



**AGENDA & Notice of
Vision 2040 Steering Committee**

The Vision 2040 Steering Committee of the City of Newport will hold a meeting on Friday, December 11, 2015, at 10:00 A.M. The meeting will be held in Conference Room A at City Hall, located at 169 S.W. Coast Highway, Newport, Oregon 97365. A copy of the agenda follows.

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

The Vision 2040 Steering Committee reserves the right to add or delete items as needed, change the order of the agenda, and discuss any other business deemed necessary at the time of the meeting.

VISION 2040 STEERING COMMITTEE
Friday, December 11, 2015 - 10:00 A.M.
Conference Room A

- A. Call to Order
- B. Introduction of Members of the Committee and Staff
- C. Additions/Deletions to the Agenda
- D. Introductory Remarks - Mayor Roumagoux
- E. Responsibility of the Committee - City Manager Nebel
- F. Elect a Committee Chair
- G. Discussion on Next Steps for the Committee
 - 1. Review RFP for a Visioning Consultant

2. Establish a Meeting Schedule

H. Public Comment

I. Committee Comment

J. Adjournment



Spencer Nebel
City Manager
CITY OF NEWPORT
169 S.W. Coast Hwy.
Newport, OR 97365
s.nebel@newportoregon.gov

MEMO

DATE: December 4, 2015
TO: Community Visioning Committee
FROM: Spencer Nebel, City Manager
SUBJECT: The Community Visioning

Thank you for your willingness to serve on the City of Newport Community Visioning Committee assigned with the task of developing a request for proposals (RFP) and recommending the selection of a consulting firm to work with the city on the creation of vision for the greater Newport area. The role of this committee will be to review and guide the development of the RFP, review of proposals received for providing services, and contracting with a professional consulting firm to conduct the visioning process to the City Council. This will complete the task of this particular committee. Once a consultant is selected and a process is approved, the members of this committee may be requested to continue servicing in some sort of capacity through the visioning process. This will be a separate appointment once that structure is determined.

In addition to creating a vision for 2040 for the greater Newport area, two key issues that should be a focus of the RFP will be outreach to various populations within the city that may not normally be involved in this type of community dialog. A second issue that is important as part of this process is the building of the capacity for community members to more actively participate in various community dialogs going forward in the future. It is the city's hope that this visioning process will help redefine the way that the city and other governmental services entities communicate with various populations and interest groups on future issues within the City of Newport beyond the actual visioning process.

City Recorder Peggy Hawker has drafted a request for proposal which will be used to solicit professional firms in order to provide the professional service and guidance for community wide visioning process. It will be important that we take this RFP and model it in an appropriate way in order to accomplish the goals as outlined in the attached report from the Community Visioning Work Group that has been accepted by the City Council. Also attached is City Manager's report to

the City Council which outlines the next steps for your information. If you have any questions please feel free to contact me or City Recorder Peggy Hawker.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Spencer R. Nebel". The signature is fluid and cursive, with the first letter of each word being capitalized and prominent.

Spencer R. Nebel
City Manager



Spencer Nebel
City Manager
CITY OF NEWPORT
169 S.W. Coast Hwy.
Newport, OR 97365
s.nebel@newportoregon.gov

MEMO

DATE: August 31, 2015
TO: City Council
FROM: Community Visioning Work Group
SUBJECT: Conducting a Community Vision

BACKGROUND:

On May 18, 2015, the City Council confirmed the final appointments to the Community Visioning Work Group. This group included a representative from the City Council (Wendy Engler with Mayor Roumagoux serving as alternate), one representative from the Greater Newport Chamber of Commerce (Lorna Davis), one representative from the Planning Commission (Jim Patrick), one representative from the Port of Newport (Ken Brown, with Patricia Patrick-Joling as alternate), two community representatives (Carla Perry and Cathey Briggs) and one representative from the OCCC (Chris Spaulding). City staff supporting the committee included (Derrick Tokos, Peggy Hawker, and Spencer Nebel). The Community Vision Work Group met on June 30, July 20, and August 31 to develop a recommendation for City Council consideration on proceeding with a visioning effort for the City of Newport. The City Council charged the group with providing a report by August 15, 2015. Due to scheduling conflicts and staff timing issues, a little additional time was needed in order to complete the tasks.

