



**Willamette Falls Legacy Project
Limited Duration Parks Planner
Request for Proposal**

October 7, 2015



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SECTION 1 - PROCUREMENT INFORMATION

Procurement Schedule

Schedule of Events	Date
RFP Release	October 7, 2015
Deadline for Questions	October 21, 2015
Sealed Proposals Due to the City	October 27, 2015
Prescreen Of Proposals	October 28, 2015
Interview of RFP finalists	November 2- 3, 2015
Announcement of Successful Proposer	November 3, 2015
Anticipated Negotiation Schedule	November 3 –Nov 11, 2015
Anticipated Contract Execution	November 18, 2015

The City reserves the right to modify this schedule at the City's discretion. Notification of changes will be posted on the City website (www.orcity.org) or as otherwise stated herein. Inquiries shall be directed to Christina Robertson-Gardiner, Senior Planner, by email (crobertson@orcity.org), phone (503-496-1564) or fax (503/722-3880). One (1) unbound copy of the proposal must be received at the City of Oregon City, Community Development Department, at the address below:

Fed Ex & Hand Delivery - Physical Address	US Post Office - Mailing Address
Oregon City Community Services City Hall 625 Center Street Oregon City, OR, 97045	City of Oregon City Scott Archer P.O. Box 3040 Oregon City, OR 97045

No later than 4:00 P.M. on October 27, 2015

Proposals received after this date will not be accepted. Faxed copies of bid proposals are not accepted. An electronic version of the submittal may be emailed to crobertson@orcity.org as a supplementary document. Arrangements can be made to upload the proposal through the city's FTP site. . Submittals must be clearly marked "Willamette Falls Legacy Project Limited Duration Parks Planner -Request for Proposal".

The anticipated contract start date is November 18, 2015 with contract duration of approximately two years. The period of performance continues until the project deliverable schedule is complete. The selected Consultant shall assume responsibility for all contractual matters and services outlined in their proposal.

Hard Copy Submittal.

Submit one original (1) unbound, one (1) electronic copy of the response. Faxed and emailed copies will not be an alternative to the hard copy. Please do not use any plastic or vinyl binders or folders. The City prefers simple, stapled paper copies.

Electronic Submittal.

The City allows and will accept an electronic submittal, in lieu of an official paper submittal.

- a. The electronic submittal is to be e-mailed to Christina Robertson-Gardiner (crobertson@orccity.org) on or before the deadline
- b. Title the e-mail very clearly with the RFP Title and your company name.
- c. Any risks associated are borne by the Proposer. The City will send a confirmation email if the submittal is received 24- hours before the deadline.
- d. The City e-mail system will generally allow documents up to, but no larger than, 8 megabytes.

All proposals become part of the public file for the project, without obligation to the City of Oregon City. The City reserves the right to reject any and all proposals for good cause, in the public interest, and is not liable for any costs incurred by the Consultant in the preparation or presentation of the proposal.

SECTION 2- PROJECT PERSONNEL

Scott Archer, Community Services Director for the City of Oregon City, will be the Project Manager for the City of Oregon City. Christina Robertson-Gardiner (crobertson@orccity.org) has been authorized by the Project Manager to speak for the City with respect to this solicitation. Any Proposer seeking information, clarification, or interpretations from any other City official or City employee is advised that such material is used at the Proposer's own risk. The City will not be bound by any such information, clarification, or interpretation. Following the Proposal submittal deadline, Proposers shall continue to direct communications to only the City Project Manager. The Project Manager will send out information to responding companies as decisions are concluded.

SECTION 3 - PROJECT BACKGROUND AND PURPOSE

The purpose of this Request for Proposal is to select a consultant to act as a limited duration Parks Planner on behalf of Oregon City as part of the Willamette Falls Legacy Project Riverwalk Schematic Design process. This temporary position was created to address a lack of capacity from existing Community Services/Parks staff.

Willamette Falls Legacy Project (www.rediscoverthefalls.com)

The Willamette Falls Legacy Project is a partnership between the site owner, the City of Oregon City, Metro, Clackamas County and the State of Oregon with the goal of transforming the 22-acre former Blue Heron mill site into a mixed use destination that embodies four core values:

Public access: Visitors will get a front-row seat to experience the majestic and truly extraordinary Willamette Falls. Cut off from public enjoyment and effectively removed from the public consciousness for more than 150 years, the falls are one of the most scenic places along the Willamette River.

Economic redevelopment: The Willamette Falls property will carry on a tradition of economic development along the riverfront, where mills thrived for more than a century. With the closure of the Blue Heron Paper Co., Oregon City lost 175 jobs – a loss that must be made up through redevelopment.

