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mombetsu, japan, sister city

## **CITY OF NEWPORT, OREGON**

### **REQUEST FOR PROPOSALS**

**for**

### **CONSULTING SERVICES TO PREPARE A HB 2003 COMPLIANT HOUSING CAPACITY ANALYSIS AND HOUSING PRODUCTION STRATEGY**

**PROPOSALS DUE: December 3, 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 HB 2003 Compliant Housing Capacity Analysis and Housing Production Strategy**

### **1. INTRODUCTION**

The City of Newport is seeking proposals from qualified individuals, firms, teams (hereinafter referred to as Consultant), with demonstrated experience in conducting housing needs and buildable lands assessments for Oregon municipalities in accordance with statewide planning goals, statutes, and administrative rules.

### **2. PROJECT OBJECTIVES**

The City of Newport is interested in updating its Housing Needs and Buildable Lands Inventory (aka Housing Capacity Analysis), and developing a Housing Production Strategy. Both of these planning documents are to be developed in accordance with applicable statutes and administrative rules. Based upon the findings from these assessments, recommendations will be prepared outlining future actions that the City can undertake to meet projected housing needs.

Being a small rural community, the City of Newport and its partners that are engaged in the provision of housing and related services, operate with limited capacity relative to staffing, technical expertise, and funding. With that in mind, the City's desires to complete both the Housing Capacity Analysis and Housing Production Strategy as part of a single planning effort and a draft scope of work has been developed to achieve that objective.

One of the City's goals as part of this process is to identify developable lands within its corporate limits that can reasonably be expected to produce needed housing, considering land values, entitlements, utilities, construction costs, etc. This will inform how the City could prioritize its infrastructure investments or adjust its infrastructure requirements to efficiently support areas that are most likely to produce needed housing.

### **3. DRAFT SCOPE OF WORK**

This draft scope of work represents the City's best estimate of the steps 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.

#### **Task 1: Project Kick-Off**

##### **Timeline: Jan 2022**

The purpose of the project kick-off is for Consultant to become familiar with local conditions and with City's planning documents, for the parties to confirm the objectives of the project and refine the project schedule, and for the City to prepare for the Project. Consultant will contact the City to arrange a date for a site visit, where they will meet with a roundtable of city policymakers and housing stakeholders to learn about the community's housing needs and issues; tour the City to familiarize themselves with the type, location, and condition of Newport's housing stock and areas suitable for future housing; and wrap up the trip by meeting with city staff to confirm project

expectations and data needs. Consultant will take information gleaned from this initial meeting to refine the project scope of work and develop a proposed schedule outlining actions required for the completion of all tasks. City will provide Consultant with relevant background documents, housing, and GIS data. This can be done in advance of, or after the kick-off meeting, depending upon Consultants preference.

*Task 1 Consultant Deliverables:*

- Site reconnaissance meeting notes summarizing results of the roundtable discussion, field work, and photographs for reference and future work product
- Refined scope of work and project schedule

*Task 1 City Deliverables:*

- Background documents, including informational materials and relevant sections of the City's Comprehensive Plan, Zoning Ordinance, Municipal Code, SDC Methodology, previous Housing Needs Assessments, and budget related to housing and the City's housing incentive programs
- Geospatial data layers in shapefile or equivalent format including, tax lots, comprehensive plan designations, UGB, city limits, zoning, aerial imagery, building footprints, utilities, streets, terrain, hazard areas, wetlands, shoreland resources, natural areas, short-term rental data/overlay, design districts, and prior buildable land data
- Attend and facilitate site visit with consultants
- Coordinate policymaker/stakeholder roundtable session

