

**MONO COUNTY DEPARTMENT OF PUBLIC WORKS  
SUSTAINABLE OUTDOORS AND RECREATION**

**REQUEST FOR QUALIFICATIONS**

**AS-NEEDED RECREATION DIVISION SUPPORT: PLANNING,  
GIS, DATA, & MEDIA MANAGEMENT**



**Date Released: January 24, 2025**

**Submission Deadline: March 05, 2025 by 3:00 PM**

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## **REQUEST FOR QUALIFICATIONS**

### **On-Call, As-Needed Recreation Division Support: Planning, GIS, Data, and Media Management**

#### **I. INTRODUCTION**

The County of Mono (County) Sustainable and Outdoors Recreation (MCSOAR) division is issuing a Request for Qualifications (RFQ) to qualified consultants and firms to provide its Department of Public Works (Department) with planning, GIS, data collection and analysis, & media management (including graphic design and website management) to assist with current and future Mono County recreation projects. The response to this solicitation will be in the form of a Statement of Qualifications (SOQs). SOQs received from interested consultants and firms will be evaluated for the professional qualifications, experience, and competence deemed necessary for the satisfactory completion of requested services. County may award up to four (4) contracts to consultants or firms, if qualified, to provide Department on an as-needed, on-call basis, the division support services described in Section III: Scope of Services of this RFQ.

The main purpose of this solicitation is to identify and contract with qualified consultants that may receive requests on an as-needed basis for specific studies and/or other services related to planning, GIS, data, and media management. Consultants who specialize in a specific area of these services may submit a proposal to provide a particular service under the RFQ; for example, planners may submit a proposal solely to fulfill project-specific requests for assistance with environmental review.

Any contract awarded pursuant to this RFQ shall be limited to a duration of three (3) years with the option to renew for an additional two (2) years and may be subject to a probationary period of up to (1) year. The maximum annual amount of any sum paid by the County pursuant to any individual consultant contract awarded pursuant to this RFQ shall be negotiated based on services provided by each contractor selected. Interested consultants and firms shall review the attached sample contract. Any contract awarded pursuant to this RFQ will be in substantially the same form as the sample contract.

In the event that a project utilizes federal dollars, this RFQ is structured to meet Architectural and Engineering (A&E) requirements most commonly triggered by federally funded transportation projects. Disadvantaged Business Enterprise (DBE) goals may be adjusted accordingly for projects leveraging federal dollars, as discussed in later sections of this RFQ.

#### **II. DESCRIPTION OF PROJECTS**

Mono County Public Works, through its Sustainable Outdoors and Recreation (MCSOAR) Division, works on projects in partnership with state, federal, and non-profit agencies. See Exhibit 3 – Project Examples.

Consultant(s) selected to provide on-call services to MCSOAR will be expected to enter into a parent contract with the County to govern the provision of those services. After the parent contract is signed, MCSOAR shall submit project-specific requests to the short-list of selected consultants on an as-needed basis. Consultants shall respond to each project-specific request with a Scope of Work (SOW) and cost estimate. If selected by MCSOAR, a SOW Letter reflecting the proposal

and estimated cost shall be drafted, signed by the County and Consultant, and appended to the parent contract.

Project-specific requests shall comply with the requirements of all of the following without limitation, and shall apply to this RFQ, and any subsequent contract as though incorporated herein by reference:

- a. Federal laws
- b. State laws
- c. Local laws
- d. Rules and regulations of governing utility districts
- e. Rules and regulations of other authorities with jurisdiction over the procurement of products

Issued projects will be funded with local, state, and federal dollars requiring the Consultant to follow all pertinent local, state, and federal laws and regulations. The DBE goal will be 0% for this RFQ. For projects funded with federal dollars, the DBE goal may be adjusted accordingly in the SOW Letter, and the Consultant may need to comply with additional requirements. Special attention is directed to Attachment 1 – Local Assistance Procedures Manual, Exhibit 10-I.

