

**CITY OF SCAPPOOSE**  
**REQUEST FOR PROPOSAL**  
**50-Year Plan**  
**2021-04**



**SCAPPOOSE**  
*Oregon*

**Proposal Due Date: November 22, 2021 at 3:00 pm PST**

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## SECTION 1 – GENERAL INFORMATION

### 1.1 General

The City of Scappoose, population 8,010, is located approximately 23 miles northwest of Portland, in the southernmost portion of Columbia County, Oregon.

The Scappoose City Council set Council Goal 2D as part of their FY 2021-2022 Council Goals, which reads “Develop a Long-Term Comprehensive Community Vision (50-Year Plan)”. To accomplish this goal, the City is seeking consultant services to generally complete the following:

- Conduct a community visioning process involving substantial community outreach to determine community, elected officials’, and key stakeholders’ vision for Scappoose, and reflect that vision within project outputs.
- Update the [Housing Needs Analysis \(HNA\)](#) and [Buildable Lands Inventory \(BLI\)](#) to a 50-year planning horizon, and complete a new [Economic Opportunities Analysis \(EOA\)](#) that covers a 50-year planning horizon.<sup>1</sup>
- Update the [Comprehensive Plan](#) (including the; goals and policies, and map), [Zoning Map](#), and [Development Code](#), as appropriate.
- Explore an Urban Growth Boundary (UGB) expansion and/or land swap.
- Explore the establishment of Urban Reserves to meet the projected land needs for a 50-Year planning horizon.
- Conduct other appropriate updates, studies, and plans.
- Building on the individual tasks listed above, the 50-Year Plan will be produced. This report will:
  - Summarize the results of the documents, processes, etc. that are revised, created, edited, implemented, etc. during the 50-Year Plan scope of work.
  - Explain what each of the documents, processes, etc. that are revised, created, edited, implemented, etc. during the 50-Year Plan scope of work does in terms of development, guiding the future, and creating a long-term comprehensive community vision.
  - Explain how each of the documents, processes, etc. that are revised, created, edited, etc. during this process fit together to create the 50-Year Plan for the City of Scappoose.
  - Detail what the long-term comprehensive vision (50-Year Plan) for the City of Scappoose is.

As part of this RFP, the City of Scappoose is looking for assistance in refining the scope of work and task list, including any recommended updates and/or additional reports or studies to be completed. This will be completed in part through a pre-proposal meeting and possible addenda to the RFP.

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<sup>1</sup> The City of Scappoose was recently awarded an Oregon Department of Land Conservation and Development planning grant to update our HNA and BLI to the statutory 20-year planning horizon. The HNA and BLI update will be handled parallel to the work required in this RFP, however, the selected Consultant will need to expand the HNA/BLI planning horizon to the 50-year planning horizon as part of the contract award.

## 1.2 Invitation

The City of Scappoose is requesting proposals from firms (hereinafter referred to as the “Consultant”) qualified and interested in providing professional services to the City of Scappoose (hereinafter referred to as the “City”) to complete the 50-Year Plan (hereinafter referred to as the “Project”).

This RFP contains the necessary information to understand the scope of work, the selection process, and the required proposal components.

Proposal and addenda – if issued – may be obtained via the City’s website at <https://www.ci.scappoose.or.us/rfps>.

## 1.3 Estimated Project Timeline and Budget

This project has been tentatively scheduled by the City to take place over three fiscal years from Scappoose Fiscal Year 2021-2022 through Fiscal Year 2024. The City will budget funds for this project correspondingly. This timeline is subject to change.

## 1.4 Responses to Proposals

All responses to this request must follow the directions as stated within this RFP. Adherence to these rules will ensure a fair and objective analysis of the proposals. Proposals should be prepared simply and economically. Special bindings, colored displays, promotional materials, etc., are not necessary. Emphasis should be on completeness, brevity, and clarity of content.

