



## Request for Proposal

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City of Junction City  
Meeting and Public Involvement Facilitation  
Urban Growth Boundary Analysis

January 2010

## **Introduction**

In 2008 Junction City received grant funding from Department of Land Conservation and Development for a Customized Periodic Review (CPR) to address emerging issues related to employment and residential land supply as a consequence of 1) the State's decision to locate a hospital and prison in the city and 2) a large rail dependant food processing facility interested in locating in Junction City. The City completed an Economic Opportunity Analysis and urbanization study to identify employment land needs and urban growth boundary alternatives. The work resulted in a UGB expansion to accommodate these facilities and an update to the economic development policies in the City's Comprehensive Plan.

The City has received funding from DLCD to complete Phase II (February 2010 – June 2011). ECO Northwest has been hired by the City to complete the technical analysis. The City is seeking a qualified consultant to conduct meeting facilitation that will ensure active participation by the public and committee members and help guide decision-making processes.

In addition it will be important for the consultant to be aware of a second planning project being conducted by the city and to be able to coordinate the two efforts and assist in creating a unifying message. The City has received funding from ODOT to update the city's Transportation System Plan. The City has hired DKS Associates of Portland, Oregon to complete the technical analysis and DKS has subcontracted with Cogan Owens Cogan of Portland, Oregon to facilitate public involvement.

The Phase II Customized Periodic Review work plan is attached to the RFP for reference.

## **Objectives of Phase II – Customized Periodic Review**

1. Re-evaluate commercial land needs based on alternative assumptions regarding infill and redevelopment based on local and regional trends.
2. Prepare a Residential Buildable Lands Inventory (BLI) and Residential Land Needs Analysis (ORS 197.296, 197.303) for Junction City that will be used to update the Housing Element of the Junction City Comprehensive Plan to address the 20-year housing needs for the city's urban growth boundary (UGB);
3. Prepare a UGB evaluation/Urbanization Study to identify long term land needs and possible UGB expansion areas (ORS 197.298), and Urban Reserve Strategy.
4. Complete the Local Wetland Inventory Report started in Phase 1 for DSL Review and approval and City adoption.
5. Prepare draft and final Comprehensive Plan (Chapter 2 Environmental Element, Chapter 3 Land Use Element and the addition of a Housing Element) and Zoning Code Amendments for Review and Adoption.

## **Scope of Services**

The work performed should include the tasks described below. However, the tasks outlined are intended to be a guideline; the City is open to considering other approaches and tasks, provided they achieve the project objectives. The City also intends this

planning process to actively engage and educate the community. We are looking for proposing firms to clarify what they believe would be the best and most effective meeting facilitation and public engagement approaches and techniques for each task.

Scope of services shall not exceed \$18,000.

## **Tasks**

- Facilitate Citizen Comprehensive Planning Committee (Approx. 6-7 meetings). The CCPC is responsible for reviewing consultant works and making recommendations to the City Council. The CCPC is made up of the Junction City Planning Commission, City Council and citizen volunteers.
- Facilitate Stakeholder (3-4 meetings). This group consists of citizens, property owners and business owners in and near Junction City (e.g. Chamber of Commerce, Lane Metro Partnership, Lane County Farm Bureau, Lane Land Watch, 1000 Friends, etc) who will help shape the development of the project. Members of the Stakeholder Group will represent the interests of their respective organization and provide feedback.
- Facilitate Public Workshop Meetings (3 meetings). The public workshops are intended to develop community vision and guiding principles and policies for future residential, commercial and industrial development and urban growth boundary and urban reserve planning.
- Develop process to collect public input and report input to decision makers
- Prepare draft and final reports that accurately describe the CCPC, stakeholder and public workshop group process and outcomes.
- Develop strategy and informational materials for public workshops to encourage participation.
- Coordinate message and workshops with consultant working on City's Transportation System Plan Update (separate contract )

## **Project Timeframe**

The project is estimated to begin in March 2010 and we anticipate completion of Phase II technical work and adoption by the City Council and Lane County within 18 months of project beginning. The DLCD contract ends June 30, 2011.

## **Product Format and Quantity**

All draft and final products must be provided in an electronic format compatible with the City's software and should also be in a format that can be posted on the City's website (Word, Excel, jpeg, PDF, etc.).

## **Proposal Submittal and Selection**

### **Proposals are due to the City by 5:00 p.m. February 5, 2010.**

Interested consulting firms should submit a brief proposal that includes the following information:

1. Professional Qualifications
2. Project Team List (including percentage of time each person will spend on tasks/project)
3. Project Understanding and Approach
4. Project Cost Estimate, including unit cost for added meetings, and time and materials.
5. Proposal Schedule
6. Twenty (20) copies of the proposal must be received by 5:00 PM on February 5, 2010.

## **Selection Criteria**

Evaluation of proposals and selection of interview finalists will be based on the following criteria:

- Relevant qualifications of firm(s) and personnel = 20 Points
- Successful experience with projects of similar scope = 20 Points
- Stated project understanding and approach to meeting and open house facilitation = 25 Points
- Estimated project costs = 5 Points
- Capacity to prepare and attend meetings during scheduled project timeline = 10 Points
- Quality of Proposal Submitted and Interview (if needed) = 15 Points

## **Total Possible Points = 100**

A selection committee, comprised of a representative of the CCPC, Stakeholder Group and city staff, will review and screen the proposals. Top ranking firms may be invited to interview before the selection committee. The section committee will recommend their choice to the City Council for approval of a contract.

If interviews are conducted they will be held February 16<sup>th</sup> – 19<sup>th</sup>. Final selection will be made at the March 9, 2010 City Council meeting and a contract will be awarded to the selected consultant following the meeting.

## **Proposal Rejection**

The City reserves the right to reject any and all proposals submitted and parts of any and all proposals, and to waive all irregularities and technicalities. The content of this RFP and the proposal will become contractual obligations

Comments and questions may be submitted to Kay Bork by email at [kaybork@ci.junction-city.or.us](mailto:kaybork@ci.junction-city.or.us) or via phone or mail at:

**Junction City, City Hall  
PO Box 250  
Junction City, OR 97448  
541-998-2153**