### **III. SCOPE OF SERVICES**

In relation to individual Projects, consultant(s) or firm(s) shall perform or provide planning, GIS, data collection and processing, & media management services (including graphic design and website management) for Projects as specified in task orders issued pursuant to any contract awarded pursuant to this RFQ. While it is not possible to list all the services that may be requested by MCSOAR to support the division in planning, GIS, data, and media management during the term of the parent contract, project-specific requests may include, or be similar in nature to, the following:

Planning services:

- Various planning services related to a project or issue which may include, but is not limited to, the development of policies/regulations, visual renderings, site plan alternatives, or creation of short- and long-term planning documents, such as master plans, project standards and templates, etc.
- Environmental analysis and reviews as requested, including preparing any required technical studies to complete CEQA and NEPA documents. Anticipated environmental analyses include §15183 exemptions, (mitigated) negative declarations, and environmental impact reports. Specific environmental study areas of interest include biological resources, hydrology/water resources, and archaeological/tribal cultural resources.
- Conceptual designs to solicit input and identify preferred options prior to development of construction plans. The Consultant may be required to examine and present project alternatives.
- Project management activities and the scope of activities such as coordinating and being responsible for scheduling meetings, managing the project schedule, preparing and distributing minutes/notes, field reviews, tracking action items for MCSOAR and subcontractors, and preparing submissions for MCSOAR.

Similar RFQs and resulting contracts within the County in the past have included the following planning-related projects during the term of the parent contract:

- NEPA and CEQA Document Preparation – e.g., §15183 Exemptions, Addendums, Negative Declarations, Environmental Impact Reports
- Botanical and Wildlife Field Surveys
- Geotechnical Studies
- Greenhouse Gas Emissions and Water Resources Analyses
- Visual Impact Analyses
- Design Concepts and Review
- Archeological and Cultural Resource Studies
- Transportation and Trails Planning

GIS services:

- Create static maps using predetermined color and font specifications.
- Manipulate spatial data in a GIS environment.
- Create and maintain dynamic web maps using ArcGIS online.
- Create and maintain GIS data sets for the division.

Data services:

- Assist with data collection efforts, including collection methodology design (including through use of data collection devices and / or in-situ observations), familiarity of data collection devices (such as trail counters, trail cameras, Survey 123, etc.), and necessary install of data collection devices and routine data collection.
- Ability to process a variety of data, ex. Mapping of GPS data points and performing spatial analyses; data manipulation in Excel or similar programs; possible statistical analysis of data.
- Ability to present data results in an acceptable and professional format.

Media Management Services:

- Assist with the development of campaigns and educational materials (virtual and printed) relevant to the division, including assistance with conceptualization\*, graphic design, and printing / publishing of materials.
  - Knowledge of graphic design software and ability to import and manipulate spatial data for cartographic improvements.
  - Creation of templates for repetitive projects
- Assist with the technical management of web-pages in various formats. Ability to design professional looking web projects and update them over time. Knowledge of embedding media into websites, and how to link a website to a mobile application.

Requested planning, GIS, data, and media management services and work may include other related professional and administrative tasks to assist County depending on the scope of the proposed project. Consultants and firms submitting SOQs do not have to perform all services and/or work listed above. Consultants and firms with experience and expertise providing a particular type of service or work will be considered for contracted services or work, if deemed relevant to future Department project requirements.

#### **IV. PERSONNEL REQUIREMENTS**

The Consultant's personnel shall be capable, competent, and experienced in performing the types of work in this Contract with minimal instruction. Personnel skill level should match the specific job classifications, as set forth herein or in the Consultant's Cost Proposal and task complexity. The Consultant's personnel shall be knowledgeable about, and comply with, all applicable Federal, State, and Local laws and regulations.

The Consultant's personnel shall typically be assigned to and remain on specific Projects/deliverables until completion and acceptance of the Project/deliverables by Mono County. After the County Contract Manager's approval of the Consultant's personnel proposal and finalization of a Task Order, the Consultant may not add or substitute personnel without the County Contract Manager's prior written approval. The removal or replacement of personnel after execution of a Project Task Order shall require written approval from the Local Agency Contract Manager.

