



**City of Yelm**  
EST. 1924  
**WASHINGTON**

**Request for Proposals  
City of Yelm Unified Development Code  
Comprehensive Update  
March 17, 2023**

Addressed to:

Gary Cooper, Planning & Building Manager  
Department of Public Services  
901 Rhoton Road SE  
Yelm, WA 98597

**Due Date:** April 14, 2023  
**Not to Exceed:** \$100,000

The City of Yelm is issuing this Request for Proposal (RFP) from qualified firms interested in assisting the City with a comprehensive update of its Unified Development Code (UDC).

**PROJECT OVERVIEW**

The City of Yelm is looking for an experienced consultant team to lead and guide the City through the update process. The UDC (Title 18 Yelm Municipal Code) contains a comprehensive land use and development chapter in the City's Municipal Code

The consultant team will be tasked with providing the following services:

1. Conducting a thorough review of the current UDC to identify areas that need revisions due to conflicts, deficiencies, outdated language and inadequacies relative to state requirements.
2. Teaming with City staff to review the UDC and to identify and prioritize sections within the code that need to be revised or updated.
3. Drafting new sections of the code.
4. Working with the City's Planning Commission to review the proposed code updates.
5. Participating in City Council hearings for the adoption of the code amendments.

**DURATION OF SERVICES IF CONTRACT AWARDED:**

By issuing this RFP, the City makes no commitment to enter any contract(s) as a result of this RFP. If the process results in a contract(s), the term of any contract will be negotiated with the successful vendor(s).

**RFP SCHEDULE: (These dates are estimates and are subject to change by the City, in the City's sole discretion.)**

RFP Release:	March 17, 2023
Proposal Responses Due:	April 14, 2023
Vendor Questions Due:	April 10 2023
Responses to Vendor Questions:	April 12, 2023
Proposal Evaluations:	April 13-23 2023
Contract Negotiations:	April 23-May 7, 2023

**QUALIFICATIONS AND EXPERIENCE:**

The vender shall provide a summary of the individuals on the consultant team, including subcontractors, and their relevant qualifications and experience. The Comprehensive Plan Periodic Update will require the consultant team to have the following qualifications:

1. Substantial demonstrated experience with land use planning, permit processing, and drafting of land use code in Washington state.

**SUBMITTAL REQUIREMENTS:**

Proposals submitted in responses to this RFP must include all information requested and meet all specifications and requirements outlined in this RFP. The following must be included in a proposal:

1. A cover letter/statement of interest indicating the vendor's interest in offering these services and highlighting its qualifications to perform the services;
2. A description of the vendor's experience working with local government;
3. Resumes of key personnel who would be assigned to this contract;
4. A list of all subcontractors and/or outside vendors proposed to assist with the scope of work;
5. A description of all proposed fees and charges to the city for the services;
6. References relating to the services being requested with full name, title, address, phone and email addresses; and
7. Key milestones and a timeline for completing them.
8. A completed and signed proposal.

**SUBMITTAL OF PROPOSALS:**

Proposals may be submitted electronically in PDF format via email to GaryC@yelmwa.gov. Proposals may also be mailed or dropped off in-person to the address on the cover page. Proposals shall be no more than ten (10) double-sided pages (a total of 20 pages). Submittals shall be clearly marked "City of Yelm Unified Development Code Update." Complete proposals must be received by the proposal due date and time. The City, in its discretion, may make additional copies of the proposal for the purpose of evaluation only. The original proposal will include original signatures by authorized personnel on all documents that require an authorized signature.

**EVALUATION CRITERIA:**

Proposals will be evaluated by the City based upon the responsiveness of the proposal to this RFP, which may be weighted by the City in any manner it deems appropriate. Interviews, if considered necessary, will be held with selected vendors based on an evaluation of the proposals. All proposals will be evaluated using the criteria listed below:

1. The proposal demonstrates experience of the vendor in successfully completing land use code updates and compliance with the Washington State Growth Management Act, and Countywide Planning Policies;
2. The ability of the vendor to complete the project in a timely manner and within budget of \$100,000.
3. The proposed UDC update approach, outcomes, and deliverables.

**QUESTIONS:**

Questions regarding this project may be directed to the Planning & Building Manager via email at GaryC@yelmwa.gov. Unauthorized contact regarding this RFP with other City-appointed or elected officials may result in disqualification. Any oral communications between a vendor and any City employee, official or representative is unofficial and non-binding on the City.

**VENDOR CONDUCT:**

After the issuance of any solicitation, all bidders, vendors, contractors, consultants, or individuals acting on their behalf are hereby prohibited from lobbying any city employee, official or representative at any time prior to award. The City may reject the submittal of any bidder, vendor, contractor and/or consultant who violates this policy.

