



**Request for Proposals 2026-160-PR  
for Consulting Services to Conduct a  
Comprehensive Parks Master Plan**

Closing Deadline: JUNE 24, 2026

Time Due: 4:00 p.m. PST

Attn: Sandra Pointer, Risk and Procurement Manager  
Morrow County  
215 NE MAIN AVE. IRRIGON, OR 97844

**SCHEDULE**

<b>EVENT</b>	<b>DATE</b>
REQUEST FOR PROPOSALS ADVERTISED	06/02/2026
LAST DATE FOR SOLICITATION CLARIFICATIONS	06/16/2026
PROPOSALS DEADLINE	06/24/2026
PROPOSAL OPENING	Estimate 06/29/2026
NOTICE OF INTENT TO AWARD	Estimate 07/06/2026
LAST DATE TO PROTEST AWARD	Estimate 07/13/2026
CONTRACT EXECUTION	TBD
FINAL COMPLETION DATE	TBD

---

**REQUEST FOR PROPOSALS**

Morrow County will receive sealed proposals until no later than 4:00 p.m. PST on June 24, 2026

## Consulting Services to Conduct a Comprehensive Parks Master Plan

No proposals will be received or considered after this time.

Sealed proposals clearly marked “Parks Master Plan Services” shall be submitted to:

Sandra Pointer – [spointer@morrowcountyor.gov](mailto:spointer@morrowcountyor.gov)  
Risk and Procurement Manager

215 NE Main Ave., Irrigon, OR 97844

The RFP is available through Morrow County and also be posted on the County procurement website.

## **SECTION 1**

### **INTRODUCTION**

Morrow County is issuing this Request for Proposals (RFP) seeking to hire a highly qualified consulting firm to provide professional services to develop a Comprehensive Parks Master Plan for the Morrow County Parks system.

The Master Plan should establish a long-range roadmap for park development, recreation opportunities, tourism and economic development, campground modernization, OHV recreation planning, trails and connectivity, operational sustainability, and natural resource stewardship throughout the County park system.

The updated Parks Master Plan will serve as a guiding document for future development, maintenance, operations, capital improvements, recreation investments, and long-range sustainability over the next twenty years.

This project is funded in part through the Oregon Parks and Recreation Department (OPRD) County Opportunity Grant Program. Consultants should demonstrate familiarity with Oregon public planning processes, grant-supported recreation planning, and applicable state planning and recreation requirements.

## **COUNTY OVERVIEW**

Morrow County owns and operates multiple recreation facilities and outdoor recreation areas including:

- Anson Wright Memorial Park
- Cutsforth Park
- Morrow-Grant County Off-Highway Vehicle (OHV) Park

The County park system encompasses approximately 8,264 acres, including lands managed cooperatively with Grant County.

Morrow County's park system includes campgrounds, RV facilities, trails, heritage and interpretive trail opportunities, OHV recreation opportunities, outdoor recreation facilities, forest recreation areas, and natural resource lands that support tourism, economic development, outdoor education, and public recreation.

The County is also interested in evaluating future recreation-supportive amenities and visitor services, including potential lodging accommodations, cabins or other overnight facilities, concessionaire opportunities, food service or visitor support facilities, trail connectivity enhancements, and related recreation infrastructure that may enhance visitor experience and long-term operational sustainability.

The County desires a system-wide planning approach to identify current and future recreation needs, establish goals and priorities, evaluate infrastructure conditions, and develop implementation strategies based on realistic operational and funding scenarios.

## **SECTION 2**

### **PROJECT DESCRIPTION**

Morrow County is seeking proposals from qualified consulting firms to provide Parks Master Plan Services.

The consultant shall work collaboratively with County staff, recreation stakeholders, partner agencies, and the public to develop a comprehensive Parks Master Plan that reflects the County's recreation vision and operational goals.

The consultant shall collect and analyze data necessary to develop goals, policies, implementation strategies, and capital improvement recommendations for the County's parks, campgrounds, trails, OHV systems, recreation facilities, and outdoor recreation opportunities.

The consultant shall prepare a final Parks Master Plan suitable for public distribution, grant support, and long-range recreation planning.

The resulting Professional Services Agreement will establish a maximum compensation amount not to exceed \$62,500, inclusive of any additional services, optional tasks, phased planning efforts, grant-related coordination, or scope modifications authorized by the County. Proposers shall submit a detailed fee proposal identifying all anticipated costs associated with the requested scope of services.

