



REQUEST FOR PROPOSALS #17-05 FACILITATION SERVICES FOR THE STEERING COMMITTEE OF BROADWAY CORRIDOR PROJECT

Proposals Due: August 11, 2017, by 2:00 PM (Pacific)

1.0 REQUEST FOR PROPOSALS SUMMARY

Through this Request for Proposals (this “RFP”), the **Portland Development Commission d/b/a Prosper Portland** (“Prosper Portland”), the economic development and urban renewal agency for the City of Portland, Oregon, requests competitive proposals from qualified and experienced individuals, firms, or teams (“Proposers” or “you(r)”) for the provision of facilitating [Steering Committee Meetings](#) for the [Broadway Corridor redevelopment project](#). Prosper Portland reserves the right award one or more contracts to provide the services described herein.

2.0 CONTACT AND PROPOSAL DELIVERY INFORMATION

Direct all questions and e-mail your proposal to the “Solicitation Coordinator” named here:

| Solicitation Coordinator* | Proposal Delivery Location |
|--|---|
| Kelly Hartle, Procurement Services Coordinator (503) 823-3298 (direct) HartleK@prosperportland.us | Email to: HartleK@prosperportland.us Subject Line: “Response to RFP 17-05” |

* The Solicitation Coordinator named here is Prosper Portland’s **SOLE POINT OF CONTACT** for this RFP.

3.0 PROCUREMENT SCHEDULE

Prosper Portland reserves the right to change this schedule for any reason.

| Procurement Activity | Date |
|--|---|
| Request for Proposals Issued | July 27, 2017 |
| Deadline for Questions | August 4, 2017 |
| Proposal Due Date and Time** | AUGUST 11, 2017 BY 2:00 PM (PACIFIC) |
| Evaluation Period, Ending (<i>tentative</i>) | August 11 through 24, 2017 |
| Contract Effective Date (<i>anticipated</i>) | September 1, 2017 |

** To be considered for award of the contract, proposals must be received by the Solicitation Coordinator **no later than** the date and time listed here.

4.0 PROJECT BACKGROUND

The Broadway Corridor, and more particularly the USPS site, is identified in the City of Portland's West Quadrant Plan as a key opportunity site for high-density employment and signature city attractions, connecting the Old Town/Chinatown and Pearl District neighborhoods.

The Broadway Corridor area is approximately 24 acres and encompasses several Prosper Portland-owned properties, including the recently acquired 14-acre United States Postal Service site, located on the western half of the study area. Additionally, Prosper Portland owns Blocks Y and R and Union Station. Built in 1896, Union Station is an active hub for Amtrak passenger rail. Prosper Portland aims to further position and activate the station as a gateway to the city and surrounding neighborhood.

Prosper Portland has initiated a multi-phase process to determine the development strategy for the area. Prosper Portland is pursuing planning and redevelopment of the Broadway Corridor with an intentional focus on ensuring all communities have an opportunity to engage in and benefit from its redevelopment. Robust community engagement will accompany efforts to solicit development partner(s), prepare a Master Plan for future development, and define required public benefits.

5.0 WORK REQUIREMENTS

The work performed by the successful Proposer (the "Contractor") under the contract awarded from this RFP (the "Contract") will be to assist with strategy and facilitation of Broadway Corridor Steering Committee and co-Chair Steering Committee meetings. Key services and deliverables (or "Work Products") Contractor will provide Prosper Portland under the Contract include:

- Provide strategic facilitation for the Broadway Corridor Steering Committee and co-Chair Steering Committee meetings (assume one meeting per month for 3 hours each and 20 meetings total). Meetings will likely run monthly through April 2019.
- Design strategies to prepare for Steering Committee meetings and to engage Committee members in discussions, providing input on various project components, and arriving at key recommendations to Prosper Portland and Portland Housing Bureau Executive Directors. This will include monthly preparation meetings, interim correspondence, and review of draft meeting materials.
- Participate on the Broadway Corridor Executive Committee to provide input and connection to the Steering Committee process and to align priorities, conversations and efforts (meetings per month for 1 – 1.5 hours each, assume 20 total meetings). Meetings will likely run monthly through April 2019.
- Design strategies and systems that increase equitable outcomes for the project overall.

