

Jobs, Recruitment Services, RFPs and RFQs

Recruitment Services

Chief Administrative Officer Recruitment Services

Hiring a City Administrator/Manager is one of the most important responsibilities a City Council has. They function as the critical link between the Council and staff. The Administrator/Manager/Director assures that council policy becomes reality in day-to-day services and that those services are delivered effectively. The optimal relationship between the Manager and the Council, employees, and the community is different for each city, and it is important that the process used to select the City Manager accurately reflect a Community's values, culture, and current needs.

The Mid-Willamette Valley Council of Governments (COG) assists its Member Organizations in developing a thorough, well-defined process to select the best candidate possible to be your next City Manager.

The COG uses a Hybrid Method (from the International City County Management Organization) and works with the Council/Directors and staff to conduct the recruitment themselves and provides support for this by working with the governing body to facilitate the discussion, develop the Manager profile, and determine the structure of the recruitment process; as well as helping to review résumés, conduct reference checks, and structure the interview process. While the COG will recommend best practices, the control and outcome determination of same is the City Council's.

The Rate Structures for Recruitments are based upon population of the Jurisdiction.

Please reach out to COG Executive Director [Scott Dadson](#) at 503-540-1601 for further information and discussion.

Current Job/RFP/RFQ Listings

City of Amity RFP



THE CITY OF AMITY,
A MUNICIPAL CORPORATION OF THE STATE OF
OREGON

REQUEST FOR PROPOSAL (“RFP”): CITY OF AMITY

Request for Proposals due 2:00 p.m., March 22, 2024
Proposals will not be received or considered after this time

City of Amity (“City”) is soliciting proposals from qualified consulting firms to provide certain long-range land use planning services, including facilitation of a major update of the City of Amity Comprehensive Plan. Interested firms can obtain a copy of the RFP and any addenda by contacting Nathan Frarck, City Manager at [nfrarck \[at\] ci.amity.or.us](mailto:nfrarck@ci.amity.or.us)

Proposal documents must be received by Nathan Frarck, City Manager at [nfrarck \[at\] ci.amity.or.us](mailto:nfrarck@ci.amity.or.us) hand delivery at, on or before **2:00 p.m., Pacific Time, March 22, 2024** (“Proposal Opening Date and Time”). For all email proposals, the timepiece used to determine the precise passing of the Proposal Opening Date and Time shall be the clock on the computer of the City Manager, as shown on the email receipt timestamp associated with a Proposal’s email in the email inbox. For all physical mail, the timepiece used to determine the precise passing of the Proposal Opening Date and Time shall be the wall clock located in the City of Amity City Hall.

Proposals shall be either sealed in an opaque envelope that has been clearly marked “**City of Amity Comprehensive Plan**” or emailed in a single .pdf document [nfrarck \[at\] ci.amity.or.us](mailto:nfrarck@ci.amity.or.us)
Contract Award Announcements will be released on April 3, 2024.

Requests for proposal documents, requirements, questions, or requests for clarification must be submitted in writing no later than March 15, 2024, to by email or mail at:

Email: [nfrarck \[at\] ci.amity.or.us](mailto:nfrarck@ci.amity.or.us)

[Full RFP.](#)

City of Hubbard RFP



PROPOSAL ADVERTISEMENT

Request for Proposals Economic Opportunities Analysis (EOA)

RESPONSE DUE: March 8 @ 4:00 P.M.

The City of Hubbard, Oregon is requesting proposals from qualified consultants with experience in Oregon land use planning and statewide planning goals. Specifically, the City seeks proposals from consultants with established experience economic opportunities analysis (EOA's) under OAR 660-009 and Urban Reserves under OAR 660-021.

In order to reach community goals of creating a thriving economy that leverages geographical amenities and creates family wage jobs, the EOA updates will identify what types of businesses would be attracted to Hubbard in order to allow the City to more efficiently and effectively retain, expand, and recruit new companies into Hubbard that both complement existing businesses and would be interested in the region. The EOA will help establish the city's employment land need over the next 20 years and in preparation for a future UGB expansion, if warranted. The City of Hubbard expects the project to be completed by September 2024.

Primary elements of the scope of work will include:

- Hubbard Economic Opportunities Analysis (2024-2044);
- Coordination of the Technical Advisory Committee ("TAC") and Citizen Advisory Committee ("CAC"), with support from city staff;
- Presentation of draft EOA findings and recommendations to Hubbard City Council and Marion County Board of Commissioners; and
- Recommended legislative amendment package, including revisions to the Hubbard Comprehensive Plan Economics and Land Use Elements policies and goals, as well as the Development Code, to include findings in support of a future UGB expansion, if warranted.

