



Request for Proposals (RFP)

Downtown Tualatin Urban Design Framework and Design Standards

Proposals Due: July 24, 2026, by 2:00 pm (local time)

Proposals must be submitted electronically via BidLocker at <https://bidlocker.us/a/tualatinoregon/BidLocker>. Submissions by any other method will not be accepted.

Contact/Questions: Quinlan Brunner, Project Manager
(503) 691-3677
qbrunner@tualatin.gov

REQUEST FOR PROPOSALS

Section 1 – Overview

Introduction

The City of Tualatin is seeking an experienced consultant team (Consultant) to develop an urban design framework and design standards for downtown Tualatin.

The intent of the RFP is to identify a Proposer with the level of specialized skill, knowledge and resources to perform the work described in the RFP. The City will evaluate proposals based on project understanding, approach, experience, qualifications, pricing, and the ability to successfully deliver the requested services.

The City will select the proposer who will provide the **best value**, with cost as a consideration.

The City has determined that the services sought under this solicitation are personal services governed by ORS Chapter 279B. The City does not intend to procure architectural, engineering, photogrammetric mapping, transportation planning services requiring compliance with the National Environmental Policy Act (NEPA), or land surveying services under ORS 279C.110. To the extent any services contemplated by this solicitation are determined to be “related services” under ORS 279C.100(8), the City is using the consultant selection authority provided in ORS 279C.120(1)(c), including evaluation based on price, performance, consultant capabilities, and negotiations.

Project Budget

This project is funded through a Metro 2040 Planning and Development grant. The total project budget will not exceed **\$593,000**. The City anticipates using lump-sum-by-task progress billing.

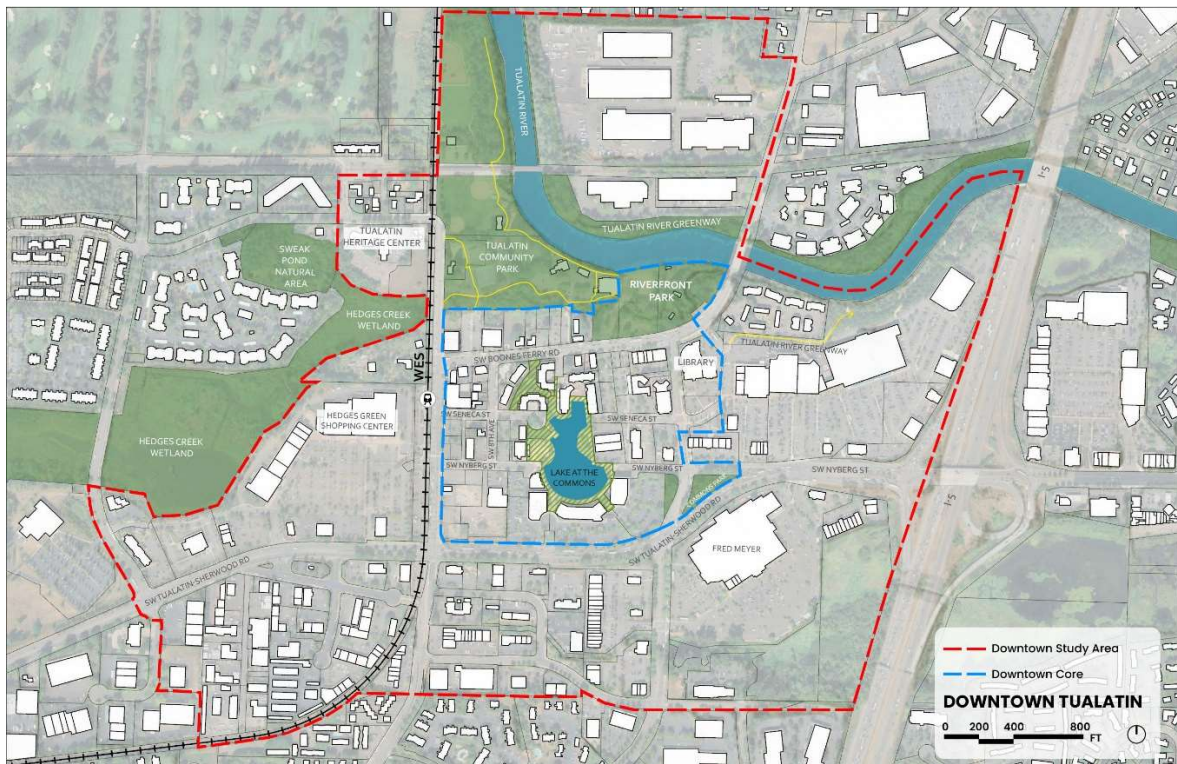
Project Term

It is assumed that portions of these tasks will be performed concurrently. Consultants are encouraged to propose scope and timeline refinements.

Task	Est. Completion Date
Updated Project Scope, Schedule, & Budget	Aug 31, 2026
1. Orientation & Kickoff	Oct 31, 2026
2. Existing Conditions	Dec 31, 2026
3. Urban Design Framework Alternatives	Mar 31, 2027
4. Preferred Urban Design Framework	May 31, 2027
5. Urban Design Framework Report	June 30, 2027
6. Draft Design & Development Standards	Sept 15, 2027
7. Final Design & Development Standards	Nov 30, 2027
8. Adoption	Jan 31, 2028

Project Location

The urban design framework will apply to a 300-acre study area centered on the Lake at the Commons. The downtown design standards will apply to a smaller subarea, likely between 40 and 70 acres, which will be defined through this process. See map on the following page for approximate boundaries.



Point of Contact

The point of contact for the City for all questions as well as protests is:

City of Tualatin
 Quinlan Brunner, Project Manager
 10699 SW Herman Rd., Tualatin, OR 97062
 Phone: (503) 691-3677
 E-mail: qbrunner@tualatin.gov

Anticipated RFP Schedule

The City anticipates the following general timeline for this RFP. The anticipated schedule may be changed as needed.