The County Contract Manager shall evaluate the adequacy (quality and quantity) of the work performed by the Consultant's personnel. If at any time the level of performance is below expectations, the County Contract Manager may direct the Consultant to immediately remove Consultant personnel from the project specified in a Task Order and request another qualified person be assigned as needed. The substitute personnel shall meet the qualifications required by this Contract for performance of the work as demonstrated by a resume and copies of current certifications submitted by the Consultant.

Relevant personnel shall meet the minimum qualifications for their field identified in, but not limited to, in A through D below.

- A. Planning
  - a. Strong understanding of the planning process; familiarity with outdoor recreation issues and management, relevant regulations, codes, policies, and regional issues
- B. GIS
  - a. Familiarity with ESRI products such as Arcmap, ArcGIS Online, Field Collector, Avenza, Google Earth, and similar products
  - b. Knowledge of geographic file formats such as shapefile, kml, etc.
  - c. Familiarity of where to obtain necessary data layers or how to create geographic data from scratch
- C. Data
  - a. Skill in data management programs such as Microsoft Excel or similar
  - b. Familiarity with common data collection and analysis techniques
- D. Media Management
  - a. Skill with graphic design process and software, such as the Adobe suite (Photoshop, Illustrator). Ability to manipulate spatial data for cartographic improvement.
  - b. Experience with website management, ex. HTML, Wix, or other website management software.

#### **V. PROPOSAL SUBMITTAL REQUIREMENTS**

These guidelines are provided for standardizing the preparation and submission of proposals by all Consultants. The intent of these guidelines is to assist Consultants in preparation of their

proposals, to simplify the evaluation and selection process, and to help assure consistency in format and content.

The proposals submitted in response to this RFP will be used as a basis for selecting Consultant(s) to provide on-call planning, GIS, data, and media management services. The Consultant's proposal will be evaluated and ranked according to the Evaluation Criteria. Consultants who specialize in a specific area of the requested services may submit a proposal to provide a particular service under the RFP; for example, planners may submit a proposal solely to fulfill project-specific requests for environmental review.

Proposals shall contain the following information:

A. Cover Letter

The cover letter shall be addressed to:

Marcella Rose, Sustainable Recreation Manager  
Mono County Sustainable Outdoors and Recreation  
74 North School Street  
P.O. Box 457  
Bridgeport, CA 93517

The letter shall be on the Consultant's letterhead and include the Consultant's contact name, mailing address, telephone number, and email address. The letter will address the Consultant's understanding of the services being requested and any other pertinent information the Consultant believes should be included. All addendums received must be acknowledged in the cover letter.

The letter shall be wet signed in blue ink by the individual authorized to bind the Consultant to the proposal.

B. Executive Summary

Provide a brief introduction to the consultant or firm and address the consultant's or firm's understanding of the services requested in this RFQ. Provide a brief overview of how the consultant or firm is structured and operated. Describe the consultant's or firm's scope of services and general approach to successfully providing the requested services. If applicable, describe any specific techniques that will be used, including administrative or operations expertise.

The executive summary shall be on the consultant's or firm's letterhead and include the consultant's or firm's contact name, mailing address, telephone number, and email address.

C. Recent Relevant Project Experience

Provide a detailed but succinct review of the consultant's or firm's past experience. MCSOAR prefers proposals that demonstrate successful completion of comparable projects. Examples must illustrate the quality, type, and past performance of the consultant's or firm's project team including work accomplished. Include specific types of projects completed, names of clients, duration, and description of services.



Consultants and firms should choose experience related to the provision and performance of the Planning, GIS, data, & media management described in this RFQ. At a minimum, proposals shall include descriptions of three (3) previous projects completed within the past five (5) years, which ideally will include the following information:

- a. Contracting agency
- b. Contracting agency Project Manager
- c. Contracting agency contact information
- d. Contract amount
- e. Funding source
- f. Date of contract
- g. Date of completion
- h. Project objective
- i. Project description
- j. Project outcome

Indicate if the Consultant was involved with any litigation in connection with prior projects. If yes, briefly describe the nature of the litigation and the result.

