



**Request for Qualifications
For Planning Services:
Gee Creek Plateau Sub Area Plan
City of Ridgefield, Washington**

Date of Issue: January 27, 2017

Closing Date & Time: 4:00 PM, March 3, 2017

Project Overview: The City of Ridgefield (City) is one of the fastest growing cities in the State of Washington. The City intends to position itself at the forefront of the resurgent economy in the Portland/Vancouver region. Its adopted vision is to: become a regional employment center, build and maintain quality residential neighborhoods, protect and manage the abundant natural resources, and carefully manage the growth of the community over time. The sub-area is unique and the City would like to capture the character of the area and ensure compatibility with existing conditions. The City is looking for creative, energized, collaborative consultants to help the City fulfill its vision.

The City is initiating a sub-area planning process (Plan) for an unincorporated area surrounded on all sides by incorporated City boundaries. The area is generally west of S. 45th Ave., south of Pioneer, east of Gee Creek, and north of Royle Rd. and is approximately 359 acres. Planning services may include: public outreach, stakeholder coordination, evaluation of existing conditions including land use and infrastructure, market analysis, annexation strategies, development of policies, goals and action items, conceptual engineering and architectural design standards, comprehensive plan and zoning map revisions, development code standards, and concept refinement.

A key deliverable for this project is an action-oriented implementation strategy. The City will incorporate the Gee Creek Plateau sub-area plan into the Ridgefield Urban Area Comprehensive Plan, adopted in February 2016.

Process: The following steps constitute the Request for Qualifications (RFQ) process:

1. Solicitation of qualifications of firms interested in performing the necessary planning services.
2. Submittal of a Statement of Qualifications (SOQ) by interested firms.
3. Selection of the best qualified firm based on the SOQ.
4. Negotiations of a specific scope of work, timeline and cost of services.
5. Approval of the contract by the Ridgefield City Council.

Instructions to Respondents: Interested firms will provide a SOQ demonstrating its experience and abilities in providing the anticipated planning services. This City will post this RFQ on the City website <http://ridgefieldwa.us/businesses/bids-and-rfps/> along with any addendums.

The SOQ shall not exceed 25 pages, must be signed by an officer of the firm, and should include the following information:

1. Complete response. Name, physical address, email address, telephone number of the firm, three references, and responses to item 2 – 6 below.
2. Personnel. Identify: The project prime consultant and all sub-consultants including a one-page resume for each (resumes do not count towards the 25-page limit); organizational chart; roles and responsibilities of key personnel who will actually perform the anticipated duties; preliminary timeline.
3. Direct experience. Identify three (3) similar sub-area planning projects the firm/team has participated in. Describe project team, goals, planning process, project difficulties, outcomes, and take-away ideas relevant to this project.
4. Indirect experience. Briefly describe participation in resolving complex land use planning projects that are indirectly related to the project proposed or in a community experiencing intense growth pressure.
5. Understanding and capacity. Briefly describe the firm/team understanding of the key issues facing the project; identify potential innovative planning strategies; and ensure firm/team's capacity to successfully complete the project on schedule and budget.

Schedule: Work will commence in April 2017. The City will conduct public hearings on all elements of this project, beginning in September 2017. Project recommendations will be refined in the fall of 2017 and the City Council will conduct the final public hearings and adopt the final sub-area plan in November 2017.

Selection Process: The City will conduct the consultant selection process as follows:

Respondents shall submit three (3) paper copies and one electronic copy of the SOQ by 4:00 pm on March 3, 2017. Submittals received after the 4:00 PM deadline will be rejected. Respondents shall submit materials by mail, hand delivery, or email to:

Kirk Johnson, Finance Director
230 Pioneer Street (City Hall)
PO Box 608
Ridgefield, WA 98642
360.887.3557 – bids@ci.ridgefield.wa.us

1. The City will conduct an in-house screening and evaluation of the SOQs of the responding firms and will rank the preferred firms, consistent with the following scheme:

Criteria	Points
a) Complete Response	5
b) Personnel	15
c) Direct experience	25
d) Indirect experience	15
e) Understanding and capacity	40
Total points	100

2. The City may choose to conduct an interview process or may elect to negotiate with the preferred firm directly.
3. Should negotiations with the preferred firm prove unsuccessful, a second firm will be selected and so forth as necessary.