Issuance of RFP Documents	July 6, 2026
Deadline for Clarifying Questions	July 16, 2026 at 2:00 PM (local time)
Deadline for Proposal Submission	July 24, 2026, at 2:00 PM (local time)
Interviews (if determined)	August 13, 2026
Notice of Intent to Award	August 14, 2026 (estimated)
Contract Award	September of 2026 (estimated)
Commencement of Contract	September of 2026 (estimated)

Submission of Proposals

Each proposer shall submit an electronic copy of their complete proposal via the BidLocker platform at <https://bidlocker.us/a/tualatinoregon> by July 24, 2026, at 2:00 pm (local time).

Proposals received after the specified date and time will not be given consideration. It is the Proposer's responsibility to ensure that proposals are submitted prior to the stated closing time. No method of delivery other than through the BidLocker platform will be allowed. Proposals may not be submitted via a link to a file-sharing site.

Request for Proposal Documents

All solicitation documents may be viewed or printed from the City of Tualatin's online bid website at <https://bidlocker.us/a/tualatinoregon> after creating an account and logging in. Please contact the Point of Contact with any technical questions regarding the website.

Addenda and Clarification Questions

Register on the City's BidLocker portal as a plan holder to receive addenda notifications. Proposers are responsible for checking the City's BidLocker portal for all addenda prior to submitting a proposal. Proposers will be held responsible for all addenda/changes to the documents and may be considered non-responsive if the submitted proposal does not reflect those addenda/changes.

Interested proposers may contact Quinlan Brunner, via phone at (503) 691-3677, or by email at qbrunner@tualatin.gov, until 2:00 pm (local time) on July 16, 2026, with clarifying questions about the content of this RFP. If, in the course of such communication new information is shared with any party, the City will share this new information on the BidLocker portal no later than 2:00 pm (local time) on July 21, 2026.

Published

The City published the RFP on July 6, 2026, in the *Daily Journal of Commerce* and on the City's online bid website at <https://bidlocker.us/a/tualatinoregon>.

Protests

Any complaints or perceived inequities related to this RFP shall be in writing and directed to the Point of Contact at the address listed in the RFP. Protests related to the solicitation shall be received no later than seven (7) calendar days after issuance of RFP. Protests of the award must be made within seven (7) calendar days after notification of the selected proposer.

Rejection of Proposals

The City of Tualatin may reject any proposal not in compliance with all prescribed public proposal procedures and requirements, and may reject any or all proposals in accordance with OAR 137-047-0640 & 0650.

Withdrawal / Cancellation of Proposals

Unless otherwise specified, modification of the Proposal will not be permitted; however, a proposer may withdraw their Proposal at any time prior to the scheduled closing time for receipt of Proposals; any proposer may withdraw their Proposal through the BidLocker portal. Withdrawal of Proposal shall not disqualify the proposer from submitting another Proposal provided the time for receipt of Proposals has not expired.

The City of Tualatin reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City of Tualatin's best interest. In no event shall the City of Tualatin have any liability for the cancellation of award.

Duration of Proposals

Unless otherwise specified, proposals must remain valid for at least 60 days. Proposals must be signed by an official authorized to bind the proposer.

Public Record

All proposals submitted are the property of the City of Tualatin and are public records. All documents received by the City are subject to public disclosure after the City selects a Proposer. Information deemed by the proposer as exempt under Oregon's public records law should be clearly marked by the proposer as "Proprietary". Marked pages should be placed in a group separate from the remainder of the proposal. The City will make an independent determination regarding exemptions applicable to information that has been properly marked and segregated.

Incurring Costs

The City of Tualatin is not liable for any cost incurred by Consultants prior to issuance of a Contract.

Terms and Conditions

All Consultants are required to comply with the provisions of Oregon Revised Statutes and the City of Tualatin Municipal Code.

The City of Tualatin reserves the right to:

1. Seek clarifications of each proposal.
2. Reject any or all proposals not in compliance with public bidding procedures.
3. Postpone award of the contract for a period not to exceed 60 days from the date of proposal opening.
4. Waive informalities in the proposals.
5. Negotiate with the highest-ranking proposer to obtain agreement on:
 - a. Consultant's performance obligations and performance schedule
 - b. Compensation to the Consultant for services outlined in the Scope of Work

Proposer Certifications

By the act of submitting a Proposal in response to this RFP, the Proposer certifies that:

1. The Proposer has reviewed the RFP, including all addenda, attachments, and the draft Personal Services Agreement attached as Exhibit A, understands the requested services, and is capable of performing the work described in the Scope of Services.
2. The Proposal is submitted in accordance with the requirements of this RFP, except for any exceptions or requested revisions clearly identified in the Proposal.
3. The Proposer has reviewed and can comply with the insurance requirements and material terms of the draft Personal Services Agreement attached as Exhibit A. Any requested revisions to Exhibit A must be clearly identified in the Proposal. The City is not required to accept any requested revisions.
4. The Proposer is familiar with the conditions under which the services will be performed.
5. To the best of the Proposer's knowledge, no City official or employee has a prohibited financial interest in the Proposal or any resulting contract, except as disclosed in the Proposal.
6. The Proposal is submitted without collusion and represents a firm offer valid for at least 60 days after the proposal due date.

Section 2 - Scope of Services

Background

This project stems from the Core Opportunity and Reinvestment Area (CORA) Plan, (**Exhibit B**) adopted in 2022, which created a 476-acre urban renewal district with a maximum indebtedness of \$140 million. The Tualatin City Council created this district to ensure downtown Tualatin would be shaped by a shared community vision as it redevelops and expands. The vision adopted in the CORA Plan focuses on *creating a distinct sense of place, expanding housing options, centering multimodal transportation, and strengthening the connection to natural resources, specifically the Tualatin River*. To begin translating these values into an actionable plan, the City launched a [three-phase downtown revitalization project](#) in May 2025. The first two phases of the downtown revitalization project are complete. Work to date has included extensive community engagement, a Downtown Identity Study (**Exhibit C**) prepared by Civilis Consultants, and eight studies conducted in partnership with the University of Oregon's Sustainable City Year Program focused on specific aspects of downtown (not included as exhibits but linked on the project webpage). This scope of work represents the third phase of the downtown revitalization project and should seamlessly build on findings and feedback from the first two project phases.

