

REQUEST FOR PROPOSAL (RFP)

City of Chehalis Comprehensive Plan, Development Regulations, and Park Plan

Introduction

The City of Chehalis is requesting proposals from qualified firms to provide professional planning and community engagement services to update the Chehalis Comprehensive Plan and Chehalis Park Plan. The City of Chehalis is the county seat for Lewis County WA and has a population just over 7,500. Population projections show the City growing to over 23,000 by 2045 with a potential to be much higher.

Chehalis is a community of historic charm and character with a downtown of charming boutiques, inviting eateries, an active Port, and vibrant commercial center. We are seeing unprecedented growth in our residential sectors. The City has a large urban growth area located on the south side of the City where the majority of the growth has been happening.

The City seeks assistance with updating the comprehensive plan, development regulations, and park plan to meet the many recent changes in local conditions and state law, make the documents useable for grants and other funding opportunities and infrastructure planning, while providing for housing and job growth, and rounding all of this out with understandable development regulations. There is a need to identify citizen concerns, values, and vision, and provide the solid foundation for the future of the City as should be found in the comprehensive plan and park plan. The City is also excited to explore avenues new to the community such as neighborhood planning.

The comprehensive plan, associated regulations, and critical areas ordinance must all be submitted to the Washington Department of Commerce for review and approval no later than June 30, 2025. While these updates are taking place, the City will also be working on the Critical Areas Ordinance, Downtown Master Plan and Centralia Chehalis Airport Master Plan, which are not included in this request.

Role of Consultant

The Consultant will be responsible for: 1) working with the city to develop a community/stakeholder outreach program; 2) helping facilitate community/stakeholder meetings 3) draft updates to the comprehensive plan, development regulations, and park plan; and 4) work with the planning commission and city council through the adoption of these documents.

DESIRED QUALIFICATIONS

- a. The Consultant for this project will be selected based on professional qualifications, experience and demonstrated competence. The selected Consultant must have professional-level public or private sector experience with similar projects with emphasis in at least one of the following disciplines: comprehensive planning or park planning. Your team should also include expertise in GIS, social media, graphics, web design, and infrastructure planning.

- b. Previous comprehensive and park planning experience will be considered a key criterion for selection. Evidence of the successful design/delivery of comprehensive plans, park plans, and community engagement processes of similar size and scope (or larger) within the last five (5) years is highly desirable.
- c. Ability to communicate effectively, meet schedules, coordinate activities with multiple parties, and work within budget limitations.
- d. Experience with projects located in Washington State.
- e. Knowledge of recent changes to state law pertaining to the Growth Management Act is required.
- f. Knowledge of annexations is desirable but not required.

SCOPE OF SERVICES

Task 1: Project Management, Meetings, and Coordination

The Consultant will conduct the following meetings over the course of the project:

- Kick-off meeting
- Update meetings with City staff
- In-Progress and Final Presentations to the Park Committee, Planning Commission and City Council.

Consultant will attend all meetings (meetings could be via teleconference), take meeting notes, submit meeting summaries, provide draft materials and presentations two weeks in advance of meetings, schedule calls/meetings, and submit monthly invoices.

Task 2: Community Outreach

The Consultant will provide materials for communication with City-identified community stakeholder groups. Part of this outreach should include an education module which discusses the benefits, challenges, and opportunities relating to the comprehensive plan, development regulations, and park plan. Community stakeholder groups may include but are not limited to downtown property owners and businesses, various neighborhood groups, developers, Experience Chehalis, Centralia/Chehalis Chamber of Commerce, Twin City Transit, Parks and Recreation Committee and City Staff.

- One meeting shall be in the early stages of the timeline to understand public preferences and concerns as well as to share existing conditions.
- Another meeting shall be an interactive meeting at a community event or events such as the Southwest Washington Fair, Farmers Market, or Chehalis Fest to get a better sense of community engagement and hear other comments

- A public survey for the park plan shall be marketed and distributed to the public. The purpose of this survey is to establish public priorities for the parks in the City.
- Meetings shall be conducted as necessary to update staff, City Council, Planning Commission, Parks and Recreation Committee to obtain feedback and guidance on the plans and regulations.
- At least one meeting will occur midway through the process to update the City Council on progress with the comprehensive plan, development regulations, and park plan. The update shall cover work to date, obstacles, wins, and updates on completion.
- Consultant shall prepare an outreach plan, photo simulations, educational materials, community workshop materials, and provide summaries of community meeting, and community event comments for the purposes of producing future meeting materials. The consultant may identify additional suggested meetings under “Additional Services” portion of the fee proposal.

Task 3: Update the comprehensive plan, development regulations, and park plan.

