

**AD-HOC CLIMATE ACTION
AND ENERGY PLAN COMMITTEE**

Meeting Agenda

November 4, 2015 – 2:00 PM

Community Development Building, Siskiyou Room
51 Winburn Way

- 1. Call to Order**
- 2. Approval of Minutes**
 - October 7th and 21st
- 3. Public Form**
- 4. Climate Plan Kick Off Event**
 - Final update on Kick off week programs and events
 - Committee meeting with Dr Scott Denning (Nov 14th noon)
- 5. Climate & Energy Action Plan RFP**
 - RFP Review/scoring committee selection and responsibilities
- 6. Update on GHG Inventory project**
- 7. Schedule and Agenda for Upcoming Meetings**

Ad Hoc Committee on Climate Change and Energy Action Plan

Scope of Work, August 19, 2015

The ad hoc Climate Change and Energy Action Plan Committee is charged with making recommendations to the City Council regarding a climate change and energy action plan intended to identify existing and potential vulnerabilities and develop an organized and prioritized set of actions to protect people and resources from the ongoing impacts of climate change. The plan shall include targets and strategies for reduction of greenhouse gas emissions in Ashland. These targets and strategies may be short- mid- or long-term, and shall consider cost, feasibility, community acceptance and likelihood of success, with an emphasis on voluntary measures that can be undertaken by different sectors of the community. The plan shall include specific, measurable actions that citizens and local institutions can undertake immediately upon adoption of the plan.

The Committee shall review similar plans in comparable communities, consult as necessary with local subject matter experts in the areas of transportation, energy, land use and infrastructure (and other areas as the Committee deems advisable), and identify implementation steps as appropriate.

The Committee shall, in consultation with City staff and consultants, determine its own work plan and project timeline, however while the Committee may consult with and advise on its needs for consultant services, City staff shall be the sole point of contact for consultants hired to work on the plan or technical reports associated with the plan. Unless otherwise directed by the City Council, the Climate Change and Energy Action Plan shall be delivered to the City Council by January 31, 2017.

The Committee shall, in the course of its work:

- Provide ample opportunity for public input and feedback; and
- Present its recommendations in writing so they can be easily shared with the public.

MINUTES FOR THE CLIMATE & ENERGY ACTION PLAN ad hoc COMMITTEE
Wednesday, October 7, 2015
Siskiyou Room, 51 Winburn Way

1. Call to Order

Chair Rich Rosenthal called the meeting to order at 2:00 p.m. in the Siskiyou Room.

Committee members Roxanne Beigel-Coryell, Stuart Green, Louise Shawkat, Greg Jones and James McGinnis were present. Staff member Adam Hanks was present. Committee member Bryan Sohl was absent.

2. Climate & Energy Action Plan RFP

Hanks stated the scoring and evaluation process in the draft RFP was from a different RFP, and could be altered to suit the group's needs. More categories can be added, the group only needs to ensure that the evaluation process is as objective as possible.

Group discussed whether the draft RFP contains all the specifics they want a contractor to work on. Hanks stated that some of it is fairly generic so that we can see what applicants propose or how they respond to the generic parts. The high details of deliverables will be specified in the contract.

Group discussed whether they want to require as part of the project details a request that the contractor provide evaluations as to how all proposed strategies relate to each other and to the world at-large. Group determined that requesting connections with how they relate to city policies makes sense by large-scale evaluations might raise the cost of the bids too high.

Adam Hanks left the meeting at 2:20 p.m.

Group discussed the desire to make the end report graphic-heavy. In other words, they would like to make the final product easy to read for the general public. Decided at the very least there needs to be a summary for ease of use by the community.

Group made additional changes to the draft RFP, as shown in the attached mark-up.

Group discussed the weighting of the final scores. Rosenthal suggested that the group consider having Costs of Services be weighted stronger, particularly as The City has been clear as to what this project has been allocated as far as funding. Group agreed to this suggestion and increased the score from 10 to 20 points possible and to lower the Understanding of Requested Services and the Proposer's capabilities scores by 5 points each to compensate for that increase.

3. Climate Plan Kick Off Event

McGinnis gave an overview of the proposed pre-kick-off events including the Hearth evening, a movie at the Varsity, etc. He stated that the Ashland Climate Challenge website is now up and running. The November 15th event will be from noon until approximately 4:00 p.m. and the last hour will be dedicated to focus groups similar to a world-café event. The goal is to focus on just a couple of questions for community feedback and input.

