



REQUEST FOR PROPOSALS

**Project: SWEET HOME PARK SYSTEM MASTER PLAN
COMPREHENSIVE UPDATE**

Proposal Due Date: February 3, 2023 at 4 PM.

City of Sweet Home

Community & Economic Development Department

3225 Main Street

Sweet Home, Oregon 97386

Contact Person

Community & Economic Development Director

Blair Larsen

(541) 818-8036 (Direct)

blarsen@sweethomeor.gov

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1 Introduction

The City of Sweet Home is seeking proposals from qualified individuals, firms, or teams (Consultant) for a comprehensive update to the City's Park System Master Plan. The Park System Master Plan will help shape the way the community uses available green space and will develop a strong strategy for placemaking and community identity for both City residents and the surrounding areas. The City is looking for innovative approaches to both community outreach for the development of the plan and the plan itself. Consultant should have demonstrated experience in developing park system master plans through a process of active public engagement. Consultant should also possess demonstrated experience in planning for the recreation needs of tourism-based communities, including innovative ways to increase tourism and community identity.

This RFP, issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home, invites qualified firms (Proposers) to submit their Proposals to provide the services described.

1.1 Background and Objectives

The City of Sweet Home, pop. 10,097, is an Oregon municipal corporation with city limits covering approximately 6 square miles. The City is set in a beautiful area with many natural amenities both within the City as well as in the surrounding areas. Located in Linn County, 25 miles east of I-5, Sweet Home is the third largest city in the county. The City Council consists of the Mayor and six council members elected from the city at large. The Council acts as the local contract review board for the City. The City operates under a Council-Manager form of government. For matters related to parks, trails, and open space, the City Council is advised by the City Park & Tree Committee, which makes facility improvement and funding recommendations to the Council.

As the closest city in Linn County to the Cascade Mountains and Willamette National Forest, Sweet Home receives thousands of summer tourists for local attractions including recreational boating and fishing on the South Santiam River, Foster Lake, and Green Peter Lake as well as camping and hiking in the National Forest. The City hosts the annual Oregon Jamboree concert festival which draws approximately 15,000 visitors each summer, and is a frequent stop for fuel and supplies for travelers between the Willamette Valley and central Oregon. Additionally, multiple new housing developments are underway and the City is looking to partner with developers for retail and industrial development.

The City is home to 4 neighborhood parks, one community park, and several special use areas such as the Hobart Natural Area and South Hills Trail. Recently, the City has put significant investment into Sankey Park, its flagship park, and acquired more than 230 acres of river front property that is intended to be a future regional park and home of the Oregon Jamboree. The City adopted its current Park System Master Plan in 2014, and plan inadequacies and growth necessitate an updated plan. The City also sees updates to the Park System Master Plan as an opportunity to explore ways to improve wellness, tourism, inclusion, and community pride.

The purpose of this RFP is to select a consultant team to perform the Services (as defined below) and complete a comprehensive Park System Master Plan that includes all the elements described in this RFP.

The purpose of the Park System Master Plan is to provide the City with an updated policy tool relating to the planning, coordination, and implementation of all new park and open space property acquisition and park facility development. In addition, the Plan should include

recommendations and strategies for better utilizing park and open spaces, and funding needed improvements. Cost effective maintenance of these assets is also important.

The Plan will be formally adopted and should integrate with the City of Sweet Home Comprehensive Plan, as well as other infrastructure plans, and at a minimum, shall contain the following elements:

- Inventory and map of the City's existing parks, open spaces, recreational facilities, and trail corridors and connector points.
- Area map of all future needed and recommended facilities with overlay map of existing undeveloped sites suitable for these facilities.
- Opportunities for improvements that will add to the City's efforts to increase tourism in the area.
- Opportunities for improvements that would increase equity and inclusion.
- Design, maintenance, and use standards for existing and future parks and open space facilities.
- Identification of park, trail and open space opportunities within other publicly owned properties and infrastructure systems (City, School, and Fire District facilities, public rights-of-way, street and sidewalk infrastructure, stormwater easements and facilities, etc.).
- Funding and prioritization recommendations and strategies for the implementation of all proposed facilities.
- Review of the adopted Parks Capital Project List, with recommended changes or additions, as well as a general review of the Parks System Development Charge (SDC) rate.
- Research and comparison to other small cities of similar opportunities and constraints.
- Review of Level of Service standard (i.e., acres of park per thousand residents).
- Re-evaluation of the use of the existing parks to ensure they're programmed to their maximum benefit.
- Review of existing local government relationships and recommend partnership opportunities for collaboration with Linn County, the Sweet Home School District.
- General outreach, feasibility and recommendations for the potential creation of a Sweet Home Parks & Recreation District.
- Community outreach and surveys regarding all the above.

