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## REQUEST FOR QUALIFICATIONS Form-Based Code for Multi-Family Infill

### BACKGROUND

The City of Langley is a small historic town located on the south end of Whidbey Island overlooking Saratoga Passage. It is a charming community that is characterized by the convergence of beautiful and inspiring natural environments and its historic downtown. Because of these assets Langley is often called the “Village by the Sea”. It is a vibrant, artistic, human-scaled and walkable community that supports social and cultural connections amongst locals and visitors. Although the City is only one square mile in area, it is the artistic, cultural, retail, service and entertainment center for South Whidbey, attracting visitors, retirees, businesses and new families. The City has a downtown core, secondary commercial districts, a marina, an ‘arts and recreation’ district, and surrounding residential neighborhoods as well as parks and open spaces scattered around the community.

The City’s estimated population is 1195. Most of the residentially zoned land is in single family zone districts. The existing housing inventory is made up of approximately 72% single family and 28% duplex and multi-family units. Recent years have seen a small decrease in the ratio of multi-family to single-family units. Smaller household size, a growing aging population and increasing development costs support the need to increase the number of multi-family units.

The City of Langley adopted its Comprehensive Plan in March 2018. The plan includes over 40 goals and policies that support to differing degrees the integration of multi-family into single family neighborhoods and support the use of innovative planning strategies to achieve the same.

There is approximately 1 acre of undeveloped lands in the City Residential Mixed (RM) for multi-family housing. The RM zoning code is a suburban standard and not conducive to good design particularly on smaller lots. For example, the setbacks are the same between single family and multi-family zone districts. Also, the existing design guidelines are generic and don’t provide clear guidance for developers and do not provide community members with a clear understanding of what they might expect to see developed in the City. Recent discussions with the owner of two of these parcels has revealed that greater density can be achieved if the lands were downzoned to the RS5000 zone district and the developer builds the permitted one single family residence and two accessory dwellings.

There is approximately 4 acres of un- or underdeveloped land in the RS5000 zone district. The zone district is located within ½ mile of the downtown core and therefore very walkable. On

lots where there are older smaller homes there are opportunities for infill development. The City recently upzoned 40 lots to the RS5000 zone district. This has resulted in one boundary line adjustment to create a developable lot and another application has been received to short plat one large lot into three.

There is approximately 110 acres of un- or underdevelopment land in the RS7200 zone district. Approximately 35 acres is not serviced by sewer. The Municipal Code restricts development on unsewered parcels to one dwelling unit and one accessory dwelling unit. No subdivision is permitted unless the parcels are served by sewer. Currently approximately 65 % of the City is not serviced by sewer. The City has embarked on multi-faceted infrastructure project that includes extending sewer to portions of the City that are not serviced. Most of this area is in the RS7200 zone district. In November 2019, the electorate voted in favor of a bond measure for \$3 M and the County has confirmed grant funding for an additional \$4 M. The City has hired the engineering firm who is responsible for constructing the project. The engineering and planning work is underway and is estimated to be completed by the end of 2020. Construction work will begin in 2021.

Form-based codes tend to provide greater predictability about the visual aspects of development, in particular how well it fits in with the existing context of the community. Infill multi-family housing units are proposed to be permitted by right in the new form-based code that would apply to two single family zone districts and the mixed residential zone district. The large lot zone district RS15000 is not be included. Eliminating the requirement for owners and developers to rezone their property to the RM zone would reduce a significant hurdle as well as costs for a developer to develop infill multi-family dwelling units. As the City has not adopted an EIS an applicant would still need to undergo a SEPA determination unless the development meets the exemptions in WAC 197-11-800.

The maximum density permitted in the LMC is 15 units per acre. There are provisions for density bonusing in some zone districts meeting specific criteria, however these provisions are predominantly for single family dwelling development. These FBC amendments shall permit higher density development.

## **PROJECT OVERVIEW**

The City of Langley has received grant funding from the Department of Commerce as per RCW 36.70A.600 to prepare and adopt a Form Based Code for Multi-Family Infill (FBC-MF). The grant also requires the code be amended to permit triplexes by right. Duplexes are currently permitted in all residential zone districts. The City of Langley is requesting qualifications from professional consulting firms with the necessary skills to prepare a Form Based Code. The housing typology envisioned for the code is the missing middle that is sensitive to Langley's small-town context.

This form-based code would apply to two single-family zone districts (RS5000 and RS7200) and the Residential Mixed (RM) zone district to enable infill multi-family housing. This action includes authorizing at least one triplex on each parcel.

## **PROJECT SCOPE**

The following professional planning services and general scope of work are anticipated. However, consultants are encouraged to expand on this description and to suggest alternative approaches and strategies they believe will better achieve the City's objectives.

The response to the RFQ should include a proposed scope of work and proposed budget for the following general steps:

### **Phase I**

- In consultation with staff, refine the community engagement process
  - Community engagement shall include a minimum of two (2) community meetings. The City anticipates the first meeting/workshop will include a visioning process, and additional issue identification. The second meeting will be to present the draft FBC and Regulating Plan in Phase II below. The meetings/workshops will be with Planning Advisory Board, Council, citizens, local businesses and other stakeholders.
  - Community engagement shall also include provisions to educate the community and stakeholders about the advantages and challenges of a form-based code.
  - Given our current reality with the declared emergency related to the COVID pandemic, both meetings may have to be held using online engagement tools. Provide details of possible online engagement tools, as necessary.
  - The City will manage setting meeting dates, securing venues and notice.
- Assess existing conditions of the built environment other relevant data and review existing code
- Prepare draft regulating plan, zone district regulations and architectural/design standards
- The draft FBC must be integrated into the City's existing regulatory framework in a manner that insures procedural consistency, meshes with state and local legal requirements, provides clarity as to applicability of existing regulations, and maximizes the effectiveness of the code.

