



REQUEST FOR PROPOSAL (RFP)

**PROFESSIONAL SERVICES
FOR**

LANDSCAPE, ARCHITECTURE, AND RELATED SERVICES

HAPPY VALLEY COMMUNITY PARK

PUBLISHED JANUARY 2026

PROPOSALS DUE: FEBRUARY 4, 2026 AT 2:00PM

**CITY OF HAPPY VALLEY
16000 SE MISTY DRIVE
HAPPY VALLEY, OR 97086**

Proposal Materials can be Found at:	City of Happy Valley’s Website: Bids and Proposals https://www.happyvalleyor.gov/business/engineering-division/bid-advertisements/
Proposals Due:	Not Later than 2:00:00 PM Pacific Time, February 4, 2026 Late proposals will not be accepted or considered.
Submit Proposals to:	ELECTRONIC SUBMITTAL Submit electronically via email to djung@happyvalleyor.gov No hardcopy submittals will be accepted.
Direct Questions to:	Procurement Contact: Dan Jung Email: djung@happyvalleyor.gov Deadline for Questions: January 22, 2026

Table of Contents

1. Introduction
2. Proposal Submittal and Key Dates
3. Inquiries, Protest Procedures, and Confidentiality
4. Scope of work
5. Evaluation and Award
6. RFP Attachments

SECTION 1: INTRODUCTION

About the City of Happy Valley

The City of Happy Valley, Oregon is a rapidly growing and forward-looking community located in the southeastern Portland metropolitan region. Known for its strong quality of life, strategic infrastructure investments, and commitment to thoughtful growth, Happy Valley has evolved from a primarily residential suburb into an emerging civic and economic center. The City places a high value on parks, recreation, and community-focused amenities, and is actively investing in facilities and public spaces that support health, wellness, and connection for residents of all ages.

Project Description

The City of Happy Valley is requesting proposals from qualified landscape architecture and multidisciplinary design teams to advance the planned Happy Valley Community Park (HVCP), a signature public park located on a City-owned 40-acre site (13E31A Lot 100). For decades, residents have expressed a strong desire for expanded outdoor recreation opportunities that serve families, youth, adults, and seniors. As a growing and diverse community, Happy Valley seeks to develop a community park that offers a wide range of amenities, including access to nature, active and passive recreation, gathering spaces, trails, and outdoor features that support year-round use. While the design and development of a community recreation center is not included within the scope of this park design project, the identification and preservation of a suitable location for a potential future community recreation center will be part of the overall park planning and design discussions.

The vision for the Community Park is to create a welcoming public space that provides something for everyone and serves as the east anchor of the future Downtown Happy Valley. Community input to date has identified interest in amenities such as playgrounds, sports courts and fields, picnic and event spaces, loop and nature trails, open lawn areas, natural habitat restoration, outdoor fitness elements, viewpoints, water-play features, shelters, and other community-driven features. The Community Park is surrounded by new and planned public right-of-way. The design scope for the park explicitly includes adjacent roadways, frontage improvements, access points, and public utilities within and along the public right-of-way, as these elements are essential to the complete and functional delivery of the park. The City has acquired much of the surrounding land necessary to support future downtown development and associated transportation infrastructure, and the project will require ongoing coordination with City departments, utility providers, and other public agencies.

To date, the City has completed a Schematic Design-level Concept Plan informed by prior community engagement. The purpose of this RFP is to select a consultant team to build upon that work and advance the project through Design Development, land use entitlements, and Construction Documents suitable for permitting and bidding, as well as to provide bid assistance and construction administration through project closeout. The City intends to develop a comprehensive, buildable design package that integrates park improvements with adjacent and future right-of-way and utility infrastructure, allowing the Community Park to be constructed efficiently and, as needed, in phases.

The selected consultant team will work closely and collaboratively with City staff, City's contracted Owner's Representative, City Council and Council Committees, stakeholders, and partner agencies throughout the planning, design, and construction phases to ensure that the final park design is functional, cohesive, and responsive to community needs and City objectives. Key objectives include preparing updated cost estimates at major milestones; developing and maintaining a detailed work plan and project schedule aligned with the agreed-upon scope; identifying critical path activities and major deliverables; and participating in coordination meetings and public engagement activities as outlined in this RFP.

Project Budget

The project's construction cost is currently estimated at approximately \$40 million, subject to change and refinement as design progresses.

Project Schedule

The Consultant shall develop and maintain a detailed project schedule consistent with the City's anticipated timeline, including coordination with the Scouters Mountain Road Extension project and allowance for phased permitting and construction where beneficial. Below is a **sample schedule** including anticipated primary outcomes and milestones. This schedule is subject to change.

