

Request for Proposals
Fish Creek Day Use Area Redesign – Phase 2 Construction Documents
Mt. Hood National Forest, Oregon
Updated 8/25/2026

NFF Background:

The National Forest Foundation (NFF) is a congressionally chartered nonprofit organization with the simple mission of bringing people together to restore and enhance National Forests and Grasslands. The NFF is the leading organization inspiring personal and meaningful connections to our National Forests, the centerpiece of America's public lands. Working on behalf of the American public, the NFF leads forest conservation efforts and promotes responsible recreation. We believe these lands, and all they provide, are an American treasure and are vital to the health of our communities.

Project Background:

In 2020, the Clackamas River Ranger District of the Mt. Hood National Forest experienced a significant wildfire that damaged recreation sites, trails, and transportation infrastructure along Highway 224 and the Clackamas River corridor. Among the many damaged sites was the Fish Creek Day Use Area and boat launch, a popular destination for boating, fishing, and swimming. In 2022, the U.S. Forest Service (USFS) began working in coordination with the National Forest Foundation (NFF) to assist with post-fire recovery on the Mt. Hood National Forest, and in 2025, NFF and the USFS hired a landscape architecture studio to produce Phase 1 concept designs for Fish Creek Day Use Area. Those concept designs must now be fully developed into signed and stamped construction documents to rebuild the site.

To ensure full and open competition in accordance with 2 CFR 200, all Phase 1 deliverables have been made available to all interested bidders. The NFF will not grant access to additional or non-public information from Phase 1 to any individual Bidder. NFF will serve as the contract administrator and primary point of contact between the selected Contractor and the USFS for this scope of work.

Statement of Work:

NFF, in conjunction with the USFS, Mt. Hood National Forest, seeks proposals for professional services to produce construction documents that will be used to rebuild the Fish Creek Day Use Area following the 2020 Riverside Fire. Concept designs were developed to include an expanded parking area, accessible trail with water access, a day use/picnicking area, and a new boat launch. Construction documents will be

reviewed at 30%, 60%, 90%, and 100% completion. A 60-to-90-day pause will be scheduled following submission of the 60% Construction Document deliverable to accommodate an internal FS NEPA review.

In coordination with USFS and the NFF, the selected Contractor will produce signed and stamped construction documents that will be used to solicit bids from construction contractors for the rebuilding of the Fish Creek Day Use Area.

Timeline:

This Request for Proposals will close and all proposals will be due at 5:00 PM PST on September 8, 2026. The NFF anticipates being able to enter a contract with any selected bidder(s) by October 12, 2026, with a projected contract start date of October 13, 2026. Changes in the closing date for this Request for Proposals will be updated on the NFF website at <https://www.nationalforests.org/rfp> under the link for this project's Request for Proposals. All contract related dates are estimates and subject to change at the NFF's sole discretion.

I. PROJECT OVERVIEW AND REQUIREMENTS

General Specifications

- (a) Description of Work – This Request for Proposals is for professional architectural and engineering services related to the Fish Creek Day Use Area Redesign – Phase 2 Construction Documents project, located on the Mt. Hood National Forest. The selected Contractor(s) shall prepare complete signed and stamped construction documents for the post-fire reconstruction of the Fish Creek Day Use Area based on the approved Phase 1 concept designs. The work includes preparation of construction documents suitable for solicitation of construction bids and construction of the project, including improvements to the parking area, accessible trail with water access, day use area, and boat launch. The selected Contractor(s) will be responsible for performing the following deliverables:

Construction Documents:

1. One complete set of signed and stamped construction documents for Fish Creek Day Use Area suitable for solicitation of construction bids and construction of the project, including:
 - i. Ground-truthing initial concept designs with site conditions using the following methods:
 1. Conducting geotechnical analysis and producing a formal report with feature-specific recommendations;
 2. Conducting hydrological analysis using in-water engineering expertise to develop feature-specific recommendations.
 - ii. Refinement of the Phase 1 concept designs based on results of geotechnical and hydrological analyses.
 - iii. Review of construction documents with the USFS at 30%, 60%, 90%, and 100% design milestones.
 2. Option item – Preparation of permit applications, if required, based on design development and USFS needs.
 3. Option item – Update construction cost estimate following completion of the USFS NEPA review.
 4. Option item – Engineering support services during construction.
- (b) Specifications – Project work shall be accomplished in accordance with the following:
1. Appendix A – USFS Scope of Work
 2. Appendix B – USFS Design Narrative
 3. Appendix C – Initial Concept Designs
 4. Appendix D – Rendered Schematic Plan
 5. Appendix F – Topographical Survey

