



REQUEST FOR PROPOSALS CITY OF LAKEWOOD Ft. Lewis & McChord AFB Growth Coordination Plan Professional Services

I. INTRODUCTION AND PURPOSE

The purpose of this Request for Proposals (RFP) is to solicit proposals to establish a contract through competitive negotiation for professional services to assist the City of Lakewood, Clover Park School District and other regional stakeholders with the creation of a growth coordination plan to accommodate the growth impacts of the increased military population at Ft. Lewis and McChord AFB.

The study and coordination effort will provide McChord AFB, Ft. Lewis and the region with technical numbers and community input to help manage future growth and demands for services resulting from the growth at these installations. In general, the project will:

- provide an assessment of current conditions
- determine future needs of the expected population increase
- determine short term and long term priorities to accommodate the rapid influx of people
- identify resource needs and potential sources
- provide a coordinated action plan
- and assure informed decision making

A full narrative and needs description for this project is attached as Attachment B.

II. STUDY AREA

Ft. Lewis and McChord AFB's anticipated growth will impact a geographically large and diverse area, including two counties, several jurisdictions and numerous school districts. The Study Area will extend from the southern portion of the city of Tacoma in Pierce County south to the cities of Lacey and Yelm in Thurston County, from and including the towns of Steilacoom and Roy, cities of DuPont and Lakewood, eastward to SR 507, including parts of unincorporated Pierce County within this area (see Attachment A).

III. SCOPE OF WORK

The preliminary scope of work, developed based upon the guidance outlined in Technical Bulletin 5 – "Managing Community Growth" provided by the Office of Economic Adjustment and in consultation with regional stakeholders, is attached as Attachment C.

IV. PROJECT SCHEDULE

The project shall be completed by December 2010.

V. PROJECT ORGANIZATION AND MANAGEMENT

The Project Manager for this contract will be Dan Penrose, Economic Development Division, City of Lakewood. Following selection, the consultant will prepare a coordinated Work Plan including a refined scope, schedule, budget, and project organization chart. The consultant and/or its subconsultants will be responsible for completing the tasks in the Scope of Work (Attachment C).

The consultant, with the assistance of the City of Lakewood, will convene a Growth Coordination Committee, which will provide guidance on overall direction and will provide a high-level review of the final deliverables. The committee, made up of decision makers from adjacent or affected jurisdictions, will help ensure that the strategies reviewed as part of the study are representative of the range of alternatives likely to address the most critical issues of interest within the Study Area. The consultant,

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with the assistance of the City of Lakewood, will manage and coordinate the efforts of the Growth Coordination and any sub-committees that will be formed to address the topical areas of concern.

VI. REPORTING REQUIREMENTS

The Consultant shall be responsible for the following reporting requirements:

1. Semi-monthly reports to Project Manager that shall include updates on the status of the planning process and the project expense reports.
2. A critical path schedule for the planning effort detailing the start of the project, major deliverable dates, estimated meeting dates and estimated completion dates for the deliverables.
3. Other requirements as determined during the contracting process.

VII. PROPOSAL PREPARATION AND SUBMISSION REQUIREMENTS

All respondents should submit a written proposal to include information about the respondent directly related to each of the Selection Criteria outlined in Section VIII below. All information should be submitted succinctly. By submitting a proposal, offerors certify that all information provided in response to this RFP is true and accurate.

A. RFP Response:

In order to be considered for selection consultants must submit a complete response to this RFP. Ten (10) proposal copies must be submitted no later than **4:30 PM on Tuesday, September 15, 2009** to:

**RFP: Ft. Lewis/McChord Growth Coordination Plan
City Clerk, City of Lakewood
6000 Main St SW
Lakewood, WA 98499-5027**

B. Proposal Format:

Submit applications on white 8.5 x 11 inch paper only. The proposal and all supporting material shall be limited to 20 pages, (not including cover sheet) and a standard font such as Arial must be used. The font size must be 11 point or larger. The margins must be at least one inch on all sides and all pages must be numbered.

The proposal shall contain all elements described in this request. Failure to provide the requested information will result in an evaluation of "non-responsive." Consultants may submit other information deemed important in the evaluation of the Consultant's capabilities.

C. Proposal Preparation:

1. Proposals shall be signed by an authorized representative of the offeror. All information requested should be submitted. Failure to submit all information requested may result in the City giving a lowered evaluation of the proposal. The City may reject proposals that are substantially incomplete or lack key information. Proposals received after the response time and date will not be opened or considered for award.

2. Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be placed on completeness and clarity of content.

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D. Specific Proposal Instructions:

Proposals should be as thorough and detailed as possible so that the City may properly evaluate the Consultant's capabilities to provide the required services. Consultants are required to submit the following items as a complete proposal:

1. A written narrative statement on **Qualifications and Experience:**
 - a. Describe the qualifications and experience of the firm in developing military growth plans as described in the Scope of Work.
 - b. Experience with Base Closure and Realignment Commission (BRAC) and Office of Economic Adjustment (OEA) community growth projects.
 - c. Expertise in forming and working with multi-agency partnerships.
2. **Specific plans** for providing the proposed services, including:
 - a. What, when, and how the service will be performed; and
 - b. Ability to complete the project within the estimated time frame.

The City reserves the right to reject any and all proposals.

The City encourages disadvantaged, minority, and women-owned consulting firms to respond. The described project is subject to federal funding; any contract award is contingent upon receipt of that funding.

The Consultant shall comply with the regulations relative to nondiscrimination in the same manner as in Federal-assisted programs of the Department of Transportation, Title 49, CFR, Part 21, as they may be amended from time to time. The Consultant shall comply with the American Disabilities Act of 1992, as amended.

VIII. EVALUATION AND AWARD CRITERIA

A. Evaluation Criteria:

The City will use a Selection Committee to review and evaluate all Statements of Qualification submitted by firms responding to the RFP. The proposals will be evaluated and ranked based on the Evaluation Criteria detailed below. The Selection Committee may choose to ask the top ranked firms to attend a presentation/interview as part of the evaluation process.

The successful consultant is expected to provide a multidisciplinary team with the demonstrated qualifications, experience and expertise to complete the Growth Coordination Plan, as well as demonstrate a capacity to manage the Project and direct the efforts of the team. Experience in conducting multi-jurisdictional regional growth studies involving related military expansion is important, as well as experience in developing frameworks for regional planning organizations. In addition, the consultant must demonstrate an interest in the Project, convey an understanding of the requirements for the Growth Plan, provide references for similar projects, demonstrate positive public participation skills, show an ability to work within the time schedule and provide the deliverables noted in the Proposed Work Program.

Criterion:	Point Value:
1. Experience addressing planning and coordination in urbanized regions experiencing military and civilian growth.	30

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2. Specific Growth Planning Analysis or similar DOD military impact projects completed in the past 3 years.	20
3. Professional qualifications and experience of the individuals the Respondent will assign to provide the required services.	15
4. Knowledge and expertise in statewide and local planning regulations.	15
5. Capacity of the Respondent to perform the required work activities within the given time limitations, taking into consideration current and planned workload.	10
6. Understanding of project requirements, scope and tasks.	5
7. Names, addresses and telephone numbers of clients for whom the Respondent has performed projects of similar or related size and type.	5
TOTAL: 100	

B. Award of Contract:

The City shall engage in individual discussions with two or more offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Repetitive informal interviews shall be permissible.

Such offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project, as well as alternative concepts. Proprietary information from competing offerors shall not be disclosed to the public or to competitors. At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the City shall select, in the order of preference, two or more offerors whose professional qualifications and proposed services are deemed most meritorious. Negotiations shall then be conducted, beginning with the offeror ranked first. If a contract can be negotiated at a price considered fair and reasonable, the award shall be made to that offeror. Otherwise, negotiations with the offeror ranked first shall be formally terminated and negotiations conducted with the offeror ranked second, and so on, until such a contract can be negotiated at a fair and reasonable price.

IV. RFP AVAILABLE ONLINE

The complete RFP and RFP holders list for this project are available on-line through Builders Exchange of Washington, Inc. at <http://www.bxwa.com>. Click on: "Posted Projects"; "Public Works"; "City of Lakewood, WA.," "Pre-Construction and Design Development." Applicants are encouraged to "Register as a RFP Holder", in order to receive automatic email notification of future addenda and to be placed on the "RFP Holders List". Contact Builders Exchange of Washington at 425-258-1303 should you require further assistance. Informational copies of the RFP and proposed Scope of Work are on file for inspection in the City of Lakewood Economic Development office, 253-983-7769.

For further information, please direct questions to Dan Penrose, Project Manager at dpenrose@cityoflakewood.us.

CITY OF LAKEWOOD
Alice M. Bush, MMC
City Clerk