4. Public Forum

Huelz Gutchen – thinks this is a wonderful group and is very impressed with the work they have done so far. There is a lot of work left to do. Reiterated that the Ashland Climate Challenge website is running. Stated that with the RFP going out 8 to 10 people should be hired to do the work now. We need to hire “techie” people as technology is the solution. He wondered if the group is comfortable with having people who don’t really understand the techie aspects higher the techie people. We need to hire people who have engineering degrees who can learn about climate issues. He gave an example of how to speed up the process. Stated that externalities change everything and that this is all good for community involvement but not good for gaining technical knowledge. He thanked the group for their work.

5. Adjournment

Meeting adjourned at 3:32 p.m.

Respectfully submitted,
Diana Shiplet
Executive Assistant



**CITY OF ASHLAND
REQUEST FOR PROPOSAL**

**Climate and Energy Action Plan
Plan Development and Public Engagement**

Due Date and Time: 4:00 PM, Tuesday, November 17, 2015
Contact: Adam Hanks, Project Manager
Office of the City Administrator
Telephone 541-552-2046
adam@ashland.or.us

The City of Ashland is requesting proposals for the development of a climate and energy action plan intended to identify existing and potential vulnerabilities and develop an organized and prioritized set of actions to protect people and resources from the ongoing impacts of climate change.

The plan shall include targets and strategies for reduction of greenhouse gas emissions in Ashland, as well as appropriate climate adaptation strategies and actions. These targets and strategies shall identify short- mid- and long-term achievement timelines, and shall consider cost, feasibility, community acceptance and likelihood of success, with an emphasis on, but not limited to, voluntary measures that can be undertaken by different sectors of the community.

The plan shall include a set of potential specific, measurable actions across all plan categories that citizens and local institutions can undertake immediately upon adoption of the plan. The proposed actions shall be accompanied by a methodology to assist community decision makers in measuring each proposed implementation action's environmental, economic and social costs and benefits to the community and its residents, businesses and other civic partners

The plan is intended to result in climate related "wins" for the community in the near term and also function as the foundation for sustained forward movement towards longer term community goals and targets into the future.

The project requires a high degree of public, City and other civic partner engagement and facilitation skills to ensure input and feedback on the plan elements is achieved with a broad and inclusive reach across all sectors of the community.

I. Background

The Community

The City of Ashland, Oregon (population 21,400) is located at the southern tip of the Rogue Valley, along Interstate 5, approximately 15 miles north of the Oregon-California border. Nestled in the foothills of the Siskiyou Mountains, Ashland has a nationally recognized and

Tony Award-winning repertory theater company, the Oregon Shakespeare Festival (OSF) that produces a variety of plays for some 400,000 visitors each year.

The city enjoys a thriving arts and music scene and is at the center of major recreational amenities. The nearby Mt. Ashland Ski Area provides skiing and snowboarding, while hiking, bicycling, rafting and backpacking opportunities abound in the region.

The community owns its own municipal electric utility, has an impressive parks and recreation system and an outstanding public school district that has been consistently rated among the top 100 districts in the nation. Ashland is also home to Southern Oregon University(SOU), with close to 6,000 students. Ashland offers an eclectic lifestyle in an environment that promotes communications and collaborative relationships at all levels and encourages citizen participation.

The Project

The Ashland City Council, with support and encouragement from its Conservation Commission, concluded its most recent multi-year strategic planning effort with the inclusion of the following in its two year goals and objectives list:

“Prepare for the impact of climate change on the community – Develop and implement a community climate change and energy plan”

The Conservation Commission has spent considerable time over the past several years reviewing and researching sustainability and climate action planning efforts of other communities within Oregon and beyond and that work has helped propel the Council and the community to undertake a greenhouse gas inventory that is currently underway and scheduled for completion in January of 2016. Previous work of the Commission presented to the City Council is included for reference in Appendix A of the RFP.

It is anticipated and expected that the consultant selected for the Climate and Energy Action Plan project will utilize the previous work of the Commission and the GHG inventory as a technical foundation for the plan development and will include a robust public engagement plan to ensure that the community is a primary and involved stakeholder in the plan development and its proposed implementing actions.

The plan shall be based on the best and most recent widely accepted and available science (IPCC AR5 models). The plan should incorporate both high emission (pessimistic) projections (RCP8.5) and lower emission (optimistic) projections (RCP 2.6 or 4.5).

The plan should be designed to assist the community in preparing for climate extremes such as prolonged heat-waves or extreme and/or frequent flooding events rather than upon projected average conditions. ~~as the identified extreme events likely affect Ashland residents and resources the most.~~

The plan will focus on both mitigation and adaptation strategies and actions ~~that form a~~ coordinated and integrated approach in serving community needs and expectations with an emphasis on both voluntary and policy actions.

