



GEORGE MARLTON, JD
PROCUREMENT DIVISION DIRECTOR

PROCUREMENT DIVISION
PUBLIC SERVICES BUILDING
2051 KAEN ROAD | OREGON CITY, OR 97045

REQUEST FOR PROPOSALS #2017-107
Clackamas County Housing Needs Assessment
RESPONSE TO CLARIFYING QUESTIONS
December 6, 2017

Note that these are questions submitted by interested firms to the above referenced solicitation. The below answers are for clarification purposes only and in no way alter or amend the RFP as published.

1. Section 3.3 of the RFP says that the term of the contract is through June, 30 2017. Clearly that is a typo. If the date is supposed to be through June 30, 2018, is there any flexibility on the timeline of the project?

Answer: It should be 2018. The intent is to complete the HNA As Soon As Possible. I'll leave the timeline to the Consultant to propose in their RFP.

2. In Section 3.2 of the RFP (Background), one of the purposes of the project is to "Provide information necessary to meet Oregon's Statewide Planning Housing Goal (Department of Land Conservation and Development Goal 10 – Housing – See Attachment)." Is the intention of the project to produce housing needs analysis consistent with Goal 10 for each of the 11 jurisdictions and Clackamas County, where the products might be 12 housing needs analysis? If so, are you expecting the consultant to help with local adoption of those studies?

Answer: The consultant is not expected to help the jurisdictions with adoption. This is just a data document that provides the affected jurisdictions with the information to do with as they wish.

3. Some of the Minimum Required Data Elements in Section 3.3 in the RFP go significantly beyond the requirements of Goal 10 and some would likely be prohibitively expensive to acquire. Are all of the elements described in the Minimum Required Data absolutely necessary to complete the project?

Answer: Meeting Goal 10 is the minimum. Our desire is to gather as much information as possible in order to enhance our present and future housing needs.

4. The RFP does not address the issue of process (e.g., committees and meetings with local Planning Commissions/City Councils) to complete the project. Will there be a project advisory committee? Will there be a committee for each city to give direction and provide feedback on the analysis for each of the 12 jurisdictions?

Answer: The process to complete the study will ultimately be determined by the jurisdictions willing to participate with the successful RFP response. A successful proposal will understand the complex nature of multiple governments aiming to work collaboratively on such an approach as described in the scope, and will also outline tangible and likely process options for this project. Keeping in mind that there are not many examples of this type of study occurring across so many

jurisdictions, a proposal might increase its competitiveness by providing innovative alternatives for taking this process from beginning to end.

5. Can you tell us the approximate budget available to execute the project?

Answer: There is not a published budget for this Request for Proposals. The County endeavors to obtain the best value it can for the quality and quantity of the work to be provided under the resulting contract.

6. Section 5.4 requests "Project owner representative contact" for prior experience. I interpreted that to mean give a reference for every project example. But Section 5.8 requests references. Can you help me understand what you're looking for in Section 5.4?

Answer: References may or may not be for similar projects. In 5.4 we are interested in similar projects and specific project contacts.

7. Also in Section 5.4, are you looking for price and cost data from all of prior projects? Or is that something you'd find out in checking the references?

Answer: It would be easier if you supplied the information, otherwise we will ask the project contact.

8. Section 5.7 says that we may include supportive information. Would that allow us to provide an example report for an HNA developed for another city?

Answer: Yes – in order to keep the response to a readable size, I would recommend the executive summary and some cogent excerpts.

9. Section 5.9 says there is a fee schedule attached and should be used as a guideline for estimating expenses, etc. I do not see an attachment of a fee schedule.

Answer: Please delete section 5.9 in its entirety and replace with the following language:

Please provide a fee schedule which should be on a time and material basis.

- Fees should be sufficiently descriptive to facilitate acceptance of a proposal.
- List the not-to-exceed amount you propose for the service.
- Fees and fee schedules should outline all estimated expenses, hourly rates for all assigned individuals, anticipated travel, other reimbursable expenses.

If any travel expense reimbursement is contemplated in the Proposal, the County will only reimburse expenses in accordance with the County Contractor Travel Reimbursement Policy found at: <http://www.clackamas.us/bids/terms.html>.

End of Clarifying Questions