

**Deschutes County**

**REQUEST FOR PROPOSAL**

**FOR**

**CAMPING FEASIBILITY STUDIES**

Deschutes County, Oregon



**Issued: November 15, 2022**

**Proposal Due Date:**

**Friday, December 16, 2022**

**2:00 P.M.**

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## **SECTION 1**

### **GENERAL INFORMATION**

#### **1.1 REQUEST**

Deschutes County (County) is requesting proposals for feasibility studies of recreation focused developments covering up to six (6) areas located within Deschutes County. The six areas include land owned by the County, United States Forest Service (USFS), and Bureau of Land Management (BLM).

The County seeks a qualified consultant to perform feasibility studies for development of private or public RV parks and campgrounds, along with support amenities and infrastructure. To be considered, interested parties must respond to this Request for Proposal (RFP) and the submittal requirements outlined herein.

#### **1.2 SCHEDULE OF EVENTS**

The County anticipates the following schedule:

Week of November 14, 2022	RFP Advertisement
December 5, 2022	Questions/Requests for Clarification: 2:00 p.m.
December 8, 2022	Addendum(s) Issued, if applicable
December 16, 2022	Proposal Due Date: 2:00 p.m.
Week of December 27, 2022	Review Proposals
Week of January 9, 2023	Presentations, if applicable
Week of January 16, 2023	Scoring, Selection, & Notification
January 2023	Contract Execution

**IMPORTANT:** All questions must be made in writing via email to Jen Patterson, Strategic Initiatives Manager, at [jen.patterson@deschutes.org](mailto:jen.patterson@deschutes.org) by 2 p.m. (PST), December 5, 2022. Questions requiring clarification or modifications from the County will be made available in the form of an addendum(s) to this RFP.

#### **1.3 PROPOSAL DELIVERY**

Proposals must be received by the County's Administrative Services Division no later than **2:00 p.m. (PST), December 16, 2022**. **Proposals received after the deadline will not be considered.**

1. One (1) Electronic copy of the Proposal shall be emailed to [jen.patterson@deschutes.org](mailto:jen.patterson@deschutes.org) for distribution to proposal scoring committee members for review as necessary.
2. Proposals should be in a simple typed format without extensive artwork or graphics not essential to the utility and clarity of the Proposal.
3. Proposal content shall be limited to 12 pages, in portrait format, and page count limit shall not include cover letter or letters of reference. Each page of the proposal should include a page number.
4. Proposals must be signed with by an authorized representative.

#### **1.4 SUBMISSION NOTICE**

All proposals submitted in response to this RFP shall become the property of the County and may be utilized in any manner and for any purpose by the County. ***Be advised that proposals and all documents submitted in response to this RFP are subject to public disclosure as required by applicable state and/or federal laws.*** If you intend to submit any information with your proposal which you believe is confidential, proprietary, or otherwise protected from public disclosure (trade secret, etc.), you must separately bind and clearly identify all such material. The cover page of the separate binding must be printed in red, and the header or footer for each page must provide as follows: "Not Subject to Public Disclosure". Where authorized by law and at its sole discretion, the County will endeavor to resist disclosure of properly identified portions of the proposals.

#### **1.5 DESCHUTES COUNTY OVERVIEW**

Deschutes County's growth has outpaced that of the state of Oregon (10.6 percent), growing more than twice the state's rate at 25.7 percent from 2010 to 2020. According to the U.S. Census Bureau, Deschutes County grew from 157,730 in April 2010 to 198,253 residents in July 2020. Recent projections from the Portland State University, Oregon Population Forecast Project, estimate Deschutes County's population will be 301,999 by 2043.

For decades, Central Oregon has been a desirable place to live, based on numerous factors. Deschutes County is conveniently located within a three-hour drive to Portland, Oregon, two hours to Eugene and Salem, and within the Cascade Mountain Range. With an average elevation of 3,600 feet, the area enjoys a dry, high desert climate with cool nights and sunny days. Annual precipitation averages 11.7 inches. The cities of Bend (the county seat), Redmond, La Pine, and Sisters are the four municipalities in Deschutes County. The countywide population is spread over 3,054 square miles.

Tourism brings over four million overnight visitors to Central Oregon annually. The increased percentage of growth coupled with the high number of overnight visitors has led

to an ongoing shortage of housing options for long and short term housing needs. Deschutes County has identified a need to consider an expansion of low-cost camping options to accommodate the influx of tourists and houseless populations.

