

**City of Harrisburg, Oregon**  
**Request for Qualifications**  
**Contract City Planner**  
**Essential Duties**

August 14, 2019

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The City of Harrisburg is seeking applications for a City Planner as an independent contractor. This is a request for qualifications to fulfill the following City requirements.

**Job Purpose, Scope and Duration:**

The Planner to the City of Harrisburg performs a variety of complex professional planning and administrative duties including consultation to the City Council, Planning Commission, and City Administrator upon request. It is anticipated the initial contract for services will commence immediately and run through June 30, 2020, with extension of the contract considered at that time.

**Essential Duties and Responsibilities:**

*The following statements are illustrative of the essential functions of the job and do not include other nonessential or peripheral requests that may be required. The organization retains the right to modify or change the duties or essential functions of this request at any time.*

- Research, prepare and present staff reports and findings on various land use applications for City Council and Planning Commission. Prepare and attend meetings, provide technical information and advice, perform follow-up and research as necessary, and make recommendations.
- Interpret ordinances, zoning regulations and other city, county, state, and federal regulations relating to zoning, subdivision and development issues. May draft Comprehensive Plan goals and policies, including Development Code, and ordinances for review and implementation by others. Consult and/or prepare methodologies related to comprehensive planning (e.g. buildable lands inventories, population projections, etc.).
- Respond to inquiries from the general public regarding rules and procedures to land use, land development and zoning, and general City development policies and procedures.
- Conduct pre-application conferences with potential applicants, providing information about the development process regarding: site plan review, subdivisions, planned unit developments, conditional uses, variances, minor land partitions, lot line adjustments and rezoning.
- Perform field investigations and gather, analyze, interpret, and report on various land use and land characteristic data regarding land use applications; take photographs as needed.
- Perform code review of development proposals and determine whether applications satisfy development regulations, track actual implementation and ensure work meets the approved application requirements.
- Evaluate environmental information and recommends mitigation measures to reduce adverse impacts of development.
- May consult to, prepare, and write grant applications including components relating to geography, maps, plats, site plans, etc.
- Provide consultation to bond and tax base initiatives for City funding.
- Maintain planning data as developed or assigned. Prepare maps, charts, posters and slides for presentations and public hearings.
- Work with outside entities on planning, zoning, development issues and design review.
- Manage and perform other projects, functions, and tasks, as agreed upon.
- Maintain cooperative working relationships with City staff, elected officials & committees, other organizations and the general public.

- Write staff reports for the Planning Commission and City Council.
- Attend land use application, public hearings, and City Council and Planning Commission meetings. May provide in depth presentations.
- Is knowledgeable of City Comprehensive Planning. Maintain current knowledge of Harrisburg's Comprehensive Plan.
- Maintain current knowledge of municipal codes related to construction and zoning enforcement.
- Enforcement of codes and conditions of approval.
- Provide consulting and assistance to the City in code enforcement actions.

### **Other Duties and Responsibilities**

- Attend various meetings as a City representative, may represent the City in various capacities on panels, committees, legal hearings, task forces and relevant forums as requested.
- Have knowledge of wetlands and their buffers, floodways and floodplains, and groundwater resources.
- Perform other related duties and special projects as assigned.

### **Experience and Training**

- **Education:** Bachelor's degree in Planning, Architecture, Geography, Public Administration, or a directly related field is required.
- **Special Training or Experience:** Extensive training, experience, application, and familiarity with urban planning theories, trends, and government guidelines are required.
- **Communication:** Ability to communicate effectively, both orally and in writing.
- **Work Experience:** A minimum of 2 – 5 years' experience involving municipal government planning is required.

### **Necessary Knowledge, Skills and Abilities**

- Must have thorough knowledge of land use and zoning laws and comprehensive plans including their formation, process of adoption, and enforcement; Extensive knowledge of planning programs and processes.
- Knowledge of planning, architectural design, and landscaping principles. Knowledge of construction, inspection, and building processes.
- Knowledge of building design and Uniform Building Codes. Ability to analyze and interpret codes, text, maps, site plans and construction drawings.
- Ability to analyze and interpret technical codes, text, maps, site plans, statutes, plats, contracts, and construction drawings.
- Ability to set priorities, plan, and execute processes and procedures for results.

### **Proposal Requirements**

Proposals from individuals or firms will be considered. As a minimum, the proposal should include the following information:

- A. An overall introduction to the proposal, including a statement of your understanding of the work.
- B. Qualifications of you or your firm and of your support staff (include number of staff) to perform the work. By way of example, you may wish to address some or all of the following criteria:
  - 1) Years of municipal or other public sector planning work.
  - 2) Experience reviewing land use applications, preparing public notices and writing staff reports.
  - 3) Experience giving oral advice and presentations, such as during the course of City Council and Planning Commission meetings, and by telephone to City staff and the public.

- C. Description of how you would propose structuring the service relationship to ensure the City's land use planning needs are met in a cost effective manner.
- D. List of clients for whom you have provided similar services in the past. Include a list of references the City may contact. References should include municipal clients of a similar size to Harrisburg.
- E. Your office location or locations.
- F. Provide proof of insurance including the name of your professional liability insurance carrier and workers' compensation carrier and the limits of your insurance.

**V. Submission Requirements**

Each individual or firm wishing to respond to this request should present three copies of the completed, signed proposal to the City of Harrisburg, no later than 12:00 p.m., August 26, 2019, at the following address:

Brian Latta, City Administrator  
City of Harrisburg  
120 Smith Street  
P.O. Box 378  
Harrisburg, OR 97446

**VI. Selection Schedule**

Review of the proposals and recommended selection will be made by the City Administrator. The review process may include an in-person interview of the lead candidate(s). The City Council is tentatively scheduled to consider the recommended selection at their September 10, 2019 meeting. Cost of the services will be negotiated between the parties as part of the selection process.

**VII. Limitations**

In addition to all other rights granted to it under Oregon law, the City of Harrisburg reserves the right to waive formalities in the proposal process, to accept or reject any or all proposals received as a result of this request, to negotiate with qualified Proposers, or to cancel, in part or in its entirety, the request for qualifications if it is in the best interest of the City to do so. City also reserves the right to negotiate separately with any Proposer whatsoever, in any manner necessary to serve the best interests of the City. This request for proposals does not commit the City to pay any costs incurred in the preparation of a proposal.

**VIII. General Information**

Please contact City Administrator, Brian Latta at (541) 995-6655 for further information.