## 1.5 Schedule

Action	Location	Date	Time
Solicitation Advertisement	Business Tribune, Spotlight, City Website, League of Oregon Cities	10/22/2021	N/A
Optional Pre-Proposal Meeting	Microsoft Teams (virtual)	11/1/2021	2:00 PM
Pre-Proposal Questions Due	Email	11/3/2021	5:00 PM
Responses to Pre-Proposal Questions Distributed via City website	City Website	11/10/2021	5:00 PM
Proposals Due	Scappoose City Hall	11/22/2021	3:00 PM
Interviews	Microsoft Teams (virtual)	12/6-12/8/2021	TBD
Selection Committee Recommendation		12/10/2021	3:00 PM
Contract Negotiations with Successful Proposer Conclude	Microsoft Teams (virtual)	12/17/2021	3:00 PM
Notice of Intent to Award Contract	Email, City Website	12/17/2021	5:00 PM
Challenge Period Expires	City of Scappoose	12/24/2021	5:00 PM
City Council Approval of Contract	City Council	1/3/2022	7:00 PM
Notice of Award	City of Scappoose	1/4/2022	8:00 AM
Begin Contract (Estimated)		1/4/2022	
Project Completion (Estimated)		January 2024	

\*These dates are approximate and subject to change at the sole discretion of the City

## 1.6 Issuing Office

All correspondence pertaining to this RFP should be directed to Isaac Butman, Program Analyst Intern, City of Scappoose, 33568 E Columbia Ave, Scappoose, OR, 97056, [ibutman@cityofscappoose.org](mailto:ibutman@cityofscappoose.org), 503-543-7184

## 1.7 Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due” date and time as specified in **Section 1.5 Schedule**, by providing a written request for the withdrawal of the proposal to the City. A duly authorized representative of the firm shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future projects. Proposals cannot be withdrawn within thirty days (30) after the proposal due date.

## 1.8 Rejection or Acceptance of Proposals

The City may reject or accept any or all proposal or parts thereof, submitted in response to this RFP in accordance with ORS 279B.100.

The City expressly reserves the following rights to:

1. Disregard any or all irregularities in the proposals.

2. Reject any or all of the proposals or portions thereof upon finding it is in the public interest to do so.
3. Base award with due regard to the quality of services, experience, compliance with the RFP, and other factors as may be necessary under such circumstances.
4. Reject all proposals and re-advertise at the City's sole discretion.

### 1.9 Selection of Consultant

An evaluation committee will be appointed to evaluate the proposals received. For the purpose of scoring proposals, each committee member will evaluate each proposal in accordance with the **Content and Evaluation Criteria** listed below and detailed at greater length in Section 3. The evaluation committee may seek outside expertise, including but not limited to, input from technical advisors, to assist in the evaluation process.

The successful Consultant shall be selected by the following process:

1. An evaluation committee will be appointed to evaluate submitted written proposals.
2. The committee will score the written proposals based on information submitted according to the evaluation criteria and point factors.
3. A list of Consultants, based on the highest scores, will be selected for interviews.
4. Final scores, based on the same evaluation criteria, will be determined.

<b>Content and Evaluation Criteria</b>	<b>Maximum Pages</b>	<b>Maximum Score</b>
1. Introductory Letter	2	5
Mandatory Exhibit A: Statement of Qualification	1	Pass/Fail
2. Project Understanding & Approach	15	45
3. Project Schedule and Cost	3	10
4. Management & Quality Control	2	10
5. Project Examples (3 examples max)	6	10
6. Project Team & Organization	5	10
Appendix: Key Staff and Team Member Resume's (No more than 2 pages per resume)	-	
7. Proposal Clarity	-	10
8. Schedule of Rates	2	-
Sub Total	36	100
Interview		100
Total		200

### Qualifications-Based Selection:

As a matter of a qualifications-based selection (QBS), the City will attempt to reach a final agreement with the highest scoring Consultant. However, the City may, in its sole discretion, terminate negotiations and reject the proposal if it appears an agreement cannot be reached. The City may then attempt to

reach a final agreement with the second highest scoring Consultant and may continue on, in the same manner, with remaining Consultants, until an agreement is reached.

#### Review:

Following the Notice of Intent to Award, Consultants not awarded the contract may seek additional clarification or debriefing, request time to review the selection procedures, or discuss the scoring methods utilized by the evaluation committee.

#### Protest of Contract Awards:

Protests may be submitted to the City Manager only from those Consultants who would receive the contract if their protest was successful.

