

**CITY OF SHERWOOD**  
**REQUEST FOR PROPOSAL BROWNFIELDS ASSESSMENT**  
**CHARACTERIZE, ASSESS AND CONDUCT CLEANUP PLANNING AND COMMUNITY**  
**INVOLVEMENT RELATED ACTIVITIES**

The City of Sherwood invites proposals from qualified firms to perform tasks for an Environmental Protection Agency (EPA) funded brownfields assessment project. The project is for the former Frontier Leather tannery brownfield to characterize, assess and conduct cleanup planning and community involvement related activities. Only one consultant will be selected for this project. Proposals will be received until 3:00 p.m. local time, Wednesday, November 26, 2014, at Sherwood City Hall's Community Development Counter at 22560 SW Pine Street, Sherwood, OR 97140. One (1) original and four (4) copies as well as a PDF version on a CD of the consultant's proposal shall be submitted in a sealed envelope entitled: PROPOSAL FOR TANNERY BROWNFIELD ASSESSMENT. **Proposals received after the time and date set for closing will not be accepted.**

No proposal will be considered unless fully completed in a manner provided in the RFP packet. Facsimile and electronic (email) proposals will not be accepted nor will any proposal be accepted after the stated due date and time.

The document: "Request for Proposals for Tannery Brownfield Assessment" is available from the city's website at [www.sherwoodoregon.gov/bids](http://www.sherwoodoregon.gov/bids). This document provides further details and specific submittal requirements for the consultant's proposal.

The City may reject any proposal not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any or all proposals upon a finding of the City if it is in the public interest to do so. The City will be the sole judge in determining the selection of consultants and subsequent award of contract and reserves the right to reject any or all proposals and waive any minor informalities or discrepancies. The City reserves the right to cancel this RFP at any time if in the City's best interest.

Any clarification or interpretation of the RFP must be submitted by e-mail to Julia Hajduk, at [hajdukj@sherwoodoregon.gov](mailto:hajdukj@sherwoodoregon.gov) not later than 4:00 p.m. on Monday November 17<sup>th</sup>, 2014.

Consultants responding to this RFP do so solely at their expense, and the City is not responsible for any consultant expenses associated with responding to this RFP.

The City of Sherwood is an Equal Employment Opportunity/Affirmative Action Employer.

**CITY OF SHERWOOD**  
**Julia Hajduk, Community Development Director**  
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