



# CITY OF MORO

P.O. BOX 231 • 104 FIRST STREET • MORO, OREGON • 97039

PHONE: 541-565-3535 •

EMAIL: [morocityhall@cityofmoro.net](mailto:morocityhall@cityofmoro.net) WEBSITE: [www.cityofmoro.net](http://www.cityofmoro.net)

---

## CITY OF MORO REQUEST FOR PROPOSALS (RFP) ON-CALL LAND USE PLANNING SERVICES

Issue Date: June 10, 2026

Proposal Due Date: July 2, 2026 at 10 AM

### Contact:

Brittany Wood, City Administrator

City of Moro

P.O. Box 231

Moro, OR 97039

[morocityhall@cityofmoro.net](mailto:morocityhall@cityofmoro.net)

(541) 565-3535

### 1. INTRODUCTION

The City of Moro is requesting proposals from qualified planning firms or individual planning consultants to provide on-call land use planning services. The selected consultant will serve as the City's contract planner and provide professional planning services as needed.

The City intends to enter into a professional services agreement with the selected proposer. The resulting contract shall comply with applicable Oregon public contracting laws, including ORS Chapter 279B.

### 2. CITY BACKGROUND

The City of Moro is a small, incorporated municipality located in Sherman County, Oregon. The city periodically requires professional planning services to assist with land use applications, legislative land use actions, code updates, public hearings, and long-range planning efforts.

### 3. SCOPE OF SERVICES

Services may include, but are not limited to:

- Review and processing of land use applications.
- Preparation of staff reports and findings.
- Attendance at Planning Commission meetings, City Council meetings, and public hearings, as requested.
- Preparation of ordinances, resolutions, and code amendments.
- Assistance with Comprehensive Plan and Development Code updates.
- Assistance with Goal 5, housing, and other state-mandated planning requirements.
- Coordination with DLCDD, ODOT, FEMA, and other agencies.
- Development review and subdivision review.
- Assistance with floodplain management and National Flood Insurance Program compliance.
- General planning consultation and technical assistance to City staff.
- Other planning-related services as requested by the City.

The city does not guarantee any minimum amount of work.

### 4. MINIMUM QUALIFICATIONS

Proposers shall demonstrate:

- Experience providing municipal land use planning services in Oregon.
- Familiarity with Oregon land use law and statewide planning goals.
- Experience preparing staff reports and findings for local governments.

- Ability to attend meetings in person or remotely.
- Ability to maintain required professional liability insurance.

**5. PROPOSAL REQUIREMENTS**

Proposals should be concise and include:

A. Firm Information

- Name of firm or consultant.
- Contact information.
- Office location.

B. Qualifications and Experience

- Description of relevant experience.
- Experience serving Oregon cities.
- Key personnel who would provide services.

C. References

- Three municipal references, preferably Oregon cities or counties.

D. Fee Schedule

- Hourly rates for all personnel classifications.
- Mileage and reimbursable expense rates.
- Any additional fees or charges.

E. Availability

- Estimated response times.
- Availability for meetings and public hearings.

**6. EVALUATION CRITERIA**

Proposals may be evaluated using the following criteria:

Qualifications and Experience.....	40%
Experience with Oregon Municipal Planning.....	30%
Availability and Responsiveness.....	15%
Fee Schedule and Cost Considerations.....	15%

The City reserves the right to waive informalities, request additional information, conduct interviews, negotiate contract terms, or reject any or all proposals.

**7. INSURANCE REQUIREMENTS**

The selected consultant shall maintain:

- Professional Liability Insurance: \$1,000,000 minimum per claim.
- Commercial General Liability Insurance: \$2,000,000 per occurrence and aggregate.
- Any other insurance required by the City's professional services agreement.

**8. CONTRACT TERM**

The City anticipates entering into an on-call professional services agreement for an initial term of three (3) years, with options for renewal by mutual agreement. The City reserves the right to terminate the agreement upon thirty (30) days written notice.

**9. SUBMISSION INSTRUCTIONS**

Proposals may be submitted electronically or by mail to:

**City of Moro**

Attn: Brittany Wood, City Administrator

P.O. Box 231

Moro, OR 97039

Email: [morocityhall@cityofmoro.net](mailto:morocityhall@cityofmoro.net)

Proposals must be received no later than: **July 2, 2026 10 AM**

Late submissions may not be considered.

**10. RESERVATION OF RIGHTS**

The City of Moro reserves the right to:

- Reject any or all proposals.
- Cancel this solicitation at any time.
- Request clarification or additional information.
- Negotiate scope, rates, and contract terms.
- Award a contract in the best interest of the City.
- Select a proposer without conducting interviews.

The issuance of this RFP does not obligate the City to award a contract or pay any costs incurred in the preparation of a proposal.