

Exhibit A – Scope of Work

Walla Walla County 2026 Periodic Comprehensive Plan Update including new Climate Element with Climate Resilience Sub-Element.

Task 1: Project Kickoff, Project Charter, and project coordination

Task will include an initial project kickoff meeting followed by development of a short project charter. The charter confirms the project goals, schedule, expectations, risks/mitigation, team members, and requirements. In addition, it identifies the project team with roles, and communication protocols. This proactive process sets a firm foundation for project work and is especially important given that the project will include close coordination between the consultant and multiple county departments.

Task will also include recurring meetings that will likely be set for every two weeks at a consistent date and time. These meetings will start as soon as the contract is signed and run through the end of the project.

Deliverables:

- Kickoff meeting agenda and notes.
- Preparation draft and final project charter.

Assumptions:

- Kickoff meeting agenda prepared in coordination with the county.
- Project charter assumes one round of review and edit.
- Assumes virtual kickoff meeting or having limited members at in person meeting with virtual options.
- Assumes county will assist in providing critical information for charter development.
- Assumes Task will be combined with Task 15.

Task 2: Public Engagement Plan (PEP)

Task will include development of a PEP meeting GMA requirements. The PEP will integrate community involvement tactics which will be utilized by the county and consultant during the life of the project.

Deliverables:

- Draft and Final Public Engagement Plan

Assumptions:

- Public Engagement Plan will be synced with Climate focused Public Engagement Plan and public engagement (Tasks 15 and 16).
- Assumes that community outreach identified in Task 3 may be modified by agreement of the county and consultant. Changes to items identified in Task 3 will be identified in the Public Engagement Plan.
- Assumes one round of review and edits.

Task 3: Project website, community outreach, public meetings/hearings

Project engagement will be built on a broad and inclusive engagement strategy and will link to the Public Engagement Plan. The options below will be synced with engagement on the Climate Element and the project schedule based upon budget allowances. The following will be considered in coordination with the County and will be refined as part of the engagement plan development process. These are intended to be examples of engagement tactics which will be refined.

- Visioning activity at the beginning of the project to scope engagement events in relation to project schedule.
- A limited number of stakeholder/focus group interviews at the beginning of the project.
- Open houses to discuss plan drafts/proposals at the middle of the project.
- Assistance with development of the project website.
- Community Engagement for the Climate Element has been separately budgeted for under Task 17.

Public meetings and hearings

Attendance in person and/or virtually at up to six planning commission and Board of County Commissioner meetings and hearings. This number may be increased depending on other engagement preferred by the county. Engagement under the climate grant also provides for additional opportunities for public meetings and hearings.

Stakeholder Interviews

Will facilitate up to 8 individual stakeholder interviews. The purpose of the interviews is to gather input on the most important planning issues from a variety of perspectives. Interview results can be published in aggregate with individuals' input anonymized. County staff will help identify individuals or organizations to invite to interviews.

Project Website

The project website will be hosted on the County's website and administered by County staff. Project team will collaborate with County staff on the website content and provide updated information and deliverables that the County staff can post on the website. We will also provide graphics such as the project schedule for inclusion on the website.

Community Events

Attend 2-3 community events at various points in the project to engage with community members and gather information. This could be paired with Climate Element events and we could look for times to combine efforts with other engagement to stretch project budget.

Public Open Houses

The consultant team recommends allowing for three open house-type public meetings to share and discuss Comprehensive Plan concepts and draft elements. The open houses could be organized in one of two ways:

- Same content repeated at open houses held in geographically distinct areas of the County to improve accessibility to the planning process.
- Open houses with different topics held and held in a relatively central location.
- Open Houses may be coordinated with open houses anticipated for Climate Element.

Project team will lead the scheduling, agenda, and content development of each open house meeting. County will assist with booking facilities.

Task 4: Best Available Science (BAS) review and gap analysis

Task will include analysis of existing Critical Areas Code (CAO) and review of Best Available Science to identify CAO updates which may be required.

Deliverables:

- Short memo outlining CAO updates which may need to be included as part of the Periodic Update.
- Completion of Commerce CAO checklist.

