

CITY OF AUBURN
REQUEST FOR PROPOSALS (RFP)
Comprehensive Plan Framework & Land Use and Housing Elements
Proposals Due: January 13, 2022

The City of Auburn is soliciting Proposals from qualified consulting teams to provide professional services for planning, analysis, technical documentation, final documentation, and environmental study for the 2024 Comprehensive Plan Framework and Land Use and Housing Elements.

One electronic copy (PDF) of the Proposal shall be emailed to jsteiner@auburnwa.gov on or before 4:00 pm, Friday, January 13, 2022 with a subject line “*Proposal – Auburn 2024 Comprehensive Plan*”. Questions regarding this solicitation should be directed to Josh Steiner, Senior Planner, by email only at jsteiner@auburnwa.gov.

Additional information for the project is available on the City’s website, <http://www.auburnwa.gov/bids>.

For specific instructions on information to include in the Proposal, refer to the section below entitled *Proposal Elements*. Evaluation of the Proposals and ultimate consultant selection is identified in the section entitled *Selection Process and Evaluation Criteria* below. Although the use of subconsultants is recognized as being necessary for a multidiscipline project, the City’s preference is for the lead consultant to have the majority of the work performed in-house.

Any clarifying questions should be sent electronically to jsteiner@auburnwa.gov prior to NOON on Tuesday, December 28th, and responses to all questions will be posted to the advertisement on the city’s website by 5:00 p.m. December 31st.

PROJECT DESCRIPTION

The City of Auburn was founded in 1891 and has grown to become the fourteenth largest city in the state of Washington. Multiple periods of growth can be observed in the many regions of Auburn, including early 20th century neighborhoods, mid-century growth, and the annexation of rural county lands in the early 21st century has resulted in over 29 square miles of housing growth representing many different styles and eras.

The City’s Comprehensive Plan is the leading policy document that guides the City’s evolution and growth over a 20-year period. The Comprehensive Plan identifies the desired type, configuration, and intensity of land uses throughout the city, as well as the character and capacity of public facilities and services like streets and utilities. The most recent major update to the Comprehensive Plan was adopted by City Council in December 2015, following more than a year of public outreach and participation that began in early 2014 with the City’s “Imagine Auburn” visioning initiative.

The Comprehensive Plan is a combination of Elements (chapters) from various City departments, each managed internally and with their own timeline. This project will determine a strategy and schedule for coordinating with other departments to consolidate each of the Elements into a cohesive final document, share data between departments to ensure consistency across the Elements, and provide a strategy to ensure comprehensive, efficient public outreach. The Community Development Department will be responsible for this project and the final deliverable, including leading the update of a Public Participation Plan, Housing Element Update, and Comprehensive Plan Land Use development.

The adopted 2015 Comprehensive Plan can be found here:

https://www.auburnwa.gov/city_hall/community_development/zoning_land_use/auburn_s_comprehensive_plan

SCOPE OF WORK

The following describes a basic scope of work that encompasses Comprehensive Plan tasks and deliverables that the Consultant would complete in coordination with City Staff. Individual tasks and deliverables will be discussed during scoping and the scope of work will be adjusted based on Consultant guidance regarding required Comprehensive Plan documentation, level of effort, and Staff approval. The City envisions four phases of the Comprehensive Plan project with the following tasks:

1. **Planning and Strategy** – Create a strategy and schedule for how to adopt the Comprehensive Plan by 2024. Identify stakeholders, plan components, key intra-department milestones, and touchpoints with public, Planning Commission, and City Council.
2. **Project Foundation** - Data collection, draft analysis and deliverables, Public Participation Plan, Housing Needs & Characteristics Assessment update and Land Use Element Update.
3. **Draft Policy** – Updates to existing policies or drafting of new policies.
4. **Legislative Process** – Planning Commission and City Council approval and/or adoption; Coordination with Washington Department of Commerce and PSRC to ensure GMA requirements and regional requirements are satisfied.

City Staff will lead the overall Comprehensive Plan process with consultant support of the following items.

- **Comprehensive Plan Framework**
 - Development of a framework for delivering the Comprehensive Plan document by June 2024.
 - Plan should identify strategies for incorporating Elements and referenced plans being developed by City departments into a cohesive document.
 - Identification of strategies for data development and sharing between departments and across the various Elements and referenced plans to ensure consistency.
 - List of Comprehensive Plan requirements (such as Commerce checklist) and anticipated changes to GMA requirements.
 - Overall Plan schedule noting key deliverable dates, community outreach touchpoints, and touchpoints with Planning Commission and City Council. This item will be co-developed by Consultant and Staff.
 - The Comprehensive Plan will be conducted concurrent with Housing Action Plan Implementation analysis and an update to our Auburn Downtown Plan & EIS. There is considerable overlap between these projects, and the selected team will have strategies to ensure consistency among them all.
- **Public Participation Plan Update**
 - The Consultant will develop a Public Participation Plan that includes overall strategies for internal and external engagement. The Plan will build from City's [Public Participation Plan](#) developed during the 2015 Comprehensive Plan process. The Consultant will be asked to participate in selected Outreach events and prepare materials. This task will not involve an extensive visioning process, as the City's Imagine Auburn document provides the long-term city vision. The City most

recently used 'Bang the Table' for online engagement, during the [Housing Action Plan](#) outreach process.