A 15-member Community Advisory Committee (CAC) was established in May 2025 to guide the downtown revitalization project; this group will play a significant role in shaping the urban design framework and design standards. Composed of a diverse group of community leaders, this committee includes representatives from nearby neighborhood associations, Community Partners for Affordable Housing, the Chamber of Commerce, the Tualatin Aging Task Force, the Parks and Recreation Advisory Committee, the Inclusion, Diversity, Equity, and Access Advisory (IDEA) Committee, and the Tualatin Arts Advisory Committee. It is chaired by the Tualatin Mayor, includes two City Councilors, two youth members, and multiple downtown business owners. We have also established a Technical Advisory Committee (TAC) composed of City staff who will offer guidance and feedback as needed throughout this process.

Desired Consultant Experience

Desired Consultant experience includes the successful development and adoption of comparable urban design frameworks and design standards, in coordination with government entities, for areas with a similar regional context and scale. The Consultant should also have experience with public outreach directed toward populations historically underrepresented in planning processes, including conducting bilingual outreach in Spanish. At a minimum, the desired Consultant skills include:

- Architecture
- Community Engagement
- Land Use / Planning
- Parking Analysis
- Real Estate Market Analysis
- Urban Design

Scope Discussion

Unless specifically noted, all tasks and deliverables are the responsibility of the Consultant. The scope will be refined through contract negotiations between the City and the selected Consultant, but the work products described below are not expected to change. The final scope will become performance requirements under the Contract.

The Consultant will be expected to prepare:

1. An *Engagement Plan and Project Charter*, including plans for conducting outreach in Spanish, multiple touchpoints with members of the development community, and a developer forum to tout the completion of the project.
2. An *Existing Conditions Analysis*, including a Parking Study and Real Estate Market Analysis.
3. Three concept-level *Urban Design Framework Alternatives* with different higher-level concepts for the overall organization of downtown;
4. One *Schematic-Level Preferred Urban Design Framework* with more refined planning principles and details for various projects;
5. *Draft and Final Framework Plans* for downtown based on the preferred schematic-level framework;
6. *Code Concepts for Design and Development Standards*; and
7. *Draft and Final Design and Development Standards*, including adoption-ready code language, analysis and findings, comprehensive plan updates, and others as identified.

Additionally, the Consultant will be expected to attend, facilitate, prepare meeting materials, and distribute information for ongoing Community Advisory Committee (CAC) and Technical Advisory Committee (TAC) meetings. The Consultant will also be expected to make regular presentations to the City's Planning Commission and City Council, providing adoption support through the completion of design and development standards.

Draft Scope

The following scope is preliminary. Consultants are encouraged to propose refinements to the scope, timeline, and division of labor to ensure that the project is completed within the established budget and timeline, and in compliance with State law and Tualatin code.

TASK 1: ORIENTATION & KICKOFF

1.0 Consultant Team Coordination & Management Plan — Following selection, consultant will prepare a final scope, budget, and schedule in coordination with City project manager, including a plan for quality control. The City's project manager will manage the consultant's scope and budget and ensure timely City review of deliverables. Consultant team will prepare monthly project progress reports and detailed invoices to track ongoing performance.

1.1 Project Management Team — To ensure ongoing communication and collaboration, a core Project Management Team (PMT) will meet in a regular standing meeting to facilitate continual communication. The PMT will include the prime consultant and City staff (project manager and lead planner), and when needed, key subconsultant and City team members. The PMT will be the primary decision-making group that will review and comment on draft deliverables with input from others as necessary. For these meetings, the prime consultant will provide agendas with topics for discussion, issues, or questions currently needing resolution, and will close each meeting by defining clear next steps and issuing summary notes.

Task 1.1 Consultant Deliverables

- PMT meeting agendas and summaries
- Overall project schedule, summarizing target dates for major tasks and action items.

Throughout this process, consultant will provide all deliverables to the City for posting on the City's website dedicated to this project. Deliverables will include editable documents in Word formats, as well as individual images and diagrams that can be placed in City-led presentations and documents.

1.2 Kickoff Consultant Team Meeting — The PMT will convene a meeting with the full consultant team to make introductions, review the work plan and schedule, define roles, and communication protocols, and hear from City staff about their aspirations, priorities, concerns, and expectations.

Task 1.2 Consultant Deliverables

- Kickoff meeting agenda and summary

Task 1.2 City Deliverables

- Presentation of phase one and two results for kickoff meeting

1.3 Engagement Plan and Project Charter — To guide all public engagement, consultant will work with City staff to develop an engagement plan that outlines key project messaging, communications (website, social, print, earned media), strategies that have worked with previous engagement efforts, anticipated staff and consultant team roles for engagement, key activities and their purpose, and a timeline. It is expected that the City team will be the face of public engagement and will collect input with consultant team guidance and support, although there may be specific events identified through the creation of the engagement plan where an external facilitator is appropriate. To inform the engagement plan, coordination meetings, which could also include City staff responsible for public engagement and key stakeholder outreach, should be held to discuss the most appropriate outreach strategy for this project.

Consultant will also draft a project charter, defining roles and responsibilities, establishing relationships, and confirming a shared understanding of the project. Consultant will review the draft charter with the PMT and will subsequently refine both the charter and engagement plan for further review by the Community Advisory Committee (CAC).

The City will prepare a press release with consultant support to announce the project and promote the conclusion of phase two and start of phase three.

Task 1.3 Consultant Deliverables

- Engagement plan
- Project charter

Task 1.3 City Deliverables

- Consolidated review of consultant deliverables
- Press release
- Update City website

1.4 Review of Previous Work — As described above, the City has been engaged in a multi-year process to re-envision downtown Tualatin and prepare the groundwork for future redevelopment. This project will build on previous work, including a Downtown Identity Study (phase one, by Civilis Consultants) and a series of student-led studio projects as part of the University of Oregon’s Sustainable City Year Program (phase two). This project should be a seamless extension of previous work.

