



MASON COUNTY COMMUNITY SERVICES

Building, Planning, Environmental Health, Community Health

Mason County Request for Proposals

Planned Action Environmental Impact Statement (EIS) for the Belfair Urban Growth Area (UGA)

1. Project Overview:

Mason County intends to develop a Planned Action EIS for the Belfair UGA. Unincorporated Belfair is a small but thriving commercial center in north Mason County. Belfair is situated at the crossroads of key corridors that connect rural Mason County to urban centers in Kitsap and Pierce Counties and beyond. Since the recent completion of the State Route 3 widening project and the anticipation of a new state bypass, Belfair is on the verge of a growth boom.

It is anticipated that the Belfair UGA Plan, adopted in December 2004, will be updated as part of the process. Mason County Department of Community Services (Planning Department) is the assigned coordinator for this project.

2. Project Purpose and Description:

Mason County is seeking consultant services to assist in the preparation of a Planned Action EIS consistent with RCW 43.21C.440 and WAC 197-11-164 through WAC 197-11-172, along with an update to the Belfair UGA Plan. This planning effort is expected to be consistent with the Washington State Department of Transportation's (WSDOT) SR 3 – Freight Corridor – New Alignment project that is currently underway.

3. Required Qualifications:

- Demonstrated experience and expertise in preparation of Planned Action EISs including environmental documents.
- Experience and expertise in preparation of GMA compliant Comprehensive Plans and/or Sub Area Plans.
- Experience working in small urban (growth) areas relating to long-range planning and zoning.
- Experience in community outreach and facilitation.

4. Project Scope-of-Work:

- Determine project area (may include all, or a portion of, Belfair UGA).
- Scoping of appropriate environmental documentation.
- Public Outreach plan and efforts.
- Utilization of the Draft Belfair Mobility Plan (Transportation Supplement to the 2004 Belfair UGA Plan) and coordination with WSDOT for impacts of the Belfair Transportation Corridor.

- Analyze existing land use/zoning designations and propose necessary changes.
- Analyze population and employment growth projections and their distribution into Belfair area subplan.

5. Project Timeline:

The Proposal shall provide a timeline for the project including the anticipated start date, milestone dates and project completion date.

6. Costs/Budget:

The Proposal shall explain what is included for each budget item. Describe exactly what is included in the pricing for the proposal broken down by Phase and Tasks. The County is interested in considering a range of Tasks within each Phase that can be included or excluded depending on budget constraints and/or timing. The Planned Action EIS shall include, at a minimum, the area within the yellow boundary as depicted on the attached map.

7. Proposal Requirements:

The Proposal must be submitted on letter size paper with a minimum 11-point font, not to exceed 10 pages in length and contain the following components:

1. Contact name, address, telephone number and e-mail address.
2. Detailed description of skills, experience and ability to prepare a Planned Action EIS with all necessary supporting documents and required public outreach.
3. Identification and designation of roles/responsibilities of key project staff.
4. Minimum of three, maximum of five client references including project type, dates, contact information and description.
5. Proposed Scope of Work in Phases that leads to a Final Planned Action EIS (County will be responsible for drafting and adopting the Planned Action Ordinance).
6. Proposed budget per Phase and Tasks including time (salary and benefit costs or hourly fee), travel, supplies and other expenses as allowed.
7. Anticipated timeline of proposed activities based on the stated performance start and end date.
8. Statement of acceptance, ability and willingness to enter into a Professional Services Contract.
9. Statement as to whether the Proposer is a minority- and/or women-owned firm.

Note-Proposers are to refrain from submitting proposals that will not be easily duplicated such as those with spiral binding, photos or over-sized paper.

8. Proposal Submission:

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 numbers; and name of Principal-in-Charge and Project Manager. The submittal shall also include resumes of key personnel who will perform the work, including

descriptions of similar projects they have been involved with, their role in each project, and professional certifications. Resumes are in addition to the 10-page maximum.

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

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

Please note that information obtained from sources other than the Project Manager or with respect to this project may not be accurate. 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 they lead to execution of a contract and agreement with Mason County or not must be borne entirely and exclusively by the proposer. Mason 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 Mason County.
- Determination to select one or more proposers for attempted negotiation of a final contract(s). Decisions made by Mason County will be final. Mason County further reserves the sole right to determine which proposal best serves the County's interest or to reject any or all proposals.

9. Request for Proposal Process and Timeline

Issuance of RFP	February 11, 2020
Last Day to Submit Questions	February 25, 2020
Proposals Due	March 3, 2020
Short List of Consultants*	March 6, 2020
Interviews (if required) *	Week of March 9, 2020
Final Selection*	March 16, 2020
Execute Contract*	March 24, 2020

*Dates with an asterisk are estimated dates and are for informational purposes only.

10. Proposal Evaluation Criteria:

Proposals will be reviewed to ensure that they meet the specifications as detailed in this RFP. Proposals that do not meet the requirements will not be scored and will be removed from further consideration.

Proposals that pass the technical review will be scored by a Review Committee based on the following criteria:

The scoring criteria are subject to change without notice.

Proposal Component	Rated from 1-10 with 1 being the lowest									
Demonstrated project experience and skills	1	2	3	4	5	6	7	8	9	10
Capabilities of key project staff	1	2	3	4	5	6	7	8	9	10
Creative Public Outreach practices	1	2	3	4	5	6	7	8	9	10
Experience working in project area	1	2	3	4	5	6	7	8	9	10
Proposed approach (the narrative)	1	2	3	4	5	6	7	8	9	10
Proposed scope-of-work	1	2	3	4	5	6	7	8	9	10
Proposed timelines	1	2	3	4	5	6	7	8	9	10
Proposed deliverables	1	2	3	4	5	6	7	8	9	10
Project budget	1	2	3	4	5	6	7	8	9	10
Inclusion of required Statements	1	2	3	4	5	6	7	8	9	10
Client references	1	2	3	4	5	6	7	8	9	10
Minority and Women’s Business Enterprises	1	2	3	4	5	6	7	8	9	10

12. Contact Information:

Questions should be directed to Kell Rowen, Planning Manager, Mason County Department of Community Services. Kell Rowen can be reached by phone at (360) 427-9670 ext. 286, or by email at krowen@co.mason.wa.us.

13. Relevant Plans and Information (not exhaustive):

- [Belfair Urban Growth Area Plan \(2004\)](#)
- [Belfair UGA 2018 Basin Plan](#)
- [Belfair Mobility Plan \(2018\)](#)
- [Belfair Urban Growth Area Development Regulations](#)
- [Mason County GIS with Current Zoning and CARA](#)
- [SR 3 – Freight Corridor – New Alignment](#)
- [Final Programmatic EIS – Belfair/Lower Hood Canal Water Reclamation Facilities Plan](#)
- [Supplemental EIS – 2009](#)