



GLADSTONE

Home of the Pow Wow Tree

Request for Qualifications City of Gladstone Park Master Plan Gladstone, Oregon

Sponsoring Jurisdiction: The City of Gladstone, Oregon
Project Name: The City of Gladstone Park Master Plan
Project Number: 2015-0601-PK
Project Date: → Nov. 2015 – April 2016
Qualifications Due: → Dec. 14th, 2015 no later than 4:00pm PDT
Qualifications Submitted To: City Staff, 525 Portland Avenue, Gladstone, OR 97027
(See RFQ for details)
Project Description: Develop a Parks and Recreation Comprehensive Master Plan. This plan will be developed to help the city assess and prioritize necessary and proposed projects for city recreational assets including all city parks.

Applicant qualifications will be evaluated based on response to the Request for Qualifications (RFQ), and a live interview to be conducted after submission of the statement of qualifications. Qualifications criteria are more fully set forth in the RFQ document.

Public notice is hereby given that the City of Gladstone has issued the above mentioned RFQ. The complete RFQ, including all submittal requirements, can be found on the City of Gladstone's website at www.ci.gladstone.or.us. Please call (503)557-27744 if unable to access the RFQ documents online.

City Staff
525 Portland Avenue
Gladstone, OR 97027

→ { City of Gladstone
Attn: Jeff Smith, Park RFQ Manager
Job #2015-0601-PK
525 Portland Avenue
Gladstone, OR 97027

Contact

For additional information concerning this RFQ, any other aspect of the selection process or the project in general, please contact via email:

→ { Jeff Smith
Parks RFQ Manager
smith@ci.gladstone.or.us
503 557 2774

All questions must be submitted by email and must be received prior to **4:00 pm PST on Dec. 1st, 2015**. Answers will be released to all interested parties prior to noon on Dec. 7th, 2015.

Absolutely no communication shall occur regarding this RFQ, including requests for information, or speculation between Offeror's or any of the individual members and any City elected official or employee other than those named above. Failure to comply with this provision may result in Offeror's proposal being removed from consideration. Any cost incurred by Offeror in preparation, transmittal, or presentation of any information or material submitted in response to the RFQ shall be borne solely by the Offeror.

Right to Reject Submittals

The City reserves the right to reject any and all submittals at any time with no penalty, or to waive immaterial defects and minor irregularities in any submittal.

Submittal Disposition

All material submitted in response to this RFQ shall become the property of the City upon delivery to the City staff and will not be returned.

Project Contract

The Offeror will be required to use the City of Gladstone Professional Services Agreement [Attachment A] and accept all language contained within. Any Offeror that has significant reservations concerning this agreement should not submit on this request.

Consultant Selection Criteria

Consultants will be evaluated on the following items:

- Responsiveness to the requirements of this RFQ.
- Understanding of project scope and project requirements including discussion of firm's approach to the project.
- Ability to meet the project schedule, within budget.
- Expertise of key personnel – provide a biography, educational background, number of years with this firm/other firms, and three (3) project reference with contact information. Also discuss other responsibilities assigned to key staff and their availability for this project.
- Proposed use of sub-consultants – if sub-consultants are proposed, explain how the work process and communication between the Firm and the sub-consultant will be managed. Discuss the sub-consultants experience and availability for the project.

Tentative Schedule

The following schedule contains major milestones and may be modified as a result of consultant proposals and contract negotiations:

Nov. 16	-	RFQ issued
Dec. 1	-	Deadline for Questions
Dec. 7 th	-	Answers to Questions Released
Dec. 14 th	-	RFQ Submittal Deadline
Week of Jan. 1, 2016	-	Consultant Interviews (tentative)
Week of Jan. 11th	-	Consultant Selection
Jan. 12 th	-	Contract Awarded at regular City Council
Jan. 18 th	-	Consultant to meet with Parks Board to work out project Details

Statement of Qualifications Submission Requirements

All submittals must be in conformance with the requirements set forth in this RFQ. Qualifications submitted electronically should be 8-1/2" x 11" format, with a font no smaller than Calibri size 11, and shall not exceed twenty (20) single sided pages. A front cover, back cover, and a maximum two-page cover letter may be submitted in addition to the twenty (20) single sided pages. If a paper copy is submitted, pages should be printed double sided. At a minimum, the following information shall be submitted:

- An organizational chart and biographies for your project team, including all sub-consultants.
- A statement of the percentage of time your proposed key resources will have available to devote to this project.
- Your firm's identification of the critical work elements and how your team would address these issues.
- A discussion of your firm's approach to the project and your plan to produce the required documents.
- A proposed schedule for completing the work, including intermediate project stages leading to a final project and in sufficient detail to allow an assessment of the firm's ability to provide the resources necessary to meet the schedule.
- References from past similar projects. Provide the contact name and number of the owner, or if not available, a contact name and number of the current most knowledgeable person associated with the project. References from past City of Gladstone projects will not be accepted.

Submittals

Qualifications titled "City of Gladstone Park Master Plan RFQ 2015-0601-PK" may be submitted as an email attachment in PDF or MS Word format to: smith@ci.gladstone.or.us ←

Note that faxed proposals or electronic proposals submitted as compressed files will not be accepted.

OR

One (1) unbound original and four (4) digital storage devices (CD or USB Flash Drive) in PDF or MS Word format mailed or delivered to: