

**CITY OF PORT ORCHARD REQUEST FOR STATEMENTS OF QUALIFICATION  
FROM PROFESSIONAL SERVICES CONSULTANTS**

**City of Port Orchard Comprehensive Plan, Bethel/Sedgwick  
Subarea Plan, Critical Areas Code Update, Comp Plan Implementation, and related Professional Planning Work**

The City of Port Orchard (City) hereby solicits interest from professional services consulting firms with expertise in Urban Planning, public outreach, housing plans, design standards, capital facilities planning, climate, subarea planning, State Environmental Policy Act, and public outreach. The professional services contract term will be approximately 30-40 months in duration, with the option for the City to extend the term for additional time and money, if necessary. The contract scope will be phased as described herein. Consultants will be considered for the project described below.

The City of Port Orchard reserves the right to amend terms of this Request for Qualifications (RFQ) to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses.

**Project Description**

The City of Port Orchard proposes to prepare its 2024 periodic update to the Comprehensive Plan, a subarea plan, an update to the critical areas code for best available science, and updates to development regulations to implement these plans. Due to the interconnected nature of these projects, the City is seeking one consultant or consulting team to handle the planning tasks described herein. The City’s planning staff will provide guidance and support for these efforts. Project tasks are described as follows:

**Task 1: Bethel Sedgwick Subarea Plan.** The Bethel Sedgwick Subarea is identified in the City's Comprehensive Plan as a countywide center. Pursuant to the Kitsap County Countywide Planning Policies (CPP), the City must adopt a subarea plan for this area prior to or as part of the 2024 Comprehensive Plan periodic update deadline for this countywide center to be recognized at the countywide level. The City seeks to develop a subarea plan that is consistent with Puget Sound Regional Council (PSRC) centers guidance, the CPP, and local priorities. As a countywide center the Bethel Lund subarea needs to provide for a mix of housing and employment in a compact and walkable configuration served by transit with regular intervals. Developing a design framework for this area is critical to achieving this goal. This project will require outreach to the subarea stakeholders and design charette work. The final deliverable will be a subarea plan and any necessary development regulations to implement that plan including, but not limited to, overlay district regulations.

**Task 1.1: Visioning and Planning**

1. Refine and revise they currently designated sub area boundary after seeking input from the community and stakeholders.
2. Coordinate the subarea planning effort with the previously completed Bethel and Sedgwick Corridor Plan and ongoing efforts to design phases of the Bethel corridor improvement projects.
3. Assess existing conditions in the subarea, inventory housing and employment, prepare market analysis.
4. Prepare and implement a community and stakeholder engagement plan with activities for early and continuous involvement.
5. Facilitate visioning with the community and stakeholders and confirm the vision statement guiding goals and policies for the sub area.

6. Prepare preliminary design concepts and identify opportunities for increased supply of housing and employment.
7. Identify alternatives as necessary.
8. Refine the preferred alternative.
9. Prepare implementation strategies with actions, recommendations, projects, and strategies as well as proposed amendments to the development regulations.
10. Meet with the Planning Commission and City Council as necessary to present and seek input on planning documents.

Deliverable 1: Subarea Plan and Development Regulations.

**Task 2: 2024 Comprehensive Plan Update.** The City of Port Orchard is commencing its required 2024 periodic update to the City's Comprehensive Plan. The City envisions a light refresh to its existing plan addressing new Growth Management Act (GMA) requirements, Vision 2050, and updated Countywide Planning Policies. Much of the work to update the Comprehensive Plan will focus on new planning requirements including, but not limited to, climate, equity, and housing affordability. In addition, the City recently updated its utility plans and parks plans which must be incorporated into the City's Comprehensive Plan. The City has hired a consultant and commenced work on the Transportation Element of the Comprehensive Plan. The Capital Facilities Element of the Comprehensive Plan likely requires a significant update. The City is close to learning of its 2020-2044 population and employment growth targets for which it will have to plan. This plan update will likely require revisions to the City's development regulations to implement the revised goals and policies. This task should include a robust and inclusive public participation process. At the end of the project, checklists will need to be completed showing how the City has satisfied GMA, PSRC, and CPP planning requirements. A summary of the plan elements and needed amendments is as follows:

1. Introduction: Update the Introduction to reflect 2020 census numbers, new growth targets, centers policies, and other light revisions.
2. Land Use: Update the Land Use element to ensure that there is sufficient land capacity to accommodate Port Orchard's growth targets. This may require a review of the buildable lands and land capacity methodologies used in the 2020 Kitsap County Buildable Lands Report. Some minor land use map revisions may be required and will trigger direct outreach to affected property owners. Goals and policies require a refresh and certain figures must be updated with current information. The Consultant may need to explore alternatives for redesignating land uses to accommodate population and employment targets. This could involve some concept planning for areas to be redesignated.
3. Housing: The City has hired Makers Architecture and Urban Design to assist the City with the preparation of a Housing Action Plan. The selected consultant shall coordinate its effort with the Housing Action Plan being prepared by Makers and incorporate the recommendations of that final report into the City's Comprehensive Plan, especially the Housing Element. The Housing element requires general updates, especially to comply with recent changes to state law including requirements to plan housing for all economic segments.
4. Parks: The City has finished an update to its parks plan. The City is not expecting significant amendments to the Parks element as part of the 2024 periodic update.
5. Natural Systems: The update to the natural systems chapter will mostly focus on incorporating regional policies. This chapter is likely to undergo a light refresh.
6. Climate: The City intends to develop a Climate element in anticipation of changes to state law and to address regional policies. This will be an entirely new plan element that must be developed.
7. Economic Development: The Economic Development Chapter requires a light refresh to be made consistent with regional policy and any changes to state law. The chapter should also reflect the soon to be adopted countywide employment targets.
8. Utilities: The utilities element should be updated to include more information from West Sound Utility District and the City of Bremerton to reflect their existing facilities, capacity, and capital plans for the areas of Port Orchard where they provide services. The element should be updated to reflect the latest city water system