Limitations: The cost of preparation and submittal and any related expenses, including travel and presentations should that process be used, shall be entirely the responsibility of the respondent. The City of Ridgefield reserves the right to reject any and all submittals. The work specified herein is subject to Equal Employment Opportunity Compliance Review; and, the consultant's past performances in the use of minority or women's business enterprises as sub-consultants may be part of the consideration in the selection process. Consultants shall comply with all applicable guidelines, procedures and policies as required by Title VI of the Civil Rights Act.

Project Facts:

- The City anticipates the construction of 2,000 residential units over the next 5 years across the city, leading to additional pressure to make the land with the Gee Creek Plateau ready for development.
- The Ridgefield Urban Area Comprehensive Plan was adopted in 2007 and amended in 2010, 2013 and 2016.
<http://ridgefieldwa.us/wp-content/uploads/2016/10/ComprehensivePlan2016.pdf>
- The 45th and Pioneer area is the primary crossroads between the downtown/waterfront and I-5 interchange. Only one corner is currently developed. A sub-area plan was prepared for the 45th and Pioneer area as part of the 2016 Comprehensive Plan process that envisions the area as a mixed-use node to serve the surrounding residential neighborhoods, including the Gee Creek Plateau.
- The Gee Creek Plateau area is characterized by large lots of land in rural residential and agricultural use. There are several developed residential subdivisions around the perimeter of the subarea as well as Ridgefield High School to the south, with additional urban-scale subdivisions planned directly adjacent to the area to the west and east.
- The zoning in the area is Clark County residential zoning categories R1-10, R1-7.5, and R1-6. Urban Holding overlay (UH-10) is applied currently to all parcels within the sub-area plan boundaries. It is currently planned for mostly single-family development under the City's RLD-6 and RLD-8 zones, with a small area reserved for multifamily development under the RMD-16 zone.
- Pioneer Street (SR 502) is a state highway controlled by the WSDOT and classified as principal arterial and 45th Avenue is classified as a minor arterial, connecting South to South Hillhurst Road and North to the La Center I-5 interchange. Access to the Gee Creek Plateau sub-area will need to feed onto these main roads, but is currently very limited.
- The sub-area is bisected by Gee Creek and steep topographical changes, which make it challenging to link transportation, utilities, and uses both within the sub-area and to surrounding areas.

- There are significant critical areas along the Gee Creek drainage. The City has prioritized construction of a multimodal trail along the full length of the creek, portions of which have already been completed, to connect neighborhoods across the city.

City Responsibilities:

1. The Community Development Director will oversee and manage all long-range planning processes in 2017. Current City planning consultants are available to assist, as needed.
2. The City may rely on the successful responder to coordinate public outreach and stakeholder involvement for this project or it may elect to coordinate and manage public outreach efforts for this project and other related planning activities.
3. The City will coordinate public meeting spaces and will provide notice of all public meetings, workshops and hearings.

Project Tasks: The City has not prepared a detailed scope of work for this project; the selected firm will assist the City in preparing the final Scope of Work and timeline. The City anticipates that the main tasks will consist of the following:

Task 1: Initial Actions: Project framing – convene a small committee of selected stakeholders to define the Plan elements, develop the Plan vision and guiding principles, and refine strategies and timelines for integrating the Plan into the 2016 Comprehensive Plan.

Task 2: Framework – existing condition analysis including an inventory of existing land uses, an analysis of existing comprehensive plan and zoning code, market conditions, the status of public facilities and infrastructure, private utility systems, transportation, critical areas and environmental resources, and establish and affirm planning assumptions.

Task 3: Concept – identify potential uses to best reflect current conditions and implement the community vision; suggest architectural design and public facility design elements to tie the planning area together; suggest amendments to the Comprehensive Plan and zoning map to reflect proposed uses; suggest amendments to the City’s development code and public works standards needed to implement the preferred concepts; suggest strategies and timing for annexation; project transportation linkages and access necessary to sustain the area; coordinate with to the transportation planning team working independently; integrate parks, trails and open spaces into the area reflecting the communities desire to protect natural resources and promote active lifestyles for all ages.

Task 4. Refinement and Policy Development – Refine concepts developed in Task 3; identify goals and policies to incorporate into the Comprehensive Plan necessary to implement the Plan.

