



Grant County Fairgrounds
3953 Airway Dr NE
Moses Lake WA 98837-1029
(509) 765-3581 Fax: (509) 766-7940
www.gcfairgrounds.com
grantcountyfairgrounds@co.grant.wa.us

REQUEST FOR QUALIFICATIONS (RFQ) Packet

Grant County Fairgrounds
Grant County, WA

FAIRGROUNDS SEWER SYSTEM ENGINEERING DESIGN SERVICES

The Grant County Fairgrounds, located in Moses Lake, Washington, by and through the Board of County Commissioners, is seeking to contract with a certified engineer or engineering firm for the purpose of receiving a technically sound engineering design for the installation of a sewer collection system at the Grant County Fairgrounds located at 3953 Airway Drive NE in Moses Lake, Washington. At the County's choice, the selected engineer or engineering firm may be retained for construction administration services.

Scope of Work:

The contract's general purpose will be to:

- (1) Design a sewer collection system to collect and convey all wastewater generated at the Fairgrounds to a connection with the adjacent municipal sewer collection system.
- (2) Coordinate the design with applicable regulatory requirements and the standards of the adjacent municipal sewer collection system.
- (3) Prepare contract documents for public bidding of the sewer collection system by construction contractors.

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);
- (3) Include the names, phone numbers, email 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 type 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 a public works bid project;
- (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 document and three (3) copies in a sealed envelope clearly marked with the project "Grant County Fairgrounds Sewer System Engineering Design Services RFQ";
- (10) Be received by mail, recognized carrier, or hand delivered on or before 1:00pm on Monday, June 15th, 2015 to:

**Jerry Gingrich, Director
Grant County Fairgrounds
3953 Airway Drive NE
Moses Lake, WA 98837-1029**

Submittals **must not**:

- (1) Be late;
- (2) Be submitted via email or fax;

RFQ Submittal Opening:

RFQ submittals will be opened on Monday, June 15th, 2015 at 1:30pm at the Grant County Fairgrounds.

Please note that any and all costs associated with the submittal will be borne by the submitting individual/firm.

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

Should you have any questions about the submittal process, please contact the undersigned at (509) 765-3581 ext. 4613 or via email at jgingrich@grantcountywa.gov.

Thank you in advance for your courtesies.

Sincerely,

Jerry Gingrich
Director

FAIRGROUNDS SEWER SYSTEM ENGINEERING DESIGN SERVICES

SELECTION PROCESS AND CONTRACT EXPECTATIONS:

- (1) Selection of a qualified individual/firm will be made by the Board of County Commissioners (BOCC), the Fairgrounds Director, and one or more representatives of Grant County (hereinafter referred to as the "Selection Committee"). 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 BOCC.
- (2) The 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, all submittals and any supplemental documents become property of the County.
- (5) The County reserves the right to award the contract to the individual/firm that presents the submittal which, in the judgement of the Selection Committee, best accomplishes the desired result.
- (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 **except** the Fairgrounds Director who may answer general RFQ questions.

UNDERSTANDING OF AND APPROACH TO THE CONTRACT:

- **Insurance:**
Prior to final signatures on the contract, the individual/firm shall provide the Fairgrounds Director with proof of professional liability insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$1,000,000.00 in the aggregate for personal injury, bodily injury, and property damage.
- **Indemnification:**
The individual/firm 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 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, or employees.

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

- Violation of statute, ordinance, or regulation;
- Willful, intentional or other wrongful acts or failure to act;
- Negligence or recklessness;
- Furnishing of defective or dangerous products;
- Premises liability;
- Strict liability;
- Violation of civil rights;
- Violation of any federal, state or county statute, regulation or ruling resulting in a determination by the Internal Revenue Service (IRS), 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.

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.

CONTRACT:

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, not to exceed 31 December 2016, whichever comes first. 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.