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CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS

for

CONSULTING SERVICES TO PREPARE AN INFRASTRUCTURE REFINEMENT PLAN FOR THE COHO / BRANT NEIGHBORHOOD

PROPOSALS DUE: February 29, 2012, by 5:00 pm

SUBMIT PROPOSAL TO:

**Derrick I. Tokos, AICP
Community Development Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365**



CITY OF NEWPORT, OREGON

Request for Proposals

Consulting Services to Prepare an Infrastructure Refinement Plan for the Coho / Brant Neighborhood in Newport

1. INTRODUCTION

The City of Newport is seeking proposals from qualified individuals, firms, teams (hereinafter referred to as Consultant), with demonstrated experience in developing neighborhood scale infrastructure refinement plans through a process of active public engagement.

2. PROJECT OVERVIEW

The purpose of this project is to identify public infrastructure needs and financing strategies to facilitate build out of the Coho / Brant Neighborhood in Newport. This neighborhood is within the South Beach Urban Renewal District, and includes lands west of Highway 101 that are north of SW 35th Street and east of the South Beach State Park (See Exhibits A and B). Work will address right-of-way alignment needs considering desired street and utility connections, typical street sections (e.g. bike/pedestrian, road surfacing, and lighting), storm water management, and park and trail connections. An alignment for a future Highway 101/SW 35th Street intersection will also be established that accounts for future widening of the highway by ODOT.

This portion of the City is partially developed with an incomplete, substandard street network. Most roads are gravel, without provisions for bicyclists or pedestrians and there is limited street lighting and storm drainage improvements. Single family detached and attached units are the predominant form of development north of SW 30th Street. That portion of the plan area is zoned for residential uses with some infill potential. Most property south of SW 30th Street is undeveloped. About 15 acres west of SW Abalone is residentially zoned and was recently purchased by the Oregon Museum of Science and Industry (OMSI) for development of a youth camp. That project is in its preliminary design phase and this refinement plan is an opportunity to identify how the camp will integrate into the neighborhood. A vacant commercial property lies east of the OMSI site, with light industrial development fronting Highway 101.

Residents in this neighborhood like the rural feel of the streets and the City is open to alternatives that would result in a street section that is narrower than the current standard. This process will need to identify what that street section should be and how the street network and attendant public utilities should be completed in this area. How storm drainage is managed from roads and properties should be considered, and the City's 2004 South Beach Stormwater Master Plan will need to be evaluated for potential changes given that anticipated development conditions have changed. Existing rights of-way may be inadequate to complete street and utility connections and this refinement plan should identify where adjustments should be made or right-of-way acquired.

The City of Newport recognizes that parks and trails are important elements of a neighborhood, and City policies identify a need for these improvements in the Coho Brant neighborhood. The type of park development that should occur, where it is located, and how it should connect with other recreational venues in the area, will need to be identified as part of this process. With urban renewal funds, the City acquired three residential lots that form a portion of a coastal gully that is located on the northwest corner of the OMSI site. This was done to prevent residential development from encroaching into the gully. There is a partnering opportunity with OMSI for management of the gully. It is also part of the larger drainage system, so impacts of urban storm runoff on this feature should be evaluated.

Highway 101 provides vehicle access to the neighborhood at SW Abalone Street and SW 32nd Street. ODOT and the City are developing amendments to the Newport Transportation System Plan and Oregon Highway Plan for an alternative highway mobility standard. This will allow for more robust development of properties south of the Yaquina Bay Bridge. In conjunction with changes to the mobility standard, the City and ODOT have identified needed improvements to the highway. One such improvement is the construction of a highway intersection at SW 35th and Hwy 101 and relocation of the signal from 32nd Street to 35th Street. This refinement plan should identify the alignment and right-of-way needs for constructing this intersection. It is likely that analysis will need to include the intersection of SE Ferry Slip Road and SE 35th Street given its proximity to the highway. The South Beach Urban Renewal Plan includes a conceptual drawing of an enhanced intersection to facilitate redevelopment of nearby properties. That concept should be further vetted as part of this process. The Urban Renewal Plan envisions construction of this intersection in the 2015-2016 timeframe.

The City of Newport is working on access improvements to “Safe Haven Hill,” which is the designated tsunami evacuation site for the South Beach peninsula. This is a partially funded urban renewal project and the City is seeking grant funds to complete the work. This refinement plan should evaluate the types of improvements and signage needed to effectively direct persons residing or visiting the Coho / Brant neighborhood to this site.

