



Haines Borough  
Request for Qualifications  
**Special Projects Consultant**

### **Introduction**

The Haines Borough is requesting qualifications from individuals who have experience in the areas of economic development, grant writing, planning, and project development and management. The purpose of this Request for Qualifications ("RFQ") is to obtain information related to the experience, references and qualifications of individuals for selection to work on specific projects from time-to-time on an as-needed basis. Responses to this RFQ will be used in the process to select and negotiate with an individual or individuals to perform assigned tasks.

This notice shall serve as the Haines Borough's RFQ for consultants. This RFQ does not commit the Haines Borough (hereinafter "Borough") to enter into a contract, nor does it obligate the Borough to pay for any costs incurred in the preparation and submission of Qualification Statements or negotiations for or in anticipation of any contract. The Borough reserves the right at its sole discretion: to make selections, to reject any or all submissions, to issue subsequent RFQs, to remedy technical errors in the RFQ process and to enter into a contract with one or more consultants for the provision of any, all or some of the services described herein.

### **Scope of Services:**

The primary role of the individual selected (hereinafter, "Consultant") is to provide research, coordination, assimilation, and printing of draft and final work products regarding Borough priority projects and programs. The Consultant will report to and be directed by the Borough Manager. The Consultant may also be asked to serve as a facilitator for public meetings and data collection through a variety of methods.

### **Qualification Statement Contents and Scoring Criteria**

- 1.The Qualification Statement must include a 1-to 2-page narrative in the form of a Letter of Interest (LOI) detailing relevant experience and areas of specialization, if any (for example: energy, transportation infrastructure, public utilities, public facilities, economic development, etc.). (75 Points)
- 2.Name and address of office where the majority of work for this engagement will be performed (5 Points)
- 3.Commitment statement of individual availability during the next 12 months, taking into consideration the current and planned workload (10 Points)
- 4.Record of past performance with the Borough or similar clients including quality of work, timeliness and cost control; provide names and telephone numbers of three (3) contacts for reference purposes (10 Points)

Qualification statements must contain responses corresponding to each numbered item in the above list.

**Selection Process:**

The selection process will proceed in the following manner:

1. The Borough will review and evaluate the Statements of Qualifications submitted.
2. The results of the review and evaluation of the responses to the RFQ based on the above scoring criteria will be used to select one or more consultants to meet with Borough staff or any selection team for an interview.
3. Upon completion of successful negotiations, a recommendation will be made to the Borough Assembly for the authorization of a contract with the consultant or consultants. After authorization by the adoption of a Resolution of the Assembly, a contract will be executed by the Borough and the Consultant.

**Submission of Qualification Statements:**

Submissions received after the deadline will not be considered. Questions may be directed to Mark Earnest, Borough Manager (907) 766-2231 ext. 29 or [mearnest@haines.ak.us](mailto:mearnest@haines.ak.us).

The Qualification Statement Proposals may be hand-delivered, mailed, express delivered, faxed, or emailed until 2:00 pm, prevailing Alaska Time, Wednesday, October 19, 2011. Postmark does not constitute receipt. Submissions must be clearly marked "Haines Borough Special Projects Consultant" and submitted to:

Attn: Office of the Borough Clerk  
Haines Borough  
P.O. Box 1209, Haines, AK 99827  
103 Third Ave. S  
Fax: 907-766-2716

[jcozzi@haines.ak.us](mailto:jcozzi@haines.ak.us) or [jheinz@haines.ak.us](mailto:jheinz@haines.ak.us)

The Borough reserves the right to reject any and all submittals, to waive any informalities or technicalities, and to negotiate with any responder to this RFQ it deems to be the best qualified.