Schematic Design

February 2026 – June 2026 (5 months)

- Confirm existing schematic design for Zone 1
- Zone 2 reprogramming and alternatives development
- Community and stakeholder engagement (Zone 2–focused)
- Preliminary cost estimating and phasing strategy
- Coordination with Scouters Mountain Road Extension design team

SD Milestone:

- City approval of schematic design and preferred alternatives
- Direction to proceed to Design Development

Design Development

July 2026 – December 2026 (6 months)

- Advance approved designs for Zones 1 and 2
- Value engineering and cost refinement
- Updated cost estimate aligned with anticipated construction phasing

DD Milestone:

- City approval of Design Development
- Authorization to proceed to Construction Documents

Construction Documents

January 2027 – April 2027 (4 months)

- Preparation of complete construction documents for bidding
- Final ROW and utility coordination
- Updated cost estimate

CD Milestone:

- Issued-for-bid construction documents

Permitting & Bidding

March 2027 – June 2027 (overlapping with late CDs)

- Land use, building, and public works permits
- Agency coordination and approvals
- Bidding and contractor selection
- City Council / administrative award (as applicable)

Milestone:

- Notice to Proceed (NTP) for construction

Construction

June 2027 – August 2028 (14 months)

Construction Phases may include:

- Site preparation and grading
- Vertical park structures
- Parking, circulation, and frontage improvements
- Landscaping, amenities, and final finishes

Substantial Completion: Summer 2028

Final Completion: Late Summer 2028 (including punch list and closeout)

SECTION 2: PROPOSAL SUBMITTAL AND KEY DATES

Proposal Submittal: Proposals must be submitted electronically and received by the City of Happy Valley no later than **2:00 p.m. on February 4, 2026**. Proposals shall be clear, concise, and shall not exceed twenty (20) pages. The page limit applies to Sections 5.2 through 5.7 only. The Proposal Cover Page (Section 5.1), and Supporting Information (Section 5.8) do not count toward the page limit. Proposals exceeding the stated page limit may not have the additional pages reviewed or considered.

For purposes of this RFP, a proposal is considered “received” when it has been successfully delivered to and is accessible within the City of Happy Valley’s email system at the designated submission address by the stated deadline, as evidenced by the City’s email system time and date stamp. Proposals that are transmitted but not received by the deadline will be considered late and will not be accepted.

Proposals must be submitted in **PDF format**. Proposers are responsible for ensuring that file size and format are deliverable and received by the City prior to the deadline.

The City will provide an email confirmation of receipt for proposals that are received by the deadline and accepted for review.

Proposals should be addressed to:

Dan Jung
Capital Improvement Program Manager
djung@happyvalleyor.gov
(503) 886-8443

RFP and related documents may be obtained via the City’s website at
<https://www.happyvalleyor.gov/business/engineering-division/bid-advertisements/>

Key Dates*:

Request for Proposal Advertised: January 14, 2026
Last Day for Questions to be Submitted: January 22, 2026
RFP Protest/Change Request Deadline: January 28, 2026
Proposals Due: February 4, 2026
Notice of Intent to Award: February 10, 2026
Challenge Period Expires: February 17, 2026
Anticipated Contract Start: February 23, 2026

*These dates are approximate and subject to change at the sole discretion of the City.

A pre-proposal meeting will not be held.

SECTION 3: INQUIRIES, PROTEST PROCEDURES, AND CONFIDENTIALITY

Questions and Clarifications

Any Proposer requiring clarification of this Request for Proposals (RFP) must submit written questions to the City of Happy Valley Procurement Contact identified on Page 1 of this document. Email is the preferred method of communication. Questions must be received by the deadline stated on Page 1.

Questions shall include the RFP title in the subject line and, to the extent practicable, be consolidated into a single email. Each submission must relate only to this solicitation. The City reserves the right, at its sole discretion, to reject or decline to respond to questions that do not comply with these requirements.

Contract Review

A sample contract is included with this RFP as Attachment B. Proposers are expected to review the contract terms and conditions as part of preparing their proposal. Any questions, concerns, or requested changes to the contract must be submitted in writing as part of each Proposer's proposal.

By submitting a proposal, the Proposer acknowledges that it has reviewed the sample contract and agrees to enter into a contract substantially in the form provided. Failure to raise objections or requested changes may be deemed acceptance of the contract terms.

Addenda

Responses to questions, as well as any clarifications, revisions, or changes to this RFP, will be issued only by written addenda in accordance with the City's contracting rules and the Oregon Public Contracting Code. Addenda will be posted through the City's designated procurement distribution method and shall become part of the RFP.

Oral communications, interpretations, or representations shall not be binding on the City of Happy Valley.

Proposers are responsible for reviewing all addenda issued prior to the proposal deadline and shall acknowledge in the proposal receipt of each addendum as part of the proposal. Failure to acknowledge or comply with addenda may result in a proposal being deemed non-responsive.

Proposal Withdrawal

Any proposal may be withdrawn at any time before the “Proposal Due” date and time specified on page 1, by providing a written request for the withdrawal of the proposal to the City. A duly authorized representative of the proposer shall execute the request. Withdrawal of a proposal will not prejudice the right of the proposer to file a new proposal on this or future projects. Proposals cannot be withdrawn within one hundred and twenty days (120) after the proposal due date.