## **1.6 CITY OF LA PINE OVERVIEW**

Located in the southern portion of Deschutes County, the City of La Pine covers an area of approximately seven (7) square miles east of the Cascade Range, Deschutes River, and Little Deschutes River. Designated as a town site around 1900, La Pine was originally settled largely as the result of industry growth in fur trapping and logging, and the prevalent natural resource values in the surrounding area. In the last 40 years, the regional logging industry has declined, with tourism and outdoor recreation related industries growing in popularity. La Pine was incorporated as a municipality in 2006 and continues to serve as an outdoor tourism-oriented community. The 2020 Census summary shows the City of La Pine had a total population of 2,512 persons, up from a total population of 1,653 persons in 2010. In 2018, Portland State University (PSU) projected La Pine's population would increase to 3,386 persons by 2040 based on observed growth over previous years. The City of La Pine has already exceeded previous PSU population projections for 2025 by 431 persons.

## **1.7 CITY OF REDMOND OVERVIEW**

Redmond is a mid-sized community located in the northeast portion of Deschutes County. The City of Redmond was incorporated in 1910 with a population of 216. Redmond has seen steady growth over the last 20 years, between 2000 and 2006 the city's population grew by more than 74%, making it among Oregon's fastest growing communities. Today, Redmond has over 30,000 citizens and is expected to reach 50,000 citizens by 2040. Redmond is home to Central Oregon's main airport – Roberts Field. Roberts Field is owned and operated by the City of Redmond and is the fourth largest commercial service airport in Oregon. The city's economy is driven by assorted small manufacturing, retail, government, and healthcare services and tourism.

## **1.8 PROPERTY DESCRIPTION AND LOCATION**

County-owned property for consideration are listed below. Further details of each property can be found by accessing the [County's mapping website](#).

1. Fort Thompson Road Property. Map and Tax Lot numbers 1712030000800, 1612340000800, 1712030000700, 1712040000100, 1612340000400, and 1612330000700. These tax lots combined encompass just over 540 acres and are located just north of the City of Bend. *See attachment A.*

2. Redmond Highway 126 Property. Map and Tax Lot number 1513000000103 is a +/- 1,671 acre parcel. A portion of the property is located within the city limits of Redmond and predominately zoned M1. The majority of the property is outside city limits and zoned Exclusive Farm Use (EFU). Sections in the South West corner of this parcel have been designated for the development of [Oasis Village](#) and potentially other similar projects. The land directly north of the designated 12 acres for Oasis Village and like projects is potentially available for recreational development. Please see attached map for property details. *See attachment B.*
3. The City of La Pine has several properties that could be feasible for recreational development.

  - a. The County owns 13 properties located on Drafter Road for consideration. The City of La Pine, Deschutes County, and the Oregon Department of Transportation has developed the Wickiup Junction Refinement Plan to support area growth while maintaining local and regional mobility on US 97. Some County properties on Drafter Road may be impacted by the implementation of this plan. The plan and proposed traffic control improvement measure maps for Drafter Road have been attached for consideration of feasibility of recreational development for properties located on Drafter Road. *See attachment C and D.*

    - i. The Drafter Road Map and Tax Lot numbers are: 211036AA00700, 211036AA00800, 211036AD00100, 211036AD00300, 211036AD00500, 211036AD01000, 211036AD00800, 211036AD00900, and 211036DB03300. *See attachment E.*
  - b. City of La Pine 3<sup>rd</sup> Street properties. Map and Tax Lot numbers: 221015AA02100, 221015AA02001, and 221015AA01701. *See attachment F.*

USFS owned property for consideration:

1. Phil's Trailhead – Forest Service Road 4604. *See attachment G.*
2. China Hat Road. *See attachment H.*

County property adjacent to BLM property for consideration:

1. Crooked River Ranch. Potential development sites with access to NW Lower Bridge Way could provide expanded recreation options with river access. The County has three Map and Tax Lots Zoned RR10 adjacent to the BLM Midwest property of Steamboat Rock. The County Map and Tax Lot numbers are: 141214B000100, 141214B000200, and 141214B000300. *See attachment I.*

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## **SECTION 2**

### **AUTHORITY, OVERVIEW, AND DEVELOPMENT VISION**

#### **2.1 AUTHORITY**

The County is issuing this RFP in accordance with Deschutes County Code and applicable provisions of Oregon Revised Statute (ORS) and Oregon Administrative Rules (OAR).