The Work Group has reviewed various planning efforts (both past and current) to understand the scope of planning work that is in place, and to understand how the vision relates to the Comprehensive Plan and other existing and future planning efforts. The Work Group discussed the importance of community building as part of this planning process and developing a vision that will transcend individual local political leadership changes within the community. The Work Group elected Carla Perry to Chair the meetings for the development of this report for the City Council.

In addition, Work Group Chair Carla Perry and Councilor Wendy Engler attended the League of Oregon Cities workshop on visioning. It was reported that for a visioning process to be successful it needs to have champions on the Council

and among staff. Clearly a community vision needs to be in the forefront of decision making. It is important to have a steering group guide the visioning process. A visioning process must involve all aspect of the community.

Community Vision

A vision for the City of Newport should create broad aspirational descriptions of the quality of life that the community desires in the future. These concepts can be divided into several appropriate categories and should serve as the long-term target for future planning efforts, particularly as the Comprehensive Plan is updated. In order for a vision to be sustainable, it needs to be based on a statement of values, and in the forefront of future city decision making processes. Furthermore, a vision needs to be revisited on a regular basis. The community vision should be the focus of annual goal setting sessions and appropriations processes to continue to determine specific steps for reaching the city's vision.

Guiding Principles for the Visioning Process

The Work Group identified several guiding principles for this undertaking.

1. Encourage the community to thoroughly participate and engage.
2. Engage Greater Newport Area participants, respecting all perspectives and opinions.
3. Establish a value based approach to addressing complex issues.
4. Strengthen relationships between community leaders and citizens.

Geography

The Work Group felt that the visioning process should go beyond the current city limits and current urban growth boundaries and encompass the Greater Newport Area.

Vision Target

Traditionally, a community visioning project will identify a target year in which to focus the visioning effort. The Work Group discussed a range of years from 20 years to 50 years. The Work Group recommends that a Greater Newport Area visioning process focus on 2040.

Stakeholders

A successful visioning process will include participation by many different groups and individuals within the Greater Newport Area. The Work Group has identified a list of participants that should be included in the community visioning process. Please note that this list is not exclusive. Stakeholder groups include, but are not limited to:

- Citizens
- Visitors
- Seasonal residents
- Lincoln County School District
- Lincoln County

- Port of Newport
- Oregon Coast Community College
- Public utilities
- State government offices (ODOT, ODF&W, etc.)
- Tribe
- Oregon State University
- Greater Newport Chamber of Commerce
- Lincoln County Transit
- Hospital/Health District
- Hispanic community
- Seniors
- Students
- Youth groups
- Commercial districts in Newport
- Neighborhood districts in Newport
- Non-profit organizations
- Economic Alliance of Lincoln County
- Oregon Coast Aquarium
- Commercial fishing industry
- City Council
- City advisory boards and committees
- City administration and employees
- NOAA
- National Guard
- Religious organizations
- Habitat for Humanity
- Lincoln County Housing Authority
- Lincoln County Land Trust
- OMSI
- Surfrider Foundation
- Arts and cultural community
- Service organizations
- Financial community
- Business community
- Home owner associations
- Media outlets
- Lincoln County Historical Society
- Employment office
- Farmer's Market

Potential Topic Areas of a Community Visioning

A community vision should focus on a number of key areas that will be defined as part of the visioning process, for example, they may include, but not be limited to:

- Education
- Health
- Environment
- Economic Development
 - Tourism
 - Research/Science
 - Commercial Fisheries
 - Governmental (NOAA, US Coast Guard, OSU, EPA, and others)
 - Industrial development
- Maritime commerce
- Infrastructure
- Transportation
- Maritime
- Safety/Disaster Preparedness
- Neighborhoods and Districts
- Arts
- Culture
- History
- Recreation
 - Sport fishing

Engagement Tools

The visioning process needs to facilitate broad participation and reach populations not previously reached, including, but not limited to:

