



# City of Tualatin

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## REQUEST FOR PROPOSAL

### Basalt Creek Planning Area Manufacturing Parking (MP) Zoning Code Update

The City of Tualatin is requesting interested firms to submit their responses for planning services to conduct a zoning code update to the City’s Manufacturing Park (MP) Zoning District specific to the Basalt Creek Planning Area based on this request for proposal.

Responses must be received by **4:00 PM, February 11, 2022**. Responses received after this date will not be accepted. Postmarks and faxed copies are not accepted.

Questions and requests for clarification must be provided in writing to the email address below:

Steve Koper  
Assistant Community Development Director  
City of Tualatin Community Development Department  
10699 SW Herman Road  
Tualatin, OR 97062  
Phone: (503) 691-3028  
Email: [skoper@tualatin.gov](mailto:skoper@tualatin.gov)

RFP Schedule	Date
Solicitation Release	January 18, 2022
Deadline for Questions	February 4, 2022
Responses due to the City	February 11, 2022
Potential Interviews	Week of February 14, 2022
Successful Team Announced	February 21, 2022
Negotiation Schedule	February 22-25, 2022
Contract Execution	February 28, 2022

The City reserves the right to modify this schedule at its discretion. Notification of changes will be posted to the City of Tualatin’s website.

### I. Introduction

The City of Tualatin is located approximately 14 miles south of Portland, Oregon. Our community has 27,910 residents (2021 estimate), and since 2010 Tualatin’s population has grown approximately seven (7) percent. Including areas outside the city limits but within the urban growth boundary, the Tualatin area population is just over 28,000 and serves an urban service area of over 50,000. Tualatin is a vibrant community that combines small-town charm

with suburban/urban amenities in a regional hub. From our rich cultural heritage, exquisite parks, plentiful trails and the beautiful Tualatin River, Tualatin offers many opportunities to work, live, and play. In 2016, Tualatin was ranked among the top cities in ‘America’s Best Community’ competition.

In 2019, the City adopted zoning for the Basalt Creek Planning Area based on its adopted 2018 Basalt Creek Concept Plan. The Basalt Creek Planning Area consists of 847 acres located in Washington County between the Cities of Tualatin and Wilsonville that was brought into the Portland Metropolitan Urban Growth Boundary (UGB) in 2004. The future boundary between the two cities will be Basalt Creek Parkway, which is an east-west extension of 124<sup>th</sup> Avenue. The Manufacturing Park (MP) Zoning District that is the subject of this RFP consists of approximately 92 buildable acres. The area largely remains unincorporated and is not served by public utilities, although it is part of the Southwest and Basalt Creek Development Area (Urban Renewal) Plan, adopted by the City of Tualatin in 2021.

The goal of updating the MP Zoning in the Basalt Creek area is to help facilitate future land development patterns in a manner that:

- Supports the aforementioned Development (Urban Renewal) Plan.
- Is consistent with the Basalt Creek Concept Plan which expected the area to accommodate 1,897 new jobs, calculated based on the expected square footage of development in this area and the average square footage needed per employee.
- Supports the Economic Opportunities Analysis (2019), which found a deficit of 74 acres of industrial land and concluded that the City should identify opportunities to make more efficient use of employment land, such as limiting development of businesses that have large land requirements and have little employment.

The City is seeking proposals from interested firms to:

- Prepare an audit of the City’s existing Manufacturing Park (MP) Zoning District, limited to its application within the Basalt Creek Planning Area.
- Provide an analysis of the MP District compared to current economic data, and land development trends and practices.
- Provide recommended changes to the MP District based on this analysis, consistent with the City’s Basalt Creek Concept Plan, Economic Opportunities Analysis, and Urban Renewal Plan for the Basalt Creek Planning Area
- Partner with the City to conduct Council, Planning Commission, public, and stakeholder engagement on potential changes.
- Prepare an “adoption-ready” draft Zoning District Code to be applied in the Basalt Creek Planning Area where the MP District is presently applied, which would include Transportation Planning Rule (TPR) analysis.

The new **Zoning District Code** that will replace the MP District in the Basalt Creek Planning Area will help guide future land development in this area of the City, consistent with existing

goals and values contained in adopted documents, with input from the Council, Planning Commission, public and stakeholders.

