



City Of Cheney  
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**CITY OF CHENEY  
LAND QUANTITY NEEDS ANALYSIS  
REQUEST FOR PROPOSALS (RFP)**

The City of Cheney, Washington is accepting proposals from qualified consultant firms.

Please visit the City of Cheney website to review the complete RFP:

**1. PURPOSE**

The City of Cheney Planning Division is requesting proposals from qualified firms or team of consultants to prepare a Land Quantity Needs Analysis for the incorporated and associated Urban Growth Area (UGA) lands, going out to the year 2045. Cheney seeks to understand how much Buildable Land exists within its existing UGA, and project the demand on land resources for residential and employment uses to meet future demand. Population forecasts, existing and future desired residential development patterns, existing and future employment opportunities, and constraints of land burdened by critical areas shall be considered.

The end-product of this project will provide Cheney with a better understanding of the existing stock/capacity for development within its current boundaries, describe strategic methods and policies for directing residential growth and realizing economic opportunity.

**2. BACKGROUND**

The City of Cheney is the home of Eastern Washington University (EWU), and is located approximately 15 miles to the southwest of Spokane, the regional center for eastern Washington and north Idaho. Cheney experienced rapid growth due to its presence on the Northern Pacific Railroad, US-10, and State Normal School at Cheney (later became EWU). Cheney has historically been the regional hub for services in southwest Spokane County. Besides the university, the City's economy is largely built on the surrounding agriculture including wheat and dryland farming. Over the past ten years, Cheney has transformed from a traditional "college town" to more of a bedroom community to the City of Spokane.

### 3. SCOPE OF WORK

The planning process will take a Buildable Lands Inventory, a Housing Needs Analysis, and an Economic Opportunities Analysis together to produce Cheney's Land Quantity Needs Analysis. Through quantitative and qualitative analysis, Cheney Land Needs Analysis will respond directly to many of the Elements in the Cheney Comprehensive Plan, as well as the larger framework of the Growth Management Act. This includes recommended policy amendments to the Cheney Comprehensive Plan, how the Urban Growth Area should be modified to accommodate anticipated future population growth, in keeping with the community's values around residential and employment development. The results will provide not only policy recommendations, but describe the anticipated extent and process necessary to achieve a community-desired outcome focused on directing growth of Cheney to the year 2045.

#### A. Buildable Lands Inventory

1. Establish a baseline for analysis of developed, under-developed, undeveloped (vacant), and redevelopable land within Cheney's UGA and City Limits.
  - i. Provide maps and database information of each category.
  - ii. Industrial and other employment land inventory shall consider suitability of existing sites for likely industries.
  - iii. Maps shall identify and categorize lands constrained by critical areas and other limitations on development potential.
2. Determine consistency of existing uses with current land use designations (Comprehensive Plan) and zoning.
3. Identify the capacity for Cheney's land for housing, employment (commercial & industrial), open space, and public facility needs at desired thresholds/densities.
4. Consider redevelopment potential of land within the UGA through the analysis of property value trends.

#### B. Housing Needs Analysis

1. Project the number of housing units needed to meet Cheney's anticipated population in 2045, based on Office of Financial Management's (OFM) past population trends and population projections.
2. Present and describe relevant demographic, economic, and social trends at the regional, state, and national level related to housing that may affect housing choices (including middle housing) over the same 20-year horizon. Consider employment and generational shifts and how they might impact housing demand.
3. Project Cheney's median housing affordability rates to determine the types of housing each income bracket is likely to afford without being cost burdened.
4. Estimate the number of needed housing units of a variety of types and sizes (mix) at density levels in keeping with Cheney's vision for growth.

#### C. Economic Opportunities Analysis

1. Capture National, State, Regional, and Local trends in industry growth/change going to 2045.
2. Identify key metrics to understand Cheney's labor market and key business cluster opportunities, such as Cheney's 20-year employment forecast, workforce preparation, and land needs.
3. Identify site types and amount of land needed to achieve Cheney's desired mix of employment and target industry opportunities, identifying what need can be satisfied within the existing UGA and what land may require a UGA modification.
4. Recommended policy changes that can facilitate employment growth towards achieving the community's desired development objectives both on a short-term (5 year) and long-term scale.

