

CHEHALEM PARK AND RECREATION DISTRICT

Request for Proposals Architectural Services for the Replacement of the Chehalem Glenn Golf Course Clubhouse

The Chehalem Park and Recreation District (Park District) is seeking a professional Architectural Consultant to provide design services for the concept design and feasibility study for the replacement of the Chehalem Glenn Golf Course Club House.

A copy of the Request for Proposal for Architectural Consultant Services or information pertaining to the Request will be available on July 1, 2025, in the office of the Park District located at 125 Elliott Road, Newberg, Oregon 97132. This document and related information will also be available for download on July 1, 2025, at: <https://www.cprdnewberg.org/general/page/bids-and-purchasing>

To be considered for award, the submittal requirements of the Request for Proposal for Engineering Consultant Services must be met. These requirements can be found in Part II - Submittal Requirements.

Consultants shall submit proposals based only on written information received directly from the Park District. Proposals may be submitted by interested Consultants to: Clay Downing, Superintendent at the address above until 1:00 p.m. local time, July 18, 2025. Proposals will not be accepted after this time and date.

Park District reserves the right not to select any Consultant, if information submitted is not in compliance with the requirements of the Request or if it is not in the Park District's interest to make a selection from those Consultants responding to the Request.

All interested Consultants must comply with the applicable provisions of ORS 279C.840 or 40 U.S.C. 276a and the applicable provisions of the Equal Employment Opportunity Act of 1972, and the Civil Rights Act of 1964 as amended. Benton County is an equal opportunity employer. Each interested Consultant must submit certification per an equal opportunity employer. Each interested Consultant must submit certification per ORS 279A.110 that the firm has not discriminated against minority, women, or small business enterprises in obtaining any required subcontracts.

Late responses will not be considered. Consultants accept all risks of late delivery of mailed submittals regardless of fault. Electronic delivery of proposals will not be accepted.

General

The Park District provides park and recreation activities to more than 26,000 residents in eastern Yamhill County, with a service area that encompasses more than 68 square miles and includes the cities of Newberg and Dundee, and parts of unincorporated Yamhill County. The Park District's mission statement is as follows:

The Chehalem Park and Recreation District Mission is to connect and enrich our community through park, recreation, open spaces, natural areas and educational opportunities.

The Park District is governed by an elected five-member Board of Directors and is managed by a professional staff.

SCOPE OF SERVICES

Provide programming and concept design services for a new clubhouse facility (pro shop, golf maintenance, restaurant and offices) and associated site improvement to be located south of Fernhill Road on the existing golf course in Newberg.

The goals of this phase are:

- Develop a comprehensive programmatic study to define and validate the primary functions and support spaces required for clubhouse operations
- Perform a detailed site analysis to evaluate and document existing site conditions
- Conduct an Economic Analyst to assess market conditions and ensure design solutions align with projected economic trends
- Engage with Chehalem Parks & Recreation stakeholders throughout the schematic design phase to ensure alignment with project goals
- Create and present three distinct design concepts to the Clubhouse Committee for review and feedback.
- Provide a detailed construction cost estimate for each design option and propose a project timeline tailored to each concept
- Deliver a comprehensive presentation of programmatic findings, design concepts, cost estimates, and proposed project schedules to the CPRD Board for selection of a preferred alternative.

The Park District Budget for this phase of the project is \$120,000

Design and permitting services are not included in this phase of the project. The Park District reserves the right to negotiate a future amendment with the selected consultant for the design and permitting services, or issue a separate RFP for those services.

RESPONSE INSTRUCTIONS

Submission of Response

Submit three (3) copies of the response, addressed as follows:

Chehalem Park and Recreation District
Clay Downing, Superintendent
125 Elliott, Rd.
Newberg, OR 97132

Response Due Date

Responses are due on or before **July 18, 2025 , no later than 1pm**. Late responses will not be considered. Neither faxed responses, nor e-mailed responses will be considered. Responses postmarked before the deadline but received afterward will not be considered.

Response Questions

All questions concerning the preparation of responses should be addressed to:

Clay Downing, Superintendent
971-281-1444
cdowning@cprdnewberg.org

Casey Creighton, Assistant Superintendent
503-519-6154
ccreighton@cprdnwberg.org

Response Contents

The following format and sequence should be followed in order to provide consistency in the Respondent's submissions and ensure each Response receives full consideration. Responses will be limited to fifteen (15) pages of material, using 12-point type. All pages should be consecutively numbered. The submission is to contain the following:

1. Cover Letter (1 page maximum)

A separate Letter of Transmittal signed by an authorized representative including statements that;

- a) The Proposer understands the scope and identifies the types of services to be provided.
- b) The Proposer agrees to all terms and conditions contained in the request and its attachments,
- c) The Proposer and its sub-consultants, if selected, will satisfy insurance coverage requirements for the services offered.
- d) The Proposer certifies per ORS 279A.110 that the firm has not discriminated against minority, women or small business enterprises in obtaining any subcontracts.
- e) The Proposer states that as part of the proposal the provisions of ORS 279C.840 or 40 U.S.C. 276a are to be complied with.
- f) Whether the Proposer is a resident bidder, as defined in ORS 279A.120.