## **SCOPE OF SERVICES BEING REQUESTED**

The project is expected to include the following items:

- Comprehensive public outreach campaign addressing recreation priorities and community needs
- Review and assessment of prior planning efforts, community trends, and demographic data
- Inventory and assessment of existing park facilities, recreation assets, infrastructure, and support amenities
- Identification and evaluation of current and future recreation needs, deficiencies, expansion opportunities, and capital improvement priorities, including but not limited to:
  - Development of support amenities such as fueling facilities at the OHV Park
  - Acquisition of land for the expansion of existing County parks, recreation areas, trails, and open space systems
  - Identification and evaluation of opportunities for the development of new parks, recreation facilities, tourism-supporting amenities, and outdoor recreation destinations
- Prioritization of capital improvements and recreation investments
- Preparation of a final Parks Master Plan document

### Specific Tasks

#### 1. Background Information

- Review existing park facilities, campgrounds, trails, OHV recreation areas, amenities, and infrastructure
- Analyze recreation trends, demographic information, and tourism opportunities
- Review prior public input and planning efforts
- Review existing County and recreation-related plans including:
  - Existing Morrow County Parks Master Plan
  - Oregon Statewide Comprehensive Outdoor Recreation Plan (SCORP)
  - County Comprehensive Plan
  - Existing recreation and tourism studies
  - Existing GIS mapping and infrastructure data

## 2. Community Engagement

- Develop a comprehensive public and stakeholder engagement strategy
- Conduct public meetings, surveys, workshops, and stakeholder interviews
- Utilize online engagement tools and public outreach opportunities
- Coordinate with County staff and partner organizations
- Provide public engagement summaries and findings

## 3. Site Analysis and Inventory

Conduct a thorough analysis of County park and recreation facilities including:

- Campgrounds and RV infrastructure
- OHV recreation facilities and trails
- Day-use facilities
- Trail systems and trailheads
- Recreation buildings and support infrastructure
- Accessibility and ADA considerations
- Utilities and sanitation systems
- Signage and wayfinding
- Natural resource conditions
- Forest management considerations
- Riparian and watershed areas
- Wildlife habitat considerations
- Fire resiliency and fuel reduction opportunities
- Adjacent land uses and recreation impacts

Inventory existing park facilities, recreation amenities, and infrastructure assets.

## 4. Needs Assessment

- Identify current and future recreation needs of residents and visitors
- Evaluate recreation trends, tourism trends, and campground demand
- Consider demographic changes and future recreation preferences
- Assess deficiencies and gaps in existing recreation facilities and services
- Evaluate rural recreation demand and OHV recreation demand
- Evaluate camping and RV growth trends
- Evaluate outdoor education and destination tourism opportunities

Based upon the Needs Assessment, develop:

- Recreation Level of Service recommendations where appropriate
- Prioritized recommendations for park improvements and facility investments
- Recommendations for rehabilitation and modernization of existing facilities
- Recommendations for future recreation opportunities and expansion

- Planning-level capital and operational cost estimates

#### 5. Develop Recommendations, Policies, Performance Metrics and Capital Improvement Plan

- Prioritize projects and recreation improvements based on feasibility, operational needs, community priorities, and funding realities
- Develop implementation strategies and phased recommendations
- Recommend funding opportunities and grant strategies
- Develop operational and maintenance recommendations
- Recommend performance measures and implementation tracking methods, Research and report on applicability of statewide Planning Goals, Oregon land use laws, and Oregon Administrative Rules related to adoption and implementation of the Parks Master Plan.
- Provide an outline of recommended steps necessary to comply with applicable statewide Planning Goals, land use laws, and administrative requirements.

#### 6. Documentation and Reporting

- Prepare a comprehensive Parks Master Plan documenting the planning process, findings, recommendations, and implementation priorities.
- Develop a matrix and annotated list of applicable land use planning requirements, procedural steps, and adoption considerations necessary for implementation and adoption of the final Parks Master Plan.
- Include planning-level cost estimates for proposed improvements
- Provide final deliverables in digital editable format
- Provide printed and bound copies of the final plan if requested by the County

### **SECTION 3**

#### **SUBMITTAL INFORMATION**

To be considered by the County, please provide the following information in the order listed:

1. Describe the communication process used by the firm to coordinate with project teams, stakeholders, County staff, and the public.
2. Identify the project manager and key personnel who would be assigned to the project. Describe their roles and professional experience, including experience on similar projects.
3. Discuss innovative or creative approaches used by the firm on similar recreation or parks planning projects.
4. Describe prior experience with accessibility improvements and public recreation planning.

5. Describe prior projects of similar size, scope, or complexity, including rural recreation systems, campground planning, OHV planning, trails planning, or tourism-related recreation planning.
6. Describe your firm's experience with financial planning, capital improvement planning, and grant-related recreation planning.
7. Provide at least three public agency references for projects of similar nature.
8. Provide up to four examples of similar projects completed within the last five years including:
  - Project name and location
  - Description of services provided
  - Client reference information
  - Project duration
  - Cost of planning effort
  - Key project staff and subconsultants
9. Describe your understanding of the services required.
10. Describe your proposed project approach and methodology.
11. Provide a proposed project timeline.
12. Describe why your firm is uniquely qualified for this project.
13. Provide the following cost information in a separate sealed envelope:
  - a. Maximum not-to-exceed fee for services
  - b. Hourly rate schedule for project personnel
  - c. Description of reimbursable expenses and travel costs

## **SECTION 4**

### **SUBMISSION REQUIREMENTS AND PROVISIONS**

1. Four sealed copies of the proposal or one electronic version is acceptable, [spointer@morrowcountyor.gov](mailto:spointer@morrowcountyor.gov).
2. Proposals shall include:

#### **A. Cover Sheet**

Including:

- Full legal name of proposer

- Type of business entity
- Authorized representatives
- Contact information
- Signature of authorized representative

#### B. Project Team Outline

- Identification of project manager
- Roles and responsibilities of project personnel
- Staffing approach and organizational structure

#### C. Signed Attestation Form

Providing written assurances that the proposer can meet the requirements of this solicitation.

