



**RFP for Market Research and Strategic Master Plan Design
Services
Deschutes County Fair & Expo
Document # 2024-206**

**Proposal Questions Received by April 5th, 2024 before
5:00pm**

1. Is a public outreach and/or community engagement process part of the strategic master plan, or is the County conducting public outreach separately?
 - a. Public outreach and/or community engagement will be a part of the strategic master plan the County is not currently planning on doing separate public outreach
2. For the master plan, is the County looking for assessment of potential funding tools and at what level would the County like the costs to be lined out?
 - i. If this is a service provided, we would recommend and appreciate pricing provided for this service
3. What are specific growth areas that the County has already been exploring for the Fairgrounds/Expo (e.g. youth sports tournaments, more music festivals) that they would like to ensure are included in the market analysis?
 - a. Current growth areas include from a 2020 study include, but not limited to.
 - i. Public Events/Festivals, Concerts, etc
 - ii. Sporting Events
 - iii. Livestock Equestrian
4. Is a site survey with property limits , utilities, easements and topography available in electronic format?
 - a. We can work with Deschutes County Community Development, Facilities, Property and/or GIS departments to obtain these as necessary
5. Are any previous soils tests, environmental studies or other studies available?
 - a. On the existing, developed portion of the property; yes. The undeveloped portions, and to be acquired portions; no.
6. Has a Consulting Fee Budget been established for this study?

- a. Budget to be prepared upon successful selection of a Firm/Firms to provide services;
7. In addition to the masterplans specified, does the client wish for the consulting team to provide any of the following:
 - a. 3D Aerial Rendering
 - i. If this is a service provided, we would recommend and appreciate pricing provided for this service
 - b. Eye level 3D Renderings of Selected Projects
 - i. If this is a service provided, we would recommend and appreciate pricing provided for this service
 - c. Virtual Fly-Over of the Master Plan
 - i. If this is a service provided, we would recommend and appreciate pricing provided for this service
 8. Are there particular land uses that the Masterplan should address such as hospitality, retail, recreational fields, fairgrounds multi-purpose buildings, etc.?
 - a. It is anticipated that the Market Survey portion of this process will help to inform the final decision/determinations of what elements should move forward as part of a cohesive master-plan.
 9. Will the proposal cover, forms, and section dividers count towards the 50 page limit?
 - a. Cover page, necessary form submissions, and/or section dividers will not be counted towards the 50 page limit
 10. If a Planning or Architecture Firm is submitting the proposal, but does not have in-house Market Research Analysts, would the Market Research firm be considered “key personnel” under 1.A for market research experience or as a sub-consultant?
 - a. Please provide this identification as both; “Key Personnel” and the role they will play, but also identify that they are joining the project as a sub-consultant
 11. Or does a “Joint Proposal”, as defined in 5.1, need to be submitted for shared experience of under 1.A to count for evaluation points?
 - a. Please provide this identification as both; “Key Personnel” and the role they will play, but also identify that they are joining the project as a sub-consultant
 12. Do the sub-consultants’ experience count towards 2.A *Regional Knowledge and Experience* scoring?
 - a. Per the answer in question 10a and 11a. where sub-consultants are considered “key personnel” their experience can/will count towards 2.A *Regional Knowledge and Experience*
 13. Who is on the selection committee?
 - a. The final selection committee members are yet to be determined, but will consist of Deschutes County Fair & Expo Staff, Members of the Deschutes County Fair & Expo Board, and Deschutes County Administration or Department Heads
 14. Confirm that ‘detention facility design’, as mentioned in 2.B *Experience Evaluation Criteria*, is not relevant to this project and detention facility design experience will not count towards points in this item.
 - a. The use of the term detention facility design was an oversight/error; and will not be utilized as an item for evaluation

15. Kitchens

- a. Deschutes County Fair & Expo currently has 4 kitchen on site.
 - i. Main Kitchen: Middle Sister
 - ii. 4H Kitchen: North Sister
 - iii. North Kitchen: Event Center
 - iv. South Kitchen: Event Center

16. 4H space/use

- a. Oregon State University Extension currently occupies 2 buildings on the Fair & Expo property; adjacent the parking lot, on the North/east area of the Fairgrounds. Deschutes County owns the buildings and land, and provides these to OSU extension as part of a larger agreement. An MOU is not currently in place, but is in process

17. Water/irrigation

- a. Water for the site currently comes from 2 sources
 - i. Potable Water: Provided by City of Redmond Municipal services.
 - ii. Irrigation: Provided by an on site well, pumping system and holding pond system in the center of the property.

18. Stakeholders:

- a. Stakeholders for this project are many and varied, but include and not limited to, residents of Deschutes County, Deschutes County itself, Deschutes County Fair & Expo Board and staff, current event producers, future potential event producers and more

19. Revised/Clarification of Item 2.2

- a. Parties will negotiate the Performance Measurement Process after contract negotiation, which will be based on how well the successful Proposer meets the performance schedule and provides deliverables for all phases of the design process, including, but not limited to, market research and schematic design, Other performance measures may or may not include staying within design and project budgets, and responsive and effective communication with Owner and stakeholders.