- Collection of organizational visions from other community groups (i.e. schools, Port, OSU, etc.)
- Public opinion surveys
- Stakeholder's surveys
- Focus group discussions
- One on one interviews (personal, phone)
- Use of existing advisory boards and committees
- Participation by other governmental entities
- A speaker's bureau
- Community events
- Youth events
- Public meetings
- Online interaction (Including Websites, social media)
- Newsletters
- Media
- Multicultural outreach using translation services
- Community celebrations focused on the visioning process
- Other similar means to involve the community

Outcomes of Visioning Process

The Work Group defined four desired outcomes critical for the success of the visioning effort, including: vision; core values; realistic strategies to guide sustainable and ongoing implementation; local public engagement building community capacity. This process will create mechanisms to ensure that the community vision becomes a primary consideration of all future planning, updates to the Comprehensive Plan, and the annual appropriations process by the city and other organization to ensure that efforts are moving the community in the necessary direction to fulfill the visionary concepts identified through this process. A key component of the visioning process will be to identify these mechanisms to ensure that the vision will in Newport's future.

1. Mission
2. Core values
3. Realistic strategies to guide sustainable and ongoing implementation
4. Local public engagement building community capacity

Timetable

A comprehensive visioning process will likely take a year to complete. The Request for Proposals (RFP) will be complete and issued on or about November 1, 2015. A consultant would be selected with a contract in place by February 1, 2016. The visioning process would occur over the course of the next nine months with this process being concluded by January of 2017. The approved vision would be available to begin guiding the City of Newport, including the Council's goal setting session for the 2017/2018 Fiscal Year budget.

RECOMMENDATION:

The Community Visioning Work Group recommends that the City Council initiate the development of a Request for Proposals (RFP) to proceed with the development of a community vision for the Greater Newport Area that will identify common community values that are desirable for Newport in the year 2040.

The Work Group further recommends that a steering committee be developed at the time the decision is made to go forward with the RFP to work through the RFP process and to work with any selected consultant on the direction and implementation of a visioning process for the Greater Newport Area.

Furthermore, the Work Group recommends that the City Council appropriate \$50,000 from the General Fund Contingency to fund the visioning process.

FISCAL EFFECTS:

Sufficient funding is available in the General Fund Contingency. Please note that all the funds would not be necessary during the current fiscal year based on the proposed calendar.

ALTERNATIVES:

Do not proceed with a visioning effort.

Respectfully submitted,

The Community Visioning Work Group:

Carla Perry, Cathey Briggs, Chris Spaulding, Jim Patrick, Ken Brown, Lorna Davis, Wendy Engler, Sandra Roumagoux (alt) with staff support Derrick Tokos, Peggy Hawker, and Spencer Nebel.

CITY MANAGER'S REPORT AND RECOMMENDATIONS



Agenda #:VIII.C.
Meeting Date: 9-5-2015

Agenda Item:

Consideration of Resolution No. 3727 Establishing a City of Newport Visioning Committee

Background:

At the September 21, 2015, meeting, the City Council accepted a report from the Community Vision Work Group regarding conducting a community vision. The report suggested that a community vision should be completed by January 2017. In order to proceed with this schedule, it is imperative that several steps be initiated. The first step is to create a Vision 2040 Steering Committee to help guide the city through the initial process of developing a Request for Proposals to engage visioning assistance. If the resolution is approved, it is my intent to invite the members of the work group to continue as potential members of the Vision 2040 Steering Committee. In addition, it would be good to consider expanding the membership of the committee to broaden the perspective of this overall effort.

The membership of the work group was as follows:

- 1) One (1) representative from the City Council with one (1) alternate
- 2) One (1) representative from the Planning Commission
- 3) One (1) representative from the Chamber of Commerce
- 4) One (1) representative from the Port of Newport
- 5) One (1) representative from the Community College
- 6) Two (2) citizen representatives

I would like the City Council to consider adding a few other representatives to this group:

- 7) One (1) representative from the Lincoln County School District
- 8) One (1) representative from Lincoln County
- 9) One (1) representative from the Latino community
- 10) One (1) representative from the commercial fishing community
- 11) One (1) representative from the marine science community
- 12) One (1) representative from the religious community
- 13) One (1) representative from the arts and cultural community
- 14) Adding one additional member of the Council

While this is a large group, I believe that having a representation group is essential to guide community Process. I would like to have the Mayor appoint and the Council confirm these appointments at the October 19, 2015, City Council meeting.

