



## Request for Proposals

### Goal 5 - Resource Planning Project

***REPLY WITH WRITTEN PROPOSAL NO LATER THAN 4:00 P.M.:  
Monday, June 6, 2022***

Release Date: May 17, 2022

Closing Date: June 6, 2022

The City of Central Point is soliciting proposals (RFP) from qualified consulting firms to complete a Resource Planning Project in accordance with Oregon's Statewide Planning Goal 5, including inventory and assessment of local wetlands and riparian areas. The project area includes the City's existing corporate boundary, the existing Urban Growth Boundary (UGB), and the recently acknowledged UGB expansion areas (Attachment "A").

The primary objectives of the Resource Planning Project are as follows:

1. The final plan's ability to fulfill Goal 5 inventory requirements for wetlands and riparian areas;
2. Develop protection measures that preserve the highest-value and highest-function wetlands and riparian areas; and
3. The ability to inform code updates and policy amendments to comply with additional requirements.

Interested firms and individuals are invited to submit a statement of qualifications and proposal relative to performing tasks identified in Scope of Work to:

City of Central Point  
ATTN: Justin Gindlesperger, Community Planner II  
140 South Third Street  
Central Point, OR 97502

Proposals must be received by 4:00 P.M. on June 6, 2022. The proposals will be opened at the above time and location.

### **Background**

Central Point recently completed an expansion of the City's Urban Growth Boundary (UGB). The City now has the opportunity to fully understand these future urban areas, and plan for multiple functions that fulfill a variety of land use needs. Before any property within the UGB expansion areas can be annexed and rezoned to allow for development, the City needs to complete an assessment of the wetlands and riparian corridors.

The Resource Planning Project, including a Local Wetlands and Riparian Area Inventory (LWI), will respond directly to the requirements in Goal 5 – Natural Resources of Oregon’s Statewide Planning Goals and Oregon Administrative Rule (OAR) Section 660, Division 23.

## **Scope of Work**

The scope of work to be performed by the consultant as part of the Resource Planning Project will include, but is not limited to the following tasks:

### **TASK 1. PUBLIC PROCESS**

The public process is the opportunity for property owners and other interested parties to participate in the process of resource planning. The public process shall include the following:

- a. Identification of property owners where wetlands and riparian areas are present. Property owner consent will be sought for access to private property for inventory work
- b. Informational public meeting(s) for property owners and other interested parties in advance of the field work to assess wetland and riparian areas.
- c. Following the inventory work, informational public meeting(s) to share the results of the inventory work and provide the public an opportunity to review and comment on the inventory products.
- d. Local approval of a final Wetland and Riparian Area Resource Plan (“Plan”) will include presentation to the Citizen’s Advisory Committee and Planning Commission for recommendation to City Council. The City Council will consider the foregoing recommendations and a resolution to approve the final Plan. .

### **TASK 2. WETLANDS & RIPARIAN AREAS INVENTORY AND ASSESSMENT**

Inventories provide the information necessary to locate and evaluate resources and develop programs to protect wetland and riparian areas. As part of the LWI, wetland areas and riparian corridors within the project area shall be identified, documented and assessed for local significance in accordance with the Goal 5 process.

### **TASK 3. DEVELOP PROTECTION MEASURES**

The LWI will provide a review and description, through narrative and maps, of potential protection mechanisms for wetlands and riparian areas, including:

- a. Determine conflicting uses;
- b. Determine the impacts of permitting or prohibiting conflicting uses; and
- c. Outline options for consideration and provide recommendations on a process pathway for development of wetlands that balance conflicting uses, including but not be limited to policy and land use regulation changes.

### **TASK 4. REVIEW AND APPROVAL OF THE PLAN**

The process shall provide for review of all the LWI draft work products by the Department of State Lands (DSL), Department of Land Conservation and Development (DLCD) and other affected agencies, property owners, and other interested parties. The work plan shall provide for a minimum of two (2) reviews by DSL. Following concurrence by DSL, and incorporating any revisions or additions, the final LWI products will be incorporated as part of the Environmental Element to the City’s Comprehensive Plan.

## **TASK 5. PROJECT MANAGEMENT**

Overall project management includes oversight and administration of the contract for the Resource Planning Project that includes monitoring work plan, adhering to the approved budget and timeline, and providing status reports.

### **Project Deliverables**

Interim and draft work materials will include:

- Field Maps
- Meeting Materials
- Preliminary classifications and protections

The final work product is a Wetland and Riparian Resource Inventory. A completed LWI and Findings addressing the requirements of Goal 5 must be included with the final plan. Final deliverables will include:

- Hard copy and electronic copies of the Wetland and Riparian Resource Inventory in Adobe Acrobat (pdf) and Microsoft Word format.
- GIS files compatible with the City's GIS system (ArcGIS shapefiles or other approved format).

All raw data, documents, reports, proposals and other relevant materials prepared by the consultant for the City of Central Point's Wetland and Riparian Area Inventory shall become the sole and exclusive property of the City of Central Point and the public domain.

