

**REQUEST FOR STATEMENTS OF QUALIFICATIONS AND EXPERIENCE
FOR
SITE MANAGER FOR DISTRICT PROPERTY**

INTRODUCTION

The contract will be for professional services as defined herein. The Boundary County Translator District, hereinafter "District" reserves the right to inquire into the prospective proposer's ability to provide professional services, as defined below, and to amend the Schedule of Projects and contract scope of work, at the sole discretion of the District, to include any or all of the below listed services, or others not listed. Monies expended in responding to this RFQ will not be reimbursed.

SCOPE OF WORK

The District seeks to hire a Site Manager to provide site management services for District property. These services may include, but are not limited to:

We are seeking services to assess our current facilities and provide a functional, economical and sustainable analysis for site management for the District and protecting the District's property.

The scope of services for the district may include, but will not be limited to, the following:

1. Oversee maintenance and operation of all district assets to include equipment, buildings, and property.
2. Approve equipment locations and changes for tenants. Provide detailed reports including photographs of routinely updated tenant equipment, assets, and any changes made.
3. Consult with tenants on issues and concerns as a representative of the district. Perform dispute resolution in a fair and impartial manner. Provide positive access control to District facilities to include a log that will be presented at each board meeting, that will include which tenant is requesting access, which contractor is performing the work, names of all personnel that will be on the site, date, and time when access was granted and revoked. Log work performed per tenant/contractor, and issues tenants bring to the site managers attention.
4. Maintain site maintenance documentation and make available to the board on a consistent basis, documentation must include changes made by tenants as well as the site manager.
5. Ensure tenant compliance with the site standards and approved space allocations by completing periodic site inspections. Ensure all laws, rules and regulations are

always followed.

6. Be able to recognize when an antenna installation crew is in compliance with OSHA rules and regulations.
7. Be a point of contact for tenants and county residents regarding service concerns, issues related to the board of a technical nature, and questions.
8. Attend monthly District board meetings to present reports, issues, and problems. This is so the board can make informed decisions in a timely fashion.
9. Maintain clear separation of conflicts of interest that may place the district in harms way. Report to the board anytime a possible conflict of interest arises between tenants and site management.
10. Timely respond to district needs and operations. Any issues expected to take longer than two business days should be brought to the attention of the board within 24 hours.
11. Ensure all district owned equipment is operated in compliance with all licensing and regulatory bodies, to include but not limited to FCC, US Forest Service, State and Federal laws. Ensure proper licensing for all equipment and report when licensing is due in a timely fashion to provide renewal of licenses without interruption of service or fines.
12. Year-round ability to haul equipment and fuel (up to 500 gallons) to remote tower locations, in addition to access remote locations in all weather conditions.
13. Technical ability to troubleshoot transmission and receiving equipment specific to translator broadcasting operations.
14. Propose a yearly maintenance budget by August of each year to include replacement of equipment as needed, upgrades required, etc.
15. Assist and review of rolling 5-year Facility Plan for continued operations and improvements.
16. Ensure that all sites and equipment meet the most current edition of Motorola's R56 standards and guidelines for communication sites.
 - a. Determine what is required to bring all district owned equipment and facilities up to the current standard.
 - b. Determine what tenants are meeting the standard and which tenants are not and present to the board a report along with photographs.
 - c. When modifications are made to tenants' equipment, ensure that the changes are made in compliance with site standards. If they are not in compliance and the tenant is still on site, they are to be notified of the deficiency. If the tenant is not able to, or refuses to meet site standards, all correspondence will be brought to the board at the next meeting. A detailed report of the discrepancies, including photos will be presented to the board so they may address the issues.
17. Conduct a complete inventory of all tenant equipment including antenna placement, feedline locations, and equipment location in communication shelter. The inventory will include photographs and specific location of equipment and feedlines.
 - a. The current tower loading on each tower, showing where the loading is and where additional loading is available. A report will be given including the loading amount and location of the loads.

18. Show current power requirements and surplus power available at each site to include standard power (line power/ or alternative depending on the site) and backup power systems.
19. Conduct feasibility studies on projects assigned by the board, including but not limited to, tower replacement, new communication sites, and equipment replacement.
20. Investigate areas to reduce costs and liabilities and present to the board as assigned.
21. The expected professional services required are likely to include, but are not limited to, participation in public meetings, cost estimation for grant applications, project oversight, and working with contractors, staff, and board.

The selection process will be in compliance with Idaho Code Section 67-2320 Professional Service Contracts with Design Professionals Construction Managers and Professional Land Surveyors.

REQUIRED SERVICES

A. General Site Management Services

The District is requesting submittals for site management services. The Site Manager shall be licensed to conduct business in the State of Idaho and must maintain a current Public Works License. All employees and contractors used by the Site Manager shall be properly licensed and/or registered as required by applicable laws, rules and regulations.

