



CITY OF NEWPORT, WASHINGTON

Request for Proposals – Personal Services 2027 Comprehensive Plan Periodic Update

The City of Newport, a municipal corporation of the State of Washington, seeks proposals from qualified firms or individuals to perform the following services:

Required Scope:

We are seeking a multidisciplinary consultant team, which can be a single firm or a team of individuals and/or firms with specialized expertise for our Comprehensive Plan update. The consultant team will be responsible for updating the City's Comprehensive Plan (CP), completing development codes and Critical Areas. Additionally, the selected consultant will collaborate with other Agencies in Pend Oreille County to have cohesiveness and inclusion of goals and policies within the City and County.

We invite interested consultants to submit their proposals, demonstrating their qualifications, experience, and understanding of the project requirements outlined above. The proposals should also include a detailed timeline and budget for the completion of the project.

City Contact: Proposer's submittal in response to this Request for Proposals (RFP) must be directed to the following City staff person(s) or designee(s):

Nickole North

City Clerk/Treasurer

clerk@newport-wa.org

509.447.6429

Response Deadline: May 9, 2025 by 4:00 PM Pacific Time

Submittals including all requested information must be received by the City no later than the Response Deadline. Submittals received after that date and time will be rejected

without review. Submittals that arrive on time, but are incomplete, will be rejected at the City's discretion

Timeline of Consultant Selection:

May 9, 2025: Proposals Due

By May 16, 2025: Interviews will be held

May 19, 2025: Proposal to Council at regularly scheduled meeting action will be requested.

By June 2, 2025 *if needed: Consultant contract is executed at regularly scheduled meeting

*This is a projected timeline and may change.

Method of Submittal: Electronic copies shall be sent to clerk@newport-wa.org no later than the submission deadline.

Questions, Further Information, City Reservation of Rights:

Questions about this RFP can be directed to the City Contact. Proposers are advised to monitor the City's website, www.newport-wa.org for further information, including possible amendments to this RFP. The City of Newport in its sole discretion reserves the right to terminate this RFP process, elect not to award a contract, enter into an agreement with a firm that did not respond to the RFP, or modify the terms of this RFP at any time. The City reserves the right to ask for clarification of a proposal. The City also reserves the right to accept or reject any or all proposals, waive all minor technicalities and informalities, and accept the proposal or proposals determined to be most advantageous to the City. In no event will the City or any of its officers, or employees be liable for or otherwise obligated to reimburse Proposer for any costs incurred in preparation of a submittal. By responding to this RFP, Proposer is certifying that they have read, understand, and agree that Proposer is able to competently perform work in accordance with the scope. All submittals received become the property of the City of Newport. All City records may be subject to public disclosure unless they fall under a recognized exemption.

Submittal Requirements / Form of Proposal (25 page maximum):

Cover Letter – A cover letter must be submitted with the proposal. The cover letter should indicate the full name and address of the respondent that will perform the services described in this RFP. The proposal must indicate the name and contact information for the individual who will be the senior contact person for this engagement. The cover letter must include identification of any and all subconsultants. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter. (2 page maximum)

Experience and Qualifications – The respondent should furnish a narrative of how the respondent is familiar with Newport and provide a description of related experience in the City and/or the Northeast Washington Region. Specifically describe related experience on Comprehensive Plan Updates under GMA, and SEPA/EIS. Include what steps were taken regarding community outreach and engagement. (4 page maximum).

Organization – The respondent should include an organizational chart including all key team members, their resume, and the amount of time each member will spend on this engagement, based on a forty-hour workweek. If the respondent is a “joint venture”, include a clear statement of responsibility associated with each member and/or entity of the joint venture. (10 page maximum)

Approach – The respondent must set forth its overall technical approach and plans to meet the requirements of the RFP. This should convince City Council that the respondent understands the objectives that the engagement is intended to meet, the nature of the required work, and the level of effort necessary to successfully complete the project. The respondent should also set forth a detailed work plan indicating how each task in the scope of work will be accomplished, including an outline of proposed work, community engagement plan and a timeline for key milestones and completion of the Scope of Work. The work program should also include key dates and deliverable benchmarks in the form of a Project Schedule (formatted as a Gantt chart). The response should also include how the approach will meet the requirements of the Commerce Checklist / Growth Management Act requirements. (5 page maximum)

Projected Costs/Budget – The respondent should provide a detailed matrix of estimated costs to provide each of the services. (4 page maximum)

Newport Background

Surrounded by natural beauty and full of small-town charm, Newport is a popular destination for outdoor enthusiasts. It sits as the County seat of Pend Oreille County abutted next to Idaho. This makes for unique opportunities and challenges for the community.

