

Whatcom County
Request for Proposals
05-88

NOTICE IS HEREBY GIVEN that sealed proposals will be received by Purchasing at their office in the Whatcom County Administrative Services Finance Department on the fifth floor of the Whatcom County Courthouse, 311 Grand Ave, Suite 503, Bellingham WA 98225, for the following

WHATCOM COUNTY
FOOTHILLS SUBAREA PLAN

UNTIL: 2:30 P.M. WEDNESDAY NOVEMBER 2, 2005

At which time proposals will be publicly opened and the names of the submitters identified. All interested persons are invited to be present. Late submittals will not be accepted. Whatcom County Planning and Development Services Department requests proposals from qualified consultants interested in assisting Whatcom County prepare the Foothills Subarea Plan. Further information is contained in the RFP document, which may be obtained from Purchasing, phone (360) 676-6733. Whatcom County reserves the right to reject any or all proposals and to waive any irregularities.

Dated October 12, 2005

Chris Mohnkern, Purchasing Coordinator

#05-88

Consultant Services for the Foothills Subarea Plan

The Whatcom County Department of Planning and Development Services desires to select a qualified consultant to assist the County in the preparation of a Foothills Subarea Plan.

BACKGROUND:

The Whatcom County Comprehensive Plan was adopted in 1997. This plan contains goals and policies applicable to the County. However, subarea plans were also developed for 11 areas within Whatcom County. One of these plans is the Foothills Subarea Plan, which was adopted in 1988. The Foothills Subarea Plan covers a portion of the east County including the Columbia Valley/Kendall Urban Growth Area, several small towns, forestry lands, rural lands, recreational developments, the North and Middle Forks of the Nooksack River, and a segment of the Mt. Baker High Way corridor that leads up to Mt. Baker.

Whatcom County Comprehensive Plan Policy 2L-2 is to "Retain and periodically update the adopted Subarea Plans" including the Foothills Subarea Plan. The Columbia Valley/Kendall area was designated as an Urban Growth Area in 1999. Whatcom County Comprehensive Plan land use action item # 11 is to "Revise county subarea plans to incorporate urban growth area boundaries as identified in this plan, ensure consistency with this plan, and eliminate any redundancy in policy."

Whatcom County is now ready to undertake the Foothills Subarea community planning process, and is seeking a qualified consultant to assist with preparation of the Foothills Subarea Plan.

SCOPE OF WORK

The consultant will work under the direction of Whatcom County Planning and Development Services to provide lead planning services to assist Whatcom County in developing the Foothills Subarea Plan. The consultant will conduct analysis, follow appropriate procedures, and encourage participation from the community and governmental agencies with the goal of facilitating approval of the Subarea Plan by the Whatcom County Council by December 2006.

The Foothills Subarea Plan will generally consist of an assessment of historical information relevant to the subarea, analysis of existing conditions, forecasts of future conditions, consideration of public input, and development of a vision, goals, policies and action items to shape future conditions. The Subarea Plan will be consistent with the Growth Management Act, County-Wide Planning Policies, Whatcom County Comprehensive Plan, WRIA 1 Watershed Management Plan and Greater Whatcom Economic Development Strategy (CEDs). The Subarea Plan will generally be patterned after the Whatcom County Comprehensive Plan (Jan. 2005) and will consist of the following components.

1. Introduction and Population Projections

2. Land use
3. Housing
4. Capital Facilities
5. Utilities
6. Transportation
7. Economics
8. Natural Resource Lands
9. Recreation
10. Community Facilities, Schools, Sheriff, Fire Protection, Emergency Medical Services and Solid Waste Management
11. Environment
12. Columbia Valley/Kendall Urban Growth Area
13. Kendall Small Town Commercial Master Plan
14. Exclave Parcels within National Forest
15. Public Participation Program
16. SEPA Documentation

The consultant will be actively involved in the public participation phase of Subarea Plan development and will work with a citizen committee in formulating the Subarea Plan (Whatcom County Comprehensive Plan, land use action item # 16). When the scope of work refers to developing goals and policies, it generally means goals and policies that are unique to the Foothills Subarea and that are not already contained in the Whatcom County Comprehensive Plan, Whatcom County Parks, Recreation and Open Space Plan, Shoreline Management Program, Critical Areas Ordinance or other adopted plan.

See Exhibit A for the detailed scope of work.