**Task 2: Education, Outreach, and Engagement**

**Timeline: Feb 2022 - Mar 2023**

Consultant will develop informational materials in English and Spanish to help educate the community about the goals and objectives of the project, including a description of the basic elements of a Housing Capacity Analysis (HCA) and Housing Production Strategy (HPS) and how this planning effort and resulting product could help improve the availability of needed housing within the community. Additionally, Consultants will develop a Public Engagement Plan identifying strategies that are to be pursued through the course of the project to engage housing consumers, including direct outreach to individuals through interviews, focus groups, or other means; contacting community-based organizations and service providers to connect with those they serve; and hosting events (virtual or in-person). City will provide Consultant with a list of groups and organizations that need to be engaged through the course of the project, who in turn may reach out to other interested parties. Engagement efforts will prioritize underrepresented communities within the City, including renters, low-income households, Hispanic/Latinx residents, other racial and ethnic minorities and immigrant or refugee communities, veterans, people with disabilities, seniors, agricultural workers, and formerly and currently homeless people. The engagement efforts are to build upon the City's previous housing related outreach and be coordinated with the event(s) required under HB4006 for severely rent burdened communities.

Consultant will conduct Project Advisory Committee (PAC) Meeting No. 1 to provide an overview of the project, solicit feedback on the draft public engagement plan, discuss and confirm desired outcomes, and review the project schedule. City will recruit and appoint the advisory committee members. City will also host a project webpage with Consultant being responsible for producing informational materials in a format suitable for use as website content and handouts. Through the course of the project, Consultant will be expected to prepare outreach materials, identifying

appropriate topics, methods of soliciting input and developing survey questions. City staff will support Consultant, reviewing and providing feedback on materials, coordinating meetings and events, and advertising outreach opportunities. City staff will prepare minutes for all PAC meetings, with Consultant being responsible for drafting summaries of surveys, focus group discussions, and other engagement opportunities.

*Task 2 Consultant Deliverables:*

- Education/outreach materials for use in handouts, flyers, and as website content in English and Spanish
- Public engagement plan (with refined project schedule incorporating outreach opportunities)
- Content for outreach sessions, including outlines of suggested survey or focus group questions and subject matter for meetings

*Task 2 City Deliverables:*

- List of existing groups and organizations for engagement
- Advisory committee appointments and roster
- Preparation of project webpage
- Meeting advertisements, notices, agendas, and minutes

**Task 3: Housing Needs Projection**

**Timeline: Feb 2022 - May 2022**

Consultant will prepare a draft housing needs projection consistent with OAR Chapter 660, divisions 7 or 8, as applicable. The housing needs projection will be used to determine the City's residential land need in Task 6 and is a baseline set of data that the Consultant will build upon to contextualize current and future housing needs for the Housing Production Strategy (HPS), considering population and market trends. Analysis of contextualized housing needs will include:

- Socio-economic and demographic trends of a jurisdiction's population, disaggregated by race to the extent possible with available data;
- Market conditions affecting the provision of needed housing, including demand for seasonal housing;
- Existing and expected barriers to the development of needed housing;
- Housing need for those experiencing homelessness, using the best available data;
- Percentage of Rent Burdened Households;
- Housing by Tenure (owner vs renter);
- Percentage of housing stock that is market rate vs. subsidized; and
- Units that are in the development pipeline by housing type.

A draft of the housing needs projection and a framework outlining the socio-economic and demographic data needed to contextualize housing need will be developed by Consultants. Analysis will be vetted with, and draw upon, information gathered through engagement with housing consumers, including underrepresented communities, before being presented at PAC Meeting No. 2. Comments from the PAC members will be addressed by Consultant, and a draft "Contextualized Housing Needs Memorandum" will be developed as a deliverable (which will later become a section of the HPS).

City will review and provide Consultant feedback on the housing needs projection and the contextualization of housing needs as the work product is being developed, will assist with

coordinating and facilitating outreach and engagement, and will provide staff support for PAC Meetings No. 2 and 3, including preparation of meeting notices, agendas, and minutes. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

*Task 3 Consultant Deliverables:*

- Presentation materials to explain preliminary analyses and findings of the housing needs projection, including contextualization of housing needs, for review by the PAC, public, and interest groups (PAC Meeting No. 2)
- Draft housing needs projection
- Contextualized housing needs memorandum

