

CITY OF NEWPORT

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NEWPORT, OREGON 97365

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mombetsu, japan, sister city

CITY OF NEWPORT, OREGON

REQUEST FOR PROPOSALS

for

CONSULTING SERVICES TO PREPARE A REFINEMENT PLAN FOR THE SOUTH BEACH / US 101 COMMERCIAL-INDUSTRIAL CORRIDOR

PROPOSALS DUE: January 15, 2021 by 5:00 pm

SUBMIT PROPOSAL TO:

**Derrick I. Tokos, AICP
Community Development Director
City of Newport
169 SW Coast Highway
Newport, Oregon 97365**



CITY OF NEWPORT, OREGON

Request for Proposals Consulting Services to Prepare a Refinement Plan for the South Beach / US 101 Commercial-Industrial Corridor

1. INTRODUCTION

The City of Newport is seeking proposals from qualified individuals, firms, teams (hereinafter referred to as Consultant), with demonstrated experience in preparing land use, infrastructure, and financing plans for the redevelopment and adaptive reuse of property through a process of active public engagement.

2. PROJECT OBJECTIVES

The purpose of this project is to assess commercial and industrial lands along the US 101 corridor from the south end of the Yaquina Bay bridge to the Newport Municipal Airport to identify infrastructure development or land acquisition opportunities, determine if changes to land use requirements are needed to facilitate revitalization of the area, and inform the final round of urban renewal investments from the South Beach Urban Renewal District before it closes to new projects at the end of 2025 (ref: Attachment No. 1).

Additionally, this planning process will evaluate redevelopment opportunities for the 2.3-acre Newport Urban Renewal Agency ("Agency") owned property at the northeast corner of 35th and US 101 (ref: Attachment No. 2) so that it can be positioned for resale once upcoming intersection and highway improvements are completed.

The highway and intersection improvements are a joint Agency / Oregon Department of Transportation endeavor that includes the relocation of a traffic signal from SE 32nd to SE 35th, a new intersection at 35th Street, sidewalk on both sides of US 101, new multi-use pathway connections, utility undergrounding, and a rehabilitated highway street section (ref: Attachment No. 3). This \$4.71 million project is fully funded and will go under construction in the spring/summer of 2021. This planning project will identify how the Agency can best invest its remaining \$4.5 to \$9 million in uncommitted funds in a manner that complements these infrastructure improvements.

3. DRAFT SCOPE OF WORK

This draft scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project. The City is open to alternative approaches that may deviate from this scope to better meet project objectives.

A. Project Kick-off. Staff will provide Consultant with relevant background information in an electronic format, where available. This may include, but is not limited to:

1. South Beach Urban Renewal Plan
2. Urban Renewal Budget, Debt Schedule, and Projected Revenues through Closeout
3. Parks, Water, Wastewater, Stormwater and Transportation Facility Plans

4. Property Ownership Information and Maps
5. Vision 2040 Strategies and Comprehensive Plan Policies/Maps
6. Zoning Regulations and Maps
7. Plans for Utility Undergrounding and 32nd to 35th Street Signal Relocation Projects
8. Surveys, Environmental Reports, Permit Records, Leases and Other Information Relevant to the Future Redevelopment of Agency's property at the NE corner of US 101 and SE 35th Street
9. Tax Lot, Contour, Aerial Imagery, Zoning, Utilities, Natural Features and Other GIS Data Relevant to the Project Area

Consultant shall review the background materials and participate in a conference call with City staff to clarify study objectives and confirm key policies and background information that could inform the work. At this meeting, consultant and staff will also confirm the range of key stakeholders that will need to be engaged, public outreach opportunities that will be pursued, and any other issues necessary to clarify the scope and schedule.

Product: Scoping Memo documenting any additional data collection needs, communication protocol, discussion points, decisions, and any refinements to the scope of work and schedule.

- B. Site Reconnaissance. Consultant will conduct an initial site visit with staff to gain familiarity with the project area and take photographs for use in subsequent tasks.

Product: Meeting notes and electronic copies of photos.

