



REQUEST FOR PROPOSALS #2018-122
FOR THE
MASTER PLAN FOR THE BARTON PARK COMPLEX

BOARD OF COUNTY COMMISSIONERS

JIM BERNARD, Chair
SONYA FISCHER, Commissioner
KEN HUMBERSTON, Commissioner
PAUL SAVAS, Commissioner
MARTHA SCHRADER, Commissioner

Donald Krupp
County Administrator

George Marlton
Procurement Division Director

Ryan Rice
Analyst

PROPOSAL CLOSING DATE, TIME AND LOCATION

DATE: **January 31, 2019**

TIME: **2:00 PM, Pacific Time**

PLACE: **Clackamas County Procurement Division**
Clackamas County Public Services Building
2051 Kaen Road, Oregon City, OR 97045

SCHEDULE

Request for Proposals Issued.....	December 17, 2018
Protest of Specifications Deadline.....	December 24, 2019, 5:00 PM, Pacific Time
Mandatory Pre-Proposal Conference.....	January 10, 2019, 10:00AM, Pacific Time
Deadline to Submit Clarifying Questions.....	January 24, 2019, 5:00 PM, Pacific Time
Request for Proposals Closing Date and Time.....	January 31, 2019, 2:00 PM, Pacific Time
Deadline to Submit Protest of Award.....	Seven (7) days from the Intent to Award

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SECTION 1 NOTICE OF REQUEST FOR PROPOSALS

Notice is hereby given that Clackamas County through its Board of County Commissioners will receive sealed Proposals per specifications until **2:00 PM, January 31, 2019** (“Closing”), to provide a Master Plan for the Barton Park Complex. No Proposals will be received or considered after that time.

The resulting contract from this RFP require the consultant to begin work in February, 2019.

Proposal packets are available from 7:00 AM to 6:00 PM Monday through Thursday at Clackamas County Procurement Division, Clackamas County Public Services Building, 2051 Kaen Road, Oregon City, OR 97045, telephone (503) 742-5444 or may be obtained at <http://www.clackamas.us/bids/>. Sealed Proposals are to be sent to Clackamas County Procurement Services – Attention George Marlton, Director at the above Kaen Road address or may be emailed to procurement@clackamas.us.

Contact Information

Procurement Process and Technical Questions: Ryan Rice, rrice@clackamas.us, 503-742-5446.

Mandatory Proposal Meeting:

A **Mandatory Pre-Proposal Conference** will be conducted on **January 10, 2019 at 10:00 AM**. Proposers shall meet with County representatives in the Clackamas County **Development Services Building** Conference Room #401 located at **150 Beavercreek Road, Oregon City, Oregon 97045** for that purpose. The County will also be allowing remote access to the Mandatory Pre-Proposal Conference. Remote access can be obtained on the Zoom platform via the following web address: <https://zoom.us/j/301292150>. Attendance will be documented through a sign-in sheet prepared by the County representative. Proposers who arrive and/or connect remotely more than ten (10) minutes after the start time of the meeting (as stated in the solicitation and by the County’s watch) or after the discussion portion of the meeting (whichever comes first) shall not be permitted to sign in and will not be permitted to submit a proposal on the project. This meeting will be recorded.

The Board of County Commissioners reserves the right to reject any and all Proposals not in compliance with all prescribed public bidding procedures and requirements, and may reject for good cause any and all Proposals upon the finding that it is in the public interest to do so and to waive any and all informalities in the public interest. In the award of the contract, the Board of County Commissioners will consider the element of time, will accept the Proposal or Proposals which in their estimation will best serve the interests of Clackamas County and will reserve the right to award the contract to the contractor whose Proposal shall be best for the public good.

Clackamas County encourages bids from Minority, Women, and Emerging Small Businesses.

SECTION 2 INSTRUCTIONS TO PROPOSERS

Clackamas County (“County”) reserves the right to reject any and all Proposals received as a result of this RFP. County Local Contract Review Board Rules (“LCRB”) govern the procurement process for the County.

2.1 Modification or Withdrawal of Proposal: Any Proposal may be modified or withdrawn at any time prior to the Closing deadline, provided that a written request is received by the County Procurement Division Director, prior to the Closing. The withdrawal of a Proposal will not prejudice the right of a Proposer to submit a new Proposal.

2.2 Requests for Clarification and Requests for Change: Proposers may submit questions regarding the specifications of the RFP. Questions must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, at the Procurement Division address as listed in Section 1 of this RFP. Requests for changes must include the reason for the change and any proposed changes to the requirements. The purpose of this requirement is to permit County to correct, prior to the opening of Proposals, RFP terms or technical requirements that may be unlawful, improvident or which unjustifiably restrict competition. County will consider all requested changes and, if appropriate, amend the RFP. County will provide reasonable notice of its decision to all Proposers that have provided an address to the Procurement Division for this procurement. No oral or written instructions or information concerning this RFP from County managers, employees or agents to prospective Proposers shall bind County unless included in an Addendum to the RFP.

2.3 Protests of the RFP/Specifications: Protests must be in accordance with LCRB C-047-0730. Protests of Specifications must be received in writing on or before 5:00 p.m. (Pacific Time), on the date indicated in the Schedule, or within three (3) business days of issuance of any addendum, at the Procurement Division address listed in Section 1 of this RFP. Protests may not be faxed. Protests of the RFP specifications must include the reason for the protest and any proposed changes to the requirements.

2.4 Addenda: If any part of this RFP is changed, an addendum will be provided to Proposers that have provided an address to the Procurement Division for this procurement. It shall be Proposers responsibility to regularly check the Bids and Contract Information page at <http://www.clackamas.us/bids/> for any published Addenda or response to clarifying questions.

