



Request for Proposal (RFP) #2022-03
Parks Master Plan

For

CITY OF SCAPPOOSE, OREGON

Proposal Submission Deadline:
3:00 pm on July 11, 2022

Overview

The City of Scappoose, Oregon is requesting proposals from experienced, professional consultants for a comprehensive update to the City's Parks Master Plan.

Proposals must be received by **July 11, 2022**. The desired start date of this work is August 2, 2022. To download a free copy of the RFP packet, inclusive of the scope of work, evaluation criteria, and contract documents, please visit the City's website at: <https://www.ci.scappoose.or.us/rfps>.

For questions regarding the RFP, contact Huell Whitehaus, Assistant to Public Works Director, at hwhitehaus@cityofscappoose.org.

Owner Reservations

Changes to the Scope of Work, whether in response to requests for clarification, or change, or to issue supplemental instructions, may only be made by written addenda. The City will post notice of any addenda to the City's website (<https://ci.scappoose.or.us/rfps>). It is the responsibility of proposers to check the website prior to submitting a proposal. All addenda so issued shall become part of this request. No other oral or written statements to proposers shall be binding on the City unless reduced to written addenda.

Consultants shall comply with all applicable public contracting requirements. The City expressly reserves the following rights: to disregard any or all irregularities in the proposals; reject any or all proposals or portions thereof upon a finding that 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 as may be necessary under such circumstances; and reject all proposals and re-advertise at the City's sole discretion.

The City of Scappoose is an Equal Employment Opportunity and Affirmative Action Employer.

Proposals and Selection Process

Sealed proposals for a **Parks Master Plan comprehensive update (#2022-03)** will be received by the City of Scappoose until **July 11, 2022 at 3:00 PM (PST)** at the address below. Proposals will not be accepted after this date and time. Please include **five (5)** hard copies of the proposal and **one electronic copy emailed** to the RFP Contact listed above. Proposals must be submitted in a sealed envelope and clearly marked as follows:

City of Scappoose
Attn: Huell Whitehaus, Assistant to Public Works Director
33568 E. Columbia Ave.
Scappoose, Oregon 97056
RE: Proposal for RFP #2022-03