

**CITY OF CORVALLIS
PERSONAL SERVICES CONTRACT
RFP CD-2023-02**

This contract is entered into between the City of Corvallis, a municipal corporation of the State of Oregon, hereafter called “City” and Weinstein Consulting Co., LLC, a limited liability corporation in the State of Oregon, hereafter called “Consultant”.

All notifications necessary under this contract shall be addressed to:

City of Corvallis
Christopher Jacobs
PO Box 1083
Corvallis, OR 97339-1083
541-766-6339
christopher.jacobs@corvallisoregon.gov

Weinsteiger Consulting Co., LCC
Rebecka Weinstein
2539 SW Leonard St.
Corvallis, OR 97333
541-224-4379
rebecka.weinsteiger@gmail.com

1 TERM

- 1.1 This contract shall be effective from the date of the last party to sign through December 31, 2024.
- 1.2 If this contract crosses fiscal years, funding for future years is contingent upon the City Council adopting appropriations.
- 1.3 The City may terminate this contract at any time by giving at least thirty (30) days’ notice in writing to the Consultant. If the contract is terminated by the City as provided herein, the Consultant will be paid for the time provided and expenses incurred up to the termination date.

2 SCOPE OF SERVICE

- 2.1 Consultant is to provide a food system assessment and facilitate establishment of a South Corvallis Food Hub. Changes in scope may be required as the project progresses and will be negotiated between the City and Consultant.
 - 2.1.1 Consultant is to perform the obligations and duties described in **Attachment A** (specifically see Attachment A pages 10-15 for details on Tasks One through Four)
 - 2.1.1.1 **Exception:** Task Two item 2.6 to be carried out and managed by Consultant, not the potential operator. All development phases of the approved scenario to be managed by Consultant. Consultant will project manage through completion of Food Hub provided that there is a scenario that is deemed feasible; this is referred to as “Task Five” in **Attachments B and C**.
 - 2.1.2 Consultant is to perform the obligations and duties described in **Attachment A** regarding project timeline (specifically see **Attachment C**).
 - 2.1.3 Deliverables: The Consultant will provide the following products to the City:
 - 2.1.3.1 A draft interim report on the findings from the Scope of Work Tasks 1-4.
 - 2.1.3.2 A presentation on the draft Tasks 1-4 interim report to City representatives.
 - 2.1.3.3 A final interim Tasks 1-4 report incorporating City comments on the draft.
 - 2.1.3.4 A draft comprehensive facility space needs assessment report that incorporates the information in the final versions of the interim reports,

along with the layout and cost estimate for the preferred alternatives identified in Task 3.

- 2.1.3.5 A presentation of the draft comprehensive project report to City representatives.
- 2.1.3.6 One electronic copy of the final comprehensive project report, incorporating City comments on the draft.
- 2.1.3.7 A presentation of the final report to the Corvallis City Council no later than March 29, 2024.
- 2.1.3.8 A presentation of the final report to the Benton County Board of Commissioners no later than March 29, 2024.
- 2.1.3.9 Those items listed/described in **Attachment A** on page 20.

2.2 OTHER REQUIREMENTS

- 2.2.1 Consultant will be **required** to make the site visits and conduct the interviews with appropriate department personnel necessary to successfully complete the Scope of Work tasks and derive a final set of recommendations.
- 2.2.2 Consultant will be **required** to make presentations of their findings and recommendations to City staff, the City Council, and Benton County Board of Commissioners.
- 2.2.3 For those tasks identified that require agreements or the expenditure of grant funds outside of the contract with the Consultant, the City must provide written authorization to proceed.
- 2.2.4 Consultant will use recyclable products to the maximum extent economically feasible in the performance of the work set forth in this document (see Attachment A page 15).

2.3 OTHER AGENCIES

- 2.3.1 Other contracting agencies may establish contracts or price agreements under the terms, conditions, and prices of the original contract resulting from this procurement (see Attachment A page 25)

3 COMPENSATION

- 3.1 In consideration of Consultant's performance, City agrees to pay Consultant as follows:
 - 3.1.1 The scheduled amount described in but not to exceed those amounts noted in **Attachment B**.
- 3.2 Payment will be made upon receipt of invoice(s) presented by Consultant to APinvoice@corvallisoregon.gov and copied to christopher.jacobs@corvallisoregon.gov following the conclusion of each Task.

4 CITY RESPONSIBILITIES

- 4.1 City agrees to pay Consultant within 30 days of receiving an invoice for services performed. City will report all payments made to Consultant required by the Federal Internal Revenue Service and the State of Oregon Department of Revenue.

5 STATUS

- 5.1 Consultant is retained as an independent Consultant and will be responsible for any state or federal taxes resulting from this contract. Consultant is not an “employee” for purposes of OAR 459-10-030(6). Consultant will not be under direct control of City in performing this contract.
- 5.2 Consultant will furnish all of the equipment and supplies necessary under this contract.
- 5.3 Consultant will not be eligible for any federal Social Security, State Workers’ Compensation, unemployment insurance, or PERS benefits from this contract, except as a self-employed individual.

6 CONSULTANT RESPONSIBILITIES

- 6.1 Consultant will make prompt payment to all persons supplying them with labor or materials for the performance of work under this contract. If Consultant fails to make prompt payment of any claim for labor or services furnished in connection with this contract, City may pay the claim and charge the amount against funds due or which may become due to Consultant.
- 6.2 Consultant will pay all contributions or amounts due the Industrial Accident Fund for themselves or any sub-contractor resulting from this contract.
- 6.3 Consultant will not permit any lien or claim to be filed against City on account of any labor or material furnished.
- 6.4 Consultant will pay the Department of Revenue all sums withheld from employees pursuant to ORS 316.167.
- 6.5 Consultant shall pay employees for overtime work performed under the public contract in accordance with ORS 653.010 to 653.261 and the Fair Labor Standards Act of 1938 (29U.S.C. 201 *et seq.*). A person performing work under this agreement may not be employed for more than 10 hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency or when the public policy absolutely requires it, and in such cases, except in cases of contracts for personal services designated under ORS 279A.055, the employee shall be paid at least time and a half pay as set out in ORS 279B.235.
- 6.6 Consultant shall promptly, as due, make payment to any person, co-partnership, association, or corporation furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of Consultant, or all sums which Consultant agrees to pay for such services and all moneys and sums which Consultant collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
- 6.7 Consultant agrees to comply with all applicable local, state, and federal laws, rules, and regulations in the performance of this contract, and to pay all fees required by local, state, or federal bodies in the performance of this contract.
- 6.8 Where applicable, the Consultant is to comply with the City’s Administrative Policy 1.03 Energy Conservation & Indoor Air Quality.

7 CONSULTANT’S REPRESENTATION AND WARRANTIES

- 7.1 Consultant represents and warrants to City that:
 - 7.1.1 Consultant has the power and authority to enter into and perform this Contract.

- 7.1.2 This Contract, when executed and delivered, is a valid and binding obligation of Consultant, enforceable in accordance with its terms.
- 7.1.3 Consultant (to the best of Consultant’s knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the effective date of this Contract, faithfully has complied with:
 - 7.1.3.1 All tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318;
 - 7.1.3.2 Any tax provisions imposed by a political subdivision of this state that applied to Consultant, to Consultant’s property, operations, receipts, or income, or to Consultant’s performance of or compensation for any work performed by Consultant;
 - 7.1.3.3 Any tax provisions imposed by a political subdivision of this state that applied to Consultant, or to goods, services, or property, whether tangible or intangible, provided by Consultant; and
 - 7.1.3.4 Any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions.

8 CONSULTANT’S COMPLIANCE WITH TAX LAWS

- 8.1 Consultant must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. For the purposes of this Section, “tax laws” includes all the provisions described in subsection 7.1.3 of this Contract.
- 8.2 Any violation of subsection 7.1.3 of this section shall constitute a material breach of this Contract. Further, any violation of Consultant’s warranty, in subsection 7.1 of this Contract, that Consultant has complied with the tax laws of this state and the applicable tax laws of any political subdivision of this state also shall constitute a material breach of this Contract. Any violation shall entitle City to terminate this Contract, to pursue and recover any and all damages that arise from the breach and the termination of this Contract, and to pursue any or all of the remedies available under this Contract, at law, or in equity, including but not limited to:
 - 8.2.1 Termination of this Contract, in whole or in part;
 - 8.2.2 Exercise of the right of setoff, and withholding of amounts otherwise due and owing to Consultant, in an amount equal to State’s setoff right, without penalty; and
 - 8.2.3 Initiation of an action or proceeding for damages, specific performance, declaratory or injunctive relief. City shall be entitled to recover any and all damages suffered as the result of Consultant's breach of this Contract, including but not limited to direct, indirect, incidental and consequential damages, costs of cure, and costs incurred in securing a replacement services.
- 8.3 These remedies are cumulative to the extent the remedies are not inconsistent, and City may pursue any remedy or remedies singly, collectively, successively, or in any order whatsoever.

9 LIVING WAGE

- 9.1 Consultant agrees to comply with Corvallis Municipal Code chapter 1.25 establishing and implementing the Living Wage. City may terminate this contract at any time if Consultant is found to be in violation of the Living Wage Ordinance and does not correct the violation consistent with section 1.25.090 of the Corvallis Municipal Code.

- 9.2 Consultant agrees to keep payroll records for employees working on City's contract and to provide those records to City if requested in accordance with section 1.25.070 of the Corvallis Municipal Code. Consultant agrees to post the information provided by City about the Living Wage in a location where employees are likely to see the information. Consultant also agrees to give each employee working on City business information provided by City about the Living Wage. Consultant will notify City if he/she needs the information provided in a language other than English.

