

City of Granite Falls, Washington
REQUEST FOR PROPOSALS (RFP)
Shoreline Master Program Updated

Send Proposal Packages to:

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City of Granite Falls
206 South Granite Avenue
P.O. Box 1440
Granite Falls, Washington 98252

Submittal Date June 18th, 2010 by 4:00 p.m. PST

RFP – SMP Update

June 9th, 2010

RFP Release Date: June 7, 2010

Proposal Due Date: June 18th, 2010 at 4:00 p.m. PST, City Hall

PROJECT OVERVIEW

PURPOSE OF THIS PROJECT

The City of Granite Falls is seeking a qualified consultant to assist in updating the Shoreline Master Program (SMP) to be consistent with the Shoreline Master Program Guidelines (WAC 173.26) and Growth Management Act (RCW 36.70.A).

The City of Granite Falls has shoreline jurisdiction on the north side of the Pilchuck River for approximately 2,500 feet and on the south side of the South Fork of the Stillaguamish River for about 1,500 feet.

The Snohomish County Shoreline Master Program, which has not yet been adopted by the Washington State Department of Ecology (Ecology), included areas within the current city boundaries and the existing UGA. Therefore, the City will adopt the Snohomish County Shoreline Characterization and Inventory Report, Snohomish County Cumulative Impact Analysis, and Snohomish County Restoration Plan as available from the County with a supplement for consistency with City characterization and for the area within the City of Granite Falls.

The SMP update process will involve a participation process with the public, local and state agencies; an inventory of shoreline conditions; analysis of shoreline conditions to address any special issues; assigning or developing proposed environmental designations; development of shoreline goals, policies, and regulations; development of a restoration plan with implementation strategies; and final review and adoption. Inventories shall utilize recent research done by Snohomish County with supplements through field work.

The majority of the work will be focused on the inventory and analysis and development of goals, policies and regulations. The City requires GIS mapping to be done by the Consultant, however, the City can provide a new base map for the entire City and UGA area in addition to resources on shorelines from Snohomish County. In addition, a continued presence at public meetings and presentations throughout the process may be required.

MINIMUM QUALIFICATIONS

The Consultant must have expertise in ecological analysis including riparian and flood plain ecology; GIS mapping; shoreline resource inventory; channel migration zone identification, and Washington land use policy and regulation. Experience updating a Shoreline Master Program (SMP) implementing the 2003 changes to the Shoreline Management Act (SMA) and Growth Management Act is preferred.

PROJECT MANAGEMENT

The City of Granite Falls will provide project management services for this project with input and review by the Washington State Department of Ecology. Ecology's Grant Project Manager for the City is Barry Wenger out of the Bellingham office.

PROJECT BUDGET

The City received a grant from Ecology and budgeted an amount of approximately \$32,000 for consultant services. Based on the consultant proposals, the City may consider requesting additional funding from the City Council in the next budget cycle.

PROJECT SCHEDULE

The City had initially negotiated a two year schedule for completion of the required scope of work with the final review by Ecology in Year 3. The years run July 1 through June 30. Unfortunately, no work was completed in the first year ending June 30th, 2010 due to staffing issues at the City. As a result, the selected consultant will begin work in July 2010 and a final schedule and funding for phases within the next year ending June 30th, 2011 will be finalized and submitted to Ecology.

The following table has been drafted to develop a schedule for the work. This schedule will have tight timelines and the consultant is to use their professional judgment to fill in start and stop timeframes for the individual elements in the scope of work as listed.

TASK NAME	DAYS	START	STOP
A. Secure Consultant Services	30	6/7/10	7/7/10
B. Project Coordination		7/7/10	6/29/11
Phase 1: Preliminary Assessment of Shoreline Jurisdiction & Public Participation Plan		7/7/10	
1.1 Identify Preliminary Shoreline Jurisdiction		7/7/10	
1.2 Prepare Plan for Public Participation			
1.3 Demonstrate How Phase 1 Complies with the Guidelines			
Phase 2: Shoreline Inventory, Analysis & Characterization			
2.1 Complete Shoreline Inventory			
ECOLOGY REVIEW			
2.2 Conduct Shoreline Analysis			
2.3 Prepare Shoreline Inventory & Characterization Report			
ECOLOGY REVIEW			
2.4 Demonstrate How Phase 2 Complies with the Guidelines			
Phase 3: Complete Draft SMP & Cumulative Impacts Analysis			
3.1 Conduct Community Visioning Process			
3.2 Develop General SMP Goals, Policies & Regulations			
3.3 Develop Environment Designations			
3.4 Develop Environment-Specific Shoreline Use & Modification Policies, Regulations & Standards			
3.5 Develop SMP Administrative Provisions			
ECOLOGY REVIEW			
3.6 Prepare Preliminary Cumulative Impacts Analysis			
ECOLOGY REVIEW			
3.7 Demonstrate How Phase 3 Complies with the Guidelines			
Phase 4: Restoration Planning, Revisiting Phase 3 Products as Necessary			
4.1 Prepare Restoration Plan			
ECOLOGY REVIEW			
4.2 Revisit Draft SMP & Cumulative Impacts Analysis; Finalize SMP Jurisdiction Maps			
ECOLOGY REVIEW			
4.3 Prepare a Report That Demonstrates How No Net Loss Will Be Achieved			
4.4 Demonstrate How Phase 4 Complies with the Guidelines			
Phase 5: Local SMP Adoption Process			
5.1 Assemble Complete Draft SMP			
5.2 Complete SEPA Review and Documentation			
5.3 Provide GMA 60-Day Notice of Intent to Adopt			
5.4 Hold Public Hearing			
5.5 Prepare A Responsiveness Summary			
5.6 Adopt SMP & submit to Ecology			
5.7 Demonstrate How Phase 5 Complies with the Guidelines			
ECOLOGY REVIEW			