Selection of the qualified Consultant will be in accordance with Oregon Intermediate Procurement Rules (ORS 279B.070), OR Oregon Administrative Rules (OAR) 137-048-0220, Hubbard Public Contract Rules Ordinance, and as set forth in the Solicitation Document and includes consideration of criteria such as, but not limited to: project understanding and approach, similar project experience, the experience of proposer's key staff, and demonstrated ability to complete successfully similar projects on time and within budget. Prospective proposers responding to this RFP do so solely at their expense, and the City is not responsible for any expenses associated with the RFP.

The selected firm(s) must demonstrate the ability to provide the services required and clearly identify those services which will need to be provided by a sub-consultant. The City will select an organization on the qualification and price based criterion for the services identified.

Proposals will be received until **4:00 PM, Friday- March 8, 2024** and marked City of Hubbard 3720 Second Street Hubbard, Oregon 97032 Attn: Shawn Waite, City Administrator. Facsimile or electronic/email proposals will not be accepted. Proposals received after the time set for submission will not be considered responsive, and proposals may not be removed after the time of submission.

Prospective proposers are encouraged to examine the solicitation document by viewing it in a PDF format, available over the Internet from the City's website at <https://www.cityofhubbard.org/rfps> . The

Request for Proposals may also be viewed or obtained from City of Hubbard 3720 Second Street Hubbard, Oregon 97032 Attn: Shawn Waite, City Administrator; or by emailing Shawn Waite, swaite [at] cityofhubbard.org.

Deadline for questions on the RFP is: **February 23, 2024**

. Responses to questions will be summarized in writing to all prospective Proposal respondents no later than March 1, 2024.

The cost of delivery of Proposals shall be the responsibility of the Proposer. The City will not accept Proposals that require payment by the City.

Proposers are required to certify non-discrimination in employment practices and identify resident status as defined in ORS 279A.120. All Proposers are required to comply with the provisions of Oregon Revised Statutes Chapters 279 A, B, and C for Public Contracts and Purchasing and the City of Hubbard Public Contracting Rules.

The City of Hubbard reserves the right to: (1) reject any or all proposals not in compliance with all prescribed public procurement procedures and requirements, (2) postpone award of the contract for a period not to exceed sixty (60) days from date of proposal opening, (3) waive informalities in the proposals, (4) select the proposal which appears to be in the best interest of the City, (5) break-up contract services and award multiple contracts or only award components or parts of a proposal, and to reject for good cause any or all proposals upon a finding that it is the public interest to do so.

[Full RFP.](#)

City of Monmouth City Manager



The City of Monmouth seeks to hire a new City Manager. Monmouth is located in the picturesque Willamette Valley just 25 minutes from the State Capitol, an hour from the coast and an hour from the mountains. It is the home of Western Oregon University (WOU). A place for artisans, small business owners, growers, builders, and educators; Monmouth is a place where great things grow. Monmouth is home to over 11,000 people - many of whom work, play, and learn here. Individuals and families of all kinds and sizes benefit from the

opportunities within our Central School District and Montessori school, our many parks, our active YMCA, and the MI Trolley. There is truly something for everyone from Smith Fine Arts performances, college athletics, our summer concert series, all the way to easy access to hiking, mountain biking, and kayaking.

Our next City Manager will be proud to be a part of the fabric of this community and will be expected to reside in town unless approved by City Council. For more information, please see the [Benefits and Job Profile](#) and the [Brochure](#).

All candidates are subject to a background check. Finalist may be part of a public process. To apply, please go to <https://www.governmentjobs.com/careers/mwvcog/>. Veterans Preference is applicable. **Position open until filled. First review of applications will be conducted on or after March 11, 2024.**

City of Molalla Wastewater Treatment Plant Operator 1



\$49,085-\$59,719 Plus Benefits and City Paid PERS (Ability to earn 8% incentive pay)

First Review of Applications - January 26, 2024

Position Open Until Filled

The City of Molalla is seeking a full-time, represented, Wastewater Treatment Plant Operator I who works under the direction of the Wastewater Treatment Plant Manager. This entry level position assists in performing operation and maintenance duties as outlined by established policies and procedures or performs tasks as requested. Participates in all aspects of facility operation as it applies to municipal wastewater treatment. Under general supervision where standard practices enable the employee to proceed alone on regular duties referring questionable cases to supervisor.