10 LIABILITY

- 10.1 Consultant shall indemnify, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys' fees, arising out of or resulting directly or indirectly from the performance of this contract, except, to the extent not prohibited by ORS 30.140, for that resulting from the sole negligence of the City. Nothing in this agreement should be interpreted as imposing any liability on the City beyond the limits of the Oregon Tort Claims Act.
- 10.2 As respects to other than the performance of professional services under this contract, Consultant shall indemnify, protect, defend, and hold City, its officers, agents, volunteers, and employees harmless against any actions, claim for injury or damage and all loss, liability, cost or expense, including court costs and attorneys' fees, arising out of or resulting directly or indirectly from the performance of this contract, except, to the extent not prohibited by ORS 30.140, for that resulting from the sole negligence of the City.
- 10.3 Consultant shall provide insurance as indicated. All policies must be of the occurrence or claims made form with combined single limit for bodily injury and property damage. All claims-made forms must have 24 months tail coverage. The issuing insurance companies must have a minimum current A.M. Best rating of A- VII or approved by the City. Any deviation from this requirement must be reviewed and approved by the City Risk Manager. Limits may be provided by Excess or Umbrella policy.
- 10.3.1 Workers' compensation insurance in compliance with ORS 656.017, which requires subject employers to provide Oregon workers' compensation coverage for all their subject workers. The insurer shall agree to waive by endorsement, all rights of subrogation against the City, its officers, employees, and agents for losses arising from work performed by the Consultant for the City.
- 10.3.2 Commercial General Liability insurance including personal injury, bodily injury and property damage with a combined single limit or the equivalent of not less than **\$2,000,000 per occurrence, \$2,000,000 Aggregate.**
Aggregates shall apply per Project. It shall include contractual liability coverage for the indemnity provided under this contract, and shall be in a form at least as broad as ISO Commercial General Liability form CG 00 01, with ISO CG 25 03 (Amendment Aggregate Limits of Insurance per Project) or equivalent attached. It shall provide that City and its officers and employees are Additional Insureds, but only with respect to the Consultant's services to be provided under this contract.
- 10.3.3 Business Automobile Liability insurance with a combined single limit, or the equivalent, of not less than **Oregon state minimum for each accident for Bodily Injury and Property Damage** including coverage for owned, hired, or non-owned vehicles, as applicable. Coverage shall be as broad as ISO Business Automobile Liability form CA 0001.
- 10.3.4 Professional Liability insurance with a combined single limit or the equivalent of not less than: **\$1,000,000 per claim and \$1,000,000 annual aggregate with 24-month tail.**
- 10.4 Consultant shall not cause or allow any insurance policy required above to be suspended, voided, canceled, reduced in coverage or in material limits except as agreed by City.

Consultant agrees to have and maintain the policies, endorsements, certificates, and/or binders required under this contract. Such insurance shall include provisions that such insurance is primary insurance with respect to the interests of the City and that any other insurance maintained by City is excess and not contributory insurance with the insurance required hereunder. A lapse in any required insurance coverage during this contract shall be a breach of this contract.

- 10.5 Should any of the above described policies be subject to cancellation or termination prior to the expiration date of this contract, Consultant shall notify the City in writing by certified mail, return receipt requested, 30 days prior to the cancellation or termination date of such policy.
- 10.6 Consultant shall furnish acceptable insurance certificates to City with Additional Insured endorsements for each insurance policy signed by a person authorized by that insurer to bind coverage on its behalf. Certificates will be received and approved by City prior to its issuance of a Notice to Proceed. If additional insured status (or subrogation waiver) is requested, each line of insurance shall be marked in the appropriate box on the insurance certificate to indicate the policy endorsement ensuring the City of Corvallis is an Additional Insured (and/or Subrogation is Waived) subject to the terms and conditions and/or respective to the work under this contract. Insuring companies or entities are subject to City acceptance. Consultant shall be financially responsible for all pertinent deductibles, self-insured retention and/or self-insurance. All such deductibles, retention, or self-insurance must be declared to, and approved by City.

11 GENERAL PROVISIONS

- 11.1 **ASSIGNABILITY:** This contract is for the exclusive benefits of Consultant and City. Any attempt to assign, transfer, or pledge by either party without the prior written consent of the remaining party is void and unenforceable against the nonconsenting party.
- 11.2 **TERMINATION:** City may terminate this contract in the event Consultant fails to comply with any of the terms or conditions set forth herein or if City determines Consultant is in any way unfit, unqualified, or unable to perform all of the services outlined in this contract. City will provide 30 days prior written notice by certified mail, return receipt requested of its intent to terminate.
- 11.3 **DISCRIMINATION:** The parties agree not to discriminate on the basis of age, citizenship status, color, familial status, gender identity or expression, marital status, mental disability, national origin, physical disability, race, religion, religious observance, sex, sexual orientation, and source or level of income in the performance of this contract.
- 11.4 **PERSONAL IDENTIFYING INFORMATION:** Consultant agrees to safeguard personal identifying information in compliance with Oregon Revised Statute (ORS) 646A.600, the Oregon Consumer Identity Theft Protection Act and the Fair and Accurate Credit Transaction Act provisions of the Federal Fair Credit Reporting Act.
- 11.5 **WAIVER:** Waiver of any breach of any provision of this contract by either party shall not operate as a waiver of any subsequent breach of the same or any other provision of this contract.
- 11.6 **ATTORNEY'S FEES:** In the event either party shall initiate any suit, action or appeal on any matter related to this contract, then the court before whom such suit, action or appeal is taken shall award to the prevailing party such attorneys' fees as the Court shall deem reasonable, considering the complexity, effort and result against the party who shall not prevail, and such

award and all allowable costs of the event may be either added to or deducted from the balance due under this contract, or be a separate obligation as appropriate.

- 11.7 PREVAILING LAW: This contract is to be governed by, and construed in accordance with, the laws of the State of Oregon.
- 11.8 VENUE: Any disputes about the terms of this contract will be brought before the Benton County Circuit Court.
- 11.9 EXTENT OF CONTRACT: This contract supersedes any prior or contemporaneous oral or written agreements or understandings entered into by the parties.
- 11.10 If any conflicting or contrary terms are expressed in Attachments A or B then the terms in this Agreement will prevail.

IN WITNESS WHEREOF, the parties have herewith executed their signatures.

CITY OF CORVALLIS

WEINSTEIGER CONSULTING CO. LLC

DocuSigned by: Mark W. Shepard Date 1/10/2024 | 4:17 PM PST | 1/10/2024 | 8:52 AM
 Mark W. Shepard, City Manager | Rebecca Weinstein, CEO

Approved as to Form:

DocuSigned by: [Signature] Date 1/10/2024 | 8:59 AM PST
 City Attorney




Compliance Signature Form

Every public contract that is subject to Oregon Revised Statute 279B must include a representation and warranty from the Consultant that the Consultant has complied with the tax laws of this state or a political subdivision of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317 and 318. The public contract must also require a covenant from the Consultant to continue to comply with the tax laws of this state or a political subdivision of this state during the term of the public contract and provide that a Consultant's failure to comply with the tax laws of this state or a political subdivision of this state before the Consultant executed the public contract or during the term of the public contract is a default for which a contracting agency may terminate the public contract and seek damages and other relief available under the terms of the public contract or under applicable law.

By signing below, Consultant certifies compliance with the tax laws of the State of Oregon or a political subdivision of the State of Oregon and provides a covenant to continue to comply with the tax laws of this state or a political subdivision of this state for duration of this contract.

DocuSigned by:



Consultant Signature

1/10/2024 | 8:52 AM PST

Date

Letter of Interest**Personal Services Proposal for Establishing a South Corvallis Food Hub CD-2023-02**

Weinsteiger Consulting Co, LLC
2539 SW Leonard St.
Corvallis, OR 97333
541.224.4379

Contact Person:
Ms. Weinsteiger, CEO and Principal
2539 SW Leonard St.
Corvallis, OR 97333
541.224.4379
rebecka.weinsteiger@gmail.com

To Mr. Christopher Jacobs, City of Corvallis, and the Selection Committee:

I, Ms. Weinsteiger, CEO and principal of Weinsteiger Consulting Co, LLC (WCC), am hereby expressing interest in a personal services contract with the City of Corvallis to fulfill the tasks described in the Food Systems Assessment for the South Corvallis Food Hub RFP No. CD-2023-02.

I am a community development professional. For the past eight years, I managed a wide portfolio of regional economic development efforts including successful community-based food and agriculture development projects with DevNW, a local comprehensive community development corporation.

I am uniquely positioned to complete this work with integrity on the abbreviated timeline required. This is because I, with the team of consultants I have assembled, am already engaged in many aspects of this work. We currently hold authentic relationships with South Corvallis residents, local food producers, distributors, consumers, landowners, Food Hub users, and potential operators.

Successful food systems and economic development projects are community-driven and community-supported. I am a South Corvallis resident, have lived and organized in South Corvallis for 15 years, and as a result of my consistent advocacy am a trusted community member. In addition, for this project, I have assembled a team of local experts in their fields to conduct rigorous data collection and analysis, create fiscally sound economic projections, and assess possible Food Hub scenarios. We aim to conduct this assessment to facilitate the creation and operation of a South Corvallis Food Hub that is fiscally sustainable because of the support and pride of the local community.

