



**REQUEST FOR PROPOSALS (RFP)**

For Concept Planning of approximately 600 acres in the City of King City’s Urban Reserves (King City West Concept Plan) and preparation of a citywide Housing Needs Analysis

**Submissions are due in triplicate copy and PDF per instructions in Section V and as identified below:**

City of King City  
 Attn: Michael Weston, City Manager  
 15300 SW 116<sup>th</sup> Avenue  
 King City, OR 97224  
 PDF to: [mweston@ci.king-city.or.us](mailto:mweston@ci.king-city.or.us)

**Proposals must be received by 4:00 PM August 12, 2016**

**(Proposals received after this date will not be accepted. Faxed copies are not accepted)**

**Questions and requests for clarification must be provided in writing to:**

Michael Weston at the address above or via email to [mweston@ci.king-city.or.us](mailto:mweston@ci.king-city.or.us).

<i>RFP Schedule</i>	<i>Date</i>
<i>RFP Release</i>	July 8, 2016
<i>Pre-Proposal Conference*</i>	July 21, 2016
<i>Deadline for Questions</i>	July 28, 2016
<i>Proposals due to the City</i>	August 12, 2016
<i>RFP Interviews</i>	August 18, 2016
<i>Successful Team Announced</i>	August 23, 2016
<i>Proposal Negotiation Schedule</i>	August 24 – August 31, 2016
<i>Contract Execution</i>	September 7, 2016 (Council Approval)

**\*Pre-Proposal Conference (optional attendance) will be held at the City Hall on Thursday, July 21, 2016 from 1:30 – 3:30 PM at 15300 SW 116<sup>th</sup> Avenue – King City, OR**

The City reserves the right to modify this schedule at its discretion. Notification of changes will be posted on the City website (<http://www.ci.king-city.or.us/>).

## **I. Introduction**

The city of King City has been growing rapidly over the past 15 years, and the amount of developable land within the city limit and adjacent areas eligible for annexation is becoming increasingly limited. Metro designated an approximately 600-acre area west of the city bounded by Beef Bend Road on the north, Roy Rogers Road on the west, and the Tualatin River to the south as Urban Reserve Area (URA) 6D. Currently, the primary land uses are residential home sites, agriculture, commercial, and wildlife refuge.

The city is interested in completing a concept plan as required by Title 11 of the Metro Urban Growth Management Functional Plan. The purpose of this effort will be to enhance coordinated planning with Washington County and the city of Tigard regarding the future urbanization of URA 6C located on the north side of Beef Bend Road. A coordinated strategy for providing urban facilities and services is of particular interest.

The city is currently coordinating efforts with Tigard and Washington County to provide improved connectivity that would better support the extensions of urban services throughout the River Terrace Bull - Mountain Planning Area. The KC West Planning Area provides a strategic element to the planning and development efforts occurring in River Terrace as most of the storm, sanitary, and water infrastructure will run through this region.

The City is seeking proposals from interested firms to assist in:

- Preparation of a housing study that looks at the City's needs today and over the next 20 year planning horizon.
- Developing a concept plan for approximately 600 acres just west of the existing City limits.

## **II. Proposals**

The winning proposal will reflect the team's ability to provide a full range of technical expertise in long-range concept planning in a simple, easy to follow format. Consultants should submit proposals that outline:

- The project team and its strengths as it relates to the project,
- Highlights a process that results in an innovative plan with an out-of-the-box approach to the challenges faced by a city in transition,
- A significant and meaningful community participation plan that incorporates opportunities for citizen participation throughout the process using a variety of methods,
- A narrative detailing the consultant's philosophy, technical expertise and approach, and
- The inclusion of team members with a proven track record of illustrating and explaining complex planning ideas to the general public through the use of public meetings, media campaigns, and presentation graphics.

A pre-proposal conference is scheduled for July 21, 2016 from 1:30-3:30. Proposers are encouraged, but not required to attend this meeting. The purpose of the meeting is to answer questions about the solicitation and to clarify any issues with the proposal. Failure to raise concerns over any issues at this opportunity or in writing before July 28, 2016 will be a consideration in any protest filed regarding such items that were known before that date.

## **III. City Project Manager**

The following personnel shall serve on the project:

- Michael Weston, King City Manager, will oversee all project activities.

- Keith Liden, contract planner for the City, will be the Project Manager, provide land planning services, and will be responsible for project management and coordination with project consultants.
- Murray Smith and Associates, contract city engineer for the City, will provide civil engineering and GIS mapping assistance for the project, excluding traffic engineering and transportation planning.
- City of King City staff will provide administrative support including preparation of public notices and organization of public events associated with the project.

