



City of Whittier, AK

Comprehensive Plan Request for Proposal

The City of Whittier needs to update its comprehensive plan currently found here:

<http://www.whittieralaska.gov/docs/Whittier-Comprehensive-Plan-Update-2012.pdf>

The City of Whittier, Alaska is soliciting qualified consulting firms to submit a proposal to prepare a Comprehensive Plan for the City. The City's comprehensive plan was last updated in 2012 and is required to be updated every five years. It is now past the five year deadline and the City therefore seeks an update to the comprehensive plan which will serve as the principle planning document for the City's future growth. The Land Use component of the plan should receive particular attention. The plan shall contain practical policies which will promote the physical development of the community in a coordinated, consistent manner and which will be embraced by community decision-makers and subsequently adopted officially.

COMMUNITY DESCRIPTION

Whittier is approximately 47 air miles, 62 miles by road or rail, southeast of Anchorage. The City of Whittier is located near the head of Passage Canal, a fjord of Prince William Sound. The nearest major communities to Whittier are Anchorage, 62 miles; Valdez, 97 miles to the northeast; Cordova, 110 miles east; and Seward, 125 miles to the southwest. Whittier is a year-round, ice-free port and is a focal point for marine activity and freight transfer from sea-train barges servicing Southcentral Alaska.

The Whittier town site lies on a fan-shaped delta, on the south shore of Passage Canal. The delta, approximately a mile square, is bordered by Whittier Creek on the west and by a mountain ridge on the east. At the west end of Passage Canal is a 1.5 square mile delta, commonly known as "West Camp" or "Head of Passage Canal." This delta is formed by creeks flowing from Portage Pass, Shakespeare Glacier, and Leonard Glacier. These two deltas comprise the land area on which the Whittier community infrastructure is presently located.

The city limits encompass a total of 17 square miles, including both deltas, most of Passage Canal, and undeveloped lands eastward to Shotgun Cove.

Most communities evolve through building and land improvement projects by individuals, private businesses, or public agencies. In Whittier's case, much of the community infrastructure is the result of various government projects, many of which were built by the U.S. Army during World War II and in the following years.

SCOPE OF WORK

The following section describes the specific minimum components which should be included in the scope of work. City staff will finalize the scope of work with the selected consultant prior to contract authorization. The City is open to suggestions other than those items listed which the consultant believes will be of value in producing a viable Comprehensive Plan that will have practical applications for day-to-day planning activities. The completion date for the plan update is October 1, 2019.

COMPREHENSIVE PLAN OBJECTIVES

1. Conduct visioning sessions with Whittier City Council, Planning and Zoning Commission, Ports and Harbor Commission, and City administrative staff.
2. Provide a broad-based participation plan to solicit input throughout the process.
3. Review the current Comprehensive Plan and identify relevant sections that should remain, be revised, or be removed. This review should include recognition of deficiencies of the current plan and identification of elements that should be incorporated into the new plan.
4. Define a feasible future land use plan for development within the City including proposed opportunities based upon development growth potential.
5. Conduct development capacity analysis utilizing land mass by acreage, zoning, serviceability, and land use designations to produce projected growth scenarios of the City.
6. Identify viable redevelopment areas within the corporate limits of the City including infill development and adaptive reuse opportunities and determine redevelopment strategies to initiate the process.
7. Incorporate current planning documents into the land use policy analysis.
8. Define a clear direction of how and where development should occur over the next 10, 15, and 20 years.
9. Determine a specific implementation plan for immediate short- and long-term action items.
10. Identify territorial boundaries for annexation and identify additional issues requiring intergovernmental coordination.

ALTERNATIVE ITEMS

- Provide fiscal impact analysis for annexation.
- Identify the need for City enhancements such as trees, sidewalks, street lights, and other infrastructure improvements.

- Recommend community design elements which may consist of recommendations for land subdivisions, potential neighborhood development, redevelopment areas, and/or the use of zoning overlay districts.

QUESTION AND ANSWER PERIOD

In order to facilitate understanding of the RFP requirements, a Question and Answer period will be conducted during the submittal process. Questions regarding RFP requirements or submittals may be directed to Annie Reeves, PO Box 608, Whittier, AK 99693 or by email to: areeves@whittieralaska.gov until January 10, 2019. A response to all inquiries received will be delivered by email by January 15, 2019.

PRODUCTS AND DELIVERABLES

- Preliminary reports and project updates prepared at Comp Plan milestones.
- Print-ready graphics included in each preliminary report, 20 color copies of final plan draft for comments, final plan copies to include 50 bound color copies, one unbound color copy, one digital copy in Microsoft Word format
- Presentation graphics for public meetings to be determined prior to meeting

PROPOSAL AND CONTRACT REQUIREMENTS

- Submittal address: PO Box 608, Whittier, AK 99693
- Proposal submittal deadline: January 18, 2019
- Contact Person: Annie Reeves, Assistant City Manager, (907) 336-1490
- Number of proposal copies: 12 bound and 1 unbound
- Evaluation Period: January 21 – February 1, 2019
- Interview Period: February 4 – 15, 2019
- Contract presented to City Council: February 19, 2019

RESPONSE TO THIS REQUEST FOR PROPOSAL IS TO BE PROVIDED IN THE FOLLOWING FORMAT:

- Letter of Interest: Cover letter indicating interest in the project and identifying the firm's ability to provide services needed.
- Introduction: A brief description of the firm including the number of years the firm has been in existence, range of professional services, office locations, and staff size.
- Work Program: In the project overview, describe the general project approach and process to be employed, describe a process approach that was used in the past to successfully complete a similar project, describe the proposed project schedule including timeline of major milestones, deliverables, and completion.
- Experience and Qualifications: Brief documentation of the firm's prior work relevant to this RFP including the name, address, and phone numbers of client references and the primary contact persons.
- Consultant Personnel: Identify individuals from the firm's professionals and others who will work on the project.

- A List of Clients: Provide a list of comparable clients for which similar services have been provided in addition to contract information.
- Timeframe Flow Chart: Submit a flow chart with estimated project timeframe for meeting important project targets.
- Estimated Cost: Submit cost estimates for Comprehensive Plan Objectives and separate costs for Alternate Items.

CONSULTANT SELECTION PROCESS

Proposals will be reviewed by the RFP Review Committee. The Committee reserves the right to request additional information from consultants submitting proposals. The following criteria will be considered in evaluation of the proposals and the recommendation of up to three consultants by the selection committee:

- Capabilities and previous experience in comparable projects and specialized experience and technical competence of the consultant.
- The firm's general approach to the project. Although the City has identified the general nature of services required, the consultant is given leeway toward the approach to the methodology to provide the proposed services.
- Past record of performance on contract with other governmental agencies including such factors as quality of work, cost control, and demonstrated ability to meet scheduled deadlines.
- Capacity of the candidate to perform the work in a timely manner and affirmatively respond to the inquiries and schedule of the City and dedicate the appropriate personnel as the schedule dictates.
- Qualifications of individuals who will have direct involvement in tasks on this project.
- Compatibility with the City's financial obligations.

The Consultant Selection Committee will interview firms and requires that principal personnel to be assigned to the project be present for the interview. Upon selection, the City will negotiate a contract with the firm.