

REQUEST FOR QUALIFICATIONS (RFQ)  
for  
DESIGN, PRINT, and MAIL SERVICES



CITY OF GRANTS PASS, OREGON

**Responses Due: November 16, 2022, 3:00 PM**

Design, Print and Mail Services  
Attn: Karen Frerk, City Recorder  
101 NW A Street  
Grants Pass, Oregon 97526

**CONTACT:**

Jason Canady, Public Works Director  
541.450.6110 or [jcanady@grantspassoregon.gov](mailto:jcanady@grantspassoregon.gov)

## SECTION 1 – INTRODUCTION

### General Information

The City of Grants Pass is requesting Statement of Qualifications (SOQ) from qualified graphic designers for the purpose of executing an agreement for design, printing, and mail services. The proposed contract is for five years, beginning January 2023.

The City is required by the Environmental Protection Agency (EPA) to annually report detailed information about the quality of its drinking water, any detected contaminants, and compliance with drinking water rules. This is also an opportunity to provide the consumer with educational information on where their water comes from, how it is treated, and what can be done to ensure that their water remains clean, fresh, and safe. For the 2021 report year, 13,750 postcards were designed, printed, and mailed along with 250 8-page full-color booklets and applicable web products.

The City's selection will be conducted using the Qualification Based Selection (QBS) process. Selection will be based on an evaluation of the SOQs submitted in response to the Request for Qualifications (RFQ) and review of similar work products.

At the City's discretion, a select number of proposers may be invited to make an oral presentation to the selection team. Notice of the proposers selected for oral presentation (if any) will be provided to all proposers who submitted a response to this RFQ within a week. Notice of recommended award will be posted on the City's website.

There is no guarantee that the City will ultimately enter into an agreement for these services. All final decisions will be made by the Public Works Director.

**Following the selection process, all submissions will become public record.** A minimum of one response from each proposer will be retained.

### About the City of Grants Pass

The City of Grants Pass is a municipal governmental entity providing a full range of services, including police and fire protection; land use planning; sewer services; water services; construction and maintenance of streets, and infrastructure; recreational activities, and cultural events. Grants Pass is in the "Sun Belt" of southern Oregon astride the banks of the Rogue River, one of America's premier white-water rivers. Nestled among a series of mountains giving the valley a scenic backdrop, Grants Pass is situated in Southwestern Oregon on Interstate 5. With a current estimated population of 39,475, it is the county seat of Josephine County and serves as the major commercial center for the county population of more than 88,728.

The City of Grants Pass, incorporated in 1887, is a home rule charter city. This charter is the basic law under which the City operates. Amendments to the charter can only be made by a vote of the people and can be placed on the ballot by the Council or by the voters through an initiative process. The City Council is composed of eight councilors elected to four-year terms on a non-partisan ballot. Two councilors are elected from each of the four wards in the city, with one councilor from each ward being elected every two years. The Mayor is the formal representative of the City of Grants Pass and is elected to a four-year term by the voters at large on a non-partisan ballot. The Mayor presides over Council meetings and does not vote, except in the case of a tie. Since Grants Pass operates under the council-manager form of government, the Council is responsible for selecting a City Manager. The council meets on the 1st and 3rd Wednesdays of each month and conducts work sessions two Mondays each month (with some exceptions). The City Council acts as the Local Contract Review Board for the City.

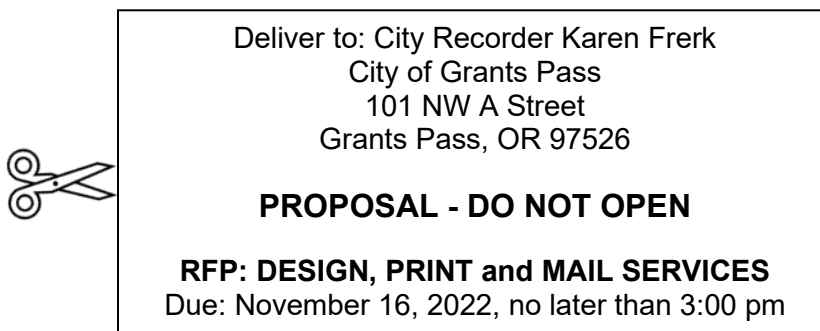
Grants Pass employs approximately 247.52 FTE employees and additional temporary employees seasonally. Employees work in one of seven departments. The departments are Administration, Finance, Human Resources, Community Development, Police, Fire Rescue, and Public Works.

