

City of Bellingham
Request for Proposals for Consultant Services
Fairhaven Highlands Environmental Impact Statement
RFP#26B-2007

Submittal Location: Purchasing Office, 2221 Pacific Street
Bellingham, WA 98229

Closing Date and Time: **One original and five (5) complete copies** of each submittal. Must be received by **11:00 A.M., PST, on Monday May 7th, 2007**

Contact Person: Katie Franks, Planning and Community Development
(360) 676-6880 ext. 106
kfranks@cob.org

Project Overview

Fairhaven Highlands is a planned, multiple housing type development proposed by Greenbriar Northwest Associates, LLC on property located within Bellingham city limits between Fairhaven Park and Chuckanut Drive. The development plan submitted to the City for review by Greenbriar proposes to build about 739 housing units on approximately 85 acres of land.

The City of Bellingham is seeking submittals **RFP#26B-2007** from firms interested in providing consultant services to complete the Scoping and develop a Draft and Final Environmental Impact Statement (EIS) for the Fairhaven Highlands development. The City is the lead agency for this project.

The City invites all interested parties to respond to this Request for Proposals (RFP) by submitting qualifications specific to the completion of project Scoping and a Draft and Final EIS. Preparation of a Draft and Final EIS will include assemblage, synthesis, supplementation of existing environmental documents, including but not limited to a previously issued Draft EIS for a larger project on the same site.

Firm selection will be based on qualifications, experience conducting the preliminary project Scoping and completing Draft and Final EIS, availability of key personnel, and the quality of proposals. Upon consideration of the submittals, the City will negotiate the final terms with the selected party. Submittals not meeting the requirements in the outline herein will not be considered.

Interested parties should deliver **one original and five (5) copies** of response packets no later than **11:00 A.M., PST, Monday, May 7th, 2007** to the Purchasing Office, 2221 Pacific Street, Bellingham, WA 98229. Submittals received at any other location or time will not be considered. The City is not responsible for misdirected US Mail or delivery service. Clearly mark the outside of your submittal with the RFP number and name. DO NOT address your envelope with an individual's name.

Project Assistance Needed

The City requires the services of a consulting firm to complete the Scoping and completion of a Draft and Final EIS for the Fairhaven Highlands development. The Consultant will assist the SEPA Responsible Official for meeting all requisites of the State Environmental Policy Act. As such, the Consultant will be responsible for the following:

TASK I: Literature Review and Scoping

- 1. Literature Review:** The Project Applicant and the City will provide the Consultant with access to previous studies completed for a larger project on essentially the same site regarding hydrogeology, wetlands, storm water, traffic, utilities, and flora and fauna, as well as a variety of City studies and previously issued Draft and Final EIS.
- 2. Scoping** (and if deemed appropriate by the Lead Agency, **Expanded Scoping**): The Consultant will assist the SEPA Responsible Official in the Scoping of the EIS. The City may require additional information be provided, upon the Consultant's recommendation, to assure that the Draft and Final EIS adequately analyze impacts.

TASK II: Complete the Draft and Final EIS and incorporate public comment regarding the potential impacts of the proposal on the natural and built environments (to include the following specific elements, as determined relevant to the project):

(1) Natural Environment:

- (a) Earth, geology; soils; topography; unique physical features; erosion of land area.
- (b) Air: air quality, odor, climate.
- (c) Water: surface water; water movement/quantity/quality; runoff/absorption; floods, ground water movement/quantity/quality, public water supplies.
- (d) Plants and animals: habitat for and diversity of species of plants, fish, or other wildlife; unique species, fish or wildlife migration routes.
- (e) Energy and Natural Resources: amount required/rate of use/efficiency; source/availability; nonrenewable resources; conservation and renewable resources; scenic resources.

(2) Built Environment:

- (a) Environmental Health: Noise, Risk of explosion, Releases or potential releases to the environment affecting public health, such as toxic or hazardous materials
- (b) Land Use and Shoreline use: Relationship to existing land use plans and to estimated population; housing; light and glare; aesthetics; recreation; historic and cultural preservation, agricultural crops.
- (c) Transportation: Transportation systems including vehicular, bus, and pedestrian traffic; traffic hazards; parking; movement/circulation of people or goods.

- (d) Public Services and Utilities: fire; police; schools; parks or other recreational facilities; maintenance; communications; water/storm water; sewer/solid waste; other governmental services or utilities.

The Consultant will provide information requested by the Project Manager, the City of Bellingham staff, and the applicant, as the process moves forward.