To avoid redundancy, the consultant will review this previous work, including documented results and will conduct conversations as needed with the leaders and participants of these efforts. Consultant will prepare a memo that presents a high-level summary of the previous work. The consultant will present this summary at CAC Meeting #1 and later City Council and Planning Commission meetings to reinforce that this urban design framework is a continuation of existing planning efforts.

Task 1.4 Consultant Deliverables

- Review of previous work (memo)
- Presentations to CAC, Planning Commission, and City Council

Task 1.4 City Deliverables

- Consolidated review of consultant deliverables

1.5 Community Advisory Committee (CAC) Meeting #1 — The existing Downtown Revitalization Community Advisory Committee (CAC) will serve as the guiding body for this work, continuing their role from the first two phases of the project. The CAC meets monthly; the consultant team will propose a process to engage with the CAC within that schedule.

The first CAC meeting will include a presentation and discussion of project goals, the engagement plan, and the project charter. For all CAC meetings, the City will prepare a meeting agenda. The consultant will prepare presentations and draft minutes. It is assumed these meetings will be held in Tualatin and will be attended in-person by consultant team representatives who will support the City team in ensuring an effective meeting. The consultant team will provide all presentation materials to the City team at least nine days prior to each CAC meeting.

Task 1.5 Consultant Deliverables

- CAC presentation and draft minutes

Task 1.5 City Deliverables

- CAC agenda

1.6 Planning Commission Work Session — This project will require a high level of Planning Commission engagement. In the kickoff meeting, the consultant will present the project scope, schedule, and a summary of previous work, soliciting feedback on the project goals. The consultant team will provide all presentation materials to the City team at least 3 weeks prior to Planning Commission meetings.

Task 1.6 Consultant Deliverables

- PC presentation and summary notes

1.7 City Council Work Session — This project will require a high level of City Council engagement. In the kickoff meeting, the consultant will present the project scope, schedule, and a summary of previous work, soliciting feedback on the project goals. The consultant team will provide all presentation materials to the City team at least 3 weeks prior to City Council meetings.

Task 1.7 Consultant Deliverables

- CC presentation and summary notes

Task 1 Meetings:

- PMT meetings
- Consultant team kickoff meeting
- Interviews with participants of work from previous phases
- CAC meeting #1
- Planning Commission work session
- City Council work session

Task 1 Schedule: 2 months

TASK 2: EXISTING CONDITIONS

2.1 Plans, Policy, and Code Analysis — In addition to a review of previous project work in Task 1.4, the consultant will review existing City and regional policies that may shape future development of the downtown. Documents to be reviewed include, but are not limited to:

- Tualatin Comprehensive Plan
- Tualatin Town Center Plan
- Central Urban Renewal District (CURD) Plan
- Core Opportunity and Reinvestment Area (CORA) Plan
- Transportation System Plan and associated street standards

This review will include an audit of applicable zoning code chapters to determine how zoning may be restricting or hindering redevelopment downtown. These chapters will include, but are not limited to:

- Central Commercial Zone, Chapter 53 (base zoning)
- Central Tualatin Overlay Zone, Chapter 58
- Site Design Standards, Chapter 73A
- Central Design District Design Guidelines, Chapter 73E
- Chapter 74: Public Improvement Requirements
- Other relevant zoning and development standards

Existing zoning standards will be reviewed against applicable local policies and state regulations. This code audit will also incorporate insights from recent City permitting processes and interviews with property owners and developers completed in Task 2.6.

Consultant will share findings in a memo and a presentation to the PMT in a conference call, present to the TAC (see Task 2.9), and then refine for CAC meeting #2 and subsequent Planning Commission and City Council meetings.

Task 2.1 Consultant Deliverables

- Code audit and previous plans analysis and summary memo

2.2 Base Mapping — To support an analysis of existing conditions, the consultant will gather GIS and survey information from available sources and prior work to create project base maps.

Task 2.2 Consultant Deliverables

- Project base maps

2.3 Existing Conditions Analysis — Consultant will conduct an analysis of the specific physical attributes of downtown Tualatin, building on what has already been gathered and analyzed in phases one and two, which will help identify the most important and applicable opportunities for creating an economically-thriving district. Consultant will create a summary illustrative presentation that will inform an urban design framework, including:

- Soils, topography and site hydrology including floodplain conditions and Lake conditions
- Native American history in the site and vicinity
- Euro-American history and context
- Climate conditions, including solar access and prevailing winds
- Ownership/parcels
- Current land use and zoning and potential development sites
- Architectural character and history and existing building conditions
- Proximity of significant community amenities
- Existing utilities summary map(s) and high-level capital improvements required for redevelopment (this information to be provided to consultant team by City engineering staff in the Community Development Department)
- Mobility and connectivity, including bicycle, pedestrian, service, emergency, and transit access in vicinity, as well as planned city TSP and interstate access improvements
- Summary of base traffic data on downtown streets available from existing sources
- Existing public realm and street character/cross sections
- Opportunities & constraints summary diagrams

Task 2.3 Consultant Deliverables

- Existing conditions analysis (diagrammatic and photo inventories of existing conditions packaged in an illustrative presentation/PDF)

2.4 Parking Study — Consultant team will conduct a parking study for downtown Tualatin. This standalone memo will inform the urban design framework and will become an appendix of the urban design framework report. The study will include inventory maps of current available street parking, and spaces in public and private parking lots. Consultant will assess parking revenue, utilization, and turnover, proposing options for future parking provision and efficiency, with consideration of state and local CFEC policies and parking standards.

Task 2.4 Consultant Deliverables

- Parking study.
 - Part one: inventory existing conditions
 - Part two: urban design framework parking strategies

2.5 Downtown Walking Tour with the CAC — Conduct a walking tour of downtown Tualatin. In this two-hour tour, participants will:

- Review existing conditions analysis.
- Confirm the essence of the downtown's character, review existing conditions and discuss high level ideas about the potential for redevelopment

Task 2.5 Consultant Deliverables

- Walking tour map

2.6 Real Estate Market Analysis — Consultant will conduct an analysis of the study area real estate market including demographics and current market conditions (specifically rents, costs, regional comparables, housing demand and retail viability). This analysis will include case studies of successful downtown developments shaped by clear urban design frameworks and design and development standards.