**REJECTION OF PROPOSALS:**

The City reserves the right to reject all proposals and to waive irregularities and informalities in the submittal and evaluation process. This RFP does not obligate the City to pay any costs incurred by vendors in the preparation and submission of their proposals. Furthermore, the RFP does not obligate the City to accept or contract for any expressed or implied services.

**RFP ADDENDA:**

The City reserves the right to change the RFP schedule or issue addenda to the RFP at any time. The City also reserves the right to cancel or reissue the RFP. All such addenda will become part of the RFP.

**PROPOSAL MODIFICATION & CLARIFICATIONS:**

The City reserves the right to request any vendor to clarify its proposal or to supply any additional material deemed necessary to assist in evaluation of the proposal. Modification of a proposal already received will be considered only if the modification is received prior to the submittal deadline. All modifications must be made in writing, executed, and submitted in the same form and manner as the original proposal.

**EXCEPTIONS:**

If a vendor(s) takes exception to any term or condition set forth in this RFP and/or the Sample Agreement and any of its Exhibits and Attachments (including Insurance Requirements), said exceptions must be clearly identified in the RFP as exceptions or deviations. Such exceptions shall be considered in the evaluation and award process. The City shall be the sole determiner of the acceptability of any exception.

**PROPOSAL VALIDITY PERIOD:**

Submission of a proposal will signify the vendor's agreement that its proposal and the content thereof are valid for ninety (90) days following the submission deadline unless otherwise agreed to in writing by both parties. The proposal will become part of the contract that is negotiated between the City and the successful vendor.

**RESPONSE FORMAT:**

Proposals should be prepared simply, providing a straightforward, concise delineation of the approach and capabilities necessary to satisfy the requirements of the RFP. Technical literature and elaborate promotional materials, if any, must be submitted separately. Emphasis in the proposal should be on completeness, clarity, and content. In the event that it becomes necessary to revise any part of this RFP, the City will issue the addenda on the City's website ([www.yelmwa.gov](http://www.yelmwa.gov)). It is the vendor's responsibility to confirm as to whether any addenda have been issued. Faxed proposals will not be accepted.

**PROPOSAL SIGNATURES:**

An authorized representative must sign the proposal, with the vendor's address, telephone and email information provided. Unsigned proposals may not be considered. If the proposal is made by an individual, the name, mailing address and signature of the individual must be shown. If the proposal is made by a firm or partnership, the name and mailing address of the firm or partnership and the signature of at least one of the general partners must be shown. If the proposal is made by a corporation, the name and mailing address of the corporation and the signature and title of the person who signs on behalf of the corporation must be shown. The City reserves the right to request documentation showing the authority of the individual signing the proposal to execute contracts on

behalf of anyone, or any corporation, other than himself/herself. Refusal to provide such information upon request may cause the proposal to be rejected as non-responsive.

**CONTRACT NEGOTIATION:**

The City reserves the right to negotiate with the highest ranked firm that, in the opinion of the City, has submitted a proposal that is the best suited for the City's needs. In no event will the City be required to offer any modified terms to any other firm prior to entering into an agreement with a vendor, and the City shall incur no liability to any vendor as a result of such negotiation or modifications. It is the intent of the City to ensure it has the flexibility it needs to arrive at a mutually acceptable agreement. Negotiations may include, but are not limited to, matters such as contract details, contract payment details, service requirements, and minor changes to the scope of services.

**CONTRACT AWARD:**

The City reserves the right to make an award without further discussion of the submittals. Therefore, the proposal should be initially submitted on the most favorable terms the vendor can offer. The general conditions and specifications of the RFP and the successful vendor's response, as amended by contract between the City and the successful vendor, including email or written correspondence relative to the RFP, will become part of the contract documents. Additionally, the City will verify vendor representations that appear in the proposal. Once the City and vendor have reached an agreement on the scope of services, a final contract will be prepared by the City. The foregoing should not be interpreted to prohibit either party from proposing additional contract terms and conditions during the negotiations of the final contract. If the selected vendor fails to sign the contract within ten (10) business days of delivery of the final contract, the City may elect to negotiate a contract with the next highest ranked vendor. The City shall not be bound, or in any way obligated, until both parties have executed a contract. No party may incur any chargeable costs prior to the execution of the final contract. The City further reserves the right, at its sole option, to award more than one contract or to split a contract among multiple vendors.

**BUSINESS LICENSE:**

The vendor or vendors awarded the contract will be subject to City of Yelm Business Licensing requirements.

**PUBLIC RECORDS:**

Under Washington state law, the documents (including but not limited to written, printed, graphic, electronic, photographic or voice mail materials and/or transcriptions, recordings, or reproductions thereof) submitted in response to this RFP (the "documents") become a public record upon submission to the City, and are subject to mandatory disclosure as defined in "The Public Records Act/" chapter 42 section 56 of the RCW. Therefore, vendors should not submit material to the City that they deem confidential or proprietary. Any information in the proposal that the vendor deems as proprietary and exempt from disclosure under the provision of RWC 42.56.270.