

# **REQUEST FOR PROPOSALS**

Professional Services to the City of Bay City

For

## **Al Griffin Memorial Park Master Plan**



**RFP 2019-02**

August 13, 2019

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## **SECTION 1 – GENERAL INFORMATION**

### **1.1 Purpose**

The City of Bay City is seeking a professional services firm to provide the necessary planning services to prepare the **Al Griffin Memorial Park Master Plan** for the next Oregon Park and Recreation Departments grant cycle due May 15, 2020.

#### **A. Part One – Park Master Plan Grant Writing Services**

This work will provide grant writing services to to develop a master plan for the Al Griffin Memorial Park. Grant writing to include: Oregon Parks and Recreation Small Community Planning Grant, Ford Family Foundation and TLT Grants.

#### **B. Part Two – Park Master Plan**

Upon successful completion of part one of this RFP, the City of Bay City intends to retain the successful consultant to provide planning services to evaluate potential uses and programming of the park to develop a master plan that is responsive to the site, environmentally sensitive and sustainable. The plan will include written and graphic analysis and recommendations.

### **1.2 General Submission Information**

The City of Bay City intends to award a single contract for this project. The proposal should address the Consultant's capabilities for performing all aspects of the project development process while presenting specific project information and substantiating the Consultant's methodologies and approach for completing the work requested. The official title for this project is: **Al Griffin Memorial Park Master Plan**

### **1.3 Questions**

Questions regarding this proposal shall be submitted to:

Chance Steffey, P.E.  
City of Bay City, Public Works Department  
P.O. Box 3309  
Bay City, OR 97101  
Phone: (503) 377-4121  
csteffey@ci.bay-city.or.us

## 1.4 Preparation Costs

This Request for Proposals does not constitute a contract or offer of employment. The City shall not be responsible for proposal preparation costs, nor for costs including attorney fees associated with any (administrative, judicial or otherwise) challenge to the determination of the highest-ranked Proposer and/or award of contract and/or rejection of proposal. By submitting a proposal each Proposer agrees to be bound in this respect and waives all claims to such costs and fees.

## 1.5 Project Budget

The project budget for the planning of park improvements is estimated to be approximately \$40,000.

## SECTION 2 – RULES GOVERNING COMPETITION

### 2.1 Examination of Proposals

Proposers should carefully examine the entire RFP, any addenda thereto, and all related materials and data referenced in the RFP. Proposers should become fully aware of the nature of the Work and the conditions likely to be encountered in performing the Work.

### 2.2 Proposal Acceptance Period

Award of this proposal is anticipated to be announced within **forty-five (45) calendar days of advertisement**, although all offers must be completed and irrevocable for **ninety (90) days** following the submission date.

### 2.3 Confidentiality

The content of all proposals and scoring sheets will be kept confidential along with the successful proposer until after the award of the Contract, at which time the information will become public information.

### 2.4 Proposal Format

Proposals are to be prepared in such a way as to provide a straightforward, concise delineation of the Proposer's capabilities to satisfy the requirements of this RFP. Emphasis should be placed on:

- Conformance to the RFP instructions
- Responsiveness to the RFP requirements
- Overall completeness and clarity of content

### 2.5 Signature Requirements

All proposals must be signed. An officer or other agent of a corporate vendor, if authorized to sign Contracts on its behalf; a member of a partnership; the owner of a privately owned

vendor; or other agent if properly authorized by a Power of Attorney or equivalent document may sign a proposal. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

## **2.6 Proposal Submission**

Six (6) copies of the proposal must be received by the City of Bay City prior to **12:00 PM on Friday September 20, 2019**. All copies of the proposals must be under sealed cover and plainly marked with the project name. Proposals shall be delivered or mailed to:

City of Bay City  
Attention: Chance Steffey, P.E.  
P.O. Box 3309  
5525 B Street Bay  
City, OR 97101

## **2.7 Disposition of Proposals**

All materials submitted in response to this RFP become the property of the City of Bay City. One copy shall be retained for the official files of the City Hall and will become public record after award of the Contract.