SCOPE OF WORK

PROJECT DESCRIPTION

The City of Granite Falls' current SMP must be updated to be consistent with the Washington State Department of Ecology's Shoreline Master Program Guidelines. This will involve a participation process with the public, local and state agencies and affected tribes; an inventory of shoreline conditions, analysis of shoreline conditions to address any special issues; assigning or revising proposed environment designations; development of shoreline goals, policies and regulations for the SMP, and final review and adoption.

The consultant will attend meetings as necessary throughout the development, review and adoption of the SMP to present information or provide technical support to city staff. City staff will be responsible for preparing ordinances and managing the public process.

The following scope of work is provided by Ecology with specific information and dates set by the City included in italics. Once a consultant contract is signed, a final schedule will be provided to Ecology.

Some of the tasks below will be completed by City staff with the assistance of the Consultant and others by the Consultant. Some of the tasks included in this scope of work will overlap in time and may be completed simultaneously with other tasks. Some tasks are iterative (e.g., analyzing cumulative impacts, developing regulations) and may involve various steps conducted at different times in the process before they are completed.

Project Initiation

Task A: Secure qualified consultant services (if applicable)

Deliverable: Final executed consulting contract.

Due Date: July 7, 2010

Task B: Coordination

Coordinate throughout the SMP update process with Ecology and other applicable state agencies, neighboring jurisdictions, and Indian tribes as provided in the Guidelines and SMA procedural rules. In addition, consult with all other appropriate entities which may have useful scientific, technical, or cultural information, including federal agencies, watershed management planning units, salmon recovery lead entities, universities and other institutions, local individual outdoor recreationists and conservationists, and organizations with special expertise representing these interests.

Coordinate with adjacent jurisdictions that share areas within shoreline jurisdiction (for example, jurisdictions on the same lake or stream) for the purpose of efficiently using grant funds; sharing

information and methods of analysis; drafting compatible SMP policies, regulations, environment designations; and coordinating public involvement.

Attend Ecology-sponsored coordination meetings, which occur on a regular basis, for the duration of the project. Provide Ecology opportunities for review of draft deliverables at appropriate intervals. When requested, the recipient shall include a written response to Ecology's comments on draft deliverables.

Ecology will provide ongoing technical assistance on data sources and approaches, and will evaluate consistency of deliverables with the Shoreline Management Act and applicable guidelines throughout the update process.

Deliverables:

1. Documentation of contacts in quarterly progress reports (three hard copies and one digital copy).

Due Dates: January 20, April 20, July 20 and October 20, each year for two years.

2. Written responses to Ecology's comments on draft deliverables, when requested. (May be provided in email format.)

Due Dates: Following receipt of Ecology's comments.

The Consultant shall prepare a complete, locally approved Draft SMP by completing Phases 1 through 5 described below.

Technical Scope of Work

Phase 1: Preliminary Assessment of Shoreline Jurisdiction and Public Participation

Task 1.1: Identify Preliminary Shoreline Jurisdiction

Identify the preliminary geographic scope for the comprehensive SMP update project. The City of Granite Falls has shoreline jurisdiction on the north side of the Pilchuck River for approximately 2,500 feet and on the south side of the South Fork of the Stillaguamish River for about 1,500 feet. The City will use available information to map Shorelines of the State as defined by statute and rule in order to initially identify the area under SMA shoreline jurisdiction. The shoreline jurisdiction area will be refined during later tasks.

