



REQUEST FOR PROPOSALS #2026-39

FOR

Land Suitability Assessment

BOARD OF COUNTY COMMISSIONERS

CRAIG ROBERTS, Chair

PAUL SAVAS, Commissioner

MARTHA SCHRADER, Commissioner

BEN WEST, Commissioner

DIANA HELM, Commissioner

**Gary Schmidt
County Administrator**

**Ryan Rice
Contract Analyst**

PROPOSAL CLOSING DATE, TIME AND LOCATION

DATE: June 18, 2026

TIME: 2:00 PM, Pacific Time

PLACE: <https://bidlocker.us/a/clackamascounty/BidLocker>

SCHEDULE

Request for Proposals Issued.....	May 4, 2026
Protest of Specifications Deadline.....	May 11, 2026, 5:00 PM, Pacific Time
Deadline to Submit Clarifying Questions.....	June 11, 2026, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time....	June 18, 2026, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

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SECTION 1 NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County, through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, June 18, 2026** (“Closing”), to provide Land Suitability Assessment. No Proposals will be received or considered after that time.

Location of RFP documents: OregonBuys

RFP Documents can be downloaded from the state of Oregon procurement website (“OregonBuys”) at the following address <https://oregonbuys.gov/bsa/view/login/login.xhtml>, Document No. S-C01010-00016834.

Prospective Proposers will need to sign in to download the information and that information will be accumulated for a Plan Holder's List. Prospective Proposers are responsible for obtaining any Addenda, clarifying questions, and Notices of Award from OregonBuys.

Submitting Proposals: Bid Locker

Proposals will only be accepted electronically thru a secure online bid submission service, **Bid Locker**. *Email submissions to Clackamas County email addresses will no longer be accepted.*

- A. Completed proposal documents must arrive electronically via Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.
- B. Bid Locker will electronically document the date and time of all submissions. Completed documents must arrive by the deadline indicated in Section 1 or as modified by Addendum.
LATE PROPOSALS WILL NOT BE ACCEPTED.
- C. Proposers must register and create a profile for their business with Bid Locker in order to submit for this project. It is free to register for Bid Locker.
- D. Proposers with further questions concerning Bid Locker may review the Vendor’s Guide located at <https://www.clackamas.us/how-to-bid-on-county-projects>.

Contact Information

Procurement Process and Technical Questions: Ryan Rice, rrice@clackamas.us

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages proposals from Minority, Women, Veteran and Emerging Small Businesses.

SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

2.1 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

2.2 Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

2.3 Protests of the RFP/Specifications: Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

2.4 Addenda: If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check OregonBuys for any notices, published addenda, or response to clarifying questions.

2.5 Submission of Proposals: Proposals must be submitted in accordance with Section 5. All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

2.6 Post-Selection Review and Protest of Award: County will name the apparent successful Proposer in a Notice of Intent to Award published on OregonBuys. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers shall be given seven (7) calendar days from the date on the Notice of Intent to Award to review the file at the Procurement Division office and file a written protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by email, hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for

award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

2.7 Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

2.8 Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

2.9 Investigation of References: County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

2.10 RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

2.11 Clarification and Clarity: County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

2.12 Right to Reject Proposals: County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

2.13 Cancellation: County reserves the right to cancel or postpone this RFP at any time or to award no contract.

2.14 Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an

extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

2.15 Oral Presentations: At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

2.16 Usage: It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

2.17 Review for Responsiveness: Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2.18 RFP Incorporated into Contract: This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

2.19 Communication Blackout Period: Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

2.20 Prohibition on Commissions and Subcontractors: County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

2.21 Ownership of Proposals: All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

2.22 Clerical Errors in Awards: County reserves the right to correct inaccurate awards resulting from its clerical errors.

2.23 Rejection of Qualified Proposals: Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

2.24 Collusion: By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

2.25 Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

2.26 Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

2.27 Best and Final Offer: County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

2.28 Nondiscrimination: The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

SECTION 3 SCOPE OF WORK

3.1. BACKGROUND

Economic Development is at the forefront of conversations across Oregon, and Clackamas County is no exception. According to the 2025 Metro Urban Growth Report, Clackamas County has the largest percentage of workers in the three Portland metropolitan area counties who commute outside of the county for employment, with 65% of its workers leaving the county for work. To provide more opportunities for workers to stay in the county for employment and to adequately plan for the county's future economic development needs, a clear, comprehensive analysis of factors influencing the use of land is necessary to provide Clackamas County-specific information to use in upcoming regional and local land use planning projects.