#### D. Professional Qualifications and Quality of Staff

Proposals shall designate a Project Manager for all services that would be performed under any contract awarded pursuant to this RFQ. Provide qualifications, roles, and responsibilities for the designated Project Manager. Identify all consultant team members that would be involved in performing the Planning, GIS, data, & media management and provide resumes for each. Resumes must show relevant experience, length of employment, and any credentials or certifications currently held by each team member who would perform Planning, GIS, data, & media management for the county.

If a subconsultant would be responsible for any portion of work, those items must be listed separately, indicating the subcontractor to be used, specific work performed, and personnel responsible for work identified. All resumes, certifications, and credentials shall be provided for all subcontractor personnel. Identify all subcontracts that will be used for any portion work; no work shall be subcontracted unless listed in the SOQ and shown separately on consultant's cost proposal, if requested.

#### E. Familiarity with Recreational Issues in Mono County

Briefly describe the consultant's or firm's familiarity with typical recreational opportunities and challenges that may be encountered in Mono County and the Great Basin area.

#### F. References

Provide a reference list including names, telephone numbers, and email addresses for a minimum of three (3) clients for which the consultant or firm has performed the services described in Section III: Scope of Services, or similar services as outlined in the consultant's or firm's scope of services.

#### G. Cost Proposal

**Consultant cost proposals shall NOT be submitted with the consultant's SOQ in response to this RFQ.**

To ensure that MCSOAR is able to acquire professional services based on the guidelines set forth in the Brooks Act and Government Code 4526, proposals should include a cost proposal set forth in a rate sheet. Consultants may be required to submit certified payroll records. **Each proposal should contain a rate sheet in a separate sealed envelope**, which is confidential and will be unsealed after all proposals have been reviewed and the most qualified consultant(s) have been selected.

Requested cost proposals shall provide specific hourly rates of compensation (Direct Costs) for each employee or class of employee engaged directly in the work. Other Direct Costs may be included in the cost proposal, such as travel, mileage, printing, etc. Any Other Direct Costs, regardless of amount, shall be listed separately on the cost proposal. If an Other Direct Cost is not listed in the final negotiated cost proposal, no payment will be made for that Other Direct Cost on any Task Order issued for any County Project. The selected consultant(s) or firm(s) will be reimbursed for hours worked at the hourly rates specified in the consultant's or firm's approved cost proposal, plus any allowable Other Direct Costs.

Note, Contractor may amend its Cost Proposal Schedule of Fees once per fiscal year for any contract awarded pursuant to this RFQ, commencing on June 30, 2025, by sending County a revised Schedule of Fees no later than May 31, 2025. Upon written agreement by the Director of Public Works, or authorized designee, the new Schedule of Fees shall apply to all Task Orders issued pursuant to this Agreement on or after July 1 (start of the next fiscal year). If contractor does not amend their Schedule of Fees as provided above, the existing schedule of fees shall remain in effect each subsequent year for the term of the contract. Refer to Section VI. A. below for RFQ evaluation process regarding submitted cost proposals.

This RFQ is structured to meet A&E requirements in the event that a project utilizes federal dollars. When applicable, the selected Consultant(s) shall comply with Chapter 10.1.3. of the Local Assistance Procedures Manual regarding the A&E Consultant Contract Audit and Review process.

#### H. Conflict of Interest

The Consultant must provide a disclosure of any financial, business or other relationship that the prospective Consultant has with the County or any County employee that may have an impact upon the outcome of the selection process of this project. Alternatively, the Consultant shall provide a signed statement that no disclosure is being made because no such relationship exists.

Throughout the term of the parent contract, any person, firm, or subsidiary thereof who provides Design Engineering Services and/or Construction Engineering Services under a contractual relationship with the construction contractor(s) on local projects must disclose the contractual relationship, the dates, and the nature of the services, when applicable. The Consultant and its subconsultants must disclose any financial or business relationship with the construction contractor(s), when applicable.

Similar to the disclosures regarding contractors, all firms are also required to disclose throughout the term of the parent contract, any Design Engineering services including claim services, Lead Project Management services, and Construction Engineering Services provided to all other clients on any local project, when applicable.

In addition to the disclosures, the Consultant shall also provide possible mitigation efforts throughout the term of the parent contract to eliminate or avoid any actual or perceived conflicts of interest.