2.5 Submission of Proposals: Proposals must be submitted in accordance with Section 5.

All Proposals shall be legibly written in ink or typed and comply in all regards with the requirements of this RFP. Proposals that include orders or qualifications may be rejected as irregular. All Proposals must include a signature that affirms the Proposer’s intent to be bound by the Proposal (may be on cover letter, on the Proposal, or the Proposal Certification Form) shall be signed. If a Proposal is submitted by a firm or partnership, the name and address of the firm or partnership shall be shown, together with the names and addresses of the members. If the Proposal is submitted by a corporation, it shall be signed in the name of such corporation by an official who is authorized to bind the contractor. The Proposals will be considered by the County to be submitted in confidence and are not subject to public disclosure until the notice of intent to award has been issued.

No late Proposals will be accepted. Proposals submitted after the Closing will be considered late and will be returned unopened. Proposals may not be submitted by telephone or fax.

2.6 Post-Selection Review and Protest of Award: County will name the apparent successful Proposer in a “Notice of Intent to Award” letter. Identification of the apparent successful Proposer is procedural only and creates no right of the named Proposer to award of the contract. Competing Proposers will be notified in writing of the selection of the apparent successful Proposer(s) and shall be given seven (7) calendar days from the date on the “Notice of Intent to Award” letter to review the file at the Procurement Division office and file a written

protest of award, pursuant to LCRB C-047-0740. Any award protest must be in writing and must be delivered by hand-delivery or mail to the address for the Procurement Division as listed in Section 1 of this RFP.

Only actual Proposers may protest if they believe they have been adversely affected because the Proposer would be eligible to be awarded the contract in the event the protest is successful. The basis of the written protest must be in accordance with ORS 279B.410 and shall specify the grounds upon which the protest is based. In order to be an adversely affected Proposer with a right to submit a written protest, a Proposer must be next in line for award, i.e. the protester must claim that all higher rated Proposers are ineligible for award because they are non-responsive or non-responsible.

County will consider any protests received and:

- a. reject all protests and proceed with final evaluation of, and any allowed contract language negotiation with, the apparent successful Proposer and, pending the satisfactory outcome of this final evaluation and negotiation, enter into a contract with the named Proposer; OR
- b. sustain a meritorious protest(s) and reject the apparent successful Proposer as nonresponsive, if such Proposer is unable to demonstrate that its Proposal complied with all material requirements of the solicitation and Oregon public procurement law; thereafter, County may name a new apparent successful Proposer; OR
- c. reject all Proposals and cancel the procurement.

2.7 Acceptance of Contractual Requirements: Failure of the selected Proposer to execute a contract and deliver required insurance certificates within ten (10) calendar days after notification of an award may result in cancellation of the award. This time period may be extended at the option of County.

2.8 Public Records: Proposals are deemed confidential until the “Notice of Intent to Award” letter is issued. This RFP and one copy of each original Proposal received in response to it, together with copies of all documents pertaining to the award of a contract, will be kept and made a part of a file or record which will be open to public inspection. If a Proposal contains any information that is considered a **TRADE SECRET** under ORS 192.345(2), **SUCH INFORMATION MUST BE LISTED ON A SEPARATE SHEET CAPABLE OF SEPARATION FROM THE REMAINING PROPOSAL AND MUST BE CLEARLY MARKED WITH THE FOLLOWING LEGEND:**

“This information constitutes a trade secret under ORS 192.345(2), and shall not be disclosed except in accordance with the Oregon Public Records Law, ORS Chapter 192.”

The Oregon Public Records Law exempts from disclosure only bona fide trade secrets, and the exemption from disclosure applies only “unless the public interest requires disclosure in the particular instance” (ORS 192.345). Therefore, non-disclosure of documents, or any portion of a document submitted as part of a Proposal, may depend upon official or judicial determinations made pursuant to the Public Records Law.

2.9 Investigation of References: County reserves the right to investigate all references in addition to those supplied references and investigate past performance of any Proposer with respect to its successful performance of similar services, its compliance with specifications and contractual obligations, its completion or delivery of a project on schedule, its lawful payment of subcontractors and workers, and any other factor relevant to this RFP. County may postpone the award or the execution of the contract after the announcement of the apparent successful Proposer in order to complete its investigation.

2.10 RFP Proposal Preparation Costs and Other Costs: Proposer costs of developing the Proposal, cost of attendance at an interview (if requested by County), or any other costs are entirely the responsibility of the Proposer, and will not be reimbursed in any manner by County.

2.11 Clarification and Clarity: County reserves the right to seek clarification of each Proposal, or to make an award without further discussion of Proposals received. Therefore, it is important that each Proposal be submitted initially in the most complete, clear, and favorable manner possible.

2.12 Right to Reject Proposals: County reserves the right to reject any or all Proposals or to withdraw any item from the award, if such rejection or withdrawal would be in the public interest, as determined by County.

2.13 Cancellation: County reserves the right to cancel or postpone this RFP at any time or to award no contract.

2.14 Proposal Terms: All Proposals, including any price quotations, will be valid and firm through a period of one hundred and eighty (180) calendar days following the Closing date. County may require an extension of this firm offer period. Proposers will be required to agree to the longer time frame in order to be further considered in the procurement process.

2.15 Oral Presentations: At County's sole option, Proposers may be required to give an oral presentation of their Proposals to County, a process which would provide an opportunity for the Proposer to clarify or elaborate on the Proposal but will in no material way change Proposer's original Proposal. If the evaluating committee requests presentations, the Procurement Division will schedule the time and location for said presentation. Any costs of participating in such presentations will be borne solely by Proposer and will not be reimbursed by County. **Note:** Oral presentations are at the discretion of the evaluating committee and may not be conducted; therefore, **written Proposals should be complete.**

2.16 Usage: It is the intention of County to utilize the services of the successful Proposer(s) to provide services as outlined in the below Scope of Work.

2.17 Review for Responsiveness: Upon receipt of all Proposals, the Procurement Division or designee will determine the responsiveness of all Proposals before submitting them to the evaluation committee. If a Proposal is incomplete or non-responsive in significant part or in whole, it will be rejected and will not be submitted to the evaluation committee. County reserves the right to determine if an inadvertent error is solely clerical or is a minor informality which may be waived, and then to determine if an error is grounds for disqualifying a Proposal. The Proposer's contact person identified on the Proposal will be notified, identifying the reason(s) the Proposal is non-responsive. One copy of the Proposal will be archived and all others discarded.

