

**City of Sherwood, Oregon**  
**Request for Proposals**  
**For Consultant Services**  
**Woodhaven Park - Phase 2 Design Plan**

**General Information**

The City of Sherwood owns, operates, and manages several public parks and open spaces. Woodhaven Park is one of the parks within the City of Sherwood's system.

The City of Sherwood is seeking the services of a qualified consulting architectural landscaping or engineering firm to prepare a Phase 2 Design Plan for Woodhaven Park.

The Phase 2 Design Plan will use the existing Woodhaven Park Master Plan (dated 2001) to develop land-use submittals and obtain Planning Commission approval, and prepare permit submittal ready construction documents which meets the goals, interests and visions of the citizens of the City of Sherwood.

The major design elements of the Woodhaven Park Phase 2 Design Plan project are as follows:

- Trail System (hard surfaced)
- Sports Court (1/2 basketball court)
- Restroom/Picnic Shelter Facility
- Play Structure Expansion
- Parking Lot
- Plantings (trees, shrubs, grass)
- Butterfly Garden
- Amenities (benches, drinking fountain)

The Phase 2 Design Plan objectives are:

- 1) Using the existing Woodhaven Park Master Plan as the project template,
  - a) Submit for and obtain land-use approval from the City of Sherwood Planning Commission for the proposed park improvements.
  - b) Prepare permit submittal ready construction documents.
- 2) Include opportunities for facility design input from City residents on the Park design layout including play and educational equipment.
- 3) Provide construction cost estimate based on the final design plan.

The scope of work is essentially as follows:

- 1) Prepare and submit for land-use approval proposed Woodhaven Park Phase 2 Design Plan improvements.
  - a) Meet with City staff to discuss project and items necessary for land-use action (est. 1 mtg.).

- b) Conduct one (1) open house public meeting to present proposed design elements.
  - c) Conduct Parks Committee presentation of proposed land-use design submittal. Provide listing of comments obtain from public open house. (est. 1 mtg.)
  - d) Prepare land-use submittal package and attend Planning Commission meeting(s) where project will be discussed (est. 2 mtgs.).
- 2) Develop standard permit ready construction documents (plans, specifications, and cost estimates) incorporating the design elements listed above.
    - a) Submit a 60% and 90% design review packet to City staff for review.
    - b) Conduct two (2) Parks Committee presentations corresponding to the 60% and 90% design review packet submittal.
  - 3) Based on feedback from the Parks Committee, complete the design process and prepare permit ready construction plan sets.
  - 4) Prepare an itemized estimate of probable costs for the recommended plan improvements. Include a phasing plan breakdown of probable costs.

Procedurally the Consultant shall:

- 1) Meet with City staff to establish a working relationship, detailed task outline and project schedule.
- 2) Analyze and evaluate rules, statutes, regulations, and technical information pertinent to the design plan development, including land-use Planning Commission approval.
- 3) Prepare documents necessary for land-use approval. Draft documents are to be presented to staff for review and comment. The City assumes there will be a 60% and 90% review.
- 4) Present a final design report to City staff, and the Parks Committee, and the Planning Commission.
- 5) Assist staff with the process of a public hearing, presentation to the Parks Committee, the Planning Commission and the City Council for adoption.
- 6) Prepare documents necessary for obtaining construction permit review and approval. The construction permit ready submittal shall include plans, specification manual, bid schedule, and estimate of probable construction cost.

### **Closing Date and Anticipated Calendar**

Submit one (1) original and four (4) copies, as well as a PDF version on a CD of the consultant's proposal in an envelope marked:

**CITY OF SHERWOOD, OREGON  
REQUEST FOR PROPOSAL  
FOR CONSULTANT SERVICES  
WOODHAVEN PARK PHASE 2 DESIGN PLAN**

Addressed to: City of Sherwood  
22560 SW Pine Street St  
Sherwood, OR 97140  
Attention: Kristen Switzer

Project Manager is: Kristen Switzer, Community Services Director

All proposals must be received at the City Hall front desk and time stamped no later than 4:00 p.m. (local time), Friday, October 10<sup>th</sup>, 2014. Proposals received after this date and time will not be accepted. Faxed or emailed proposals are not acceptable.