Protests must be in writing and received by the City Manager within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the issue date of the City's Notice of Intent to Award. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was miss-scored or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest and a statement of the form of relief requested. Protests received later than specified or from other than the Consultant who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The City Manager may waive any procedural irregularities that had no material effect on the selection of the proposed Consultant, invalidate the proposed award, amend the award selection, request the evaluation committee re-evaluate any proposal, or cancel the solicitation and begin again to solicit new proposals. The City Manager shall create a written opinion on the protest and forward that opinion to the City Council for further action. In the event that the City Council returns the matter to the evaluation committee, the City shall issue a notice cancelling the Notice of Intent to Award.

Decisions of the City Council are final and conclude the administrative appeals process.

### 1.10 Insurance

Consultant must provide their own Commercial General Liability, Automobile, and Professional Liability Insurance as described in Exhibit A – Sample Contract, a separate document in this RFP package, available at: <https://www.ci.scappoose.or.us/rfps..>

### 1.11 Execution of Contract

It is anticipated that the total cost for services will need to be approved by the Scappoose City Council. The contract should be signed within a week of Council approving the awarding of the contract. A sample contract can be viewed in Exhibit A – Sample Contract, a separate document in this RFP package, available at: <https://www.ci.scappoose.or.us/rfps..>

### 1.12 Public Records

Any materials submitted by the proposer shall become the property of the City of Scappoose unless otherwise specified. During the evaluation of proposals and the selection of the Consultant, the proposals shall be confidential. After the selection process has been completed, the proposals shall be

open to public inspection. Proposals should not contain any information which the proposers do not wish to become public. If it is necessary to submit confidential information in order to comply with the terms and conditions of the RFP, each page containing confidential information should be clearly marked "NOT FOR PUBLIC DISCLOSURE, CONFIDENTIAL TRADE SECRETS." The City accepts no liability for the inadvertent or unavoidable release of any confidential information submitted, and any claims arising out of any public record request for such information shall be at the proposer's expense.

### 1.13 Recycled Products Statement

Proposers shall use recyclable products to the maximum extent economically feasible in the preparation of the proposals, and the selected proposer shall continue the same practice in the performance of the contract work in accordance with ORS 279B.270.

### 1.14 Federal/State/Local Requirements

The selected proposer shall comply with all Federal, State and local laws, regulations, executive orders and ordinances applicable to the work under this contract. In addition, the proposers agree to comply with:

1. Title VI of the Civil Rights Act of 1964;
2. Section V of the Rehabilitation Act of 1973;
3. The Americans with Disabilities Act of 1990 and ORS 659.425;
4. All regulations and administrative rules established pursuant to the foregoing laws and;
5. All other applicable requirements of Federal and State civil rights and rehabilitation statutes, rules and regulations

Proposer is subject to the Oregon Worker's Compensation Law and shall comply with ORS 656.017, which requires the provision of Worker's Compensation coverage for all employees working under this contract. The City's programs, services, employment opportunities and volunteer positions are open to all persons without regard to race, religion, color, national origin, sex, age, marital status, disability or political affiliation.

### 1.15 Payment

The City will pay the Consultant under contract for services performed based on the approved rates, the scope of work completed and the anticipated reimbursement expenses. The City will make monthly progress payments within thirty (30) calendar days following receipt of properly itemized invoices.

Payment for extra work not described in the scope of services will only be made when authorized in advance and in writing by the City's Project Manager prior to such work being performed by the Consultant.

If the Consultant anticipates that the fee is going to surpass the not-to-exceed figure because a task has changed and is outside the agreed upon scope, the Consultant shall notify the City in writing of the circumstances with an estimated amount that the fee is to be exceeded. The Consultant shall obtain written permission from the City before exceeding the not-to-exceed fee amount. If the consultant does work that exceeds the maximum fee amount prior to obtaining the written permission, the Consultant waives any right to collect that exceeding amount.



### 1.16 Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

### 1.17 Cancellation of procurement

The City may cancel this RFP in accordance with ORS 279B.100.

## SECTION 2 – SCOPE OF WORK

### 2.1 Scope of Work

The Consultant shall provide adequate personnel and resources to accomplish the objectives of the Project. Various tasks for this project are outlined later in this section. Key personnel must be identified for each area in the scope of work.

The City of Scappoose anticipates the following tasks would be completed as part of the 50-Year Plan:

**1. Develop a Project Phasing and Implementation Plan.**

Develop, present, and seek approval from the City for a Project Phasing and Implementation Plan addressing all 12 anticipated deliverable areas, and additional deliverables as agreed upon, considering: Initiation, Planning, Execution, Monitoring and Controlling, and Closing. A critical factor in this is to align the implementation/execution timeline and project expenditures with the City Fiscal Year cycle—July 1 through June 30. The City anticipates this to be a multi-year project.

