



**REQUEST FOR PROPOSALS
CHELAN COUNTY, WASHINGTON
MALAGA URBAN GROWTH AREA ANALYSIS**

**Posting Date: Saturday March 26, 2022 and Saturday April 2, 2022
Proposals Due: Friday May 27, 2022 by 4:00 P.M.**

SUBMIT PROPOSAL TO:

**Attention: Chris Young
Community Development
316 Washington Street, Suite 301
Wenatchee, WA 98801
Chris.young@co.chelan.wa.us**

OVERVIEW:

Chelan County is seeking qualified consultants to perform a detailed analysis of potential areas for future creation of the Malaga Urban Growth Area (UGA), per RCW 36.70A.110.

In collaboration with Chelan-Douglas Regional Port Authority, Chelan County is working toward creation of the UGA for the siting of major industrial development and diversification of economic industries per RCW 36.70A.365. Alternatives should include a UGA boundary that encompasses a broader Malaga area with a mix of residential, commercial and industrial land uses. Existing agricultural land uses would not be part of the UGA boundary.

This project will be led by the consultant; however, Chelan County is tasked as the jurisdiction responsible for defining UGA's, per RCW 36.70A.110. Chelan County and its cities have established County-Wide Planning Policies, Resolution 92-88 (1992).

UGA's are intended to provide for population growth in areas where adequate infrastructure is in place or planned. Population growth includes housing but also nonresidential land uses, including but not limited to, commercial, service, retail, parks and industrial. Infrastructure includes water, sewer, stormwater, irrigation, utilities, transportation, hospitals, schools, etc. Furthermore, a UGA may include land for open space, public services, temporary and or special uses.

The Malaga area is unincorporated and was established in 1903. Of specific interest for this analysis, is the consideration of land to diversify economic industries and for future development. The types of industries have not been defined but may be dependent on location and infrastructure. The path forward requires a detailed understanding of the current uses, conditions, needs and desires.

SCOPE OF WORK:

The following scope of work defines phased tasks, initial outreach, baseline analysis, deliverables, timelines, and review of potential issues. The selected firm will be responsible for providing professional services and completing all project deliverables as stipulated herein. The project goal is to have a final recommendation (completed draft for the creation of the Malaga UGA) for presentation to the Planning Commission and Board of County Commissioners by December 2022.

PHASE I: Analysis and Visioning (2-months)

1. Solicit early input from key stakeholders; Malaga-Colockum Community Council, Malaga area residents, Malaga Water District, Lockwood Canady Irrigation, Galler Ditch Irrigation, Local HOA's and other interested parties.
 - a. Project kickoff meeting with county staff, review scope of work, scheduling and needs.
 - b. Conduct and/or attend all public participation processes including workshops, visioning meetings and public meetings required for the proposal.
 - c. Supply all documents as required for all workshops and public meetings, including multiple copies as necessary and/or as requested by staff.
 - d. Review existing Land Use, Planning Policies, Geography and surrounding areas.

PHASE II: Baseline Analysis (4-months)

2. Data Collection and Baseline Analysis. The following are provided as a baseline of items the County and Malaga area would like addressed through the process of analyzing potential UGA creation.
 - a. Land Use Inventory, Capacity Analysis, and Housing Needs. This analysis must include inventory of developable land to address RCW 36.70A.365 (2)(h).
 - b. Existing and Projected Employment, Population and Housing Desires and Needs.
 - c. Potential Environmental Constraints and Hazard Mitigation.
 - d. Analysis of existing and potential infrastructure desire and needs.

- e. State Environmental Policy Act (SEPA) and potential for Environmental Impact Statement (EIS) needs.

PHASE III: Draft Recommendations and Presentations (2-months)

- 3. Draft Goals and Policy Development Review.
 - a. Prepare relevant and meaningful goals and policies for the Malaga UGA.
 - b. Initial Comprehensive Plan Designations and Zoning Districts.
 - c. Craft different development alternatives (Alternative UGA Boundary Analysis). These alternatives will be based on site specifics received, public input and County proposals developed.
 - d. Present draft report(s) at community meeting(s).
 - e. Present the draft report(s) at public meetings before the Planning Commission and Board of County Commissioners.

SUBMITTAL REQUIREMENTS:

Interested firms shall submit the following:

- 1. Cover Letter
- 2. Qualifications. The consultant must have extensive experience in Comprehensive Land Use Planning, Zoning Code Development, public participation processes, and SEPA. Firms must possess a strong knowledge of GMA and SEPA.
 - a. Submit a general description of the proposed design team's background and experience with similar work.
 - b. Discuss the proposed design team's knowledge and experience of public projects.
- 3. Availability of Staff and Resources
 - a. Explain how the proposed design team will approach the work.
- 4. Personnel
 - a. Quality of personnel is critical in the decision-making process. List of available personnel for this project and similar work experience.
- 5. References
 - a. Provide two (2) similar project references for work conducted in the past 5 years.
- 6. Format
 - a. Submittal shall have a maximum page limit of 10 pages (5 pages if double-sided, not including title page and cover letter).

SELECTION CRITERIA AND PROCESS:

County Staff will perform a review based on a matrix and what the county staff views as a good fit for the project. The evaluation will be based on the submittal requirements and the following criteria. Follow up interviews may be required.

- a. A demonstrated understanding of the requirements of the project, WA State Land Use Law, and GMA (20 points)
- b. Project approach and schedule (10 points)
- c. Qualifications and expertise of firm and key personnel assigned to the project and their proven ability to efficiently complete similar projects (20 points)

GENERAL INFORMATION:

Individuals and firms interested in providing these services to Chelan County are invited to send their qualifications, proposals, and prior relevant experience to Chelan County Community Development Department 316 Washington Street, Suite 301 Wenatchee, WA 98801 by mail or submitted electronically to chris.young@co.chelan.wa.us

Materials must be post marked and or received electronically no later than 4:00 P.M. Friday April 15, 2022 to be considered.

Chelan County is an Equal Opportunity Employer, 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 Regulations, hereby notifies all consultants that will affirmatively ensure that any contract entered into pursuant to this request for proposals, disadvantaged business enterprises will be afforded full and fair opportunity to submit proposals 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.

QUESTIONS:

If you have questions or need additional information relating to the project, please contact Chris Young at (509) 667-6222 during regular office hours.