



COMMUNITY DEVELOPMENT DEPARTMENT  
80 Columbia Avenue ♦ Marysville, WA 98270  
(360) 363-8100 ♦ (360) 651-5099 FAX

## **REQUEST FOR PROPOSAL**

### **Downtown Master Plan, EIS and Form-based Code**

The City of Marysville (City) received Engrossed Second Substitute House Bill (E2HSB) 1923 (Chapter 348, Laws of 2019) grant funding from Washington State Department of Commerce for the 2019 - 21 Biennium to assist with increasing urban residential building capacity and streamlining regulations. In order to fulfill the grant obligations the City is requesting proposals from a multi-disciplinary firm (or firm's) capable of providing urban design, land use planning, landscape architecture, transportation (motorized and non-motorized), stormwater and general infrastructure planning services associated with the development and implementation of a Master Plan for Downtown Marysville.

#### **PROJECT DESCRIPTION AND GOALS**

The goal is to adopt a subarea plan pursuant to RCW 43.21C.420, adopt a Planned Action pursuant to RCW 43.21C.440(1)(b)(ii) and to adopt a form-based code in order or more zoning districts that permit residential uses within Downtown Marysville. The current City of Marysville Planned Action EIS and Downtown Master Plan and was adopted by Ordinance No. 2787 & 2788 (respectively), on October 26, 2009. The existing Downtown Master Plan includes properties located north of Ebey Slough, east of I-5, south of 8<sup>th</sup> Street and west of Alder Avenue. An additional goal is to look at the potential of expanding the boundary of the Downtown Master Plan to allow for additional housing types in the surrounding residential neighborhoods.

The Downtown Master Plan, Planned Action EIS and form-based code should focus on updating existing guidelines that focus on land uses, urban design elements related to site layout and building orientation, architectural elements and relationships to parking, open space, landscaping, signage/way finding, pedestrian circulation and corridors, landscaping and utilities. An additional goal of the Master Plan shall be focusing on short term and long term motorized and non-motorized transportation planning and traffic management strategies to enable additional development within an already congested neighborhood.

#### **SCOPE OF CONSULTANT ACTIVITIES**

In general terms, the consultant team will be responsible for preparation and advancement of the various aspects associated with the Downtown Master Plan, Planned Action EIS and form-based code. The following items are deliverables that would need to be addressed in the Downtown Master Plan. Other deliverables may be added, or needed, at the discretion of the City or by recommendation of the consulting firm.

<b>Action 1: Adopt a subarea plan pursuant to RCW 43.21C.420.</b>	
<b>Steps/ Deliverables</b>	<b>Description</b>
Action 1	Adopt a subarea plan pursuant to RCW 43.21C.420. Specifically, repeal the existing <i>Downtown Master Plan</i> and replace with a new Downtown Plan with potentially a more expansive boundary, streamlined zoning, and modified standards.
Step 1.1	Visioning process engaging with community members, business members and key stakeholders.
Step 1.2	Identify key recommendations and implementation strategies, including boundary, development options, transportation, utilities, street improvements, parks and trails.
Step 1.3	Establish design guidelines or standards to direct new development to meet public as well as private objectives.
Step 1.4	Develop recommendations to Planning Commission.
Step 1.5	Present recommended amendments to Planning Commission.
Deliverable 1	DRAFT Sub Area Plan
Step 1.6	Make amendments based on public input from the community and Planning Commission.
Step 1.7	Present PC recommendation to City Council.
Deliverable 2	FINAL Sub Area Plan

<b>Action 2: Update Planned Action Environmental Impact Statement (EIS).</b>	
<b>Steps/ Deliverables</b>	<b>Description</b>
Action 2	Update Planned Action EIS.
Step 2.1	Evaluate different boundaries and development options.
Step 2.2	Evaluate environmental impacts of development options.
Deliverable 3	DRAFT Update of Planned Action EIS
Step 2.3	Designate the Planned Action Projects
Deliverable 4	FINAL Update of Planned Action EIS

<b>Action 3: Adopt a form-based code in one or more zoning districts that permit residential uses. "Form-based code" means a land development regulation that uses physical form, rather than separation of use, as the organizing principle for the code.</b>	
<b>Steps/ Deliverables</b>	<b>Description</b>
Action 3	Adopt a form-based code within the Downtown Master Plan area.
Step 3.1	Establish form-based design guidelines or standards to direct new development to meet public as well as private objectives.
Step 3.2	Develop recommendations to Planning Commission
Step 3.3	Present recommended amendments to Planning Commission.
Deliverable 5	DRAFT Form-Based Code
Step 3.4	Make amendments based on public input from the community and Planning Commission.
Step 3.4	Present PC recommendation to City Council.
Deliverable 6	FINAL Form-Based Code

## PROPOSAL FORMAT

Provide four (4) paper copies, and one (1) electronic copy, of your firm's proposal for the City's review and consideration. Each should address the following (at minimum):

1. Detailed description of the firm's past experience with projects of similar size, scope and complexity and appropriate qualifications. The statement should include a description and contact person for projects that were similar in nature and scope to this project;
2. Brief resumes of individual staff members that will be assigned to aid in the development of the Downtown Master Plan and their respective roles. The project manager and other key team members should be clearly identified;
3. Attributes of your firm, which may set it apart, or make it particularly well-suited in preparing the Downtown Master Plan;
4. Description of the key elements of the Downtown Master Plan. This section should demonstrate the proposing firm's knowledge and approach to the project; and
5. Description of the proposed timeline for completing the Downtown Master Plan assuming adoption on or before **April 1, 2021**.

## SELECTION PROCESS

The City's selection process will focus on the firm's qualifications, experience, and capabilities of proposed project team members (including, to the extent necessary, sub-consultants). The City expects consultant teams to demonstrate a clear and thorough understanding of the work to be undertaken, and the means for carrying it forward through the adoption process. After review of proposals by the City's selection committee, top firms will be invited to present their proposal to the selection committee and respond to questions. Generally, proposals and presentations will be ranked relative to the following selection criteria, in no weighted order:

1. Project team members' and firm's pertinent qualifications;
2. Respondent experience on similar projects;
3. Demonstrated project understanding and insight;
4. Proposed approach and methodology for project advancement and delivery, including recognition of unique project aspects or constraints which may be noteworthy; and
5. Overall quality, content and knowledge of proposal.

**RFP RELEASE DATE:** February 24, 2020

**RFP DUE DATE:** Proposals are due to the City of Marysville Community Development Department, **no later than 4PM Monday, March 23, 2020**.

**CONTACT:** Please send proposals and any questions to:

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Marysville, WA 98270  
360.363.8207  
[cholland@marysvillewa.gov](mailto:cholland@marysvillewa.gov)

**INTERVIEWS:** Interviews for qualifying firms will be conducted the week of April 6, 2020.