Assumptions:

- Code changes identified will be addressed as part of Task 14.

Task 5: Plan audit and Commerce checklist

Task will include completing the Periodic Update Checklist for Fully-Planning Counties. This will be the basis for understanding policy and code changes that will need to be addressed as part of the update process.

This task will also include review of the existing plan and all its elements. The plans will be examined for outdated policies and consistency of terms. The audit will specifically evaluate:

- Opportunities for text revisions to clarify meaning or use of maps and graphics to convey information more efficiently.

- Potential for new and revised goals and policies and those that can be deleted or consolidated.
- Review for plan usability and implementation.
- Necessary alignment with the Countywide Planning Policies.
- Opportunities to align with updates to state law since the last update.

Deliverables:

- Preparation of Periodic Update checklist for Fully Planning Counties.
- Preparation of gap analysis document to highlight areas which must be addressed as part of the update.
- Preparation of plan audit document.

Assumptions:

- Walla Walla County will complete the draft checklist and Kimley-Horn will review and assist with finalization of the checklist.
- One round of review and edits of the plan audit.
- County will review code audit sections to provide context for review, as necessary.
- Climate plan audit will be conducted under Task 19.

Task 6: Land Capacity Analysis

Complete a Land Capacity Analysis based on standard methodologies developed under the GMA (or framework agreed to with the cities in Walla Walla County). This will evaluate areas allocated for residential, housing, and/or employment uses and determine the ability for these areas to accommodate additional growth. This will involve the following general steps and will focus on UGAs and LAMIRDs:

Current conditions. We will assess the current state of development in the County based on tax assessment data, building permit summaries, and other sources.

Development constraints. Based on GIS data for critical areas and other physical and institutional limitations on development, we will identify areas where development is not expected to occur. This would include areas such as government land where market development is not expected to occur over the long term.

Areas available for development. By combining the current conditions data and information on development constraints, we will highlight those areas which are currently available for development. This may include areas that are vacant or available for redevelopment or infill projects.

Potential yields for growth. From the areas available for development, we will assess potential maximum yields for housing and employment uses. This will rely on standard conventions in Buildable Lands assessments, as well as additional research conducted on existing and proposed development.

Estimated yields for growth. To determine final estimates of land capacity, we will provide adjusted yields based on an additional set of “market factors” to account for potential challenges in carrying out projects in the private sector. This can account for resistance of local landowners to sale and development, perceived returns and risks with certain development types and locations, and other possible issues.

This work will provide the foundation for relevant policies in the Land Use and Housing Elements and will demonstrate whether the County has land zoned appropriately to meet identified targets. This effort will include internal review and review with the County to finalize assumptions made in this assessment and will also assess the impacts of potential alternatives.

Proposed Deliverables:

- Development of a Land Capacity Analysis memo that meets state rules.

Assumptions:

- Walla Walla County will lead development of the LCA. Kimley-Horn will provide review of the LCA and upfront guidance on methodologies to utilize
- Assumes one round of review and edits.
- County to supply GIS and building permit data.

Task 7: Housing Affordability and Availability Needs Assessment

The consultant will conduct a Housing Affordability and Availability Needs Assessment for unincorporated areas. The update will incorporate new requirements in RCW 36.70A.070(2)(a) including: (i) Units for moderate, low, very low, and extremely low-income households; and (ii) Emergency housing, emergency shelters, and permanent supportive housing. The revised statute includes provisions that the number of housing units necessary to manage projected growth will be provided by the Department of Commerce.

The analysis will:

- Update the community demographic assessment describing population growth/characteristics (age, race/ethnicity) and household characteristics including the size, composition, and tenure (rent vs. own).
- Provide updated analysis of cost burden rates (highlighting severe and tenure-based trends) and housing affordability.
- Update the description of housing production over time and describe trends associated with the type/age of housing for unincorporated areas.
- Update the assessment of current housing market conditions (sales prices/rents, vacancy rates) and discuss how this impacts the housing stock and the affordability of housing.
- Provide population change analysis including available population forecast information to depict estimated population changes over the next few decades.
- Provide a workforce profile and an employment commuting trends assessment.

