

CITY OF DUNDEE
REQUEST FOR PROPOSALS
CITY PLANNING SERVICES
Proposal Due Date: March 9, 2026 at 4:00 pm

GENERAL INFORMATION

INTRODUCTION

The City of Dundee is seeking proposals from qualified individuals or firms to provide city planning services to the City including review of land use applications, community engagement, long-term planning, and economic development. The selected proposer will serve as the City’s planner for a NTE amount of \$80,000 annually.

BACKGROUND

The City of Dundee is located approximately 30 miles west of Portland in the heart of Oregon Wine Country. Over the next decade, the community is poised for significant transformation. Downtown development is underway including \$130 million in hotels that will reshape the city’s core and serve as a catalyst for further investment. Population is expected to double and major plans for the Riverside District will bring new residential, commercial, and recreational opportunities.

From 2008 to 2024 the City contracted with the City of Newberg through an intergovernmental agreement for Newberg to provide land use planning services. Since 2024 Dundee has used contracted services and assistance through the Mid-Willamette Valley Council of Government for city planning.

TERM OF CONTRACT

The City anticipates awarding a contract for an initial term of three (3) years, with options to renew for two (2) additional one-year periods, subject to performance, funding, and mutual agreement. This contract is NTE five (5) years total.

SCOPE OF WORK

The City is seeking a qualified individual or firm to provide the following scope of services.

- Review the City’s Development Code and related planning ordinances to ensure currentness with Oregon planning rules and regulations.
- Facilitate Type I, Type II, Type III, Type IV, and Type V land use applications. Steward residents and developers through the City’s land use process.
- Manage pre-application conferences for new development. Review and determine what codes and procedures are necessary for the proposal to comply with applicable standards and approval criteria.
- Provide customer service and respond to queries from developers, architects, residents, government officials, and others related to zoning code, land use approval, and other city planning issues. Attend in person meetings with individuals and parties as needed.

- Coordinate with City staff in order to determine timelines for required notices, hearings, reports, and associated internal review deadlines.
- Staff the City’s Planning Commission and City Council on planning related matters. This includes coordination of the Commission’s agendas and preparing staff reports.
- Hold office hours for a minimum of two hours at least once a week within the city boundaries of Dundee (preferred).
- Participate and/or lead community engagement related to long term planning, comprehensive plans, urban renewal, and economic development.
- Support the urban renewal agency with plan amendments and other tasks as needed.
- Other city planning activities as needed.

The City estimates needing 45-65 hours monthly, however makes no guarantees or warranties on a minimum amount of work to be performed on this contract.

SOLICITATION SCHEDULE

The City of Dundee anticipates the following general timeline for receiving and evaluating proposals and selecting a contractor.

- RFP Posted and Advertised February 18, 2026
- Deadline for Clarifications or Protest March 2, 2026 at 4:00 pm
- Deadline for Addenda March 6, 2026 at 4:00 pm
- Proposal Due Date March 9, 2026 4:00 pm
- Evaluation of Proposals March 10, 2026 – March 11, 2026
- Interviews with Finalists March 12, 2026 9:00 am to 11:00 am
- Council Approval March 17, 2026
- Notice of Intent to Award March 18, 2026 (estimated)
- Protest Period 7 calendar days after issuance of NOI
- Contract Negotiation and Execution Following expiration of Protest Period
- Contract Commences April 1, 2026

ADDENDA

The City reserves the right to make changes to the RFP by written addenda. A prospective proposer may request a change to the RFP by submitting a written request to courtney.patterson@dundeecity.org. The request must specify the provision of the RFP in question and contain an explanation for the requested change. All requests for changes must be submitted no later than the date set forth in the Solicitation Schedule. If the City determines a change is necessary, the City will modify the RFP through the issuance of an Addenda to all prospective proposers known to the City to have expressed interest in the RFP. Proposers shall notify the City of their interest in the RFP to obtain addenda and other pertinent notifications. Any addenda will have the same binding effect as though contained in this RFP. Verbal instructions or information concerning the scope of work of the RFP shall not bind the City. No addenda will be issued later than the date in the Solicitation Schedule, except an addendum modifying the Proposal Due Date. Each proposer must acknowledge that the proposer has received all addenda issued.

