

REQUEST FOR QUALIFICATIONS

CONSULTING SERVICES FOR A FEASIBILITY STUDY

Josephine County, Oregon

1. GENERAL INFORMATION

- 1.1 Description of Project:** Josephine County is accepting Statements of Qualifications from consulting firms or other qualified persons who can adequately demonstrate that they have the resources, experience, and qualifications necessary to devise a permanent system of fire prevention and suppression for the unprotected areas of Josephine County.

Josephine County is located in Southwest Oregon along the California boarder. The county consists of 1,642 square miles, 330 square miles of which are not included within the confines of any fire protection district. That section of the county is deemed “unprotected”. Two private, for-profit firms provide fire suppression subscriptions to residential and commercial property owners within the unprotected area. The private firms participate in conflagrations, though the subsequent billing process lacks clarity and consistency. Additionally, the Oregon Department of Forestry participates in conflagrations involving wildfire.

Oregon law affords various options for providing coverage to unprotected areas. The consultant for this project would need to identify the best option for providing coverage to the unprotected area of the county, and then assist with the process of creating and implementing that coverage.

Overview: Fire Protection in a large portion of Josephine County is not adequately provided for by any form of local government. Service is currently delivered by two private companies, Rural Metro Fire Department Inc. and County Fire & Security Inc., with varying delivery methods under almost no measurable standards. Furthermore, fire protection is more than extinguishing fires – in most areas in the country and in the world, the fire service responds to medical emergencies, technical rescues, and provides public education and prevention services.

It should be noted that the existing Fire Services in Josephine County report that between 50% and 90% of their calls for service include a medical element. It should also be noted that a large percentage of wild land fires start on private property and therefore a timely and effective response to structure fires is critical. The unprotected area to be covered by the service area accounts for more than half of the calls for service in Josephine County annually. The importance of public education and fire prevention, both structural and wildland, cannot be understated.

One of the fundamental conditions that allow these services to be delivered is a stable funding base. This is difficult at best with multiple private companies funded by selling subscriptions to individual property owners. Currently there is no tax base collections for fire services.

It is estimated that approximately 70% of the property owners subscribe to one of the two companies. There is inefficient duplication when multiple companies attempt to provide service in the same area. This overlap of services also leads to Command & Control and Communication issues as it relates to Incident Command during emergencies, at times an extremely unsafe environment for firefighters and the public they serve. This does not mean that private companies cannot provide adequate service when it comes to fire protection. It simply means that with a lack

of accountability in regulating the cost for services, clarity as to what those services are, and meeting safety and equipment standards, it would be difficult at best for this to work properly.

In May of 2019, voters passed advisory ballot measure 17-89 by a 65% to 35% margin (30% turnout election) that asked:

“In your opinion, should Josephine County begin the process to form a Rural Fire Protection District in the currently unprotected areas?”

It was included in the Explanatory Statement”

“The process of forming a rural fire protection district would begin with a feasibility study that would provide information to the Commissioners about a proposed district boundary. The study would also include a recommendation about the amount of tax that would be necessary to fund the operations of the district.”

In July 2019 the Board of Commissioners established the Fire Protection Committee via Order 2019-048. The stated purpose was to “assess and study fire protection boundaries, service areas, rates, and standards in the unprotected areas of Josephine County”. In November 2019, the Committee met for the first time consisting of 13 citizens, most of whom are knowledgeable in fire protection and all hazard operations, a liaison to the Board of Commissioners and 5 ex-officio members representing the private fire protection companies, the Fire Defense Board, Oregon State Fire Marshal, and Oregon Department of Forestry.

1.2 Scope of Work:

Project Initiation: The vendor will confer with the Fire Protection committee, which includes a member of the Board of Commissioners, to gain a comprehensive understanding of the background, goals and expectations for the project. The vendor’s project manager will develop and refine a proposed work plan that will guide the project. The work plan will be developed identifying:

- Primary task to be preformed
- Timetable for each objective to be completed
- Method of evaluating the results
- Resources to be utilized
- Possible obstacles or problem areas associated with the accomplishment of each task

Acquisition & review of background information: The vendor will acquire the pertinent information and data from the Fire Protection Committee and other outside sources. These data will be used extensively in analysis and development of the feasibility document, and include ongoing work products of the Fire Protection Committee such as:

- SWOT (Strengths, Weaknesses, Opportunities, Threats) analysis of the current environment
- Proposed standards for the delivery of all risk fire services
- Historical documents related to failed ballot initiatives dating back to 2008
- Data provided by the Private Fire Services including human resource information, response area, training, and fire/medical/public safety services provided
- Possible service delivery options

Additional information to be acquired from County Departments include but not be limited to:

- Taxation base and laws

- Potential budgeting, operating requirements and best practices

The vendor will conduct at least 3 community meetings in conjunction with Fire Protection Committee to gather input from impacted citizens:

- Explain current services in comparison to other districts, thereby validating the SWOT analysis
- Act as focus groups to determine the amount of tax the community is willing to pay for services via a district as opposed to a contract with a private company
- Further develop community desire of a permanent fire protection service and its abilities.

