



Memorandum

DATE: March 1, 2007
TO: Planning Commissioners & Parks Board Members
FROM: Matt Torpey, Planner II
Juniper Garver-Hume, Planner
RE: City Council Goal 6 “Create an Environmentally Sustainable Community”

As part of the City Council’s 2007/2008 work plan, the Council adopted a goal to “create an environmentally sustainable community”. As one of many parts of this goal, Planning and Development Services has drafted a proposed Request for Qualifications (RFQ) that we hope to publish in the coming weeks. The purpose of the RFQ is to receive feedback and information from prospective environmental consulting firms that we may want to hire to assist us in developing an “Environmental Sustainability Strategy”.

Attached to this memo are three items:

- Attachment A is a draft of the staff proposed RFQ. It is our hope that you will review the document, specifically the “Scope of Work” on the second page. We would like to receive input from you regarding the proposed services to be performed by the prospective environmental consulting firm.
- Attachment B is the current timeline that we have established for Goal 6.
- Attachment C is a brochure recently produced by the City that highlights the City’s ongoing and proposed programs and policies that support Council Goal 6. This brochure is available in several City offices and was widely distributed at the City sponsored Odyssey Days environmental fair at Shoreline Community College in October 2006.

We also request that you visit the website designed specifically for Goal 6 at:

www.cityofshoreline.com/cityhall/departments/planning/sustainable/

This evolving web page contains the current information available to the public regarding the creation of an “Environmentally Sustainable Community”.

If you have questions prior to the March 1 meeting, please contact me at 546-3826 or Juniper at 546-8805.

Item #3 - Attachment A

CITY OF SHORELINE REQUEST FOR STATEMENT OF QUALIFICATIONS RFQ NO.: Obtain no. from City Clerk's Office

City of Shoreline Environmental Sustainability Strategy
Submittal Date: **Month Date, Year** 4:00 p.m. Pacific Local Time

The City of Shoreline, Washington is soliciting a statement of qualifications (RFQ) from individuals or firms interested in providing the City with a strategy for management and stewardship of natural resources and environmental assets such that their value is preserved, restored and enhanced for the present and future generations; and such actions complement the community's efforts to foster economic vitality.

Primary Objectives

The Environmental Sustainability Strategy will at least include;

- Criteria for environmentally sustainable decision making;
- Assessment of how the city is doing so far and suggestions for improvement
- Measures for tracking progress towards environmental sustainability;
- Capacity assessment for implementation of the proposed strategy including financial, staffing, and community involvement requirements.

Background

Each year the City Council adopts Council goals that set the direction for the City's work in the coming year. This year, Council adopted as Goal 6 for the 2007-2008 fiscal year, to: Create an 'environmentally sustainable community'. Components of this goal include implementing "Green" practices at all City-owned or operated facilities, requiring new development or redevelopment to achieve high standards for storm water management, energy efficiency, and reduction of solid waste, and maximizing recycling and reuse of resources.

The Environmental Sustainability Strategy is one of the Major Objectives for this City Council Goal. The City already has a number of programs, policies and codes that contribute to environmental sustainability, however we do not have an overarching plan or strategy that coordinates these elements, facilitates environmentally sustainable decision making, or that allows us to assess regularly HOW environmentally sustainable the City is.

The Planning and Development Services Department is responsible for tying the various elements together under one strategy and then to implement and monitor the recommendations and tools with interdepartmental coordination. We are seeking consultant assistance in pulling this strategy together.