We are working on the R.F.P. and should begin requesting proposals in November. It is anticipated that the Vision 2040 Steering Committee will continue in this role through the selection of the consultant. At that time, the committee will be restructured as is necessary in consultation with the consultant, and the agreed upon approach to tackle the visioning effort.

Recommendation:

I recommend that the City Council consider the following motion:

I move approval of Resolution No. 3727, establishing a Vision 2040 Steering Committee to guide the development of a Request for Proposals, and selection of a professional consulting firm for the 2040 visioning process.

Fiscal Effects:

The Visioning Report recommends that the City Council appropriate up to \$50,000 to conduct this effort. Please note that the expenses would likely be divided over two fiscal years. Once the RFP process is completed and a consulting firm is hired, a recommendation to appropriate funding for the General Fund contingency will be made. There are sufficient funds to appropriate from this funding contingency.

Alternatives:

Modify the committee membership or as suggested by the City Council

Respectfully Submitted,

A handwritten signature in black ink, appearing to read "S. R. Nebel". The signature is written in a cursive, flowing style.

Spencer R. Nebel
City Manager

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CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS

CITY VISION PLAN 2040



DRAFT

SUBMIT PROPOSAL TO:

**Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365**

Due Date: January 8, 2016 by 3:00 P.M., PST

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS CITY VISION PLAN 2040

SECTION I. INTRODUCTION AND BACKGROUND

A. Proposer Entity

The City of Newport ("City") is seeking a well-qualified consultant to provide professional consultation and project design services to develop a Vision 2040 for the Greater Newport Area.

B. Overview

The City of Newport is a prime tourist destination and the population center of the Central Oregon Coast. Newport is the county seat of Lincoln County, and houses the offices of several federal and state agencies, including a major Coast Guard station, Oregon State University's Hatfield Marine Science Center, NOAA's Pacific Marine Operations Center, the Oregon State Police, Oregon DMV, and Oregon Employment Division offices. The City is home to the Samaritan Pacific Communities Hospital, and the main campus of the Oregon Coast Community College. OCCC is a premier educational institution and unique in its aquarist program. Its aquarist graduates are working in aquarium and research facilities throughout the country. Newport has a population of more than 10,000.

The Yaquina River flows into the Pacific Ocean through Newport's Yaquina Bay. Newport is home to the Oregon Coast Aquarium, one of the country's premier aquariums. A substantial commercial fishing fleet calls Newport home, as do several marine research vessels and a large number of private boats docked in marinas around the Bayfront. Newport is one of three deep-water ports on the Oregon Coast. Tonnage of shipping is second behind Coos Bay.

Newport has often been described as the most authentic City on the entire Oregon Coast. The City boasts numerous fine shops, restaurants, galleries, lodging establishments, and endless outdoor recreational opportunities.

Proximity to Portland and the Willamette Valley provides a strong tourism base, and the mid-latitude of Oregon provides moderate rainfall during the winter and spring months, and mild temperatures.

C. Source of Funds and Budget

The source of funds for this service is from the City's General Fund budget for Fiscal Year 2015/2016.

D. Report of the Community Visioning Work Group

On May 18, 2015, the City Council appointed a Community Visioning Work Group. This group included a representative from the City Council, one representative from the Greater Newport Chamber of Commerce, one representative from the Planning Commission, one representative from the Port of Newport, two community representatives, and one representative from the Oregon Coast Community College. The Community Visioning Work Group met on June 30, July 20, and August 31 to develop a recommendation for City Council consideration on whether to conduct a formal visioning effort for the city. The City Council charged the group with providing a report and recommendation. A recommendation to proceed with a formal visioning process was made to the City Council at its September 21, 2015 meeting.

