

MASON COUNTY and the CITY OF SHELTON, WASHINGTON

Departments of Community and Economic Development

Request for Proposals

**Mason County and City of Shelton Comprehensive Shoreline Master Program Update**

September 2010

Mason County and the City of Shelton, Washington are accepting joint proposals from qualified planning and engineering consulting firms or teams to aid the Mason County and the City of Shelton in performing comprehensive updates to their Shoreline Master Programs (SMP). These services are intended to complement and augment capabilities that are otherwise unavailable to them. The desired outcome will be two separate but coordinated complete SMP's; including shoreline goals, policies, use regulations, and environment maps.

The following subjects are discussed in this Request for Proposals to assist proposal preparation.

- I. Background
- II. Scope of Services
- III. Required Insurance
- IV. Proposal Format and Content
- V. Evaluation Criteria and Selection Process
- VI. Submittal

**I. Background:**

Mason County has been awarded a grant from the Washington State Department of Ecology (Ecology), in the amount of \$650,000 (SMA Grant Agreement No. G1100004) to update its Shoreline Master Program consistent with the procedural and substantive requirements of the Shoreline Management Act (SMA) and its implementing rules, including the Shoreline Master Program Guidelines. The County requires specialized expertise in planning and regulation development, as described below in Section II, Scope of Work. This work is not to exceed **\$490,000**

The City of Shelton has been awarded a grant, from Ecology, in the amount of \$125,000 (SMA Grant Agreement No. G1100005) to update its Shoreline Master Program consistent with the procedural and substantive requirements of the Shoreline Management Act (SMA) and its implementing rules. The City requires specialized expertise in planning and regulation development, as described below in Section II, Scope of Work. This work is not to exceed **\$104,000**.

**II. Scope of Work:**

This project is expected to result in two separate contracts and two separate but coordinated SMP's, one with Mason County and one with the City of Shelton. The contract timeline is expected to encompass the period from contract execution by the respective entity through June 30, 2013.

The services required by both entities include assistance in the update of their Shoreline Master Program (SMP) in a manner consistent with the Department of Ecology standard scope of work for Shoreline Master Program updates, but are not limited to:

- Perform a preliminary assessment and identify the preliminary shoreline jurisdiction(s) per RCW 90.58.030(2).
- Aid staff in developing and implementing a public participation plan throughout the contract period, including participation at several public meetings.
- Conduct Shoreline Inventory, Analysis, and Characterization.
- Prepare a Shoreline Inventory and Characterization Report.
- Complete two Draft Shoreline Master Programs and Cumulative Impacts Analysis.
- Aid staff in conducting a community visioning processes.
- Develop general SMP goals, policies and regulations specific to each jurisdiction.
- Develop environment designations.
- Develop environment-specific shoreline use and modification policies, regulations, and standards for each jurisdiction.
- Develop SMP administrative provisions for each jurisdiction.
- Prepare a preliminary cumulative impacts analysis.
- Prepare a restoration plan, based on the inventory and characterization report for each jurisdiction.
- Revisit draft SMP and Cumulative Impacts Analysis for each jurisdiction.
- Prepare draft and finalize all required SMP maps specific to each jurisdiction.
- Prepare reports that demonstrate how to achieve no net loss.
- Aid staff in assembling complete draft SMP's for review by each jurisdiction.
- Aid staff in completing SEPA review and documentation for each jurisdiction.
- Aid staff in preparing a responsiveness summary specific to each jurisdiction.
- Aid staff in completing the adoption process and submitting SMPs to Department of Ecology.

**The Ecology Grant Agreement and scope of work for Mason County is available on the County's website at [www.co.mason.wa.us/community\\_dev](http://www.co.mason.wa.us/community_dev).** The total amount budgeted for the Consultant's work under the Mason County portion of the project is a maximum of \$490,000 over a three year period, funded entirely by the State grant. It is essential that the consultant work within the Ecology biennium grant funding cycles, and that all tasks and budget items identified in Year I (the second year of the State's fiscal biennium) be completed on time as unused budget amount from Year I cannot be transferred to Years II and III.