All appendices can be viewed and downloaded at the following link:
<https://nff.box.com/s/af9mst6tumpalus6xcxttg0ep8yq58ph>

Bidders shall identify in their proposals what they can supply in terms of materials, labor, equipment, supplies, supervision, quality control, and incidentals required to complete the work as described. Proposals shall be sufficient to guarantee that the selected contractor shall be able to perform all work in a safe and conscientious manner and in accordance with all industry standards. Bid packets should include positions and titles of all staff who will be working on the project, and any relevant professional certifications, registrations, and skills. The Contractor shall perform all work in a safe and conscientious manner, including proper PPE for any site visits to fire impacted sites.

(c) Project Location – Fish Creek Day Use Area is located on the Clackamas River Ranger District of the Mt. Hood National Forest, in Clackamas County, Oregon. The nearest town is Estacada, Oregon, which is approximately 15 miles from the site via Highway 224.

(d) Work Schedule – Work may begin on or after October 13, 2026. Following submission of the 60% design deliverables, work will pause for approximately 60 to 90 days while the USFS completes its NEPA review. The selected Contractor(s) shall resume work upon notice from the NFF following completion of that review. Final construction drawings shall be completed no later than August 1, 2027.

Other Project Requirements

Utilities/Work Site Conditions – In many locations there will be no or limited sanitation, water, electrical or housing services available. Bidders shall consider all relevant factors when submitting proposals for this work. Proposals should account for the need of the selected contractor to make its own arrangements for temporary facilities if required. The work location and conditions for this project are as follows: Fish Creek Day Use Area is in a post-fire environment; all contractors are required to wear appropriate PPE during any on-site field work.

Insurance Requirements

Upon being notified of bid selection, Bidder agrees that it has, or will procure, and shall maintain the insurance coverage indicated below. The effective date of all coverage shall precede the start of any work.

- a. State minimum workers' compensation insurance coverage for its employees, if any.
- b. Broad form general liability, property damage, and automotive liability insurance in the minimum amount of \$1,000,000 for bodily injury, death, or damage to property of any person and \$2,000,000 for bodily injury, death, or damage to property of more than one person. The selected Bidder shall name NFF an Additional Named Insured and provide NFF with a certificate of insurance evidencing such coverages, prior to the initiation of the Scope of Services.

- c. If the Scope of Services includes professional services as identified herein, Bidders also agree to provide professional errors and omissions liability insurance. Professional services for purposes of this section include, but are not limited to performing architecture, engineering, landscape architecture, land surveying or planning, preparation and signing or stamping of drawings, maps, surveys or construction specifications, or design and development of computer software, programs or websites by the Bidder or by subcontractors on behalf of the Bidder, for which professional liability insurance would typically be required. The minimum coverage limits required are \$1,000,000 for each claim and \$1,000,000 annual aggregate.

Payment/Performance Security

If selected to contract with the NFF, Bidder(s) shall post cash, a letter of credit, bond, or other financial security that is easily convertible into cash in a form acceptable to the NFF, in its sole determination. The security will be used to ensure completion of the work required under any subsequent agreement and payment of all amounts lawfully due to all persons. All persons shall include, but not be limited to, those supplying or furnishing to the Bidder or Bidder's subcontractors with labor, laborers, materials, rental machinery, tools or equipment used or to perform the work. Bidders may incorporate required associated costs into mobilization costs or other approved expenses. Payment or Performance security will be required in the following amounts as applicable:

- a. For work that is classified as construction in accordance with the Miller Act or Little Miller Act or if required per conditions of the funding source, payment and performance bonding will be required in the full amount of any Agreement. For the purposes of this Request for Proposal, construction is defined as "any contract greater than \$100,000 for the construction, alteration, or repair of any public building or public work where the federal government is the owner"; or
- b. If Contractor is subcontracting 15% or more of the total contract value, or if the cost of materials is in excess of the larger of \$100,000 or 50% of the contract total, payment and performance bonding will be required in the full amount of the agreement; or
- c. If the value of the agreement is in excess of \$250,000, Contractor will be required to post financial security in a form acceptable to the NFF in the amount of 5% of the total agreement value up to \$250,000 in total financial security.

