PUBLIC NOTICE FOR COMBINED
REQUEST FOR QUALIFICATIONS (RFQ) AND REQUEST FOR PROPOSALS (RFP)
CITY OF BATTLE GROUND'S "OLD TOWN" SUB-AREA PLAN

The City of Battle Ground is seeking qualified consultants to contract for services to create the City's downtown, referred to as Old Town, sub-area plan. **The deadline for submittals is Wednesday, January 10, 2024.**

Sam Crummett
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WEBSITE: http://www.cityofbg.org/RFQ-RFP

PROJECT DESCRIPTION

The City of Battle Ground is seeking to identify a qualified firm with demonstrated professional experience in downtown planning to create a sub-area plan for Battle Ground's downtown (further referred to as "Old Town Plan" or "Plan"). Battle Ground adopted an East Main St Action Plan in 2003 and held an open house in 2009 for Old Town Revitalization. The City's previous efforts for Old Town centered around East Main St and detailed a planning framework in economic development, wayfinding, urban design, transportation, and sense of community.

Battle Ground is a rapidly growing community in central Clark County, Washington. The purpose of creating a sub-area plan is to identify a vision specifically for Old Town associated with the community's growth and citywide vision adopted in 2019; assesses economic opportunities and activity centers connecting different nodes within the study area; and offer specific policies and recommendations to achieve the goals and objectives.

VISION

Further, the city recently completed a Community Vision and Strategic Action Plan, adopted in December 2018. The project's focus was around community input and gaining a better understanding of what citizens would like to see for Battle Ground. Both the vision and summary report should serve as a foundation for the work involved in the Plan update and are located in the link above.

ABOUT THE CITY

The City of Battle Ground is located in the heart of Clark County, Washington, just four miles east of Interstate 5. The community lies between the Pacific Ocean and the Cascade Mountains, providing citizens and visitors with scenic and pristine landscapes. The City has seen tremendous growth through the last 20 years. Battle Ground currently consists of approximately 8.6 square miles, has a current population of 21,910 (2023 estimate) and its trade area comprises of 96,000 people. The City is a bedroom community to the greater Portland/Vancouver Metro area.

Battle Ground is split into four quadrants due to State Route 503 running north-south through the center and State Route 502 running east-west through the middle. These routes receive over 50,000 daily trips.

Battle Ground operates under a council-manager form of government as set forth in RCW 35A.13. More information about the city is available on our website at www.cityofbg.org.

GENERAL SCOPE OF WORK

The purpose of this project is to complete a full review and create an Old Town Sub Area Plan. Activities to be completed under this scope of work should include, but are not limited to:

- **Literature Review**. Review the City's Vision, East Main St Action Plan, 2015 -2035 Comprehensive Plan, Transportation System Plan, and other documents that provide a history and context for the plan update.
- **Old Town Boundaries.** Establish boundaries of Old Town into the scope of work and public outreach. There are different consensuses if Old Town is a portion of Main Street or if it encompasses a general area that can help connect the Community Center and BG Village. The scope should include building a consensus on the area's boundaries.
- **Business Inventory.** Evaluate and inventory existing businesses. Identify economic opportunities and employment niches for the future. This may include new jobs and targeted sectors for this area, per the city vision.
- **Urban Design.** Determine a style for the downtown's design guidelines based on the community vision that states to preserve the community's enduring small-town heritage and charm. A visual preference survey should be used during the public outreach process to help determine how to maintain Old Town as the "traditional heart of the community". Staff would like the work in this section to be the foundation for a future Style Guide.
- **Transportation/Walkability.** SR 502 serves as the City's Main Street and the following are areas that should be explored as part of the scope. The city would like a design charette to be part of the scope to come to a consensus on the best transportation design layout. A plan from approximately 20 years ago mentioned a couplet around Old Town. Staff would like to explore if that is still the best design option or if there is another design that promotes walkability and connects to the different commercial nodes mentioned in the Old Town Boundary point. It will be key to build consensus on design between city departments, the public, and elected officials. The scope should include building a consensus through a design charrette the looks at the following:
    - Assess street connectivity surrounding Old Town.
    - Determine ways to make the area walkable.
    - Main St design and transportation network through Old Town.
    - Incorporate policies from the city's Non-Motorized Action Plan.
    - Determine streets to add to TSP and CIP to reduce cut through traffic on Main St. Downtown should be a destination not a throughfare.
    - The result should be a detailed plan for transportation within this boundary for staff to move into construction plans.

