



REQUEST FOR PROPOSALS

City of Ashland 2024 ECONOMIC OPPORTUNITY ANALYSIS UPDATE

Issued: March 29, 2024

**Response Deadline: April 26, 2024
At 5 PM PDT**

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SECTION 1 – GENERAL INFORMATION

1.1 ANNOUNCEMENT

The City of Ashland Planning Department is seeking proposals to develop an Economic Opportunity Analysis (EOA). The Economic Element of the Comprehensive Plan and State Goal 9 require the City ensure that there is enough available land and adequate public improvements to realize economic growth for the next 20-year horizon. Proposers shall develop and implement a community outreach and engagement plan; conduct a National, State, regional and local economic opportunity analysis; consider the effects of climate change on all levels of the economy; and develop an Economic Opportunities Analysis which includes policy and action recommendations for the City of Ashland to reach goals and community aspirations, identified through the community outreach and engagement process. See **Exhibit A** for a detailed scope of work.

Acknowledging the interdependency of the regional economy and shared geographic proximity, the Cities of Ashland and Medford are seeking to partner with the same consultant to develop the background content and analysis for the Economic Opportunity Analysis at the National, State, and regional levels. However, the selected consultant(s) will be entering into contracts with each municipality separately. Consultants may apply to complete this shared National, State, and regional level analysis, an Ashland-specific analysis, or both.

Proposals must be received by 5 PM local time on April 26, 2024. Proposals may be sent electronically by email to veronica.allen@ashland.or.us, or as hard copies mailed to:

City of Ashland
Planning Department
20 East Main Street
Ashland, OR 97503

Emailed submittals sent to veronica.allen@ashland.or.us are preferred.

The City reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements and may reject, for good cause, any and all Proposals upon the finding that it is in the public interest to do so. The City reserves the right to waive any and all informalities if it is deemed in the best interest of the public.

The City of Ashland requires all proposers to comply with equal opportunity policies. The City of Ashland's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, age, marital status, or political affiliation.

1.2 COMPLIANCE WITH RULES

Proposers responding to this RFP must follow the procedures and requirements stated within this RFP. Adherence to these procedures and requirements will ensure a fair and objective analysis of the Proposals submitted. Failure to comply with or complete any part of this RFP may result in rejection of the submitted Proposals.

1.3 CONTACTS

Questions regarding specifications shall be submitted to the City's Planning Department and responded to when more detailed explanations are required. Any clarifications or revisions will be addressed and issued in addenda; City must receive requests for changes in writing per timeline schedule in 2.1.

1.4 PROPOSALS DUE DATE

All Proposals shall be received no later than 5 PM, local time, **April 26, 2024**.

1.5 PROPOSALS WITHDRAWAL

A Proposals may be withdrawn at any time before the Proposals deadline, by providing a written request for the withdrawal of the Proposals to the issuing office. A duly authorized representative of the firm shall execute the request. Withdrawal of a Proposals will not prejudice the right of the proposer to file a new Proposals.

1.6 SOLICITATION PROTEST

A person may protest or request a change of a solicitation provision, evaluation criteria, scope of work, specification, or contract term no later than seven calendar days prior to the Proposals due date. No protest of the selection of a consultant or award of a contract because of a solicitation provision, evaluation criteria, scope of work, specification or contract term will be considered after such time. The protest or request for change shall include the reason for such and any proposed change. The City shall consider the protestor request for change and may reject the protest or request for change, issue an addendum or cancel the RFP. The protest must be labeled with the project name and number and submitted to the City of Ashland at the following address:

Planning Department City of Ashland
20 East Main Street
Ashland, OR 97503

1.7 ADDENDA

Any clarifications or revisions will be addressed and issued in addenda; City must receive requests for changes in writing per timeline schedule in 2.1. Only written addenda issued for the RFP specifications shall be binding upon the City.

1.8 REJECTION OF PROPOSALS

The City may reject any Proposals not in compliance with all prescribed procedures and requirements and may reject for good cause any or all Proposals upon a finding of the City that it is in the public interest to do so.

1.9 IRREGULARITIES

The City reserves the right to waive any non-material irregularities or information in the RFP or in any Proposals.