## **2.8 Request for Clarification**

All request for clarifications or specification that limits competition regarding this RFP must be submitted in writing no later than August 30, 2019 to Chance Steffey, Public Works Director at:

[csteffey@ci.bay-city.or.us](mailto:csteffey@ci.bay-city.or.us) (preferred method)

Mail: City of Bay City  
Attn: Chance Steffey  
P.O. Box 3309  
Bay City, OR 97107

## **2.9 Modification/Withdrawal of Proposals**

A respondent may withdraw a proposal at any time prior to the final submission date by sending written notification of its withdrawal, signed by an agent authorized to represent the agency. The respondent may thereafter submit a new or modified proposal prior to the final submission date. Modifications offered in any other manner, oral or written, will not be considered. A final proposal cannot be changed or withdrawn after the time designated for receipt, except for modifications requested by the City after the date of receipt and following oral presentations.

## **2.10 Oral Change/Interpretation**

No oral change or interpretation of any provision contained in this RFP is valid whether

issued at a pre-proposal conference or otherwise. Written addenda will be issued when the City deems changes, clarifications, or amendments to proposal documents necessary.

## **2.11 Notice of Award and Appeals Process**

The City intends to select a single Consultant. The selected Consultant will be identified by the selection committee and a notification letter will be sent to all respondents. Any respondent wishing to appeal the recommendation must do so in writing and within 7 business days of the notice being sent.

## **2.12 Late Submissions**

PROPOSALS NOT RECEIVED PRIOR TO THE DATE AND TIME SPECIFIED (Sec 2.6 Proposal Submission) WILL NOT BE CONSIDERED AND WILL BE RETURNED UNOPENED AFTER RECOMMENDATION OF AWARD.

## **2.13 Rejection of Proposals**

The City of Bay City reserves the right to reject any or all proposals, to waive irregularities and to accept that proposal which is in the best interest of the City.

# **SECTION 3 – SCOPE OF WORK**

## **3.1 Scope of Professional Services**

### **A. Grant Writing Services**

The scope of professional services required by this RFP shall include:

- Grant Funding Research. Conduct research to actively assist in identifying grant resources including, but not limited to federal, state, foundation, agencies and organizations that support the City's funding needs and priorities. Provide the City with summaries of potential funding opportunities, summaries should include, but not be limited to, name of agency, due dates for applications, eligibility, a brief program summary, and the level of funding available.
- Grant Proposal Development and Review. Provide general grant proposal writing services associated with the completion of grant applications on the behalf of the City of Bay City, including the preparation of funding abstracts, production and submittal of applications to funding sources. The City's match requirements and strategy for meeting shall be clearly identified. A copy of each grant application package submitted for funding, in its entirety, is to be provided to the City of Bay City.
- Grant Administration. Administers grants and cooperative agreements, applying knowledge of organizational needs and deadlines. Acquires and applies critical financial concepts and practices, based upon a thorough understanding of funding organizations requirements.

## ***B. Al Griffin Memorial Park Master Plan***

The scope of professional services required by this RFP shall include:

- Review and assess past and related planning efforts and community demographics. Including but not limited to:
  - ✓ Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP)
  - ✓ Tillamook County and City of Bay City Transportation System Plans
  - ✓ City of Bay City Comprehensive Plan
- Inventory and existing conditions report. Develop a comprehensive inventory of the existing parks facilities that will include the following:
  - ✓ Park type and purpose
  - ✓ Park location
  - ✓ Acreage
  - ✓ Inventory and capacity of each amenity
  - ✓ General assessment of the physical condition, accessibility, convenience, as well as functionality.
- Gap Analysis/Needs Assessment. The Consultant will produce a needs assessment that examines both the needs in the existing park as well as the need for additional amenities. The analysis will come primarily from existing data including:
  - ✓ The inventory and condition report
  - ✓ Projections of population growth, and demographics
  - ✓ Recreation participation trends
  - ✓ National Level of Service (LOS) standards
  - ✓ Identified unmet needs of residents
- Recommendations for park improvements. The Consultant will develop prioritized recommendations to meet the needs through renovations and maintenance of park facilities, and development of new amenities/facilities, including estimates of the capital and operational costs. Consultant will also produce a Capital Improvement Plan (CIP) with strategy for funding.
- Prepare final document. The Plan should be in a reader-friendly with an emphasis on maps, charts, photos, graphics and tables to convey information rather than using lengthy text. The Plan should be formatted in a manner that allows for relevant parts to be adopted by the City as part of their comprehensive plan and development ordinances. Provide a complete color version of the final Plan and ten (10) color printed and bound copies along with three (3) flash drives with the final Plan and all project files.
- Meetings, presentations and public involvement. The Consultant will take the lead on public involvement for the planning process, including presentations to the

