

# **Request For Qualifications**

**For**

## **Eastern Oregon Trade and Event Center Development Services**

**On behalf of**

**The Eastern Oregon Trade and Event Center Project Sponsors**

**Contact:**

**Dan Dorran**

**Umatilla County Fair Board**

**425 W. Orchard Ave.**

**Hermiston, Oregon 97838**

**Telephone: 541-567-6121**

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# Eastern Oregon Trade and Event Center Development Services

## Request for Qualifications

### On behalf of Project Sponsors

#### 1. General Information

The Umatilla County Fair Board, the Farm City Pro Rodeo Board, Umatilla County, and the City of Hermiston have partnered together to sponsor the development of the Eastern Oregon Trade and Event Center (EOTEC), (hereinafter the Project). The EOTEC development partnership is seeking qualifications from interested professional services firms and/or individuals required to plan, permit, guide, and facilitate the placement of buildings and infrastructure at the Project that would include housing the Umatilla County Fair and Farm City Pro Rodeo.

This project requires the guidance of experienced firms/individuals to develop new buildings, parking and related infrastructure at a new site with anchor tenants being the Umatilla County Fair and the Farm City Pro Rodeo. The new site is located adjacent to the Hermiston Airport on 75 acres of ground currently owned by the City of Hermiston. Approximately 10 pre-manufactured metal buildings and a rodeo arena with appurtenant facilities together with roads, parking, site work, landscaping, electrical service, lighting, water supply, wastewater collection and transmission, communication and telephone service, storm water collection and discharge and etc will be developed through services provided from this solicitation.

Information developed in a draft master planning document for the Fair and Rodeo facilities, identifying the types and sizes of buildings and related infrastructure, is included as Appendix A to this RFQ. This information is provided to assist interested firms/individuals to identify the range of services for which qualifications should be submitted to the EOTEC Project Sponsors. A significant architectural building design effort is not envisioned to be required. Rather, the use of pre-manufactured metal buildings based on those incorporated into similar facilities and a similar environment identified in the Northwest is anticipated.

**Qualifications requested by this solicitation do not include construction.** The professional services required will be comprehensive in nature and will include all work necessary to transition from the currently accepted master planning document to the development of competitive bidding documents for procurement of materials and construction of the works. Construction support to the EOTEC Project Sponsors will also be required.

Funding for the project is being provided through public grants and will approach \$10 million for the complete fair and rodeo structures and related facilities indicated herein. As a result competitive bidding for construction will be required, together with permitting and coordination of a project of this nature in a public contracting environment.

The RFQ process will be used to select the successful team, having the appropriate qualifications and experience. Qualifications and experience may be submitted by teams comprised of individuals or professional service firms or a combination of each. The lead individual or firm will be responsible for the content of the submittal and any follow-on interaction with the EOTEC Project Sponsors. Qualifications submittals will be judged on the proposer's capability for the entirety of the Fairgrounds and Rodeo development.

## **2. Qualifications Criteria**

Qualifications submittals will be evaluated according to the following criteria:

- Experience and qualifications of the proposer and their key personnel on recent successful projects of similar scope and magnitude
- Experience and qualifications of the proposer and their key personnel on successful publicly funded facilities with multiple entities functioning as the Project Sponsor
- Demonstration of the proposers successful comparable experience in Eastern Oregon and Washington
- Identification of the percentage of time key personnel will be available during the project
- Ability to convey in a concise manner, which is easily understood, information requested by this RFQ
- Demonstration of the financial stability and prior working relationships of the proposers team
- Demonstration of the proposers team's success in meeting project timelines
- 10-year history of any litigation and claims made against public owners for each major firm, including the disposition of the litigation and claims
- Demonstration of the proposers ability to meet the EOTEC Project Sponsors requirements for insurance and indemnification
- List of references of projects of a similar nature.

## **3. Submittal Requirements**

Proposers shall submit all necessary materials to demonstrate that they meet the qualifications criteria listed above, including such submittals as: descriptions, drawings, renderings, brochures, and other documentation of successfully completed comparable projects; resumes, vitae, qualifications and detailed experience portfolios of all firms and key individuals on the proposers team; history and financial stability of the proposer; evidence of insurance coverage; general marketing materials; and references from other public and private owners for successfully completed comparable projects.

**This RFQ does not solicit development plans or drawings for the proposed Fairgrounds and Rodeo development.** Plans or drawings from comparable projects successfully completed or in progress are appropriate to help demonstrate the proposer's comparable experience.