The estimated time period in which the Services will be performed will begin in March 2023 through approximately March 2024.

1.2 Scope of Services

Consultant shall deliver and the City shall adopt an updated Plan that addresses both community values and the previously mentioned objectives, and will:

- Provide a comprehensive update to the 2014 Park System Master Plan that represents the latest ideas and trends in parks and recreation planning.
- Provide an update that includes opportunities for inclusion and diversity.
- Offer opportunities for potential funding or revenue ideas.
- Be reflective of community desires informed by a well-thought out and updated vision that is tailored for Sweet Home.
- Address partnership possibilities with the Sweet Home School District, Linn County, and the Willamette National Forest Service. This information shall include both opportunities and constraints.

- Be responsive to needs and conditions that currently exist or could arise in the future due to decisions made today.
- Be informed by existing plans, accurate data and metrics, including National Parks and Recreation Association Standards, and provide comparisons to Sweet Home with similar, outdoor oriented recreational communities.
- Offer opportunities that the City could undertake for public involvement and participation that reflect a community driven planning process that is open, transparent and inclusive.
- Align with applicable adopted plans, policies, priorities, and regulations.
- Comply with all applicable local and state regulations and policies.

This project is limited to the creation and public adoption process of a Park System Master Plans that meets these objectives. The future capital projects needed to fulfill adopted plans will be the responsibility of the City. Project considerations must carefully evaluate public input, as well as the unique character, existing conditions, and future development potential of the area. The scope of services and deliverables to be performed by the consultant pursuant to this RFP include, without limitation, the submittal and execution of the following:

1. **Channel of Communication:** Consultant shall work through assigned primary staff.
2. **Meeting Notes:** The consultant shall keep an accurate record of meetings summarizing such meetings to be provided to the City for retention purposes.
3. **Research & Progress Reports:** The consultant shall be responsible for submitting progress reports and research information relative to the project. Consultant shall provide research and advice suitable to enable completion of the project.
4. **Meetings:** The consultant will be responsible for meeting (virtually, in person, or tele-conference) with City staff and the City Park & Tree Committee. The number and frequency of the meetings will be determined in consultation with both staff and the consultant before the project starts. The purpose of the meetings will be to establish objectives, discuss alternatives, provide direction, seek confirmation, and review progress.
5. **Maximization of Budget Resources:** Selected consultant shall endeavor to minimize costs. This is a key expectation.
6. **Public Outreach & Involvement:** A public participation process for City implementation that assists staff in the adoption of an updated Plan with specific strategies and an action plan for implementation (Covid-19 precautions should be included if warranted).

1.3 Procurement Process and Schedule

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

Activity	Date
Issue RFP	January 3, 2023
Proposal Due Date	February 3, 2023
Review and Scoring of Proposals	February 10, 2023
Negotiations	February 17, 2023
Notice of Intent to Award	February 24, 2023
Award contract	March 15, 2023

1.4 City Rights and Options

The City, at its sole discretion, reserves the following rights:

- a. To supplement, amend, add to, delete from, substitute, and/or change this RFP at any time.
- b. To determine which Proposer, if any, should be selected for interviews and/or negotiations.
- c. To reject any or all proposals or information received pursuant to this RFP.
- d. To cancel this RFP with or without the substitution of another RFP or pre-qualification process.
- e. To request additional data or information after the submittal date, if such data or information is considered pertinent, in the City's sole view, to aid the review and selection process.
- f. To conduct investigations with respect to the qualifications and experience of each Proposer.
- g. To take any action affecting the RFP or the services or facilities subject to this RFP that would be in the best interests of the City.
- h. To require one or more Proposers to supplement, clarify or provide additional information necessary for the City to evaluate the proposals received.
- i. To waive any minor defect or technicality in any proposal received.
- j. To reject any portion of any submittal and/or reject all submittals, to waive any informalities or irregularities in the submittals or to re-advertise.

