**REQUEST FOR QUALIFICATIONS**

**for**

**FAIRGROUNDS MASTER PLAN PROFESSIONAL SERVICES**

1. **PURPOSE OF REQUEST**
   * 1. The purpose of this RFQ is to find a qualified consultant or consultant team to provide the required professional services to create a viable Master Plan for the Teton County, Idaho Fairgrounds.
     2. The Teton County Fairgrounds currently operates on a 35-acre facility at 1413 N. highway 33 in Driggs, Idaho. The Teton County Fair is celebrating 100 years this year and is looking forward to many more. The Fairgrounds includes many existing facilities including the Teton Valley’s largest public outdoor arena. This 150’ x 250’ rodeo arena seats 1,200 and includes a large practice arena with crow’s nest. Other facilities include a 150’ x 100’ Indoor Pavilion Riding Arena, a 3,500 square foot Fair Building (including kitchen), and 1,350 square foot Lewis-Parish Park and Picnic Shelter. For reference see attached to this RFP a copy of the site survey completed in 2022.
     3. The Teton County Fair Board’s Mission Statement is “To produce an exceptional county fair, administer the year round use of the fairgrounds, and bring the community together to promote our western heritage and rural traditions.”
     4. The Teton County Fair Board is comprised of seven local citizens who volunteer their time to carry out the board’s mission. They report directly to the Board of County Commissioners and are subject to open meeting laws and follow county budgeting procedures.
2. **TIME SCHEDULE**
   * 1. The County will use the following timetable:
        + 1. Issue RFQ 04/12/2023
          2. Deadline for Submittal of Responses to RFQ: Proposals must be received by **2:00 PM Mountain Time, Friday, April 28.** No late responses will be accepted.
3. **INSTRUCTIONS TO RESPONDERS**
   * 1. Please email a single PDF copy of the Proposal to the Teton County Fair Board Secretary/Treasurer and Teton County Fairgrounds Administrator, Hallie Poirier at [tetonfair@gmail.com](mailto:tetonfair@gmail.com) by 2:00 PM Mountain Time on Friday, April 28. Label the subject “Teton County Fairgrounds Master Plan Proposal”. No late responses will be accepted.
     2. Consulting Services Proposals must be submitted in 8-1/2 x 11 format and be concise, specific, and straightforward. All pertinent information is to be contained in the proposal. Proposals are to remain valid for a minimum of 60 days. Proposals shall not be any longer than 20 pages (not included in page count - cover, table of contents, dividers, and a back cover). Each proposal will be scored based on the maximum number of points shown in each required category.
     3. An authorized representative of the firm must complete and sign at least one (1) original of its SOQ, certifying the truth of the statements and representations made in the SOQ. This can be addressed in the cover letter.
     4. Any questions concerning the County’s RFQ process shall be directed to Hallie Poirier, Teton County Fair Board Secretary/Treasurer and Teton County Fairgrounds Administrator All questions should be submitted via email to [tetonfair@gmail.com](mailto:tetonfair@gmail.com)
     5. Required information: To be selected, a SOQ must demonstrate that the Respondent is highly qualified and experienced to perform the Services. The SOQ should emphasize the Respondent's qualifications and experience regarding all aspects of the Services, including familiarity with Teton County, ID. At a minimum, all of the following information MUST be furnished by each Respondent as part of its Statement of Qualifications. The information provided must be complete and accurate. Any omission, inaccuracy, or misstatement may be cause for rejection of the SOQ.
        1. **Introductory Letter:** letter should introduce your firm, identify the single point of contact, and provide a contact telephone number, email address and address. This letter should include a statement committing the personnel and resources identified in the proposer’s submittal. It should also include:
           1. Full, correct legal name and type of business entity
           2. Address (street and mailing)
           3. Name of respondent’s representative for purposes of notice or other communications regarding the RFQ
           4. Telephone numbers and email addresses of the office and the representative.
        2. **Team Experience**: Describe your firm’s relevant experience. Experience should demonstrate recent work with fairground master planning in small communities with multiple jurisdictions and limited funding sources.

* + - 1. **Key Personnel and Qualifications**: Provide an organizational chart identifying the roles and locations of team members. For key personnel, describe each person’s role and duties. Include a brief summary of experience and qualifications as it relates to this project. Include Idaho professional registration/certifications where applicable.
      2. **Proposed Approach** (Scope of Services): Approach should include deliverables, schedule, and milestones.
      3. **Familiarity with Teton County, ID**: Describe your experience working in Teton County, ID or similar communities. Describe your familiarity working with issues similar to those faced by our community experiencing rapid growth with limited fairground amenities.
      4. **Availability:** Indicate the availability of your firm to start on this project and the capacity to complete the job in a timely manner.
      5. **Project Experience**: Provide a list of at least three relevant projects your firm has completed.
      6. **References:** Provide a list of at least three references that can be called regarding the firm’s past performance, preferably on similar projects. Include names and telephone numbers of all references.