- C. Public Engagement Plan. Consultant is to develop a pandemic appropriate public engagement plan that anticipates an initial round of up to 12 stakeholder interviews to develop an understanding of community needs, 4-6 meetings with a Technical Advisory Committee through the course of the project, 2-3 briefings with the Agency, and at least a couple of rounds of online preference surveys to vet initial concepts and preferred alternatives. Consultant should assume that meetings will be held by phone or videoconference. Additional property owner engagement will be needed when evaluating site for potential acquisition. City staff will prepare amendments to the Urban Renewal Plan and land use ordinances with consultant serving in a support role.

Product: Public engagement plan and schedule.

- D. Opportunities and Constraints Report. Consultant is to evaluate opportunities for additional infrastructure investments and strategic land acquisitions that might catalyze new private development or redevelopment. The final, and as yet uncommitted, phase of South Beach Urban Renewal Plan projects and infrastructure projects identified in the City's facility plans that are within the urban renewal area shall serve as a baseline when assessing infrastructure investment opportunities. Consultant is to identify relative strengths and weaknesses of the different opportunities. Information is to be formatted such that it can be used in an online preference survey and/or other suitable outreach methods to gauge public interest before being placed in a report format.

Product: Online informational materials and report and maps.

- E. Project Concept Memo. Consultant will take the concepts it vetted with the public and work them into a list of potential projects with planning level estimates. Project concepts are to be supported with maps sufficient to convey the nature and extent of the envisioned activity. Custom mock-up drawings may be needed to adequately describe some concepts, and Consultant should anticipate the need to prepare up to five (5) such drawings. Information is to be formatted such that it can be used in a follow-up online preference survey to assist with project prioritization.

Product: Memo, maps, and drawings outlining project concepts with planning level estimates and preference survey feedback.

- F. Commercial/Industrial Land Use Code Audit. Consultant will evaluate the City of Newport's Comprehensive Plan policies and land use regulations for commercial and industrial property between the Yaquina Bay Bridge and Newport Municipal Airport and provide recommendations for how they might be revised to better complement Agency infrastructure investments, facilitate redevelopment, and incentivize annexation of unincorporated lands. Recommendations may include potential revisions to the number or type of zone districts and zoning map boundaries. Substantial changes are to be framed such that they can be vetted with the public and policymaking bodies in conjunction with project concepts. Recommendations shall be specific enough that they can be readily incorporated by city staff into draft implementing ordinances or related documents.

Product: Audit document outlining recommended edits to the Comprehensive Plan policies, land use regulations and/or accompanying maps.

- G. Redevelopment Concepts for NE Corner of US 101 and SE 35 Street. Consultant is to develop up to three (3) concepts for how the 2.3-acre Agency owned property at the NE corner of US 101 and SE 35th Street could be redeveloped once the highway and intersection improvements are completed towards the end of 2021. Emphasis should be given to projects that will enhance the tax base and economic vitality of the area. The Agency has also expressed an interest in attracting service uses to support South Beach residents, employers, and guests. Project concepts are to be drafted such that they can be readily incorporated into a Request for Proposals to be issued by the Agency at a later date. Concepts are to be formatted such that they can be used in a follow-up online preference survey.

Product: Description and graphics sufficient to convey the redevelopment concepts.

- H. Final Report. Consultant shall prepare a final report encapsulating the work from the previous tasks. The report must summarize the public engagement process, alternatives considered, and rationale for choosing the selected projects. Sections of the report are also to be reserved for the land use code audit and the redevelopment concept(s) for the Urban Renewal Agency owned parcel at the NE corner of 35th and US 101. Planning level cost estimates shall be refined as needed, such that they are suitable for use in updating the City's Capital Improvement Plan and South Beach Urban Renewal Plan. The report shall also be formatted such that the graphics and text can be readily incorporated by the City into other planning and project documents. Consultant shall provide a draft of the report to the City for one round of edits, and shall be available for presentation of the final report to the Newport City Council / Urban Renewal Agency.

Product: An electronic copy and six (6) hardcopies of the final report.