The Work Group reviewed various past and present planning efforts to understand the scope of planning work that is in place, and to understand how the vision relates to the Comprehensive Plan and other existing and future planning efforts. The Work Group discussed the importance of community building as part of this planning process and developing a vision that will transcend individual local political leadership changes in the community.

The Work Group developed the following conclusions:

1. Community Vision

A vision for the city should create broad aspirational descriptions of the quality of life that the community desires in the future. These concepts can be divided into appropriate categories and should serve as the long-term target for future planning efforts, particularly as the Comprehensive Plan is updated. In order for a vision to be sustainable, it needs to be based on a statement of values, and in the forefront of future city decision making processes. Furthermore, a vision needs to be revisited on a regular basis. The community vision should be the focus of annual goal setting sessions and budgetary appropriation processes to continue to determine specific steps for reaching the city's vision.

2. Guiding Principles for the Visioning Process

The Work Group identified several guiding principles for this undertaking.

- a. Encourage the community to thoroughly participate and engage.
- b. Engage Greater Newport Area participants, respecting all perspectives and opinions.
- c. Establish a value based approach to addressing complex issues.
- d. Strengthen relationships between community leaders and citizens.

3. Geography

The Work Group felt that the visioning process should go beyond the current city limits and current urban growth boundaries and encompass the Greater Newport Area.

4. Vision Target

The Work Group recommends that a Greater Newport Area visioning process focus on 2040.

5. Stakeholders

The Work Group has identified a list of participants that should be included in the community visioning process. Stakeholder groups include, but are not limited to:

- Citizens
- Visitors
- Seasonal residents
- Lincoln County School District
- Lincoln County
- Port of Newport
- Oregon Coast Community College
- Public utilities, including Central Lincoln PUD, Northwest Natural
- State government offices (ODOT, ODF&W, etc.)
- Confederated Tribes of the Siletz Indians
- Oregon State University (Hatfield Marine Science Center)
- Greater Newport Chamber of Commerce
- Lincoln County Transit
- Hospital/Health District (Samaritan Pacific Hospital District and Foundation)
- Hispanic community, including Centro de Ayuda
- Senior community
- Students
- Youth groups
- Commercial districts in Newport, i.e., Nye Beach Merchants Association; Bayfront Association; and City Center Newport Association
- Neighborhood districts in Newport
- Non-profit organizations
- Economic Alliance of Lincoln County
- Oregon Coast Aquarium
- Commercial fishing industry
- City Council
- City advisory boards and committees
- City staff
- Federal government agencies including, NOAA, EPA, Coast Guard
- National Guard
- Religious organizations

- Habitat for Humanity
- Lincoln County Housing Authority
- Lincoln County Land Trust
- OMSI
- Surfrider Foundation
- Arts and cultural community, including the Oregon Coast Council for the Arts, the Performing Arts Center, Visual Arts Center, and others
- Service organizations, including Rotary, Altrusa, Optimists, and others
- Financial community
- Business community
- Home owner associations
- Media outlets
- Lincoln County Historical Society
- Employment office
- Farmer's Market
- Others as identified by the Vision 2040 Steering Committee

6. Potential Topic Areas of a Community Visioning

A community vision should focus on a number of key areas that will be defined as part of the visioning process, for example, they may include, but not be limited to:

- Education
- Health
- Environment
- Economic Development
 - Tourism
 - Research/Science
 - Commercial Fisheries
 - Governmental (NOAA, US Coast Guard, OSU, EPA, and others)
 - Industrial development
- Maritime commerce
- Infrastructure
- Transportation
- Maritime
- Safety/Disaster Preparedness
- Neighborhoods and Districts
- Arts
- Culture
- History
- Recreation
 - Sport fishing

7. Engagement Tools

The visioning process needs to facilitate broad participation and reach populations not previously reached, including, but not limited to:

- Collection of organizational visions from other community groups (i.e. schools, Port, OSU, etc.)
- Public opinion surveys
- Stakeholder's surveys
- Focus group discussions
- One on one interviews (personal, phone)
- Use of existing advisory boards and committees
- Participation by other governmental entities
- Speaker's bureau
- Community events
- Youth events
- Public meetings
- Online interaction (Including websites, social media)
- Newsletters
- Media
- Multicultural outreach using translation services
- Community celebrations focused on the visioning process
- Any other similar means to involve the community