The NFF will not provide blanket waivers of payment/performance security requirements though reserves the right to negotiate payment and performance security terms and conditions with selected contractors based upon legal requirements and organizational needs and policies.

Prohibited Telecommunications Services and Equipment

NFF contractors are responsible for compliance with the prohibition on certain telecommunications and video surveillance services or equipment identified in 2 CFR 200.216.

Federal Exclusion Verification

The selected Contractor will be required to affirm that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

Federal Flowdown Provisions

NFF funding for projects may vary but will frequently include federal funds. As such, any Agreement associated with this RFP may be subject to flowdown requirements under associated federal or state funding agreements, which are included and made part of by this reference. Federal flowdown requirements are not negotiable by the NFF and will not be removed or edited.

Identified Flowdown Provisions

While flowdown provisions may change depending on funding, the NFF has identified the following non-negotiable federal flowdown provisions as currently being required for this work:

Appendix E: Federal Funding Flowdown Provisions for 1593165

II. REQUIRED COMPONENTS

Technical Proposal

Bidders shall submit a technical proposal for the work described in this RFP. At a minimum, each proposal **must** include the following:

1. An overview and description of the services provided by the Bidder that align with the requests in this RFP.
2. A description of the project management or administration approach that will be followed by the Bidder to ensure that the identified work is completed on time and within budget.
3. A project work plan and schedule that lists in detail the stages of work expected to be completed in this project, all identifiable deliverables, and the dates on which the Bidder would anticipate being able to complete delivery of the work.
4. A project personnel overview identifying key personnel to be utilized if selected to perform the work described in this RFP and any relevant or required credentials or certifications held by the key personnel.

Bidders may also include the following items in proposals as applicable:

1. Any change or risk management approaches utilized by the Bidder when completing projects of the type described in this RFP.
2. Option Item – Engineering Support Services during construction
3. Option item – Permitting
4. Option Item – 90% Deliverable Cost Estimate Refinement following any identified mitigating measures from NEPA review

Bidder Qualifications

Bidders shall submit a statement of their qualifications for the work described in this RFP. The statement should include the following items in narrative format:

1. Experience –
 - i. Please provide a brief explanation of previous work experience with land management agencies, noting specifically any work performed on National Forests or Grasslands.
 - ii. Please provide a listing of relevant projects of similar size, scope, and total value performed by the Bidder within the past 5 years.
2. References –
 - i. Please provide three professional references, identifying as applicable any government or conservation nonprofit references.

- ii. Provide the name, email address, and telephone number for each reference, as well as the dates of the projects during which the Bidder worked with each reference.

Required Bidder Information

Successful bidders will be required to provide a Unique Entity Identifier (UEI). If your organization already has a UEI, please include it in your proposal or quote. If you do not currently have a UEI, one will be required prior to contract execution.

Failed Projects or Legal Actions

Bidders shall identify any past failed projects and the reasoning behind the failure or incompleteness. Bidders shall also identify any and all current or pending legal matters in which the Bidder or any of its principals is involved.

Pricing Schedule

Bidders shall price work according to the schedule below. If Bidders believe that an alternative method of pricing is more applicable, they may also provide an alternative pricing schedule in addition to the format requested below. The NFF, in its sole discretion, reserves the right to utilize any alternative pricing schedule proposed by any Bidders.

Prevailing wages may be required per conditions of funding sources. Due to the dynamic and changing nature of NFF funding, the NFF reserves the right to negotiate an increased cost with the selected Bidder in the event that prevailing wages become required for the work described in this RFP.

All quantities and measurements identified in this RFP are based upon the best knowledge available to the NFF and are subject to change. Payment will only be made for actual work completed. If the opportunity to add additional funding to the work described in this RFP arises, the NFF may increase the quantities of work to be performed as part of this project, as agreed upon by the NFF and the selected Bidder.

	Task/Item	Units	Unit Cost	Extended Cost
(a)	Construction Documents for Fish Creek Day Use Area	Ea		
(b)	Option Item – Engineering Support Services during Construction	Ea		
(c)	Option Item - Permitting	Ea		

(d)	Option Item - 90% Deliverable Cost Estimate Refinement following NEPA review	Ea		
			Total Bid	

Payment Schedule

Bidders shall submit a proposed payment schedule consistent with their proposed pricing structure. Lump sum proposals should identify invoicing milestones tied to deliverables or project phases, while time-and-materials proposals should identify the anticipated invoicing frequency, cost of materials/supplies, and the applicable rates for invoicing. Proposed payment schedules are for evaluation purposes only. The final payment structure and invoicing terms will be negotiated with the selected Bidder and incorporated into the executed agreement.