Stakeholder Input: The vendor’s project team will conduct meetings with stakeholder groups for the purpose of gathering information. Stakeholders will include:

- Fire Protection Committee
- County Fire & Security
- Rural Metro
- County Departments, such as Sheriff, Building and Planning, to identify for services additional to that currently provided by the private companies
- Members of Rogue Valley Fire Chiefs Association
- County Board of Commissioners
- Oregon Department of Forestry
- Bureau of Land Management
- State Fire Marshal
- US Forest Service
- AMR
- Fire Defense Board Chief

From these meetings the vendor will obtain additional perspectives on economic and Fire service delivery issues facing the rural non-covered areas of the County.

Feasibility Analysis: The vendor will explore all options for service up to and including a district in providing at a minimum the current levels of service provided by the Private Fire Service Providers.

The vendor shall:

- Detail the Service Area
- Identify the total annual cost of providing the current level of fire protection. These may include:
 - Fire Suppression: All fires within the jurisdiction area. This may include residential, commercial, wildland. Also, flue, vehicle, open burns
 - Emergency Medical Response: All calls requiring Emergency Medical assistance. This can be broken down to a Basic Life Support (EMR level) to Advanced Life Support (Paramedic Level). Includes vehicle accidents, traffic collision.
 - Hazardous Materials Response: This can be as basic as a single engine response with awareness level personnel to a full developed Hazardous Materials team. **Minimum response** requires awareness level training.

- Rescue Response: This varies based on the degree of training. Basic Training to include low angle rescue, high angle rescue, water rescue, trench rescue, confined space. Minimum standards apply to each system.
- Fire Prevention/Education: This includes Fire investigation/cause determination, business inspections, property walkthrough for fuel mitigation projects, home safety assessments, code enforcement, burn restriction enforcement. Education includes public education programs.
- Public Service: This includes Lift Assists, Fire alarm, Smoke and other types of investigation, domestic animal rescue.
- Mutual or auto aid.
- Other emergency services as needed.
- Detail operational impacts: Standards, Service Levels, Insurance Rating (ISO), Policies, Agreements
- Detail Capital Resource Impacts: Fire Stations, Fire Apparatus, Insurance, Capital Improvement Planning
- Identify costs of service delivery up to and including a tax rate
- Recommend a transition plan for each service delivery option from current operations including capital assets if appropriate

Final Report: The vendor will provide the Feasibility Study focusing on the viability of cost and service delivery. Include:

- Findings and support reason(s) for recommending an approach that addresses the following:
 - Rate must reflect a rate that the public will support
 - Service levels or benefits are not reduced
 - An elected Rural Fire Board will have its own autonomy
 - Resulting ISO rating will not be diminished
 - Must lead to long-term solution for the County
 - Has the ability to improve coverage and service
 - Is financially sustainable
- A proposed community education plan to support the resulting solution, whether a district requiring a ballot proposition or other alternative.

The vendor will complete any necessary revisions of the draft and produce 20 printed copies of the bound, final version of the written study report, along with an electronic version. A formal presentation of the study will be made by the vendor to Josephine County Commissioners.

- 1.3 Pre-Submittal Meeting:** There will be no pre-submittal meeting held; however, proposers are encouraged to visit the site to become familiar with the project.
- 1.4 Closing Date:** Sealed Statements of Qualifications must be physically **received** by **4:30 p.m. on MARCH 3, 2020. SOQs WILL NOT BE RECEIVED AFTER 4:30 P.M. ON MARCH 3, 2020.**
- 1.5 Contact Person:** The contact person for any questions regarding this Request for Qualifications is:

Annette Sorensen, Board of Commissioners Office Manager
500 NW Sixth Street, Dept. 6
Grants Pass, Oregon 97526.
Phone: (541) 474-5221
asorensen@josephinecounty.gov

2. INSTRUCTIONS FOR SUBMISSION OF STATEMENT OF QUALIFICATIONS

2.1 **Content of Submissions:** Please provide the following information about your firm or members of the team you wish to propose for this project. Your firm's or team's SOQ should respond to all requirements of this Request for Qualifications to the maximum extent possible.

