

SCOPE OF WORK

Introduction

The City of Corvallis is seeking proposals from qualified candidates to assist in the development of a community-wide vision and action plan to be implemented in 2017 for the period running through 2040. This RFP is concerned with the development of Vision and Action Plan, but does not include a commitment to ongoing implementation of the Plan beyond 2016. The successful candidate will demonstrate the ability to assist the community with development of: 1) an aspirational vision for the City and its community partners, 2) an action plan for the City and its community partners that is achievable and measurable, and 3) methods for regular evaluation of progress and for necessary revisions over time. A Vision and Action Plan Taskforce has convened and has identified specific components of the project as priorities in the development of the Plan. Those priorities are delineated below in the following Request for Proposals. Additional project components and methodologies may be identified through the process of consultant selection. Following the selection of a consultant, the City expects the consultant will meet with City staff, City Councilors, and members of a broadly representative steering committee, to assist in finalizing process and project priorities.

General Scope of Work

This general scope of work is provided as a framework to give proposers an understanding of the types of work that will be required, and to appropriately define the types of skills/experience needed to respond to this Request for Proposals.

- Project Management
- Community Partner Outreach and Coordination
- Community Engagement
- Development of Progress Measurement Tool(s)
- Vision Development and Adoption
- Action Plan Development and Adoption

The City encourages consultants to present the City with project or programmatic elements not included in the City's general scope of work in order to bring out ideas based on successful past with other communities. The City will evaluate creative approaches and may incorporate them into a final scope of work.

1. Project Management and Coordination with Other Task Forces

The successful candidate will be expected to manage the Vision and Action Plan project successfully and within the timeline identified for the project completion. The consultant will need to work well with the Vision/Action Plan Task Force. The City is actively engaged in efforts to accomplish multiple City Council Goals prior to December 2016. Four of the goals,

(Vision and Action Plan 2040, Climate Action Plan, Housing Development , and Sustainable Budget) will likely require elements of coordination to realize efficiencies in the use of resources. Coordination of work efforts with other task forces will be important, including the development and implementation of public outreach efforts, metric development, research, and other efforts, in order to capitalize on the goals' interrelatedness. The City expects to convene a steering committee representing diverse communities of many community interests and residents in order to participate in the development of the Plan and to provide opportunities and strategies for community engagement.

2. Identification of Community Partners

The City of Corvallis is home to a number of civic, University, not-for-profit, public entities, private businesses, and other organizations that should be identified as partners in the development and implementation of the Plan. With the assistance of staff and the steering committee, the successful candidate will be expected to identify and engage community partners who will provide feedback and input into the development of the Plan. The consultant will also be expected to actively coordinate with identified community partners who can assist in achieving identified desired actions and outcomes.

3. Community Engagement

The City of Corvallis contains a diverse population with a broad range of demographics, experiences, and interests. The City of Corvallis is committed to conducting a robust and far-reaching community engagement program that will result in the participation of a broad range of community representatives and interests, consistent with the diversity of the community's population and organizations. The City is committed to engaging the entire community, including specific efforts on community member who are traditionally under-represented in community conversations, as well as segments of the community that do not face barriers to participation but do not often actively engage or participate in civic matters. A successful candidate will propose a broad range of culturally and linguistically appropriate outreach strategies to ensure that the vision, goals, and action plan for the community will represent the voices of the community as a whole. These strategies will be discussed with the steering committee in the process of fine-tuning the scope and project components.

4. Identification and Development of Measurement Metrics

The City wants to identify, and develop and measure specific, quantifiable metrics that can assess progress on achieving the vision and associated goals of the community. These metrics should be composed of data sets that are easily accessible, replicable, and updateable by community partners on an ongoing basis to ensure the community is able to maintain the program in future years.

Initial data collection in the preliminary development of the Plan will likely be required to measure areas of existing strengths and deficiencies relative to the aspirational vision for the community, and to assist in setting goals that are appropriate and necessary to achieve the vision. Measurement and data collection will be ongoing after adoption of the plan and completion of consultant work. With this in mind, consultants shall describe how the Plan and measurement metrics will be structured so that the Plan and metric evaluation and adjustments may occur with no consultant involvement.

4.1 Climate Action Evaluation Criteria

As a subset of this effort, the City also desires to develop evaluation criteria to be used in the efforts of the Climate Action Task Force as they develop the City's Climate Action Plan. Criteria should be identified and developed in coordination with the Climate Action Task Force to quantify holistic impacts of climate action initiatives of areas such as livability, economic development, community affordability, greenhouse gas reductions, and other socio-economic impacts. Ideally, these evaluation criteria can also help serve to evaluate the Climate Action Plan once it is in place. The work efforts and estimated costs for this scope shall be identified separately from the Vision and Action measurement metrics work efforts in this proposal.

5. Development of Vision Components and Structure

In cooperation with the steering committee, the consultant will evaluate and analyze the information gained through the public engagement process to identify and develop a structure and important components for the Vision and Action Plan. The consultant will use their knowledge and experience to assist in guiding the community in the selection of the structure and components that are appropriately development for the Corvallis community. The consultant will be expected to draft a Vision 2040 document, which will include identification of a vision statement, goals, and priorities for the community.

The consultant will present a draft Vision to the steering committee and finally the City Council, for review, discussion, and ultimate approval. With City Council's approval of the Vision the candidate will provide the City with the final document.

6. Development of Action Plan

The consultant will incorporate information regarding the capabilities and capacity of the City, other agencies, and community groups, to develop an achievable Action Plan. The Action Plan shall identify priority goals and action items that will make positive strides toward realization of the goals Vision for the community. The City is interested in goals and action items that integrate both short- and long-term projects and programs to develop and dynamic strategy to meet the City's identified vision and goals in the Plan.

Short- and long-term action plan items may rely on individual organizations or partners, or a combination of partners that are responsible for each item in order to actively achieve the Plan and associate goals as a community-wide effort.

The short-term plans shall include, as a minimum, identification of goals and action to be accomplished in the first five years of the Vision horizon. Actions should be tied to Vision themes and should identify who has responsibility for the goals and action items, along with specific metrics to evaluate progress.

The consultant will present a draft Action Plan to the steering committee and finally the City Council, for review, discussion, and ultimate approval. With the City Council's approval of the Action Plan, the consultant will provide the City with the final document.

7. Project Term and Schedule

7.1 Length of Term: The City expect candidate selection and the steering committee kick-off meeting to initiate in the fall of 2015. Community outreach and feedback, committee work, data analysis, and plan preparation are expected to occur in late 2015 through 2016. Plan implementation is expected to occur in 2017 through 2040. The term of the contract agreement will end with the City Council's acceptance of the final Plan documents, An outline of expected project benchmarks is provided below.

7.2 Project Schedule

September through December 2015

- Selection of Consultant
- Fine-tune Scope and Process with Consultant and Task Force
- Development of Broad-based and Representative Steering Committee
- Identification of Community Partners (University, organizations, businesses, City Boards and Commissions, etc.)

2016

- Community Outreach, Engagement, and Feedback
- Vision/Goal Committee Work
- Identification of Metric, Indicators, Research Priorities
- Data Analysis
- Plan Preparation
- City Council Adoption of Vision and Action Plan