This plan will be used by the City to modify and/or obtain needed rights-of-way and to secure financing for the identified public infrastructure improvements. It should describe the needed improvements (graphics and text) and provide cost estimates of sufficient detail to allow the City to make the necessary updates to its facility plans, capital improvement plan, urban renewal plan, and related documents so that it can generate needed revenue, obtain grant funding, or pursue other financing options.

The City desires to complete this refinement planning process in a concentrated timeframe (3-4 months), making efficient use of public and staff time, and maintaining project momentum. To that end, the City is looking for a consultant experienced in conducting design charrettes with the public to identify preferred alternatives.

3. DRAFT SCOPE OF WORK

This draft scope of work represents the City’s best estimate of the work needed to accomplish the objectives for this project. The City is open to alternative approaches that may deviate from this scope to better meet project objectives.

A. Project Kick-off. Staff will provide Consultant with relevant background information in an electronic format, where available. This may include, but is not limited to:

1. Comprehensive Plan, maps and text
2. Development regulations, zoning maps, and text
3. Transportation System Plan, including draft of current update
4. Eighth Amendment to the South Beach Urban Renewal Plan
5. 2004 South Beach Stormwater Master Plan
6. 2008 Water System Master Plan
7. 2007 System Development Charge Methodology
8. 1995 Wastewater Facilities Master Plan
9. 2010 South Beach Peninsula Transportation Refinements Plan
10. Tax Lot, contour, aerial imagery, natural features, and other GIS data relevant to the project area

Consultant shall review the background materials and arrange a conference call with City staff to clarify study objectives, confirm key policies and background information that could inform the work, participation of key stakeholders, public outreach and engagement opportunities, and any other issues necessary to clarify the scope and schedule. Following this meeting, Consultant will prepare a memo documenting the decisions and any refinements to the scope and schedule.

Product: Memo documenting meeting outcomes and final scope of work.

B. Existing Conditions Map. Consultant shall prepare a scaled map of the plan area depicting relevant existing conditions for use in later tasks. The map must include property boundaries, building locations, streets, shorelines, and natural features.

Product: An electronic copy and two scaled hardcopy drawings (“D” or “E” size) of the Existing Conditions map.

C. Site Visit and Key Stakeholder Meeting. Consultant will conduct an initial site visit to gain familiarity with the project area and take photographs for use in subsequent tasks. Consultant shall conduct up to five meetings with key stakeholders to gather information about the area and upcoming developments. City will identify the stakeholders; choose the number of meetings to be held; and will schedule the meetings so that they can occur concurrent with Consultant’s site visit. Individual meetings will be approximately an hour long. Potential meetings include:

1. Residential Stakeholder representatives
2. Commercial/Industrial Property Owners adjacent to SW 35th Street
3. OMSI
4. State Agencies (ODOT, OPRD)
5. City (Urban Renewal, Public Works, Planning, elected or appointed officials)

Product: Electronic copies of the photographs and a memo summarizing the results of the key stakeholder meetings.

D. Initial Public Workshop. Consultant shall conduct a public workshop that serves as a kick-off meeting to provide the public with an overview of the purpose, scope, and schedule of the project. The workshop will also be a forum for participants to provide information about the neighborhood, and identify opportunities and constraints that they see relative to the projects objectives. City will handle the meeting arrangements, including public notice. Consultant will take public comments provided during, or within one week of, the meeting date and generate an opportunities and constraints map containing graphics and text sufficient to describe the feedback that was received.

Product: Memo summarizing the results of the workshop. An electronic copy, and two scaled, hardcopy drawings (“D” or “E” size) of the Opportunities and Constraints map.

E. Design Charrettes. Consultant shall conduct a series of design charrettes where the public will be invited to provide input on the development of preferred alternatives. The process should be iterative, with the public having an opportunity to provide input as concepts are refined. The charrettes must address the following issues:

1. Street design and cross sections (e.g. bike/pedestrian, road surfacing, and lighting).
2. Right-of-way needed to complete street and utility connections.
3. Stormwater management.
4. Park and off-street trail connections.
5. Tsunami evacuation route enhancements.
6. Alignment for future Hwy 101/SW 35th Street Intersection.

City will secure meeting space, and provide public notice of the event. While design work and small group meetings can occur during the day, Consultant shall plan for public engagement at evening sessions. The final evening session shall include a presentation of preferred design alternatives that includes planning level cost estimates for completing the work. Where a design includes flexibility on certain elements, Consultant shall provide a general range of costs.

Product: Meeting notes, working drawings, and presentation materials.

