



Grant County
Office of The
Board of County Commissioners
P O Box 37
Ephrata WA 98823
(509) 754-2011

REQUEST FOR QUALIFICATIONS (Page 1)
GRANT COUNTY, WASHINGTON FAIRGROUNDS RODEO BLEACHER PROJECT
STRUCTURAL ENGINEERING DESIGN SERVICES

September 29, 2016

Grant County, Washington, by and through the Board of County Commissioners, is seeking to contract with a certified structural engineer or structural engineering firm for the purpose of receiving: (1) a technically sound structural analysis of the Grant County Fairgrounds' rodeo bleachers; and (2) a structural engineering design for the renovation – if practicable – or replacement of the existing bleachers. The Fairgrounds are located at 3953 Airway Drive NE in Moses Lake, Washington.

Scope of Work

The contract's general purpose will be to:

- (1) Provide an analysis as to the structural integrity of the bleachers' function and safety/serviceability and performance;
- (2) Provide structural engineering design services which include verifying and meeting all structural engineering requirements for the bleachers project and making creative and efficient use of funds, structural elements and materials to:
 - (i) Renovate the existing bleachers, if practicable, or
 - (ii) Replace the existing bleachers.

This will include, but not be limited to, following the U.S. Consumer Product Safety Commission's current *Guidelines for Retrofitting Bleachers*.

RFQ Submittal Requirements

Submittals must:

- (1) Include a Letter of Interest;
- (2) Be 10 pages or less of materials, not including the Letter of Interest (conciseness is preferred as is double-sided copying);

Richard Stevens
District 1

Carolann Swartz
District 2

Cindy Carter
District 3

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- (3) Include the names, phone numbers, e-mail addresses, and resumes of the Principal in Charge and the Project Engineer/Architect;
- (4) Include the name, mailing address, phone number, fax number, and resume of the firm;
- (5) List the firm and/or individual experience on similar types of projects;
- (6) Include the names and resumes of any consultants intended for inclusion on the design team;
- (7) Include examples of the firm's ability to successfully design and budget for small public works bid projects;
- (8) Include the names and contact information of three (3) references from similar projects the firm/architect has provided design services for;
- (9) Be comprised of one (1) original and four (4) copies in a sealed envelope clearly marked with the project title "GRANT COUNTY FAIRGROUNDS RODEO BLEACHER PROJECT SUBMITTAL"
- (10) Be received by mail, recognized carrier, or hand delivered on or before 4:30 p.m. on Monday, October 17, 2016 to:

June Strickler, Administrative Services Coordinator
Grant County Commissioners' Office
PO Box 37 / 35 C Street NW
Ephrata, WA 98823

Submittals must not:

- (1) Be late; or
- (2) Be submitted *via* e-mail or facsimile.

RFQ Submittal Opening

RFQ submittals will be opened on Monday, October 17th at 4:40 p.m. in the Commissioners lobby located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington.

Please note that costs of preparation of the submittal will be borne by the submitting individual/firm.

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RFQ Submittal Opening (Cont'd)

The selection process and contract expectations follow, comprising pages 4-6 of this RFQ packet.

Should you have any questions about the submittal process, please contact me at (509) 754-2011 ext. 2937 or *via* e-mail at jstrickler@grantcountywa.us.

Thank you in advance for your courtesies.

Sincerely,

BOARD OF COUNTY COMMISSIONERS



June Strickler
Administrative Services Coordinator

cc: Board of County Commissioners
Brenda Adame, Interim Fairgrounds Director
Jereme Roy, Fairgrounds Maintenance Manager
Tom Gaines, Director of Central Services

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SELECTION PROCESS AND CONTRACT EXPECTATIONS

1. Selection of a qualified individual/firm will be made by a Selection Committee who will recommend awarding a contract/agreement to the Board of County Commissioners on or before November 1, 2016. Grant County reserves the right to require a meeting between the Selection Committee and one or more representatives from the selected individual/firm prior to the award of a contractual agreement to be signed by the individual/firm and the Board of County Commissioners.
2. This request does not constitute an offer of employment or to contract for services.
3. The County reserves the option to reject any or all submittals, wholly or in part, received by reason of this request.
4. The County reserves the option to retain all submittals, whether selected or rejected. Once received by the County, the submittals and any supplemental documents become the property of the County.
5. The County reserves the right to award the contract to the individual/agency that presents the submittal which, in the judgment of the Selection Committee, best accomplishes the desired results.
6. Selection will be made on the basis of the submittals as received. The Selection Committee may deem it necessary to interview responders. The County retains the right to interview responders as part of the selection process.
7. Members of the Selection Committee are not to be contacted by the responders regarding this contract opportunity; however, they may contact the County's Administrative Services Coordinator at the Commissioners' office located on the 2nd floor of the Grant County Courthouse at 35 C Street NW in Ephrata, Washington, or at (509) 754-2011 ext. 2937 for qualifications submittal and submittal opening questions.

UNDERSTANDING OF AND APPROACH TO THE CONTRACT

1. Insurance
 - a. Prior to final signatures on the contract, the individual/agency shall provide the County's Administrative Services Coordinator with proof of professional liability insurance written on an occurrence basis with limits no less than \$1,000,000 combined single limit per occurrence and \$1,000,000 in the aggregate for personal injury, bodily injury and property damage.

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UNDERSTANDING OF AND APPROACH TO THE CONTRACT (Cont'd)

b. Indemnification

The individual/agency shall defend, indemnify and hold harmless the County, its officers and employees from all claims, demands, damages, costs, expenses, judgments, attorney fees, liabilities or other losses that may be asserted by any person or entity, and that arise out of or are made in connection with the acts or omissions relating to the performance of any duty, obligation, or work hereunder. The obligation to indemnify shall be effective and shall extend to all such claims and losses, in their entirety, even when such claims or losses arise from the comparative negligence of the County, its officers and employees. However, this indemnity will not extend to any claims or losses arising out of the sole negligence or willful misconduct of the County, its officers and employees.

The preceding paragraph applies to any theory of recovery relating to said act or omission, by the individual/agency, or its agents, employees, or other independent contractors directly responsible to individual/agency including, but not limited to the following:

- b.1 Violation of statute, ordinance, or regulation;
- b.2 Willful, intentional or other wrongful acts, or failures to act;
- b.3 Negligence or recklessness;
- b.4 Furnishing of defective or dangerous products;
- b.5 Premises liability;
- b.6 Strict Liability;
- b.7 Violation of civil rights; and/or
- b.8 Violation of any federal or state statute, regulation, or ruling resulting in a determination by the Internal Revenue Service, Washington State Board of Tax Appeals or any other Washington public entity responsible for collecting payroll taxes, when the agency/firm is not an independent contractor.

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UNDERSTANDING OF AND APPROACH TO THE CONTRACT (Cont'd)

It is the intent of the parties to provide the County the fullest indemnification, defense, and "hold harmless" rights allowed under the law. If any word(s) contained within the Professional Services Agreement are deemed by a court to be in contravention of applicable law, said word(s) shall be severed from the Professional Services Agreement and the remaining language shall be given full force and effect.

The successful individual/firm will enter into a contract with Grant County with a period of performance from the date of Board of County Commissioner signature through project completion, on or before January 31, 2017. The successful individual/firm will be responsible to administer and/or ensure that all requirements set forth within the above Scope of Work are met.