



## **RFP CITY OF COBURG, OREGON**

### **COMMUNITY VISIONING 2016**

The City of Coburg, OR is soliciting proposals from qualified consultants with a minimum ten years experience in assisting communities develop a long term community vision. The firm must have a time tested and proven process design methodology specifically developed for achieving community vision objectives and a verifiable performance record of achieving successful results developing visions for other communities similar in size and nature (tourism). The selected firm will provide a fully qualified/experienced staff member to serve as the "Consultant" who will assist in developing a framework for developing a community vision and provide guidance throughout the process. The proposed process design must allow for all tasks to be completed within twelve to fifteen months from the start of this project. To be responsive to this solicitation your proposal must fully address all issues in the scope of services and your proposed staff must meet all the requisite qualifications and hands on experience reflected in this request for proposals (RFP).

City Council will be appointing a Citizen Advisory Committee and Technical Advisory Committee (TAC) to guide and provide recommendations for this project. The myriad of day to day activities necessary to effectively execute the process will include the City Planner who will be a member of the TAC. A communications plan will be developed to support this project at the front-end.

One of the key objectives for this project is the active and broad participation by citizens.

It is anticipated this project will be a community wide effort that will take between six and nine months with work by the selected Consultant beginning early Fall 2016 and the citizen participation portion commencing in earnest by late Fall 2016.

#### **SUBMISSION REQUIREMENTS:**

All responses should be delivered in sealed envelopes clearly identified as "Coburg Visioning Services" by not later than **2:00 PM on August 26, 2016**. Please provide five hard copy responses and one digital copy on CD. Responses should be hand carried or delivered by traceable means to the following address:

**City of Coburg**  
**Attn: Petra Schuetz, Planning Director**

**PO Box 8316  
Coburg, OR 97408**

Any responses received after this time or date will not be opened and shall not be considered for award.

By issuing this RFP, the City of Coburg is not committing itself to award a contract or pay any costs incurred in the preparation of responses. The City further reserves the right to accept or reject any or all responses received, to waive formalities, to negotiate with any or all qualified firms, and/or to cancel the RFP in part or in its entirety if it is in the best interest of the City.

Responses to this RFP will be subject to the Freedom of Information Act (FOIA). Further, the names of the responding firms shall be released to the public following the submission date and time.

For information concerning this request for proposals, please contact Petra Schuetz, Planning Director, 541-682-7871, [petra.schuetz@ci.coburg.or.us](mailto:petra.schuetz@ci.coburg.or.us).

## **RESPONSE FORMAT**

Responses are to be self-explanatory and designed in a manner to provide the City with a straightforward presentation of the firm's capabilities and qualifications. Elaborate brochures and other promotional type materials are not desirable. The firm is encouraged to submit, for the City's review, any additional information pertinent to the project.

### **1. General Background and Resources;**

- Executive summary of the Firm's history.

### **2. Direct Project Experience on project similar in scope and size:**

- Provide a list of past or current relevant clients for whom you provided similar services as those reflected in Exhibit 1 (developing a long term community vision for other communities similar in size and nature). Provide a minimum of three (3) but not more than five (5) similar projects completed successfully including location, detailed description of services provided, time frame, and budget (include client references – name and phone number). Personnel assigned to this project should have been involved in all or a majority of the projects referenced as similar. Provide a primary point of contact with valid phone number and email address for each referenced client. Ensure these references are aware of your response to this RFP and that they will provide a timely response when contacted by a representative from the City.
- Provide a detailed summary description of the vision planning services performed for each client. Firms are encouraged to include samples of work products/materials they feel best represent the quality and relevancy of their vision planning efforts on behalf of those clients.

### **3. Project Team:**

- Provide a detailed resume of the person that is being proposed to be the “Consultant” project manager. List any supporting personnel and their qualifications (to include resume) and experience who may be required to support the Consultant.

#### **4. Proposed Project Process Plan and Project Schedule/Fee:**

- Provide “Proposed Project Process Plan and Project Schedule” that addresses in detail the methodology and process design you propose using to achieve the project goals/tasks reflected in the City’s Scope of Services. The vision planning firm selected for this project will perform all those initial tasks reflected in the scope of services necessary to effectively execute the vision process reflected in their response. Once these initial tasks have been completed the Consultant will then fulfill the role of an on call technical advisor throughout the life of the project, ultimately resulting in the satisfactory completion of all project objectives and deliverables. It is anticipated this will require the Consultant to be onsite on a regular basis.
- The proposed Project Process Plan should include a breakdown for all tasks and sub tasks reflecting both the level of effort in hours and the hourly rate and title of the project team member/members assigned to perform each task. The total for this plan should reflect your total fee. Where the work plan reflects the need for onsite visits your proposal should include a not to exceed project budget for travel, lodging, per diem and transportation per visit.

#### **5. Other Pertinent Information**

- Present and anticipated workload of project team.
- Reserves: Description of available backup personnel/resources.
- Additional information you feel may be relevant.

#### **EVALUATION FACTORS/INTERVIEWS**

All proposals shall be reviewed and evaluated by a selection committee. Those firms determined susceptible for award based on an evaluation using the selection criteria reflected below, will be interviewed either in person or by phone whichever is deemed most appropriate by the selection committee.

- Quality of proposed staff filling key positions and record of previously completed projects (minimum of 3 not more than 5) of similar scope and size completed within the past 5-10 years. A verifiable record of completing projects on time and on budget. A record of providing services that fully met or exceeded the client’s expectations. The demonstrated experience and qualifications of the proposed individual from your firm who will perform the role and tasks as the Vision Consultant. This person should have performed this role or a role very similar on all or at a minimum the majority of the referenced projects.
- Proposed Project Process Plan that includes a process design that demonstrates a detailed and comprehensive understanding of the project scope of services. The plan/process design includes all the requisite resources and the proposed schedule meets the project

required timeline for project completion. The individual proposed to act as the “Consultant” has the requisite skills and direct experience necessary to successfully complete the project goals/objectives. The Process Plan accurately identifies all major challenges/opportunities and includes innovative/creative proposed solutions (best practices) that have produced verifiable positive results on past projects.

- Total fee for services.
- Those firms attending the onsite interviews will receive a final ranking based on the results of the interview and their proposals.

### **AWARD OF A CONTRACT**

After all interviews have been completed, the selection committee will forward their final recommendation for award to City Council for endorsement.

Award will be made to the most qualified firm after evaluation of all responses, interviews, a thorough review of their qualifications, and completion of negotiations and acceptance of their fee.

The right is reserved to reject any and all responses received; and, in all cases, the City will be the sole judge as to whether the response has, or has not, satisfactorily met the requirements of this RFP.

### **AFFIRMATIVE ACTION**

The firm shall take affirmative action in complying with all state and federal requirements concerning fair employment, and the treatment of all employees, without regard to, or discrimination by reason of race, color, religion, sex, national origin, or physical handicap.

### **INSURANCE**

The firm shall maintain, throughout the performance of its obligations, a policy of Worker’s Compensation insurance with such limits as may be required by law. It shall also maintain a policy or policies of general liability insurance insuring against liability for injury and death of persons, and damage and destruction of property. Such general liability insurance shall have limits as required by city, county, state and federal standards.

### **INDEMNIFICATION**

The City, its directors, agents, and employees shall be held harmless from liability from any claims, damages, and actions of any nature arising from the completion of the project, provided that such liability is not attributable to negligence of the part of the City.