The Consultant shall ensure that there is no conflict before providing services to any construction contractor on any of MCSOAR's projects. The submitted documentation will be used for determining potential conflicts of interest, when applicable.

If the Consultant discovers a conflict during the execution of a project-specific request, the Consultant must immediately notify MCSOAR regarding the conflicts of interest. MCSOAR may terminate the project-specific request involving the conflict of interest and may obtain the conflicted services in any way allowed by law. Failure by the Consultant to notify MCSOAR may be grounds for termination of the parent contract.

#### I. Contract Agreement

Consultants and firms shall carefully review the sample contract included as Exhibit 1 to this RFQ, including all attachments, exhibits, and appendices thereto, and indicate if there are any exceptions or necessary changes to the requirements and language of the sample contract. All attachments, exhibits, and appendices attached to the sample contract may be included as part of any contract awarded pursuant to this RFQ, but may also be subject to negotiation specific to the award. Any subcontract(s) must contain all required provisions of the prime contract.

The Consultant shall provide a brief statement affirming that the proposal terms shall remain in effect for ninety (90) days following the date proposal submittals are due.

A contract will not be awarded to a Consultant without an adequate financial management and accounting system as required by 48 CFR Part 31 and 2 CFR Part 200.

#### J. Additional Requirements: Federal Aid Provisions

For projects funded with federal dollars, the DBE goal may be adjusted accordingly in the SOW Letter, and the Consultant may need to comply with additional requirements. Special attention is directed to Attachment 1 – Local Assistance Procedures Manual, Exhibit 10-I.

Upon execution of contract(s) for projects funded with federal dollars, the Consultant will be required to follow applicable federal-aid requirements. The Consultant shall demonstrate familiarity in providing services for federally funded projects and a clear understanding of requirements outlined in the Local Assistance Procedures Manual.

MCSOAR expects the majority of project-specific requests to be exempt from Federal-Aid Provisions.

## **VI. EVALUATION OF PROPOSALS AND SELECTION OF CONSULTANT(S)/FIRM(S)**

### **A. Evaluation Process**

All proposals will be reviewed and scored by a selection committee comprised of County Department staff. The committee will evaluate each proposal meeting the qualification requirements set forth in this RFQ. The evaluation and selection process may include oral interviews and reference checks. The Consultant will be notified of the time and place of oral interviews and if any additional information is required for submission. Any contract(s) awarded pursuant to this RFQ will be based on consultant(s)' and firm(s)' demonstrated professional qualifications, experience, and competence that County deems necessary for the satisfactory performance of the services and work described in this RFQ. Additionally, interested consultants and firms must provide for "fair and reasonable prices" for the proposed services and/or work requested. Proposals shall contain a rate sheet for services in a separate sealed envelope. Upon completion of the evaluation and selection process, only the rate sheets from the most qualified Consultant(s) will be opened to begin cost negotiations. All unopened rate sheets will be destroyed at the conclusion of the procurement process. Upon acceptance of a cost proposal and successful contract negotiations, the Committee will recommend one or more parent contract(s) to be awarded.

Upon completion of the evaluation and selection process, MCSOAR will begin negotiations with the most qualified consultant or firm. Thereafter, the County and the selected consultant(s) or firm(s) will, if necessary, negotiate the terms and conditions of a contract, and cost rates to be included in any fee schedule in the contract. Should negotiations fail or result in a price the County does not consider fair and reasonable, negotiations will be formally terminated, and the County will begin negotiations with the next highest ranked consultant(s) or firm(s).

### **B. Evaluation Criteria**

Statements of Qualification will be scored on a zero-to-five-point rating according to Table 1 based on the Evaluation Criteria in Table 2; refer to Table 1 and 2 below. The scores for each Evaluation Criteria will then be multiplied according to their assigned weight in Table 2 to arrive at a cumulative weighted score for each SOQ. The final maximum score for any project is five hundred (500) points. Thereafter, SOQs will be ranked according to their scores. A SOQ with a higher score total will be deemed of greater quality than a SOQ with a lesser score total.

