



CITY OF THE DALLES, OREGON
CONTRACT DOCUMENTS FOR

CONTRACT NO. 2018-009

**REQUEST FOR PROPOSALS
VISION ACTION PLAN UPDATE**

Steven K. Harris, AICP, Planning Director
City of The Dalles, Oregon
313 Court St
The Dalles, OR 97058
Telephone: 541.296.5481

**Bids will be received by the City Clerk, City Hall, 313 Court St., The Dalles, OR 97058,
until 4:00 p.m. Pacific Prevailing Time, Friday, April 6, 2018.**

ADVERTISEMENT FOR PROPOSALS
CONTRACT NO. 2018-009

Separate sealed proposals for **VISION ACTION PLAN UPDATE** will be received by the City of The Dalles, at the office of the City Clerk, City Hall, 313 Court St., The Dalles, OR 97058, until 4:00 p.m. Pacific Prevailing Time, Friday, April 6, 2018. The City of The Dalles is requesting proposals for updating the Community Vision Action Plan.

The Request for Proposals may be examined at the office of the City Clerk, City Hall, 313 Court Street, The Dalles, Oregon, 97058, and (541) 296-5481, ext. 1119 or on the City's website under the, "Job Openings and RFPs" tab. This advertisement will be posted in The Dalles Chronicle on Sunday, March 4, 2018. A copy of the Request for Proposals will also be available for inspection at the **Daily Journal of Commerce Plan Center**, 921 SW Washington St, Ste. 210, Portland, OR 97205, (503) 226-1311; **Oregon Chapter American Planning Association**, PO Box 28454, Portland, OR 97228, (503) 626-8197; **Washington Chapter American Planning Association**, 2150 N 107th St, Ste. 205, (306) 682-7436.

The City of The Dalles may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject for good cause any or all proposals upon a finding of the City it is in the public interest to do so. The City also reserves the right to waive any informality in connection with said proposal or to postpone the award of the contract for sixty days.

No proposal may be withdrawn after the time set for the response opening, or before the award of the Contract, unless award is delayed for a period exceeding 60 days.

Any change to the solicitation document will be done by Addenda. Notice of the proposed Addenda will be posted on the City's website under the, "Job Openings and RFPs" tab. It is the responsibility of the Proposer to check the City's website periodically for Addendums.

City of The Dalles
Izetta Grossman, City Clerk

PUBLISHING DATE: March 1, 2018



CITY of THE DALLES

313 COURT STREET
THE DALLES, OREGON 97058

(541) 296-5481 ext. 1125
PLANNING DEPARTMENT

City of The Dalles
Request for Proposals

Vision Action Plan

The City of The Dalles is seeking proposals from interested parties to conduct community outreach as part of the Vision Action Plan update. The successful Proposer will see the project through from the public outreach and participation phase to the adoption of the updated Plan, complete with goals, strategies, and actions. The City will follow similar public participation methods used for the development of previous versions of the Vision Action Plan to maintain continuity.

This Request for Proposals (“RFP”) describes the City’s intentions for the project. Information about the submission requirements and the selection process are also included. Submissions shall be made via hardcopy. Submission packets are to be delivered to:

City Clerk
City of The Dalles
313 Court Street
The Dalles, OR 97058

Responses are due by Friday, April 6, 2018 at 4pm Pacific Prevailing Time. Any proposal received after the due date whether by mail or otherwise will not be considered. The last day for questions or clarifications regarding the RFP is one week prior to the submission deadline.

All questions should be addressed to Steven K. Harris, AICP, Planning Director at (541) 296-5481 x1151, or via email at sharris@ci.the-dalles.or.us

Anticipated Schedule

Release of RFP-----Thursday, March 1, 2018
Last Day for Questions/Clarifications-----Friday, March 30, 2018
Submittals Due----- Friday, April 6, 2018
Review and Notification of Short List-----Wednesday, April 18, 2018
Final Decision-----Tuesday, May 1, 2018

Project Summary

The City of The Dalles last completed an update of the Vision Action Plan in May of 2011. Technology, the economy, cultural change, and other emerging trends and issues are not static, and the time has come to revisit the community's vision and redevelop its strategies for action.

The City is seeking Proposers with demonstrated experience and capacity to carry out a strategic public outreach and participation plan, culminating in a Vision Action Plan document.

This City expects that the project would span roughly six months. First steps would be underway by May 15, 2018 with anticipated completion by November 15, 2018.

Vision Action Plan Context

The 2011 iteration of the Vision Action Plan, entitled "Envisioning The Dalles: Vision Action Plan 2030", can be found on the City of The Dalles Planning Department website. The excerpt below is taken from the introduction:

"Nearly two decades ago, the community began planning for change and to harness such changes to improve The Dalles by creating a community vision Statement and a Vision Action Plan. Over a period of three years (1992-1995) the community held meetings, formed committees, imagined a visionary future, and developed a plan to achieve that vision over time. This initial vision was updated through a similar process in 2002. By 2002, this second proactive effort by citizens, businesses and government to anticipate and plan for the community's future was quite remarkable. The success of the vision and plan was readily apparent, as some two-thirds of the recommended strategies included in the 2002 plan were either completed or in progress."