The Site Manager will be required to meet monthly with Board of the District for the purpose of providing a verbal report regarding the activities on the District's property.

CONTRACT LIMITATIONS

- A. All firms are advised that some of the services may not be required and that the District reserves the right to initiate additional procurement action for any of the services included in the initial procurement.
- B. The Site Manager licensed to conduct business in the State of Idaho.
- C. The Site Manager, with regard to the work performed by him/her or her/his employees, contractor or subcontractors during the term of the contract, shall not discriminate on the grounds of race, color, gender, religion, or national origin in the selection and retention of employees, of subcontractors, or in the procurement of materials, machinery, or other equipment.
- D. **Confidential/Proprietary Information:** Idaho Public Records Law, Idaho Code Title

74, Chapter 1, allows the open inspection and copying of public records. Public records include any writing containing information relating to the conduct or administration of the public's business prepared, owned, used, or retained by a state or local agency regardless of the physical form or character. ALL, OR MOST, OF THE INFORMATION CONTAINED IN YOUR RESPONSE TO THIS RFQ WILL BE A PUBLIC RECORD SUBJECT TO DISCLOSURE UNDER THE PUBLIC RECORDS LAW. The Public Records Law contains certain exemptions. One exemption potentially applicable to part of your response may be for trade secrets. Trade secrets include a formula, pattern, compilation, program, computer program, device, method, technique or process that derives economic value, actual or potential, from not being generally known to, and not being readily ascertainable by proper means by, other persons and is subject to the efforts that are reasonable under the circumstances to maintain its secrecy. If you consider any element of your submission to be a trade secret, or otherwise protected from disclosure, you MUST so indicate by marking EACH PAGE of the pertinent document. Include the specific basis for your request that it be treated as exempt from disclosure. Marking your entire bid or proposal as exempt is not acceptable or in accordance with the bid documents or the Public Records Act. In addition, a legend or statement on one (1) page that all or substantially all of the response is exempt from disclosure is not acceptable and WILL NOT BE HONORED. PRICES QUOTED IN THIS RFQ ARE NOT A TRADE SECRET. The District, to the extent allowed by law and in accordance with this RFQ, will honor a request of nondisclosure. You will be required to defend any claim of trade secret or other basis for nondisclosure in the event of an administrative or judicial challenge to the District's nondisclosure. Any questions regarding the applicability of the Public Records Law should be addressed to the Division of Public Works or should be presented to your own legal counsel – PRIOR TO SUBMISSION.

SELECTION PROCESS

- A. A Selection Committee will be assembled to review the submittals, possibly interview selected shortlist candidates, and select the successful firm. Members of the selection committee will include the Chairman, the District Secretary, members of the District's Board and may also consist of, but are not limited to, an independent engineer, and/or other individuals appointed by the District.
- B. The selection of a Site Manager shall be based on a comparative analysis of the professional qualifications necessary for satisfactory performance of the services required.
- C. The selection may be based solely on the proposal information submitted and any necessary investigation of the information provided. The selection committee may also, at its sole discretion, conduct interviews from a shortlist of select candidates.
- D. All Statements of Qualifications and Experience submitted shall become the

property of the District and may thereafter be used by the District, without compensation to the proposers, for any lawful purpose.

- E. The contents of any proposal shall not be disclosed so as to be available to competing proposers during the negotiations process.

QUALIFICATION STATEMENT CONTENT

- A. **Basic Qualifications:** Provide basic data relative to firm's size, history, personnel, special expertise, and general credentials. Individual resumes, awards, associations, etc., may be included.

The District reserves the right to investigate and confirm the candidate's financial responsibility. This may include financial statements, bank references and interviews with past clients, employees, and creditors. Unfavorable responses to these investigations are grounds for rejection of candidate.

- B. **Specific Qualifications:** List the team expected to accomplish this work. Describe who will perform the various tasks, the amount of their involvement and responsibilities, and give their qualifications, experience, and time employed with the group. State the availability of the team to proceed with project. Provide a list of at least five (5) similar projects you have completed, with brief descriptions, which show ability to complete projects of this scope.

For each project state: the name of the project, the date the project was commenced, the date when the project was closed-out, the cost of the project at commencement and the cost after closeout, the location of the project, the name address and contact information for the client, and the team members involved with the project and the tasks they performed.

The Site Manager shall demonstrate and provide proof that they have qualification/experience with services which comply with severe weather/climate and geography related conditions that are consistent with the climate in Boundary County, Idaho.

- C. **Approach to Project:** Include a statement of your approach to this specific project, including philosophy, understanding of program, alternative concepts, and methods for consideration. Limit to two pages.
- D. **Past Performance:** Demonstrate capability to meet schedules/deadlines, without delays, cost escalations or overruns and contractor claims. Submit reference letters from prior clients or client representatives. **Letters from projects listed in item B are required.**
- E. **Examples of Work:** Renderings, photographs, preliminary drawings, working drawings and specifications may be submitted as examples of your work.

