

Request for Proposals

Development Services for a Mason County Visitor Welcome Center

I. Introduction and Summary

Mason County, Washington is requesting proposals from qualified firms or individuals for development services of a proposed regional-serving Welcome Center in Mason County. The purpose of this “gateway” center is to welcome travelers into the area and serve as a jumping-off point providing access to and information about activities, events and amenities available throughout the area. The intent is to create a notable visible entry point on Highway 101 and provide visitors and residents with a functional facility that is a destination in its own right. The purpose of this RFP is to contract with an organization with experience developing similar type of tourist/event centers through a public/private partnership.

Mason County contracted with NW Event Organizers Inc (NEO) to examine the feasibility of a Welcome Center in Mason County. The County currently funds stand-alone visitor information centers (VIC’s) in Belfair, Union, Hoodspport and three locations in Shelton. The feasibility study is available here <https://www.co.mason.wa.us/ac/ltac/welcome-center/welcome-center-feasibility-study.pdf>

The project will be completed under the direction of the Mason County Board of Commissioners with advice from the Mason County Lodging Tax Advisory Committee. All County contracts require approval of the Mason County Board of Commissioners.

Deadline for receipt of proposals is **4 p.m., Wednesday, October 6, 2021**. Proposals should be prepared in accordance with this RFP and mailed or delivered to:

Diane Zoren
Administrative Manager
Department of Support Services
411 N. 5th Street
Shelton, WA 98584
(360) 427-9670 ext. 747
Email: dlz@co.mason.wa.us

Ten hard copies of the submittals must be received by the deadline indicated above. Postmarks will not be accepted.

Proposals will be evaluated by the Lodging Tax Advisory Committee and respondents may be interviewed by members of the committee. The committee will make recommendation for contract award to the Mason County Board of Commissioners who will make final selection. Respondents should not lobby committee members or the Board of Commissioners. Respondents should contact Diane Zoren by phone or email for additional information. All proposals are public records. The committee reserves the right to request additional information from respondents. The County reserves the right to reject all submittals.

Should you be selected, all materials created under contract with Mason County will be owned by Mason County.

Contract Terms. Contract will be awarded for one year with an option for renewal.

Insurance Requirements. 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.

II. Statement of Need

Mason County, Washington is in need of development services for a proposed regional-serving Welcome Center in Mason County using a public/private partnership. The services to be provided include an analysis of the feasibility study; a strategic plan for development of the proposed Welcome Center; facilitate the commitment from community partners to invest in the proposal. Essentially the request is to move the feasibility study to a reality and Mason County is in need of professional services to make this happen.

III. Form of Proposal

Respondent proposals should not exceed 15 pages, including attachments, and should include/address:

- 1) Contact name, address, telephone number, and e-mail address.
- 2) Information that demonstrates the Contractor's understanding of the types of services proposed and the ability to accomplish them.
- 3) Analyze the suitability of the proposed Welcome Center to include a market, financial and site analysis.
- 4) Provide a strategy for implementation of the proposed Welcome Center. This should include land acquisition; how the Consultant will build capacity with community partners; coordinate negotiations among the public/private partners.
- 5) A detailed budget for the contracted services inclusive of travel, administration, sub-contracted services.
- 6) Names, addresses, telephone numbers, and email addresses of clients for whom the respondent has recently performed similar services.
- 7) Measures proposed to assess impact of contract performance including strategy to measure economic impacts to area businesses and to fulfill reporting requirements as defined in Revised Code of Washington 67.28.1816 ii (c). All proposals shall include estimates of how this contracted service will result in increases to people staying overnight, travelling 50 miles or more to Mason County, or coming from another state or country to Mason County.

IV. Evaluation Criteria:

Proposals will be evaluated based on the following criteria. The evaluation criteria are subject to change without notice.

- 1) Demonstration of the Contractor's understanding of the types of services proposed and the ability to accomplish them
- 2) How will the analysis of the proposed Welcome Center be conducted
- 3) Implementation strategy and timeline to complete the project
- 4) Degree to which the budget reflects the requested activities and the cost of proposal
- 5) References
- 6) Strategy to measure economic impacts to area businesses and methodology to fulfill reporting requirements as defined in Revised Code of Washington 67.28.1816 ii (c)

V. Independent Contractor

It is the intention and understanding of the County that the Contractor shall be an independent contractor and that the County shall be neither liable for nor obligated to pay sick leave, vacation pay or any other benefit of employment, nor to pay any social security or other tax that may arise as an incident of employment. Contractor shall pay all income and other taxes as due. Industrial or other insurance that is purchased for the benefit of contractor shall not be deemed to convert this Contract to any employment contract. It is recognized that Contractor may or will be performing services during the term of the Contract for other parties and that the County is not the exclusive user of the Contractor's services.

VI. Prevailing Wage

If required by RCW 39.12, prevailing wages shall be paid. Contractor specifically agrees to comply with RCW 39.12 and to file all required forms, certifications, and affidavits necessary to comply with Federal and State laws before final payment shall be made to the Contractor. The latest prevailing wage rate information is available per the State of Washington, Department of Labor and Industries, Industrial Relations Division.

VII. 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.