



Notice to Consultants Request for Proposals Lewis County Comprehensive Plan Periodic Update

1. PROJECT OVERVIEW

Lewis County is preparing for its 2025 Comprehensive Plan periodic update and is looking for an experienced consultant team to assist the county through the update process. The consultant team will be asked to: help the County clearly define the project scope; create detailed project work plans for project phases; identify gaps in the County's existing planning and policy documents using the Washington Department of Commerce (Commerce) guidance; conduct broad community outreach and engagement efforts; work with Board of County Commissioners to define a clear direction and vision for the 2025 Comprehensive Plan; coordinate with multiple County departments, partner agencies, and stakeholder groups; complete the 2025 Comprehensive Plan update and as well as an update to the Critical Areas Ordinance, by the state-mandated deadline.

2. SOLICITATION PROCESS AND TIMELINE

Interested parties are requested to provide a response containing all required elements herein to the County by the deadline given. Submittals will be examined by a selection committee and ranked based on the rating system criteria in Section 5. Interviews will be scheduled for top-ranking consultant teams to supplement the submission; sub-consultants should be present at the interview. Final consultant team selection and award are contingent on Board of County Commissioner approval.

To directly address supplier diversity, the County encourages Minority/Women Owned and Disadvantaged Small Businesses (M/WBE) to apply. Prime contractors are strongly encouraged to have a documented M/WBE inclusion plan. The County's intent is to provide opportunity for increased participation by M/WBE owned and controlled businesses, as long as such businesses are underrepresented, and to ensure that County contracting practices do not support discrimination when the County procures goods and services from the private sector.

The Lewis County 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 qualifications 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.

Proposed Timeline

The following is a tentative schedule. The County reserves the right to change the dates or eliminate one or more events from the RFP timeline.

Item	Date
RFP Announced	July 3, 2023
Deadline for Questions	July 21, 2023
County Response to Questions	July 28, 2023
Proposals Due	August 4, 2023
Notify Short-Listed Consultant Teams	August 11, 2023
Interviews	August 14-18, 2023
Selection	August 23, 2023
BOCC Approval	August 30, 2023

Questions/Inquiries

Questions concerning this RFP should be submitted in writing to the Project Manager, Mindy Brooks, via email mindy.brooks@lewiscountywa.gov by July 21, 2023, 5:00 PM PST. All questions will be answered in writing and posted on the County's project webpage on July 28, 2023.

Webpage: <https://lewiscountywa.gov/departments/community-development/rezones/comprehensive-plan-and-development-regulation-amendments/comprehensive-plan-periodic-update/>

Failure to request clarification of any inadequacy, omissions, or conflict will not relieve the proposer of any responsibilities under this Request for Proposal. It is the responsibility of the interested parties to assure that they received responses to the questions if any are issued.

Unauthorized contact regarding this RFP with other County employees or representatives may disqualify a submittal. Any oral communications will be considered unofficial and non-binding on the County. It is the responsibility of individual firms to check the website for responses to questions.

3. SCOPE OF WORK

The initial scope of work will include:

- Reviewing Commerce guidance and performing a gap analysis of the existing planning and policy documents.
- Coordinating with State, County, Regional Authorities, and Tribes.

- Developing and executing a Public Engagement Plan.
- Developing and presenting a scope of work and budget for Board of County Commissioner approval for updating the County's Comprehensive Plan and Critical Areas Ordinance to comply with the Growth Management Act (GMA) and the Lewis County Countywide Planning Policies.
- Drafting and finalizing Comprehensive Plan and Critical Areas Ordinance updates.
- Preparing required environmental checklists for the Comprehensive Plan and Critical Areas Ordinance update adoption.
- Completing the necessary Commerce Periodic Update checklists.

The scope does not include drafting development regulations, except the Critical Areas Ordinance. The scope does include identifying the development regulations that need to be updated to comply with changes to state rules and Comprehensive Plan goals and policies. Lewis County staff will draft the development regulation amendments.

Budget

On July 1, 2023, the County will receive a Periodic Update Grant (PUG) from Commerce. The PUG is a state appropriation provided to all jurisdictions planning under GMA. More information about the PUG is available on the Commerce webpage;

<https://www.commerce.wa.gov/serving-communities/growth-management/growth-management-grants/>

Lewis County is a GMA fully-planning county with a population under 100,000 and therefore, the PUG is \$350,000. The PUG must be used to complete all requirements of the periodic update for the Lewis County Comprehensive Plan. The PUG is split into two years, with \$175,000 available each year. It is anticipated that Lewis County will use approximately one-third of the PUG for work performed on the periodic update by staff including oversight of the consultant contract and work products, as well as tasks assigned solely to the County. After the PUG is awarded, the project budget will be finalized during negotiations with the selected consultant.

4. SUBMITTAL REQUIREMENTS

Proposals must include all information requested and meet all specifications and requirements outlined in this RFP. The proposal packet must not exceed twenty (20) pages (each sheet is counted as a page) excluding transmittal letter, covers and dividers. Resumes for the Project Manager and Team Lead(s) may be included as an attachment to the submittal and will not be counted as part of the twenty (20) page limit. Each page shall be no larger than 8 ½ x 11 inches, except maps may be no larger than 11 x 17 inches, and font size of shall be a minimum 12 point.

Proposals are due by August 4, 2023, at 3:00 PM PST. Five (5) hard copies of all materials and one (1) electronic copy of all materials shall be submitted.

The following submittals must be part of the proposal; if any are not included, the proposal may be judged as non-responsive:

A. Transmittal Letter

Please limit your cover letter to one (1) page and identify the consultant team and contact person with their title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed Project Manager. A duly authorized officer, employee, or agent of the consulting firm must sign the cover letter.

