



STATE OF WASHINGTON

DEPARTMENT OF COMMERCE

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RFP Summary of Questions & Answers and Revisions Buildable Lands Program Guidance Development, RFP #18-63321-001

1. RFP Questions and Answers: The following questions were received on 9/7/17, and answered on 9/11/17:

- **Q: The project objectives include the “appropriate public participation by affected stakeholders...”. How does the Department of Commerce (DOC) view “appropriate public participation?”**

A: The project objective for appropriate public participation by affected stakeholders is taken directly from the new law (ESSSB 5254 (2017)) which states that COMMERCE “shall enable appropriate public participation by affected stakeholders in the development of the guidance”.

COMMERCE would like each Consultant to propose how they would meet this objective for the buildable lands program. To the extent that the Guidelines must comply with all GMA laws, Consultants may find the public participation section of the GMA at RCW 36.70A.035 helpful. Also, the “Open Public Meetings Act” (OPMA) may apply depending on the type of meetings and hearings held. (For further information see [Ch. 42.30 RCW](#)).

COMMERCE expects to work with the selected Consultant and stakeholders to establish a more detailed work plan and public participation plan for developing the new guidance. COMMERCE encourages Consultants to develop proposals that explore the broad spectrum of “appropriate public participation”.

Please also refer to the Minimum Qualifications (Section 1.3) that require Consultant have “Experience servicing private and public sector clients on complex land use issues” and “Experience facilitating successful conversations and meetings between stakeholders with diverse policy interests”. These levels of experience may hopefully assist with proposing public participation options. Also, COMMERCE encourages Consultants to also review the RFP Technical Proposal requirements (Section 3.3), under

Project Approach/Work Plan, which states: “The consultant may also present any creative approaches that might be appropriate and may provide any pertinent supporting documentation”.

- **Q: The RFP also asks for a consultant experienced in facilitating conversations multiple local governments and stakeholders. Does DOC envision forming an advisory/technical committee of stakeholders for the duration of project as part of public participation? Is outreach to the broader public also needed?**

A: Yes, COMMERCE envisions forming an advisory/technical committee, or “steering committee” of stakeholders for the duration of the project as part of public participation. The final details of such an advisory group has not yet been determined and may change or evolve once a Consultant is selected. COMMERCE assumes it will take lead responsibility for forming an advisory group or steering committee, but also welcomes Consultant input. The Consultant may then focus more on working with this group and stakeholders, rather than responsible for creating it. Please refer to the RFP and the description for the Technical Proposal – Project Approach/Work Plan (Section 3.3(C)).

Outreach to the broader public may also be needed or desired during the project, but this detail has not been determined. Please see the answer above to the question of “appropriate public participation”. Consultants are encouraged to be creative in proposing additional public participation steps.

- **Q: Does DOC envision the Guidebook as outlining best practices for the Buildable Lands program or as a more prescriptive methodology and approaches for each jurisdiction to follow?**

A: The specific outline and content for the Guidebook has not been determined. When completed, the new Guidebook will replace the current Guidebook (published in 2000).

Commerce expects the new Guidebook to address, at a minimum, the topics outlined by the Legislature in the new law (ESSSB 5254 (2017)) and described in the RFP. It is up to the Consultant to determine which approach to take. Please refer to Section 3 – “Proposal Contents” in the RFP. The Consultant may draw upon knowledge and experience with the Buildable Lands Program, to propose concepts for an approach to the Guidebook.

The RFP also outlines minimum qualifications for Consultants (Section 1.3), including “Experience writing technical assistance and guidance”, and “Experience serving public and private sector clients on complex land use issues”, which may assist with proposing these visions for the Guidebook. Again COMMERCE welcomes a creative approach from the Project Approach/Work Plan (Section 3.3(C)).

