



CITY OF LEAVENWORTH WASHINGTON

REQUEST FOR PROPOSAL (RFP) FOR OSBORN PROPERTY COMMUNITY VISIONING PROCESS AND FACILITATION

DUE DATE: 1:00 PM --- January 29, 2021

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

OVERVIEW

The City of Leavenworth is seeking proposals from national intermediaries and/or private firms/individuals to facilitate a community visioning process related to the redevelopment of the old Osborn Elementary School in Leavenworth (Osborn Property) and to serve as liaison with the Upper Valley Park & Recreation Service Area (PRSA), City Council, and other relevant community-based organizations.

The City seeks assistance to accomplish these goals:

1. Work under the guidance of the Osborn Steering Committee (OSC).
2. Effectively design, manage, and facilitate a community visioning process leading to no less than three scenarios for potential uses of the Osborn Property.
3. Coordinate community engagement efforts relevant to the visioning process of the Osborn Property.

The most important function for the selected entity will be to facilitate the visioning process for the re-use of the Osborn property. Secondly, the City seeks a partnership with an established firm/practice that can connect the City to new relationships and new funding for desired uses that evolve from the visioning process. 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 US 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.

ABOUT OSBORN ELEMENTARY

The former Osborn Elementary School is located at 225 Central Avenue in Leavenworth. The school is 25,328 square feet and the total area is 2.69 acres. The parent tax parcel is identified by Chelan County Assessor as #241701680397. The Osborn School is currently vacant.

ABOUT THE PRSA

The Upper Valley Park & Recreation Service Area (PRSA) is a taxing authority that serves an area that includes the City of Leavenworth and other smaller communities. The sole focus of the PRSA includes the local swimming pool, aquatics programming, and maintenance of that pool.

SCOPE OF SERVICES

The contractor will provide the following services:

1. Consultant will attend OSC meetings, take notes and follow up.
2. Coordinate with the PRSA and other relevant community engagement efforts.
3. Identify resources to implement potential uses of the Osborn property.
4. Design and facilitate a community engagement process that results in three (3) visions/scenarios.
5. Produce all necessary presentations and summaries to the OSC and City Council.
6. Manage communications, social media, and marketing activities related to the project.
7. Work with Mayor and City Administrator.

The contractor will achieve the following outcomes:

1. Three (3) viable visions, from the community engagement process, for the Osborn Property.
2. Notes from community engagement process showing milestones in the consensus process.
3. Report of trends, preferences, data, and costs for OSC review.
4. Draft recommended visions from OSC to City Council.

A preliminary scope of work is included as **APPENDIX A**. This information is provided just to illustrate some of the projected future steps in the visioning process. We understand that submittal proposals may suggest a different approach.

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.
 - Evaluation will include examination of coordinating ability.
- 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 (5) copies of the proposal are required, including original. The submittal should also include all documents in electronic format and saved onto a USB flash 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
 - Deliverables
 - Approach
 - Budget
 - Strategies and tools relevant to the scope
 - Timeline
- Description of social and financial capital to be brought to the project with timelines.
- References (minimum three (3) references, including contact information).

SUBMITTAL REQUIREMENTS

The deadline for RFP responses is indicated in the cover page. Submit five (5) hardcopies, which includes the original proposal, and one (1) electronic version on a USB flash drive to the address shown below. Proposers are solely responsible for ensuring that proposals are delivered on time.

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

Please submit all questions and/or requests for additional information to Executive Assistant Sue Cragun scragun@cityofleavenworth.com. Questions must be received by 5:00 PM on January 8, 2021. All Questions & Answers will be posted to the City's website on Monday, January 11, 2021.

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 Osborn Steering Committee will interview finalists.

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

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

**APPENDIX A
DRAFT WORKPLAN**

| ACTIVITY | | LEAD |
|----------|--|-------------------------|
| 1 | Identify Osborn Steering Committee | City Council |
| 2 | Develop charter for OSC | OSC |
| 3 | Host Wednesday night forum #1 | Mayor |
| 3 | Host Wednesday night forum #2 | Mayor |
| 3 | Council reviews RFP | Ana Cortez |
| 4 | Release RFP for consultant | Ana Cortez |
| 4 | Public Hearing #1 | City Council |
| 4 | Select consultant | OSC |
| 5 | Public Hearing # 2 | City Council |
| 5 | OSC agrees to consultant workplan | OSC |
| 6 | Issue contract for consultant | Ana Cortez / Sue Cragun |
| 7 | Develop questions for community discussion | OSC |
| 8 | Create list of target stakeholders for interviews- OSC will define "stakeholder" | OSC |
| 8 | Guide consultant to coordinate with regional efforts | OSC |
| 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 | OSC Discussion #1 | OSC |
| 11 | Redevelopment concept alternative charrette | Consultant |
| 11 | OSC Discussion #2 | OSC |
| 12 | Final redevelopment concept | Consultant |
| 12 | Provide summary from public engagement to OSC | Consultant |
| 13 | Provide summary from public engagement to City Council | Consultant |
| on going | Periodic meetings between consultant and OSC | OSC |