

**WALLA WALLA COUNTY – COMMUNITY DEVELOPMENT DEPARTMENT
REQUEST FOR QUALIFICATIONS AND PROPOSAL FOR
PROFESSIONAL LAND USE PLANNING SERVICES**

Walla Walla County is seeking on-call professional land use planning services from qualified individuals or companies to assist the County with the occasional review of land use planning applications for current planning projects. Walla Walla County is fully planning under the Washington State Growth Management Act.

SCOPE

County staff will assist the selected consultant in providing background information and data, but the County will ask the consultant to provide the following services:

- Assist staff in evaluating land use project applications, including SEPA review, and formulating recommendations based on consistency with the County's development regulations.
- Assist staff in reviewing land use code amendments and comprehensive plan amendments.
- Occasionally provide staff with assistance in identifying which areas of the County's Development regulations and or Comprehensive Plan need to be updated.

QUALIFICATIONS:

The applicant shall provide information regarding the applicant's background and familiarity with land use planning regulations and the requirements of the Growth Management Act and Walla Walla County's land use regulations and processes. 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 land use 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 him or herself from any work where a potential conflict of interest exists.

Contract Type and Administration

The consultant will answer directly to the County Community Development Department Director. The consultant will perform all work under a master contract with the County that establishes hourly rates and general contract requirements. The Community Development Department will subsequently issue task orders for specific work assignments, tied to the master contract. To the extent possible, each task order will have a not-to-exceed amount.

PERIOD OF PERFORMANCE

The term of this contract shall begin from the date of execution by the Board of County Commissioners and extend through 12 months. The County may choose to enter into subsequent one-year agreements with the contractor.

SUBMITTAL REQUIREMENTS

The statement of qualifications and proposal shall be accompanied by:

1. A list of professional references who can attest to the applicant's abilities; and
2. The applicant shall sign and date the proposal.
3. Provide hourly rates for each key staff member and other staff positions.

The statement of qualifications and proposal shall be submitted in a sealed envelope by **4:00 p.m., Friday, May 24, 2019** and delivered to:

Thomas E. Glover, Director
Walla Walla County Community Development
310 W. Poplar St., Suite 200
Walla Walla, WA 99362

Proposals transmitted by e-mail are not acceptable for consideration. Also, proposals received after the response deadline of 4 PM on May 3, 2019 are not acceptable for consideration.

To view the County's current Comprehensive Plan, Codes and Ordinances, please visit our website at: www.co.walla-walla.wa.us

For specific questions concerning this RFQ/P please call Mr. Glover at (509) 524-2621, or by e-mail at: tglover@co.walla-walla.wa.us