Rejection or Acceptance of Proposals

The City may reject or accept any or all proposals or parts thereof, submitted in response to this RFP.

The City expressly reserves the following rights to:

- Disregard any or all irregularities in the proposals.
- Reject any or all of the proposals or portions thereof upon finding it is in the public interest to do so.
- Base award with due regard to the quality of services, experience, compliance with the RFP, and other factors that may be necessary under the circumstances.
- Reject all proposals and re-advertise at the City’s sole discretion.
- Cancel the procurement in its entirety at the City’s sole discretion.

This RFP does not commit the City to award a contract and the City will not reimburse a proposer for any costs incurred in responding to this RFP. Submitted responses are considered public records, subject to the Oregon Public Records Act and the Confidentiality Statement below. (OAR 137-048-0220(4)(J)).

Notice of Intent to Award

The City will issue a written Notice of Intent to Award prior to final contract award to all Proposers. The notice may be provided electronically and shall identify the apparent successful Proposer.

Protest and Appeal Process

Protests may be submitted to Dan Jung, Capital Improvement Program Manager, at djung@happyvalleyor.gov

Prospective Proposers may submit a written protest of anything contained in the RFP and may request a change to any provision, specification or Contract term contained in the RFP, no later than **seven (7) calendar days prior** to the Proposal **deadline** set in the RFP. Protests shall follow the requirements set forth in OAR 137-048-0240(1). Each protest and request for change must include the reasons for the protest or request, and any proposed changes to the RFP

provisions, specifications, or Contract terms. The City will not consider any protest or request for change that is submitted after the submission deadline. If the City determines that additional information or interpretation is necessary; such information or interpretation will be supplied in Addenda. Oral instructions or information concerning the specifications of the Project from City managers, employees or agents to prospective Proposers shall not bind the City.

A Notice of Intent to Enter into Negotiations will occur upon City Council approval of scores (following OAR 137-048-0220(4)(J)).

Protests of a notice of intent to award must be in writing and received by the Capital Improvement Program Manager at djung@happyvalleyor.gov within seven (7) calendar days, UNLESS OTHERWISE NOTED, following the issue date of the City's Notice of Intent to Award. The protest must specifically state the reason for the protest and show how its proposal or the winning proposal was scored incorrectly or show how the selection process deviated from that described in the solicitation document. No contract will be awarded until the protest has been resolved.

Protests must be timely and must include all legal and factual information regarding the protest and a statement of the form of relief requested. Protests received later than specified or from other than the proposer who would receive the contract if the protest was successful will not be considered. The exercise of judgment used by the evaluators in scoring the written proposals and interviews, including the use of outside expertise, is not grounds for appeal.

The Capital Improvement Program Manager may waive any procedural irregularities that had no material effect on the selection of the proposed proposer, invalidate the proposed award, amend the award selection, request the evaluation committee re-evaluate any proposal or cancel the solicitation and begin again to solicit new proposals. The Capital Improvement Program Manager shall create a written opinion on the protest and forward that opinion to the City for further action. In the event that the City returns the matter to the evaluation committee, the City shall issue a notice cancelling the Notice of Intent to Award. Decisions of the City are final and conclude the administrative appeals process.

Contract Execution

If selected for award, the Proposer will be required to enter into a written contract with the City of Happy Valley containing material terms and conditions consistent with the sample contract included in the RFP. The City reserves the right to modify contract terms as permitted by law and as determined to be in the City's best interest.

If the selected Proposer fails to negotiate or execute a contract within a reasonable time and in good faith, the City may terminate negotiations and proceed with the next highest-ranked Proposer.

Contractors shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.

Confidentiality Statement

The City of Happy Valley abides by the public records laws of the State of Oregon. As such, proposal documents are generally considered to be a matter of public record after the contract for work has been awarded. Information in a proposal may or may not be considered to be exempt from public disclosure based on the following:

- Trade secrets as identified in ORS 192.345(2);
- Information submitted in confidence as identified in ORS 192.355(2).

To the extent of the law, the City will endeavor to keep information confidential if the proposer marks the subject information as confidential. If a proposal contains any information that the Proposer believes is exempt from disclosure under the various grounds specified in the Oregon Public Records Law, the Proposer must clearly designate each such portion of its proposal as exempt at the time of proposal submission, along with a justification and citation to the legal authority relied upon. Identifying the proposal, in whole, as exempt from disclosure is not acceptable. Failure to identify specific portions of the proposal as exempt shall be deemed a waiver of any future claim of that information as exempt.

The City will make available to any person requesting information, through the City processes for disclosure of public records, any and all information submitted as a result of this RFP not exempted from disclosure without obtaining permission from any Proposer to do so. City may also, in its sole discretion, elect to publish all such information at any time, regardless of whether or not a public records request has been received. However, if a public records request is made for material marked by the Proposer as exempt, the City will attempt to notify the impacted Proposer prior to any release of the material. Application of the Oregon Public Records Law by the City will determine whether any information is actually exempt from disclosure. The City accepts no liability for the release of any information submitted and any claims arising out of any public record request for such information shall be at the proposer's expense.

