

## RFP - Technical Advisor Regarding Permitting Processes

### Q and A - Office Hours 9/30/2025

**Q1.** How much familiarity are you expecting the consulting team to have with the permitting software that you are using? How much of the work entails interactions between applicants, the software, and city staff?

**A1.** The City of Bend uses City View software. There is no expectation that the consultant will become too deeply familiar with the internal workings of the software, other than to know that we can pull a significant amount of data from it.

**For more information on the types of data tracked with permitting, visit <https://www.bendoregon.gov/services/development-permitting/performance-metrics>.**

**Q2.** The RFP talked about how to improve the quality of applications and the information you're getting from applicants. Do you have a sense of how much of that is related to their interactions with the permitting software? Do you have a sense of some of the reasons for why permits are with the applicants for extended amounts of time?

**A2.** The City has done a lot of work internally on how we can increase our efficiencies in aspects that we have control over. But one thing we don't have control over is the quality of the plans that come in. The work in this RFP is to evaluate if there are other jurisdictions that have submittal requirements that ensure that the submittals meet some minimum quality controls, etc.

**For more information on the internal work already completed, visit <https://app.powerbi.com/view?r=eyJrIjojNWU2ZWE5OGMtNGIyMy00MDE2LTk1MTUtMmU4OTAwOTdmNzUzIiwidCI6IjFjMTUzMzQ4LTE1ZWYtNDcwOC1hZWJmLTFiMjVINTdkYzQwMCIslmMiOjZ9>**

**Q3.** Could a team of two sole proprietors who are not in a company together submit a proposal?

**A3.** Yes, explain that relationship clearly in your proposal and how the \$175,000 would be distributed between the two entities. You may consider including some sort of outline of how you will work together.

**Q4.** Can we submit a proposal if our availability to work on the project is later than the RFP recommends?

**A4.** If your timeline is later than the RFP recommends, clearly explain your availability and timeline for completion in your proposal.

**Q5.** Is there an expectation that the consultants would be involved in presentations with the Planning Commission and or elected officials?

**A5.** In general, there is no expectation for the consultant to participate in presentations of their recommendations. City staff are prepared to present the recommendations on behalf of the consultant. This may change if there is an opportunity that makes sense to involve the consultant, and the consultant is available and interested in participating.

**Q6.** How much engineering and infrastructure design knowledge and expertise are you expecting or wanting to have on the consultant team?

**A6.** While there should be an understanding of how engineering fits into the overall development process, review, and permitting, a successful proposal does not have to be from an engineering firm. The process is what is key.

**Q7.** To what extent do you want non-residential permitting processes to be examined?

**A7.** The RFP focuses on residential permits. However, if recommendations made could also beneficially impact the commercial permitting processes, they may be considered.

**Q8.** Can you explain the project team on the City of Bend side?

**A8.** The Housing Division is project managing the PRO Housing grant and the related work therein. The Community Development Department has 7 areas of focus, three of which are relevant to this RFP: building, planning, and engineering.

The project team that will work with the consultant is still being determined, but it will include the Community and Economic Development Director, a division manager, and supervisors.

**Q9.** Is there a grant reason the work should be completed in six months, or is it just a desire to get the work done sooner rather than later?

**A9.** The intention is to implement the recommendations made and track progress through the lifetime of the grant, which is through December 2029. In addition, Senate Bill 974, which was passed this past legislative session, reinstitutes 120-day review period for engineering permits. It goes into effect July 1, 2026. The City is currently process mapping with our engineering division to make sure that we are ready when that goes into effect. By completing this work in the next six months, the recommendations made will align closely with the July 2026 implementation date.