Funding for this project is from the City's current budget for fiscal year (FY) 2014-2015. Award of a Consultant contract is anticipated to occur in November. It is anticipated that a final executed contract will be procured within 21 to 30 days after the award.

The preparation of the recommended Woodhaven Park Phase 2 Design Plan shall be completed by May 31<sup>st</sup>, 2015. This will include bound copies required to complete the public review and Planning Commission hearing process, and construction permit ready submittal documents.

Consultants submitting proposals, which are evaluated as being highly responsive to the RFP, may be requested to make an oral presentation to the Consultant Selection Committee or Parks Committee.

Proposals shall remain in effect for a period of sixty (60) days after the closing date. Each responding Consultant may withdraw their proposal in writing at any time before closing date and time.

The proposal must state that the Consultant is an Equal Opportunity Employer and will comply with all Federal, State, and local laws, rules, and regulations.

### **CITY'S RIGHT TO ACCEPT, REJECT, AND AWARD PROPOSALS**

The City reserves the right to:

- Accept or reject any or all proposals received as a result of this RFP;
- To negotiate contract terms with qualified Consultant;
- Take into consideration any or all information supplied by the Consultant in his/her proposal and the City's investigation into the experience and responsibility of the Consultant. In addition, the City may accept or reject proposals based on

minor variations from the stated specifications, when such action is deemed to be in the City's best interest. Further, the City reserves the right to waive informalities in the submitted proposal.

- Award a contract to that respondent the City determines to be the most responsible and responsive within a competitive price range based upon evaluation of the information furnished under this RFP. The successful Consultant shall commence work only after an agreement with the City is negotiated, a contract fully executed, and a notice to proceed has been issued.
- Cancel the RFP process entirely if deemed in the best interest of the City.

**Incurring Costs:** Neither the City of Sherwood, nor its agents, is liable for costs incurred by Consultants prior to issuance of a contract.

**Pre-Proposal Interpretation:** The City is not responsible for any explanation, clarification, interpretation, or approval made or given in any manner, except by written Addenda. Addenda, if necessary, will be issued on the City's webpage <https://sherwoodoregon.gov/bids> not later than three (3) calendar days prior to the RFP closing date. It is the responsibility of the Proposer to check the webpage for any posted addenda and ensure that the submitted proposal includes said addenda. Questions must be submitted five (5) days prior to the RFP closing date. Questions shall be submitted to Kristen Switzer, [switzerk@sherwoodoregon.gov](mailto:switzerk@sherwoodoregon.gov).

**Contract Payment Schedule:** Payment for work will be made monthly upon receipt of Consultant's billing statement, consistent with City procedures and as established by the Finance Department. Each statement must include summary of progress made through the date of the billing and shall be submitted to the project manager. Monthly payments will be based on the costs incurred as summarized in the progress report.

**Insurance Coverage:** The selected Consultant will be required to provide Errors and Omissions, Professional Liability Insurance in the amount of \$1,000,000 for this project as well as the other insurance coverage including Worker's Compensation.

The consultant shall carry, at a minimum, comprehensive or commercial general liability, personal injury, and property damage insurance in the amount of \$1,000,000 aggregate total for all claims arising out of a single accident or occurrence. The consultant shall include the City, its' officers, agents, and employees as named insured on insurance policies issued for this project, or shall furnish an additional insured endorsement naming the same as an additional insured to the Consultant's existing public liability and property damage insurance.

The consultant shall carry, at a minimum, automobile liability in the amount of \$1,000,000 aggregate total for all claims arising out of a single accident or occurrence.

In addition, the consultant shall insure the work for 100 percent of replacement value for the life of the contract against all loss or damage by fire, theft, vandalism, and malicious mischief.

Before the contract is executed, the consultant shall furnish to the owner a certificate of insurance for limits set out above which is to be in force and applicable to the project.

**Contract Requirements:** The successful Consultant will complete a standard City contract in the form of a *Professional Services Contract* which shall incorporate a contract, the Scope of Work, a list of tasks, a work schedule, and certificates of insurance.

The City will issue the *Notice to Proceed* after the execution of the Contract.

The contract shall not be assigned in part or in total and the Consultant shall be solely responsible for the work of sub-consultants.

