

Request for Qualifications



Transportation Element Update

Introduction

The City of Chelan is soliciting Statements of Qualifications (SOQs) from qualified consulting firms to assist in the update of the Transportation Element of the City's Comprehensive Plan. This effort is part of the City's periodic update required under the Washington State Growth Management Act (GMA), RCW 36.70A.

This RFQ is intended to solicit interest from firms with experience in transportation planning, public engagement, data analysis, and alignment with state and regional transportation planning requirements. The selected consultant will work closely with City staff to complete the update in a timely and coordinated manner.

Scope of Services

The selected consultant will be responsible for:

- Reviewing and updating the Transportation Element in accordance with RCW 36.70A.070(6), including:
 - Inventory of transportation facilities and services
 - Level of service standards
 - Forecasts of traffic and travel demand
 - Identification of transportation system needs
 - Support for bicycles, pedestrian, and public transit systems
 - Intergovernmental coordination and consistency with regional and state plans
 - Financing plan that ensures consistency between land use and transportation planning
 - Addressing climate change, greenhouse gas emissions, and VMT reduction strategies per recent statutory updates (e.g., HB 1181)
- Coordinating with City staff, the Planning Commission, and relevant agencies (e.g., Chelan-Douglas Transportation Council, WSDOT)
- Supporting community engagement related to transportation planning
- Preparing draft and final documents suitable for adoption by the City Council

III. Submittal Requirements

Interested firms shall submit a concise Statement of Qualifications (no more than 10 pages total, excluding cover and cover letter) that includes the following:

1. Firm Overview – Background and relevant qualifications.
2. Project Team – Key personnel and their roles; include brief bios and relevant experience.
3. Relevant Experience – Examples of similar transportation element updates, especially for GMA cities.
4. Approach and Understanding – Your understanding of the scope and any preliminary approach to completing the work.
5. References – At least three relevant municipal clients.

IV. Evaluation Criteria

Submittals will be evaluated based on the following:

- Firm and team qualifications (30%)
- Relevant experience with similar projects (30%)
- Project understanding and proposed approach (30%)
- Quality of references (10%)

The City does not anticipate conducting interviews. A single firm will be selected based on submitted SOQs. Contract terms, scope, schedule, and fee will be negotiated following selection.

V. Submittal Instructions

Submittals must be received by September 5, 2025 by 5:00 PM Pacific Daylight Time.

Please submit one electronic PDF copy via email to:

Jake Youngren
City of Chelan Public Works
Email: jyoungren@cityofchelan.us
Subject: RFQ – Transportation Element Update

Late submittals will not be considered.

VI. General Information

- The City reserves the right to reject any or all responses and to waive irregularities.
- This solicitation does not commit the City to pay any costs incurred in the preparation or presentation of submittals.
- The City intends to enter into a professional services agreement with the selected consultant per Chapter 39.80 RCW.

VII. Questions

Questions regarding this RFQ may be directed to Jake Youngren at (509) 682-8032 or jyoungren@cityofchelan.us.