#### 4. GOALS & OBJECTIVES

- A. Achieve compliance with RCW 36.70A related to the Growth Management Act.
- B. Provide the city with maps and data inventorying buildable land within the current UGA assessing future needs for housing (quantity and type), and identifying a strategy to harness current, and prepare for future, opportunities for economic development.
- C. Develop a set of recommendations that address projected needs to 2045 in order to:
  1. Maintain housing access and affordability,
  2. Provide desirable development opportunities for commercial and industrial employers, and
  3. Determine the need for rezoning within the current UGB and/or amend the city's UGB to accommodate identified needs.
- D. Summarize material into a set of Key Findings that utilize accessible infographics and are easily understandable to the general public and elected officials.
- E. Provide advice and support regarding process for adopting resulting policy changes.

#### 5. DELIVERABLES

The Consultant will provide a written set of deliverables, along with all electronic data, figures, graphics, and policy materials to the City of Cheney as they are created/finalized.

##### A. Outreach

1. Presentation of final findings as an information item at both the Planning Commission and City Council, or at a joint Planning Commission/City Council workshop.

B. Buildable Lands Inventory

1. Constructive recommendations to the City regarding Housing and Economic Development needs, considering land utilization strategies and potential need to amend Cheney's UGA.
2. Comprehensive Plan amendments to achieve goal of the Land Quantity Needs Analysis.

C. Housing Needs Analysis

1. A discussion of one or multiple alternative scenarios to meet 2045 Housing Need: Number of units, type/size of units, rezoning potential vs. land need;
2. Technical memoranda detailing implementation policies;

D. Economic Opportunities Analysis

1. Cheney 2045 Employment Needs: Amount of land, scale of parcels, required for regionally-successful sectors;
2. Technical memoranda describing implementation policies for ways Cheney can meet employment needs (short- and long-term) through policy;

Each of these tasks generally outline the work, but it shall be the responsibility of each consultant responding to the RFP to specifically identify the tasks, sub-tasks, outreach activities, hearings, and presentations- including a timetable to perform the completed work. Consultants should feel free to suggest amendments to the scope which they feel would be of benefit to the City, though the cost may not be based on such additional services.

The City of Cheney anticipates an RFP in the \$50-60k range, as that is what the City has budgeted.

## 6. PROPOSAL REQUIREMENTS

The proposal shall clearly address all of the information requested herein. To achieve a uniform review process and obtain the maximum degree of comparability, proposals must be organized and contain all information as specified below:

- A. Cover Letter: Maximum of two pages serving as an executive summary which shall include an understanding of the scope of services.
- B. Brief Company Profile: General company information including number of employees, location of company headquarters and branch offices, number of years in business and organization, disciplines, and staffing. Describe the general qualification of the firm as they relate to the work proposed with this RFP.

- C. Organization and Staffing: Provide a list of the Consultant's employees and agents which the consultant anticipates assigning to this project. This list shall include a summary of the qualifications, licenses, and experience of each individual; and the professional Planning level of work to be performed by each individual. The City will retain under its agreement with the successful Consultant the right of approval of all person performing under the agreement.
- D. Description and Approach: The proposal should demonstrate the Consultant's knowledge of the needs and objectives of the work proposed under this RFP.
- E. Cost Proposal: The cost proposal shall include the hourly rate for services. Include any sub-consultant's fee schedule, if applicable. This should include hourly billable costs of each team member; Senior Planner, Associate Planner, etc.
- F. Résumé: Relevant Projects/Services with References. Provide résumés of the individual(s) from the Proposer's firm or entity that will be directly responsible for carrying out the contract, three references to include name, address, contact person and phone number of the municipality/company, length of time services were provided, and a description of the services provided.

