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## REQUEST FOR PROPOSALS

### Urban Forest Management Plan

City of Sammamish Department of Community Development  
Sammamish, Washington

#### INVITATION

The City of Sammamish is requesting proposals from qualified consultants to assist in the creation of an Urban Forest Management Plan. This project will include preparation of a long-term management plan informed by public engagement and current best management practices. The consultant will work collaboratively with the City of Sammamish's Departments of Community Development, Parks and Recreation, and Public Works.

The mission for the Urban Forest Management Plan is to "be a guide and an action plan that the Sammamish community will use to enhance, protect, and manage our urban forest. The Plan will set ambitious but attainable goals, identify the necessary tools to reach those goals, and establish metrics to help the community monitor and guide the City's progress. The Plan is a collaborative effort between City leadership, staff and the public, and reflects the high value the community places on its natural environment."

Sealed proposals, plainly marked "**City of Sammamish Urban Forest Management Plan**" on the outside of the mailing envelope, addressed to the City of Sammamish **801 228th Avenue SE, Sammamish, WA 98075**, will be accepted until **4:00 pm** on **Tuesday July 11, 2017**. Proposals may also be hand-delivered in person to the main desk on the first floor of City Hall by the required date and time. Submittals delivered after the posted deadline will not be considered for selection. No faxed, telephone or emailed submittals will be accepted.

#### PROJECT BACKGROUND

The City of Sammamish does not currently have a plan that guides the management of its urban forests, nor does it possess an accurate and complete inventory of its urban forest resources. Therefore, the City Council has directed staff to begin work on an Urban Forest Management Plan (UFMP). In support of Comprehensive Plan Goal EC.10, "Maintain and improve the City's forested character," Policy EC.10.10 calls for staff to "create and support a robust and comprehensive Urban Forestry Management Plan starting in 2016."

Although Sammamish has not completed an Urban Forest Management Plan in the past, the City recently updated its [tree retention](#) ordinance to be among the most protective in the Seattle area. In addition, the Departments of Parks and Recreation and Public Works possess some urban forest-related data and programs that will be integrated into this City-wide plan, including tree inventories within City parks and some canopy data on trees in public streets and rights-of-way. Representatives from those Departments will serve on the Project Team for this plan, and their efforts will be integrated with the plan.

The City anticipates that the primary consultant on the plan will work with the University of Washington's (UW) Urban Ecology Research Lab, which will lead a canopy cover assessment project that will inform the Management Plan. The canopy cover assessment will likely be completed by the fall of 2017.

**PRIMARY OBJECTIVES OF THE PLAN**

The primary objectives of the Urban Forest Management Plan are as follows:

1. Ensure that the City of Sammamish has an accurate and complete assessment of its urban forest, both on public and private lands (will be primarily completed by UW Urban Ecology Research Lab).
2. Draft a road map for effective and efficient management of the urban forest.
3. Adopt best management and scientific practices and technical standards that reflect the latest advancements in the field of urban forestry.
4. Engage the community to determine public needs and priorities for the urban forest. Produce educational materials and provide opportunities for the public to participate in urban forest management.
5. Establish metrics to monitor the effectiveness of the plan and define how success will be measured, as well as how the plan will be updated.
6. Analyze the City’s forest community to identify its environmental benefits, including but not limited to:
  - a. Stormwater management;
  - b. Energy conservation;
  - c. Improved air quality;
  - d. Sequestration of carbon dioxide;
  - e. Aesthetic and social value;
  - f. Habitat and ecosystem connectivity; and
  - g. Public health.
7. Set and reach goals to increase the environmental benefits of the City’s urban forest.
8. Bring together urban forest management-related activities across City departments within an overarching set of priorities and goals.

**ANTICIPATED SCOPE OF WORK**

We expect our consultant to produce an Urban Forest Management Plan that will allow for meaningful public input and careful review of the plan as it is drafted. The final Management Plan will provide a comprehensive overview of the planning process, an inventory of the City’s urban forest assets (budgetary, legal, and programmatic), a summary of the findings of the canopy assessment, an overview of the 20-year framework management plan and description of how it will be used to inform the 5-year and annual plans, and the consultant’s recommendations for future funding, staffing, and public engagement moving forward. The final plan will be well-designed, accessible, and understandable to citizens.

The successful consultant will be expected to:

1. Attend meetings with project team:
  - a. Kick off meeting with staff
  - b. Progress meetings with staff, Planning Commission, and City Council
  - c. Public meetings
2. Obtain public input by continuing to engage established stakeholders and developing a strategy to identify new groups for community engagement. Target specific groups early in the project via email, social media,

focus group discussion, online surveys, and other strategies. Host an external website to publicize the project.

3. Work with UW's Urban Ecology Research Lab to incorporate the results of their canopy cover assessment data and scientific analysis into the Urban Forest Management Plan.
4. Establish long-term, comprehensive goals and objectives. Develop a long-range (minimum 20-year) strategic framework supported by incremental (5-year) management plans, with recommended annual operating plans.
5. Specify the actions and resources needed to meet the plan's goals and objectives, with phases of work coinciding with budget cycles. Identify which staff and departments will be accountable for carrying out the actions. For example, recommendations for maintenance operations may define tasks with outcome expectations and recommended frequency levels.
  - a. Identify and leverage all departments' data collection and urban forest management-related activities to support City-wide goals
6. Create a monitoring and informational feedback loop so that outcomes, effectiveness, and efficiency are measured over time and made available to the public. Include periodic adjustment of goals to reflect updated conditions.
7. Develop narrative text, tables, images, and maps so the information in the Plan communicates in a meaningful, definitive, and easy-to-follow way that is consistent with other City of Sammamish plans. The Plan should be a convenient and definitive reference tool for policy makers, staff, developers, and residents for both high level and routine decisions, actions and tasks.