1. **SELECTION CRITERIA**

A Scoring committee will consist of representatives from Teton County Fair Board, Teton County Commissioner(s) staff and members of the public. Each component of the qualifications package will be evaluated based on the information in the Scoring Table:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| SCORING TABLE | | | | |
| Criteria | Available Score | Weight | Score | Weighted Score\* |
| Introductory Letter | 1 = complies with req.  0 = does not comply | 5% |  |  |
| Team Experience | 1 to 10, where 10 is highest score | 20% |  |  |
| Key Personnel and Qualifications | 1 to 10, where 10 is highest score | 20% |  |  |
| Proposed Approach | 1 to 10, where 10 is  highest score | 20% |  |  |
| Familiarity with Teton County, ID | 1 to 10, where 10 is highest score | 10% |  |  |
| Availability | 1 to 10, where 10 is highest score | 8% |  |  |
| Project Experience | 1 to 10, where 10 is  highest score | 12% |  |  |
| References | 1 = complies with req.  0 = does not comply | 5% |  |  |
| Total: | | | |  |

\*To get weighted score, multiply score by weight. Example: if Score is 7 for 15% = 105

All totals from each committee member will be summed for a final score for each respondent.

1. **TERMS AND CONDITIONS**
   1. The County reserves the right to reject any and all responses, and to waive minor irregularities in any RFQ responses.
   2. The opening of any RFQ response does not constitute acceptance of such respondent as a responsible, qualified respondent.
   3. The County reserves the right to request clarification of information submitted, and to request additional information from any respondent.
   4. The County reserves the right, in its sole discretion, to reject any and all Statements of Qualifications and to waive any technicality, informality or irregularity in any Statement of Qualifications received for any reason at any time prior to entering into a contract to perform the Services. Without limiting the foregoing, the County specifically reserves the right to reject a Statement of Qualifications if the Respondent fails to furnish the data required by this RFQ or if the Statement of Qualifications is in any way incomplete or irregular.
   5. The County shall not be responsible for any costs incurred by the firm in preparing, submitting or presenting its response to the RFQ.
2. **PROPOSED SCOPE OF SERVICES**

The selected consultant should plan to attend the County Fair (August 4-12, 2023) and have graphic ideas on display for public input at the event. The following outlines the anticipated scope of services:

Site and Building Analysis – Conduct an assessment of the Fairgrounds current site and buildings to determine any needed repairs or improvements that should be considered in the master plan.

Review current capacities of existing facilities and point out any future opportunities for the master plan to consider.

Develop an approach to gather input from stakeholders and the public. Incorporate the input for consideration when making decisions about the future direction of the fairgrounds master plan.

Prepare a program of all proposed site elements and their respective capacities and/or sizes.

From the approved program develop multiple site use option diagrams based on items in 6.a-6.d above. Create a single draft graphic master plan that includes the preferred elements from the options incorporated as part of the fairgrounds site. The graphic master plan should include at a minimum a site layout showing all proposed program elements, vegetation/landscaping, existing built structures, major infrastructure elements, roads/paths, and any surrounding properties/land features that effect the layout.

Create an overall probable budget with a line-item cost and a narrative for each major and minor site element.

Prepare a final master plan diagram for discussion of recommended phasing of the plan outlining the timing of all major capital improvements at intervals of 1, 2, 5, and 10+ years or similar as discussed with Fair Board. **Fairgrounds Master Plan must be complete and presented to the Fair Board by June 3, 2024.**

Finalize final master plan graphics, create phasing diagrams and budgets at phase intervals discussed. Other elements to be submitted as part of the final master plan shall include 3 minimum – 3D character/motif and layout drawings of major structures and any other diagrams not mentioned that would assist in describing the elements of the proposed plan and site.

The above studies and assessments are what Teton County anticipates is needed from a professional consulting standpoint. To achieve the tasks outlined above a minimum of 3 site visits to the Fairgrounds are anticipated. There might be other services you feel need to be provided or additional site visits required to achieve your process. Your proposal should address this as you see fit to complete the required scope of work. All items created or generated through the Master Plan process will be organized into a single PDF document and presented to the owner for review and approval.

1. **FIRM SELECTION PROCESS**

The County will use the following selection process:

1. Select qualified consultants from RFQ submissions
2. Request proposals from selected qualified consultants, if needed
3. Rank received Proposals
4. Conduct interviews with the three most highly ranked Firms/Teams
5. The Selection Committee will select the most qualified firm on the basis of demonstrated competence, qualifications and interview.
6. Negotiate contract with highest ranked consultant and with next highest ranked if negotiation is unsuccessful.
7. **PUBLICATION**
   1. Published: Teton Valley News, April 12 and 19