

Request for Proposals To Research and Assess Economic Development Requirements



**Baker County, Oregon
1995 Third St.
Baker City, OR 97814**

Baker County is requesting proposals for a contractor to provide research and assess the requirements for Economic Development in Baker County, provide the lead on connections with all agencies requiring economic development direction and assistance, and maintain the website and social media pages.

Sealed proposals must be received at the Commissioner's Office located in the Baker County Courthouse, 1995 Third St., Baker City, OR 97814, no later than 4:00 p.m., February 28, 2020. Proposals must be clearly marked "Economic Development Research".

Any questions about the request for proposals must be submitted by email to Executive Assistant, Heidi Martin, at hmartin@bakerCounty.org. All questions must be submitted no later than February 14, 2020.

Legal Advertisement

INVITATION TO BID

The Baker County Board of Commissioners is requesting proposals from all interested businesses, 501(c)(3)s, or persons for a 6 to 12-month contract, renewable yearly to research and assess the requirements of Baker County Economic Development, provide the lead on connections with all agencies requiring economic development direction and assistance, and maintain the website and social media pages.

- 1) Proposals must be received by 4:00 p.m., February 28, 2020.
- 2) Proposals must be received by the Commission Office by mail or delivered in person by the designated time at the Baker County Courthouse, Board of Commissioner's Office, 1995 Third St., Baker City, Oregon, 97814.
- 3) The Proposal must be in writing in a sealed envelope marked, "Economic Development Research" or its equivalent. The Proposals will be publicly opened and read during the March 4, 2020 Commission Session located in the Baker County Courtroom, Baker County Courthouse, 1995 Third St., Baker City, Oregon, 97814. An award decision will be made at that time.
- 4) The Request for Proposals (RFP) and supporting documentation may be seen on-line at <https://bakercounty.org>, and copies can be obtained from the Baker County Board of Commissioners, Attn: Heidi Martin, Executive Assistant, 1995 Third St., Baker City, Oregon, 97814, (541) 523-8200, Monday through Friday 8:00 a.m. to 4:00 p.m. Any questions regarding the specifications should be directed to the Commission Chair, Bill Harvey, (541) 523-8200.
- 5) The Baker County Board of Commissioners reserves the right to accept all or any part of any proposal received.
- 6) The Baker County Board of Commissioners reserves the right to reject any and all proposals and to waive any technicalities at its option when in the best interest of the County.
- 7) The timeline for the start date of this contract position is March 15, 2020.

INSTRUCTIONS TO BIDDERS

The Baker County Board of Commissioners is requesting proposals from all interested businesses, 501(c)(3)s, or persons for a 6 to 12-month contract, renewable yearly, to research and assess the requirements for Baker County Economic Development, provide the lead on connections with all agencies requiring economic development direction and assistance, and maintain the website and social media pages..

GENERAL PROPOSAL INFORMATION

Request for Proposal Process

The Baker County Board of Commissioners is requesting proposals from all interested businesses, 501(c)(3)s, or persons for a 6 to 12-month contract, renewable yearly, to research and assess the requirements for Baker County Economic Development, provide the lead on connections with all agencies requiring economic direction and assistance, and maintain the website and social media pages, tentatively scheduled to begin March 15, 2020. Proposals must be submitted on the Bid Form provided with this document. The Proposer must appropriately and completely fill in all blanks legibly in ink. Any changes must be initialed. Any questions relating to this solicitation should be directed to Bill Harvey, Commission Chair, (541) 523-8200.

Request for Proposal Documents

The Proposal Documents consist of:

RFP Advertisement

Instruction to Proposers

Bid Form

Proposed Contract Documents

Any and all Addenda issued prior to proposal due date

Work to be Performed

(See proposed Agreement, attached)

Schedule of Events

This RFP was advertised four (4) days per month until filled in the Baker City Herald.

Any questions regarding Proposal Documents should be directed to Heidi Martin, Executive Assistant, (541) 523-8200.

Sealed proposals must be received at the Commissioner's Office located in the Baker County Courthouse, 1995 Third St., Baker City, OR 97814, no later than 4:00 p.m., February 28, 2020.

Proposals must be in a sealed envelope and clearly marked “Economic Development Research”, or its equivalent.

The Proposals will be publicly opened and read during the March 4, 2020 Commission Session located in the Baker County Courtroom, Baker County Courthouse, 1995 Third St., Baker City, Oregon, 97814. An award decision will be made at this time.

The selection of the tentative contract awardee is for procedural purposes only and does not create any contract rights in the tentative awardee and creates no obligation binding upon the County until the County has executed a contract.

Evaluation Criteria

Each Proposal will be evaluated based on the following criteria:

- Total Cost
- Performance history on other private and public contracts
- Experience of key personnel
- References (with an emphasis on past performance/evaluations when working with the public)

General Selection Information

A proposal is an offer; irrevocable, valid and binding for not less than thirty days from closing (February 28, 2020).

Baker County Board of Commissioners reserves the right to accept all or any part of any proposal received.