WCC is a woman-owned community engagement consulting firm dedicated to fostering positive social impact. As principal, I prioritize inclusivity, elevate local voices, and navigate projects with a nuanced understanding of diverse perspectives.

The following proposal does not contain any information that is confidential or proprietary and shall remain valid for a period of not fewer than ninety (90) days from the due date for proposals.

No part of the following proposal needs to be withheld from disclosure to others under the Oregon Public Records Act or US Freedom of Information Act.



I, Ms. Weinsteiger, hereby bind the offering firm to the terms of the proposal.

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Vendor Team

Rebecka Weinstein will lead the project supported by additional key personnel:

- Kirsten Miller, Project Manager
- Jim Moorefield, Consultant
- Jasmin B. Woodside, P.E., Akana Consultant
- Aliza Tuttle, M. Urban Studies, Principal Investigator
- Kelsey Johnson, PhD, Consultant
- Markael Luterra, PhD, Consultant

The project will be supported by additional content area experts listed in the letter of support.

Rebecka Weinstein (WCC)

Role: Principal, Outreach and Engagement Lead; Effort: 53%; Work Location: Corvallis, OR

- **Local Food Directory Project Coordinator**, Nov. 2023-Present, Ten Rivers Food Web
- **Linn-Benton Community Director**, 2020 - 2023, DevNW
Provided regional leadership for the full breadth of DevNW comprehensive community development work.
- **Community Building and Engagement Manager**, 2015 - 2020, DevNW
- **Healthy Food Demonstration Coordinator**, 2014 - 2015 South Corvallis Food Bank
- **South Corvallis Community Organizer**, 2013 - 2014 (16 mo. contract) WNHS
Engaged South Corvallis residents in community initiatives that build community and increase access to healthy eating and active living.
- **Owner/Operator**, Weinstein Mustard Co., 2009 - 2012
- **Food Center Project Coordinator**, 2009 - 2011, Corvallis Environmental Center
Lead author and project manager of the South Corvallis Community Food Center Report. (Report in appendix B)
- **Micro-Enterprise Program Coordinator**, 2010 - 2011 (12 mo. contract) Ecumenical Ministries of Oregon
Producing a handbook, Creating Opportunity through Micro-Enterprise: Faith kitchens as micro-business incubators. (Report in appendix B)

Kirsten Miller

Role: Project Manager; Effort: 7%; Work Location: Corvallis. Reporting to Rebecka Weinstein

- **Board Officer**, 2018 - present, Ten Rivers Food Web
Resurrected the declining organization by cultivating a culture that has attracted more diversity of lived experience in a now thriving, growing board, creating relationships with local food organizations and businesses in Benton County, and developing transparent policies, processes, and decision-making protocols. Envisioned the organization's next phase and invited community collaborators to create a cohesive vision and strategic plan incorporating new programming, sustainable growth and long-term development.
- **Regional Development Director**, 2008 – 2011, Bay Area Jewish Community Foundation
Managed \$100,000+ annual campaign from 500+ donors and orchestrated collaborative outreach initiatives.
- **Executive Director and Co-Founder**, 2003 - 2006, School Garden Network
Envisioned and brought to fruition a collaborative, supportive network. Recruited over 300 teachers, garden coordinators and parents to join and secured initial \$40,000 to hire staff.

Jim Moorefield, (Moorefield Consulting Services)

Role: Community Development; Effort: 5%; Work Location: Corvallis; Reporting to Rebecka Weinsteiger, Principal-in-Charge

- **Consultant**, 2018-present.
Assists nonprofit organizations with efforts to increase effectiveness, impact, and resiliency through strategic planning, building an effective Board of Directors, and real estate development. Technical assistance to Corvallis Housing First on the development of Third Street Commons and the drafting of an asset management plan for their portfolio of properties.
- **Executive Director**, 1998 - 2018, Willamette Neighborhood Housing Services
Developed affordable housing and offered resident and community health worker services, financial literacy services, and asset building programs.
- **Director of Housing & Community Development**, 1990 - 1998, Community Services Consortium
Organized a new department within CSC to provide technical assistance to developers of affordable housing and community facility projects
Facilitated the development of regional plans for services to people who are homeless.
- **Chair**, South Corvallis Area Refinement Plan Advisory Committee, 1996-1997
- **Corvallis City Council**, 1989-1992; Council President, 1991-1992.

Jasmin B. Woodside, P.E.

Role: Community Development, Effort: 5%; Work Location: Corvallis; Reporting to Rebecka Weinsteiger, Principal-in-Charge

- **Project Manager**, Akana
Selected projects as Civil Engineer include: Riverbend Park, Corvallis OR and Medical Health Building Expansion, Coos Bay, OR.
Selected projects as Project Manager include: Corvallis Skate Bowl, Corvallis, OR; Avery Park, Corvallis, OR; and Medical Health Building Expansion, Coos Bay, OR.
- **Corvallis Planning Commission**, 9 years
- **President, Board of Directors**, First Alternative Cooperative (present)
- **South Corvallis Area Planning Advisory Group Member**, (current)

Aliza Tuttle

Role: Principal Investigator and Research Designer; Effort: 20%; Work Location: Corvallis.
Reporting to Kirsten Miller, Project Manager.

- **Research Associate**, 2023 - present, Regional Research Institute for Human Services (RRI), Portland State University (PSU)
Local Food Promotion Project with North Coast Food Web, USDA Grant# AM22LFPPOR1131 (2023-2025) Role: Co-Principal Investigator
- **Senior Research Assistant II**, 2020 - 2023, RRI, PSU
Klamath & Lake Community Action Service Needs Assessment (2022-2023) Co-Principal Investigator
Klamath Basin Behavioral Health Needs Assessment (2021-2022) Project Manager. ([report](#))
- **Graduate Research Assistant and Research Analyst II**, 2018-2020, Institute on Aging, PSU
Frequent Users Service Enhancement (FUSE) Study for Clackamas Co. Board of Commissioners, (2018-2019), Project Manager for stakeholder engagement ([report](#))
Cascadian Terrace Community Based Needs Assessment (2019). Co-author ([report](#))
- **Food & Farms Policy Coordinator**, 2018, City of Portland
- **General Manager and Online Farmers Market Manager**, 2015-2018, Know Thy Food Co-op and Warehouse Cafe

Kelsey Johnson, PhD

Role: Financial Modeling and Sustainability; Effort: 4%; Work Location: Corvallis; Reporting to Kirsten Miller, Project Manager

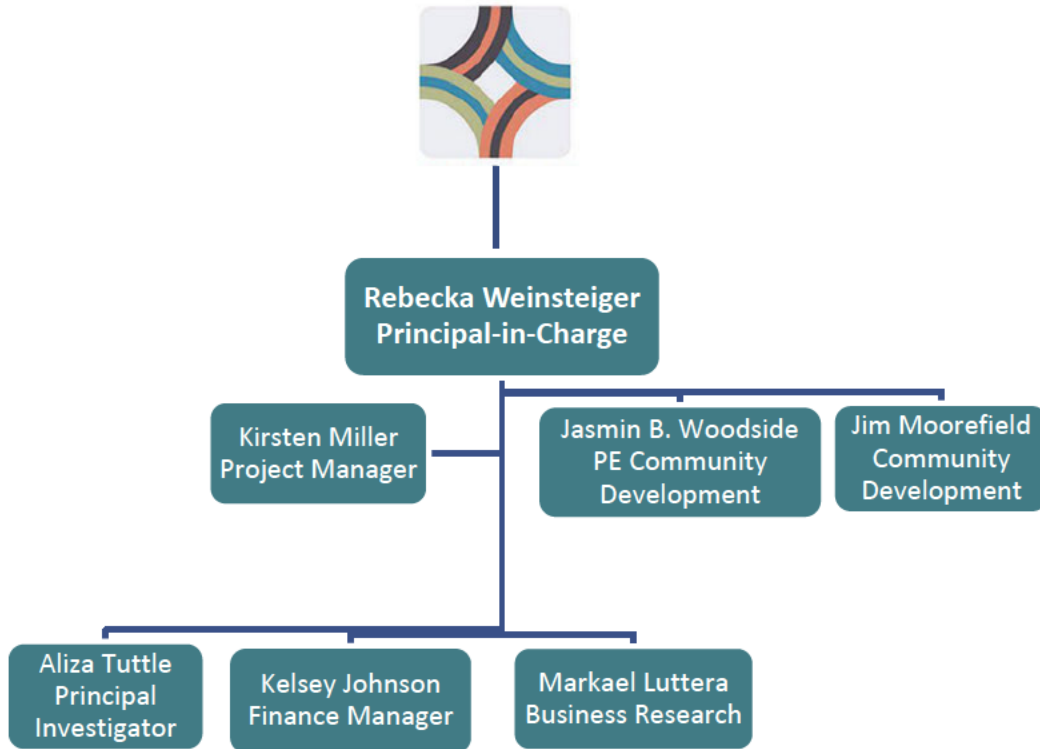
- **Postdoctoral Research Scholar**, 2022 - present, Boise State University,
Project: “ProRurUL: Protecting Agricultural Land in Rural Landscapes experiencing Urban and Low-density Residential Development USDA NIFA” Award # 2021-67023-34481.
Lead Researcher on the following papers: “Moving to the Country: Understanding the Effects of Covid-19 on Property Values and Farmland Development Risk” (<https://doi.org/10.1016/j.jhe.2023.101955>); “Picking up the PACE: an empirical analysis of conservation outcomes in the presence of payments for agricultural conservation easements (PACE) programs” (working paper); “Estimating the economic value of climate uncertainty: An application to US forestry” (working paper)
- **Graduate Research Assistant/Teaching Assistant**, 2017-2022, Oregon State University
Lead Researcher on the following papers: “Weather Variability Risks Slow Climate Adaptation: An Empirical Analysis of Forestry” (under review at the Journal of Environmental Economics and Management); “Estimating the Economic Benefits of Conservation Policies for Threatened Species: A Case Study of Riparian Buffer Rules and Salmon” (working paper)
Instructor for Natural Resource Economics, Environmental Economics, Law, and Policy (undergraduate classes)
- **Legal Assistant**, 2015-2017, Roach & Bishop, LLP

