**REQUEST FOR PROPOSAL**

**PROFESSIONAL SERVICES**

**FOR**

**PARKS AND RECREATION**

**MASTER PLAN**

 **FOR THE CITY OF**

**CHILOQUIN, OREGON**

**A MUNICIPALITY**

**CITY OF CHILOQUIN OREGON**

**PO BOX 196**

**CHILOQUIN OR. 97624**

**PHONE 541-783-2717 / FAX 541-783-2035**

**CHICITYHALL@GMAIL.COM**

CITY OF CHILOQUIN, OREGON

a Municipal Corporation

PARKS AND RECREATION

MASTER PLAN

REQUEST FOR PROPOSALS

 **SUMMARY OF REQUEST**

The City of Chiloquin is seeking a qualified firm/individual to prepare a

Parks and Recreation Master Plan.

**NOTICE OF REQUEST FOR PROPOSALS**

Notice is hereby given that the City of Chiloquin City Council will receive Proposals per specifications until **4:00 PM Pacific Time, Friday May 5th, 2023. (“Closing”)**

**No Proposals will be received or considered after that time.**

Proposal packets are available from 10:00 AM to 4:00 PM Monday through Friday (closed Wednesday) at Chiloquin City Hall 127 S First St. Chiloquin, OR. 97624,

Telephone (541) 783-2717 or may be obtained at

City Services/Bid and RFP tab at https:// [www.cityofchiloquin.org/rfps](http://www.cityofchiloquin.org/rfps).

**Contact Information:**

Chiloquin City Recorder, Missy Danforth, mdanforth@cityofchiloquin.org or

541-783-2717

Questions related to this RFP should be directed to mdanforth@cityofchiloquin.org.

The subject line for the email should be “Parks Master Plan RFP Question”. **Questions must be submitted before 4:00 PM Pacific Time, Monday May 1st, 2023.** Questions received after this date and time will not be answered. All questions will be compiled and responses will be posted on the city website by Wednesday May 3, 2023, under:

City Services/Bid and RFP tab at https:// [www.cityofchiloquin.org/rfps](http://www.cityofchiloquin.org/rfps).

The Proposals will be considered by the City to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

**Project Description**

OPRD Grant Number : LG22\_046

Project Title: Parks Master Plan

Grantee Agency : City of Chiloquin

The project is to develop a Parks Master Plan for community paths, community parks, the Rodeo Event Center and nature park as outlined in the Chiloquin Strategic Plan.

Project Budget:

Total Project Cost: Professional Services to develop Master Park Plan $35,000.00

Matching Funding : City Parks Budget, in-kind services, local fundraising $ 7,000.00

OPRD: Grant Funds awarded $ 28,000.00

The City of Chiloquin, Oregon is seeking a qualified firm/individual to prepare a Parks and Recreation Master Plan. This Master Plan will drive City long-range planning, direct decision-making, and resource allocation for City park and recreation areas. The plan will incorporate the City Strategic Plan and provide a clearly defined vision for the future of park and recreational areas within the City, including development and redevelopment of Chiloquin Park, Spinks Park, and the Rodeo Event Grounds, along with the planned new bike park to be built at Spinks Park.

The planning process will consist of the following components: park and recreation needs assessment, visioning, identifying and evaluating community needs by conducting multiple listening sessions with the residents of Chiloquin, the students at both Chiloquin Elementary School and Chiloquin Jr/Sr High School and The Klamath Tribes, to collect feedback to develop a plan that includes priorities, opportunities, a phased implementation and a financial plan.

The firm selected by the governing body will create a document which summarizes the planning process, data collected, the analysis of forecasted needs, and implementation strategies for review and approval by the governing body.

**Type of Contract and Contract Term**

The City wishes to enter into a contract with the selected applicant to conduct the work on a fixed price basis. The funds available in this award are approximately $35,000. The remaining total project expenditures, including the selected firm’s costs, cannot exceed this amount. The term of the contract will begin after contract approval and continue throughout the period of the OPRD grant. Unless terminated or extended the project shall be completed by December 31, 2024.