**2. Develop a City-wide communications and outreach strategy.**

Develop a robust, equitable and inclusive City-wide communications and outreach strategy to keep the public informed during each step of the process, including maintaining an up-to-date webpage with details of ongoing project implementation/execution, and of opportunities to provide input at key points in the process. This includes participating in Scappoose Annual Town Meetings for data gathering, community outreach, community updates, or otherwise, throughout the life of the contract, including maintaining flexibility for attending the Annual Town Meeting to be held in Spring 2022.

**3. Conduct a visioning process with community members, elected officials, and stakeholders.**

Conduct a visioning process with community members, elected officials, and stakeholders to determine what the overall look and feel of the City should be, including, but not limited to: establishment of design standards for the Downtown Overlay/Commercial areas of the City, potential locations for a future community center, schools, municipal offices, public lands/parks, residential lands, employment lands, and downtown public parking. Coordinate timing with City staff and City events and produce and present a report to City staff and City Council on the outputs of the visioning process, and how these will be integrated into the 50-Year Plan process.

**4. Prepare and present technical memos to the TAC (Technical Advisory Committee)/Scappoose City Council; participate in public open houses; assist in administering TAC meetings.**

Consultant will prepare technical memos and present information to the TAC (Technical Advisory Committee) and Scappoose City Council at key points in the Project in order to:

- Provide updates on completed or in-process studies;
- Conduct work sessions, gather data, propose courses of action and receive feedback on those proposals, and receive policy direction and recommendations;
- Educate and inform the TAC and Scappoose City Council of Project status and progress.

Consultant should expect to participate in public open houses to gain feedback from the community at key points in the Project. Additionally, Consultant is responsible for: preparing agendas, minutes, and meeting packets for the TAC; taking meeting minutes at TAC meetings; participating in and/or attending TAC meetings; emailing the agendas, meeting minutes, and meeting packets for the TAC to City staff for distribution to the TAC; preparing reports for City Council meetings; and attending City Council meetings.

**5. Update the Housing Needs Analysis (HNA) and Buildable Lands Inventory (BLI) and complete a new Economic Opportunities Analysis (EOA), each covering a 50-year planning horizon.**

Extend the Housing Needs Analysis (HNA)/Buildable Lands Inventory (BLI) 30 years to cover a 50-year planning horizon; complete a new Economic Opportunities Analysis (EOA) covering a 50-year planning horizon; ensure that these two documents cover the same planning horizon. The current HNA and BLI cover the 2018 – 2038 planning horizon; the current EOA covers the 2010 – 2030 planning horizon.

- a. Please note that the City has recently been awarded a DLCD planning grant to complete an update to the City's HNA/BLI. Please include in your proposal a separate line-item cost for the extension of the HNA/BLI to a 50-year planning horizon so that residential land needs over the next 50 years can be assessed.

**6. Review the Parks, Trails & Open Spaces Plan (“Parks Master Plan”) to understand land needs related to public recreation over a 50-year horizon.<sup>2</sup>**

Write a report for city staff and City Council on the anticipated public recreation needs over the 50-year planning horizon. Draft proposed amendments to the parks and recreation and open space section of the Comprehensive Plan to reflect these findings.

**7. Work with the Scappoose School District to understand their land needs.**

Coordinate and communicate with the Scappoose School District regarding their school facility plan in order to understand their land needs for the 50-year planning horizon. Draft proposed amendments to the school inventory section of the Comprehensive Plan to reflect this coordination.

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<sup>2</sup> The Parks Master Plan may undergo revision during the 2022-2023 Fiscal Year. If this anticipated revision happens, review of the Parks Master Plan for the 50-Year Project should consider the soon-to-be-revised plan, not the 2017 Parks Master Plan. Consultant may need to work with the Parks Master Plan review group to facilitate this task.