1.5 Expense of Submittal Preparation

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

1.6 Public Records

All proposals submitted are the property of the City of Sweet Home, thus subject to disclosure pursuant to the public records law, as qualified by ORS 279C.107. Accordingly, proposals received and opened shall not be available for public inspection until after City's notice of intent to award this contract is issued. Thereafter, except for information marked "Proprietary", all documents received by City shall be available for public disclosure.

If any submittal contains confidential, technical, financial, or other types of information, the Proposer must clearly label as "Proprietary" the specific portions sought to be kept confidential and specify the exemption that the consultant is relying upon. Marking all, or substantially all of, a response as confidential may result in the response being considered non-responsive by the City. The City will attempt to maintain the confidentiality of materials marked "Proprietary" to the extent permitted under the Oregon Public Records law. By responding to this RFP, Proposers waive any challenge to the City's decisions in this regard.

Notwithstanding the foregoing, Proposers recognize and agree that the City will not be responsible or liable in any way for any losses that the Proposer may suffer from the disclosure of information or materials to third parties.

1.7 Questions/Clarifications Request

No interpretation or clarification of the meaning of any part of this RFP will be made orally to any Proposer. Proposers must request such interpretation or clarification in writing from the City. If any Proposer has questions concerning the proposed project, finds discrepancies or omissions in the solicitation document, or otherwise requires clarification, such matters should be

submitted in writing no later than 4 p.m., local time on January 27, 2023, to:

Blair Larsen
Community & Economic Development Director
3225 Main Street
Sweet Home, Oregon 97386
Email: blarsen@sweethomeor.gov

Note: Only written or email contacts will be acknowledged.

Any and all such interpretations and supplemental instructions will be made in the form of written addenda which will be sent to all recipients of the RFP and shall become part of this RFP. Copies of all questions and answers, and any addenda to supplement the RFP, will be sent by email to each Proposer no later than four days prior to the proposal due date. Only formal written responses to properly submitted questions will be binding.

Contact with City officials (other than Blair Larsen, Community & Economic Development Director) is not allowed and will be considered as grounds for disqualification from the selection process.

The current Park System Master Plan is accessible on the City website, and will be posted as an appendix to this RFP.

1.8 Equal Opportunity Requirements

The selected Proposer, in the performance of all services, will not discriminate based on age, race, color, religion, sex, sexual orientation, gender identity, national origin, veteran status, or disability.

1.9 Protest Procedures

1.9.1 Protests of Solicitation

Proposers are directed to the protest procedures contained in OAR 137-048-0240. Proposers may submit a written protest of anything contained in an RFP and may request a change to any provision, specification or Contract term contained in an RFP, no later than seven (7) calendar days prior to the date Proposals are due. Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP provisions, specifications or Contract terms.

1.9.2 Protests of Contract Award

Proposers are directed to the protest procedures contained in OAR 137-048-0240. A Proposer who claims to have been adversely affected or aggrieved by the selection of the highest ranked Proposer may submit a written protest of the selection to the Contracting Agency no later than seven (7) calendar days after the date of the selection notice. A Proposer submitting a protest must claim that the protesting Proposer is the highest ranked Proposer because the proposals of all higher ranked Proposers failed to meet the requirements of the RFP or because the higher ranked Proposers otherwise are not qualified to perform the Engineering Services described in the RFP.

2 Proposal Submission Instructions and Requirements

2.1 General Instructions and Submittal Deadline

Proposers shall provide three (3) hard copies (one of which must be original) and one electronic PDF copy of the Proposal to:

Blair Larsen
Community & Economic Development Director
3225 Main Street
Sweet Home, Oregon 97386
blarsen@sweethomeor.gov

Proposals are due on **February 3, 2023 by 4 p.m. local time**. The package shall be clearly labeled "Sweet Home Park System Master Plan Proposal."

The City of Sweet Home assumes no responsibility for delayed or undelivered mail or express packages. Proposals which are not delivered by the above specified time and date will not be considered. Faxed or electronically transmitted proposals will be rejected as non-responsive.