## **II. Responses**

Written responses shall reflect the team's ability to provide a full range of technical expertise in updating municipal or county zoning codes in a simple, easy to follow format. Consultants should submit proposals that include:

- The project team and its strengths as it relates to the project;
- A public outreach plan that includes Council, Planning Commission, public, and stakeholder input and feedback;
- A narrative detailing the consultant's philosophy, technical expertise and approach; and
- Ability of team members to illustrate and explain complex planning ideas to the general public through the use of public meetings, media campaigns, and presentation graphics.

## **III. Project Coordination**

Steve Koper (Assistant Community Development Director) will be the City's project manager. Unless authorized by the project manager, no other City official or employee may speak for the City with respect to this solicitation.

## **IV. Scope of Work**

The selected consultant shall have demonstrated a broad and extensive experience with auditing and creating zoning code provisions within the State of Oregon using Oregon's Land Use Planning System, and has conducted this same type of work for any of the Portland MSA municipalities. The timeline for the project is anticipated to be February 2022 through July 2022. The scope of work shall consist of:

1. Manufacturing Park (MP) Zoning District Code Audit. The scope of the audit will be limited to the application of the MP Zoning in the Basalt Creek Planning Area.
  - a. The audit should identify areas of code (land uses, development standards, etc.) that will potentially be updated.
  - b. Note: the MP District is also presently applied in the City's Leveton Area, which is not being considered as part of this project.
2. Economic Analysis
  - a. Current economic data and trends relative to employment land uses.
  - b. Land development trends and practices.
  - c. Principles and values from the 2018 Basalt Creek Concept Plan, 2019 Economic Opportunities Analysis, and 2021 Southwest and Basalt Creek Development Plan.
  - d. Other information as applicable.
3. Transportation Planning Rule (TPR) Analysis and Findings sufficient to ensure new land uses and patterns will be supported by existing and planned transportation infrastructure.
4. Draft Code Update

- a. Combining code audit, economic analysis, and TPR analysis, resulting in a draft development code for public feedback, including purpose statement, permitted, conditional and/or limited land uses and draft development standards.
- 5. Public Outreach
  - a. Two City Council work sessions
  - b. One Planning Commission meeting
  - c. One public open house (may be Zoom or online depending on COVID precautions)
  - d. Four one-hour stakeholder interviews (may be Zoom or online depending on COVID precautions). City staff will help identify and facilitate.
- 6. Final “adoption-read” draft Zoning Code language
  - a. Note: final adoption, meetings and public hearings are not included in this scope of work. City staff will facilitate final adoption.
  - b. Code does not need to include findings other than TPR but must be designed to assure compliance with applicable State, Metro, and local regulations. City staff will draft findings and a final Ordinance.

Some elements of the above scope of work may be consolidated for efficiency and elimination of redundancies. The final draft Zoning Code language must comply with existing locally adopted documents and regulations (Basalt Creek Concept Plan, Economic Opportunities Analysis, Urban Renewal Area Plan, Comprehensive Plan and Zoning Code), Statewide Planning Goals, Oregon Revised Statutes and Administrative Rules and Metro Code.

## **V. Proposed Response Format**

Responses must be submitted via email and are limited to a maximum of twenty (20) pages, not including resumes. The proposal must include the following information:

### **1. Introductory Requirements**

- a. Letter of Interest (*1 page maximum*)  
Proposals must include a letter of interest signed by an authorized representative of the consultant’s company confirming the consultant’s availability to accomplish this project and a commitment to complete the project in a timely manner.
- b. Project understanding and approach (*1 page maximum*)  
A statement describing the consultant’s understanding of the project and any special skills the consultant will bring to the project.

### **2. General Information (*1 page maximum*)**

Provide the following company information (Prime and Subs):

- a. Firm name
  - a. ii. Business Address
  - b. iii. Primary contact name, email and telephone numbers
  - c. iv. Year established
  - d. v. Type of ownership

- b. Disclose any potential or perceived conflicts of interest.

