

**Request for Qualifications/Quotations (RFQQ)**  
**Consultant Services**  
***Shoreline Master Program Update***  
**Jefferson County, Washington**

**Date: August 31, 2005**  
**Submit by: September 15, 2005**

**Introduction and Purpose:**

The Jefferson County Department of Community Development (DCD) is seeking statements from qualified consulting firms or individuals to assist in the preparation of an update to the Jefferson County Shoreline Master Program (SMP), pursuant to the Washington Department of Ecology (Ecology) guidelines codified in Chapter 173-26 of the Washington Administrative Code (WAC). Ecology is providing funding to the County for completion of the update in the 2005-2007 biennium. It is the intent of DCD to hire an independent, technically proficient consultant who will be able to help prepare the SMP in an efficient and cost-effective manner while maintaining a high degree of credibility and quality in the final products.

Associated with this RFQQ are the following items related to the SMP update project:

1. *Scope of Work.*
2. *Process Flow Chart.*
3. *Timeline.*

These items and more information about Jefferson County shoreline management and planning can be accessed at the following URL:

<http://www.co.jefferson.wa.us/commdevelopment/ShorelinePlanning.htm>

In terms of Jefferson County “shorelines,” as defined in the Shoreline Management Act (SMA), there are approximately 202 miles of marine, 367 miles of river and stream, and 18 miles of lake. This summer the County completed a preliminary shoreline inventory and analysis of conditions. In 2000, the County completed a draft SMP update, prior to Ecology’s adoption of the final guidelines. These documents are to serve as the starting place for development of an updated SMP.

**Project Tasks, Deliverables, and Period of Performance:**

The consultant will work closely with County staff and technical and policy committees on the following deliverables:

1. developing an integration strategy for creating an updated SMP that acts in concert with existing goals, policies and regulations;
2. enhancing and completing the preliminary shoreline inventory and analysis, including supplementing the map portfolio using ArcMap software;
3. drafting a restoration plan identifying degraded areas and restoration strategies;
4. developing a consistency report that compares the County’s 2000 draft SMP and 2005 shoreline inventory with the Ecology guidelines;

5. preparing an SMP proposal, including goals and policies, environment designations, and use and development regulations;
6. and preparing a cumulative impacts analysis and environmental document under the State Environmental Policy Act (SEPA) in review of the proposal.

The consultant will also assist County staff through the formal review and public participation process involving the Jefferson County Planning Commission, the Board of County Commissioners, and Ecology. The period of performance is as soon as possible, and no later than mid-October 2005, through the end of June 2007, with extension of work possible with respect to need and budget. The associated *Scope of Work*, *Process Flow Chart*, and *Timeline* provide detailed information on these work products and the work flow and schedule.

#### Procurement, Contracting, and Funding:

The consultant will work directly with and answer directly to Long-Range Planning (LRP) in the Department of Community Development (DCD). The consultant will perform all work under a master contract with the County that establishes hourly rates and general contract requirements. Individual tasks outlined within the master contract will be scheduled and budgeted on a time and materials, not-to-exceed limit.

Any contract awarded as a result of this procurement is contingent upon the availability of funding. In the event additional funding becomes available, any contract awarded may be renegotiated to provide for additional related services.

#### Qualifications and Submittal Requirements:

In response to this request, interested consultants shall submit written statements of qualifications/quotations along with one (1) original, marked as such, and two (2) copies. The qualification submittal shall be no more than 20 pages, 8-1/2" x 11" sheet size. Detailed résumés and detailed relevant project descriptions may be included in two (2) attached appendices as part of the qualification statement: Appendix A – Résumés and Appendix B – Project Profiles. The appendices shall be limited to no more than 15 pages each.

The consultant should have experience with shoreline ecological processes, shoreline policy and regulation in Washington state, and public participation. Ideally, the consultant will have had experience in developing an updated SMP pursuant to the Ecology SMP guidelines adopted in December 2003.

At DCD discretion, the consultant may subsequently add sub-consultants to their team if needed to address certain technical issues, and/or DCD may issue separate contracts for specific tasks. At all times, DCD will have the ability to approve or decline additional sub-consultants.

The statement of qualifications/quotations shall contain the following information, presented as sections, in the following order:

(A) Consultant Introduction

Provide a short introduction to the consultant(s) being proposed and why they are qualified to provide DCD with the services necessary to complete an SMP update.

(B) Consultant Organization, Roles, and Credentials

Identify the project role of each of the proposed key staff/team members and sub-consultants and their credentials for serving that role. Also include any specialized experience or other credentials related to applicable technical disciplines, demonstrated writing skills and experience with SEPA.

Include special emphasis on describing the role and credentials of the project manager that would be committed to the project. The project manager described must be the person actually leading the project on a day-to-day basis.

Submitting firms should also identify and describe any additional management support or key junior staff who might serve on the project team as part of the consulting firm's overall approach (e.g., assistant manager, technical writer, editor, project coordinator, administrative secretary).

(D) Consultant Availability

Address the time availability and commitment of the project manager and key staff/sub-consultants relative to their involvement with other ongoing or expected project. Demonstrate an ability and commitment to undertake this work immediately and dedicate the necessary personnel and resources to the project to meet the proposed schedule. Demonstrate prior ability to complete projects on time, while maintaining deliverable quality.

(E) Project Experience

Provide a list and brief description of relevant projects performed within the last five (5) years of similar nature and specific level of involvement of your consulting firm. For each project, include the period of performance, professional references and the fees charged by your firm and sub-consultants. Indicate the issues addressed with relevance to this proposed project.

(F) Hourly Rates

Provide hourly rates for each key staff member and other staff positions (e.g., junior staff, word processing, editing).

(G) Work Sample

Provide one copy of a project representative of your ability to prepare documents of this sort that you have prepared. The document example can be provided in an electronic form, preferably a CD-ROM, in either Acrobat or Word.

(H) Disclosure Statement

Provide information regarding any previous work completed by the principal consulting firm or any anticipated sub-consultants that may potentially be considered a conflict of interest with respect to this project.

**Schedule and Solicitation Point of Contact:**

Consultant selection will be based on review of qualifications/quotations, short listing and interviews. Please submit the Statement of Qualifications/Quotations to Josh D. Peters, AICP – Senior Planner; Jefferson County Department of Community Development; 621 Sheridan Street, Port Townsend WA 98368; by 4:30 PM, September 15, 2005. All questions should be directed to Mr. Peters at (360) 379-4466 or [jpeters@co.jefferson.wa.us](mailto:jpeters@co.jefferson.wa.us).