The Consultant will update the comprehensive plan, development regulations, and park plan which incorporates the following components:

- Community engagement as described earlier.
- Identify community values and vision.
- Comprehensive plan:
 - Integrate the community values and vision into the comprehensive plan.
 - Address the updated population projections for the City and integrate them into the plan.
 - Evaluate and update all state mandated elements as needed.
 - Provide a land use analysis.
 - Provide a housing analysis based on the required allocations and identify opportunities.
 - Analyze infrastructure and the impacts to development.
 - Analyze, update, and identify opportunities in jobs and the economic situation for the City.
 - Analyze, identify opportunities, and provide a level of service for public services such as police and fire.
 - Create and update goals and policies for each element of the plan.
 - Identify and include supporting documentation as necessary.
- Development regulations:
 - Review and update development regulations for compliance with all applicable state regulations.

- Review and update development regulations for consistency with the proposed comprehensive plan updates.
 - Streamline the development regulations wherever possible to provide an easier code for developers and staff to use.
- Park plan:
 - Integrate the community values and vision into the parks plan.
 - Conduct a community survey on park services to determine citizen priorities and find opportunities for growth and change.
 - Analyze and establish a level of service for the parks and recreation services as they are today.
 - Create recommendations for the recreation services provided by the city based on the community survey and overall assessment.
 - Create a park and facility needs assessment.
 - Identify and create a list of projects/capital improvement plan.
 - Establish goals and policies.
 - Identify and create performance metrics that assist the city with data-centered decision-making criteria.

PROPOSAL FORMAT

In submitting, each proposer acknowledges the City shall not be liable to any person for any costs incurred therewith or in connection with costs incurred by any proposer in anticipation of City action approving or disapproving any proposed agreement. The City may accept or reject any proposal or proposed agreement without limitation. Nothing in the Proposal or in subsequent negotiations creates any vested rights in any proposer.

Proposals that do not address all items listed in this section will be considered incomplete and will be deemed non-responsive by the City. **Proposals are due by 3:00 P.M. on Wednesday, July 26, 2023 including the following information.**

1. **Experience of the Firm:** Please provide a list of all current planning projects, as well as any which have been completed in the last three years. List the project manager you assigned to each project. Identify the starting dates for all projects, and the completion dates (where completed). Address the capability to perform all or most aspects of the projects and the ability to meet the schedules or deadlines associated with the projects.
2. **Project Team (Key Staff):** Identify the proposed Project Manager and key project team members and responsibilities. Include any proposed sub-consultants to be engaged by the Consultant. Provide a brief resume for each person or sub-consultant, outlining their credentials and experience with similar projects.

3. **References:** Provide the name and contact information for at least three (3) references familiar with the quality of work by your firm of similar nature as contained in the above Scope of Work.
4. **Project Understanding:** Provide your general understanding of the project, and issues regarding the identified project. Identify any potential challenges or special concerns that may be encountered.

The entire proposal shall not exceed thirty (30) pages or fifteen (15) pages front and back, excluding the letter of introduction (maximum two pages or one page front and back). The submittal shall be marked "**Chehalis Comprehensive Plan, Development Regulations, and Park Plan update**". Proposals submitted by any means other than email, mailing, or hand delivery will not be accepted.

Submittal Address:

City of Chehalis,
Attn: Kassi Mackie, City Clerk
City Hall
350 N Market Blvd
Chehalis, WA 98532
kmackie@ci.chehalis.wa.us

Electronic submittals are encouraged.

CRITERIA FOR REVIEW OF PROPOSALS

The following criteria will be used in screening, ranking and selection of the successful firm:

1. **Experience of the Firm (20%):** Preference shall be given to those firms with experience in planning and environmental analysis related to the scope of services.
2. **Qualifications of the Project Team (Key Staff) (40%):** Preference shall be given to those with key staff experience in items listed in the above scope of services and any familiarity with the region.
3. **Experience in Working with State and Federal Regulations and Procedures (10%):** Preference shall be given to project teams whose personnel have a demonstrated working relationship with the State and Federal Government
4. **Project Understanding (30%):** Preference shall be given to those firms, which have a comprehensive understanding of the project requirements and environment.

SELECTION OF THE CONSULTANT

The City of Chehalis, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement,

including disadvantaged business enterprises, will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

No cost or fee schedules shall be submitted with your Proposal. Consultants will be selected on the basis of their qualifications and experience, with fees determined through negotiations following selection. The qualifications of Consultants are evaluated, and the best qualified Consultant is selected, subject to a mutual understanding of the scope of services and negotiation of a fair and reasonable fee.

It is the intent of the City of Chehalis to appoint a committee to review the Proposals submitted and rank the qualified firms.

The City of Chehalis may choose to interview a shortlist of Consultants before making the selection. The shortlisted Consultants shall be notified at least 14 days prior to the interview date.

The City of Chehalis reserves the right to reject all submissions to the RFP, request clarification, or waive informalities/technicalities, if it is deemed in the best interest of the City of Chehalis. The City of Chehalis assumes no responsibility for costs incurred in responding to this RFP.

CONTRACT

The top ranked firm will be invited to negotiate a 2-year contract with the City of Chehalis, with the option to extend an additional year. A detailed scope of work will be developed and agreed to by the selected Consultant and the City of Chehalis. This detailed scope of work and associated fee will be incorporated as part of the contract.

The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. Disadvantaged Business Enterprise (DBE) utilization is strongly encouraged.