### **Proposal Submittal Requirements**

Respondents shall submit three (3) copies of their statement of qualifications for the scope of work to the City of Central Point, 140 South Third Street, Central Point OR 97502. The deadline for the written responses to this request is June 6, 2022 at 4:00 p.m. Post-marked responses will not substitute for actual receipt of the respondent's proposal. Responses shall be in a sealed envelope, clearly marked with the project title, company name and date of submittal.

Submittals shall be limited to 25 typewritten pages, excluding resumes, and shall include the following information:

- A. **Executive Summary.** The Executive Summary should include the key elements of the respondent's proposal and an overview of the consultant team.
- B. **Project Approach.**
  1. Work Plan: Describe the sequential tasks to be used to accomplish the scope of work. Indicate all key deliverables and their contents.
  2. Methodology: This section should clearly describe the methodology proposed to carry out specific Tasks in the Work Plan.
  3. Project Organization and Staffing. Describe the approach and methods for managing the project. Describe the roles and responsibilities of the proposed team members. Identify the Project Manager/key contact.

4. Project Schedule. Provide a schedule for completing the tasks listed in the Scope of Work, including deadlines for preparing project deliverables identified in the Work Plan.
5. Proposed Budget. Provide a budget proposal for completion of the tasks outlined in this request for qualifications and proposals.

**C. Project Team Experience.**

1. Related Experience/References. Provide relevant project summary sheets that describe recent relevant Goal 5 resource planning work, including wetland and riparian resource inventories, completed for other Oregon communities. Include the client name; description of work performed (including project name and duration), organization name, and contact information.
2. Key Personnel. Provide the names of the partners, managers and other key personnel who will be assigned to the Project along with brief resumes that indicate their experience in conducting tasks associated with Goal 5 resource inventories. Emphasis will be placed on the Lead Consultant/Project Manager for the project.

**Evaluation and Selection Process:**

The successful proposal shall demonstrate a proven track record of successfully preparing plans and implementation measures for the tasks, including the capacity to exercise independent judgement necessary to achieve the project objectives on time. The consultant must be familiar with applicable state and federal law guiding the work, any relevant case law, other applicable regulations and requirements, and best practices. The City’s estimated budget for the project is \$40K - \$60K.

**CRITERIA FOR EVALUATION:**

Final consultant selection will be based on qualifications and demonstrated experience in the respondent submittals. The City’s Selection Committee will conduct written evaluations of the proposals based on the following criteria and ranking framework:

<b>Criteria</b>	<b>Points</b>
Project approach demonstrates the consultant’s ability to achieve the City’s stated objectives for completing the survey.	35
Demonstrated experience of the project team in completing Local Wetland Inventories and tasks similar to those outlined in the scope of work.	25
The capability and availability of the project team to complete the tasks set forth in the scope of work.	20
Ability of the project team to meet the time schedule.	20
<b>Maximum Points Possible:</b>	<b>100</b>

## General Conditions

The City reserves the right to reject any and all proposals. The City is not responsible for any costs or expenses incurred in the preparation of responses to this RFP and may withdraw or modify this request at any time.

### REQUESTS FOR ADDITIONAL INFORMATION:

Proposers may submit questions or a request for additional information. All questions and/or requests must be submitted either by mail or email:

City of Central Point  
Community Development Department—Planning  
Attn: Justin Gindlesperger  
140 South Third Street  
Central Point, OR 97502  
[justin.gindlesperger@centralpointoregon.gov](mailto:justin.gindlesperger@centralpointoregon.gov)

### INTERVIEWS:

Firms/consultants that submit proposals *may* be invited to an interview with the City's Selection Committee. Selected firms/consultants may be contacted regarding time and location of an interview during the Proposal/Qualification Review period per the schedule set forth in this RFP.

### SCHEDULE:

The solicitation, submittal receipt, evaluation, and final selection will substantially conform to this schedule:

#### Preliminary RFP/Consultant Selection Timeline

RFP Release Date:	May 17, 2022
RFP Closing Date/Statement Submission Deadline:	June 6, 2022
Proposal/Qualifications Review Period:	June 7-13, 2022
Consultant Selection Date:	June 17, 2022
Field Work, Informational Meetings, Preliminary Plan Preparation	Mid June to Late September
Target Public Meeting Schedule for Final Plan consideration:	
Citizen's Advisory Committee	October 11, 2022
Planning Commission	November 1, 2022
City Council	November 10 <sup>th</sup> or December 8 <sup>th</sup> , 2022

### APPEALS:

Firms/consultants who wish to appeal a disqualification of a proposal or the award of contract may submit the appeal in writing to the City's Manager's office within five (5) working days of the postmarked Notice of Award or disqualification. Disagreement with the process, e.g., scoring by evaluators, is not subject to appeal.

Address: City of Central Point  
Attn: City Manager  
140 South 3rd Street  
Central Point OR 97502

**OWNERSHIP OF DOCUMENTS:**

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

**Contact Information**

Any questions regarding this Request for Qualifications can be directed to Justin Gindlesperger at [justin.gindlesperger@centralpointoregon.gov](mailto:justin.gindlesperger@centralpointoregon.gov) or 541.664.3321, Ext. 245.

# Attachment "A"

