

**ADDENDUM**

To the Request for Proposal Documents for the  
**MILITARY AIRSPACE COMPREHENSIVE PLAN AMENDMENT**

**TO ALL PLANHOLDERS AND/OR PROSPECTIVE BIDDERS:**

The following changes, additions, and/or deletions are hereby made a part of the Request for Proposal Documents for the **Crook County Military Airspace Comprehensive Plan Amendment** dated October 17, 2023, as fully and completely as if the same were fully set forth therein.

**Section 2.A. Selection Process Overview**

- Section 2.A. – Revise the section to read:

The selection process will conform with ORS 279C.120, utilizing the option in ORS 279C.120(1)(b) and without the two-stage solicitation process of ORS 279C.110(5). All proposals submitted by the RFP due date will be subject to a standard review process. An initial review of each proposal will be conducted to determine if it is complete, in the required format, and in compliance with all requirements of this RFP. Failure to meet all of the requirements may result in a rejected proposal. Each proposal that passes the initial review will be evaluated and scored by a pre-selected Evaluation Committee, which will evaluate and score each proposal on a 100-point scale, using the assigned weights listed below.

The process may include a panel interview with the Evaluation Committee. The County also reserves the right to investigate and consider the references and past performance of any Proposer with respect to such things as provision of similar services, compliance with specification and contractual obligations, and lawful payment to suppliers and workers. The County may postpone the award or execution of the Contract after announcement of the notice of intent to award in order to complete its investigation. Both interviews and information obtained from references may affect the proposal’s ranking in the selection process. The Evaluation Committee will make a recommendation to the County Court, who will select the proposal it determines is the most advantageous to the County based on the criteria in the RFP. The scoring criteria will be as follows:

<b>Evaluation Criteria:</b>	<b>Point Value:</b>
Administrative Capability	10
Preferred Qualifications	40
Proposal Relative to the Scope of Service	40
<u>Familiarity and Availability</u>	<u>10</u>
<b>Total:</b>	<b>100 Points</b>

Following the recommendation to the County Court, the County and the selected consultant will mutually discuss, refine and finalize the scope of, the rates and number of hours applicable to, and the maximum compensation level for the project and shall negotiate conditions including, but not limited to, a performance schedule. The County will not pay a compensation level that exceeds a level that the County alone determines is fair and reasonable.

If the County and a selected consultant are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the County, the County shall formally terminate negotiations with the selected consultant. The County may then negotiate with the next most qualified prospective consultant. The County may continue in this manner through successive prospective consultants until an agreement is reached or the County terminates the selection process.

### **Section 2.B. Schedule for Selection**

- Section 2.B. – Revise the section to read:

The milestones for the selection process are set forth below. The dates are approximate but will be followed to the extent reasonably possible. The purpose of this schedule is for proposer information only. Required dates for submittals and any other activities are provided elsewhere in this RFP. The County reserves the right to change this schedule or terminate the entire procurement at any time.

- |                                   |                                |
|-----------------------------------|--------------------------------|
| • RFP publication:                | October 17, 2023               |
| • Pre-proposal meeting:           | 2 p.m. on November 2, 2023     |
| • Deadline for questions:         | 2 p.m. on November 7, 2023     |
| • Final addenda, if any:          | November 14, 2023              |
| • Proposals due:                  | 2 p.m. on November 21, 2023    |
| • Proposal opening:               | 2:05 p.m. on November 21, 2023 |
| • Recommendation to County Court: | 9 a.m. on December 6, 2023     |
| • Notice of Intent to Award:      | December 6, 2023               |
| • Protest period:                 | December 6 - 13, 2023          |
| • Contract negotiations commence: | December 14, 2023              |

### **Section 3.D. Pricing Proposal**

- Section 3.D. is deleted in its entirety.

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## Section 8. Required Submittals

- Chart in section 8 – Revise the chart to read:

<b>Required Submittals</b>	<b>Check Off</b>
Proposal packet, filled in and signed.	<input type="checkbox"/>
Narrative section describing in detail how the services offered satisfy the qualifications and statement of work in section 3. Include the following details:	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Explain how you propose to coordinate with County personnel, if at all, to assist you during the project and indicate the approximate time required of County personnel.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provide strategies to facilitate a creative public outreach and participatory process to gather community input.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrate a thorough understanding of the process to adopt a comprehensive plan map and zoning ordinance updates.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Demonstrate a thorough understanding of land use requirements as applied to commercial energy projects, in particular on land zoned for exclusive farm use.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Provide a schedule for completing the project by November 2024.</li> </ul>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>• Explain your familiarity with Crook County and its unique land use issues and your availability to be physically present in Crook County, when required.</li> </ul>	<input type="checkbox"/>
Proposer Certificate (Att. 1).	<input type="checkbox"/>
Acknowledgement of Insurance Requirements (Att. 3).	<input type="checkbox"/>
Provide names and contact information for three clients served by the proposer currently or within the last two years.	<input type="checkbox"/>

All bidders shall acknowledge receipt and acceptance of this Addendum in the Proposal or by submitting the Addendum with the proposal. Proposals submitted without acknowledgement or without this Addendum will be considered nonresponsive.



John Eisler  
Crook County Assistant County Counsel