8. Outcomes of Visioning Process

The Work Group defined four desired outcomes critical for the success of the visioning effort, including: vision; core values; realistic strategies to guide sustainable and ongoing implementation; and local public engagement building community capacity. This process will create mechanisms to ensure that the community vision becomes a primary consideration of all future planning, updates to the Comprehensive Plan, and the annual budgetary appropriation process by the city and other organizations to ensure that efforts are moving the community in the necessary direction to fulfill the visionary concepts identified through this process. A key component of the visioning process will be to identify these mechanisms to ensure that the vision will be in the forefront in Newport's future.

- a. Mission
- b. Core values
- c. Realistic strategies to guide sustainable and ongoing implementation
- d. Local public engagement building community capacity

9. Timetable

A comprehensive visioning process will likely take a year to complete. The Request for Proposals (RFP) will be complete and issued in late November or early January of 2015. A consultant would be selected with a contract in place by February 1, 2016. The visioning process would occur over the course of the next nine months with this process being concluded by January of 2017. The approved vision would be available to begin guiding the City of Newport, including the Council's goal setting session for the 2017/2018 Fiscal Year budget.

<i>Event</i>	<i>Date</i>
Release of Request for Proposals	December 1, 2015
Proposals Due	January 8, 2016
Proposal Award Date	January 18, 2016
Vendor Begins Work	As Mutually Agreed Upon by Successful Proposer and City

E. Deadline for Submission of Proposals

The proposal must be **received**, via e-mail to Peggy Hawker, at p.hawker@newportoregon.gov, by 3:00 P.M., PST, on Friday, January 8, 2016.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be considered.

F. Proposal Requirements

The following outlines the proposal requirements. The RFP will be incorporated into any resulting Contract with the successful proposer, along with any terms of the accepted proposal which are not in conflict therewith, as well as provisions which are permissible matters for negotiation, as set forth herein. The contents of the proposal submitted by the successful proposer may become contractual obligations if a Contract is awarded.

All proposals submitted in response to the RFP become the property of the City and will be a public record after the selection process is completed. Each proposal must contain the following:

Each proposal should include the following basic components and information:

- A cover letter must be submitted with the proposal. The cover letter should be limited to one page and must include the company name, company address, and the name, telephone number, fax number, and e-mail address of the person(s) authorized to represent the firm on all matters relating to the RFP and any contract awarded pursuant to this RFP. A person authorized to bind the proposer to all commitments made in the proposal must sign the letter.
- The name and contact information of the proposer's primary contact person.
- Narrative response to I.D. describing how your firm plans to provide guidance, assistance, and the experience to address these issues identified by the Community Visioning Work Group.
- Describe your firm's knowledge of best practices for public involvement and community plan development.
- Describe any related experience in developing community action plans.

- Provide examples of completed work products from similar projects.
- Demonstrate experience in establishing a calendar and schedule for a similar process.
- Describe how your firm has worked successfully with a diverse committee of citizens and staff.
- Explain how your firm would coordinate public outreach and communication.
- Describe your firm's ability to move a project forward.
- Provide a detailed project budget with clearly stated assumptions that addresses how the funds would be allocated; hourly rates for the project team with an estimate of the number of hours of work for each team member; tasks to be performed; and any other direct or indirect anticipated expenses.
- Other information that may assist the City in making its selection.
- Each proposer shall also furnish a list of at least five references (preferably municipal or government references), within the last five years, including names, addresses, phone numbers, and principal contacts in which the your firm has provided similar services. By submitting a proposal, a proposer consents to the City contacting listed references, as well as parties with whom proposer has previously contracted. The results of those contacts will be considered by City in its evaluation of proposals.

G. CONTRACT AWARD PROCESS

The City may accept or reject the recommendation of the staff as to the successful proposer, cancellation of the procurement, or related matters.

The successful proposer that is selected to provide the software and services outlined in this RFP shall enter into a contract, approved by the City Attorney, directly with the City of Newport, within thirty (30) days of the Notice of Intent to Award Contract, or such later date as determined by the City Manager.