1.10 INCURRED COST

The City is not liable for any costs incurred by a proposer in the preparation and/or presentation of a Proposals.

1.11 OWNERSHIP OF DOCUMENTS

Any material submitted by a proposer shall become the property of the City. Materials submitted after a contract is signed will be subject to the ownership provision of the executed contract.

1.12 CONFIDENTIALITY OF INFORMATION

All information and data furnished to the proposer by the City and all other documents to which the proposer's employees have access during the preparation and submittal of the Proposals shall be treated as confidential to the City. Any oral or written disclosure to unauthorized individuals is prohibited.

1.13 PUBLIC RECORD

All Proposals and information submitted by proposers is considered a public record. Proposals that contain information that meets the definition of trade secrets or otherwise can be considered a public record exempt from disclosure under Oregon's Public Records Law shall be clearly identified and kept separate by the proposers. All Proposals and information submitted by proposers will be available for viewing after the evaluation process is complete.

1.14 EQUAL OPPORTUNITY POLICY FOR CONTRACTORS

The City of Ashland requires all proposers to comply with equal opportunity policies. The City of Ashland's programs, services, employment opportunities, and volunteer positions and contracts are open to all persons without regard to race, color, national origin, religion, disability, sex, sexual orientation, gender identity, age, marital status, or political affiliation.

1.15 CITY BUSINESS LICENSE

The selected proposer will be required to obtain a City of Ashland Business License.

END OF SECTION ONE

SECTION 2 – PROPOSALS TIMELINE

2.1 TIMELINE

Note that this timeline is subject to change. (To coordinate with Medford on issuance)

TENTATIVE DATE(S)	MILESTONE
March 29, 2024	Request for Proposals Published
April 10, 2024	Deadline to Submit Questions Regarding Project Scope of Work
April 17, 2024	Answers to Questions/ Requests for Clarification Issued
April 26, 2024	Proposal Submittal Deadline
April 29 - May 8, 2024	Internal Evaluation and Scoring
May 9-10, 2024	Proposer Interviews (as requested)
Week of May 12, 2024	Issuance of Notice of Intent to Award
May 20, 2024, until complete	Scope of Work and Contract Negotiation
Next available council meeting following contract negotiations	City Council Contract Approval

2.2 RESCINDING OF RFP

The City of Ashland reserves the right to reject any and all proposals submitted in response to this request. This reservation of rights is explicitly contingent upon the City's receipt of grant funding from the Department of Land Conservation and Development (DLCD). In the event that the anticipated grant funding from the DLCD is not secured, the City may, at its sole discretion, choose to not proceed with the acceptance of any proposals submitted in relation to this request.

END OF SECTION TWO

3.1 SELECTION PROCESS

The City reserves the right to select the contractor on the basis of the Proposals or to conduct interviews with the highest qualified proposers following evaluation and scoring of the Proposals, whichever is determined to best serve the needs of the City. The City reserves the right to seek clarifications of any or all Proposals.

3.2 PROPOSALS EVALUATION CRITERIA AND SCORING

A Selection Committee will evaluate the Proposals to determine vendors best qualified to perform the services for the City. Proposals shall be reviewed and evaluated on the following criteria. The Selection Committee members will ultimately submit a recommendation for action to City Council on the following criteria:

Criteria	Points
Experience and qualifications of key personnel essential to the success of this project and supporting staff. Please provide a resume for all key personnel outlining experience and qualifications and estimated time dedicated to the project. For all other supporting or contributing staff please provide a list and summary of each team member's area of responsibility, expertise, experience, and qualifications.	20
Demonstrated ability to conduct work similar in nature to the project described. Please provide at least two examples of completed projects with reference contact information.	20
Demonstrated ability to provide finished products in an accessible format capable of conveying key information in a clear and concise manner, free of spelling and grammatical errors. Please provide at least two examples of completed projects demonstrating the above. Links to digitally published documents is preferred.	20
Demonstrated ability to work with diverse groups and foster effective community engagement.	10
Demonstrated ability to work within budget and meet key deadlines.	20
Demonstrated ability to collaborate and coordinate process and deliverables between jurisdictions and other consultants.	10
Total	100

3.3 INTERVIEWS

Contractors selected for final evaluation will be invited to an interview with the City. Contractors will be contacted regarding time and location of the interview.

