

Request for Qualifications

Parks Master Plan Update

The City of North Plains is requesting qualifications from an experienced consultant to assist in the update of the City's Parks and Recreation Capital Facilities Master Plan. The goal of the update is to create a vision for North Plains' parks and trail system and identify steps for vision achievement. Some key goals of the update include:

- Define the vision of the City's parks, recreation, open spaces and trails system.
- Identify community needs and citizen expectations of parks and adding a recreation component.
- Set the framework for future policy by identifying: guiding principles, goals and objectives, implementation strategies, and performance measures.
- Identify gaps in, and barriers to the current parks and recreation facilities and programs, and solutions addressing them.
- Provide an implementation tool to be used in decision making.
- Identify and prioritize capital facilities projects.
- Depict information through easy to read graphics and mapping.
- Utilize the final document to leverage grant and other funding opportunities.
- Create a document that will be the basis for updating the city's Parks System Development Charge Fees.
- Develop a document that can be used to establish the minimum park area required in expansion areas based upon park classifications.

The City's parks, recreation, open space and trails provide a unique quality of life experience to North Plains' residents and is integral to the community's health and well-being. The visioning process will define actions and strategies to provide equitable services and amenities, facilitate vision achievement, guide future policy, ensure system sustainability and asset management. The update will determine short and long-term community goals and priorities identified through stakeholder engagement; prioritize capital improvement projects; provide the framework to guide future decision-making; and methods for fiscal attainment.

Background

North Plains is situated six miles north of Hillsboro, just off Hwy 26 in Washington County. North Plains current population is estimated to be 2500 with 200 houses under construction and another 450 houses in the planning stages. Portland State University has estimated the city's population growth rate to be 5.1% per year over the next 20 years. The city has limited parks and recreation facilities, and with the anticipated growth needs to develop standards for the development of new parks in the expansion areas. The Parks and Recreation Capital

Facilities Master Plan was last updated in September 2009. Listed below are the parks and recreation facilities currently owned, and maintained by the city:

Frank Wing Park	0.886 Ac.
Jesse Mays Community Park	1.837 Ac.
Louie Wentz Park	0.172 Ac.
Pacific Purple Park	1.002 Ac.
Vern Galaway Memorial Park	2.909 Ac.
LaMordden Park	0.087 Ac.
Sunset Ridge #1 Park	0.134 Ac.
Turtle Pond	2.312 Ac.
Sunset Ridge #2 Park	1.910 Ac.

The city's Parks and Recreation Board has been in the process of reviewing the master plan and incorporating the city's trails plan into the parks master plan. This effort will be a part of the consultants work plan.

Qualifications

The City seeks a consultant who can demonstrate the ability to be a working partner in this Parks Master Plan update. Consultant qualifications should demonstrate:

- Experience in long-term strategic planning; preferably with previous park and recreation planning experience.
- Experience in developing park and recreation master plans that meet the standards for supporting system development charges.
- The ability to review and synthesize materials and data. Including but not limited to existing planning documents, surveys and other data.
- The ability to create key tools to be used in the facilitation of stakeholder focus groups.
- Experience in diverse and in-depth needs analysis, gaps and barrier analysis.
- Experience in mapping, graphics and other visual tools to best communicate concepts and strategies.
- Experience in creating vision, goals and objectives, and actions and strategies for goal achievement.
- Creativity, ingenuity, active listening and problem solving skills.
- Familiarity with parks and recreation Level of Service Standards.
- Understanding and experience with the various funding mechanisms available to public projects.

- The ability and work plan capacity to initiate and successfully meet the City's targeted deadline of June 30, 2018.

Deliverables

The final park and recreation master plan document should identify actions and strategies needed toward implementation and should describe achievable steps. The consultant will be responsible for periodic submittals of the parks and recreation master plan process.

Deliverables are:

1. **Project Timeline**
2. **Stakeholder Engagement Plan and Report.**
3. **Parks and Recreation Update Document:** The final update document shall contain:
 - a. The vision for the park system.
 - b. Existing inventory and needs analysis organized by subareas.
 - c. Stakeholder engagement report.
 - d. A trails plan incorporated into the parks master plan.
 - e. Graphic information including charts and maps.
 - f. Identification of park system gaps and barriers and solutions to addressing them.
 - g. Policy Framework: guiding principles, goals and objectives, identify actions and strategies.
 - h. Identify performance measures for successful implementation of master plan.
 - i. A prioritized capital facilities plan (identifying both development and redevelopment projects).
 - j. Identification of resources and/or funding needed to implement the master plan.
 - k. A final checklist for policy makers and staff to ensure future actions are congruent with the master plan goals.
4. **Meetings:** The consultant will be required to present the master plan update process, findings and final document with City staff, Parks and Recreation Board and City Council.

Project Budget and Timeline

Funding available for the consultant contract is not to exceed twenty five thousand dollars (\$25,000), including all applicable taxes and expenses associated with services rendered. Interested consultants must be properly licensed and/or registered (if applicable) to provide the requested services in the State of Oregon. City's targeted deadline is June 30, 2018.

Statement of Qualification Requirements

Submitted statement of qualifications should contain the following:

1. **Cover Letter:** The cover letter shall include:

- a. Company letter head, name, address, phone number, fax number, e-mail address and be addressed to: City of North Plains, Attention: City Manager, 31360 NW Commercial Street, North Plains, Oregon 97133
- b. Reference to the project name and include an expression of interest.
- c. State the city and state of your firm's corporate headquarters and a signature by an authorized officer of the firm.
2. **Statement of Qualifications:** Consultant statement of qualifications should include:
 - a. The approach your firm will take in the development of the master plan update.
 - b. A statement confirming commitment of key personnel including the project manager and primary contact.
 - c. Provide your firm's service rates to be charged for staff positions and a not to exceed amount for the project.
3. **Experience:** The consultant shall submit a minimum of five (5) projects demonstrating the firm's ability to complete a project of this type and size. Experience should include a description of public engagement, project goals and final product created.
4. **References:** The consultant shall submit three (3) references of past clients with similar projects. Include a description of the project, primary contact information.
5. **Statement of Qualifications:** The response should not exceed twelve pages. Five (5) copies of the statement of qualifications shall be submitted.
6. **Deadline:** Submittals are due no later than **December 15, 2017 at 5:00 pm.** Postmarks will not be accepted. Questions may be directed to Donald Otterman, Interim City Manager at 503-647-5555, or don.otterman@northplains.org.

Selection Process

All responses to the Request for Qualifications (RFQ) will be reviewed by the city staff and the top three (3) firms will be asked to make a presentation of their Statement of Qualifications to a review committee. Reference checks will be a part of the evaluation process. The final scope of work will be negotiated with the best qualified consultant after selection. The successful candidate will be required to execute the City's Professional Services Agreement which is available upon request.

Waiver of Claims

Each firm submitting a response to the Request for Qualifications is deemed to have waived any claims for damage by reason of selection of another proposal and/or rejection of their proposal. The RFQ does not obligate the City to pay any cost incurred by respondents in the preparation and submission of a response.