Submittal Format - Proposers are requested to limit their submittals to a maximum of 50 pages, excluding resumes and a two-page maximum transmittal letter. The EOTEC Project Sponsors will appreciate brief and concise responses to this request for qualifications. A single page is defined to be 8.5 x 11 inches, an 11 x 17 inch sheet will be considered to be 2 pages. The minimum font size shall be 12, in Calibri or similar. A limited number of Larger size drawings or exhibits are acceptable and may be folded into an 8.5 x 11 inch size. All proposals shall be bound using a spiral or ring binder.

Please submit twelve (12) original bound copies of the qualifications submittal and one electronic copy on DVD or memory stick, to:

Dan Dorran

Umatilla County Fair Board

425 W. Orchard Ave.

Hermiston, Oregon 97838

Telephone: 541-567-6121

Fax: 541-567-8115

The submittals are due at 3:00 PM, Pacific Time, Friday, October 21, 2011, in care of: Dan Dorran/Umatilla County Fair Board/425 W. Orchard Avenue/Hermiston, OR 97838. The proposer bears full responsibility for delivery of the proposal to the above individual and address prior to the above date and time. Late proposals will be rejected and returned to the proposer unopened. Proposals submitted by facsimile, e-mail or other electronic media are not acceptable.

#### **4. Schedule of Events**

Advertise for Statements of Qualifications: Early September, 2011

Qualifications Submittals Due: 3:00pm, Pacific Time, Friday, October 21, 2011

Submittals Reviewed/Short-List of Firms Developed: Late October, early November, 2011\*

Interviews: Second or third week of November, 2011

Selection of Proposer: Mid-November, 2011

Development and Negotiation of Scope and Fee, Contract Development, Notice to Proceed: Late November, 2011\*\*

\* - Dates after the qualifications submittals are due are subject to change based on the volume of submittals received and other possible considerations, including the calendars of the EOTEC Project Sponsors and submittal reviewers.

\*\* - Where the EOTEC Project Sponsors are unable to successfully develop and negotiate a scope of services and fee, negotiations with the next most qualified firm will be initiated until a successful proposer is obtained.

## **5. Review Panel**

This RFQ process will be conducted in accordance with this Request for Qualifications. The qualifications submittals will be reviewed by members of the EOTEC Project Sponsors and individuals selected from other area agencies or firms as deemed appropriate by the Project Sponsors. The identity of the review panel members will remain confidential. Should the identity of any review panel member become known, prospective proposers are strongly discouraged from contacting these individuals during the qualifications process.

## **6. Availability of RFQ and Mandatory Pre-Submittal Meeting**

The RFQ documents are available at the Umatilla County Fair Board Office, Hermiston City Hall, via e-mail or by regular mail. All respondents are strongly urged to register with the Umatilla County Fair Board through the contact listed in Paragraph 3 of this RFQ document to ensure that they are on the list for addenda, which may be issued during the RFQ process. The City of Hermiston will, through coordination with the Umatilla County Fair Board, maintain a companion list of potential respondents.

## **7. Questions and Comments**

All communications regarding this RFQ process must be directed to the contact person designated in Paragraph 3 above. Minor procedural questions may be answered directly via e-mail. However, any questions or comments of a substantive nature will be addressed by means of an official addendum that will be forwarded to each respondent on the contact list. The EOTEC Project Sponsor Representatives will have sole discretion to determine whether or not questions and comments are substantive.

## **8. Rate schedule**

A schedule of current hourly rates shall be submitted by each proposer, by individual and work category, together with proposed direct expenses including travel, lodging, and mileage.

## **9. Notice to Proposers**

This RFQ and the subsequent selection process shall in no way be deemed to create a binding contract or agreement of any kind between the EOTEC Project Sponsors and any proposer submitting a qualifications submittal. All legal rights and obligations between the successful proposer, if any, and the Project Sponsors will come into existence only when an agreement is approved by the EOTEC Project Sponsors and the appropriate legal documents have been

executed by the parties. The legal rights and obligations of each party shall at that time be only those rights and obligations that are set forth in such legal documents. Each proposer submitting a qualifications submittal in response to this RFQ agrees that the preparation of all materials for submittal to the EOTEC Project Sponsors are at the proposers sole cost and expense, and the Project Sponsors shall not, under any circumstances, be responsible for any costs or expenses incurred by a proposer. In addition, each proposer submitting qualifications, agrees that all documents and materials submitted shall remain the property of the EOTEC Project Sponsors, and are, as such, public records subject to the disclosure provisions of Oregon law.

## **10. Appendices**

Appendix A - Draft Master Plan and Document and Figures, Proposed Fairgrounds and Rodeo.



The Eastern Oregon Trade and Event Center is a vision of a unique facility which will host regional events from agricultural to educational, from equine to entertainment. This vision is on a path to reality through collaboration between Umatilla County, City of Hermiston, Hermiston School District, Umatilla County Fair Board, Umatilla County West End Lodging Group, and the Farm-City Rodeo.

Whereas the Stakeholders in the Eastern Oregon Trade and Event Center have created and signed a Memorandum of Agreement:

- The City of Hermiston has committed 75 acres of property along with water, sewer and access.
- Umatilla County Fair Board and Umatilla County will sell the existing Umatilla County Fair Grounds to the Hermiston School District.
- The Hermiston School District has agreed in principal to purchase the existing 28 acre fair site and lease it back to the county and Fair Board until the new site is ready for use.
- Umatilla County West End Lodging Group has committed to a nightly room assessment to fund a marketing budget.
- Umatilla County Fair Board and Farm-City Rodeo have committed to move existing real property, where applicable.

Whereas this project will save the taxpayers of the Hermiston School District, the City of Hermiston, Umatilla County and the State of Oregon an estimated \$55,000,000.00:

- Will allow Hermiston High School to expand at current location which will save cost of construction of a new facility along with additional costs associated with a new facility.
- Will save the City of Hermiston monies to correct unsafe road and traffic patterns to support current Umatilla County Fairgrounds in the center of the City.
- Will save Umatilla County Fair Board and Umatilla County the expense to upgrade 60+ years old buildings and infrastructure to support the growth and expansion of use and attendance current facilities.
- Will allow the continued growth of youth and education events such as 4H, FFA, and all educational and student body activities to continue at the new facility without expenses to upgrade current facilities to compliance with ADA, electrical, fire.

Whereas the Eastern Oregon Trade and Event Center is a multi use facility with amenities and facilities that will compliment the strategic location it enjoys at the geographical center of the Pacific NW and at the intersection of two major interstate highways:

- Is a regional facility that will serve a population of 6.5 million within a 200 mile radius.
- Will have the opportunity to host educational events for 391 K-12 schools within a 150 mile radius.
- Located at the geographical and transportation center for growing and processing of all agriculture products in the Pacific NW.

- Energy is generated by hydro, co-gen, coal, wind, nuclear, solar within a 50 mile radius to support the Pacific NW and California.
- Will have the ability to host corporate or function based conferences and/or conventions with a multi-purpose 40,000 square foot event center.
- Permits and commitment in place for a privately built 80 room hotel to begin construction at the same time the new facility begins.

Whereas the Eastern Oregon Trade and Event Center is estimated to cost \$21 million to construct, participation by all stakeholders move this project closer to reality:

- Stake holders have committed \$9 million in cash and assets.
- Multiple municipalities within the region along with business, fraternal and user organizations have written letters of support.
- Stakeholders have contributed to Friends of the Fair and Rodeo (501©3) to enter into contract with private grant writers to solicit and attract private funding.
- Marketing funds have been identified.
- Commitment by the Umatilla County Fair and the Farm-City Pro Rodeo to become anchor tenants.
- Positive operational budgets have been established.
- Project will create over 55 new jobs on site and in facilities built to support activities.

**EOTEC Dollar/Value**

Description	Dollar Value
Umatilla County Fair Moving Fund	\$350,000.00
Federal Exhibition Hall Grant	\$450,000.00
City Land	\$3,500,000.00
City upgrades (Sewer, Water)	\$1,850,000.00
Value of Transferred Assets (Bleachers, panels, chutes, equipment, lights, speakers, ticket booths, tables, chairs, etc.)	\$250,000.00
Hermiston Irrigation Rights (12 acre X \$1,000.00)	\$12,000.00
Umatilla County Fairgrounds sale value	\$3,000,000.00
Oregon State Lottery Funds Grant	\$7,100,000.00
<b>Total</b>	<b>\$16,512,000.00</b>
Federal Tax Credits	15%-20% of project

**Status**

Monies committed by Umatilla County

Committed land and upgrades by City of Hermiston

Committed real property and transferable values by the Umatilla County Fair

Agreed and committed selling price

Oregon State Lottery funds granted by 2011 Oregon Legislature

This money is below the line and is committed by the Portland Family of Funds

