



**Request for Proposal
Architecture Services
August 23, 2024**

Project Overview

The Sisters Park & Recreation District (SPRD) is seeking proposals from qualified architectural firms for the development and construction of a community park. The scope of services includes creating construction drawings based on the approved conceptual design, preparing a project budget, developing a bid packet, managing the bid process, and overseeing construction. SPRD seeks to collaborate with a firm that has proven experience working with park and recreation agencies in the development of community parks. Planned site improvements include a new playground, eight pickleball courts, a walking path around the perimeter, sports field enhancements, covered multi-use basketball courts, a picnic pavilion, outdoor restrooms, and a storage shed.

Organization Background/Overview

Sisters Park & Recreation District (SPRD) is a special district located in Sisters, Oregon, established in 1998 by public vote. Originally created to provide after-school programs for local youth, SPRD has significantly expanded its offerings over the past 25 years to serve all age groups. While the district does not own any land, it operates a 10,000-square-foot community center, a disc golf course, a skatepark, and a bike park through a long-term land lease agreement with the Sisters School District. SPRD is recognized for its preschool programs, youth athletics, fitness initiatives, and community events. The district serves approximately 10,000 residents within the city of Sisters and the surrounding areas.

Mission

To provide our community with exceptional recreation opportunities that enhance liability.

Current Situation

SPRD has entered into a long-term lease agreement with the local school district for a former school site, where the outdoor space will be developed into a new community park. Earlier this year, the district completed a conceptual design process, and the board of directors approved the preferred design (see Attachment 1). SPRD has secured a portion of the necessary funding for the project and is anticipating a favorable outcome from the Local Government Grant Program this fall. The district aims to have the project shovel-ready and out for bid by February 2025, with construction targeted for the spring/summer of 2025. In preparation for this project, the district is currently working on getting all necessary surveying for completed which will be made available to the architectural firm.

Scope of Work

The selected architectural firm will be responsible for the following:

- A. Construction Drawings
 - a. Prepare detailed construction drawings, including site plans, elevations, and technical specifications.
 - b. Ensure all drawings comply with local, state, and federal regulations.

- B. Permitting
 - a. Coordinate with relevant local authorities to obtain all necessary permits.
 - b. Manage the permitting process to ensure timely approval.
- C. Project Budget
 - a. Develop a project budget that reflects current market conditions.
 - b. Provide detailed cost estimates for materials, labor, and other expenses.
- D. Development of Bid Packet
 - a. Prepare a comprehensive bid packet, including detailed construction documents, specifications, and instructions for bidders.
 - b. Ensure the bid packet meets all legal and regulatory requirements.
- E. Management of Bid Process
 - a. Lead solicitation of bids from qualified contractors.
 - b. Conduct pre-bid meetings, respond to bidder inquiries, and evaluate submitted bids.
 - c. Provide recommendations for contractor selection based on bid evaluations.
- F. Contract Management
 - a. Oversee the construction process to ensure compliance with design specifications and timelines.
 - b. Conduct regular site visits and meetings with contractors.
 - c. Manage any necessary changes or adjustments to the project scope.

Proposal Requirements

Interested firms are requested to submit a proposal that includes the following:

Introduction and Firm Overview

- Briefly introduce your firm and its qualifications.
- Provide an overview of your experience in park development and similar projects.

Project Team

- List the key personnel who will be involved in the project, including their roles and relevant experience.

Approach and Methodology

- Describe your approach to the project, including design philosophy, project management strategies and stakeholder engagement./.

Timeline

- Provide a detailed timeline for the completion of the project, including key milestones.

Fee Structure

- Outline your proposed fee structure, including a breakdown of costs for each phase of the project

References

- Provide at least three references from similar projects.

Submission Instructions

Proposals must be submitted by 5 p.m. on September 18, 2024. Submissions should be delivered electronically to jennifer@sistersrecreation.com.



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Selection Criteria

Proposals will be evaluated based on the following criteria:

- Experience and qualifications 20 pts.
- Proposed approach and methodology 20 pts.
- References and past performance 15 pts.
- Understanding of the project and community needs 20 pts.

Timeline

RFP Issued: August 23, 2024

Questions Due: September 6, 2024

Responses to Questions Sent Out: September 11, 2024

Proposals Due: September 18, 2024 by 5 p.m.

Selection of Firm: September 24, 2024

Project Start Date: October 2024

Questions and Clarifications

For any questions or requests for clarification, please contact:

Jennifer Holland, executive director

541-549-8529

jennifer@sistersrecreation.com

Terms and Conditions

The district reserves the right to reject any or all proposals. All costs incurred in preparing and submitting a proposal are the responsibility of the proposer. The selected firm will be required to enter into a formal contract with Sisters Park & Recreation District.



LEGEND

	EX. TREE TO REMAIN		PLANT BED
	PROPOSED TREE		COLORFUL PERENNIALS
	EX. TREE TO BE REMOVED		LAWN
	PICNIC TABLE ON CONCRETE PAD		BENCH



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SISTERS PARK & RECREATION DISTRICT