Consultant shall coordinate as needed with City staff throughout the process. Unless otherwise specified, it is the City's preference that work product be delivered in an electronic format. Should Consultant develop any GIS data layers in conjunction with this project, such data shall be provided to the City with delivery of the final report. For infrastructure projects, it is the City's expectation that Consultant will be able to utilize technical data from City's existing facility plans, although some targeted storm drainage modeling may be needed.

4. PROJECT SCHEDULE

Tasks are to be completed no later than December 1, 2021 so that ordinances can be considered and adopted, as needed, to inform the preparation of the fiscal year 2022/2023 budget process.

5. TASKS TO BE PERFORMED BY CITY

City staff will coordinate advisory committee meetings, and prepare meeting summaries, outreach materials, and implementation ordinances. Staff will also provide Consultant with technical assistance at all stages of the project.

6. BUDGET AND SOURCE OF FUNDS

A total of \$100,000 has been budgeted for this project. The funds draw from tax increment generated from the South Beach Urban Renewal District. There are no state or federal dollars associated with this project.

7. PROJECT PROPOSAL REQUIREMENTS

Proposals should be organized in the following format:

- A. Cover Letter. Provide a cover letter, signed by a duly constituted official legally authorized to bind the proposer to both its proposal and cost estimate. The cover letter must include the name, address, and telephone number of the proposer submitting the proposal and the name, title, address, telephone number, fax number, and email address of the person, or persons, to contact whom are authorized to represent the proposer and to whom correspondence should be directed.
- B. Project Approach and Understanding. Provide a detailed description of the Consultant's proposed approach demonstrating how the City's objectives will be accomplished as outlined in the above draft Scope of Work. Clearly describe and explain the reason for any proposed modifications to the methods, tasks and products identified in the draft Scope of Work outlined in Section 3 of this RFP.
- C. Project Organization and Team Qualifications. Identification of all services to be provided by the principal firm and those proposed to be provided by subcontractors and information regarding the firm(s) assigned to the project including size of firm(s) and overall capabilities of each as considered relevant to this project. Provide information regarding all personnel assigned as team members to this project including names, prior experience, position, role and level of responsibility in the project. The City reserves the right to reject any proposed firm or team member or to request their reassignment. The project manager shall be identified by name and shall not be changed without written approval by the City. The principal

consulting firm must assume responsibility for any sub-consultant work and shall be responsible for the day to day management and direction of the project.

- D. Project Timeline. Proposed timeline for accomplishing the project, including critical paths and milestones, and specific consulting staff by task based on the draft Scope of Work.
- E. Project Coordination and Monitoring. Describe the process for ensuring effective communication between the Consultant, Stakeholders, and the City, and for monitoring progress to ensure compliance with approved timeline, budget, staffing and deliverables.
- F. Proposed Cost of Services. Provide a budget summary broken down by task, time, personnel, and hourly rate, number of hours and cost for each team member including those employed by subcontractors. Fee information should be formatted to correspond to tasks identified in this RFP; however, this format may be modified to suit the consultant's approach to this project. The summary shall include a budget for reimbursable expenses. The final cost of consulting services may be based on a negotiated detailed scope of work. The budget summary shall also include all required materials and other direct costs, administrative support, overhead and profit that will apply.
- G. Similar Project Experience. Specific examples of comparable work which best demonstrate the qualifications and ability of the team to accomplish the overall goals of the project under financial and time constraints. Provide names, addresses and telephone numbers of clients associated with each of these projects. Through submission of a proposal, all respondents specifically agree to and release the City of Newport to solicit, secure and confirm information provided.

8. SELECTION OF PROPOSALS

Proposals will be evaluated based on the following criteria:

Thoroughness, quality and conciseness of submittal.	20 pts.
Project understanding and approach for accomplishing the City's objectives.	20 pts.
Qualifications of the project manager and project team, and proven ability to successfully complete projects of similar scope.	20 pts.
Proposed cost of services.	15 pts.
Ability to complete the Scope of Work by December 1, 2021 or earlier.	10 pts.
References from past and present clients.	15 pts.
Total	100 pts.

9. PROPOSAL SUBMITTAL AND SCHEDULE

Parties interested in submitting a proposal should contact Derrick Tokos, Newport Community Development Director, to indicate their interest in submitting a proposal and specify the manner to receive any amendments to the RFP.