**TABLE 1: EVALUATION RATING SCALE**

Rating	Scale	Rating Description
0	Not Acceptable	Non-responsive, fails to meet RFQ specifications. The approach has no probability of success. For mandatory requirement this score will result in disqualification of submittal.
1	Poor	Below average, falls short of expectations, is substandard to that which is the average or expected norm, has a low probability of success in achieving project objectives per RFQ.
2	Fair	Has a reasonable probability of success, however, some objectives may not be met.
3	Average	Acceptable, achieves all objectives in a reasonable fashion per RFQ specification. This will be the baseline score for each item with adjustments based on interpretation of submittal by Evaluation Committee members.
4	Above Average/ Good	Very good probability of success, better than that which is average or expected as the norm. Achieves all objectives per RFQ requirements and expectations.
5	Excellent/ Exceptional	Exceeds expectations, very innovative, clearly superior to that which is average or expected as the norm. Excellent probability of success and in achieving all objectives and meeting RFQ specification.

**TABLE 2: EVALUATION CRITERIA**

No.	Evaluation Criteria	Weight
1	Completeness of response.	Pass / Fail
2	Understanding of the work to be done	25
3	Experience with similar kinds of work	20
4	Quality of staff for work to be done	15
5	Familiarity with recreational issues in Mono County / Great Basin Area	10
6	Local Presence	10
7	Financial Responsibility	10
8	Demonstrated Technical Ability	10
9.	Conflict of Interest statement	Pass / Fail
<b>TOTAL</b>		<b>100</b>

1. 1. Completeness of Response (Pass/Fail)

Responses to this RFP must be complete. Responses that do not include the proposal content requirements identified within this RFP and subsequent addenda and do not address each of the items listed below will be considered incomplete and be rated a Fail in the Evaluation Criteria and will receive no further consideration. Responses that are rated a Fail will not be considered and may be picked up at the delivery location within fourteen (14) calendar days of contract award and/or the completion of the evaluation and selection process.

2. 9. Conflict of Interest Statement (Pass/Fail)

- a. Discloses any financial, business or other relationship with MCSOAR that may have an impact upon the outcome of the contract.
- b. Lists current clients who may have a financial interest in the outcome of this contract.
- c. Discloses any financial interest or relationship with any construction company that might submit a bid on future construction project(s).

C. Schedule

A tentative schedule for this RFQ process is set forth below in Table 3. The County reserves the right to modify the tentative schedule set forth in Table 3 in its sole discretion.

**TABLE 3: RFQ SCHEDULE  
 [TENTATIVE]**

Description	Date
RFQ Advertisement	Jan 24, 2025
Proposal Submission Deadline	<b>March 05, 2025 3:00 pm</b>
Preliminary Selection of Top-Ranked Firms	March 21, 2025
Contract Negotiations	Starting March 24, 2025
Board of Supervisors Approval of Contract Awards	Available BOS meeting, April 2025
Contract Awards	April – May 2025

D. Selection

The County's selection process will be fair and reasonable. No County employee will be allowed to participate in the selection process that has a financial interest or business relationship with any consultant(s) or firm(s) seeking any contract pursuant to this RFQ. Consultants and firms will be notified in writing within ten (10) business days of the County's preliminary selection of top-ranked firms and thereafter of the County's decision to award a contract.

E. Interviews

The County does not plan to conduct formal interviews of consultant(s) and firm(s) for the purpose of evaluation. However, if interviews are held, then interview topics and discussion will be limited to the evaluation criteria provided in Table 2 above.

F. Rejection and Non-Commitment

SOQs that do not provide all information specified in this RFQ will be rejected without evaluation. Late submittals or submittals to the wrong address or location will also be rejected. Further, County reserves the right to accept or reject any and all SOQs. Finally, this RFQ does not commit the County or the Department to award a contract or to procure or contract for any of the services described in this RFQ.