**Project Budget:** Prospective Consultants shall clearly show and define which tasks they will perform for their proposed fee. Details shall include Consultant and sub-consultant staff hours for each task.

### **Proposal Instructions**

The Consultant must submit a definitive proposal for the end results that are set forth in this RFP. The proposal must describe the intended performance of the Consultant on the activities prescribed and the resources to perform the activities. The selected Consultant must have demonstrated experience in this type of study. The professional staff necessary to conduct the required study must be available for timely response in preparing the Woodhaven Park Phase 2 Design Plan. The Consultant should have available a project manager with demonstrated skill in managing an interdisciplinary team.

The City expects the Consultant to maintain the same project manager and key team members through the duration of the project. Sub-consultants proposed by the Consultant shall be listed in the proposal.

**Required Information:** The proposal shall include, as a minimum, the following items:

1. The name of the person(s) authorized to represent the Consultant in negotiating and signing any contract that may result from this document.
2. A description of the organization, size, and structure of the Consultant's team.
3. A statement that the proposal includes all terms and conditions of the RFP.
4. A problem statement from the Consultant's viewpoint, the objectives of the proposed Consultant work, the Consultant's proposed methodology, and a work plan for completing the work. If the Consultant chooses to modify the objectives section, those modifications shall be explained. The Consultant should clearly define the assumptions behind the Proposal.
5. At least three (3) references of former clients with summaries or samples of previous work that demonstrate the Consultant's ability to conduct a study of this scope and magnitude.
6. A list of similar parks master plans developed in the past five years.
7. The name of the Consultant's project manager and the names of professional persons who will perform the work, a current resume for each, including a description of qualifications, skills, responsibilities, and the special knowledge material to this project.

8. A list of the tasks, responsibilities, and qualifications of any proposed sub-consultant(s).
9. A work schedule showing duration, dependency, and the dates of completion of the tasks necessary to meet the City's objectives.
10. Any Consultant proposed modification or addition to the objectives detailed in the proposal will be separately assigned resources to permit clear distinction between those items required for the requested proposal and modified proposal.
11. The Consultant shall provide a current rate schedule for all consultant and sub-consultant team members who will be assigned to the project. This rate schedule shall be submitted in a sealed envelope with the following information clearly printed on the envelope:

**City of Sherwood  
Request for Proposal for Consultant Services  
Woodhaven Park Phase 2 Design Plan  
Consultant & Sub-Consultant Rate Schedule**

12. The rate schedule envelop will be opened when a Consultant has been selected and negotiations for final Scope of Work and Consultant Fees are undertaken.
13. Provide a statement outlining the anticipated involvement of City staff.
14. Provide a schedule of the Consultant and sub-consultant staff hours associated with each task defined in the proposal.
15. A brief discussion of whether and how any work done on behalf of any other agencies within Washington County would affect work to be provided to the City.

**Evaluation Criteria**

The proposals will be review by a selection committee consisting of at least two City staff members and will be scored and ranked according to the following criteria:

- Introductory letter (5 points)
- Firms capabilities (20 points)
- Project team (20 points)
- Project approach (40 points)
- Supporting information (15 points)
- Total Possible Points Awarded (**100 points**)

**Scope of Work Requirements**

**General Statement:** The City of Sherwood provides parks service to a current population of approximately 18,800.

The Woodhaven Park Phase 2 Design Plan to be addressed by this RFP is intended to develop construction permit submittal ready documents necessary for the proposed improvements.

Public review of the system plan will be accomplished through public informational workshops and a formal hearing before the Planning Commission.

**Evaluate Current Plans, System Conditions, and Preliminary Alternatives:**

Consultant shall review the existing Woodhaven Park Master Plan, provided by the City; prepare final schedule, and hold a kick-off meeting with Sherwood staff. The City will provide to the selected Consultant a copy of the following documents (except as noted):

**Master Plans**

- Woodhaven Park Master Plan (dated 2001)

**Maps**

- Sherwood zoning map.

This information is also available for review on the RFP project webpage <https://sherwoodoregon.gov/bids>.

The City will be very interested in the innovative ideas the Consultant may have that would save the City money in operation, maintenance of the park facility.