



**City of Kennewick
Request for Proposals (RFP) 24-021
2026 Comprehensive Plan Periodic Update**

The City of Kennewick, a municipal corporation of the State of Washington, seeks proposals from qualified firms or individuals to perform the update of the City's Comprehensive Plan as required by RCW 36.70A.130(5)(c) and completing updates to the City's Critical Areas regulations. Additionally, the selected consultant will be expected to collaborate with Cascadia Group, who is performing work from a regional standpoint on behalf of the jurisdictions of the Tri-Cities, to assist in updating elements of the comprehensive plan to achieve compliance with greenhouse gas reduction and climate resiliency pursuant to Engrossed Second Substitute House Bill 1181: Climate Change - Planning.

The City's deadline for completing the periodic update is June 30, 2026; the City's goal is to complete the update by March 31, 2026.

I. City Contact

Proposer's submittal in response to this Request for Proposals (RFP) must be directed to the following City designee:

Jon Correio
Procurement & Contract Specialist
Email: jon.correio@ci.kennewick.wa.us
Phone: 509-585-4308

II. Response Deadline: Tuesday, December 17, 2024 by 4:30 pm Pacific Time

Submittals including all requested information must be received by the City no later than the Response Deadline. Submittals received after that date and time will be rejected without review. Submittals that arrive on time, but are incomplete, will be rejected at the City's discretion.

III. Method of Submittal

Submittals must be made electronically in pdf format and transmitted by email to the City Contact. The email must have "RFP 24-021 FOR 2026 COMPREHENSIVE PLAN PERIODIC UPDATE" in the subject line. Automatic read/received confirmations are recommended but not required. It is Proposer's responsibility to confirm the City's receipt. The submittal must be no larger than 10MB.

IV. Questions, Further Information, City Reservation of Rights

Questions about this RFP can be directed to the following City Contact:

Anthony Muai

Community Planning Director

anthony.muai@ci.kennewick.wa.us

509-585-4386

All questions should be submitted four (4) days prior to deadline for submittal. The City may not answer, at its sole discretion, questions submitted later. Proposers are advised to monitor the City's website, <https://www.go2kennewick.com/300/Bid-Opportunities> for further information, including possible amendments to this RFP. The City of Kennewick in its sole discretion reserves the right to terminate this RFP process, elect not to award a contract, enter into an agreement with a firm that did not respond to the RFP, or modify the terms of this RFP at any time. The City reserves the right to ask for clarification of a proposal. The also City reserves the right to accept or reject any or all proposals, waive all minor technicalities and informalities, and accept the proposal or proposals determined to be most advantageous to the City. In no event will the City or any of its officers, officials, or employees be liable for or otherwise obligated to reimburse Proposer for any costs incurred in preparation of a submittal. By responding to this RFP, Proposer is certifying that they have read, understand, and agree that Proposer is able to competently perform work in accordance with the scope. All submittals received become the property of the City of Kennewick. All City records may be subject to public disclosure unless they fall under a recognized exemption.

V. Submittal Requirements (30 page maximum)

Submissions of proposal should include, but not necessarily be limited to, the following:

- Description of overall project approach;
- A brief narrative describing your firm and/or team;
- Background and qualifications of specific staff likely to work on this project;
- Descriptions of relevant experience, including examples of similar work and related outcomes;
- Identify the individual in charge of contractual arrangements or managing contracts (i.e. project manager);
- Proposed fees and charges for the scope of work described above including hourly billing rates;
- Methodology (including citizen participation program);
- A proposed schedule for project completion, with significant milestones;
- List of at least four references with contact information.

VI. Kennewick Background

The City of Kennewick's 2023 OFM population estimate was 86,470. Kennewick has experienced steady residential and commercial growth over the past several years. Kennewick's population in 2000 was 54,571; in 2010 the population had grown to 73,917, and by 2020 the population was 83,921. The City averaged approximately 2400 building permits issued in the last biennium, accounting for nearly \$4 million in revenue. Kennewick is the largest city in the region and includes the only regional shopping mall

that attracts visitors from the larger area that includes portions of northeast Oregon.