#### IV. Scope of Work

Selected consultants shall have demonstrated expertise in concept planning, land use, transportation, economics, diversity, and housing. The timing of the project is not firmly set, but is intended to inform the Planning Commission and City Council in their discussions with Metro regarding the 2018 Urban Growth Boundary (UGB) expansion, and consists of:

1. A Housing Needs Analysis
  - a. Residential lands study
  - b. Existing Conditions
  - c. Housing mixes
  - d. Identification of needed policy updates
  - e. Requisite Reports
2. A Concept Plan for approximately 600 acres (King City West) that considers and addresses:
  - a. Land Uses
  - b. Utilities will need to be coordinated through the City's Engineering Firm
  - c. Natural Resources
  - d. Parks
  - e. Schools
  - f. Essential Public Services (i.e. emergency services)
  - g. Transportation
  - h. A phasing plan intended to inform the City of the most orderly and efficient expansion of the City's Urban Growth Boundary

These plans must comply with Title 11 of the Metro Urban Growth Functional Plan, and all Statewide Planning Goals. The City maintains a working buildable lands inventory that will not be included in the scope of work. Deliverables for the project consistent with the minimum requirements of Title 11 and Goal 10 must be incorporated into the consultants proposed scope of work.

Suggested elements to the Scope of Work include, but are not limited to the following tasks:

- Agreeing to a Scope and Schedule
- Formation of a Public Involvement Plan/Strategy
  - Setting vision and goals for the concept plan and the Housing Needs Analysis
  - Stakeholder/Property owner identification
    - Formation of Technical Advisory Committee
    - Formation of Citizens Advisory Committee
  - Outreach and Education
    - Used as an opportunity to provide the public with information regarding densities, mixed uses, housing types, resilient neighborhoods, connectivity, and urban amenities
  - Dissemination of Information

- Providing avenues for the public and supporting agencies to be involved including such measures as visual preference surveys, phone interviews, public outreach opportunities within the community, polling, etc.
- Analyzing existing plans, regulations, etc.
- Developing Evaluation Criteria
  - Preparation of an existing conditions report that focuses on the future needs for transportation, land uses, infrastructure, natural resource inventory and scalability, housing, economics, schools, and parks for King City
- Preparation of Alternatives/Draft Reports
- Alternatives Analysis
  - Identifying costs associated with each alternative
  - Identifying Impacts/opportunities/constraints associated with the alternatives
  - Draft phasing plan
- Implementation and Strategies
  - Infrastructure Finance Plan
- Drafting Final Concept Plan/Reports
  - Identifying needed amendments to existing City Comprehensive Plan. Development Code and Maps.
  - Drafting compliance reports for Title 11, Goal 9, and Goal 10 elements
- Adoption

Most importantly, the concept plan should highlight opportunities that are available to the City for growth in a manner that preserves the City’s values and preserves a high quality of life. The intent is to develop long-range policies that provide clear and predictable guidance to citizens, developers, stakeholders, and City staff. The concept plan will serve as a working framework for future decisions in the City’s growth and should provide a clear road map for staff and the City Council that shows how to expand in a manner that is orderly, efficient, and economically sound.

### ***Inter-governmental Coordination***

Creating a concept plan will require close and on-going coordination with Washington County, city of Tigard, and Metro. Other affected agencies will also need to participate in the concept plan development including, but not limited to: Clean Water Services, Tigard Water, Tualatin Valley Fire and Rescue, ODOT, TriMet, and the City of Tualatin.

## **V. Proposal Format**

Proposals must be limited to a maximum of 24 pages single-sided or 12 double-sided (one page is considered to measure 8 ½ inches by 11 inches), including attachments, covers and divider pages. The proposal must include the following information:

1. **Introductory Requirements**
  - a. Letter of Interest (*2 page maximum*)
 

Proposals must include a letter of interest signed by an authorized representative of the consultant’s company confirming the consultant’s availability to accomplish this project and a commitment to complete the project in a timely manner.
  - b. Project understanding and approach (*3 pages maximum*)
 

A statement describing the consultant’s understanding of the project and any special skills the consultant will bring to the project.
2. **General Information** (*3 pages maximum*)
  - a. Provide the following company information (Prime and Subs):
    - i. Firm name
    - ii. Business address
    - iii. Primary contact name, email and telephone number

- iv. Year established
    - v. Type of ownership
  - b. Experience
    - i. Provide information on the consultant's background and experience on similar projects.
    - ii. Provide background of key members on the team of the firm that will be working on this project and their specific experience in previous projects that would relate to this project.
  - c. Potential or Perceived Conflicts of Interest
    - i. Any potential or perceived conflicts of interest must be disclosed.
- 3. **Project Approach, Schedule and Presentation** (*9 pages maximum*)
  - a. Provide a narrative detailing the consultant's philosophy and approach to complete the study as described.
  - b. Provide an overall project schedule including the timing of major tasks, progress reports, public participation events and draft reports.
  - c. Describe the consultant's ability to prepare and present information and recommendations to lay citizens, local appointed and elected officials, staff, and other interested stakeholders.
  - d. Describe deliverables for the overall project
  - e. Provide any additional information or approaches felt to be relevant to indicate the consultant's ability to successfully complete this project.
- 4. **Resumes** (*3 pages maximum*)
  - a. Provide resumes of individuals who will be working on the project. For each individual, describe their proposed role, the anticipated percentage of time they will be dedicated to the project, and list their relevant experience as requested in 2b above.
- 5. **References** (*2 pages maximum*)
  - a. Provide references from at least three projects for which the consultant has provided similar services.
  - b. References are to include the name of a project contact along with their position, email address and telephone number.
  - c. Each reference is to include a description of the services provided to the client and the consultant's specific role.
- 6. **Project Costs** (*1 page maximum*)
 

Expenses are to be broken down into line items showing the cost of each major task as well as the overall cost. The consultant is expected to use City resources as much as possible to reduce overhead expenses.

## VI. Proposal Submittal Requirements

An original with at least two additional paper copies, and one CD or flash drive containing the entire submittal in PDF format. Mailed copies of the proposal must be post marked by **4:00 PM, August 12, 2016**. Late submittals will not be accepted.

Submissions are to be mailed or hand delivered to:

The City of King City  
 Attn: Michael Weston, City Manager  
 15300 SW 116<sup>th</sup> Avenue  
 King City, OR 97224

## **VII. Evaluation Procedure**

The City will form a selection committee to evaluate and score each of the proposals. Each proposal will be evaluated based upon the relevant qualifications and experience of the consultant. Staff will verify references, and the selection committee will conduct interviews of the top (3) teams with complete proposals. The proposals will be judged using the following criteria:

- 1) Does the firm or team proposal meet the prescribed proposal format and provide all of the requested information? **(10 Points)**
- 2) Does the firm or team have demonstrated experience and technical competence in similar projects? **(15 Points)**
- 3) Does the firm or team show sufficient capacity to provide the requested services? **(10 Points)**
- 4) Do key personnel possess the qualifications to be assigned to the anticipated projects? **(15 Points)**
- 5) Has the firm described its ability to achieve budget and project delivery goals for projects of similar complexity as described in the suggested Scope of Work? **(10 Points)**
- 6) Proposed approach to the suggested Scope of Work. Although the City has identified the general suggested scope of work, the consultant and their team is afforded flexibility toward their approach in an effort to spur innovative and creative strategies in achieving the best product for the City. **(20 Points)**
- 7) Are the firm or teams references from past clients favorable? **(5 Points)**
- 8) Is the firm familiar with the local, regional, and state laws associated with the suggested scope of work? **(5 Points)**
- 9) Estimated Cost of providing the services. **(10 Points)**

## **VIII. Selection Process**

Based on the selection committee evaluation of the proposals, the top three (3) firms or teams will be invited to a 1 hour interview to be scheduled for the afternoon of August 18, 2016.

## **IX. Acceptance or Rejection of Proposal**

The City reserves the right to accept or reject any and all proposals. The City also reserves the right to waive any informality or irregularity in any proposal. Additionally, the City may for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. The City reserves the right to negotiate project deliverables and associated costs. The City is not obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal.

## **X. Questions**

For questions regarding this RFP, please submit your questions in writing via mail or e-mail to Michael Weston, City Manager at [mweston@ci.king-city.or.us](mailto:mweston@ci.king-city.or.us). Questions must be received no later than July 28, 2016. It is the consultant team's responsibility to assure they receive responses to questions if any are issued. Questions and answers to the proposal will be posted on the RFP website found at: <http://www.ci.king-city.or.us/>.

## **XI. Addenda**

Addendums to the RFP, if any, will be posted to the project website. It is the responsibility of the consultant team to learn of the addendums, and ensure that the submitted proposals incorporate them.

<i>Criteria</i>	<i>Maximum amount of Points</i>
<i>Proposal</i>	10
<i>Demonstrated Experience and Technical Competence</i>	15
<i>Sufficient Capacity to complete the work</i>	10
<i>Key personnel qualifications</i>	15
<i>Demonstrated ability to complete the work on time and within budget</i>	10
<i>Proposed approach and SOW</i>	20
<i>References</i>	5
<i>Familiarity with local, regional, and state laws</i>	5
<i>Estimated Cost</i>	10
<b>TOTAL</b>	<b>100 POINTS</b>