MINIMUM QUALIFICATIONS

The consulting firm and individuals assigned to the project must have knowledge and formal education in planning and associated disciplines, as appropriate, and demonstrated experience in subarea planning including community planning for both rural areas and small urban areas.

PROJECT TIMELINE

The consultant will commence work on the project in January 2006 and complete a draft subarea plan, with full community participation, by June 2006. Planning Commission hearings will occur in July/August 2006 with adoption by the County Council by December 2006.

CONSULTANT RESPONSE & SELECTION PROCESS

Respondents are requested to limit submissions to twenty (20) pages or less and include eight (8) copies of their proposal containing the following information:

- 1) Proposed work-program and schedule for completing the project.
- 2) Resumes of key personnel to be assigned to the project.
- 3) Brief summary of experience completing similar projects.
- 4) References.

The selection process will be based on the following criteria:

- 1) Project understanding and proposed work program.
- 2) Experience of the key personnel in public involvement.
- 3) Experience of the key personnel working on subarea plans, community plans for rural areas and small urban areas
- 4) Education and knowledge relating to the Growth Management Act, subarea planning, community planning for rural areas and small urban areas, transportation planning and other disciplines needed to address the issues in the scope of work.
- 5) Familiarity with Whatcom County.

SUBMITTAL

Respondents must submit eight (8) copies of the complete response to the RFP no later than 2:30 p.m. on Wednesday November 2, 2005. Responses shall be delivered to Whatcom County Administrative Services Finance/Purchasing, 311 Grand Ave. Suite 503, Bellingham, WA 98225.

Late submittals will not be accepted. Faxed or electronically transmitted documents will not be accepted.

Please direct all questions to Matt W. Aamot, Whatcom County Department of Planning and Development Services, (360) 676-6907.

Exhibit A

Foothills Subarea Plan - Detailed Scope of Work

1. Introduction and Population Projections

- a. General introduction to the Subarea Plan, including a summary of background information, historical data and demographic trends that have influenced development in the subarea.
- b. Review and summarize historical population data.
- c. Estimate 2006 population for the Foothills Subarea, the Columbia Valley/Kendall Urban Growth Area (UGA), Glacier Small Town, Maple Falls Small Town and Deming Small Town.
- d. Forecast 2017 and 2027 population for the Foothills Subarea, Columbia Valley/Kendall UGA, Glacier Small Town, Maple Falls Small Town and Deming Small Town. Provide high, medium and low projections and indicate which one is the most likely (the forecast), with due consideration of the population projections contained in the Whatcom County Comprehensive Plan.

2. Land Use

- a. Conduct community opinion surveys to create new vision statements for the future of the Foothills Subarea.
- b. Inventory of existing land uses.
- c. Analyze residential, commercial and industrial land supply available under existing zoning.
- d. Forecast of 2017 and 2027 land demand for residential, commercial and industrial land uses.
- e. Calculate surplus or deficit of land supply to meet 2017 and 2027 land demand for residential, commercial and industrial land in the subarea (recognize ownership of second homes when analyzing residential land supply, per Whatcom County Comprehensive Plan Policy 2AA-3). If a deficit exists, propose measures to meet the future demand.
- f. Propose development densities for the Urban Growth Area, Small Towns and rural areas.
- g. Identify, justify and delineate the logical outer boundary of limited areas of more intense rural development (LAMIRDs) pursuant to RCW 36.70A.070(5)(d).
- h. Identify essential public facilities in the subarea.
- i. Identify lands useful for public purposes pursuant to RCW 36.70A.150.

- j. After public involvement and after the consultant's analysis of issues set forth in this scope of work, develop two alternative land use scenarios in addition to status quo (no action) alternative.
- k. Select preferred land use plan, with proposed Comprehensive Plan and zoning designations, that complies with the Growth Management Act and County-Wide Planning Policies.
- l. Land use goals and policies.
- m. Prioritize land use action items for implementation.

3. Housing

- a. Review and summarize historical housing data.
- b. Existing Housing Conditions (2006)
 - i. Inventory number and type of existing housing units and analyze existing housing needs.
 - ii. Analyze absentee ownership.
 - iii. Analyze percentage of households by income group and by full time or seasonal/recreational/occasional use. Compare to the County as a whole.
 - iv. Summarize housing prices and rental costs.
 - v. Analyze adequacy of affordable housing and low income housing in the subarea.
- c. Projected Future Housing Conditions (2017 and 2027)
 - i. Analyze potential housing units that could be constructed under existing zoning.
 - ii. Forecast 2017 and 2027 demand for housing units by income group and by full time or seasonal/recreational/occasional use.
 - iii. Calculate surplus or deficit of potential housing units to meet 2017 and 2027 demand in the subarea. If a deficit exists, propose measures to meet the future demand.
 - iv. Identify sufficient land for housing, including single family residences, government-assisted housing, housing for low-income families, manufactured housing, multifamily housing, group homes and foster care facilities pursuant to RCW 36.70A.070(2).
- d. Housing goals and policies including provisions:
 - i. For the preservation, improvement, and development of housing.