The City of Bellingham will provide:

- Printing and distribution of the Draft and Final EIS documents
- Access to technical staff documents and maps currently available (particularly from the Public Works, Parks and Recreation, and Planning Departments)
- Access to file materials and submissions in any project files

Estimated Project Schedule

The selection of a firm is estimated to take place in early May 2007. Unless otherwise agreed to as part of the final contract, expectations are for Project Scoping to be completed within 30 days of contracting, the Draft EIS to be completed within 90 days of the Scoping completion, and the Final EIS to be completed within 60 days following the end of the Draft EIS comment period.

General Scope of Work

Upon consideration of the submittals, the City will negotiate the final contract terms and scope of work with the selected party. It is anticipated that the scope of work will incorporate all the areas of consultant responsibility as listed in the **Project Assistance Needed Section** above. Consultants must demonstrate their specific knowledge of completing the Scoping and Draft and Final EIS, and include any additional appropriate experience. The work will require familiarity with current Washington State law, and Whatcom County and City of Bellingham comprehensive plan provisions and development regulations.

Submittal Requirements

Submittal Guidelines

All documents become the property of the City of Bellingham and are subject to the provisions of the Public Disclosure Law. The document should not exceed eleven (11) double-sided pages. Submittals shall be on regular weight white paper, stapled. Submittals shall not be laminated or bound in any other way. Other material may be attached as deemed appropriate. Conformance to these requirements will be considered part of the consultant's capabilities.

Late submittals will not be accepted. Fax or e-mail submittals will not be considered. The City of Bellingham accepts no responsibility for misdirected or lost documents. The City of Bellingham reserves the right to reject any or all submittals and to waive any irregularities and/or informalities. All submittals become the property of the City of Bellingham and will not be returned.

One original and five (5) copies of the submittal must be submitted to the following street address:

Purchasing Office
2221 Pacific Street
Bellingham, WA 98229
(360) 676-6870

Submittals and their envelopes should be clearly marked with the name and address of the Proponent and should be marked: Fairhaven Highlands Environmental Impact Statement, **RFP #26B-2007**. **DO NOT ADDRESS YOUR SUBMITTAL TO AN INDIVIDUAL.**

Technical questions concerning this RFP are to be directed, in writing, to Katie Franks, Planning and Community Development, 210 Lottie Street, Bellingham WA 98225, or e-mail kfranks@cob.org, before **5:00 p.m. Friday April 27th, 2007**.

Questions concerning the RFP process are to be directed to the Purchasing Office at 2221 Pacific St., Bellingham WA 98229. Information obtained from any other source is not official and should not be relied upon. Inquiries and responses will be recorded and will be distributed to all proponents. Bidders will be notified of Addenda *via* the City's website: <http://www.cob.org/bid>. However, it is the bidder's responsibility to verify whether any Addenda were issued.

Mandatory Submittal Components

The following mandatory components are to be submitted as part of this RFP. Submittals not containing these elements will receive no further considerations.

1. Cover letter signed by the proponent(s). Include whether the submittal is being made on behalf of an individual or a business/organization;
2. Firm name, mailing address, e-mail address, telephone and fax numbers;
3. Names of principals and key personnel who would supervise the project, their relevant experience and length of time with the firm;
4. Names and qualifications of the individuals who would actually perform the work;
5. Level of effort anticipated for the project as evidenced by a table of hours by name;
6. Availability to work intensively from May 2007 to October 2007;
7. Three examples (website links preferred) of completed Draft and Final EIS in this region on which the firm was the lead;
8. A description of the consultant's understanding of the project, including an explanation of how the consultant proposes to approach the project;
9. Rate schedule of the firm's fees;
10. Any additional information that the firm feels would be helpful in the selection process.

Closing Date

All submittals must be received by **11:00 A.M., Monday May 7th, 2007** at the Purchasing Office, 2221 Pacific Street, Bellingham, WA 98229. Late submittals will not be accepted.

Preparation Costs

The City of Bellingham shall not be responsible for proposal submission preparation costs, including oral interviews (if held).

Evaluation and Selection Process

The City will select a firm from the list of qualified respondents using the following criteria: 1) understanding of the project and description of proposed approach; 2) qualifications to meet project requirements; 3) level of effort/ability to complete the project in the stated timeframe; and 4) examples of previous work on similar projects.

The City may choose to interview some respondents prior to selection. The selected respondent will be asked to provide a scope of work and budget. In the event this cannot be accomplished, the City will negotiate with the next best qualified respondent.

Firms that are interested should be willing to enter into a service agreement (*sample contract attached*) with the City and comply with our insurance and any federal contract and EEO requirements (these requirements will not be negotiable).

Questions regarding the project should be directed to:

Katie Franks

Planning and Community Development Department
(360) 676-6880 ext. 106
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