To guide the process and assist City staff with project and plan development oversight, ~~a Mayor-~~ appointed Climate and Energy Action Plan ad-hoc committee has already begun meeting and will play a pivotal role in the plan development and public engagement and input process.

Committee responsibilities include review and recommendation of the public engagement/involvement plan, setting of targets, prioritization of implementing strategies and actions and potential phasing of initial implementation.

The final draft of the Climate and Energy Action Plan is expected to be complete and ready for presentation to the City Council in January of 2017.

II. Project Final Content/Deliverables

A. Plan document – Contents

1. Incorporation as relevant of GHG Inventory results (in progress) for community baselines.
2. Inclusion and analysis of local historic, current and forecasted climate trend data in sufficient detail for short, mid and long range target setting and action planning.
3. GHG reduction targets (short term, intermediate and long term) for scopes 1,2,and 3
4. Climate adaptation strategies and actions that coordinate with or augment mitigation strategies and action.
5. Clear articulation of the community’s challenges and opportunities in meeting GHG reduction goals.
6. Potential implementation actions for achieving targets across multiple climate categories (renewables, transportation, energy efficiency, waste, etc) and across multiple community groups (Residential, Commercial, governmental, etc.) with estimated action costs, their estimated progress towards category target and their ability to be implemented within the community.
7. Development and use of a methodology to assist community decision makers in measuring each proposed implementation action’s environmental, economic and social costs and benefits to the community, its residents, businesses and other civic partners.
8. Formatting and display of a graphics-rich implementation plan that assists City staff and City Council in incorporating selected implementation actions into the City’s budget process as appropriate.
9. Incorporation of best practices from other communities as appropriate and relevant.
10. Interaction and alignment of Climate and Energy Action plan policies and implementing actions with existing policies/master plans of the City such as the Comprehensive Plan, Transportation Element and Transportation System Plan, Water Master Plan, etc. as relevant.
11. Identification of and recommendations for resolution of potential conflicts between existing City policies/plans and the Climate and Energy Action plan being developed.
12. Integration of other community partner GHG/Climate/Energy goals/targets, such as SOU, Ashland School District, OSF, City, etc.
13. Confirmation that proposed strategies and actions meet or exceed existing regional and state level GHG and Climate Action related policies and plans.
14. Development and articulation of methodology and tools for measurement process/performance tracking metrics for plan achievement and progress.

Comment [t1]: Group would like a “summary” narrative here to clearly define what we’re looking for - it will provide better clarity than all the numbers by themselves.

Comment [t2]: #7 and #14 seem to be identical. If one is meant to be pointed to efforts during plan development and the other for efforts/tracking/evaluating on-going after the end of the process it needs to be clearer.

Comment [t3]: Is a statement of wanting a “laymen’s-term summary” necessary? In other words, a portion of the final document must be easily understood by the community rather than a tech- and text-heavy document only good for professionals.

Comment [t4]: See comment on #7.

15. Development of an ongoing reporting plan aligned with measurement process plan to inform Council and public on efforts and achievements of plan over time including recommendations on frequency and level of detail of reporting.

B. Public Engagement Process

1. Development and execution of a public engagement and involvement plan that includes tools to solicit and record public input such as online surveys, public forums, open houses, etc.
2. Public engagement plan shall be designed to achieve participation and input from all segments of the community. Factors such as age, ethnicity, income level, disabilities and others shall be incorporated into the engagement plan.
3. Public engagement plan shall also incorporate opportunities for ~~local resident citizens and stakeholders and community leaders~~ participation based on major climate and energy topic area interest and expertise.
4. Development of a corresponding project outreach and communication plan to ~~highlight~~ foster quality involvement/input and maintain interest and project progress over project term and into the implementation stage of the plan.

Comment [t5]: Would like alternate word for illicit and a more clear sentence

C. Project Schedule and Proposed Timeline

1. Proposed project work plan and task level timeline for completion of project services/deliverables
2. Clear assignment of responsible party for each task (consultant, City staff, City committee, etc)

III. Submittal Qualifications

The City's intent is to choose the most qualified firm/team based upon proposed approach, methods, qualifications, experience, availability, understanding of project and cost estimate. Once a firm is selected, a detailed scope of services, based upon the general scope provided in the RFP, will be developed and utilized for the formal project contract. The final scope of services will identify an agreed upon project schedule, tasks, deliverables and expected expenses by major task. The agreed upon tasks will also identify respective responsibilities of the consultant, City staff and Mayor appointed committee.