Address the cover letter to:

Clay Downing, Superintendent
Chehalem Park and Recreation District
RE: RFP for Golf Course Club House
125 Elliott, Rd.
Newberg, OR 97132

2. Project Understanding and Key Issues (2 page maximum)

This section should include a clear and concise understanding of the project based on existing information and a general description of the purpose of this project and the chief issues to be addressed. The Consultant should be knowledgeable of applicable standard solutions as well as be able to offer innovative ideas. It is important that the Consultant demonstrates an ability to synthesize technical information and communicate this information in verbal, written, or graphic form.

3. Approach/Resource Allocation (3 page maximum)

This section should outline the approach to delivering the project. It should include major tasks to be completed as well as resources proposed to complete each task, identifying the Consultant's ability to ensure expeditious completion of the work. Also include the following:

- Internal procedures and/or policies related to work quality and cost control;
- Management and organizational structure;
- Approach to ensuring key staff are available and committed to delivering this project.

4. Qualifications/Experience (3 page maximum)

Demonstrate the Proposer's team qualifications and experience relating to the requested services for the project. Specifically, the Clubhouse concept, site plan, economic feasibility and public involvement shall be emphasized in the submittal. References may be included in the evaluation of this criterion. Response should address the following:

- Extent of principal involvement;
- Names of anticipated key members who will be performing the work and their responsibilities including identification of a Project Manager;
- Qualifications and relevant individual experience, including sub-consultants;
- Resumes for lead architect, site civil, and economist should be included as Supportive Information.

5. Performance Examples (3 page maximum)

The Proposer will provide a brief professional work history of relevant projects as it relates to the capabilities of the primary firm and any sub-consultants to provide the requested services. Past performance examples which include multiple members of the team proposed for this project may receive a higher ranking.

- Similar Projects, by type and size, with a total of at least 3 project examples performed within the last ten years, that best characterize the work quality and cost control. Include the total cost of the project and how the project performed on schedule and budget;
- Three professional references, preferably municipal agencies, shall be provided to the Chehalem Park and Recreation District. References should be able to comment on Respondent's performance for similar work scopes. Reference information shall include name, title, affiliation, address, email address and telephone number. Proposals that do not provide a completed section for references will not be considered further.

6. Sustainability (1 page maximum)

The Park District recognizes that the products and services it purchases have inherent environmental, human health, social, and economic impacts. Where possible, the Park District will encourage the following sustainability measures:

- Reduce or limit greenhouse gases (GHGs)
- Reduce or limit waste
- Limit the use of toxic chemicals that harm air, land, water, and human health
- Foster diversity and equity
- Support our local economy

The Park District supports the use of local businesses, Minority, Women, Emerging Small Businesses (M/W/ESB), Disadvantaged Business Enterprises and Oregon Forward Contractors (OFC) at both a Consultant and sub-consultant level. The Park District encourages Consultants

to promote opportunities for such businesses in the fulfillment of the Statement of Work and encourages eligible businesses to gain certification through the Certification Office of Business Inclusion and Diversity.

This section should include a description of the Consultant's efforts to demonstrate sustainable practices. This could include internal business practices or project specific benefits that support the above bullet points.

7. Supportive Information (2 page maximum)

- Proposer's additional project support material (may include graphs, charts, photos, resumes, additional references, etc.)
- Professional Certificates and Licenses
- Conflicts of Interest: Respondent shall include disclosure of any conflicts of interest, either actual or potential, or any other conditions that may influence the Respondent's performance or judgment while undertaking the Scope of Services described in this RFP.

RESPONSE CONDITIONS

Respondent Expenses

Respondents are solely responsible for their own expenses in preparing a Response and for subsequent negotiations with the Park District, if any. The Park District will not be liable to any Respondent for any claims, whether for costs or damages incurred by the Respondent in preparing the Response, loss of anticipated profit in connection with any final Contract, or any other matter whatsoever.

Acceptance of Responses

This RFP is not an agreement to purchase goods or services. The Park District is not bound to enter into a contract with any Qualified Respondent. Responses will be assessed through the use of standardized review criteria (see table below). The Park District will be under no obligation to receive further information, whether written or oral, from any Respondent.

Definition of Contract

Notice in writing to a Respondent that it has been identified as a Qualified Respondent will not constitute a Contract nor give the Respondent any legal or equitable rights or privileges relative to the service requirements set out in this RFP. Only if a Qualified Respondent and the Park District enter into a subsequent full written Contract, will a Respondent acquire any legal or equitable rights or privileges.

Modification of Terms

The Park District reserves the right to modify the terms of this RFP at any time in its sole discretion. This includes the right to cancel this RFP at any time and the right to cancel the RFP at any time without entering into a contract.

