

**STEVENS COUNTY, WASHINGTON  
REQUEST FOR QUALIFICATION**

**I. PURPOSE OF REQUEST**

Stevens County (“County”) is seeking professional assistance with reviewing and revising, if necessary, the Stevens County Comprehensive Plan and Development Regulations as required by RCW 36.70A. The County is seeking consultant services including but not limited to: Technical writing, public meeting facilitation, spatial analysis, and project management. Applicants should have significant experience working with; the Growth Management Act, Critical Areas Ordinance, Shoreline Master Programs, Watershed Planning, Voluntary Stewardship Programs and possess a working knowledge of rural, eastern Washington land use planning. Some of the work may be completed remotely, with occasional public and in-person meetings throughout Stevens County, Washington.

**II. TIME SCHEDULE**

The County will follow the following timetable, which should result in a selection by March 29, 2019.

Issue RFQ: February 25, 2019

Deadline for Submittal of Quotes: March 15, 2019

Review of Submittals: March 18, 2019 - March 28, 2019

Notify Chosen Service Provider: March 29, 2019

**III. INSTRUCTIONS TO PROPOSERS**

A. All statements of qualification shall be sent to:

Stevens County Land Services  
Attention Erik Johansen  
215 S. Oak Street, Courthouse Annex  
Colville, WA 99109  
(509) 684-2401  
ejohansen@stevenscountywa.gov

B. All statements of qualification must be in a sealed envelope and clearly marked in the lower left-hand corner: RFQ –GMA Periodic Review. Submittals must be received on or before March 15, 2019 by 4:00pm. Do not fax or e-mail quotes.

C. The Stevens County Land Services Director or representative will notify the selected services provider by March 29, 2019.

D. All statements of qualification must include the following information:

- The names of individuals from those firms who will be working on the project and their areas of responsibility.
- Specific experience of individuals relative to the purpose of request.
- Copies of resumes for all individuals who would be working on the request.
- Three (3) References.

#### **IV. SELECTION CRITERIA.**

- A. Responsiveness of the qualifications to the purpose and scope of RFQ . 20%
- B. Demonstrated ability and qualifications to complete the work as defined in Section I. 60%
- C. Ability and history of successfully completing similar work. 20%

Total Criteria Weight 100%. Each statement of qualifications will be independently evaluated on factors A through C.

#### **V. SCOPE OF SERVICES**

Services will include:

- Assisting the County with review of existing land use codes including the Comprehensive Plan, Unified Development Regulations (Title 3), Stevens County Critical Areas (Title 13) and other local land use regulations.
- Identify required revisions within existing land use documents to ensure compliance with the Growth Management Act.
- Assist the County with project management of the GMA periodic review
- Work as the lead facilitator during public meetings to discuss any required amendments to Stevens County land use codes.
- Assist the County with preparing SEPA and public outreach documents.
- Provide technical writing/reviewing assistance to address any required land use code amendments.

#### **VI. QUESTIONS.**

If you have questions regarding this RFQ, please contact Erik Johansen (Land Services Director) at (509) 684-2401 or [ejohansen@stevenscountywa.gov](mailto:ejohansen@stevenscountywa.gov).

#### **VII. TERMS AND CONDITIONS.**

- A. The County reserves the right to reject any and all statements of qualification, and to waive minor irregularities.
- B. The County reserves the right to request clarification of information submitted, and to request additional information.
- C. The County reserves the right to award the contract to the next most qualified proposer, if the successful proposer does not execute a contract within thirty (30) days after the award.
- E. The contract resulting from acceptance of an RFQ by the County shall be in a form supplied or approved by the County, and shall reflect the specifications in this RFQ. The County reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFQ, and which is not approved by the County Prosecutor's office.
- F. The County shall not be responsible for any costs incurred by the contractor in preparing, submitting or presenting its response to this RFQ.