Markael Luterra, PhD (Luterra Enterprises LLC)

Role: Business Research, Effort: 7%; Work Location: Corvallis; Reporting to Kirsten Miller, Project Manager

- **Business Owner**, 2017-present, Luterra Enterprises LLC
Luterra Enterprises, manufacturing, design, and consulting for small-scale agriculture and local food systems. Invented and commercialized the “Winnow Wizard” seed cleaning machine for small-scale seed production. Designed irrigation and drying systems for local farms. Organized and coordinated an annual warehouse-scale Soil Amendment Sale. Developed a vision for a Food Enterprise Center that would fill gaps in the local food system and build community around local food.
 - **Treasurer**, 2020-present, Ten Rivers Food Web
Board member since 2019. Developed and balanced annual budgets. Projected financial scenarios.
- Agricultural Engineer**, 2014-2022, Wild Garden Seed
Designed and constructed agricultural buildings, irrigation systems, and electrical systems.

Organizational Chart



Vendor Point of Contact

Ms. Weinstein, Weinstein Consulting Co. LLC
rebecka.weinsteiger@gmail.com
(541) 224-4379
2539 SW Leonard St.
Corvallis, OR 97333

Business Practices

Employment Practices Regarding Women and Minorities

At WCC, we recognize the importance of diversity in the workplace and are dedicated to creating an environment that promotes equal opportunities for all employees, irrespective of gender, race, ethnicity, or any other characteristic. Our recruitment processes are designed to attract a diverse pool of candidates, and we actively encourage and support diversity in leadership roles.

Utilization of Emerging Small Businesses and Historically Underutilized Businesses

We understand the significance of supporting emerging small businesses and historically underutilized businesses in our community and industry. WCC actively seeks partnerships with such enterprises, offering them opportunities to participate in our supply chain and project collaborations. Our procurement processes include outreach programs to identify and engage with emerging small businesses and historically underutilized businesses, providing them with fair opportunities to compete for contracts and contribute to our mutual success.

Work Plan and Approach

WCC proposes to conduct a Systems Assessment for the South Corvallis Food Hub prioritizing inclusivity, elevating local voices, and with a nuanced understanding of diverse perspectives. WCC will collaborate with the Key Personnel listed above, Advisory Council (see Appendix D), those listed in the Letter of Support (see Appendix C), and will gather a group of Food System Network Ambassadors from the community. This collaboration will result in rigorous data collection and analysis, sound economic projections, and a fiscally sustainable and community-supported South Corvallis Food Hub.

WCC understands South Corvallis as a neighborhood of dualities and income disparities. A recent report by OSU's Policy Analysis Laboratory (OPAL, 2021) corroborated previous experiences of the USDA Community Food Projects Grant report, (CPF, 2011), in describing some residents in this neighborhood as highly civically engaged, while in other demographic groups residents are unengaged, despite targeted engagement efforts. OPAL's study reported South Corvallis residents felt over-studied and under-actioned, "do not feel heard on many issues", and suffer from "government meeting fatigue" (OPAL, 2020). This is evidenced by a myriad of projects, studies, and surveys, amid increasing inequality in the area. Ms. Weinstein knows South Corvallis and is well-known to South Corvallis residents as a trusted community builder. She successfully supported the formation of Living Southtown, a grassroots community effort to build a healthy, inclusive, and prosperous South Corvallis. The resulting community-led vision informed the South Corvallis Urban Renewal Plan. Contracting with WCC to conduct this next phase of a food system assessment for the purpose of establishing a Food Hub in South Corvallis not only ensures a quick start but also eliminates the risk of duplicating existing analyses and further exacerbating resident disenfranchisement.

With a compressed timeline and large scope of work, there is little time to build the relationships needed to effectively engage the community in this work. WCC will leverage existing relationships created over 15 years - as a neighbor in South Corvallis, as a housing and community development professional in the larger regional community, and as a food systems organizer - to efficiently and effectively complete an assessment and develop scenarios that are informed by potential Food Hub users (consumers, food producers, restaurants, farmers, social service providers).

WCC determines the tasks described below as essential to creating Food Hub scenarios that are informed by and grounded in Food Hub user support.

Task One: Determine the feasibility of a South Corvallis Food Hub

1.1 Conduct interviews with appropriate department personnel necessary to complete the project successfully.

To start this project WCC will schedule interviews with the appropriate department personnel as identified by The City of Corvallis within the first seven business days of contract award. All members of the project leadership team will attend these meetings or read the notes.

1.2 Identify project parameters, desired community elements, and Food Hub users through an Asset-Based Community (ABC) Assessment of South Corvallis.

WCC will review existing relevant literature related to the South Corvallis development and Food Hub fiscal feasibility. Within the first 30 days of the contract WCC will execute the following engagement activities:

- a. Kickoff meeting with South Corvallis residents, business owners, community leaders, social service agencies, non-profits, and other potential Food Hub users
- b. Focus group with South Corvallis food businesses and food producers who serve the South Corvallis community
- c. Follow-up interviews with additional Food Hub users
- d. Round table in partnership with Community Lending Works and community leaders of culturally specific and minority groups in South Corvallis
- e. Food Hub Survey
- f. Site tours of at least two operating food hubs in the region to be scheduled.

WCC will convene three community input and engagement opportunities to identify South Corvallis food system assets, needs, and gaps. Community input and engagement opportunities will be: (1) a kickoff meeting for South Corvallis residents, business owners, community leaders, social service agencies, non-profits, and other potential Food Hub users; (2) a focus group with South Corvallis food businesses and food producers who serve the South Corvallis community; follow-up interviews with identified Food Hub users and (3) in partnership with Community Lending Works with community leaders of culturally specific and minority groups in South Corvallis.

The kickoff meeting will be the first community engagement opportunity. The kickoff meeting will be open to the entire Corvallis community with specific and targeted recruitment to residents, community leaders, and businesses and organizations in South Corvallis. The aim of this meeting is to (1) establish WCC and Key Personnel as project leadership team to the South Corvallis community, (2) present the Food Hub project scope, (3) review existing information and documentation, and (4) solicit feedback from invitees. WCC will summarize existing relevant literature to present at the kickoff meeting to help guide attendee feedback and further update the gap analysis. Food System Network Ambassadors (FSNA)s will be identified at this meeting and invited to continue to participate in the Food Hub engagement processes. A contact list will be created at this meeting to keep the community informed at key milestones during this contract and beyond, as the Food Hub project develops.

A focus group will be the second community engagement opportunity. The focus group will be led by Ms. Tuttle with support from FSNA and comprised of six to nine locally-focused food businesses identified in the Letter of Support. The aim of recruitment for the focus group will be to identify locally-focused food businesses who are interested and invested in the Food Hub projects long-term success and potential Food Hub operators. The aim of the focus group will be to identify the invested food businesses' desired elements, barriers to achieving their business goals, equipment needs and assets, and gaps in the food system that limit their development. Locally-focused businesses included in outreach for this focus group will be added to the contact list for continual engagement and invited to join the FSNA group.

A round table discussion will be the third community engagement opportunity. The round table will be led by WCC and Community Lending Works with community leaders of culturally specific and minority groups in Corvallis. The aim of the round table is to identify food system assets, needs, and gaps that specifically affect these groups and to build on existing work focused on this population. To increase community input and reduce economic barriers for participation in this process, select FSNA will be provided a stipend to engage their community members. Culturally specific and minority groups will be invited to be added to the contact list for continual engagement.

Building off the content from the three engagement opportunities, WCC will create and distribute a Food Hub survey to gather input related to the local food system (assets, needs, and gaps from additional community members, local businesses, and local wholesalers and agricultural companies). The survey will be available in a telephone script format and an online web survey. It will be open to the public and the telephone script will be used by selected partners. Questions will be informed by and not duplicative of ongoing work by Ten Rivers Food Web, and Small Business Development Center. The survey results will further identify available and needed equipment, infrastructure, barriers, partnership opportunities, and available funding to support local food businesses.

To ensure this survey is representative of the potential users of the Food Hub, WCC will conduct specific, targeted outreach to groups of potential respondents. WCC will track the number of responses from those who identify as (1) community members by neighborhood, (2) local food businesses, (3) urban farmers, (4) small-scale value-added food producers, (5) local wholesalers and agricultural companies, and (6) other potential Food Hub users. The survey will be open for responses for two weeks and data analysis is expected to be completed ten business days after the survey is closed.

Finally, WCC will tour at least two operational regional Food Hubs and meet with staff to understand operational barriers, identify regional food system gaps, and best practices related to financial sustainability.

Task Two: Develop an inventory of equipment and infrastructure and create, assess, and present Food Hub scenarios.

