

Central Oregon Intergovernmental Council
RFP ADDENDUM NO. 1
Professional Services – development of a Comprehensive Plan for the City of La Pine
July 25, 2008

The following modifications of and clarifications of the RFP document governs insofar as they apply and take precedence over those portions of the original RFP document to which they apply. Acknowledge receipt hereof by submitting the signed Addendum along with your proposal submission. Failure to do so may subject bidder to disqualification.

Section #1 – Modification

Exhibit A, Section G of the RFP is amended to read as follows:

G. Billing and Payment Schedule

The consultant will be compensated based upon approved billings submitted with project work products, as per the RFP Work Program.

Billing #1 Work Products:

- Literature and Studies Search
- Development and Formation of Citizen and Technical Advisory Committees
- Coordinated Population Forecast
- Mapping of Citizen Participation Element
- Community Visioning and Design Plan
- Buildable Lands Inventory and Analysis
- Agricultural and Forest Lands Element
- Citizen Participation Meetings and Activities (continuous)

Billing #2 Work Products:

- Housing Element
- Economic Development Element
- Public Facilities Element
- Natural Resources and the Environment Element
- Compile Products into Draft Plan
- Citizen Participation Meetings and Activities (continuous)

Billing #3 Work Products:

- Draft Land Use Map
- Urban Growth Boundary
- Final Comprehensive Plan Documents
- Citizen Participation Meetings and Activities (continuous)

Billing #4 Work Products:

- Submission of 45-Day Notice to DLCD
- Public Hearings
- County Co-Adoption Hearings

ATTACHMENTS:

A - The La Pine Comprehensive Plan Work Program table

B – DLCD Grant Attachments D and E

Section #2 – Clarification of RFP Statement of Work

1. General statements of clarification:

a. This project will result in completion and adoption of the City of La Pine's Comprehensive Plan only, and DOES NOT include the development regulations portion necessary for acknowledgment. The preparation and adoption of the development regulations will be done under another grant in the 2009-2011 biennium.

b. In response to questions concerning alternative approaches to the development of a comprehensive plan, the City of La Pine is interested in proposals that include innovative ideas to get the work completed and to cut costs where possible. However, the City and the community would not respond favorably to any proposal that fails to reflect the unique community issues and the recognition of the singular and individual character of the City of La Pine.

2. Are there existing plan documents related to La Pine that are available online or electronically?

ANSWER:

a. View the report from the 2000 community design charrette:

http://www.rmi.org/images/PDFs/Communities/ER00-28_LaPineCharrette.pdf

b. View the draft City strategic plan on the City of La Pine web site:

http://www.ci.la-pine.or.us/strategic_plan.html

c. Review the Deschutes County website for plans or studies, particularly the Community Development Department:

<http://www.co.deschutes.or.us/>

3. In addition to the stated goals and objectives of the project, are there key community issues and priorities that the City hopes to address with the plan?

ANSWER: Beyond what's included in the statement of work, you may want to review the RFP materials posted on the City of La Pine website. They are conducting another solicitation for a fiscal impact study that will look at options for development densities. You may be able to get a sense for some of the issues the city is dealing with by reviewing the RFP documents and draft strategic plan. Other identified major community priorities that have not yet been incorporated into the strategic plan are (1) the need for traffic signals and intersection improvements on at least 2 failing intersections on Highway 97 that are currently or will soon restrict economic development in the community; and (2) when the City will take over the existing water and sewer districts, which also has economic development impacts.

4. Have other planning teams been working with the City on planning work leading up to the Comprehensive Plan?

ANSWER: They are working with Rural Communities Assistance Corporation (RCAC) on a Strategic Plan, and have a consultant on board working on the above mentioned fiscal impact study.

5. What facilities might be available for the meetings proposed? Is there a City hall with meeting rooms? Are there other facilities that can be used for meetings?