## **7. GENERAL CONDITIONS**

- A. The City of Cheney shall not be liable for any pre-contractual expenses incurred.
- B. The City reserves the right to withdraw this RFP at any time without prior notice and to reject any and all proposals submitted without indicating any reasons. Any award of contract for services will be made to the firm best qualified and responsive in the opinion of the City.
- C. The selected firm must agree to indemnify, hold harmless and defend the City, its officers, and agents; and assigns from any and all liability or loss resulting from any suites, claims or actions brought against the City which result directly or indirectly from the wrongful or negligent actions of the consultant in the performance of the contract.
- D. The selected firm will be required to comply with all existing State and Federal labor laws including those applicable to equal opportunity employment provisions.
- E. The City reserves the right to negotiate special requirements and service levels using the selected qualification as a basis. Compensation for additional services will be negotiable.
- F. All responses to this RFP become the property of the City of Cheney.
- G. No amendments, additions or alternates shall be accepted after the submittal deadline.
- H. All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City

## 8. SUBMITTAL

Five (5) color copies and one (1) digital pdf copy of the proposal must be submitted (hand-delivered, mailed, or delivered by courier) no later than 5:00 PM, Friday, February 10, 2023 (No submittals will be accepted after that date and time) to the following location:

City of Cheney Planning Department  
"RFP Land Quantity Needs Analysis"  
Attn: Brett Lucas, Senior Planner, Planning Division  
112 Anderson Rd  
Cheney, WA 99004

All questions regarding this RFP shall be directed in writing to Brett Lucas, Senior Planner, at [blucas@cityofcheney.org](mailto:blucas@cityofcheney.org) or 509-498-9221. No postmarks will be accepted.

## 9. AMENDMENTS TO REQUEST FOR PROPOSALS

The City reserves the right to amend the RFP by addendum prior to the final proposal submittal date.

## 10. ADDITIONAL CONSULTANT RESPONSIBILITIES

The Consultant shall be responsible for completing the specified services in accordance with the City's Contract Services Agreement.

## 11. PROPOSAL EVALUATION/SELECTION

The City intends to engage the most qualified consultant available that demonstrates a thorough understanding of the City's needs. City staff will use the following criteria to evaluate proposals:

- Understanding of Work to be Performed (the Scope of Services): **15 points**
- Demonstrated Quality Firm and Professional Staff Technical Skill, Experience, Performance and Approach: **25 points**
- Familiarity with City, County, and State Procedures: **20 points**
- Firm's and Professional Staff References/Satisfaction of Clients: **15 points**
- Completeness and Quality of Proposal: **15 points**
- Cost Approach to performing this type of service: **10 points**
- Total: **100 points**

The City may request a qualification interview with the highest ranked consultant(s) prior to determining the final ranking. This selection will be conducted according to the City's adopted procedures. The City reserves the right to reject any and all proposals.

## 11. SCHEDULE

The solicitation, submittal receipt, evaluation and final decision selection will substantially conform to the following schedule:

Advertisement	January 6, 2023
Submittal Deadline 5:00 PM	February 10, 2023
Candidate Interviews	Week of February 27, 2023
Notice to Proceed	March 17, 2023
Project Completion	September 8, 2023

## 12. OTHER INFORMATION

The Recipient, in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, or sex in considered for an award.

Submittals received by the City of Cheney in response to this solicitation become public records and are subject to Chapter 42.56 RCW, the Public Records Act. The proposer should clearly identify in its proposal any specific information that it claims to be confidential or proprietary. If the City of Cheney receives a Public Records Act request to view the information so marked in the Proposer's proposal and the City determines that it must produce that information in response to the Public Records Act request, its sole obligations shall be to notify the proposer (1) of the request and (2) of the date that such information will be released to the requester unless the Proposer obtains a court order to enjoin that disclosure pursuant to RCW 42.56.450. If the Proposer fails to timely obtain a court order enjoining disclosure, the City of Cheney will release the requested information on the date specified.

Dates of publication: January 5, 2023, Cheney Free Press.