

REQUEST FOR QUALIFICATIONS

FOR

Rehabilitation of Morrow County Fair Outdoor arena wall North side

FOR

MORROW COUNTY Fairgrounds

MORROW COUNTY Fair

74473 Hwy 74 Lena
P.O. Box 464
Heppner, Oregon 97839
(541) 676-9474

June 2024

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INTRODUCTION

Morrow County, hereinafter known as the County, is seeking the services of a qualified contractor to provide construction services for rehabilitating the outdoor arena wall for the Morrow County Fair. The contract is anticipated to start **July 8, 2024** and will cover a period of three weeks. The County reserves the right to amend this contract for additional time if it is in the best interest of the County.

Separate work orders will be developed for each County project. The County reserves the right to select a different contractor for this County project if it is in the best interest of the public to do so.

Section 1: RFQ Submittal and Closing Date

Please e-mail a copy of the RFQ by July 1, 2024 and send the RFQs to the address as follows:

Morrow County Fair
Attn: Sue Gibbs
P.O. Box 464
Heppner, OR 97836
(541) 676-9474 or 541 256-6036

Section 2: Inquiries

2.1 Questions that arise prior to the RFQ deadline shall be addressed to the following:

Morrow County Fair
Attn: Sue Gibbs
P.O. Box 464
Heppner, OR 97836

2.2 Contractors shall submit questions in writing to Sue Gibbs no later than seven days prior to the submittal date. Substantive questions and answers will be provided to all RFQ recipients.

Section 3: General Statement of Work and Delivery Schedule

3.1 General Work Statements

The objective of this work is to re-build the arena wall at the Morrow County fair OTPR arena. This will include replacing the current plywood with marine grade plywood and adding structural support (9' from the ground) for the wall . It also entails finishing a continuous fence (5 rail) at the catch pen side of the arena. Projects may include, but are not limited to, the following:

1. A pre-design meeting is required – with Tony Clements
2. Priming and painting plywood (sprayer needed) and panels that are attached
3. Welding fences and archway
4. Concrete work
5. Strapping and securing plywood
6. Painting all arena panels (itemize separate for materials and labor)
7. If panels are damaged beyond repair contact MCF

3.2 Contractors Responsibilities

The scope of work to be performed by the Contractor for this County project may include some reinforcement of plywood, welding, prepping and painting marine grade plywood, painting of panels, securing tin to the bottom foot of the plywood with big head self-tapping screws Setting archway in concrete and covering this with soil. Welding continuous fence to finish an incomplete section. A detailed Scope of Work will be provided for each specific project. Services to be provided may include some of, but not limited to, the following:

1. Getting the appropriate permits and following all building codes.
2. Prepare preliminary project costs prior to project.
3. Remodeling and modification of existing gray arena wall.
4. Meet with the County maintenance person as necessary.
5. Be flexible with 4-H events coming on weekends, the arena should be left in a safe way (picking up tools, metal, screws and wire) between work sessions. The tractor should be able to still work the arena during the week.

Section 4: RFQ Content Requirements

4.0 Fee Schedule

Costs will be evaluated as part of the selection process. A Preliminary Fee Schedule must be included with the RFQ.

4.1 Contractors Capabilities/Experience/References

Outline the contractor's capabilities and experience with regard to the requested services. The response should address the following:

- Experience with similar projects.
- Equipment available.
- Response time.

4.2 Project Team

Outline the contractor's personnel who would work with the County. The response should also address the following:

- Extent of principal involvement.
- Names of key members who will be performing the work on these projects and their responsibilities. Unless otherwise agreed the successful respondent shall be responsible for the performance of any subcontractor. The contractor will ensure that any subcontractors abide by all terms and conditions of the contract.
- Qualifications and relevant individual experience, including subcontractors.
- Certificate of Insurance: commercial liability insurance and workers compensation insurance will need to be presented when the contract is awarded.

4.3 Method of Approach

Outline the contractor's approach to working with the County on County projects.

4.4 Understanding of Requested Services and Local Area Factors

Outline the contractors understanding of the requested services and the impact of local area factors on these services. The response should address items such as experience and familiarity with local conditions that could affect project construction success such as local materials sources, weather limitations, local contracting resources, etc.

Section 5: Proposal Evaluation and Contractor Selection

5.1 Evaluation Process

Statements of Qualifications submitted on time will be reviewed against the Pass/Fail criteria. RFQs meeting those criteria will be forwarded to an evaluation committee for scoring against the evaluation criteria (listed below) and ranking. The outcome of the evaluations may, at the County's sole discretion, result in (A) notice to a Proposer(s) of selection for tentative contract negotiation and possible award; or (B) further steps to gather more information for further evaluation. The selection process may be canceled if the County determines it is in the public interest to do so.

5.2 Evaluation Criteria

Each proposal will be judged as a demonstration of the contractor's capabilities and understanding of the services requested. Evaluation factors and maximum points will be as follows:

Criteria	Maximum Score
A. Fee Schedule	60
B. Contractor's Capabilities/Experience/ References	20
C. Labor & Equipment Availability	10
D. Method of Approach	10
Total Maximum Score:	100

Section 6: General Information

- 6.1 The County may require any clarification or change it needs to understand the selected contractor's project approach.
- 6.2 The successful contractor must have Worker's Compensation Insurance covering work in Oregon. The successful contractor must also submit documents addressing insurance, non-collusion, tax law, debarment, and conflict of interest as part of the personal services contract.
- 6.3 The County reserves the right to reject any or all proposals and is not liable for any costs the contractor incurs while preparing or presenting the proposal.
- 6.4 The County reserves the right to cancel this RFQ upon a good cause finding.
- 6.5 The County may award a contract to the contractor whose proposal, in the opinion of the County, would be most advantageous to the County.
- 6.6 The selected general contractor will be required to assume responsibility for all services outlined in the RFQ, whether the contractor or a subcontractor produces them.

— ADVERTISEMENT —

**REQUEST FOR QUALIFICATIONS FOR
General Contractor – Rehabilitation of North End Outdoor Arena Wall**

Morrow County Fairgrounds- 74473 Hwy 74 Lena, Heppner, Oregon

Morrow County, Oregon, requests proposals for a qualified Contractor to re-build the north side of the arena wall with Marine grade plywood. This plywood will need to be primed and painted (gray) and secured to the panels (painted white). Structural support will need to be added ½ way down the wall as a 9' archway from the ground. A continuous fence will need to be completed by the catch pens on the east side of the arena. Painting panels (white) that the plywood hangs by and new fencing construction. An additional paint job can be itemized in the quote to include painting all panels in the arena. Strapping and securing tin or metal to the lower foot of the plywood will need to be done. Contractors submitting qualifications shall be considered based upon the following general evaluation criteria:

1. Fee schedule.
2. Experience.
3. Method of approach.
4. Availability of labor and equipment.
5. Time management with fair events coming up at the end of July

Copies of the Request for Qualifications may be obtained from Morrow County Fair, P.O. Box 464, Heppner, OR 97836. Complete proposals will be accepted at the same address no later than 4:00 p.m., **July 1st, 2024**. Any questions or concerns may be addressed to Tony Clements @ 541-240-1791 or email: aclement@co.morrow.or.us