



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)

Planning Services: HB 2001 Compliance (Development Code Amendments)
Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, July 28, 2020

Notice is hereby given that the City of Albany ("City") is requesting proposals for Planning services for the City of Albany. Qualified consultants must provide the following scope of services:

- Audit the City's Comprehensive Plan and Development Code
- Develop a public engagement strategy, facilitate public engagement activities, and participate in work sessions involving the Planning Commission and City Council.
- Develop initial middle housing code concepts in compliance with House Bill 2001 from the 2019 legislative session, and following public review, develop draft code language for further consideration.
- Develop hearings-ready plan/code amendment documents for the Comprehensive Plan and Development Code document.
- Submit drafts of all reports, presentations, and handouts for management review prior to distribution; and
- Attend meetings with planning staff to discuss project procedures, findings, and work products.

The Request for Proposals can be downloaded from the City of Albany website at <https://www.cityofalbany.net/finance/purchasing/bids>. In response to the COVID-19 virus, printed copies will not be provided. The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Time is of the essence to acquire a consultant to provide services needed to meet the requirements of HB 2001. Proposal responses shall be submitted to the following email procurement@cityofalbany.net, not later than 2:00 p.m., (Pacific Time), Tuesday, July 28, 2020. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line shall include the project name as follows: "Planning Services: HB 2001 Compliance (Development Code Amendments)".

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 6TH DAY OF JULY 2020.

A handwritten signature in cursive script that reads "Diane M. Murzynski".
Diane M. Murzynski, CPPO, CPPB, Purchasing Coordinator

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Daily Journal of Commerce, on Monday, July 6, 2020