**VII. CONTRACT AWARD, PROTEST PROCEDURES, & TASK ORDER PROCEDURE**

A. Contract Award

Following the evaluation, selection, and successful negotiation with the most qualified consultant(s) or firm(s), the contract administrator may recommend up to four (4) contracts be awarded. No contract awarded pursuant to this RFQ shall be in effect until it is approved by County, Department, or an authorized representative of either, and the selected consultant(s) or firm(s). Any contract awarded as a result of this RFQ will be awarded without discrimination based on race, color, religion, sex, disability, medical condition, marital status, age, sexual orientation, national origin, or membership in any other class subject to the protections of Title VII of the 1964 Civil Rights Act (42 U.S.C. § 2000e *et seq.*) and the California Fair Employment and Housing Act (Gov. Code, § 12900 *et seq.*).

B. Protest Procedures

Consultants and firms may file a protest in accordance with the directions provided in this Article VII with respect to the qualifications or responsibility of the selected consultant or firm.

The protest period shall commence immediately upon the County's issuance of a Notice of Intent to Award a contract and shall remain open until 4:30 PM of the fifth (5th) business day following the date of the Notice of Intent to Award a contract ("Protest Deadline"). All protests must be received by the County, as described in this Article VII, by the Protest Deadline. Untimely protests will not be accepted or considered. Postmarks will not be accepted. Failure to timely file a written protest by the Protest Deadline shall constitute a waiver of the right to protest.

Protests must be submitted in and include the following information: (1) the name of the person or entity making the protest; (2) the name of the project; (3) a complete statement of all legal and factual grounds for the protest; (4) any documentation supporting the protestor's grounds for relief; and (5) the form of relief requested and the legal basis for such relief.

If a valid protest is timely filed, the Department of Public Works shall investigate the protest. The protested consultant or firm shall have three (3) business days to respond to the Department of Public Works' investigation and to provide any information requested by the Department of Public

Works. The Department of Public Works shall notify the protested consultant or firm of any evidence reflecting upon its responsibility, afford the protested consultant or firm an opportunity to rebut such evidence, and allow the protested consultant or firm to present evidence in support of his qualifications to perform the contract. The Department of Public Works shall respond to the protesting party upon the conclusion of its investigation by providing the protesting party a statement of its conclusions and findings. Thereafter, the Director of the Department of Public Works shall make a recommendation to the Board of Supervisors regarding the protest.

In addition to other requirements related to claim presentation, the protest procedure described in this Article VII must be pursued and exhausted before any person or entity may commence litigation against the County, or any of its officers, agents, or employees, related to or arising out of the award of a contract to the consultant or firm whose selected SOQ could have been the subject of a protest as outlined above.

Consultants and firms may submit protests to the County by mail, facsimile (fax), or electronically. Protests submitted by mail (USPS, UPS, FedEx, Golden State Overnight, etc.) must be addressed and delivered to the Clerk of the Board of Supervisors, c/o Mono County Department of Public Works, Attn: Marcella Rose, 74 North School Street, Post Office Box 237, Bridgeport, California, 93517. Protests submitted by facsimile (fax) must be sent to 760.932.5441. Protests submitted electronically should be emailed to Marcella Rose at [mrose@mono.ca.gov](mailto:mrose@mono.ca.gov).

#### C. Task Order Procedure

The County will determine for each Project whether Planning, GIS, data, & media management are needed. Where services are needed, the County and the consultant or firm will determine the need for a Task Order Procedure. Should it be deemed necessary by both parties, the County will prepare a draft task order for delivery to consultant or firm awarded a contract pursuant to this RFQ. The draft task order will identify the specific scope of services needed, expected results, project deliverables, project schedule, period of performance, and will designate a County Project Coordinator. A consultant or firm awarded a contract under this RFQ will be expected to review and return to the County within ten (10) calendar days the draft task order with a written cost estimate that includes for the specific Project, a total dollar amount based on the estimated number of hours per staff position, the hourly rates per staff position, anticipated reimbursable expenses, overhead, and fees if any. Cost shall be based on wage rates established in the Consultant's approved Cost Proposal negotiated pursuant to this RFQ. The County will evaluate the task order and cost estimate received based on some, or all, of the following evaluation criteria:

- responsiveness to the task order request
- availability of personnel
- staff capability to provide services
- completion time
- experience of consultant
- specialized expertise
- past performance of consultant

If the task order and cost estimate are accepted, the final task order shall be signed by both the County and the selected consultant or firm prior to it becoming effective. Notwithstanding the foregoing, a task order will only be valid if the underlying contract was in effect when the task order was issued.