An update to the Vision Action Plan adheres to the Citizen Involvement Goal of the City's Comprehensive Land Use Plan (Goal 1), which is to "To develop a citizen involvement program that insures the opportunity for all citizens to become involved in all phases of the planning process".

Goal 1 policies include language about the involvement of the community's citizens in the planning of the Urban Area's development, the availability of planning information to interested citizens, and the opportunity for citizen input as a part of the basis for all decisions and actions related to the use of land.

Community involvement is a critical component of the Vision Action Plan update. With input from the community, planners and decision-makers can work with a vision toward improving government services, recreational opportunities, access to open space, housing resources, the economy, cultural enrichment, education, historic preservation, and public infrastructure.

Deliverables

A final Vision Action Plan document containing the following items:

Community Attitude Survey. Carry out community attitude survey (similar to the survey instrument that was developed as part of the original Vision Action Plan and randomly distributed in the community) and provide final survey results with comparisons to 1995, 2002, and 2011;

Revised Vision Statement: Full vision statement text as revised and finalized through public meetings, which is the basis for the updated Action Plan;

Summary of Revised Vision Statement: A concise summary paragraph that distills and captures the community's full vision;

Updated Action Plan: Outline of specific strategies and actions to help achieve the community's vision, organized into discrete planning "focus areas";

Strategy Validation Survey: Carry out validation survey (similar to the survey instrument that was developed as part of the original Vision Action Plan) and provide brief description of the survey and the final survey results;

Implementation Plan: Describe cooperative efforts required for successful action plan implementation, as well as suggested actions to promote and monitor the Vision Action Plan;

Update Process Map: Present an overview of the specific activities that were undertaken to develop the revised Vision Statement and updated Vision Action Plan;

Appendices: Include a matrix of the "Tier One" Strategies, overall strategy narratives, and the completion status of the community's 2011 action plan strategies, as well as any other relevant documents.

Selection Process

Upon receiving responses to this RFP, the City may, in its sole discretion, elect to proceed in any of the following manners:

- The City may establish a Selection Advisory Committee to review qualifications.
- The Selection Advisory Committee may select a small number of respondents for a second round process. The second round will entail interviews using the evaluation criteria.
- The Selection Advisory Committee may opt to select a single Proposer for the project, without going to a second round process. In this scenario, the City would enter directly into negotiations with the preferred Proposer based solely upon the RFP process.
- The City reserves the right to decline all proposals and pursue an alternative selection process at its sole discretion.

Format for Proposal Submissions

All proposals must be on 8.5 by 11 inch paper, double-spaced type preferred; this limitation does not apply to graphic design materials. Proposals must be signed and dated by the President or Executive Director if submitted by a corporation; the managing partner if submitted by a partnership; or the proprietor if submitted by a sole proprietorship.

Submission Requirements

Cover Letter

- Description of the respondent's background and interest in the project.
- Indicate preliminary thoughts about the project and summary scope of work.

Experience

- Identify key staff that will work on the project and describe their roles and qualifications.
- Describe respondent's understanding of and experience with Oregon Statewide Planning Goals and Guidelines, Goal 1: Community Involvement.

- Describe respondent's experience in public outreach and participation, specifically in relation to community visioning projects.
- Describe respondent's experience working with demographically and socioeconomically diverse communities, including any special language skills or other key qualifications.

Methodology

- Provide a summary of the proposed methodology that will be used to conduct the analysis and ways in which you might enhance, augment, or modify the current approach.

Cost

- Please provide a proposed cost of services. As part of the cost proposal, please identify areas where City planning staff can assist in order to reduce costs. *The cost proposal should be submitted in a separate sealed envelope.*

Timeframe

- Please include an estimated timeframe to carry out the project.

Additional Materials

- In addition, please include letters of reference, examples of other projects, or other documentation that will strengthen the competitiveness of the proposer.

Confidentiality

- Please clearly mark any information the team would like to be kept confidential.