For more information about the Broadway Corridor project, please visit <http://prosperportland.us/portfolio-items/broadway-corridor-framework-plan/>

Prosper Portland reserves the right to modify, add, and/or remove certain tasks and activities prior to Contract execution; or through equitable amendment to the Contract, after Contract execution.

6.0 INTENTIONALLY OMITTED.

7.0 SUBMITTAL REQUIREMENTS AND EVALUATION CRITERIA

Proposals submitted in response to this RFP will be evaluated by comparing the quality, completeness, and competitiveness of your proposal with the following Submittal Requirements and Evaluation Criteria. Please organize your proposal in the order of the sections below.

Page Limit. Excluding the title page, cover letter and pricing information, please keep your proposal to no more than **ten (10)** pages in length. For purposes of this RFP, each side of a piece of paper is considered one page.

7.1 Cover Letter

Maximum Points Allotted for this Criterion: **Not Scored**

In a one page cover letter, provide a summary of your proposal. In this cover letter, also include the name, mailing address, phone and fax numbers, and email address of your primary point of contact for this RFP. The cover letter must be signed by a representative of the Proposer authorized to make a binding offer to Prosper Portland.

7.2 Qualifications and Experience of Firm and Personnel

Maximum Points Allotted for this Criterion: **25**

Provide a description of your firm's and personnel's experience in providing services similar to those described in this RFP. For this section also include:

- General scope of services your firm provides and number of years your firm has been providing the types of services listed in Section 5 of this RFP.
- A short profile of each key individual proposed to perform work under the Contract, including their education, work history and pertinent professional qualifications and certifications. Personnel résumés may be used in lieu of personnel profile(s), but are not required.
- Brief description of similar projects performed in the past three (3) years that best characterize your firm's capabilities.
- List three (3) current or past references using projects of similar scale scope as described in this RFP. For each reference, include the reference's company name, contact person, phone number, email address, and a description of the services provided for that reference. References may be checked at Prosper Portland's discretion.

7.3 Project Approach and Understanding

Maximum Points Allotted for this Criterion: **25**

Provide a clear and concise description of your understanding of Prosper Portland's needs and the approach you propose to complete the work described in this RFP.

7.4 **Promotion of Certified Firms**

Maximum Points Allotted for this Criterion: **10**

Prosper Portland is committed to increasing contracting and subcontracting opportunities for State of Oregon certified disadvantaged, minority-owned, women-owned, and emerging small business enterprises (collectively, "Certified Firms") in order to promote their growth, capacity-building, and economic success of these businesses.

As part of your response to this RFP, address the following:

- **Certification Status.** Is your firm currently a Certified Firm or has your firm recently applied for certification with the State of Oregon's Certification Office of Business Inclusion and Diversity ("COBID")?
- **Subcontracting Plan.** Do you intent to subcontract any element of the work described in this RFP? If so, provide the following information (a) the name(s) of the Certified Firms(s) and (b) the aspects of the work that will be subcontracted to Certified Firm(s).
- **Past Experience.** Have you subcontracted or partnered with any Certified Firm(s) on any project(s) within the past thirty-six (36) months? If so, indicate both the project(s) and the role of the Certified Firm(s) on the project(s)?

7.5 **Price Proposal**

Maximum Points Allotted for this Criterion: **40**

Propose the **total estimated cost** to effectively complete the work and requirements described in the Statement of Work section this RFP. The total estimated cost must include:

- **Hourly rates of each personnel** assigned to perform work under the Contract as well as the **estimated number of hours** each personnel will be expected to complete each task. A RANGE OF HOURLY RATES IS NOT ACCEPTABLE.
- Any direct or indirect **reimbursable expenses**, including travel expenses, and any other expenses necessary to complete the work. State whether reimbursable expenses will be billed at direct cost or at cost plus a mark-up percentage.

All unspecified costs will be borne by Contractor.

