



Request for Proposals
King Conservation District Board Election Zoning
March 2023

INTRODUCTION

King Conservation District (KCD) seeks an independent consultant or consulting team with geographic information system (“GIS”) expertise and experience and a demonstrated ability to work effectively in a politically sensitive environment to establish three zones within King Conservation District’s boundaries. Based on criteria provided by King Conservation District and following statutory and regulatory requirements, the consultant will draft a zoning report, produce District maps, and provide demographic analysis of the proposed plan.

KCD is a special purpose district authorized by Washington State and guided by the Washington State Conservation Commission (Commission). Our mission is to promote the sustainable use of natural resources through responsible stewardship.

Since 1949, KCD has been helping the people of King County manage their natural resources and build resilient communities. We promote conservation through demonstration projects, education, and providing technical assistance and, in some cases, providing or pointing the way to funds which may be available for projects. KCD has no regulatory or enforcement authority and only works with those who choose to work with us. In addition to funding its core programs, KCD offers grant funding and cost-share programs to support stewardship congruent with its mission.

KCD is a special division of local government run by an all-volunteer board of five supervisors – three who are elected locally and two who are appointed by the Commission. The term of office for each supervisor is three years.

KCD’s election authority resides in RCW Chapter 89.08 and its elections do not fall under the state statute for general elections. Washington State Law allows for dividing conservation districts into three zones when requested by the district’s board of supervisors and approved by the Commission per RCW 89.08.190.

With the adoption of Resolution NO. 22-002 on August 8th, 2022, KCD’s Board of Supervisors resolved to:

- 1) Create three geographical zones for elected board of supervisor elections to ensure representation of all parts of King County: a. Having roughly equal population, and b. Being contiguous, compact and convenient, and c. Following existing natural geographic and political subdivision boundaries; and

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- 2) Hire a consultant to develop three zones; and
- 3) Conduct an inclusive community engagement process to receive input and feedback on the zone proposal.

The deadline for submittal of proposals is April 17th, 2023 by 5pm Pacific Time.

Two hard copies of the proposal must be submitted to KCD no later than the deadline listed above. All proposals must be sealed in an opaque envelope and clearly marked “Proposal for King Conservation District Board Election Zoning.” The official clock for submissions is located at KCD (address listed below).

All proposals and accompanying documentation will become the property of KCD and will not be returned. Vendors accept all risks of late delivery of mailed proposal regardless of fault. Costs for developing the proposal in response to the RFP are entirely the obligation of the vendor.

RFP Mailing and Drop Off Address:
 King Conservation District
 Re: Proposal for Regional Food System Program Evaluation
 800 SW 39th St, Suite 150
 Renton, WA 98057

This Request for Proposals includes the following sections:

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1. DISTRICT BACKGROUND

King Conservation District (KCD) was founded in 1949 and operates as a special purpose district under the authority of the State of Washington (Revised Code of Washington 89.08). The mission of KCD is to promote the sustainable use of natural resources through responsible stewardship. KCD is governed by a 5-member Board, 3 elected at large by the citizens of King County and 2 appointed by the State Conservation Commission. They are volunteer public officials who determine matters of policy, oversee the budget and management of the Executive Director. The Board hires a full-time Executive Director who is the lead administrator coordinating day-to-day activities. An Advisory Committee of 15 elected officials and senior staff from cities, the County, and organizations across King County provides policy recommendations to the Board of Supervisors.

2. OBJECTIVES

The purposes of this project are to:

1. Propose three geographical zones for elected board of supervisor elections to ensure representation of all parts of King County:
 - a. Having roughly equal population, and
 - b. Being contiguous, compact and convenient, and
 - c. Following existing natural geographic and political subdivision boundaries.
2. Conduct an inclusive community engagement process to receive input and feedback on the zone proposal.

