

CITY OF WALLA WALLA
REQUEST FOR PROPOSALS
COMPREHENSIVE PLAN UPDATE

Date of Request: August 19, 2016

Proposals Due: September 16, 2016 at 4:00 p.m. PDST

The City of Walla Walla, Washington is requesting proposals to provide Planning Services to update the 2007 City of Walla Walla Comprehensive Plan (adopted November 2008) in accordance with RCW 36.70A and WAC 365-196.

PLAN UPDATE SCOPE:

Walla Walla is seeking a qualified consulting firm to assist in a major update to the City's Comprehensive Plan with the objective of providing the City and the community with a document that is consistent with already adopted city plans and a legally defensible tool to guide the City's decision making and development over the next twenty years to the year 2040. A primary goal of the plan update will be to have an end product that is useable and easy to understand for all.

A broad overview of the comprehensive plan update and services requested:

- **Public Participation:** coordinate and support a public participation process. Responders should be aware that Community Council, a non-profit entity in the Walla Walla Valley that facilitates public involvement and consensus building for a range of issues, is conducting a community conversation process on what the region wants for our future. The goal of this project is to provide a high level vision for the future that will be incorporated into our comprehensive planning update process. Consultant will be expected to incorporate this effort into an overall public participation plan.
- **Policy Review and Update:**
 - **Land Use:** review of current land use and prepare a range of alternatives; reviewing the land capacity analysis prepared by city staff; analysis of the current urban growth area and potential revisions; and ensure existing policies are relevant and recommend new policies if needed.
 - **Housing:** Affordable Housing is an emerging issue within Walla Walla. How do we address housing needs within the city?
 - **Transportation:** Responders should be aware the City has selected a consultant already for the Transportation Plan, DKS Associates, and the consultant selected for the comprehensive plan update will need to work with the transportation plan consultant.
 - **Capital Facilities Plan:** This is a gap of the city's current comprehensive plan and we expect the update of this element will be substantial and included collaboration with city staff, neighboring jurisdictions, and the Walla Walla School District.
 - **Parks and Recreation:** Work with the Parks & Recreation Department to update this element.
 - **Environmental:** Review and evaluate the City's policies and critical areas ordinance to ensure the City is utilizing the Best Available Science for urbanized areas.

- Utilities: Review and update as needed, working with the City's Public Works Department.
- Shoreline: Walla Walla's Shoreline Master Plan was recently updated (adopted by City Council in May 2016) and forwarded to Department of Ecology for approval. The SMP will need to be integrated into the comprehensive plan update.
- Explore the potential of including a Historic Preservation Element and an Economic Development Element.
- State Environmental Policy Act (SEPA): Scope of work will include an Environmental Impact Statement (EIS). With the previous update adopted in 2008, an EIS was prepared and the City anticipates this will be required with this update. The City is open to an integrated document or standalone.
- Review and identify existing development regulations that need to be revised or updated to be consistent with the major comprehensive plan update. The City is open to flexibility in its regulations, but at the same time providing direction to applicants, possible incentives to promote desired land uses, and explore design standards for key areas of the city. It is anticipated that city staff will be the primary lead on the development regulation update with some support from the consultant.
- Coordinate the City's update with Walla Walla County and the City of College Place and their update efforts.
- Support city staff in the presentation of materials and amendments to the Planning Commission and City Council.

SCHEDULE/BUDGET:

The Comprehensive Plan (inclusive of the transportation plan) must be submitted to the Department of Commerce Growth Management Services no later than June 30, 2018. It is anticipated that the contract would be finalized in October 2016. The City may conduct a half day workshop with the selected firm to work out a detailed scope of work, then seek to negotiate a contract, fee, schedule, etcetera. If unable to reach an agreement, the City will terminate negotiations and commence negotiations with the second-ranked firm, and so forth. Ultimately, the contract shall be approved and awarded by the City Council at a regularly scheduled City Council meeting towards the end of October. Work on the plan update should begin in November 2016 and continue until the submittal deadline.