Industrial land is foundational to job creation and economic resilience as businesses need sites that are appropriately zoned, serviced, and ready to develop. Clackamas County has recently conducted or is engaged in multiple studies related to understanding the economic landscape and availability of land to meet the region's industrial and employment needs, including:

Economic Landscape Analysis ("ELA")

This report provided a breadth of important data that is used to inform decision-making around economic programming and business outreach. The ELA has identified the five top private anchor industry clusters in Clackamas County. These industries and their supply chains provide over 83,000 jobs and revenue of approximately \$10.83 billion to the local economy:

- Advanced Manufacturing
- Food Systems
- High Tech
- Health Systems
- Logistics

Site Characteristics Study

This statewide site readiness study by Business Oregon focused on the land, site, and infrastructure requirements needed to support key industrial clusters. The study resulted in an Industrial Development Competitiveness Matrix which was updated in January of 2026.

Industrial Site Readiness Study ("ISRS")

This study was created to understand the availability of industrial parcels 5 acres and greater located exclusively in unincorporated Clackamas County within the Urban Growth Boundary (UGB). It was designed to discover if the county has sufficient land that is appropriately zoned and has suitable characteristics for industrial use. The study also established four classifications of use: 1) Development Ready, 2) Developable w/ Constraints, 3) Unlikely to be Developed due to Constraints, and 4) Active Business Use Present.

Economic Opportunities Analysis Consolidation

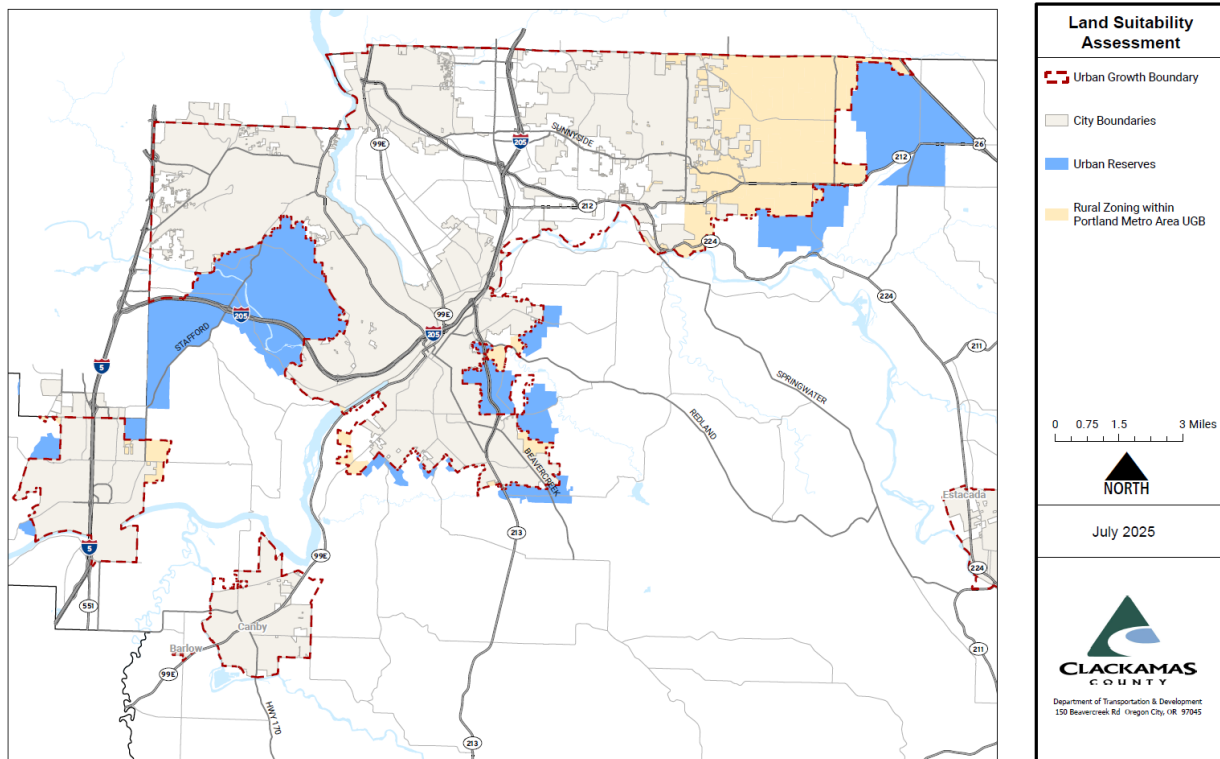
This project will provide a consolidated summary of each city in Clackamas County's Economic Opportunities Analysis (EOA). This will help the County better understand the goals, opportunities, and needs of the cities within Clackamas County for economic development as it relates to land availability.