The City reserves the right to modify this approach if it determines a different approach is in the best interest of the City**.**

**Scope of Services**

The successful firm will demonstrate its ability to complete a Parks and Recreation Master Plan including relevant experience:

A. Conducting a Needs Assessment

B. Developing and Implementing Public Involvement Strategy

C. Collecting and Analyzing Data

D. Analysis of Forecasted Needs to Determine the Parks and Recreation Strategic Direction

E. Developing Recommendation and Implementation Strategies

Deliverables will include:

* Project timeline
* Public involvement strategy plan
* Public meeting materials including hand outs and visual aids
* Draft and Final Master Parks Plan (PDF and Word)

**SPECIFIC INFORMATION REQUESTED WITHIN PROPOSAL**

**Proposal Format**

All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. All Proposals must include a signature that affirms the proposer’s intent to be bound by the proposal. If a proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor.

Items requested in the submission will be evaluated by the City selection committee members and assigned individual scores that will be combined for an overall total score. Maximum scores for each category are listed below. Minimum font size is 11 pt.

The following items must be included in your firm’s response:

**Cover Letter (2- page limit) – Not Scored**

Provide a cover letter expressing your firm’s interest in, and qualifications for, working with the City staff, regulators and other stakeholders. The letter should be on your firm’s letterhead and signed by an officer of the firm authorized to bind the firm to all commitments made in the proposal and shall include the name, address, email, and phone number of the contact who will be authorized to represent your firm.

**Organizational Profile and Qualifications (maximum score 10 pts)**

Provide an overall history and description of your firm and any teaming firms. The firm must provide the number of years of the firm’s experience with demonstrated success in similar park master planning.

Provide a list of key people expected to work on the contract, including names, education, professional licenses, registrations or certifications, and role in the contract. Provide resumes for up to 4 key personnel who will work on this project. Resumes should be brief and contain focused relevant experience.

Provide information regarding your firm’s current staffing, current workload, and availability to provide the scope of services as soon as the contract is awarded throughout the performance period.

**Experience (maximum score 10 pts)**

Contractors should present experience and demonstrated success in performing similar services described in the scope of work above. List and describe representative 3 to 5 examples of related work (projects) your firm has performed over the past 10 years which illustrate your firm’s role and experience in providing the scope of services requested. For each example project include a brief description, dates of service and a reference with contact information.

**Project Approach and Timeline (maximum score 5 pts)**

Include the following information: Describe the approach to be taken toward completion of each of the tasks outlined in scope of services and an explanation of any proposed variations to the work program. Address each of the tasks separately.

**Communication, Collaboration, and References (maximum score 5 pts)**

Describe your communication strategy and ability to collaborate effectively with key stakeholders, including clients, community members, special interest groups, and regulatory agencies.

**Price (maximum score 10 pts)**

Provide a fixed price for completing this work breaking the cost components into: labor, travel, supplies…….Also provide a brief description of cost optimization strategies that might be applied to this project based on previous experience.

**Evaluation Process**

The City will appoint an evaluation and selection committee to review RFP submittals or responses.

The Committee will be composed of elected officials, city staff, and other qualified individuals.

They will open and review the RFP responses. During the evaluation process, the City of Chiloquin reserves the right to request additional information or clarifications from proposers and the right to reject any or all proposals.

The assignment of scores and selection of a consultant for this work will be based on the following criteria as applied to each scored item required in the submittal:

* The clarity of the proposal and demonstrated understanding of the tasks and objectives described in the Work Plan
* The respondent’s qualifications and experience performing the requested scope of services with particular attention on experience and successful projects similar in size, nature, and complexity.
* The degree to which the respondent demonstrates an ability to work effectively and coordinate with key stakeholders
* Relevant experience including preparing assessments, data collection and analysis and report preparation
* Reasonableness of cost

Each scored item requested in the Submission Content above will be assigned a score by individuals of the City selection committee. The highest awardable score for each category is listed above. The maximum combined score that could be awarded is 40 points. The evaluation committee will rank the submittals and composite rating for each respondent will assist the committee in the selection of the successful responder.

