

CITY OF PORT ANGELES
REQUEST FOR STATEMENTS OF QUALIFICATIONS
MUNICIPAL CODE AUDIT

The City of Port Angeles (the City) is seeking the professional services of a Consultant to conduct an audit of the City's municipal code and make recommendation for improvements and updates (the Audit).

Since June 1890, the City has been adopting municipal ordinances. Now in 2019, the City's municipal code has grown to include 241 chapters divided among 17 titles. On several occasions over the past 15 years, city councils and city staff have recognized that the City's municipal code would benefit from a thorough review followed by updates, amendments, and in some cases, reorganization or repeal of selected chapters and titles

I. Goals and Objectives

Initial Phase

- Comprehensive review of existing code
- Identify sections and chapters that require change
- Identify why change is necessary.
- Prepare initial Report of Findings
- Present initial Report of Findings to Council and City staff

Second Phase

- Identify process for involvement of Council
- Identify process for public involvement
- Identify process for City staff to have continuing input
- Identify process to explain code changes to public and receive comments
- Collect input from Council and senior staff
- Prepare Report regarding Second Phase issues

Third Phase

- Council and Staff - Receive and evaluate Reports from Consultant
- Based on that evaluation, determine
 - Priorities – Identify Sections for Priority Updating
 - Timeline
 - Budget
 - Other, as developed from analysis of audit performed by Consultant
 - Public Input/Engagement
 - Facilitated Visioning Process for Council
 - Student Role
 - Public Meetings
 - Conduct Research

Fourth Phase

- Consultant to prepare Final Report and Recommendations
- Consultant to present Final Report and Recommendations to City

II. Scope of Work

The Audit should assess the City's existing municipal code to address:

- Compliance and/or conflicts with current law
- Internal consistency and uniformity including definitions, interpretation, and syntax
- Reduce tentacles
- Organization / Usability
- Eliminate unnecessary / outdated Code
- Include More graphics
- Identify gaps or areas that are not addressed
- Compare City Polices to the PAMC to ensure consistency
- Implement City Code Compliance Program (Code Portion)
- Update subdivision code to encourage infill
- Update Sign Code
- Implement form-based techniques into zoning code
- Implement tobacco-free ordinance
- Recommendations regarding process for public input and comment
- Recommendations regarding process for City Council engagement
- Recommendations regarding process for Staff engagement
- Recommendations regarding process for drafting amendments to current PAMC

The Consultant will conduct a thorough review of the Port Angeles Municipal Code (PAMC) to suggest which code provisions should be added, revised or repealed. Additionally, the Consultant will be expected to make recommendations relating to reorganizing the PAMC to enhance its clarity and ease of use. The City encourages consideration of whether the PAMC would benefit from changes to the structure of code as it currently exists. Finally, the Consultant shall offer recommendations relating to the process for Council, City staff and citizens to offer input and comment to proposed changes to the PAMC. The Scope of Work outlined above is designed to provide guidance as to the best method of achieving the intended outcome of re-drafting the PAMC.

This Final Audit Report (including the recommendations regarding input by the Council, City staff and public) shall be in writing and provided to the City by a date no later than November 30, 2020. To the extent that the City agrees that the Audit identifies specific issues that would require additional work beyond that outlined above, the parties may revise the Professional Services Agreement accordingly. If the City or the Consultant declines to extend the Professional Services Agreement, the Consultant must summarize the additional work that has been identified and the reasons for the recommendation of additional work.

A Professional Services Agreement between the City and Consultant will specify the contractually-required scope of work. The Consultant will provide Curriculum Vitae for all persons who will perform the work of the Audit and shall list an hourly rate for each such person. In addition, the Consultant shall be entitled to reasonable overhead. Travel expenses

shall be paid for at the rate found at the WA State Office of Management and Budget web site. Any travel by airplane shall be via coach or economy; travel time is not subject to compensation unless the Consultant is actively working this Audit. The Consultant will be asked to review and provide recommendations on the scope of the Audit and the City welcomes creative suggestions on topics included in the Scope of Work.

III. Content of Statement of Qualifications:

All statements of qualifications must include the following:

- 1) Letter of interest and introductions;
- 2) Background statement describing Consultant's capabilities, principals, availability, and location;
- 3) List specific experience completing successful projects that are similar in scope to the anticipated work. Provide detailed information, including references on projects the Consultant has completed.
- 4) Identify any additional staff that will be assigned to this project, if applicable. Provide the qualifications of each individual and his or her resume. (Shall not count toward page total) For individuals that would be assigned to this project, list any other projects in which they are, or may be, involved during this project.
- 5) List and describe briefly what you think are the important issues on these types of projects.

IV. Instructions to Consultants

Please provide the above information in the order listed. Statements must be no longer than 10 pages (double-sided). Three (3) copies of the Statement of Qualifications should be submitted to:

Legal Department c/o
The City of Port Angeles
321 East Fifth Street
Port Angeles, WA 98362

by 12:01 p.m., February 28, 2020. Please also submit proposals electronically (either included with the hard copy submission or by email) to ccowgill@cityofpa.us. For electronic submissions, it is the Consultant's responsibility to verify that the City of Port Angeles received the proposal. Late submissions will not be considered. Any questions, concerns, or inquiries to verify receipt may be directed to Christopher Cowgill at (360) 417-4562.

V. Use of Local Professionals

Respondents are strongly encouraged to utilize qualified local professionals as part of their responding team. Local is defined as professionals residing in or having their business located within Clallam County.

VI. Selection Criteria

The statements received will be evaluated to determine the Consultant most highly qualified to provide the services required for the Audit based upon the following criteria:

- 1) Experience and results on similar projects
- 2) Understanding of the project
- 3) Proposed availability and schedule

Following a review of the responses received, one or more Consultants may be requested to give a presentation to the City at a date and time to be determined. Alternatively, the City may make a decision based solely on the supplemental information provided.

VII. Selection Process

The City will make every effort to follow the timetable below; however, it reserves the right to modify the dates as necessary.

- 1) Distribution of the RFQ:
- 2) Deadline for submittal of qualifications:
- 3) Possible interviews:
- 4) Consultant selected:

VII. Terms and Conditions

Not all Consultants may be interviewed. The Consultant shall be responsible for the accuracy of the information supplied. The City reserves the right to reject any or all submissions, to issue an agreement for the intended scope of services, to waive minor irregularities, to issue additional requests for qualifications, and to substantially modify or abandon the selection process prior to any award of contract.

Upon receipt by the City of a document responsive to this RFQ said document becomes a "public record" as that term is defined in Ch. 42.56, the Public Records Act, and, unless a specific exemption applies to a specific portion or section of text in that document, the City will release the RFQ response document to a person or entity who makes a request pursuant to the Public Records Act.

The contract resulting from accepting a Consultant for the scope of services shall be in a form supplied by the City. The City shall not be responsible for any costs incurred by Consultants in preparing, submitting, or presenting the response to this RFQ.

The City is an Equal Opportunity Employer. Women and minority Consultants are encouraged to apply.



Nathan A. West
City Manager