

**REQUEST FOR STATEMENTS OF QUALIFICATION FROM  
PROFESSIONAL SERVICES CONSULTANTS**

**CITY OF BLACK DIAMOND  
2024 Comprehensive Plan Periodic Update**

The City of Black Diamond (City) hereby solicits interest from professional services consulting firms with expertise in urban planning, zoning, public outreach, housing, design standards, capital facilities planning, climate/environment, subarea plan development, and State Environmental Policy Act. The professional services contract term will be approximately 24 months in duration, with the option for the City to extend the term for additional time and money, if necessary. The contract scope will be phased as described herein. Consultants are asked to submit statements of qualifications (SOQ) for the project described below.

The City of Black Diamond in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat 252, 42 USC 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined in 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

The City of Black Diamond reserves the right to amend terms of this Request for Qualifications (RFQ), to circulate various addenda, or to withdraw the RFQ at any time, regardless of how much time and effort consultants have spent on their responses. This RFQ does not obligate the City to select any of the respondents who submit SOQs, nor to pay any costs incurred by respondents in the preparation and submission of SOQs, nor does it obligate the City to accept or contract for any services. The City reserves the right to not consider any SOQs submitted after the due date and time specified below.

**BACKGROUND AND PROJECT DESCRIPTION:**

As required by the Washington state Growth Management Act (GMA), the City of Black Diamond intends to prepare its 2024 periodic update to the Comprehensive Plan and updates to development regulations to implement this Plan, with such work occurring over the course of 2023 and 2024. Due to the interconnected nature of these projects, the City is seeking one consultant or consulting team to handle the planning tasks described herein. The City's planning staff will provide guidance and support for these efforts.

The City of Black Diamond, Washington is in one of the fastest-growing areas of the Puget Sound, with abundant opportunities for residential and commercial development. This low-crime city has a high quality of life and is rich with history. Lake Sawyer and other regional parks, large amounts of mostly undeveloped open space, and nearby Mt. Rainier provide existing and future recreational opportunities. A transportation network includes SR 18, SR 167, SR 516, and SR 169 with nearby access to I-90 and I-5. The city is located just 33 miles from Seattle, 30 miles from Tacoma, 28 miles from Bellevue and approximately 22 miles from Sea-Tac Airport.

The southeast King County region that includes Black Diamond, Enumclaw, Covington and Maple Valley has expanded considerably over the past 10 years. Black Diamond is planning to grow from approximately 6,000 citizens today to nearly 20,000 citizens and add 1.5 million square feet of commercial development over the next 15-20

years. As part of the major expansion of the city, Development Agreements are in place for two master planned developments totaling up to 6,000 new residential units.

The City's Comprehensive Plan is a broad statement of the community's vision for the future and contains policies primarily to guide the physical development of the City, as well as certain aspects of its social and economic character. The Plan directs regulations, implementation actions and services that support the vision.

While the Comprehensive Plan is meant to provide a strong and constant vision for the future, it is also a living document that must be able to accommodate change. Therefore, the City of Black Diamond, along with many other cities and counties in Washington state, is required to conduct a period update of its comprehensive plan and development regulations (ref. RCW 36.70A.130).

### **SCOPE OF SERVICES:**

The City is commencing its required 2024 Periodic Update to its Comprehensive Plan. The City envisions a refresh to its existing Plan addressing the new GMA requirements, Vision 2050, and updated Countywide Planning Policies. Much of the work to update the Comprehensive Plan will focus on new planning requirements including, but not limited to, infrastructure, equity, land use, housing affordability, and zoning.

The City recently updated its Housing Action Plan and Parks, Recreation & Open Space (PROS) Plan, which must be incorporated into the City's Comprehensive Plan. The City has hired a consultant to commence work on the Transportation Element of the Comprehensive Plan. The Land Use, Housing, and Capital Facilities Elements of the Comprehensive Plan likely require a significant update.

Additionally, this Plan update will likely require revisions to the City's development regulations to implement the revised goals and policies. This task should include a robust and inclusive public participation process. At the end of the project, checklists will need to be completed showing how the City has satisfied GMA, PSRC, and CPP planning requirements, as well as the City's adopted public participation plan.

A summary of the Plan elements and needed amendments is as follows:

1. Introduction and Demographics: Update the Introduction to reflect 2020 census numbers, new growth targets, policies, and other light revisions.
2. Parks, Recreation, Trails, and Open Space: The City has recently completed the PROS Plan with an outside consultant and expects significant amendments to this chapter.
3. Natural Environment: Review goals and policies for needed updates.
4. Land Use: Update the Land Use element to ensure that there is sufficient land capacity to accommodate the City's growth targets. Some land use map revisions will be required to align the Future Land Use Map (FLUM) with the zoning map. Goals and policies require a refresh and certain figures must be updated with current information. The Consultant may need to explore alternatives for redesignating land uses to accommodate population, attainable housing, and employment targets.
5. Housing: The City had an outside consultant assist with the preparation of a Housing Action Plan. The selected consultant shall coordinate its effort with the Housing Action Plan and incorporate the recommendations of that final report into the City's Comprehensive Plan, especially the Housing Element. The Housing element requires general updates, especially to comply with recent changes to state law including requirements to plan housing for all economic segments.