All of this work is important for fostering future economic development throughout the County and supports the Clackamas Board of County Commissioners' Strategic Goal for *Available Land for Business Development*, which states: "*By 2028, in conjunction with our communities and partners, the County will work to increase available land to retain, expand, and recruit new businesses.*" These efforts also complement work being done at the State level through the Governor's Roadmap to Prosperity and at the

regional level through Metro to support the Comprehensive Economic Development Strategy (“CEDS”) update set to occur by the end of 2026.

3.2. SCOPE OF WORK

To complete the picture prior studies have started to paint, the County is in need of an additional assessment. The Clackamas County Land Suitability Assessment (“LSA”) is designed to evaluate the industrial development opportunities and constraints of **land currently within the Clackamas County urban reserves and rurally zoned land inside the urban growth boundary** (a map of the assessment area is below). The urbanization of the land currently within the UGB has been significantly impacted by a variety of constraints. This area is generally east of 187th Avenue and extends west along Hwy 212 until the edge of the UGB at about 252nd Avenue. While serviceability of this area has been studied a variety of times (some examples include when urban reserves were first adopted and during development of the Damascus Comprehensive Plan), it needs to be evaluated through the same lens, and at the same time, as the lands currently in the Urban Reserves because all of these areas face challenges associated with lack of infrastructure.



The Land Suitability Assessment is designed to provide Clackamas County with a framework to strategically plan for long-term job growth. An important outcome of the project is to have a shared understanding of the potential for employment uses and the land needed to support target industrial clusters. The LSA aims to equip the County and its local jurisdictions with a foundation of data, tools, and strengthened partnerships to ensure that future urbanization efforts align with local and regional planning goals. While the focus of this study is industrial lands, the data collected can also be used to understand the opportunities and barriers to future residential development.

The LSA will build on the Economic Landscape Analysis, Industrial Site Readiness Study, and Economic Opportunities Analysis Consolidation project previously mentioned. The LSA will also utilize criteria from the State of Oregon’s Infrastructure Finance Authority Industrial Development Competitiveness Matrix to create a clearer picture of industrial development feasibility of the land in Clackamas County that is currently within the urban reserves and rural lands within the UGB. These are the lands where the region expects future employment and housing to be sited. The primary focus of this project is to collect

and summarize data that indicate land readiness. In addition, data will be collected to gain a deeper level of understanding about serviceability in up to three pilot areas.

The LSA will include:

1. Collaborative Planning with Cities and Service Providers

Engage cities, special districts, and utility providers throughout the project, with the goal of aligning planning efforts, sharing data, and defining shared challenges and opportunities, especially in areas where serviceability gaps are a barrier to land readiness.

2. Usable Land and Constraint Analysis

Prepare a detailed inventory that will evaluate transportation access, topography, utility infrastructure, zoning, and other constraints. This analysis will identify land within the urban reserves and rurally zoned areas in the UGB that could be utilized to support future industrial use.

3. Land Suitability Mapping Tool

Produce an interactive GIS-based tool that integrates terrain, infrastructure, and industrial land criteria data to visualize and analyze land suitability across the county. This tool will assist cities, service providers, and private developers in understanding infrastructure needs and assessing site feasibility.

4. Infrastructure Cost and Serviceability Assessment

Identify high-level infrastructure investments necessary to support urbanization, including costs related to transportation, water, sewer, and stormwater systems.

