

Request for Qualifications (RFQ)

City of Edmonds Urban Forest Management Plan

SUMMARY

The City of Edmonds seeks professional services from qualified firms to develop an urban forest management plan and to provide facilitation, coordination, and supporting materials for a public process. Interested firms may submit a Statement of Qualifications (SOQ) to be considered for this project by November 30, 2016.

PROJECT BUDGET

The total budget for professional services is \$130,000.

TIMEFRAME

The project would begin in early 2017 and be completed by the end of the year.

PROJECT DESCRIPTION

The consultant would assess the current urban forest, draft an urban forest management plan, and provide supporting materials as needed. The plan's main focus will be on forest management practices for City-owned land and rights-of-way. Limited aspects of urban forest management on private land will also need attention. Communication with key City staff is expected throughout the process.

Topics to be addressed should include (but are not limited to) the following topics:

- Assessment of the current urban forest and tree canopy
- Value of the urban forest
- Community context
- Identification and analysis of issues to be addressed
- Policy goals, conflicts, and priorities to consider
- Recommended management practices for public property (e.g., city parks)
- Recommended management practices for public rights-of-way
- Recommended management practices for key wildlife habitat corridors
- Implementation needs and steps—such as possible training programs, public outreach, staffing/resources, regulatory gaps, and/or incentives.

Principles guiding the project include:

- Consistency with state laws
- Consistency with Edmonds Comprehensive Plan, including the Parks, Recreation and Open Space Plan
- Protection, removal, and/or planting of urban trees where appropriate on City property
- Protection of habitat in key wildlife corridors (both public and private land)
- Recognition of private property rights and responsibilities
- Clear, user-friendly language and format
- Feasible implementation that takes into account City resources.

Background

The City has just under 200 acres of publicly owned open space and park land. Some sites include clusters of trees and some are heavily treed. In addition, trees exist along many streets within the public right-of-way.

As in many cities, local citizens value trees but also have concerns about having the right trees in the right place. This sometimes leads to conflicts, including tree preservation vs. public views. In addition, the City wants to maintain and/or plant trees effectively and sustainably on its property.

Two years ago, the City's Tree Board developed a draft code for tree preservation that included private property. While the draft code contained some good ideas, its requirements for trees on private property were broadly seen as over-reaching. The draft was not adopted but it helped spark discussion about the need for an urban forest management plan to guide policy decisions about the urban forest. In particular, the City's management of trees on public lands was considered a priority. During the subsequent discussion of updating the critical area regulations, concerns were also raised about the relationship of trees on public and private lands to priority habitat corridors and how these should be managed.

The City is working on a major code update, addressing most chapters of the development code. Some issues that arise from an urban forest management plan could be addressed as part of the code update. Other issues would be addressed through other means, such as public outreach and best management practices by city departments

Edmonds has a street tree plan, online at:

<http://www.edmondswa.gov/images/COE/Government/Departments/Development Services/Planning Division/Plans/Streetscape Plan and Street Tree Plans 2015.pdf>. Revisions to this are being considered currently. The Urban Forest Management Plan could help inform this effort.

Public Process

An open public process will be conducted to provide opportunities for public input from a broad range of people. The consultant would facilitate and provide materials for a public process, including for the following (at a minimum):

- 2 open house events, followed by 2 virtual open houses
- 2 Tree Board meetings
- 3 Planning Board meetings
- 3-4 City Council meetings
- Information that can be posted online or printed by the City
- Public comments/feedback.

City's Project Manager

The City's overall lead on this project will be determined in the near future from a staff team representing three departments. (Note: The Development Services Department will coordinate the project, but the Parks Department and Public Works Department will be most heavily involved, given the project's focus on public land and right-of-way.)

RFQ information and inquiries

For purposes of this RFQ, to receive any further information before submitting an SOQ, please provide your contact information to: Planning@edmondswa.gov. In addition, send any questions to the same email address above. The City's responses to questions will be distributed to all firms who have provided their contact information.