The preliminary jurisdiction mapping will include:

1. Statutory minimum areas consisting of Shorelines of the State and Shorelands (per RCW 90.58.030(2)). This will include lands 200 feet from the ordinary high water mark of the Pilchuck River and South Fork Stilliguamish River, and wetlands and water bodies associated the shoreline. Generally, Shorelines and Shorelands include:
 - a. Rivers and streams with mean annual flow over 20 cubic feet per second,

- b. Lakes and reservoirs exceeding 20 acres (Note: there are no lakes or reservoirs of this size within Granite Falls),
 - c. Associated wetlands of these areas, and
 - d. Lands extending landward 200 feet from the ordinary high water mark, floodways, and floodplain areas landward 200 feet from the ordinary high water mark or SMA floodway whichever is greater.
2. Optional areas to be considered for inclusion in the SMP:
- a. Floodplains: All or part of the floodplain (per RCW 90.58.030(2)(f)(i)). This will include those areas mapped as being within the flood plain per the "Interim Flood Hazard Mapping" Snohomish County, August 2007.
 - b. Buffers: Buffers necessary for the protection of Critical Areas as defined in Growth Management Act regulations (per RCW 90.58.030(2)(f)(ii)).

Deliverables:

1. Preliminary map of Shorelines of the State subject to local SMP.

Due Date: ?

Task 1.2: Public Participation

The City of Granite Falls will coordinate and facilitate the public participation process consistent with a developed public participation plan. This will involve the following subtasks consistent with the Shoreline Management Act (see RCW 90.58.130 and WAC 173-26):

1. City staff and consultants will invite up to six citizens to participate on the development of the SMP that represent a wide variety of interests and perspectives relative to shoreline use. The invitees may include property owners, members each of the Planning Commission, and Council, and other interested parties.
2. Agency Outreach: The City of Granite Falls will provide a quarterly progress report to Ecology summarizing communications with state agencies, tribes, and other governmental entities e.g. Snohomish County, Conservation District, etc.
3. Public Outreach Documentation: Each meeting to discuss the SMP will be publicized and open to the public. Granite Falls staff will take meeting minutes, distribute to interested parties, and post on the Web site. An e-mail list will be compiled and utilized to notify potentially interested persons and jurisdictions of Web postings.
4. Prepare Plan: The City, in coordination with the consultants and interested parties, will prepare a draft Shoreline Management Plan.
5. Legislative Hearings: The final SMP requires legislative approval including two open-record hearings; one at the Planning Commission and one at the City Council.

Deliverables:

1. Public Participation Plan, public participation updates in quarterly progress reports, copies of outreach materials, and Web posting of meeting minutes.

Due Dates: ?

Task 1.3: Demonstrate How Phase 1 Complies with the Guidelines

Fill in the SMP Submittal Checklist for the tasks that you have completed under Phase 1.

Deliverables:

1. An SMP Submittal Checklist completed as relevant to task

Phase 2: Shoreline Inventory, Analysis, and Characterization

Task 2.1: Complete Shoreline Inventory

Compile all pertinent and reasonably available data, plans, studies, inventories, maps, and other applicable information. Collect the following information to the extent that such information is relevant and reasonably obtainable:

1. General location of channel migration zones, floodplains, and the floodway of the Pilchuck River and Stilliguamish River.
2. Critical areas, including wetlands, aquifer recharge areas, fish and wildlife conservation areas, geologically hazardous areas, and frequently flooded areas, as defined in RCW 36.70A, the Growth Management Act.
3. Shoreline and adjacent zoning and land use patterns/density, transportation and utility facilities, including the extent of existing structures, impervious surfaces, vegetation, and shoreline modifications within shoreline jurisdiction.
4. Degraded areas and sites with potential for ecological restoration.
5. Areas of special interest, such as priority habitats, rapidly developing waterfronts, previously identified toxic or hazardous material cleanup sites, and eroding shorelines.
6. Existing and potential shoreline public access sites, including public rights-of-way and utility corridors. The inventory will include descriptions of recorded public access easements, their prescribed use, maintenance, and terms.
7. Historical aerial photographs documenting past conditions to assist in preparing an analysis of cumulative impacts of development.

8. Archaeological, cultural and historic resources in shoreline jurisdiction.
9. Policies and regulations in shoreland and adjacent areas that affect shorelines, such as surface water management and land use plans and regulations (Critical Areas Ordinance, flood ordinance, etc.).

Deliverables:

1. Draft list of inventory data sources (digital copy) for review and comment
2. Digital working maps of inventory information displayed at appropriate scales
3. Identification and list of data gaps
4. An SMP Submittal Checklist completed as relevant to task

Due Dates: ?

(Note: Please provide Ecology with sufficient time, approximately 30 days, to review and comment on the draft inventory data sources list and working maps.)