The objective of requesting proposals is for the City to contract with a firm that can offer services at the highest quality of service at a cost representing the best value to the City. More information about the City is available at [www.grantspassoregon.gov](http://www.grantspassoregon.gov).

### **Submission Requirements**

The deadline for submission in response to this RFQ is **Wednesday, November 16, 2022**, before **3:00 pm** local time.

Cut out and use the label printed below and affix to your OUTER bid envelope to properly identify it as a proposal.



The submission should consist of:

- Introductory letter
- Experience, qualification, and project team
- Company strength and stability
- Comprehensiveness of services
- References
- Samples of Similar Publications
- Signed Addenda (if applicable)

The submission shall include two hard copies of your submission and one digital copy. Example of acceptable digital copies are USB, thumb drive, flash drive and CD. Email and facsimiles are not acceptable.

### **Additional information**

For information regarding this RFQ, contact the City of Grants Pass Public Works Department by calling Wendy Higgins at 541.450.6110, or visit the City's website at [www.grantspassoregon.gov](http://www.grantspassoregon.gov) under "Bids" at the bottom of the home page.

## **Estimated schedule**

The City anticipates the following general timeline for receiving and evaluating proposals and selecting a consultant. The timeline may be changed if it is in the City's best interest to do so.

Advertise RFQ	November 1, 2022
Date to submit changes or solicitation protests	November 7, 2022
Issue addenda with questions	November 10, 2022
RFQ due date	November 16, 2022
Evaluate qualifications – Phase I	November 17-22, 2022
Optional virtual presentation/interview	December 6-8, 2022
Evaluate cost proposals – Phase II	December 9-13, 2022
Notice of intent to award	December 13, 2022
Protest period ends (seven calendar days)	December 20, 2022
Council packet due	January 9, 2023
Council award	January 18, 2023
Contract begins	January 2023

## **Changes to the Solicitation by City Addenda**

The City of Grants Pass reserves the right to make changes to the RFQ by written addenda posted on the City of Grants Pass website. A prospective proposer may request a change to the RFQ by submitting a written request to [whiggins@grantspassoregon.gov](mailto:whiggins@grantspassoregon.gov). The request must specify the provision of the RFQ in question and contain an explanation for the requested change. All requests for changes or additional information must be submitted no later than the date set forth in the RFQ Schedule.

The City of Grants Pass will evaluate any request submitted but reserves the right to determine whether to accept the requested change. If in the Purchasing Coordinator's opinion, additional information or interpretation is necessary; such information will be supplied in the form of an addendum. Any addenda will have the same binding effect as contained in the main body of the RFQ. Oral instructions or information concerning the scope of work of the project given out by City of Grants Pass managers, employees, or agents to the prospective proposers will not bind the City of Grants Pass.

- All addenda, clarifications, and interpretations will be posted on the website <https://www.grantspassoregon.gov/bids>.
- No addenda will be issued later than the date set forth in the RFQ Schedule, except an addendum, if necessary, postponing the date for receipt of Proposals, withdrawing the invitation, modifying elements of the proposal resulting from a delayed process, or requesting additional information, clarifications, or revisions of proposals leading to obtaining best offers or best and final offers.
- Each proposer must ascertain, prior to submitting a proposal response, that the proposer has received all addenda issued, and receipt of each addendum must be acknowledged in the appropriate location on each addendum and included with the proposal submittal.

## SECTION 2 – SCOPE OF WORK

### **Scope of Services**

The purpose of the RFQ is to contract with a proposer to provide design services, along with printing and mailing services (whether in-house or brokered) for the annual Consumer Confidence Report (CCR) and other Public Works related materials. The proposer will be required to provide quotes annually for addressing, postage, preparation, and delivery of the CCR notification postcard (6.5" x 9") and eight to twelve-page double-sided full-color booklet (8.5" x 11"). The City will request quotes for layout, printing, and mailing (if required) from the selected proposer for other publications as needed.

### **Communication**

Proposer must have the skill and ability to provide the City with effective, professional advice, and:

- Be available in person, by telephone, by virtual meeting, or by email, for consultation or advice.
- Follow established City policies and procedures whenever providing consultation or advice to City representative(s) and implement revisions to procedures where needed.
- Provide periodic status reports on the services provided.
- Advise and participate in meetings.

### **Responsibilities**

*Responsibility of Proposer* – It is understood and agreed that the services the proposer will perform under this contract must be rendered complete on or before June 30 annually as required by the EPA.

*Responsibility of the City* – The Public Works Department will provide the vendor with timely content, and photos to ensure deadlines are met.