### VIII. SUBMISSION OF STATEMENT OF QUALIFICATIONS

All qualified consultants and firms interested in providing the services described in this RFQ are invited to submit a SOQ. To be considered, SOQs must be submitted by **March 5, 2025 prior to 3:00 PM (Submission Deadline)** to Department as provided below:

<b>If by US Mail, FedEx, UPS, GSO or Personal Delivery:</b>
Mono County Clerk-Recorder's Office Attn: Marcella Rose, Sustainable Recreation Manager 74 North School Street, Annex I P.O. Box 237 Bridgeport, CA 93517
<b>If by Email (preferred):</b>
Marcella Rose, Sustainable Recreation Manager <a href="mailto:mrose@mono.ca.gov">mrose@mono.ca.gov</a>

**NOTE: Due to the Department's location, overnight delivery to Bridgeport, California by USPS, FedEx, UPS, GSO and other similar carriers is actually scheduled as a two-day delivery and may take at least two (2) days to deliver, and consultants and firms should plan accordingly.**

**Consultant cost proposals shall NOT be submitted with the consultant's SOQ in response to this RFQ.** A cost proposal will be requested from the selected consultant(s) or firm(s) following the final ranking of submitted SOQs. Interested consultants are not required to submit a hard copy of their SOQ and cost proposal if submitting electronically. Any SOQ received prior to the Submission Deadline may be withdrawn or modified by written request of the consultant or firm prior to the Submission Deadline. Proposals received and not withdrawn prior to the Submission Deadline shall remain in effect for 90 days following the Submission Deadline or until a final contract(s) is awarded pursuant to this RFQ, whichever occurs first.

### IX. INQUIRES

Interested consultants and firms should register with the County's Bid Management System (BMS) and join the Planholder List for this RFQ. The BMS and Planholder List can be accessed by visiting <http://bids.monocounty.ca.gov>. Then, click "Click here to create a new user account." After creating an account, consultants and firms can search all requests for proposals, qualifications, and bids released by the County. After finding this RFQ on the BMS, click "Add me to the Planholder List." Thereafter, to the right of this RFQ listing, consultants and firms can click on "View Details" to view and obtain the project summary, status, bid due date, an up-to-date Planholder List, and supporting documents for this RFQ. If you would like assistance creating an account and using the BMS, please contact the Department at (760) 932-5440 or [monopw@mono.ca.gov](mailto:monopw@mono.ca.gov) for assistance.

Any questions or requests for clarification related to this RFQ must be submitted to the Department through the BMS by clicking "Ask a question about this solicitation." All such questions and requests must be submitted before the Submission Deadline. No questions will be accepted via telephone and oral explanations or instructions shall not be considered binding on behalf of the County. Should it be found that clarification is required for information set forth in

this RFQ, the Department may issue a written addendum to address the matter. Addenda will only be issued via the BMS. Any written addenda issued relating to this RFQ will be incorporated into the terms and conditions of any contract awarded pursuant to this RFQ.

## **X. LIABILITY**

The County will not, in any event, be liable for any “pre-contractual expenses” incurred by consultants and firms preparing SOQs in response to this RFQ. Consultants and firms may not include any such expenses as part of their SOQ. “Pre-contractual expenses” are defined as expenses incurred by a consultant or firm in preparing a proposal in response to this RFQ, submitting a SOQ to the County, negotiating with the County on any matter related to this RFQ, or any other expenses incurred by a consultant or firm prior to the date of contract acceptance.

All SOQs and any contract awarded pursuant to this RFQ shall become the exclusive property of the County and will be subject to the California Public Records Act (Government Code Section 6250 et seq.). Those elements in each proposal which a consultant or firm considers to be trade secrets, as that term is defined in Civil Code Section 3426.1(d), or otherwise exempt by law from disclosure, should be prominently marked as “TRADE SECRET,” “CONFIDENTIAL,” or “PROPRIETARY.” The County will not in any way be liable or responsible for the disclosure of any such elements, materials, or records including, without limitation, those so marked if disclosure is deemed to be required by law or court order.

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