- A. Experience in Municipal Climate Action Planning in Cities of comparable size, scale and complexity
- B. ~~Any and all~~ Professional certifications ~~potentially~~ relevant to proposed project
- C. Demonstrated understanding of the state of Oregon's regulatory construct relating to climate action and energy topic areas.
- D. Engagement and facilitation skills and experience in a multitude of community wide public input/feedback formats
- E. Experience with GHG Inventory analysis-, evaluation and implementation planning
- F. Experience in both mitigation and adaptation policies, strategies and action planning

Experience with communities that own/operate their own municipal electric utility and/or experience with communities that reside within a local electric co-op or similar structure with local control of electric utility decision making

IV. Submittal Requirements

Proposals must contain the following information:

- A. Provide the name, address and telephone numbers of your company, including the name of the primary contact person and his/her telephone number, fax number and email address.
- B. The proposed make-up of the consultant team, including background of their expertise and experience relevant to the proposed project as detailed and described in **section III. Submittal Qualifications** Documentation and relevant experience of any planned project sub-contractors if applicable.
- C. A statement affirming the applicant's ability to meet the stated estimated project timeline in the proposal for service. If not able to meet the listed target completion date, application shall include applicant's proposed completion date and explanation for proposed adjustments.
- D. Detailed description of your project proposal as it relates to each point for all three elements of section **II. Project Final Content/Deliverables**
- E. Additional information: Please provide a summary narrative of your overall understanding of the project and your recommended approach in successfully completing the project and any other information relevant for consideration.
- E.F. References? Sample of previous work?

V. Method of Award

More to come from Purchasing Agent

VI. Evaluation Process

1. Evaluation Committee

Proposals will be evaluated by a committee of key City personnel and select members of the Climate and Energy Action Committee. The City's intent is to award the contract to the proposer whose proposal will best serve the interests of the City of Ashland, taking into account the scoring criteria, below, price, as well as other considerations, including, but not limited to, experience, expertise, understanding of project and ability to meet desired estimated project completion date.

2. Scoring Criteria

Scoring will be based upon the following described categories. The proposer must describe how each of the requirements specified in this RFP are met. Responses should be clear and concise.

2.1 Understanding of Requested Service Maximum Score 4-5 points

Demonstrate a clear and concise understanding of the scope of services being requested in this RFP.

2.2 Proposer's Capabilities

Maximum Score 20-15 points

Demonstrate capability to complete the requested services. Response must include:

- (10 points) An explanation describing how the proposer can accommodate the varying workload contemplated under the contract, including a description of anticipated response times.
- (10 points) An explanation describing proposer's proximity to the project and how the proposer can cost effectively accommodate working on this project. Describe proposer's branch or satellite offices that will provide the requested services, indicate their location(s) and which services they are able to perform.

Comment [t6]: This and section 2.5 are identical. need to come up with a new bullet here or remove it entirely.

Comment [t7]: Group wondered if there should be something requiring they clarify how they plan to engage the community? Group suggested: How does proposer plan to engage the community? What ability or limitations (distance) do they have to physically meet with constituents? Detail the number of hours and site visits?

2.3 Project Team and Qualification

Maximum Score 25 points

- (5 points) Describe the extent of principal involvement
- (10 points) Include descriptions of two or more relevant similar projects, project outcomes and customer feedback received (if any).
- (10 points) Describe the experience and qualifications of proposed project manager(s), (whether they are from the prime or a subconsultant) with similar interdisciplinary teams. Include descriptions of similar projects, project outcomes and customer feedback received (if any). Also provide information regarding key staff members (including subconsultant staff) who are anticipated to perform services.

2.4 Resources

Maximum Score 15-20 points

Demonstrate proposer's resources available to be allocated for the proposed scope of services. Describe any specialties or unique strengths that relate to the services requested in this RFP. Include a brief description of new or innovative methodologies or techniques to be used. Including the ability to provide the needed resources.

2.5 Response Time

Maximum Score 20-15 points

This criteria relates to how quickly the consultant can begin and complete the project. The consultant must demonstrate how time will be managed.

2.6 Cost of Services

Maximum Score 10-20 points

In an **attached sealed envelope**, provide a summary of costs including:

- Professional, technical, other professional / sub-professional rate(s)
- Estimated billable hours by major project element
- Direct non-labor costs that might be applicable;

| | Criteria | Maximum Score |
|-----|-------------------------------------|----------------------|
| 2.1 | Understanding of Requested Services | 105 |
| 2.2 | Proposer's Capabilities | 2015 |
| 2.3 | Project Team and Qualifications | 25 |

| | | |
|-----|------------------|-------------------------|
| 2.4 | Resources | 1520 |
| 2.5 | Response Time | 2015 |
| 2.6 | Cost of Services | 1020 |
| | | TOTAL 100 Points |

After the proposals are reviewed, additional information may be requested for final evaluation.

