



Request for Proposals #17-16

RFP Title:	Facilitation Services for the Hill Block Project
RFP Coordinator:	Kelly Hartle, Procurement Services Coordinator
Contact Information:	(503) 823-3298 (direct) HartleK@prosperportland.us (email)
Date Issued:	Friday, January 5, 2018
Submit Questions By:	Tuesday, January 16, 2018
Proposal Deadline:	Tuesday, January 23, 2018 by 2PM PT

1. **Background.** The Mayor’s Office, Prosper Portland, and Legacy Health have come together to support the development of a long-vacant parcel of land adjacent to Legacy Emanuel Hospital in North Portland. The community process, eventual development, and related community benefits will be guided by a Project Working Group (“PWG”) along with input from project partners, community leaders, and the public.

The expected outcome is a mixed-use development for the 1.7 acre vacant block at North Russell Street and North Williams Avenue that will benefit, support, and honor Portland’s African-American community; support community housing and economic needs; and further Legacy Health’s mission of promoting health and wellness for children and families.

The PWG, identified by a Nominating Committee of community members, will inform the development of the site, which could include affordable and workforce housing for seniors and families; community gathering spaces; a cultural business hub; open space; a community health center; or retail spaces and other community-desired amenities. What the actual development eventually looks like will be guided by a collaborative approach involving the PWG along with input from community leaders and the public. The PWG will include representatives from Prosper Portland, Legacy Health, the Mayor’s Office, the Portland Housing Bureau, and an array of individuals connected to the N/NE community.

Through this Request for Proposals (this “RFP”), Prosper Portland (f.k.a., the Portland Development Commission) requests competitive proposals to facilitate meetings of Project Working Group for the Hill Block project.

2. **Statement of Work.** The Work to be performed by the Consultant selected from this RFP includes:
 - a. Provide strategic facilitation for the Hill Block Project Working Group (assume 12 total meetings; each three (3) hours in length). Meetings will likely run monthly through December 2018.
 - b. Design strategies to prepare for Project Working Group meetings and to engage Group members in discussions, providing input on various project components, and arriving at key recommendations to Legacy Health, Prosper Portland, and the City of Portland. This will include monthly preparation meetings, interim correspondence, and review of draft meeting materials.

- c. Participate in meetings with staff to prepare for the Project Working Group meetings and to provide input and connection to the process and to align priorities, conversations and efforts (assume 12 total meetings; each 1 – 1.5 hours in length). Meetings will likely run monthly through December 2018.
 - d. Design strategies and systems that address input from the Project Working Group, community stakeholders – particularly the African American and N/NE communities – and to increase equitable outcomes for the project overall.
3. **Contract Duration and Budget.** Prosper Portland anticipates a contract term of approximately (1) year. The budget for this work is approximately \$18,000 - \$20,000.
4. **Submittal Requirements.** To respond to this RFP, email a typewritten proposal (in Adobe Acrobat) not exceeding **four (4)** pages to the RFP Coordinator named above no later than the proposal deadline. Include the following in your proposal:
 - The name, phone number, and email address of your primary point of contact for this RFP
 - A summary of two or three similar engagements that demonstrate your expertise (including the reference information, type of work products generated, outcome, and timeline)
 - Your recommended approach and timeline to complete the Statement of Work
 - Proposed cost of completing the Work (including a schedule of hourly rates, estimated number of hours, and any reimbursable expenses)
5. **Evaluation Process.** Prosper Portland will review all proposals received by the deadline and select the proposer that Prosper Portland deems to offer the best overall value and service. Evaluation factors will include the proposers' success with similar efforts, capability, availability, and competitiveness of cost. Interviews with the highest-ranked proposer(s) may also be a part of the evaluation process for this RFP. If interviews are conducted, Prosper Portland reserves the right to re-rank the proposers based on the combined strength of the written proposal and interview.
6. **Contract Terms and Conditions.** Prosper Portland intends to award the successful Proposer a services purchase order to perform the work described above. Applicable terms and conditions can be found on Prosper Portland's website [\[link\]](#). Objections to any contract term or condition must be disclosed in your proposal.
7. **Questions and Changes to this RFP.** Submit any clarifying questions or proposed changes to this RFP by email to the RFP Coordinator no later than the deadline for questions. Any material change or clarification of this RFP will be issued in the form of a written Addendum to this RFP.
8. **Miscellaneous.** Prosper Portland, in its sole discretion, reserves the right to change or cancel this RFP at any time, to waive minor informalities of any proposal, request additional information to evaluate a proposal, and negotiate a contract with the successful proposer. All proposals will become the property of Prosper Portland and will be subject to public inspection under the Oregon Public Records Law (ORS 192). All matters not specifically addressed in this RFP or the contract will be governed by the Oregon Public Contracting Code (ORS Chapter 279A-C) and Prosper Portland's administrative rules for public contracting.