



REQUEST FOR QUALIFICATIONS (RFQ)

2026 Comprehensive Plan Periodic Update

March 4, 2025

Applications due by 5:00 PM, March 25, 2025

COMMUNITY DEVELOPMENT DEPARTMENT
501 North Anderson Street | Ellensburg, Washington 98926 | 509-962-7231
comdev@ellensburgwa.gov

<https://ellensburgwa.gov/>

1. PROJECT OVERVIEW

The City of Ellensburg is requesting a statement of qualifications from a qualified consultant or consultant team to assist with its Comprehensive Plan periodic update and climate element update. The consultant team will be asked to help the City define the project scope, create detailed project work plans, identify gaps in the City's existing planning and policy documents, conduct broad community outreach and engagement efforts, and complete specific analyses, and complete the periodic update and climate element update by the state-mandated deadline.

The City seeks to contract with a consulting firm or team that possesses extensive experience working with the Department of Commerce, is knowledgeable on current Growth Management Act (GMA) requirements, and community planning and development strategies. Kittitas County is a fully planning County under the GMA and the City of Ellensburg must complete all required elements in its periodic update, including adoption of a new climate element.

2. SCOPE OF WORK

The consultant will be requested to manage the overall process and select components of the periodic update work plan, including the following activities:

- Develop detailed work plan for completing the periodic update of the City's Comprehensive Plan in compliance with the GMA and Kittitas County planning policies.
- Provide comment on existing draft public participation plan and execute public participation plan.
- Complete critical areas analysis and checklist
- Complete comprehensive plan analysis, identifying gaps in existing planning documents.
- Complete periodic update checklist
- Create population allocation and housing allocation.
- Conduct and document land capacity analysis.
- Complete model and update of the City's transportation system
- Draft critical areas ordinance and development regulation ordinance amendments.
- Draft Comprehensive Plan element updates, including the new Climate Element
- Complete updates to Comprehensive Plan, including Climate Element, and development regulations.

In addition, the consultant will coordinate with the range of stakeholders required to accomplish the above tasks.

This scope of work is not comprehensive and is subject to adaptation by mutual agreement with the selected consultant(s).

3. SUBMISSION DETAILS

All applicants must submit an electronic statement of qualifications via email to City of Ellensburg Community Development (comdev@ci.ellensburg.wa.us).

Submissions must be received by **5:00 PM on March 25, 2025**. Any applications received after the deadline will not be accepted or considered.

Statement of qualifications submissions should include the following:

1. **Cover Letter** - Please limit your cover letter to one (1) page and identify the consultant team and contact person with their title; include mailing address, email address, and phone number for the contact person; and include the name of the proposed Project Manager.
2. **Key Personnel Qualifications and Experience** - Please provide a brief description of the individuals on the consultant team, including subcontractors, and their relevant experience and qualifications. At a minimum the

statement of qualifications shall include the primary consulting firm name and contact information; name of principal in charge and project manager(s); name and contact of subconsultants; and total number of employees from each firm that are proposed to work on the project.

Provide information demonstrating the organizational structure of the consultant team and the reporting relationships between individual team members. The team may consist of multiple firms with focused areas of expertise. This project will require the consultant team to have the following qualifications:

- Advanced knowledge of and experience with the Washington State Growth Management Act.
- Experience working with Commerce.
- Experience designing and implementing a Public Engagement Plan as required by RCW 36.70A.035.
- Experience preparing comprehensive plans and associated development regulations.
- Education and experience to demonstrate competency in discipline areas related to the Comprehensive Plan elements.

3. Proposed Approach - Describe how the team would approach this project, given your experience and the scope of work, as presented in Section 2 above. Identify key tasks, who is responsible for completing them, and what is needed from City staff or other sources to ensure successful completion.

4. Relevant Project Experience and References - Describe the team's experience on three (3) relevant projects, including a brief project description, client name and contact information, start and completion date, responsibility on the project, estimated and final costs, and the challenges and opportunities presented by the project. Work samples must be from projects similar in size and scope that clearly show a high-quality end product and demonstrates experience in Comprehensive Planning. The City reserves the right to contact references without prior notification.

4. APPLICATION REVIEW AND SELECTION PROCESS

City staff will review statements of qualification received and may interview the highest rated candidates.

The selection process will follow the tentative schedule listed below. The actual timing is dependent upon applicant responsiveness and meeting schedules.

Step	Proposed date
Request for Qualifications Published	March 4, 2025
Submittal Deadline	March 25, 2025
Selection Process	March 26 – April 11, 2025
Consultant Selection/PSA	April 21, 2025
Project Duration	May 1, 2025 – June 30, 2026
Deadline for Updated Comprehensive Plan	June 30, 2026

Questions concerning this RFQ should be submitted in writing to Stacey Henderson at hendersons@ci.ellensburg.wa.us.

5. SELECTION CRITERIA

Consultants will be evaluated on the criteria below:

A. Key Personnel Qualifications and Experience 25 points

- Knowledge of and experience working with the Washington State Growth Management Act and Commerce.
- Experience designing and implementing a public engagement plan.
- Experience preparing comprehensive plans and associated development regulations.
- History of consultant and sub-consultant successfully working together.

- Experience with traffic analysis and transportation modeling

B. Proposed Approach 40 points

- Project approach responds to local needs, opportunities and challenges.
- Approach addresses GMA requirements, including recent changes in rules.
- Public Engagement Plan meets requirements of RCW 36.70A.035 while addressing the unique needs of the City of Ellensburg.
- Strong plan for project management, quality control, and communication that facilitates cross-departmental and project team collaboration.
- Ability of team members to complete a multi-year project and be responsive to staff in real-time.

C. Relevant Project Experience and References 20 points

- History of successfully solving problems leading to successful project outcomes.
- Experience in completing work with similar size and scope.
- Quality of relevant project examples.
- Project examples demonstrate ability to successfully work with multiple City departments, stakeholder groups, and communities with demographics similar to the City of Ellensburg.

D. Quality of Submittal 15 points

- Submittal is clearly presented and easy to read.
- Submittal is free from typos and grammatical errors.
- Submittal follows the order of RFQ and responds to all required elements.

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 to help determine final selection of a firm.

6. DISCLAIMERS AND DISCLOSURE

This RFQ is not a commitment or contract. The City of Ellensburg reserve the right to pursue all ideas generated by this request, alter timelines, amend or retract the RFQ, and/or reject any submissions.

Upon delivery, all statements of qualifications and related materials will become property of the City and public records subject to public disclosure unless specifically exempted.

The applicant recognizes and agrees that the City will not be responsible or liable in any way for any losses that the respondent may suffer from the disclosure of information or materials to third parties, nor for any use of information or materials by third parties.

All preparation costs and related expenses are at the sole risk of the applicant. Applicants shall not have any claim against the City for costs incurred in responding to this RFQ or in any negotiations, modifications, presentations, or other actions to secure a contract. Unless and until a contract has been duly authorized by ordinance and signed by the City and the applicant, the City shall retain the right to terminate the RFP process without liability to the applicant.

Americans with Disabilities Act (ADA) Information

The City of Ellensburg in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Lisa Young at youngl@ci.ellensburg.wa.us or by calling 509-962-7222.

TITLE VI STATEMENT

The City of Ellensburg, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252,42 U.S.C. 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

Dates of publication:

Daily Record: *March 4, 2025 and March 11, 2025*
Seattle Daily Journal of Commerce: *March 4, 2025 and March 11, 2025*