Planning Commission and the City Council. The Consultant should include in the proposal an outline of their public involvement strategy.

## **SECTION 4 – PROPOSAL AND SUBMISSION REQUIREMENTS**

To achieve a uniform review process and obtain the maximum degree of comparability, the proposals shall be organized in the manner specified below. Core Content of the proposals shall not exceed five (5) pages in length (items A, B, C, and D in section 4.1 item 5 below). Supporting Attachments (see section 4.1 item 6. below) to the proposal shall not exceed eight (8) total pages. Information in excess of those allowed will not be evaluated/scored. One page shall be interpreted as one side of single-spaced, typed, 8½” x 11” sheet of paper with 1-inch margins. The typeface of all pages in this proposal shall be 12 font or greater.

### **4.1 Proposal Narrative**

All proposal information shall be presented in a single-bound volume that has been checked sufficiently to ensure completeness and accuracy of detail. Proposals that do not comply with the instructions in this RFP will not be accepted. It is mandatory that the proposal contains the following 5 items and that it be presented in the following order:

1. Cover
2. Title Page (1 page)
3. Letter of Transmittal (1 page)
4. Table of Contents (1 page)
5. Core Content (5 pages maximum)
  - A. Recent Parks and Recreation Master Planning Experience
  - B. Consultant Project Approach
  - C. Key Project Personnel
  - D. Past Project Performance
6. Supporting Attachments (if necessary 8 pages maximum)

Items 5 and 6 should be separated with either color-coded or tab-type dividers so that information may be quickly located.

#### **A. Title Page (1 Page)**

Show the RFP title being proposed on, the name of your firm, address, telephone number(s), name of contact person, and date.

#### **B. Letter of Transmittal (1 Page)**

1. Identify the RFP project for which the proposal has been prepared.
2. Briefly state your Firm’s understanding of the services to be performed and make a positive commitment to provide the services as specified.
3. Provide the name(s) of the person(s) authorized to make representations for your firm, their titles, address, and telephone numbers.
4. A corporate officer or other individual who has the authority to bind the firm must sign the letter. The name and title of the individual(s) signing the proposal must be clearly shown immediately below the signature.

**C. Table of Contents (1 Page)**

Clearly identify the materials by Section and Page Number.

**D. Details of Core Content (5 Pages Maximum)**

**1. Recent Parks Planning Experience**

Include as a part of your proposal a brief statement concerning the recent relevant experience of the persons from your firm and each sub-consultant who will be actively engaged in the proposed effort. *Do not include firm experience unless individuals who will work on this project participated in that experience.*

If the consultant proposal includes sub-consultants, a list of such sub-consultants shall be submitted and qualifications and experience stated for each sub-consultant.

**2. Consultant Work Approach**

The proposal must include a brief description of the Proposer's overall approach including schedule to meet the May 15, 2020 Grant Application deadline and any unique capabilities the Firm can bring to the project.

Also include information addressing how the Proposer plans to provide project management, quality assurance, contract deliverables, budget and cost control, schedule control, and internal/external coordination for this project.

**3. Key Project Personnel**

It is recommended personnel have a thorough knowledge and understanding of parks and recreation operations and facilities to provide perspective related to master planning analysis, design and construction of park improvements.

Specific background information on key individuals who will be assigned to the project must be included. The background information on these individuals should emphasize their work experience relative to project requirements, current projects, and availability. The proposed key personnel must be the personnel assigned to the project.

