



CITY OF SELAH

115 West Naches Ave
Selah, WA 98942

P: 509-698-7328
F: 509-698-7338

“RFQ/RFP 2024” REQUEST FOR QUALIFICATIONS/PROPOSALS CITY OF SELAH COMPREHENSIVE PLAN PERIODIC UPDATE 2026

PURPOSE

The purpose of this Request for Qualification/Proposal (RFQ/RFP) is to solicit responses from a qualified multidisciplinary consultant (Consultant) to update the City of Selah’s (City) Comprehensive Plans for the 2026-2046 Periodic Update cycle, as required under the Washington State Growth Management Act (GMA). The City is seeking a consultant team that is experienced in land use, zoning, economic development, and utility, planning, writing ordinances, housing policy, visioning, demographic analysis, environmental analysis/SEPA, community engagement, and all other aspects of comprehensive planning.

The expected timeline for the Comprehensive Plan Update is to begin in September 2024, with a completion and adoption timeline of June 2026, or as amended by Department of Commerce authorized extensions.

PROJECT OVERVIEW

The City of Selah is preparing for its 2026 Comprehensive Plan Periodic Update and is looking for an experienced long-range multidisciplinary planning consultant team to update the City’s Comprehensive Plan through the update process. The consultant team will be required to: Clearly define and refine the project scope of work; create detailed project work plans for project phases; and identify gaps in the City’s existing planning and policy documents using the Washington Department of Commerce (Commerce) guidance; plan and carryout the Public Participation Plan (PPP), conduct broad community outreach and engagement efforts; work with the Planning Commission, and the Selah City Council to define a clear direction and vision for the 2026 Comprehensive Plan; coordinate with multiple city departments, partner agencies, and stakeholder groups; complete the 2026 Comprehensive Plan updates by the state-mandated deadline.

The City seeks to contract with a consulting firm that possesses extensive experience working with the Department of Commerce, knowledgeable on the latest GMA requirements, community planning and development, and economic development strategies. The City is seeking a creative professional consulting firm that is expected to provide a wide range of services including, but not limited to the following:

Project Tasks:

1. The Consultant must be familiar with the Dept. of Commerce Growth Management Grants opportunities “periodic updates” [RCW 36.70A.130.\(5\)](#) and shall work with the City to apply for, secure, and manage the grants as applicable, and when available.
2. Project Management and Coordination. Provide necessary project oversight to complete the scope of work in compliance with the grant agreement, which includes project coordination, project management, and project administration. Timely complete submittal of requests for reimbursement, deliverables, progress reports, and recipient closeout reports. Administrative billing assistance if needed. Properly maintained project documentation.

- a. Reviewing Commerce guidance and performing a gap analysis of the existing planning and policy documents.
 - b. Incorporation of the City of Selah's Housing Action Plan, and Sub Area Plan.
 - c. GMA mandatory requirements (Less Climate Change Element, but must coordinate with inclusion of climate change element).
 - d. Must be able to analyze land use growth patterns and make suggested changes based on availability to serve with utilities.
 - e. Coordinating with State, County, Regional Authorities, and Tribes.
 - f. Drafting and finalizing Comprehensive Plans.
 - g. Preparing required environmental checklists for the Comprehensive Plans.
 - h. Prepare and present staff reports for public hearings and presentation materials for public outreach and public participation.
 - i. Completing the necessary Commerce Periodic Update checklists.
3. Maintain project updates on the City's website, which includes interactive opportunities for engagement, maps, and project timelines that are compatible with mobile devices.
4. Draft surveys and/or utilize online tools to distribute, collect, analyze, and report results.
5. Review and update existing goals and policies for each Comprehensive Plan Element to ensure consistency with the Growth Management Act (GMA). This scope also includes identifying the development regulations that need to be updated and making the necessary amendments to comply with changes to Washington State rules and Comprehensive Plan goals and policies.
6. The Consultant will be expected to identify any updates needed to the City's land use and zoning maps, and produce the final printed maps.
 - a. Ensure consistency with the adopted Shoreline Master Program.
 - b. Ensure consistency with surrounding cities UGA's.
 - c. Ensure consistency with the city's current Capital Facilities Plans.
 - d. Ensure consistency with the state mandated climate resilience goals and separately provided Climate Change Element.
7. A market analysis should include a snapshot of existing market conditions for residential, commercial, office, and industrial development and identify opportunities for diversification and preparation for emerging growth industries.
8. Research and identify unique qualities, geography, demographics, adopted planning studies/plans, and trends specific to the City that will affect Comprehensive Plan considerations for the future.
9. Evaluation of existing and emerging community and planning trends and opportunities such as demographics, housing, farming, climate resilience, communities for all ages, diversity, equity and inclusion, sustainability, planning for mobility, construction and market trends, and infill and redevelopment strategies.
10. Create metrics to monitor progress and outcomes.
11. Digital Comprehensive Plan maps that are compatible with the City's GIS map layers.
12. The plan should include a planning horizon and include implementation approaches that are

actionable and measurable. A detailed implementation chapter should be included with a reporting strategy, responsible parties, methodology, and regular reporting.