Task 2.2: Conduct Shoreline Analysis

The City, with assistance from consultants, will prepare a shoreline characterization report which will include the following:

2.2.1: Characterize Ecosystem-Wide Processes

This characterization will include an analysis of the broader area that influences the shoreline jurisdiction. It will include a narrative with reference to maps that describes and illustrates the processes in the larger drainage area that are linked to the shoreline through hydrologic flows. These processes include the uptake, transport and deposition of sediment, nutrients, woody debris, and pollutants. Specifically, this characterization will:

1. Present the geographic context for shoreline jurisdiction areas – with geology, soils, topography, vegetation, and drainage patterns of the watersheds. Describe how these large-scale upland areas relate to and affect the shoreline. Review existing regional watershed or natural resource related plans for inclusion of relevant information.
2. Identify areas throughout the watersheds, or within and beyond shoreline jurisdiction, that are important to maintaining shoreline ecological functions (e.g., wetlands, forest cover, floodplains, higher permeability deposits, discharge, organic/clay soils, etc.).

3. Identify areas that are key impairments, e.g., forest clearing, impervious cover, channelized streams, altered wetlands, roads and ditches, dams/diversions, groundwater withdrawals, and listed impairments such as those published in the 303(d) list.
4. Identify opportunities for protection/restoration of upland and adjacent areas in the watersheds essential for maintaining shoreline processes and function.

2.2.2: Characterize Shoreline Functions

This will be a detailed analysis of the shoreline jurisdiction within the City that includes a narrative with reference to maps and GIS data. The analysis will delineate shoreline reaches based on land use and ecological processes (such as manmade physical features, stream confluences, or hydrologic or other physical boundaries). Describe functions that are associated with each shoreline reach. Specifically, this characterization will:

1. Detail the physical, biological, and land use components within the shoreline jurisdiction.
2. Evaluate and assess shoreline ecological function using current scientific understanding of the relationship between the conditions of ecosystem-wide processes and functions within shoreline jurisdiction. Identify functions that are healthy, functions that are adversely impacted and functions that may have existed and are now missing.

2.2.3: Conduct Shoreline Use Analysis

Conduct shoreline use analysis:

1. Identify current patterns of land uses, Comprehensive Plan designations, and zoning in shoreline areas, and adjacent lands.
2. Identify likely or projected uses in shoreline areas.
3. As applicable, analyze potential use conflicts and identify possible adverse impacts those could have on current ecological functions.
4. Estimate future demand for shoreline space consistent with WAC 173-26-201(3)(d)(ii) requirements.
5. Identify opportunities and demand for SMA preferred uses and potential use conflicts based on current use patterns and projected trends.
6. Identify current public access sites and opportunities for future access sites.

Task 2.3: Prepare Shoreline Inventory and Characterization Report

Prepare a shoreline inventory and characterization report with accompanying maps that provide an analysis of the inventory data, ecosystem characterization and shoreline functions, reach analysis, shoreline use and public access findings as it relates to development of an effective SMP. The report should:

1. Present the geographic and jurisdictional context for the SMP update.
2. Characterize ecosystem processes and functions.
3. Present reach level analysis information. Detailed information on shoreline reaches will identify opportunities and constraints in:
 - a. Protecting intact and restoring degraded ecological processes and functions,
 - b. Providing public access,
 - c. Accommodating appropriate water-oriented uses, and
 - d. Identify potential use conflicts to inform environment designation and allowed use decisions.
4. Develop shoreline management measures for protection and restoration of ecological functions, SMP policies, regulations, and environment designations based on the findings of the inventory and characterization. (For example, recommendations may include appropriate land use activities or environment designations, regulations, development standards, restoration and protection actions and strategies).
5. Organize relevant data for efficient review and use in the cumulative impact analysis. (A table is recommended.)

The report will also include refined shoreline jurisdiction boundaries and synthesize maps at appropriate viewing scales that will complement the report and illustrate findings that correspond with the narrative. For example, the user will be introduced to the area with coarser resolution vicinity maps indicating the county/city location in the state and delineating county/city and watershed boundaries. Maps at the shoreline reach scale will clearly differentiate the land and water contained within SMA jurisdiction from adjacent lands and contributing drainages. Maps at this scale will present the significant geologic, hydrologic, and ecologic features most essential to maintaining shoreline form and function and those land uses that may have altered upland processes influencing shoreline function. The reach scale maps also will indicate applicable inventory features such as known presence of listed species, critical riparian or aquatic vegetation, existing land uses, designated critical areas, and shoreline modifications. Potential areas for shoreline uses, public access, restoration, and/or protection will be indicated. The portfolio will include a comprehensive list and map of public access to shorelines.

Deliverables:

1. Digital copy with accompanying maps:

2. Shoreline characterization and analysis report with map portfolio that addresses the above task requirements in 2.1, 2.2, and 2.3, above

Due Date: ?