Proposed Deliverables:

- Draft and Final Housing Affordability and Availability Needs Assessment.

Assumptions:

- Assumes one round of review and edits.
- Assumes work will be consistent with level of information in existing Plan.
- Employment, growth, and housing targets completed by county.

Task 8: Draft Comprehensive Plan

This Task will include development of the Draft Comprehensive Plan. The draft will reflect updated formatting, element approach, edited policies (new, revised, and proposed for removal) and content consistent with the methodology decided upon with the County. As part of this task, we will also prepare a table which outlines why policies are proposed to be included, amended, or deleted. This will assist with the public as they have an opportunity to comment. Policy changes will be focused on those needed to be consistent with the CPPs and changes to state law since the last update.

Proposed Deliverables:

- Preparation of Draft Comprehensive Plan.

Assumptions:

- Draft will include close coordination with County team on policy development.
- Includes two rounds of drafting and comments.
- Walla Walla County will provide Kimley-Horn GIS data to lead map development.
- Draft Climate policies will be developed under Task 21 but will be synced with this process.

Task 9: Agricultural Lands – Comprehensive Countywide Analysis and recommendations

This Task will focus on completing a Comprehensive Countywide Analysis of Agricultural Lands of Long-Term Commercial Significance consistent with the agricultural resource land designation criteria established in WAC 365-190-050.

This will include an analysis of currently designated agricultural lands to determine if:

- 1) The lands are already characterized by urban growth; and
- 2) The lands are capable of being used for agricultural production; and
- 3) The land has long-term commercial significance for agriculture

Based upon the analysis completed, recommendations will be provided on lands which could be considered for addition or removal as agricultural lands of long-term commercial significance.

Deliverables:

- Preparation of draft and final agricultural lands comprehensive countywide analysis and recommendations report.

Assumptions:

- Includes two sets of review comments and edits.
- Report will be consistent with the criteria in WAC 365-190-050.
- Report will contain recommendations for land use map and zoning changes (if any are recommended to be evaluated by the county).
- Any changes will be evaluated as part of the draft comprehensive plan.

Task 10: Capital Facilities Plan (CFP)

The task will focus on development of an updated CFP to meet the Growth Management Act requirements listed in RCW 36.70A.070(3) and rules outlined within WAC 365-196-415. The updated CFP will identify capital improvements and associated funding that support the County's land use plan and growth targets (population and employment) for the period 2026–2046.

The CFP will update the inventory of existing capital facilities owned by public entities, showing the locations and capacities of the capital facilities. An updated forecast of the future needs for capital facilities will be provided based on the land use element (growth target distribution). Proposed locations and capacities of expanded or new capital facilities will be identified. The CFP will outline a six-year plan that will finance capital facilities within projected funding capacities and identify sources of public money for such purposes. Additionally, the CFP will outline funding sources to finance capital facilities for the 20-year planning period, at a less detailed level than the six-year plan. The facilities identified will be consistent with WAC 365-196-415.

The consultant team will work with Walla Walla County and other providers of services. Outside documents will be reviewed and incorporated into the updated CFP by reference. The updated CFP will be synced with the land use element to ensure planned growth meets established levels of services and that policies are in place to reassess the land use element if probable funding falls short of meeting existing needs.

It is anticipated that the consultant team will work with and collect required data from outside service providers. The County will assist with data collection efforts for County-provided services. The consultant team will coalesce data into a cohesive document.

Proposed Deliverables:

- Draft and Final Capital Facility Plan consistent with the level of information provided in the current CFP.

Assumptions:

- County will provide support to gathering information for County owned facilities and from county departments.

- Kimley-Horn will lead outreach for the CFP. However, the County will assist in gathering contact information for outside service providers and assist with outreach efforts
- Assumes reformatting the existing CFP format
- The consultant team will support the County to distribute LCA results at the Transportation Analysis Zone (TAZ) level including 2046 growth projections for CFP needs.
- The consultant team will work with the County to distribute TAZ analysis to service providers for the 6- and 20-year CFP.
- County will assist with assumptions for 6-year financing plan.