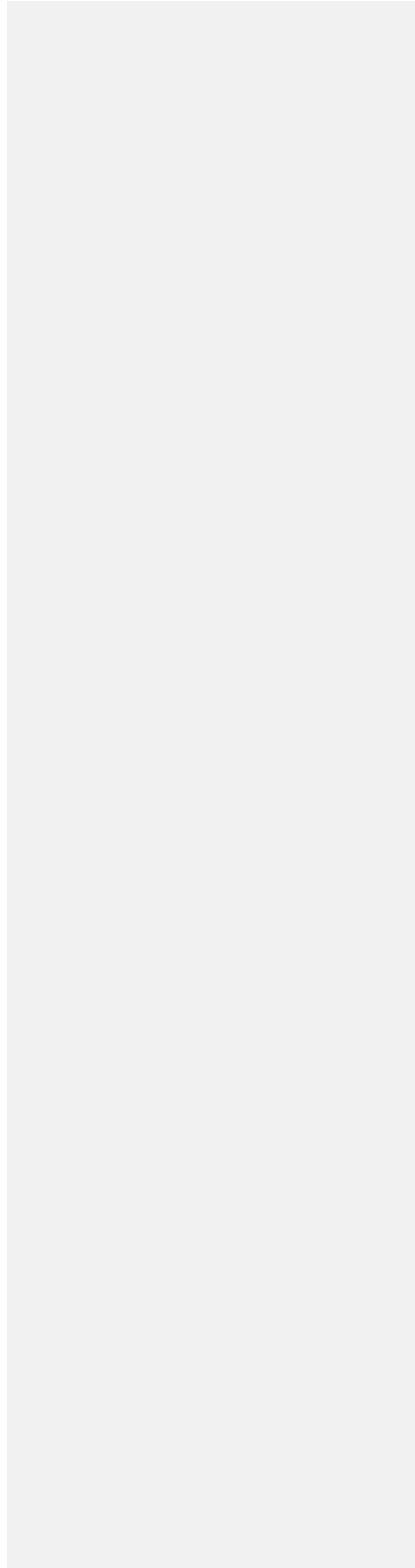
The City of Ashland reserves the right to cancel this RFP at its sole discretion.

PROPOSAL REQUIREMENTS

Proposals are due by **4:00 PM, Tuesday, November 17, 2015**, at the following physical or e-mail address:

City of Ashland
Adam Hanks, Project Manager
20 East Main St
Ashland, OR 97520
adam@ashland.or.us

- Proposals shall contain the required information and provide responses to the key elements within this Request for Proposal.
- Late and/or incomplete proposals will not be considered.



MINUTES FOR THE CLIMATE & ENERGY ACTION PLAN ad hoc COMMITTEE
Wednesday, October 21, 2015
Siskiyou Room, 51 Winburn Way

1. Call to Order

Chair Rich Rosenthal called the meeting to order at 2:01 p.m. in the Siskiyou Room.

Committee members Stuart Green, Greg Jones, James McGinnis, Roxanne Beigel-Coryell, and Bryan Sohl were present. Staff member Adam Hanks was present. Committee member Louise Shawkat was absent.

2. Approval of Minutes

Beigel-Coryell/McGinnis m/s to approve the minutes of September 30, 2015, as presented.
Voice Vote: All Ayes. Motion Passes.

Rosenthal informed the group that at the previous night's Council meeting, the appointment of Claudia Alick to the committee was approved. The Mayor is working on appointing one additional member and some ex-officio members.

3. Climate Plan Kick Off Event

Rosenthal invited Marni Koopman to give an update to the group regarding the current event plans. She gave a review of the planning progress to date. She informed the group that some of the dates listed on the flyer in the packet are incorrect, but have been corrected on the final version. Koopman reviewed the events planned for the week prior and gave a run-down of the schedule for the November 15th event. She informed the group the planning group is in need of volunteers, most particularly for setting up the event and for running the kids' activity area.

McGinnis gave an overview of the plans for the information gathering process. He described some of the ways he would like to increase interactions between all event participants. He believes the most important things to ask participants is, 'what are you willing to personally do' and 'what should our community do'.

Jones expressed concerns that all the events occur in the lead-up to the kick-off event, but no events are planned for after the kick-off. It seems backward to him. Group discussed how the planning came about, and the challenges with calendar and timing. They also discussed some of the events they hope will occur throughout this action plan creation process.

Group discussed ways to encourage kids to the kick-off event, as well as how to get them involved throughout the efforts of this group.

Group asked Koopman about the event marketing plan. She informed the group what has been done thus-far. She encouraged the group to help spread the word. Also stated they are still looking for sponsors. To-date they have received lots of in-kind support, but very little in the way of financial support.

