

**Mason County Parks and Trails
Request for Qualifications
Professional Services for Feasibility Study**

NOTICE – PURPOSE OF REQUEST

Mason County is seeking proposals (Request for Qualifications – RFQ) to conduct a comprehensive feasibility study for the possible acquisition of Mason Lake Camp currently owned by the Green Diamond Resource Company. Property location is 1052 E Mason Lake Drive W, Grapeview, WA. This RFQ invites experienced firms or individuals to submit their qualifications to perform this study, which will assess the viability of purchasing and operating the property.

Mason Lake Camp is a recreational camp located on Mason Lake, featuring a main campground, group camp areas, lake access, and picnic shelters. Our goal is to evaluate the potential benefits and challenges associated with acquiring this property and to provide a detailed analysis that will guide our decision-making process.

The feasibility study shall include a Yellow Book appraisal of the property, cost estimates of all necessary improvements, and cost estimates of on-going operating costs to include staff costs. The analysis shall also include potential revenue streams that could be generated by the Mason Lake Camp property.

The deadline for submittal of qualifications is 4 p.m., Thursday, October 31, 2024.

SCOPE OF SERVICES

The selected consultant will be responsible for conducting a feasibility study that includes, but is not limited to:

- **Market Analysis:** Assess the demand for recreational services that Mason Lake Camp could provide. Evaluate competitive properties and market trends.
- **Financial Analysis:** Provide a Yellow Book appraisal of the property and develop cost estimates for acquisition, operational expenses, and potential revenue streams. Analyze financial risks and benefits.
- **Site Evaluation:** Examine the physical condition of the property, including infrastructure, environmental considerations, and necessary repairs or upgrades.
- **Regulatory Review:** Investigate zoning laws, land use regulations, and any other legal considerations affecting the acquisition and development of the property.
- **Community Impact:** Evaluate the potential social, economic, and environmental impacts on the local community.
- **Recommendations:** Provide a comprehensive report outlining findings, recommendations, and strategic options for proceeding with the acquisition.

QUALIFICATIONS

To be considered for this project, applicants must demonstrate:

- **Relevant Experience:** Proven experience in conducting feasibility studies in similar project scope, particularly in real estate or recreational properties.
- **Expertise:** Knowledge in market analysis, financial forecasting, site evaluation, and regulatory compliance.

- **Past Performance:** Examples of similar projects completed, with references.
- **Team Qualifications:** Resumes of key personnel involved, including their roles and qualifications.

SUBMISSION OF PROPOSAL

To receive consideration, responses must be submitted in accordance with the following instructions:

- All response submittals shall be sealed and delivered to:
 - Mason County Building #1 – Attention: Mark Neary, County Administrator
 - 411 N. 5th Street
 - Shelton, WA 98584
- Submit six (6) copies of the response by **4:00 p.m. Thursday, October 31, 2024.**
- The envelope must be clearly marked “RFQ – Mason Lake Camp”.
- Modifications to submissions may be submitted prior to the date and time specified for receipt of submissions.
- Cover Letter: Briefly introduce your firm or individual, including a summary of qualifications and a statement of interest.
- Company Profile: Overview of your organization, including size, structure, and areas of expertise.
- Project Approach: Description of your proposed methodology and approach for the feasibility study.
- Team Members: Resumes of key personnel and their roles in the project.
- Relevant Experience: Case studies or examples of similar projects, with client references.
- Fee Structure: A preliminary outline of fees, including a breakdown of costs and estimated timeline.
- All submittals shall be in 8.5”x11” format and the entire submittal package, excluding the introductory letter, shall not exceed twenty-five (25) pages.

TERMS, CONDITIONS, AND DISCLAIMERS

- Mason County reserves the right to reject any submittals, waive minor irregularities in any submittal, issue additional requests, and substantially modify or terminate the project at any time before the final execution of a contract. The County also reserves the right to choose not to proceed with this project.
- Mason County shall not be responsible for any costs incurred by the respondent(s) in preparing, submitting, or presenting its scope and fees.
- Nothing contained herein shall require Mason County to enter into exclusive negotiations.
- Mason County reserves the right to request clarification of information submitted and request additional information from any respondent.
- Mason County will not accept any submittal after the time and date specified in this document.
- Any proposal may be withdrawn at any time before the “Proposal Due” date and time by providing a written request for the withdrawal to the County Administrator. A duly authorized representative of the submitting entity shall make the request. Withdrawal of a proposal will not preclude the proposer from filing a new proposal as long as it’s prior to the close date.

- The qualifications of each member of the team are essential criteria in the selection process. The selected team will not be allowed to substitute any members without prior approval by Mason County.
- Upon selecting a qualified team through the process, Mason County shall enter into a contract for the work described herein.
- The contractor shall provide a statement verifying they have not been suspended or disbarred from Federal/Government work.
- All submittals and accompanying documentation will become the property of Mason County; materials will not be returned, and they become public documents subject to public disclosure. The Washington State Public Disclosure Act (RCW 42.17) requires public agencies in Washington to make public records available for inspection and copying unless they fall within the specified exemptions contained in the act.

INSURANCE REQUIREMENTS

The contractor will be required to provide proof of insurance at the following minimum limits. All insurance provided shall be primary and non-contributory.

- 1) Comprehensive General Liability. \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage, \$2,000,000 general aggregate;
- 2) Automobile Liability. \$1,000,000 combined single limit per accident for bodily injury and property damage;
- 3) Workers' Compensation. Workers' compensation limits as required by the Workers' Compensation Act of Washington;
- 4) Consultant's Errors and Omissions Liability. \$1,000,000 per occurrence and as an annual aggregate.

EQUAL OPPORTUNITY EMPLOYER

Mason County is an equal opportunity employer. We strive to create a working environment that includes and respects cultural, racial, ethnic, sexual orientation and gender identity diversity. Women, racial and ethnic minorities, persons of disability, persons over 40 years of age, veterans or people with military status, and people of all sexual orientations and gender identities are encouraged to apply.