- **Stormwater.** Old Town's development occurred prior to today's environmental and stormwater regulations. The current development code requires each site to retain and treat water which does not meet the intent of block-to-block development that promotes walkability. The scope should look at stormwater for this area as a whole to accommodate the desired development patterns and should also look into opportunities for green infrastructure. The city has applied for a grant to review stormwater in this area and the two will be occurring concurrently.
- **Wayfinding.** Evaluate wayfinding opportunities and design to mark Old Town boundaries. The plan should also explore directional sign placement.
- **Parking.** Determine a parking strategy for Old Town.
- **Beautification.** Explore and make recommendations on the following items:
    - Undergrounding of utilities
    - Street light style for the area
    - How to incorporate the City's banner program
    - Providing power to tree wells and streetlights (Holiday Lighting)
    - Gateway monuments
- **Infill Strategies.** The scope should look at infill and redevelopment strategies that include affordable housing. Current code and policies may hinder the redevelopment of these sites and the city would like suggestions for redevelopment incentives.
- **Public Outreach Program.** Incorporate into the scope of work a public outreach program. Outreach may include, but is not limited to, organizing, and participating in community meetings, surveying community members, and working with a community advisory group. Demonstrate proficiency in conducting virtual meetings or alternative means of gathering information. The city will provide staff members to assist with the public outreach program.
    - Public outreach should include a survey to business owners to understand what is needed for them to expand their businesses and redevelop.
- **Land Acquisition**. The city would like suggestions on possible land acquisitions to help build out a transportation network to divert throughfare traffic, for gathering spaces, parks, or other outcomes that result from this plan. The consultant should evaluate and make recommendations for these properties based on the needs analysis and community input.
- **Implementation.** The plan should include an implementation schedule over the next 5 years for staff and elected officials to implement.
- **Capital Plan.** Update the 6-year and 20-year Capital Improvement Plan based upon transportation analysis, prioritizing projects, and providing costs.
- **Funding.** Update anticipated funding sources, strategies, and grant opportunities. Some funding strategies could include private revitalization incentives or public programs such as TIF.
- **Draft and final plans.** Prepare a draft plan for review and comment from staff and the advisory committee. Prepare a final draft plan to be presented before the Planning Commission and City Council for adoption.

PROJECT BUDGET/SCOPE/DURATION

- **Budget.** Upon selection of a qualified consultant, the budget shall be negotiated, but not to exceed $350,000.

- **Scope.** Upon selection, the consultant will assist the city in refining the scope of work and build off the items mentioned above.
- **Duration.** The plan update should be completed within 12 months (February 2024 – February 2025). The chosen consultant will work with the city in developing a work program that identifies key benchmarks, deliverables, and a completion date.

SUBMITTAL PROCESS AND CONTENT

Submit a single copy of the RFP in an electronic format such as a pdf file. No paper copies will be accepted. Send the proposal by email to sam.crummett@cityofbg.org or provide a link to an electronic drop box. The RFP may also be mailed on a CD or thumb drive.

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Proposals must be submitted by Wednesday, January 10, 2024, no later than 5:00 p.m. No submittals will be accepted after that date and time. Any questions regarding this project should be directed to sam.crummett@cityofbg.org. The deadline for submitting clarifying questions is December 29, 2023 and all questions will be posted on the website as they come in:
http://www.cityofbg.org/RFQ-RFP

The City of Battle Ground encourages disadvantaged, minority, and women-owned consulting firms to respond.

Each Proposal should include the following:

1. ***Letter of Interest***

Address the cover letter to Emily Lutz, Planning Supervisor. This letter should designate the individual authorized to represent the consultant and should summarize the key points of the RFQ/RFP.

2. ***Project Understanding and Approach***

Describe your firm's plan for approaching the project, including planning, design, and implementation based on the general scope of work outlined in this RFQ/RFP.

3. ***Project Team – Experience and Qualifications***

Identify all members of the team, including all proposed consultants and any sub-consultants. Provide a summary of qualifications of the assembled team and detailed resumes of key personnel who will be assigned to the project. Provide a chart showing the organization of the proposed team identifying the principal and project manager in charge of the project.

4. ***Relevant Project Experience***

Indicate the firm's experience in creating Downtown/Main Street sub-area Plans. Reference other projects similar to Battle Ground's needs, including a brief summary of the work performed including size and general description of the work and any other information that may be relevant.

5. ***Sample Work***

Provide examples of recently completed and approved Downtown Plans by providing website links, or as attachments to the proposal.

6. **Work Schedule and Budget**

Provide a sample work schedule and budget for the scope of services needed for this plan update.