5. Stakeholder Engagement

Engage with stakeholders and align incentives, financing tools, and coordination strategies to help understand land suitability. This study will be informed by local knowledge through targeted stakeholder interviews. The focus of this project is on gathering information to inform future policies rather than soliciting broad public input. Project materials and interim findings will be posted on a public-facing website, and engagement input will be transparently shared through maps, memos, and reports accessible to the public. The engagement strategy will include three tiers:

- **Interagency Work Group:** a formal committee composed of staff from Clackamas County and relevant city staff (e.g., Happy Valley, West Linn, Lake Oswego, Oregon City & Wilsonville) will meet at key milestones to review findings, shape methodology, and guide deliverables.
- **Stakeholder Interviews:** targeted interviews will be conducted with service providers, community members, and private developers to identify challenges and inform the serviceability evaluation and key memos.
- **Community-Based Outreach:** the County will share information with Community Planning Organizations (CPOs) and local groups in areas near the study geography. These sessions will share high level information about the project intent and will provide an opportunity for sharing of specific concerns and lived experience.

In collaboration with city partners and service providers and through the engagement efforts outlined above, this study will:

- Analyze infrastructure requirements, such as utilities and transportation, to assess the feasibility of development.
- Identify challenges to development, including financial, regulatory, and environmental barriers, and identify opportunities for future collaboration.
- Create a detailed inventory of industrial land suitable for development, ensuring alignment with regional and state goals.
- Provide data to support partnerships between public and private stakeholders.

The LSA will provide local governments with practical tools to assess which areas are not well positioned to support future growth. By clarifying service constraints and high-level infrastructure costs, this study helps focus limited resources on areas where development is most feasible. The findings will not replace policy decisions but they will inform them, providing a clearer picture of what it would take to deliver housing and jobs in alignment with regional goals.

3.3. Work Schedule:

Clackamas County Land Suitability Assessment Scope & Schedule

Task	Deliverables	Timeline
<p>1: Project Kickoff and Management Clackamas County staff and the consultant team will hold a project kickoff meeting to review and refine the scope, schedule, and roles and responsibilities. Agenda items will include establishing project coordination and invoicing protocols, collecting needed background materials, identifying stakeholders, and confirming engagement tools and strategies. The consultant will prepare a summary of the kickoff meeting.</p> <p>The Project Management Team (PMT) will hold monthly project coordination meetings to track progress on key tasks and deadlines, and update the schedule as needed. The consultant will prepare PMT agendas and meeting notes.</p> <p>The Interagency Workgroup will form and meet including a representative from each of the cities adjacent to or including the areas subject to the assessment.</p> <p>Funds for that task will also include the submittal and processing of monthly invoices and additional PMT calls and coordination.</p>	<ul style="list-style-type: none"> • Kickoff meeting summary • Invoicing framework • Stakeholder list • Engagement tools and strategies • Agendas and meeting notes for 2 PMT meetings • Agenda and meeting notes for Interagency workgroup meeting 	Month 1
<p>2: Critical Issues and Land Feasibility Building on the State of Oregon’s Infrastructure Finance Authority Industrial Development Competitiveness Matrix and other past efforts, Clackamas County will compile data and document site characteristics required for target industries. A variety of stakeholders will be interviewed, including jurisdictional representatives, service providers, community groups and private developers to discuss critical issues that relate to suitability. A Critical Issues Memo will be prepared that summarizes stakeholder interviews and key findings.</p> <p>A buildable land inventory (BLI) for urban reserves and rurally zoned land within the</p>	<ul style="list-style-type: none"> • Critical Issues Memo • BLI Memo • GIS tool • Agendas and meeting notes for 8 PMT meetings 	Months 2-5