2.18 RFP Incorporated into Contract: This RFP will become part of the Contract between County and the selected contractor(s). The contractor(s) will be bound to perform according to the terms of this RFP, their Proposal(s), and the terms of the Sample Contract.

2.19 Communication Blackout Period: Except as called for in this RFP, Proposers may not communicate with members of the Evaluation Committee or other County employees or representatives about the RFP during the procurement process until the apparent successful Proposer is selected, and all protests, if any, have been resolved. Communication in violation of this restriction may result in rejection of a Proposer.

2.20 Prohibition on Commissions and Subcontractors: County will contract directly with persons/entities capable of performing the requirements of this RFP. Contractors must be represented directly. Participation by brokers or commissioned agents will not be allowed during the Proposal process. Contractor shall not use subcontractors to perform the Work unless specifically pre-authorized in writing to do so by the County. Contractor represents that any employees assigned to perform the Work, and any authorized subcontractors performing the Work, are fully qualified to perform the tasks assigned to them, and shall perform the Work in a competent and professional manner. Contractor shall not be permitted to add on any fee or charge for subcontractor Work. Contractor shall provide, if requested, any documents relating to subcontractor's qualifications to perform required Work.

2.21 Ownership of Proposals: All Proposals in response to this RFP are the sole property of County, and subject to the provisions of ORS 192.410-192.505 (Public Records Act).

2.22 Clerical Errors in Awards: County reserves the right to correct inaccurate awards resulting from its clerical errors.

2.23 Rejection of Qualified Proposals: Proposals may be rejected in whole or in part if they attempt to limit or modify any of the terms, conditions, or specifications of the RFP or the Sample Contract.

2.24 Collusion: By responding, the Proposer states that the Proposal is not made in connection with any competing Proposer submitting a separate response to the RFP, and is in all aspects fair and without collusion or fraud. Proposer also certifies that no officer, agent, elected official, or employee of County has a pecuniary interest in this Proposal.

2.25 Evaluation Committee: Proposals will be evaluated by a committee consisting of representatives from County and potentially external representatives. County reserves the right to modify the Evaluation Committee make-up in its sole discretion.

2.26 Commencement of Work: The contractor shall commence no work until all insurance requirements have been met, the Protest of Awards deadline has been passed, any protest have been decided, a contract has been fully executed, and a Notice to Proceed has been issued by County.

2.27 Best and Final Offer: County may request best and final offers from those Proposers determined by County to be reasonably viable for contract award. However, County reserves the right to award a contract on the basis of initial Proposal received. Therefore, each Proposal should contain the Proposer's best terms from a price and technical standpoint. Following evaluation of the best and final offers, County may select for final contract negotiations/execution the offers that are most advantageous to County, considering cost and the evaluation criteria in this RFP.

2.28 Nondiscrimination: The successful Proposer agrees that, in performing the work called for by this RFP and in securing and supplying materials, contractor will not discriminate against any person on the basis of race, color, religious creed, political ideas, sex, age, marital status, sexual orientation, gender identity, veteran status, physical or mental handicap, national origin or ancestry, or any other class protected by applicable law.

2.29 Intergovernmental Cooperative Procurement Statement: Pursuant to ORS 279A and LCRB, other public agencies shall have the ability to purchase the awarded goods and services from the awarded contractor(s) under terms and conditions of the resultant contract. Any such purchases shall be between the contractor and the participating public agency and shall not impact the contractor's obligation to County. Any estimated purchase volumes listed herein do not include other public agencies and County makes no guarantee as to their participation. Any Proposer, by written notification included with their Proposal, may decline to extend the prices and terms of this solicitation to any and/or all other public agencies. County grants to any and all public serving governmental agencies, authorization to purchase equivalent services or products described herein at the same submitted unit bid price, but only with the consent of the contractor awarded the contract by the County.

SECTION 3 SCOPE OF WORK

3.1. INTRODUCTION

Clackamas County is seeking Proposals from vendors to provide a Master Plan for the Barton Park Complex located on the Clackamas River just off of Highway 224 outside of the unincorporated community of Boring, Oregon.

The awarded consultant will write the plan under the direction of the Clackamas County Parks Manager and the Barton Park Master Plan Working Group (“BPMPWG”). The Plan should include a list of capital improvement projects and priorities, system management and maintenance recommendations, programmatic recommendations, summary fact sheets and maps, and recommendations for funding needs and strategies.

Mandatory Proposal Meeting:

A Mandatory Pre-Proposal Conference will be conducted on January 10, 2019 at 10:00 AM. Proposers shall meet with County representatives in the Clackamas County Development Services Building Conference Room #401 located at 150 Beavercreek Road, Oregon City, Oregon 97045 for that purpose. The County will also be allowing remote access to the Mandatory Pre-Proposal Conference. Remote access can be obtained on the Zoom platform via the following web address: <https://zoom.us/j/301292150>. Attendance will be documented through a sign-in sheet prepared by the County representative. Proposers who arrive and/or connect remotely more than ten (10) minutes after the start time of the meeting (as stated in the solicitation and by the County’s watch) or after the discussion portion of the meeting (whichever comes first) shall not be permitted to sign in and will not be permitted to submit a proposal on the project. This meeting will be recorded.

Please direct all Technical/Specifications or Procurement Process Questions to the indicated representative referenced in the Notice of Request for Proposals and note the communication restriction outlined in Section 2.19.

3.2 BACKGROUND

Time Frame: Winter 2019 to Summer 2020

Project Overview: This project involves the preparation of a master plan for Barton Park and associated properties to guide the long-term vision for the park. The master plan shall address the public’s outdoor recreation needs including connectivity to the Cazadero Trail and integration of undeveloped lands into Barton Park. The consultant shall work with the County, Metro, community members, and parks and recreation stakeholders to master plan the future of Barton Park and how adjoining lands should be incorporated into the larger complex.

