



**CITY OF ALBANY, OREGON
REQUEST FOR PROPOSALS (RFP)
Parks Master Plan Update**

Proposals Due by 2:00 p.m. (local time), Wednesday, February 20, 2019

Notice is hereby given that the City of Albany ("City") is requesting proposals from qualified firms that can demonstrate competency and experience to provide the following services to develop a 10-year Comprehensive Plan Update with a five-year Capital Improvement Program.

Work entails:

- Review and document existing Albany parks, recreation facilities and open space system.
- Conduct a public engagement strategy to gain public opinion regarding the adequacy of existing parks and facilities.
- Determine the system's adequacy to meet projected community needs.
- Review Albany's current methodology for its Parks system development charges; make recommendations for adjustments.
- Develop task force meeting agendas, materials, and lead or assist with meeting facilitation.
- Develop, propose, and present plan amendments to achieve project purpose. Use illustrations and figures to convey design concepts for final product and required presentations.
- Develop and propose a financial plan to achieve the recommendations for system improvements.
- Provide presentations to policy makers, including: Planning Commission and City Council, and other commissions or stakeholders as needed.
- Prepare final reports that include proposed amendments in a form ready to be adopted by City Council.

The Request for Proposals can be downloaded from the City of Albany website at <http://www.cityofalbany.net/departments/finance/city-purchasing/bids-rfps-rfqs>, or a printed copy can be obtained at Albany City Hall, Parks & Recreation Department, 333 Broadalbin Street SW, Albany, OR 97321, or phone 541-917-7778, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. There is a \$35 charge for printed RFP documents.

The City will post all addenda on the City website. Prospective Proposers are solely responsible for checking the website to determine if addenda or clarifications have been issued. For questions or clarifications regarding this RFP contact Diane Murzynski, CPPO, Purchasing Coordinator, at 541-917-7522. Inquiries concerning the scope of services should be directed to Ed Hodney, Parks & Recreation Director, ed.hodney@cityofalbany.net, 541-917-7769.

Sealed proposals must be received by the City of Albany, at the Parks & Recreation Counter, not later than 2:00 p.m. (local time), Wednesday, February 20, 2019 addressed to the City of Albany, Finance Department, Attention: Diane Murzynski, CPPO, Purchasing Coordinator, 333 Broadalbin Street SW, Albany, OR 97321. The outside of the envelopes shall plainly identify: (1) the name of the RFP, (2) the RFP closing date and time, and (3) the name and address of the proposer. Electronic proposals will not be accepted. Proposals received after the designated time and date will not be opened.

The City may reject any proposal not in compliance with all prescribed solicitation procedures and requirements and other applicable law and may reject any or all proposals in whole or in part when the cancellation or rejection is in the best interest of the City, and at no cost to the City.

DATED THIS 18TH DAY OF JANUARY 2019.

A handwritten signature in cursive script that reads "Diane M. Murzynski".

Diane M. Murzynski, CPPO, CPPB
Purchasing Coordinator

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Daily Journal of Commerce, on Friday, January 18, 2019