Incorporated in 1903, Newport is a small friendly city with approximately 2200 residents. There is interest in development of both housing and commercial within the city limits as well as urban growth area.

Scope of Services

Coordinate and support a robust public participation process for this periodic update. Prepare and produce high quality public outreach materials graphically and in writing

describing facts, findings, analysis, and alternatives for public meetings, open houses, webpage, and hearings. Efforts should be made to ensure diverse and meaningful input is incorporated into the plan. Prepare presentations and supporting materials to present alongside city staff at public hearings, meetings, and workshops. The purpose of these meetings will be to provide an overview of the update process; present progress updates; receive comments from citizens, elected officials, commission members, and staff; and present the draft and final report and ancillary materials to the Planning Commission and City Council. Presentations incorporated into the public participation should include, but not be limited to, the following:

General Workshops/Open Houses for the public (estimated to be no more than 5)

Public meetings/presentations to Planning Commission & City Council Committee or Workshop (provide estimate in scope)

Planning Commission public hearing

Collaboration with other County entities to ensure unified approach

Review and Update the City's 2027 Comprehensive Plan

Review and update the existing Comprehensive Plan, maps, text, and all related documents developed and utilized by the City of Newport. (The consultant team will be expected to use the Department of Commerce periodic update checklists to illustrate how Newport's existing Comprehensive Plan compares against the latest requirements of GMA.)

The selected consultant or team will undertake the primary responsibility for editing and writing a concise, and cohesive comprehensive plan document. This will include editing existing text or drafting new clear, concise text and policies supported by information gleaned from but not limited to: plans and studies, data analysis, public input, benchmarking, existing records, and best practices. A concise, user-friendly plan that minimizes text and emphasizes graphics will be preferred. The consultant will be expected to reflect the past changes and future trends and desired outcomes of the community, ensure internal consistency with other adopted plans and external consistency with Countywide and Regional goals and eliminate unnecessary redundancies. In addition to the latest GMA requirements or guidelines, it is important to mention major updates are needed for existing guiding documents for the housing element, economic development, and direction for downtown. The City's Critical Areas and an updated map with the best available science is needed to support the new CP.

The current comprehensive plan consists of the following sections:

- Introduction
- Urban Growth
- Land Use
- Transportation
- Capital Facilities & Utilities
- Housing
- Parks and Recreation
- Economic Development
- Energy & Environment
- Historic & Cultural Resources
- Plan Implementation

Reworking of these chapters and additions of missing chapters or information is part of the consideration for the new Comprehensive Plan. For purposes of clarity, the following information will help direct the work:

Section 1: Comp Plan Introduction

Update the city profile, vision statements, overview of each element and implementation methods as necessary.

Section 2: Comp Plan Elements

Update each of the eight elements for consistency as required. Add any new required elements or themes into the proposal. Where maps are needed, GIS layers must be created and shared with the City of Newport Staff for future use and modifications.

- Land Use Element. Update as necessary. Insert the recently completed land use capacity analysis and new growth projections, ensure relevance of existing policies and recommend new policies if gaps are identified to help direct growth and development within the urban area. New growth projections should be studied in the context of potential state mandates for increased density in single-family zones. In addition, update the future land use map, per WAC 365-196-400.

- Housing Element. Update element to be consistent with Countywide Planning Policies including new requirements from the Department of Commerce, the latest State Legislative actions as well as any new requirements in the Countywide Planning Policies. Special focus on affordable and workforce housing is needed to identify how more infill housing could be added without negatively impacting single-family neighborhoods.

- **Transportation Element.** Work closely with administration and Public Works staff to update element / Transportation Master Plan to be consistent with the Transportation Improvement Program and update the technical assumptions.
- **Parks and Recreation Element.** Work with Public Works Staff to update this element to ensure continuity with the Parks Plan and includes creating parks maps.
- **Economic Development Element.** Review, update, and revise the economic development plan element for a new clear direction for the City.
- **Utilities Element.** Review current plans to determine consistency and recommend changes to ensure consistency with other plan elements while paying attention to potential growth and infrastructure needs, to be coordinated with Pend Oreille County Public Utility District staff for compliance with their Comprehensive water and power plans.
- **Capital Facilities Element.** Review, update, and revise as necessary, with input from Public Works staff from all relevant departments.
- **Energy and Environment** will be updated to meet the Climate Resilience legislative updates and include reference to the City's Critical Area Ordinance and Shoreline Master Program.
- **Historic & Cultural Resources** – Review and update the historic and cultural resources section. It is important to coordinate and include the Kalispel Tribe of Indians in the Comprehensive Plan process.