3.4 CLARIFICATIONS

The City reserves the right to seek clarification of each Proposals submitted. The City also reserves the right to require other evidence of technical, managerial, financial, or other abilities prior to selection.

3.5 AGREEMENT

A sample copy of the contract that the City expects the successful proposer to execute will be provided once a consultant has been chosen for the project and funding secured. Any proposed changes in the language, construction or requirements of the contract must be raised and resolved as part of a solicitation protest or during negotiations. The City reserves the right to negotiate a final contract that is in the best interest of the City.

The contract will define the extent of services to be rendered, as well as the method and amount of compensation. The contract will be negotiated with the highest ranked proposer(s) for the project. If agreement is not reached, negotiations will be terminated. Negotiations will then begin with the Selection Committee's second choice for the project. When an agreement is reached, the contract for the work will be prepared and executed upon City Council approval.

END OF SECTION THREE

SECTION 4 – BACKGROUND & SCOPE OF WORK

4.1 INTRODUCTION

The Oregon Land Use program was created in 1973 with Senate Bill 100, establishing the Land Conservation and Development Commission (LCDC) and the Department of Land Conservation and Development (DLCD). The bill created statewide protections for farmland and tasked LCDC to adopt the Statewide Planning Goals that serve as the basis for local Comprehensive Plans. Planning Goal Nine requires local governments to plan for economic development by ensuring that there is adequate land zoned for industrial and commercial activity to support economic growth, sustaining living wage jobs and quality of life, within established urban growth boundaries.

Ashland is the second largest city in Jackson County, Oregon with a population of approximately 20,000 and is home to both the Oregon Shakespeare Festival and Southern Oregon University. Ashland is part of the Medford Metropolitan Area, the fourth largest metro area in Oregon, providing surrounding rural communities in Southern Oregon and Northern California with premier medical services, shopping centers, sports parks, access to two different airports, and a plethora of tourism-based businesses. The Ashland Economic Opportunity Analysis was last updated in 2007, using data predominantly from 2006. This project will provide a much-needed update, aligning projected employment growth with land needs and availability based on accurate figures and data.

It is important to recognize the inter-dependency of the Rogue Valley regional economy. In collaboration with the City of Medford, we are seeking the same or an additional Proposer to conduct an Economic Opportunity Analysis at the National, State, and regional levels. This analysis should consider economic trends and outlooks, (see the proposed Scope of Work in Section 4.2). The deliverable for this item should be prepared for both communities.

The City of Ashland is also seeking a Proposer to conduct an Ashland-specific Economic Opportunity Analysis. This analysis will include a community outreach process, a comprehensive economic analysis, and a summary of wage polarization and unskilled labor opportunities.

4.2 SCOPE OF WORK

General services are to include, but not limited to, items listed below. Note: These services are illustrative. If your institution uses different language to describe the following services; please submit a clarifying statement in your response. If you have questions on the language and wish to clarify that before submitting your response, please contact City of Ashland Planning and a written addendum will be issued.

The selected contractor will be responsible for all items assigned and outlined in **Exhibit A**.

END OF SECTION FOUR

SECTION 5 – SPECIFIC SUBMITTAL REQUIREMENTS

5.1 MINIMUM PROPOSALS

The successful Contractor must:

- Must have a valid City of Ashland business license by time of contract award/execution
- Meet the City of Ashland’s insurance requirements and bond requirements to work on City Property.
- Additionally, all contractors must submit completed Proposers Bid Certification and Contractor Tax Compliance, **(Exhibit B, and C)**.

5.2 PROPOSALS DOCUMENTS

Applicant shall be responsible for obtaining RFP documents and any addenda, as well as carefully examining the specifications and requirements of the proposed project. The City may publish from time-to-time addendum or additional requirements on any RFP. Copies of RFP materials and other documents are on file and may be obtained by a request to the City’s Planning Department.