<p>UGB (Study Area) to document critical land characteristics will be created. In addition to information about industrial lands, a BLI Memo will also document locations that are more suitable for residential and commercial development. The findings will be summarized in a memo and visualized using a GIS tool.</p>		
<p>3: Serviceability Analysis Task 3 will identify factors influencing serviceability, such as road, water, sewer, and stormwater constraints. This study will include a high-level scoring system to represent potential serviceability. Findings from Task 3 will be summarized in a memo that identifies opportunities and challenges within the Study Area.</p> <p>The Interagency workgroup will be convened to review findings from Tasks 2 and 3 and identify up to three pilot areas for deeper analysis.</p>	<ul style="list-style-type: none"> • Opportunities and Challenges Memo • Serviceability scoring system • Interagency workgroup meeting agenda and meeting notes, • Pilot areas for further analysis • Agendas and meeting notes for 8 PMT meetings 	Months 6-9
<p>4: Pilot Areas Analysis Task 4 involves a detailed feasibility assessment of the (up to) three pilot areas identified in Task 3. Memos addressing site characteristics, transportation, water, sewer, and other development constraints will be prepared, assigning values to areas based on identified challenges. These findings will guide an informed evaluation of the potential for development in the selected pilot areas. Criteria from the State of Oregon's Infrastructure Finance Authority Industrial Development Competitiveness Matrix will be applied to GIS tools to assess suitability of land for employment and industrial uses. A summary memo will document the findings and evaluate how identified areas align with regional industrial and employment goals.</p>	<ul style="list-style-type: none"> • Site suitability assessment memos • Pilot Sites: Industrial Site-Suitability memo • Agendas and meeting notes for 8 PMT meetings 	Months 10-13
<p>5: Draft Report and Stakeholder Engagement A draft report summarizing the findings from each of the previous tasks will be developed. An Interagency Workgroup will be convened and a series of focus group meetings and/or stakeholder forums will be held to gather feedback and refine the draft report. This phase will emphasize partnerships to acknowledge and develop potential solutions to identified serviceability challenges and the real costs of infrastructure investments.</p>	<ul style="list-style-type: none"> • Draft report • Focus group and forum agenda and summaries • Revised draft report • Agendas and meeting notes for 6 PMT meetings. 	Months 14-16

<p>6: Final Land Suitability Assessment Report The final task will produce a user-friendly report summarizing the findings and data generated through the previous tasks.</p>	<ul style="list-style-type: none"> • User friendly Final report and ADA accessible related GIS tool • Technical appendices • Agendas and meeting notes for 4 PMT meetings 	<p>Months 17-18</p>

Budget:

The County has an estimated project total of \$560,000, however firms shall provide competitive rates with an estimated not-to-exceed total. The proposed not-to-exceed price will be a factor in vendor selection.

3.3.3. Term of Contract:

The term of the contract shall be from the effective date through **December 31, 2027**.

3.3.4 Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample Personal Services Contract for this RFP can be found at <https://www.clackamas.us/finance/terms.html>.

Personal Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☒ Article I, Paragraph 5 – Travel and Other Expense is Authorized
- ☐ Article II, Paragraph 28 – Confidentiality
- ☐ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☒ Article II, Paragraph 30 – Key Persons
- ☐ Article II, Paragraph 31 – Cooperative Contracting
- ☐ Article II, Paragraph 32 – Federal Contracting Requirements
- ☐ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence for Bodily Injury and Property Damage.

SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initially deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

4.2 Evaluation Criteria

<u>Category</u>	<u>Points available:</u>
Proposer's General Background and Qualifications	0-30
Scope of Work	0-45
Fees	0-25
Available points	0-100

- 4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.

SECTION 5 PROPOSAL CONTENTS

5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Proposals will only be accepted electronically thru Equity Hub's Bid Locker. Email submissions to Clackamas County email addresses will no longer be accepted.

5.1.2. Completed proposal documents must arrive electronically via Equity Hub's Bid Locker located at <https://bidlocker.us/a/clackamascounty/BidLocker>.

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

5.1.4. Proposal may not exceed a total of **20 pages** (single-sided), inclusive of all exhibits, attachments, title pages, pages separations, table of contents, or other information. The Proposal Certification Page will NOT count towards the final page count. Pages shall be 8-1/2" x 11" standard sheet size, 11 point font, single-spaced.

Provide the following information in the order in which it appears below:

5.2. Proposer's General Background and Qualifications:

- Description of the firm.
- Credentials/experience of key individuals that would be assigned to this project, including bios, resumes, and location of team members.
- Identification of any subconsultants and how they will be supporting the project.
- Description of providing similar services with regards to industrial land to public entities of similar size within the past five (5) years.
- Description of what distinguishes the firm from other firms performing a similar service.

