



# City of Sandy

## Agenda

### **Parks & Trails Advisory Board Meeting**

**Meeting Location:** City Hall- Council Chambers, 39250 Pioneer Blvd., Sandy, Oregon 97055

**Meeting Date:** Wednesday, April 17, 2019

**Meeting Time:** 7:00 PM

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<b>1. ROLL CALL</b>	
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5.3. Mitigation Trees in Bornstedt Park	
5.4. Jonsrud Viewpoint Awarded Grant and Future Project (Kathleen Walker)	
<b>6. OLD BUSINESS</b>	
<b>7. STAFF UPDATES</b>	

7.1. Staff emailed regarding Tract M of Sandy Bluff

After speaking with the City Manager, who has final authority on accepting land dedication, it was expressed that should the site be cleaned up with the removal of invasive species, native planting be incorporated and the site maintained for two grow seasons the City would take on ownership. If this is amendable to the current owner, we (City of Sandy) will draft an agreement for review and proceed from there.

**8. BOARD MEMBER UPDATES**

8.1. Community Garden bed frames are rotting and need maintenance and/or replacement.

11 - 17

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**9. ADJOURN**



**MINUTES**  
**Parks & Trails Advisory Board Meeting**  
**Wednesday, March 27, 2019 City Hall- Council**  
**Chambers, 39250 Pioneer Blvd., Sandy,**  
**Oregon 97055 7:00 PM**

**COUNCIL PRESENT:** Kathleen Walker, Board Member, Michael Weinberg, Board Member, Susan Drew, Board Member, and Kelly O'Neill, Planning Director

**COUNCIL ABSENT:** Laurie Smallwood, Councilor

**STAFF PRESENT:**

**MEDIA PRESENT:**

**1. Roll Call**

1.1.

Don Robertson present as guest and potential Board Member

**2. Public Comment**

**3. Consent Agenda**

3.1. Meeting Minutes

Minutes (January 9, 2019 Minutes) – Modification from Kathleen Walker coming via email.

Minutes (January 30, 2019 Minutes) – Remove James Cramer and Tanya Richardson, insert Kelly O'Neill Jr. Item 4.1 'add information there is a Community Park located conceptually by the Ponder Lane Subdivision'. Item 5.3 'modify the meeting date to February 27, 2019'.

**4. Changes to the Agenda**

Kathleen Walker added Jonsrud Viewpoint Funding update (Item 5.6)

**5. New Business**

5.1. OPRD Grant Discussion

<https://www.oregon.gov/oprd/hcd/finasst/pages/grants.aspx>

This grant is applicable to trail and park improvements. The grant does not cover parks planning. If we are awarded a grant the funding would not become available until fiscal year July 2020. We could apply for a grant that would be applied to improvements in a park with less SDC eligibility, such as Tupper Park. The OPRD Local Government Grant for small grants is up to \$75k and the application is due May 1. The OPRD Local Government Grant for large grants is up to \$1 million and the letter of intent is due April 30 and the grant application is due June 15. OPRD Trail Grant could be applied for trails at the Community Campus or the extension of Tickle Creek Trail. **Kathleen Walker recommended that we proceed with a small grant for Tupper Park and a Recreational Trail Program (RTP) grant for extension of Tickle Creek Park. The Parks and Trails Advisory Board recommended applying for grants as recommended by Mrs. Walker.**

5.2. Shade Structure and Bathrooms at Bornstedt Park

Restroom: last year portable restroom rented through Clinkscales Portable Toilets for a total of \$1,290.75.