The project includes concept planning for three undeveloped “sites” totaling approximately 49 acres contiguous to the existing Barton Park property: Cazadero Natural Area, 24-acre Metro owned property, Barton Quarry, a former rock quarry site north of the existing park and the Fandrich Property, a former residential property bought by Clackamas County located east of the existing RV campground. The planning process will ensure that the existing park is enhanced to meet the needs of the public and that the undeveloped “sites” are planned to reflect community values.

Project Site: Barton Park is located on the Clackamas River just off of Highway 224, approximately four miles south of the unincorporated community of Boring. Barton Park is the largest and most popular

County park, encompassing 122 acres and offering 112 campsites; 103 with water and electric hookups. Other park and recreational amenities include playground equipment, horseshoe pits, 2 volleyball courts, 5 picnic shelters, other picnic areas, a softball field, and one boat ramp on the Clackamas River. Barton Park is a popular rafting destination due to its proximity to Portland and connection to the Carver Boat launch approximately six miles downstream.

Advisory Committee and Public Involvement: County shall establish a Barton Park Master Plan Working Group (BPMPWG) at the outset of the project to guide the development of the master plan. The role of the BPMPWG shall be to provide technical guidance; review and comment on materials and provide input on trailhead and park uses and layouts. The BPMPWG may include representatives from Metro, Oregon Parks and Recreation Department, the Eagle Creek Community Planning Organization, Clackamas County Pedestrian-Bikeway Advisory Committee, County Parks Board and other identified stakeholders.

A key aspect of the project will be outreach to community members and conducting an open, transparent planning process consistent with Title VI to insure all groups and individuals have an opportunity to participate. The consultant will be expected to develop a public engagement plan at the outset of the project. Public outreach components are expected to include the BPMPWG; community open houses; a project website and information dissemination through social media.

Project Objectives:

- Develop a community-supported master plan that provides guidance for future expansion of Barton Park.
- Prepare a master plan that strengthens the connection between Barton Park and Carver Park.
- Develop a master plan that integrates the disparate Barton Park Complex parcels of land.
- Conduct a planning process that involves stakeholders, including agency partners, landowners, businesses and the general public.
- Preserve use, function, and access of the Barton Stockpile Site through the master planning process.
- Consider habitat conservation objectives and/or impacts.
- Consider Barton Park's status as a Temporary Debris Storage and Reduction Site (TDSR), areas designated to temporarily store, sort and manage debris following an event such as a wind storm, flooding or earthquake.
- Develop master plan concepts consistent with the Statewide Comprehensive Outdoor Recreation Plan (SCORP) for Oregon.
- Connect Barton Park to the regional trail network and improve access to the future Cazadero Trail.
- Consider functionality of the transportation system to and within Barton Park as well as traffic operations and intersection safety at key locations.

3.3. SCOPE OF WORK

3.3.1. Scope:

Scope of Work: The Barton Park Master Plan shall include:

Task 1. Cazadero Natural Area

The Cazadero Natural Area is located directly north of Barton Park. The 24 acre undeveloped property is bordered by SE Bakers Ferry Road on the west, the future Cazadero Trail on the north of east, and an existing Barton Park access road to the south. Metro purchased the 4 tax lots in 2010 with funds from the 2006 Natural Areas Bond Measure. The property is generally flat and zoned County RRFF-5: Rural Residential Farm Forest 5 Acre, which allows park development only through a conditional use permit process.

Five acres of the Cazadero Natural Area is envisioned as a trailhead for the future twelve mile Cazadero Trail, which will extend the Springwater Corridor multi-use trail from Boring to Estacada. When complete, the Cazadero Trail will connect two regionally significant bicycle routes- the 21 mile Springwater Corridor to the north and the Oregon State Parks Cascading Rivers Scenic Bikeway to the south. A trailhead at the Cazadero Natural Area would provide public access to a variety of outdoor activities including long-distance touring by bicycle, hiking, bird watching and equestrian activities.

Task 1 Anticipated Tasks:

- Conduct site assessment to identify opportunities and constraints.
- Develop Trailhead Plan in accordance with an existing Intergovernmental Agreement (IGA) between Metro and Clackamas County.
- Identify type and location of trailhead amenities not to exceed five (5) contiguous acres to serve the future Cazadero multi-use trail.
- Analyze connection to larger Barton Park complex and access from Bakers Ferry Road and Barton Park Road.

Task 1 Deliverables:

- 1.1 Concept plan: graphics showing future park uses; location and type of amenities for public recreation and connection to larger Barton Park complex.
- 1.2 Written report describing concept plan elements.

Task 2. Barton Quarry

The Barton Quarry is a 19.14 acre former surface mining site and rock quarry owned and operated by the Clackamas County Department of Transportation and Development (DTD) that will transfer to Clackamas County Park's ownership. The Barton Quarry, located northeast of the existing Barton Park RV campground consists of two tax lots (23E23A01401 and 23E23A 01300) and includes an excavation/infiltration pond approximately 4 acres in size that was used to contain stormwater. Material extraction has not occurred since 2000 and reclamation is substantially complete. Site restoration work included backfilling, contouring and revegetation. Previous on-site inspection reports indicates that the Department of Geology and Mineral Industries (DOGAMI) supports future master planning efforts and the ultimate conversion to recreational use. The original DOGAMI Reclamation Plan states that recreation/park use is the "planned post-mining beneficial use" of the surface mining area. The planning process will need to consider how the Barton Quarry can be integrated into the larger park complex.

Task 2 Anticipated Tasks:

- Conduct site assessment analyzing opportunities and constraints for park development.
- Develop conceptual site plan to guide future development at Barton Quarry including, but not limited to, future recreational uses, site layout and connection to existing park facilities.

Task 2 Deliverables:

- 2.1 Concept plan: graphics showing future park uses; location and type of amenities for public recreation and connection to larger Barton Park complex.
- 2.2 Written report describing concept plan elements.