(Note: Please provide Ecology with sufficient time, approximately 45 to 60 days, to review and comment on the draft characterization and analysis report.)

Task 2.4: Demonstrate How Phase 2 Complies with the Guidelines

Fill in the SMP Submittal Checklist for the tasks that you have completed under Phase 2.

Deliverable:

1. An SMP Submittal Checklist completed as relevant to task (adding incrementally to earlier completed tasks)

Due Date: ?

Phase 3: Complete Draft SMP and Cumulative Impacts Analysis

Task 3.1: Conduct Community Visioning Process

Conduct a community visioning process that includes as many citizens as possible to determine goals for future use of the shoreline. This process should be conducted with respect to the findings of the shoreline inventory and characterization report. The visioning process will identify shoreline problems and opportunities. It will result in a strategy for shoreline uses, public access, resource protection, and restoration that is consistent with SMA policy and SMP Guidelines objectives.

Deliverable:

Digital copy:

1. Strategy for shoreline uses, public access, resource protection and restoration (Task 3.1)

Due Date: ?

Task 3.2: Develop General SMP Goals, Policies, and Regulations

Prepare general shoreline goals and policies that are applicable throughout the area within shoreline jurisdiction. Optional SMP components may include general SMP regulations that apply in all environment designations.

Task 3.3: Develop Environment Designations

Define waterfront designations and consider parallel designations given that the shoreline along the Pilchuck River and the South Fork of the Stillaguamish River are within the City limits. This designation process will be consistent with WAC 173-26-211 environment designation criteria.

Prepare draft maps illustrating the land and water area contained within mapped shoreline designation boundaries together with justification and rationale for the proposed designations. A narrative rationale describing reasons for maintaining or changing the designations shall be included. Designation boundaries shall be described and determined to a parcel-level scale.

Task 3.4: Develop Environment-Specific Shoreline Use and Modification Policies, Regulations, and Standards

Prepare draft policies and regulations for environment designations, all uses discussed in the SMP Guidelines, and shoreline modifications. The draft policies and regulations for shoreline environment designations shall, at a minimum, identify:

1. Shoreline use and modification activity goals and policies.
2. Shoreline uses and modifications that are prohibited and allowed by Substantial Development Permit or Conditional Use Permit.
3. Bulk dimensional standards (buffers, setback, density, etc).
4. Shoreline modification activity standards.
5. Any local policies or regulations adopted by specific reference, if relied upon to satisfy SMA or guidelines requirements.

Optional SMP components may include:

Shoreline use and dimensional standards listed in matrices, by environment designation.

Task 3.5: Develop SMP Administrative Provisions

Prepare draft provisions for SMP administration, including necessary elements and timelines for permit administration, exemptions, compliance, and enforcement. Statements about the role of Ecology in permit decisions should be included.

A definitions section should be prepared. Definitions should be particular to SMP administration, consistent with the SMP's implementing rules. Definitions should be clearly and concisely written.

Optional SMP components may include additional administrative provisions, if not inconsistent with SMA procedural rules and the guidelines. An SMP "user's guide" may be prepared.

Deliverables:

Three hard copies and one digital copy, with accompanying maps:

1. Complete Draft SMP, including:
 - a. Draft general goals and policies, including public access, and (optional) general regulations (Task 3.2)
 - b. Draft environment designations and draft environment maps (Task 3.3)
 - c. Draft environment-specific shoreline use and modification policies, regulations, and standards (Task 3.4)
 - d. Draft administrative provisions (Task 3.5)
 - e. Maps showing environment designations within shoreline jurisdiction
2. An SMP Submittal Checklist completed as relevant to task (adding incrementally to earlier completed tasks)

Due Dates: ?

(Note: Please provide Ecology with sufficient time, approximately 45 to 60 days, to review and comment on the draft documents.)

Task 3.6: Prepare Preliminary Cumulative Impacts Analysis

Evaluate and analyze draft SMP policies, regulations, and environment designations to show how they achieve no net loss of shoreline ecological functions during the planning period. The analysis will include incremental and cumulative impacts of future uses and development

allowed by the proposed SMP as an ongoing part of the update process. The analysis will identify how proposed SMP regulations and standards will avoid and offset expected impacts of future permitted and exempt shoreline development. The Restoration Plan will describe how and where ecological functions will be restored to provide a permanent environmental improvement over time. (Note: The preliminary cumulative impacts analysis will be submitted at the same time as the Draft SMP.)