Group discussed what questions will be asked as part of the First Friday polling. Rosenthal requested that Koopman bring the exact list of proposed questions to the next committee meeting

for further discussion and approval.

Rosenthal expressed concerns regarding the wording of the announcement of the November 9th event at the Ashland School Board meeting. He requested that the word, “proposal” be changed to, “presentation,” as the Council and City have not endorsed this effort (it might be good, but it has not been vetted by the City). We don’t want people to assume this is endorsed by the City without Council approval.

Group discussed the panel members and topics covered at the November 15th event. Hanks agreed to represent the City. Additional Conservation Division staff will be manning the City’s booth. Group requested that Rosenthal participate in the event by doing a “summary” of what was discussed at the end of the event. He agreed to participate. Group discussed which member would do the 10 minute presentation regarding the action plan process. Sohl volunteered, so long as he has assistance from staff in writing the speech. Hanks agreed to assist Sohl in writing. The presentation will be an overview of how we got to this point in the action plan process and what we hope will occur during the process.

Koopman stated that one of the presenters, Dr. Denning from Ft. Collins, will be in-town on Saturday, November 14th and is willing to meet with this group, if they would like to. Group agreed that they would like to meet informally with him at noon, location to be determined.

Rosenthal thanked Koopman for her time.

4. Public Forum

Barry Thalden – commented on what a great event this seems to be turning into. He wanted the group to be sure to keep looking at the big picture, that the objective of this process is to make change happen. He stated that this will take getting action into ordinance form. Suggested the group make sure decision makers get involved, as ownership over the project is necessary for approval down the line and to keep this from being a plan that sits on a shelf. He stated that it is important to get both staff and Councilors involved. Gave examples of previous events in which Councilors participated but no key staff were involved, so progress wasn’t made. Encouraged the group to get youth in the community involved as they will inherit these environmental problems. Asked that the group to consider getting someone who represents the business community on the committee. He believes the business community will need to take ownership over any ordinances.

Sohl thanked Thalden for his information and reiterated his desire to have kids involved in the kick-off event.

Huelz Gutchen – expressed excitement for the event. He stated that we should have done this two years ago. He handed out information to commissioners and stated that he understands his information is “techie” and hard to understand but it is important.

5. Climate and Energy Action Plan RFP

McGinnis stated he would like the contractor to identify and qualify “hidden” externalities and their impacts. Group discussed whether this is beyond the expertise we’re looking for and if it

would cause an increase in costs. Group was concerned that asking for lots of focus on hidden externalities isn't as useful as spending that focus and time on creating an achievable plan. They determined that many externalities will be identified through the process and so the RFP does not need to include this request.

Hanks explained that the points allocation regarding cost review typically isn't weighted as heavily as the group requested at the last meeting. The scoring related to costs is separate from the scoring related to all other aspects and is not based on low-bid amounts, but rather how clearly the responder states or clarifies all their costs.

Group agreed to the following scoring totals:

Understanding of requested service = 10 points
Proposer's capabilities = 20 points
Project team and qualifications = 25 points
Resources = 20 points
Response time = 15 points
Cost of service = 10 points

Group discussed where the RFP will be posted or advertised. Hanks requested that if group has additional posting locations they should let him know.

Green/Sohl m/s to approve the RFP as amended. Voice Vote. All Ayes. Motion Passes.

6. Schedule and Agenda for Upcoming Meetings

The group agreed to continue meeting on the 1st and the 3rd Wednesdays at 2:00 p.m., with the understanding that some dates will need to be changed due to holidays or lack of agenda.

In the November 4th meeting they want to discuss 1) the final preparations for the November 15th Kick-off meeting (including what will be each committee member's role in the event and what questions will be asked on First Friday), 2) which committee members will participate on the RFP scoring sub-committee, and 3) an update on the Greenhouse Gas Inventory process.

On November 14th at noon, those members interested will join Scott Denning from Fort Collins to discuss the Fort Collins action plan process. Location to be determined.

Group is considering canceling the November 18th meeting. If it is held, they will have a debrief on the Kick-off event.

7. Adjournment

Meeting adjourned at 3:30 p.m.

Respectfully submitted,
Diana Shiplet
Executive Assistant



City of Ashland
REQUEST FOR PROPOSAL
BANKING SERVICES

Evaluation Committee

Certification Denying Conflict of Interest

I, _____ hereby certify that I have read the policy statement defining conflict of interest as quoted below; that I understand the statement; that no conflict of interest exists as therein defined which precludes an impartial evaluation of proposals to be considered by me, and that if such a conflict should arise, I will immediately disqualify myself from this evaluation/selection process.