Task 3. Barton Stockpile Site

The Barton Stockpile Site is an existing Clackamas County Department of Transportation and Development (DTD) maintenance facility, located south of the Cazadero Natural Area. The site includes accessory buildings for road maintenance equipment; sand and gravel stockpiles for construction and maintenance, fuel storage tanks, and surface parking areas for equipment storage and vehicle maneuvering. DTD plans to retain the Barton Stockpile Site for ongoing road maintenance operations.

Task 3 Anticipated Tasks:

- Access and Security – Evaluate road and site access for segregating county road department use from public use.
- Consider options to secure the perimeter of the facility.

Task 3 Deliverables:

- 3.1 Plan for maintenance facility ingress and egress.
- 3.2 Plan for securing maintenance facility from larger Barton Park Complex.

Task 4. Fandrich Property

The Fandrich Property is a 6-acre semi-wooded area directly east of existing RV campground. The property is owned by Clackamas County Parks and includes a vacant 1960's home, a few outbuildings, the park shop, and some primitive camping sites. Identifying park uses and determining how to incorporate this six acre into the larger Barton Park complex is an important next step in setting the long term vision for the Fandrich Property.

Task 4 Anticipated Tasks:

- Identify future uses for site; including but not limited to yurts, cabins, primitive camping sites, group lodge and RV camping.
- Analyze feasibility of converting existing structures for recreational, or other park uses.
- Examine access and connection to larger Barton Park complex.

Task 4 Deliverables:

- 4.1 Concept plan: graphics showing future park uses; location and type of amenities for public recreation and connection to larger Barton Park complex.
- 4.2 Written report describing concept plan elements.

Task 5. Barton-Carver Connection

The Clackamas River is one of the premier fishing, rafting and kayaking locations in the region. The Barton Park to Carver Park section of the Clackamas River is one of the most popular sections due to the gentle river waters and close proximity to Portland. It is not unusual for the Barton Park to reach parking capacity during the summer months with rafters and boaters often driving two cars and leaving one at Barton and one at Carver. With limited parking available within the Barton Park complex and as the popularity of water sports continues to grow, the need for a shuttle service or added vehicle parking capacity is apparent.

Task 5 Anticipated Tasks:

- Identify locations for dedicated parking area for river users.
- Explore options and alternatives for expansion of parking lot capacity during summer peak season.
- Analyze feasibility and logistics of summer shuttle service between Barton Park, Carver Boat Ramp, and any identified locations for dedicated parking areas.
- Prepare “business model” for shuttle service: who runs it; price structure.

Task 5 Deliverables:

- 5.1 Concept plan: graphics showing future park uses; location and type of amenities for public recreation and connection to larger Barton Park complex.
- 5.2 Written report describing concept plan elements and shuttle business model.

Task 6. Transportation

Barton Park is accessed from Bakers Ferry Road approximately 1,200 feet south of Highway 224. South East Barton Park Road is the main road through the park and provides access to the day use area and boat launch.

Three small spur roads intersect SE Barton Park Road and provide access to other Barton Park Complex facilities including the RV Campground, west campground, maintenance facility and gravel pit. The master planning process should consider functionality of the overall transportation system and traffic operations and intersection safety at key locations.

Task 6 Anticipated Tasks:

- Analyze ticket booth relocation and any associated road realignments. The current ticket booth location north of the RV Campground spur creates traffic congestion during peak season.
- Study feasibility of pedestrian access from park entrance to boat ramp/river access.
- Examine traffic operations/safety at Highway 224-Bakers Ferry Road intersection; Bakers Ferry Road-Barton Park Road intersection; Barton Park Road-Barton Quarry entrance intersection; Barton Park Road-East campground intersection and Barton Park Road-West campground intersection.
- Examine Bakers Ferry Road-Barton Park Road entrance and reconfigure options to maximize safety, operations and clarity for users not familiar with area.

Task 6 Deliverables:

- 6.1 Summary of operations and safety.
- 6.2 Recommended safety improvements at key intersections.
- 6.3 Planning level schematics of layout options for ticket booth, pedestrian routes, and intersections.

Task 7. Public Involvement and Master Plan Adoption

The adoption process for the Barton Park Master Plan will be led by county staff with consultant team participation in presentations, public hearings, public open houses and preparation of materials. Consultant shall be expected to attend and present project materials and engage with the public and policy makers as identified in below tasks.

Task 7 Anticipated Tasks:

- Develop Public Outreach and Involvement Plan at project outset.
- Attend and present at two community open house events.
- Attend and present materials at two County Parks Advisory Board (PAB) meetings.
- Attend and present materials Meetings with Board of County Commissioners (BCC).
- Attend and present materials at Clackamas County Pedestrian-Bikeway Advisory Committee meeting.

Task 7 Deliverables:

- 7.1 Public Outreach and Involvement Plan.
- 7.2 Results from public involvement process including findings and recommendations.
- 7.3 Preparation of open house, PAB and BCC materials.
- 7.4 Phasing plan for park amenities.
- 7.5 Preliminary cost estimate for capital improvements.

3.3.2. Scope includes the following items attached and incorporated by reference:

- **Exhibit A: Barton Park Map – Barton Park Master Plan**
- **Exhibit B: Barton Park Map- Barton/Carver Park Area**
- **Exhibit C: Barton Park Map- Carver Park Area**

3.3.3. Term of Contract:

The term of the contract shall be from the effective date through **June 30, 2020**.

3.3.4. Sample Contract: Submission of a Proposal in response to this RFP indicates Proposer's willingness to enter into a contract containing substantially the same terms (including insurance requirements) of the sample contract identified below. No action or response to the sample contract is required under this RFP. Any objections to the sample contract terms should be raised in accordance with Paragraphs 2.2 or 2.3 of this RFP, pertaining to requests for clarification or change or protest of the RFP/specifications, and as otherwise provided for in this RFP. This RFP and all supplemental information in response to this RFP will be a binding part of the final contract.

The applicable Sample **Professional Services** Contract for this RFP can be found at <http://www.clackamas.us/bids/terms.html>.

