

City of Wenatchee

Request for Proposals

Introduction

The City of Wenatchee serves as the major cultural and economic hub of North Central Washington. The Wenatchee Urban Growth Area is bordered to the north, west, and south by the foothills of the Cascade Mountains and to the east by the Columbia River. The City of Wenatchee had a population of 35,850 in 2023 according to the Office of Financial Management and when the City is combined with the Wenatchee Urban Growth Area the area had a population of 41,219. The City has a long history of planning and in recent years has taken a very proactive approach to a variety of topics including housing with the 2019 adoption of a major housing code update, wildfire risk with updates to our wildland urban interface code in 2020 and 2022, and complete streets with the adoption of a Complete Streets Policy in 2016.

The GMA requires Chelan County and the cities to update comprehensive plans, urban growth areas, and development regulations by June 30, 2026 (RCW 36.70A.130). Significant new GMA requirements relating to housing, Tribal participation in planning and climate response, along with a variety of other issues, will be addressed in the updates.

The Consultant will review relevant provisions of State law, the Washington Administrative Code, and Washington State Department of Commerce publications when addressing items in the scope of work.

Purpose

The City of Wenatchee desires to select a qualified consultant to assist the City with the comprehensive plan updates specifically addressing public participation planning, the transportation element, climate element, select development regulations, and environmental analysis conducted pursuant to the State Environmental Policy Act (SEPA). Early analysis and coordination with the City of East Wenatchee is an essential component in the Climate planning process.

Scope of Services

The information contained in this section describes the scope of the duties and services that the Consultant is expected to complete. It is expected the scope of services will be completed by June 11, 2026.

1. Comprehensive Plan Scope of work

The scope of work includes consultant tasks in a multi-year process to complete the 2025 Climate planning grant and components of the 2026 Comprehensive Plan Update. The planning area is the Wenatchee Urban Growth Area, including both incorporated and unincorporated portions. Specifically, consultant services will be provided to achieve the following:

1. Public Participation and Visioning - Develop a robust and inclusive public engagement strategy for the comprehensive plan update with particular focus on housing, land use,

transportation, and climate change resiliency. The principal project planner should directly lead the public participation and visioning portion of the project. A comprehensive visioning process has not been completed by the City since the 2007 periodic update process. The strategy should include a participation plan and visioning process that will engage all segments of the community and regional partners in the planning update and participation through a variety of innovative methods including but not limited to in-person events, virtual/digital media, and in print. Methods and means should provide diverse options for types of engagement, place and time, accessibility, and considerations of social and cultural barriers.

Visioning should be designed to provide for a broad-based community input process for the future growth and development of the city while at the same time specifically serving as a foundation for required update components of the comprehensive plan.

This process should then be tailored to establish a public participation approach that extends through the update process with tracts for completing each of the required components of the plan integrated to provide consistency. As an example, the public participation work will include the outreach efforts necessary to address racially disparate impacts in housing that must be addressed in the Housing Element.

A specific vision should be developed for the desired future urban form of the Central Business District (CBD), North Wenatchee Business District (NWBD), South Wenatchee Business District (SWBD), Waterfront Mixed Use (WMU), and residential areas with an emphasis on infill residential and mixed-use development. Existing subarea plans will be consulted when applicable to inform existing policy and vision for an area. This vision will be used by staff to inform the Land Use Element, other staff led element updates, and the review of existing subarea plans.

The public should be able to follow, review and engage during this process as well as learn how their input has informed the plan. Spanish translation of visioning documents and notices as well as at visioning events is critical to the success of the comprehensive planning periodic update process. Bilingual city staff will be available at in-person events to provide translation services.

2. Housing Element –Update the Housing Element to comply with recent legislation including Chapter 254, Laws of 2021 (HB1220). Tasks include, but are not limited to, the following: conduct analysis for the community on racially disparate impacts, displacement, and exclusion in housing that may have been caused by local policies, plans, and actions. Where identified, provide recommendations for policies and or regulations that can have a positive impact on undoing these identified issues or impacts. Coordinate this analysis with the update work for the housing element conducted by the city.
3. Transportation Element
 - a. Review and update element to ensure compliance with current GMA standards.
 - b. Review and recommend adjustments to roadway classifications, access control, freight classifications, and future roadway circulation within the City to align with existing and projected land use.

