

**CITY OF LACEY**  
**REQUEST FOR QUALIFICATIONS**  
**COMPREHENSIVE PLANNING SUPPORT SERVICES**

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**SUMMARY**

The City of Lacey is seeking planning services to support the City of Lacey in its effort to update its Growth Management Act Comprehensive Plan by 2025.

Statements of Qualifications (SOQs) will be evaluated based on the firm's experience and approach to public outreach, ability to produce modern and graphical digital documents, and knowledge of the Growth Management Act.

Statements of Qualifications, prepared according to the following detailed instructions, must be received at the email address below no later than **4:30 PM PST, December 18, 2023.**

The City of Lacey assumes no obligations of any kind for expenses incurred by any respondent to this solicitation.

It is the City of Lacey's policy to assure nondiscrimination in any contract entered into pursuant to this advertisement. Firms will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award as provided by Title VI of the Civil Rights Act of 1964.

For additional information, contact:

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Lacey, WA 98503  
Phone: 360.412.3190  
E-mail: [randrews@ci.lacey.wa.us](mailto:randrews@ci.lacey.wa.us)

**GENERAL INFORMATION**

The City of Lacey is organized under the optional municipal code (Chapter 35A.63 RCW) as a Council-Manager form of government. The City fully plans under the Growth Management Act.

Lacey is the largest and fastest growing city in Thurston County, having exceeded its 2035 projected population.

## SCOPE OF SERVICES

The consultant will provide support services to the City of Lacey as the city prepares the required 10-year consistency review update of its Comprehensive Plan.

The consultant will support City staff throughout the Comprehensive Plan update process from the time a contract is executed to June 30, 2025 or adoption of the updated Plan by the City Council, whichever is earliest.

Specific support tasks expected from the consultant include:

- Preparation of an equitable Community Engagement Plan for the Comprehensive Plan update process. The Community Engagement Plan should reflect how to reach a broad swath of the community—particularly those that have historically been underrepresented in previous community engagement processes. The Engagement Plan will be implemented by staff during the Comprehensive Plan update process.
- Develop a branding program for the Comprehensive Plan update. The branding program will include a suite of materials for use throughout all phases of the Comprehensive Plan update process. The branding should include but is not limited to: logos, tagline(s), and other materials that link the Comprehensive Plan update with the community identity of today with the future.
- Develop an easy to use template for publishing drafts and the final adopted Comprehensive Plan. The template must be easy to read, graphically engaging, consistent with the brand, and with the ability to be published in multiple formats including digital. Digital publications must be easy to search and navigate.

## INTENDED SCHEDULE

SOQs due	December 18, 2023
Interviews (if needed)	January 8, 2024
Negotiations with Finalist	January 12, 2024
Final Review of Contract	January 16, 2024
Finalize Contract	January 26, 2024

## STATEMENT OF QUALIFICATIONS CONTENT

The SOQ should be provided in Adobe's Portable Document Format, be no more than ten (10) pages in length, and include the following information:

1. Name and contact information.
2. Curriculum Vitae of the consultant and the project team who would provide support services to Lacey.

3. A detailed description of the consultant's approach to effective public outreach.
4. A description how the consultant will keep City staff informed and engaged throughout the contract period.
5. Three (3) examples of documents (digital examples preferred) prepared by the consultant.
6. Three (3) professional references with personal knowledge of work and experience that demonstrate the ability to provide effective public outreach.

#### **SELECTION PROCESS**

Statements will be reviewed and evaluated by considering the quality of experience, strength of the approach, and the responses to the RFQ.

If necessary, consultants may be invited to interview with the evaluation panel. Based on the SOQs and/or interviews, the selection panel will recommend to the City Manager the firm which, in its opinion, best meets the requirements set forth in this Request for Qualifications and negotiate a professional services agreement.