- **Core Plan Support**
 - The Consultant will assist the City Staff in updating the Core Plan of the Comprehensive Plan, including providing updates to demographic information.
- **Land Use Element Update**
 - The Consultant will review existing policies to ensure any regional or state requirements are satisfied and note any gaps where additional policies are needed to satisfy requirements.
 - Analysis supporting the Comprehensive Plan Land Use Map including identification of potential changes to land use designations in areas that are sufficiently supported by transportation, transit, utilities, and policy. Analysis should be consistent with Regional Center designation requirements, potential Countywide Centers designations, neighboring jurisdiction plans, Buildable Lands Reports (King and Pierce Counties) City projects, and other City Elements and referenced documents developed for the Comprehensive Plan. Other ongoing efforts may suggest changes in density, changes in regulations, and new and/or revised zoning districts.
- **Housing Element Update**
 - The Consultant will update the [Housing Needs & Characteristics Assessment](#) developed as part of the 2015 Comprehensive Plan. This document will be updated to reflect the adoption of the Housing Action Plan, including relevant data and policy recommendations, outcomes from the Housing Action Plan Implementation Plan Project and Auburn Downtown Plan & EIS Project, both expected to begin in February 2022.
- **Climate Change Element**
 - The City is considering implementing a Climate Change Element and is looking for Consultant guidance on regional and state requirements for this Element. Recent consultant experience developing similar documents would inform the development of this Element. The City may start with incorporating recommendations from the Greenhouse Gas Inventory, Appendix I of the 2015 Comprehensive Plan.
- The Consultant will work with the City's GIS and multimedia staff to develop and share data, as well as on map development.

Consultant contract amount will be determined upon proposal evaluation and subsequent scope of work approval.

PROPOSAL ELEMENTS

Each proposal is limited to a maximum of six numbered pages of content (excluding only the cover and any dividers) (minimum font size 10 Arial), and should address the following items relative to the project description:

1. Identify the Project Team, including use of any sub-consultants the firms expertise and experience with similar project designs within the last 5 years. Please include the following information:
 - Project name and location

- Provide detailed Project Costs by task and team member
 - A brief description of the project
 - Identify the firm's role in the project
 - Project Team Member roles in the project
 - A project reference and contact phone number.
2. List and describe briefly what you think are important issues or project constraints, and identify the attributes of your firm that may set it apart, or make it particularly well-suited to address the issues.
 3. The Project Team's anticipated Project Schedule.
 4. Describe specific lessons learned by your firm/team regarding similar projects and what those lessons learned taught the team.
 5. Your firm's process/procedures for providing quality assurance/quality control throughout the life of the project.

SELECTION PROCESS AND EVALUATION CRITERIA

You have been solicited with this proposal based on your inclusion on and statement of qualifications within our Consultant Roster. Evaluation of proposals will be based on the following criteria:

1. Project Team Qualifications (20%)
2. Knowledge of Important Issues (20%)
3. Anticipated Project Schedule (20%)
4. Lessons Learned (20%)
5. Quality Assurance / Quality Control Plan (20%)

Following the evaluation of the Proposals, the City may interview up to 3 of the prospective consultants. Those firms selected for interview will have the opportunity to present their past experience with similar projects and overall project approach.

SELECTION SCHEDULE

The City's proposed schedule for Consultant selection, subject to change, is as follows:

Issue Request for Proposals	December 17, 2021
Deadline for Submittal of Proposals	January 13, 2022 @ 4:00 pm
Preliminary Selection of Firms	January 18, 2022
Notify Firms Chosen for Interviews	January 20, 2022
Consultant Interviews	Week of January 24, 2022
Final Selection of Consultant Firm	February 1, 2022
Execution of Consultant Agreement	February 2022

TERMS AND CONDITIONS

The City of Auburn reserves the right to reject any and all Proposals and to waive irregularities and informalities in the submittal and evaluation process. This solicitation for Consultant Services does not obligate the City of Auburn to pay any costs incurred by respondents in the preparation and submission of a Proposal. This solicitation does not obligate the City of Auburn to accept or contract for any expressed or implied services. Furthermore, the City of Auburn reserves the right to award the contract to the next most qualified Consultant if the selected Consultant does not execute a contract within thirty 30 days after the award of the proposal.

Persons with disabilities may request this information be prepared and supplied in alternative forms by calling 253-931-3010.

The Recipient, 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. The City of Auburn does not discriminate on the grounds of race, color, religion, national origin, sex, sexual orientation, age, or handicap in consideration for a project award.