Shade Structure and Bathrooms at Bornstedt Park. Kelly O'Neill Jr. provided background information on how to use SDC's in relationship to park improvements in Bornstedt Park and the desire for Council to have a shade structure in Bornstedt Park. Bathrooms in Bornstedt Park could only be funded with SDCs once a capital improvement list is created/updated or the Bornstedt Park Master Plan is updated. **Mrs. Walker recommended the City create a Survey Monkey poll to determine what type of shade structure people would prefer in Bornstedt Park. The Board had consensus to create the Survey Monkey poll and asked that notice of the poll be posted in Bornstedt Park.** Mrs. Walker stated that in addition to the quoted amounts for the pre-fabricated restroom facilities there would be costs associated with installing water and sanitary sewer lateral extensions. Susan Drew stated that bathrooms are very important, but that vandalism is rampant in restroom facilities. There are also issues with not knowing the when restrooms will be open or closed. Mike Weinberg stated he is not familiar with Bornstedt Park so he cannot give a great opinion. **Mrs. Walker recommended that desired permanent restroom facility locations can be identified in the revised Parks Master Plan. Mrs. Walker also recommended that the Parks Maintenance staff is involved to determine operating costs associated with installing permanent restrooms.** Mr. O'Neill stated he will ask Joe Preston to identify the locations of the portable restrooms in Sandy parks.

5.3. Parks Master Plan Next Steps

Parks Master Plan Next Steps. Mr. O'Neill stated he wants to start working on a Request for Proposal and send to the Parks and Trails Advisory Board for input. Mrs. Walker would like to have a more in-depth discussion of what items should be inserted in the RFP. Mr. O'Neill will come back with a draft RFP for discussion at the April 17, 2019 Park and Trail Advisory Board.

5.4. Conceptual Trail Corridors

Conceptual Trail Corridors. Mrs. Walker showed the 1997 Conceptual Trail Corridors overlaid on current Google Earth imagery. Mrs. Walker also showed the proposed Parks and Trails List divided by quadrants. Mr. O'Neill suggested that Thomas Fisher print a few large maps for the Board to review.

5.5. Finalize meeting times

Finalize Meeting Times. Reoccurring meetings on the second Wednesday or third Wednesday of the month were discussed. **The Board approved a meeting on April 17, 2019. After April, The Board decided the monthly meeting time will move to the second Wednesday of the month.**

5.6. ADDED TO AGENDA

Jonsrud Viewpoint Funding update. Mrs. Walker and Mr. O'Neill provided background for the funding request that was made to the Tourism Board. The Jonsrud Viewpoint upgrades were funded by the Tourism Board, but not in full. Final funding amounts have not been identified yet.

6. **Old Business**

- 6.1. **Roles and Responsibilities:** being drafted by Karey Milne at the direction of Council. See existing policies attached.

Roles and Responsibilities. Mr. O'Neill provided information on the next steps for the Parks and Trails Advisory Board roles and responsibilities that Karey Milne, the City Recorder, is drafting.

7. **STAFF UPDATES**

8. **Adjourn**

May 1, 2019

The City of Sandy is seeking proposals from qualified individuals, firms, teams (hereinafter referred to as Consultant) with demonstrated experience in developing park system master plans through a process of active public engagement. Firms are invited to submit a proposal outlining their experience and qualifications in performing work directly related to the services required.

**This is an intermediate procurement under ORS 279B.070. Selection will be made from responsive proposals that will best serve the interests of the City based on a combination of price, experience, availability, and capacity to perform the specified work.**

Please submit your proposal using the proposal format specified in this RFP. **PROPOSALS MUST BE RECEIVED BY June 1, 2019 at 5:00 pm. Any proposal received after the specified time and date will not be considered. Proposals may be submitted in a sealed envelope by hand delivery or mailed to:**

Kelly O'Neill Jr.  
Planning & Building Director  
City of Sandy  
39250 Pioneer Blvd.  
Sandy, OR 97055

Questions regarding proposals are directed to:

Kelly O'Neill Jr.  
(503) 489 – 2163  
[koneill@ci.sandy.or.us](mailto:koneill@ci.sandy.or.us)

ONLY QUESTIONS ANSWERED BY FORMAL WRITTEN ADDENDA WILL BE BINDING.  
Oral and other interpretations or clarifications will be without legal effect.