plan, sewer system plan, and stormwater system plan. The element should also be expanded to include more information about other utility providers available within Port Orchard. Coordination with the City's water/sewer and stormwater consultants and plans may be required.

9. Transportation: The city has hired a consultant to update the city's transportation model and transportation element. The selected planning consultant should coordinate with the city's transportation consultant to ensure consistency between the Transportation element and other elements.
10. Capital Facilities: The Capital Facilities element requires a comprehensive review and update. An updated inventory of existing City facilities is required, and a comprehensive list of capital improvement projects needs to be developed to reflect the most recent utility system plans, transportation plan, and other planning documents. Regional policies and any changes in state law should be reflected in a revised capital facilities element.
11. Appendices: the appendices to the Comprehensive Plan include numerous documents which are not expected to be amended as part of the Comprehensive Plan update. The city may wish to consider adopting other plans by reference as an appendix to the comprehensive plan. Other plans adopted by reference may need to be removed from the plan appendices.
12. PSRC: The comprehensive plan needs to be made consistent with Vision 2050 and the regional centers guidelines.
13. CPPs: The comprehensive plan needs to be made consistent with the county wide planning policies including the population and employment growth targets to be adopted later in 2022.
14. Commerce Checklists: The Department of Commerce will be providing guidance for the 2024 comprehensive plan periodic update in the summer of 2022. The City will need to review the Department of Commerce checklist insure that the plan satisfies all DOC identified requirements.
15. New GMA Requirements: Numerous growth management act updates have been passed since 2016. The consultant will assist the City with ensuring compliance with the Growth Management Act as amended.
16. Public Outreach: All work on the Comprehensive Plan periodic update will be done ensuring thorough and continuous public participation and outreach. The consultant will be asked to assist the City in conducting these outreach efforts.

Deliverable 2.1: The Comprehensive Plan

Deliverable 2.2: Proposed revisions to the Development Regulations

**Task 3: Critical Area Code Update.** The City is required to update its critical areas code for best available science. In addition, the City has identified several deficiencies with its existing critical area code especially related to critical areas review, permitting, and process. The consultant will help the City update its critical areas code for best available science and for critical areas review permitting and process.

Deliverable 3: A final draft critical areas code revision.

**Task 4: Additional Subarea Planning Work.** The City has identified two additional subarea plans that are needed for the Mile Hill Countywide Center and for the Bethel Lund Countywide Center. If funding allows, the City may seek a scope and fee to develop subarea plans for these centers as part of the RFQ. The scope for these subareas would be identical to Task 1, except that they would involve other areas of the City.

Deliverable 4: Subarea Plan(s) and Development Regulations

### **Evaluation Criteria**

Submittals will be evaluated and ranked based on the following criteria:

- 1) Qualification of Proposed Project Manager

- 2) Ability to Manage the Project and Minimize Project Impacts to City Staff.
- 3) Qualifications/Expertise of Firm including:
  - a. Subarea Planning
  - b. Comprehensive Planning
  - c. Design Standards and Form Based Codes
  - d. Critical Areas
- 4) Understanding of Local Conditions and Project Challenges
- 5) Approach to Public Outreach
- 6) Ability to meet schedule
- 7) Approach to Project
- 8) Familiarity with applicable State and Local Regulations and Regional/Countywide Planning Policies
- 9) Past Performance/References

The above criteria are weighted equally for scoring statements of qualifications submitted in response to this RFQ. Additional scoring guidance may be provided to responders prior to a potential consultant interview.

### **Submittal**

**Two copies of the Statement of qualification (or 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 Friday, June 17, 2022.** Statements of qualification may be hand-delivered, mailed, delivered by courier or e-mailed. The maximum size of emailed documents shall be 20 mb. The statement of qualification shall not exceed 20 (8.5 x 11 inch) single sided pages excluding front and back cover pages.

Submittal Address: City of Port Orchard  
720 Prospect Street  
Port Orchard, WA 98366  
Attention: Dept. of Community Development  
(360) 874-5533  
Email: [planning@cityofportorchard.us](mailto:planning@cityofportorchard.us)  
Subject: **Port Orchard 2022-2024 Planning Consultant Proposals**

All Proposals should be clearly marked on the outside of the envelope or on the email subject line with the title **“Port Orchard 2022-2024 Planning Consultant Proposals”**.

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

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

Inquiries regarding the RFP can be directed to Jim Fisk, Senior Planner, at the address and phone number noted above.

### **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.”