REQUEST FOR PROPOSAL

City of Cottage Grove

Consultant Services

Housing Needs Analysis

Issue date: August 17, 2017

RFP Closing Date: September 15, 2017
REQUEST FOR PROPOSALS

The City of Cottage Grove (City) is conducting a selection process to invite qualified consultants/consultant firms to submit proposals to provide the City of Cottage Grove with: (1) a Buildable Lands Inventory, compliant with OAR 660-008-0010; (2) a Housing Needs Analysis for 2018-2038 planning period, compliant with Goal 10, OAR 660-008, and OAR 660-024; and (3) a Housing Strategy, based upon policy analysis in partnership with a local technical advisory committee. The contractor is expected to participate in four (4) meetings with the technical advisory committee and a public open house.

The full RFP may be obtained from, and questions posed to:

Name: Amanda Ferguson
Title: City Planner
City of Cottage Grove
400 Main Street
Cottage Grove, OR 97424
Telephone: (541) 942-3340
Email: planner@cottagegrove.org

Proposals will be received by the City until closing at 5:00 p.m., on September 15, 2017. Responses received after this time will be rejected as non-responsive. Proposers shall submit proposals in writing or via email, clearly titled “Proposal for Housing Needs Analysis,” Attention: City Planner Amanda Ferguson, at the above address/email address.
City of Cottage Grove (City) intends to select a qualified consultant (Proposer) from among proposers who respond to this Request for Proposals (RFP) to provide: (1) a Buildable Lands Inventory, compliant with OAR 660-008-0010; (2) a Housing Needs Analysis for 2018-2038 planning period, compliant with Goal 10, OAR 660-008, and OAR 660-024; and (3) a Housing Strategy, based upon policy analysis in partnership with a local technical advisory committee. The contractor is expected to participate in four (4) meetings with the technical advisory committee and a public open house (collectively, the “Project”).

All Proposers are placed on notice that the scope of the Project and its costs may be revised, expanded, or reduced before a contract is executed between a Proposer and the City. For purposes of submitting a proposal, the services described in the proposal should be drafted to separately address each of the above-referenced portions of the Project. The City intends to enter into a contract, in the form attached as Appendix A, with the selected consultant after negotiating a maximum not to exceed dollar amount for services, including travel expenses. Contract amounts will be based upon time and materials for all work rendered.

Proposal clarifications or additional information requested by City must be provided by Proposer within 24 hours of request, excluding weekends and holidays.

A. Project Background:
The City of Cottage Grove adopted its first comprehensive plan in 1980. Cottage Grove Comprehensive Plan policies regarding housing were updated in 1993. A small urban growth boundary addition increased the City’s residential lands inventory in 1998. The City of Cottage Grove adopted its last Buildable Lands Analysis as a component of the Comprehensive Plan in 2005 without amending its 1980 Comprehensive Plan Housing policies. Since that time, little has changed in the housing inventory, although development has remained consistent. Recent reports of the housing market in Cottage Grove show occupancy rates of 98%.

Based upon growing concerns over the availability of housing in Cottage Grove, the City of Cottage Grove City Council prioritized the analysis of our housing needs in their 2017-2018 Council Goal Session. To address this goal, the Public Works & Development Department is proposing to hire a consultant/consultant firm to develop a Housing Needs Analysis for Cottage Grove, addressing the 2018-2038 planning period.

The product of this project will be a HNA that is compliant with the requirements of Goal 10, OAR 660-008, and OAR 660-024, as well as updates to the City’s zoning code and Comprehensive Plan policies to implement the HNA.
A thorough housing needs analysis shall contain a supply analysis (current stock of housing as well as buildable and redevelopable land by type), a demand analysis (population growth leading to demand for more residential development), and a policy analysis (housing strategy).

This report will provide Cottage Grove with a factual basis to support future planning efforts related to housing and options for addressing unmet housing needs in Cottage Grove. The focus of the HNA will be an assessment of whether Cottage Grove has enough land within the City’s Urban Growth Boundary (UGB) to accommodate expected population growth. The report must document the inventory of vacant land in Cottage Grove, based on tax lot data, data about development on each tax lot, and constraints to development (e.g., steep slopes, floodways or wetlands).

B. Scope of Work:
The City anticipates that a full complement of professional service shall be provided by the consultant selected for this project. These services include, but shall not necessarily be limited to, those outlined below:

Development of the following products:

- **Buildable Lands Inventory**, compliant with OAR 660-008-0010, documenting the amount of buildable land in each residential plan designation in the current Urban Growth Boundary.
- **Cottage Grove Housing Needs Analysis 2018-2038**, compliant with the requirements of Goal 10, OAR 660-008, and OAR 660-024, using recognized forecasting techniques to develop reasonable estimates of the total number of housing units that will be needed based on expected population increases and variables including population growth, vacancies, and household size, for the planning period (2018-2038). Methods used for the project shall follow the *Planning for Residential Growth* workbook, published by the Oregon Transportation and Growth Management Program (most recent edition). Where appropriate, the analysis shall use “safe harbor” provisions found in OAR 660-024.
- **Cottage Grove Housing Strategy**, based upon a policy analysis and input from a Technical Advisory Committee, including recommendations for revisions to policies in the Cottage Grove Comprehensive Plan Housing Element and to code language in the Cottage Grove Development Code, and may include recommendations for programmatic efforts and other strategies to meet Cottage Grove’s identified housing needs.
- **4 meetings with a Technical Advisory Committee developed by city staff**, including a Project Kick-off/BLI review, Housing Needs Analysis Findings review, Policy Implications and Options for Housing, and Finalizing of Policy Analysis.
- **Participation in Open House to describe proposed changes to public**, either before or after 4th meeting with Technical Advisory Committee.
Section III
Anticipated Award and Contract Performance Schedule

Proposals due: September 15, 2017
Interviews [if held]: September 21, 2017
Anticipated Award: October 1, 2017
Report Due: October 1, 2018
Public Outreach: May -- August, 2018

Section IV
Pre-proposal Meeting

No Pre-proposal Meeting will be held.