In response to this Request for Proposals, the applicant shall include all the following items:

- Title Page/Cover including the name of the proposing contractor and its principal business address from which the project will be managed.
- Proposed timeline for project to include estimated start and finish date.
- Proposer Certification, **Exhibit B**
- Contractor Certification of Tax Compliance, **Exhibit C**
- A cost estimate reflecting the work requested under Section 4.2 of this document as outlined in Exhibit A.
- Resumes of all key personnel
- A list of supporting and contributing staff
- A list of references
- Links to published documents of similar works

END OF SECTION FIVE

EXHIBIT A

City of Ashland Economic Opportunity Analysis DRAFT Task List

1. **Task Title:** Schedule and Project Management

Task Description: Overall project management duties including but not limited to outlining the project schedule, identifying key meeting and product delivery dates, gathering relevant information and documentation for analysis, establishing the project management team, and identifying public outreach events.

Task Deliverables:

Consultant:

- 1.1 Summary of major tasks and project schedule with key dates and deliverables noted
- 1.2 Create a tentative schedule of events
- 1.3 Coordination and meeting dates for project management team
- 1.4 Draft a Community Involvement Plan with consideration of diversity equity and inclusion, for review by the Committee on Community Involvement (CCI)
- 1.5 Finalize Community Involvement Plan after meeting with CCI

City:

- 1.6 Submit relevant documents and GIS files to the Consultant
- 1.7 Create any survey or initial interview questions for key stakeholders.
- 1.8 Hold a meeting with the Committee on Community Involvement (CCI) to approve draft Community Involvement Plan (CCI/PC Meeting #1)
- 1.9 Identify stakeholders for consultant interviews.

2. **Task Title:** Medford/Ashland – Coordinate and conduct a joint analysis for both communities that includes a National, State, and Regional Economic Opportunity Analysis

Task Description: Collect, analyze, and develop a report with a regional focus, to include the following:

- a. Economic advantages and disadvantages
- b. Major categories of employment uses that could reasonably be expected to locate or expand in the region
- c. The effects of climate change on the economy
- d. Short and long-term supply and demand analysis
- e. Population demographics
- f. In and out-migration trends
- g. Regional employment patterns
- h. Educational attainment trends
- i. Skills matching analysis
- j. Wage trends, including
 - i. Economic polarization by sector
 - ii. Wage trends by sector, households, and educational attainment

Task Deliverables:

Consultant:

- 2.1 Collect data, research trends, and draft the analysis report for both cities

- 2.2 Finalize and submit report.

Cities (Medford/Ashland):

- 2.3 Review and provide consolidated comments on the draft report from both cities.

3. **Task Title:** Ashland Local Economic Opportunity Analysis including Equity Considerations and Climate Impacts

Task Description: Collect, analyze, and develop a report on the economic trends and data, tailored to Ashland specifically.

Task Deliverables:

Consultant:

- 3.1 Collect data, research trends, and draft the analysis report for review and comments.
- 3.2 Interview stakeholders and provide written summary of findings
- 3.3 Finalize and submit report.

City:

- 3.4 Review and provide comments on report.

4. **Task Title:** Industrial, Employment, and Commercial Buildable Land Inventory (BLI)

Task Description: Evaluate existing land supply by zoning district and per statute to determine amount of developable and redevelopable land within the City of Ashland.

Task Deliverables:

Consultant:

- 4.1 Review and analyze BLI data provided by City in GIS format
- 4.2 Determine land need for commercial, employment, and industrial lands.
- 4.3 Identify areas of vulnerable populations, and at risk of potential displacement
- 4.4 Provide presentation materials regarding analysis of BLI inventory of employment, commercial and industrial, lands the Planning Commission and City Council.

City:

- 4.6 Complete in house updated BLI analysis by zoning district, using tabular and map data to represent number of acres available.
- 4.7 Provide GIS geodatabase for consultant use

5. **Task Title:** Draft EOA Document Deliverable

Task Description: Collect, analyze, and develop a report on the economic trends and data as outlined in Item #1 above tailored to Ashland specifically. Coordinate final review of regional EOA elements, Ashland specific EOA, and Statewide updates, goals, orders, and actions.

