

REQUEST FOR PROPOSALS

2018 Comprehensive Plan/Development Regulation Periodic Update

Notice is hereby given that the Franklin County, Washington, is seeking submittal of proposals from qualified multidisciplinary consultants for the 2018 Comprehensive Plan/Development Regulation Periodic Update.

Purpose/Overview

Franklin County plans under the authority of the Growth Management Act (36.70A RCW). The Growth Management Act (GMA) requires Franklin County to perform a periodic review of our 2008 comprehensive plan and 2005 development regulations to keep them up to date with changes to the GMA and to respond to changes in land use and population growth. Franklin County must complete this update work by the end of June 2018. The State Department of Commerce has produced a checklist which is the measure by which it will rule the County in compliance with GMA update requirements.

A copy of Franklin Counties Comprehensive Plan/Development Regulations can be viewed at the County Building and Planning website: <http://www.co.franklin.wa.us/planning/index.html#>

This request for proposals calls for the submittal of a detailed Scope of Work that demonstrates an ability to complete the primary updates including the State approval process by June 2018.

Plan Update Scope

Franklin County is seeking a multidisciplinary consultant team (which may be a single firm or a consultant team consisting of individuals and/or firms with specialized expertise) to manage and perform the Counties required periodic updates in accordance with the following components.

Component 1: Franklin County wants to ensure that its plans and regulations comply with GMA rules. At this time, Franklin County appears to be in compliance; however the County also understands that new Shoreline Rules and the Voluntary Stewardship Program may require parts of the plan to be changed. The County does not need or desire to completely overhaul its 2008 Plan, or 2005 development regulations so the emphasis in the 2018 update effort will be on indentifying conflicts or ineffective policies/standards, *updating* and *complying*. The measure of success will be the Commerce Department checklist and positive reviews.

Anticipated APPROACH (submittals may include a different approach for consideration with a comparison to the following)

The consultant team and plan selected will:

- Manage the update process under the supervision and direction of the Planning Director.
- Review and analyze local conditions, the existing Comprehensive Plan maps and text, and documents developed and utilized by the Franklin County. (The consultant team will be expected to utilize the Department of Commerce periodic update checklists to illustrate how Franklin Counties existing Comprehensive Plan and Regulations compare against the latest requirements of GMA.)
- Review, update and revise, as appropriate, the contents of the Comprehensive Plan, Development Regulation and County Wide Planning Policies along with updating technical and supporting data consistent with the intent of the Franklin County Countywide Planning Policies, and ensure compliance with the requirements of the GMA.
- Outline and follow a public participation plan to be approved by the County. Provide for the environmental review of the 2018 Comprehensive Plan/Development Regulations periodic updates including preparation of a SEPA checklist that summarizes the impacts of the 2018 updates, which will be reviewed and “fine-tuned” by County staff (using consultant team resources as necessary)

- Identify existing development regulations that need to be revised or updated to be consistent with the 2018 Comprehensive Plan periodic update. Work with County staff to revise as necessary existing development regulations that support implementation of the comprehensive plan policies.
- Be responsible for presentation of materials and amendments to the planning commission and County Commissioners as needed.
- Support a public participation process for this periodic update

Component 2 : While, the first priority is to ensure that county plans and regulations comply with GMA rules. This second component involves an evaluation of the plan overall with a recommendation on ways to streamline or improve the plan. While, this component is not our primary goal, we believe it to be equally important in not more important. The results of this analysis, is anticipated to help Franklin County determine if additional updates should be added or if additional visioning work is needed.

Component 2 in general is anticipated to:

- Identify unnecessary, redundant and inconsistent policies, regulations or other information within the existing documents and recommend approaches (e.g. organization, formatting) to develop a more concise and usable document that contains relative data but is not a receptacle of statistics that are not informative to long range planning.

SUBMITTALS MAY BE EVALUATED AND RANKED ON THE FOLLOWING CRITERIA:

- Quality of experience and expertise in developing usable and legally defensible GMA and SEPA compliance documents;
- Quality of experience and expertise in developing a GMA plans and regulations.
- Demonstrated ability to analyze and address inconsistencies between the plan and development regulations and represent Franklin County in making recommendations facilitating public hearings;
- Ability outline, commence and complete project in a timely manner; and
- Total and itemized costs.

SUBMITTAL

Interested firms should submit five (5) copies their proposal pursuant to this RFP. The proposal coversheet should include the following information: firm name, address, phone and fax numbers; and name of Principal-in-Charge and Project Manager. The submittal shall also include:

- Resumes of key personnel who will actually be performing the work, including descriptions of similar projects they have been involved with, their role in each project, and professional certifications;
- Budget: Detailed by task for the proposal;
- A minimum of three (3) references.

Franklin County will review all proposals and may request interviews. The County will select a qualified applicant and will negotiate the estimated professional services based on the general scope of work outlined in the proposal. If agreement with the top applicant is not reached, the County may negotiate with the next applicant, or reopen the RFP process.

Franklin County encourages disadvantaged, minority, and women-owned consulting firms to respond.

All firms are hereby advised that compliance with local, state, and federal requirements for Equal Employment Opportunities is required. EEO compliance review reports will be used on select projects.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing Loren Wiltse, Planning Director, via email at lwiltse@co.franklin.wa.us.

Title VI Statement to Public

The County of Franklin 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.

Please note that information obtained from sources other than the Mr. Wiltse with respect to this project may not be accurate.

Technical questions should be directed to Loren Wiltse, Project Manager, Franklin County Planning and Building Department at (509) 545-3521 or by email at lwiltse@co.franklin.wa.us. Notices related to revisions or updates to the RFP will be provided via e-mail, unless the Applicant requests to receive it by regular mail. Regular mail will be post marked the same date any e-mails are sent. All costs for proposal preparation and negotiation incurred by the proposer, whether or not they lead to execution of a contract and agreement with Franklin County must be borne entirely and exclusively by the proposer.

Franklin County reserves the following rights for acceptance, modification, and/or rejection of submitted proposals such as:

- Rejection of any or all proposals.
- Rejection of any proposal not in compliance with proposal requirements.
- Providing of addenda, amendments, supplementary material or other modifications to the proposal specifications.
- Cancellation of this Request for Proposals without issuance of another Request for Proposals.
- Issuance of subsequent requests for new proposals. Request for submission of further information by the proposer in order to complete evaluation by Franklin County.
- Determination to select one or more proposers for attempted negotiation of a final contract(s). Decisions made by Franklin County will be final.

Franklin County further reserves the sole right to determine which proposal best serves the County's interest.

Delivery of Responses

To be considered, proposal must be received at the address below **no later than 3:00 p.m. (PST) on June 30, 2017**. Responders are solely responsible for ensuring that proposals are delivered on time. Responses received after the due date and time will not be considered, unless the County amends the time line. Faxed responses will not be accepted.

Please submit proposal to:

Franklin County Planning & Building Department
C/O Comprehensive Plan Update
502 W. Boeing Street
Pasco, WA 99301
Phone: (509) 545-3521