CANCELLATION

ORS 279B.100 provides for cancellation, rejection, or delay of proposals when the cancellation or rejection is in the best interest of the City as determined by the City. The City reserves the right to cancel award of this contract at any time before execution of the contract by both parties if cancellation is deemed to be in the City's best interest.

LATE PROPOSALS, LATE WITHDRAWALS, AND LATE MODIFICATIONS

Proposals must be submitted by the date and time specified in the Solicitation Schedule. Any proposals submitted after the specified date and time will be considered late and determined nonresponsive. A proposer's request for modification of a proposal, or withdrawal of a proposal received after the specified date and time for submission is late. The City will not consider late proposals, late requests for modifications, or late withdrawals.

PROPOSAL SUBMITTAL AND DUE DATE

All proposals must be submitted to the City by the date and time set forth in the Solicitation schedule. Proposers can email proposals to the City Administrator at the email address listed below with the subject line of "RFP for Land Use Planning Services". Proposers may also deliver proposals to Dundee City Hall in care of the City Administrator at the address listed below.

Courtney Patterson, City Administrator
City of Dundee
520 SW 5th Street
P.O. Box 220
Dundee, Oregon 97115
Courtney.patterson@dundeecity.org
503-538-3922

The City assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the City by the above specified time and date will not be considered. Faxed proposals will be rejected as non-responsive.

REQUESTS FOR ADDITIONAL INFORMATION

Requests for information regarding this RFP must be submitted in writing to Courtney Patterson, City Administrator, at Courtney.Patterson@dundeecity.org. Answers will be provided to all proposers by posting.

Staff will not respond to questions received after 4:00 p.m. March 2, 2026. Proposers are encouraged to contact the City Administrator if they have any questions or concerns about the proposal.

RESERVATION OF RIGHTS

The city reserves the right to: 1) seek clarification of each proposal: 2) negotiate a final contract that is in the best interest of the city and public: 3) reject any or all proposals: 4) cancel this RFP at any time if

doing so would be in the public interest, as determined by city in its sole discretion: 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP: 6) waive minor informalities contained in any proposal, when, in the city's sole judgement, it is in the city's best interest to do so: and 7) request any additional information city deems reasonably necessary to allow city to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

PUBLIC RECORDS

All proposals submitted are the property of the City and, as such, are considered public records and are subject to disclosure pursuant to Oregon Public Records Law. Accordingly, proposals received and opened shall not be available for public inspection until after the City's Notice of Intent to Award is issued. Thereafter, except for information marked "Trade Secret," all documents received by the city shall be available for public disclosure. The City will attempt to maintain the confidentiality of materials marked "Trade Secret" to the extent permitted under the Oregon Public Records Law. Any proposal marked as a trade secret in its entirety will be considered nonresponsive.

COSTS

The City will not be responsible under any circumstances for the costs incurred by Proposers or others for the preparation or submission of any proposal. The City is not liable for any cost incurred by a Proposer in protesting the City's selection decision and contract award

PROPOSAL CONTENTS

Proposals shall include, at a minimum, the following items. Proposals that fail to meet these requirements may be deemed non-responsive

1. Cover Letter.
 - a. A one- or two-page cover letter signed by an officer of the firm authorized to bind the firm to all statements made in the Proposal.
 - b. Acknowledge the Proposer accepts all terms and conditions contained in the RFP and supporting documents or specifically identifies any and all exceptions.
 - c. Contact information including address, phone number, website, and email address.
 - d. State certification number, if any, as a minority-owned, women-owned, disadvantaged, or emerging small business.
2. Qualifications. This section should identify the capabilities and resources of the Proposer to furnish the desired services. Proposers must demonstrate:
 - a. Knowledge of Oregon Land Use Law, Comprehensive Plans, and Development Codes.
 - b. Practical experience interpreting plans and applicable codes.
 - c. Knowledge of current planning trends and planning issues.
 - d. Experience working within the State of Oregon within the last eight years.
 - e. Experience working within a small city of similar size to Dundee (3,200) and/or experience working with developers on multi-million-dollar projects within the last eight years.
 - f. Ability to meet with applicants within the boundaries of the City (preferable).
3. Proposer's Team. Name and qualifications of the individual(s) who will provide the requested services including:

