



**Request for Proposal
Conceptual Site Design
August 26, 2023**

Project Overview

Sisters Park & Recreation District (SPRD) is seeking a qualified independent planning firm for the purposes of conducting a conceptual design on the outside space of a future community recreation center. We are looking for a partner who is experienced in conducting a conception planning process that includes community engagement and is familiar with parks and recreation. The plan should include a high level review of site limitations, engage stakeholders, prioritize projections, and maximize the overall space. A project budget, timeline, and action items should be clearly identified.

Organization Background/Overview

SPRD is a special district located in Sisters, Oregon. Formed in 1998 by a vote of the people, the special district was originally created to provide after-school programs for local youth. Over the past 25 years, the district has grown and increased programming to serve all ages. While the district does not own any land, thanks to a long-term land lease agreement with Sisters School District, the district owns and operates a 10,000 square community center, a disc golf course, skatepark, and bike park. SPRD is known for its preschool programs, youth athletics, fitness, and community events. The district boundaries include the city of Sisters and the surrounding area, with approximately 10,000 district residents.

Mission

Sisters Park & Recreation District will provide Sisters Country with exceptional recreation opportunities that enhance the livability of our community.

Vision

We envision a full-service parks and recreation district with facilities and programs to meet the needs of constituents of all ages. A high level of community participation leads to demonstrably better health and a stronger sense of well-being. Park and recreation activities are served by a nimble and experienced organization, able to adjust quickly to the needs of the community and external influences.

Current Situation

SPRD is entering into a long-term lease agreement with our local school district to repurpose an old elementary school to a multi-use community recreation center. We have recently completed a feasibility study of the building and are now examining the outside space of the property. The outside property is approximately 8 acres and includes a variety of play structures, a small baseball field, and open field space. Part of the original property included multi use courts that are used for basketball, pickleball, and tennis. These courts will be removed in the spring of 2024 due to the construction of a roundabout.

As the space transitions to a community recreation center, the district wants to determine the best use for the outdoor space that factors in stakeholder engagement, site limitations, and maximizing the space.

The picture below is a birds eye view of the property. The space to the right of the black line is likely to be retained by the school district.



Study Objectives

Our goal in conducting this conceptual site plan is to get a high-level design of space, that accounts for site limitations, and prioritization of projects informed by stakeholder feedback and project budget.

Proposal Requirements

Firm Information

Provide the firm's name, address, website URL and telephone number. Include the name, title and e-mail address of the individual who will serve as firm's primary contact. Include a brief description and history of your firm.

Experience and References

Proposals should include a list of 3 references for similar projects that your firm has completed.

Project Approach

Please explain your project approach, style and process.

Schedule and Timeline

Proposals should include the proposed work schedule, timeline and deliverables resulting from the feasibility study. The contract is expected to begin in October 9 and should ideally be completed by December 31, 2023.

Cost

Proposals must include the estimated cost for all work related to tasks and deliverables outlined in the schedule and timeline.

Required Deliverables

Engagement

- At minimum we want one meeting that engages stakeholders (district staff, board of directors, partners and community) to gather information on needs, wants, site limitations, etc. Please propose your method and approach to gather this information.
- Data from [district needs assessment](#), [City Parks Master Plan](#), and other recent community engagement processes will be made available.

Adding use expertise to provide assessment on additional site conditions and/or limitations

Site design

- Using information from stakeholder engagement, provide one high-level conceptual site design that maximizes space and accounts for priority projects.

Project budget and prioritization

- Provide high-level budget estimates for identity projects, including prioritization ranking.

Executive summary and board presentation

- Executive summary outlining outcomes of the engagement process, an updated site design including project budget and prioritizations.
- Presentation of findings to the board of directors and key staff. This may be done via Zoom.

Project Contact

The project contact and administrator will be Jennifer Holland, executive director, jennifer@sistersrecreation.com. However, due to a scheduled leave, Jared Lustig will be available during the quote process for questions. Please email him at jared@sistersrecreation.com by September 8, 2023, with any questions you may have regarding the project or RFP.



Deadline

Please submit your proposal to Jared Lustig at via email at jared@sistersrecreation.com by September 15, 2023.

Schedule

Sisters Park & Recreation District would like to conclude the feasibility study by December 31, 2023. The preliminary schedule is as follows:

Issue Request for Quote	August 25, 2023
Questions from potential consultants accepted through	September 8, 2023
Responses to questions sent out by	September 12, 2023
Proposal due	September 15, 2023
Evaluation process	September 18-21, 2023
Organization Announces decision	September 22, 2023
Consultant begins work	October 9, 2023