*Task 3 City Deliverables:*

- Meeting advertisements, notices, agendas, and minutes

**Task 4: Buildable Lands Inventory (BLI)**

**Timeline: Feb 2022 - Jun 2022**

Consultant will prepare a draft inventory of buildable land consistent with OAR Chapter 660, Division 8. The BLI will be used to determine the City's residential land sufficiency in Task 6. The BLI will be developed based on discussion with the PAC at one or more committee meetings.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft BLI product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

*Task 4 Consultant Deliverables:*

- Draft BLI
- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (PAC Meeting No. 3)
- Geospatial data layer containing the results of the BLI analysis

*Task 4 City Deliverables:*

- Meeting notices, agendas, and minutes

**Task 5: Housing Constructability Assessment**

**Timeline: May 2022 - Aug 2022**

Considering the outcomes of Tasks 3 and 4, City will identify areas that are anticipated to be very costly to serve, those that have no particular infrastructure service issues, and those with moderate infrastructure needs. The constructability analysis will focus on areas with moderate infrastructure needs, to help inform policymakers as to how they might best invest the City's limited infrastructure funds to efficiently support areas that are most likely to produce needed housing.

Up to twelve (12) subareas will be defined out of the group of parcels with moderate infrastructure needs. Each subarea will consist of one or more parcels that have similar infrastructure and site development costs to other parcels in the same subarea. Consultant will analyze four (4) to six

(6) housing "prototypes" (market-realistic development examples) that reflect housing types and densities that are allowed by zoning and align with market realities in Newport. Examples could include small-lot detached homes, large-lot detached homes, townhouses, and low-rise garden apartments. For each housing prototype, the Consultant will evaluate how much that type of housing development could absorb in combined land and infrastructure costs on a per unit basis, given estimated market pricing and construction costs. Consultant will estimate the total amount that development within a subarea could absorb in land and infrastructure costs based on the estimated zoned capacity for the subarea and the per-unit amount that the relevant housing types can absorb, then compare this to the total infrastructure costs to serve the area that are assumed to be a developer responsibility. Estimates of the zoned capacity of each subarea based on current development regulations and typical right-of-way and stormwater needs, including what type and density of housing is allowed. Where multiple types or differing densities are allowed, City will provide information suggesting an assumed mix based on past trends in the same zone or citywide. Consultant will synthesize the above information into a housing constructability assessment memorandum. Assumptions and results of the housing constructability assessment will be vetted with the PAC at one or more committee meetings.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the housing constructability assessment. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting.

*Task 5 Consultant Deliverables:*

- Presentation materials to explain preliminary analyses and findings to the advisory committee, the public, and interest groups (PAC Meeting No. 4)
- Draft housing constructability assessment
- Geospatial data layer containing the results of the subarea analysis

*Task 5 City Deliverable:*

- Memo summarizing infrastructure costs required to serve each subarea, and the share of those costs that will be developer responsibility (excluding the amount that will be paid through SDCs).
- Contact information for local residential contractors/builders/developers with experience building in Newport who can provide estimates for local construction and site preparation costs.
- Meeting notices, agendas, and minutes

**Task 6: Residential Land Needs Analysis (RLNA)**

**Timeline: Jun 2022 - Sept 2022**

Based on the outcomes of Tasks 3 and 4, Consultant will prepare a draft RLNA that addresses how much land and what zoning the City needs to accommodate its housing need, comparing the demand and supply provided in the deliverables produced in Tasks 3 and 4. The RLNA will be developed based on discussions with the PAC at one or more committee meetings.

If the analysis shows that the housing needs cannot be accommodated by the City's existing comprehensive plan, the RLNA will be developed concurrently with Task 6 in order to consider accommodating housing needs through changes to the comprehensive plan and land use regulations as required by OAR chapter 660, divisions 8 and 24.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft RLNA product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The PAC may consider more than one deliverable at a meeting.