Incurred Costs

The City is not liable for any costs incurred by proposers in the preparation and/or presentation of their proposals.

SECTION 4: SCOPE OF WORK

Project Background and Existing Conditions

Design of the Community Park has already commenced. Extensive community and stakeholder engagement has been conducted to date, and the outcomes of that engagement have informed the existing design concepts and overall project direction.

The City does not intend to restart the project. The selected Consultant will be expected to build upon prior work, demonstrate understanding of the project's design history, and efficiently advance the project from its current status.

Proposers must demonstrate the ability to rapidly assume responsibility for an active project, incorporate existing documentation, and identify refinements necessary to support final design, permitting, construction, and implementation.

Project Organization and Design Zones

For purposes of this Scope of Work, the Community Park site is organized into two planning and design areas:

- Zone 1 – Previously Designed Park Area
- Zone 2 – Reconsideration Area (Former Community Recreation Center Site)

The Consultant shall coordinate services across both zones to ensure the Community Park functions as a cohesive, integrated site, while recognizing the distinct scope, objectives, schedule, and engagement needs of each zone.

It is acknowledged that Zone 1 and Zone 2 are currently at different phases of design development. A determination will be made later in the process regarding whether the two zones will be permitted, bid, and constructed simultaneously, or whether Zone 1 will proceed first through permitting, bidding, and construction, with Zone 2 following shortly thereafter (approximately 3–6 months later). This determination will depend largely on the timing and clarity of decisions related to the final program and design direction for Zone 2.

Both zones will require stakeholder input throughout the design process. Zone 2, in particular, will require focused engagement and feedback, including consultation with community stakeholders and the City’s Parks Advisory Committee, to inform design alternatives and long-term planning decisions.

Scope of Services – Zone 1 (Continuation of Existing Design)

Zone 1 includes the portion of the Community Park for which schematic design has been completed, reflecting prior City direction and community input. Zone 1 includes both on-site park improvements and associated public right-of-way areas adjacent to and serving the park.

Zone 1 programming and major design decisions have been substantially established through prior City direction, community engagement, and completed schematic design. As such, Zone 1 is intended to advance the approved program and design framework forward and is not anticipated to involve reprogramming, fundamental redesign, or revisiting previously resolved decisions.

Within this framework, the City seeks a Consultant who can identify opportunities to reduce overall project costs, improve constructability, enhance long-term operations and maintenance efficiency, and maximize public benefit, while maintaining the approved design intent, functionality, and quality of the park. This may include, but is not limited to, refinement of materials, systems, phasing strategies, detailing, and coordination approaches that improve value without diminishing user experience or previously approved program elements.

Services for Zone 1 shall include, but are not limited to:

- Review and assimilation of existing background materials, engagement summaries, and schematic design documents
- Advancement of the design from schematic design through Design Development (DD) and Construction Documents (CDs), including architectural and structural coordination for vertical park elements
- Coordination with City staff and City's contracted Owner's Representative to confirm continuity of design intent and integration of vertical and horizontal site features
- Refinement of design elements as necessary to address technical, regulatory, constructability, operational, accessibility, and budget considerations
- Design and coordination of public right-of-way improvements associated with Zone 1, including roadway geometry, frontage improvements, pedestrian and bicycle facilities, access points, and traffic-related elements
- Design and coordination of public utilities serving Zone 1, including utilities located within the park and within adjacent ROW, and preparation of construction documents suitable for bidding and construction

Zone 1 is anticipated to focus on design progression and refinement, rather than reprogramming or re-visioning, and may be positioned to advance into permitting and bidding ahead of Zone 2, depending on overall project phasing decisions.

Scope of Services – Zone 2 (Reconsideration, Flexibility, and Reprogramming)

Zone 2 includes the area of the Community Park that was previously envisioned to accommodate a community recreation center and adjoining parking lot and grounds. Zone 2 includes both on-site park improvements and associated public right-of-way (ROW) areas adjacent to and serving the park. While the City has determined that a community recreation center will not be developed within the Community Park at this time, Zone 2 planning must consider a range of potential design options.

The design for Zone 2 shall balance near-term functionality with long-term flexibility, including the ability to preserve space and site capacity for a potential future community center, which may require expanded parking and supporting infrastructure. This includes planning and design for roadway access, frontage improvements, circulation, and utilities necessary to support both interim uses and potential future development. Depending on future decisions, Zone 2 may also include select vertical park structures, such as restrooms, covered picnic areas or shelters, play structures, or small-scale performance or gathering spaces, provided such elements do not preclude future development options.

As a result, Zone 2 requires reconsideration and reprogramming, supported by additional community and stakeholder engagement.