2.1 Develop an inventory of equipment and infrastructure to support local food businesses.

Using the information gathered in Task One, WCC will collaborate with all key personnel team members, FSNAs, Corvallis food business leaders, the Advisory Council, and culturally specific community leaders to compile desired community elements, community assets, identified needs, and food system gaps into an inventory of the local food system that serves Corvallis including:

- a. Equipment available and needed to support local food businesses and potential Food Hub providers
- b. Existing and underutilized infrastructure available and needed to support multiple Food Hub scenarios including but not limited to commercial kitchen space rental, pop-up restaurants, prepared and packaged food products for retail settings, and congregate meal preparation
- c. Barriers currently experienced by local food businesses
- d. Community partnerships available and needed to operate a Food Hub
- e. Funding available and projected to support long-term fiscal sustainability for a Food Hub
- f. Potential organizations, businesses, or entities to operate a Food Hub

2.2 Create scenarios for the Corvallis Food Hub that incorporate desired community elements including but not limited to a (1) virtual food hub, (2) food hub to support large-scale food production and industrial growth opportunities, and (3) food hub focused on commercial operations for small scale producers including aggregation and equipment and space utilization.

WCC will create at least three scenarios for the Corvallis Food Hub informed by the inventory created in Task 2.1.

2.3 Assess scenarios collaboratively for how they would (1) improve commercial opportunities for food businesses, (2) improve food access in South Corvallis, (3) address community needs, (4) attain fiscal viability, (5) be available for at least three years, (6) meet Food Hub user needs, (7) address equipment inventory and needs, (8) secure a qualified, interested, and committed operator.

Ms. Johnson will collaborate with Mr. Moorefield and Mr. Luttera to assess scenarios for impact on improving commercial opportunities for food businesses and fiscal viability.

Ms. Tuttle will further assess these scenarios by creating and distributing a short survey to re-engage all participants identified in Task One. The survey will gather information about each scenario's impact on improving food access in South Corvallis, its level of community support, and its likelihood of attracting a qualified, interested, and committed operator.

WCC will collaborate with Key Personnel, the Advisory Council, FSNAs, and agricultural firms identified in Task One to assess the scenarios for fiscal viability, facility space assessment and needs, equipment inventory and needs, and a qualified, interested, and committed operator.

2.4 Present scenarios as a draft interim report to City representatives.

WCC will present the scenarios in a draft interim report to City representatives in person. South Corvallis residents and all participants identified in Task 1 will be invited to attend this presentation. (Deliverable #1 & #2)

2.5 Gather and incorporate feedback on the draft interim report from (1) City representatives, (2) Advisory Council and (3) Potential Food Hub operators.

WCC will use the presentation (2.4) to gather feedback from City representatives, South Corvallis residents, and all participants identified in Task 1. WCC will incorporate feedback and will make recommendations for a fiscally sustainable South Corvallis Food Hub in a final interim report to City staff, Councilors, and County Commissioners.

Deliverable #3: A final interim report incorporating City comments on the draft interim report will be completed 21 days prior to the City Council and County Commissioner meeting at which the Food Hub is scheduled to present.

2.6 Explore viable options based on the outcomes of 2.5.

Assumptions:

- *if the property selected is a leased property, early negotiations on behalf of potential operator may be started, as well as:*
- *if the property selected requires a build-out, WCC may start drafting build out needs, based on community-informed scenarios*
- *if the property selected requires identification of available, insured, and bonded contractors, WCC may identify these contractors for the selected operator to negotiate bids.*

Selected operator would carry out any development phases of the approved scenario post presentation of the final report on March 4, 2024.

Task Three: Identify potential organizations, businesses, or entities to operate a food hub and make recommendations for a financially sustainable South Corvallis Food Hub.

3.1 Present the draft comprehensive facility space needs assessment report to City representatives, including any additional community partnerships identified, draft agreements with necessary partners and stakeholders, third-party cost estimates, operating budgets, and facility space reports related to the scenario selected to City representative.

Deliverable #4: A draft comprehensive facility space needs assessment report that incorporates the information in the final versions of the interim reports, along with the layout and cost estimate (if applicable) for the preferred alternatives identified to City representatives 14 days prior to the City Council and County Commissioner meeting at which the Food Hub is scheduled to present.

Deliverable #5: A presentation of the draft comprehensive project report to City Representatives by 14 days prior to the City Council and County Commissioner meeting at which the Food Hub is scheduled to present.

3.2 Solicit and incorporate feedback from City representatives, Advisory Council, and potential Food Hub operators.

WCC will incorporate feedback on the draft comprehensive facility spaces needs assessment in a draft comprehensive project report, including any additional community partnerships identified, draft agreements with necessary partners and stakeholders, third-party cost estimates, operating budgets, and facility space reports related to the scenario selected to City representatives by March 4, 2024.

A final comprehensive report will be provided electronically to Corvallis Benton County EDO staff no later than two weeks before March 4, 2024. WCC is prepared for an iterative editing process with EDO staff during this time.

WCC will present a final comprehensive report to the Corvallis City Council and Benton County Board of Commissioners no later than March 4, 2024

Deliverable #6: One electronic copy of the final comprehensive project report, incorporating City comments on the draft (Deliverable #5) no later than March 4, 2024.

3.3 Provide and present the final comprehensive project report to City staff, City Councilors, and County Commissioners in an electronic format no later than two weeks before March 4, 2024.

Deliverable #7: A presentation of the final report to the Corvallis City Council no later than March 4, 2024.

Deliverable #8: A presentation of the final report to the Benton County Board of Commissioners no later than March 4, 2024.

**Task Four: Negotiate agreements with partners that own or operate underutilized facilities (commercial kitchens, restaurants, freezer storage) and develop use agreements.*

** Provided Community Assessment results confirm Food Hub user demand for the identification of a USDA and ODA compliant yet under-utilized facility/ies, and commitment of a willing operator.*

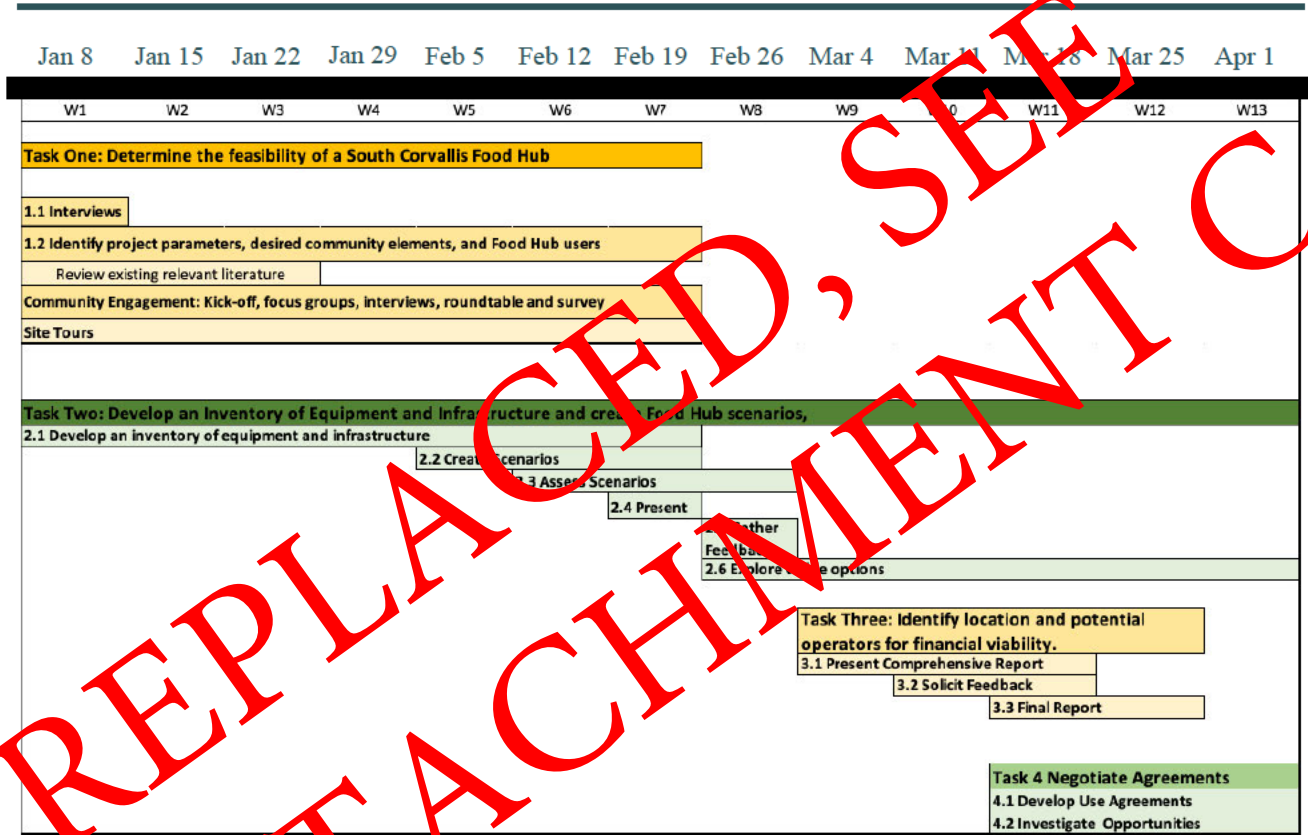
4.1 Develop use agreements with owner/operators and potential users of under-utilized facilities.

4.2 Investigate opportunities and make recommendations, if there is Food Hub user demand, for under-utilized facilities, transportation solutions, and packaging pre-made meals.