Development Services has an approved budget of \$50,000 in 2016 and requesting \$60,000 for the 2017/2018 budget cycle for the comprehensive plan update.

DESIRED QUALIFICATIONS

- Experience in working with citizens, boards, commissions, city council, special interest groups, and volunteer organizations.
- Knowledge and experience in the preparation of comprehensive plans in Washington State, including land use, urban design, capital facilities elements, and economic development.
- Experience/expertise in public involvement programs and consensus building among varied interest groups.
- Experience in preparing EIS documents.
- Familiarity with Growth Management Act, Washington State Environmental Policy Act, any hearings board decisions that affect our city/region.

PROPOSAL SUBMITTAL:

Proposals sealed and clearly marked, "City of Walla Walla Comprehensive Plan Update" are due no later than 4:00 p.m. on Friday, September 16, 2016, to the Development Services Department at 55 E. Moore Street, Walla Walla, WA 99362.

The proposal shall be limited to twenty (20) single-sided pages. This number of pages excludes resumes, dividers, and cover letter. The proposal shall be printed on 8 ½" x 11" pages with margins set at 1" and have a minimum text font of 11 pt. The proposal shall include the following information:

- **Project Manager and Team Experience** – Identify the Project Manager and key personnel who will be responsible for and actually work on this project, and their specific roles (including any sub-consultants). List the team's relevant experience in similar projects. Provide brief previous project experience summaries.
- **Project Understanding and Approach** – Describe the tasks that must be accomplished to complete the project, any challenges you foresee in this project and a narrative description of how the firm proposes to execute the project within the required schedule. This shall include a proposed public involvement plan.
- **Scope of Work, Schedule, and Budget** – Provide a scope of work and project schedule that meets the schedule identified above. A more detailed, final scope of work and budget will be developed and negotiated with the selected consultant.
- **References, Relevant and Directly Related Project Experience Descriptions** – List three (3) Washington Cities for whom you have performed similar work. For each project noted, include the name, address, phone number, and email address of a person at that entity that can be contacted regarding your performance on the project.

EVALUATION AND SELECTION

Proposals will be considered only from firms that can demonstrate having a broad background and extensive experience with planning and environmental review in Washington State, and which address the following:

- Clarity of the proposal and understanding of the project.
- Ability to meet the project schedule while meeting the project goals.
- Overall quality of the response, approach and methodologies of the consultant team, and past ability of completing similar projects.
- Innovative planning processes including graphic and visual aid capability to represent land use and design alternatives.
- Successful public participation and methods of reaching a broad section of the community.

After review of the submittals by city staff, a short list of consultants may be invited for interviews.

Submit five (5) copies of the proposal by the stated deadline to:

CITY OF WALLA WALLA
Development Services Department
Attn: Elizabeth F. Chamberlain, AICP, Development Services Director
55 E. Moore Street
Walla Walla, WA 99362

Proposals that are not responsive to the proposal submittal content requirements noted above will not be considered.

GENERAL CONDITIONS

Limitations

The City reserves the right to modify or withdraw the RFP at any time without prior notice. The City reserves the right at its sole discretion to reject any and all proposals received without penalty. The City may reject proposals without providing the reason(s) underlying the declination. The City also reserves the right to not issue a contract as a result of this RFP. A failure to award a contract will not result in a cause of action against the City. The RFP does not obligate the City to contract for services described herein.

Pre-contractual Expenses

The City will not be liable for any costs incurred by applicants in the preparation or submittal of a proposal in response to this RFP, in the conduct of an interview presentation, or any other activities related to responding to this RFP.

Inquiries about this request for proposals must be directed in writing via email to Elizabeth Chamberlain, AICP, Development Services Director echamberlain@wallawalla.gov

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 USC 2000d to 2000-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award. The City of Walla Walla is an Equal Opportunity Employer. Minority and women-owned businesses are encouraged to submit proposals.