B. Key Personnel Qualifications and Experience

Please provide a brief description of the individuals on the consultant team, including subcontractors, and their relevant experience and qualifications. At a minimum the proposal shall include the primary consulting firm name and contact information; name of principal in charge and project manager(s); name and contact of subconsultants; and total number of employees from each firm that are proposed to work on the project.

Provide information demonstrating the organizational structure of the consultant team and the reporting relationships between individual team members. The team may consist of multiple firms with focused areas of expertise. This project will require the consultant team to have the following qualifications:

- Advanced knowledge of and experience with the Washington State Growth Management Act.
- Experience working with Commerce.
- Experience designing and implementing a Public Engagement Plan as required by RCW 36.70A.035.
- Experience preparing comprehensive plans and associated development regulations.
- Education and experience to demonstrate competency in discipline areas related to the Comprehensive Plan elements.
- Ability to provide creative and unique approaches to Comprehensive Planning.

C. Proposed Approach

Describe how the team would approach this project, given your experience and the scope of work, as presented in Section 4. Identify key tasks, who is responsible for completing them, and what is needed from County staff or other sources to ensure successful completion. Include timeline expectations and cost estimates that reflect your experience in what is practical. At a minimum, the proposed approach should address the following:

- Must include a targeted approach for updating the County's Comprehensive Plan and Critical Areas Ordinance that focus on completing only what is required to comply with the GMA as well as being responsive to the Community Vision.
- Must include a Public Engagement Plan that effectively engages the community early and often, focusing on key topics of interest in an equitable, barrier-free manner, and recognizes the needs and interests of both the community and the County.

- Must demonstrate an experienced project management team and project lead, with effective quality control, communication, working across County departments, and reporting processes in place.
- Must address the consultant team's commitment to producing high-quality original work reflective of the local conditions and objectives as guided by elected and appointed officials, stakeholder groups, County staff, and the community.
- Must indicate that team members can take on this multi-year project and ensure the consultant team can begin work as soon as a contract is approved.

D. Relevant Project Experience and References

Describe the team's experience on three (3) relevant projects, including a brief project description, client name and contact information, start and completion date, responsibility on the project, estimated and final costs, and the challenges and opportunities presented by the project. Work samples must be from projects similar in size and scope that clearly show a high-quality end product and demonstrates creative and unique approaches to Comprehensive Planning. The County reserves the right to contact references without prior notification.

All costs for developing response submittals are the obligation of the firm and are not chargeable to the County. All submitted documentation will become the property of the County and will not be returned. Proposals may be submitted early and withdrawn at any time before the published due date listed above, provided notification is submitted in writing to the County's agent listed in Section 8.

The County reserves the right to reject any or all submittals and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the County, and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

5. Evaluation Criteria

A County selection committee will evaluate the submitted proposals based on the criteria below. The top-ranked consultant teams will be invited to participate in a virtual interview with the selection committee. The County reserves the right to request additional information or clarification from firms responding to this RFP during the evaluation process.

The interview panel of staff and elected officials will conduct the interview. It is anticipated interviews will be broken up into three parts where consultant teams will be asked to present their Proposed Approach and Public Engagement Plan and answer questions from the interview panel. The top-ranked consultant teams selected to interview will be provided questions on August 11, 2023.

Criteria and Points

A. Key Personnel Qualifications and Experience **25 pts**

- Knowledge of and experience working with the Washington State Growth Management Act and Commerce.
- Experience designing and implementing a Public Engagement Plan in communities with similar demographics/populations to Lewis County.
- Experience preparing comprehensive plans and associated development regulations.
- History of consultant and sub-consultant successfully working together.

B. Proposed Approach **40 pts**

- Project approach is innovative and unique in responding to the needs, opportunities, and challenges of Lewis County.
- Approach addresses GMA requirements, including recent changes in rules.
- Public Engagement Plan meets requirements of RCW 36.70A.035 while addressing the unique needs of Lewis County community members.
- Strong plan for project management, quality control, and communication that facilitates cross-departmental and project team collaboration.
- Ability of team members to complete a multi-year project and be responsive to staff in real-time.

C. Relevant Project Experience and References **20 pts**

- History of successfully solving problems leading to successful project outcomes.
- Experience in completing work with similar size and scope.
- Quality of relevant project examples.
- Project examples demonstrate ability to successfully work with multiple County departments, stakeholder groups, and communities with demographics similar to Lewis County.
- Experience providing creative and unique approaches to Comprehensive Planning.

D. Quality of Proposal **15 pts**

- Proposal is visually pleasing and easy to read.
- Proposal is free from typos and grammatical errors.
- Proposal follows the order of RFP and responds to all required elements.

Total 100 pts

6. TERMS AND CONDITIONS

The County reserves the right to amend terms of this RFP, circulate various addenda, or withdraw the RFP at any time, regardless of how much time and effort firms may have spent on their responses.

The selected consultant will be invited to negotiate a contract with Lewis County. The project work plan as approved by Commerce will be provided to the consultant. The consultant will develop a detailed scope of work and associated budget, to be agreed to by the County.

7. AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

This material can be made available in an alternate format by calling 360-740-1419.

8. QUESTIONS/INQUIRIES

Please direct any questions concerning this RFP or the County's requirements to the County agent listed below. No other County official or employee is empowered to speak for the County with respect to this request. Information obtained from any other source shall not be binding and may disqualify your response.

Mindy Brooks, Senior Long Range Planner
Lewis County Department of Community Development
mindy.brooks@lewiscountywa.gov
360-740-2610