Commitments to Sustainability and Social Equity:

WCC supports the City's sustainability objectives by implementing strategies where applicable, including utilizing recyclable and environmentally preferred products to the maximum extent economically feasible and reducing waste. Site visits will be conducted with minimal greenhouse gas emissions by utilizing the Corvallis Transit System, bicycles, and hybrid electric vehicles exclusively. WCC is a local woman-owned emerging small businesses and commits to subcontracting with M/W/ESB, local, and Disadvantaged Business Enterprises (DBEs).

Timeline



REPLACED, SEE ATTACHMENT C

Relevant Experience

WCC and its subcontractors can perform the work and has a competitive advantage over other firms through:

1. Ongoing work in this field
2. Priceless relationships and trust
3. Rigorous comprehensive data analysis to understand users.

In addition, WCC is uniquely positioned to do this work because Ms. Weinstein, CEO and Principal WCC, was the lead author and project manager of the 2011-2012 South Corvallis Community Food Center Feasibility Report and maintains the community relationships cited as sources in it. The report identified a community engagement mechanism gap that Ms. Weinstein worked to close by organizing Living Southtown, a grassroots effort to build a healthy, inclusive, and prosperous South Corvallis. The resulting vision and opportunities statement developed by Living Southtown was a key document used to inform the design of the Urban Renewal Plan. The URP was approved by over 80% of voter support, largely due to Ms. Weinstein's community engagement activities. The approval was recently celebrated at a community event in 2019, with more than 400 community members in attendance.

Ms. Weinstein's notable accomplishments within the past five years directly related to the scope of work for this project include providing regional leadership for the full breadth of comprehensive community development work as the **Linn-Benton Community Director at DevNW (2020-2023)**, overseeing line community building and engagement line of business, delivery of resident and community health worker services to DevNW's over 400 residential units, and community development and resident leadership as the **Community Building and Engagement Manager at DevNW (2015-2020)**. Ms. Weinstein's notable accomplishments within the past five years as a community organizer directly related to the scope of work for this project include co-operating Mesa Familiar de Corvallis Family Table (2013-2020), a pilot project inspired by the 2010 South Corvallis Community Food Center Feasibility project. From 2016-2018, Weinstein served as the vice-chair of the City of Corvallis, Community Involvement and Diversity Advisory Board. From 2021-2023 Weinstein served as a consumer representative for the Corvallis-Albany Farmers Market Board. From 2021-present, Weinstein serves on the Urban Renewal Agency Budget Commission.

Mr. Moorefield, subcontracted by WCC, has been central to community development in Corvallis for over 25 years, developing affordable starter homes, co-housing projects, and complex affordable housing projects for families, veterans, survivors of domestic violence, and people living with disabilities. Ms. Weinstein has worked with Mr. Moorefield for over 10 years, 7 of those years under his leadership as Executive Director of Willamette Neighborhood Housing Services (now DevNW). Together Mr. Moorefield and Ms. Weinstein have co-authored grants to support community organizing and resident leader trainings for South Corvallis residents. They have designed property plans informed by Ms. Weinstein's authentic and trusted community-led engagement.

Ms. Woodside, subcontracted by WCC, has designed and delivered complex development projects in Corvallis and Oregon. She served on the City of Corvallis's Planning Commission for nine years. As a volunteer, she is responsible for the successful planning and fundraising to see the Corvallis Skate Park redevelopment project to fruition, recently permitted. As a South Corvallis resident for over 20 years, Ms. Woodside was instrumental in forming of the South Corvallis Neighborhood Association. Ms. Woodside is the current President of the First Alternative Natural Foods Cooperative Board.

Ms. Tuttle, contracted by WCC, is a well-networked food systems community member, a co-facilitator of the Corvallis Sustainability Food Action Team, and a social science researcher. During the onset of the COVID-19 pandemic, Ms. Tuttle co-founded an innovative program to help the local food economy and alleviate hunger, It's On Us Corvallis (IOU). IOU recirculated over \$500,000 into the local economy through community meals prepared by locally-owned restaurants and paid in full through community donations, local grants, and ARPA funding. In addition to her local successes, Ms. Tuttle is a faculty social science researcher at Portland State University, completing needs assessments for various clients including Klamath Basin Behavioral Health, Clackamas County, and North Coast Food Web. Ms. Weinstein and Ms. Tuttle have been working together on advocacy efforts to leverage their unique and complementary skill sets to identify opportunities to inform anti-poverty food system opportunities.

WCC was founded in April of 2023 with the aim of continuing to provide services informed by over 20 years of professional community development experience. WCC is a single-member LLC with one employee, home-based locally in South Corvallis, and is operational during normal business hours excluding federal holidays and weekends. Neither WCC nor any of the subcontractors have conditions to disclose. WCC and all of the subcontractors certify they are eligible to contract by federal, state, and local public agencies.

WCC is a single-owner LLC and is not a subsidiary or division of a parent firm. WCC does not have any existing or potential conflicts of interest between the scope of work required by the City and WCC's other business activities.

References

Curent Client Reference

Work Performed: Local Food Directory, Ten Rivers Food Web

Monitoring, editing, verifying food producer listing submissions.
Ensuring a comprehensive collection of submissions through contact and support with producers and compiling all submissions for Oregon Taste.

Contact Mark Luttera
Ten Rivers Food Web Board Member
602 SW Madison Ave., Corvallis, OR
(541) 714-0492

Former Client References

Work Performed: Terra Madre Day Vendor Organizer, Slow Foods Corvallis

Managing vendors for the Terra Madre Day, local food-based holiday market.

Contact Joan Gross
Slow Food Corvallis, Co-chair;
OSU Food in Culture and Social Justice Program, Founder.
2753 NW Taylor, Corvallis, OR
(541) 740-1148

Work Performed: South Corvallis Community Feasibility Study, Corvallis Environmental Center

Conducted a feasibility study for a South Corvallis Community Food Center, including stakeholder and community engagement with organizations, business and residents, property identification, scenario modeling, and financial analysis. Compiling a comprehensive report

Contact Jen Brown
Corvallis Environmental Center, Director (former),
2560 SE Crystal Lake, Dr. Corvallis, OR
(510) 219-6441

Work Performed: Faith Based Kitchens as Micro-Enterprise Incubators (Handbook), Ecumenical Ministries of Oregon

Interviewing and evaluating the Corvallis area church kitchens for the potential of kitchen-sharing with micro-entrepreneurs and producing and step-by-step handbook with sample plans and agreements.

Contact Jenny Holmes
Environmental Ministries Director (Former)
2325 NE 44 Ave., Portland, OR
(503) 309-0973

Deliverables

The following deliverables will be prepared by WCC as described in the Work Plan and Timeline.

1. WCC will create a draft interim report of the scenarios
2. WCC will present the draft interim report of the scenarios in person.
3. A final interim report incorporating City comments on the draft interim report will be completed by 21 days prior to the City Council and County Commissioner meeting at which the Food Hub is scheduled to present.
4. A draft comprehensive facility space needs assessment report that incorporates the information in the final versions of the interim reports, along with the layout and cost estimate (if applicable) for the preferred alternatives identified to City representatives 14 days prior to the City Council and County Commissioner meeting at which the Food Hub is scheduled to present.
5. A presentation of the draft comprehensive project report to City Representatives by 14 days prior to the City Council and County Commissioner meeting at which the Food Hub is scheduled to present.
6. One electronic copy of the final comprehensive project report, incorporating City comments on the draft
7. A presentation of the final report to the Corvallis City Council no later than March 4, 2024.
8. A presentation of the final report to the Benton County Board of Commissioners no later than March 4, 2024.

See appendix A for a sample report prepared by Weinsteiniger for the City of Corvallis.

See appendix B for samples of relevant materials prepared for past clients of Weinsteiniger.

Exceptions to or Deviations from the Requirements

WCC does not declare any exceptions to or deviations from the requirements of this request for proposals, including the sample contract provided as Attachment A in the RFP CD-2023-02.

Certificate of Insurance



Hiscox Insurance Company Inc.

Policy Number: P102.669.407.1
Named Insured: WEINSTEIGER CONSULTING CO., LLC
Endorsement Number: 7
Endorsement Effective: 12/01/2023

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – AUTOMATIC STATUS

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

- A. Section II – Who Is An Insured is amended to include as an additional insured any person(s) or organization(s) for whom you are performing operations or leasing a premises when you and such person(s) or organization(s) have agreed in writing in a contract or agreement that such person(s) or organization(s) be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:
1. In the performance of your ongoing operations; or
2. In connection with your premises owned by or rented to you.

A person's or organization's status as an additional insured under this endorsement ends when your operations or lease agreement for that additional insured are completed.

Proposer Identification

PROPOSER IDENTIFICATION

CD-2023-02

Personal Services for Establishing a Food Hub in South Corvallis

Business Name: WEINSTEIGER CONSULTING CO, LLC

Mailing Address: 2539 SW LEONARD ST.

City/State/Zip: CORVALLIS, OR 97333

Phone: 541.224.4379 FAX:

Primary Contact: Printed Name: Rebecca Weinstein

Printed Title: Principal; CEO

Email: rebecca.weinsteiger@gmail.com

Person Who Will Be Signing the Contract: Rebecca Weinstein

Title: Principal + CEO

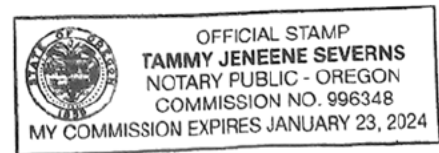
The undersigned has the authority to commit the proposer to the proposal as identified in these documents, and certifies that this information is true and accurate.