Section V
Submittal Information

Please note the following specific requirements for submitted proposals:

1. Proposers responding to this RFP do so solely at their expense. The City is not responsible for any Proposer’s expenses associated with responding to this RFP.

2. Proposers are directed to the protest procedures as set forth in the OAR 137-048-0240.

3. Each proposal must include the information set forth in Section VII, Proposal Requirements, and should address the evaluation criteria found in Section VIII.

Section VII
Proposal Requirements

Proposal shall include, at a minimum, the following items:

1. Each proposal shall include an introductory or cover letter. Proposers may use this section to introduce the proposal and the key provisions of the submittal.
2. The name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.

3. Name and qualifications of the individual who will serve as the Project Consultant.

4. The names of the professional persons who will assist the Project Consultant in performing the work and a current résumé for each, including a description of qualifications, skills, and responsibilities. The City is interested in professionals with experience serving small governmental entities and especially those serving Cities of comparable size. The City is also interested in professionals with experience planning for and designing projects similar to this Project.

5. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.

6. Proof of insurance for a minimum of one million dollars coverage in professional liability insurance, comprehensive coverage, and automobile liability insurance. Proof of coverage by Workers’ Compensation Insurance or exemption.

7. A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used on a routine basis and proof of adequate professional liability insurance for any subconsultants.

8. The names and current phone numbers of individuals representing three (3) owners, to be used as references. Describe the work performed for references. References from city projects are preferred. Please verify that the references identified had direct contact with your proposed team members.

9. Confirmation that Proposer is an engineer and/or architect licensed to perform all proposed Project disciplines within the State of Oregon, if necessary.

10. Confirmation that the Proposer will make available the necessary personnel for this work. This should include the proximity of personnel to the City, and affirmation that such personnel can respond to City inquiries and/or be onsite within a maximum of 24-hours.

11. Proposed cost of project and cost breakdown, including all time and material, travel, etc., and proposed timeline for project completion.

12. Proposer may provide supporting material that it believes will assist the Selection Committee in the decision process. Only relevant information should be submitted. Items that may be included in the Appendix as support material
include: graphs and figures, additional references, work examples, project photos, insurance certificates.

Section VIII
Evaluation Criteria

Proposals will be evaluated by the City using the following criteria:

1. Proposer availability and capability to perform the needed services described in this RFP.

2. Proposer’s key staff experience with public projects of similar type, size and complexity.

3. Proposer’s demonstrated ability to successfully complete similar services on time and within budget, including Proposer’s record of satisfactory performance.

4. Project Understanding. Communicated understanding for each Project category declared. Acknowledged information specific to City. Demonstrated ability to synthesize technical information and communicate this information in verbal, written or graphic form. Described how the Project team will interact with City staff and what level of support will be anticipated or expected from the City.

5. The methodology Proposer would use in approaching this Project. At a minimum, provide an estimate of the amount of time needed to complete each major task, and a preliminary schedule of major elements.

6. Proposer’s familiarity with local, state and federal permitting procedures and regulations, and Proposer’s geographic proximity to the Project site.

7. Amount and type of resources and number of experienced staff Proposer has within Proposer’s firm available to perform the engineering and related services described in this RFP within the applicable time limits. This includes the current and projected workloads of such staff and the proportion of time such staff would have available for architectural or related services, without the need for Proposer to subcontract for that work.
The City reserves the right to: 1) Seek clarifications of each proposal; 2) Negotiate a final contract that is in the best interests of the City and the public; 3) Reject any or all proposals or cancel this RFP at any time if doing either would be in the public interest, as determined by the City in its sole discretion; 4) Award the contract to any Proposer based on the evaluation criteria set forth in this RFP; 5) Waive minor informalities contained in any proposal, when, in the City’s sole judgment, it is in the City’s best interest to do so; and 6) Request any additional information City deems reasonably necessary to allow City to evaluate, rank and select the most qualified Proposer to perform the services described in this RFP.

The services and responsibilities set forth in this RFP, together with any other documents required herein, shall be included in the contract executed by the successful Proposer (see attached). Any open terms in the attached contract will be completed based upon City negotiation and Awardee’s proposal. Submittal of a proposal indicates a Proposer’s intent to execute the attached contract and be bound thereby.

Direct all inquiries regarding the Housing Needs Analysis and this RFP to:

Name: Amanda Ferguson  
Title: City Planner  
City of Cottage Grove  
400 Main Street  
Cottage Grove, OR 97424  
Telephone: (541) 942-3340  
Email: planner@cottagegrove.org