* High school diploma or equivalent plus additional specialized courses.

* Requires the use of biology, algebra, chemistry, laboratory technology and training generally applicable to wastewater treatment plants.

* State certification of Oregon Wastewater Treatment I required within two years of hire.

* A valid Oregon driver s license is required.

* Associate of Science degree in Wastewater Treatment Technology, Oregon DEQ Wastewater Treatment System Operator Grade I (preferred).

Employment application and a full position description are available in person at 117 N Molalla Ave., Molalla OR 97038, or on the City s website (www.cityofmolalla.com) by selecting Your Government at the top of the screen and navigating to Job Openings.

A completed cover letter, resume, and City of Molalla job application are required.

Please send completed material to: Molalla City Hall, Attn: Human Resources, PO Box 248, Molalla OR 97038 or email to [aoliva \[at\] cityofmolalla.com](mailto:aoliva@cityofmolalla.com). First review of applications-January 26, 2024, position open until filled.

The City of Molalla is an EEO and Veteran s Preference employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checks, and in the case of safety sensitive positions, drug and alcohol testing.

Please go [here](#) for applications and a complete job description.

City of Molalla Community Development Technician



CITY OF MOLALLA, OREGON

COMMUNITY DEVELOPMENT TECHNICIAN

\$64,834-\$80,912 Plus Benefits and City Paid PERS

Position Open Until Filled

The City of Molalla is seeking a full-time, non-represented, Community Development Technician who reports to the Assistant City Manager and works independently the majority of the time. The position has three primary focus areas. 1. Economic development coordination and project management. 2. Public information and public engagement coordination. 3. Front-end clerical and technical support for the Community Development Department including Planning, Public Works, Engineering, Building Maintenance, Code Enforcement, and Economic Development.

Education and Experience

* High School Diploma required. (Bachelor's Degree preferred).

* 3 years of experience relevant to the description of this position is required OR

* The City will consider applicants with any combination of education and experience that illustrates qualification for this role.

Minimum Qualifications (required)

- * A high level of proficiency and experience using and learning electronic platforms. At a minimum, Microsoft Office Suite, and Social Media platforms.
- * Highly evolved verbal, written, and digital communication skills.
- * Strong ability to work with the public and de-escalate confrontational situations.
- * Clear understanding of modern office practices, methods, and equipment.
- * Ability to work well independently and in a team environment.
- * Advanced time management and prioritization skills.
- * Sound independent judgment.
- * Ability to manage a diverse workload with competing priorities.
- * Self-starter capable of working independently on a number of projects and initiatives.

Employment application and a full position description are available in person at 117 N Molalla Ave., Molalla, OR 97038, or on the City's website (www.cityofmolalla.com) by selecting "Your Government" at the top of the screen and navigating to "Job Openings."

A completed City of Molalla employment application, cover letter, and resume are required.

Please send completed material to: Molalla City Hall, Attn: Human Resources, PO Box 248, Molalla OR 97038 or email to [aoliva \[at\] cityofmolalla.com](mailto:aoliva@cityofmolalla.com).

The City of Molalla is an EEO and Veteran's Preference employer. All qualified applicants will receive consideration for employment without regard to age, race, color, religion, sex, national origin, disability status, protected veteran status, or any other characteristic protected under state, federal or local law.

All offers of employment are subject to successful completion of a pre-employment background check, reference checks, and in the case of safety-sensitive positions, drug, and alcohol testing.

City of Dundee Request for Proposals Tourism Planning



REQUEST FOR PROPOSALS

CITY OF DUNDEE TOURISM PLANNING

1) GENERAL INFORMATION

A. INTRODUCTION

The City of Dundee, Oregon is seeking proposals from qualified individuals or firms to facilitate essential planning and feasibility studies to improve the walkability and accessibility of its downtown core. To identify parking and transportation solutions that will elevate Dundee's visitor experience. Specifically, the process evaluates the ADA compatibility of the downtown core, (Highway 99W), along with evaluating privately owned stores and wine facilities open to the public, to offer suggestions and to help implement plans to improve the ADA compatibility of their businesses. Together to identify reachable goals and effective strategies to create a better tourism experience with people who have mobility or other physical issues.

