

# Request for Proposals

## Contract Economic Recovery Coordinator for Ouray County, Colorado

Ouray County, Colorado is requesting proposals from experienced firms, groups, or individuals to perform economic recovery coordinator duties in response to the COVID-19 pandemic. This is a contract-based position and the successful respondent will serve as the Economic Recovery Coordinator for Ouray County under the general supervision of a representative group made of local elected officials from Ouray County, Town of Ridgway and City of Ouray.

Proposal specifications may be obtained on the Ouray County website [www.ouraycountyco.gov](http://www.ouraycountyco.gov), and questions may be addressed to the County Administrator at (970) 325-7263. Proposals will be evaluated and ranked based on the selection criteria outlined below:

- Experience and ability to successfully complete the scope of services
- Demonstrated experience including successful economic and community development work for similar clients
- Familiarity with the Ouray County region
- Proven track record of effective recovery efforts in other rural communities
- Ability to complete the scope of work within the project budget

Proposals for the contracted work shall be received or postmarked by Friday, July 17, 2020. Sealed proposals must be placed in an envelope marked "Economic Recovery Coordinator" and submitted by mail through the United States Postal Service (USPS) to: Ouray County Administration, P.O. Box C, Ouray, Colorado 81427. Due to the COVID-19 pandemic, Ouray County is accepting sealed proposals through the United States Postal Service only.

*Ouray County reserves the right to reject any and all proposals, to waive informalities herein, and to terminate, restructure or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. Ouray County may contact any respondent after receiving its submittal to seek clarification on any portion thereof. Ouray County reserves the right to request additional information from any respondent if Ouray County deems such information necessary to further evaluate selection. Ouray County reserves the right to select several consultants to perform task under the contract. In accordance with the Ouray County Policy and Procedures Manual, awarding the proposal is not based solely upon low quotation price, but on overall service, quality, and "best value" to the County.*

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# **Request for Proposals for Contract Economic Recovery Coordinator for Ouray County, Colorado**

## **INTRODUCTION**

Ouray County, Colorado is requesting proposals from experienced firms, groups, or individuals to perform economic recovery coordinator duties in response to the COVID-19 pandemic. This is a contract-based position and the successful respondent will serve as the Economic Recovery Coordinator for Ouray County under the general supervision of a representative group made of local elected officials from Ouray County, Town of Ridgway and City of Ouray.

## **BACKGROUND AND DESCRIPTION**

Ouray County lies in southwest Colorado, covers 542 square miles and has a population of around 4,530. Two municipalities lie within the county, the City of Ouray and the Town of Ridgway. The county encompasses a diverse landscape, including the headwaters of the Uncompahgre River in the high country of the San Juan Mountains, the broad mesas of the Uncompahgre Plateau region, and the valley of the Uncompahgre River. While active mining operations and agriculture remain a vital and active part of life in Ouray County, tourism now forms the basis of our economy. Visitors from around the world are drawn to Ouray County for its history, natural beauty, and variety of outdoor activities.

As we continue to navigate the response to the COVID-19 pandemic, we remain fully committed to maintaining the health and safety of Ouray County residents and businesses and doing our best to mitigate the impacts of COVID-19 in the community. The community's long-term recovery is one of our top priorities, which is why we are seeking proposals from experienced firms, groups or individuals to address County-wide economic recovery from the impacts of the pandemic.

## **SCOPE OF SERVICES**

This is an independent contractor/consulting position. The Economic Recovery Coordinator will be offered a contract of up to one (1) year, which may be extended based on the mutual agreement of the parties for up to one (1) additional year.

The firm, group, or person selected should be flexible and able to work independently, able to structure their own workdays and able to complete their work within the general timetable established by Ouray County per the contract.

Other relevant skills include the ability to work well with others and undertake joint projects. The work environment may involve flexible hours, including availability outside normal office hours, as needed. The Economic Recovery Coordinator must be available for travel.

Specific Responsibilities include:

- Participate in regional collaboration and planning efforts relating to mitigation, response, and recovery efforts associated with the COVID-19 pandemic.
- Coordinate with and provide technical assistance to Ouray County, municipalities, and other political subdivisions and organizations in implementing strategies and projects to assess and forecast the current and future economic impact of the COVID-19 pandemic.
- Prepare disaster needs assessments and recovery plans in conjunction with Ouray County, municipalities and other political subdivisions and organizations.