ANSWER: There is a meeting room adjacent to City Hall that is available for the consultant use, contingent upon availability. The room is not very large, but would work for committee meetings and small group meetings. The City has also identified the public library and Mid-State Electric Co-op as venues for meeting - both have day or evening meeting space for no cost, subject to availability.

The City has also contacted the La Pine Senior Center about the use of their large meeting room, which would be adequate for any larger community meetings in afternoon or evening. Any costs associated with the use of this room would be paid by the city outside of the consultant agreement, so do not need to be reflected in your budget proposal.

6. Would the La Pine administrative staff take on the task of coordinating the meetings? I am referring to steps such as arranging for a room, sending out notice of the meeting, being present to open the room and close it at the end of the meeting. Then with regard to the group meetings, especially the citizen advisory group, would the La Pine administration take on the task of forming the group and making sure that the membership remained somewhat constant throughout the period?

ANSWER: Short answer - yes. They will help where they can, but keep in mind that one of the city's major challenges is limited capacity. The city manager would certainly be engaged in identifying group/committee members, and working to ensure consistency and engagement of members. Their staff can help schedule and coordinate meetings, notice the meetings and tape the proceedings.

7. Travel will be a major component of the cost. Is there a way that the costs might be mitigated? For example, might the City have access to reduced price lodging?

ANSWER: The City cannot provide direct assistance with lodging or travel costs beyond the budgeted project resources. However, the Best Western in La Pine will provide rooms at the government per diem rates, and La Pine city staff can assist in making lodging arrangements to ensure the per diem rate.

8. Under the discussion of Task 2 the RFP states that the Consultant will contract with the employment department's planning unit for a customized data analysis. Also in Task 2 there is a statement that the consultant will purchase demographic data from Claritas, Inc. Because you give prices for those, can we assume that that is a fixed or guaranteed price? If there are alternatives that might cost less, or provide better results is it possible to include such alternatives in the proposal?

ANSWER: They are fairly fixed prices. The Claritas costs were taken from their website, so that one is fairly defined. The OED costs were more of a general quote from their planning unit in Salem. Please feel free to propose alternatives - particularly if they cost less and/or provide better results.

9. It would help to have more detail concerning the Deschutes County buildable lands inventory element. Is this assumed to be a complete process where initial inventories are done, constraints and other limitations are included and then options are developed for different density choices? Does it include industrial and commercial land as well as residential? For all three of the additional elements, it might be best to provide statements from the sub consultants (Claritas, the Employment Department and Deschutes County) exactly what they have indicated they would do for the price quoted.

ANSWER: Here is what was received from Deschutes County:
Request for Proposal Addendum #1
Comprehensive Plan

"For the GIS that would include preparation of all the base line data and mapping that would be ready to hand off to a consultant for public outreach and an analysis of vacant, potentially developable lands.

Development and analysis of alternative strategies for comprehensive planning would not be included.

"For the population forecast that would include coordination with the City of La Pine and a report documenting the proposed coordinated forecast including methodology and assumptions. It would not include actual formal adoption into the county comprehensive plan. That will take review by the County Planning Commission and Board of County Commissioners and review by other cities. We can determine when that will have to occur legally as the City begins work and decides to adopt the forecast."

10. In the economic development element category you discuss advisory committees. Again, will the La Pine city administration take on the task of being sure that the appropriate persons from the several groups are at the meetings? Do you know if the customized data analysis done by the Employment Department will include an economic opportunities analysis (required by DLCD rules)?

ANSWER: First, on the committees - the City staff will be available to assist in identifying committee members, scheduling meeting rooms, and issuing meeting notices. The consultant will need to assist with setting up the committees by helping define the appropriate constituency of each committee and identifying appropriate representatives.