After determining the successful RFP responder, the evaluation committee will make a recommendation to the governing body for consideration to negotiate and enter into a contract for a Parks and Recreation Master Plan.

**Procurement Terms and Conditions**

The Respondent shall keep the City free and harmless from the payment of any and all damages, costs, expenses, royalties, patent fees, attorney’s fees or any sum of money whatsoever, by alleged infringement, or use of any patented device, article, system or arrangement that may be use by the contractor in the execution of this work. The respondent will be required to indemnify and save harmless the City from all claims or actions of any kind or description brought against the City for or on account of any injuries or damages received or sustained by any persons or any neglect in guarding the same or in any improper materials used, or by or on account of any act of commission or omission of the contractor or it agents or employees.

The City will not assume any responsibility or liability for any expenses incurred by a Respondent, or prospective Respondent, in connection with the preparation or delivery of a response, requested interview, or any action related to the process of completing and submitting a response to this RFP.

The City reserves the right to waive any information or minor defects in the RFP or the RFP responses/procedure, or to reject any and all responses, or accept any submittal that is most responsive and responsible as exclusively determined by the City. Any response may be withdrawn by the respondent prior to the scheduled time for the opening of the response or authorized postponement thereof. No respondent may withdraw a submittal within 60 days after the actual date of opening thereof. Should there be reasons why the contract cannot be awarded within the specified period, the time may be extended by mutual agreement between the City and the respondent. Proof of acceptable insurance in accordance with the requirement outlined in this RFP shall accompany the response. No bid bond, payment bond or performance bond is required for this contract. Submission of a signed submittal by the respondent constitutes acknowledgement of and acceptance of all document and terms and conditions of this RFP and the EPA Cooperative Agreement.

Upon selection of a finalist the City, by its proper officials, shall attempt to negotiate and reach a final agreement with the finalist. If the City, for any reason, is unable to reach a final agreement with this finalist, the City then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal.

The City shall not discriminate with respect to the hire, terms, conditions or privileges of employment or any other matter directly or indirectly related to employment, because of race, color, religion, sex, sexual orientation, disability, national origin, or ancestry.

**Directions for Submission:**

Proposers shall submit four (4) bound copies of their proposals and one (1) electronic copy (PDF form) to: The City of Chiloquin, mailed to PO Box 196; hand delivered to 127 S. First Av; or sent electronically to: mdanforth@cityofchiloquin.org

**PDF files should be labeled : ‘FIRM NAME’ CHILOQUIN 2023 PARKS MASTER PLAN**

**Proposals are due to be delivered to the City on or before May 5, 2023 at 4:00 pm Pacific Time.**

**Late responses to the RFP will not be accepted.**

Notes:

* The City will not be held responsible for mishandled, late or lost qualifications packages.
* Respondent shall certify that to the best of its knowledge, all information provided in their response to this RFP is accurate and complete. Any misrepresentation by a respondent may result in disqualification.

**Reservation of Rights**

The City of The City of Chiloquin reserves all rights (which may be exercised by the City in its sole discretion) available to it under applicable laws, including without limitation, and with or without cause and with or without notice, the right to:

A. Cancel this RFP in whole or in part, at any time before the execution of a contract by the City of

 Chiloquin, without incurring any cost, obligations, or liabilities.

B. Issue addenda, supplements, and modifications to this RFP.

D. Extend the RFP submittal due date.

E. Reject at any time, any or all submittals, responses, and RFP submittals received.

F. Reserves the right to terminate this process or to cancel or modify this solicitation process at any time.

In no event will the City or any of its respective agents, representatives, consultants, directors, officers, or employees be liable for, or otherwise obligated to reimburse the costs incurred in preparation of this RFP or any other related costs.

 The City of Chiloquin is an Affirmative Action/Equal Opportunity Employer and complies with Section 504 of the Rehabilitation Act of 1973 and does not discriminate because of race, color, religion, sex (including pregnancy), national origin, age (40 or older), disability, or genetic information.