- Assist local governments in identifying and applying for disaster-related funding assistance from state and federal sources.
- Conduct other appropriate economic recovery-related functions as assigned by Ouray County.
- Provide recovery guidance and resources to local businesses and engage business representatives and other stakeholders for input on the recovery process.
- Keep Ouray County, municipalities, the business community, the general public, and other political subdivisions and organizations regularly updated on progress of work completed, obstacles encountered, solutions to any obstacles, etc.
- Assist Ouray County with preparation of regular written progress reports and the final report for presentation to local elected officials and the public.

### **PROPOSAL SUBMITTAL**

Proposals for the work described herein shall be received or postmarked by Friday, July 17, 2020. Sealed proposals must be placed in an envelope marked “Economic Recovery Coordinator” and submitted by mail through the United States Postal Services (USPS) to: Ouray County Administration, P.O. Box C, Ouray, Colorado 81427. Due to the COVID-19 pandemic, Ouray County is accepting sealed proposals through the United States Postal Service only.

### **QUALIFICATION STATEMENTS**

Statement of Qualifications (SOQ) should include the following:

- Qualifications, Experience and Capabilities: Describe the qualification and capabilities of implementing the scope of services. Include qualifications associated with writing and managing federal and state grants, working with multiple stakeholders, experience in economic and community development particularly related to economic recovery from significant job loss in an area. Include knowledge and familiarity with the people and socio-economic conditions of Ouray County. Include project summaries of relevant projects completed. Summarize the scope of services and provide client contact information. Please note that preferred qualifications include:
  - Certification from Colorado Emergency Management Association or similar association.
  - A bachelor's or master's degree in emergency/recovery management, political science, public administration or related field.
  - Excellent written and oral communication skills.
  - Demonstrated experience in presentation, public speaking and facilitating.
  - Must possess excellent interpersonal and relationship-building skills.
  - Ability to interface with key constituents and stakeholders.
- Key Staff Assigned to Project: Provide an organization chart identifying personnel assigned to this proposal, including their roles and anticipated level of involvement. Personnel identified in the proposal must be the principal staff that will work with Ouray County and represent the majority of hours billed. Resumes shall not exceed 3 pages in length.
- History of Company: Full disclosure regarding the company status, and status of parent companies, subsidiaries, affiliates, and subcontractors as potential responsible parties, including but not limited to:
  - Business Background
  - Legal name of business
  - Age of business

- Names, addresses, and position of all persons having a financial interest in the company
- State of formation
- Number of employees
- Licenses and certifications relevant to the described work
- Professional Practice (Limited to the Project Team, all employees assigned to this project):
  - Ever been cited by any authority for unscrupulous practice?
  - Have any past or present suits with any current or former clients? Explain as necessary.
  - Three (3) references from clients for which the firm or person has provided similar services
  - Other: Provide any other information that may be useful when reviewing this proposal
- Key Performance Indicators: Identify at least three (3) key performance indicators or quantifiable measures that would assist Ouray County in evaluating the success of you or your firm in completing the required tasks and objectives.

### **ESTIMATE OF COST**

Proposals must include a total cost to complete the scope of work as provided above. Please be advised this will be a contract position and all cost associated with completing the scope of work above, including travel, supplies, office, etc., should be included in the total cost figure.

### **CONSULTANT SELECTION**

Proposals will be evaluated and ranked based on the selection criteria outlined below. Ouray County may ask the top ranked firms, groups, or persons to interview as part of the evaluation process. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with Ouray County. If a contract satisfactory to both parties cannot be negotiated, Ouray County will then enter into negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event Ouray County elects to negotiate a contract with a selected firm, group, or person, Ouray County reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of Ouray County.

The selected firm, group, or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

### **SELECTION CRITERIA**

Ouray County will evaluate the proposals based upon the following criteria:

- Experience and ability to successfully complete the scope of services
- Demonstrated experience including successful economic and community development work for similar clients
- Familiarity with the Ouray County region
- Proven track record of effective recovery efforts in other rural communities
- Ability to complete the scope of work within the project budget

### **RIGHTS RESERVED**

Ouray County reserves the right to reject any and all proposals, to waive informalities herein, and to terminate, restructure or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. Ouray County may contact any respondent after receiving its submittal to seek clarification on any portion thereof. Ouray County reserves the right to request additional information from any respondent if Ouray County deems such information necessary to further evaluate selection. Ouray County reserves the right to select several consultants to perform task under the contract. In accordance with the Ouray County Policy and Procedures Manual, awarding the proposal is not based solely upon low quotation price, but on overall service, quality, and “best value” to the County.