A conflict of interest exists whenever there is a situation in which an evaluation committee member, advisor or consultant may have financial or other interest or prejudice through current or past association or relationship with any responding Proposer.

Potential conflict declared? Check one. Yes No

Evaluation Committee Member Name _____
(Please print or type)

Evaluation Committee Member Signature _____

Position / Title _____

Department / Division _____

Telephone Number / extension _____

Date _____



**City of Ashland
Finance Department
PURCHASING**

Date: September 17, 2015
To: Evaluation Committee Members
From: Kari Olson
Purchasing Representative
Telephone: 541-488-5354
Re: Evaluation Committee
Request for Proposal – Reeder Gulch Hydroelectric Project

Thank you for your willingness to serve on the above referenced evaluation committee for the RFP for **Reeder Gulch Hydroelectric Project**. I will act as a facilitator and consultant on procedural matters; however, I will not be a voting member of the Committee.

Accountability

One purpose of this memo is to inform you of the evaluation process and the responsibility of the Evaluation Committee. The role of the Evaluation Committee is **public**, and as a member you are accountable for everything you say, write, and do regarding the Solicitation, each proposal, and the evaluation process.

Please do:

- ✓ Refer all questions from outside of the Committee to me.
- ✓ Refer all requests for proposal clarifications to me.

Please do NOT:

- ✓ Discuss any aspect or opinion of Proposers, proposals, or proposal ranking outside the Committee forum.
- ✓ Accept gifts/meals from Proposers.
- ✓ Give preferential treatment to any Proposer.

The Evaluation Committee has the burden of determining compliance with Solicitation requirements and must defend any rejections or low point scores, if challenged. Be thorough. Proposals must be fully compliant with all requirements of the Solicitation, or they must be rejected.

Conflict of Interest

All members of the Evaluation Committee must sign a **Certification Denying Conflict of Interest** statement prior to serving on the Committee, which declares “real” and “potential” conflicts of interest, including what may be **perceived** as a conflict of interest. The statement is included in the Evaluation packet. In the event a conflict of interest does exist, it is in everyone's best interest that the member be replaced on the Committee.

Evaluation Criteria

The Evaluation packet includes a copy of the Request for Proposal and subsequent addenda. Proposals must address all the Proposal and submission requirements set forth in the Solicitation, and must describe **how** the services will be provided. Proposals which merely offer to provide services as stated in the Solicitation may not be considered further.

The Proposals will be scored by the Evaluation Committee according to how effectively the Proposer responded to the Section titled **Proposal Contents** found on **Pages 11-13** of the RFP and the subsequent **addenda** that was released. And, they will be evaluated and scored based on the **Evaluation Process and Criteria** found on **Pages 15-16** of the RFP.

This RFP requires the proposals to be evaluated first and then the cost proposals will be opened and evaluated.

The Evaluation Committee evaluates and scores each proposal based on the evaluation criteria and scoring methodology established in the Solicitation. **Committee members should independently review and assign “Initial Points Awarded” prior to the meeting of the proposal evaluation committee meeting. Do not complete the column titled “Final Points Awarded”, prior to the discussion at the proposal evaluation committee consensus meeting.**

Evaluation Consensus Meeting

Because of the various resources, skills, and areas of expertise each Committee member brings to this process, it is recommended that the Committee arrive at a consensus after discussion. It is at this point that the “*Final Points Awarded*” are assigned. The Committee should feel comfortable with the justification and defense of each score, so that any later perception of bias is eliminated, should there be a protest to contract award. Proposal evaluations and scores become part of the Solicitation and contract files. Please note that these are **public records**. **Any comments written on the evaluation forms will be public information.** Proposers may review evaluations of all proposals and may use the information to determine whether to submit a protest. Upon the completion of the evaluation process, the score sheets will be forwarded to me so I can prepare a summary of the evaluation results.

Scoring / Selection and Announcement of Contract Award

On the Committee’s acceptance of the top ranking proposal, a final **statement of work** and a **contract** will be negotiated and then reviewed and approved by the Legal Department. The contract recommendation will then be presented to Ashland’s City Council, serving as the Local Contract Review Board (LCRB), for final approval. I will prepare and mail the required written notification to all Proposers, announcing the apparent successful Proposer and the City’s **Notice of Intent to Award** a public contract, which allows for a seven day protest period.

The contract award will be final upon the following:

- ✓ The protest period has expired.
- ✓ The City of Ashland has provided written responses to all timely filed written protests denying the protests and affirming the Award.
- ✓ The City Council has approved the final contract.

The final contract can then be officially signed and executed by the contractor and the City of Ashland.

