



# REQUEST FOR PROPOSAL:

## PROJECT MANAGEMENT OF BEND COLLABORATIVE HOUSING WORKGROUP

Proposals sought for management of collaborative workgroup by workgroup steering committee, including:

- Seth Anderson—American Institute of Architects Southwestern Oregon Chapter
- Carolyn Eagan—City of Bend
- Kim Gammond—Central Oregon Association of Realtors
- Tom Kemper—Housing Works
- Tim Knopp—COBA/State Senator District 27
- Justin Livingston—City of Bend Affordable Housing Advisory Committee
- Erin Foote Morgan—Bend 2030
- Kirk Schueler—Brooks Resources Corporation
- Kelly Sparks—OSU-Cascades

## Proposals Due: Friday, Oct. 7

**Send to:**

**Erin Foote Morgan**

**Bend 2030 Executive Director**

**[erin@bend2030.org](mailto:erin@bend2030.org)**

**541-420-8603**

# RFP OVERVIEW

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## Introduction

A collaborative housing workgroup of roughly 25 stakeholders was created in June 2016 at the Bend Livability Conference for the purpose of developing and advocating for recommendations of housing tools and policies that would lead to the building of additional workforce housing in Bend. The steering committee of that workgroup now requests proposals for a project manager to manage the work of this group. The selected project manager will use their depth of knowledge of housing policy issues, development code, Oregon legal statutes, and organizational models to coordinate the stakeholders to achieve the goals of the workgroup.

### GOAL ONE

Clearly define the workforce housing landscape (defined as housing needs for those making 80-\_\_\_\_percent of the area median income) in Central Oregon and specifically Bend using the most accurate data

### GOAL TWO

Organize the stakeholders to work together to develop clear recommendations on tools and policies that encourage the building of workforce housing in Bend

### GOAL THREE

Organize the stakeholders to work together to advocate for the implementation of workgroup recommendations

## Issuing Organization

Bend 2030, an Oregon 501(c)3, will contract with the selected project manager on behalf of the workgroup. The mission of Bend 2030 is to engage and empower the community to achieve the Vision created by the community in 2005. The executive director of Bend 2030, Erin Foote Morgan, is the point of contact for all questions related to this request.

## Anticipated RFP Schedule

The workgroup anticipates the following general timeline for this RFP. The schedule may be changed if necessary.

- |                                    |                  |
|------------------------------------|------------------|
| • Issuance of RFP                  | Sept. 12, 2016   |
| • Deadline for proposal submission | Oct. 7, 2016     |
| • Interviews, if applicable        | Oct. 10-13, 2016 |
| • Award of contract                | Oct. 14, 2016    |

## Project Budget

The workgroup anticipates a minimum of a \$20,000 budget for a one-year administration of this contract. But creative proposals of all lengths and budgets are encouraged. The project shall be funded by grants from organizations at the state, local and national level.

## Submission Date and Location

Proposals shall be delivered via email to Erin Foote Morgan by 5 p.m. on Friday, Oct. 7 at [erin@bend2030.org](mailto:erin@bend2030.org).

## Scope of Work

Project manager will coordinate all elements of the workgroup including:

- Achievement of goals
- Completion of project according to agreed upon timeline
- Organization of stakeholders
- Management of research
- Development of agendas
- Facilitation of meetings and forums
- Production of necessary reports
- Ensuring workgroup recommendations are lawful
- Public input on recommendations
- Scheduling
- Communications

## Solicitation Documents

Interested parties must provide:

- **Letter of Submission.** Include an introductory letter expressing interest in the project and relevant history and experience in the fields of housing development and project management. Include full name of company, RFP contact person, email address, mailing address and phone number. Letter must be signed by person authorized to bind the company.
- **Project Description and Approach.** Provide a statement of the services to be provided, including a detailed explanation of how the services are to be provided. Confirm availability and commitment of named key staff to the project. A project schedule, organizational structure, strategy for implementation of workgroup recommendations and key deliverables should be included in this section.
- **Qualifications and Experience.** Provide brief project descriptions for up to three recent projects similar in nature to the proposed project, including completion dates, measures that indicate quality and successful project completion and the client reference name and phone number. List the experience and qualifications of staff who would be working on the project.
- **Cost.** Provide a cost proposal to perform the scope of work. Include estimated person hours, labor costs and expenses.

## Selection Process

Members of the workgroup steering committee are responsible for selection of the project manager. The steering committee may seek the advice of other stakeholders to evaluate proposals. Evaluation will be based on technical and administrative capabilities, proposal outline and cost.