

Request for Proposals
Sandy Development Code Clear & Objective Audit
Sandy, Oregon

Closing date and time: February 28, 2:00 PM PST

Schedule:

RFP Posted	February 1, 2022
Clarification Inquires	February 18, 2022
Proposals due	February 28, 2022
Interviews	March, 2022
Award	April, 2022

City of Sandy
39250 Pioneer Blvd
Sandy, OR 97055

CITY OF SANDY, OREGON

NOTICE AND REQUEST FOR PROPOSALS FOR:

Sandy Development Code Clear & Objective Audit

Proposals due at 2:00 PM PST on February 28, 2022

The City of Sandy is soliciting proposals from qualified consulting firms to assist on the Sandy Development Code Clear & Objective Audit as outlined in the City's Request for Proposals (RFP).

Sealed RFP submissions must be received by Shelley Denison, Associate Planner, at 39250 Pioneer Blvd., Sandy, OR 97055, on or before 2:00 PM PST on February 28, 2022. Envelopes should be clearly marked "Sandy Development Code Clear & Objective Audit RFP." Please provide five (5) hard copies of the proposal.

Late submissions will not be accepted.

The City of Sandy reserves the right to reject proposals not in compliance with the prescribed procedures and requirements set forth in the RFP and may reject for good cause any or all responses upon a finding of the City that it is in the public interest to do so.

All requests for clarification must be submitted in writing no later than February 18, 2022 to Shelley Denison, Associate Planner, at:

sdenison@ci.sandy.or.us

Background

Sandy is a quickly growing city and is home to approximately 13,000 residents. This population was only about 5,300 residents in 2000, and population forecasting anticipates that this trend will continue. This growth has been correlated with an increasing number of residential development applications in recent years. In reviewing these applications, concerns have been raised about Sandy's compliance with ORS 197.307 as it applies to providing clear and objective standards for developers to follow. Additionally, recent LUBA rulings have acknowledged the need for municipalities to adequately reference other plans—such as natural resource preservation plans, parks master plans, and transit system plans—in their development codes.

Project Overview

The City of Sandy is seeking consultant services from a professional land use planning firm to perform an audit of the Sandy Development Code (SDC) and deliver recommendations on amendments to ensure the SDC is meeting state rules and regulations while also meeting the needs and interests of the City. In this RFP, the City has outlined the scope of services we anticipate will lead us to code amendment recommendations; however, we are open to proposals for alternative/additional scope of services, provided a detailed explanation is given for deviations from this RFP as written.

The City expects the consultant to have experience in the preparation of long-range planning documents and development codes, and the presentation of materials to the public and the City Council and Planning Commission. As provided by ORS 279B.060, the consultant is required to meet the highest standards prevalent in the industry in providing the appropriate services.

Scope of Services

1. Sandy Development Code (SDC) Audit:
Review the existing SDC and provide options and recommendations for modifying code standards into clear and objective language consistent with the requirements of ORS 197.307 and recent interpretations by the Land Use Board of Appeals. This audit shall also include recommendations for appropriately integrating other City plans into the SDC.
2. Presentations:
Development of a presentation slide deck and attendance at one Planning Commission meeting and one City Council meeting to present recommendations.

3. Recommendations:

Development of a recommended package of code amendments that will bring the SDC into compliance with state rules and regulations related to clear and objective standards.

Content of Proposals

The competitive sealed proposal should include the following elements, with a concise description of each:

- A work plan describing methodologies, approaches, and roles and responsibilities
- Detailed description of deliverables and outcomes
- Timeline
- Estimated costs and cost methodology
- Project team information clearly outlining their roles in the proposed work
- Experience completing code audits and amendment recommendations
- A sample list of past and current clients
- Contact information for a minimum of three relevant references

Proposal Evaluation & Selection

Development Services Staff shall evaluate proposals submitted that comply with this RFP and applicable State law, and the City reserves the right to reject any or all of them in accordance with ORS 279B.100. The City will not be liable for, nor pay any cost incurred by responding firms related to the preparation of proposals or the making of presentations. Proposals shall be evaluated based upon the following factors on a 100-point scale:

Criterion	Points
Familiarity with clear and objective development code standards	20
Prior projects or experiences similar to a clear & objective code audit	20
Qualifications of the project team, and proven ability to complete projects of similar scope	15
Project understanding and approach for accomplishing the City’s RFP objectives	15
References from past and present clients with projects of similar scope	15
Cost and budget appropriateness for proposed scope	15

Sandy Development Services Staff will perform technical evaluations, rank submittals, and make selection recommendations. Staff will evaluate proposals and may ask a short list of consultants to participate in an interview process. All consultants submitting a proposal will be notified of the City’s final decision.

Disclosure

Proposals will not be subject to disclosure until the City issues a notice of intent to award a contract. At that time, the proposals are subject to disclosure as public records. A consultant submitting a proposal may request portions of its proposal remain exempt from disclosure in accordance with Oregon's public records law. A consultant may not mark the entire proposal as "confidential." Rather, at the time of submittal, a consultant must expressly identify specific portions of the proposal they believe are exempt under Oregon law. However, the City cannot guarantee that such portions will ultimately be exempt from disclosure.

Changes to the RFP

The City may change the terms and conditions of this RFP through written addenda. The City will post addenda, if any, to its website at <https://www.ci.sandy.or.us/rfps>. The City will not otherwise notify proposers of addenda. By submitting a proposal, every consultant represents that it has reviewed the addenda and the proposal complies with the addenda.

Protests

Any protest must be in writing, addressed to Shelley Denison at the address above, and the City must receive the protest on or before the applicable protest deadline.

Solicitation Protest: A consultant may protest the terms and conditions of the RFP if they believe the solicitation procedures, or the terms and conditions of the RFP, are unlawful or unduly restrict competition. In order to be considered, the City must receive a solicitation protest no later than 2pm on February 28, 2022. The protest shall include the legal and factual grounds for the protest, a description of the resulting prejudice to the consultant if the protest is not granted, and any proposed changes to the terms and conditions of the RFP.

Award Protest: An adversely affected consultant may protest the City's intent to award a contract. In order to be considered, the City must receive an award protest no later than 2pm on the date that is seven (7) days after the date the City issues a notice of intent to award the contract. The City will issue the notice by posting it to its website at the following address: <https://www.ci.sandy.or.us/rfps>. A protest of the City's intent to award must show that the selected consultant, and any consultants ranked higher than the protesting consultant, failed to meet the requirements of the RFP and that, as a result, the protesting consultant is entitled to be awarded the contract.