3. Proposals must be received no later than the deadline identified in this RFP.

4. Proposals must be sealed and clearly marked:

“Parks Master Plan Services”

and delivered to:

Sandra Pointer, [spointer@morrowcountyor.gov](mailto:spointer@morrowcountyor.gov)  
Risk and Procurement Manager  
Morrow County, 215 NE Main, Irrigon, OR 97844

5. Questions regarding this RFP must be submitted in writing. June 17, 2026

Any interpretation or clarification shall be made only through written addenda issued by the County.

6. No proposer may withdraw a proposal after the deadline without County approval.

It shall be the responsibility of each proposer to regularly monitor the County procurement website for addenda, clarifications, and solicitation updates.

<https://www.morrowcountyor.gov/rfps>

## **SECTION 5**

### **EVALUATION CRITERIA**

A total of 100 points is available for the scored criteria.

#### **1. Project Understanding and Approach (25 Points)**

Demonstrate a clear understanding of Morrow County’s recreation system, rural recreation needs, campground and OHV infrastructure, tourism opportunities, operational challenges, and long-range planning goals.

Describe the firm’s proposed methodology, planning approach, public engagement process, implementation strategy, and overall approach to preparing the Parks Master Plan.

## **2. Firm Experience and Capabilities (20 Points)**

Provide information concerning the firm’s background, size, services provided, and experience performing parks and recreation master planning services for public agencies.

Special consideration may be given to firms with experience involving:

- rural recreation systems,
- campground planning,
- OHV recreation planning,
- trails and connectivity planning,
- tourism and economic development,
- and grant-supported recreation projects.

## **3. Key Personnel and Project Team (20 Points)**

Provide information for the project manager and key team members assigned to the project, including roles, qualifications, certifications, and relevant project experience.

Identify subconsultants, if any, and explain their role and importance to the project team.

## **4. Public Engagement and Communication Strategy (15 Points)**

Describe the firm’s approach to stakeholder coordination, public outreach, online engagement, public meetings, surveys, and communication with County staff and community members.

Include examples of successful public engagement strategies used on similar projects.

## **5. Implementation, Grant Readiness, and Technical Approach (10 Points)**

Describe the firm’s experience of developing:

- capital improvement plans,
- phased implementation strategies,
- recreation funding recommendations,

- operational recommendations,
- and grant-supportive planning documents.

## **6. Cost Proposal (10 Points)**

Provide a detailed fee proposal, including:

- maximum not-to-exceed fee,
- hourly rate schedule,
- reimbursable expenses,
- and optional services if applicable.

Cost will not be the sole determining factor but will be considered in the overall evaluation.

## **OPENING OF PROPOSALS**

Proposals will be publicly opened at the date and time identified in this RFP.

Proposals shall become property of Morrow County.

Costs incurred in the preparation and submission of proposals are solely the responsibility of the proposer.

## **EVALUATION CRITERIA**

Evaluation considerations may include:

1. Overall project approach and understanding of County needs
2. Firm Experience and Capabilities
3. Key Personnel and Project Team
4. Public Engagement and Communication Strategy
5. Implementation, Grant Readiness, and Technical Approach
6. Cost Proposal

An evaluation committee may review and rank proposals and may conduct interviews with selected firms.

## **AWARD / REJECTION**

Morrow County reserves the right to:

- Reject any or all proposals
- Waive informalities or irregularities
- Request clarification or additional information
- Negotiate with selected proposers
- Modify the scope of work
- Cancel the solicitation at any time

Submission of a proposal indicates the proposer's intent to be bound to the terms and conditions of the solicitation and resulting agreement.

## **ATTACHMENTS**

Attachment A — Authorized Signatures and Attestation

Attachment B — Professional Services Agreement

## ATTACHMENT A – AUTHORIZED SIGNATURES AND ATTESTATION

The undersigned hereby certifies that they are authorized to submit this proposal on behalf of the proposer identified below and that the information contained within the proposal is true, accurate, and complete to the best of their knowledge.

The proposer has reviewed and understands all requirements and conditions of the Request for Proposals (RFP).

The proposer is capable of performing the services described in the solicitation.

The proposal shall remain valid for ninety (90) days from the proposal due date.

The proposal has been prepared independently and without collusion.

The proposer certifies compliance with applicable federal, state, and local laws.

### PROPOSER INFORMATION

Legal Name of Firm	
Mailing Address	
Contact Person	
Telephone Number	
Email Address	
Oregon Business Registry No.	

### AUTHORIZED SIGNATURE

Authorized Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_