As part of this analysis, the consultant will conduct up to eight video call interviews with downtown property owners, as well as regional developers and brokers to discuss the feasibility of redevelopment in Tualatin, the impact of existing regulations, and potential adjustments. Interviews will be confidential and non-attributable.

This analysis will be presented as a standalone memo with key findings summarized in presentations to the CAC and elected officials, as well as developers interviewed.

Task 2.6 Consultant Deliverables

- Real estate market study

2.7 Case Studies — This project will benefit from a comparative analysis of precedent projects to highlight challenges and successes of other downtown urban design frameworks and design standards. Consultant will create a summary of the key successes and challenges across these types of projects, describing how they can directly inform this project.

Task 2.7 Consultant Deliverables

- Summaries of case studies to be included in presentations to CAC, Planning Commission, and City Council

2.8 Focus Groups — Consultant will plan and conduct up to six focus group meetings to gather additional input on existing conditions and opportunities in the study area. Focus groups should be used as an opportunity to solicit input from community groups otherwise underrepresented in this planning process, potentially including:

- Spanish-language speakers
- Lower-income community members
- People with disabilities
- Seniors
- Bicycle and pedestrian advocates
- Affordable housing advocates
- Business and property owners
- Development professionals

Feedback from the focus groups will be summarized by the consultant. The City will provide refreshments and participation incentives for these meetings, as outlined in the community engagement plan (Task 1.3).

Task 2.8 Consultant Deliverables

- Focus group presentation/materials
- Focus group summaries

Task 2.8 City Deliverables

- Focus group venue logistics, refreshments, and participation incentives

2.9 Technical Advisory Committee Meeting #1 — A Technical Advisory Committee (TAC) has been formed for this project and consists of a small group of City technical staff. Consultant will summarize the plans, policy, and code analysis (Task 2.1) and the existing conditions analysis (Task 2.3) in a presentation to the PMT, then update and present to the TAC. Both the plan, policy, and code analysis and the existing conditions analysis will be updated based on TAC input before a subsequent presentation to the CAC (Task 2.10).

For all TAC meetings, the consultant will prepare a meeting agenda, presentations, and meeting summary. The consultant team will provide all materials to the City team at least nine days prior to each TAC meeting. TAC meetings will be held in-person in Tualatin.

Task 2.9 Consultant Deliverables

- TAC presentation and meeting summary

Task 2.9 City Deliverables

- TAC agenda

2.10 Community Advisory Committee Meeting #2 — Consultant will prepare a presentation summarizing the plans, policy, and code analysis (Task 2.1), existing conditions analysis (Task 2.3), parking study (Task 2.4), real estate analysis (Task 2.6), and case studies (Task 2.7). Prior to this meeting, the PMT will review all content and provide comments. The goal of this meeting is to provide information to the CAC and solicit feedback on the analyses.

Task 2.10 Consultant Deliverables

- CAC presentation and draft minutes

Task 2.10 City Deliverables

- CAC agenda
- Website updates

2.11 Planning Commission Work Session — The consultant will share initial findings on the plans, policy, and code analysis (Task 2.1), exiting conditions analysis (Task 2.3), parking study (Task 2.4), real estate analysis (Task 2.6), and case studies (Task 2.7). The consultant will solicit feedback from the Commission on the analyses, and which existing conditions should be emphasized in urban design frameworks.

Task 2.11 Consultant Deliverables

- PC presentation and summary notes

2.12 City Council Work Session — The consultant will share initial findings on the plans, policy, and code analysis (Task 2.1), exiting conditions analysis (Task 2.3), parking study (Task 2.4), real estate analysis (Task 2.6), and case studies (Task 2.7). The consultant will solicit feedback from the Council on the analyses, and which existing conditions should be emphasized in urban design frameworks.

Task 2.12 Consultant Deliverables

- CC presentation and summary notes

Task 2 Meetings:

- PMT meetings
- Real estate market analysis, including developer interviews (up to 8)
- Focus group meetings (up to 6)
- TAC meeting #1
- CAC meeting #2
- CAC walking tour
- Planning Commission work session
- City Council work session

Task 2 Schedule: 3 months

TASK 3: URBAN DESIGN FRAMEWORK ALTERNATIVES

3.1 Draft Urban Design Frameworks — Consultant will prepare three draft urban design framework alternatives with associated illustrative diagrams through regular collaboration with the PMT. These draft frameworks will build on previous work, each presenting a distinct idea or concept for future redevelopment and placemaking. The study area may include several subareas, which should be defined and illustrated.

Task 3.1 Consultant Deliverables

- Draft urban design framework alternatives (up to three) and illustrative diagrams

3.2 Technical Advisory Committee #2 — Consultant will conduct a second meeting with the TAC to review the draft urban design framework alternatives and solicit feedback. The consultant will create an agenda, presentation, and meeting summary.

Task 3.2 Consultant Deliverables

- TAC presentation of draft urban design framework alternatives and illustrative diagrams, and meeting summary

3.3 Community Advisory Committee #3 — At a third meeting with the CAC, the consultant will facilitate a discussion about the draft urban design framework alternatives. The goal of this meeting is to obtain feedback from the CAC, not select a preferred framework. Prior to this meeting, the PMT will review all content and provide comments.

Task 3.3 Consultant Deliverables

- CAC presentation of draft urban design framework alternatives and illustrative diagrams, and draft minutes

Task 3.3 City Deliverables

- CAC #3 agenda
- Update City website

3.4 Refined Urban Design Frameworks — With the CAC input, consultant will refine the three draft urban design framework alternatives and present to the PMT. Consultant will further refine the frameworks before public engagement activities.