5.3. Scope of Work

- Description of the firm's ability to meet the requirements in Section 3. Describe the tasks that must be accomplished to complete the project. Provide a narrative description of how the firm proposes to execute the tasks during each phase of the project
- Description of your experience and approach to successfully completing politically complex projects.
- Description of your firm's experience developing interactive ADA accessible GIS-based tools similar to the interactive GIS-based tool described above that integrates terrain, infrastructure, and industrial land criteria data to visualize and analyze land suitability across the county.
- Description of how you would develop and implement the three-tier engagement strategy described in the scope, including Interagency Work Group meetings, stakeholder interviews, and outreach to Community Planning Organizations and local groups. Include specific roles of various members of the consultant team in implementing this strategy.
- Explanation of how you will comply with federal accessibility requirements (including new federal requirements for compliance with WCAG 2.1 Level AA website accessibility) to ensure transparency and accessibility in public-facing materials such as maps, memos, and reports.

5.4. Fees

Fees should be on a time and material with a not to exceed fee basis. Fees should be sufficiently descriptive to facilitate acceptance of a Proposal. List the not-to-exceed amount you propose for the service. Fees and fee schedules should outline all estimated expenses, hourly rates for all assigned individuals, anticipated travel, other reimbursable expenses.

5.5. References

Provide at least three (3) references from clients your firm has served similar to the County in the past three (3) years, including one client that has newly engaged the firm in the past thirty-six (36) months and one (1) long-term client. Provide the name, address, email, and phone number of the references. Please note the required three references may not be from County staff, but additional references may be supplied.

5.6. Completed Proposal Certification (see the below form)

PROPOSAL CERTIFICATION
RFP #2026-39

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

Each Proposer must read, complete and submit a copy of this Proposal Certification with their Proposal. Failure to do so may result in rejection of the Proposal. By signature on this Proposal Certification, the undersigned certifies that they are authorized to act on behalf of the Proposer and that under penalty of perjury, the undersigned will comply with the following:

SECTION I. OREGON TAX LAWS: As required in ORS 279B.110(2)(e), the undersigned hereby certifies that, to the best of the undersigned's knowledge, the Proposer is not in violation of any Oregon Tax Laws. For purposes of this certification, "Oregon Tax Laws" means the tax laws of the state or a political subdivision of the state, including ORS 305.620 and ORS chapters 316, 317 and 318. If a contract is executed, this information will be reported to the Internal Revenue Service. Information not matching IRS records could subject Proposer to 24% backup withholding.

SECTION II. NON-DISCRIMINATION: That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

SECTION III. CONFLICT OF INTEREST: The undersigned hereby certifies that no elected official, officer, agent or employee of Clackamas County is personally interested, directly or indirectly, in any resulting contract from this RFP, or the compensation to be paid under such contract, and that no representation, statements (oral or in writing), of the County, its elected officials, officers, agents, or employees had induced Proposer to submit this Proposal. In addition, the undersigned hereby certifies that this proposal is made without connection with any person, firm, or corporation submitting a proposal for the same material, and is in all respects fair and without collusion or fraud.

SECTION IV. COMPLIANCE WITH SOLICITATION: The undersigned further agrees and certifies that they:

1. Have read, understand and agree to be bound by and comply with all requirements, instructions, specifications, terms and conditions of the RFP (including any attachments); and
2. Are an authorized representative of the Proposer, that the information provided is true and accurate, and that providing incorrect or incomplete information may be cause for rejection of the Proposal or contract termination; and
3. Will furnish the designated item(s) and/or service(s) in accordance with the RFP and Proposal; and
4. Will use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this RFP.

Name: _____ Date: _____

Signature: _____ Title: _____

Email: _____ Telephone: _____

Oregon Business Registry Number: _____ OR CCB # (if applicable): _____

Business Designation (check one):

☐ Corporation ☐ Partnership ☐ Sole Proprietorship ☐ Non-Profit ☐ Limited Liability Company

☐ Resident Quoter, as defined in ORS 279A.120

☐ Non-Resident Quote. Resident State: _____