Services for Zone 2 shall include, but are not limited to:

- Evaluation of prior design concepts, assumptions, and constraints
- Development of multiple program and design options that:
 - Provide interim or flexible park uses; and
 - Maintain the ability to accommodate a future community center

- Facilitation of focused community and stakeholder engagement specific to Zone 2, including coordination with the City's Parks Advisory Committee
- Preparation of revised design concepts informed by engagement outcomes
- Incorporation of a parking lot within Zone 2, recognizing that:
 - Parking is a required component of Zone 2; and
 - The configuration and layout may differ from prior designs and may need to support both interim uses and future development
- Design and coordination of public right-of-way improvements associated with Zone 2, including roadway layout, access points, frontage improvements, pedestrian and bicycle facilities, and circulation supporting parking and future development
- Planning, design, and coordination of public utilities serving Zone 2, including utilities within the park and within adjacent ROW, with consideration for interim conditions, future expansion, and phased construction

The Consultant shall ensure that Zone 2 planning and design is fully coordinated with Zone 1 to support overall site circulation, access, utilities, operations, phasing, and long-term maintenance.

Integrated Team Coordination and External Agency Coordination

The project's technical complexity requires a fully integrated consultant team. Timely, proactive, and collaborative coordination will be expected throughout the project.

The Consultant shall coordinate closely with:

- City departments and the City's Project Manager
- Utility providers, including Water Environment Services (WES), Sunrise Water Authority, Portland General Electric, and other relevant agencies
- Transportation planning and design efforts associated with the Scouters Mountain Road Extension, which will serve as the future main street for Downtown Happy Valley and a primary access route to the Community Park

The City notes that Harper Houf Peterson Righellis Inc. (HHPR) previously provided civil engineering services for the Community Park, including park-related right-of-way and utility improvements, under a prior contract, and HHPR is also the lead civil engineer for the Scouters Mountain Road Extension project, which is currently in design. As a result, close and ongoing coordination with HHPR will be an essential component of the Consultant's scope of work and critical to the successful and coordinated delivery of the Community Park and Scouters Mountain Road Extension projects.

The City does **not** require Proposers to include HHPR as a subconsultant on their team for this project. However, the selected Consultant will be required to coordinate closely with HHPR to ensure alignment of design assumptions, schedules, permitting strategies, and construction sequencing between the park and roadway projects.

Proposers shall describe their proposed approach to coordinating with HHPR, which may include, but is not limited to:

- Including HHPR as part of the Proposer's consultant team;

- Utilizing an alternative civil engineering subconsultant with a defined strategy for coordination and knowledge transfer; or
- Coordinating with HHPR through direct collaboration while HHPR remains under a separate City contract.

Detailed Scope of Work (All Zones)

Task 1 – Design Development

The Consultant shall advance the preferred concept plan into Design Development (DD) documents. The City will provide the existing topographic survey and environmental data; no new survey work is expected.

Deliverables include 75% and 100% DD plan sets, updated cost estimates, preliminary stormwater documentation, and participation in meetings and public presentations.

Task 2 – Land Use Entitlements

The Consultant shall prepare and submit all materials required to obtain land use approvals, including narratives, findings, graphics, and attendance at Development Review Board hearings.

Task 3 – Construction Documents

The Consultant shall prepare 75%, 95%, and 100% Construction Documents, including all plans, details, specifications, and technical reports necessary for permitting, bidding and construction.

This also includes necessary technical disciplines (landscape, civil, architectural).

Task 4 – Permitting

The Consultant shall identify and coordinate all required permits, applications, and agency reviews, and respond to comments from City divisions and external agencies.

Task 5 – Bid Assistance

The Consultant shall assist the City during contractor bidding, including preparation of bid packages, responding to RFIs, attending pre-bid meetings, and assisting with bid evaluation.

Task 6 – Construction Administration

The Consultant shall provide construction-phase services through project closeout, including site visits, submittal review, RFI responses, inspections, as-built coordination, and final deliverables.

Meetings, Cost Estimates, Schedule, and Contract Term

The Consultant shall prepare materials for and participate in all required design, entitlement, bidding, and construction meetings.

Accurate construction cost estimates shall be provided at key milestones, and design exceeding the established budget must be corrected prior to advancing phases.

The Consultant shall submit a preliminary project schedule with the proposal and a detailed, task-level schedule upon contract award that will be processed as a working document throughout the project.

The contract term will extend from award through project completion and closeout. Pre-contract coordination activities shall not be billable.

Right-of-Way and Adjacent Project Coordination

The Community Park is bordered by, and includes, new and planned public right-of-way within the park property. The Scope of Work includes the planning, design, and coordination of all public right-of-way and public utilities located within and adjacent to the park property, including roadway geometry, road dedications, frontage improvements, access points, utilities, drainage, grading, and compliance with applicable City standards and approval requirements.

The Community Park is also directly adjacent to the Scouters Mountain Road Extension, a City public improvement project currently in design. The design of park-related right-of-way, access, frontage improvements, grading, and utilities must be closely and continuously coordinated with the Scouters Mountain Road Extension, as design decisions for each project will directly influence and constrain the other. Successful delivery of the Community Park will require ongoing coordination of design, permitting, and construction activities between the two projects.