The Baker County Board of Commissioners reserves the right to reject any and all proposals and to waive any technicalities at its option when in the best interest of the County.

Other Requirements

The County will not consider any proposal unless the proposal contains a resume of the Bidder’s work experience and education, and personal references.

All persons or entities submitting a proposal represents that he/she has read and understands the Request for Proposal documents and his/her proposal is made in accordance therewith. He/she has familiarized himself/herself with the local conditions under which the service is to be provided. His/her proposal is based on the description of the scope of services in the Request for Proposal and contract documents.

Contract Terms and Conditions

All persons submitting a proposal shall comply with the provisions of the Oregon Revised Statutes, Oregon Administrative Rules, local rules, and ordinances.

(See Proposed Contract, attached)

Interpretation or Correction of Bid Documents

Bidders requiring clarification or interpretation of the Request for Proposal (RFP) documents shall make such request prior to the due date for proposals. Bidders shall promptly notify Baker County of any ambiguity, inconsistency, or error which they discover upon examination of the RFP documents. Any interpretation, correction, or change of RFP documents made by addendum. Interpretations, corrections, or changes in RFP documents made in any other manner will not be binding and Bidders shall not rely on such interpretations, corrections, or changes. Any addendum will be provided to any prospective Bidder who has requested the RFP documents or has expressed an interest in bidding for this service contract.

Protest of Bid Specification

A Bidder who believes the RFP specifications are unnecessarily restrictive or limit competition may submit their Protest, in writing, to the County. To be considered, Protests must be received at least five (5) days before the proposal closing date. Envelopes containing Protests should be marked "Bid Specification Protest". The Protest must be addressed to Bill Harvey, Commission Chair, 1995 Third St., Baker City, OR 97814.

Protest of Award

Any actual Bidder who is adversely affected or aggrieved by the County's award of the Contract to another proposer shall have seven (7) calendar days after issuance of the award documents to submit to the County a written Protest of the award. The written Protest shall specify the grounds upon which the Protest is based. In order to be an adversely affected or aggrieved Bidder with the right to submit a written Protest, a Bidder must itself claim to be eligible for award or the Contract as the lowest responsive, responsible Bidder or best proposer, and must be next in line for award; the protester must claim that all lower Bidders are ineligible for award because their bids were nonresponsive; or as a result of the County committing a material violation of a solicitation provision or of an applicable procurement state or administrative rule, the protester was unfairly evaluated and would have, but for such material violation, been the lowest Bidder.

Failure to Enter into a Contract

The successful Bidder, upon failure to execute and deliver the contract, within fourteen (14) days after receiving notice of award, can be cause to forfeit and void the Contract.

Qualification of Bidder

A Bidder whose proposal is under consideration shall, upon request, promptly furnish satisfactory evidence of his/her experience, organization if applicable, and equipment he/she has available for performance of the Contract.

Submission of Post-Bid Information

- 1) A Bidder whose proposal is under consideration shall, upon request, provide in writing, within 24-hours of such request, the following information to Baker County:
 - a. A designation of the work to be performed by the Bidder with his/her own forces;

- b. A list of names of the subcontractors, or other persons or organizations, including those who are to provide any work under this contract;
 - c. The Bidder will be required to establish to the satisfaction of Baker County, the reliability and responsibility of the proposed subcontractors to furnish and perform the work not to be performed by the Bidder with his/her own forces.
- 2) Prior to the award of the contract, Baker County will notify the Bidder in writing if Baker County, after due investigation, has reasonable objections to any person or entity proposed by the Bidder. If Baker County has a reasonable objection to a proposed person or entity on such list and refuses in writing to accept such person or entity, the Bidder may, at the Bidder's option:
- a. Withdraw the proposal; or
 - b. Submit an acceptable substitute person or entity with an adjustment in the proposal to cover the proven difference in cost occasioned by such substitution. Baker County may, at its discretion, accept the amended proposal price or disqualify the Bidder. In the event of either withdrawal or disqualification, liquidated damages will not be assessed.
- 3) Persons and entities proposed by the Bidder, and whom Baker County has made no reasonable objection, shall be used on the work for which they are proposed and they shall not be changed except with the written consent of Baker County.

Contract Execution

Baker County will provide the successful Bidder with Contract forms within five (5) days after the awards of the bid. The Bidder will be required within fourteen (14) days after receiving the Notice of Award to execute and deliver the Contract to Baker County.

Worker's Compensation

If the successful Bidder is an employer, he/she is a subject employer under Oregon Worker's Compensation Law and shall comply with ORS 656.017 and shall provide Worker's Compensation coverage for all his/her 'subject workers' as defined under ORS Chapter 656.

Applicable Laws

All Bidders are required to comply with the applicable provisions of state and federal law as well as local rules and ordinances.

County Representative

As provided in the Proposed Contract, the County Representative shall be the Chair of the Board of Commissioners or his/her designee.

Modification/Termination of Contract

The County shall have the right to modify/terminate the Contract in the event of decrease in available funding.