On the OED customized data – below is a description of their data. Feel free to contact Greg Gibson, OED GIS Department, if you need more detail (503-947-1837):

- OED can provide an economic opportunities analysis, inventories of data, along with trend analysis.
- They use two methodologies: First, Quarterly Census reports. These are reports required to be submitted by all employers to OED on a quarterly basis. Data is geo-coded, and displayed spatially. Can show businesses within city limits and/or UGB. Provides: Number of businesses, industry type, number of employees, occupations, and average wage. Some ability to show occupations by industry, other customized inquiries (for add'l time/cost). Data currently available 2002 thru 2006, with 2007 data becoming available in June or July.
- Second methodology is newer: "Longitudinal Database" - which is designed for better time-series analysis. A unique identifier is assigned to each business, so that their trends can be better tracked over time. More restrictions for use of data; cannot release firm-level data (only in aggregate).
- OED can do analysis using a combination of Quarterly employer reports and longitudinal database.

11. The RFP includes requirements to take the Comprehensive Plan all the way through to DLCD review. This includes co-adoption by Deschutes County. What is Deschutes County's charge for the adoption process likely to be? Is this a part of the consultant budget? Has Deschutes County supported the creation of La Pine as a city? Will the Deschutes County Planning Staff carry the completed document through the adoption process or will they expect the consultant to carry the adoption process?

ANSWER: The City will pay the cost for adoption; this is not something that needs to be included in the consultant budget. The adoption costs will be included within the new budget for fiscal year Request for Proposal Addendum #1
Comprehensive Plan

09-10. The County supported the creation of the City of La Pine and continues to provide support in a variety of ways. The County will not carry the completed document through the adoption process. The consultant will work with and support the City through the adoption process.

12. Does this RFP only expect policies to be developed to guide the future establishment of the boundary or actual creation of the boundary which may include lands beyond the City limits?

ANSWER: The city will be using the county-approved 20-year population projection (which is part of the work plan) to determine if the area incorporated by vote has enough holding capacity for that planning time frame. If so, which appears to be the most likely scenario, then the voted incorporated area would likely be the city's first UGB, consistent with Goal 14. They are right in saying that any work to expand the UGB further would take significantly more time and budget, since a full analysis under Goal 14 and the Goal 14 rule would be required.

There is likely to be a very strong citizen sentiment to include additional area within the UGB due to the nitrates issue and Local Rule. In addition, there may be a citizen effort to initiate an annexation soon which could significantly increase the size of the city if it were to happen.

13. The budget is limited for the statement of work expectations. What is the priority for the project - policy development versus technical analysis? Where should the consultant place their emphasis? To what degree does the City expect new on-the-ground field work, as opposed to utilizing existing documents and studies? For instance, would the consultant be expected to complete wetlands inventory, or is there sufficient studies and data available?

ANSWER: The contract will tie payment to DLCD acceptance of the product and payment on the grant disbursement so the general response is if DLCD is satisfied, the City is likely to be satisfied. However, self-determination was a primary driving force behind incorporation so multiple opportunities for citizen involvement and input is critical throughout the process for the product to be acceptable to the community. The consultant should use existing studies and data generated by the County over last 20 years and focus on policy development for new City.

14. Does the city expect additional funding resources to become available during the project time period? Are there opportunities to augment the project budget?

ANSWER: There are no additional budgeted resources for this project under the adopted 08-09 budget, nor are other funds expected to augment the project budget this fiscal year. Applicants are encouraged to come up with ideas to add revenue or save costs within the project budget.

15. The City website contains a Draft Strategic Plan that includes several elements that appear to be key in Comprehensive Plan development - in particular, economic development and transportation/roads. What is the status of this Plan, and can we propose that these elements be incorporated into the Comprehensive Plan (there is, of course, an implication that this will be done to some extent through addressing the LCDC goals, but we might like to develop them more fully than a typical Comprehensive Plan would)? Also, is there additional background or historic information available on the Strategic Plan development that might elaborate on these issues?