Item #3 - Attachment A

Scope of Work

The environmental planning services to be performed by the CONSULTANT may include, but are not limited to:

1. *Propose potential criteria for assessing City policy, program, and process options for their contribution to the environmental sustainability of the community.* Project staff have already developed a draft list of criteria and many decision making tools and resources for this purpose already exist. The Consultant will select and adapt possible criteria into useful tool for City decision making.
2. *Propose Measures of Sustainability and recommend an existing user-friendly tracking system, so the City can track progress towards “creating an environmentally sustainable community.* Project staff envision a limited number of quantifiable criterion which can be periodically provided to Council, staff and the public in a snapshot/dashboard visual format.
3. *Assess current programs, policy and code for their contribution to or interference with community environmental sustainability.* Project staff have already inventoried all the programs, policies, and projects which we believe contribute to environmental sustainability (see attached informational brochure).
4. *Propose new codes, policies and programs that would significantly contribute to “creating an environmentally sustainable community.* Essentially, tell us what we could do that we are not doing already and what we are doing that should be changed, expanded, or ensured continuation.
5. *Estimate the necessary capacity for implementation of this strategy.* What will it take financially, in staff time, and what level of community involvement is required to successfully implement this strategy?

RFQ Evaluation Components/Criteria

Submittal Requirements

One unbound original and 4 CDs of the response to the RFQ shall be submitted to the City of Shoreline, City Clerk's Office – RFQ # **XXXX**, 17544 Midvale Avenue North, Suite 100, Shoreline, Washington, 98133-4921. The deadline for qualifications by interested parties is **March 15th, 2007** by 4:00 p.m. Pacific Local Time. 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. Questions related to this request for qualifications may be directed to Matthew Torpey, Planner II, mtorpey@ci.shoreline.wa.us, 206-546-8761(fax). Questions via phone will not be accepted.

Item #3 - Attachment A

Supplemental information, such as brochures, may be submitted if desired. Qualifications shall be limited to 20 single spaced, typewritten pages (min. 12 point font). The one original shall be unbound and the 4 CD copies shall be in PDF format. The following format and content shall be adhered to by each firm and presented in the following order:

- A. Executive Summary: An executive summary letter should include the key elements of the respondent's response to the RFQ and an overview of the consultant team. Indicate the address and telephone number of the respondent's office located nearest to Shoreline, Washington, and the office from which the project will be managed (Page limit: 2 pages).

- B. Approach:
 - 1. Methodology(ies): This section should clearly describe the methodology or methodologies planned to be used to carry out the specific tasks described in the Work Plan.
 - 2. Work Plan: Describe the sequential tasks to be used to accomplish this project. Indicate all key deliverables and their contents.
 - 3. Project Organization and Staffing: Describe the approach and methods for managing the project. Provide an organization chart showing all proposed team members. Describe the responsibilities of each person on the project team. Identify the Project Director and/or Manager and the key contact person for the City.
 - 4. Include resumes of each member of the project team. List the portion of the work to be subcontracted and information describing the qualification and relative experience of any proposed subcontractors. Include a list of information required or tasks to be completed by City staff.
 - 5. Project Schedule: Provide a schedule for completing each task in the Scope of Work, including deadlines for preparing project deliverables. Demonstrate your team's ability to perform the work requested within an established budget and schedule.
 - 6. Page Limit: This section is limited to 10 pages (excluding #4 resumes).

- C. Related Experience: Describe recent (within the last 3 years), directly related experience. Include the name of the client, description of the work done, address and telephone number, dates of the project and the name of the project director. At least five references should be included. For each reference indicate the reference's name, organization, title, complete mailing address and telephone number. The City reserves the right to contact any organizations or individuals listed (Page Limit: 5 pages).

- D. Statement of Experience: The consultant is required to provide a list of the areas of experience or expertise that back to the project. This may include: experience managing cross discipline projects, dynamic public process, professional document development, editing and production, working with public agencies, specifically local governments. The experience listed must

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be that which was performed by the consultant's staff and/or team's staff that will be assigned to this project. The City will be focusing on the experience of the Lead Consultant/Project Manager who will be assigned to this project. Specify the percentage of that the Lead Consultant/Project Manager would be allocated to this project. The RFQ shall also identify other projects the proposed Lead Consultant/Project Manager will be committed to during the same timeline (Page Limit: 3 pages).