B. BACKGROUND

The City of Dundee is in the heart of Oregon Wine Country. It is composed of Dundee Hills and the Red Hills area and is known for producing some of the best Pinot Noir in the country if not the world. Highway 99W bisects the city and has more than twenty-four thousand people a day drive through on the way to Portland (35 minutes) or the beautiful Oregon Coast (two hours). The City of Dundee is seeing an increase in the number of tourists which is increasing the city as a place to invest in tourism. While this investment is taking place the city would like to ensure that it does not inadvertently leave out tourists who may have issues mobility issues. At the process's end, Dundee will have a plan with concrete goals, strategies and resources that will be implemented by the City and Travel Dundee.

C. ANTICIPATED SELECTION SCHEDULE

The city anticipates the following general timeline for its selection process. The city reserves the right to change this schedule.

- RFP Posted and Advertised January 8, 2023, or before.
- Proposal Due Date February 21, 2024, at 2:00 p.m.
- Opening of Proposals February 21, 2024, at 2:30 p.m.
- Selection Committee evaluation February 26, 2024

- Tourism Committee evaluation February 28, 2024

Or interviews if needed.

- City Council Approval March 5, 2024
- Contract signed between parties Week of March 11, 2024
- Commencement of contract Week of March 18, 2024

D. QUALIFICATION AND EXPERIENCE

Proposers shall have substantial experience with the following:

- Knowledge of the transportation and infrastructure needs of a rural community.
- Knowledge of ADA infrastructure needs and requirements for a small community.
- Knowledge of funding possibilities for ADA infrastructure and community needs.
- Familiarity with tourism transportation needs including the location and development of parking lots and other transportation needs in a small rural community.
- History of working with communities with populations between 3,000-4,000
 - A one- or two-page cover letter containing: the name of the person(s) authorized to represent the Proposer in negotiating and signing any agreement which may result from the proposal.

E. SCOPE OF SERVICES

For a flat fee not to exceed \$100,000 the consultant will be expected to perform the following services:

- Review the City of Dundee's Downtown Core along with local businesses interested in having their business evaluated.
- Review the Downtown Core and make recommendations for locations that would be suitable for development of parking and transportation needs that would help people with disabilities.
- Work with city leaders to develop ADA compatible paths and trails around the City of Dundee.
- Work with the city to help recommend and find grant funds or other financial ways to build the needed infrastructure to make the City of Dundee desirable as a tourism destination for people with special needs.

F. PROPOSAL SUBMITTAL AND DUE DATE

Proposers can email copies of the proposer's proposal to the City Administrator with the email subject line being ADA and Transportation Plan By 2:00 p.m. January 8, 2024. Or they can drop off a hard copy at Dundee City Hall in care of the City Administrator by 2:00 p.m.

Steve Dahl, City Administrator

City of Dundee

520 SW 5th Street

P.O. Box 220

Dundee, Oregon 97115

sSteve.dahl [at] dundeecity.org

503-538-3922

Proposals shall be organized as specified in Section I, Proposal Contents. The city assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not received by the city by the above specified time and date will not be considered. Faxed proposals will be rejected as non-responsive.

G. INQUIRES

Questions concerning this RFP should be directed to:

Steve Dahl, City Administrator

City of Dundee

503-538-3922

[steve.dahl \[at\] dundeecity.org](mailto:steve.dahl@dundeecity.org)

Staff will not respond to questions received after 4:00 p.m. January 4, 2024. Proposers are encouraged to contact the City Administrator if they have any questions or concerns about the proposal.

H. RESERVATION OF RIGHTS

The city reserves the right to: 1) seek clarification of each proposal: 2) negotiate a final contract that is in the best interest of the city and public: 3) reject any or all proposals: 4) cancel this RFP at any time if doing so would be in the public interest, as determined by city in its sole discretion: 5) award the contract to any proposer based on the evaluation criteria set forth in this RFP: 6) waive minor informalities contained in any proposal, when, in the city's sole judgement, it is in the city's best interest to do so: and 7) request any additional information city deems reasonably necessary to allow city to evaluate, rank and select the most qualified proposer to perform the services described in this RFP.