*Task 6 Consultant Deliverables:*

- Draft RLNA
- Presentation materials to introduce preliminary residential land need analyses and findings to the advisory committee, the public, and interest groups (PAC Meeting No. 5)

*Task 6 City Deliverable:*

- Meeting notices, agendas, and minutes

**Task 7: Measures to Accommodate Needed Housing**

**Timeline: July 2022 - Oct 2022**

Consultant will identify options for changes to the City's comprehensive plan and land use regulations to address housing and residential land needs determined in previous tasks. This task may be completed concurrently with Task 6, and will identify strategies for how the City might prioritize its infrastructure investments or adjust its requirements to efficiently support areas that are most likely to produce needed housing considering results of Task 5.

City will schedule and provide notice and an agenda for one or two advisory committee meeting to review the housing-accommodation product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The advisory committee may consider more than one deliverable at a meeting. City will initiate a legislative process to adopt the RLNA before the December 31, 2022 deadline set in HB 2003. This is an interim step, and it is expected that the RLNA will need to be supplemented and/or refined as a result of the work on the Housing Production Strategy (HPS).

*Task 7 Consultant Deliverables:*

- Options for changes to City's comprehensive plan and land use regulations to address housing and residential land needs
- Presentation materials to introduce housing accommodation recommendations to the PAC, the public, and interest groups (PAC Meeting No. 6)
- Final draft of the RLNA (i.e. Housing Capacity Analysis)

*Task 7 City Deliverables:*

- Meeting notices, agendas, and minutes

**Task 8: Strategies to Accommodate Future Housing Need (Housing Production Strategy)**

**Timeline: July 2022 - Dec 2022**

Consultant will review and provide input to the City on a City-provided summary of measures already adopted by the City that promote the development of needed housing, and existing practices that affirmatively further fair housing, link housing to transportation, provide access in Opportunity Areas, address equitable distribution of services, and create opportunities for rental housing and homeownership as those terms and requirements are defined in the final rules and state guidance for the HPS. The City will identify and provide all available information about existing relevant measures.

For the strategies that are recommended for inclusion in the City's HPS, Consultant will produce the following for each strategy, based on Consultant's evaluation, input from staff, and feedback gathered through outreach and engagement:

- A description of the strategy;
- Identified housing need being fulfilled (tenure and income) and analysis of the income and demographic populations that will receive benefit and/or burden from the strategy, including low-income communities, communities of color, and other communities that have been discriminated against, according to fair housing laws;
- Approximate magnitude of impact, including (where possible/applicable) an estimate of the number of housing units that may be created, and the time frame over which the strategy is expected to impact needed housing;
- Timeline for adoption and implementation;
- Actions necessary for the local government and other stakeholders to take in order to implement the strategy; and
- Opportunities, constraints, or negative externalities associated with adoption of the strategy.

Consultants analysis will be informed by the recommendations contained in the final draft HCA, and is to be developed in consultation with the PAC before being synthesized into a draft HPS. The draft HPS will summarize existing measures, previously identified strategies, and additional strategies for consideration to address contextualized housing needs; provide additional evaluation and refinement of selected strategies; and summarize up to eight (8) documented discussions with housing producers and/or service providers to seek input on the potential housing strategies.

More than one PAC meeting will be needed to complete this task. One approach would be to introduce the concept of a Housing Production Strategy as part of PAC Meeting No. 6. A more thorough strategy discussion would then occur at PAC Meeting No. 7, and it is at this time that the final draft HCA would be available to the group. It is possible that PAC members will want additional information about certain strategies, which would be presented at PAC Meeting No. 8. This would also be the meeting where a set of preferred strategies are identified for inclusion in the HPS.

City will schedule and provide notice and an agenda for one advisory committee meeting to review the draft HPS product. Consultant will coordinate with City on meeting arrangements and facilitate the advisory committee meetings. The PAC may consider more than one deliverable at a meeting.

City will schedule one public workshop or open house to present draft residential land need and housing accommodation data, findings, and recommendations (collectively, the draft HCA) and the key strategies outlined in the draft HPS. This could occur before or after PAC Meeting No. 8. City will solicit input from the public on the draft deliverables. Consultant will coordinate with City on meeting arrangements and facilitate the public meeting(s).

