

City of White Salmon, Washington
Request for Proposals
Land Use Planning: Completion of Critical Areas Ordinance Review/Update, Shoreline Master
Program Review/Update and On-Call Land Use Planning Assistance

1. Background

The City of White is a community of about 2,500 people located in the Columbia River Gorge. The City has been working on an update of its critical areas ordinance which is not complete and is tasked to complete a review/update of its shoreline master program. The city has a land use department which consists of a land use planner and permit technician. The city's land use planner position will be vacant effective June 2022.

2. Request for Proposals

The City of White Salmon is seeking a consultant or team of consultants for the following tasks:

1. Complete the city's review/update of its Critical Areas Ordinance as required by state law. The majority of the work has been completed for this update. The selected firm will be required to review the status of the work and existing proposed language changes. The proposed language changes need to be submitted to agencies for review prior to holding a workshop with the Planning Commission. A public hearing before the Planning Commission and a second public hearing before the city council will need to be held in addition to conducting a SEPA review of the changes.
2. Undertake the review and update of the City's Shoreline Master Program as required by state law.
3. Provide temporary on-call land use planning assistance until such time the city hires a new land use planner. Will assist and serve on the City's Development Team as needed and will provide professional planning guidance to the Team's efforts as needed.

3. Tentative Schedule

The following schedule may be modified as result of consultant proposals and contract negotiations:

May 25, 2022	Release of Request for Proposals
June 8, 2022	RFP Submittal Deadline (4:00 p.m. PST)
Week of June 13, 2022	Interviews with Consultants (if necessary)
July 6, 2022	Award of Contract
July 11, 2022	Start
December 1, 2022	Completion

4. Submission Requirements

All submittals must be in conformance with the requirements set forth in this Request for Proposals. Submittals shall be in 8-1/2" x 11" format and shall not exceed twenty (20) pages, including cover letter. As a minimum the following information shall be submitted:

- An organization chart and biographies for the project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to the project.
- Identified critical work elements and how the consulting team will address those issues for each project.

- A discussion of the team’s approach to the project and plan to produce the required documents.
- A proposed scope of work and schedule for completing the work for each project, including intermediate project stages leading to a final project in enough detail to allow an assessment of the firm’s ability to provide the resources necessary to meet the schedule.
- Each project shall include a cost for completion. The costs for on-call land use planning assistance shall be provided in an hourly format.
- References from similar projects. Provide the contact name and number of the owner, of if not available, a contact name and number of the current most knowledgeable person associated with the project.

5. Submittals

A. Preferred

Qualifications titled “Consulting Services for City of White Salmon – Land Use Planning” should be submitted as an email attachment in PDF format to janb@ci.white-salmon.wa.us with subject line “Consulting Services for City of White Salmon – Land Use Planning.”

B. Contact

For additional information concerning this Request for Proposals, please contact via email:

Jan Brending
Clerk Treasurer
Email: janb@ci.white-salmon.wa.us

Absolutely no communication shall occur regarding this Request for Proposals, including requests for information, or speculation between consultants or any of their individual members and City elected officials or employees other than those named above. Failure to comply with this provision may result in a proposal being removed from consideration. Any cost incurred by the consultant in preparation, transmittal, or presentation of any information or material submitted in response to the RFP shall be borne solely by the consultant.

C. Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

D. Submittal Disposition

All material submitted in response to this Request for Proposals shall become the property of the City upon delivery to the City and will not be returned.

E. Project Contract

The consultant will be required to the City of White Salmon Professional Services Agreement and accept all language contained within. Any consultant that has significant reservations using this agreement should not submit a proposal for this project.

F. Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this Request for Proposals
- Understanding of the project and scope of work
- Ability to meet the project schedule within budget
- Expertise of key personnel
- Project costs
- Response of references from past similar projects

G. Final Selection Procedures

After review of the submittals by the City's Selection Committee, the City may at its discretion schedule interviews with one or more firms.

H. Negotiations/Scope of Work Development

The top-ranked firm will be asked to submit a final scope of work, schedule and fee proposal.

If, after negotiation and consideration, the City is unable to reach an acceptable agreement with the top-ranked firm, the City will terminate negotiations with the top-ranked firm and, at its sole discretion, may enter into negotiations with the second ranked firm and/or withhold the award for any reason and/or elect not to proceed with any of the proponents and/or re-solicit via new request for proposals.

I. Final Selection

Once an agreement is reached with a preferred firm, the city will provide a professional services agreement for signature and full execution. A Notice to Proceed will be issued to formally begin work.