

**“RFQ/RFP 2024” REQUEST FOR QUALIFICATION/PROPOSAL  
CHELAN COUNTY AND CITY OF CHELAN COMPREHENSIVE PLAN  
PERIODIC UPDATES 2026**

**PURPOSE**

The purpose of this Statement of Qualification (RFQ) is to solicit responses from a qualified multidisciplinary consultant (Consultant) to assist Chelan County (County) and the City of Chelan (City) in updating their Comprehensive Plans for the 2026-2046 Periodic Update cycle, as required under the Washington State Growth Management Act (GMA). The County and City are seeking consultant support from teams experienced in land use planning and zoning, writing ordinances, housing policy, visioning, climate, 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**

Chelan County and the City of Chelan are preparing for their 2026 Comprehensive Plan Periodic Updates and are looking for an experienced long-range planning consultant team to assist both the County and City through the update process. The consultant team will be required to: help the County and City clearly define and refine the project Scope of Work; create detailed project work plans for project phases; and identify gaps in the County’s and 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 Board of County Commissioners and the Chelan City Council to define a clear direction and vision for the 2026 Comprehensive Plan; coordinate with multiple county and city departments, partner agencies, and stakeholder groups; complete the 2026 Comprehensive Plan updates by the state-mandated deadline.

The County and 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 County and City are 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 (proposer) must be familiar with the Dept. of Commerce Growth Management Grants opportunities “periodic updates” [RCW 36.70A.130.\(5\)](#) and shall work with the County and City to apply for and secure them 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 and 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. GMA mandatory requirements
  - c. Coordinating with State, County, Regional Authorities, and Tribes.
  - d. (County) analysis and establishment of new Malaga UGA (LAMIRD conversion)
  - e. Drafting and finalizing Comprehensive Plans.
  - f. Preparing required environmental checklists for the Comprehensive Plans.
  - g. Prepare and present staff reports for public hearings and presentation materials for public outreach and public participation
  - h. Completing the necessary Commerce Periodic Update checklists.
- 3) Maintain project updates on the County's and City's websites 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 for both the County and the City to ensure consistency with the Growth Management Act (GMA). This scope also includes identifying the development regulations that need to be updated to comply with changes to Washington State rules and Comprehensive Plan goals and policies. Actual amendments will be carried out at a later date after the adoption of the Comprehensive Plan by Community Development staff or under separate contract.
- 6) The Consultant will be expected to identify any updates needed to the County's and City's land use and zoning maps and work collaboratively with the County's and City's GIS Specialist.
- o Ensure consistency with the adopted Shoreline Master Programs for both the City and the County.
  - o Ensure consistency with the UGA's, - City of Wenatchee, City of Cashmere, City of Leavenworth, City of Chelan, City of Entiat, Unincorporated Manson UGA, unincorporated Peshastin UGA and the creation of an unincorporated Malaga UGA.
  - o Ensure consistency with the current Capital Facilities Plans
  - o Ensure consistency with the state mandated climate resilience goals
- 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 County and 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) Evaluate and establish a new UGA for Malaga, to replace the existing LAMIRD
- 11) Create metrics to monitor progress and outcomes. Digital Comprehensive Plan maps that are compatible with the County's and 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 Plans for both Chelan County and the City of Chelan.

### **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, housing, climate change
  - 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 – may separate out combined City/County tasks from stand alone City or County tasks.
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: **2024-RFP**. A follow-up email will be sent to confirm receipt of the submittal.

[Kirsten.ryles@co.chelan.wa.us](mailto:Kirsten.ryles@co.chelan.wa.us)

Contact Kirsten Ryles, Assistant Director at (509)667-6526 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 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 County and the City to perform the work consistent with this RFQ/RFP, the Periodic Update Grants (Commerce) agreement with the Department of Commerce, and Chelan County and the City of Chelan 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 (Chelan County) \$175,000

Commerce Periodic Update (City of Chelan) \$50,000

#### **2025-2026 State Fiscal Year**

Commerce Periodic Update (Chelan County) \$175,000

Commerce Periodic Update (City of Chelan) \$50,000

### **Solicitation Process**

Chelan County and the City of Chelan are not liable for any costs incurred by the consultant (proposer) 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 (proposer).

The County and City reserve the right to reject any and all proposals if such a rejection is in the County and/or 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 County or City. The County/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 County and City reserve the right to negotiate with the successful consultant (proposer) and may request additional information or modification from a consultant (proposer).

Interested parties are requested to provide a response containing all required elements herein to the County 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 Board of County Commissioner and Chelan City Council approval.

**Americans with Disabilities Act (ADA) Information.** This material can be made available in an alternate format by emailing Kirsten Ryles at [Kirsten.ryles@co.chelan.wa.us](mailto:Kirsten.ryles@co.chelan.wa.us) or by calling (509)667-6526.

### **Equity and Diversity**

To directly address supplier diversity, the County and City encourage 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 County 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 County and City contracting practices do not support discrimination when the County/City procures goods and services from the private sector.

**Title VI Statement Notice to Public.** Chelan County and the City of Chelan, 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 6, 2024  
**Proposals Due:** August 2, 2024 by 5:00pm PST  
**Estimated Completion:** June 30, 2026, or as amended through Department of Commerce authorized extensions

**Request for Qualification/ Proposals  
Chelan County/City of Chelan 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

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Print Name of Authorized Official

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Title of Authorized Official

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Company Name

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Contact Person

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Address

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City, State, Zip

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Phone Number

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Email Address