Task Deliverables:

Consultant:

- 5.1 Draft EOA Report
- 5.2 Presentation Materials for Draft EOA (PowerPoint) for Public study sessions
- 5.3 Update Planning Commission and receive comments– Study Session (PC Meeting #2)
- 5.4 Update City Council and receive comments – Study Session (CC Meeting # 1)

City:

- 5.5 Staff Review and comments on draft EOA

- 5.6 Prepare memorandums, agendas and minutes for City study sessions. (PC Meeting #2 and CC meeting #1)

6. **Task Title:** Final EOA Document Deliverable

Task Description: Coordinate final review of National State and Regional EOA, Ashland specific EOA, and Comprehensive Plan updates, goals and actions

Task Deliverables:

Consultant:

- 6.1 Complete the Final EOA Report
- 6.2 Create presentation materials & present to PC and CC meetings.
- 6.3 Update Planning Commission – Study Session (PC Meeting #3)
- 6.4 Update City Council – Study Session (CC Meeting # 2)

City:

- 6.6 Attend Study Sessions with consultant
- 6.7 Create public meeting notices, agendas, memos, etc.
- 6.8 Create Staff Report on Final EOA Report

7. **Task Title:** EOA Adoption and Public Process

Task Description: Public Hearing and adoption Process for approval of the EOA as a technical support document to the Ashland Comprehensive Plan's Economic Element.

Task Deliverables:

Consultant:

- 7.1 Assemble products with any final changes in agreed upon formats and submit them to the City.
- 7.2 Provide written comments relating to findings for the EOA's compliance with Statewide Planning Goals, OAR, and ORS.
- 7.3 Attend and present at Planning Commission public hearing (PC Meeting #4) and City Council Public Hearing and First Reading (CC Meetings #3)

City:

- 7.4 Ordinance amending Comprehensive Plan to adopt the EOA as a technical support document.
- 7.5 Draft Findings and Orders addressing state goals and criteria for approval of the legislative amendment to the Comprehensive Plan to adopt the EOA.
- 7.6 Planning Commission Public Hearing (PC Meeting #4)
- 7.7 City Council 1st and 2nd reading of ordinance (CC Meeting #3 & 4)
- 7.8 Submittal of Final EOA and other deliverables to DLCDC

EXHIBIT B

PROPOSAL FORM

Proposals should be prepared and organized in a clear and concise manner and must include all information required by this RFP. Headers, Titles or Tabs should be used to identify required information. Responses to the Evaluation Criteria found in Section 4 shall be organized in the same order listed in that Section, preferably by restating the criteria and then responding below the restated criteria.

REQUIRED RESPONSE DOCUMENTS

THE FOLLOWING INFORMATION MUST BE RETURNED WITH YOUR RESPONSE:
 (Place a check in front of the item indicating inclusion in your response)

- RESPONSE TO ALL EVALUATION CRITERIA listed in Section 4
- SECTION 8 – Proposal Form
- Independent Contractor Certification

MWESB INFORMATION

The City encourages contracting with minority owned, woman owned, and emerging small business (MWESB). The State of Oregon offers a certification process. Indicate below if your business is a MWESB and if so, which categories have been state certified. MWESB certified? Yes___ No___. If yes, indicate which categories below:

Minority Owned___ Woman Owned___ Emerging Small Business___ Veteran Owned___

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA TO PROPOSAL DOCUMENTS:

Proposer acknowledges receipt of Addenda and agrees to be bound by their contents.

Circle each RFP addendum received: 1, 2, 3, 4, 5, 6, 7, 8, 9, 10

Check if not applicable or if no addenda were received: ____

OSBEELS / OSBGE / ORBAE No.(s)

Provide name(s), title(s), and certification number(s) for each Key Person listed under Section 6.3 (b). Attach additional sheet if necessary)

Name:_____	Title:_____	Certification No:_____
Name:_____	Title:_____	Certification No:_____
Name:_____	Title:_____	Certification No:_____
Name:_____	Title:_____	Certification No:_____
Name:_____	Title:_____	Certification No:_____
Name:_____	Title:_____	Certification No:_____

PROPOSER INFORMATION:

Proposer Company Name

Company Address (from which work will be performed)

