



CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Land Use Planning Services

Proposals Due by 2:00 p.m. (Pacific Time), Tuesday, June 8, 2021

Notice is hereby given that the City of Albany ("City") is requesting proposals from qualified firms or individuals that are duly qualified to provide on-call land use planning services to assist in the administration of the City's Land Use Application and Current Development Planning programs during vacancies, vacations, and increased demand for service, for five years, commencing July 1, 2021, with an option to extend the contract for two additional one-year terms.

The City desires to enter into a professional services agreement with one or more qualified Land Use Planning consultants for the following scope of services:

- On-call review of land use applications to ensure compliance with the Albany Development Code, including preparation of Completeness Reviews, Notices, Staff Reports and Decisions.

The request for proposals can be downloaded from the City of Albany website at <https://cityofalbany.net/bids>. 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, CPPB, Purchasing Coordinator, at diane.murzynski@cityofalbany.net.

Time is of the essence to acquire a consultant(s) to assist the City in providing land use planning services and enable the City to provide efficient, effective, and timely land use services to the public. Proposal responses must be submitted to procurement@cityofalbany.net, not later than 2:00 p.m., (Pacific Time), Tuesday, June 8, 2021. Submittals will be considered time-stamped and received by the City when received in the procurement email inbox. The email subject line should include the project name "Land Use Planning Services".

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 21ST DAY OF MAY 2021.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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