Deliverables

Anticipated project deliverables include:

- Overall schedule and schedule(s) for public process and other key project components
- Report summarizing status of urban forest within City
- Comparisons of other cities' approaches to forest management
- Display materials for public open houses
- Presentation materials for public meetings
- SEPA checklist
- Draft Urban Forest Management Plan (in MSWord format)
- Responses to written comments (EIS-style)
- Final proposed Urban Forest Management Plan (in MSWord format)

Phasing and Project Schedule

Phase 1 will include:

- Kick-off meeting with key staff
- Development of detailed project schedule, including for public process
- Review of existing information and background materials, including public site inventories
- Site visits as needed
- Other tasks as appropriate

Phase 2 will include:

- Public involvement, including public meetings and informational materials
- Preliminary analysis of issues to be addressed
- Research and comparisons with other cities' approach on selected issues
- Preparation of draft Urban Forest Management Plan
- Preparation of final Urban Forest Management

Below is the anticipated project schedule:

<i>Task</i>	<i>Schedule</i>
<i>Consultant selection and completion of professional services agreement</i>	December 2016
<i>Start of project phase 1</i>	January 2017
<i>Start of project phase 2</i>	April 2017
<i>Public meetings</i>	April - November 2017
<i>Completion of project</i>	December 2017

SUBMITTAL

One unbound original, three bound copies, and one electronic copy (on flash drive or disk) of the SOQ shall be submitted to the City of Edmonds, Development Services Department, 121-5th Ave North, Edmonds, WA 98020-3145. The deadline for SOQs for this project is November 30, 2016, by 4:00 PM. Respondents assume the risk of the method of dispatch chosen. The City assumes no responsibility for delays caused by any delivery service. Postmarking by the due date will not substitute for actual receipt of qualifications. Qualifications shall not be delivered by facsimile transmission or other telecommunication or electronic means. Statements of Qualifications shall be limited to single space, typewritten pages, (minimum 12-point font) and shall be no more than 25 pages total and bound in a single volume. A page is defined as one side of an 8 ½ by 11 inch page. The following format and content shall be adhered to by each firm and presented in the following order:

- A. Cover letter/ executive summary (max. 2 pages): Show the address and telephone number of the respondent's office from which the project will be managed. Summarize key components of the SOQ.
- B. Organizational chart: Include the name and role of each person that will be on the project team.
- C. Description of project team: Starting with the project manager, identify each person's role/responsibilities for this project. Provide a brief biography for each person that includes the person's qualifications and her/his experience on similar or relevant projects.
- D. Approach: Describe your approach to this project, taking into account the RFQ, and key factors to be considered. Provide elements of a proposed work plan and how your team would carry it out. Indicate whether or how the work plan will meet the timeframe/schedule for this project.
- E. References/Past Performance: Provide reference information for at least three (3) projects related to development code preparation in the last five (5) years. For each reference, include the project name, approximate date of work, services your firm provided on the project, and a contact name and phone number.

CRITERIA

The City's Evaluation Team will use the following criteria to evaluate each SOQ:

<u>Criteria</u>	<u>Points</u>
Project Approach	0-25
Qualification / Experience of Project Manager	0-20
Qualifications / Experience of Project Team	0-15
Related Experience on Similar Projects	0-15
Clarity and responsiveness to RFQ	0-15
References / Past Performance	<u>0-10</u>
Maximum Points	100

The SOQ will be the basis from which interested firms will be selected. At the City's option, following the City staff evaluation of the SOQs received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's representative will provide additional details outlining the preferred content of the presentation to each firm or team of firms that are invited to participate. Upon completion of the evaluation, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented.

Any firm failing to submit information in accordance with the procedures set forth in the RFQ may be subject to disqualification. The City reserves the right to change the qualifications schedule or issue amendments to the RFQ at any time. The City reserves the right, at its sole discretion, to waive material irregularities contained in the SOQs. The City reserves the right to reject any and all SOQs at any time, without penalty. The City reserves the right to refrain from contracting with any respondent. Firms eliminated from further consideration will be notified by the City as soon as practical.

Negotiation/Scope Development

The top-ranked firm will be notified in writing and asked to meet and submit its prospective scope of services, schedule and a fee proposal. If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via a new RFQ.