

**WALLA WALLA COUNTY – COMMUNITY DEVELOPMENT DEPARTMENT
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
PROFESSIONAL LAND USE PLANNING SERVICES**

Earlier this year Walla Walla County began review of its comprehensive plan and development regulations to ensure the plan and the implementing regulations comply with the requirements of the State's Growth Management Act, as required by RCW 36.70A.130. The County is expecting to make revisions to its plan and development regulations recognizing the changing needs of the community, and to be in compliance with the Growth Management Act, and changes to legislation as a result of recent land use case law.

This effort was initiated by the County's Community Development Department staff, and most of the work is expected to be completed in-house. However, due to limited staff resources, and expertise in some areas, the County is seeking temporary assistance from qualified land use planning professionals.

The deadline for completing the comprehensive plan and accompanying development regulations is June 30, 2018. Funding for this update is provided by the County, through the Community Development Department. The County's current comprehensive plan was adopted in 2007, and has received periodic updates and changes since then, primarily to Land Use maps. However, the County does not anticipate completing a full re-write of the plan at this time, merely updating it to meet requirements of GMA. It is also anticipated that the County may receive applications to review Urban Growth Area boundaries.

County staff will assist the selected consultant in providing background information and data, but the County will ask the consultant to provide the following services:

SCOPE:

- Complete a consistency analysis to identify items that will need to be added to the comprehensive plan and development regulations due to changes in state law since the plan was last adopted, and recent court cases. Will need to identify:
 - What we have;
 - What we don't have, but should; and
 - Are we still meeting the GMA requirements? If not, why not, and what changes do we need to make because of it?
- Review existing policies: identify and suggest removal of policies that read like code, are contradictory, or are duplicative. Staff has begun this review, but additional work is still needed before presenting to the Planning Commission/public.
- Conduct population growth capacity analysis for urban growth areas using methodology agreed to by all jurisdictions previously (OFM's estimates are not available until October).

- Assist staff in conducting population growth capacity analysis for urban growth areas using methodology agreed to by all jurisdictions previously.
- Assist staff in determining the growth rate (high, medium, low, or somewhere in-between), and determine population allocations between jurisdictions.
- Assist staff in evaluating proposals for amending urban growth area boundaries and developing recommendations to be reviewed by the public, the Planning Commission, and the Board of County Commissioners.
- Conduct a SEPA review on the updated plan.
- Assist staff with identifying which areas of the County's Development Regulations need to be updated, and schedule accordingly.
- Assist staff in creating, disseminating, and implementing a Public Participation Plan. The County's Public Participation requirements are generally located in Walla Walla County Code Chapters 14.10 and 14.15.
- Assist staff in reviewing and integrating other plans and programs recently developed in the community, possibly including data received from the 2016 Community Conversations public meetings, the 2017-18 Blue Mountain Regional Trails Plan, the Community Visioning Summary completed by the Partnership for a Greater Burbank, the Blue Mountain Action Council Community Needs Assessment 2015, and the Walla Walla County Sheriff's Office Strategic Development Plan 2016.
- Assist staff in updating data and information in all chapters except Transportation.

QUALIFICATIONS:

The applicant shall provide information regarding the applicant's background and familiarity with land use planning regulations and the requirements of the Growth Management Act and Walla Walla County's land use regulations and processes. Geographic knowledge of the area is beneficial.

PROPOSAL: The applicant shall submit a proposal indicating the general conditions of a contract with the County, if the applicant is chosen, including all costs that would be incurred by the County for the provision of the land use planning services. 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, comprehensive automobile liability insurance at statutorily required limits and workers' compensation coverage as required by the State of Washington. The contract will contain a conflict of interest statement, and the applicant shall be prepared to excuse him or herself from any work where a potential conflict of interest exists.

SUBMITTAL REQUIREMENTS:

The statement of qualifications and proposal shall be accompanied by:

1. A list of professional references who can attest to the applicant's abilities; and
2. The applicant shall sign and date the proposal.

The statement of qualifications and proposal shall be submitted in a sealed envelope by **4:00 p.m., Monday, September 18, 2017**, and delivered to:

Thomas E. Glover, AICP
Director, Walla Walla County Community Development
310 W. Poplar St., Suite 200
Walla Walla, WA 99362

Proposals transmitted by e-mail are not acceptable for consideration. Also, proposals received after the response deadline of 4 PM on September 18, 2017 are not acceptable for consideration.

To view the County's current Comprehensive Plan, Codes and Ordinances, please visit our website at:

www.co.walla-walla.wa.us

For specific questions concerning this RFQ/P please call Mr. Glover at (509) 524-2621, or by e-mail at: tglover@co.walla-walla.wa.us