EVALUATION CRITERIA

Scoring value

1.	Letter of Interest	5%
2.	Project Understanding and Approach	25%
3.	Project Team – Experience and Qualifications	25%
4.	Relevant Project Experience	25%
5.	Samples of work	10%
6.	Proposed budget and schedule	10%

PROCESS AND TIMELINE FOR SELECTION

The City's selection committee will review all proposals. The City's evaluation committee may select the most qualified consultant and the City may subsequently negotiate a contract with said consultant as further detailed herein which will include a negotiated scope of service, specific time for performance, and budget. The City's evaluation committee may, in the alternative, select more than one qualified prospective consultants for further consideration and may conduct interviews and/or require additional information to be submitted from the selected group of prospective consultants before selecting the most qualified consultant.

The City reserves the sole right to determine which proposal best serves the City's interest. In addition to the evaluation criteria stated above, the City's determination may consider, without limitation, the consultant's resources, ability to comply with all legal and regulatory requirements, reputation, and any other factor deemed important by the City. The City may select multiple contractors to provide the services as needed by the City.

<u>Timeline</u>

RFQ/RFP Posted	November 29, 2023
Clarification Questions Due	December 29, 2023
Proposals Due	January 10, 2024
Interviews (if required)	Third week of January 2024.

Select Most Qualified	Third/fourth week of January.
Contract Finalized	Beginning of February.

CONTRACT

The City's proposed contract, with the terms and conditions including insurance and indemnification requirements, is attached to this RFQ as Attachment "A." Please note the City expects all submitting entities to consent to the City's proposed contract, including all terms and conditions, and does not anticipate agreeing to any modifications or exceptions. Any exceptions or modifications to this contract proposed by an entity shall be explicitly noted in the responsive proposal. The exception to this is in the drafting of the Scope of Services; specific time for performance; and the agreed payment amount. The City reserves the right to negotiate and revise any or all contract terms and conditions prior to contract signature.

NON-COLLUSIONS

By submitting a proposal, the signatory of the proposal swears that the document and proposal is genuine and not a sham or collusive, and not made in interest of any person not named, and that the responding entity has not induced or solicited others to submit a sham offer, or refrain from submitting a proposal.

NO COSTS

The City shall not be responsible for any costs incurred by any respondents in preparing, submitting, or presenting its response to the RFQ or the subsequent interview process, if applicable. The City shall not be responsible for any costs incurred by the responding entity selected by the City prior to the date of contract nor shall the City be responsible for any costs incurred by the responding entity outside of any costs specifically included within the fully executed contact.

NON-ENDORSEMENT

As a result of the selection of a responding entity, the City is neither endorsing nor suggesting the responding entity's services are the best or only solution. The responding entity agrees to make no reference to the City in any literature, promotional materials, brochures, sales presentation, or the like without prior express written consent from the City.

OWNERSHIP OF DOCUMENTS

All proposals submitted to the City shall become the property of the City and are public record and subject to disclosure. Any reports, studies, conclusions, and summaries submitted by the responding entity shall become the property of the City.

PUBLIC RECORDS

Under Washington State law, the documents (including all such items as described in RCW 42.56.010 for the term "writing") submitted in response to this RFP (the "documents") become a public record upon submission to the City, subject to mandatory disclosure upon request by any person, unless the documents are exempted by a specific provision of law. If the City receives a request for inspection or copying of the documents, it will promptly notify the person submitting the documents to the City (by U.S. mail and electronic mail if the person has provided an e-mail address) and upon written request of such person, received by the City within five days of the providing of such notice, will postpone disclosure of the documents for a reasonable period of time as permitted by law to enable such person

to seek a court order prohibiting or conditioning the release of such documents. The City assumes no contractual obligation to enforce any exemption.

Governing Law and Venue

Any resulting contracts (if any) shall be construed under the laws of the State of Washington. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of resulting contract shall be brought in the Superior Court of Clark County, Washington.

TITLE VI – Discrimination Prohibited

The City of Battle Ground in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all submitting entities that it will affirmatively ensure that any contract entered into pursuant to this request for proposal will be done so in full compliance with Title VI of the Civil Rights Act of 1964, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The City is an equal opportunity provider and employer.

In submitting a proposal, the signatory of the proposal agrees that the Consultant, for itself, its assignees, and successors in interest comply with the following laws and regulations:

Title VI of the Civil Rights Act of 1964
(42 USC Chapter 21 Subchapter V Section 2000d through 2000d-4a)
Federal-aid Highway Act of 1973
(23 USC Chapter 3 Section 324)
Rehabilitation Act of 1973
(29 USC Chapter 16 Subchapter V Section 794)
Age Discrimination Act of 1975
(42 USC Chapter 76 Section 6101 et seq.)
Civil Rights Restoration Act of 1987
(Public Law 100-259)
Americans with Disabilities Act of 1990
(42 USC Chapter 126 Section 12101 et. seq.)
49 CFR Part 21
23 CFR Part 200
RCW 49.60.180