## SCOPE OF WORK

### REQUEST FOR PROPOSALS CONSULTING SERVICES TO PREPARE A PARKS, TRAILS, AND RECREATION MASTER PLAN FOR THE CITY OF SANDY

#### **SECTION 1. PROJECT OVERVIEW**

The City of Sandy adopted its current Parks Master Plan in 1997. In the 22 years since adoption, the City has experienced population growth and shifts in demographics, made upgrades and additions to its parklands, purchased an aquatics facility, and expanded its recreational programming.

#### **SECTION 2. DRAFT SCOPE OF WORK**

This draft scope of work represents the City's best estimate of the work needed to accomplish the objectives for this project. The City is open to alternative approaches that may deviate from this scope to better meet project objectives.

##### **2.1 Project Management**

The Consultant, and Development Services Director or designee shall hold progress meetings as often as necessary, but in no case less than twice per month. The Consultant shall supply the City with an electronic copy of all completed or partially completed reports, studies, forecasts, maps or plans as deemed necessary by the City at least three (3) working days before each progress meeting.

The Consultant shall prepare draft meeting announcements and agendas (The City will be responsible for finalizing and distributing this information.) Consultant shall provide informational materials and graphics for the meetings, provide easels and note pads, lead presentations and discussions (as requested by the City), and prepare meeting summaries. Consultant shall provide electronic copies of draft meeting materials to the City for their review and approval at least ten (10) days in advance of meetings and events.

Consultant shall provide meeting summaries for all board meetings and open houses. Meeting summaries are not intended to be detailed accounts of meetings, but shall at least provide attendance, significant issues raised, identify the person(s) raising issues, resolution of any issue, and decisions made. Meeting summaries shall be provided by the Consultant within one week following the meeting.

**2.2 Public Outreach Strategy:** The Consultant will identify, describe and implement a comprehensive strategy and methodology for citizen and stakeholder involvement in the Master Plan development process. The plan shall assure citizens and user groups, associations and other stakeholders are provided an opportunity to participate in the development of the plan. Activities should include public meetings, stakeholder interviews and other outreach methods.

The City will assist Consultant by securing meeting space, and distributing announcements through social media, city/project web site and city newsletter, etc.

**2.3 Advisory Board:** The Consultant will meet with the Parks and Trails Advisory Board at key decision points throughout the project. Consultant will prepare agendas and meeting materials and facilitate meetings. Consultant shall plan at a minimum three (3) advisory board meetings.

City staff will arrange meeting venues and distribute meeting materials to the advisory board.

**2.4 Review Existing Documents:**

The purpose of this task is to understand the issues of unique concern to the City, build upon prior planning efforts, and help all stakeholders develop a common understanding of the context surrounding the Parks Master Plan.

Staff shall provide Consultant with relevant background information in an electronic format, where available. This may include, but is not limited to the following:

1. Parks Master Plan (1997)
2. Comprehensive Plan
3. Development Code
4. Transportation System Plan
5. Urban Renewal Plan
6. Bornstedt Park Master Plan
7. Sandy River Park Master Plan
8. Meinig Park Construction Plans
9. Surveys conducted since the 1997 Parks Master Plan

**2.5 Community Profile/Demographics and Trends**

Review and interpret demographic trends and characteristics of the City of Sandy.

**2.6 Inventory Existing Facilities**

Compile an inventory and assessment of the existing parks, trails, open space, sports fields, and facilities and nearby recreation resources. The analysis should consider the capacity of each amenity found within the system (playgrounds, ball fields, trails, natural areas, special facilities, etc.) as well as functionality, accessibility, condition, comfort and convenience.

**2.7 Conduct Needs Assessment & Level of Service Analysis**

Assess the latent and potential demand for services. The analysis will require the consideration of the location, size and number of facilities by type and use, along with community interests. The analysis should include but not be limited to need for parkland acquisition, park development and enhancement and recreation facilities and programming.

**2.8 Goals, Policies and Objectives**

Develop goals, policies and objectives. These should reflect values of the community.

**2.9 Capital Improvement Plan**

Develop a set of prioritized recommendations for improvements. Evaluation criteria should be based on the expressed values of the community.



