

**City of Lebanon, Oregon  
Request for Proposals  
Development of Cheadle Lake Park**

**1. General Information**

**1.1 Introduction**

The City of Lebanon is soliciting proposals for an improvement to Cheadle Lake Park. This improvement can take on many forms, and the City's Parks and Recreation Department looks forward to seeing a diverse array of concepts as part of this RFP. Requirements for the development are outlined in section two (2) of this RFP.

This RFP invites all applicable firms (proposers) to apply. Qualified individuals will be selected from amongst the criteria outlined in this document.

**1.2 Purpose and Background**

In 1940, Cheadle Lake was turned into a log pond for the plywood mill. It continued in this purpose well into the later period of the 20<sup>th</sup> century, and has only seen development in the last 10-15 years. In 2007, the Parks and Recreation Department developed a Parks Master Plan that envisioned a sprawling improvement to the Cheadle Lake park. That plan is outlined here as Figure 1.

Since then, there has been limited development. Access docks and a north shore trail have been developed by the Non-Governmental Organization (NGO) Build Lebanon Trails. They have improved some of the trailheads in the area, specifically along the north side of the lake.

The park has historically been used as an event venue, and the City would like to retain its use for that purpose. As such, any proposal must support the following criteria:

- Not unnecessarily duplicate existing services located in other parks/areas of the city
- Provide an effective event venue
- Incorporate the recently acquired 10 acres of adjacent land east of the park in any planning considerations
- Be self-sustaining
- Bring in revenue once completed and in the future
- Support community needs and desires

**Figure 1**

*2007 Cheadle Lake Master Plan*

EXERCISE – EXERCISE – EXERCISE  
Not a real RFP



Note: This image is sourced from the Lebanon Capital Improvement Plan for 2020-2025.

### 1.3 Selection Schedule

The city anticipates the following general timeline as outlined in table 1 for the selection process. The city reserved the right to change this schedule, and will provide notification to firms which have submitted an intent to file.

Table 1. Schedule

Summary	Document Required	Date
Intent to File	Outline of proposal	26 May 2024
Update on status of application	Draft of proposal	2 June 2024
Submission of proposal	Proposal	9 June 2024
Presentation of proposal	Presentation	11 June 2024

EXERCISE – EXERCISE – EXERCISE  
Not a real RFP

## **2. Scope of Services**

The firm will furnish a proposal that addresses either the entirety of the park or a sub-section of the park that meets a specific community need. Proposals should include a financial estimate that falls within the budget of the \$2.6 million grant received from the state.

### **2.1 Specifications**

The proposal should include, in no specific order:

- An outline of the expenses for this development
- An anticipated schedule for required work
- 

### **2.2 Contracted Labor**

A proposal utilizing contracted labor to develop the system will need to provide the following details:

- An outline of what the ultimate system will be able to accomplish
- The reason and rationale for why the city should utilize this solution for the specified purpose
- A timeline for completion of the project
- A communication and reporting timeline for completion of the project
- A training regime for the city's employees to utilize the new system
- An estimated cost in wages and material necessary for the contractor

### **2.3 Areas of Consideration**

There are four areas that the city is considering for potential implementation of an AI system. Each area should meet the following requirements as outlined in this section.

- a. **Budgeting** – The firm will provide a system that allows for the automation of budgetary processes, which will allow the city to reduce three accounting specialists (classification code 1600) from our payroll. A list of the tasks that an accounting specialist performs can be [found on the City of Albany jobs page](#). The system should be able to perform the equivalent of the list of essential functions, duties, and responsibilities for these positions. Items which cannot be provided by this service should be identified in the proposal.
- b. **Press Release** – The firm will provide a system that is able to quickly and easily generate content for both traditional and social media outlets. City executives should be able to coordinate the messaging for these releases, and then allow the system to automatically distribute the messaging through existing City channels. The system should be able to complete the majority of requirements outlined in the communications and engagement officer position, as [outlined in the City of Albany jobs page](#).
- c. **Chatbot** – The firm will provide a communication system that will support visitors to the City's website by answering essential questions. The system must be able to point the citizen to necessary information and be able to direct them to the appropriate office or answer if they have a complaint. The City of Albany takes the usability and user experience of our citizens very seriously, and desires a system that is conversational, to the point where it is indistinguishable from a human's responses to their inquiries.

## EXERCISE – EXERCISE – EXERCISE

Not a real RFP

- d. Predictive Models – The firm will provide a system that is capable of taking local, city, and state data and using that to make educated predictions for the City executive's consideration. This system should be able to identify upcoming or potential concerns and use existing data pools to develop an estimate of what the most likely outcome is. These can be anything from homelessness, financial, housing, business and occupation changes, etc..

### **3. Instructions for Submission and Selection**

#### **3.1 Submission**

Proposals should be submitted by 9 June 2024 at midnight. A presentation based on the proposal will be given to the City Council on 11 June 2024 at a time to-be-determined.

#### **3.2 Selection**

The winning proposal will be evaluated based on word count, grammar and mechanics, clarity and conciseness, use of voice, organization and cohesion, claims and evidence, and rhetorical awareness.