The City's Evaluation Panel will use the following criteria to evaluate each RFQ:

Criteria	Points
➤ Project Approach	0-50
➤ Related Experience of Project Team	0-10
➤ Expertise of Key Staff	0-10
➤ Response of references	0-10
➤ Ability to meet time schedule	<u>0-20</u>
Maximum Points	100

The Qualifications will be the basis from which interested firms will be selected for interviews. Following the City staff evaluation of the qualifications received, selected firms may be invited to make oral presentations before the City's Evaluation Panel. The City's Project Manager 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 evaluations, the City's Evaluation Panel will determine the most qualified firm based on all materials and information presented. The City will then begin the negotiations for an agreement with the selected firm.

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 solicitation schedule or issue amendments to the solicitation at any time. The City reserves the right, at its sole discretion, to waive immaterial irregularities contained in the proposals. The City reserves the right to reject any and all proposals 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 mail by the City as soon as practical.

ATTACHMENT: Goal 6 "Creating an Environmentally Sustainable Community" handout with inventory of existing programs policies and regulations that contribute to sustainability.

Project Title: Environmentally Sustainable Community

City Council Goal No: 6

Project Steps	Year 2006												Year 2007												Year 2008											
	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June	July	August	Sept	Oct	Nov	Dec
1. Develop Environmental Sustainability Strategy (Lead: PADS)																																				
a. Inventory existing federal, state, and regional laws, plans, and strategies that provide context for local																																				
b. Inventory existing city programs, projects, practices, and options for environmental sustainability																																				
c. Engage the public in identifying values, priorities, and options for environmental sustainability																																				
d. Draft report and review with Planning Commission																																				
e. Council review and adoption																																				
f. Implementation of Strategy goals																																				

+ City Council, Planning Commission, or Parks Board briefing, discussion, direction

* City Council Action

#	Milestones:	Assigned to:	Deadline:	Completed:
1)	Complete 1.a. revisions needed	PADS staff	03/01/07	
2)	Assemble interdepartmental team to develop Goal 6 strategy	PADS staff	September-07	09/20/07
2)	Existing programs, projects and practices inventory	Goal 6 team	10/12/07	10/10/06
3)	Select and hire consultant for strategy development	Goal 6 team	earliest 03/08/07	
4)	Proposal for environmentally sustainable community strategy	Consultant	06/01/07	
5)	Public engagement in identifying values, priorities and options	Goal 6 team /Consultant	06/01/07	
6)	Review with Planning Commission	PADS staff	August-07	
7)	Council review and adoption	Goal 6 team	November-07	
8)	Implementation	City Staff	November-Ongoing	



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17544 Midvale Ave. N., Suite 100
Shoreline, WA 98133-4921
(206) 546-1700
Fax (206) 546-7868
www.cityofshoreline.com

City Hall Annex
Home of Planning and
Development Services Department
and Public Works Department
Highland Plaza
1110 N. 175th St., Suite 105
Shoreline, WA 98133

Shoreline City Council

Mayor Bob Ransom
Deputy Mayor Maggie Fimia
Rich Gustafson
Ron Hansen
Keith McGlashan
Cindy Ryu
Janet Way

Meeting Location
Shoreline Conference Center
18560 First Ave. NE
Mt. Rainier Room

Study Sessions
First and third Mondays
beginning at 6:30 p.m.

Business Meetings
Second and fourth Mondays
beginning at 7:30 p.m.