The City has 3 main growth centers: Southridge is an area that has seen extensive residential growth over the last 10 years. The City anticipates continued growth (residential and commercial) in the Southridge area.

The second growth center is in the Vista Field/Convention Center area. The Port of Kennewick (POK) recently closed Vista Field which has resulted in over 100 acres of vacant land in the middle of the City becoming available for development. The POK engaged a national planning firm (DPZ) to develop a master plan for the redevelopment of the Vista Field property, which was adopted in 2017. Since that time infrastructure has been constructed and new development will be breaking ground soon.

The third growth area in the City is Columbia Drive. In 2009, the City had a sub-area plan prepared for an area referred to as the Bridge-to-Bridge/River-to-Railroad subarea. This is an older area of the City that has experienced some redevelopment and is adjacent to Kennewick's historic downtown. The City has partnered with the POK on redevelopment in this area, including a wine village developed on Columbia Drive near Clover Island, however further potential exists for continued redevelopment.

Over the past few years, the Washington Legislature has passed several bills that must be addressed with this periodic update, including housing and climate change. The City has received grant funding and work is underway in both Missing Middle Housing and climate planning. The Consultant will be responsible for integrating these elements into the larger periodic update, among other required updates.

VII. Services Requested

The City seeks a qualified consulting firm to assist city staff in performing the required 10 year update of the City's comprehensive plan. The major work areas for this update include:

- A. Citizen participation** – This update must meet the public participation requirements of the Growth Management Act. The City's intent is to implement an extensive public involvement process that encourages and provides for the widest possible public participation by the community and other interested parties;
- B. Review and Update of the Comprehensive Plan** – a review and update of the existing comprehensive plan. Focus areas include land use, transportation, capital facilities, urban growth area (UGA) expansion, housing, and climate;
- C. Review and Update of the City's Critical Areas regulations;**
- D. Environmental Review.**

VIII. Scope of Work

The project consists of furnishing all personnel, materials, supervision and travel to generally undertake and complete the following tasks:

- A. Public Participation.** The City of Kennewick emphasizes public participation at every level. Moreover, the Washington State Growth Management Act (GMA) requires "early and

continuous” public participation in the local planning process. Within the project boundaries there are several groups to be included in the planning process. The selected consultant or team will propose and execute a comprehensive public participation strategy that emphasizes robust participation and targets underserved and/or at-risk groups. Describe the participation techniques to be used during the project as well as the timing of these events in the overall planning process.

- B. Review and Update the City’s Comprehensive Plan.** Review and update the City’s Comprehensive Plan maps and text. (The consultant team will be expected to use the Department of Commerce periodic update checklists to illustrate how Kennewick’s existing Comprehensive Plan compares against the latest requirements of GMA.)

The selected consultant or team will undertake the primary responsibility for editing and writing a concise, and cohesive comprehensive plan document. This will include editing existing text or drafting new clear, concise text and policies supported by information gleaned from but not limited to: plans and studies, data analysis, public input, benchmarking, existing records, and best practices. A concise, user-friendly plan that minimizes text and emphasizes graphics will be preferred. The consultant will be expected to reflect the past changes and future trends and desired outcomes of the community, ensure internal consistency with other adopted plans and external consistency with Countywide and Regional goals and eliminate unnecessary redundancies. In addition to the latest GMA requirements or guidelines, it is important to mention that an update to Critical Areas regulations and maps with the best available science is needed to support the new CP.

City Council’s guiding priorities looking forward include quality of life, expanding on housing options, diversification of the economy, enhanced economic development and business recruitment. Developing near and long-term strategies to place the City in the best position to accomplish these goals is a critical component of this update. Based on the outcomes of the project, propose necessary amendments to the City Comprehensive Plan goals, policies, text, maps, etc. This process must also be coordinated with Benton County’s update effort.

