional consideration in developing a sub area plan and planned action EIS is to consider seeking status as a regional growth center through the Puget Sound Regional Council. In 2018, PSRC adopted a Regional Centers Framework as part of its updated Vision 2040 growth strategy. Regional Urban Growth Centers have dense existing jobs and housing, high-quality transit service, and are required to plan for significant growth. These centers must also show that there is future market potential to support their planning targets. The City currently does not have any regional centers, but anticipates that with the preparation of a subarea plan for the Downtown and County Government Campus Center, this area will qualify as a Regional Urban Growth Center. Such a designation would open up new funding opportunities to assist with subarea plan implementation.

Finally, the City is looking ahead to the next required periodic update to its Comprehensive Plan. Through this process, the City will have to help implement the regional growth strategy and the countywide planning policies. Under Vision 2050, the City is proposed to be designated a high capacity transit community to the presence of the foot ferry serving its downtown. As such, the City expects its regional share of growth to increase for the next periodic update of its Comprehensive Plan in 2024. Preparation for this increase through a subarea plan and planned action EIS will assist the City in accommodating this additional growth, without adding growth to areas lacking in transit service or by expanding the UGA.

## **V. Project Components**

### **Component 1 – Downtown/County Campus Subarea Visioning and Planning**

- Assess existing conditions in the Downtown Center and the County Government Campus Center, including an overall parking analysis, a market analysis of these subareas, and a housing

inventory and capacity analysis.

- Prepare and implement a community and stakeholder engagement plan (with activities for early and continuous involvement).
- Facilitate visioning with the community and stakeholders and confirm the vision statement and guiding goals and policies (policy framework) for the subarea
- Prepare preliminary design concepts and identify opportunities for increased housing supply.
- Develop up to three alternatives for consideration under the planned action EIS.
- Refine preferred alternative.
- Prepare implementation strategy with actions, recommendations, projects, and strategies identified to successfully implement the subarea plan.

#### Component 2 – Planned Action Subarea Plan/EIS Process

- Prepare technical reports and environmental documents—at this point the City anticipates that consistency with adopted plans and policies, land use, urban design, housing, economics/market, parks and open space, multi-modal transportation, parking, and utilities will be part of the scope of the EIS. However, future scoping may result in added elements.
- Prepare SEPA checklist.
- Prepare EIS scoping notice.
- Facilitate/attend a scoping meeting and document comments during scoping.
- Assess environmental impacts of alternatives.
- Prepare draft EIS and solicit comments.
- Prepare final EIS in conjunction with preferred alternative.
- Facilitate/attend a public hearing on the plan/EIS.
- Following the FEIS process, prepare the Subarea Plan document and an ordinance for adoption of planned action EIS.

#### **VI. Review Criteria:**

The basis of award will be to the respondent receiving the most points based on the following criteria (230 total points possible):

- Ability to complete the project within the required timeline. (30 points)
- Experience preparing a combined Planned Action EIS and Subarea Plan (30 points)
- Demonstration of successful implementation of similar projects your firm has prepared (30 points)
- Relevant urban design experience. (30 points)
- Expertise in housing relating to Washington State House Bill 1923 including grants as administered by Department of Commerce. (30 points). <http://lawfilesexternal.wa.gov/biennium/2019-20/Pdf/Bills/House%20Passed%20Legislature/1923-S2.PL.pdf>
- Knowledge of and experience with PSRC Regional Centers Framework and application process. (15 points)
- Experience of key personnel. (15 points)
- Value offered (existing knowledge of project components, scale, team synergy, proximity to city, etc.) (15 points)
- Interdisciplinary approach to project (design, transportation and infrastructure, economic, outreach, environment, etc.). (15 points)
- Understanding of local conditions and project challenges (20 points)

#### **VII. Related Previous and Ongoing Project Planning Efforts (information available on City website):**

<https://www.cityofportorchard.us/downtown-subarea-plan-rfp/>

Port Orchard Waterfront Revitalization Project – Kasprisin Pettinari Design – 1983

Downtown Port Orchard: Suggestions for Revitalization – University of Washington - 1999

Kitsap County Campus Master Plan – Miller-Hull Architects, Cascade Design Collaborative, Heffron Transportation - 2003

Port Orchard Economic Development Plan - EDAW - 2004

Marina Lift Station Project – RH2 - Ongoing

Port Orchard Transportation Plan – Transportation Solutions, Inc. – 2015

County Courthouse Project – Thomas Architecture Studio/HOK - Ongoing

Community Event Center Project and Master Plan – GGLO/Rice Fergus Miller (Concept Planning) –This City will be hiring for Architectural and Engineering services to take the next steps in the project planning and design process in 2020.