Required Coordination Tasks

The Consultant's scope shall include, at a minimum:

- Regular coordination meetings with City staff, City's contracted Owner's Representative, HHPR and utility providers (including but not limited to Water Environment Services, Sunrise Water Authority, Portland General Electric, and Northwest Natural Gas) during design, permitting, and construction phases
- Review and coordination of horizontal and vertical alignments, grades, access locations, sidewalks, multi-use paths, crossings, and frontage conditions
- Coordination of utility locations, stormwater systems, and drainage interfaces between park and roadway improvements
- Integration of construction phasing, temporary access, and traffic control considerations
- Coordination of land use entitlements and permits to avoid conflicts or redundant approvals
- Identification and resolution of design conflicts between park features and right-of-way improvements
- Preparation of coordinated drawings, exhibits, and documentation as required to support permitting and construction

Schedule and Risk Considerations

The Consultant shall recognize that the park project schedule may be affected by the timing, sequencing, and approval milestones of the Scouters Mountain Road Extension. Key risks include, but are not limited to:

- Misalignment of design assumptions between projects
- Conflicting permit requirements or approval timelines

- Inconsistent grading, drainage, or utility solutions
- Construction sequencing conflicts or access limitations

The Consultant shall proactively identify schedule dependencies and coordination risks and work with City staff, City's contracted Owner's Representative and HHPR to resolve issues early and minimize impacts to project schedule, cost, and constructability.

SECTION 5: EVALUATION AND AWARD

Proposers will be evaluated by a review panel of at least three individuals using the criteria below. The City may request clarifications or conduct interviews with one or more Proposers. If interviews are conducted, the same evaluation criteria will be used to finalize rankings. The City reserves the right to waive minor informalities, seek clarification of proposals, and accept the proposal that best serves the interests of the City.

Information that is required from the applicant as part of the proposal shall include:

1. Proposal Cover Page and Certifications (not scored)

Proposers shall include a one-page cover page containing the following information:

- Full legal name of the proposing firm or business entity
- Primary contact person for the proposal, including address, phone number, and email
- Identification of the person(s) authorized to represent the Proposer in negotiations
- Identification of the person(s) authorized to execute a contract on behalf of the Proposer
- A statement that the Proposal shall remain valid for a minimum of ninety (90) days from the proposal due date

The cover page may be signed electronically. No separate transmittal letter is required.

2. Firm Background (10 points)

Proposals shall describe your firm's history and current status: years in business, office location(s), number of employees, area(s) of expertise, etc. Include information identifying the firm's annual volume and financial/bonding capabilities. Describe your company's experience with projects of similar size, scope, setting, and schedule. Please provide any comments or clarifications on the proposed Contract within this section of the RFP response.

Maximum length: 2 pages

3. Project Team, Relevant Experience, and Project Management (35 points)

Proposals shall describe the qualifications, experience, availability, and management capability of the proposed project team. The City will evaluate the experience and roles

of key personnel, overall team organization, and the Proposer's demonstrated ability to deliver complex, multi-disciplinary public projects.

At a minimum, this section shall include:

- An organizational chart identifying the prime consultant, subconsultants, and key personnel
- Identification of the Project Manager and key discipline leads (e.g., landscape architecture, civil engineering, architecture/structures, permitting, construction administration)
- A brief description of each team member's role and level of responsibility
- Identification of team members responsible for coordination with City staff, the City's Owner's Representative, advisory committees, utility providers, and other City-retained consultants
- A summary of relevant experience delivering comparable public park, open space, or community-focused projects

The City will evaluate:

- Experience delivering comparable public projects and advancing work from schematic design through construction administration
- Experience coordinating roadway, frontage, and utility improvements as part of integrated site design
- Effectiveness of the proposed project management, coordination, communication, and issue-resolution approach
- Availability and workload of key personnel for the duration of the project
- Staffing approach for both the design and construction phases, including identification of personnel expected to participate in regular meetings

Maximum length: 4 pages

4. Project Understanding and Approach (15 points)

Proposals shall describe the Proposer's approach to advancing the Community Park project from its current stage of planning and design through permitting, bidding, and construction. The City will evaluate the clarity, feasibility, and effectiveness of the Proposer's strategy for delivering the Scope of Work and successfully completing the project.

At a minimum, this section shall include:

- A brief description of the Proposer's understanding of the project's current status and remaining work
- The proposed approach to advancing design, coordination, and decision-making across Zones 1 and 2
- The approach to integrating park improvements with adjacent and future public right-of-way, utilities, and related infrastructure
- The proposed approach to permitting, bidding, and construction administration

- Identification of key delivery risks and the Proposer's strategies for managing schedule, budget, and coordination challenges

Proposers shall also provide a preliminary, diagrammatic project schedule illustrating how the work will be executed from the current phase through construction completion. The schedule shall identify key milestones, anticipated design iterations, review cycles, and assumptions regarding revisions or refinements.