6. Economic Development: The Economic Development Chapter requires a light refresh to be made consistent with regional policy and any changes to state law. The chapter should also reflect the soon to be adopted countywide employment targets.
7. Utilities: This element should be updated to reflect the City's existing facilities, capacity, and capital plans. The element should be updated to reflect the latest City water system plan, sewer system plan, and stormwater system plan. The element should also be expanded to include more information about other utility providers available within Black Diamond. Coordination with the City's water/sewer and stormwater consultants and plans may be required.
8. Capital Facilities: The Capital Facilities element requires a comprehensive review and update. An updated inventory of existing City facilities is required, and a comprehensive list of capital improvement projects needs to be developed to reflect the most recent utility system plans, transportation plan, and other planning documents. Regional policies and any changes in state law should be reflected in a revised capital facilities element.
9. Transportation: The City currently contracts with a traffic consultant to update the City's transportation model and transportation element. The selected planning consultant should coordinate with the city's transportation consultant to ensure consistency between the Transportation element and other elements.
10. Appendices: The Appendices to the Comprehensive Plan include numerous documents which are expected to be amended as part of the Comprehensive Plan update. The City may wish to consider adopting other plans by reference as an appendix to the comprehensive plan. Other plans adopted by reference may need to be removed from the plan appendices.
11. PSRC/CPP: The Comprehensive Plan needs to be made consistent with Puget Sound Regional Council (PSRC) Vision 2050, the regional centers guidelines, and the Countywide Planning Policies including the population and employment growth targets to be adopted later in 2022.
12. Development Regulations: The Comprehensive Plan needs to be made consistent with the Black Diamond Municipal Code development regulations.
13. Subarea Planning: The Comprehensive Plan may recommend implementation of subarea plans to be adopted by reference.
14. Commerce Checklists: The Department of Commerce will be providing guidance for the 2024 Comprehensive Plan periodic update in late summer of 2022. The consultant will coordinate with the City to review the Department of Commerce checklist to ensure that the plan satisfies all DOC identified requirements.
15. New GMA Requirements: Numerous GMA updates have been passed since 2015. The consultant will assist the City with ensuring compliance with the GMA as amended.
16. Public Outreach: All work on the Comprehensive Plan periodic update will be done ensuring thorough and continuous public participation and outreach, consistent with the City's adopted public participation plan. The consultant will be asked to assist the City in conducting these outreach efforts.

## **QUALIFICATIONS AND EXPERIENCE:**

The respondent shall provide a summary of the individuals on the consultant team, including subcontractors, and their relevant qualifications and experience. The Comprehensive Plan Periodic Update will require the consultant team to have the following qualifications:

1. Substantial demonstrated experience with comprehensive plans in Washington state, including conducting and implementing a public participation plan and facilitation of public meetings for the purpose of community visioning, goals, and policies, as required by RCW 36.70A.035;
2. Knowledge and experience with the Washington State Growth Management Act and of PSRC's VISION 2050, Countywide Planning Policies, and the Washington State Environmental Policy Act; and
3. Proven abilities to conduct and/or develop land use capacity analyses, housing needs assessment, land use inventories, market studies, zoning and other development regulations, and transportation and capital facilities planning.

**EVALUATION PROCESS:** Respondents are encouraged to be creative in responding to this RFQ. A joint proposal between two respondents may be submitted. Proposals will be evaluated by the City which will consider the completeness of a respondent's proposal, the respondent's qualifications, and how well the respondent's proposal meets the needs of the City.

### **Evaluation Criteria**

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

- 1) Qualification of Proposed Project Manager
- 2) Ability to Manage the Project and Minimize Project Impacts to City Staff
- 3) Qualifications/Expertise of Firm including:
  - a. Development Regulations
  - b. Comprehensive Planning
  - c. Design Standards
- 4) Understanding of Local Conditions and Project Challenges
- 5) Approach to Public Outreach
- 6) Ability to meet schedule
- 7) Approach to Project
- 8) Familiarity with applicable State and Local Regulations and Regional/Countywide Planning Policies
- 9) Past Performance/References

The above criteria are weighted equally for scoring statements of qualifications submitted in response to this RFQ. Additional scoring guidance may be provided to responders prior to a potential consultant interview.