- ii. To accommodate adequate housing for existing and projected needs of all economic segments of the community.

- e. Prioritize housing action items for implementation.

4. Capital Facilities (County-owned)

- a. Inventory existing capital facilities owned by Whatcom County, showing the locations and capacities of the capital facilities.

- b. Forecast of the future needs for such capital facilities.

- c. Propose a 6-year, 12-year and 20-year plan for new or improved facilities and services, including the proposed East County Regional Resource Center (AKA North Fork Community Resource Center).

- d. A plan that will finance capital facilities within projected funding capacities and clearly identifies sources of public money for such purposes.

- e. Analysis to ensure that the land use element, capital facilities plan element, and financing plan are coordinated and consistent.

- f. Capital facility goals and policies.

- g. Prioritize capital facility action items for implementation.

5. Utilities

- a. Inventory the general location and capacity of all existing utility corridors and utilities, including public water, public sewer, electrical lines, telecommunication lines, cell towers and natural gas lines.

- b. General location and capacity of all planned utility corridors and utilities, including public water, public sewer, electrical lines, telecommunication lines, cell towers and natural gas lines.

- c. Utility goals and policies.

- d. Prioritize utility action items for implementation consistent with the Whatcom County Comprehensive Plan.

6. Transportation

- a. Inventory of traffic counts and existing transportation facilities, including state highways, County roads and transit.

- b. Forecast of future traffic volumes for 2017 and 2027 for each land use scenario to provide information on the location, timing, and capacity needs of future growth.
- c. Identify state and county transportation system needs to meet current (2006) and future (2017 and 2027) demands, including:
 - i. Proposed new roads and transportation facilities.
 - ii. Proposed improvements to existing roads and transportation facilities.
 - iii. Public transportation service, including commuter and peak demand.
 - iv. Multi-modal transportation, including bike/pedestrian and safest routes to schools.
 - v. Proposed means of managing demand to reduce the impact of increased population on traffic on Mt. Baker Highway and County roads.
- d. Coordinate with Washington State Department of Transportation, Whatcom County Public Works, Whatcom Transit Authority and Whatcom Council of Governments and ensure consistency with state and regional transportation planning.
- e. Prepare a transportation plan that complies with the Growth Management Act and County-Wide Planning Policies.
- f. Transportation goals and policies.
- g. Prioritize transportation action items for implementation.

7. Economics

- a. Summarize historical and existing subarea economy including employment, labor force, payroll, important sectors, businesses, and sales.
- b. Estimate 2006 employment by sector and labor force within the Foothills Subarea and the Columbia Valley/Kendall UGA.
- c. Forecast 2017 and 2027 employment by sector and labor force within the Foothills Subarea and the Columbia Valley/Kendall UGA. Provide high, medium and low projections and indicate which one is the most likely (the forecast).
- d. Summarize the strengths and weaknesses of the subarea economy (including the commercial, industrial, tourism, recreational, and forestry sectors) and supporting factors such as land use, transportation, border

issues, utilities, education, work force, housing, and natural/cultural resources.

- e. Identify policies, programs, and projects to foster job creation, the tax base, and economic growth and to address future needs.
- f. Recommend steps to provide for economic growth and vitality and a high quality of life.
- g. Economic goals and policies.
- h. Prioritized economic action items for implementation.

8. Natural Resource Lands

- a. Inventory of acres of designated forestry, mineral resource and agriculture lands.
- b. Forestry, mineral resource and agriculture goals and policies.
- c. Prioritize forestry, mineral resource and agriculture action items for implementation.

9. Recreation

- a. Inventory/adequacy of existing facilities.
- b. Parks and recreation goals and policies.
- c. Prioritize parks and recreation action items for implementation.

10. Community Facilities, Schools, Sheriff, Fire Protection, Emergency Medical Services and Solid Waste Management

- a. Inventory, define standards of adequacy, and determine adequacy of existing facilities and services.
- b. Proposed new or improved facilities and services.
- c. Goals and policies.
- d. Prioritize action items for implementation.

