



## REQUEST FOR QUALIFICATIONS

**Professional Services | Economic Development  
for  
City of Warrenton  
Five Year Economic Development Strategy**

**DUE: March 9, 2020 11 am**

The City of Warrenton is seeking statements of qualifications from qualified professional economic development consultants for the City's first ever Economic Development Strategy. The project includes a defined scope of work, budget, and desired outcomes.

### **BACKGROUND**

The City of Warrenton is the fastest growing city on the Oregon Coast. It has struggled to keep pace with the level, type, and the outcomes of unmanaged growth that has occurred and without a specific community vision to achieve. Beginning in 2018, under new city administration, the City began to reinvest in a struggling downtown and build community capacity, which led to the creation of an Oregon Main Street sponsored organization called Spruce Up Warrenton. On the heels of this successful effort, the City Commission has made an economic development strategy a priority to diversify a very low tax base, create family wage jobs, facilitate and support the growth of traded sector industries, and evaluate specific land uses that can contribute to the tax base.

The Oregon Department of Land Conservation & Development has awarded the City a \$70,000 technical assistance grant to hire a qualified consultant that will conduct the technical aspects of the strategy, including a State required Economic Opportunities Analysis (EOA). This project has a very high profile in terms of the significance for the City, Clatsop region, and the business community. It is modeled after the success of a similar effort - Advance Astoria - but will have its own unique brand and strategy.

### **PROJECT STAKEHOLDERS**

The project stakeholders identified to date include the following:

- Spruce Up Warrenton

- Astoria-Warrenton Chamber of Commerce
- Business Oregon
- City & Planning Commission
- Clatsop Economic Development Resources
- Warrenton School District | Career Technical Education
- Port of Astoria
- At Large Business Community

**SCOPE OF SERVICES**

The following tasks are envisioned by the City and will be modified as necessary during the scope and fee negotiation process once a qualified contractor is selected:

- Task 1 – Project Kick-off
- Task 2 – EOA: Update economic data and prepare employment forecast
- Task 3 – EOA: Evaluate employment land availability, site needs, & traded sector strategy
- Task 4 – Conclusions, policy recommendations, and implementing measures
- Task 5 – Economic Element of the Comprehensive Plan draft report
- Task 6 – Economic Development Strategy Action Plan draft report

**TENTATIVE SELECTION SCHEDULE**

Following is a general schedule of activities for the project:

<b>Task</b>	<b>Estimated Date</b>
Request for Qualifications 1 <sup>st</sup> Publication	February 14, 2020
Qualification statements due to City	March 9, 2020
Selection of Contractor	March 16, 2020
Issue Notice to Proceed	March 31, 2020
Project Development	April – December 2020

**QUALIFICATION STATEMENT REQUIREMENTS**

The contractor is to provide adequate information that will render it qualified and capable of effectively accomplishing the project. Sealed qualifications (5 COPIES) must be received no later than **11:00 AM, March 9, 2020** at the address on the cover sheet. Faxed or emailed submissions will not be accepted. Qualifications received after the appointed time will be returned unopened. Limit submittals to 10 pages or less, not including resumes.

- Cover letter
- Specialized experience and knowledge including related experience with complex economic development planning and technical assistance projects for public sector clients

- Experience and capabilities of proposed team members
- Professional qualifications, registrations, and certifications

**EVALUATION CRITERIA**

The contractor will be evaluated and ranked based on proven experience, expertise, and technical merit for the requested services. Added consideration will be given to those applicants who have successfully completed similar projects. After a contractor is chosen, they will be asked to develop a project management plan, budget and schedule for the project. If an acceptable plan, budget, schedule, and contract cannot be developed, the selection panel will meet and select another contractor from the original RFQ submittals and restart negotiations.

1	Specialized experience in the type of work to be performed. Technical knowledge of landscape concepts. Demonstrated ability with problem identification and developing creative solutions.	25 Points
2	Capacity and capability to perform the work within the time limitations.	25 Points
3	Educational and professional record, including past record of performance on contracts with governmental agencies with respect to cost control, quality of work, and ability to meet schedules.	25 Points
4	Availability to perform the assignment and familiarity with the area in which the specific work is located.	15 Points
5	Demonstrated ability to meet or exceed expected outcomes.	10 Points
	TOTAL	100 Points

**DELIVERY OF QUALIFICATION STATEMENTS**

Deliver five (5) hard copies of the qualification statement to:

Kevin A. Cronin, AICP  
 Assistant City Manager/Development Director  
 Community & Economic Development Department  
 City of Warrenton  
 P.O. Box 250/225 S Main Ave  
 Warrenton, OR 97146

RE: RFQ for Economic Development Services

Any qualification statements received after the above specified time will not be considered. Electronic submittals will not be accepted.

The City reserves the right to cancel this request in whole or in part at any time, or otherwise reject any and all submissions for reasons deemed by the City that such an action would be in the City's best interest.

Address questions, comments or concerns regarding the project directly to Kevin A. Cronin, Assistant City Manager/Community Development Director at (503) 861-0920 or [cityplanner@warrenton.or.us](mailto:cityplanner@warrenton.or.us).