Agenda Line
(206) 546-2190

2007-2008 City Council Goals

1. Complete the projects approved in the 2006 Parks Bond
2. Implement the Economic Development Strategic Plan
3. Implement an affordable civic center/city hall project
4. Complete the Aurora improvements from 165th to 205th Streets including, but not limited to sidewalks, drainage and transit
5. Develop a comprehensive housing strategy
- 6. Create an "environmentally sustainable community"**
7. Provide safe and affordable transportation options to support land use plans including walking, bicycling, transit and vehicular options
8. Develop a Fircrest master plan in partnership with the state
9. Increase emergency preparedness training and education
10. Increase opportunities for all residents, including our youth, to get more involved in neighborhood safety and improvement programs

For more information about Goal 6, contact Shoreline Planners Matt Torpey at (206) 546-3826 or Juniper Garver-Hume at (206) 546-8805.



Creating an Environmentally Sustainable Community

In June 2006, the Shoreline City Council adopted 10 work plan goals for 2007-2008. Goal 6 is "Create an 'environmentally sustainable community.'" The City of Shoreline has a number of programs and events already in place as well as several that are in the planning stages that support this goal.

Community Programs & Events

Ivy Out Volunteer Program

The City of Shoreline initiated Ivy O.U.T. (Off Urban Trees) events in parks in 2005 and in 2006 formalized a monthly schedule of rotating work parties in City parks.

Battery Recycling

The Household Battery Collection program provides bins year-round for collection of household batteries at each of the libraries in Shoreline, as well as at City Hall, the City Hall Annex and the Shoreline Police Station.

No Spray Zones in Richmond Beach

Based on community interest, the City of Shoreline initiated a pilot "No Spray Zone" in the Richmond Beach neighborhood in 2004. The City agreed not to spray pesticides in the right-of-way for four years, and local residents agreed to maintain the six-inch area adjacent to the road pavement.

Solid & Hazardous Waste Management Program

The City of Shoreline coordinates hazardous waste and recycling collection programs for residents and businesses including:

- Two Clean Sweep Recycling Events are offered annually to provide an easy and affordable way for residents to dispose of and recycle bulky household items.
- To help recycle Christmas trees, the City of Shoreline offers an annual chipping event in conjunction with various community groups that collect trees from residents.

Earth Day Celebrations

In partnership with local businesses and Shoreline Community College, the City of Shoreline offers a variety of Earth Day programs including:

- Boeing Creek Park habitat restoration for families
- Natural Yard Care for Earth Day & Everyday - annual event at Central Market celebrates Earth Day by offering techniques and tools that assist residents in reducing pesticide use, conserving water and purchasing products made from recycled materials.
- Ivy OUT events



The Natural Yard Care Event celebrates Earth Day.

WRIA 8

Since 2001, the City of Shoreline has participated in the Watershed Resource Inventory Area (WRIA) 8 regional process to develop and implement a plan for the recovery of endangered Chinook salmon.

Land Use Programs & Policy

Habitat Restoration Projects

The City of Shoreline has partnered with the community to improve stream systems and fish and wildlife habitat in both the Thornton Creek and Ballinger Creek watersheds.

Critical Areas Ordinance

The City of Shoreline updated its Critical Areas Ordinance in March 2006 to comply with State guidelines as well as provide greater protection for local streams, wetlands, steep slopes and fish and wildlife habitat areas.

City of Shoreline Stormwater Standards to Comply with Department of Ecology

The City of Shoreline is updating its stormwater standards. Improvements in these standards will result in cleaner water being discharged to our streams and the Puget Sound.

Municipal Compost Facility

Located on the grounds of Shorecrest High School, the compost facility allows the City of Shoreline to re-use green waste collected from the right-of-way.

Aurora Corridor Project Stormwater Solutions

The first mile of the Aurora Corridor Project includes stormwater quality improvements such as filters, swirl separators and oil-water separators. The next two miles of the Aurora project will include exploration of natural water treatment systems as well as methods used in the first mile.

Storm Drain Medallions & Stenciling

The City of Shoreline provides free training and loans stencil kits to community groups who want to stencil the message "Dump No Waste, Leads to Stream" at catch basins on residential streets. Staff place medallions with the same message at catch basins on arterial roads.