8.0 **CONTRACT REQUIREMENTS**

- 8.1 **Form of Agreement.** The Proposer selected to perform the work described in this RFP will be invited to enter into a Personal Services Contract (the "Contract") with Prosper Portland. The terms and conditions that will govern the Contract can be found in on Prosper Portland's website [\[link\]](#). PROPOSERS WHO PROPOSE CHANGES TO ANY CONTRACT TERM OR CONDITION MUST INCLUDE THEIR PROPOSED CHANGES IN THEIR PROPOSAL; HOWEVER PROSPER PORTLAND IS UNDER NO OBLIGATION TO ACCEPT ANY SUCH PROPOSED CHANGES. The Contract will become effective upon execution by both parties.

- 8.2 **Compensation and Payment.** The “Not to Exceed” value of the Contract will be based on the sum of all proposed costs including reimbursable expenses. Contractor’s personnel and reimbursable expenses, up to the Not to Exceed amount, will be payable on the basis of the Contractor’ time and materials. Prosper Portland PAYMENT TERMS: NET 30 DAYS.
- 8.3 **Contract Term.** The initial term of the Contract will be for a period of eighteen (18) months which may be extended upon the mutual written agreement between the parties to the Contract.
- 8.4 **INTENTIONALLY OMITTED.**
- 8.5 **Contract Compliance.** The Contractor must comply with the following before Prosper Portland will execute any Contract with that firm:
- Be a legal entity that has the authority to [transact business in the State of Oregon](http://www.filinginoregon.com/business/index.htm) <<http://www.filinginoregon.com/business/index.htm>>
 - [Be certified as an Equal Employment Opportunity \(EEO\) employer](http://www.portlandonline.com/omf/index.cfm?&c=45665) through the City of Portland <<http://www.portlandonline.com/omf/index.cfm?&c=45665>>
 - Provide insurance documents consistent with the requirements listed below.

The conditions in this section apply only to the successful Proposer and are not a condition to submit a proposal in response to this RFP.

- 8.6 **Insurance Requirements.** Prior to execution of the contract, Contractor must furnish Prosper Portland with proof of the following types of insurance:
- **Workers' Compensation Insurance** in compliance with ORS 656.017, which requires subject employers to provide workers’ compensation coverage for all their subject workers, unless exempt under ORS 656.027.
 - **Commercial General Liability (CGL)** insurance provided on an occurrence basis with a combined single limit of not less than **\$1,000,000** each occurrence, **\$2,000,000** general aggregate. Contractor shall endorse the following as an additional insured on the CGL policy: **“The Portland Development Commission, the City of Portland, and each of their respective officers, agents, and employees.”**
 - **Automobile Liability** with a combined single limit of not less than **\$500,000**, each accident, covering all owned, non-owned, or hired vehicles. If Contractor does not own any automobiles, Contractor agrees to maintain coverage for hired and non-owned automobiles.
 - **Professional Liability** (also called “Errors and Omissions”) with a combined single limit of not less than **\$1,000,000** against liability for personal injury, death, or property damage, including loss of use thereof, arising from the Contractor’s professionally negligent acts, malpractice, errors, or omissions related to this Contract.
 - **Tail Coverage.** If the required professional liability insurance is provided on a “claims made” basis, Contractor shall either maintain either tail coverage or continuous “claims made” liability coverage for a minimum of twenty-four (24)

months following Contractor's completion and Prosper Portland's acceptance of the Work required under the Contract. Upon Prosper Portland's request, Contractor shall provide certification of the tail coverage required under Contract.

- 8.7 **Insurance Certificates.** As evidence of coverage and prior to execution of the Contract, the Contractor must provide certificates of insurance to Prosper Portland listing the Portland Development Commission at 222 NW 5th Avenue; Portland, OR 97209 as a certificate holder. The certificate should be sent to the attention of the Solicitation Coordinator identified in Section 2.0 of this RFP. Insuring companies or entities are subject to Prosper Portland's acceptance and must be licensed to provide insurance in the state of Oregon. Contractor's insurance shall be primary insurance, and any commercial insurance or self-insurance maintained by the City of Portland and/or Prosper Portland shall not contribute to it.

9.0 GENERAL CONDITIONS OF THIS RFP

All proposals submitted in response to this RFP are subject to the conditions and requirements contained within this RFP. All matters not specifically addressed in this RFP or the Contract, will be governed by Prosper Portland's Local Contract Review Board Administrative Rules as well as applicable Oregon Revised Statutes and other rules pertaining to procurement and contracting at Prosper Portland.

