



CITY OF JACKSONVILLE



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Planning Department

Request for Qualifications

Project Background

The City of Jacksonville, Oregon initiated a review of its Urban Growth Boundary (UGB) to assess its capacity for projected economic and population growth and determine if an amendment is necessary. The City is following provisions outlined in OAR Chapter 660, Division 24. A Technical Advisory Committee (TAC), formed by the Jacksonville City Council, recently recommended the City proceed with a UGB amendment.

City Overview

Jacksonville, Oregon, a designated National Historic Landmark in Southern Oregon, is located approximately 13 miles west of Medford. With a population of 3,148 as of 2022, the City of Jacksonville is a vibrant city that is deeply committed to robust public involvement in the land use planning process.

Project Schedule

The City seeks to begin the project immediately upon consultant selection and contract approval. The City anticipates that the tasks be completed in 12-14 months. The bidding period will be open from March 17- April 18 at 2:00 P.M.

Qualifications

The evaluation of submitted statements of work will be based on the following criteria:

1. Capability and experience to perform all aspects of the project.
2. Knowledge of local conditions.
3. Ability to manage and complete projects located a significant distance from the firm's primary offices. Demonstrated experience in remote communication, collaboration, and project oversight.
4. A clear plan for ensuring timely and efficient project delivery.

Consultant Role

The project will engage consultant services to conduct technical analysis for all project tasks. The consultant will provide support to City staff and participate virtually in meetings of the Technical Advisory Committee (TAC), Citizen Advisory Committee (CAC), Planning Commission, and City Council. The consultant will be responsible for refining the process, consolidating data, leading public engagement, and evaluating potential UGB study areas.

City Role

The City will provide overall project management, and be the lead for the tasks. The City will establish and convene a CAC for the project. The City will prepare and distribute meeting agendas and summaries for all TAC, Planning Commission, and City Council meetings.

Key Tasks and Deliverables:

Task 1: Review relevant long range planning documents

- Consultant will assist City staff with review of Jacksonville's long range planning documents to determine their relevance to an Urban Growth Boundary Amendment. Applicable studies and reports submitted by two applicants will be included in this review.
- Consultant will identify any deficiencies in documents that may provide a factual basis for a UGBA, and recommend additional revisions or updates, if any.

Deliverable(s):

- Brief technical memorandum describing relevant long range planning documents with recommendations to address identified deficiencies.

Task 2: Residential and Employment Buildable Land Inventory Review

- Consultant will assist City staff with review of data and analysis already provided regarding housing and employment need.

Deliverable(s):

- A comprehensive technical memorandum detailing the analysis of residential and employment land needs, including a synthesis of findings, data-driven conclusions, and supporting rationale.

Task 3: Assist City staff with public outreach

- Consultant will assist City staff with the creation and implementation of a public outreach plan.
- Consultant will assist City staff with production of information that will provide members of the public and potentially impacted property owners with a basic understanding of Urban Growth Boundary Amendments and implementation of associated procedures locally.

Deliverable(s):

- Public outreach plan consistent with Statewide Planning Goal 1.
- Informational materials for use at public meetings and distribution to the general public.
- Stakeholder interviews with City staff, utility providers, and parties potentially affected expansion of the UGB.

Task 4: Assist City staff with evaluating study area and alternative site analysis

- Consultant will assist City staff with review and evaluation of study area.
- Consultant will assist City staff with stakeholder groups to evaluate candidate parcels.

Deliverable(s):

- Comprehensive technical memorandum detailing the analysis of the study area and final recommendations.

Task 5: Assist City staff with UGBA recommendation

- Consultant will assist staff with the preparation staff reports, presentations, and findings for a recommended UGBA.
- Consultant will attend meetings of the Jacksonville Planning Commission and City Council to support staff at key decision-making points.

Deliverable(s):

- Technical memorandum summarizing potential configurations of an amended Urban Growth Boundary. Analysis will include an assessment of the costs and benefits of including different lands within the UGB.
- Adoption-ready findings of fact and conclusions of law

The City of Jacksonville reserves the right to reject any and all bids, waive formalities, or accept any bid which appears to serve the best interest of the City in accordance with ORS 279B.100.

Please direct your responses to:

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