

Advertisement

CITY OF SANDY

NOTICE OF REQUEST FOR PROPOSALS

Community Campus Park Improvement – Architecture and Engineering Services

The City of Sandy invites submission of Proposals to provide demonstrated architectural and engineering design services experience in Parks and Recreation projects.

Deadline for Submission of Bid: 2:00 PM, November 16, 2022

Submissions received after this time will be considered non-responsive and will be returned without review.

Obtain Request for Proposal:

1. Email.
 - a. Submit a request for the RFP by email to randersholmparsch@ci.sandy.or.us and copy cjarvis@ci.sandy.or.us (email is not deemed submitted until receipt is confirmed).
2. In Person.
 - a. See the front desk at the Parks and Recreation Dept. at 38348 Pioneer Blvd. Sandy, OR 97055 during regular business hours.

Submission of Proposal:

Delivery of Proposal:

1. One (1) original and three (3) copies of the proposal must be delivered to City, either by physical delivery or by mail, sealed in an opaque envelope, clearly marked as follows: **“Proposal: Community Campus Park Improvement – Architectural and Engineering Design Services”**, and PDF version of the proposal must be submitted by email.

Physical Delivery

Proposals must be received by the deadline for Submission of RFP stated above at the following address:

Physical Address: 38348 Pioneer Blvd. Sandy, OR 97055

OR

Mail (Early Submission Deadline):

Proposals must be received and in the below mailbox by the time the City collects the mail (at or shortly after 8 AM). Proposals not in the box when the City collects the mail will be deemed a late submission. It is the submitter’s risk as to when the Post Office personnel will place mailed proposals in the mailbox.

Mailing Address: 38348 Pioneer Blvd. Sandy, OR 97055

AND

Electronic Submission (E-Mail):

Submit proposal in PDF format to randersholmparsch@ci.sandy.or.us and copy to cjarvis@ci.sandy.or.us. The submitter is urged to submit the electronic proposal at least 2 business hours prior to the deadline. If a "reply confirmation" of receipt of RFP is not received by the submitter 1 business hour prior to the deadline for submission, it is the submitter's responsibility to telephone the person named below to assure receipt of proposal.

All communication and correspondence pertaining to this Request for Proposals should be directed to the City Project Manager:

Rochelle Anderholm-Parsch at 503-489-2157 or by e-mail at randersholmparsch@ci.sandy.or.us. Copy all email communication to cjarvis@ci.sandy.or.us (*email is not deemed submitted until receipt is confirmed*).

RFP Addenda:

The City may issue addenda to this RFP subject to the deadlines in Section 7.1. Proposers should confirm that they have provided their email contact information at the time of obtaining this Request for Proposal. All addendas and responses to questions will be posted on the City's bid site (<https://www.ci.sandy.or.us/rfps>) subject to the deadlines in Section 7.1.

Non-Discrimination Statement:

Proposers are required to certify non-discrimination in employment practices in accordance with ORS 279A.110(4), and identify resident status as defined in ORS 279A.120(1). Pre-qualification of Proposers is not required. All Proposers are required to comply with the provisions of Oregon Revised Statutes.