20. Calendar of events

- a. See below for current calendar of events scheduled for 2024

April 8-15, 2024	CORVDA Show
April 10-11, 2024	REDI Luncheon
April 11-12, 2024	CEC Annual Meeting
April 8-15, 2024	USA BMX Great NW Nationals
April 12-13, 2024	Central Oregon Big Game Banquet -RMEF
April 13, 2024	Central Oregon Cards & Collectables Show
April 17-21, 2024	Sanctuary Barrel Race
April 19-20, 2024	AKS Engineering Meeting
April 19, 2024	Redmond Chamber Bus. Expo & Lunch

April 19-21, 2024	Wes Knodel Gun Shows
April 20, 2024	Redmond PD Swearing-In & Awards Ceremony
April 20-21, 2024	Team Oregon
April 24, 2024	Breaking Barriers
April 24-29, 2024	Paranormal Cirque
April 26-27, 2024	Fiber Market Day
April 26-28, 2024	4-H Spring Classic
4/27/2024	Spanish Dance
May 3-5, 2024	Spring Home & Garden Show
May 3-5, 2024	Steel Stampede Vintage Motorcycle Rally
May 4, 2024	4-H Dog Match
May 4-5, 2024	Team Oregon
May 8-12, 2024	Oregon High School Equestrian Team State
May 10-11, 2024	Beaver State Comic Con
May 11-12, 2024	Team Oregon
May 13-19, 2024	Oregon High Desert Regional Bridge Tournament
May 14, 2024	DC 4-H/FFA Sheep/Goat/Swine Weigh-in
May 14-21, 2024	Hot Tub & Swim Spa Sale
May 15, 2024	Circus on Ice
May 17, 2024	Neighbor Impact meeting
May 17-18, 2024	Challenge of Champions
May 17-19, 2024	Tumalo Community School Auction
May 18, 2024	High Desert Stampede Volunteer Dinner
May 18-19, 2024	Team Oregon
May 21-22, 2024	RPA Graduation
May 23, 2024	Cantastic
May 23-25, 2024	NPC Cascadian Classic
May 24-27, 2024	Pacific Coast Rover Club Annual Meeting
May 24-June 2, 2024	BLOCK for roof repair
May 25, 2024	Deschutes County 4-H Horse Show
May 27, 2024	Murph Competition
May 31- June 1, 2024	RHS Overnight Party
May 31- June 1, 2024	Family Farm Expo

June 1, 2024	Central OR Master Gardener Plant Sale
June 1-2, 2024	Team Oregon
June 3, 2024	Wildfire Hazard Map Outreach
June 4-5 2024	Ridgeview HS Graduation
June 5-6, 2024	Ridgeview HS Overnight Party
June 6-7, 2024	Redmond HS Graduation
June 7-9, 2024	Wes Knodel Gun Shows
June 8-9, 2024	Team Oregon
June 9-16, 2024	BMWMOA Rally
June 17-21, 2024	BLOCK for Fire System Checks
June 17-20, 2024	CERT Training
June 20, 2024	Cantastic
June 21-23, 2024	Gambler 500
June 22, 2024	4-H Cupcake Wars
June 21-22, 2024	Diamond Dance Academy
June 22-23	Team Oregon
June 24-July 2, 2024	Overland Expo
July 1-8, 2024	LaPine Rodeo Bleacher Rental
July 8-10, 2024	OR Law Enforcement Records Conference
July 9, 2024	Cantastic
July 13, 2024	High Desert Quarter Horse Production Sale
July 12-25, 2024	Fairwell Festival
July 24-27, 2024	DC 4-H Horse Fair
July 25-August 6, 2024	DESCHUTES COUNTY FAIR
July 27-28, 2024	Team Oregon
July 30, 2024	DC 4-H Dog Fair
August 7-20, 2024	FMCA 103 annual Convention
August 22, 2024	Cantastic
August 23-25, 2024	Mt. Bachelor Kennel Club
August 24-25, 2024	Team Oregon
Aug 25-Sept 15, 2024	Cascade Futurity
August 30-Sept 1, 2024	Oregon's Largest Open-Air Garage and Vintage Sale LLC

August 30-September 1, 2024	Quince
September 4-11, 2024	Hot Tub & Swim Spa Sale
September 7, 2024	High Desert Swap Meet
September 7, 2024	Oregon Wrestling Assoc. Meeting
September 7-8, 2024	Team Oregon
September 11-12, 2024	THW Summit
September 13-14, 2024	High Desert Hops Rabbit & Cavy Show
September 14-15, 2024	Team Oregon
Sept 16-25, 2024	Cascade Equinox
September 27-28, 2024	Ham Radio Swap Meet
September 27-29, 2024	Wes Knodel Gun Shows
September 28, 2024	High Desert Stampede Queen Try-outs
September 29, 2024	DCFA Queen Try-outs
September 28-29, 2024	Team Oregon
October 5-6, 2024	Team Oregon
October 12, 2024	4-H PNW Livestock Judges' Training
October 12-13, 2024	Team Oregon
October 16-20, 2024	Oregon Fair Association Conference
October 16-20, 2024	Columbia River Circuit Finals
October 18-20, 2024	Wes Knodel Gun Shows
October 19-20, 2024	Team Oregon
October 24-25, 2024	Word of Victory Harvest Party
October 29-30, 2024	DC Sheriff's Training
October 30-November 3, 2024	Snowflake Boutique
November 5-10, 2024	EnduroCross
November 9-10, 2024	Old Fashioned Christmas
November 21-24, 2024	Holiday Food & Gift Festival

December 4-8, 2024	Hospice Festival of Trees
December 13, 2024	Neighbor Impact Meeting
December 13-15, 2024	Wes Knodel Gun Shows
December 30, 2024-January 1, 2025	Roughstock Rodeo, Barrel Race & Concert