Sustainable Business Extension Service (SBES)

SBES promotes resource conservation programs and environmentally sound business practices to Shoreline's local businesses. This free and confidential service provides improved access to government programs, rebates and technical assistance in the ever-changing world of environmental and safety regulations.

Transportation Programs

Hybrid Fleet Vehicles

The City of Shoreline has begun incorporating hybrid fuel cell vehicles into its vehicle fleet. Staff is also investigating the possibility of purchasing electric vehicles.

Regional Roads Maintenance Forum

As an active member of this program, the City of Shoreline implements and tracks Best Management Practices in its municipal maintenance activities such as regular inspection of vehicles for leaks and street sweeping to prevent solid and hazardous waste from entering waterways.

Adopt-a-Road Program

The City of Shoreline Adopt-a-Road Program helps clean up litter and debris on City streets. Since the program began, over 100 volunteers have removed over 5,000 pounds of litter.

Business Access/Transit Lanes on Aurora

The Aurora Corridor Project includes lanes dedicated to transit, making transit more efficient, competitive and attractive to users.

Promoting Alternatives to Driving

The City of Shoreline promotes non-motorized transportation through installation of dedicated bicycle and pedestrian pathways such as the Interurban Trail, installation of bicycle lanes on City streets, promotion of the Commute Trip Reduction (CTR) program for City employees and citizens, installation of pedestrian walkways near local schools, and construction and maintenance of urban trails as part of the City's 2006 Parks Bond.

Open Space Programs

Urban Forestry Planning

The City of Shoreline is contracting with Seattle Urban Nature Project to perform an urban forest assessment for Hamlin, Shoreview, Boeing Creek and South Woods parks. These assessments will help the City determine the health of major forested park sites in Shoreline and prioritize areas that need the most attention from Park maintenance staff and Ivy OUT volunteers.

Pesticide-Free Parks

The City of Shoreline is proud to say that it makes every effort to not use pesticides or herbicides in the maintenance of City parks. Chemical pesticide or herbicide use is prohibited for use near City-owned critical areas such as streams and wetlands.

Free Wood Chips at Hamlin Park

Wood chips are offered free to the public at the Hamlin Park Maintenance Facility, 16006 15th Avenue NE, from 7:00 a.m. to 3:30 p.m., seven days a week.

Open Space Acquisition

The City of Shoreline is always seeking opportunities to ensure the protection of natural habitat. The 2006 Park Bond recently approved by Shoreline voters includes funding for the acquisition of 25 acres of open space.



The 2006 Parks Bond provides funding for buying open space such as this area adjacent to Hamlin Park.

Upcoming Programs

Environmental Mini Grant Program

A new pilot program in 2007 will support local non-profits, youth and community groups that want to implement environmental projects to benefit the Shoreline community.

Civic Center/City Hall

The new Civic Center/City Hall will serve as a model for sustainable practices throughout the community by implementing standards of construction to the extent possible that support re-use of materials, energy conservation, water efficiency, landscaping and indoor environmental quality.

To parallel the construction of the new Civic Center/City Hall, a Green Building brochure will offer examples and resources for residents to incorporate sustainable building practices into their home remodeling projects.

Climate Protection Campaign

In 2006 and 2007, the City of Shoreline will collect baseline data from local practices that contribute to global warming. In fall/winter 2007, a pilot education program will be proposed.

Business Solid Waste Reduction, Recycling & Resource Conservation Program

In 2006 and 2007, the City of Shoreline will conduct outreach, site assessment and assistance to businesses to reduce solid waste and encourage recycling.

Neighborhood Environmental Stewardship Team

The Neighborhood Environmental Stewardship Team (NEST) program will actively involve community residents in learning about and selecting environmental changes that promote health and sustainability in their neighborhood and homes.

Green Street Demonstration

Green Street Demonstration Projects will focus on developing opportunities that will provide a "living demonstration" to serve as an educational experience, support sound environmental practices and improve water quality in the City of Shoreline.