

**REQUEST FOR PROPOSALS  
CITY OF KELSO  
PLANNING CONSULTANT SERVICES**

**INTRODUCTION**

The City of Kelso is requesting proposals from qualified firms and teams to provide land use application review services for the City of Kelso.

**BACKGROUND**

The City of Kelso is a non-GMA city located in southwest Washington and is the county seat of Cowlitz County. It is a small city of about 12,000. The planning department consists of a Planning Services Manager and a Permit Technician. The department seeks assistance with some of the more complex planning projects.

**SCOPE OF SERVICES**

Services would include the review of land use applications for site plan reviews, boundary line adjustments, short plats, subdivisions, rezones, conditional use permits, binding site plans, comp plan amendments, code text amendments and other reviews associated with the planning and zoning operations of the City of Kelso.

Services will include the following:

1. Review of projects in accordance with the City of Kelso Unified Development Code and state regulations.
2. Professional correspondence with applicants, developers and contractors.
3. Use of the City's plan review software to review plans.
4. Use of the City's permitting software to record status and decisions of reviews.
5. Preparation of staff reports.
6. Attending Hearing Examiner's meetings when appropriate.
7. Attending pre-application meetings for planning projects.
8. Attending staff meeting when appropriate.
9. Coordinating reviews with other departments when necessary.

**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 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 Consultant Services" 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 up to select 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.

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: