



Community Development Department

October 12, 2017

REQUEST FOR PROPOSALS

PROJECT: Sisters Country Community Vision and Action Plan

ISSUE DATE: October 12, 2017

PROPOSAL DUE DATE: No later than November 9, 2017 at 4:00 PM.

520 E. Cascade Avenue
PO Box 39
Sisters, OR 97759

Phone: (541) 549-6022
Fax: (541) 549-0561

Contact:

Community Development Director
Patrick Davenport
(541) 323-5219 (Direct)
pdavenport@ci.sisters.or.us

PUBLIC NOTICE

Request for Proposal (RFP) of Professional Services to:

Provide Community Supported Facilitation and a Final Report of a Sisters Country Community Vision and Action Plan

SUMMARY

The City of Sisters, Oregon is soliciting proposals from qualified consultants to update and expand the Sisters Country Community Vision Plan.

Qualified consultants must have experience and expertise in preparing and updating action-oriented Community Plans for urban and rural communities with significant public involvement. The consultant will design and lead the planning process of developing a ten-year Vision Plan with deliverables outlined below. The City desires an inclusive process involving residents, civic and business members of the community, agencies, non-profit organizations, and elected and appointed officials and staff from affected jurisdictions, districts, and agencies. The project timeline is twelve to fifteen months from the date the contract is approved by all parties to local adoption.

SISTERS COUNTRY

Sisters Country, located in northwestern Deschutes County and including the City of Sisters, is the Sisters School District boundary and within postal zip code 97759. The area is approximately 272 square miles with an estimated population of 12,000. The region is home to the Deschutes National Forest and wilderness areas, the City, an airport, resorts, rural residential communities, rivers, lakes, trails, agriculture, outdoor adventures, a host of cultural events, and more. The City of Sisters and Deschutes County are the region's local governments.

SCOPE OF WORK

The Consultant will propose a Scope of Work to lead the Community through the process to develop the Sisters Country Plan with the deliverables outlined below. The City desires an inclusive process.

DELIVERABLES

The City of Sisters adopted the Sisters Country Vision Plan in 2007. The purpose of this project is to update the Plan and expand its scope to include the Sisters School District boundaries. The following deliverables are desired in the planning process and document:

- **Vision Statement:** A Sisters Community Vision Statement including focus areas.
- **Goals and Objectives:** Statements of what Sisters Country aims to achieve over the next 5-years.
- **Action Plan:** Strategies and actions to implement the vision, including a timeline to initiate and complete strategies; identified agencies/organizations responsible for leading specific actions; and potentially resources.
- **Monitoring Success and Key Performance Indicators:** A strategy for identifying key performance indicators to be used to regularly monitor progress on the Vision Plan.
- **Community Profile:** A summary of baseline conditions and trends.
- **Public Involvement Summary:** Overview of the public outreach and input activities informing the development of the Sisters Country Vision Plan.

PROPOSAL CONTENT REQUIREMENTS

1. The consultant's name, address, contact information and the name of the primary contact in reference to the proposal.
2. 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 required or desirable.
3. Brief background information concerning the consultant (e.g., size, type of consulting services provided, and 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 (developing a long term community vision for other communities similar in size and nature). Provide a minimum of three (3) but not more than ten (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 or web site links they feel best represent the quality and relevancy of their vision planning efforts on behalf of those clients.

5. Project Team: Provide a detailed resume of the person that is proposed to be the “Consultant” or project manager. List any supporting personnel and their qualifications (to include resume) and experience who may be required to support the Consultant. Provide a summary of present and anticipated workload of project team and a description of available backup personnel/resources if necessary.
6. Proposed Project Process Plan and Project Schedule/Fee: Provide Scope of Work, or “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 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.
7. Itemized compensation proposal (it is the City's intent to identify the total cost of the services by task).
8. Proof of the following insurance carried by the consultant:
 - a. General Liability
 - b. Workers’ Compensation
9. All proposals must be signed by an individual with contractual authority for the consultant.
10. The firm is encouraged to submit, for the City’s review, any additional information pertinent to the project.

PROPOSAL EVALUATION CRITERIA AND SELECTION PROCESS

The City reserves the right to reject any and all proposals and/or waive any and all formalities if in the City's best interest. If a contract is awarded, the City will award the contract to the proposer(s) whose proposal best serves the City's interests, taking into account price and various other considerations, including, without limitation, experience, capability, and expertise.

If a contract is awarded, the City and the selected proposer will enter into a professional services agreement concerning the requested services. The agreement will contain terms and conditions required under applicable law and will otherwise be in form and content satisfactory to the City.

The City reserves the right to reject any and all proposals and to terminate the selection process at anytime if, at its sole discretion, it determines such action would be in the best interests of the City.

IMPORTANT INFORMATION REGARDING THIS RFP

By issuing this RFP, the City of Sisters 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 Patrick Davenport, Community Development Director, 541-323-5219, pdavenport@ci.sisters.or.us.

EVALUATION FACTORS/INTERVIEWS

All proposals shall be reviewed and evaluated by a selection committee. Those firms determined acceptable 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 of similar scope and size completed within the past 5 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 including scaling the services in accordance with the known available funding and potential additional funding as described above.
- 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.

PROPOSAL DUE DATE AND RFP SUBMISSION INSTRUCTIONS

Proposals must be submitted to the City of Sisters, Community Development Department, PO Box 39, 520 E Cascade Avenue, Sisters, OR 97759, **no later than November 9, 2017 at 4:00 PM**. Proposals received after the deadline date/time will not be considered. All responses should be delivered in sealed envelopes clearly identified as "Sisters Country Visioning Services" Please provide ten hard copy responses and one digital copy on CD or other similar media device.

Responses can be hand delivered to:

City of Sisters
Attn: Patrick Davenport, Community Development Director
520 East Cascade Ave
Sisters, OR 97759

Or mailed by traceable means to the following address:

City of Sisters
Attn: Patrick Davenport, Community Development Director
PO Box 39
Sisters, OR 97759

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