*Task 8 Consultant Deliverables:*

- Presentation materials to introduce strategies recommended for inclusion in the City's HPS for review by the PAC, the public, and interest groups (PAC Meetings No. 7 and 8)
- Draft Housing Production Strategy
- Public workshop presentation materials outlining key recommendations



*Task 8 City Deliverable:*

- Meeting notices, agendas, and minutes (including summary of workshop attendance and feedback)

**Task 9: Final HCA and HPS Report**

**Timeline: Oct 2022 - Feb 2023**

Consultant will prepare final drafts of the Housing Capacity Analysis and Housing Production Strategy. The final draft of the HCA will include an executive summary of the Newport's existing housing stock, projected housing needs, and measures to accommodate those needs in a format suitable for replacing the existing housing element of Newport Comprehensive Plan. This will include an updated set of housing goals, policies, and implementation measures with clear linkages between these measures and the HPS. The RLNA and BLI are to be included as appendices.

The final HPS report is to incorporate the results of the contextualized housing needs memorandum, summaries of existing measures and final proposed strategies from the draft HPS (Task 8); and an explanation of how the City's existing measures and final proposed strategies help to achieve fair and equitable housing outcomes, affirmatively further fair housing, and overcome discriminatory housing practices and racial segregation. The final HPS report shall conclude with a qualitative assessment of how the strategies collectively address the contextualized housing needs identified in the HCA and HPS; discussion how the proposed actions, taken collectively, will increase housing options for population groups experiencing a current or projected disproportionate housing need; speak to how the City's existing measures and proposed strategies will affirmatively further fair housing, link housing to transportation, provide access to Opportunity Areas, address needs for people facing homelessness and equitable distribution of services, create opportunities for rental housing and homeownership, and mitigate vulnerabilities to displacement and housing instability; outline a rationale for any identified needs not otherwise addressed above; and outline the city's plan for monitoring progress on the housing production strategies.

Following review by staff and revisions as needed, Consultant will produce a public review draft of the Final HCA and HPS for review and comment by the PAC, Planning Commission, City Council, and interested parties. Consultant will summarize PAC comments on the draft (if addressing comments would require major updates) or make minor updates to the draft following the PAC review. Following public review and comment, Consultant will produce a Final copy of the HCA and HPS document.

*Task 9 Consultant Deliverables:*

- Public Review Draft of the HCA and HPS
- Agenda and presentation/meeting materials for PAC Meeting No. 9
- Presentation to Planning Commission
- Presentation to City Council
- Final copy of the HCA and HPS

*Task 9 City Deliverable:*

- Meeting notices, agendas, and minutes

**Task 10: Adoption**  
**Timeline: Mar 2023 (initiate)**

City will initiate a formal legislative process to update its Housing Capacity Analysis to pick up concepts developed in Tasks 8 and 9. The Housing Production Strategy may be formally adopted or acknowledged by resolution of the City Council. Consultant will prepare presentation materials addressing the major components of the HCA and HPS for City staff’s use during the adoption process. City does not anticipate needing Consultants assistance during the hearing adoption process.