#### **2.2 SCOPE OF WORK AND SERVICES REQUESTED**

Deschutes County is requesting a proposal that will provide a feasibility study to develop recreational RV and campground sites in designated areas throughout the County to include the following scope of work:

- 1. Conduct a preliminary site analysis, engineering, and environmental assessment.** Analyze proposed sites for development strengths and constraints including: rural land use regulations, city zoning and site development regulations, impact on environment, infrastructure needs and availability, clean-up costs, historic easements and preservation concerns, rights of way and easements, and possible abutter concerns.
- 2. Analyze the feasibility of acquiring USFS and BLM land to develop for recreational use.** Summarize the feasibility, due diligent process, and timeline involved in acquiring the lands.
- 3. Develop conceptual RV Park and campground operational and finance plans.** Complete a performance and financial analysis of the projects which should identify acquisition costs as applicable, development costs, revenue potential, operations costs, and investment strategies. Provide cost benefit analysis for privately operated versus County operated parks/campgrounds.
- 4. Plan the organizational structure.** Develop the staffing and resource requirements needed to convert the lands into RV Park and campground facilities.
- 5. Write an Executive Summary.** Formulate a narrative describing details of the project, findings, and strategic recommendations designed to meet the County's needs.

## **2.3 SELECTION PROCESS**

Deschutes County is committed to an open and transparent process for the selection of Respondent(s) and the proposals will be reviewed and evaluated based solely upon information contained in each submitted proposal. Proposals received by the designated due date and time will be forwarded to the RFP evaluation committee (Committee) to score accordingly based on the criteria.

The Respondent with the proposal deemed to be the best, as determined by the Committee, will be invited to enter into a contract to perform the feasibility studies. If a satisfactory contract cannot be negotiated in a timely manner with the selected Respondent, then the Committee may thereafter negotiate with the other Respondent(s) until negotiations result in a contract with the County.

End of Section 2

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## **SECTION 3**

### **QUALIFICATIONS, REQUIREMENTS, AND EVALUATION**

#### **3.1 QUALIFICATIONS**

Deschutes County will consider and evaluate proposals that demonstrate adequacy and competence in the following factors. These factors are defined below:

- 1. Description of Services:** Provide a formal letter describing how Respondent would carry out and present the scope of work.
- 2. Relevant Experience:** Provide a description of the Respondent's experience with similar types of feasibility studies that would provide insight valuable in carrying out this proposal. Recreational planning and campground design experience will be of particular interest. Provide resumes of the firm members who would work on this project.
- 3. Letters of Recommendation:** Letters of recommendation are encouraged from relevant entities familiar with Respondents' experiences with federal land property acquisition and recreational development of a similar scope and scale. If provided, Respondents should submit no more than two (2) letters of recommendation.
- 4. Staffing Resources:** Sufficient staff and consultant resources to deliver the proposed development.

### **3.2 EVALUATION CRITERIA**

Submitted proposals will be evaluated using the following criteria (in no order of priority). Each criterion includes a corresponding portion of the overall score used to determine a qualified Respondent:

1. Demonstrated competence and experience of the individual or team relevant to this project (25%)
2. Quality and extent of services available (25%)
3. Proposal costs (25%)
4. Timeline to complete the development (25%)

### **3.3 SUBMITTAL REQUIREMENTS**

The following section outlines required elements of a responsive proposal. Each Respondent is required to submit a proposal clearly addressing all the requirements outlined in this RFP and in the following order:

#### **1. Cover Letter**

Submit a signed Cover Letter introducing the team, highlighting the feasibility study concept, and identifying any concerns about meeting any requirements in this RFP. By signing the Cover Letter, the Respondent certifies its statement of qualifications and all information contained therein are true and correct to the best of its knowledge and belief, and that the information contained in the RFP response, except as provided in Section 1.4 above, is considered public record and may be made available for inspection and copying upon request.

#### **2. Respondent Identification**

- a. Identify the Respondent entity's name, street address, mailing address (if different), telephone number, and website. Specify the legal form of the organization (e.g., corporation, partnership, joint venture, other) and identify persons with the authority to represent and make legally binding commitments for the Respondent.
- b. Identify the principal point of contact for the Respondent and include telephone number and email address.

#### **3. Project Description**

A description of the feasibility study, including:

- a. Detailed analysis and a list of key deliverables.
- b. An operational plan and finance budget.

- c. Executive summary and recommendation.

#### **4. Qualifications and Experience**

The following shall be included in the response:

- a. Evidence of previous success conducting feasibility studies.
- b. Evidence of sufficient staff and consultant resources to conduct the work.

#### **5. Proposed Cost**

#### **6. Letters of Recommendation**

Respondents are encouraged to submit letters of recommendation from relevant entities familiar with Respondents' experiences with feasibility studies. If provided, Respondents should submit no more than two (2) letters of recommendation. Letters shall not exceed one (1) page per recommendation.

End of Section 3

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### **SECTION 4**

#### **AWARD NOTIFICATION PROCESS AND CONTRACT REQUIREMENTS**

##### **4.1 AWARD NOTIFICATION PROCESS**

The proposals will require approximately three weeks for evaluation. The top ranked proposals may, at the County's discretion, be required to make an in-person presentation in support of their proposal to the Committee and answer any questions the Committee may have. If required, the interview will serve to assist the County in selecting the successful Respondent and will serve as a tool to refine scoring of the RFP to produce a final ranking. Award notification will be made by email to the selected Respondent and will be made available on the County's website.

