



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Albany Development Code Review and Amendments
Proposals due by 2:00 p.m. (local time), Tuesday, August 7, 2018

Notice is hereby given that the City of Albany (City), Oregon, is requesting proposals from qualified firms that can demonstrate competency and experience to provide the following services:

- Provide technical assistance in developing a multitrack review process within the Albany Development Code that includes a clear and objective path to permit approval and one or more review paths offering the option for discretionary review by staff and/or the Planning Commission or Hearings Board.
- Provide technical assistance in developing new or amending the existing code standards guidelines, criteria, or other approach to implement multitrack system.
- Provide technical assistance in developing graphics, illustrations, and written materials explaining purpose and intent or impacts of standards proposed or under consideration to assist in the decision-making process.
- Support the work of a community task force that will be heavily involved throughout the entire life of the project by developing task force meeting materials and facilitating meetings.
- Prepare presentations, reports including “staff reports”, and draft code for review by staff and decision makers.
- Present recommendations to appropriate policy makers: Planning Commission, Landmarks Advisory Commission, and City Council.

The Request for Proposals can be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Finance Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7522, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522. Inquiries concerning the scope of services should be directed to Bob Richardson, Planning Manager, bob.richardson@cityofalbany.net, 541-917-7555.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (local time), Tuesday, August 7, 2018 addressed to the City of Albany, Finance Department, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

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 9TH DAY OF JULY 2018.

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, Monday, July 9, 2018