The Ecology Grant Agreement and scope of work for the City of Shelton is available on the City's website at [www.ci.shelton.wa.us](http://www.ci.shelton.wa.us) (on the front page under the link for RFP for Comprehensive Shoreline Master Program Update). The total amount budgeted for the Consultant's work under the City of Shelton portion of the project is a maximum of \$104,000, over a three year period, funded entirely by the State grant. It is essential that the consultant work within the Ecology biennium grant funding cycles, and that all tasks and budget items identified in Year I (the second year of the State's fiscal biennium) be completed on time as unused budget amount from Year I cannot be transferred to Years II and III.

### **III. Required Insurance :**

1. Worker's Compensation insurance in accordance with the statutory coverages required by the State of Washington and Employers Liability insurance with limits not less than \$1,000,000 and, where applicable, insurance in compliance with any other statutory obligations, whether State or Federal, pertaining to the compensation of injured employees assigned to the work, including but not limited to Voluntary Compensation, Federal Longshoremen and Harbor Workers Act, Maritime and the Outer Continental Shelf's Land Act.
2. Commercial General Liability with limits not less than \$1,000,000 per Occurrence and \$2,000,000 Aggregate for Bodily Injury and Property Damage, including coverage for Premises and Operations

Liability, Products and Completed Operations Liability, Contractual Liability, Broad Form Property Damage Liability and Personal Injury Liability.

3. Commercial Automobile Liability on all owned, non-owned, hired and rented vehicles with limits of liability of not less than \$1,000,000 Combined Single Limit for Bodily Injury and Property Damage per each accident or loss.
4. Umbrella/Excess Liability insurance coverage of not less than \$1,000,000 per occurrence and annual aggregate providing coverage in excess of General Liability, Auto Liability, and Employers Liability.
5. Professional Liability insurance with limits of not less than \$1,000,000 per claim and \$1,000,000 aggregate, subject to a maximum deductible \$10,000 per claim. The City of Shelton and/or Mason County have the right to negotiate increase of deductibles subject to acceptable financial information of the policyholder.

Each policy of insurance required by this section shall provide for no less than 30-days advance notice to the City of Shelton and Mason County prior to cancellation.

In addition, the City and County, their officers, employees, and volunteers shall be named as "Additional Insureds" by all contractors and subcontractors and a "Waiver of Subrogation" shall be included in favor of the City.

The insurance shall be placed with insurers with a Best's rating of at least VII. Certificates of insurance, including all of these requirements, are required prior to signature of the contract.

#### **IV. Proposal Format and Content:**

In submitting a proposal, each consultant acknowledges that the County and City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of Commission action approving or disapproving any proposed agreement. The County and City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Request for Proposal or in subsequent negotiations creates any vested rights in any person.

Proposals which do not address the items listed in this section will be considered incomplete and will be deemed non-responsive by the County and City. The Consultant's proposal shall contain the following elements, not to exceed 15 pages (including letter of transmittal), and be organized as follows:

- A. Letter of Transmittal that lists contact information for the firm(s) and the primary contact for each firm.
- B. Narrative
  1. **Firm/Team Information.** Brief resumes of the "Principal-in-Charge" and the key technical personnel to be assigned to this project. Discuss the experience of these persons and how it relates to this project. Identify which team members will be assigned to each primary task/phase.
  2. **Project Approach, Schedule, and Budget.** General description of the consultant's understanding of the project as well as the consultant's anticipated approach to complete the project. The project scope should include the consultant's ability to effectively manage a process and create two SMP's that are separate but coordinated. The project approach should also include a proposed scope of work outlining tasks, subtasks, drafts and final work product as well as identification of what tasks would need to be provided/completed by the City and/or County. The budget and schedule should be specific to the City and/or County and be consistent with the Agreement and Scope of Work

agreed upon by the City of Shelton/Mason County and the Department of Ecology. The City's grant agreement is available on the City's website at [www.ci.shelton.wa.us](http://www.ci.shelton.wa.us) (on the front page under the link for RFP for Comprehensive Shoreline Master Program Update). The County's grant agreement is available at the County's website at [www.co.mason.wa.us/community\\_dev](http://www.co.mason.wa.us/community_dev).

3. **Relevant Experience.** Describe the relevant background and experience of the firm/team including years in business. Describe the relevant experience of your team in the areas of shoreline planning; ecological analysis including riparian and flood plain ecology; mapping; shoreline and resource inventory; land use policy and regulation development; and public participation. This section could also include description of any special expertise and/or unique qualities of the firm or team members the consultant believes will differentiate it from competitors, as it relates to this project.