Professional Services Contract (unless checked, item does not apply)

The following paragraphs of the Professional Services Contract will be applicable:

- ☐ Article I, Paragraph 4 – Travel and Other Expense is Authorized
- ☐ Article II, Paragraph 29 – Confidentiality
- ☐ Article II, Paragraph 29 – Criminal Background Check Requirements
- ☒ Article II, Paragraph 30 – Key Persons
- ☐ Exhibit A – On-Call Provision

The following insurance requirements will be applicable:

- ☒ Professional Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for damages caused by error, omission or negligent acts.
- ☒ Commercial General Liability: combined single limit, or the equivalent, of not less than \$1,000,000 per occurrence, with an annual aggregate limit of \$2,000,000 for Bodily Injury and Property Damage.
- ☒ Automobile Liability: combined single limit, or the equivalent, of not less than \$500,000 per occurrence for Bodily Injury and Property Damage.

SECTION 4 EVALUATION PROCEDURE

- 4.1** An evaluation committee will review all Proposals that are initial deemed responsive and they shall rank the Proposals in accordance with the below criteria. The evaluation committee may recommend an award based solely on the written responses or may request Proposal interviews/presentations. Interviews/presentations, if deemed beneficial by the evaluation committee, will consist of the highest scoring Proposers. The invited Proposers will be notified of the time, place, and format of the interview/presentation. Based on the interview/presentation, the evaluation committee may revise their scoring.

Written Proposals must be complete and no additions, deletions, or substitutions will be permitted during the interview/presentation (if any). The evaluation committee will recommend award of a contract to the final County decision maker based on the highest scoring Proposal. The County decision maker reserves the right to accept the recommendation, award to a different Proposer, or reject all Proposals and cancel the RFP.

Proposers are not permitted to directly communicate with any member of the evaluation committee during the evaluation process. All communication will be facilitated through the Procurement representative.

4.2 Evaluation Criteria

<u>Category</u>	<u>Points available:</u>
Proposer's Project and Understanding and Approach	0-35
Proposer's Qualifications and Key Personnel	0-30
Project Schedule	0-20
Fees	0-10
<u>References/Similar Project Experience</u>	<u>0-05</u>
Available points	0-100

- 4.3** Once a selection has been made, the County will enter into contract negotiations. During negotiation, the County may require any additional information it deems necessary to clarify the approach and understanding of the requested services. Any changes agreed upon during contract negotiations will become part of the final contract. The negotiations will identify a level of work and associated fee that best represents the efforts required. If the County is unable to come to terms with the highest scoring Proposer, discussions shall be terminated and negotiations will begin with the next highest scoring Proposer. If the resulting contract contemplates multiple phases and the County deems it is in its interest to not authorize any particular phase, it reserves the right to return to this solicitation and commence negotiations with the next highest ranked Proposer to complete the remaining phases.

SECTION 5 PROPOSAL CONTENTS

5.1. Vendors must observe submission instructions and be advised as follows:

5.1.1. Complete Proposals may be mailed to the below address or emailed to Procurement@clackamas.us. The subject line of the email must identify the RFP title. Proposers are encouraged to contact Procurement to confirm receipt of the Proposal. If the Proposal is mailed, an original copy and an electronic copy (on compact disk or jump drive) must be included. The Proposal (hardcopy or email) must be received by the Closing Date and time indicated in Section 1 of the RFP.

5.1.2. Mailing address including Hand Delivery, UPS and FEDEX:

Clackamas County Procurement Division – Attention George Marlton, Director
Clackamas County Public Services Building
2051 Kaen Road
Oregon City, OR 97045

5.1.3. County reserves the right to solicit additional information or Proposal clarification from the vendors, or any one vendor, should the County deem such information necessary.

Provide the following information in the order in which it appears below:

5.2. Proposer's Project Understanding and Approach (0-35 Points)

- Demonstrate a thorough understanding of the project requirements as outlined in this RFP.
- Describe your approach to the work.
- Provide details on how you would allocate staff to this project.
- Detail the firm's experience and knowledge of area, similar issues and approaches to the work for other Agencies, etc.

5.3. Proposer's Qualifications and key Personnel (0-30 Points)

- Description of the firm.
- Credentials/experience of key individuals that would be assigned to this project.
- Description of providing similar services to public entities of similar size within the past five (5) years.
- Description of the firm's ability to meet the requirements in Section 3.
- Description of what distinguishes the firm from other firms performing a similar service.

5.4. Project Schedule (0-20 Points)

- Provide a proposed schedule for the work.

5.5. Fees (0-10 Points)

Fees should be on a time and material with a not to exceed fee basis. Fees should be sufficiently descriptive to facilitate acceptance of a Proposal. List the not-to-exceed amount you propose for the service. Fees and fee schedules should outline all estimated expenses, hourly rates for all assigned individuals, anticipated travel, other reimbursable expenses.

5.6. References/Similar Project Experience (0-05 Points)

Provide at least three (3) references from clients your firm has served on similar types of project in the past three (3) years, including one client that has newly engaged the firm in the past thirty-six (36) months and one (1) long-

term client. Provide the name, address, email, and phone number of the references. Please note the required three references may not be from County staff, but additional references may be supplied.

5.7. Completed Proposal Certification (see the below form)

PROPOSAL CERTIFICATION
RFP #2018-122 Master Plan for the Barton Park Complex

Submitted by: _____
(Must be entity's full legal name, and State of Formation)

The undersigned, through the formal submittal of this Proposal response, declares that he/she has examined all related documents and read the instruction and conditions, and hereby proposes to provide the services as specified in accordance with the RFP, for the price set forth in the Proposal documents.