Ownership of Responses

All documents, including Responses, submitted to the Park District become the property of the Park District. They will be received and held in confidence by the Park District, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*.

SELECTION PROCEDURE

Proposal Evaluation

The Park District will evaluate the proposals in accordance with the evaluation criteria below and may contact former clients and/or conduct interviews. Respondents identified as qualified will be invited by the Park District to complete an RFP.

Evaluation Criteria

Responses will be assessed against the following desirable criteria, receiving a Pass or Fail rating. A Respondent not achieving a pass will receive no further consideration during the qualifications review.

Cover Letter	Pass/Fail
Project Understanding / Key Issues	20
Approach/Resource Allocation	15
Qualifications/Experience	25
Performance Examples	25
Sustainability	10
Supportive Information	5
RFP Total	100
Interviews (if required)	100

SCHEDULE

The following schedule outlines the anticipated schedule for the RFQ, RFP and Contract process. The timing and the sequence of events resulting from this Request for Qualifications may vary and shall ultimately be determined by the Park District. The Park District reserves the right to change the schedule without notice.

Request for Proposal anticipated issue date	July 1, 2025
Request for Proposal anticipated due date	July 18, 2025 @ 1:00PM
Anticipated Request for Proposal anticipated review completion date	August 1, 2025
Consultant approved by Board	August 25, 2025
Anticipated signing date of Contract	September 5, 2025

Exhibit A: Project Location

Exhibit B: Sample Scope of Services

Exhibit C: Sample Professional Consulting Services Agreement

Exhibit A: Project Location



EXHIBIT B
CHEHALEM GLEN CLUBHOUSE REPLACEMENT

CONCEPT DESIGN SCOPE

Primary Objectives

- Develop a comprehensive programmatic study to define and validate the primary functions and support spaces required for clubhouse operations
- Perform a detailed site analysis to evaluate and document existing site conditions
- Collaborate with the Chehalem Parks & Recreation District's Economic Analyst to assess market conditions and ensure design solutions align with projected economic trends
- Engage with Park District stakeholders throughout the schematic design phase to ensure alignment with project goals
- Create and present three distinct design concepts to the Clubhouse Committee for review and feedback. Design concepts should include all project deliverables listed below.
- Provide a detailed construction cost estimate for each design option and propose a project timeline tailored to each concept
- Deliver a comprehensive presentation of programmatic findings, design concepts, cost estimates, and proposed project schedules to the Chehalem Glen Clubhouse Committee
- Assist committee in next steps
- Provide an economic analysis

Programmatic Requirements

- Pro-shop which may include the following, check-in and registration desk, golf simulation, indoor training, retail shop and club storage and maintenance
- Sports themed restaurant that allows for private events, celebrations, weddings, casual dining, etc..
- Community meeting spaces
- Cart bay for cart storage, maintenance and cleaning
- Restroom facilities (accessible indoor and outdoor)
- Understand how building / parking footprints may impact existing golf practice areas

Project Deliverables

Pre-design Deliverables

EXHIBIT B
CHEHALEM GLEN CLUBHOUSE REPLACEMENT

- Summary of space requirements and functional needs
- Documentation of existing site conditions (topography, vegetation, utilities, etc.)
- Zoning analysis and understanding of regulatory requirements
 - Assumes the Third Nine course expansion is built simultaneously (under separate contract).
- Proposed project schedule with understanding of critical path timelines
- Economic Analysis for the restaurant for multiple scenarios (sit down, short order, full service bar, etc).
- Public Outreach with the alternatives for community feedback
- Public Outreach for messaging of how the clubhouse will be funded
- Monthly updates to the Golf Course Clubhouse Committee (in Person)
- Draft and final presentations to the Park District Board of Directors

Conceptual Design Deliverables

- Narrative description of design concept and guiding principles on alignment of project goals, site conditions and stakeholder input
- Preliminary layouts highlighting functional relationships and space allocations
- Participate in community engagement activities as necessary Preparation of (3) unique schematic design options which include floor plans, building elevations, sections, site plans and 3D renderings of each option
- Outline of sustainability strategies to meet Chehalem Parks & Recreation's environmental and energy performance goals
- Summarize compliance with building codes, zoning regulations and accessibility standards
- Present high-level construction cost estimate of each proposed option
- Site layout options with an understanding of site circulation, building placement, parking and landscaping requirements

Anticipated project team

Project team may include the following consultants for preliminary input;

- Civil engineer
- Land Use Planner
- Water Resource Engineer
- Landscape Architect
- Professional cost estimator

EXHIBIT B
CHEHALEM GLEN CLUBHOUSE REPLACEMENT

- Traffic engineer
- Economist
- Commercial kitchen consultant (may not be necessary at this stage, but may be helpful)

Schedule:

Concept Design and analysis to be completed by January 2026 with the anticipated selection of the Preferred Alternative in February 2026