Task 11: SEPA EIS

Topics and Alternatives

Prepare a non-project EIS that will address cumulative impacts of the non-project action. Task includes identifying EIS topics and alternatives to be considered in scoping for confirmation by the County as lead agency.

Alternatives development

Kimley-Horn will lead and Walla Walla County will assist in developing three (3) alternatives, one of which is no action. Site specific changes will be reviewed in separate SEPA processes and are not included in this non-project EIS. Kimley-Horn will support the County in review of the preliminary alternatives as part of Task 3. Kimley-Horn will prepare the EIS description of alternatives in the preliminary draft EIS to define the range of proposals and coordinate the alternatives description efforts with the Land Use and Housing Element preparations.

The alternative constitutes the project bookends from which the Board of County Commissioners can then adopt policy and land use map changes. It is anticipated that the draft alternatives will be presented to the BOCC for concurrence before moving forward.

Draft DS with Scoping Notice and SEPA Checklist

For County review and distribution, Walla Walla County, with assistance from Kimley-Horn, will prepare a draft Determination of Significance and Scoping Notice, together with a supporting SEPA checklist or fact sheet indicating which topics are identified for inclusion in the scoping process and which are addressed by other local or regional requirements and SEPA documents. The Scoping Notice will initiate a comment period that could be coordinated with early community engagement through Task 3.

EIS Fact Sheet

EIS factsheet will include a summary of proposed action and alternatives and pertinent information required by SEPA.

Draft EIS

Task will include preparation of a Preliminary Draft EIS for County review and comment. Following County review and responsive edits by Kimley-Horn, a public draft EIS will be issued. Walla Walla County will prepare the draft notice of availability for issuance.

Task anticipates each section of the EIS will be based on thresholds of significance defined by the consultant team and Walla Walla County. Based upon anticipated growth, it is not expected that transportation modeling will be required for this analysis.

Final EIS

The County will compile the Draft EIS comments. Kimley-Horn will prepare the Final EIS including evaluating a preferred alternative and responding to comments on the Draft EIS. Kimley-Horn will prepare the final EIS including a fact sheet, table of contents, draft EIS analysis, corrections as needed, description of the Preferred Alternative, and responses to comments (~30 unique comments are anticipated).

Proposed Deliverables:

- Preparation of Determination of significance and SEPA checklist
- SEPA alternative
- Project scoping materials
- PDEIS and DEIS
- FEIS

Assumptions:

- Adoption of policies or land use/zoning changes outside of those identified in the alternatives may require additional SEPA analysis which is not included in this scope.

Task 12: Final Comprehensive Plan

The Task will include an updated Plan which responds to comments on the review of the draft Comprehensive Plan.

Deliverables:

- Update draft comprehensive plan based upon comments from the county and in response to public comments received.
- Prepare technical memos as needed for the record to support adopted of the Plan.
- Update Draft CFP.
- Include new and revised policies as needed to respond to comments and build the record.
- Create a response to public/agency comment response.
- Supply the county with a final comprehensive plan for adoption.

Assumptions:

- Walla Walla County will lead the review of and response to comments. Kimley-Horn will provide support.
- Walla Walla County will lead development of the Final Comprehensive Plan. Kimley Horn will provide support.
- Assumes there will be no major policy shifts after development of Draft Comprehensive Plan.
- Commerce 60-day notice to be developed and send by County.
- Final CFP assumes no major changes to Draft CFP.

Task 13: Development Regulations

This Task will include preparation of code amendments to address gaps created through new legislation since the last Periodic Comprehensive Plan update. In addition, code updates will address changes needed for consistency with policy changes and required updates to the critical area regulations.

Proposed Deliverables:

- Scoping potential code changes. Commerce checklist will assist in determining required changes
- Developing draft code amendments.
- Developing final code amendments.

Assumptions:

- Walla Walla County will lead the code development process (outside of the Critical Areas Ordinance) as it is expected that these changes will be part of a larger code update. Kimley-Horn to provide support on non- critical area ordinance tasks.
- Meetings and hearings will be held under Task 3.
- Assumes one set of code changes with one SEPA DNS.