Proposer, by signature below, hereby represents as follows:

- (a) That no County elected official, officer, agent or employee of the County is personally interested directly or indirectly in this contract or the compensation to be paid hereunder, and that no representation, statement or statements, oral or in writing, of the County, its elected officials, officers, agents, or employees had induced it to enter into this contract and the papers made a part hereof by its terms;
- (b) The Proposer, and each person signing on behalf of any Proposer certifies, in the case of a joint Proposal, each party thereto, certifies as to its own organization, under penalty of perjury, that to the best of their knowledge and belief:
 - 1. The prices in the Proposal have been arrived at independently, without collusion, consultation, communication, or agreement for the purpose of restraining competition as to any matter relating to such prices with any other Proposer or with any competitor;
 - 2. Unless otherwise required by law, the prices which have been quoted in the Proposal have not been knowingly disclosed by the Proposer prior to the Proposal deadline, either directly or indirectly, to any other Proposer or competitor;
 - 3. No attempt has been made nor will be made by the Proposer to induce any other person, partnership or corporation to submit or not to submit a Proposal for the purpose of restraining trade;
- (c) The Proposer fully understands and submits its Proposal with the specific knowledge that:
 - 1. The selected Proposal must be approved by the Board of Commissioners.
 - 2. This offer to provide services will remain in effect at the prices proposed for a period of not less than ninety (90) calendar days from the date that Proposals are due, and that this offer may not be withdrawn or modified during that time.
- (d) That this Proposal is made without connection with any person, firm or corporation making a bid for the same material, and is in all respects, fair and without collusion or fraud.
- (e) That the Proposer shall use recyclable products to the maximum extent economically feasible in the performance of the contract work set forth in this document.
- (f) That the Proposer accepts all terms and conditions contained in this RFP and that the RFP and the Proposal, and any modifications, will be made part of the contract documents. It is understood that all Proposals will become part of the public file on this matter. The County reserves the right to reject any or all Proposals.
- (g) That the Proposer holds current licenses that businesses or services professionals operating in this state must hold in order to undertake or perform the work specified in these contract documents.
- (h) That the Proposer is covered by liability insurance and other insurance in the amount(s) required by the solicitation and in addition that the Proposer qualifies as a carrier insured employer or a self-insured employer under ORS 656.407 or has elected coverage under ORS 656.128.
- (i) That the Proposer is legally qualified to contract with the County.
- (j) That the Proposer has not and will not discriminate in its employment practices with regard to race, creed, age, religious affiliation, sex, disability, sexual orientation, gender identity, national origin, or any other protected class. Nor has Proposer or will Proposer discriminate against a subcontractor in the awarding of a subcontract because the subcontractor is a disadvantaged business enterprise, a minority-owned business, a woman-owned business, a business that a service-disabled veteran owns or an emerging small business that is certified under ORS 200.055.

(k) The Proposer agrees to accept as full payment for the services specified herein, the amount as shown in the Proposal.

☐ Resident Bidder, as defined in ORS 279A.120

☐ Non-Resident Proposer, Resident State _____

Oregon Business Registry Number _____

Contractor's Authorized Representative:

Signature: _____ Date: _____

Name: _____ Title: _____

Firm: _____

Address: _____

City/State/Zip: _____ Phone: () _____

e-mail: _____ Fax: _____

Contract Manager:

