

**REQUEST FOR PROPOSALS
COMMUNITY ECONOMIC REVITALIZATION BOARD
SITE READINESS PLANNING GRANT FOR
PORT OF WHITMAN COUNTY'S TEKOA SITE**

The Port of Whitman County (Port) invites the submittal of written proposals from qualified firms, or teams of firms, interested in providing a market study to analyze potential industries the Port of Whitman County could attract at the new Tekoa economic development site. The analysis must encompass workforce development, housing data, and general market research on the feasibility of the future development of the site. The Port intends to issue one contract from this solicitation.

RESPONSE DEADLINE: Monday, March 25, 2024, 4:00 p.m. PST. Submittals including all requested information must be received by the Port no later than the Response Deadline. Submittals received after that date and time may be rejected without review. Submittals that arrive on time, but are incomplete, may be rejected at the Port's discretion.

SUBMITTAL:

Method of Submittal: Proposals must be in writing and address each of the elements outlined in the Request for Proposal (RFP). Submittals must be made electronically and be formatted in searchable .pdf format. The submittal shall be organized in the order of the Contractor Required RFP Submittals listed below. The maximum upload file size is 1000 MB. Please do not embed any documents within your uploaded proposal, as they will not be accessible or evaluated.

Proposals must be submitted online at <https://mrscrosters.bonfirehub.com/opportunities/124210>.

Required RFP Submittals:

- Submittals shall be formatted in searchable .pdf format.
- The body of the submittal shall be limited to ten (10) letter-sized ("8.5 x 11") pages of content.
- The following required items are not included in the page count limitation:
 - 1) **Letter of Interest.** Include a 1-page, single-sided Letter of Interest. Include the name, phone number, e-mail address, and mailing address of the point of contact for this RFP.
 - 2) **An Appendix**, which shall include the following:
 - i) *Resumes of proposed staff.* Resumes shall be limited to (1) single-sided, letter-sized page.
 - ii) *Organizational Chart*
 - iii) *Subconsultant Listing.* Provide a list of all proposed subconsultants.

Questions:

All questions must be submitted to David Shepard at david@portwhitman.com or online at <https://mrscrosters.bonfirehub.com/opportunities/124210> by Wednesday, March 20, 2024, at 12 p.m. Questions received after this deadline may not be considered. The Questions & Answers/Clarifications are available for review at [24-001-TEK Tekoa Site Readiness Market Study RFP Q&A.docx](#). An addendum will be issued if a substantive clarification is in order.

PROJECT BACKGROUND

Since 1958, The Port of Whitman County has developed land and infrastructure to help businesses flourish. In turn, businesses associated with the Port build buildings, buy equipment, pay taxes and create jobs and payrolls that grow our region's economy. The Port of Whitman's Tekoa site is a newly acquired Port property that once developed, seeks to attract new or expanding local businesses. The development of this site will further the Port's goals by continuing its efforts to provide family-wage employment opportunities. This project is part of the Port's strategic plan and is consistent with local and applicable state planning requirements.

As part of the CERB site readiness planning study minimum requirements, the consultant will provide the Port with a market analysis on the following: which industries and businesses would best utilize the Tekoa economic site, the skills required to staff the identified industries, whether there are currently individuals in the area who fit those workforce requirements, the availability of training programs (e.g. via community colleges or other programs) that will continue to train and supplement the workforce. The consultant will also provide a well-researched analysis of the local real estate market's current and forecasted supply and demand on housing for the workforce as well as the affordability of the local housing prices relative to the average income of the employment opportunities of the proposed industries.

As a result of the project, there will be a marketing package provided to the Port for distribution to our desired prospective industries for the Tekoa site. The industries or businesses most benefiting of this space will be identified, as well as the lease program that will facilitate their move into this space and the support needed during this phase of their business.

SELECTION PROCESS

The procurement of these consultant services will be in accordance with applicable federal, state, and local laws, as well as Port policies and procedures. The Port will have the right to reject any and all proposals and in particular to reject a proposal not received by the date above or any proposal in any way incomplete or irregular. The Port further reserves the right to accept that proposal which is in the best interest of the Port of Whitman County. The Port reserves the right to reject any proposal if the Port's review of the above submittals and its investigation fails to establish that the Contractor possesses to the satisfaction of the Port, in its discretion, the qualifications necessary to fully, properly and timely carry out all obligations described in this Request for Proposal Document. The Contractor will be required to comply with all Local, State and Federal laws and regulations pertaining to equal employment opportunities. The Contractor will upon successful award be required to execute a contract with the Port. All costs incurred in the preparation of a submittal, and participation in this solicitation and negotiation process shall be borne by the submitting firms.

Notice of Selection will be made to the highest-ranked firm(s). If the Port is unable to finalize a contract and acceptable fee with the top-ranked firm, the Port may either enter into negotiations and contract with the next ranked firm or cancel the procurement.

The selection criteria include:

- Experience of key individuals with similar projects
- Completed projects of a similar nature
- Experience of the proposer with each scope of work component

Interviews: The Port may conduct interviews with respondents who earn top ratings based on the criteria listed above. If needed, the interviews will be scheduled during the week of April 3, 2024 and respondents will be contacted to schedule interviews.

SCOPE OF WORK

In general, the scope of work components will include:

A comprehensive three-fold market analysis encompassing: the identification of targeted industries, workforce, and housing. The analysis will include the following CERB required deliverables at a minimum:

- Which industries and businesses would best utilize the Tekoa economic site,
- The skills required to staff the identified industries,
- Whether there are currently individuals in the area who fit those workforce requirements,
- The availability of training programs (e.g. via community colleges or other programs) that will continue to train and supplement the workforce
- The local real estate market's current and forecasted supply and demand on housing for the workforce
- The affordability of the local housing prices relative to the average income of the employment opportunities of the proposed industries
- Product market analysis linked to economic development.
- Market strategy containing action elements linked to timelines.
- Identification of targeted industries.
- Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.
- The site's appropriateness by addressing, at minimum, appropriate zoning, affect to the state or local transportation system, environmental restrictions, cultural resource review, and the site's overall adequacy to support the anticipated development upon project completion.
- Location analysis of other adequately served vacant industrial land.
- Funding analysis for necessary public facilities improvement including if total funding for the public facilities improvements is secured or will be secured within a given time frame.
- Analysis of how the project will assist local economic diversification efforts.
- Indicate the specific issues that will be addressed.

Nondiscrimination and Equal Opportunity:

The Port complies with state and federal laws prohibiting discrimination on the basis of any protected status.

In accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act, the Port commits to nondiscrimination on the basis of disability in all of its programs and activities.

In accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 USC §2000d to 2000d-4) and the Regulations, the Port will affirmatively ensure that in this RFP process and in any contract entered into pursuant to this RFP, disadvantaged business enterprises will be afforded full and fair opportunity and will not be discriminated against on the grounds of race, color, national origin, or sex in consideration for an award.

Women- and minority-owned business enterprises (WMBE) and veteran-owned firms are encouraged to respond to this opportunity.

Contractual Terms and Conditions:

The successful Proposer will be expected to execute a contract with the Port of Whitman County on a form that is approved by the Port Attorney. A sample of the Port's "Personal Services Contract" is attached and may be modified at the Port's discretion or as negotiated between Port and selected Contractor.