A. Information about your Company:

Please provide the following;

- 1) Name, address, phone number, fax number and e-mail of the firm office which would be developing the plans, as well as the location of the firm's home office.
- 2) Number of years in business.
- 3) Former names (if any).
- 4) Corporate structure and names (if applicable).

B. Project Team:

Provide the names and resumes of the project team, including the project manager and all key support professionals. Include a description of the team's experience with comparable projects, what role each team member provided for these projects, and the role expected on this project. Indicate in which office each team member is located. Please note that project experience with cities, counties, states or service districts is preferred.

If a multi-firm or team approach is proposed, clearly identify the responsibilities of each party and the assurances of performance offered. Please describe your history of working with members of the team. The County prefers to contract with a single or primary firm, under which sub-consultants may operate.

C. Project Experience/References:

Please provide a list of three (3) clients of your company within the last seven (7) years, preferably Counties in the State of Oregon, who have used your services in creating fire protection plans and districts. Describe the scope of work for those jobs and whether they were completed on schedule and within the proposed budget. Include the name and telephone number of the client's contact person who is familiar with both the project and your firm's role on the project.

Please attach one signed "Reference Release Form" (Exhibit A) for each reference.

D. Special Capabilities:

Describe any special capabilities of your firm, such as technical innovations, community outreach, financial assistance, cost effectiveness, etc.

E. Financial Information:

Please provide financial information about your company, such as total annual revenues of the firm, annual revenues for the office which would perform the bulk of the work, and types and limits of insurance coverage carried. Also provide a list of any claims currently pending against your firm, a brief description of those claims, and the disputed amount.

F. Conflict of Interest:

Please list any current (or potential) clients or projects which actually cause or which may potentially cause a conflict of interest in providing plans for Josephine County, and describe the possible extent of such conflict.

G. Resident Bidder Statement:

Please read, complete, and attach the Resident Bidder Statement (Exhibit B, attached).

H. Certifications:

Please read, complete, and attach the Certifications (Exhibit C, attached).

2.2 Submission of SOQs:

- A. Format:** The SOQs shall be printed on paper that is 8½ by 11 inches in size; the text shall be either Arial or Times New Roman and shall be a minimum of 12 font. All sheets shall be single sided.

The submittals shall have a front and back cover, a table of contents, section dividers, and a one (1) page introduction letter in addition to the total pages below. The front cover shall have the following text:

Josephine County Fire Prevention and Suppression SOQ
(your firm's name, logo, etc, as needed to identify your firm)

- B. Section Lengths:** Each section shall have the following maximum number of pages:

- a) Information about your Company – 1 page
- b) Project Team – 5 pages
- c) Project Experience/References (within the last 7 years) – 4 pages, plus three (3) Reference Release Forms, for a total of 7 pages
- d) Special Capabilities – 3 pages
- e) Financial Information – 1 page
- f) Conflict of Interest – 1 page
- g) Resident Bidder – 1 page
- h) Certifications – 1 page

- C. **Submission:** Statements of Qualifications must be submitted in sealed envelopes, clearly marked as follows:

STATEMENT OF QUALIFICATIONS
JOSEPHINE COUNTY FIRE PREVENTION AND SUPPRESSION PROJECT
SUBMITTED BY: _____ (Name of Firm)
_____ (Address)

Each firm must submit three (3) bound copies of their Statement of Qualifications. SOQs must be submitted to:

Annette Sorensen
Board of Commissioners Office Manager
500 NW Sixth Street, Dept. 6
Grants Pass, Oregon 97526

SOQs SUBMITTED BY FACSIMILE TRANSMISSION OR EMAIL WILL NOT BE ACCEPTED. SOQs RECEIVED AFTER 4:30 P.M. ON MARCH 3, 2020 WILL NOT BE ACCEPTED OR OPENED.

If submitted by mail, the sealed envelope containing the Statement of Qualifications must be enclosed inside the mailing envelope. Respondents who mail SOQs should allow sufficient time for delivery by the postal service to assure timely receipt by the County.

- 2.3 Requests for Clarification:** Respondents are cautioned not to make any assumptions as to the implied meaning or intent of any part of this Request for Qualifications. Respondents should request clarification if needed. Requests for Clarification of any provision of this Request for Qualification may be sent to the Contact Person specified in Section 1.5 above. Requests for Clarification must be received no later than ten (10) calendar days prior to the Closing Date.

No response will be made to requests for Clarification that are received after the above date and time. Respondents should therefore request clarification early in the process. Respondents should assume the most stringent requirement in the event of a conflict unresolved by addenda.