- c. Review and provide recommendations for, and clarify Level of Service thresholds for vehicles, pedestrians, bicycles, transit, and pavement condition.
 - d. Integrate findings from relevant transportation planning documents including: Pedestrian Master Plan, Pavement Management Program reports, ADA Transition and Implementation Plan, and localized transportation plans.
 - e. Coordinate and implement climate change element update.
 - f. Develop policy and implementation strategies to evaluate on-street parking. Existing and ongoing needs.
 - g. Coordinate with staff on evaluating regional efforts and plans and how they align with the transportation element update.
4. Climate change and resiliency sub-element – Develop a new climate change element and resiliency sub-element of the comprehensive plan. See Section 2 of this RFP. High level coordination with the City of East Wenatchee through Deliverable 2 as identified in Section 2 Climate Grant Scope of Work. Complete the scope of work and write a new climate change and resiliency sub-element. The work plan should be specifically designed to focus on meeting the requirements identified for the City for the update process. City currently has funding through June 2025 and anticipates a contract extension with the Department of Commerce through June 2026. Updates to the Land Use Element, Capital Facilities Plan, Utilities Element, and Parks, Recreation, and Open Space Element will be aligned with the Climate Planning effort to the extent the updates relate to compliance with Chapter 228, Laws of 2023 (ESSHB1181).
 5. Remaining comprehensive plan elements – City staff will lead the update and revisions to these elements. Subarea plans – assist city staff in evaluating progress of existing subarea plans with the end goal to incorporate policies and projects into the Comprehensive Plan and repeal most or all subarea plans.
 6. Development regulations – Provide guidance and recommendations to city staff who will be drafting amendments to development regulations necessary to satisfy periodic update requirements. The city expects to adopt development regulations consistent with Chapters 332 and 334, Laws of 2023 (new ADU and middle housing laws) by the end of 2024.
 7. Plan format –update the format of the existing comprehensive plan including photos and a new design template. Consultant to compile entire document of changes into a single reformatted plan. This can be completed either before or after plan adoption.
 8. Meetings and Hearings – Support City staff in the preparation and presentation of materials and recommended amendments to the public, the Planning Commission, and the City Council.
 9. Project Management/Periodic Update Checklists - Review and provide feedback on a staff completed draft State Department of Commerce’s Periodic Update Checklist(s). Complete timely progress reports and invoicing, establish a project completion schedule, participate in and lead consultant and city team meetings and conferences. Based on availability of funding, identify gaps, opportunities, strategies to implement the comprehensive plan.

10. SEPA Environmental Analysis – Complete the SEPA process for the project. Including all noticing and environmental documents. It is anticipated that this will include preparation of a draft Environmental Impact Statement (EIS) and final EIS. City staff can assist by posting documents to the SEPA Register, website, and mail documents.

2. Climate grant Scope of Work

The proposed scope of work is intended to be a general outline of the work we anticipate being included in the process. It is not an all-inclusive description of the elements to be included in the plan or associated activities. The City of Wenatchee has been awarded the Commerce Climate Change Grant through June 2025. It is anticipated that additional funds from the Department of Commerce will be available to complete the project through June 2026.

City of Wenatchee Grant Scope of Work for Climate Resilience Sub-element		
Climate Guidance (Section Steps, Tasks and Deliverables)	Description	End Date
Section 1	Initialize Project	5/2024 – 8/2024
Task 1.1	Form Climate Policy Advisory Team	
Task 1.2	Establish engagement strategy that supports environmental justice	
Task 1.3	Integrate climate resiliency with periodic update public participation plan	
Deliverable 1	Submit a memo summarizing completion of this step.	8/15/2024
Section 2, Step 1	Explore Climate Impacts	8/2024 – 12/2024
Task 2.1.1	Identify community assets	
Task 2.1.2	Explore hazards and changes in the climate	
Task 2.1.3	Pair assets and hazards and describe exposure and consequences	
Task 2.1.4	Identify priority climate hazards	
Deliverable 2	Submit a memo summarizing completion of this step.	12/15/2024
Section 2, Step 2	Audit Plans & Policies	1/2025 – 6/2025
Task 2.2.1	Review existing plans for climate gaps and opportunities	
Task 2.2.2	Determine next step based on plan/policy audit	

Deliverable 3	Submit a memo summarizing completion of this step.	6/15/2025
Section 2, Step 3	Assess Vulnerability & Risk	6/2025 – 10/2025
Task 2.3.1	Assess sensitivity	
Task 2.3.2	Assess adaptive capacity	
Task 2.3.3	Characterize vulnerability	
Task 2.3.4	Characterize risk	
Task 2.3.5	Meet with partners, stakeholders and decision makers to decide course of action	
Deliverable 4	Submit a memo summarizing completion of this step.	10/15/2025
Section 2, Step 4	Pursue Pathways	11/2025 – 2/2026
Task 2.4.1	Develop goals	
Task 2.4.2	Develop policies	
Task 2.4.3	Identify policy co-benefits	
Deliverable 5	Submit a memo summarizing completion of this step.	2/15/2026
Section 2, Step 5	Integrate Goals & Policies	1/2026 – 6/2026
Task 2.5.1	Review and finalize resilience goals and policies	
Task 2.5.2	Consult with climate advisory committee, planning commission, stakeholders and decision Makers.	
Deliverable 6	Adopt climate resilience goals and policies by ordinance and transmit to Department of Commerce.	6/15/2026
<p>Scope of Work Narrative: The City of Wenatchee has reviewed the Climate Element Planning Guidance guidebook and plans to follow the steps and tasks as outlined in the Resilience Sub-element section. The city will be issuing an RFP for a consultant.</p> <p>We anticipate that once a consultant has been selected that there will be amendments to the grant based on the consultant feedback on timing and funding prioritization. Ultimately, the City of Wenatchee will adopt our updated comprehensive plan including the required Climate Element and Resilience Sub-element on or before June 15, 2026.</p>		

3. Split Between Duties

The split between the duties of the Consultant and the duties of the City will generally follow the below guidelines.