Four (4) copies of the proposal shall be submitted to the City of Newport, Attention: Derrick I. Tokos, AICP, Community Development Director, 169 SW Coast Highway, Newport, Oregon 97365, **no later than 5:00 P.M., January 15, 2021**. Envelopes should be marked: "Newport South Beach / US 101 Commercial-Industrial Study."

Proposals must be submitted in a sealed envelope. All proposals must be completed in ink or typewritten. Facsimile proposals will not be accepted. Questions may be addressed to Derrick I. Tokos, AICP, Community Development Director, (541) 574-0626, d.tokos@newportoregon.gov.

Any amendments to this RFP will be in writing and will be issued to all persons or businesses that have indicated an interest to receive RFP amendments. No proposal will be considered if it is not responsive to any issued amendments.

Attachment No.1 – South Beach Urban Renewal District Fact Sheet



South Beach Urban Renewal District

The South Beach Urban Renewal District was established in 1983 and extended at a reduced size in 2009 for the purpose of upgrading the infrastructure and acquiring land to support economic development. With public input, a new project list was developed with the 2009 extension, to be funded with revenue bonds over three, 6 year phases. Urban renewal projects constructed or budgeted since the 2009 amendment, and subsequent amendments, have leveraged over \$8.8 million from federal, state, and private sources. Those dollars are in addition to the urban renewal funding figures listed below.

QUICK FACTS (AMENDMENT NO. 13)

SIZE:	1,169 acres (Incorporated and Unincorporated)
DURATION:	44 years
USE DESIGNATIONS	
COMMERCIAL:	1.21%
INDUSTRIAL:	14.03%
WATER-RELATED INDUSTRIAL:	32.37%
RESIDENTIAL	15.85%
PUBLIC:	36.54%
MAX. INDEBTEDNESS:	\$38,750,000
REMAINING FOR PROJECTS:	\$9,864,000
EST. INCREMENT OVER LIFE OF AMENDMENT:	\$40,619,593
PORTION INCREMENT CITY TAXES:	37.56%

PROJECT DETAILS (COMPLETED)

MARINE SCIENCE DRIVE CIRCULATION AND STREETScape ENHANCEMENTS:	\$2,154,000
COHO BRANT REFINEMENT PLAN:	\$60,000
COASTAL GULLY OPEN SPACE:	\$225,000
SAFE HAVEN HILL TSUNAMI EVACUATION ASSEMBLY AREA IMPROVEMENTS:	\$272,500
ASH STREET IMPROVEMENTS:	\$355,000
US 101 – 40 TH TO 50 TH WATER AND SEWER LINE IMPROVEMENTS:	\$797,000
SE FERRY SLIP ROAD STREET AND PATHWAY IMPROVEMENTS:	\$1,354,900
SW ABALONE, SW 30 TH , SW 27 TH , AND SW BRANT STREET IMPROVEMENTS:	\$2,038,700
PURCHASE NE CORNER 35 TH /US 101:	\$1,540,000

BUDGETED PROJECTS

US 101 – SE 32 ND TO SE 35 TH SIGNAL RELOCATION AND STREETScape ENHANCEMENT PROJECT:	\$2,495,100
SE FERRY SLIP / US 101 UTILITY UNDERGROUNDING:	\$1,000,000
SE 50 TH AND SE 62 ND ROW ACQUISITION:	\$200,000
SE CHESTNUT TRAIL EASEMENT	\$50,000
US 101 CORRIDOR REFINEMENT PLAN	\$100,000

