

**REQUEST FOR PROPOSALS – (EcDev2024.1)  
TOURISM DEVELOPMENT FOR THE CITY OF OREGON CITY  
DESTINATION MANAGEMENT ORGANIZATION**

**Summary:**

The Economic Development Department of Oregon City is currently seeking proposals from qualified consulting firms or consultants that will establish a legally structured nonprofit DMO that complies with U.S Internal Revenue Service Code and that will function as a standalone destination management organization. Further, the respondent will, with the approval from the City Commission and assistance from staff, provide recommendations as to the DMO's role, its responsibilities, and its overall organization operating structure. Oregon City is not seeking proposals on specific strategies as to how to market its tourism industry but what would be the proposed legal business model to eventually implement the community's tourism development strategy. In addition, the respondent will provide guidance on management acumen and organizational operation strategy that will lead the community's tourism program.

**Deadlines and Submittal:**

The anticipated contract start date is **May 28, 2024**, with a contract duration of approximately 7 months. The selected creative agency shall assume responsibility for all contractual matters and services outlined in their proposal. Proposals must be received by **5:00 pm on April 26, 2024**, at the City of Oregon City, Economic Development Department

City of Oregon City  
Economic Development Department  
Attn: James Graham, Economic Development Manager  
625 Center Street, Oregon City, Oregon 97045-0304

Inquiries should be directed to James Graham, Economic Development Manager by email ([jgraham@orc.org](mailto:jgraham@orc.org)). Verbal statements made by representatives of the municipal government are not binding unless confirmed in writing. Responders to this request for proposals are responsible for ensuring that their contact information is correct and that email updates are being received and not being sent to spam folders. Hence, Oregon City Municipal Government is not responsible for the failure of responders to receive notifications of any changes or corrections made.

**Obtaining Solicitation Documents**

The full solicitation documents with attachments may be obtained by following this link: <https://bids.orcity.org/> and by creating a new user account and registering for the project. PLEASE BE AWARE that once you register to be on the planholder's list, you cannot be removed; you will continue to get updates on this project during the duration of the bid process. However, you cannot view the solicitation documents without registering. General information including the planholder list is available to the public without registering. Solicitation documents are also available for review at the Oregon City Hall, 625 Center Street, Oregon City, Oregon 97045 (telephone: 503-657-0891), between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, except City recognized holidays. Any risks associated with ensuring the timely response to this RFP are borne by the respondent.

**Addenda & Clarifications:**

Addenda, clarifications and notices will be distributed through this online planholder system; if you are not registered to be a planholder it will preclude you from receiving addenda. Potential bidders are responsible for ensuring contact information is registered correctly and that email updates are being received and not being sent to spam folders. It is in the best interest of potential responders to check this website periodically to ensure all updates are received. The City is not responsible for the failure of bidders to receive notifications of changes or corrections made by the City and posted as stated above.

**PLANHOLDER LIST:**

Note that the Planholder List module does not work perfectly; registrants get added to the digital list just fine but if you go to print it, depending on your browser, any planholders beyond the first page may not print. Converting the list to Excel (which is an option) may not work at all or may lead to a text document with one paragraph of text and no formatting, depending on your browser.