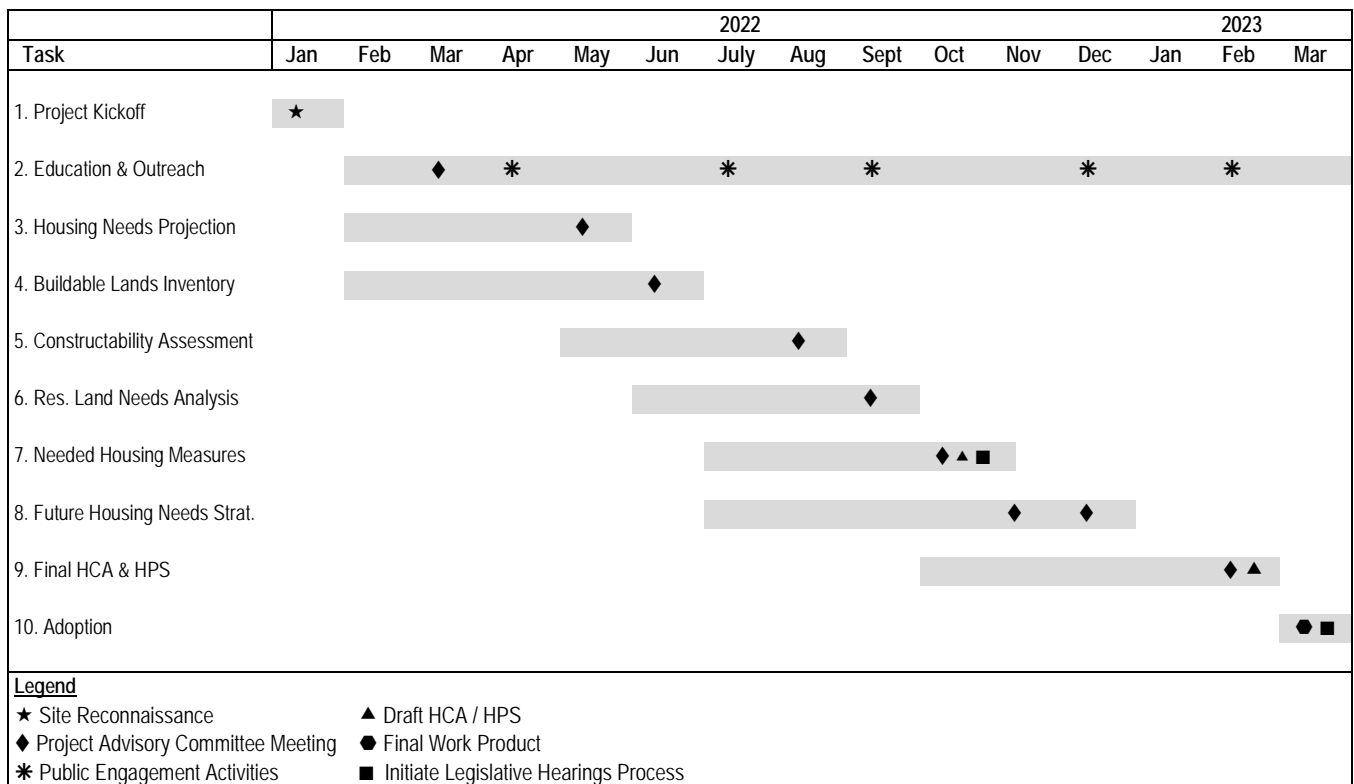
*Task 10 Consultant Deliverable:*

- Presentation materials to explain final draft updates to the hearing bodies

*Task 10 City Deliverable:*

- A set of official minutes from the meeting where the legislative process is initiated

**4. GRAPHIC TIMELINE**



**5. BUDGET AND SOURCE OF FUNDS**

A total of \$105,000 has been budgeted for this project. The project is funded with Technical Assistance Grants from the Oregon Department of Land Conservation and Development (DLCD) and City of Newport general fund dollars. The DLCD funding is subject to a grant agreement that is being developed. There are no federal funds associated with this project.

**6. PAYMENT SCHEDULE**

Payments to consultants shall be made in accordance with the following schedule:

Payment No. 1 upon delivery of the site reconnaissance meeting notes and public engagement plan identified in Tasks 1 and 2.

Payment No. 2 upon delivery of the contextualized housing needs memorandum and Draft BLI identified in Tasks 3 and 4.

Payment No. 3 upon delivery of the draft housing constructability assessment and geospatial data layer containing the results of the sub-area analysis identified in Task 5.

Payment No. 4 upon delivery of the final draft of the RLNA identified in Task 7.

Payment No. 5 upon delivery of the draft Housing Production Strategy identified in Task 8.

Payment No. 6 (final payment) upon delivery of the final copy of the HCA and HPS and presentation materials to hearing bodies, as identified in Tasks 9 and 10.

## 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, 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 RLNA by December 31, 2022, and the HPS by February 28, 2023.	10 pts.
References from past and present clients.	15 pts.
<b>Total</b>	<b>100 pts.</b>

## 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.

Six (6) 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., December 3, 2021**. Envelopes should be marked: “Newport Housing Capacity Analysis and Production Strategy Project.”

**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](mailto: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.