**8. Review and update/establish as warranted and directed –the UGB, UGB swaps, and Urban Reserves.**

Based on the results of the HNA/BLI, EOA, information from community outreach, information from coordination with the School District, and any other applicable reports/studies, review the current UGB to determine if:

- a. Any areas are unlikely to urbanize due to topography, slope, and/or other factors and determine if there is a need for a UGB “swap” (as permissible under OAR 660-024-0070 – UGB Adjustments, Establishment of study area - OAR 660-024-0065, and OAR 660-024-0067 - Evaluation of areas by priority).
- b. Expansion of the current UGB is warranted or zone changes are recommended.
- c. Establishment of Urban Reserves are warranted.
- d. If warranted, prepare hearings ready burden of proof narrative and draft land use staff report to support a UGB expansion and/or UGB swap, zone change and establishment of Urban Reserves to meet a 50-year land supply need.
  - i. Complete a report discussing infrastructure needs to support proposed Urban Reserve expansion, sufficient enough in detail to provide a cost/benefit analysis of those lands.
  - ii. Update the Comprehensive Plan (including the; goals and policies, and map), Zoning Map, and Development Code, as applicable, to support these changes.

**9. Provide a report on the use of technology in the planning process.**

Considering the long range of this overall effort of planning for the next 50-years, the City requests that the Consultant provide a report on how the City should best prepare for new and emerging technology in relation to the future planning of the City, including best practices to consider for implementation now or in the future.

**10. Review and update the City’s Comprehensive Plan (including the; goals and policies, and map) and the Scappoose Development Code, as appropriate.**

Review and update the City’s Comprehensive Plan (including the; goals and policies, and map), and Scappoose Development Code, including, but not limited to:

- a. Update and/or propose new Scappoose Development Code regulations to reflect natural resource protection and climate change, including revisions to the sensitive lands chapters of the development code (Floodplain – 17.84, Fish and Riparian Corridor – 17.89, Wetlands – 17.85, and Steep Slopes – 17.86).
  - i. The City Council has expressed concerns regarding sea level rise and its potential effect on the City of Scappoose. The City is looking for recommendations on best practices to implement to address climate change and natural resource protection and to adopt those best practices through amendments to the sensitive lands development code chapters mentioned above (or any other applicable sections of the Comprehensive Plan, municipal, and/or development code).
- b. The City requests that an urban tree canopy study be completed, with recommendations on needed updates to Chapter 17.104 – Street Trees and 17.140 –

Public Land Tree Removal, and/or recommendations on potential new Code sections addressing the tree canopy.

- c. Update Chapters 17.80 – Downtown Overlay (explore establishment of new design standards based on Community Visioning process), 17.120 – Site Development Review, 17.130 – Conditional Use, 17.106 – Off Street Parking and Loading, and 17.100 – Landscaping, Screening and Fencing.
- d. The City will consider any other recommended updates to the Comprehensive Plan, Development Code, and Zoning Map, as applicable, to reflect the outcome of completed studies, visioning process with community, direction by City Council, or otherwise.

**11. Support the legislative adoption process for all components of this scope of work by proposing and preparing draft staff report(s), documents, code amendments, studies, and other materials, and taking stewardship for steering these items and others through the legislative process.**

Propose and draft all legislative staff report(s) for City staff's review and final editing, including burden of proof narrative and findings for City Council approval for all final documents and Comprehensive Plan/Development Code amendments. Completion of this task will require Consultant to present final documents/studies to the Planning Commission and City Council for adoption of all components, individually and/or aggregated, of the 50-Year Plan, and must be available to support and help drive the adoption process for all parts of this scope of work through final adoption of the 50-Year Plan.

**12. Building on the individual tasks listed above, produce the 50-Year Plan.**

This report will:

- a. Summarize the results of the documents, processes, etc. that are revised, created, edited, implemented, etc. during the 50-Year Plan scope of work.
- b. Explain what each of the documents, processes, etc. that are revised, created, edited, implemented, etc. during the 50-Year Plan scope of work does in terms of supporting development, guiding the future, and creating a long-term comprehensive community vision.
- c. Explain how each of the documents, processes, etc. that are revised, created, edited, etc. during this process fit together to create the 50-Year Plan for the City of Scappoose.
- d. Explain and define, in the context of the documents, process, and outputs/outcomes of the 50-Year scope of work, what the long-term comprehensive vision (50-Year Plan) for the City of Scappoose is.

The City is interested in Consultant's recommendation on additional items to consider in the scope of this project.

