

# Residential Advisory Committee

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Zoom Conferencing  
6:30 - 8:00 PM  
September 1, 2020

## Join Zoom Meeting

<https://us02web.zoom.us/j/85088548178?pwd=V2hzR2dobTh1OSsrZ2d6WnZLTnY1Zz09>

**Meeting ID:** 850 8854 8178

**Passcode:** 252112

Dial by your location

+1 253 215 8782

Find your local number: <https://us02web.zoom.us/u/kjiBxhu53>

## Members:

Anne Hessburg

Mia Bretz

Sharon Waters

Matt Fields

Aidan Ringel

Michael Bedard

Alison Miller

Travis Blue

Steven Booher

John Dowling

Duane Goehner

Mayor Carl Florea

## Agenda Items:

1. Christmas Lighting
2. Osborn School Property Visioning Process
  - a. Request for Proposal
  - b. Community Outreach
3. Other
4. Next Month Agenda Item



# **CITY OF LEAVENWORTH WASHINGTON**

## **REQUEST FOR PROPOSAL (RFP) FOR OSBORNE SCHOOL PROPERTY COMMUNITY VISIONING PROCESS AND FACILITATION**

**DUE DATE: SEPTEMBER 30, 2020 at 1:00 PM**

City of Leavenworth  
PO Box 287 / 700 US Hwy 2  
Leavenworth, WA 98826  
P (509) 548-5275 / F (509) 548-6429  
[www.cityofleavenworth.com](http://www.cityofleavenworth.com)

## **OVERVIEW**

The City of Leavenworth is seeking proposals from national intermediaries and private firms/individuals to assist in a community visioning process related to the redevelopment of the old Osborn Elementary School in Leavenworth.

The City seeks the assistance of a national intermediary or an experienced company that can accomplish these goals:

1. Work under the guidance of the Steering committee.
2. Effectively design, manage and facilitate a community visioning process leading to no less than three scenarios for potential uses of the old Osborn Elementary School.
3. Produce recommended uses at the site.
4. Form a network of local, regional, state, and Federal agencies that can assist in the implementation of the vision.

**The City seeks a partnership with an established organization that can bring new relationships to the City and new funding for various phases of the project. We seek a partnership with an entity that has deep relations among public, private, and corporate funders so that it can facilitate new resources for current and future phases of this project.**

## **ABOUT LEAVENWORTH, WASHINGTON**

The City of Leavenworth (population 2,040) is located on the eastern slopes of the Cascade Mountain Range in the upper reaches of the Wenatchee River Valley in Chelan County, Washington. Leavenworth is 118 miles east of Seattle and 22 miles northwest of Wenatchee on U.S. Highway 2.

The City is a dynamic community with engaged residents and businesses. The City of Leavenworth's primary industry for its economic growth is tourism, hospitality, and recreation. Leavenworth is a tourist destination that attracts millions of visitors each year, due to its Old-World Bavarian Alpine Theme, as well as the abundance and variety of year-round recreational opportunities afforded by the surrounding mountains and rivers.

## **SCOPE OF SERVICES**

The contractor is expected to provide the following services:

- Organize and staff the project's Steering Committee (SC)
- Design a community engagement process and outline necessary tasks
- Conduct necessary research
- Convene and facilitate community meetings (virtual and/or in person)
- Produce all necessary presentations and summaries to the SC and Council
- Manage communications, social media, and marketing activities related to the project
- Work with Mayor and City Administrator

A preliminary scope of work is included as **APPENDIX A**.

## **SELECTION AND CRITERIA FOR EVALUATION**

Selection of a qualified contractor will be made at the discretion of the City, which reserves the right to accept or reject any and all proposals.

The following items will be considered in making a selection of the contractor, though they may not be equally weighed in the review process: Item Maximum Points

- Experience, skills and qualifications - 30 points
  - Evaluation will include review of similar projects and team composition.
- Proposed approach - 30 points
  - Evaluation will include review of proposed approach for accomplishing public interactions and research and budget.
- Social and financial capital offered to the project - 40 points
  - Evaluation will include ability of respondent to broker resources to this visioning process, for current and future activities.

## **SUBMITTAL FORMAT AND CONTENT**

Five proposals are required including original. One proposal shall be submitted electronically (jump drive). The proposal shall include:

- Cover letter with overview and summary of how your company will achieve the City's visioning process.
- Company profile including experience, skills, and qualification statements.
- Scope of Work/ Approach
  - Deliverables
  - Approach
  - Budget
  - Strategies and tools relevant to the scope
- Description of social and financial capital to be brought to the project with timelines.
- References (minimum three references, including contact information).

## **BIDDERS CONFERENCE**

**The City strongly recommends participation in the bidders' conference. This is the only time questions will be received and answered:**

**Date:** September 17, 2020

**Time:** 12:00 – 1:00 PM

**Join Zoom Meeting**

<https://us02web.zoom.us/j/81330654930?pwd=ODBiY2ZUTkdaSlpHODIDcFBVSHRoQT09>

**Meeting ID:** 813 3065 4930

**Passcode:** 954733

**SUBMITTAL REQUIREMENTS**

The deadline for RFP responses is indicated in the cover page. Submit five (5) hardcopies of the proposal and/or a thumb drive, to the address shown below. Proposers are solely responsible for ensuring that proposals are delivered on time.

City of Leavenworth  
RFP – Osborn School Visioning  
Attn: Ana Cortez  
PO Box 287 / 700 US HWY 2  
Leavenworth, WA 98826

Submittals that are not received on or before the specified deadline will not be accepted (no exceptions). The City reserves the right to request follow-up information or clarification from vendors in consideration. Vendor is responsible to ensure delivery by the date and time included.

The City reserves the right to reject any or all submittals, to compare the relative merits of the respective responses, and to choose a vendor that will best serve the interests of the City.

Each response to this RFP shall be done at the sole cost and expense of each proposing vendor and with the express understanding that no claims against the City for reimbursement will be accepted.

All materials submitted in response to this RFP will become the property of the City upon delivery.

**SELECTION PROCESS**

The selection process will involve the following phases:

**Phase 1:** The Steering Committee will interview finalists.

**Phase 2:** The City Administrator will enter into negotiation with one or more respondents.

**Phase 3:** The City Administrator will execute contract per Council direction

**APPENDIX A  
DRAFT WORKPLAN**

	<b>ACTIVITY</b>	<b>LEAD</b>
1	Identify Steering Committee	COUNCIL
2	Develop charter for SC	SC
3	Host Wednesday night forum #1	Mayor
3	Host Wednesday night forum #2	Mayor
3	Council reviews RFP	ANA
4	Release RFP for consultant	ANA
4	Public Hearing #1	COUNCIL
4	Select consultant	SC
5	Public Hearing # 2	
5	SC agrees to consultant workplan	SC
6	Issue contract for consultant	ANA/SUE
7	Develop questions for community discussion	SC
8	Create list of target stakeholders for interviews	SC
8	Guide consultant to coordinate with regional efforts	SC
9	Get input from stakeholders	Consultant
9	Background research	Consultant
9	Site Reconnaissance	Consultant
9	Draft redevelopment concept alternatives	Consultant
9	Redevelopment concept alternative survey	Consultant

10	SC Discussion #1	SC
11	Redevelopment concept alternative charrette	Consultant
11	SC Discussion #2	SC
12	Final redevelopment concept	Consultant
12	Provide summary from public engagement to SC	Consultant
13	Provide summary from public engagement to Council	Consultant
on going	Periodic meetings between consultant and SC	SC