Deliverable:

Three hard copies and one digital copy, with accompanying maps:

1. A cumulative impacts analysis of the SMP demonstrating how no net loss of ecological functions will be achieved over time at in the jurisdiction

Due Date:

Task 3.7: Demonstrate How Phase 3 Complies with the Guidelines

Fill in the SMP Submittal Checklist for the tasks that you have completed under Phase 3.

Deliverables:

1. An SMP Submittal Checklist completed as relevant to task (adding incrementally to earlier completed tasks)

Due Date: ?

Phase 4: Restoration Planning, Revisiting Phase 3 Products as Necessary

Task 4.1: Prepare Restoration Plan

Based on the Inventory and Characterization report, and the analysis of functions and ecosystem processes, the City will coordinate with Snohomish County to develop a plan for restoration of impaired ecological functions in the larger contributing drainages and in specific shoreline reaches within the City's jurisdiction. Coordination with Snohomish County on this task is vital as the area of shoreline jurisdiction is approximately 1/2 mile on the north side of the Pilchuck River and 1/4 mile on the south side of the Stillaguamish River. The shoreline area abutting the Stillaguamish River is currently undeveloped and forested. The Restoration Plan shall include:

1. Identification of degraded areas, impaired ecological functions, and sites with potential for ecological restoration.
2. Goals and priorities for restoration of degraded areas and impaired ecological functions.
3. Existing and ongoing restoration projects and programs.
4. Additional projects and programs within the larger planning area needed to achieve restoration goals and implementation strategies, including identification of prospective funding.
5. Times and benchmarks for achieving restoration goals – short-, mid-, and long-term.
6. Mechanisms to ensure that restoration projects and programs will be implemented.

Deliverables:

1. Draft Restoration Plan (Three hard copies and one digital copy, with accompanying maps)

Due Date: ?

(Note: Please provide Ecology with sufficient time, approximately 30 to 45 days, to review and comment on the draft restoration plan.)

2. A Complete Restoration Plan (Three hard copies and one digital copy, with accompanying maps)

Due Date: ?

Task 4.2: Revisit Draft SMP and Cumulative Impacts Analysis; Finalize SMP Jurisdiction Maps

Based on findings in the cumulative impacts analysis, reevaluate and revise the draft SMP environment designations, policies, and regulations developed in Phase 3 as necessary to assure that they are adequate to achieve no net loss of ecological functions. Revise the cumulative impacts analysis as needed to reflect changes in the draft SMP.

Prepare final jurisdiction maps (digital) of Shorelines of the State identified in Task 1.1 that will be subject to the local SMP.

Deliverables:

Three hard copies and one digital copy, with accompanying maps:

1. Revised designations, policies, and regulations that address the findings of the cumulative impacts analysis
2. Revised cumulative impacts analysis
3. Final SMP jurisdiction maps and boundary descriptions

(Note: Please provide Ecology with sufficient time, approximately 45 to 60 days, to review and comment on the revised draft SMP and other documents.)

Task 4.3: Prepare a Report that Demonstrates How No Net Loss Will Be Achieved

Prepare a report that demonstrates how the recommended shoreline management measures in Task 2.3, together with the findings of the cumulative impacts analysis, are reflected in the proposed SMP and achieve no net loss.

Deliverables:

One digital copy

1. A report that demonstrates how no net loss will be achieved through SMP implementation.

Due Date: ?

Task 4.4: Demonstrate How Phase 4 Complies with the Guidelines

Fill in the SMP Submittal Checklist for the tasks that you have completed under Phase 4.

Deliverables:

1. An SMP Submittal Checklist completed as relevant to task (adding incrementally to earlier completed tasks)

Due Date: ?

Phase 5: Local SMP Adoption Process

The City of Granite Falls will use the legislative approval process for the review and adoption of the SMP.

Task 5.1: Assemble Complete Draft SMP

Assemble a complete draft SMP and submit it to Ecology for informal review together with supporting documentation.

Task 5.2: Complete SEPA Review and Documentation

Conduct and document SEPA review pursuant to Chapter RWC 43.21C, the State Environmental Policy Act.

Task 5.3: Provide GMA 60-Day Notice of Intent to Adopt

Upon conclusion of Tasks 5.1, and 5.2, local governments planning under the Growth Management Act must notify Ecology and the Department of Community, Trade and Economic Development of its intent to adopt the SMP as least 60 days in advance of final local approval, pursuant to RCW 36.70A.106 and WAC 173-26-100 (5).

Task 5.4: Hold Public Hearing

Hold at least one public hearing prior to local adoption of the draft SMP, consistent with the requirements of WAC 173-26-100. The names and mailing addresses of all interested parties providing comment shall be compiled.

Task 5.5: Prepare a Responsiveness Summary

Prior to adoption of the draft SMP by the local elected body, prepare a summary responding to all comments received during the public hearing and the public comment period, discussing how the draft SMP addresses the issues identified in each comment.