The City anticipates a robust outreach campaign with community members and stakeholders. As such, considerable care should be given to the development of an equitable and inclusive communication and outreach strategy, including but not limited to: virtual and in-person open houses, regular contact with City residents and UGB residents (post cards, email, newsletter articles, or otherwise, as approved by

the City Project Manager), project webpage creation and management, written updates to include in the City newsletter at key points in the Project, and meetings with the TAC to review and provide input on the development of deliverables.

The City recognizes that this will be a multi-year project and requests that the consultant provide a conceptual/recommended timeline, including but not limited to identifying when key deliverables will be completed, when TAC meetings are recommended, when open houses with the public are recommended, and proposed adoption dates. The City understands that flexibility will be required in the conceptual/recommended timeline since the outcome of the technical studies will dictate the course of the project and the resulting deliverables.

In consideration of the funding to support this project, the Consultant will take into account the fiscal year cycle (July 1 to June 30) so that funding can be allocated on a fiscal year basis. Consideration must be given to the proper sequencing of studies, public outreach, and deliverables to correlate to individual fiscal years so that the City can adequately plan to cover these costs and so that tasks/deliverables are appropriately scheduled. Consultant shall indicate the cost breakdown by fiscal year and scope area (see Section 2.1) in their proposal, which should align with the estimated schedule as listed in Section 1.3

Selection of the most qualified firm shall be based upon the RFP's Evaluation Criteria.

## 2.2 Project Management

The Consultant shall act as a manager of the Consultant's team, including any sub-consultants or contractors for the duration of the Project. The Consultant shall manage and coordinate all components of the Project and take a proactive role in keeping all tasks on schedule and ensure timely completion of the work and the Project. Consultant shall monitor and manage the project to produce promised deliverables on time, in scope, and within budget. Consultant will report on project progress, and communicate in a timely manner.

The Consultant shall ensure full coordination with City staff and be responsive to emails, telephone inquiries and discussions, in addition to meetings as required under various tasks in the scope of work. The Consultant shall be in contact with the City frequently to ensure timely City review of important matters and deliverables. To fulfill this obligation, the Consultant shall generally perform, but not be limited to, the following project management tasks:

- **Kickoff Meeting**
  - Organize a kickoff meeting with City staff to share available information and knowledge, and discuss and/or confirm:
    - City's expectations, project requirements and goals
    - Project approach
    - Project management and communication protocols
    - Project schedule
- **Administration**
  - Update and email a one-month look-ahead project schedule and budget status each month to the City's project manager.

- Provide high quality project leadership, schedule management, tracking of the project budget and expenditures, quality control and assurance, and will maintain detailed and accurate record keeping and follow-up on all action items.
- Deliver the entire project within the established budget. Changes to the scope that impact or may impact the project budget or cost shall be identified and brought to the City's attention in a timely fashion such that appropriate measures can be taken to avoid or control potential impacts.
- Attend meetings as determined to be appropriate and needed in the various tasks and prepare all project related agendas and meeting minutes. All agendas and supporting information shall be distributed via email to the City's project manager at least ten (10) business days prior to any meetings. Meeting minutes shall be distributed to all attendees and any other identified parties within five (5) business days of the meeting date. The City may record any meetings at their discretion, with the consent of the consultant.

## 2.3 Anticipated Deliverables

The numbering of anticipated general and specific deliverables aligns with the numbers in the scope of work section above.

1. Create a project phasing and implementation plan.
2. Create a communications and outreach strategy.
3. Complete a community visioning process and associated reports and presentations.
4. Write technical memos for the TAC and City Council. Conduct community open houses at key points in the process. Administer and manage TAC meetings. Present updates on the 50-Year Plan to City Council throughout the entire project.
5. Complete extension of the HNA/BLI to cover a 50-year planning horizon. Complete a new EOA covering a 50-year planning horizon.
6. Complete a report on public recreation needs over a 50-year planning horizon.
7. Work with the Scappoose School District to understand their land needs over a 50-year planning horizon and assist with amending the school inventory section of the Comprehensive Plan.
8. Review and assist with updating/establishment of: expansion of UGB; UGB land swap; and/or Urban Reserves. Update the Comprehensive Plan, Development Code, and Zoning Map to support any associated changes.
9. Provide a report on the use and implementation of new technology in the planning process.
10. Review and update the Comprehensive Plan and Development Code, as appropriate.
11. Support and assist with the legislative adoption process for all components of this scope of work.
12. Production of, and presentation to City Council of, the 50-Year Plan.