2.2 Format for Proposals

Please submit written proposals in compliance with the following organization:

1. Introductory Letter
2. Staffing Plan
3. Consultant Qualifications.
4. Project Understanding and Approach
5. References
6. Pricing

Narrative pages are to be on 8 ½ x 11 paper and all materials shall be bound into one volume. A clear and concise presentation of information is encouraged.

Consultants are required to organize the information requested in this RFP in accordance with the format outlined. Failure of the consultant to organize the information required by this RFP as outlined may result in the City, at its sole discretion, disqualifying the consultant from further consideration.

2.2.1 Introductory Letter

The letter will name the person(s) authorized to represent the consultant in any negotiations and name of the person(s) authorized to sign any contract which may result. The letter will identify insurance coverage carried by the consultant. The letter will be signed by an authorized representative of the consultant.

2.2.2 Proposal Contents

Minimum Qualifications: Proposers must meet the following minimum qualifications to be evaluated.

- At least three public sector projects of similar scope or objectives.
- Good legal standing.
- Ability to provide the work needed by the City to the standards required by the City.
- Demonstrate the ability to furnish insurance coverage as specified in Section 7 of the attached contract form.

Desired Qualifications: Proposers shall demonstrate their ability to undertake the City's Park System Master Plan by providing the technical qualifications of the Proposer, individual team members and subconsultants, if applicable. The City reserves the right to conduct an independent investigation of the Proposer's technical qualifications by contacting references, accessing public information, or contacting independent parties. Additional information may be requested during the evaluations of technical qualifications. The Proposer shall provide the following sections to demonstrate its technical qualifications:

Corporate Profile & Legal Qualifications

- Include the full name, tax identification number, main office address and telephone and facsimile numbers of the Proposer and the principal contact person. This shall include a description of the firm or organization (corporation, partnership, etc.) that will serve as the contracting party.
- The name of the person(s) authorized to represent the proposer in negotiating and signing any agreement which may result from the proposal.
- Name of the individual who will serve as the project lead.
- Identify proposed subconsultants, if applicable.
- Demonstrate good legal standing in Oregon (no bankruptcy in the last 10 years, no fraud, no illegal activities).
- If applicable, identify ownership status and/or employment practices regarding disadvantaged business enterprises, minority-owned businesses, woman-owned businesses, businesses that service-disabled veterans own, emerging small businesses or historically underutilized businesses.

Technical Experience & Qualifications

- A current résumé for the individual who will serve as the project lead, including a description of qualifications, skills, and responsibilities.
- The names of professional persons who will assist the project lead in performing the work and a current résumé for each, including a description of qualifications, skills, responsibilities, professional registrations and certifications, and office location.
- Availability of support staff.
- Organizational chart identifying members of the team, including subconsultants, who would be assigned to this project. The chart should clearly delineate roles and responsibilities of the various team members.
- A list of the tasks, responsibilities, and qualifications of any subconsultants proposed to be used and proof of adequate professional liability insurance for any subconsultants.
- Description of Proposer's project management techniques.
- Description of similar previous work demonstrating quality of work, ability to meet schedules, cost control and contract administration.
- A list of at least three references from government clients of similar size for whom similar services have recently been provided, if available. (For all references, please include names, phone numbers, and description of work performed.)
- Written affirmation that the firm has a policy of nondiscrimination in employment because of race, age, color, sex, religion, national origin, mental or physical handicap, political affiliation, marital status or other protected class, and has a drug-free workplace policy.
- An explanation of any potential or actual conflicts of interest within the jurisdictional boundaries of the City. Conflict of interest is defined for purposes of this RFP and any resulting contract as proposer's provision of professional engineering services to any private property owner or developer within the City's jurisdictional boundaries.

3 Review and Evaluation

Submissions received in response to the RFP will be evaluated for compliance with the minimum required qualifications identified below. Proposals meeting these requirements will be forwarded to an evaluation committee that will independently score each proposal according to the scoring criteria listed below.

3.1 Minimum Required Qualifications

Failure to comply with one or more of the following criteria will result in rejection of the proposal:

1. A duly authorized representative empowered to bind the consultant must sign the proposal.
2. Documentation of the Proposer's ability to provide the required insurances specified in Section 7 of the attached contract form.

