

WALLA WALLA COUNTY – COMMUNITY DEVELOPMENT DEPARTMENT REQUEST FOR QUALIFICATIONS AND PROPOSAL

Project Name: Walla Walla County Countywide Planning Policies (CPPs) Update

Organization: Walla Walla County

Priority Review Due Date: March 27, 2023, 4:00 p.m.

Contact: Lauren Prentice, Walla Walla County Community Development Director
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RFQ/P Release Date: March 6, 2023

BACKGROUND:

Walla Walla County and our Cities have signed an Interlocal Agreement to establish a collaborative process to review, and if necessary, prepare draft amendments to its Countywide Planning Policies prior to the next periodic reviews of Comprehensive Plans and Urban Growth Area review.

The agreement is available online here:

https://cms7.revize.com/revize/wallawalla/document_center/commdev/Projects/Countywide%20Planning%20Policies%202023/20230206%20Draft%20Interlocal%20Agreement%20CPP%20FINAL.pdf.

The Walla Walla County Countywide Planning Policies (CPPs) are the framework for growth management in Walla Walla County. The CPPs have not been amended since 2005 and they have not been updated since their original adoption in 1993. The CPPs serve as the policy framework for the County's and the Cities' Comprehensive Plans.

As established by the interlocal, this effort will be led by a Project Management Team (PMT) made up of members representing each jurisdiction. The Walla Walla County Community Development Director will serve as the Project Administrator.

The Project Management Team is seeking the services of an experienced planning consultant to lead/facilitate the update.

SCOPE OF WORK:

The exact scope of work will be confirmed as part of the contract with the selected firm, at a minimum it will include:

1. Public, Agency, and Stakeholder involvement.
2. Gap Analysis – Ensure consistency between the CPPs and other planning efforts, guidance, and laws by completing a gap analysis including the following documents:
 - a. Sections of the Washington State Growth Management Act (GMA) that relate directly to the CPPs.
 - b. Walla Walla Metropolitan Planning Organization (WWVMPO) 2045 Plan
 - c. Walla Walla Regional Housing Action Plan (HAP) - July 2021
 - d. UGA review process

This process should also identify structural and substantive changes which would make the document more user friendly, and additional chapters/policies (i.e., Climate Change) that may not be required, but may be beneficial for consideration.

3. Policy Review and Drafting – Work with PMT to revise the CPPs based on the Gap Analysis and Scope of Work.

QUALIFICATIONS:

The applicant shall provide information regarding the applicant's background and familiarity with Washington planning regulations and CPPs. Familiarity with the Walla Walla County's and the cities' land use regulations and processes and 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 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 the applicant from any work where a potential conflict of interest exists.

SUBMITTAL REQUIREMENTS:

The statement of qualifications and proposal shall be submitted electronically in PDF form no more than 15 pages, 8.5x11; resume and cover letter do not count towards page limit.