

**REQUEST FOR PROPOSAL  
HISTORIC WALKING TOUR MAP  
for  
CITY OF WEST LINN**

**I. INTRODUCTION**

**The City of West Linn is requesting** proposals from persons/firms to recreate a walking tour map for the Willamette Historic District to be displayed on the City's website. This map is intended to be a digital map for the Historic District's new page on the City's website.

**II. BACKGROUND**

The City of West Linn has been awarded a grant from the State Historic Preservation Office (SHPO) for the 2017-2018 federal fiscal year, with completion of the project scheduled to be on or before April 30, 2018. Contractual services for execution of this grant cannot exceed \$2,700, the consultant will prepare a map with data provided by the City. In 1986 the City adopted a city-based historic preservation zoning overlay district based upon survey information collected at that time. In 2002 the City had consultant collect additional information about potential historic structures, including those in the Willamette Neighborhood, as part of an updated State Planning Goal 5 Inventory project. In 2004 a walking tour map was published and a PDF of the map was placed on the City's website. The intention of this project is not to copy what was previously done, but to create an online version.

**III. SCOPE OF WORK**

- a. Create a walking tour map using data provided by the City.
- b. The consultant will have roughly 30 days to produce a first draft of the map. At this point the consultant will meet with the planner to review the draft. At that time the planner and consultant will agree on a deadline for the next draft. This process will continue until a final version is prepared.
- c. Once the map is complete the consultant will present the map to the Historic Review Board in a work session. Minor changes may need to occur before uploading to the City's website.
- d. The City's IT Department will work with the consultant to obtain the correct format of the map. The IT Department will upload the map on the new historic page on the City's website.

**IV. PROJECT TIMING**

It is anticipated that the consultant will be hired by December 2017 with the project due for completion no later than February 2018.

**V. PROPOSAL REQUIREMENTS**

As a minimum, the proposal should include the following:

- a. An overall introduction to the proposal including a statement of the consultant's understanding of a project.
- b. Qualifications to perform the work with a list of clients who have contracted similar services in the past.
- c. A detailed work plan and schedule of work for achieving the stated scope of the work on schedule, with an estimated starting date of December 2018.
- d. Cost of services to be provided for the work proposed not to exceed **\$2,700** for contractual services.

**VI. SELECTION CRITERIA**

Proposal will be reviewed and the selection made by City of West Linn personnel. The City may use one or more members of the West Linn Historic Review Board and the Willamette Neighborhood Association to assist in the review. Selection shall be made on the basis of the following:

- a. Demonstrated understanding of the project.
- b. Relevant experience with projects of similar scope and nature.
- c. Ability to meet the proposal timeframes.
- d. Cost of services to be performed.

**VI. SUMMISSION REQUIREMENTS**

Persons/firms wishing to respond to this request should present a completed, signed proposal to the office of Planning Department, City of West Linn, no later than 4:00 p.m. on October 17, 2017. A copy of the proposal should be delivered or mailed (No FAXES) to the following address:

Jennifer Arnold, Associate Planner  
City of West Linn Planning Dept.  
22500 Salamo Road  
West Linn, OR 97068

**VIII. EVALUATION AND SELECTION SCHEDULE**

Review of proposal will be completed by November 21, 2017 and the selection made. Council award of contract anticipated December 2017.

**IX. LIMITATION**

The City of West Linn reserves the right, to accept or reject any or all proposals received as a result of this request; to negotiate with qualified firms/persons; or to cancel, in part or its entirety, the request for proposal if it is in the best interest of the City to do so. This request for proposal does not commit the City to pay any costs incurred in the preparation of a proposal.

**X. GENERAL INFORMATION**

Please contact Jennifer Arnold, Associate Planner, at (503) 723-2542, West Linn City Hall, for more information.

**CONSULTANT EVALUATION FORM**

**West Linn Historic Narrative Proposal**

**Consultant:**

	<u>Score</u>
1. Understanding the Problem (20 points)	
2. Technical Approach (30 points)	
3. Staff Capability (30 points)	
4. Management Capability (20 points)	

Total Score

Comments:

Prepared by: \_\_\_\_\_