The scope of work will be completed around the following tentative schedule:

**Q3 2017**

- Attend the Joint Planning and Park Committee meeting to introduce the team and its approach for developing the City's first Urban Forest Management Plan.
- Work with City departments to inventory existing assets, and data related to the urban forest.
- Begin public outreach process, including establishing an external project website.
- Coordinate roles and responsibilities with UW Urban Ecology Research Lab.

**Q4 2017**

- Based on findings from inventory of City departments, recommend basic framework for final Management Plan, quantifiable goals, and management structure.

**Q1 2018**

- Incorporate results of tree canopy cover assessment, tree inventory, and public engagement efforts into long-range strategic framework future goals for Urban Forest Management Plan.
- Recommend specific management policies and processes to achieve identified goals.
- Develop budget and funding recommendations based on identified goals.

**Q2 2018**

- Revise draft with staff input.
- Develop strategies and materials for ongoing engagement and education.

**BUDGET**

The City has allocated a budget of \$90,000 for this project.

**PROPOSED TIMELINE**

<b>Event</b>	<b>Date</b>
RFP Published	June 16, 2017
Proposals Due	July 11, 2017
Staff Evaluation	July 12–14, 2017
Invitations for Interviews Sent	July 20, 2017
In-Person Interviews*	August 2 , 2017
Contract Award	September 5, 2017

\*The City of Sammamish reserves the right to select a consultant from submitted qualification proposals alone.

**RESPONSE REQUIREMENTS AND FORMAT**

All costs for developing submittals in response to this RFP are the obligation of the Consultant and are not chargeable to the City. All submittals and accompanying documentation will become property of the City and will not be returned. Submittals may be withdrawn at any time prior to the published due date, provided notification is received in writing to the contact listed on this RFP. Submittals cannot be withdrawn after the published close date.

**SELECTION AND AWARD**

The City intends to enter into an agreement with the Consultant who provides a qualification submittal that, in the opinion of the City, best meets all of the below listed evaluation criteria (receives the highest “score”) as determined by the City’s selection committee. The selection committee will include members of the project team from participating departments as well as members of the Planning and Parks Commissions. Consultant interviews will be required for final selection. Upon selection of a Consultant, the City intends to enter into an agreement using its standard Consulting Services Agreement, which shall be used to secure these services. See Attachment A for a sample contract.

<b>Evaluation Criteria</b>
Experience successfully developing urban forest management plans in similar cities
Demonstration of technical knowledge related to urban forest management
Demonstration of thorough understanding of plan purpose and scope as identified by the City
Qualifications of key personnel
Proposed cost to complete scope of work
Overall content quality and responsiveness to RFP requirements

The City of Sammamish reserves the right to reject any or all qualification submittals, and to waive any irregularities or information in the evaluation process. The final decision is at the sole discretion of the City of Sammamish and the respondents to this formal request have no appeal rights or procedures guaranteed to them.

## **SUBMITTAL REQUIREMENTS**

Information provided will play a significant role in the City's selection of the consultant firm considered best qualified to execute the project. Upon selection, the City and successful consultant will work together to refine and develop a detailed project scope of work.

Qualification submittals should include the following:

### **Cover Letter / Statement of Interest**

Describe your firm's interest in and qualifications for managing this plan, as well as your firm's experience working on similar plans.

### **Approach**

Describe your approach to preparing this plan and completing the scope of work outlined above. This should include a rough timeline for completing the work.

### **Project Team**

Provide a brief description of the individual(s) that will be working on the Urban Forest Management Plan, including their relevant experience, qualifications and project roles.

### **Urban Forest Management Plan Experience**

Please provide the following information for no more than five (5) relevant urban forest management plans that have been completed or are in progress by members of the consulting team.

- Name of jurisdiction
- Brief description of the work completed
- Year completed
- References (name, title, address, phone number and email)

In an effort to promote waste reduction and resource conservation, please submit one (1) hard copy of your firm's proposal as well as a pdf copy uploaded onto a CD or USB drive. Submittals shall not contain plastic bindings, plastic or laminated pages. Double sided documents are preferred. Please avoid superfluous use of paper (such as separate title sheets or chapter dividers). Submittals shall also be limited to 20 pages (8.5x11 page size only).

All materials must be received no later than **Tuesday, July 11, 2017 at 4:00 pm**. All proposals must be in a sealed envelope and clearly marked "City of Sammamish Urban Forest Management Plan." No faxed, telephone or email proposals will be accepted.

Questions regarding this project may be directed to RFP Project Contact via e-mail at [dgoodman@sammamish.us](mailto:dgoodman@sammamish.us). Questions must be submitted via e-mail by June 30, 2017 at 3:00 PM. Responses to questions received will be posted on the City's website on July 6, 2017. Any oral communications will be considered unofficial and non-binding on the City of Sammamish.

## **ATTACHMENTS**

- A. Sample contract