Port Orchard Parks Plan – The City has selected Beckwith Consultants to prepare an update to the City’s Parks Plan – This work will be completed in 2020.

Shoreline Master Program – The City is performing an update to the SMP in house with limited technical support from Cascadia Consulting Group.

Transportation Model – Transportation Solutions, Inc. – The City’s transportation model is maintained by TSI.

Water and Sewer System Plans – BHC, Inc – BHC is currently updating the City’s water and sewer system plans.

Stormwater Downtown Basin Plan – Reid Middleton – Reid Middleton is currently working on a stormwater plan for the Downtown Port Orchard Basin.

**VIII. Required Insurance:**

The Consultant shall procure, and maintain for the duration of the Agreement, insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Consultant, its agents, representatives, or employees.

**A. Minimum Scope of Insurance**

Consultant shall obtain insurance of the types described below:

1. Automobile Liability insurance covering all owned, non-owned, hired and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage. If necessary, the policy shall be endorsed to provide contractual liability coverage.
2. Commercial General Liability insurance shall be written on ISO occurrence form CG 00 01 or a substitute form providing equivalent liability coverage and shall cover liability arising from premises, operations, independent contractors and personal injury and advertising injury. The City shall be named by endorsement as an additional insured under the Consultant’s Commercial General Liability insurance policy with respect to the work performed for the City.
3. Workers’ Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant’s profession.

B. Minimum Amounts of Insurance

Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.
3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit.
4. Employer's Liability each accident \$1,000,000, Employer's Liability Disease each employee \$1,000,000, and Employer's Liability Disease – Policy Limit \$1,000,000.

C. Other Insurance Provisions

The insurance policies are to contain, or be endorsed to contain, the following provisions for Automobile Liability, Professional Liability and Commercial General Liability insurance:

1. The Consultant's insurance coverage shall be primary insurance as respect the City. Any insurance, self-insurance, or insurance pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.
2. The Consultant's insurance shall be endorsed to state that coverage shall not be cancelled by either party, except after thirty (30) days prior written notice by certified mail, return receipt requested, has been given to the City.
3. The City will not waive its right to subrogation against the Consultant. The Consultant's insurance shall be endorsed acknowledging that the City will not waive their right to subrogation. The Consultant's insurance shall be endorsed to waive the right of subrogation against the City, or any self-insurance, or insurance pool coverage maintained by the City.
4. If any coverage is written on a "claims made" basis, then a minimum of a three (3) year extended reporting period shall be included with the claims made policy, and proof of this extended reporting period provided to the City.

D. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

E. Verification of Coverage

Consultant shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Consultant before commencement of the work.

**IX. Proposal Format and Content:**

Proposals which do not address the items in this section will be considered incomplete and will be deemed non-responsive by the City.

- A. Letter of Transmittal/Cover Letter (1 page; note: front and back covers may be provided and do not count toward page limit)

B. Qualifications and Experience

1. Provide brief resumes of the Project Manager and the key technical personnel to be assigned to this project, including representatives from subconsultant firms. Discuss the experience of these persons and relate their experience to this project. (maximum 4 pages)

2. Discuss your resources, qualifications, and approach to project management, including successfully meeting budget and schedule requirements on similar planning assignments. (maximum 2 pages)
  3. Provide examples of relevant project experience of your firm and team members (maximum 6 pages), in particular addressing the required experience listed under VI. Review Criteria:
    - Experience preparing a combined planned action EIS and subarea plan
    - Demonstration of successful implementation of plans your firm has prepared
    - Relevant urban design experience
    - Expertise in housing relating to grant objectives
    - Knowledge of and experience with PSRC Regional Centers Framework and application process
    - Interdisciplinary approach to project
- C. References  
Provide names, email addresses, and telephone numbers of at least three references willing to attest to your firm’s ability to complete this project on time and within budget. (maximum 1 page)
- D. Project Understanding, Approach, and Value Offered—provide an understanding of local conditions and project challenges and describe your general approach to the project including a timeline that illustrates how major tasks will be completed within the proposed schedule (with completion by April 2021) and value offered by your team. (maximum 5 pages)
- E. Confirmation of Business Organization  
On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFP). Partnerships and joint ventures will list each member’s name, address, and business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