The City will evaluate:

- Effectiveness of the proposed approach to advancing the project from its current status to completion
- Integration of design, permitting, and construction considerations
- Clarity and realism of the proposed delivery strategy and schedule
- Identification and management of key risks affecting schedule, cost, and coordination

Maximum length: 2 pages

5. Quality/Cost Control (15 points)

Proposals shall describe the Proposer's approach to ensuring quality, cost control, and constructability throughout the design and construction process.

This section may include:

- Examples of how the firm ensures effective quality control, cost control, and service
- The approach to reviewing and coordinating design documents at key stages of design
- Cost control strategies and the firm's perspective on current construction market conditions in Happy Valley
- How the proposed design approach will maximize project value and scope within the available budget

The City will evaluate the Proposer's ability to deliver a high-quality, buildable project that provides maximum value for the City.

Maximum length: 2 pages

6. Scheduling and Phasing (15 points)

Proposals shall describe the Proposer's approach to scheduling and phasing the work to successfully deliver the project from design through construction.

At a minimum, this section shall include:

- A preliminary, diagrammatic project design and entitlement schedule showing how the work will be executed
- The proposed phasing strategy, including coordination between Zones 1 and 2 and opportunities for overlapping design, permitting, and construction activities
- Identification of key schedule risks and the proposed strategies to mitigate those risks

- Assumptions regarding design review cycles and iterations, including how the schedule accommodates revisions if initial concepts require modification

The City will evaluate the feasibility, clarity, and realism of the proposed schedule and phasing approach.

Maximum length: 2 pages

7. Other Differentiators (10 Points)

Proposals shall describe any qualifications, experience, or approaches that distinguish the Proposer from other firms and add value to the project.

This section may include:

- Innovative or effective techniques related to design delivery, quality control, schedule management, or budget control
- Specialized experience, tools, or methods that improve efficiency, coordination, or project outcomes
- Lessons learned from similar projects that would benefit this project

The City will evaluate the relevance and applicability of the proposed differentiators to the successful delivery of this project

Maximum length: 2 pages

8. Supporting Information (optional)

Resumes, references, brochures, No page limit.

Interviews (If Conducted)

Following initial scoring, the City may invite one or more top-ranked Proposers to participate in interviews. Interviews will be used to further assess the same evaluation criteria and will not introduce new evaluation factors. Final rankings may be adjusted based on information obtained during interviews.

Contract award and protest procedures are governed by Section 3 of this RFP.

SECTION 6: RFP ATTACHMENTS

1. City Contract

Proposers are advised to thoroughly review and familiarize themselves with the draft personal/professional services agreement (Attachment B). Proposers are advised to carefully review the insurance requirements contained in the sample standard contract.

The successful applicant will also be required to have a City business license. Details and application are available at [Business Licenses | City of Happy Valley \(happyvalleyor.gov\)](https://www.happyvalleyor.gov/business-licenses).

Requirements applicable to contractors on all public contracts, including the contract that will be awarded under this solicitation, are attached as Attachment A.

2. Community Park Schematic Design Plans

The City is providing the Zone 1 Schematic Design (SD) drawings as an attachment to this RFP for reference and use by proposers (Attachment C). These drawings reflect prior City direction, community engagement, and key programming and design decisions that have already been made.

Proposers shall review the Zone 1 SD drawings and assume they represent the baseline design framework for Zone 1. The City's intent is to advance this work forward and not to revisit or reprogram previously established design decisions. Proposals should be based on advancing the attached schematic design through design development, construction documents, permitting, and construction administration.

While fundamental program elements are established, the City encourages proposers to identify opportunities for refinement, cost optimization, constructability improvements, and operational efficiencies, provided such recommendations remain consistent with the approved design intent.

ATTACHMENT A

Statutorily Required Public Contracting Provisions

Contractor shall observe all applicable state and local laws pertaining to public contracts. Pursuant to ORS Chapters 279A, 279B and 279C, which require every public contract to contain certain provisions, and other state law, the following provisions shall be a part of this contract, as applicable. All defined terms in this Attachment shall be interpreted in accordance with Solicitation or Contract Document and the relevant statutory provision.