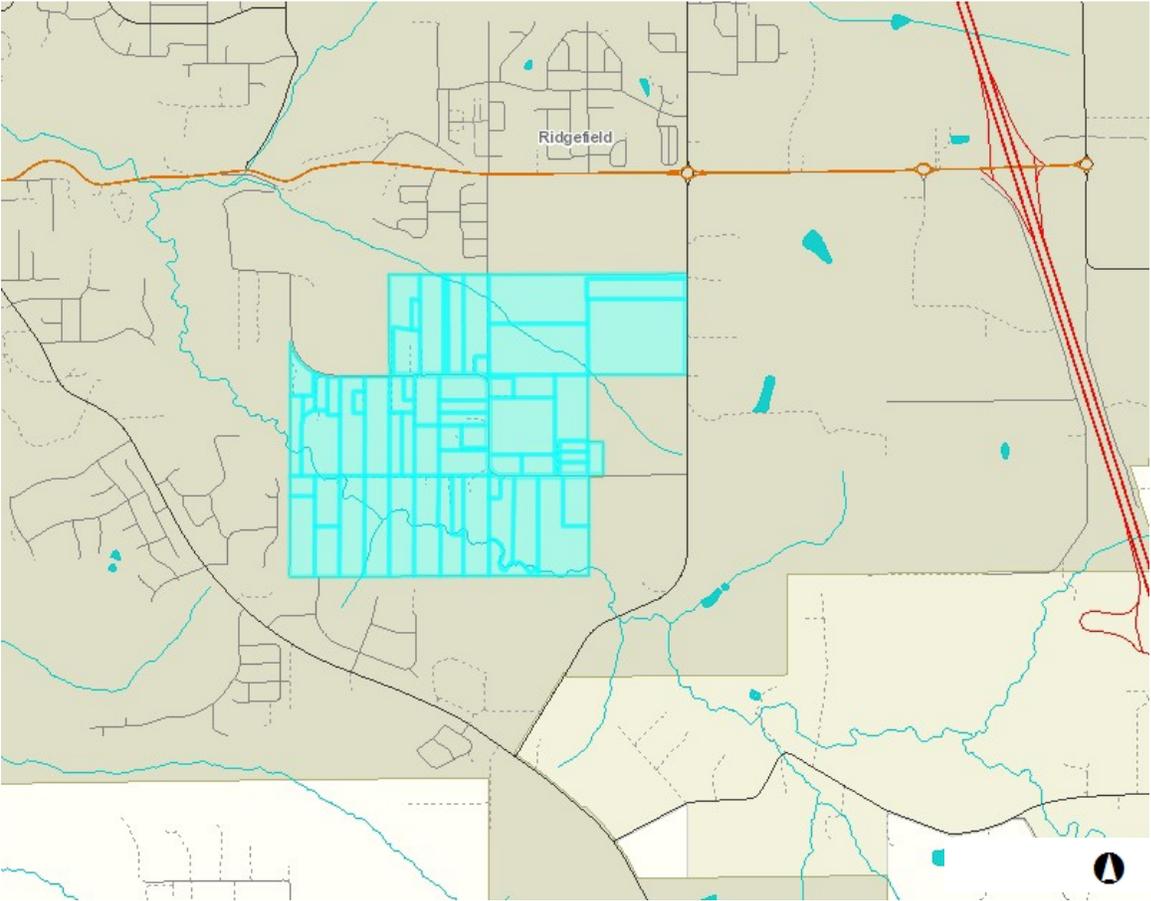
Task 5. Action Plan – develop action items, timelines and implementation mechanisms to accomplish the Plan including timeframes of one year, five years and within 20 years; identify a general capital improvement program and potential funding sources necessary to implement the Plan.

Task 6. Open House – Convene an Open House and/or other public involvement activities with City Staff prior to Planning Commission and City Council public hearings to present the concept to a wider audience and gather public input.

Task 7. Plan Adoption – participate in the public meeting and hearing process as necessary through the Planning Commission and City Council review and adoption process.

Estimated budget: The total project budget is estimated at \$60,000 to \$75,000. The City and selected firm will refine the project budget consistent with the negotiated scope of services.

Preliminary project boundary: Highlighted parcels on the map below.



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