3.2 Scoring Criteria

All responsive proposals from qualified consultants that meet the minimum required qualifications will be evaluated on the following criteria:

Staffing Plan. Provide a firm overview and qualifications for providing the Services. List key team members who will be assigned to this project, their roles and responsibilities, and their qualifications and experience.	30%
Firm Qualifications. Demonstrate ability to provide responsive services to assist City throughout the Project, based on the amount and type of staff resources available to perform the Services. This may include resources available for the duration of the Project, examples of similar projects that the firm has completed, the firm's experience with local governments and public input processes, internal procedures or policies associated or related to work quality and cost control, management and organization capabilities, etc.	30%
Project Understanding and Approach. Demonstrate a clear and concise understanding of the Services, including, without limitation, a basic or preliminary understanding of the Project, and the methodology and course of action used to meet the goals and objectives of the Project. The basic issue is whether the firm has a clear and concise understanding of the Project (based on existing information), the major issues to address, and whether a project approach has been formulated. Elements to be considered include, without limitation, the following: <ul style="list-style-type: none">• The firm's basic understanding of the Project as demonstrated within the firm's proposal;• Provision of a clear and concise explanation of Services;• Demonstrate general knowledge of state and federally funded parks and recreation projects; and• Identify unique design issues and recommend timely, effective, and efficient approaches to resolve these issues.	30%
References. Provide references and recommendations from at least three current or former clients. References should establish the firm's or consultant's demonstrated ability to successfully and reliably complete similar projects.	10%

The City may reject any proposal found to be incomplete, unresponsive, or not in compliance with the format requirements set forth in this RFP. A proposal may be determined to be

unresponsive if any aspect is found to be unacceptable or contrary to the best interests of the City. The City reserves the right to reject any and all responses to the RFP and is under no obligation to award a contract.

The City intends to select the best scoring proposal and to negotiate an agreement and price with that consultant. However, should the negotiations fail to result in an executed agreement with the best qualified consultant, the City may elect to terminate negotiations and begin negotiations with the second-best scoring proposal or cancel the procurement process.

The responsibility for the final selection and negotiation rests solely with the City.

3.3 Selection

Each member of the evaluation committee shall complete an evaluation sheet ranking each qualified proposer against the weighted criteria set forth in this RFP. Completed evaluations shall be combined and tallied. The City reserves the right to interview one or more of the highest ranked candidates. Upon completion of its evaluation process, results of the evaluation will be posted to the RFP listing on the City website and will be emailed to the primary contact identified in each proposal, and the City will begin negotiating a contract with the highest ranking candidate. The City shall direct negotiations toward obtaining written agreement on the consultant's performance obligations, a payment methodology that is fair and reasonable to the City, and any other provisions the City believes to be in the City's best interest to negotiate.

If the City and the selected candidate are unable for any reason to negotiate a contract at a compensation level that is reasonable and fair to the City, the City shall, either orally or in writing, formally terminate negotiations with the selected candidate. The City may then negotiate with the next most qualified candidate. This process may continue in this manner through successive candidates until an agreement is reached or the City terminates this RFP.

Upon reaching agreement, the notice of intent to award will be posted and the contract will be presented to City Council for approval. If City Council approves the award of the contract as presented, then the agreement will be executed.

It is the desire of the City to have a contract in place no later than March 15, 2023.

4 Contract

The City desires to enter into a professional services agreement in the form attached, which includes all services necessary, whether or not the services are specifically outlined in this RFP.

The selected proposer will be expected to sign the attached written agreement, which will incorporate this RFP and awardee's proposal. Any open terms in the attached contract will be completed, based upon awardee's proposal. Negotiations shall be limited to cost and any other terms the City chooses to negotiate, at City's sole discretion.

The City anticipates payment for services in a lump sum, not-to-exceed amount. However, the City will also consider alternative proposals. The City reserves the right to negotiate a compensation package that is fair and reasonable to the City, as determined solely by City.

Any contract requires that awardee will comply with all applicable federal and state laws, rules and regulations.

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

This RFP is issued in accordance with the provisions of the laws including statutes, ordinances, resolutions, and rules, of the State of Oregon and the City of Sweet Home. Authorized & approved for posting by the City Council and the City Manager. Staff can amend the RFP and contract form to meet the best interests of the City with the approval of the City Manager.

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