Name _____ Title: _____

Phone number: _____

Email Address: _____

EXHIBIT MAPS

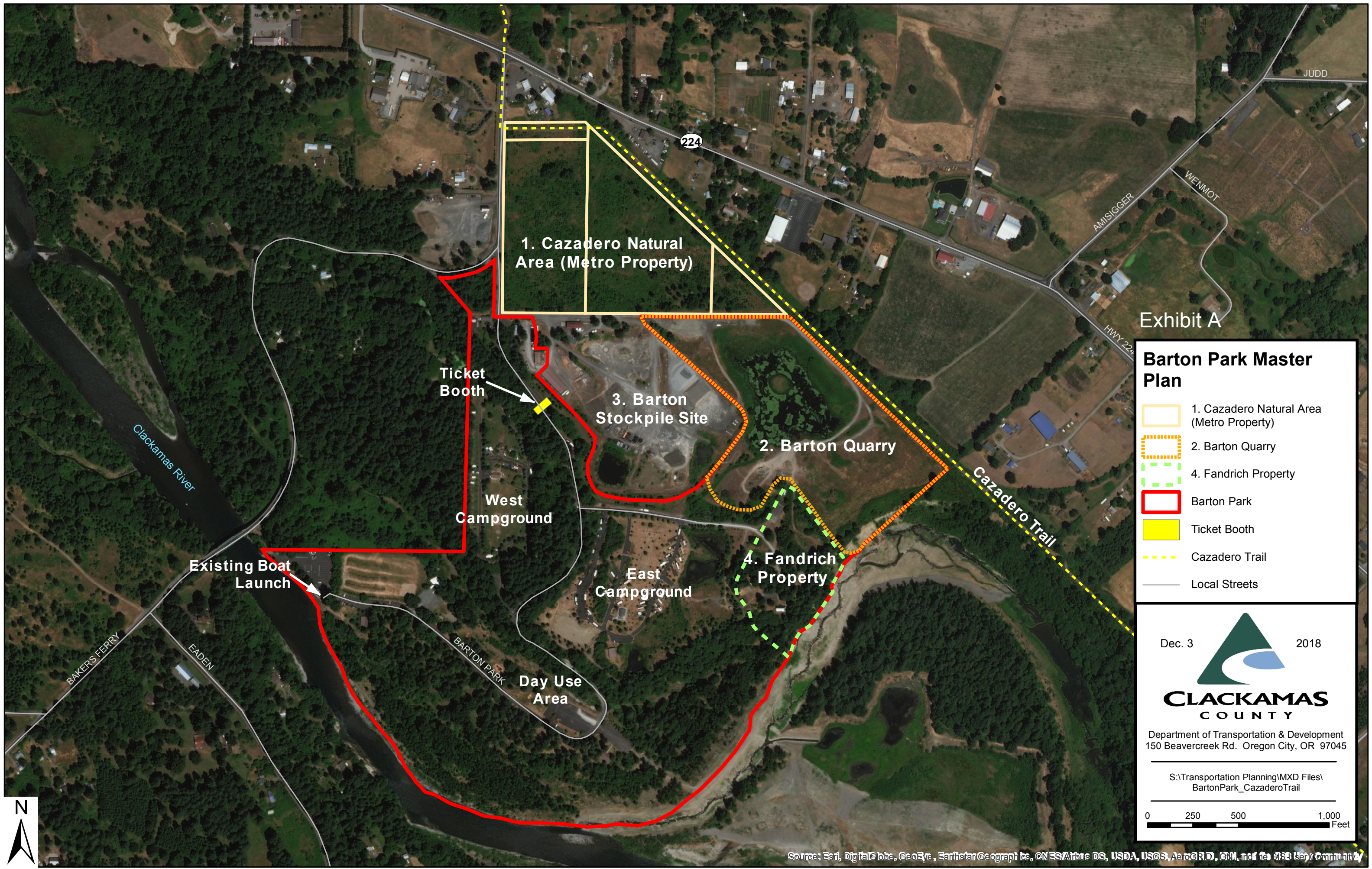




Exhibit A

Barton Park Master Plan

-  1. Cazadero Natural Area (Metro Property)
-  2. Barton Quarry
-  4. Fandrich Property
-  Barton Park
-  Ticket Booth
-  Cazadero Trail
-  Local Streets

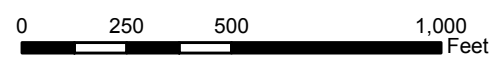
Dec. 3 2018



CLACKAMAS
COUNTY

Department of Transportation & Development
150 Beaver Creek Rd. Oregon City, OR 97045

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BartonPark_CazaderoTrail



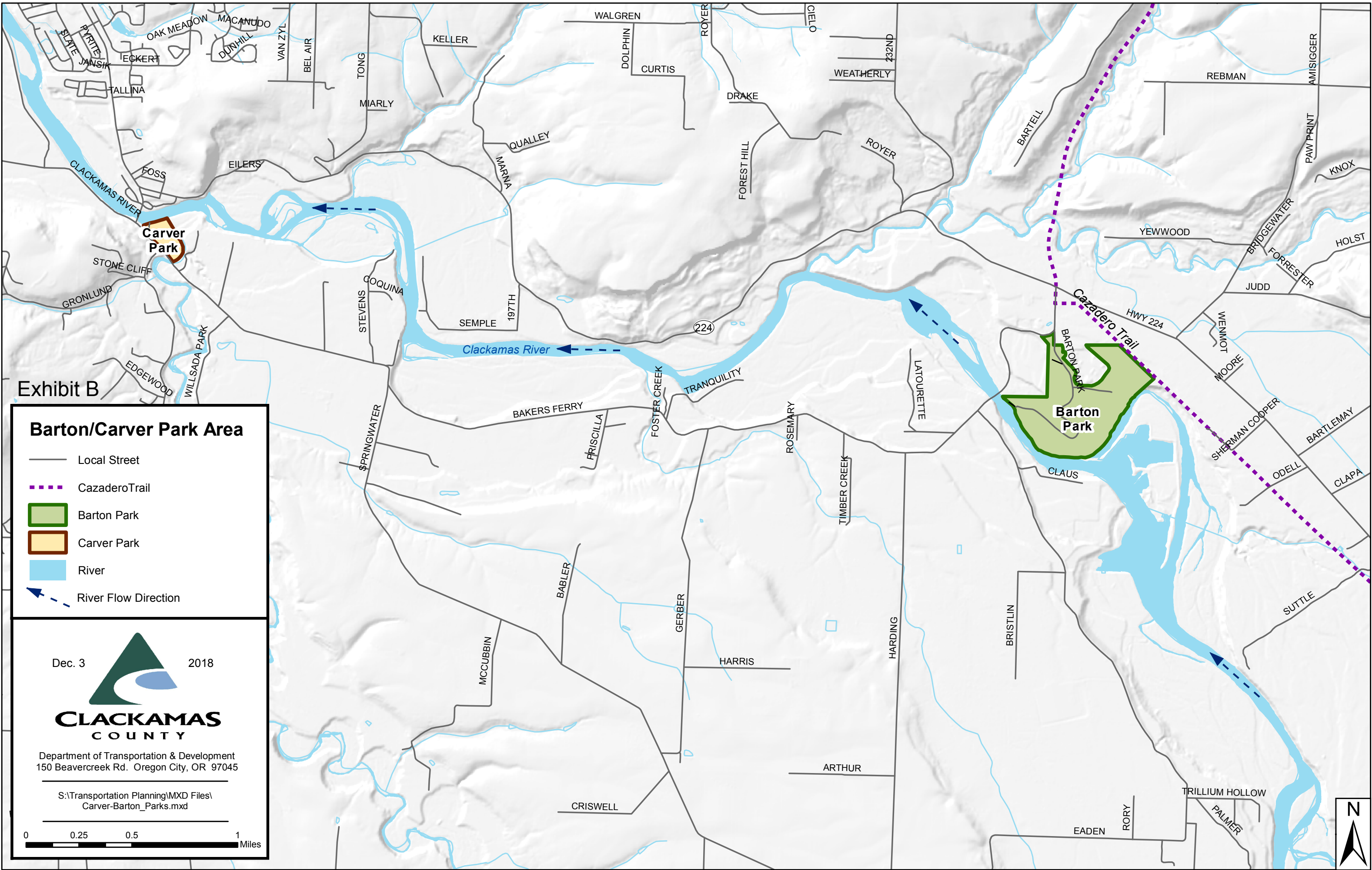


Exhibit B

Barton/Carver Park Area

- Local Street
- Cazadero Trail
- Barton Park
- Carver Park
- River
- River Flow Direction

Dec. 3 2018



Department of Transportation & Development
150 Beaver Creek Rd. Oregon City, OR 97045

S:\Transportation Planning\MXD Files\
Carver-Barton_Parks.mxd

0 0.25 0.5 1 Miles





Exhibit C

Carver Park Area

- Local Road
- Carver Park



Dec. 3

2018

**CLACKAMAS
COUNTY**

Department of Transportation & Development
150 Beavercreek Rd. Oregon City, OR 97045

S:\Transportation Planning\MXD Files\
CarverPark_Map1

0 165 330 660
Feet