Necessary components of this project will include:

1. The consultant shall acquire an in-depth understanding of the Conservation District election process, including all applicable state and federal election and voting laws and the statutory and regulatory requirements of Conservation Districts.
2. The consultant shall obtain 2020 Census and other data, demographic information, maps, and other required materials showing boundaries of neighborhoods, community planning areas, and existing KCD boundaries.
3. The consultant shall provide and present relevant geographic and demographic data analysis to the KCD Board of Supervisors to assist in the formulation of a district zoning plan.
4. The consultant shall provide KCD with direct access to relevant GIS digital data, maps, and working documents. If requested, the consultant will provide basic training or assistance sufficient for KCD to access, interpret and operate the digital data and maps.
5. The consultant shall facilitate KCD's public outreach, to the extent feasible within the budget.
6. The consultant shall create district zoning plan alternatives based on criteria provided by KCD, using 2020 Census tract, block group, and block data and other relevant information, and provide detailed geographic and demographic analysis of the plans.
7. The consultant shall provide maps for all district zoning plans presented to the KCD Board of Supervisors in web-ready maps, JPG, PDF, and other digital formats as requested. The consultant shall provide or facilitate creation of large format paper maps, if requested.

- 8. The consultant shall provide detailed and explicit description of how principles of racial equity and representation are integrated into all proposed district zoning plans presented to the KCD Board of Supervisors.
- 9. The consultant shall be available to attend and participate in KCD meetings and public hearings.
- 10. The consultant shall outline distinguishing features and key differences of competing district zoning plans to aid in the presentation of the plans to KCD Supervisors and at public hearings.
- 11. The consultant shall be available to attend and participate in the presentation of plans at public hearings, if requested by the KCD Board of Supervisors.
- 12. The consultant shall be available to discuss and present the plans to the State Conservation Commission.

3. DISTRICT’S RESPONSIBILITIES

KCD staff will provide the consultant with all relevant information it has pertaining to KCD, its operations, and current boundaries. KCD may provide additional documents and information as requested from the consultant.

4. PROPOSAL FORMAT

Proposals shall be a maximum of 12 pages, including any attachments, and include the following information:

- a. Cover letter summarizing the proposal.
- b. Scope of work (a description of the work program including a description of deliverables, activities, and time estimates for completing each element). Include methodologies you would employ and indicate your experience or success in employing such methodologies on other projects. Be explicit in describing how you will integrate principles of racial equity and representation and indicate your experience or success on other projects. List the software tools and other resources you will use and briefly describe noteworthy features.
- c. Description of the Project Team. The names, title, and qualifications (resumes) of the proposed project manager and support staff who will be conducting the work on this assignment, including their experience and projects in which they had “hands on” responsibility.
- d. Schedule of billing rates and an all-inclusive fee that includes associated costs (i.e. printing costs, attendance at meetings, travel). Please identify project costs associated with the proposal, indicating the hourly rates that apply to each team member and total estimated cost based on assigned tasks. Also include all additional expenses that would be charged and how the expenses will be calculated.
- e. A list of three (3) references for similar projects, including contact information.

5. BUDGET/CONTRACT

KCD wishes to negotiate a contract with a “not to exceed” dollar total based on a clearly defined scope of work. The selected consultant will be required to enter into a standard professional services contract outlining roles and responsibilities, scope, timelines, and expectations of the parties. The maximum budget for this project is \$60,000.

6. SCHEDULE

The following is an outline of the selection procedure and a tentative time schedule:

Event Date	Date / Time
Release RFP	March 17 th , 2023
Questions about RFP due	March 31 st , 2023

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Deadline for submission of proposals	April 17 th , 2023
Proposal evaluation complete	May 17 th , 2023
Contract award	June 17 th , 2023
Work complete	December 15 th , 2023

7. SELECTION CRITERIA

Proposals will be evaluated based on the following criteria:

Evaluation Criteria	Weight
Staff expertise and overall experience of personnel assigned to the work.	25
Scope of work methodology – Approach to project.	25
Thoroughness and understanding of the tasks to be completed. Overall content quality.	15
Background and experience in districting or zoning for elections, including stakeholder outreach. Recent experience, preferably in a local government setting, conducting similar activities.	25
Cost	10
Total:	100

8. DISCRETION AND LIABILITY WAIVER

KCD reserves the right to reject all proposals or to request and obtain supplementary information as may be necessary for KCD staff to analyze the proposals pursuant to the consultant selection criteria listed above. The consultant, by submitting a response to this RFP, waives all right to protest or seek any legal remedies whatsoever regarding any aspect of this RFP.

9. CONTACTS

All communication concerning this RFP should be directed in writing to the RFP Coordinator listed below. Any oral communications will be considered unofficial and non-binding on KCD.

Rosa Méndez-Perez
Executive Director
800 SW 39th St, #150
Renton, WA 98057
425-282-1900
rosa.mendez@kingcd.org