## **SECTION 3 – STATEMENT OF QUALIFICATIONS**

The Proposer's Statement of Qualifications (SOQ) should respond to all requirements of this Section to the maximum extent possible. A page is defined as one side of an 8.5 x 11 sheet. Page count excludes any resumes submitted. Use a minimum size 12 font.

### **Information about your Company**

Please provide the following:

- Name, address, phone number, fax number, and e-mail of the office which would be providing the service to the City of Grants Pass, as well as the location of the home office.
- Number of years in business.
- Former names (if any).
- Corporate structure and names (if applicable).
- A statement of interest and qualifications.

### **Relevant Product Samples**

- Samples should be of a similar nature. Scoring is based on the quality, visual presentation/design along with clarity of information conveyed.

### **Project Experience/References**

The proposer must meet or exceed the following criteria.

- Describe proposed Project Team members' qualifications and experience, and availability for the duration of the contract term. Resumes must include special training, specific areas of expertise, project experience, education, and certification, and specify the Relationship Manager assigned to the City's account.
- Provide a statement to confirm the proposer's ability to comply with our scope of services, communication, and responsibilities qualifications listed in the RFQ Section 2. Also, list any exceptions to required services.
- Describe what sets the organization's services apart from the competition and allows the proposer to generate superior performance and service levels.

The proposer shall provide a list of at least five company clients, preferably entities in the State of Oregon, who have used your design, printing, and mailing services. Include the name and contact information of those who are familiar with the services provided.

### **Financial Information**

Please provide financial information about your company and types/limits of insurance coverage carried. Also provide a list of claims, a brief description of any claims, and the disputed amount currently pending against your company(ies).

### **Conflict of Interest**

Please list any current (or potential) clients or projects which may be (or cause) a conflict of interest in working for the City of Grants Pass and describe the possible extent of the conflict.

## **SECTION 4 – SELECTION PROCESS**

The proposal will be evaluated by a selection team and ranked based on the following criteria. At the City's discretion, the top-ranked firm(s) may be invited for an oral presentation/interview the week of approximately December 6-8, 2022.

### **Evaluation Criteria – Phase I**

The consultants will be evaluated based upon the following general criteria:

- Information about your Company – 15 points;
- Product Samples of a Similar Nature (brochures, leaflets, social media products, QR codes, etc.) on Quality and Visual Presentation/Design – 35 points;
- Experience, Qualifications, and Comprehension of Services – 40 points;
- Reference checks – 10 points.

### **False or Misleading Statements**

If in the opinion of the City, any RFQ contains false or misleading statements or references which do not support a function, attribute, capability, or condition as contended by the firm(s), it shall be rejected.

### **Clarification of the Proposal**

The City reserves the right to obtain clarification necessary to properly evaluate a particular proposal. Failure of the firm to respond to such a request for additional information or clarification may result in the rejection of the proposer's RFQ.

### **Addenda**

Addenda shall be posted on the City's website.

### **Cancellation of Solicitation**

The City reserves the right to cancel this solicitation at any time during the RFQ process if the City deems it is in the best interest of the public to do so.

### **Selection**

The City's selection team will review, evaluate, and rank all responses to this RFQ. After ranking of proposals, notice will be provided to all proposers of any proposer(s) invited for an oral presentation. Notice of the final ranking will be provided to all proposers and posted on the City's website. An aggrieved proposer may protest their final ranking within the seven-day period after the notice is posted on the City's website. An aggrieved proposer is a proposer who is adversely affected and has a right to protest an RFQ selection. In order to be adversely affected, the aggrieved proposer must claim itself as the highest-ranked proposer because all other highest-ranked proposers failed to meet the requirements of the RFQ. Protests received after the seven-day period will not be considered.

### **Award Process**

The City will negotiate a final comprehensive scope, schedule, and fee schedule for services with the top-ranked proposer. If the parties cannot agree on the final scope, schedule, and fee schedule, the City will terminate negotiations and contact the next highest ranked proposer to begin negotiations for scope, schedule, and fee schedule. This process will continue until the City and a proposer reach an agreement, or the City cancels the RFQ. Notice of recommended award will be posted on the City's website. There is no guarantee that the City will ultimately enter into an agreement for these services. All final decisions will be made by the Public Works Director.

### **RFQ Enclosure**

The following is included for review and use:

- 2021 Consumer Confidence Report copy (Exhibit A)
- Bid documents can be found at <https://www.grantspassoregon.gov/bids>