



**REQUEST FOR QUALIFICATIONS (RFQ)**  
For On-call Planning Services

You are invited to submit your statement of qualifications to be considered for a contract appointment as an “on-call” planning consultant for the City of Sherwood. Submissions are due to:

City of Sherwood Planning Department  
Attn: Erika Palmer, Planning Manager  
22560 SW Pine Street  
Sherwood, OR 97041

**SOQ's must be received no later than 4:00 PM on June 19, 2020**

For further information, contact Erika Palmer at (503) 625-4208 or by e-mail at [palmere@sherwoodoregon.gov](mailto:palmere@sherwoodoregon.gov).

## I. Introduction

The Planning Department for the City of Sherwood is responsible for administering the City's current and long range planning activities. These activities include administration of the Comprehensive Plan, the Sherwood Zoning and Community Development Code, and other local codes and ordinances related to the City's growth and development. Current planning activities include the review and processing of land use applications, including site plans, conditional uses, land divisions, planned unit developments, variances, etc. Long range planning activities vary, but may include Comprehensive Plan amendments, subarea concept plans, code development, transportation planning projects and other efforts based on the Council's priorities.

From time to time, the City requires additional professional planning services, and technical expertise either acting as an extension of City staff, or as an independent technical consultant. The City is issuing this RFQ to select consultants who have extensive experience working in a local government environment to provide planning services and to streamline the consultant selection process.

## II. Planning On-Call Consultant List

Consultants should submit Statements of Qualifications (SOQ) in response to this RFQ. ***Only the firms and individuals that respond to this RFQ will be considered for placement on the "Planning On-Call list."*** The City will utilize the list to select qualified planning services on an as-needed basis. Once approved by the City Council, the Planning On-Call Consultant List will be valid for a three (3) year period.

## III. Scope of Work

Selected consultants shall have demonstrated expertise in processing applications for various types of projects (residential, commercial, industrial) and preparing notices, staff reports, and other related documents as required by the Sherwood Zoning and Community Development Code. In addition, the City seeks firms with recent experience in the preparation of long-range planning documents to include white papers on specific topics, staff reports for Comprehensive Plan Amendments, area specific plans. These consultants shall also have experience in a community that is subject to meeting the mandates and objectives of the Metro regional government, public outreach, and the presentation of materials to the public and the City Council or Planning Commission if called upon to do so in the performance of the work.

## IV. Selection to Provide Planning Services

As projects are scheduled or received that require additional professional planning services and technical expertise, the City will provide a description of the project and the requested services to the firms or individuals on the list with demonstrated

expertise in the services requested. Each consultant will, in turn, provide a scope of work and not-to-exceed cost estimate based upon a fixed fee schedule. The Planning Manager will review the materials received from each consultant to identify the consultant with the best work plan and budget and will then negotiate with that consultant to develop a mutually acceptable professional services agreement. If the City and the selected consultant are not able to reach an agreement, the City will consider the second-highest ranked SOQ.

## **V. RFQ Format**

The SOQ must not exceed 6 pages (total), and must include, at a minimum, the following information:

- a) A brief description of the consultant's firm, including a statement of the firm or individuals qualifications for performing the subject consulting services.
- b) A summary of the qualifications and experience of each member proposed to provide planning or development review services.
- c) A project summary list with descriptions of the proposed team's experience relative to the provision of long-range and current planning activities. Emphasis should be given to work completed for local government entities.
- d) A list of references of relevant clients, including a contact person with their current telephone number, e-mail address, and title.
- e) Other information that will assist the City in selecting the most qualified consultant(s).

## **VI. SOQ Submittal Requirements**

An original, two paper copies, and one PDF copy of the SOQ must be **received by the City no later than 4:00 PM on June 19, 2020**. Late submittals will not be accepted.

Submissions are to be mailed or hand-delivered to:

The City of Sherwood  
Attn: Erika Palmer, Planning Manager  
22560 SW Pine Street  
Sherwood, OR 97140

## **VII. Evaluation Procedure**

City staff will review each SOQ for completeness and content. Each SOQ will be evaluated based upon the relevant qualifications and experience of the consultant. Staff may conduct interviews if necessary. References will also be verified. The SOQ review will focus on the following criteria:

- 1) Does the firm or individual offer the services required for the types of planning services listed in the Scope of Work? (10 Points)
  - 2) Does the firm or individual show sufficient capacity to provide the services? (10 Points)
  - 3) Do key personnel possess the qualifications to be assigned to the anticipated projects? (10 Points)
  - 4) Do key personnel have the requisite education, experience, and professional qualifications? (15 Points)
  - 5) Has the firm or individual demonstrated the ability to successfully provide the services for the anticipated projects? (10 Points)
  - 6) Has the firm described its ability to achieve budget and project delivery goals for projects of similar complexity as described in the Scope of Work? (15 Points)
  - 7) Are the firm or individual's references from past clients favorable? (10 Points)
  - 8) Is the firm familiar with the City of Sherwood local review procedures and processes, and Oregon land use law? (15 Points)
  - 9) Are all requested materials in the RFQ Format provided in the SOQ? (5 Points)
- (100 Points Possible)

City staff will identify those best qualified to meet the City's needs and will submit one or more recommendations on the selection of the on-call consultants to the Sherwood City Council for approval.

#### **VIII. Selection Process**

Based on the staff's evaluation and recommendation, the Sherwood City Council will consider the approval of the on-call list for planning services for a three (3) year period. The Council may select more than one consultant/firm or choose to determine that no SOQ demonstrates adequate qualifications.

Upon selection by the City Council, the consultant/firms may or may not be called upon by the City to provide on-call planning services. During the three years, the City will have the discretion to negotiate with a consultant on the total cost for the consultant services based upon its fixed hourly fee schedule and the scope of work of the project.

#### **IX. Acceptance or Rejection of Statement of Qualifications**

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

## **X. Timeline**

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|--|------------------------|
| 1) Request for Qualifications Issued     | June 1, 2020           |
| 2) Qualifications Due                    | June 19, 2020          |
| 3) Interviews (if required)              | June 22 – July 3, 2020 |
| 4) City Council Approval of On-call list | July 2020              |

## **XI. Inquiries**

For questions regarding this RFQ, please contact Erika Palmer, Planning at (503) 625-4208 or by e-mail at [palmere@sherwoodoregon.gov](mailto:palmere@sherwoodoregon.gov)