ANSWER: The strategic plan was a top priority project for the City Manager when she came on board in November 2007. The strategic plan is intended to identify the most urgent issues and priorities for the City in the short-term (1-2 years) but gives insight into some major issues in the foreseeable future. The pdf document on the website is the full draft to date. The City Manager hopes to have the citizen comment incorporated into the draft strategic plan and sent to Council for adoption by the end of August. The strategic plan was developed with assistance from Chris Marko at RCAC. You may call the City Manager, Christine Nelson, if you have additional questions

on the strategic plan history and process (phone # 541-536-3996).

16. Elements of Task 4 (Visioning/Citizen Participation) appear to be fairly detailed and structured. Is there some flexibility in these elements? In particular, we believe the Visioning process described in Task 4B is critical, particularly as it relates to identifying a desired growth rate and development pattern. Once a growth rate is generally accepted, the economic development and transportation/services provision issues identified in the Strategic Plan can be addressed.

Consensus at this point will reduce debate and conflict later on, as details of the Comprehensive Plan are prepared and reviewed. Is it appropriate to propose a more extensive Visioning process? Is it appropriate to suggest modification to Tasks 4C and D? With a smaller community such as La Pine, it might be more effective to use the Planning Commission as the Citizen Advisory Committee, and spend additional time with the community in workshops and neighborhood meetings.

ANSWER: There is room and desire for flexibility and input in the citizen involvement process. The proposed meetings were the minimum level of community involvement expected but equivalent levels with different organization of these meetings and other citizen participation methods are of interest. The DLCDC grant may need to be amended if the structure varies greatly. Visioning process was also undertaken as part of the La Pine Design Charrette. The Planning Commission is anticipated as the primary citizen advisory committee, perhaps with inclusion of other citizens, as deemed necessary for certain elements or tasks.

17. Are there any social or special interest groups that have been active in La Pine and its development that are not formal and specifically mentioned in your RFP (environmental, recreation, church, neighborhood, homeowner's association, etc.)? Generally, what issues have they been involved in?

ANSWER: There are a number of special interest and social organizations in the community. The 2 largest and most active are the Chamber of Commerce (260+ members), La Pine Industrial Group, Incorporated (LIGI) and Citizen Action Group (CAG). Others include the Senior Center, La Pine Park and Recreation District (LPRD), Habitat for Humanity, Teen After School Committee (TASC), Lions Club, and a host of other service and fraternal organizations. The Chamber and LIGI are very active in economic development. CAG has been focused on nitrates issue and Local Rule which passage will now impact annexation issues, UGB placement and other water/sewer issues. CAG is also very interested in senior affordable housing as is the Senior Center. TASC and LPRD are both involved with various youth issues, programs and activities.

18. How will this Plan relate to implementation? Is it expected that existing zoning and other development processes be used to implement the Plan, or will the Plan propose development/modification of implementation measures in order to respond to community issues or desires?

ANSWER: The City currently has few regulations and this plan will be the basis for most of the City's future ordinances, regulations and processes. Existing zoning and land use regulation/processes are the County's and do not reflect the intended future of the City. The City of La Pine does not plan to continue to use these land use regulations and processes any longer than is necessary to create and implement its own. The Comp Plan will be the foundation for the future implementation regulations which will be Phase II of this project in 2009-2011.

19. Within Exhibit B of the RFP - City's standard Professional Services contract - Exhibit C, items 7 and 9 state requirements for overtime pay. What are the expectations for a consultant regarding paying employees in instances where they work more than 10 hours a day or 40 a week?

ANSWER: Overtime should be paid for work in excess of 40 hours per week pursuant to the requirements of ORS 279b.235(1) and (3), as applicable.

The close date for this Request for Proposal shall remain the same.

A signed copy of this Addendum #1 must be included with the proposal to verify that the firm or individual submitting the proposal has received this Addendum #1 and is making its/his proposal based on this Addendum #1.

The undersigned acknowledges receipt of the above Addendum #1 and has prepared the proposal based on the revised Exhibit A, Section G and attached Work Program spreadsheet.

Signed (contractor)

Title/Firm