

**WALLA WALLA COUNTY – COMMUNITY DEVELOPMENT DEPARTMENT
REQUEST FOR QUALIFICATIONS 24-01
FOR ON-CALL PROFESSIONAL LAND USE PLANNING SERVICES**

Walla Walla County is seeking experienced firms to provide on-call professional land use planning assistance to the Community Development Department with processing/reviewing current planning applications as well as assistance with long-range planning and policy work.

BACKGROUND

Walla Walla County is fully-planning under the Washington State Growth Management Act. The Community Development Department is comprised of three divisions – Planning, Building/Fire, and Code Compliance. The Planning Division, under the leadership of the Community Development Director and Deputy Director, is responsible for administering the County’s current and long-range work. These activities include processing annual Comprehensive Plan and Development Regulations amendments, administering the County’s development regulations (Walla Walla County Code Titles 14 – 18), and reviewing development permit applications, including but not limited to: building permits, conditional use permits, subdivisions, development agreements, and variances. The planning division is also responsible for administering the County’s Shoreline Master Program, Critical Areas Ordinance, and Floodplain Management Ordinance, and conducting environmental reviews under the State Environmental Policy Act (SEPA).

SCOPE OF WORK

From time to time, the County requires additional professional planning services and technical expertise either acting as an extension of County staff, or as an independent technical consultant. The County is issuing this RFQ to select consultants who have extensive experience working in a local government environment in Washington State to provide planning services and to assist with streamlining review of development projects within the County.

The selected Consultant(s) shall provide the following services:

1. Provide on-call professional planning services as requested by the Community Development Department.
2. Assist with current planning/permitting and environmental review.
3. Assist with comprehensive plan and development regulations projects.
4. Conduct research, prepare memoranda, and advise the County on various planning topics.
5. Attend meetings and make presentations to the Hearing Examiner, Planning Commission, and Board of County Commissioners.

CONTRACT TYPE AND ADMINISTRATION

The consultant will report directly to the County Community Development Director. The consultant will perform all work under a master contract with the County that establishes hourly rates and general contract requirements. The Community Development Department will subsequently issue task orders for specific work assignments, tied to the master contract. To the extent possible, each task order will have a not-to-exceed amount.

Prior to beginning work, the consultant will be required to procure and maintain at the consultant’s expense, for the duration of the contract, errors and omissions insurance, general liability insurance, and comprehensive automobile liability insurance at the following limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits of no less than \$1,000,000 for each occurrence, \$2,000,000 general aggregate.

3. Workers' compensation coverage as required by the State of Washington.
4. The County shall be named as additional insured on all such insurance policies, with the exception of workers' compensation coverage and professional errors and omission insurance.

The contract will contain a conflict-of-interest statement and the applicant shall be prepared to excuse themselves from any work where a potential conflict of interest exists.

The term of this contract shall begin from the date of execution by the Board of County Commissioners for 12 months. The County may choose to enter into subsequent agreements with the contractor.

SUBMISSION REQUIREMENTS

Submissions shall be submitted by email by **5:00 p.m., Friday, May 24, 2024**, addressed to:
Lauren Prentice, Director
Walla Walla County Community Development
planning@co.walla-walla.wa.us

Please include 'RFQ #24-01' in the email subject line.

Submission Format

Submissions must contain the following:

1. Cover Letter
 - a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter contracts on behalf of the Proposer.
2. Qualifications/Rural Experience
 - a. Provide specific information concerning the Proposer's experience with the services specified in this RFQ.
 - b. Provide the firm's experience working with rural counties in Washington.
3. Company Profile
 - a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFQ.
4. References:
 - a. Please include at least three (3) references, including name, address, telephone number, and email, for whom similar services have been provided.
5. Price Proposal:
 - a. Provide a transparent fee schedule that outlines costs necessary to complete planning work, including but not limited to hourly and/or billing rates.

Conflict of Interest:

Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

QUESTIONS

For specific questions concerning this RFQ please contact Community Development Director Lauren Prentice at 509-524-2610 or planning@co.walla-walla.wa.us.