

To: Prospective Facilitation Consultants  
From: Fort Ord Reuse Authority (“FORA”)  
RE: **REQUEST FOR QUALIFICATIONS – Facilitation Services, Transition Plan Implementation Agreements**  
Date: November 6, 2018

Dear Prospective Consultant,

FORA is a California State public corporation responsible for reuse oversight of the former Fort Ord military base in Monterey County California. A map of the vicinity and overview information are available at the FORA web site at [www.fora.org](http://www.fora.org). FORA seeks professional facilitation consulting services to assist the FORA jurisdictions in crafting Transition Plan Implementation Agreements that tier from a statutorily required Transition Plan to be submitted by the FORA Board to the Monterey County Local Area Formation Commission (“LAFCO”) in December 2018. FORA will sunset on June 30, 2020 under provisions of State of California Law. Consequently, FORA will likely be outsourcing, assigning or transferring obligations/responsibilities and assets/resources/liabilities to others or terminating certain activities.

FORA is seeking professional facilitation services to assist in the preparation and adoption of agency to agency and (potentially) multi-agency Transition Plan Implementation Agreement (“TPIAs”). These TPIAs may be between FORA jurisdictions, regional agencies, FORA and or designated successor entity(ies) to support the above referenced Transition Plan. Currently, FORA members and other entities are considering the obligations/responsibilities and assets/resources/liabilities, with respect to how and when to accept. It is the desire of the FORA Board of Directors to meet its legal sunset requirements while assisting the jurisdictions in implementing transition plan elements and future former Fort Ord reuse.

In general, there are three (3) areas to be addressed:

1. Prepare and negotiate/mediate TPIAs between FORA jurisdictions, regional agencies, and/or FORA and successor(s) by March 30, 2019. Issues not resolved through a TPIA by this date would be addressed under the Transition Plan.
2. Recommend/work with FORA, LAFCO, & jurisdictions, to clear disputes relative to legal authority and assignability of FORA assets, resources, obligation, and liabilities.
3. Provide an Agency Communication Plan for internal and external stakeholders.

Interested firms should submit a reply to the attached RFQ their statement of qualifications and references via email to:

Fort Ord Reuse Authority  
Attn: Steve Endsley, Assistant Executive Officer  
920 2<sup>nd</sup> Avenue, Suite A  
Marina, CA 93933

**REQUEST FOR QUALIFICATIONS**  
**FACILITATION SERVICES FOR**  
**TRANSITION PLAN IMPLEMENTATION**  
**AGREEMENTS**

**ISSUED BY:**

**Fort Ord Reuse Authority**

**Issued: November 6, 2018**

**Due: November 20, 2018**

## **SCHEDULE OF EVENTS**

### **Fort Ord Reuse Authority (SELECTION OF CONSULTANT)**

<b>EVENT</b>	<b>DATE</b>
Release of Request for Qualifications Documents	November 6, 2018
Questions/RFI's Regarding RFQ Must be Received By	November 13, 2018
Statement of Qualifications Must Be Received By	November 20, 2018
Interviews with Consultant Applicants (If Applicable)	November 27, 2018
Anticipated Announcement of Selection of Consultant	December 7, 2018
<b><i>Note:</i></b> All dates are preliminary and subject to revision	

**REQUEST FOR QUALIFICATIONS (RFQ)  
FOR FACILITATION SERVICES**

**INTRODUCTION**

The Fort Ord Reuse Authority (“FORA”) Executive Officer is seeking professional consulting services to assist in crafting and negotiating Transition Plan Implementation Agreements. FORA is scheduled to sunset on June 30, 2020.

**BACKGROUND**

FORA may be outsourcing, assigning or transferring its obligation/responsibilities and assets/resources/liabilities to other agencies or terminating certain activities. By policy, the current organization intends to complete as much of its State authorized and/or contracted obligations prior to the sunset date. It should be noted that there may be a continuation of certain services under a limited extension of the organization (which may be undertaken or administered by a member FORA agency).

Within these general parameters, FORA is seeking professional services to create viable Transition Plan Implementation Agreements to address administrative issues. It is the desire of the FORA Board of Directors to meet its legal sunset requirements while assisting to complete remaining/existing FORA obligations as required under state law.

Each responding firm shall submit one (1) original Statement of Qualifications (SOQ) with wet signatures and two (2) copies of each SOQ along with a copy in electronic format. All SOQs shall be submitted to FORA no later than 2:00 p.m. on November 20, 2018 at the following address:

Fort Ord Reuse Authority  
Attn: Steve Endsley  
Assistant Executive Officer  
920 2<sup>nd</sup> Avenue, Suite A  
Marina, CA 93933

This Request for Qualifications does not commit FORA to award a contract or pay any costs incurred in the preparation of a statement responsive to this request. FORA further reserves the right to negotiate changes in and to accept the statement(s) that it considers to be in the best interest of FORA.

# GENERAL INSTRUCTIONS

## SUBMITTAL REQUIREMENTS

FORA desires the successful candidate to provide professional and comprehensive Facilitation services in cooperation with FORA. FORA's intent is to award a contract for facilitation services.

Questions pertaining to this RFQ must be received by FORA at or before 2:00 p.m. November 13, 2018. Address questions to the attention of Steve Endsley, [steve@fora.org](mailto:steve@fora.org).