Section 3: Comp Plan Appendix

The plan implementation chapter must be updated to provide more direction to help the plan become a living document for making Newport's vision happen. Review, update, and incorporate into the plan as needed.

Section 4: Environmental Review

Environmental Study

Preparation of an Environmental Impact Statement (assuming it is required) that summarizes the impacts of the Comprehensive Plan and update to the development and zoning regulations. Consultant will be expected to advise the City on steps needed to meet environmental requirements.

Section 5: Development Regulations

Development Regulations of the FINAL Checklist Fully-Planning Cities.docx outlines that the development regulations must be consistent with and implement the CP.

- This requires that critical areas regulations be reviewed and updated, as necessary, to incorporate legislative changes and best available science.
- Zoning code is evaluated for updates considering legislative updates.
- That the Shoreline Master Program (SMP) is consistent with RCW 90.58. (The SMP was recently updated in Newport by Pend Oreille County Community Development.)
- Resource Lands are properly evaluated and designated.
- Siting of Essential Public Facilities are addressed in the Newport CP and consistent with Countywide Planning Policies.
- Subdivision Code is revisited and updated legislative direction is included.
- Stormwater requirements are reviewed considering new state legislative direction for density as well as other legislative changes.
- Organic Materials Management Facilities should be considered and should be consistent with state legislative direction and coordinated regionally.
- Concurrency and Transportation Demand Management (TDM) – Ensures consistency in land use approval and the development of adequate public facilities as plans are implemented, maximizes the efficiency of existing transportation systems, limits the impacts of traffic and reduces pollution.
- Tribal Participation in Planning includes that a federally recognized Indian tribe may voluntarily choose to participate in the County or regional planning process.
- Regulations to Implement Optional Elements like Master Planned areas are provided.
- Ensure Project Review Procedures and Plan and Regulation Amendments follow the direction of the state as defined in the Commerce checklist.

Minimum Qualifications:

Proposers (individual or firm) must meet the following minimum requirements:

- Minimum of five years of experience working in Washington State, and knowledge of the (GMA) and State Environmental Policy Act (SEPA);
- Minimum of five years experiencing working with local jurisdictions on Comprehensive Planning and implementation; and
- Experience working with smaller jurisdictions.

Evaluation Criteria:

Submittals will be evaluated and ranked based on the following criteria:

Proposers are responsible for the accuracy of the information supplied. The City reserves the right to vary from the qualifications requested, consider applicants who do not meet the qualifications, reject any and all proposals, and to either substantially modify or abandon the selection process prior to any award of a contract. The City also reserves the right to waive technicalities or irregularities, and to accept any proposal if such action is believed to be in the best interest of the City.

All proposals will be reviewed and screened with only the top candidate(s) invited to an interview.

Each submittal will be evaluated using weighted scoring. For the following categories respondents will be given a score of 0-5, with 5 being superior and 0 being of no value. The maximum points (respondent's Total Weighted Score) given to each criterion will be based on the formula: Total Score X Weighted Value = Total Weighted Score.

- Expertise and Qualifications of the Project Team (25%)
- Related Experience on Comprehensive Plan Updates, GMA and SEPA/EIS in Washington State (25%) -
- Project Approach and Proposed Methodology (15%)
- Responsiveness and Clarity of Submittal – (15%)
- Related Experience in Community Engagement (15%)
- Consistent budget/cost (5%)

Selection Process:

All proposals will be reviewed and screened by the City and any designees. The City may convene a selection panel and/or schedule interviews with Proposers to assist in the award decision.

Any contract resulting from the City's acceptance of a proposal will be in a form approved by the City Attorney and will reflect the specifications in this RFP as issued, or as may be amended by the City before contract execution. Proposer acknowledges and agrees that submission of a proposal signifies the Proposer's agreement that the terms contained in the proposal are valid for at least 45 calendar days following the City's receipt, or such other time period as may be mutually agreed in writing by City and Proposer.

Nondiscrimination and Equal Opportunity:

The City complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the City commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the City will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.