Task 5.6: Adopt SMP and Submit to Ecology

Complete the adoption process for the SMP update and submit the locally adopted Draft SMP to Ecology.

Task 5.7: Demonstrate How Phase 5 Complies with the Guidelines

Fill in the SMP Submittal Checklist for the tasks that you have completed under Phase 5.

Deliverables:

Two hard copies and one digital copy in Microsoft Word format, with accompanying maps:

1. A complete, locally adopted SMP including maps, with relevant supporting documentation (Tasks 5.1 and 5.7)
2. SEPA products (checklist, MDNS or EIS; SEPA notice) (Task 5.3)
3. Evidence of compliance with GMA notice requirements (Task 5.4)
4. Public hearing record including interested party mailing/email list (Task 5.5)
5. Response to comments received (Task 5.6)
6. A complete SMP Submittal Checklist

Due Dates: ?

YEAR 2 (No Consultant Services are Expected in Year 2)

City coordinates with Ecology during their review of final documents.

Deliverables: Respond to Ecology's questions and provide additional documentation as required.

Due Dates: As specified by Ecology

PROPOSAL ADMINISTRATIVE REQUIREMENTS

INTRODUCTION

This section of the RFP details how the City will manage and direct the RFP process. The purpose of these procedures is to ensure that the City receives proposals that are the result of an open, competitive process, and that proposers receive fair and equitable treatment in the solicitation, receipt, and review of their proposals. The City may reject the proposal of any proposer who fails to comply with any of the requirements of this Section.

COMMUNICATIONS WITH CITY OF GRANITE FALLS

All communication concerning this Project should be directed to:

Brent Kirk
Public Works Supervisor
City of Granite Falls
206 South Granite Avenue
P.O. Box 1440
Granite Falls, Washington 98252

Telephone and email: (360) 691-6441 or brent.kirk@ci.granite-falls.wa.us

Information obtained from sources other than the project manager with respect to this project may not be accurate.

PROPOSALS DUE

To be considered, five (5) copies of the Proposal must be received at the address above no later than 4 p.m. on June 18th, 2010. Proposers are solely responsible for ensuring that proposals are delivered on time. Proposals received after the due date and time will be returned unopened. Faxed proposals will not be accepted.

COST OF PROPOSAL

This RFP does not, under any circumstance, commit the City to pay any costs incurred by any proposer in the submission of a proposal. The proposer is responsible for all cost associated with response to this RFP.

REJECTION OF PROPOSALS

The City of Granite Falls reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defect and minor irregularities in proposals.

PROPOSAL DISPOSITION

All materials submitted in response to this RFP shall become the property of the City of Granite Falls upon delivery.

PROPOSAL CONTENT

Proposals should be no longer than 10 pages plus attachments and include the following:

- ❖ **Firm/Team Information:** Firm name, address, phone, fax, and email. Identify the project manager and all team members including subcontractors proposed to be working on the project and indicate the estimated total hours each will spend on the project.
- ❖ **Scope of Services/Budget:** The scope of work in this RFP is provided by Ecology to all grantees. Describe your approach to and understanding of the project, specifically addressing each of the Tasks included in this RFP. A Budget and Hours table is included at the end of this RFP. Please use this table to indicate the estimated hours and budget to be spent on each task with a brief supporting explanation. Please include what tasks would be required to be performed by City Staff.

As described in this RFP, the City and Ecology have come to an agreement for maximum funding in the two years (\$16,000 in Year 1 and \$16,000 in Year 2). Unfortunately, no work has been done in year one, ending June 30th, 2010. Thus the entire amount of \$32,000 has to be utilized in Year 2 beginning July 1st, 2010. You may not budget more than either amount of the original \$32,000 grant funding for this RFP. You may also propose additional funding if you feel you can provide additional services.

- ❖ **Relevant Experience:** Describe the relevant background and experience of the firm including years in business. Describe the relevant experience of your team members and subcontractors in the areas of shoreline planning; ecological analysis including riparian and flood plain ecology; GIS mapping; shoreline resource inventory; channel migration zone identification; Washington land use policy and regulation; and public participation. The proposer shall commit that staff identified in its Proposal will actually perform the assigned work. Also, please note if you have worked with Ecology's Grant Project Manager, Mr. Bob Fritzen.
 - **References:** Provide at least two relevant references for your firm and for each team member and subcontractor with project description, client name, address and phone numbers, exact responsibility of consultant on project, and whether experience is firm experience or individual experience.
- ❖ **Project Schedule:** The project schedule will be finalized with the selected consultant. Please provide a statement of acknowledgment that your firm/team

can meet the two year schedule and meet the tasks required for each of the years as listed in the Project Schedule and summarized below.

