

**CITY OF PORT ORCHARD  
PLANNING DEPARTMENT  
REQUEST FOR PROPOSAL (RFP)**

**Cumulative Impacts Analysis for the Shoreline Master Program**

**February 2011**

**INTRODUCTION**

The City of Port Orchard Planning Department, hereinafter referred to as the City, is inviting proposals from qualified consulting firms to provide professional services related to development of a cumulative impacts analysis as required for the update of the Shoreline Master Program (SMP). The City is required by the WAC 173-26 to update its Shoreline Master Program by 2012. Much of the work has been and is being done by City Staff. The City is seeking consulting services solely for the cumulative impacts analysis portion of the update.

**AREA DESCRIPTION:**

The Shoreline areas include all lands within 200 feet of Puget Sound shoreline, within City limits, as well as in Kitsap County's South Kitsap Urban Growth Area, east of City limits. In addition, Blackjack Creek is a Shoreline of the State, from the mouth of the stream to its intersection with State Route 16 to the South. Two-hundred feet on either side of Blackjack Creek must also be considered.

**PROJECT DESCRIPTION**

The Cumulative Impacts Analysis is required by WAC 173-26-186(8)(d)(i-iii). The purpose of the cumulative impacts analysis is to ensure that the Shoreline Master Program (SMP) update includes shoreline policies and regulations that will achieve no net loss of shoreline ecological functions.

Primary goals of the project include:

- Incorporate current Shoreline Inventory and circumstances affecting the shorelines and relevant natural processes. The City of Port Orchard Shoreline Inventory and Characterization Report has been reviewed and approved by the Department of Ecology.
- Consider reasonably foreseeable future development and use of the shoreline allowed under the proposed regulations; and
- Incorporate GIS models, maps, or data, to graphically demonstrate location specific future impacts to existing species/habitats; and
- Consider beneficial effects of any established regulatory programs, restoration projects, and/or mitigation programs; and
- Incorporate GIS models, maps, or data, to graphically demonstrate location specific future benefits from mitigation, restoration, or proposed alternative recommendations; and

- Prepare a scientifically supportable analysis of the cumulative impacts of the proposed future development under the draft regulations and prepare supportable recommendations regarding mitigation, restoration, and possible alterations to the development regulations to support a defensible position regarding the Department of Ecology “no net loss” policy; and
- Incorporate as much as practicable, references to existing studies, data, analysis, and scientific information, existing GIS data from Kitsap County Shoreline Inventory, and acknowledge any references to the EPA/Kitsap County “alternative futures” data to justify proposed mitigation, restoration projects, and/or alternative recommendations.
- Provide the City with the resulting analysis report and GIS data layers in electronic format for future municipal use.

## **GENERAL SCOPE OF SERVICES**

Prepare a draft and final cumulative impact analysis in accordance with WAC 173-26-186(8)(d)(i-iii) and WAC 173-26-201(3)(d)(iii). The Consultant will evaluate and analyze draft SMP policies, regulations and environment designations to show how they achieve no net loss of shoreline ecological functions during the planning period. The analysis will include incremental and cumulative impacts of future uses and development allowed by the proposed SMP as an ongoing part of the update process. The analysis will identify how proposed SMP regulations, standards and restoration activities will avoid and offset expected impacts of future permitted and exempt shoreline development. Scenario-based impacts analysis is encouraged. The cumulative impacts analysis may need to be revised if the initial document shows that cumulative impacts would result from the draft SMP.

## **PROPOSAL REQUIREMENTS**

The consultant shall provide the following:

- A brief description of the firm, organization structure, location of principal offices, number of professional personnel and other pertinent information, including the names of all staff members who will work on the project and their longevity with the firm.
- Examples of consultant’s recent relevant shoreline analysis experience with client references, minimum of 3 references.
- The name and relevant experience of the principal or project manager in the firm who will have direct and continued responsibility for the project. This person will be the City’s contact on all matters dealing with the project and will handle all day-to-day activities through to completion (if called for an interview, this person is required to attend).
- The names of any outside consultants and/or subcontractors and the individuals to be utilized. Include a brief description of their role on the project and an organizational chart.
- Resumes of all prime and sub-consultant personnel that will work on the project. *Individual resumes shall be limited to two (2) pages and shall detail recent relevant experience.*
- The Consultant’s understanding of the project and proposed approach to the work.
- A detailed list of the items of work to be performed.
- A task analysis, each task shall include the personnel, assigned by name and title.
- A schedule showing the various tasks and total time frame proposed to complete the project, bar chart format.
- A statement that they have reviewed the City’s Standard Professional Services agreement and if selected will execute the agreement.

- An authorized official of the consultant firm shall sign the proposal.
- The proposal shall be valid for a minimum of ninety (90) days.
- The submitted proposal shall contain no more than 30 single sided pages (excluding the cover and section dividers).

## **GENERAL INFORMATION**

Please provide the City with any exceptions, additions or suggestions that will aid the selection process. Contract amounts shall not exceed \$ 25,000. The terms and scope of the contract will be arrived at on the basis of professional negotiations between the City and the highest ranked prospective consultant. If the City and the highest ranked prospective consultant fail to reach a contractual agreement, the City may commence negotiations with the second highest ranked consultant.

The City reserves the right to reject any and all submittals.

Please refer any questions regarding the content of this RFP to Jennifer Haro, Associate Planner, at (360) 874-5533 or [jharo@cityofportorchard.us](mailto:jharo@cityofportorchard.us). Additional information related to the Shoreline Master Program may be obtained via the City website at:

<http://www.cityofportorchard.us/shoreline>

Consultant is obligated to provide evidence of insurance liability and abide by the City's Risk Management procedures in accordance with Exhibit "A". Additionally, the consultant shall maintain a current City Business License for the duration of the project.

Consultant will maintain the required professional licenses and registration during the life of the Contract with the City.

## **SELECTION CRITERIA**

The City plans to consider the following:

1. Consulting team's experience with similar shoreline projects. (MAXIMUM 35 POINTS AVAILABLE)
2. Consultant's understanding of the project and their approach to the work required. (MAXIMUM 30 POINTS AVAILABLE)
3. Qualifications of the Project Manager and individual personnel assigned to the project. (MAXIMUM 15 POINTS AVAILABLE)
4. Number of staff available for the assignment. (MAXIMUM 5 POINTS AVAILABLE)
5. Prime and sub-consultant's demonstrated ability to work as a team and the team's proven ability to meet deadlines. (MAXIMUM 15 POINTS AVAILABLE)

A Selection Committee will review the proposals submitted and may request interviews from the top consulting firms. The Committee will rank the top firms based on qualifications, presentations and proposals. The City reserves the right to negotiate terms and scope of work with the highest ranked firm. If an agreement cannot be negotiated, the City reserves the right to renegotiate with the second highest ranked consultant.

## **TIME SCHEDULES**

The following is the City's tentative schedule for selection of the consultant and completing the alternative study and design:

1. Issuance of RFP's: March 2, 2011
- 2. Deadline for filing RFP: March 18, 2011**
3. Interviews (if needed) with the five highest ranked consultants: Late March
4. Professional negotiations with highest ranked applicant: Late March
5. Completion of the cumulative impacts analysis document: May 31, 2011

**Three (3) copies of each proposal and one electronic copy in Adobe PDF must be received by 3:00 p.m. on March 18, 2011 at:**

Planning Department  
City of Port Orchard  
216 Prospect Street  
Port Orchard, WA 98366

**Please clearly mark the envelope as follows:**

**RFP: SHORELINE MASTER PROGRAM**

**Attachments:**

**Exhibit "A" Insurance Requirements**