This organization is a [] Non Profit Corporation of the State of [] [] Corporation of the State of [] [] Partnership [] Sole Proprietorship [X] Other (specify) SINGLE OWNER LLC

In witness whereof the undersigned has caused this instrument to be executed this 1st day of December, 2023.

By: Tammy J. Severns

Title: Notary Public



The undersigned attests that the person above is authorized to commit the proposer to the proposal executed this 1st day of Dec, 2023.

Attest: [Signature]

Title: Principal CEO

Confidentiality Statement

The City of Corvallis abides by the public records laws of the State of Oregon. As such, proposal documents are generally considered to be a matter of public record after the contract for work has been awarded. Information in a proposal may or may not be considered to be exempt from public disclosure based on the following:

- Trade secrets as identified in ORS 192.501;
- Information submitted in confidence as identified in ORS 192.502.

To the extent of the law, the City will endeavor to keep information confidential if the proposer marks the subject information as confidential.

Cooperation with Other Agencies

Pursuant to Oregon Revised Statute 279A.215, other governmental agencies, bodies or districts (“Participating Agencies”) may participate in the award resulting from this City of Corvallis RFP #CD- 2023-02 as if said agencies had generated the RFP and made this award on their own behalf. The Proposer/Contractor shall have the option of declining participation in any such agreement; that is, Proposer/Contractor participation in work or sales resulting from the use of this solicitation shall be voluntary.

If the Proposer/Contractor chooses to participate in such agreements, all agency relationships, including those for contract administration, ordering, deliveries, approvals, billing, and collections, shall be between the Participating Agency and the Proposer/Contractor. The City of Corvallis and Benton County, except for the enabling solicitation and contract, shall not participate in any commercial activity between the Proposer/Contractor and the Participating Agency.

If the Proposer/Contractor agrees to participate, all such participation shall be on the basis of this RFP and the resulting award except that reasonable changes in pricing and terms may be negotiated directly between the Participating Agency and the Proposer/Contractor to accommodate differences in delivery distances and local conditions. All such changes shall be solely between the Proposer/Contractor and the Participating Agency

CHECK ONLY ONE:

Proposer/Contractor **chooses** to participate with other Participating Agencies pursuant to 279A.215 in addition to the City of Corvallis.

OR

Proposer/Contractor **declines** to participate with Participating Agencies other than the City of Corvallis.

Appendix A: Sample Report

**INTENTIONALLY
EXCLUDED
FROM
CONTRACT**

Appendix B: Sample Relevant Materials

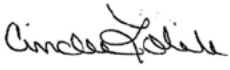
**INTENTIONALLY
EXCLUDED
FROM
CONTRACT**


Appendix C: Letter of Support

We, the undersigned, believe Weinstein LLC and team are positioned uniquely to execute this project because of the teams 1) extensive relationships and trust among South Corvallis residents and food business owners, 2) historical contributions and direct experience with previous food hub initiatives, and 3) their rigorous, comprehensive data analysis expertise to understand users.


I am willing to authentically engage with Weinstein LLC, subcontractors, and partners to support the feasibility assessment of a South Corvallis Food Hub.

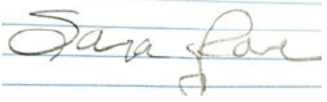
Community Partners

1. 
Cindee Lolick
First Alternative Natural Foods
Cooperative, General Manager

2. 
Teagan Moran
OSU Extension Services Small
Farms Program (Linn, Benton and
Lane Counties)


Social Service Agencies

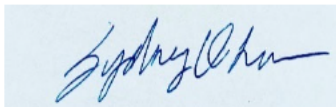
1. 
Shawn Collins
Unity Shelter, Director


2. 
Sara Power, Retired
Philomath Food Bank, Co-director
Mesa Familiar Corvallis Family
Table

3. 
Ilene McClelland
Vina Moses, Director


Statewide Agencies

1. 
Lauren Gwin
Director of the OSU Center for
Small Farms & Community Food
Systems
Co-lead on the Northwest & Rocky
Mountain Regional Food Business
Center


2. 
Sydney DeLuna
Oregon Food Hub Network

3. 
Amy Garrett,
Dry Farm Institute
Co-Director, Director of Operations


Small Food Businesses

1. 

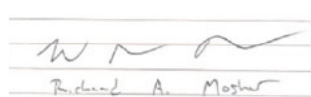
Greg Little
Squirrels Tavern, Owner

2. 

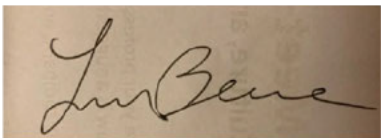
Maggie Berg
Mama Berg's Pies

3. 

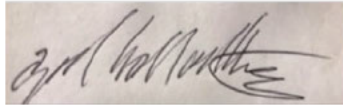
Camile Kaplan
Oven and Earth Farm

4. 

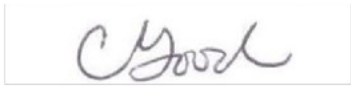
Richard A. Mosher
Crooked Furrow Farm

5. 

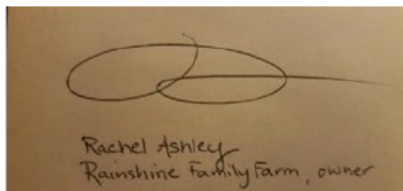
Luke Beene
Beene Farm
South Corvallis Urban Farmer

6. 

April Hall Cutting
Wild Yeast Community Supported Bakery

7. 

Flicker N' Fir
South Corvallis Urban Farmer

8. 

Rachel Ashley
Rainshine Family Farm, Owner

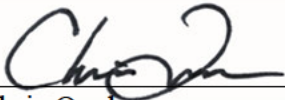
Appendix D: Advisory Council Letter of Commitment

To:

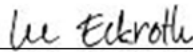
Mr. Christopher Jacobs, City of Corvallis, and the Selection Committee:

We, the undersigned, are familiar with Weinstein LLC's Proposal to carry out an Assessment to Establish a Food Hub in South Corvallis project. We are pleased to sign this letter of commitment to serve on the proposed Advisory Council.

We understand that as part of our commitment to the Advisory Council, we will be asked to meet with the Principal In-Charge and/or project team no less than twice to provide guidance on scenario modeling for the Food Hub and/or provide other resources in-kind to support the success of the South Corvallis Food Hub Feasibility Study.



Chris Quaka,
President and CEO
Benton County Foundation
Facility sharing for community engagement



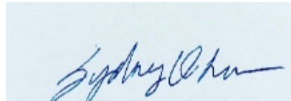
Lee Eckroth
Real Estate Investor
Commercial Real Estate advisement



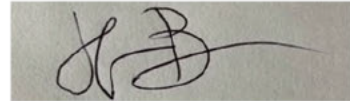
Tom Gerding
Chairman of Gerding Companies
Neighborhood Town Center
Landowner
General guidance



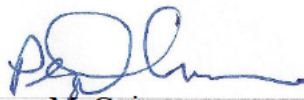
Emily Reiman
DevNW and Community Lending
Works, CEO
General guidance, facility sharing, and construction modeling support



Sydney DeLuna
Oregon Food Hub Network
Oregon Food Systems
Network
Statewide Food Hub Guidance



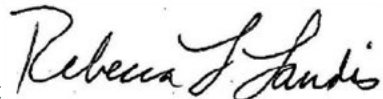
Jen Brown
Sustainability Coordinator,
Benton County
General guidance



Pegge McGuire
Executive Director,
Community Services Consortium
General Guidance



Lynn Meyer
Community Lending Works,
Director of Lending
General Guidance, business outreach and meeting co-host



Rebecca Landis
Corvallis Albany Farmers'
Market, Manager
General guidance, network support



Nicole Hinder
OSU Basic Needs Center, Director
General guidance



Annette Mills
General guidance, network support

Updated 2024 Price Proposal Detailed Estimated Cost Breakdown

Task One

Task 1: Determine Feasibility of South Corvallis Food Hub			
Jan 1st -March 29th		Hours	\$
Weinsteiger	Principal-in-Charge	66	\$ 9,900
Tuttle	Principal Investigator	36	\$ 3,600
Miller	Project Manager	4.75	\$ 475
Woodside, PE	Comm. Dev	1.25	\$ 208
Moorefield	Comm. Dev	2	\$ 200
Luttera	Business	11	\$ 1,100
Johnson	Financial Analyst	6	\$ 600
		127	\$ 16,083
1.1 Conduct Interviews with appropriate personnel			
Weinsteiger	Principal-in-Charge	5	
Tuttle	Principal Investigator	3	
Woodside, PE	Comm. Dev	1.25	
Moorefield	Comm. Dev	1	
Johnson	Financial Analyst	1	
1.2 Identify project parameters, desired elements, users			
Weinsteiger	Principal-in-Charge	23	
Tuttle	Principal Investigator	11	
Miller	Project Manager	1.5	
Moorefield	Comm. Dev	1	
Luttera	Business	6	
Johnson	Financial Analyst	5	
1.2 (a-e) Community Engagment			
Weinsteiger	Principal-in-Charge	19	
Tuttle	Principal Investigator	14	
Luttera	Business	5	
Johnson	Financial Analyst	0	
1.2 (f) Site Tours			
Weinsteiger	Principal-in-Charge	19	
Tuttle	Principal Investigator	8	

*Task Two***Task 2: Inventory of Equipment and Infrastructure to create a Food Hub, assess support, fiscal sustainability, physical site suitability**

