

**REQUEST FOR PROPOSALS FOR THE ASSISTANCE IN THE MANAGEMENT OF
VACATION/SHORT TERM RENTALS
CHELAN COUNTY, WASHINGTON**

Chelan County seeks to retain a qualified consulting firm to provide services in assisting the County with the management of Vacation/Short-term rentals; including existing conditions, impacts, regulations, long-term monitoring through code compliance, public outreach, rental consulting/collection services, and data analysis capabilities.

Qualified consultants will have experience with data collection and analysis utilizing fine-tuned and up to date software systems, web-based and/or mobile registration platform for rental applicants, participation in public meetings, guidance in preparation of code regulations, compliance review, and familiarity with the Washington State Growth Management Act, Shoreline Management Act, International Building Code, International Residential Code and International Fire Code. Consultants will be required to monitor rental websites to identify properties used for vacation and short-term rentals within Chelan County, provide data for code compliance, testify in legal proceedings in relation to code compliance/enforcement, and assist in registering such renters with Chelan County's future registration and permitting process. Consultants will assist the County in educating the renters and the public on new ordinances and registration processes through public outreach. Consultants will assist the County by providing an avenue for County residents to report short-term/vacation rental issues and concerns.

SUBMITTAL RESPONSE

All proposers shall submit six (6) bound copies of the proposal to Community Development Department by the advertised deadline. It is the proposers' responsibility to deliver proposals to the specified location prior to the date and time for acceptance. The County is not responsible for lost, misdirected, or submittals delivered after the deadline.

Proposals shall include the following information:

- A cover letter/statement of interest and introduction indicating the firm's interest in the project and highlighting its qualifications to perform this project. A summary of firm's experience in requested service areas and the availability of the firm to complete the work within the stated time period.
- Request for Proposals, including related experience with similar types of projects and specific qualifications or brief resumes of key team members such as proposed Project Manager, Project Principal, sub consultant firms, etc. arranged in a Team Organizational Chart.
- A recommended scope of work and description of the methodology proposed to use for each task and anticipated deliverables in conjunction with a fee and cost schedule for services and deliverables.
- Up to three examples of similar projects.
- A minimum of three references relating to completed projects like the proposed project with full name, title, address, phone and e-mail addresses.

RESPONSES DUE:

Submittals are due no later than 5:00 p.m. on Friday, April 26, 2019 to:

Dave Kuhl
Community Development
Director 316 Washington
Street, Suite 301
Wenatchee, WA 98801

Questions may be directed to Dave Kuhl via email at dave.kuhl@co.chelan.wa.us, or by calling 509- 667-6225.

GENERAL BACKGROUND

Chelan County is the lead agency for this project. The proposed areas of impact may include all of unincorporated Chelan County including the Urban Growth Areas for the Cities of Cashmere, Chelan, Entiat, Leavenworth, and Wenatchee and the communities of Manson Peshastin.

It is estimated that Chelan County has approximately 1,200 vacation rentals in the winter months and twice as many in the summer months. These vacation rentals are spread throughout the County and impact the quality of life for the surrounding property owners. Current concerns include, but are not limited to, noise, traffic, trespassing, failing septic systems. Additionally, most vacation rentals we permitted as single-family residences and have not been reviewed for building and fire regulation compliance resulting in concerns for public safety.

Each time a single-family residence is converted to a vacation rental the use of that structure to meet the local housing needs is unfulfilled. The consultant shall provide data and analysis regarding housing stock and housing infrastructure impacts.

If new code amendments are recommended, the County has concerns about addressing vacation rental compliance under the current compliance process. The County has a back-log of code violations and is seeking recommendations on the best ways to address vacation rentals.

County staff will play a proactive role in the managing the planning process and play an assistant role in drafting final documents and presentations.

SELECTION PROCEDURE AND CRITERIA

The basis of award will be to the respondent receiving the most points from a five-person panel based on the following criteria:

1. Qualifications of the firm. (Staff strength & experience with similar projects) (Maximum 35 points)
2. Work Plan and Approach to Project. (Maximum 35 points)
3. General familiarity with the Project and community. (Maximum 10 points)
4. Past Performance/References. (Maximum 10 points)
5. Competitiveness of the fee and cost structure. (Maximum 10 points)

The County notifies all respondents that it will affirmatively ensure that in any contract entered into pursuant to this RFP, disadvantaged business enterprises as defined at 49 CFR Part 23 will be afforded full opportunity to submit a Request for Proposal 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.

RIGHT TO REJECT

In evaluating the proposals and selecting a consultant, the County reserves the right to:

- Not award a contract for requested services.
- Waive any irregularities or informalities in any proposal.
- Accept the proposal deemed to be the most beneficial to the public and Chelan County.
- Request clarification of information submitted and to request additional information from any applicant.

COST OF PREPARATION OF PROPOSAL

The County will not pay any costs incurred in the preparation, printing, interview, or negotiation process. All costs associated with preparing and presenting proposals shall be borne by the proposing consultants.

REQUEST FOR PROPOSALS IS NOT A COMMITMENT

This Request for Proposals is not a contract or a commitment of any kind by the County and does not commit the County to award a contract or to pay any costs incurred in the submission of a proposal. All proposals will become the property of the County and are subject to the disclosure provisions of the Public Records Act (Chapter 42.56 RCW), no proposal shall be disclosed until after a contract has been executed between the County and the winning proposal.

SERVICES AGREEMENT

The consultant awarded the proposal shall be required to enter into a Services Agreement with the County to perform the work in accordance with the terms specified in this Request for Proposals and all other terms as specified in said Services Agreement.

Dated this 2nd day of April, 2019

BOARD OF CHELAN COUNTY COMMISSIONERS



Kevin Overbay
KEVIN OVERBAY, CHAIRMAN

Doug England
DOUG ENGLAND, COMMISSIONER

Bob Bugert
BOB BUGERT, COMMISSIONER

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Clerk of the Board

Publish three times in the Wenatchee World: 4/5/19, 4/12/19, & 4/19/19
Publish three times in the Seattle Daily Journal: 4/5/19, 4/12/19, & 4/19/19