F. **Format:** To assist evaluation, it is desirable to format the submittal similar to the headings listed above. The submittals should be clear and to the point. Emphasis should be placed on specific qualifications of the people to actually perform the project and the approach to this specific project. Performance on past projects is a highly important factor.

1. Proposers shall submit six (6) copies of the above described Statement of Qualifications and Experience for Boundary County Translator District's Site Manager. The submission shall be limited to a maximum of 30 single sided pages, inclusive of all pre-printed or other promotional material.

a. **EVIDENCE OF ESTABLISHMENT AND IMPLEMENTATION OF A NON-DISCRIMINATION PROGRAM, SPECIFICALLY AS IT MAY APPLY TO THIS CONTRACT MUST BE PROVIDED. UNFAVORABLE RESPONSES OR THE LACK OF A RESPONSE ARE GROUNDS FOR REJECTION OF YOUR PROPOSAL.**

2. Submittals must contain the name, address, daytime phone number, and email address for contact persons to whom additional selection process requests should be communicated. It is the responsibility of the proposer to be properly recorded as a proposer of record with the District for purposes of receiving clarifications, addenda, or other pertinent information. All changes and/or clarifications will be distributed to all proposers of record in the form of addenda via e-mail.

A list of proposers and others who have been issued Request for Statements of Qualifications and Experience documents will be made available upon request.

3. All submittals must be **physically** received at the address and by the date and time specified herein. Facsimiles, emails or other electronic versions will not be accepted. The District reserves the right, but not the duty, to extend the Request for Statements of Qualifications and Experience submittal date if needed.

4. Any proposal received after the specified date and time will be returned unopened. All proposal envelopes must be clearly marked, "Boundary County Translator District's Site Manager." The District reserves the right to reject any and all proposals and to accept any proposal that is deemed to be in the best interest of the District.

EVALUATION CRITERIA AND WEIGHING

Proposals shall be ranked based upon the following criteria and relative importance, in all categories (as may be supplemented by secondary selection criteria) as applied by the

Selection Committee to the material in the required submittals. 0 points means poor/not addressed and 100 total points means excellent.

- A. Capability to perform all or most aspects for the project, and provide Site Management and related services as may become necessary for the District. (20)
- B. Recent experience in projects comparable to the proposed projects. (15)
- C. Key personnel's professional background/reputation and successful relevant experience. (10)
- D. Demonstrated ability to meet schedules or deadlines and to complete projects without having major (more than 5%) cost escalations, overruns, or disputed claims. (15)
- E. Quality of projects previously undertaken. (15)
- F. Familiarity with the project and the District and an understanding of the project's potential problems and the District's special needs and concerns. Of particular importance is your firm's experience in long range facilities planning and maintenance. (20)
- G. Capability to evaluate and articulate useful life of facilities. (5)
- H. Information provided concerning a person's or firm's rates, overhead and multipliers, if any, will NOT be used for the purpose of ranking.

SELECTION

Final award is contingent upon the successful negotiation of an Agreement.

The contents of the submittal may be used in a legal contract or agreement. Candidates should be aware that methods and procedures proposed could become contractual obligations. The successful firm will be required to sign an agreement containing the District's standard terms, including a requirement to carry and maintain a minimum of \$1,000,000 professional liability insurance coverage.

The District reserves the right to reject any or all submittals received as a result of this request.

TERMINATION

The District may terminate the contract without cause upon at least sixty (60) days' written notice to the Site Manager. In the event of such termination, the Site Manager shall be compensated by the District for expenses actually incurred prior to termination.

The District may also negotiate separately with any source in any manner necessary to serve the best interests of the District. Awards will be made on the basis of submittals resulting from this request and subsequent interviews, if any.

TIME SCHEDULE

Statements of Qualifications must be physically received at the District no later than Monday, May 17th, 2021 at 5:00 p.m. The address is as follows:

Youngwirth Davis & Associates
PO Box 894
7193 Main Street
Bonners Ferry, ID 83805

The District expects to evaluate proposals and provide written notification of the short-listed firms after the regular schedule meeting held on May 18th, 2021 at 5:00 p.m. If interviews are held, they will be scheduled to occur the week of May 24th at 5:00 p.m.

The District will endeavor to make a selection of the top ranked qualified firm by Friday, May 28th, 2021 by 5:00 p.m. **or as soon thereafter as practicable.**

For questions regarding this Request for Statements of Qualification and Experience, please contact the District Bookkeeper, via e-mail at marlaina@ydacpa.com. All requests and any responses thereto will be in writing.