13. The final product will require creating an integrated and hyperlinked web-based Comprehensive Plan for the City of Selah.

Proposal Format

The proposal must address the following in order:

1. Understanding of the project.
2. Knowledge of GMA requirements.
3. Key Personnel Qualifications and Experience with:
 - a. The Comprehensive Plan Periodic Updates, Capital Facility, transportation, utilities, economic development, housing, and land use planning, and development code updates.
 - b. Other local (counties/cities) UGA's, environmental and critical areas studies, and updates, etc.
 - c. The Shoreline Master Program.
4. Proposed scope of work and schedule, with deliverables.
5. Cost per task and the total for completing the scope of work.
6. Consultant team members, their roles and expertise, and the management structure.
7. Consultant's expectation of the partnership.
8. References.

Proposal Submittal

Proposals must be submitted electronically at the email address below, using the subject line: **SELAH COMP PLAN 2024-RFP**. A follow-up email will be sent to confirm receipt of the submittal. rich.huebner@selahwa.gov

Contact Rich Huebner, City Administrator at (509) 698-7328 if you do not receive a confirmation email.

Selection Process and Award

Proposals will be evaluated based on the demonstrated qualifications, experience with GMA requirements, periodic updates review and amendments for Comprehensive Plan and/or other studies, and the ability to follow guidelines according to the Periodic Update Grants (PUG) agreement with the Department of Commerce. Based on the number of qualified candidate proposals received, interviews may be requested. The selected consultant will be offered a contract with the City to perform the work consistent with this RFQ/RFP, the Periodic Update Grants agreement with the Department of Commerce, and the City of Selah procurement policy.

Budget

The maximum budget for the Periodic Update Grants (Commerce) for this project shall not exceed:

2024-2025 State Fiscal Year	
Commerce Periodic Update	\$62,500
2025-2026 State Fiscal Year	
Commerce Periodic Update	\$62,500
Total	\$125,000

Solicitation Process

The City of Selah is not liable for any costs incurred by the consultant prior to the full execution of a contract. All costs incurred in response to the RFQ/RFP, including meeting with the proposal evaluators, or contract negotiation sessions, are solely the responsibility of the consultant.

The City reserves the right to reject any and all proposals if such a rejection is in the City's best interest. This RFQ/RFP is a solicitation for offers and is not to be construed as an offer, guarantee, or promise that the solicited services will be purchased by the City. The City may withdraw this request for proposals at any time and for any reason without liability for damages, including, but not limited to, bid preparation costs.

Additionally, the City reserves the right to negotiate with the successful consultant and may request additional information or modification from a consultant. Interested parties are requested to provide a response containing all required elements herein to the City by the deadline given. Submittals will be examined by a selection committee.

Interviews may be scheduled for top-ranking consultant teams to supplement the submission; sub-consultants should be present at the interview. Final consultant team selection and award are contingent on City Council approval.

Americans with Disabilities Act (ADA) Information. This material can be made available in an alternate format by emailing Rich Huebner at rich.huebner@selahwa.gov or by calling (509) 698-7328.

Equity and Diversity

To directly address supplier diversity, the City encourages Minority/Women-Owned and Disadvantaged Small Businesses (M/WBE) to apply. Prime contractors are strongly encouraged to have a documented M/WBE inclusion plan. The City intends to provide opportunities for increased participation by M/WBE-owned and controlled businesses, as long as such businesses are underrepresented, and to ensure that City contracting practices do not support discrimination when the City procures goods and services from the private sector.

Title VI Statement Notice to Public. The City of Selah, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit qualifications in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.

Advertise:	July 29, 2024
Proposals Due:	September 29, 2024 by 5:00 p.m. PST
Estimated Completion:	June 30, 2026, or as amended through Department of Commerce authorized extensions

**Request for Qualification/ Proposals City of Selah Comprehensive Plan Periodic Update 2026
Proposal Response Coversheet**

This form must be signed by a person authorized to make proposals and enter into contract negotiations on behalf of your organization. To be considered for this project, the submittals must be completed in accordance with the Request for Qualification Proposal and this coversheet must be attached. Failure to submit this form will result in your proposal being deemed non-responsive.

Authorized Official (Signature)

Date

Printed Name of Authorized Official

Title of Authorized Official

Company Name

Contact Person

Address

City, State, Zip

Phone Number

Email Address