- 9.1 **Proposal Preparation and Submission Instructions.** You must email your proposal to the Solicitation Coordinator identified in Section 2 of this RFP no later than the "Proposal Due Date and Time" listed in Section 3. Your proposals must be typewritten, formatted for printing on 8.5" x 11" paper, in no less than 11-point font, and should not exceed a file size of four megabytes (4 MB). You are encouraged to follow-up with a phone call to the Solicitation Coordinator if receipt of your proposal was not confirmed prior to the time proposals are due. IN NO CASE WILL PROSPER PORTLAND BE LIABLE FOR ANY LOST, LATE, OR UNDELIVERABLE PROPOSALS.
- 9.2 **Preparation Costs.** Prosper Portland is not responsible for any costs you might incur in the preparation or submission of a proposal for this RFP.
- 9.3 **Questions and Changes to this RFP.** Any requests for clarification or change to any matter contained in this RFP must be submitted by email to the Solicitation Coordinator listed in Section 2 of this RFP no less than five (5) business days prior to the date proposals are due. Any material change or clarification of any matter contained in this RFP will be issued in the form of a written Addendum to this RFP. Oral comments offered by Prosper Portland staff will not modify this RFP in any way.
- 9.4 **Public Records and Disclosure.** All proposals submitted in response to this RFP will become the property of Prosper Portland and will be subject to public disclosure pursuant to Oregon Public Records Law (ORS 192), except those portions of proposals that are clearly marked as exempt from ORS 192. Any such portion of a proposal must (1) meet the requirements of ORS 192.501(2), (2) be clearly marked as "Confidential," and (3) be easily separable from the rest of the proposal to facilitate public review of the non-confidential portions of the proposal. IF THE ENTIRE PROPOSAL IS MARKED "CONFIDENTIAL" OR "PROPRIETARY," THE PROPOSAL WILL NOT BE DEEMED TO HAVE BEEN SUBMITTED IN CONFIDENCE.

- 9.5 **Method of Evaluation.** All responsive proposals will be reviewed and scored by an evaluation committee. Using the Evaluation Criteria listed in Section 7 of this RFP, evaluators will use their judgment to score the quality, completeness, and appropriateness of each Proposer's written response as well as any relevant information that Prosper Portland may subsequently request or discover. Prosper Portland will then add individual committee members' scores to produce an initial ranking. The highest-ranked Proposer(s) will be considered the finalist Proposer(s).
- 9.6 **Selection Process and Award Notice.** At Prosper Portland's option, formal interviews with the Finalist Proposer(s) may be part of the evaluation process of this RFP. If interviews are not conducted, Prosper Portland will award the Contract to the highest-ranked responsive Proposer. If two or more finalists are interviewed, Prosper Portland reserves the right to either re-score the finalists' proposals or use the original scores solely as the basis to determine the list of finalists and re-rank the proposals based on the combined strength of the finalists' proposal and interview.
- 9.7 **Consent of Terms.** By submitting a proposal in response to this RFP, you: (1) agree to make your proposal a binding offer to Prosper Portland for a period of sixty (60) calendar days after the date proposals are due; (2) have read, understand, and agree to be bound by all work and schedule requirements (Section 5), contract requirements (Section 8), RFP general conditions (this Section 9), and contract terms and conditions (linked in Section 8.1) contained in this RFP (including any addenda issued for this RFP); and (3) and that the information provided in your proposal is true and accurate.
- 9.8 **Reservation of Rights.** Prosper Portland, in its sole discretion, reserves the right to change, extend the deadline or cancel this RFP; to reject any or all proposals received in response to this RFP; to decide whether a proposal does or does not substantially comply with the requirements of this RFP; to waive any minor informality of a proposal; to obtain references regarding any Proposer's past performance from any source; and to negotiate the terms, pricing, and requirements of a Contract with the successful Proposer. Neither issuance of this RFP nor evaluation of proposals obligates Prosper Portland to award a contract from this RFP.

END OF THIS RFP