## **2.10 Draft Master Plan & Adoption**

Prepare draft plan and present to the Parks & Trails Advisory Board, Planning Commission and City Council for feedback prior to adoption. Consultant shall also draft amendments to Sandy's Comprehensive Plan and Land Development Ordinance in order to implement Parks Master Plan. Consultant shall present Master Plan for adoption to Planning Commission and City Council hearings, and assist staff with required notifications. Staff shall prepare findings for adoption.

## **SECTION 3. PROPOSAL INSTRUCTIONS AND CONDITIONS**

### **3.1 Proposals**

Proposals shall include all of the following; failure to address all requirements may result in the proposal being deemed non-responsive.

1. Bidders shall submit Four (4) hard copies and One (1) pdf electronic copy of the proposal. **Proposal length shall not exceed 20 pages.**
2. Executive Summary (maximum of 2 pages). Provide an overview of the proposed services, your organization and its ability to be able to provide the services proposed. List and describe similar projects your firm has completed.
3. Project approach, content and timeline. A letter of submission shall include the name, address and telephone number of the person(s) who is authorized to legally represent the firm. A narrative that presents the services the firm would provide, a work plan detailing the approach, methodology, deliverables and client meetings to be provided. A proposed timeline for preparation and implementation of the Parks, Trails and Recreation Master Plan.
4. Past project experience and client references. Background on the firm and its experience in preparing parks and recreation master plans for public agencies. Of particular interest are community outreach and engagements involving communities with characteristics similar to the City of Sandy.
5. Qualifications and demonstrated competencies, specifically Parks, Trails, and Recreation Master Plans. Identification of the personnel to be assigned to this engagement including a resume of related experience. At least five (5) public agency references for projects of a similar nature to this project and a description of the projects to minimally include client, location, contact person, contact information, and a brief description of the project. If your proposal includes hiring a subcontractor including their qualifications is required.
6. Staffing, capacity, availability and work in progress.
7. Project fee structure and cost estimate. Provide cost for services for Work Tasks in an itemized work format. The project cost for services shall be a "not-to-exceed cost for services." Break down individual costs for each task submitted in your proposal. Include hourly rates for personnel categories assigned to the project, expense markups, and a loading chart showing the estimated number of hours for each task.

### **3.2 Proposal Validity Period**

Each proposal shall be irrevocable for a period of sixty (60) days from the Proposal opening date.

### **3.3 Term of Contract**

The successful proposer will have 180 days from the notice to proceed to complete the work. The term of the contract shall be a period of 180 days with the option to renew for an additional 30-day period.

### **SECTION 4. EVALUATION CRITERIA**

Proposals shall be evaluated based on a 100 point system as described below. Consultants shall describe qualifications and resources required to perform the activities. Each proposal must contain the following:

1. Four (4) hard copies and one (1) .pdf version (Pass/Fail) (Y/N)
2. Executive summary (Pass/Fail) (Y/N)
3. Project approach, content and timeline (30%)
4. Past project experience and client references (20%)
5. Qualifications and demonstrated competencies, specifically Parks, Trails, and Recreation Master Plans. (30%)
6. Staffing, capacity, availability and work in progress (10%)
7. Project fee structure and cost estimate (10%)

### **SECTION 5. AWARD CRITERIA**

Award of the contract in the form attached will be made to the proposer whose proposal is, in the opinion of the City Council or its designee, in the best interest of the City, price and other factors considered. The City reserves the right to reject all proposals or to reject any proposal not in accordance with this solicitation.

When an item that is proposed is not the same as the item specified in the RFP documents, the City shall determine whether or not the proposed item shall be considered as an approved equal. If the item is not determined to be an approved equal, that proposal item shall be rejected. This determination shall be made prior to contract award.

An evaluation committee will be responsible for initially reviewing the competing proposals, based upon the criteria set forth in this Request for Proposals. Selection may be made directly from the proposals submitted, or the City may conduct interviews with potential finalists. The committee will select the proposer determined to meet the best interest of the City, and the committee's recommendation will be forwarded to the City Manager, who will make the final recommendation for award to the City Council. The City Council shall make the final contract award determination.















