

REQUEST FOR QUALIFICATIONS



CITY OF
BAINBRIDGE ISLAND

DESIGN GUIDELINES UPDATE

Date Issued: July 27, 2018

Request for Qualifications (RFQ), Instructions, and General Scope of Services

1. Public Notice

The City of Bainbridge Island (City) is soliciting Statements of Qualifications (SOOs) from a qualified architectural, urban design, or planning firm or team of professional consultants to assist in updating and improving the City's design guidelines for buildings, streetscapes, and neighborhood centers.

The City is seeking a firm/team whose combination of experience and expertise will provide professional, timely, and cost-effective services to the City. The City reserves the right to enter into one or more contracts with any firm/team(s) selected under this RFQ process.

Information related to this solicitation, including any addenda, will be posted to the City's website at <http://www.bainbridgewa.gov/bids.aspx>. For questions related to this solicitation, contact:

Christy Carr, AICP

Senior Planner

Department of Planning & Community Development

City of Bainbridge Island

280 Madison Avenue North, Bainbridge Island, WA 98110

Phone: (206) 780-3719

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2. Project Location

The information produced through this project will be used both citywide and separately, and perhaps distinctly, in specific zoning districts.

3. Background

The City's recently updated [Comprehensive Plan](#) (Plan) renewed a growth strategy to prevent sprawl, promote smart growth, and preserve the Island's special character. The Plan's vision, goals, policies, and several of its guiding principles provide direction to navigate toward the Island's desired future. The guiding principles include:

Guiding Policy 1.3

The built environment represents an important element of the Island's special character. Improve the quality of new development through a review process that implements the community vision and supports long-term goals for the preservation of the Island's special character.

Guiding Policy 8.4

Nurture a healthy and attractive community including a focus on the quality of the built environment through progressive development regulations and reviews.

The City expects this project to produce a suite of recommendations that will inform the development of an adoptable set of design guidelines. Objectives for the project include:

- Assess community preferences and appropriate aesthetic and design standards through public education and outreach efforts.
- Analyze the [existing design guidelines](#) and develop a recommended outline of reorganized and updated guidelines that serves the entire island community and individual commercial, mixed use, and neighborhood districts.
- Produce an adoptable set of new or updated design guidelines that will preserve and enhance the Island’s special character and ensure sustainability, affordability, and appropriateness for the community, neighborhoods, and the environment while allowing for variety and creativity.
- Maximize the effectiveness of the guidelines as a tool for encouraging better design while keeping the guidelines clear and easy to use by applicants, Design Review Board members, City staff, and the public.
- Identify ways to improve administration of the design guidelines.

4. Scope of Work

The City anticipates the project will include three phases:

Phase I – Establish Baseline

These tasks will be completed with City staff and the City’s [Design Review Board](#). The outcome will be a set of findings that will inform the approach taken by the consultants in developing options for the updated guidelines, provide better direction and priorities, and, likely, influence the new/updated guidelines themselves. The specific tasks are:

- Assist with public education and outreach to assess community preferences and appropriate aesthetic and design standards.
- Assess adequacy of existing guidelines in terms of content, format, and graphics and identify where revisions are most needed.
- Identify important categories for design guidelines (e.g., site planning, site elements, building design, building performance, streetscape, public/private space, pedestrian/vehicle space, etc.).
- Review design guidelines from other communities, comparable in terms of size, character, level of urbanization, degree to which tourism plays a role in the local economy, and population distribution. Identify qualities of other design guidelines and design review processes that merit consideration in COBI’s design guidelines update.

Phase II – Recommendations

Based on the set of findings developed in Phase I, the consultants are expected to provide recommendations for the following:

- Appropriateness of design from the perspective of site design, resource consumption, energy efficiency, new materials and architectural styles; and whether or not to integrate design guidelines with a future green building code or to keep them separate.
- Integration with or separation of design guidelines from new subdivision design guidelines.
- Integration and timing of design guidelines with ongoing and future neighborhood center planning efforts (e.g., [Island Center](#)).
- Improving preservation and integration of existing historic buildings and neighborhoods, properties, and features.
- Consideration of landscape design standards.
- Consideration of signage.
- Implementing procedural improvements for design review, including improved/updated checklist(s), developing a process for departures from design guidelines, resolving conflicts with land use (zoning) code, creating new information materials for applicants to facilitate the review process, and considering options to make design guidelines more flexible and effective.
- Improving submittal requirements in the City's [Administrative Manual](#).

Phase III – Anticipated Deliverables

- Assistance with meeting facilitation, including preparation of materials appropriate to the purpose of the meeting such as handouts, large exhibits, presentations, and other displays. Public meetings and meetings with City staff as necessary. Presentations to the Design Review Board, Planning Commission and City Council.
- Summary of recommendations (from above).
- Outline of design guidelines update including identification of absent content, content to be eliminated, revision of standards, and improved administrative processes.
- Production of internal (working) draft and public review draft of design guidelines document.
- Production of internal (working) draft and review draft of improved/updated checklist(s).
- Production of a final web-based design guidelines document that will be appealing and useful for a range of users including property owners, community members, design professionals, and City staff and review bodies. Document will include images, both photographic and illustrative, of sufficient quality and quantity to graphically convey the intent and meaning of the design guidelines.

