

REQUEST FOR PROPOSALS

Damascus/Happy Valley

Boundary Study

The Committee for the Future of Damascus (the "CFD") and the City of Happy Valley (herein "HV") are conducting a jointly funded study to determine the appropriate location of the eastern boundary of the HV Urban Growth Management Area due to the expansion of the UGB beyond the current HV city limits to the eastern side of the community of Damascus. The HV UGMA boundary determined by this study will also serve at the city limits for the CFD incorporation proposal expected to be voted upon at the November 5, 2004, general election. Pursuant to an MOU between CFD, HV and other interested jurisdictions, the boundary is expected to be somewhere in the vicinity of 172nd from Hwy., 212 to the Pleasant Valley Concept Plan boundary and will serve at the eastern limit of HV annexation of properties recently included into the urban growth boundary until at least November, 2006. If the Damascus incorporation proposal is not successful by that time then further annexation by HV would be contemplated. The land owners in the current HV UGMA shall be invited to participate in this boundary study as shown on the attached map and in no event will the boundary go further east than this existing UGMA area. The study will consist of an outreach process to further educate the land owners to the urbanization process that is underway as well as the consequences of being inside HV as opposed to being in the CFD area of the proposal for a City of Damascus, and seek to reach a consensus among all relevant governmental jurisdictions and the land owners concerning the appropriate boundary for the purposes described above.

1.0 INTRODUCTION

The consultant will be expected to provide reports and presentation materials to be presented to elected officials and the land owners. The project background, expectation, and schedule are stated on the attached Exhibit A".

2.0 SCOPE OF SERVICES AND SCHEDULE

A preliminary project scope is part of the attached Exhibit A.

3.0 CONTRACT ISSUES

The Contracting Agency reserves the right to select the proposers and award any number of contracts that best meet the needs of the project.

4.0 RFP REQUIREMENTS

The response to this RFP shall include the following information. Respondents should provide complete and current information for all categories.

4.1 Project Understanding and Approach

Provide a concise statement of the project team's understanding of the issues unique to this project. Identify key cost issues that you feel are important to this project. Describe how the project team would approach the land owner outreach

process both as to education and consensus building as to an appropriate boundary.

4.2 Qualifications and Experience

Describe the specific role carried out by each of the key personnel on the proposed project team for this project. Identify the Project Manager, Principal and other key personnel and their specific project role. Include specific experience and qualifications for these individuals. State the current commitment level of each key person and their expected availability during the anticipated project schedule.

Identify the location of the office(s) in which the professional services will be performed and which personnel will be located in each office. If sub-consultants or joint venture partners are proposed as part of the team, state the reason for their involvement and how they enhance the project.

Provide resumes of key staff. Resumes may include indirect experience to demonstrate the abilities of the proposed staff.

Identify the accomplishments each key person has achieved on similar projects. Include relevant recent experience of the proposed project team members.

4.3 Work Plan

Provide a work plan identifying the main elements of the work that your team proposes to complete from those listed on Exhibit A. Identify the products to be delivered. Provide a listing of other services that you feel will make this project a success. Please submit a scope of work that you are willing to put into a contract for consulting services.

Submit a preliminary schedule, identify key milestones and the actions that may be needed by others. The schedule should show anticipated review activities and expected decision points, when needed.

Provide a summary chart, graph, or table of the resource level of effort for each work item. Work items not listed in Exhibit A shall be enumerated and totaled separately from those listed in Exhibit A. This summary should show hours by discipline and level. For each key team member, show the estimate of hours and proposed percentage of involvement as a percentage of total contract dollars.

The Contracting Agency anticipates that the contract or contracts be compensated on a lump sum basis. Break down estimated lump sum fee by work element. The proposal shall include a summary of proposed fees for major tasks.

4.4 Project Management

Describe the project management program and techniques that will be used by the project team to ensure that the project stays on plan. Indicate methods for liaison and communications with the Owner and for progress reporting.

4.5 Quality Control Plan

The consultant shall describe the project team's Quality Control Plan and how it will be applied through the proposed work.

5.0 ADMINISTRATIVE ISSUES

5.2 Pre-Proposal Conference

Each consulting team preparing to submit a proposal may schedule one pre-proposal conference with the Project Manager. It will be the consultant's responsibility to conduct the question/answer session during this meeting. Consultants must submit a list of anticipated questions to the Project Manager at least two days in advance of the scheduled meeting.

5.3 Number and format of RFP response

Submit 5 copies of the response to this RFP in accordance with all the requirements set forth herein. The proposal may be in any format and organization. Limit resumes to a maximum of two pages per individual.

5.4 Delivery of RFP Response

Responses to the RFP shall be delivered to:

[City of Happy Valley and the Committee for the Future of Damascus](#)

Labeled:

Damascus/Happy Valley
Boundary Study

[Responses to the RFP will be received at the above address until 5 PM, On April 15, 2003.](#) Firms mailing their response should allow mail delivery time to ensure timely receipt of their submittal. Postmarks will not qualify as evidence of a timely submittal. Faxed or emailed copies will not be accepted. All RFP submittals shall become property of the Contracting Agency, will not be returned, and are considered a matter of public record after the contract is awarded.

Responses will not be received after the deadline. Any responses delivered after the deadline will be disqualified from consideration and returned to the proposer unopened.

Following review of all proposals, Contracting Agency may request an interview with the proposer's project manager and project team members. The Contracting Agency reserves the right to interview any number of responders and will state the interview process and dates in a letter to those proposers invited to be interviewed.

5.5 Evaluation Criteria

Evaluation criteria to be applied in reviewing the proposals include the following:

- Project understanding
- Qualifications and experience
- Cost and level of effort balance
- Work plan
- The understandability and quality of the proposal as a communication instrument for technical issues to a non-technical audience.
- References
- Overall responsiveness to the project needs

All categories will be equally weighted.

5.6 Committee for the Future of Damascus and City of Happy Valley Obligations and Rights

This RFP does not and shall not commit Committee for the Future of Damascus and City of Happy Valley or any of their elected officials, officers or agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies. The Contracting Agency reserves the right to accept or reject any or all responses to this RFP, to enter into a contractual agreement with any proposer submitting a responsive proposal to this RFP, to delay and/or cancel in part or in its entirety, if it is in the best interest of the Contracting Agency, in its sole discretion, to do so.

The Contracting Agency reserves the right to waive any inconsistencies or discrepancies in the RFP if the Contracting Agency determines it is in its best interest to do so.

The Contracting Agency may reject responses that do not meet the requirements of the RFP in any respect.

Response to the RFP is entirely voluntary and made with this knowledge.

5.7 Contractual Obligations

The selected consultant team will be expected to execute a service contract with the Contracting Agency containing the Contracting Agency's standard language and requirements for General Liability, Workers Compensation, and Professional Liability. The contract will contain all the clauses required by ORS Chapter 279. A draft standard contract is included and made a part of this RFP.

5.8 Questions on the RFP

Consultant questions regarding this RFP should be directed to _____

[Eugene Grant, HV Mayor and John Hartsock, Chair CFD.](#)