- C. Review and Update the City’s Critical Areas Ordinance.** The selected consultant or team will undertake the primary responsibility for updating the City’s critical areas regulations, maps and best available science. The consultant team will be expected to use the Department of Commerce critical areas update checklists to illustrate how the City’s existing critical areas regulations compare to the latest requirements.
- D. Environmental Review.** Preparation of SEPA checklist that summarizes the impacts of the Comprehensive Plan and update to the critical areas regulations. Consultant will be expected to advise the City on minimal steps needed to meet environmental requirements.

IX. Desired Qualifications of Consultant Firm:

- Experience in working with citizens, boards, commissions, council, special interest groups and volunteer organizations.
- Expertise in visioning or similar public involvement programs and consensus building among diverse interest groups.
- Knowledge and experience in the preparation of comprehensive plans, including land use,

urban design, transportation, economic development and capital facilities elements.

- Knowledge and experience in preparing plan implementation strategies including permitting/ regulatory requirements and standards, design guidelines and phasing of proposed public improvements/capital facilities.
- Expertise in market analysis and funding mechanisms to propose appropriate uses and strategies.
- Knowledge and experience in the preparation of environmental documents, planned actions and other permitting activities from the State and Federal agencies.
- Proven track record of customer service and responsiveness to clients in a high contact setting.
- Experience in analyzing and putting necessary goals and policies in place to expand urban growth areas.

X. Evaluation & Selection

Proposals will be evaluated on the basis of both the consultant(s) and individual team member's experience and expertise on similar projects, as well as upon the team/firm's capacity (personnel and other resources) to complete the project within the proposed schedule. Factors that will be considered in the evaluation of the Scope of Work submitted will include:

- Responsiveness of the written proposal to the purpose and scope of services;
- Qualifications of key individuals in terms of what personnel will be committed to this project and what their qualifications are in producing the end product;
- Cost/Budget; and
- Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work.

Preference will be given to consultants who demonstrate experience in the following areas:

- Innovative planning processes;
- Successful and timely public participation;
- City/Town Center development regulations and community design guidelines;
- Transportation planning and street design;
- Economic and fiscal analysis;
- Real estate market analysis;
- Housing and climate planning;
- Graphics and visual aids to represent land use and design alternatives.

Each proposal will be independently evaluated on the above factors. After evaluation by City staff, a short list of consultants will be invited for interviews. The submittal of the RFP is interpreted by the City as permission by the consultant for the City to verify all information contained therein. Failure to comply with such requests may automatically disqualify the consultant from further consideration. Additional information may be requested from the City in writing to Anthony Muai, AICP - Planning Director, phone number 509-585-4386 or email: anthony.muai@ci.kennewick.wa.us.

The selected consultant will be required to certify compliance with applicable local, federal and state requirements and regulations. The City reserves the right to waive informalities, and to reject any and all

proposals. All proposal materials shall become the property of the Kennewick.

XI. Nondiscrimination and Equal Opportunity

The City complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the City commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the City will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

XII. Contractual Terms and Conditions

The successful Proposer will be expected to execute a contract with the City of Kennewick on a form that is approved by the City Attorney. A sample of the City's "Personal Services Contract" is attached and may be modified at the City's discretion or as negotiated between City and selected Proposer. Proposer's standard contract may be used with preapproval by the City Attorney. If Proposer's proposal is incorporated by reference into the executed contract, the terms and conditions of the contract will have priority over any potentially contradictory language in the proposal.

The City anticipates an initial contract through 2026 with no automatic renewal. However, options for extensions may be negotiated. The City reserves the right to negotiate all elements with the apparent successful Proposer to ensure that the best possible consideration is afforded to all concerned. City representatives and the selected finalist will review in detail all aspects of the requirements and the proposal. During the review the Proposer may offer, and the City may accept, revisions to the proposal.

Nothing contained in this RFP request shall create any contractual relationship with the City of Kennewick. Consultants are solely responsible for any costs incurred in the development and submission of the Proposal or any other presentation, in response to this RFP.