Evaluation Criteria

Pass/Fail – Submission Checklist for Use by Proposers

- Submission deadlines date and time met
- Correct number of Proposals included (original and four (4) copies)
- Proposal addressed correctly
- Proposal format met
- Proposal does not include conditional language about terms and conditions
- Qualifications (10 points)
- Experience conducting public outreach and participation on similar community visioning projects (25 points)
- Experience working in communities with population and demographics similar to The Dalles, including Spanish language skills (25)
- Demonstrated knowledge and understanding of Oregon's Statewide Planning Goals & Guidelines - Goal 1: Citizen Involvement (25)
- Proposed work schedule (5 points)
- Proposed cost of services and identifying areas where city staff can support (10 points)

Solicitation (RFP) Protest Requirements

Proposers may submit a written protest of anything contained in the RFP and may request a change to any provision, specification or Contract term contained in the RFP. Potential Proposers may submit protests concerning the RFP and requests for change to any particular provisions, specifications, or Contract terms contained in the RFP, to the Planning Director **in writing no later than seven (7) calendar days prior to the Proposal submission deadline.**

The City will not consider any protest to the RFP or request for change submitted after this deadline. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms. The City will resolve all timely submitted protests in accordance with City's Contract Review Board Rules. The City will address all timely submitted requests for change within a reasonable time following City's receipt of the request and once addressed, will promptly issue a written decision on the request to the Proposer who submitted the request.

Award Protest Requirements

Every Proposer who submits a proposal shall be notified of its selection status. Any Proposer who claims to have been adversely affected or aggrieved by the selection of (the highest ranked/the higher ranked) Proposer(s) must submit a written protest of the selection to The City's Planning Director within **seven (7) calendar days after the date of the selection notice**. The City will not consider any protests submitted after the submission deadline. The protesting Proposer must claim that protesting Proposer is within the group of higher ranked Proposers with whom the City will negotiate Contracts because the Proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Services. The City will resolve all timely submitted protests in accordance with *Rule 03-0240*. Proposers who have been notified that they are not selected may make an appointment to view the RFP files at the City Clerk's Office of the City of The Dalles.

Costs and Damages

All costs of a protest shall be the responsibility of the protestor and undertaken at the protestor's expense. The City shall not be liable for the Proposer's damages or costs for filing the protest, on any basis, express or implied.

Public Records

This RFP, and one copy of every Proposal received in response to it, together with copies of all documents pertaining to the award of the contract, shall be kept by the City and made a part of the City's records. Proposals shall be opened to public inspection in accordance with ORS 279C.410. If a Proposal contains any information that may be considered exempt from disclosure under the various grounds specified in Oregon Public Records Law, ORS 192.410 through 192.505, the Proposer must clearly designate the portions of its Proposal that Proposer claims are exempt from disclosure, along with a justification and citation to the authority relied upon for the claimed exemption. Application of the Public Records Law shall determine whether any information is actually exempt from disclosure. **Identifying the Proposal in whole as exempt from disclosure is not acceptable.** If the Proposer fails to identify the portions of the Proposal the Proposer claims are exempt from disclosure and the authority used to substantiate that claim, Proposer is deemed to have waived any future claim for disclosure of that information.

Terms and Conditions

Unless an official addendum has modified or reserved the right to negotiate any contract terms and conditions, the City will not negotiate any term or condition after the solicitation protest deadline. Any proposal that is received conditioned on acceptance by the City of any other terms and conditions or rights to negotiate will be rejected. Any subsequent negotiated changes may be subject to prior approval by the City Attorney.

Requests for Clarification

All requests for clarification regarding this RFP must be submitted no later than 4:00PM, Pacific Prevailing Time, March 30, 2018 to Steven K. Harris, AICP, Planning Director.

Email: sharris@ci.the-dalles.or.us

Mail: City of The Dalles

Attn: Steven K. Harris, AICP, Planning Director

313 Court St.

The Dalles, OR 97058

Any request for clarification which requires a modification to the RFP will be posted on the City's website under the, "Job Openings and RFPs" tab. It is the responsibility of the proposer to check the City's website periodically for Addendums.

Any questions or comments directed by a respondent to persons outside of the individual listed above are inappropriate and such activity may result in that proposal being deemed non-responsive.

General Conditions

- Everything within this RFP and all supporting documents are based on information available from a variety of sources.
- No representation or warranty is made with respect to them.
- The City reserves the right in its sole discretion to accept or reject all proposals.
- The City reserves the right in its sole discretion to modify the selection process or other aspects of this RFP, including extending the deadline or canceling the RFP without selecting a submission.
- The City will take reasonable steps to ensure that any modification or clarification to the RFP will be distributed to all persons requesting a copy of the RFP. All submissions become the sole and exclusive property of the City.
- Respondents should not copyright, or cause to be copyrighted, any portion of their submission. Any confidential information will be maintained to the extent allowed by Oregon public records law.
- The City reserves the right to verify the qualifications and financial capacity of any members of the proposing respondents.
- The City does not accept responsibility or obligation to pay any costs incurred by any party in the preparation of submission of a proposal or in complying with any subsequent request by the City for information or for participation throughout the evaluation process.

Award of Contract

The award will be made by the City to the Proposer submitting the acceptable proposal which is in the best interest of the City. In determining the acceptable proposal, the City will take into account those factors indicated in the evaluation criteria and the general conditions. The City reserves the right to waive informalities or irregularities in the proposals. Determination of the acceptable response and award may be subject to review and determination by the City as to the legal sufficiency of any proposal submitted.