Habitat restoration: Historically, the falls were surrounded by unique plants because of microclimates from the mist. Protecting the site provides an opportunity to reestablish native plant communities, enhancing this ecologically diverse stretch of the upper reaches of the Willamette. This land is also critical for water quality – every fish and lamprey that travels the river passes through or around the falls.

Historic preservation and cultural interpretation: Future visitors will learn about the rich history of the Oregon City riverfront. Willamette Falls served as an important cultural site for native tribes and they tell the story of the area's industrial development – John McLoughlin built the Pacific Northwest's first lumber mill here. As the End of the Oregon Trail and the birthplace of Oregon, it served as a launching point for thousands of new Oregonians.

In cooperation with the new owners (Falls Legacy LLC), Willamette Falls Legacy Project partners (Oregon City, Metro, Clackamas County, and the State of Oregon) brought together thousands of Oregonians to help shape the future of Willamette Falls. This fall the framework planning and visioning process concluded and successfully rezoned the site to provide needed flexibility and certainty for a new generation of investors while reducing and removing barriers to redevelopment. The next step – and the centerpiece – of the project is a publicly accessible Willamette Falls Riverwalk providing visitors with up-close views of the majestic site in the heart of historic Oregon City, Oregon.

Riverwalk

A new Riverwalk that connects historic downtown Oregon City to Willamette Falls is the first step of the Willamette Falls Legacy Project. For the first time in more than a century, people will be able to see and experience the Falls along the Willamette River from a world-class public space. By building the Riverwalk, the project partners are transforming this abandoned site into a compelling new investment opportunity.

Design and planning of the Riverwalk has begun. The project partners recently selected the premier team of [Mayer/Reed](#), [Snøhetta](#) and [DIALOG](#) to lead the process. Starting this fall, the team will begin the process that will provide the project with a first phase of design—called a schematic design—which will provide details about the location, elevation, possible materials, overall dimensions and estimated costs.

The Riverwalk concept was first identified in the community visioning process which began in 2013. Thousands of Oregonians gave their input into this project, providing comments and insight into the project's values and scope.

Oregon City and Clackamas County were also awarded a Metro Community Planning and Development Grant for a development opportunity studies and advanced master planning to be completed in the same timeframe as Riverwalk design and in partnership with the private owner. This work is expected to integrate closely with the Riverwalk design process.

Purpose

The purpose of this Request for Proposal is to select a consultant to act as a Parks Planner on behalf of Oregon City as part of the Willamette Falls Legacy Project Riverwalk Schematic Design process. This temporary position was created to address a lack of capacity from existing Community Services/Parks staff. The ideal consultant should have a strong background in the construction, operations and maintenance of parks and open spaces. This proposal is envisioned as a two-year contract with a budget between \$200,000 to \$275,000. The chosen consultant will work on average 20-25 hours a week, which will include some office hours in Oregon City. This Request for Proposal envisions one person to fill this position; who could be part of a larger firm or be a sole proprietor.

The consultant is expected to represent Oregon City in the design process and attend the weekly Riverwalk Design Working Group meetings, staff coordination meetings, any public events associated with this complicated project, as well as office hours in Oregon City. The chosen consultant will also provide presentations and updates at work sessions with the City Commission and other city boards as needed.

The chosen consultant should have extensive knowledge of: construction, operations and maintenance of parks and open spaces in the Pacific Northwest; project management and of current principles and practices used in park planning, development and construction; including but not limited to: site analysis and evaluation, development codes, planting plans, irrigation systems, drainage and grading plans, tree protection and urban forest principals,

hardscape design and materials, trail planning and design, streetscape, sustainable design concepts, accessibility guidelines, public playground guidelines safety guidelines.

The chosen consultant should have skills and ability to: work independently; produce conceptual plans and design development plans, facilitate meetings and the public input process; communicate effectively and persuasively in both verbal and written form; utilize technical writing skills; exercise good judgment, demonstrate initiative, meet deadlines, and make good decisions. The consultant should also possess excellent interpersonal, creative problem solving and conflict resolution skills; excellent planning and organization skills; strong listening, analytical, and critical thinking skills; word processing, presentation and spreadsheet applications; work cooperatively with others; and the ability to create a positive, constructive relationship with staff and the general public.

PROJECT Description

BUDGET

The purpose of this Request for Proposal is to select a consultant to act as a Parks Planner and project representative on behalf of Oregon City as part of the Willamette Falls Legacy Project Riverwalk Schematic Design process. This temporary position was created to address a lack of capacity from existing Community Services/Parks staff. This proposal is envisioned as a two-year contract with a budget between \$200,000 to \$275,000. The chosen consultant will work on average 20-25 hours a week, which will include some office hours in Oregon City.