Each firm should be prepared to address the level of service and the management techniques and approach for executing the Proposed Services outlined in Section II. FORA will evaluate each SOQ based on the information provided.

Submittal of SOQ's should be reviewed for accuracy before submission to FORA since SOQ's may not be adjusted after submission to FORA. FORA reserves the right to reject any and all SOQ's, or to waive any irregularities, or informalities in the SOQ's.

Submittals should address the following:

### **I. COVER LETTER/LETTER OF INTEREST**

Provide a cover letter/letter of interest of not more than one page that includes the name, title, address, phone and email address for the contact individual. The Cover Letter should also provide a general understanding of the needs of FORA and how the firm intends to fulfill them. Describe the general structure of the proposed team, the names of the team members and the roles they will fulfill.

### **II. QUALIFICATION GUIDELINES**

SOQs from each responding firm must address all the elements in the following sections:

- 1) **Legal Entity:** Describe the legal entity under which your organization operates:
  - a) Corporation; provide the date of incorporation, state(s) of incorporation filed, President's name, Vice President's name(s), Secretary's name, and Treasurer's name.
  - b) Partnership or Joint Venture; provide the date of organization, type of partnership or venture, names of General Partners and Limited Partners. Joint Ventures are to provide an explanation why they are associating.
  - c) Sole Proprietor; provide the date of organization and the name of the owner.

- 2) **Business Experience and Licensing:** Describe the business experience of your organization and address the following:
  - a) Indicate the year your organization was founded under the present name.
  - b) List any other or former names under which the organization has operated.
  - c) Indicate the number of years your organization has provided Facilitation services.
  - d) Describe your organization's major projects over the last five (5) years.
  
- 3) **Locations:** If your organization operates from more than one location, indicate the office from which the proposed project will be served.
  
- 4) **References:** Describe the Facilitation experience of your organization:
  - a) Provide a line item list of client types that have been assisted by your firm within the last three (3) years.
  - b) If references are for former or non-participating members of the firm/association please be clear about the purpose of the reference.

*Note: For each reference indicate the name, location, owner, a contact name and phone, start date, completion date.*

- 5) **Insurance Certificate:** Provide a copy of your current certificate of insurance listing all coverage. Firms must have the ability to secure insurance coverage and provide Proof of Certificated of insurance, as described below:
  - a) Comprehensive general and auto liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, bodily injury and property damage liability per occurrence, including:
    - Owned, non-owned and hired vehicles;
    - Blanket contractual;
    - Broad form property damage;
    - Products/completed operations; and
    - Personal injury;
  - b) Professional liability insurance, including contractual liability, with limits of \$2,000,000 per claim.
  - c) Workers' Compensation Insurance shall be maintained, in accordance with provisions of the California Labor Code, adequate to protect any person, firm, or corporation employed directly or indirectly in connection with the work of the Consultant from claims under Workers' Compensation Acts which may arise for operations, whether such operations be by any person, firm, or corporation, employed directly or indirectly by the Consultant upon or in connection with the work.

- 6) **Team Members:** Identify the consultant services management team members your firm intends on assigning to FORA and describe each individual's role. Notwithstanding the above, please also provide the following:
  - a) Provide resumes of key proposed project personnel and their role on the project. Indicate number of years employed by firm, and number of years employed in a similar role for projects of similar scope, size and client type.
  - b) Key resumes should include: Project Executive; Project Manager; and key supporting staff.
  - c) Provide an organization chart identifying the manner in which the team will operate, what support is available to the team by the firm.
- 7) **Fees:** Please provide a proposed fee schedule, general conditions costs and/or reimbursable expenses that your firm intends on proposing for the completion of the FORA projects.

### **III. BASIC SERVICES**

- 1) Notwithstanding the foregoing, please describe your firm's experience in performing the services and detail the level of service and the management techniques, and your organization's approach, for executing the services requested.
- 2) Selection as a Successful Respondent does not entitle the Successful Respondent to the award of a contract, which award shall be made only, if at all, at the sole discretion of FORA.

## **EVALUATION CRITERIA:**

Submitted SOQs will be reviewed and ranked by an Evaluation Committee selected by the FORA. FORA may elect to shortlist firms for interviews or recommend award on the basis of the submitted statements of qualifications.

FORA will evaluate all SOQs submitted and select the successful firm(s) from the contents of the SOQ's, and any applicable interviews, based on the FORA's selection criteria which includes, but not limited to, the following:

- A. Consultant will negotiate Transition Plan Implementation Agreements for and between the following parties:
  - Transportation Agency of Monterey County
  - City of Marina
  - City of Monterey
  - County of Monterey
  - City of Seaside
  - City of Del Rey Oaks
  - Marina Coast Water District
  - Monterey Salinas Transit
  - Monterey Peninsula College
  - California State University Monterey Bay
  - University of California Santa Cruz
  - City of Carmel-by-the-Sea
  - City of Salinas
  - City of Sand City
  - City of Pacific Grove
  
- B. For the following functions:
  - Regional Transportation/Roads
  - On-site Transportation/Roads
  - Off-site Transportation/Roads
  - Transit
  - Habitat Management/Conservation
  - Water/Water Augmentation/ Wastewater
  - Environmental/Environmental Services Cooperative Agreement
  - Administration of Escrow accounts holding FORA assets/jurisdictional revenue sharing funds
  - Revenue sharing agreements between FORA, jurisdictions/successors