



BANNOCK COUNTY FAIR BOARD
10588 FAIRGROUND DR.
POCATELLO, ID 83201

The following is a Request for Qualifications (RFQ) for a project at the Bannock County Fairgrounds in Downey, Idaho. The objective of the RFQ is to select a firm to provide professional services relating to the design of a new exhibition building at the Downey Fairgrounds.

This RFQ includes summaries of the following:

1. Background information
2. Scope of work
3. RFQ submittal deadline
4. Selection
5. Reservation of Rights by the County

Background Information

Historically there were three buildings in a U-shape at the Bannock County Fairgrounds along E. Center St. in Downey, ID. During the winter of 2016-2017, the middle building that connected the remaining two buildings collapsed due to the large amount of snow that had accumulated on the roof.

The Bannock County Fair Board (Fair Board) would like to construct a new multi-purpose building between, but not connected to, the two existing buildings that will be approximately 50-foot x 120-foot in size. The Fair Board would like the new multi-purpose building to have restrooms, a mechanical room, and a kitchen capable of serving meals to 50+ people on a regular basis, as well as be able to host larger events (i.e. weddings, graduation parties, anniversary parties, etc.).

Scope of Work

The Fair Board anticipates that the scope of work will include, at a minimum:

1. Provide design and engineering services for the new multi-purpose building in accordance with applicable building codes, including but not limited to;

- a. Evaluate different layout options of the restrooms, kitchen, and mechanical room to maximize space and efficiency;
- b. Evaluate different heating and cooling options to minimize costs;
- c. Evaluate restrooms needs to ensure restrooms are capable of handling the expected occupancy; and
- d. Prepare construction cost estimates.

RFQ Submittal and Deadline

The Bannock County Fair Board shall take into account any matters it considers appropriate in selecting the most qualified firm or consultant. The request for qualifications submission shall include but is not be limited to the following:

- 1) Summary of Firm Background: Introduce the organization, describing the ownership, listing the name, title, mailing address, telephone number, fax number and e-mail address of the contact person(s), and a web address, if available;
- 2) Capability to Perform Project: Description of the firm's history or individual or the organization's area of expertise;
- 3) Relevant Experience: Names, titles, experience, qualifications, certifications and service periods of principal/key personnel; designate the primary point of contact regarding the firm's performance and day-to-day management of the project; include the name and qualifications of any proposed sub-consultants;
- 4) The understanding of the project approach and any suggested refinements to the deliverables and tasks;
- 5) List of three (3) similar projects performed in the last five years;
- 6) Three or more references from those who can attest to the success of similar projects; and
- 7) A statement that the firm has the staff, knowledge, and resources available to meet or exceed the scope of work provided in this RFQ.

Proposals should be no longer than 10 pages single sided or 5 pages double-sided, not including cover pages, separation sheets, resumes, and examples of similar work at other facilities.

The specific individuals or sub-consultants listed in the proposal, including Project Manager, shall be assigned to the key positions and shall not be removed or replaced without the prior written approval of the Fair Board. Replacement personnel or sub-consultants submitted for approval must have at least equal qualifications, experience, and expertise as those listed in the proposal.

Please submit your RFQ response by 5:30 P.M. MDT, March 22nd, 2019, via email to jeremyw@bannockcounty.us. Responses received after the deadline will be discarded without review. **Rate sheets should be sent in a clearly labeled and sealed envelope via USPS, FedEx, UPS, or similar, and shall be received by 5:30 P.M. MDT, March 26th, 2019.** Send rate sheets to:

Jeremy Welch
5500 S. 5th Ave
Pocatello, ID 83204

Please contact Jeremy Welch (jeremyw@bannockcounty.us) before 5:30 P.M. MDT, March 19th, 2019, with any questions regarding this RFQ. Responses to questions will be posted to the Fair

Grounds website by the close of business on March 20th, 2019. Questions submitted in person or via phone will not be addressed.

Selection

A selection committee will assist with firm evaluations and make recommendations to the involved public entities who will seek to negotiate a contract, detailed scope of work, fee schedule, etc. with the top-ranked firm. If unable to reach an agreement, the entities will terminate negotiations and commence negotiations with the second-ranked firm, and so forth.

The Fair Board will review proposals and select a firm based on the following criteria:

- Overall Proposal Suitability: The information provided in the proposal is clear, concise, and relevant;
- Technical Expertise and Experience: Firms must provide descriptions and documentation of staff technical expertise and experience as it pertains to the scope of this project;
- Project Approach and Tentative Timeline: The tasks that must be accomplished to complete the project including creative and new ideas; how the firm proposes to execute the tasks; unique aspects of the project and alternative approaches the Fair Board might wish to consider; and
- Previous Work: Firms will be evaluated on similar projects and familiarity with building code and requirements.

If needed, the selection committee and/or public entities will perform interviews of selected firms the week of March 25th, 2019. The Fair Board anticipates that a firm will be selected during the week of April 1, 2019.

It is the responsibility of each respondent to ensure that it complies with this RFQ and provides the information requested. If a firm fails to provide any information requested in this RFQ, such failure may result in either a lowered evaluation score of the proposal or disqualification of the proposal.

Reservation of Rights by the County

The issuance of this RFQ does not constitute an assurance by the Fair Board that any contract will actually be entered into by the Fair Board. The Fair Board expressly reserves the right to:

- Waive any immaterial defect or informality in any response or response procedure;
- Reject any and all proposals;
- Reissue the Request for Qualifications;
- Invite additional respondents to the proposal;
- Request additional information and data from any or all respondents;
- Extend the date for submission of responses;
- Supplement, amend, or otherwise modify the RFQ, and cancel this request with or without the substitution of another RFQ;
- Disqualify any respondent who fails to provide information or data requested herein or who provides inaccurate or misleading information or data; and

- Disqualify any respondent on the basis of any real or apparent conflict of interest.

By responding to this proposal, each respondent agrees that any finding by the Fair Board of any fact in dispute as to this proposal or the responses thereto shall be final and conclusive, except as provided herein.