

**CITY OF WALLA WALLA**  
**REQUEST FOR PROPOSALS**  
**COMPREHENSIVE PLAN UPDATE**

**Date of Request: June 13, 2024**

**Proposals Due: July 19, 2024, at 4:00 p.m. PST**

The City of Walla Walla, Washington is requesting proposals to provide Planning Services to update the 2018 City of Walla Walla Comprehensive Plan (adopted June 2018) 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 state mandated periodic 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 for a 20-year planning horizon. A primary goal of the plan update will be to have an end product that is usable 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 with a goal of developing a high-level vision of Walla Walla's future that will be incorporated into our comprehensive planning update process. Develop a community engagement approach that facilitates participation of a broad cross section of Walla Walla residents.
- **Policy Review and Update:**
  - **Land Use:** Review current land uses and prepare a range of alternatives; conduct a land capacity analysis; analysis of the current urban growth area and potential revisions; revisions to land use designations to balance commercial and industrial needs, while also seeking to protect existing housing in non-conforming land use zones; and ensure existing policies are relevant and recommend new policies if needed.
  - **Housing:** Affordable Housing continues to be a challenge within Walla Walla. The City adopted a Regional Housing Action Plan in 2021 and is continuing affordable housing work with HB 1110 (2023) middle housing implementation. This update should provide policy review and aid in addressing housing needs within the city.
  - **Transportation:** Responders should be aware that the City has selected a consultant 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:** The City annually updates the Capital Facilities Plan. An update to this element should include a continuation of that annual work and a review to ensure compliance with the GMA.
  - **Parks and Recreation:** A Parks and Recreation plan was updated and adopted by City Council in April 2024 to be compliant with Washington State Recreation and Conservation Office requirements. This work will need to be incorporated into the Parks & Recreation 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 August 2023) with Department of Ecology final approval in December 2023. The SMP will need to be integrated into the comprehensive plan update.
- Historic Preservation Element: The City recently adopted a Historic Preservation Plan by Resolution 2023-035 in March 2023. This plan will need to be integrated into the comprehensive plan update.
- Economic Development Element: Review and update as needed.
- Climate Planning and Resilience Sub Element: This is a new GMA Comprehensive Plan requirement for the City. Responders should be aware that the City has selected Cascadia Consulting Group to aid in preparing the Climate Planning and Resilience sub-element work. The selected consultant will need to work with Cascadia Consulting Group and integrate their work into the comprehensive plan update.
- State Environmental Policy Act (SEPA): The City adopted a Final Environmental Impact Statement (FEIS) as part of the 2018 periodic update. The City anticipates that a Supplemental EIS will be appropriate for this update.
- 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, while simultaneously providing direction to applicants, and possible incentives to promote desired land uses. 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, 2026; however, it is the City's desire to submit sometime in March/April 2026. It is anticipated that the contract would be finalized in August/September 2024. 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 in August/September 2024. Work on the plan update should immediately begin in September and continue until the submittal deadline.

Funding for this work is paid for in part by the Washington State Department of Commerce Periodic Update Grant of \$125,000 and additional Climate Planning Grant Funds. The City anticipates budgeting additional funds in 2025 and 2026 but those amounts have yet to be determined. It is the City's desire to fund this planning effort primarily with Commerce grant funds.

## **DESIRED QUALIFICATIONS**

- Experience in working with residents, 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, historic preservation, capital facilities elements, and economic development.
- Experience/expertise in public involvement programs and consensus building among varied interest groups.
- Experience in preparing/supplementing EIS documents.
- Familiarity with the Growth Management Act, Washington State Environmental Policy Act, and any hearings board decisions that affect our city/region.

## **PROPOSAL SUBMITTAL:**

For priority review, hard copy proposals must be sealed and clearly marked, "City of Walla Walla Comprehensive Plan Update" due no later than 4:00 p.m. on Friday July 19, 2024, to the Development Services Department at 55 E. Moore Street, Walla Walla, WA 99362. Email proposals will not be accepted.

The proposal shall be limited to twenty (20) single-sided pages. This number of pages excludes resumes, dividers, and a 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 a broad background and extensive experience with comprehensive plan development/updating, 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 reviewing the submittals by city staff, a short list of consultants may be invited for interviews.

Submit five (5) copies of the proposal and an electronic copy (one pdf document) by the stated deadline to:

CITY OF WALLA WALLA  
Development Services Department  
Attn: Preston Frederickson, Development Services Director  
55 E. Moore Street  
Walla Walla, WA 99362

Email: [pfred@wallawallawa.gov](mailto:pfred@wallawallawa.gov)

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 not to 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 responsible nor 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: Preston Frederickson, Development Services Director [pfred@wallawallawa.gov](mailto:pfred@wallawallawa.gov) by no later than July 9, 2024.

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.