Task 3.4 Consultant Deliverables

- Refined urban design framework alternatives (up to three) and illustrative diagrams

3.5 Planning Commission Work Session — Review the refined draft urban design framework alternatives in an interactive work session with the Planning Commission. Commissioners will provide feedback on their preferences and suggested refinements.

Task 3.5 Consultant Deliverables

- PC presentation and summary notes

3.6 City Council Work Session — Consultant will review the refined draft urban design framework alternatives in a work session with the City Council where they will provide feedback on their preferences and suggested refinements. There will be sufficient time planned between the two work sessions to ensure that feedback can be addressed and incorporated.

Task 3.6 Consultant Deliverables

- CC presentation and summary notes

3.7 Public Engagement: Urban Design Framework Alternatives — Working closely with City staff, consultant will review the urban design frameworks and summarize feedback from the previous phases in creative and accessible formats. Ideas for this engagement will be proposed by consultants and may include a variety of in-person and virtual activities to increase participation from community groups. Agreed upon engagement strategies will be executed by the City with consultant support.

This task will also include project communication and website updates, including information presented to meet ADA compliance and plain language requirements for printed or online materials. The City will remain the face of the public

facing engagement. The City has conducted recent surveys so consultant should review these to avoid repetition of questions for the public. If a new survey is desired, this will be considered an additional service.

Task 3.7 Consultant Deliverables

- Public engagement materials

Task 3 Meetings

- PMT meetings
- TAC meeting #2
- CAC meeting #3
- Planning Commission work session
- City Council work session
- Public engagement activities

Task 3 Schedule: 4 months

TASK 4: PREFERRED URBAN DESIGN FRAMEWORK

4.1 Community Advisory Committee #4 — At a fourth meeting with the CAC, consultant will review the public input received on the urban design alternatives (Task 3) and preview the elements that will inform the preferred urban design framework. Prior to this meeting, the PMT will review all content and provide comments.

Task 4.1 Consultant Deliverables

- CAC #4 presentation and draft minutes

Task 4.1 City Deliverables

- CAC #4 agenda

4.2 Refine Preferred Urban Design Framework — Based on public input from Task 3, CAC feedback, and City guidance, the consultant will develop a preferred urban design framework and associated graphics. The preferred urban design framework will include details and illustrations on framework elements including:

- Design intent for downtown and subareas
- Street cross sections and streetscape design elements
- Gateways to downtown
- Connections outside downtown and to the riverfront parks
- Placemaking ideas
- Public spaces

The consultant will also select several opportunity sites in the study area, some of which may be offered by willing property owners for further study. Consultant will prepare demonstration plans or test fits in three-dimensional studies for these sites, building on the University of Oregon studio work, the Civilis Downtown Identity study and previous work by the CAC to determine the redevelopment potential of these sites within the preferred urban design framework. These studies will also help inform design and development standards.

Task 4.2 Consultant Deliverables

- Preferred urban design framework

4.3 Community Advisory Committee #5 — Consultant will present the preferred urban design framework, along with the opportunity site studies to the CAC. The consultant will solicit feedback from CAC members, which may be collected outside of the regular meeting time through written comments, individual meetings, or small group meetings. Prior to this meeting, the PMT will review all content and provide comments.

Task 4.3 Consultant Deliverables

- CAC #5 presentation and draft minutes

Task 4.3 City Deliverables

- CAC #5 agenda

4.4 Technical Advisory Committee #3 — Consultant will conduct a third meeting with the TAC to discuss the preferred urban design framework and opportunity site studies and solicit feedback. The consultant will create an agenda, presentation, and meeting summary.

Task 4.4 Consultant Deliverables

- TAC #3 presentation and meeting summary

4.5 Public Engagement — Consultant will conduct a second round of public engagement, with the primary goal of informing participants about the preferred urban design framework. At the same time, the consultant will conduct a creative public engagement exercise to collect feedback on public visual/design/aesthetic preferences to inform design and development standards. The consultant team will propose a method to share the preferred framework with developers interviewed earlier in the planning process to obtain feedback.

Task 4.5 Consultant Deliverables

- Public engagement materials

Task 4.5 City Deliverables

- Update City website

Task 4 Meetings

- PMT meetings
- CAC meeting #4
- CAC meeting #5
- TAC meeting #3
- Public engagement activities

Task 4 Schedule: 3 months

TASK 5: URBAN DESIGN FRAMEWORK REPORT

5.1 Urban Design Framework Report — Based on information gathered during the prior tasks, the team will summarize this project with a concise, illustrative final report that includes the following sections:

- Summary of existing district conditions
- Urban design framework and associated illustrations and renderings
- Opportunity site studies
- Urban design framework parking strategies
- Outline of design standards, zoning updates, and other potential regulatory updates
- Phasing and implementation, including a road map for coordinating the next steps to realize the urban design framework vision. This may include drafting specific amendments to the CORA Plan project list.

After receiving PMT, CAC, TAC, City Council, and Planning Commission feedback on a draft of this report, the consultant will refine a final urban design framework report.

Task 5.1 Consultant Deliverables

- Urban design framework report (draft and final). The report will include the parking study and real estate strategy as appendices or attachments.

5.2 CAC #6 — Consultant will review the draft report with the CAC, summarizing the feedback that was received from CAC members and articulating how it was incorporated, or explaining why it was not. Additional changes to the report will be incorporated before it is presented to the Planning Commission. At this meeting, the CAC will also review initial code concepts and provide feedback. Prior to this meeting, the PMT will review all content and provide comments.

Task 5.2 Consultant Deliverables

- CAC #6 presentation and draft minutes

Task 5.2 City Deliverables

- CAC #6 agenda

5.3 Planning Commission Work Session — Consultant will review the draft urban design framework report in a work session with the Planning Commission. It is not anticipated that major edits will be provided, this will primarily be a presentation of the report. The Commission will also review initial code concepts and provide feedback.

Task 5.3 Consultant Deliverables

- PC presentation and summary notes

5.4 City Council Work Session — Consultant will review the draft urban design framework report in a work session with the City Council. There will be sufficient time planned between the two work sessions to ensure that feedback can be addressed and incorporated. It is not anticipated that major edits will be provided, this will primarily be a presentation of the report. The Council will also review initial code concepts and provide feedback.