The County reserves the right to determine whether a Respondent's question merits clarification. The County will endeavor to reply to all timely questions, but unless an Addendum or written reply is issued, questions will be deemed immaterial. Any reply to a request for clarification will be in writing, and issued by the County. The reply will not be binding on the County unless the County issues an Addendum.

- 2.4 Modifications:** Respondents may modify submitted Statements of Qualification before Closing. Modifications made after submission must be signed by an authorized representative of the Respondent. Modifications must be submitted in a sealed envelope, marked:

MODIFICATION TO STATEMENT OF QUALIFICATIONS
SUBMITTED BY: _____ (Name of Respondent)
_____ (Address of Respondent)

Modifications must be received before the Closing Date and Time at the place for Submittal of SOQs.

- 2.5 Withdrawal:** Requests to withdraw the Statements of Qualifications may be submitted to the Contact Person in writing, signed by an authorized representative of the Respondent. Requests

may also be made in person upon presentation of appropriate identification and satisfactory evidence of authority. Requests to withdraw must be received prior to Closing.

3. GENERAL PROCEDURE AND INFORMATION

3.1 Opening:

3.2 Selection Process: The Fire Protection Committee and the Emergency Services Manager shall review and evaluate the submitted Statements of Qualifications and make a recommendation to the Board of Commissioners, who shall make the final decision. After selection by the Board of County Commissioners, the County shall negotiate contract terms with the selected firm.

3.3 Evaluation and Award: The County shall make its selection after evaluating the Statements of Qualifications according to the following general criteria and weight:

A.	Experience and expertise of the firm or project team members both individually and as a group	20%
B.	History of previous experience with similar projects	15%
C.	Satisfactory results of reference checks	10%
D.	Firm’s record for completing a task on time, within budget, estimating construction costs, and designing to a budgeted capital cost	10%
E.	Any special capabilities the team may bring to the project	10%
F.	The consultant’s financial and insurance coverage status	5%
G.	The consultant’s responsiveness to this Request for Qualifications and apparent ability to follow directions	10%
H.	Availability of appropriate material, equipment, facilities, and personnel resources necessary to provide the requested services	10%
I.	Apparent ability and extent to which the firm is able to perform the Scope of Work	10%
TOTAL		100 %

The County reserves the right to require any clarifications or additional information deemed necessary, advisable, or in the public interest.

3.5 Notice of Selection: The anticipated date of the Notice of Selection is April 15,2020.

3.6 Reservation of Rights: The County reserves the rights: a) to amend this Request for Qualifications; b) to extend the deadline for submitting Statements of Qualifications; c) to waive minor irregularities, informalities, or failures to conform to this Request for Qualifications if the County determines that such waiver is in the best interest of the County; d) to award one or more contracts, by item or task, or groups of items or tasks, if multiple awards are determined by the County to be in the public interest; and e) to reject, for any reason and without liability therefor,

any and all submittals and to cancel this procurement at any time, in accordance with ORS 279B.100, if such cancellation is deemed to be in the best interest of the County.

3.7 Responsibility Inquiry: The County reserves the right to investigate and evaluate, at any time prior to award and execution of the Contract, the apparent successful Respondent's responsibility to perform the Contract. Submission of Statements of Qualifications shall constitute approval for the County to obtain any information the County deems necessary to conduct the evaluation. The County shall notify the apparent successful Respondent, in writing, of any other documentation required. Failure to promptly provide such information may result in rejection. The County may postpone the award of the contract after announcement of the apparent successful Respondent in order to complete its investigation and evaluation. Failure of the apparent successful Respondent to demonstrate responsibility shall render the Respondent nonresponsive and shall constitute grounds for rejection.

3.8 Public Information, Confidentiality, and Trade Secrets: All Statements of Qualification are public information and public records after final bid award. Respondents shall label any information it wishes to protect from disclosure to third parties as a trade secret under ORS 192.345(2) with the following:

"This material constitutes a trade secret under ORS 192.345(2) and is not to be disclosed except as required by law."

County shall take reasonable measures to hold in confidence all such labeled information, but the County shall not be liable for release of any information when required by law or court order to do so, and shall be immune from liability for disclosure or release of information under ORS 646.473(3).

Exhibit A

REFERENCE RELEASE FORM

I, the undersigned, authorize the following reference:

Name: _____

Address: _____

Telephone: _____

to release the following information to Josephine County, its officers, agents and employees:

Information concerning creation of construction plans or other related projects, and/or similar services performed, including but not limited to: Services provided; Length of service; Timeliness of performance of services; Facilities, equipment, staff, and resources available to perform services; Training and education provided; Working relationship with other entities; Qualifications; Quality of work performance; Complaints received; and any other information necessary to demonstrate my ability to provide Services in the area of RV and campground construction plans.

