**Request for Consultant Qualifications**

**(RFCQ # 2023-01)**

**For the**

**Port of Newport**

**R/V Park Annex Conceptual Redesign**

**Issue date:**

**April 24, 2023**

**Closing location:**

**600 SE Bay Blvd., Newport, OR 97365**

**Closing date and time:**

**Electronic copies of your response must be received**

**by 3:00 p.m. Pacific Standard Time on June 9th, 2023**

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April 24th, 2024

To: Applicant

RE: **Request for Consultant Qualifications (RFCQ 2023-01) for the conceptual redesign of the South Beach R/V Park Annex**

Dear Applicant:

The Port of Newport (PON) invites you to submit a Statement of Consultant Qualifications (SOCQ) to provide a conceptual redesign of the South Beach R/V Park Annex in Newport, OR. This conceptual redesign will include market analysis to present the Port with design options that will make best use of this small R/V park, and evaluation of the City of Newport’s municipal code to ensure that the project advances in accordance with city requirements. Future phases of the project may be included by contract amendments to include, but not limited to, permitting, engineering and design work through 100% plans, interfacing with construction contractors, and/or project management. Because the Port still has yet to undergo the approval of budgets, this project is contingent upon final approval of funds. Any project may be cancelled at the convenience of the port, although the RV Park Annex redesign and rebuild are high priority items on the Port’s capital improvement list.

To receive full consideration and to be invited to submit a final proposal for this work, please submit an electronic copy of your Statement of Consultant Qualifications (SOCQ) meeting the submittal requirements as stated in this document by June 9th, 2023 to the following address:

Attn: Aaron Bretz, Director of Operations

Port of Newport

[abretz@portofnewport.com](mailto:abretz@portofnewport.com)

Requests for Proposals will be provided to the most qualified candidates. We look forward to receiving an SOCQ from you. If you have any questions regarding this request, please contact Aaron Bretz, Director of Operations. [Inquiries should be submitted in writing only or via email by May 19th, 2023.]

**BACKGROUND**

The Port of Newport owns and operates a successful R/V park near the South Beach Marina. The main park is located near the center of the marina; a smaller and older portion of the park known as the “Annex” is located at the southern-most end of the Port’s property across Marine Science Drive from the Rogue Brewery. The Annex is an antiquated park that was previously a low-cost trailer park acquired by the Port over 30 years ago. The space in the Annex is under-utilized and the infrastructure is failing. The Port of Newport is searching for a firm that has experience in designing R/V Park layouts and structures, and has experience in the R/V market that can be leveraged to help the Port make adequate design and/or marketing choices to properly position this R/V park to maximize its revenue generating potential.

**RFCQ SUBMITTAL REQUIREMENTS**

Please submit your Statement of Consultant Qualifications by **June 9th, 2023 by 3:00 p.m.** in accordance with the following requirements. The word “Respondent” in this document means an individual, an organization or a firm that submits, or intends to submit, a response. Responses will be marked with their receipt time at the closing location.

1. *Statement of Consultant Qualifications:* The Statement (including the transmittal letter) **shall not exceed a total of 5 single-sided pages**. Resumes shall be included in an appendix and are not counted as part of the five pages. Documents may be submitted by email.

2. *Transmittal Letter:* The Statement of Qualifications shall be transmitted with a cover letter describing the respondent’s interest in providing consulting services to the PON. The cover letter should include the name, title, address and telephone number of the individual to whom correspondence and other contacts should be directed during the consultant selection process. The person authorized to negotiate a contract with PON shall sign the cover letter. Address the cover letter and the Statement of Qualifications as follows:

Aaron Bretz, Director of Operations

Port of Newport

600 SE Bay Blvd.

Newport, OR 97365

3. *R/V Park Conceptual Redesign Questionaire:* Please answer the following **four questions** to the best of your ability regarding your experience as it relates to this request for qualifications.

a. What experience do you have with planning R/V park designs? *Provide specific examples and contact information, if applicable.*

b. What experience do you have with analysis of the best use of space in R/V parks as well as local market analysis? *Provide specific examples and contact information, if applicable.*

c. What experience do you have in developing and employing solutions for obsolete R/V park infrastructure? *Provide specific examples and contact information, if applicable.*

d. What experience do you have in determining solutions for R/V park design to fit the market? *Provide specific examples and contact information, if applicable.*

e. What experience do you have seeing an R/V park design through to completion of the construction project? *Provide specific examples and contact information, if applicable.*

**SELECTION CRITERIA**

The Port’s objective is to effectively and objectively evaluate the direct industry-related experience of all the Statements of Consultant Qualifications submitted in a timely manner. The Statement will be evaluated and scored on a 100‐point total basis using the following criteria:

1. Expertise in work required to produce the project deliverables.

2. Experience with similar types of projects and industry knowledge.

3. Satisfaction of previous clients (if applicable).

4. Flexibility and availability of the respondent’s schedule.

5. Staffing and fee structure for the project.

Criteria 1-2 are worth 25 points each; criteria 4 and 5 are worth 12.5 points each; two or more respondents will be invited to interview by remotely between **June 20th – 23rd, 2023.**

PON staff will provide the appropriate notice and schedule for interviews. The selection panel will make a recommendation to Port of Newport Commissioners and staff for a final selection of the most qualified respondent based primarily on technical expertise and experience in conducting similar work. Once the top candidate has been selected, PON staff will negotiate a services contract with the selected candidate.

**SELECTION PROCESS AND PROJECT SCHEDULE**

**Project Timeline**

The following timetable outlines the anticipated schedule for the project. The timing and the sequence of events resulting from this request for qualifications may vary and shall ultimately be determined by the selected consultant and PON staff. This project is pending approval of funding, and may be changed or cancelled at the convenience of the Port.

Dates Events

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| --- | --- |
| **DATES** | **EVENTS** |
| April 24 – June 9, 2023 | Advertisement RFCQ |
| June 9, 2023 | 3:00 p.m. PST deadline for submittal of RFCQ for full consideration |
| June 20 – 23, 2023 | Interviews |
| July 3, 2023 | Notice to Proceed |
| September 29, 2023 | Project deliverables due; future phases to be determined |

**Project Deliverables**

At the end of the project duration the Port of Newport will receive the following deliverables:

1. Recommendations for best design criteria options for the Annex as a result of market research
2. Conceptual plans for the options that the Port of Newport selects, to include an approximation of the number of spaces that can be added, and appropriately detailed drawings.
3. Based upon selection of design criteria options by PON, provide conceptual design plans for Annex, to conform to Newport Municipal Code requirements.
4. Cost estimates for detailed construction plans and for the selected design criteria and construction, and construction timeline for most effective phasing of the project.
5. An artist’s rendering of the R/V Park Annex concept from two different angles that show major design changes and overall plan from at least two angles of the Annex.