

**REQUEST FOR PROPOSALS**  
**CITY OF KELSO**  
**PLANNING AND ZONING CODE UPDATE**

**INTRODUCTION**

The City of Kelso is requesting proposals from qualified firms and teams to provide a review and update of their planning and zoning codes.

**BACKGROUND**

The City of Kelso is a city located in southwest Washington and is the county seat of Cowlitz County. It is a small non-GMA city with a population of about 12,000. The Community Development Department has a strong focus on redevelopment of existing properties.

**SCOPE OF WORK**

**Code review and update**

Work with staff to achieve the following

1. Conduct a thorough review of the current Unified Development Code to identify areas that need revisions due to conflicts, deficiencies, outdated language and inadequacies with state requirements.
2. Identify areas of the code that need to be updated to suit a non-GMA city with a focus on redevelopment.
3. Specifically review and update the sections that deal with treatment facilities, transient facilities and special needs housing.
4. Specifically review and update the permit processing section to help streamline the processing of land use applications
5. Review and update the organization of the code to create a more logical layout that is easier for applicants to use
6. Assist in some minor map changes to correct mapping errors and redesignate some homes that are located in commercial zones.

**Adoption**

Work with staff to present the code to the community and the planning commission. Attend and lead any workshops that may be necessary. Prepare SEPA documents and the application for the code change process. Complete a staff report to submit to council with the updated code. Attend planning commission and City Council meetings pertaining to the code change.

**Deliverables**

1. Provide a digital file of the adopted code in Microsoft Word, Adobe Portable Document format (PDF), and Internet-ready format. The digital file should include all related charts, tables, and illustrations in Internet-ready format.
2. Provide a digital GIS file of any adopted zoning maps in ESRI Shapefile format.

## **TIMELINE**

The City would expect to have the code rewritten by the 3<sup>rd</sup> quarter of 2023 and the adoption completed by the end of 2023.

## **SUBMITTAL REQUIREMENTS**

The submittal shall be no more than 12 pages, excluding the letter of interest, and shall contain the following:

1. A letter of interest signed by a principal of the firm, with a statement of availability to complete the work.
2. Qualifications and experience of the team members assigned to the project. Work experience shall be specific to the individuals' actual tasks performed on other projects.
3. A demonstration that the firm understands the project through an outline of their suggested approach to the project.
4. References, including names and telephone numbers, of at least four previous clients with similar projects.
5. Hourly rates for services.

Submittals that fail to comply with these requirements will be rejected.

The City encourages disadvantaged, minority, and women owned consultant firms to respond.

The City is an Equal Opportunity and Affirmative Action Employer.

The City of Kelso, in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, commits to nondiscrimination on the basis of disability, in all its programs and activities. This RFP can be made available in an alternate format by emailing Mike Murray at [mmurray@kelso.gov](mailto:mmurray@kelso.gov) or by calling 360-916-4640.

Project information is available through the City of Kelso's website:

<https://www.kelso.gov/departments-services/kelso-planning-department>

### **Submittal Requirements**

Please submit one bound copy of the proposal along with an electronic file that contains the complete proposal, formatted for printing, by October 26, 2022 at 4:00 pm. Postmarks will not be accepted. Submittals received after the deadline will not be considered.

Submit in a sealed envelope that is plainly marked with "Proposal – Planning and Zoning Code Update" and that bears the Proposer's name and address, addressed to:

City of Kelso  
Community Development

Attention: Mike Murray  
203 S. Pacific  
Kelso, WA 98626

**SELECTION PROCESS**

The City expects to select up to three firms for project interviews at the City offices. All consultants submitting a proposal will be notified of the selection. Please do not contact the City or its representatives for status on the selection process.

Once a firm is selected on qualifications the City will negotiate the scope of work and overall fee for the project.

Questions regarding the project or this Request for Proposal may be directed to Mike Murray at 360-916-4640, or [mmurray@kelso.gov](mailto:mmurray@kelso.gov)

Date(s) of publication: