

Request for Proposals: Contract City Planner

Proposals Due: May 8, 2026 by 4pm PDT

I. OVERVIEW

The City of Mosier, Oregon, is soliciting proposals from firms and individuals to provide land use planning services to the City of Mosier and serve as the contract City Planner. The City Planner will be expected to know and apply the relevant laws, regulations, and policies of the Mosier Municipal Code (MMC); the Department of Land Conservation and Development (DLCD); and the State of Oregon. AICP-certification is desired but is not required.

It is the City's intent to award a single contract to the successful proposer who will provide one individual to serve as the primary contact for the City and be available as the on-call City Planner. The successful proposer will be an independent contractor and will perform the services using the contractor's own materials, resources, staff, and facilities.

II. BACKGROUND

The City of Mosier is a municipal corporation located in Wasco County, Oregon, about 70 miles east of Portland, along the Historic Columbia River Highway in the National Scenic Area. The population of the City of Mosier is approximately 493. A seven-member City Council governs the City and is comprised of six Councilors and the Mayor. The City does not have a planning commission.

The City has two full-time employees (City Manager and City Recorder) and uses contract services for the professional services of a City Attorney, City Engineer, City Planner, Finance Director, and Project Manager. The City has, in the past, used both professional planning firms and individual professionals for contract City Planning Services.

The City of Mosier is currently overseeing or has recently completed design and construction of the following major capital improvement projects:

- A new joint use facility to hold City Hall, the Fire Station, and Community Spaces (completion expected Spring 2028).
- An LID nature-based stormwater system, concurrent with management of the Miles Creek Watershed TMDL requirements (completion TBD).
- New emergency backup well (completion expected May 2026).
- Construction of a new outdoor skate park facility (completion expected by end of 2026).
- Upgrade to the wastewater treatment system (completion expected December 2026).
- Construction of a new bike hub and public restroom (completed June 2025).
- Installation of a new EV charging station (completed June 2025).

III. SOLICITATION SCHEDULE

The following general timeline is anticipated for this solicitation. The City reserves the right to change this schedule at any time.

a. RFP Issued	April 8, 2026
b. Deadline for questions	April 17, 2026 by 4pm PDT
c. Final addendum issued (if any)	April 24, 2026
d. Proposals Due	May 8, 2026 by 4PM PDT
e. Initial Evaluation	Week of May 11th
f. Interviews (if needed)	Week of May 18th
g. Negotiations with highest-ranked	May 25 – 29, 2026
h. Issue Notice of Intent to Award	June 12, 2026
i. Contract Approval and Execution	June 17, 2026
j. Contract Start Date	July 1, 2026

IV. SCOPE OF SERVICES

The City Planner will provide services on an on-call basis on request by the City, and on an established project schedule, as coordinated with the City Manager. The City Planner should be available for routine consultations as well as for requested on-call services and for services as assigned. The typical number of on-call hours expected for these services is approximately 10 per month for routine city planning services. However, the City makes no guarantees or warranties in regard to any minimum number of hours that it will be requesting services. The scope of services may include, but is not limited to, the following:

- a. Land Use & Zoning Administration:** Review subdivision applications, site plans, and zoning permits; process rezones, variances, conditional use permits, and short-term rental permits; draft legally defensible findings and decisions and proposed findings for land use applications. Prepare and publish/mail timely staff reports and notices to all persons with a right to notice for a given application or decision.
- b. Planning & Code Development:** Update and amend Zoning Ordinances and the City's Comprehensive Plan; prepare and publish timely notices for the public and to DLCDC as required.
- c. Land Use Appeals:** If any City land use decision is appealed, provide guidance, witness testimony, and coordination with the City Attorney and other City staff and contractors as requested.
- d. Development Review:** Analyze development projects for compliance with the Mosier Municipal Code and state law; assist the City with negotiation of development agreements.
- e. Meetings & Public Hearings:** Attend all land use hearings; attend other City Council

meetings, executive sessions, and hearings if requested by the City Manager or the City Council; draft staff reports and present proposed findings.

- f. Community Engagement:** Facilitate public workshops, charrettes, open houses, and stakeholder meetings for long-range planning projects. Provide customers service and respond to questions from developers, land use applicants, architects, engineers, residents, government officials, and others in relation to applications, the zoning code, enforcement, approvals, and other matters related to city planning and the City's development and zoning code and regulations.
- g. Policy & Regulatory Analysis:** Provide research on housing, transportation, environmental and economic development. Keep informed on updates in law affecting land use and planning matters that may affect the City of Mosier.
- h. Project Management:** Oversee specific planning projects, such as master plans, corridor studies, and grant administration.
- i. Virtual & On-site Support:** Perform duties remotely (video conferencing, electronic plan review) or attend on-site meetings, as requested.
- j. Staff Collaboration:** Consult and coordinate with City Staff and City contractors as needed for planning projects.

V. SUBMITTAL OF PROPOSALS AND INSTRUCTIONS TO PROPOSERS

Proposals must be received by the City at the time and location designated prior to the deadline in order to be considered.

**Send your proposal electronically, by e-mail before 4:00 PM local time on
May 8, 2026, to:**

**Colleen Coleman, Project Manager
projects@cityofmosier.gov
The subject line should read: "City Planner RFP"**

Proposals received after the deadline will not be reviewed. It is the responsibility of each proposer to ensure that their proposal is received by the Project Manager prior to the deadline. Proposers are responsible for all costs of preparing proposals, including any preparation, travel, and attendance at interviews. The City is not liable for any costs of protests, or preparing proposals, or for any challenge for any decision for award.

