CITY OF WOOD VILLAGE REQUEST FOR PROPOSALS TO PROVIDE
WETLAND PARK PROPERTY DESIGN CONTRACT

RFP No. 0362020

Wetland Park Property Design

Date Due: March 24, 2020
Time Due: 2:00 PM PDT

All responses delivered to the City of Wood Village 23335 NE Halsey Wood Village OR 97060
**Introduction & Overview**
The City of Wood Village, Oregon will be accepting proposals to design park improvement concepts to recently acquired wetland park property. The proposal shall be from qualified Design Engineers and or Landscape Architecture licensed in the State of Oregon. The design will include trails, habitat enhancements, and signage. Working within the confines of the conservation easement and subject to Army Corps of Engineers approval. The City will provide concepts specific to the design. The Park Land is 4.69 acres located in the City of Wood Village near the Town Center (Arata Rd & Wood Village Blvd). This park is an extension of our park system and supported by the City’s Parks Master Plan.

**Project Deliverables**
The City is looking to engage a qualified individual or firm to provide the following services:

- Review and understand the existing site
- Engage City Staff to coordinate concept plans
- Design within the Conservation Easement acceptable practices.
- Engage Army Corps of Engineers
- 30% design review
- 80% design review
- Cover Sheet
- Construction Estimate
- 100% construction plans, details and specifications to construct the trails, habitat enhancements, and signage.

**Requested Information & Format for Qualifications and Response**

1. Firm name, address, telephone number, principal contact, and email address.

2. Letter of transmittal signed by a principal or contracting representative.

3. The names and a summary of the professional experience or the proposers’ Contract Manager and associated support staff that the City can expect to manage the contract and produce project deliverables.

4. Identify office location, capacity, capability and availability to perform the work, size of the organization, year the firm began doing business and the availability of personnel to work with the City’s project.

5. Describe your firm’s experience completing work and producing products similar to those described in this request.

6. A list of references for similar projects as listed above.
7. A signed original plus two (2) copies and one (1) pdf copy presented on a thumb drive or similar media will be submitted. The proposal must be submitted clearly marked “WETLAND PARK PROPERTY DESIGN” and contained in a sealed envelope or box, addressed to Public Works, City of Wood Village, 23335 NE Halsey, Wood Village, OR 97060, and must be received by 2:00 p.m. local time, March 24, 2020. The City of Wood Village reserves the right to accept or reject any or all proposals. No amendments, additions or alternates shall be accepted after the submittal deadline.

8. All documents, records, designs and specifications developed by the selected firm with regard to this project shall be the property of the City.

Contact Persons
Respondents can contact the Public Works Director for further information regarding this process at: KylerR@woodvillageor.gov If proposers have any questions regarding the RFP or selection process, the questions shall be submitted in writing to the Public Works. All responses will be issued by email and posted on the City’s website at www.WoodVillageOR.gov

Final Selection
Following the review process, it is the intent of the City to enter into an agreement with a firm to provide the services as described in this request, however, the City reserves the right to reject any and/or all proposals received; waive any informality in proposals; and to accept, reject, and/or add any items when such actions are in the best interest of the City.

Respondents may wish to consider the following:

Evaluation and Selection Criteria
Proposals will be evaluated based on the submission requirements listed above to determine which firm best meets the needs of the City. Proposals will be evaluated on the following factors:

1. Qualifications of Key Staff – Identify the key staff members who will be assigned to this project for this contract. Describe their roles and provide a brief description of their professional experience. Higher scores will be given to proposals where the evaluators believe key staff members have the most relevant experience. (25 Points)

2. Statement of Understanding and Project Approach – Demonstrate that the consultant has an understanding of the project and working within the Conservation Easement restrictions. Higher scores will be given to teams demonstrating a complete understanding of the extent of the proposal and the
3. **Availability & Cost** – Indicate current availability and anticipated project timeline. *Higher scores will be given to teams that can complete the project in the timeliest manner, the best presentation of key milestones in the project, and relative cost.*

(25 Points)

4. **References** – Provide a minimum of three references for the project team. This should include the client, contact name and position, and phone number. *Higher scores will be given to teams with the best references.*

(10 Points)

5. **Any other factors relevant to this contract/project.**

(10 Points)

At the discretion of the selection committee, finalists may be invited to an oral interview.