Telephone Number

Fax Number

FEDERAL ID NUMBER

Printed Name of Person Signing RFP: _____

Title: _____

Signature: _____

Email Address: _____

EXHIBIT C

CERTIFICATIONS/REPRESENTATIONS: Consultant, by and through its authorized representative, under penalty of perjury, certifies that (a) the number shown on the attached W-9 form is its correct taxpayer ID (or is waiting for the number to be issued to it and (b) Consultant is not subject to backup withholding because: (i) it is exempt from backup withholding, or (ii) it has not been notified by the Internal Revenue Service (IRS) that it is subject to backup withholding as a result of a failure to report all interest or dividends, or (iii) the IRS has notified it that it is no longer subject to backup withholding. Consultant further represents and warrants to City that: (a) it has the power and authority to enter into this Agreement and perform the Work, (b) the Agreement, when executed and delivered, shall be a valid and binding obligation of Consultant enforceable in accordance with its terms, (c) the work under the Agreement shall be performed in accordance with the highest professional standards, and (d) Consultant is qualified, professionally competent, and duly licensed (if applicable) to perform the Work. Consultant also certifies under penalty of perjury that its business is not in violation of any Oregon tax laws, it is an independent contractor as defined in the Agreement, it is authorized to do business in the State of Oregon, and Consultant has checked four or more of the following criteria that apply to its business.

- _____ (1) Consultant carries out the work or services at a location separate from a private residence or is in a specific portion of a private residence, set aside as the location of the business.
- _____ (2) Commercial advertising or business cards or a trade association membership are purchased for the business.
- _____ (3) Telephone listing is used for the business separate from the personal residence listing.
- _____ (4) Labor or services are performed only pursuant to written contracts.
- _____ (5) Labor or services are performed for two or more different persons within a period of one year.
- _____ (6) Consultant assumes financial responsibility for defective workmanship or for service not provided as evidenced by the ownership of performance bonds, warranties, errors and omission (professional liability) insurance or liability insurance relating to the Work or services to be provided.

Consultant's signature

Date

Form W-9
(Rev. October 2018)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type. See Specific Instructions on page 5 of 5.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.</p> <p>2 Business name/disregarded entity name, if different from above</p> <p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p><small>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</small></p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions.</p> <p>6 City, state, and ZIP code</p> <p>7 List account number(s) here (optional)</p>	<p>Requestor's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number							
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		-		-			
or							
Employer identification number							
<table border="1" style="width:100%; border-collapse: collapse;"> <tr><td style="width:15%; height: 20px;"></td><td style="width:15%;"></td><td style="width:15%; text-align: center;">-</td><td style="width:15%;"></td><td style="width:15%;"></td><td style="width:15%;"></td></tr> </table>			-				
		-					

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

EXHIBIT D

CITY OF ASHLAND, OREGON

City of Ashland LIVING WAGE

ALL employers described below must comply with City of Ashland laws regulating payment of a living wage.



\$18.12 per hour, effective June 30, 2023.

The Living Wage is adjusted annually every June 30 by the Consumer Price Index.

Employees must be paid a living wage:

- For all hours worked under a service contract between their employer and the City of Ashland if the contract exceeds **\$25,335.05** or more.
- For all hours worked in a month, if the employee spends 50% or more of the employee's time in that month working on a project or

portion of the business of their employer, if the employer has ten or more employees, and has received financial assistance for the project or business from the City of Ashland over **\$25,335.05**;

- If their employer is the City of Ashland, including the Parks and Recreation Department.
- In calculating the living wage, employers may add the value

of health care, retirement, 401K, and IRS eligible cafeteria plans (including childcare) benefits to the employee's amount of wages.

- **Note:** For temporary and part-time employees, the Living Wage does not apply to the first 1040 hours worked in any calendar year. For more details, please see Ashland Municipal Code Section 3.12.020.

For additional information:

Call the Ashland City Manager's office at 541-488-6002 or write to the City Manager, City Hall, 20 East Main Street, Ashland, OR 97520, or visit the City's website at www.ashland.or.us.

Notice to Employers: This notice must be posted in areas where it can be seen by all employees.