F. Final Report. Consultant shall prepare a final report with the preferred design alternatives based upon feedback from the previous tasks. The report must summarize the public engagement process, alternatives considered, and rationale for choosing the selected designs. Planning level cost estimates shall be refined as needed, such that they are suitable for use in updating City facility plans, its Capital Improvement Plan and South Beach Urban Renewal Plan. The report shall also be formatted such that the graphics and text can be readily incorporated by the City into other planning documents. Consultant shall provide a draft of the report to the City for one round of edits, and shall be available for presentation of the final report to the Newport City Council / Urban Renewal Agency.

Product: An electronic copy and six (6) hardcopies of the final report.

Consultant shall coordinate as needed with City staff throughout the process. Unless otherwise specified, it is the City’s preference that work product be delivered in an electronic format. Should Consultant develop any GIS data layers in conjunction with this project, such data shall be provided to the City with delivery of the final report. It is the City’s expectation that Consultant will be able to utilize technical data from City’s existing facility plans, although some targeted storm drainage modeling may be needed.

4. PROJECT PROPOSAL REQUIREMENTS

Proposals should be organized in the following format:

- A. Cover Letter. Provide a cover letter, signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost estimate. The cover letter must include the name, address, and telephone number of the proposer submitting the proposal and the name, title, address, telephone number, fax number, and email address of the person, or persons, to contact whom are authorized to represent the proposer and to whom correspondence should be directed.
- B. Project Approach and Understanding. Provide a detailed description of the Consultant's proposed approach demonstrating how the City's objectives will be accomplished as outlined in the above draft Scope of Work. Clearly describe and explain the reason for any proposed modifications to the methods, tasks and products identified in the draft Scope of Work outlined in Section 3 of this RFP.
- C. Project Organization and Team Qualifications. Identification of all services to be provided by the principal firm and those proposed to be provided by subcontractors and information regarding the firm(s) assigned to the project including size of firm(s) and overall capabilities of each as considered relevant to this project. Provide information regarding all personnel assigned as team members to this project including names, prior experience, position, role and level of responsibility in the project. The City reserves the right to reject any proposed firm or team member or to request their reassignment. The project manager shall be identified by name and shall not be changed without written approval by the City. The principal consulting firm must assume responsibility for any sub-consultant work and shall be responsible for the day to day management and direction of the project.
- D. Project Timeline. Proposed timeline for accomplishing the project, including critical paths and milestones, and specific consulting staff by task based on the draft Scope of Work.
- E. Project Coordination and Monitoring. Describe the process for ensuring effective communication between the Consultant and the City, and for monitoring progress to ensure compliance with approved timeline, budget, staffing and deliverables.
- F. Proposed Cost of Services. Provide a budget summary broken down by task, time, personnel, and hourly rate, number of hours and cost for each team member including those employed by subcontractors. Fee information should be formatted to correspond to tasks identified in this RFP; however, this format may be modified to suit the consultant's approach to this project. The summary shall include a budget for reimbursable expenses. The final cost of consulting services may be based on a negotiated detailed scope of work. The budget summary shall also include all required materials and other direct costs, administrative support, overhead and profit that will apply.
- G. Similar Project Experience. Specific examples of comparable work which best demonstrate the qualifications and ability of the team to accomplish the overall goals of the project under financial and time constraints. Provide names, addresses and telephone numbers of clients associated with each of these projects. Through submission of a proposal, all respondents specifically agree to and release the City of Newport to solicit, secure and confirm information provided.

5. SELECTION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

Thoroughness, quality and conciseness of submittal.	20 pts.
Project understanding and approach for accomplishing the City's objectives.	20 pts.
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	20 pts.
Proposed cost of services.	20 pts.
Ability to complete the Scope of Work within four (4) months of when the consulting contract is signed.	20 pts.
References from past and present clients.	20 pts.
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Total	120 pts.