Task 5.4 Consultant Deliverables

- PC presentation and summary notes

Task 5 Meetings

- PMT meetings
- CAC meeting #6
- Planning Commission work session
- City Council work session

Task 5 Schedule: 2 months

TASK 6: DRAFT DESIGN AND DEVELOPMENT STANDARDS

6.1 Code Concepts for Design and Development Standards — Consultant will identify key code concepts that will inform the regulatory foundation for a baseline level of quality and sense of place for downtown Tualatin. These key code concepts will help implement the urban design framework and address issues identified in the code audit (Task 2.1). Design and development standards may include preferred zoning, dimensional, building design, site design, and/or procedural review standards, that provide both clarity and flexibility for future development. Consultant will meet with the City's planning staff to discuss desired approach and key considerations. Consultant will identify the conceptual options and areas where community input is needed, prior to drafting specific code language or standards (Task 6.3).

Task 6.1 Consultant Deliverables

- Meeting with City planning staff on approach and parameters
- Code concepts memo

6.2 Community Advisory Committee #7 — Consultant will present an outline of design standards and code concepts for CAC input to shape the draft standards. Prior to this meeting, the PMT will review all content and provide comments.

Task 6.2 Consultant Deliverables

- CAC #7 presentation and draft minutes

Task 6.2 City Deliverables

- CAC #7 agenda

6.3 Draft Design and Development Standards & Code Updates — Consultant will draft zoning code updates that address the design, development, and procedural aspects for the review of future projects based on the public feedback on the code concepts. The code updates will include illustrated design and development standards, as well as streetscape cross sections and standards with furnishings, street trees, and other applicable details. The Consultant will present the draft to the PMT and City staff that lead current planning and engineering services.

Task 6.3 Consultant Deliverables

- Draft design and development standards
- Downtown street cross sections

6.4 Development Community Review of Draft Design and Development Standards — The City wishes to create design standards and code updates that encourage and facilitate high quality redevelopment downtown. The draft standards

will be shared with the developers interviewed as part of the real estate analysis, as well as regional architects and others in the development community to obtain their feedback.

Task 6.4 Consultant Deliverables

- Design and development standards presentation to developers, architects, and others in regional development community, and meeting summary.

6.5 Technical Advisory Committee #4 — Consultant will present the draft design and development standards to the TAC and solicit feedback. The consultant will create an agenda, presentation and meeting summary.

Task 6.5 Consultant Deliverables

- TAC #4 agenda, presentation and meeting summary

6.6 Planning Commission Work Session — In a work session, the Planning Commission will review the draft design and development standards and provide feedback.

Task 6.6 Consultant Deliverables

- PC presentation and summary notes

6.7 City Council Work Session — In a work session, the City Council will review the draft design and development standards and provide feedback. There will be sufficient time planned between the two work sessions to ensure that feedback can be addressed and incorporated.

Task 6.7 Consultant Deliverables

- CC presentation and summary notes

Task 6.7 City Deliverables

- Update City website

Task 6 Meetings

- PMT meetings
- Meeting with City planning staff
- Video call meetings with regional development community
- CAC meeting #7
- TAC meeting #4
- Planning Commission work session
- City Council work session

Task 6 Schedule: 4 months

TASK 7: FINAL DESIGN AND DEVELOPMENT STANDARDS

7.1 Revised Design and Development Standards — Consultant will prepare revised zoning code updates that incorporate feedback from CAC, TAC, Planning Commission, and City Council meetings completed in Task 6.

Task 7.1 Consultant Deliverables

- Revised design and development standards

7.2 Community Advisory Committee #8 — The final CAC meeting for this project will include the presentation of revised design and development standards, with a final request for input. This meeting will include a celebration of the project’s completion, highlighting opportunities for continued involvement through related efforts. Prior to this meeting, the PMT will review all content and provide comments.

Task 7.2 Consultant Deliverables

- CAC Meeting #8 presentation and draft minutes

Task 7.2 City Deliverables

- CAC Meeting #8 agenda

7.3 Planning Commission Work Session — Consultant will review the revised design and development standards in a work session with the Planning Commission. Consultant will address questions from the Commission and solicit input to refine the standards.

Task 7.3 Consultant Deliverable:

- PC presentation and summary notes

7.4 City Council Work Session — Consultant will review final design and development standards in a work session with the City Council. Consultant will address questions from the Council and solicit input to refine the standards. There will be sufficient time planned between the two work sessions to ensure that feedback can be addressed and incorporated.

Task 7.4 Consultant Deliverable:

- CC presentation and summary notes

7.5 Final Design and Development Standards — Consultant will deliver final development and design standards, zoning code updates, and other planning document updates (comprehensive plan, transportation system plan, etc.) to the City in an editable adoption-ready format consistent with existing City code formatting, along with analysis and findings.

Task 7.5 Consultant Deliverables

- Final design and development standards

7.6 Project Communication — Consultant will support the City in project communications and website or email updates to describe the final urban design framework plan and the final design and development standards to the public. The City will update the project website, as well as develop and distribute a press release.

Task 7.6 Consultant Deliverables

- Project communications content, including website or email content

Task 7.6 City Deliverables

- Press release
- Update City website

7.7 Development Forum — Consultant will support the City in designing and facilitating a development forum to highlight the urban design framework and design standards. The forum will describe Tualatin’s urban renewal plans and preview downtown redevelopment opportunities.

Task 7.7 Consultant Deliverables

- Development forum presentation and materials, including agenda and summary

Task 7 Meetings

- PMT meetings
- CAC meeting #8
- Planning Commission work session
- City Council work session
- Development forum

Task 7 Schedule: 3 months

TASK 8: ADOPTION

8.1 Adoption Assistance — Consultant will provide assistance to City staff as they proceed through approval and adoption processes. This will include preparation of analysis and findings, presentation materials, and attendance at up to four hearings of the Planning Commission and City Council. It is anticipated that the urban design framework will be adopted at the same time as the design and development standards, as a supporting document to the Tualatin Comprehensive Plan. This may include changes to related Comprehensive Plan policies, as well as updates to other adopted planning documents like the transportation system plan.