It is intended that personnel assigned will carry this project to conclusion. If for unforeseen reasons a key personnel can no longer contribute to the discipline specialties for which they have been selected, the Consultant may petition the Public Works Director in writing within thirty (30) days of any changes of personnel that are included in this statement and the addition to the Consultant's staff of personnel who may contribute to the discipline specialties for which the key personnel has been selected.

The City reserves the right to approve all personnel changes. The

City also reserves the right to cancel any task request in effect should it determine that the proposed personnel is not available or assigned to the task order.

**4. Past Project Performance**

Information is to be provided on the firm’s performance on past projects in regards to the project management items identified.

Provide the names, addresses, current telephone numbers, and a brief project description of three past or current clients who are able to comment on aspects of your work relevant to this proposal.

Please note that grammar, spelling and conformance to RFP instructions will be a scoring factor of each proposal submitted.

**E. Supporting Attachments (8 Pages Maximum)**

Attach only information pertinent to the project being proposed on and that will provide reviewers clear and concise insights into your firm’s capabilities.

**SECTION 5 – EVALUATION CRITERIA AND SELECTION PROCESS**

Firms will be ranked using the points available for each RFP criterion. The criterion categories and points available for each are as follows:

<u>Category</u>	<u>Points</u>
Recent Parks Planning Experience	35
Consultant Project Approach	25
Key Project Personnel	25
Past Project Performance	10
Resource Allocation and Cost	20
Local Preference (within Tillamook County)	10
Grammar, Spelling and Conformance to RFP Instructions	5
<b>Total</b>	<b>130 points</b>

A committee of individuals representing the City of Bay City will evaluate the proposals. The committee will rank the proposals as submitted.

The City of Bay City reserves the right to award contract(s) solely on the written proposal. The City also reserves the right to request oral interviews with the highest-ranked firms (short-list). The purpose of the interviews with the highest-ranked firms is to allow expansion upon the written responses. The City reserves the right to request additional questions to be answered during the interviews, determine the format and content of the interviews, and establish the maximum number of people who attend the interview from each short-listed firm. If interviews are conducted, a maximum of three firms will be short-listed. The Consultant’s project manager identified in the proposal will be required to attend the interviews. By submitting a proposal, it is understood that the Proposers may not change (add or delete) personnel for interviews from those listed in the proposals without written consent from the City.

A second score sheet will be used to score those firms interviewed. If oral interviews are conducted, the final selection will be based on the total of all evaluators' scores achieved on the second rating. The highest-ranked Proposer(s), after the second scoring, if performed, may be invited to enter into final negotiations with the City for the purposes of Contract award.

## **SECTION 6 – CONTRACT NEGOTIATION PROCESS**

The highest-ranked Proposer(s) may be invited to enter into Contract negotiations with the City of Bay City. If an agreement cannot be reached with the highest-ranked Proposer, the City shall notify the Proposer and terminate negotiations. The second highest Proposer may be contacted for negotiations. This process may continue until successful negotiations are achieved. However, the City reserves the right to terminate negotiations with any Proposer should it be in the City's best interest. The City of Bay City reserves the right to reject any and all proposals submitted.

The method of payment to the successful proposer shall be on a time and materials basis with a maximum "not to exceed" fee as determined through final negotiations. This figure shall include all direct and indirect costs plus profit and overhead and markups on subconsultants and shall include all reimbursable costs for services and deliverables identified in the Scope of Service unless otherwise stated as extra services.

Progress payment shall be made by City on a monthly basis only for services rendered and upon submission of a payment request upon completion and City approval of the work performed for the month. The consultant shall include a breakdown by individual hours spent and for each employee including subconsultants and shall include a breakdown on all reimbursables expenses and rates.

The successful Firm shall provide proof of insurance including the name of your professional liability insurance carrier and workers' compensation carrier and the limits of your insurance. Successful Firm shall meet the City of Bay City's minimum professional liability insurance requirements naming the City of Bay City as an additional insured.