



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 Public Engagement and Communication Plan supporting the City of Medina’s Planning section of the Development Services Department. This is a need for professional long-range planning services running from July 2024 through June 2025.

The consultant will work under the general direction of the Planning Manager. Services requested will be related to the Middle Housing Public Engagement and Communication Plan. The Middle Housing Public Engagement and Communication Plan is a working document that describes the goals, objectives, activities, and timeline for community engagement conducted in support of the Department of Commerce Middle Housing Grant. This includes the following elements:

- Objectives of the Public Engagement and Communication Plan.
- Key messages we want to convey to the public about middle housing and this project.
- Stakeholder groups to engage as part of the process, including details on the information needs or engagement objectives for each group.
- Strategies for engagement corresponding to the timeline in the project plan.
- Timeline of the project and engagement activities.
- Summary of previous engagement done by cities to create a shared understanding of what the City of Medina has done to engage the community on housing issues, including challenges.
- Use of a Middle Housing webpage to keep the public informed as to the status of this update.

Note: This Plan will be amended as needed to ensure that there is broad public engagement in the Middle Housing Land Use Code Update, in the run-up to the June 30, 2025 deadline for compliance.

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 potential for participation in the work of the Planning Commission, City Council, and presentations to the hearing examiner.

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

RFQ's are to be received no later than 5:00 pm on Monday, June 10, 2024.

First Publication: Friday, May 31, 2024

Second Publication: Wednesday, June 5, 2024