The City reserves the right to verify the information received in the proposal. If the proposer knowingly and willfully submits false information or data, the City reserves the right to reject that proposal. If it is determined that a contract was awarded or entered into because of false statements, or other incorrect data submitted in response to this RFP, the City reserves the right to terminate the contract, without penalty therefor, and with all rights reserved.

H. Proposal Evaluation and Selection Process

Proposals will be evaluated based upon the following categories, including references and information from entities or persons with whom Proposer has entered into contract(s) within the last five years. Proposals will be scored, and ranked. No single category is determinative, or entitled to greater weight in the evaluation process than any other. The proposal selected as the successful proposal will be based on the following categories. The successful proposal may be eligible for negotiation as to the matters, if any, which are identified as suitable for negotiation in this RFP.

Proposer qualifications, experience, and demonstrated ability, including references and contacts with previous customers	40 points
Quality and responsiveness of proposal to Questions to be Answered by the Proposer as detailed in this RFP	50 points
Cost reasonableness and appropriateness as compared to all other proposals to provide the software and ongoing maintenance and upgrades within the City's annual budget	10 points

III. GENERAL RFP AND CITY CONTRACT INFORMATION

The following terms and conditions apply to the agreement entered into between the successful proposer and the City of Newport:

A. Budget

Total expenditures under this contract shall not exceed the amount budgeted by City. In any event, the City provides no assurance that the total amount budgeted by City will be agreed to by City in its award of contract. However, in the event City requires additional services beyond those agreed to by the parties in the contract, such services will be reduced to writing as an amendment to the contract.

B. Laws and Policies

In the performance of the work, the selected successful proposer shall abide by and conform to all applicable laws and rules of the United States, State of Oregon.

C. Contract

The contract with the successful proposer will be reviewed for legal sufficiency by the City Attorney of the City of Newport, and approved by the City Council.

D. Costs Incurred by Proposers

All costs of proposal preparation shall be the responsibility of the proposer. The City shall not, in any event, be liable for any pre-contractual expenses incurred by proposers in the preparation and/or submission of the proposals. Proposals shall not include any such expenses as part of the proposed budget.

E. General City Reservations

City reserves the right to extend the submission deadline should this be in the best interest of the City. Proposers have the right to revise their proposals in the event that the deadline is extended.

The City reserves the right to withdraw this RFP at any time, and will notify proposers that the solicitation has been canceled. The City makes no representation that any contract will be awarded to any proposer responding to the RFP. The City reserves the right to reject any or all submissions.

If in City's judgment, an inadequate number of proposals are received or the proposals received are deemed non-responsive, not qualified, or not cost effective, the City may, at its sole discretion, reissue the RFP, or execute a contract with the next highest ranked proposer, or to cancel this solicitation, all subject to compliance with applicable laws and the City's public contracting rules.

City reserves the right, subject to the City's public contracting rules and applicable statutes, to reject any and all proposals and to waive any minor informality when to do so would be advantageous to the City.

F. Addenda to the RFP

Addenda to the RFP will be posted on the city's website at www.newportoregon.gov.

G. Termination

Any contract awarded pursuant to this RFP may be terminated by the City, with or without cause, upon 30 days prior written notification by the City to the successful proposer.

H. Proposer's Validity Period

Proposals shall be irrevocable for a period of 70 days from the proposal deadline.

I. Proposer's Contact for Information

Proposers may contact Peggy Hawker, City Recorder/Special Projects Director, with any questions regarding the scope of work of this RFP at:

Peggy Hawker, City Recorder/Special Projects Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365
541.574.0613
p.hawker@newportoregon.gov

I. Deadline for Submission of Proposals

The proposals must be received by 3:00 P.M., PST, on Friday, January 8, 2016. Proposals must be sent via e-mail, with RFP for Community Vision Plan 2040 in the subject line, to: p.hawker@newportoregon.gov.

Timely submission of proposals is the sole responsibility of the proposer. The City reserves the right to determine the timeliness of all submissions. Late proposals will not be accepted. All proposals received after the deadline will not be opened.

DRAFT