- a. A current resume for each
 - b. Their roles and responsibilities at the firm
 - c. Current assignments and location
 - d. Directly relevant experience on similar or related projects
 - e. Unique or particularly outstanding qualifications of key personnel that should be considered.
 - f. Describe any on-going training (continuing education or experience) key personnel have received, specifically as it relates to the service area you are proposing.
 - g. Demonstrated performance record of key personnel
4. Approach/Work Plan. Describe how the Proposer intends to fill the planning needs of the City of Dundee. Describe the company's philosophy, values, and/or goals related to service delivery and city planning.
 5. Name, address and phone number for three (3) professional references for similar projects completed within the last eight years.
 6. Fee Proposal
 7. Nondiscrimination. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, gender identity, sexual orientation, religion, national origin, mental or physical disability, political affiliation, marital status, or other protected class.

PROPOSAL EVALUATION

Each Proposal will be judged on its completeness and quality of content based on evaluation criteria identified below. Upon completion of the evaluation process, the City intends to negotiate a final Professional Services Agreement with the Proposer deemed to be most advantageous to the City.

EVALUATION CRITERIA

All Proposals initially deemed responsive by the City Administrator will be provided to the Proposal Evaluation Committee and will be scored based on the criteria and maximum scores specified below.

1) Qualifications of Proposer:	20
2) Qualifications of Proposer Team:	35
3) Proposed approach/work plan:	25
5) Fee Proposal:	20
Maximum Total Points	100

Based on the above evaluations, two finalists will be selected for interviews and reference checks. The scores will be based on the criteria and maximum scores specified below.

1) Qualifications of Proposer:	20
2) Qualifications of Proposer Team:	30
3) Proposed approach/work plan:	20
4) Reference checks:	20
5) Fee Proposal:	10
Maximum Total Points	100

If contract negotiations are unsuccessful with the highest-ranked proposer, the city reserves the right to negotiate with the next highest-ranked proposer.

SELECTION

An Evaluation Committee composed of City of Dundee Staff and the City Administrator will evaluate all responsive proposals. Each committee member shall complete an evaluation sheet ranking each proposer against the evaluation criteria. Completed evaluations shall be combined and tallied. Upon completion of its evaluation process, the Evaluation Committee shall provide the results of the scoring and ranking to the City Council, along with a recommendation to award the contract to the highest ranked Proposer.

NOTICE OF INTENT TO AWARD

Responsive proposers to this RFP will be notified of the City's intent to award a contract not less than seven (7) days prior to the award of the contract.

PROTEST OF AWARD

A Proposer may protest the award of a contract if the proposer is adversely affected because the proposer would be eligible to be awarded the contract in the event that the protest were successful and the reason for the protest is that all lower bids or higher ranked proposals are nonresponsive, the City failed to conduct the evaluation of proposals in accordance with the criteria or processes described in the RFP, the City abused its discretion in rejecting the protestor's proposal as nonresponsive, or the City's evaluation of proposals or the City's subsequent determination of award is otherwise in violation of ORS Chapter 279A or ORS Chapter 279B.

Written protests must be delivered in writing to Courtney Patterson at courtney.patterson@dundeecity.org within seven (7) days after the issuance of the notice of intent to award. The written protest must specify the grounds for the protest to be considered by the City.

CONTRACT NEGOTIATION

A contract template is included in an attachment to the RFP. If the City and the highest ranked Proposer are unable for any reason to negotiate a contract the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next highest ranked Proposer. The negotiation process may continue in this manner until an agreement is reached or the City terminates this RFP.

The City of Dundee is an Equal Opportunity/Affirmative Action Employer. Veterans, Women, Minorities, Emerging, and Small Businesses are encouraged to apply.