Task 14: Climate Element project Kickoff, Charter, and coordination

Task will include an initial project kickoff meeting followed by development of a short project charter which will integrate with the charter developed as part of Task 1.

Task will also include recurring meetings that will likely be set for every two weeks at a consistent date and time and focus on the new climate element. These meetings will start as soon as the contract is signed and run through the end of the project.

Deliverables:

- Kickoff meeting agenda and notes.
- Preparation draft and final project charter.

Assumptions:

- Kickoff meeting agenda prepared in coordination with county.
- Project charter assumes one round of review and edit.
- Assumes virtual kickoff meeting or having limited members at in person meeting with virtual options.
- Assumes county will assist in providing critical information for charter development.
- Assumes Task will be combined with Task 1 although a separate kickoff meeting may be held at the county's request.

Task 15: Climate Element Public Engagement Plan (PEP)

Task will include development of a PEP meeting GMA requirements. The PEP will focus on strategies aligning with new climate element requirements and integrate community involvement tactics which will be utilized by the county and Kimley-Horn during the life of the project.

Deliverables:

- Draft and Final Public Engagement Plan

Assumptions:

- Public Engagement Plan will be synced with Periodic Comprehensive Plan Public Engagement Plan and Public engagement (Tasks 2 and 3).
- Assumes that community outreach identified in Task 16 may be modified by agreement of the county and consultant. Changes to items identified in Task 16 will be identified in the Public Engagement Plan.
- Assumes one round of review and edits.

Task 16: Project website, community outreach, public meetings/hearings

Stakeholder and public engagement: Outreach, engagement, and facilitation of community members and key stakeholders to educate, solicit input, and incorporate into the planning process. The following will be included as part of this project.

- Comprehensive Public Engagement Plan, including additional community research, messaging, and tactics.
- Engagement support, including:
 - Support/attend up to four Planning Commission or Commissioners meetings and hearings with various disciplines attending those meetings as needed.
 - Develop a project factsheet/webpage through County website, to be translated if needed.
 - Lead implementation of engagement strategy (e.g., 2-3 workshops, 2 open houses, 2 online surveys, stakeholder interviews). Combine efforts with overall comprehensive plan update engagement where possible.
- Comprehensive public input summary.
- Formation and facilitation of a Climate Element Advisory Group. Support preparation and facilitation to ensure sustained community engagement. If an advisory group is not

formed, we will conduct additional community outreach to gather information to sustain engagement. This could be included with engagement for the overall update.

- Establish partnership with one or more community-based organizations (CBOs), activities may include review of the draft Public Engagement Plan, co-development of engagement tactics (listening sessions, co-hosted workshop, review of messaging/materials, etc.)

Proposed Deliverables:

- Community engagement as described above.

Assumptions:

- Actual engagement activities will be developed in coordination with Walla Walla County and be reflected in the Community Engagement Plan and schedule therefore the items above may change.

Task 17: Climate impacts assessment

This Task will focus on building baseline awareness of how climate change is expected to affect local sectors (water resources, transportation, etc.) and their social, economic, and environmental assets in coming decades. Work will include identification of community assets, explore hazards which could impact the county, and pair assets and hazards to understand where assets may be impacts by hazards in the future. Work will result in identification of priority climate hazards to address within the comprehensive plan.

Deliverables:

- Climate impacts assessment report.

Assumptions:

- Work will include utilization of existing documents, such as the county hazard mitigation to explore how to incorporate those findings into the comprehensive plan.
- Includes one round of review and edits.

Task 18: Audit Plans and policies

This task will assess the quality and extent to which the existing Comprehensive Plan policies and goals address Growth Management Act Climate Element requirements. In addition, we will review the Shoreline Management Plan, Hazard Mitigation Plan, and up to three additional county plans.

Deliverables:

- Report summarizing the quality and extent to which the existing Comprehensive Plan policies and goals address Growth Management Act Climate Element requirements

Assumptions:

- This Task will be synced with the Comprehensive Plan policy audit in Task 5.
- Walla Walla County will provide support and assist with the Plan audit.
- Includes one round of review and edits.

