

**Request for Consultant Qualifications
(RFCQ # 2019-01)**

**For the
Port of Newport
R/V Park Annex Conceptual Redesign**

**Issue date:
January 23, 2019**

**Closing location:
600 SE Bay Blvd., Newport, OR 97365**

Closing date and time:

**Two complete hard copies of your response must be received
by 3:00 p.m. Pacific Standard Time on February 8th, 2019**

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January 23rd, 2019

To: Applicant

RE: Request for Consultant Qualifications (RFCQ 2019-01) 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.

To receive full consideration and to be invited to submit a final proposal for this work, please submit a Statement of Consultant Qualifications (SOCQ) meeting the submittal requirements as stated in this document by February 8th, 2019 to the following address:

Attn: Aaron Bretz, Director of Operations
Port of Newport
600 SE Bay Blvd.
Newport, OR 97365
abretz@portofnewport.com

Requests for Proposals will be provided to the most qualified candidates. We look forward to receiving a 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 February 8th.]

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 **February 8th, 2019 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, 8.5” x 11” pages**. Resumes shall be included in an appendix and are not counted as part of the five pages. Documents may be submitted by mail or 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 Questionnaire:* 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? *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.*

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 Scope of Work tasks.
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. Fee rates and structure; forecasted total consultant fees

Two or more respondents may be invited to interview by phone between **February 8th – 22nd, 2019.**

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.

DATES	EVENTS
Jan. 23 – Feb. 8, 2019	Advertisement RFCQ
February 8, 2019	3:00 p.m. PST deadline for submittal of RFCQ for full consideration
February 9 – 22, 2019	Interviews
March 1, 2019	Notice to Proceed
June 28, 2018	Completion Date

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
3. Based upon selection of design criteria options by the Port of Newport, provide conceptual design plans for renovation of the R/V Annex, to conform to Newport Municipal Code requirements
4. Cost estimates for detailed construction plans for the selected design criteria and construction
5. An artist's rendering of the R/V Park concept from two different angles that show major design changes