

2008-114
REQUEST FOR PROFESSIONAL SERVICES
Silverdale Financial Analysis

1.0 PROJECT DESCRIPTION

Kitsap County is seeking a qualified consultant to prepare a draft and final report of the impacts of the incorporation of the Silverdale urban growth area (UGA) both to the County and to a future City of Silverdale. The project should review expenditures required and revenue generated by the Silverdale UGA. The project shall also analyze the current operation and maintenance and future capital improvement costs for infrastructure and services within this UGA. The analysis of revenue will focus on both current County and potential City mechanisms and the funding produced by each.

- 1) Analysis of general operation and maintenance expenditures over a six-year period for the Silverdale UGA. The services analyzed should include the following (examples below each service):
 - Wastewater
Existing plants, pump stations, and conveyance lines
 - Stormwater
Existing regional and development-specific retention/detention systems
 - Transportation
Roadway paving, culvert clearing, sign and signal upkeep
 - Law and Justice (Prosecutor, Jail, Sheriff)
Patrol, arrest, prosecution and incarceration; public education
 - Building/Planning
Permit processing, inspection, land use review, long-range planning
 - Parks & Recreation
Park and trail maintenance
 - Solid Waste
Recycling programs, hazardous waste, public education
- 2) Analysis of future capital improvement expenditures for the Silverdale UGA over the twenty-year planning period. The improvements analyzed should include the following (examples below each service):
 - Wastewater
Pump stations, trunk lines, plant capacity improvements
 - Stormwater
Regional detention/retention systems, outfalls
 - Transportation
Roadways, bike lanes, pedestrian amenities, culvert replacement/enhancement
 - Law and Justice (Sheriff and Jail)
New or expanded police stations and jail facilities
 - Parks & Recreation

- Parks and open space acquisition, trail development, new/expanded sports fields
 - Solid Waste
Transfer station improvements
- 3) Analysis of County revenues generated by the Silverdale UGA of the previous five-years. Analysis methodology should be replicatable for future redevelopment grant applications. Revenues analyzed should include the following:
- General Property Tax
 - Sales Tax
 - Real Estate Excise Tax
 - Leasehold Tax
 - Road Fund Property Tax
 - State and Federal Grants
 - Permit Fees
 - Transportation Impact Fees
 - Park Impact Fees
 - Lodging Tax
 - Gambling Excise Tax
 - Fines & Forfeits
- 4) Development of a tiering system for potential inclusion of areas in the future city limits of Silverdale.
- 5) Determination of a potential logical boundary for a future City of Silverdale.
- 6) An information package developed specifically for use in public information and outreach programs.

An Incorporation Steering Committee may be formed to review and develop the aforementioned items.

2.0 PROJECT SCHEDULE

The project is expected to be completed by December 2008, with a draft report available by August/September 2008. A detailed schedule shall be developed as part of the scope and budget.

3.0 EXPERIENCE

Listed below is a list of required and desired experiences.

- Expertise in project management and facilitation of technical and citizen working groups.
- Expertise in urban and regional planning under the State Environmental Policy Act (SEPA), State Growth Management Act (GMA) and Hearings Board Decisions.
- Expertise in Capital Facility Planning as required under GMA.

- Expertise in public administration and finance for both County and City.
- Expertise in using Geographic Information Systems (GIS).
- Knowledge in Washington State public/private capital funding mechanisms.
- Knowledge of boundary review board and incorporation procedures under as prescribed under state law.

4.0 CRITERIA FOR SELECTION

The County may use the following criteria for selection of consultant firm and/or team:

- Demonstrated success with similar projects.
- Quality of experience and expertise in working with taskforces and/or technical and citizen working groups.
- Verbal and written communication skills.
- Organization and project management skills.
- Quality of references.
- Ability to undertake and complete projects in a timely manner.
- Cost of providing services and deliverables.

5.0 SUBMITTAL REQUIREMENTS

The consultant's summary of qualifications should include, at a minimum, a coversheet that contain pertinent contact information (i.e. firm name, address, phone and fax numbers, and name of project manager), as well as identification of all key personnel and associated capacities to be assigned to the project. Five copies of an expanded summary of qualifications must be received at the address noted below no later than 4:00PM (P.S.T) on February 22, 2008. Responders are solely responsible for ensuring that summary of qualifications is delivered on time. Responses received after the due date and time may be returned unopened. Faxed responses will not be accepted. Please submit six (6) copies of the expanded Statement of Qualifications to the following contact person:

R'Lene J. Orr
Kitsap County Department of Administrative Services
Purchasing Office
614 Division Street MS-21
Port Orchard, WA 98366
Phone: 360-337-4410

Technical questions should be directed to Angie Silva, Special Projects Planner, Office of Board of Commissioners (360) 337-4841 and asilva@co.kitsap.wa.us.