## SECTION 3 – PROPOSAL REQUIREMENTS

### 3.1 Proposal Submittal

Sealed proposals for the 50-Year Plan will be received by the City of Scappoose (County of Columbia, State of Oregon) until November 22, 2021 at 3:00 pm, local time at Scappoose City Hall,

33568 E. Columbia Ave., Scappoose Oregon 97056. Proposals will not be received after such date and time.

Proposals must be submitted in a sealed envelope clearly marked as follows:

City of Scappoose  
Attn: Susan Reeves, City Recorder  
RE: Proposal to RFP: 50-Year Plan, RFP #2021-04  
33568 E. Columbia Ave.  
Scappoose, Oregon 97056

For more specific information on proposal submittal requirements see section 3.4 Proposal Format.

To receive consideration, submit proposals should be prepared simply and economically, providing a straightforward, concise description of proposer's capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content.

The City recognizes that in the submittal of proposals, certain information may be proprietary to the Consultant and that the safeguarding of such information is necessary. Accordingly, the City will make every effort to prevent any disclosure of data supplied by any Consultant where the proposer identifies those portions of its proposal that are proprietary. See Section 1.12, Public Records.

### 3.2 Pre-Proposal Meeting

The pre-proposal meeting is completely optional, but highly recommended. The pre-proposal meeting is an opportunity for potential proposers to gain more context about the RFP and ask questions and have them answered. Statements made by representatives of the City at the pre-proposal meeting are not binding unless confirmed by written RFP addendum.

Attendance, non-attendance, and participation or lack thereof during the pre-proposal meeting will not be taken into consideration at any point during the RFP process. The pre-proposal meeting will be held in a virtual format and will be recorded and released on the City Website via YouTube (with the consent of all attendees). Questions and answers, and any RFP addendums will be released on the city website at <https://www.ci.scappoose.or.us/rfps> under the 50-Year RFP page.

### 3.3 Interviews

**If interviews/follow-up questions are conducted, the following will apply:**

- A minimum of three (3) evaluators shall score the interviews/follow-up questions.
- The interviews/follow-up questions will have a maximum score of 100 points.
- The number of Proposers selected for interviews/follow-up questions will be, to the greatest extent practicable, at least the three highest ranked Proposers based on Proposal scores.
- Follow-up questions may be sent via e-mail to Proposer(s) as an alternative to face-to-face interviews. Proposers' responses to the follow-up questions must be received by the City via email by the deadline provided in the follow-up question email, if applicable.

- Interviews normally require physical attendance at City offices; however, the City may elect to conduct interviews via teleconference or video conference. Further details will be included with notification of time and date of interviews, once determined.

### 3.4 Proposal Format

Proposer must submit seven hard copies (including one signed original) of their proposal and one electronic copy via email. To provide a degree of consistency in review of the written proposals, firms are requested to prepare their proposals in the standard format specified below.

The proposal must be organized in accordance with this section. Brevity is appreciated by the City Staff reviewing the proposals. The proposal may not exceed 36 pages (not including appendices), body text should be Calibri 11-point font. Covers, dividers, table of contents, Mandatory Exhibit A: Statement of Qualification, and resumes are not included in the above page count. Key personnel resumes shall be in a separate Appendix at the end of the proposal. Proposers shall provide key staff and team member resumes; each resume should be a maximum of 2 pages.

When using double sided printing, each side of the page is counted as one page. A proposal exceeding the specified number of pages may be considered non-responsive, and the proposal may not be considered.

#### 3.4.1 Introductory Letter (2 pages, 5 points)

The introductory letter shall be signed, and include, but not be limited to, the following information:

- Provide an overview of the Proposer's submittal, highlighting key points, showing understanding of important or critical issues and considerations and Consultant's approach to them, key personnel capabilities and expertise, and the experience that qualifies your firm to successfully complete the project.
- Describe any specialties or unique strengths your firm or team has that relate to the requested services and/or project.
- Discuss the unique or special benefits that your firm or team brings to the City and project.
- The name of the firm, as well as, the signature, printed name and title, telephone and email address of the officer authorized to: represent the Consultant in any correspondence and negotiate and sign any contracts that may result from the proposal.
- The address of the office that will be providing the service, a project manager's name, telephone number, fax number, and email address.
- The Federal and State tax identification numbers, and the state of incorporation.
- Indicate whether the proposer is a "Resident Bidder" as defined in ORS 279.120.
- Provide a statement that the proposal is valid for sixty (60) days after the submission deadline.