### **Phase II**

- Prepare a draft FBC, regulating plan and related documents including recommended related code amendments for consideration by Planning Advisory Board and City Council.

Staff will be responsible for taking the draft code amendments and ordinance through the adoption process.

### **Relevant Plans and Policies**

City of Langley Comprehensive Plan (2018)

City of Langley Design Review Standards

Langley Municipal Code Ch. 18.22.230 Design Guidelines for Townhouse units

LMC Ch. 18.25 Performance Standards – MultiFamily

LMC Ch. 18.34 Design Review

LMC Ch. 18.11 Wharf St Overlay  
LMC Zoning Map (2019)  
GIS layers as needed

The firm selected for this project will provide leadership throughout the planning process. This project should result in a comprehensive FBC-MF, review of related code and recommendations for amendments to ensure consistency,

The deadline for responses to the Request for Qualifications is **May 25, 2020 at 4 pm.**

**Some of the meetings may be held remotely.** The final set of tasks will be determined through a contract and approved scope of work.

### **SUBMITTAL**

Interested parties shall submit three identical copies and include the following items, along with other material to demonstrate Consultant's expertise and capability;

**1. Description of Approach**

Describe the Consultant's typical approach to projects similar to this one, including the nature of the public process and extent of public involvement.

**2. Team Expertise**

Provide a brief description of general qualifications, the multi-disciplinary nature of the team assembled for the project, specific examples of relevant experience creating form-based codes and a list of key personnel that would be working on this project.

**3. Comparable Projects**

Provide a summary of form-based code projects in progress or completed, with the following information for each code:

- a. Reference name, with current contact information.
- b. Current status of the code (drafting in progress, completed or adopted)
- c. Nature of public involvement in preparing the code.
- d. Size and scale of the geographic area.
- e. Type of development (greenfield or infill or cite wide)
- f. Type of code (integrated into existing code or overlay zone)

**4. Sample Code Documents**

Include one or more sample code documents from the list of comparable projects. If this document is the code as proposed by the Consultant, please also include the code as formally adopted by the municipality and a brief explanation of differences between the two.

### **CONSULTANT SELECTION AND EVALUATION PROCESS**

Proposals will be accepted from individuals, organizations (profit or non-profit), or other collaborative arrangements that:

- Are qualified to conduct business in the State of Washington and the City of Langley
- Have experience in preparing municipal form-based codes that regulate development and redevelopment in different communities.

The City reserves the right to:

- Qualify, accept, or reject any or all submissions as deemed to be in the best interest of the City.
- Accept or reject any or all submissions and to waive irregularities or technicalities in any proposals when in the best interest of the City.
- Accept or reject any exception taken by a proponent to the terms and conditions of the RFQ.
- To request additional information to clarify the content of a proposal.
- To verify the information received in a proposal. If the proponent knowingly and willfully submits false information or data, the City reserves the right to reject the proposal. If it is determined that an agreement was awarded based on false statements or data submitted in response to this RFQ, the City reserves the right to terminate the agreement without notice.
- Withdraw the RFQ at any time without prior notice. The City makes no representation that any contract will be awarded to any respondent to the RFQ.

The City shall be the sole owner of all materials, information and data developed for this project, regardless of form. These terms or similar will be conditions of the final contract.

Interviews may be held to determine the final successful consultant. Any costs associated with interviews shall be the responsibility of the respondent.

If an insufficient number of proposals are received or the proposals received are inadequate or do not meet the terms of the RFQ or are not cost effective, the City may, at its sole discretion, reissue the RFQ, enter into a contract with a consultant of its choice, or delay or abandon the project.

#### **Evaluation Matrix**

<b>Criteria</b>	<b>Points</b>
Responsiveness and completeness of RFQ	10
Team and subconsultant qualifications, credentials, and experience	25
Approach and project understanding	25
Plan budget and value to the City	20
Team schedule and availability	10
Use of local professionals	5
Value added	5

The City will conduct a preliminary evaluation of all proposals to determine compliance with requirements and mandatory document submissions.

The City encourages:

- The use of local professionals in each project to retain maximum economic benefits tied to the community.
- Successful firms to plan and budget for minimum required travel costs as part of the project to make the best possible use of the City’s funding.
- Minority and women-owned firms and veteran-owned firms are afforded the maximum practicable opportunity to compete for and obtain public contracts for services.

**Consultant Selection Schedule**

The following is the proposed schedule and key dates for finalizing a consultant contract. All dates are subject to change.

RFQ Issued	April 20, 2020
<b>RFQ Close</b>	<b>May 25, 2020 (4 pm)</b>
Question period ends	May 8, 2020
Review of proposals	Week of May 25 <sup>th</sup>
Consultant selection	Week of June 8 <sup>th</sup>
Resolution authorizing contract by City Council	June 15, 2020
Project Commencement	June 22, 2020

Questions received from consultants related to proposal submissions and their responses will be posted on the City website. All questions must be received by May 8, 2020. Any questions received after May 8<sup>th</sup> will not receive a response.

**BUDGET**

The budget for this project is \$65,000.

**INQUIRIES**

Direct questions regarding the RFQ to:  
Brigid Reynolds, Director of Community Planning  
City of Langley  
[planning@langlewa.org](mailto:planning@langlewa.org)

**SUBMITTALS**

Three copies of your submittal package may be mailed to:  
City of Langley  
PO Box 366  
Langley, WA 98260  
Attention: Brigid Reynolds

Or maybe sent via drop box  
Email Brigid Reynolds at [planning@langleywa.org](mailto:planning@langleywa.org) to access the drop box.  
Please note the City does not have the ability to reproduce documents larger than 11 X 17.

Issued: April 20, 2020