

Request for Proposals (RFP) for a City Planner

The City of Orting is seeking a qualified person or firm to contract for all city planning functions. The public interaction with the contractor should have the sense of a “virtual planner”, as though the planner were at City Hall.

The deadline for submittals is **4:00 p.m. April 13, 2018.**

SUBMIT PROPOSAL TO: City of Orting, City Clerk, 110 Train St. SE, P.O. Box 489, Orting, WA 98360

SCOPE OF SERVICES: The Orting will consist of the following minimum deliverables:

- Receive and respond to all citizen and business/development planning inquiries. All calls should be responded to in the same business day and the planner should attempt to take calls live as much as possible.
- Monitor tracking of all land use applications.
- Will provide written staff reports on various land use applications and issues.
- Compose routine and complex correspondence.
- Interact with city employees and the public.
- Be able to hold meetings at City Hall with the public and invite necessary staff.
- Receive all land use applications and ensure completeness of application
- Send timely Notices to the City paper of record of land use actions
- Prepare and oversee the sending of notices to affected land owners
- Provide an electronic communication vehicle that the City can access to determine the planners open/active tasks and progress.
- Inform City Clerk and City Administrator of land use actions that will be going to City Council or the Planning Commission.
- Prepare and Coordinate meetings with the Hearing Examiner
- Set up/schedule all land use Pre-application meetings and keep records.
- Attend at least one Council meeting a month, one Planning Commission meeting a month, and one managers meeting a month.
- Establish public communication strategies for maximum citizen involvement in city planning.

CITY BACKGROUND

The City of Orting was incorporated in 1889. Currently the population is just above 8,000 and the city is near build out. Orting is considered a bedroom community with a small retail base. Orting operates under the Mayor-Council form of government. More information about the City is available on our website at <http://www.cityoforting.org>

PROCESS FOR QUESTIONS

For questions regarding the City's RFP process or the services being sought, please contact Mark Bethune, City Administrator via email at mbethune@cityoforting.org or via telephone at (360) 893-2219 ext 115, up to 4:00 p.m. April 6th, 2018.

PROCESS AND TIMELINE FOR SELECTION*

The City's process and timeline for selection of a Consultant are as follows:

- April 13, 2018. - Deadline for RFP submittals
 - April 16, 2018 to April 20th, 2018 - Consideration of submittals and selection of preferred candidate
- Planning Process to start in May 2018

SUBMITTAL REQUIREMENTS

To be considered, interested parties must submit by the deadline three copies of a proposal package that includes the following:

- Letter of interest – must be no more than two pages (note: one page is one side of an 8½" x 11" paper) in length and include contact information and signature.
- Summary of qualifications, experience and availability – must be no more than five pages in length. It should summarize qualifications, relevant experience, and availability to participate in the RFP process and provide the before mentioned **scope of services** to the City. It should also identify key staff members who will be participating.
- Proposed Compensation – must be no more than four pages and include all anticipated expenses and charges to the city.
- List of professional references – must be no more than one page listing most recent professional references and their contact information.