



CITY OF MEDINA REQUEST FOR QUALIFICATIONS (RFQ)

The City of Medina, Washington is soliciting statements of qualifications from professional firms or individuals (“consultant”) to provide services associated with the Middle Housing Land Use Code Update supporting the City of Medina’s Planning section of the Development Services Department. This is a need for professional planning and public engagement services running from July 2024 through June 2025 with final adoption of the Middle Housing Land Use Code Update required by June 30, 2025. **RFQ’s need to be received no later than 4:00 pm (close of business) on Friday, July 12, 2024, to be considered.**

The consultant will work under the general direction of the Planning Manager and will serve as technical project support for this project. Services requested will be related to the Middle Housing Land Use Code Update and public engagement for the project. The City Council is in the process of adopting the Middle Housing Public Engagement and Communication Plan which is a working document that describes the goals, objectives, activities, and timeline for community engagement conducted for the Middle Housing Land Use Code Update. The City has obtained a Department of Commerce Middle Housing Grant which also includes milestones for this project. The Middle Housing Land Use Code Update will include:

- Implementation of the Public Engagement and Communication Plan (with revisions as appropriate as the project unfolds).
- Educating the public, policy makers, and stakeholders regarding the legal requirements for adoption of middle housing and options for compliance with the same.
- Working with stakeholder groups as part of the process.
- Meeting deadlines under State law and the Commerce Grant Agreement for the project and engagement activities.
- Preparation of a summary of similar work by benchmark cities to create a shared understanding of options the City of Medina may consider as part of the Middle Housing Land Use Code Update.
- Engaging with and presenting to the Planning Commission, Development Services Committee, City Council and other groups regarding the Middle Housing Land Use Code Update, draft land use plan, and other documents.
- Updating the Middle Housing webpage to keep the public informed as to the status of this update.
- Preparation of other communications consistent with the Public Engagement and Communication Plan.

The quantity of work, and the work type will depend upon the qualifications of the consultant. The planning professional consultant will be asked to perform technical and administrative work associated with the tasks assigned. There is a likelihood for participation with, and presentations



to, the Planning Commission, Development Services Committee and City Council. Open houses and other public forums will likely occur which will require consultant support and participation.

The Development Services Director has the final authority to decide on the consultant hiring which will then be approved by the City Manager. Medina uses a standardized professional services contract. Any questions should be directed to Jonathan Kesler, AICP, Planning Manager, at (425) 233-6416 or email jkesler@medina-wa.gov.

Please submit your Statement of Qualifications to:

Jonathan Kesler, AICP
Planning Manager
City of Medina
501 Evergreen Point Rd.
Medina, WA 98039
jkesler@medina-wa.gov

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