EVALUATION AND SELECTION

ANTICIPATED CONSULTANT SELECTION TIME SCHEDULE

The City of Granite Falls anticipates reviewing all proposals, selecting firms for interviews and starting the project on July 7, 2010, with the selected firm based on the following tentative schedule:

- ❖ Shortlist of Firms – June , 2010
- ❖ Interviews – June , 2010
- ❖ Selection Recommendation to City Council Committee – June/July 2010
- ❖ Notification of Selected Firm/Team – July , 2010
- ❖ Contract Completion – July 6, 2010
- ❖ Project Start Date – July 7, 2010
- ❖ Project Completion Date – June 30th, 2011

EVALUATION PROCESS

Written proposals will be reviewed and evaluated by the City of Granite Falls Planning Public Works Department and selected reviewers. The proposers with the highest score will be invited for interviews. Interviews will be conducted by an interview team. The Public Works Supervisor reserves the right to conduct second interviews if necessary.

If chosen, the consultant will be informed of the committee's decision within 5 working days of the interview. The contract will be executed between the selected consultant and the City of Granite Falls by July 7, 2010.

SCORING PROPOSALS

The proposals will be evaluated as follows:

- ❖ Previous experience of key personnel in the areas required - 40 points
- ❖ Budget optimizes value to the City of Granite Falls - 40 points
- ❖ Approach and project understanding - 20 points

BUDGET & HOURS TABLE
(Include in Proposal Submittal)

Your proposal should include the following table which is set up as per the scope of work and schedule presented in the RFP. Please fill in the table with the \$32,000 grant for this contract where your company feels the most benefit to the City can be gained from your expertise. Estimate the hours spent on each task with the estimated budget for each task. You cannot spend more than \$32,000 of the grant in Year 1.

In addition, if you feel additional funds would allow additional services needed based on your experience, please fill in additional funding and hours in *italics* below the estimates for the original grant.

The City does not guarantee that additional funding will be available in the City budget; however, this table will allow the Selection Committee to compare the services each firm can provide in assisting the City of Granite Falls with their SMP Update.

Feel free to annotate the table to show what work would be completed by your firm/team and what work would be required to be completed by City Staff.

Phase / Task (Coordinates with Scope of Work Phases/Tasks)		Year 1 10-11	
A. Secure Consult Services		n/a	
B. Project Coordination			
1. Prelim Assessment / Public Participation Plan			
1.1 Identify Preliminary Shoreline Jurisdiction			
1.2 Prepare Plan for Public Participation			
1.3 Demonstrate How Phase 1 Complies with the Guidelines			
2. Shoreline Inventory, Analysis, and Characterization (Adoption of Snohomish County Shoreline Characterization and Inventory Report supplemented with field work within City boundaries in 2006)			
2.1 Compare Shoreline Inventory			
2.2 Conduct Shoreline Analysis			
2.3 Prepare Shoreline Inventory & Characterization Report			
2.4 Demonstrate How Phase 2 Complies with the Guidelines			
3. Shoreline Policy, Environment Designation; Policy and Regulation Development / Cumulative Impacts Analysis (Adoption of Snohomish County Cumulative Impact Analysis supplemented for area within City boundaries in			

2006)			
3.1 Conduct Community Visioning Process			
3.2 Develop General SMP Goals, Policies & Regulations			
3.3 Develop Environment Designations			
3.4 Develop Environment-Specific Shoreline Use & Modification Policies, Regulations & Standards			
3.5 Develop SMP Administrative Provisions			
3.6 Prepare Preliminary Cumulative Impacts Analysis			
3.7 Demonstrate How Phase 3 Complies with the Guidelines			
4. Restoration Planning / Revisit Phase 3 products as necessary (Adoption of Snohomish County Restoration Plan supplemented for area within City boundaries in 2006)			
4.1 Prepare Restoration Plan			
4.2 Revisit Draft SMP & Cumulative Impacts Analysis; Finalize SMP Jurisdiction Maps			
4.3 Prepare a Report That Demonstrates How No Net Loss Will Be Achieved			
4.4 Demonstrate How Phase 4 Complies with the Guidelines			
5.1 Assemble Complete Draft SMP			
5.2 Complete SEPA Review and Documentation			
5.3 Provide GMA 60-Day Notice of Intent to Adopt			
5.4 Hold Public Hearing			
5.5 Prepare A Responsiveness Summary			
5.6 Adopt SMP & submit to Ecology			
5.7 Demonstrate How Phase 5 Complies with the Guidelines			
ECOLOGY REVIEW			
SUBTOTAL FOR ORIGINAL \$32,000 GRANT			
<i>Subtotal for Potential Additional Funding Request</i>			
<i>Subtotal for Both</i>			