January 1st - March 28th		Hours	\$
Weinsteiger	Principal-in-Charge	63	\$ 9,450
Tuttle	Principal Investigator	44	\$ 4,400
Miller	Project Manager	7.25	\$ 725
Voodside, PE	Comm. Dev	7	\$ 1,167
Moorefield	Comm. Dev	7	\$ 700
Luttera	Business	25	\$ 2,500
Johnson	Financial Analyst	9	\$ 900
Totals		162.25	\$ 19,842
2.1 Develop Inventory of Equipment and Infrastructure (a-f)			
Weinsteiger	Principal-in-Charge	17	
Tuttle	Principal Investigator	11	
Miller	Project Manager	3	
Voodside, PE	Comm. Dev	2	
Moorefield	Comm. Dev	1	
Luttera	Business	7	
2.2 Create Scenarios			
Weinsteiger	Principal-in-Charge	13	
Tuttle	Principal Investigator	12	
Miller	Project Manager	0.5	
Voodside, PE	Comm. Dev	2	
Moorefield	Comm. Dev	2	
Luttera	Business	7	
Johnson	Financial Analyst	5	
2.3 Assess Scenarios			
Weinsteiger	Principal-in-Charge	4	
Tuttle	Principal Investigator	6	
Miller	Project Manager	0.25	
Voodside, PE	Comm. Dev	1	
Moorefield	Comm. Dev	1	
Luttera	Business	6	
2.4 + 2.5 Present Scenarios and Gather Feedback			
Weinsteiger	Principal-in-Charge	9	
Tuttle	Principal Investigator	6	
Miller	Project Manager	1.25	
Voodside, PE	Comm. Dev	1	
Moorefield	Comm. Dev	1	
Luttera	Business	2	
Johnson	Financial Analyst	1	
2.6 Explore viable option from (city 3.4)			
Weinsteiger	Principal-in-Charge	20	
Tuttle	Principal Investigator	9	
Miller	Project Manager	2.25	
Voodside, PE	Comm. Dev	1	
Moorefield	Comm. Dev	2	
Luttera	Business	3	
Johnson	Financial Analyst	3	

Task Three

Task 3: Identify potential operators for financial viability			
February 19th - March 28th		Hours	\$
Weinsteiger	Principal-in-Charge	37	\$ 5,550
Tuttle	Principal Investigator	24	\$ 2,400
Miller	Project Manager	3.25	\$ 325
Woodside, PE	Comm. Dev	3	\$ 500
Moorefield	Comm. Dev	4	\$ 400
Luttera	Business	8	\$ 800
Johnson	Financial Analyst	3	\$ 300
Totals		82.25	\$ 10,275

3.1 Present draft comp report, partnerships, draft agreements

Weinsteiger	Principal-in-Charge	13	
Tuttle	Principal Investigator	9	
Miller	Project Manager	1.5	
Woodside, PE	Comm. Dev	2	
Moorefield	Comm. Dev	2	
Luttera	Business	6	
Johnson	Financial Analyst	1	

3.2 Solicit Feedback

Weinsteiger	Principal-in-Charge	19	
Tuttle	Principal Investigator	12	
Miller	Project Manager	1.5	
Woodside, PE	Comm. Dev	1	
Moorefield	Comm. Dev	1	
Luttera	Business	2	
Johnson	Financial Analyst	1	

3.3 provide and present final comp report

Weinsteiger	Principal-in-Charge	5	
Tuttle	Principal Investigator	3	
Miller	Project Manager	0.25	
Woodside, PE	Comm. Dev	0	
Moorefield	Comm. Dev	1	
Johnson	Financial Analyst	1	

Task Four

Task 4 : Negotiate Agreements with partners/underutilized spaces/develop use agreements			
March 26th -April 15th		Hours	\$
Weinsteiger	Principal-in-Charge	30	\$ 4,500
Tuttle	Principal Investigator	11.5	\$ 1,150
Miller	Project Manager	2	\$ 200
Woodside, PE	Comm. Dev	2	\$ 333
Moorefield	Comm. Dev	2	\$ 200
Luttera	Business	22.75	\$ 2,275
Johnson	Financial Analyst	2	\$ 200
Totals		72.25	\$ 8,858
4.1 agreements			
Weinsteiger	Principal-in-Charge	15	
Tuttle	Principal Investigator	7	
Miller	Project Manager	0.75	
Woodside, PE	Comm. Dev	2	
Moorefield	Comm. Dev	2	
4.2 Investigate opportunities /make recommendations underu			
Weinsteiger	Principal-in-Charge	15	
Tuttle	Principal Investigator	4.5	
Miller	Project Manager	1.25	
Johnson	Financial Analyst	2	

Task Five

Task 5 : Project Manage the unknown outcomes of the feasibility study			
April 1st - Project Completion		Hours	\$
Weinsteiger	Principal-in-Charge	156.5	\$ 23,475
Tuttle	Principal Investigator	31.75	\$ 3,175
Miller	Project Manager	41.25	\$ 4,125
Voodside, PE	Comm. Dev	15.75	\$ 2,625
Moorefield	Comm. Dev	15	\$ 1,500
Johnson	Financial Analyst	3	\$ 300
		Totals	263.25 \$ 35,200

Updated 2024 Price Proposal Assumptions

(46-47) Number of Meetings

- 22 Project Leadership Team Meetings
- 4 Project Advisory Team Meetings
- 11 Project Team Meetings
- 6 City Meetings
- 2-3 Community Meetings

(20) Number of Food Hub User Interviews

- 5 Food Producers
- 5 Farmers
- 5 Service Organizations
- 5 Consumers

(1) Number of Surveys

(7) Number of Drafts & Presentations

- 1 Interim Draft
- 1 Interim Draft Presentation
- 1 Draft Comp. Assessment Report with Interim Reports and Cost Estimates
- 1 Presentation of Draft Comprehensive Assessment
- 1 Final Report
- 2 Final Presentation (City and County)

(6) Number of Site Visits

- 4 Local Sites
- 2 Existing Food Hubs

Updated 2024 Price Proposal Expected Out-of-Pocket Expenses and Contingency Budget

I. Personnel Costs		Hours	Rate	Total	
Weinsteiger	Principal-in-Charge	352.5	\$ 150.00	\$ 52,875	
Tuttle	Principal Investigator	147.25	\$ 100.00	\$ 14,725	
Miller	Project Manager	58.5	\$ 100.00	\$ 5,850	
Woodside, PE	Comm. Dev	30	\$ 166.66	\$ 5,000	
Moorefield	Comm. Dev	30	\$ 100.00	\$ 3,000	
Luttera	Business	44	\$ 100.00	\$ 4,400	
Johnson	Financial Analyst	23	\$ 100.00	\$ 2,300	
					\$ 88,150
2 Transportation and Accomodation		# Travelers	Unit Price	Total (.655)	
Transportation	(2) Site Visits	2	400	\$ 524.0	
		# Travelers	Unit Price	Total (*212)	
Accommodation	(2) Site Visits	2	2	\$848	
		# Travelers	Unit Price	Total (*56)	
Meals and Incidentals	(2) Site Visits	2	4	\$520	
					\$ 1,892
3. Data Collection and Analysis					
Data Software & Tools		#QTY	Unit Price	Total	
	Survey Software	1	\$400	\$400	
	Participation Incentives	8	\$50 + fees	\$112	
	Food System Abassador Stipend	4	\$500	\$2,000	
					\$2,512
4. Technology and Equipment					
Software/Subscriptions	Mailchimp	5 mos	\$20/mo	\$240	
	Project Website/Doma	5 mos	\$50/mo	\$250	
A/V Equipment	Travel Projector	1	\$500	\$500	
Other Tech Expenses	Miscellaneous			\$500	
					\$1,490
5. Marketing and Outreach					
Printing	Flyers	500	0.68	\$340	
Miscellaneous	Meeting Materials			\$300	
					\$640
6. Miscellaneous					
			5% Contingency	\$5,000	
			Unforeseen Expenses	\$5,000	
					\$10,000
			Not to exceed, Budget Total		\$ 104,684

Updated 2024 Price Proposal Not to Exceed

Task 1		
Staff	\$16,083	
Site Tours	\$1,892	
Engagement Resources	\$4,809	
	Total	\$22,784
Task 2		
Staff	\$19,842	
	Total	\$19,842
Task 3		
Staff	\$10,275	
	Total	\$10,275
Task 4		
Staff	\$6,583	
	Total	\$6,583
Task 5		
Staff	\$35,200	
	Total	\$35,200
Miscellaneous (Contingency and unforeseen)		\$ 10,000
Not to exceed total dollar cost for the entire project		\$104,684

Amended timeline, including Task 5: Project Management through completion

	1-Jan	8-Jan	15-Jan	22-Jan	29-Jan	5-Feb	12-Feb	19-Feb	26-Feb	4-Mar	11-Mar	18-Mar	26-Mar	1-Apr	8-Apr	15-Apr	22-Apr	29-Apr	6-May	13-May	
\$ 22,784	Task 1: Determine Feasibility of South Corvallis Food Hub																				
\$ 19,842	Task 2: Inventory of Equipment and Infrastructure to create a Food Hub, assess support, fiscal sustainability, physical site suitability																				
\$ 10,275								Task 3: Identify potential operators for financial viability													
\$ 6,583													Task 4 : Negotiate Agreements with partners/underutilized spaces/develop use agreements								
\$ 35,200																		*Task 5 : Project Manage through project completion			
\$10,000	Contingency/Unforeseen																				
\$ 104,684																					
*Project will be managed until the funds are spent down, completing Task 5																					