I voluntarily and knowingly give my consent for full and complete release of any and all information or opinions my Reference may have concerning the Services I have provided and the Work I performed.

In consideration of the cooperation of my Reference, I agree to hold harmless, release and discharge the person or entity to whom this Release form is presented and its officers, employees, successors and agents from and against any and all claims, damages, losses and expenses, including attorney's fees, present or future, whether known or unknown, arising out of, incidental to or by reason of complying with this Release of information. This Release and discharge includes, but is not limited to claims of defamation, libel, slander, negligence of interference with contract or profession.

I agree to hold Josephine County, its officers, agents, and employees, harmless from and against any and all claims, damages, losses and expenses, including attorney's fees, arising out of the use or disclosure of any information obtained as a result of this release.

I consent to allow a photocopy of this Release form, when presented by a duly authorized agent of Josephine County, to serve as a valid Release even though the photocopy does not contain an original writing of my signature.

Signature: _____

Printed Name: _____

Date Signed: _____

Exhibit B

RESIDENT BIDDER STATEMENT

For purposes of this Statement, "Bidder" includes any person or corporate entity who submits a response to this Request for Qualifications.

A "Resident Bidder" is a bidder that has: 1) Paid Oregon unemployment taxes or income taxes during the previous year; 2) Has a business address in this state; and 3) Has stated in the bid whether the bidder is a "resident bidder." (ORS 279A.120)

Check One: Bidder is a: Resident Bidder Non-Resident Bidder

1. If a Resident Bidder, enter Oregon Business address:

Street Address: _____

Mailing Address: _____

City, State, Zip: _____

2. If a Non-Resident Bidder, enter State of Residency: _____

If a Non-Resident Bidder, does Bidder receive, or is Bidder eligible for, any preference in award of Contracts with Bidder's state government or with other governmental agencies of Bidder's State:

Check One: Yes No

If Yes: 1. State the preference percentage: _____%

2. Identify the law or regulation that allows the preference: _____

Note: When a public contract is awarded to a Non-Resident Bidder and the contract price exceeds \$10,000, the Bidder shall promptly report to the Oregon Department of Revenue on forms to be provided by the Department the total contract price, terms of payment, length of contract and such other information as the Department may require before the Bidder may receive final payment on the public contract. The County must satisfy itself that this requirement has been met before the County issues final payment. (ORS 279A.120(3))

Bidder certifies that the information provided above is true and accurate.

Signature: _____

Print Name: _____

Title: _____

Exhibit C

CERTIFICATIONS

By submitting this Statement of Qualifications, the Respondent represents and certifies that:

1. The undersigned is a duly authorized representative of the Respondent, and has been authorized to make all representations, attestations, and certifications contained in this submittal;
2. All information contained in this submittal is true, accurate, and complete to the best of Respondent's knowledge and belief;
3. The Respondent has carefully examined and understands the Request for Qualifications and has identified any conflicts or discrepancies within the documents and has either raised the issue as a request for clarification or included the most stringent or expensive solution;
4. The Respondent has determined that the Respondent has available or can cause to be available the equipment, facilities, supplies, systems, materials, staff, and other items that are needed for the completion of the Project;
5. The Respondent is familiar with the requirements of applicable laws that affect the Scope of Work;
6. The Respondent has submitted its Statement of Qualifications on the basis of its own examination, investigation and evaluation of factors and conditions, and is not acting in reliance upon any opinions or representations of the County except as stated in this Request for Qualifications;
7. No officer, agent, or employee of Josephine County has any pecuniary interest in the submittal or in the Respondent's entity, firm, business or affairs;
8. The Respondent will comply with all terms and conditions contained in this Request for Qualifications, including Objectives and Scope of Work, and will comply with the terms of any resulting contract upon award;
9. The Respondent will comply with all applicable laws in the submission of any Respondent and the performance of the contract if awarded the contract;
10. The Respondent has not discriminated against minority, women or emerging small business enterprises, and the Respondent is not in violation of any discrimination laws;
11. The County shall not be liable for any expenses incurred by Respondent in preparing and submitting its Statement of Qualifications;
12. The Bidder has received the following Addenda in formulating this Request for Qualifications:

Addendum No._____, Dated _____ Addendum No._____, Dated _____

SIGNATURE: _____

DATE: _____