I. PROPOSAL CONTENTS

Proposals shall include, at a minimum, the following items:

- Cover Letter.
- Entity name and address; Phone, website, and email address; and, State certification number, if any, as a minority-owned, women-owned, disadvantaged, or emerging small business.
- Staffing. Name and qualifications of the individuals who will provide the requested services and a current résumé for each, including a description of qualifications, skills, and responsibilities. The city is interested in professionals with experience serving small governmental entities and especially serving cities comparable in size to Dundee.
- Approach/Work Plan. Describe how the Proposer develops ADA and Transportation plans. How do you assist clients in using existing resources and leveraging the work you provide for them?
- Capacity. Explain proposer's workload capacity and level of experience commensurate with the level of service required by the City.
- Nondiscrimination. Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status, or other protected class, and has a drug-free workplace policy.

J. PUBLIC RECORDS

All proposals submitted are the property of the city and are thus subject to disclosure pursuant to the public records law, as qualified by ORS 279B.060. Accordingly, proposals received and opened shall not be available for public inspection until after the City's notice of intent to award this contract is issued. Thereafter, except for information marked "Trade Secret," all documents received by the city shall be available for public disclosure. The city will attempt to maintain the confidentiality of materials marked "Trade Secret" to the extent permitted under the Oregon Public Records law.

K. COSTS

Proposers responding to this RFP do so solely at their own expense.

PROPOSAL EVALUATION

L. MINIMUM QUALIFICATIONS

The city will review proposals received to determine whether each proposer meets the following minimum qualifications:

- Ability to provide direction to the city and Dundee Tourism Committee in developing their vision of the community
- Has the resources to provide the needed facilitations, studies, and/or outcomes expected at the project's end.
- Is an Equal Opportunity Employer and otherwise qualified by law to enter a public contract.

M. EVALUATION CRITERIA

Proposals meeting the above minimum qualifications will be evaluated by the city using the following criteria:

Maximum Points:

- 1) Specialized experience in the type of work to be performed, specifically including work in a city of comparable size. (25)
- 2) Qualifications and experience of the staff assigned by the proposer to perform these services. (50)
- 3) Quality of proposed approach/work plan. (50)
- 4) Familiarity with the City and City locale. (25)

Maximum Total Points (150)

The award will be made by a combination of score and the selection committee.

If contract negotiations are unsuccessful with the highest-ranked proposer, the city reserves the right to negotiate with the next highest-ranked proposer.

. SELECTION

An evaluation committee will evaluate all proposals that meet the minimum qualifications listed in this RFP. The committee will be composed of the City of Dundee Tourism Committee, and the City Administrator.

Each committee member shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria. Completed evaluations shall be combined and tallied. Upon completion of its evaluation process, the evaluation committee shall provide the results of the scoring and ranking to the City Council, along with a recommendation to award the contract to the highest ranked Proposer. If the City and the highest ranked Proposer are unable for any reason to negotiate a contract the City shall, either orally or in writing, formally terminate

negotiations with the selected candidate. The city may then negotiate with the next highest ranked candidate. The negotiation process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP. It is the desire of the City to have a contract in place no later than January 1, 2024.

O. NON-DISCRIMINATION

The agreement requires that the awardee comply with all applicable federal and state laws, rules, and regulations.

The City of Dundee is an Equal Opportunity/Affirmative Action Employer. Women, Minorities and Disabled Persons are encouraged to apply.

THIS SOLICITATION IS NOT AN IMPLIED CONTRACT AND MAY BE MODIFIED OR REVOKED WITHOUT NOTICE

Approved Contractor RFP



Request for Proposals (RFP) to be included in a pre-approved list of contractors for Marion County CDBG Homeowner Rehabilitation Loan Program

The Mid-Willamette Valley Council of Governments is seeking qualified

contractors to submit proposals for the rehabilitation of residential buildings as part of the Marion County CDBG Homeowner Rehabilitation Loan Program. The purpose of this Request for Proposals (RFP) is to solicit competitive and comprehensive proposals from interested contractors with experience in residential construction. RFP document may be found [here](#).

Please contact John Schmidt, jschmidt [at] mwvcog.org or 503-540-1640 for more information.

Regional and Statewide Job Listings

The MWVCOG often lists open job positions beyond our local area, [the listing is available here](#).

Supporting Documents

City of Amity RFP 217.3 KB

City of Hubbard RFP 312.41 KB

Monmouth City Manager Brochure 2.21 MB

Monmouth City Manager Benefits and Job Profile 127.47 KB

Administration Specialist II Job Description 185.55 KB

Administration Specialist III Job Description 190.13 KB

CDBG Contractor Request for Proposals 156.14 KB