**3. Project Approach** (3 pages maximum)

- a. Provide a narrative detailing the consultant's philosophy and approach to complete the study as described. Please include your firm's proposal and cost breakdown by tasks for public involvement.
- b. Provide a breakdown of the project schedule including the timing of major tasks, assigned staff, progress reports, public participation events, meetings, conference calls and draft and final reports, etc.
- c. Describe the consultant's ability to prepare and present information and recommendations to lay citizens, local appointed and elected officials, staff, and other interested stakeholders.
- d. Describe deliverables for the overall project
- e. Provide examples of any additional information or approaches felt to be relevant to indicate the consultant's ability to successfully complete this project.

**4. Project Schedule** (1 page maximum)

**5. Resumes** (1 page maximum per individual)

- a. Provide resumes of individuals who will be working on a project. For each individual, describe their proposed role, the anticipated percentage of time they will be dedicated to the project, and list their relevant experience.

**6. References** (1 page maximum)

- a. Provide references from at least one, but not more than three, projects for which the consultant has provided similar services.
- b. References are to include the name of a project contact along with their position, email address and telephone number.
- c. Each reference is to include a description of the services provided to the client and the consultant's specific role.

**7. Project Costs** (1 page maximum)

Expenses are to be broken down into line items showing the cost of each major task as well as the overall cost. Total maximum project cost is not to exceed \$60,000.

**VI. Proposal Submittal Requirements**

The entire submittal in PDF format copy of the proposal must be received via email to [skoper@tualatin.gov](mailto:skoper@tualatin.gov) by **4:00 PM, February 11, 2022.**

## VII. Evaluation Procedure

The City will form a selection committee to evaluate and score each of the proposals. Each proposal will be evaluated based upon the relevant qualifications and experience of the consultant. Staff will verify references. The proposals will be evaluated using the following criteria:

1. Does the consultant firm or team proposal meet the prescribed proposal format and provide all of the requested information? **(5 Points)**
2. Does the consultant firm or team have demonstrated experience and technical competence in similar projects? **(20 Points)**
3. Has the firm provided this identified service to neighboring local jurisdictions? **(10 points)**
4. Does the proposed team show sufficient capacity to provide the requested services within the proposed project schedule? **(10 Points)**
5. Do key personnel possess the qualifications to be assigned to the anticipated projects? **(5 Points)**
6. Does the proposal achieve budget and project delivery goals for project as described in the suggested Scope of Work? **(10 Points)**
7. Proposed approach to the suggested requested scope of work. Although the City has identified the general suggested scope of work, the consultant and their team is afforded flexibility toward their approach in an effort to spur innovation in achieving the best product for the City. **(15 Points)**
8. Are the firm or teams references from past clients favorable? **(5 Points)**
9. Is the firm familiar with the local, regional, and state laws associated with the suggested scope of work? **(5 Points)**
10. Estimated cost and timeline of providing the services: breakdown timeline and cost for each deliverable with proposed assigned staff and include a total cost and total timeframe. **(15 Points)**

## VII. Selection Process

The City's selection process will be based on a review and rating of the proposal against the criteria listed above by a City staff committee. The City reserves the right to conduct interviews based on its sole discretion.

## **VIII. Acceptance or Rejection of Proposal**

The City reserves the right to accept or reject any and all proposals. The City also reserves the right to waive any informality or irregularity in any proposal. Additionally, the City may for any reason, decide not to award an agreement as a result of this RFP or cancel the RFP process. The City reserves the right to negotiate project deliverables and associated costs. The City is not obligated to respond to any proposal submitted, nor be legally bound in any manner by the submission of the proposal.

## **IX. Questions**

For questions regarding this RFP, please submit your questions in writing via email to Steve Koper at [skoper@tualatin.gov](mailto:skoper@tualatin.gov). Questions must be received no later than February 4, 2022. It is the consultant team's responsibility to assure they receive responses to questions if any are issued.

## **X. Addenda**

Addendums to the RFP, if any, will be posted to the City's RFP/Bids website for the project: <https://bids.tualatinoregon.gov/rfp/basalt-creek-area-manufacturing-park-mp-zoning-code-update>. It is the responsibility of the consultant team to learn of the addendums, and ensure that the submitted proposals incorporate them.