## **SUBMITTAL REQUIREMENTS:**

SOQs submitted in response to this RFQ must include all information requested and meet all specifications and requirements outlined in this RFQ. The following must be included in a proposal:

1. A cover letter/statement of interest indicating the respondent's interest in offering these services and highlighting its qualifications to perform the services.
2. A description of the respondent's experience working with local, state, and federal government.
3. Resumes of key personnel who would be assigned to this contract.
4. A description of all proposed fees and charges to the city for the services.
5. References relating to the services being requested with full name, title, address, phone and email addresses or fax numbers.
6. A completed and signed proposal.

**SUBMITTAL OF RESPONSES:** SOQs may be submitted electronically in PDF format via email, mailed, or dropped off in-person to the address below. SOQs shall be no more than ten (10) double-sided pages (a total of 20 pages). Resumes included with the response will not count against the page limit. Complete responses must be received by the due date and time listed below. The City, in its discretion, may make additional copies of the responses for the purpose of evaluation only. The original response must include original signatures by authorized personnel on all documents that require an authorized signature. Please include a cover letter and four (4) paper copies if mailed or dropped off to City Hall.

### **SUBMIT PROPOSALS TO:**

City of Black Diamond  
Attn: Mona Davis, Community Development Director  
24301 Roberts Drive  
PO Box 599  
Black Diamond, WA 98010  
(360) 851-4528  
e-mail: [mdavis@blackdiamondwa.gov](mailto:mdavis@blackdiamondwa.gov)

All Proposals should be clearly marked on the outside of the envelope or on the email subject line with the title **"City of Black Diamond 2024 Planning Consultant Proposals"**.

### **Due Date: November 18, 2022 – by 5:00 PM Pacific Time**

Proposals submitted after the due date and time will not be considered. The proposing party accepts all risks of late delivery of proposals regardless of fault.

**QUESTIONS:** Questions regarding this project may be directed to the RFQ coordinator via email at [mdavis@blackdiamondwa.gov](mailto:mdavis@blackdiamondwa.gov)

**RESPONDENT CONDUCT:** After the issuance of any solicitation, all bidders, vendors, contractors, consultants, or individuals acting on their behalf are hereby prohibited from lobbying any City employee, official or representative at any time prior to award. The City may reject the submittal of any bidder, vendor, contractor and/or consultant who violates this policy.

**REJECTION OF PROPOSALS:** The City reserves the right to reject all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFQ does not obligate the City to pay any costs incurred by vendors in the preparation and submission of their responses. Furthermore, the RFQ does not obligate the City to accept or contract for any expressed or implied services.

**RFP ADDENDA:** The City reserves the right to change the RFQ schedule or issue addenda to the RFQ at any time. The City also reserves the right to cancel or reissue the RFQ. All such addenda will become part of the RFQ.

**PROPOSAL MODIFICATION & CLARIFICATIONS:** The City reserves the right to request any respondent to clarify its SOQ or to supply any additional material deemed necessary to assist in evaluation of the response. Modification of a response already received will be considered only if the modification is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original response.

**EXCEPTIONS:** If a respondent takes exception to any term or condition set forth in this RFQ, said exceptions must be clearly identified in the response as exceptions or deviations. Such exceptions shall be considered in the evaluation and award process. The City shall be the sole determiner of the acceptability of any exception.

**RESPONSE FORMAT:** Responses should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFQ. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the response should be on completeness, clarity, and content. In the event that it becomes necessary to revise any part of this RFQ, the City will issue the addenda on the City's website [www.blackdiamondwa.gov](http://www.blackdiamondwa.gov). It is the consultant's responsibility to confirm as to whether any addenda have been issued. Faxed responses will not be accepted.

**CONTRACT NEGOTIATION:** The City reserves the right to negotiate with the highest ranked firm that, in the opinion of the City, has submitted a response that is the best suited for the City's needs. In no event will the City be required to offer any modified terms to any other firm prior to entering into an agreement with a respondent, and the City shall incur no liability to any respondent because of such negotiation or modifications. It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but are not limited to, matters such as contract details, contract payment details, service requirements, and minor changes to the scope of services.

**CONTRACT AWARD:** The City reserves the right to make an award without further discussion of the submittals. Therefore, the response should be initially submitted on the most favorable terms the consultant can offer. Additionally, the City will verify representations that appear in the response. Once the City and respondent have reached an agreement on the scope of services, a final contract will be prepared by the City. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract. If the selected consultant fails to sign the contract within ten (10) business days of delivery of the final contract, the City may elect to negotiate a contract with the next- highest ranked respondent. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract. The City further reserves the right, at its sole option, to award more than one contract or to split a contract among multiple respondents.

**BUSINESS LICENSE:** The respondent or respondents awarded the contract will be required to obtain a City of Black Diamond Business License.

**PUBLIC RECORDS:** Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings, or reproductions thereof) submitted in response to this RFQ (the “documents”) become a public record upon submission to the City, and are subject to mandatory disclosure as defined in “The Public records Act,” Chapter 42.56 RCW. Therefore, respondents should not submit material to the City that they deem confidential or proprietary.

Dated this 27<sup>th</sup> day of October 2022