- **Q: Section A in the scope cites the review and evaluation of regulations and assumptions of cities/counties. Should this be a comprehensive survey of all jurisdictions in the seven counties required to review and evaluate their buildable lands program? Or, would a case study approach be acceptable instead of a review of each jurisdiction?**

A: At a minimum, the Consultant must consult with the seven (7) counties required to comply with this legislation (ESSSB 5254 (2017)). Each county may have already established a process for how data is collected from each of their cities. If any of the established process is not adequate, a new approach may be warranted and this could include a “case study approach”. There is a Technical Advisory Committee comprising of staff from all seven counties – Buildable Lands Advisory Committee (BLAC) that was formed when Buildable Lands was first adopted. A meeting with this group may help address this question. Beyond that, COMMERCE welcomes proposals that explain how they would further conduct outreach, if needed.

- **Q: Section B asks for guidance for the buildable lands program generally. Not all the topics listed directly link to the implementation of the buildable land programs, though. For example, Section B.viii addresses strategies for increasing local government capacity to invest in infrastructure. How does the work items listed in Section B relate to the development of the project deliverables, specifically the Guidebook? Is DOC looking for guidance on how each topic should be factored into the buildable lands program?**

A: Yes, the Consultant should propose how it would incorporate this into a Guidebook. It is obvious that infrastructure costs (roads, sewer, stormwater facilities, etc.) have impact on cost of development. There is also a nexus between density and infrastructure in urban areas. All of these factors relate to buildable lands implementation. These are topics that could affect housing costs and ability to achieve urban density targets called for in the GMA. COMMERCE anticipates that Consultant proposals will clearly link these topics to buildable lands and articulate strategies/guidelines on how buildable lands jurisdictions could achieve these goals.

- **Q: Section B.v.1 and Section B.vi.1 both address the effects of regulation on housing, which seem to be duplicative. Can some of the items in Section B be combined or grouped or should each be addressed individually?**

A: The Consultant may address items individually or combine its discussion of sections if that better fits their vision and proposal. Please just make sure that each sections is addressed as necessary and identified or labelled. Whichever approach you choose, please make sure to clearly reference and address all sections required in the RFP, so evaluators are able to clearly follow the proposal.

2. RFP Questions and Answers: The following questions were received on 9/8/17, and answered on 9/11/17:

- **Q: In Section 3.3.C, [the RFP] discusses that Commerce will put together a Steering Committee. [Will it be] the Consultant's responsibility to put together meeting materials, lead the conversation, put together agendas, etc. [Will Commerce] be the sponsor for the meetings but the Consultant doing all the background work and coordinate that with Commerce? Can you confirm?**

A: Yes, COMMERCE is in the process of putting together a steering committee, but the Consultant will facilitate the meetings, develop agenda and determine frequency of meetings and outreach. Please refer to Section 3.3(C), when outlining the proposal Project Approach and Work Plan. (Also see the response to a question about a technical/advisory committee under Section #1 above.)

- **Q: Please confirm that the last Buildable Lands Program effectiveness technical report is the 2007 version, and is the last Buildable Lands Program Guidance the [version] from 2000?**

A: The last Buildable Lands Program Guidelines document was completed and published in June 2000. When the new guidelines are completed in 2018, it will replace the 2000 edition. Commerce completed the only Buildable Lands Program Effectiveness Report in 2007.

3. Revision: The following RFP amendment was released on 9/6/17:

- (a) Under the RFP schedule (page 9) the “Question & Answer Period” and “RFP addendum” descriptions are modified for clarity. The final date for publication of final answers to questions, and final addendum to the RFP, is extended to 9/12/17.

2.2. ESTIMATED SCHEDULE OF PROCUREMENT ACTIVITIES

Issue Request for Proposals	August 22, 2017
Question & answer period Question submittal period	August 22 – September 8, 2017
Issue last addendum to RFP Publish answers to questions submitted and issue last addendum to RFP (if any).	September 6, 2017 September 12, 2017
Proposals due (5:00 p.m.)	September 22, 2017
Evaluate proposals	September 25 – October 6, 2017
Announce “Apparent Successful Contractor” and send notification via e-mail to unsuccessful proposers	October 9, 2017
Hold debriefing conferences (if requested)	October 10 – October 16, 2017
Negotiate contract	October 9 – October 20, 2017
Begin contract work	October 23, 2017

- (b) Minor typographical errors are corrected on pages 16 and 17. These edits are highlighted in the revised RFP.