The City reserves the absolute right to seek clarification from any proposer; to negotiate a final contract in the best interests of the City; to reject any or all proposals; to cancel and/or reissue this RFP at any time in the City's best interest and in the City's sole determination; and to waive informalities contained in any proposal.

For any questions about this RFP, you may contact the Project Manager, Colleen Coleman at e-mail: projects@cityofmosier.gov. Your questions should be in

writing. If there are questions or requests for clarification on this RFP they must be submitted to Colleen Coleman, Project Manager at projects@cityofmosier.gov prior to the deadline for questions identified in the schedule above. If the City provides a written response to the request for clarification or makes changes to the RFP it will do so by written addenda that will be published on the City's website at this address: <https://cityofmosier.gov/>. It is the responsibility of each proposer to ensure that they have received and understood all addenda that may be issued. No oral statements by the City will be binding. Proposers may only rely on written addenda and this RFP issued by the City.

VI. CONTENT OF PROPOSALS

Proposals must include the following information, which should be submitted in this order:

- a. Cover Letter (no more than one page):
Provide an introductory statement including the proposer's general interest in Mosier and this contract. Include the names and availability of key staff and the location of the proposer and staff members. Designate one individual who will serve as the City Planner. The cover letter must be signed by a person authorized to legally bind the proposer to the pricing and services proposed, which pricing must be valid for at least 90 days after the deadline.
- b. Proposed Team (no more than one page for firm and one page per individual team member):
Include background and experience of the proposing firm and team members including the proposed City Planner. State whether the proposed City Planner and key staff are AICP-certified. State the number of professionals and support staff, areas of expertise and focus for each. Describe any on-going training or certifications, education, and unique experience of key persons. Include a copy of the specific resume of the proposed City Planner.
- c. Qualifications:
Describe the proposer's background, qualifications, and ability to perform the scope of services. Explain the range of services provided, and a description of projects that proposer has done and years of experience in each area. Identify key staff that will be available for specific areas of expertise such as wetland, stormwater, others. Be sure to touch on every task outlined in the "Scope of Services" and explain whether proposer has the ability to meet that scope of service and with what personnel. Specifically address proposer's familiarity with laws and regulations in Mosier and the State of Oregon and DLCDC regulations. Describe the proposer's experience providing city planning services to localities similar to Mosier in terms of size and other characteristics.
- d. Approach to Providing Services to the City and Knowledge of Local Issues:
Describe the proposer's approach to working with the City of Mosier including the proposer's general philosophy, values, and goals in relation to the services being proposed. Propose a schedule for routine planning services and general schedule or time commitment for when the City Planner will be available to the City. Describe any knowledge or familiarity of local Mosier planning issues.

- e. Cost of Services / Fee Proposal:
Include cost for services and proposed fees, including any travel and reimbursement expenses, and hourly rates for each team member and the City Planner. The City anticipates hourly rates will be provided but is open to other cost proposals.
- f. Contract Terms:
Proposers must indicate in their proposals whether they have any objection to the proposed contract terms as provided in the form contract published with this RFP, and whether they have any requested contract terms or whether they agree to the contract terms if they are selected for award.
- g. References:
Identify 2-3 current or past clients that the proposal has or does currently provide city planning and/or land use planning services to, at least one (preferably more) should be Oregon municipalities. Describe the work and amount of time proposer served each client and include the name of the client contact, along with their phone number, email address, and a description of work performed.
- h. Equal Opportunity.
Provide information on proposer's policy of nondiscrimination and equal opportunity.

VII. EVALUATION OF PROPOSALS

Proposals will be evaluated by an evaluation committee which will consist of the City Manager and two other persons, which may include City Councilors or City staff or contractors. The evaluation committee will evaluate proposers based on the criteria identified in this RFP and will make a recommendation to the City Manager for award, subject to approval of contract price and execution by the City Council.

Evaluation Criteria	Points
Proposal meets the RFP criteria (it is timely received, in the form and at the location directed, and signed by a person authorized to bind proposer)	Pass/Fail
The proposed City Planner has experience providing professional planning services to municipalities in the State of Oregon.	Pass/Fail
Experience providing municipal planning services to local governments (Oregon preferred)	15
Ability to meet each of the tasks of the scope of services and to provide the services requested	15
Qualifications and experience of the proposed project Team and City Planner, including any AICP	10

certifications	
Approach and methodology	10
Availability of team members and City Planner	10
Knowledge and familiarity of local issues	5
References	10
Knowledge of local, state, and federal law and regulations related to planning	5
Interviews (if any)	5
Cost of services/fee proposal	15
Total Points	100

VIII. NOTICE OF INTENT TO AWARD

The City will issue a Notice of Intent to Award to the proposer who best meets the needs of the City using the evaluation generally described in this RFP.

IX. CONTRACT

The City anticipates awarding a contract for an initial term of 3 years, with an option to review for up to two additional years of one-year each. A form of personal services contract is included as an attachment to this RFP. Proposers should indicate in their proposals whether they have any objection to the proposed contract term and whether they have any requested contract terms.

X. PROTESTS

Any protest of this solicitation must be filed in writing with the City Recorder at info@cityofmosier.gov pursuant to MMC 3.01.130, by 4pm on April 29, 2026. Any protest of a notice of intent to award a contract resulting from this RFP must be filed in writing with the City Recorder at info@cityofmosier.gov pursuant to MMC 3.01.140 and must be received within 7 days of the issuance of any notice of intent to award. Protests must follow the requirements of MMC 3.01.130 or 3.01.140, as applicable, and must include the specific facts and grounds for the protest to be considered. The City will not respond to late protests.