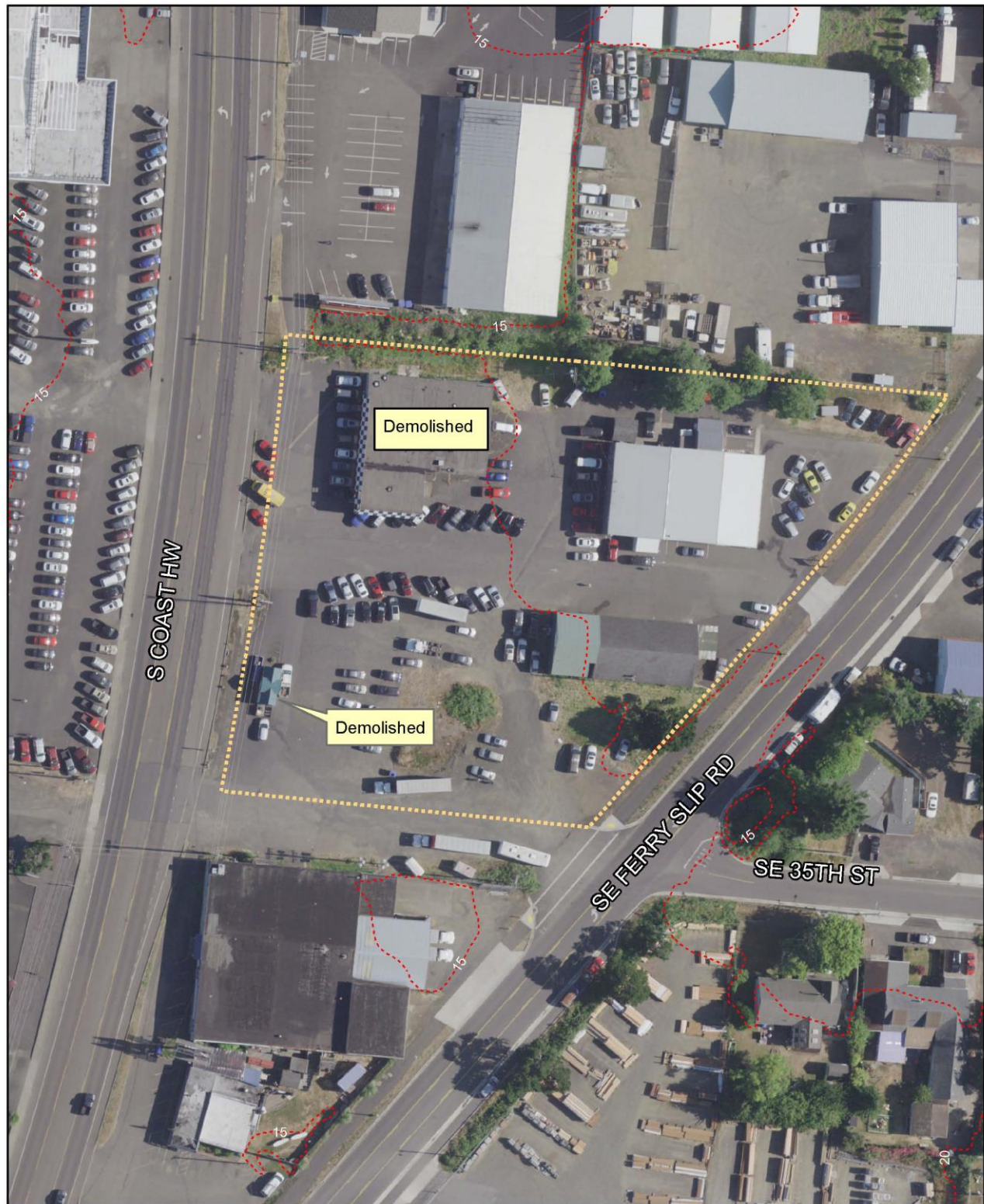
PRIORITIES FOR FINAL PROJECT PHASE

SIGNALIZE SE 40 TH AND US 101:	\$1,750,000
INSTALL REDUNDANT YAQUINA BAY WATER PIPELINE CROSSING:	\$2,800,000
EXTEND SEWER SERVICE TO NEWPORT MUNICIPAL AIRPORT:	\$3,000,000

City Limits (Lt. Grey)



Attachment No. 2 – Agency Property at the NE Corner of SE 35th and US 101



City of Newport
Community Development Department
 169 SW Coast Highway
 Newport, OR 97365
 Phone: 1.541.574.0629
 Fax: 1.541.574.0644