11. Environment (shorelines and critical areas)

- a. Map inventory of existing shorelines and critical areas.
 - b. Environment goals and policies.
 - c. Prioritized environment action items for implementation.
12. Columbia Valley/Kendall Urban Growth Area (UGA)
- a. Conduct a community workshop in the UGA relating to boundaries, densities, services, light industrial uses in the UGA, and other issues as appropriate.
 - b. Evaluate the urban growth area boundaries and the densities permitted in the urban growth area to determine whether the boundaries and/or densities need to be revised to accommodate the urban growth projected to occur in the succeeding twenty-year period in accordance with RCW 36.70A.110 and .130.
 - c. Evaluate the urban growth area to ensure that it permits a range of urban densities and uses and includes greenbelt, park and open space areas in accordance with RCW 36.70A.110.
 - d. Recognizing the need for light impact industrial land uses within the Columbia Valley/Kendall Urban Growth Area, consider establishing a light impact industrial zone within the long term planning area located on the north side of Limestone Road. Evaluate prerequisites that must be met prior to rezoning to light industrial, such as a master plan to identify traffic impacts and infrastructure/utility/service needs, and appropriate mitigation measures (Whatcom County Comprehensive Plan Policy 2AA-12).
 - e. Provide recommendations for land use and best management practices within wellhead protection areas of public water systems in the UGA.
 - f. Project demand for public water in 2017 and 2027 and evaluate the capacity of special purpose districts to provide projected growth in the Columbia Valley/Kendall UGA with water service.
 - g. Project demand for public sewer in 2017 and 2027 and evaluate the capacity of special purpose districts to provide projected growth in the Columbia Valley/Kendall UGA with sewer service.
 - h. Evaluate existing stormwater collection and treatment facilities and make recommendations whether to develop regional stormwater collection and treatment facilities in the future.
 - i. Study Columbia Valley/Kendall to identify the factors necessary to create an economically viable city, the implications of such

development within the County overall, and make recommendations as to if and how incorporation should be initiated pursuant to Whatcom County Comprehensive Plan Policy 2AA-7.

- j. General assessment of whether existing and/or future on-site sewage disposal systems could cause ground water pollution.
- k. Evaluate census data relating to transportation.

13. Kendall Small Town Commercial Master Plan

- a. Facilitate an all-day charette, presenting conceptual options to stakeholders to facilitate discussion/public input relating to a master plan for development of the community business and service center within the Small Town Commercial Zoning District and necessary transportation improvements in the area.
- b. Develop a master plan that will:
 - i. Evaluate and define a preferred development plan for the Kendall Small Town Commercial zone to serve the needs associated with the Columbia Valley/Kendall UGA and pass-through tourism on the Mt. Baker Highway.
 - ii. Produce workable goals and policies to achieve the best build out of businesses and services within the Kendall Small Town Commercial zone, providing the most economic growth and services to the area.
 - iii. Be coordinated with the Washington State Department of Transportation to evaluate transportation improvements necessary to support development of the Small Town Commercial zone.

14. Exclave Parcels within National Forest

- a. Undertake a limited planning process for exclave parcels and incorporate the results along with the Newhalem-Diablo area plans in the Foothills Subarea Plan in accordance with Whatcom County Comprehensive Plan Land Use Action Plan item # 6.

15. Public Participation Program

- a. Develop and implement strategies to involve the public, property owners, affected and interested individuals, Indian Nations and Tribes, government agencies, businesses, school districts and organizations and County-established committees in the development of the Foothills Subarea Plan.

- b. Facilitate public participation that includes broad dissemination of proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, communication programs, information services, public opinion surveys and consideration of and response to public comments (RCW 36.70A.140).
- c. Public participation strategies shall include both traditional and innovative techniques, including use of the Internet and e-mail, to involve as many people as possible in the Subarea planning process.
- d. Public participation strategies shall include techniques for reaching people who do not speak English.
- e. Ensure compliance with the Growth Management Act public participation requirements.
- f. The consultant will participate in one all-day charette, a total of five community workshops conducted in the Foothills subarea, two planning commission meetings, and two County Council meetings.
- g. Document and summarize all public participation strategies, procedures, notices, and meetings utilized in the Subarea Planning process and include this information in an appendix in the Subarea Plan.

16. SEPA Documentation

- a. Prepare State Environmental Policy Act (SEPA) documentation including applicable mitigating measures.