

REQUEST FOR QUALIFICATIONS

CONSULTING SERVICES FOR FEASIBILITY STUDY

Josephine County

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 conduct a feasibility study for establishing a Rural Fire Protection District in the unprotected areas of Josephine County. Josephine County Parks Department is accepting Statements of Qualification from engineering firms or other qualified persons who can adequately demonstrate that they have the resources, experience, and qualifications necessary to create construction plans for the redevelopment of Whitehorse Park. The construction plans will implement the Recreation Master Plan for Whitehorse Park dated August 2014, and be based on the Construction Phase Map and other documents which are available at the Josephine County website at: www.co.josephine.or.us/parkprojects.

Whitehorse Park is located at 7613 Lower River Road, Grants Pass, Josephine County, Oregon, and consists of 24.5 acres, with 34 campsites, 8 full service RV hookups, one yurt, a picnic shelter, and a playground. The Park was purchased by Josephine County in 1958. The lower RV hookup sites, and the restroom and shower building were all developed sometime prior to 1958. By 1962, the upper tent loop and a second set of restrooms and showers were added. No major improvements have been made on site since 1962, and the original water and electrical lines still exist.

In August 2014 a Recreation Master Plan was developed at the request of Josephine County Parks Advisory Board and the Josephine County Board of Commissioners to improve park facilities. It is the County's intent to implement the Recreation Master Plan in three (3) separate phases of development according to the Construction Phase Map which is available at the Josephine County website.

- 1.2 Scope of Work:** Anticipated services of the successful proposer include the following:

- Review conceptual plan and site data and use information to create construction plans.
- Survey property lines to ensure all development is on County property.
- Design site, site utilities, building and foundation systems, trails and roadways.
- Provide estimates for cost of construction.
- Work closely with the Parks Manager and submit drafts for review before the final plans are drafted.
- Deliver five (5) hard copy reports with exhibits, maps, and summary tables of the data, and a digital PDF copy to Parks.

- 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 park and the project.

OR: **Mandatory Pre-Submittal Meeting:** A mandatory presubmittal meeting will be held at [location] on [date] and [time].

1.4 **Closing Date:** Sealed Statements of Qualifications must be physically received by 4:30 p.m. on July 11, 2016. SOQS WILL NOT BE RECEIVED AFTER 4:30 P.M. ON JULY 11, 2016.

1.5 **Contact Person:** The contact person for any questions regarding this Request for Qualifications is:

Sarah Wright, Josephine County Parks Dept., 125 Ringuette Street, Grants Pass, Oregon 97527. Phone: (541) 474-5287 Fax: (541) 474-5288 swright@co.josephine.or.us

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 the Whitehorse Park Construction Plans. 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, as is experience with RV and Campground site development.

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 construction plans, particularly for campgrounds and/or RV parks. 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 the Josephine County Parks Department, 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 Whitehorse Park 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 WHITEHORSE CONSTRUCTION PLAN
 SUBMITTED BY: _____ (Name of Firm)
 _____ (Address)

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

Sarah Wright
 Parks Manager
 Josephine County Parks
 125 Ringuette Street
 Grants Pass, Oregon 97527

SOQS SUBMITTED BY FACSIMILE TRANSMISSION OR EMAIL WILL NOT BE ACCEPTED. SOQS RECEIVED AFTER 4:30 P.M. ON July 11, 2016 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 County Engineer and the County Parks Director 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 Parks Director 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 **July 18, 2016**.

- 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 192.501(2) with the following:

“This material constitutes a trade secret under ORS 192.501(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: _____