##### **4.2 CONTRACT AND INSURANCE REQUIREMENTS**

The successful Respondent will be required to enter into a contract with the County. The successful Respondent shall submit a W-9 with a valid and an active tax identification number. The Respondent shall ensure that all associated development parties allowed on the property through the entitlement process will carry a minimum of \$1 million general liability and \$2 million aggregate. County reserves the right to reject any or all Proposals that do not satisfy requirements.

End of Section 4

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## **SECTION 5**

### **ADDITIONAL INFORMATION**

#### **5.1 ASSIGNMENT**

Neither the resultant contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, sublet, contracted, or transferred by the Contractor without the express written consent of the County. The granting or withholding of such consent shall be at the County's sole discretion.

#### **5.2 CANCELLATION**

ORS 279.025 provides that the public contracting agency may reject any proposal not in compliance with all prescribed public bidding procedures and requirements. The County reserves the sole and unconditional right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed by the County to be in the County's best interest. In no event shall the County have any liability for the cancellation of the award or proposed contract.

#### **5.3 CLARIFICATION OF RESPONSES**

The County or its agents reserve the right to obtain clarification of any point in a Respondent's Proposal or to obtain additional information necessary to properly evaluate a particular Proposal. Failure of a Respondent to answer the request for additional information or clarification could result in rejection of the Respondents response and/or Proposal.

#### **5.4 COLLUSION**

A Respondent submitting a Proposal hereby certifies that no officer, agent, or employee of the County has a pecuniary interest in the submitted Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### **5.5 COST OF PREPARATION OF RESPONSE**

Costs incurred by any Respondent, including time and expense in the preparation of its

response to this Request for Proposal, is the sole risk and responsibility of the Respondent and will not be reimbursed by the County.

## **5.6 DISPUTES**

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the Request for Proposal, the decision of the County shall be final and binding upon all parties.

## **5.7 LOBBYING**

Commencing with the issuance of this RFP, Respondents or others acting on their behalf are cautioned not to undertake any activities or actions to promote their proposals. Respondents or others acting on their behalf shall not make direct or indirect (through others) contact with members of the Deschutes County Board of Commissioners, County staff, the City of La Pine, the City of Redmond,

or others to promote its proposals. Violation of this requirement may, in County's sole discretion, be grounds for disqualifying the Respondent from further consideration.

## **5.8 NON-DISCRIMINATION IN EMPLOYMENT**

The successful Respondent's attention is directed to the provisions of Oregon Revised Statutes, Chapter 659, and prohibiting discrimination in employment.

## **5.9 PROPOSALS ARE PUBLIC RECORDS**

As previously stated in Section 1.4, all Proposals submitted in response to this RFP shall become the property of the County and may be utilized in any lawful manner and for any purpose by the County.

## **5.10 PROPOSAL NOT A CONTRACT**

Neither this Request for Proposals nor responses to it constitute a contract between the County and the Respondent. The County reserves the right to negotiate specific contract terms with the selected Respondent.

## **5.11 VERBAL STATEMENTS NOT BINDING**

Statements made by County representatives concerning this Request for Proposal are not binding upon the County unless confirmed in writing by a duly authorized employee/official.

## **5.12 REJECTION OF PROPOSALS**

The County reserves the right to reject any or all responses to this Request for Proposals for any lawful reason or for no reason. No proposals will be considered that fail to contain the required information. There will be no changes to the content of this request for proposals except by written notification to the bidders who respond in accordance with the criteria herein.

## **5.13 STATE AND FEDERAL LAW COMPLIANCE**

Respondent must comply with all applicable requirements of federal and state civil rights law and rehabilitation statutes. As applicable, the successful Respondent agrees to comply with all applicable provisions of the County and Oregon public contracting law.

End of Section 5

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## **SECTION 6**

### **ATTACHMENTS**

#### **SCHEDULE OF ATTACHMENTS**

- Attachment A – Fort Thompson Property Map
- Attachment B – Redmond Highway 126 Property Map
- Attachment C – Wickiup Junction Refinement Plan
- Attachment D – Wickiup Junction Refinement Plan Drafter Road
- Attachment E – Drafter Road Map
- Attachment F – 3<sup>rd</sup> Street Map
- Attachment G – Forest Service Road 4604 Map
- Attachment H – China Hat Road Map
- Attachment I – Crooked River Ranch Map
- Attachment J – Deschutes County BLM Map with Zone Designations