Newport Urban Renewal Agency Property NE Corner of SE 35th / US 101 Intersection

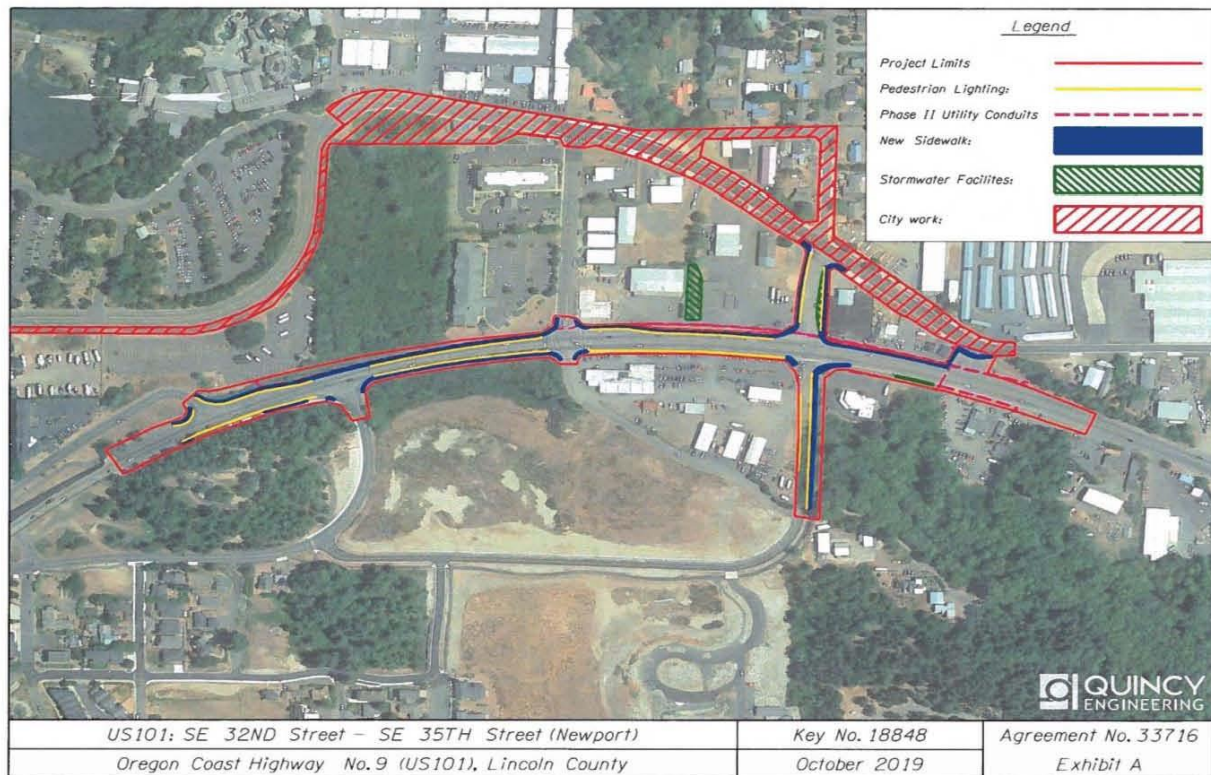
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Image Taken July 2018
 4-inch, 4-band Digital Orthophotos
 Quantum Spatial, Inc. Corvallis, OR

0 40 80 Feet



City/ODOT – Hwy 101/32nd St Signal Relocation Project



- ◆ Signal to be relocated from SE 32nd to SE 35th and US 101
- ◆ New 35th St to be built from Abalone to SE Ferry Slip Rd
- ◆ SE Ferry Slip Rd approach onto US 101 to be closed and landscaped
- ◆ Sidewalk to be constructed on both sides of US 101 from bridge to SE Ferry Slip Rd
- ◆ Multi-use path to be extended from Abalone across US 101 at 35th St signal to existing path at SE Ferry Slip Rd
- ◆ Utilities to be undergrounded along Ferry Slip (red hatch on map) and along US 101
- ◆ US 101 paved areas to be rebuilt from bridge to SE Ferry Slip Rd
- ◆ Construction begins Dec/Jan and to finish Fall of 2021
- ◆ Budget \$4.71 Million (\$2.36 Million from Agency)