III. SUBMISSION, EVALUATION, AND CONTACTS

Bidder Selection Process:

Bid Submission

Bidders shall submit proposals containing all of the required information described above via email at the address specified below by the stated deadline:

Submission Address: ssteele@nationalforests.org

Submission Deadline: 5:00 PM PST on September 8, 2026.

Proposals submitted after this RFP closes will not be considered unless approved by the NFF. The NFF will review all proposals determined to be responsive using the evaluation factors listed below. Proposals may be deemed non-responsive for failure to submit any required information or for failure to comply with any terms of this RFP. Non-responsive proposals may be disqualified from evaluation in the sole discretion of the NFF.

Notification

If a proposal is selected by the NFF to advance to the contracting stage, the NFF will notify the successful Bidder via email by Friday, September 18, 2026. Once the selected Bidder has been notified, the NFF project representative will coordinate the drafting and negotiation of an NFF agreement outlining the terms and conditions of the work to be performed.

Unsuccessful Bidders will be notified via email as soon as possible after the closing date of this RFP. Please Note: The NFF **will not** share any information about the organizations submitting proposals nor any information regarding the proposals submitted by other organizations. If a Bidder has questions about its proposal, the Bidder may ask the NFF Point of Contact identified below. If an answer can be provided, the NFF will respond via email as soon as it is able to do so.

Request for Proposals Only

This is a request for proposals only and bids furnished do not bind the NFF in any way. Selection of a bid will result in the opportunity to contract with the NFF but will not guarantee a resulting contract or any amount of work. The NFF reserves the right to disqualify any incomplete or improper proposal submitted as non-responsive. The NFF may also decide not to select any proposals submitted to this RFP for advancement to contract negotiations. This request does not commit the National Forest Foundation to pay any costs incurred in the preparation or submission of the proposal or to contract for supplies or services.

Evaluation Factors and Scoring

The following factors will be used to evaluate any responsive submitted proposals. The factors, as listed, are ordered from highest priority (Level 3) to lowest priority (Level 1). Each factor can receive a score from 1 point to 3 points. The number of points awarded

will be multiplied by the priority level to determine the total score for each factor. (Example: If Price/Cost (level 3) is awarded 2 points, the total score for price would be 6 points.)

Level 3 Criteria

- Price / cost
- Timing of when contractor can begin and/or finish the project
- Past performance, references, and USFS feedback
- Experience with design and permitting ramps and other structures that extend into waterways

Level 2 Criteria

- Technical proposal / proposed approach to project
- Overall strategic benefits to meeting NFF goals and grant needs, requirements, and timelines
- Equipment and contractor capability

Level 1 Criteria

- Benefits to the local community
- Relationship to local community

Point of Contact

Any questions about this Request for Proposals shall be submitted in writing to the NFF contact identified below. Questions determined to be of importance to all potential Bidders will be posted as an attachment to an updated version of this RFP at <https://www.nationalforests.org/rfp>.

Savannah Steele
National Forest Foundation Western Oregon Program Coordinator
sssteel@nationalforests.org

Pre-Bid Meeting

NFF and the USFS will hold a pre-bid meeting for interested bidders on Wednesday, August 26, 2026, at 10:00 AM. Attendance at the meeting is not mandatory to submit a bid. A record of questions asked and USFS answers will be provided to all interested bidders. The meeting will be held at Fish Creek Day Use Area, Mt. Hood National Forest, Oregon. Please park along Fish Creek Road and do not impede through traffic or block gate. Attendees will meet at the bridge entrance in front of the gate.

Please RSVP to the pre-bid meeting by emailing sssteel@nationalforests.org.

Bid Submission

Submit bids via email to sssteel@nationalforests.org by 5:00 PM PST on September 8, 2026.

Equal Opportunity Provider

In accordance with Federal law and U.S. Department of Agriculture policy, the National Forest Foundation is prohibited from discriminating on the basis of race, color, national origin, sex, age, religion, political beliefs, or disability.