Task 19: Assess vulnerabilities and risks and pursue pathways

This task will include development of a comprehensive memo that identifies opportunities to revise current policies to better address climate change mitigation, adaptation, and additional opportunities for the Comprehensive Plan to address climate change mitigation and adaptation gaps. This includes assessing risk sensitivities, assessing adaptive capacity and characterizing vulnerabilities and risks. The memo will then focus on pathways the county can take such as adapting existing comprehensive plan policies, developing new goals and policies, or adopting the hazard mitigation plan.

Deliverables:

- Development of vulnerabilities, risks, and pathways memorandum.

Assumptions:

- Walla Walla County will provide support with the vulnerabilities and risks and pathways with the development of policies
- Includes one round of review and edits.

Task 20: Draft Climate Element with Resiliency Sub-element

This task includes development of new draft climate element and resiliency sub-element.

- Create new Comprehensive Plan Climate Element with Resiliency Sub-Element.
- Ensure new and revised policies cross-reference other comprehensive plan elements.

Deliverable:

- Draft Climate Element meeting the requirements of HB 1181

Assumptions:

- Includes two rounds of review and edits.
- Work on this draft will be incorporated into the overall Draft Comprehensive Plan from Task 9 and will be synced with the process to develop policies under those Comprehensive Plan Elements.

Task 21: Final Climate Element with Resiliency Sub-element

This task includes development of new final climate element and resiliency sub-element.

- Respond to comments on Draft Climate Element

- Update Comprehensive Plan Climate Element with Resiliency Sub-Element element and policies based on public comments and feedback from the county.

Deliverable:

- New Climate Element meeting the requirements of HB 1181.
- Create implementation plan for policies to help focus future action on new policies.

Assumptions:

- Includes two rounds of review and edits.
- Work on this draft will be incorporated into the overall Final Comprehensive Plan from Task 12.
- Kimley-Horn will lead response to comments on the draft comprehensive plan.
- Walla Walla County will lead development of the Final Comprehensive Plan. Kimley Horn will provide support.

Task 22: SEPA EIS

This task supports the deliverables outlined in Task 11. Consideration of climate and resiliency, as required by SEPA will be included, will be included in the SEPA analysis.

Exhibit B – Budget

Walla Walla County 2026 Periodic Comprehensive Plan Update including new Climate Element with Climate Resilience Sub-Element.

GMA Grant tasks and budget	Comp Plan Total
Task 1: Project Kickoff, Charter, and coordination	\$23,000
Task 2: Public Engagement Plan	\$11,500
Task 3: Project website, community outreach, public meetings/hearings	\$54,000
Task 4: Best Available Science (BAS) review and gap analysis	\$12,300
Task 5: Plan audit and Commerce checklist	\$7,000
Task 6: Land Capacity Analysis	\$14,700
Task 7: Housing Affordability and Availability Needs Assessment	\$19,500
Task 8: Draft Comprehensive Plan	\$32,000
Task 9: Agricultural Lands - Comprehensive Countywide Analysis	\$24,000
Task 10: Capital Facilities Plan	\$25,000
Task 11: SEPA EIS	\$74,000
Task 12: Final Comprehensive Plan	\$9,500
Task 13: Development Regulations	\$36,000
Expenses: travel, millage, production expenses	\$7,500
Total	\$350,000

Climate Grant tasks and budget	Climate Total
Task 14: Project Kickoff, Charter, and coordination	\$26,000
Task 15: Public Engagement Plan	\$8,000
Task 16: Project website, community outreach, public meetings/hearings	\$55,500
Task 17: Climate impacts assessment	\$28,000
Task 18: Audit Plans and policies	\$25,000
Task 19: Assess vulnerabilities and risks and pursue pathways	\$33,000
Task 20: Draft Climate Element with Resiliency sub-element	\$32,000
Task 21: Final Climate Element with Resiliency Sub-elements	\$11,000
Task 22: SEPA EIS	\$74,000
Expenses: travel, milage, production expenses	\$7,500
Total	\$300,000