Thank you for your commitment to the evaluation process. Please contact me if you have any questions or concerns regarding procedural matters. You can reach me by telephone at 541-488-5354 and by email at kari.olson@ashland.or.us.

City of Ashland
REQUEST FOR PROPOSAL
INTERNET BANDWIDTH
Evaluation Summary
July 17, 2015

| Evaluation Criteria | | Points | Century Link | | | Cogent Communications | | | Hunter Communications | | | Spectrum Business | | |
|---------------------|---|------------|--------------|-----------|-----------|-----------------------|-----------|-----------|-----------------------|-----------|-----------|-------------------|-----------|-----------|
| | | | #1 | #2 | #3 | #1 | #2 | #3 | #1 | #2 | #3 | #1 | #2 | #3 |
| 1 | Title Page, Table of Contents, Letter of Transmittal (Page 13) | 1 | 1 | 1 | 0 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 |
| 2 | Financial Strength (Page 13) | 10 | 10 | 10 | 10 | 7 | 7 | 8 | 8 | 9 | 7 | 7 | 9 | 8 |
| 3 | Qualifications & Experience (Page 13-14) | 15 | 15 | 15 | 15 | 13 | 13 | 14 | 10 | 13 | 12 | 14 | 15 | 13 |
| 4 | Proposed Services: Requirements Criteria (Page 14) Alternative Solutions, Designs and/or Systems (Page 14) | 25 | 22 | 22 | 21 | 15 | 15 | 15 | 24 | 25 | 25 | 20 | 20 | 20 |
| 5 | Performance Measures Matrix (Page 15) | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 4 | 4 | 5 |
| 6 | Activation Plan (Page 15) | 8 | 6 | 7 | 7 | 6 | 5 | 5 | 8 | 8 | 8 | 7 | 7 | 7 |
| 7 | New Technologies and Additional Services (Page 15) | 5 | 4 | 4 | 5 | 1 | 3 | 3 | 3 | 4 | 4 | 2 | 3 | 3 |
| 8 | References (Page 15) | 8 | 5 | 5 | 5 | 8 | 6 | 7 | 8 | 8 | 8 | 5 | 4 | 6 |
| 9 | Sample Usage and Billing Statements and/or Reports (Page 15) | 2 | 2 | 2 | 2 | 1 | 1 | 1 | 2 | 2 | 2 | 1 | 1 | 1 |
| 10 | Fee Schedule and Final Cost (Page 15) | 15 | 12 | 12 | 12 | 11 | 11 | 11 | 15 | 15 | 15 | 10 | 10 | 10 |
| 11 | Contractual Terms and Conditions (Page 16) | 6 | 6 | 6 | 6 | 3 | 6 | 5 | 6 | 6 | 6 | 4 | 5 | 5 |
| TOTAL POINTS | | 100 | 88 | 89 | 88 | 71 | 73 | 75 | 90 | 96 | 93 | 75 | 79 | 79 |

July 17, 2015

Thomas Keiner
CenturyLink Government
740 State Street, Floor 4
Salem, OR 97301

Dear Thomas:

Subject: **NOTICE OF INTENT TO AWARD A PUBLIC CONTRACT
RFP – INTERNET BANDWIDTH**

The City received four (4) proposals in response to the Request for Proposal for Internet Bandwidth. The proposals were evaluated and scored by a three-person evaluation committee in accordance with the requirements and evaluation criteria established within the Request for Proposal. Upon the completion of the evaluation process, Hunter Communications was declared the highest ranked proposer. A copy of the evaluation summary is enclosed for your review.

It is the City's intent to award a contract to Hunter Communications, which is subject to the final approval of the City's Local Contract Review Board. Under AMC 2.50.030, the City Council is the designated Local Contract Review Board. Therefore, the contract recommendation will be presented to the City Council on August 4, 2015.

In accordance with ORS 279B.135 and OAR 137-047-0610, this Notice of Intent to Award is being provided at least seven (7) days before the Award of the Contract to each proposer who submitted a proposal. A proposer may protest the Notice of Intent to Award a public contract in accordance with ORS 279B. 410. The written protest must specify the grounds of the protest and be received by the City of Ashland within the seven (7) day protest period. The City of Ashland will promptly consider the protest and issue a decision in writing.

The contract award will be final upon the following:

- ✓ The protest period has expired.
- ✓ The City of Ashland has provided written responses to all timely filed written protests denying the protests and affirming the Award.
- ✓ The City Council has approved the final contract.

On behalf of the City of Ashland, we would like to thank you for participating in the RFP process. Your time and efforts are greatly appreciated. If you have any questions or need additional information, please call (541) 488-5354.

Thank you.

Respectfully,

Kari Olson
Purchasing Representative