Every public contract that is subject to Oregon Revised Statute 279C must include a representation and warranty from the contractor that the contractor has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The public contract must also require a



covenant from the contractor to continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract and provide that a contractor's failure to comply with the tax laws of this state or a political subdivision of this state before the contractor executed the public contract or during the term of the public contract is a default for which a contracting agency may terminate the public contract and seek damages and other relief available under the terms of the public contract or under applicable law.

By signing the introductory letter, Consultant certifies compliance with the tax laws of the State of Oregon or a political subdivision of the State of Oregon and provides a covenant to continue to comply with the tax laws of this state or a political subdivision of this state for duration of this contract.

#### 3.4.2 Project Understanding and Approach (15 pages, 45 points)

Provide a detailed narrative of consultants understanding and approach to the project, describing how consultant will complete all deliverables, and details about how each deliverable will be created, consistent with the City's purpose and approach to this scope of work and project. Provide a detailed description of the issues perceived by the consultant that must be addressed for this project to be successful, and Consultants' solutions for identified problems. Provide a high-level description of critical schedule elements to be addressed. If the Project can or cannot be completed in the timeframe noted under Section 1.3, please indicate the proposed schedule and what steps Consultant would recommend to meet the City's desired schedule.

#### 3.4.3 Project Schedule and Cost (3 11"x17" pages, 10 points)

Provide a Gantt schedule from project kick-off through project completion. Provide a schedule of expenses and costs throughout the duration of the project that aligns with the City's Fiscal Year cycle.

#### 3.4.4 Management and Quality Control (2 pages, 10 points)

Describe the approach and methodology to managing work tasks and coordination, sequencing and controlling operations, including any subcontractors and/or subconsultants, to accomplish the work in a timely manner. Indicate how the Consultant ensures project progress and quality control. Mention how and to what extent there is a need for utilizing City personnel to assist the Consultant within the duration of the Project and indicate the approximate time requirement.

#### 3.4.5 Project Examples (6 pages, no more than 3 examples, 10 points)

Provide descriptions of other projects delivered by the project team. Projects referenced should be as similar to the scope and magnitude of this project as possible. Key staff for the contracting agency mentioned in these examples may be contacted as references by the City. Details to be included with each project include:

- Contracting Agency Name, Contracting Agency Staff Name/Phone Number/Email
- Project description, scope, outputs, and outcomes.
- Key Deliverables
- Timeline

- Cost: original and final costs (explain any discrepancies)
- Key consultant staff

#### 3.4.6 Project Team and Organization (5 pages 10 points)

Provide resumes for the Consultant team's key staff and team members—and sub-contractors if they play a key or critical role—as an Appendix. Each resume should not exceed 2 pages and must show the years of experience, license or certifications, and relevant project experience. Additionally,

- Provide an overview of the Consultant Team highlighting their experience, qualifications and technical capacities that are relevant to the Project.
- Briefly describe Consultant team's key personnel experience, qualifications and role in this Project. Full detail of key staff to be provided in the appendix.
- Provide an organizational chart of the proposed project team. Please include project managers of any potential sub-contractors used to complete the scope of work, a list of potential sub-contractors, and their role in delivering on the scope of work. Sub-contractors should be included in the project organization chart.
- Describe your team's communication methods; provide an example of how this method provides benefit to the consultant team, and ultimately the City.
- Indicate the number of other projects that will be managed by the Project Manager during the time he or she would be assigned to this project.

#### 3.4.7 Proposal Clarity (no pages, 10 points)

***Proposers do not need to provide a written response to this criterion.***

The Proposal must be organized in accordance with the list of Scoring Criteria categories in Section 1.9. This section will be scored by evaluators on the following factors generally: Proposal format; clear, concise, and complete responses that correlate with the order of evaluation criteria in this RFP; and Proposer's ability to follow instructions.

#### 3.4.8 Schedule of Rates (2 pages maximum, no points)

- Schedule of Rates.
- Breakdown of costs per fiscal year, per deliverable/scope area, and combined, so it is clear what costs are for:
  - Each fiscal year.
  - Each Deliverable/scope area.
  - Each deliverable/scope area per fiscal year.