

REQUEST FOR PROPOSALS (RFP)
Implementation of HB 1110 (2023) related to Middle Housing

Date of Request: Wednesday, January 31, 2024

Proposals Due: Friday, February 16, 2024 by 4:00 P.M. PST for priority review

INTRODUCTION:

The City of Walla Walla is requesting proposals from qualified consultant teams with expertise in drafting and assisting in making recommendations for adoption of comprehensive plan policies and development regulations to implement HB 1110 (2023), also known as the Middle Housing Bill.

BACKGROUND:

The City of Walla Walla received a grant from the Department of Commerce with a Scope of Work that aims to implement the requirements of HB 1110 (2023) related to Middle Housing. This Middle Housing Bill aims to create more homes for Washington by increasing middle housing in areas traditionally dedicated to single family detached housing.

The City of Walla Walla will use middle housing grant funds to continue the momentum the City of Walla Walla has already made in allowing for middle housing throughout our community by looking for additional means and methods to strengthen our comprehensive plan, municipal code development regulations, related codes, and programs that provide the greatest amount of flexibility for the development of middle housing in our community.

ANTICIPATED SCOPE OF SERVICES AND BUDGET:

The Scope of Services is to assist the City of Walla Walla in completing the necessary Action Steps, Tasks and Deliverables, consistent with the City’s Contract Scope of Work with Department of Commerce and Grant objective as set forth below. The budget for the requested scope of work shall not exceed \$50,000.

Scope of Work

Actions/Steps/ Deliverables	Description	Start Date	End Date
Action 1	Gap Analysis of current municipal code against relevant middle housing legislation	October 2023	June 2024
Step 1.1	Review and evaluate existing development regulations for needed middle housing related amendments.	October 2023	May 2024

Step 1.2	Hold discussions with other city departments on collateral impacts of middle housing options (ie. Providing of utilities, first responder response, public facility requirements).	October 2023	May 2024
Step 1.3	Review Commerce Middle Housing Model Ordinance and consider discussion points that may be important for the city of Walla Walla to consider from a policy perspective	October 2023	March 2024
Step 1.4	Draft Gap Analysis report	April 2023	June 2024
Deliverable 1	Report of Gap Analysis with recommendations/policy consideration related to middle housing code amendments		June 15, 2024
Action 2	Draft middle housing regulation amendments, Implement Recommendations of Gap Analysis, including Unit Lot Subdivisions	July 2024	June 15, 2025
Step 2.1	Meetings with City Council and Planning Commission on potential development regulation amendments	July 2024	June 30, 2025
Step 2.2	Hold discussions with other city departments on collateral impacts of middle housing options (ie. Providing of utilities, first responder response, public facility requirements) to ensure all impacts are considered.	July 2024	June 30, 2025
Step 2.3	Hold discussions with partner jurisdictions that may be impacted by middle housing initiatives, (ie County Assessor)	July 2024	June 15, 2025
Deliverable 2	Draft Development Regulation amendments relating to middle housing requirements		June 15, 2025

Budget

	Fiscal Year	Commerce Funds
Deliverable 1. Report of Gap Analysis with recommendations/policy consideration related to middle housing code amendments.	FY1 – June 15, 2024	\$25,000
Deliverable 2. Draft Development Regulation amendments relating to middle housing requirements	FY2 – June 15, 2025	\$25,000
Total:		\$50,000

Questions:

For further project information or questions, please contact the City of Walla Walla's Development Services Director, Preston Frederickson by email at pfred@wallawallawa.gov or calling 509-524-4735.

ESTIMATED SCHEDULE:

- January 31, 2024 – Issue consultant RFP
- **February 16, 2024 – Consultant RFP responses due**
- March 1, 2024 – City provides consultant selection notification (City reserves the right to conduct interviews of top proposers)
- March 2024 – Consultant contract negotiations completed and signed.

PROPOSAL SUBMITTAL:

The proposal response shall be concise and limited to 10 pages (5 sheets of paper printed duplex). This number of pages excludes resumes, dividers, and a cover letter. Submittal shall be printed duplex on 8 ½" x 11" papers with margins set at 1" minimum and have a text font of 11 pt. minimum. Provide one (1) electronic PDF copy by the due date and time specified above. Proposals shall be submitted to:

Preston Frederickson
Development Services Director
pfred@wallawallawa.gov

Proposals received after the deadline and/or not responsive to the content requirements noted may not be considered. All determinations are at the City's sole discretion. The City reserves the right to reject any or all proposals, or portions thereof, and waive minor irregularities.

SELECTION OF CONSULTANT

Proposals will be reviewed by City staff. The City reserves the right to conduct interviews of top proposers prior to selecting a firm. The number of firms chosen to interview will be at the City's sole discretion and may be none. Proposals shall be clearly organized and concise with each section labeled accordingly. Proposals will be ranked against each other based on responses to the following elements. The City reserves all rights to select the consultant team believed to provide the best overall value to the city.

- **Cover letter:** Describe the focus of your company and identify key personnel involved, their role(s), and their contact information. Additionally, the cover letter shall acknowledge receipt of issued addenda.
- **Introduction, History and Qualifications of the Firm:** Describe your firm by stating time in business, number of employees, office locations along with other information that helps characterize and qualify it for this project.
- **Project Manager and Team:** Identify and introduce the project manager(s) who will be responsible for leading the project (or each task) and the experience and qualifications they bring to this specific project. Identify other team members, their role on the project and their relevant qualifications.
- **Similar Experiences, Quality of Past Work and References:** Provide a brief description of similar projects describing the relevant experience obtained within the last ten (10) years. List three (3) clients with name, address, phone number and email from this list of projects that the City may contact.
- **Project Understanding, Schedule, and Approach:** Briefly describe the tasks that must be accomplished to complete the project, comment on the proposed schedule contained in this RFP, and a narrative description of how the firm proposes to execute them.
- **Recommendations & Innovative Ideas:** Describe any particular challenges that you foresee with this project and your plan to address them. List any cost effective and innovative ideas your team may have for delivering the project, and any other pertinent information relevant for consideration by the selection committee.
- **Cost:** A cost estimate shall be included with the proposal (does not count against the page limitation). The summary of cost shall include estimated hours, hourly billing rates, applicable cost allocations, subconsultant hours and costs, and expenses per task with a total shown for the complete scope of work. Include footnotes on the cost summary for key assumptions if necessary.

Upon selection of the consultant, the City will negotiate a contract, detailed scope of work and fee. If unable to reach an agreement, the City reserves the right to terminate negotiations and begin discussions with the next highest finalist. Work performed under the contract will be on a time and material basis with a not-to-exceed fee. The agreement shall be per the City's standard personal services contract.

A number of state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project. The City of Walla Walla is an equal opportunity and affirmative action employer. Minority and women owned firms are encouraged to submit proposals.

Americans with Disabilities Act (ADA) Information

This material can be made available in an alternate format by emailing Robert Francis at rfrancis@wallawallawa.gov or by calling 509-527-4345.

Title VI Statement

The City of Walla Walla, in accordance with Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.