## **X. Ownership of Work Product**

Any and all data, reports, analyses, documents, photographs, pamphlets, plans, specifications, surveys, maps or any other materials created, prepared, produced, constructed, assembled, made, performed or otherwise produced by the consultant or the Consultant’s subcontractors for delivery to the City under this RFP shall be the sole and absolute property of the City. Such property shall constitute “work made for hire” as defined by the U.S. Copyright Act of 1976, 17 U.S.C. §101, and the ownership of the copyright and any other intellectual property rights in such property shall vest in the City at the time of its creation. Ownership of the intellectual property includes the right to copyright, patent, and register, and the ability to transfer these rights. Material which the Consultant uses to prepare a proposal in response to this RFP but is not created, prepared, constructed, assembled, made, performed or otherwise produced for or paid for by the City is owned by the consultant and is not “work made for hire” within the terms of this RFP.

## **XI. Public Records Requests**

This RFP and all public records associated with proposals submitted in response to this RFP shall be available from the City for inspection and copying by the public where required by the Public Records Act,

Chapter 42.56 RCW (the "Act"). To the extent that public records then in the custody of the Consultant are needed for the City to respond to a request under the Act, as determined by the City, the Consultant agrees to make them promptly available to the City. If the Consultant considers any portion of any record provided to the City under this Agreement, whether in electronic or hard copy form, to be protected from disclosure under law, the Consultant shall clearly identify any specific information that it claims to be confidential or proprietary. If the City receives a request under the Act to inspect or copy the information so identified by the Consultant and the City determines that release of the information is required by the Act or otherwise appropriate, the City's sole obligations shall be to notify the Consultant of: (a) the request; and (b) the date that such information will be released to the requester unless the Consultant obtains a court order to enjoin that disclosure pursuant to RCW 42.56.540. If the Consultant fails to timely obtain a court order enjoining disclosure, the City will release the requested information on the date specified.

## **XII. Acceptance or Rejection of Proposals**

The City reserves the right to accept or reject any or all proposals, to waive all minor technicalities, and to accept the proposal or proposals determined to be the most advantageous to the City. Additionally, the City may accept a proposal subject to an exception if, in the sole judgment of the City, the proposal meets or exceeds the City's specifications.

## **XIII. Submittal**

**Two copies of the proposal (one .pdf copy for email submittals) are due to the City of Port Orchard Department of Community Development prior to 2:00 p.m. on November 27, 2019.** Proposals may be hand-delivered, mailed, delivered by courier or e-mailed. The maximum size of emailed documents shall be 10 mb.

Submittal Address: City of Port Orchard  
216 Prospect Street  
Port Orchard, WA 98366  
Attention: Dept. of Community Development  
(360) 874-5533  
Email: [planning@cityofportorchard.us](mailto:planning@cityofportorchard.us)  
Subject: **Subarea Plan and Planned Action EIS**

All proposals should be clearly marked on the outside of the envelope with the subject line "**Subarea Plan and Planned Action EIS**".

Proposals submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of mailed proposals regardless of fault.

Any copies should be duplex printed, and not use plastic or non-recyclable covers or bindings.

Inquiries regarding the RFP can be directed to Keri Sallee, Long Range Planner, at the address and phone number noted above.

Before receiving an award, the successful proposer will be required to provide the City of Port Orchard with copies of their current State of Washington and City of Port Orchard business licenses and Certificates of Insurance.

A committee of individuals to be selected by the City of Port Orchard Department of Community Development will perform evaluation of the proposals. The proposals will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score will be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. The City reserves the right to award the contract to the highest ranked firm without further discussions.

The City of Port Orchard reserves the right to reject any and all submittals and to waive irregularities and informalities in the submittal and evaluation process. All costs incurred in the preparation of the proposal, participation in this RFP and negotiation process shall be borne by the proposing firms.

**Americans with Disabilities Act (ADA) Information**

The City of Port Orchard in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing the Public Works Department at [publicworks@cityofportorchard.us](mailto:publicworks@cityofportorchard.us) or by calling (360) 876-4991.

**Title VI Statement**

The City of Port Orchard in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award."

It is anticipated that contract approval will occur on December 17, 2019.

**Confirmation of Business Organization:**

The proposer, by checking the applicable box, represents that it operates as:

a corporation incorporated under the laws of the State of  
Washington [ \_\_\_\_\_ ]

an individual doing business as \_\_\_\_\_

a partnership (identify all partners on a separate page, attached)

a joint venture (identify all joint ventures on a separate page,  
attached) [ \_\_\_\_\_ ]

other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Proposer or Company Name

\_\_\_\_\_  
City of Port Orchard Business License #  
(if applicable)

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Tax ID #

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Signature Name and Title (Print)