#### C. References

Please provide a minimum of three relevant references for your firm and subcontractors with project description, client name, address, and phone numbers, exact responsibility of the consultant or team member on the project. Each reference should be able to attest to your firm's ability to complete this project on time and within budget.

#### D. Confirmation of Business Organization

On the last page of the proposal, the proposer shall identify the business organization under which it operates (form provided in RFP). Partnerships and joint ventures will list each member's name, address, business license, tax ID, telephone and fax numbers on a separate sheet of paper attached to the proposal.

### V. Evaluation Criteria and Selection Process

The basis of award will be to the respondent receiving the most points based on the following criteria:

- 1) Qualifications of the consultant and firm. (MAXIMUM 20 POINTS AVAILABLE)
- 2) Past experience of the firm. (MAXIMUM 20 POINTS AVAILABLE)
- 3) Demonstrated understanding of the project and all major issues. (MAXIMUM 35 POINTS AVAILABLE)
- 4) References. (MAXIMUM 25 POINTS AVAILABLE)

The City of Shelton and Mason County hereby notify that they will affirmatively insure that in any agreement entered into pursuant to this invitation, minority business enterprises 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, sex, religion, or national origin in consideration for an award.

The City of Shelton and Mason County are Equal Opportunity Employers and do not discriminate against any person, firm partnership, or organization as it pertains to race, color, religion, sex, age, national origin, marital status, sexual orientation, medical condition, physical handicap or disability. Any person, firm, partnership, or organization contracting with or doing business with the City and/or County shall be in conformity with County and/or City policies on non-discrimination.

## VI. Submittal

**SIX (6) COMPLETE copies of the proposals are due to the City of Shelton, Washington, Department of Community and Economic Development Office prior to 5:00 p.m. on September 23, 2010.** Proposals may be hand-delivered, mailed, or delivered by courier. Confidentiality of proposals received in an unsealed manner cannot be assured. Facsimiles and electronic submissions will **NOT** be accepted.

Submittal Address: City of Shelton  
525 West Cota Street  
Attention: Jason Dose  
(360) 432-5102

All proposals should be clearly marked on the outside of the envelope: **“Mason County and City of Shelton—Comprehensive Shoreline Master Program Update.”** It is highly preferred that proposals are submitted on 100% post consumer content recycled paper. All copies should be duplex printed, and not use plastic or non-recyclable covers or bindings. The City may consider proposals that do not address the items listed in this section as non-responsive.

Inquiries regarding the City's portion of the RFP can be directed to Jason Dose, Senior Planner, by email at [jasond@ci.shelton.wa.us](mailto:jasond@ci.shelton.wa.us) or at the address and phone number noted above. Inquires regarding the County's portion of the RFP can be directed to Barbara Adkins, Department Manager, Mason County Department of Community Development, by email at [Barbara@co.mason.wa.us](mailto:Barbara@co.mason.wa.us) or at 360/427-9670, ext. 286.

Prior to the execution of the contract, the successful candidate will be required to provide the City of Shelton copies of their current State of Washington and City of Shelton business licenses and Certificates of Insurance. Mason County will have similar requirements.

A committee of individuals to be selected by Mason County Department of Community Development and the City of Shelton Department of Community and Economic Development will perform evaluation of the proposals. The proposals will be scored and ranked based on the selection committee's evaluation. In the event of close scoring, a shortlist interview may be performed. The firm with the highest cumulative score may be invited to enter into contract negotiations. If an agreement cannot be reached, the second highest proposer may be contacted for negotiations. The City and County reserve the right to award the contract to the highest ranked firm without further discussions. The City and County also reserve the right to reject all proposals received.

PROPOSAL

CITY OF SHELTON, WASHINGTON  
City of Shelton/Mason County Comprehensive Shoreline Master Program Update

September 2010

Identification of Business Organization:

The proposer, by checking the applicable box, represents that it operates as:

- a corporation incorporated under the laws of the State of Washington
- an individual doing business as \_\_\_\_\_
- a partnership (identify all partners on a separate page, attached)
- a joint venture (identify all joint ventures on a separate page, attached)
- other (please specify) \_\_\_\_\_

\_\_\_\_\_  
Proposer or Company Name

\_\_\_\_\_  
City of Shelton Business License #

\_\_\_\_\_  
Address of Proposer

\_\_\_\_\_  
Tax ID #

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Facsimile Number

\_\_\_\_\_  
Signature Name and Title (print)