Total Budget **Between \$200,000
and \$275,000**

SECTION 4 –DELIVERABLES

In addition, the consultant will provide deliverables throughout the design process. These include, but are not limited, to the following:

- Formal review memos to the WFLP Technical Advisory Committee and the project manager on each phase, or as needed, of the Riverwalk design process that analyze the design in relation to future operations and maintenance, programming requirements, and general feedback from Oregon City stakeholders and city staff and suggested next steps.
- Provide operations, programming and maintenance case studies locally, nationally and internally that can help Oregon City and its partners better understand and inspire creative solutions that will aid in the long term success of this project.
- Written reports to the project manager, as needed, apprising him of pertinent decisions made in the weekly design and staff meetings.
- Provide project management of smaller sub-contracts that relate to the Riverwalk schematic design and/or refined master plan process as needed.

- Provide risk analysis on opportunities and threats, as they arise.
- Presentations directed to, City Commission, city staff and other city boards or community organizations as needed.
- Other items as determined to be necessary.

SECTION 5 - PROPOSAL FORMAT

Introductory Letter

The letter shall 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 shall indicate insurance carried by the Consultant. The proposal letter shall be signed by an authorized representative of the Consultant.

Minimum Qualifications

These criteria relate to the Consultant's minimum capabilities and resources in relation to this project, and provide a reasonable basis on which to evaluate potential Consultants.

- The Consultant must have the resources available to perform the work for the duration of the project.
- The Consultant must have successfully performed at least one contract with a public or private agency of similar size to the City of Oregon City within the last five (5) years, with services similar to those expected by the City for this contract.
- The Consultant must have Bachelor's degree in civil engineering, landscape architecture, construction management or related field; AND
- The Consultant must have Ten (10) years of progressively responsible project management experience in design and/or construction;
- OR any satisfactory combination of experience and training which provides the equivalent scope of knowledge skills and abilities necessary to the perform work.

Please Include Information On:

- Prior experience with construction, operations and maintenance of parks and open spaces in the Pacific Northwest.
- Specific areas of expertise and unique qualifications as applicable to this project.

Project Understanding /Project Approach

Please describe your understanding of the project and what creative approaches you may have for meeting and understanding the Project Background, Purpose and Required Deliverables within the project time frame. This criterion is the heart of the response and deals with the Consultant's ability to clearly define the action to be taken to deal with the objectives and problems outlined in the scope of work.

The Consultant shall include an estimated fee for services to be used by the city for budgetary purposes including the number of hours proposed for the services required, deliverables, due dates, expenses and hourly rates. The fee estimate will not be used as an evaluation criterion.

Support Information

Support information must be limited to that which is pertinent to the proposal. Material must include references and may include graphs, charts, photos, resumes, certificates, examples of similar projects, etc.

Any Consultant who submits a proposal shall certify that the Consultant has not and will not discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a minority, women or emerging small business enterprise certified under ORS 200.055 or against a business enterprise that is owned or controlled by or that employs a disabled veteran as defined in ORS 408.225.

SECTION 6 - PROPOSAL REVIEW, EVALUATION, AND SELECTION REVIEW

The City of Oregon City will award a contract to the Consultant whose proposal would be most advantageous to the City. City Staff and project partners will evaluate proposals and decide on those people to be interviewed. A selection committee will evaluate applicants, rank the proposals, and make recommendations to the City within 11 days of the submittal date. The City has the right to require any clarification or change it needs to understand the Consultant's approach to the project and view of the work scope.

Evaluation and Selection

Each proposal will be limited in length and judged as a demonstration of the Consultant's capabilities and understanding of the project. Evaluation criteria, maximum points and page limitations (one page is considered to measure 8 1/2" x 11") will be as follows:

Contents	Max. # Pages	Max. Points
Introductory Letter	1	5
Firm's Capabilities	1	15
Project Personnel	2	30
Project Understanding	2	30
Project Approach	1	10
Budget Breakdown	1	0
Support Information	2	10
TOTAL	10	100

SECTION 7 - CONTRACT REQUIREMENTS

The successful Consultant shall enter into a Personal Services Agreement with the City (example attached). Payment for contract services will be made monthly, upon receipt of the Consultant's billing statement, for work done to date, unless the city and the consultant agree to another mutually agreeable reimbursement plan. The invoice shall include a summary of progress through the billing date and shall not be submitted more often than once per month. All billings will be processed through the City project manager.

Protests concerning the selection process must be delivered, in writing to the City of Oregon City Project Manager, within or not later than 14 days after notification to the City of Oregon City Project Manager. The protest must state the grounds upon which it is based. The City of Oregon City will review the protest and present a decision to all involved parties within 45 calendar days. All documents shall become, and remain, the property of the City. The Consultant must show proof of insurance (workers compensation, automobile) as required by the City's Personal Services Agreement (see Attachment 1).

ATTACHMENTS:

1 - Personal Services Agreement