8.2 Adoption Engagement — Consultant will support City staff with engagement to broadly communicate when the urban design framework and design standards have been adopted. This may include print and web communications that celebrate the conclusion of this project and preview subsequent redevelopment efforts in an accessible and engaging way. The City will update the website, as well as develop and distribute a press release.

Task 8 Deliverables

- Planning Commission and City Council adoption assistance, including presentation materials
- Engagement support, as needed

Task 8 City Deliverables

- Press release
- Update City website

Task 8 Meetings

- PMT meetings, as needed

Task 8 Schedule: 4 months

Section 3 - Proposal Evaluation & Selection

Evaluation and Scoring

The criteria listed below will be used to evaluate proposals and select the Consultant with which to begin scoping and contract negotiations. Technical proposals and price proposals will be scored for a maximum of 75 points. If interviews are held, invited proposers may earn up to an additional 75 points through the interview process, for a maximum total score of 150 points.

Technical Proposal Content

Include the content listed below. The proposal should meet submittal requirements described in this RFP. The City encourages clear, concise proposals that make it easy for reviewers to find pertinent information.

A. Introductory Letter (Pass/Fail)

Provide an introductory letter expressing interest in the project. Include full name of firm, RFP contact person, email address, mailing address, telephone number, and a statement confirming that at least one representative of the proposing team will be available for interviews in Tualatin on **August 13, 2026**, if selected to interview. Also include a statement in the introductory letter specifically stating that all terms and conditions contained in the draft Personal Services Agreement attached as Exhibit A are acceptable to the Proposer, or specifically state any revisions the proposer requests. The letter must be signed by a person(s) authorized to represent the proposer in any negotiations and sign any contract which may result.

B. Project Understanding and Approach (25 points)

Describe how your team would manage, plan, and deliver this project, including:

1. How you would approach coordinating the project team and the various disciplines included.
2. Your preferred ways to work with City staff throughout the project.
3. Suggested modifications to the scope or schedule to make this process more effective.
4. Your approach to managing change and reducing risk.
5. Strategies used by your team to clearly and concisely communicate technical information.

C. Project Team, Experience and Quality of Service (20 points)

List experience, qualifications, office locations, and organization of the project team. Describe how your project team is particularly able to help the City complete the project successfully. Include resumes in the Appendices of the proposal which reflect education and experience of key project staff and specify the dedicated capacity of key project team members for this project. Additionally, provide detailed information on any subconsultants you plan to engage, including their roles, experience, and how their involvement will contribute to the project's success. The City values collaborative relationships and expects to have ready access to review the work and talk with the people who are performing the work at no additional cost to the City. Please feel free to describe any other ways that project team members would be well-suited to this project.

D. Project Samples (20 points)

Provide project descriptions for at least three (3) recent projects similar in nature to the proposed project, including completion dates, measures that indicate quality and successful project completion, and a client reference name and phone number for each project. Please only include projects for which key members of the project team had a significant role in delivering the project, and specifically describe that role. Please describe how each project demonstrates experience relative to this project and how experience gained from that project will help the team with this project. Feel free to provide any additional information you believe may help the city understand the team's experience on similar projects.

Price Proposal (10 points)

Pricing proposals shall be submitted concurrently with technical proposals and must include:

1. A proposed not-to-exceed project fee.
2. A breakdown of costs by major task or project phase.
3. An estimate of reimbursable expenses, if any.
4. A brief description of any assumptions, exclusions, or optional services that may affect pricing.

Pricing proposals may be submitted in any format that clearly provides the requested information.

Proposers shall bear all costs associated with preparing and submitting proposals. The City reserves the right to award a contract with or without conducting interviews.

Appendices

The following information may be included in an appendix:

1. Resumes of key staff
2. Project sample description sheets

Submittal Requirements:

Proposals must be submitted primarily on letter-sized (8.5" X 11") paper. Margins must be at least ½" on all sides. Text font size in the main body of the proposal can be no smaller than Arial 10. "Side" text such as map legends, etc., may be smaller than 10 pt. font. Technical proposals may be a maximum of 12 pages (with each side counting as a page, and each 11x17 side counting as two pages) plus an additional 10 pages allowed for appendices. Price proposals are excluded from these page limitations and may not exceed 5 pages.

Interviews – If Held (75 points)

After scoring the technical proposals and pricing proposals, the Evaluation Committee may hold interviews for this procurement with as many as the three highest-ranked proposers and reserves the right to award a contract without conducting interviews. In the event the City conducts interviews, it shall notify all Proposers in writing, stating which Proposers will be invited to interview.

The number of interviews held and whether to hold interviews will be at the discretion of the Evaluation Committee. If held, the date, time and location of the Interview(s) will be included with the notice to those Proposers selected for interview. Interviews are preliminarily scheduled for August 13, 2026 and proposers are encouraged to hold the date. Firms invited to interview may bring a maximum of four representatives; one should be the member of the prime consultant's team who will be the primary point of contact for the City.

The Evaluation Committee, after review of the proposals and/or Interviews may request clarifications on information submitted by any and all Proposers in a written format, with a specified deadline for response.

NEGOTIATIONS WITH TOP-RANKED PROPOSER

After completion of proposal evaluations, the City will enter into negotiations with the top-ranked Proposer regarding conditions, compensation level, schedule, and performance of the scope of services. The Proposer will be required to enter into an agreement with a not-to-exceed compensation amount. If, after good faith negotiations, the City and the top ranked Proposer are unable to agree, then the City will move to the second ranked Proposer and enter negotiations. The process shall repeat until the City and a Proposer come to an agreement, or the City elects to re-scope and re-solicit the Work.

Exhibits

A – Sample Personal Services Agreement

B – Core Opportunity Reinvestment Area (CORA) Plan

C – Downtown Tualatin Identity Study (Civilis)