1. ORS 279A.110 (Non-discrimination Certification): Contractor shall certify that Contractor has not discriminated and will not discriminate against a Subcontractor in the awarding of a subcontract because the Subcontractor is a disadvantaged, minority owned, woman owned, veteran owned, or emerging small business enterprise (certified under ORS 200.055.), or a business that is owned or controlled by, or employs a disabled veteran (as defined in ORS 408.225).
2. Pursuant to ORS 279B.220 or 279C.505, as applicable, Contractor shall make payment promptly, as due, to all persons supplying to the contractor labor or material for the performance of the work provided for in the contract; shall pay all contributions or amounts due the Industrial Accident Fund from the contractor or subcontractor incurred in the performance of the contract; not permit any lien or claim to be filed or prosecuted against the state or a county, school district, municipality, municipal corporation or subdivision thereof, on account of any labor or material furnished, and; pay to the Department of Revenue all sums withheld from employees under ORS 316.167.
3. Pursuant to ORS 279B.225, every public contract for lawn and landscape maintenance shall contain a condition requiring the contractor to salvage, recycle, compost or mulch yard waste material at an approved site, if feasible and cost-effective.
4. Pursuant to ORS 279B.230(1) or 279C.530(1), as applicable, Contractor shall promptly, as due, make payment to any person, co-partnership, association or corporation, furnishing medical, surgical and hospital care or other needed care and attention, incident to sickness or injury, to the employees of such contractor, of all sums which the contractor agrees to pay for such services and all monies and sums which the contractor collected or deducted from the wages of employees pursuant to any law, contract or agreement for the purpose of providing or paying for such service.
5. Pursuant to ORS 279B.230(2) or 279C.530.(2), as applicable, in every public contract, all subject employers working under the contract are either employers that will comply with ORS 656.017 or employers that are exempt under ORS 656.126.
6. Pursuant to ORS 279B.235(1) and 279B.020 and ORS 279C.520 and 279C.540 (Hours of Labor, Holidays, and Overtime): Except as otherwise provided in an applicable collective bargaining agreement with a labor organization, Contractor shall not employ and shall require that its Subcontractors not employ any person to perform construction work for more than ten

hours in any one day, or 40 hours in any one week, except in cases of necessity, emergency, or where the public policy absolutely requires it, and in such cases, except in cases of Contracts for personal services as defined in ORS 279A.055, the laborer shall be paid at least time and a half pay:

- i. For all overtime in excess of eight hours a day or 40 hours in any one week when the work week is five consecutive days, Monday through Friday; and
 - ii. For all overtime in excess of ten hours a day or 40 hours in any one week when the work week is four consecutive days, Monday through Friday; and
 - iii. For work performed on Saturday and on any legal holiday specified in any applicable collective bargaining agreement or ORS 279C.540(1)(b).
 - iv. The requirement to pay at least time and a half for all overtime worked in excess of 40 hours in any one week shall not apply to individuals who are excluded under ORS 653.010 to 653.261 or under 29 U.S.C. Section 201 to 209 from receiving overtime.
 - v. Contractor shall and shall require its Subcontractors to give notice in writing to their employees who work under this Contract, either at the time of hire or before commencement of Work on the Contract, or by posting a notice in a location frequented by employees, of the number of hours per day and days per week that the employees may be required to work.
7. Environmental Laws. Contractor shall comply with all applicable standards, orders, or requirements issued under section 306 of the Clean Air Act (42 U.S.C. 1857(h)), section 508 of the Clean Water Act (33 U.S.C. 1368), Executive Order 11738, and Environmental Protection Agency regulations (40 CFR part 15).
 8. Oregon Tax Law Compliance: Contractor must, throughout the duration of this Contract and any extensions, comply with all tax laws of this state and all applicable tax laws of any political subdivision of this state. Contractor (to the best of Contractor's knowledge, after due inquiry), for a period of no fewer than six calendar years preceding the date of this Contract, represents and warrants that it has faithfully has complied with, and will continue to comply with during the term of this Contract: (A) all tax laws of this state, including but not limited to ORS 305.620 and ORS chapters 316, 317, and 318; (B) any tax provisions imposed by a political subdivision of this state that applied to Contractor, to Contractor's property, operations, receipts, or income, or to Contractor's performance of or compensation for any work performed by Contractor; (C) any tax provisions imposed by a political subdivision of this state that applied to Contractor, or to goods, services, or property, whether tangible or intangible, provided by Contractor; and (D) any rules, regulations, charter provisions, or ordinances that implemented or enforced any of the foregoing tax laws or provisions. Failure to comply with this section is a default for which the City may terminate the Contract and seek damages and other relief available under the terms of the Contract or under applicable law.
 9. Foreign Contractor. If Contractor is not domiciled in or registered to do business in the state of Oregon, Contractor shall promptly provide to the Oregon Department of Revenue and the Secretary of State Corporation Division all information required by those agencies relative to this Contract. Contractor shall demonstrate its legal capacity to perform these services in the

state of Oregon prior to entering into this Contract.

10. Assignment or Transfer Restricted. Unless otherwise provided in the Contract, the Contractor shall not assign, sell, dispose of, or transfer rights, or delegate duties under the Contract, either in whole or in part, without the Contracting Agency's prior Written consent. Unless otherwise agreed by the Contracting Agency in Writing, such consent shall not relieve the Contractor of any obligations under the Contract. Any assignee or transferee shall be considered the agent of the Contractor and be bound to abide by all provisions of the Contract. If the Contracting Agency consents in Writing to an assignment, sale, disposal or transfer of the Contractor's rights or delegation of Contractor's duties, the Contractor and its surety, if any, shall remain liable to the Contracting Agency for complete performance of the Contract as if no such assignment, sale, disposal, transfer or delegation had occurred unless the Contracting Agency otherwise agrees in Writing.