6. PROPOSAL SUBMITTAL AND SCHEDULE

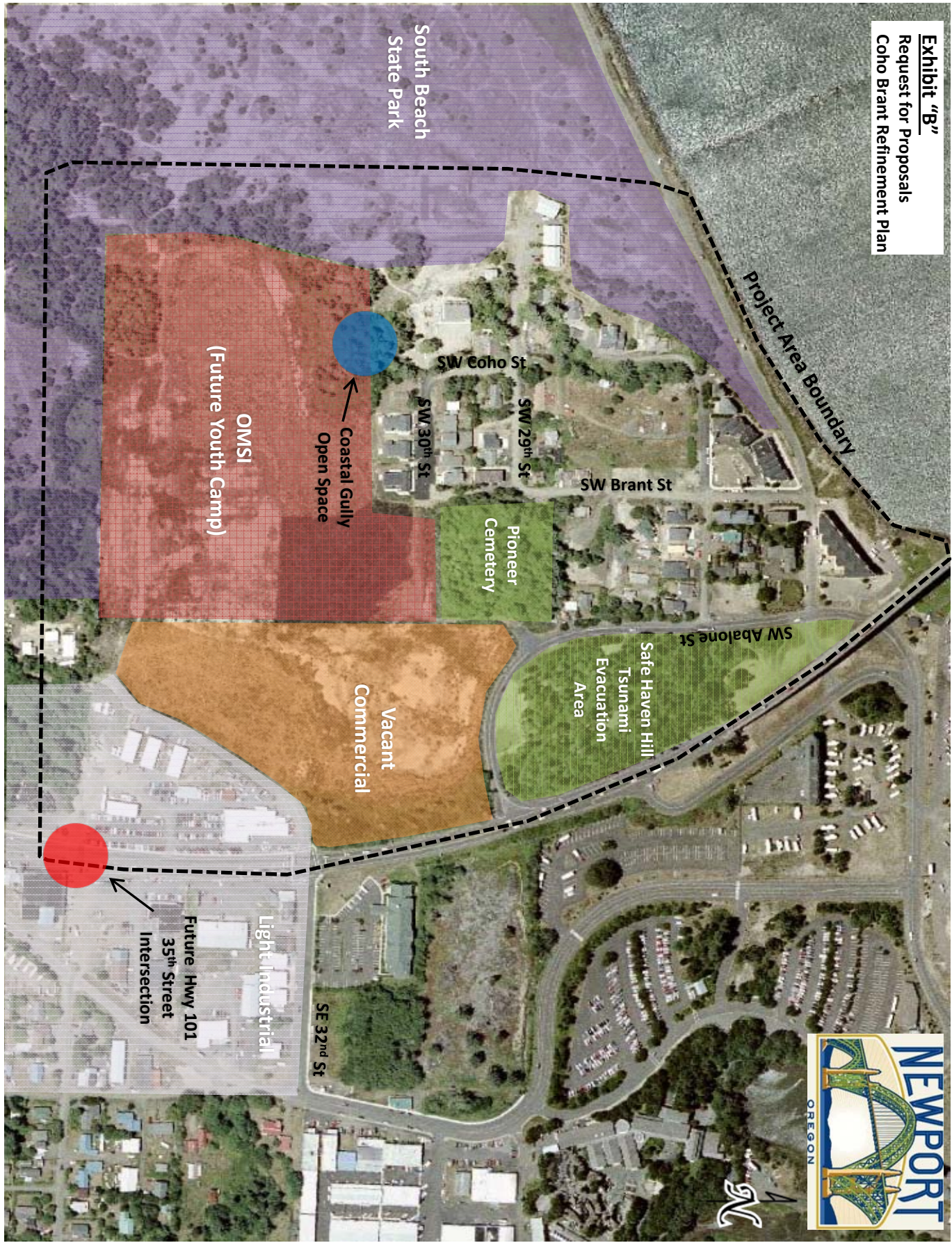
Parties interested in submitting a proposal should contact Derrick Tokos, Newport Community Development Director, to indicate their interest in submitting a proposal and specify the manner to receive any amendments to the RFP.

Four (4) copies of the proposal shall be submitted to the City of Newport, Attention: Derrick I. Tokos, AICP, Community Development Director, 169 SW Coast Highway, Newport, Oregon 97365, **no later than 5:00 P.M., February 29, 2012**. Envelopes should be marked: "Newport Coho / Brant Refinement Planning Project."

Proposals must be submitted in a sealed envelope. All proposals must be completed in ink or typewritten. Facsimile proposals will not be accepted. Questions may be addressed to Derrick I. Tokos, AICP, Community Development Director, (541) 574-0626, d.tokos@newportoregon.gov.

Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest to receive RFP amendments. No proposal will be considered if it is not responsive to any issued amendments.

Exhibit "B"
Request for Proposals
Coho Brant Refinement Plan



South Beach
State Park

Project Area Boundary

OMSI
(Future Youth Camp)

Coastal Gully
Open Space

SW Coho St

SW 30th St

SW 29th St

SW Brant St

Pioneer
Cemetery

Vacant
Commercial

Safe Haven Hill
Tsunami
Evacuation
Area

SW Abalone St

Future Hwy 101
35th Street
Intersection

Light Industrial

SE 32nd St