5. RFQ Schedule of Events and SOQ Submission

Provided below is the anticipated schedule of events. The City reserves the right to adjust the schedule and to add/remove specific events to meet the unique needs of the Project.

Date Issued:	Friday, July 27, 2018
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Deadline for Questions	Friday, August 3, 2018
Deadline for Submittal of Qualifications	Friday, August 17, 2018 - 4:00 p.m.
Project Awarded	Monday, September 17, 2018

SOQs should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc. are not desired. Use of recycled paper for SOQs is desirable whenever practicable.

SOQs shall be enclosed in a sealed envelope or package and addressed to the City of Bainbridge Island. The name and address of the firm/team, and the RFQ Title, shall be noted on the outside of the package. All items required for a responsive SOQ shall be included. It is the sole responsibility of the firm/team to ensure that the SOQ package is received no later than the established due date and time at the proper location. SOQs received after the due date and time will not be considered. Facsimile submittals will not be accepted.

Statement of Qualifications Deadline: Two (2) paper copies and one (1) electronic (PDF) file must be received no later than 4:00 p.m., local time, on Friday, August 17, 2018 at the following address:

Submit/Deliver to: City of Bainbridge Island
 Department of Planning & Community Development
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attn: Gary R. Christensen, AICP
 Director of Planning & Community Development

6. Evaluation Criteria and Process

Evaluation criteria include:

- Qualifications of the firm/team members, including understanding of the City’s current design guidelines and regulations.
- Relevant past project experience of the firm/team.
- Completeness, clarity, and visual appeal of the application.
- Demonstrated ability to produce an effective set of design guidelines and related administrative documents and forms.
- Demonstrated ability to design and implement an exceptional community outreach and engagement process with meaningful and measurable results.
- Working knowledge of and demonstrated experience with the Smart Growth Manual;
- Success with developing design guidelines in similar communities, as evidenced in previous projects.
- Past history with communities of similar size and character.

The City will appoint an evaluation committee whose responsibilities will include performing technical evaluations of each SOQ and making selection recommendations based on the evaluation criteria provided above. Evaluations will focus on identifying the relative strengths, weaknesses, and deficiencies associated with each SOQ. The City reserves the right to obtain clarification or additional information from any firm/team regarding its SOQ.

The City reserves the sole right to select the most qualified firm/team(s) based on the best overall proposal(s) deemed most advantageous to the City. Firms/teams that submit SOQs will be notified of the selection results. Final approval of any selected firm/team is subject to the approval of City Council and/or City officials.

SOQ's should be prepared simply and economically, providing a clear and concise description of the firm/team's capabilities to satisfy the requirements of the request. All SOQ's must include the following information:

- a. A cover letter/statement of interest indicating the firm's/team's interest in the project and highlighting its qualifications to perform the project.
- b. A brief overview of the firm/team.
- c. A statement of the firm's/team's qualifications, including brief resumes of key staff members proposed to work on the project. The information should be focused on similar and/or complementary projects. Identification of the project manager and the roles proposed for each team member as well as their qualifications in that area shall also be identified. The firm/team members should be able to exhibit appropriate licenses and certifications for each discipline for which they will be used. Copies of licenses and certifications shall be provided upon the request of the City.
- d. A description of two (2) to three (3) of the most recent projects that included a similar scope of work. The following information shall be included for each project: client, project description, key staff members' roles, overall budget, and contact information of reference person.

7. Terms and Conditions

- a. The City of Bainbridge Island reserves the right to reject all submissions and waive any irregularities and informalities in the information provided.
- b. The City of Bainbridge Island reserves the right to request clarification of information submitted and to request additional information from any firm/team.

- c. The contract resulting from acceptance of a proposal by the City of Bainbridge Island shall be in a form supplied or approved by the City of Bainbridge Island, and shall reflect the specifications in this RFQ. The City reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in the RFQ, and which is not approved by the City Attorney.
- d. The City of Bainbridge Island shall not be responsible for the costs incurred by the firm/team in preparing, submitting or presenting its response to the RFQ.
- e. In submitting qualifications, the respondent agrees to comply with all applicable Federal, State, and City of Bainbridge Island laws in the conduct of work specified herein. The consultant selected to work on this project will be required to obtain a City of Bainbridge Island business license.
- f. The City of Bainbridge Island fully complies with Title VI of the Civil Rights Act of 1964 and related statutes in all programs and activities. Those requiring disability accommodations and/or materials made available in an alternate format, please contact the City Clerk at 206.842.2545 or cityclerk@bainbridgewa.gov.

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