The Consultant will:

- Develop an overall schedule and strategy for completing tasks.
- Develop and carry-out a public engagement plan.
- Coordinate with subconsultants as needed.
- Coordinate with city staff.
- Ensure project stays within budget.
- Provide deliverables on time.
- Conduct in-person and remote meetings or events with the community.
- Attend meetings as needed with staff, City Council, or relevant citizen commissions.
- Submit invoices, by funding sources, to the City for work completed in accordance with the approved scope of work.

The City will:

- Provide existing plans
- Review deliverables and provide feedback.
- Coordinate meetings with the City Council and/or relevant citizen commissions as needed.
- Coordinate with local jurisdictions when needed.
- Provide directions at key decision points.
- Provide relevant background information including existing or past plans and policies.
- Process and pay consultant invoices.
- Submit invoices for grant reimbursement.

4. Term of contract

- a. The City anticipates the contract term to begin on about **July 1, 2024** and end on **June 30, 2026**.

Consultant Requirements

Proposal Submittal

Cover Letter

The cover letter should include an executive summary & overall project approach which summarize your proposal and includes your firm's qualifications and contact information. The summary should discuss your overall approach and understanding of the project and the scope of work.

Firm description and project team

Describe your experience in performing services of this nature and scope. Identify the individual you propose to assign as a project manager and all members of the project team, include a statement of qualifications and/or resume for each member. Team experience and qualifications should demonstrate expertise in the field of public engagement, comprehensive planning, climate change, transportation planning, and environmental review with sufficient capabilities to perform this work. All key consultant team members must have active and current licensing and be in good standing with all State regulated disciplines applicable to the services to be provided. Staff substitutions will only be accepted with the City's approval. If using a partnership among firms, include specific details on how the partnership will work. All consultant firms must be licensed to perform the scope of work in the State of Washington.

The selected firm must have the minimum insurance required by the Standard Consulting Agreement and must either provide a letter from their insurance company or an insurance certificate that verifies such coverage. The selected firm will be required to provide ADA and Civil Rights language in materials used for outreach on behalf of the City of Wenatchee.

Scope of Work

Provide a succinct, but detailed description of the process and products that would be delivered based on the Scope of Work (Both Sections 1 and 2) of this RFP.

Project schedule

Submit a schedule, with itemized tasks, for completing the scope of work within the RFP timelines.

Provide price estimate including number of billable hours, hourly rate and total cost. Any expenses that are to be included as part of your proposal must be listed as a separate line item (lump sum amount is acceptable) and must include both the total anticipated expense to be claimed and nature of the expenses (such as: office supplies, lodging, meals, etc.)

Budget

The maximum budget for this project shall not exceed \$375,000. City staff are available to provide assistance and research during the project. Funding for this work is through a series of grants from the Department of Commerce and the City of Wenatchee. Deliverables and workplan must coincide with grant timelines and state fiscal year schedule.

City funded transportation element	\$100,000 (Funding allocated through Dec 2024 with ability to carryover unused funds into 2025 city budget cycle)
2024-2025 State Fiscal Year	
Commerce periodic update grant	\$62,500
Commerce Climate change grant	\$85,000
2025-2026 State Fiscal Year	
Commerce periodic update grant	\$62,500
Commerce Climate change grant	\$65,000 (Expected grant extension amount)
Total	\$375,000

References

A list of references (including contact name and telephone number) of at least three (3) completed or current projects within the last five years of this size and nature. Municipal references are preferred. The City reserves the right to contact references without prior notification.

Submittals

Proposals must be made in the official name of the firm or individual which business is conducted (showing official business address) and **must be signed** by a person duly authorized to legally bind the person, partnership, company or corporation submitting the proposal. A corporation must indicate place and date of incorporation.

Questions

All questions regarding this matter should be directed in writing via email to **all** of the following:

Eva Osburn - eosburn@wenatcheewa.gov

Proposals must be submitted electronically by **5:00 pm** on **May 30, 2024** to be considered. No amendments to proposals will be accepted after this time. The City of Wenatchee reserves the right to accept or reject any or all proposals.

Submit electronic proposal to:

Eva Osburn - eosburn@wenatcheewa.gov

Consultant Selection Schedule

The following is the proposed schedule and key dates for finalizing a consultant contract. All dates are subject to change. RFP Issued

Advertise	April 30, 2024
RFP Close	May 30, 2024
Review of proposals/interviews (optional)	Week of June 3, 2024
City Council contract authorization	June 20, 2024
Project Commencement	July 1, 2024

Consultant Selection and Evaluation Process

Firms will be evaluated initially based on their Proposals by the City. Oral interviews may be requested depending on the number of qualified firms submitting. The final selection will be made with approval of the Mayor and City Council based on recommendation of staff. Upon Council approval of a selected consultant, the City intends to enter into an agreement with the Consultant using its standard consulting services agreement.