

Request for Proposals

Tri County Economic Development District (TEDD) request for proposals to consultants to perform an Economic Impacts and Mitigation Study for Ferry County and Stevens County

Tri County Economic Development District, comprised of Ferry, Pend Oreille and Stevens Counties, is requesting qualifications and proposals from firms to perform an Economic Impacts and Mitigation Study in Ferry County and Stevens County.

Qualified responders may propose to complete any, or all, of the described project. To become more qualified, proposers may utilize subcontractors who have special skills or knowledge.

TEDD reserves the right to accept or reject any and all proposals, or any item or part thereof, or to waive any informalities or irregularities in proposals. TEDD shall have the sole discretion to determine the most responsive proposal.

The purpose of the Economic Impacts and Mitigation Study is to better understand how the closure of Hearth & Home Technology and Kinross Gold Mine are going to impact the regional and local economy, as well as identify options to minimize this impact. TEDD will be working jointly with a contracted party to create the Economic Impacts and Mitigation Study.

The initial part of this Economic Impacts and Mitigation Study will explain how the closure of these facilities is going to influence commerce, poverty levels, employment, educational attainment, the ability to attract and retain new industries, and other local and regional concerns. After understanding how the closure of Hearth & Home Technologies and Kinross Gold Mine will impact the regional and local economies, the Economic Impacts and Mitigation Study will identify potential economic development activities to mitigate these affects. Preliminary research has suggested activities including a food processing center, shared entrepreneurial workspace, downtown revitalization, community centers, tourism, and shared retail. Other options may be identified as a result of the study. The final aspect of the Economic Impacts and Mitigation Study will be to research one of the suggested economic development activities in depth. This will include research into preliminary costs, possible locations, and practicality of the activity as well as potential benefits that it could bring to the region. This study will be the starting point for TEDD to initiate a new program for regional economic development.

DATE ISSUED:	SUBMITTAL DEADLINE:
April 24, 2018	May 22, 2018 by 4:00pm (PST)

**Submit to:
Tri County Economic Development District
986 S. Main St. Suite A
Colville, WA 99114
Attn: Jeff Koffel**

GENERAL INFORMATION

A. Proposals must comply with the following requirements:

1. Please write the following information on the envelope: 2018 Economic Impacts and Mitigation Study
2. Any Proposals received after the submittal deadline, or that are not signed, will NOT be given consideration.
3. Please submit three bound copies and one electronic copy (in PDF and word format)

B. Consultant will provide the following information with their proposal:

1. Consulting Firm's brief history and relevant experience
2. Team members and their qualifications
3. The Consulting Firm's familiarity of the region and proximity to the project; including key staff
4. Total cost broken down by task
5. Three references, including the company/organization name, contact person, phone, and email address
6. Consulting Firm's Washington State business license number

C. The following criteria will be used to evaluate proposals:

1. Project work plan (20) Points
2. Experience Record (20) Points
3. Regional Familiarity (20) Points
4. Project Staffing (20) Points
5. Cost proposal and timeline (20) Points

D. Questions with regard to this RFP:

1. Questions with regards to this RFP must be submitted via email and addressed to the following contacts between April 24, 2018 and May 22, 2018. All questions received after the deadline will not be answered.

Jeff Koffel
Executive Director
jkoffel@teddonline.com
(509) 684-4571

Or

Kinsey Coots
District Planner
kcoots@teddonline.com
(509) 684-4571

The TEDD may choose to interview Consultants, depending upon evaluation scoring. A separate scoring matrix will be used during the interview process.

BACKGROUND

The region covers an area approximately 6000 square miles in rural Northeast Washington. Much of the land is publicly managed by the Colville National Forest. Tribal lands for the Colville Confederated, Spokane, and Kalispel Tribes are also present in the region. With approximately 10.7 persons per square mile, there are significant challenges for economic development. The three counties have an approximate population of 64,461 according to the 2015 United States Census Bureau. Economic centers include Republic, Newport, Kettle Falls, Colville, and Chewelah. Each of these locations has at least one medical facility, one financial institute, as well as a retail presence.

This project will be focused on Ferry County and Stevens County. These counties have been slow to recover from the economic downturn in 2008 and still find themselves to be struggling with high unemployment rates and poverty levels. Ferry County and Stevens County were historically built around resource extraction. The unstable nature of the mining and logging industries often subjects the area to market price fluctuations and federal regulations. Currently the government serves as the largest employer by industry. Both counties are now facing the loss of a major employer. Hearth & Home Technologies, a stove manufacturer, in Stevens County and Kinross Gold Mine in Ferry County are closing their local operations. Tri County Economic Development District, has received grant funding from the U.S. Department of Commerce, Economic Development Administration (EDA) – Public Works and Economic Adjustment Assistance programs to develop an Economic Impacts and Mitigation Study.

Project Schedule

This project will take approximately 9 months from the notification of funding till the completion of the Economic Impacts and Mitigation Study.

After funding notification TEDD will release a Request for Proposals (RFP) for approximately 4 weeks. TEDD will be requesting that consultants who are interested and qualified, submit proposals to partner in completing the study. After receiving proposals TEDD staff will review the proposals. Those meeting the RFP requirements will be ranked and the rankings presented to the TEDD Board of Directors. TEDD anticipates choosing a consultant and entering into a contract 2-3 months after funding notifications. TEDD and the Consultant will work on the Economic Impacts and Mitigation Study for an additional 4-5 months. Within 9 months of notification of funding TEDD would like to have the study completed and ready to be presented to the TEDD Board of Directors. After the completion of the study TEDD will be able to move forward with the results from the study.

Notification of funding date: **April 1, 2018**

Economic Impacts and Mitigation Study Final Draft Due: **January 1, 2019**

Presentation to TEDD Board of Directors: **January 2019 Board Meeting**

Contract Completion Date: **January 31, 2019**

Project Deliverables

The Consultant shall provide the following deliverables for this project:

Final Draft:

1 unbound copy and one electronic copy via usb or disk (PDF and Word format) due by January 1, 2019.

Upon Approval:

- 25 bound copies of the final Economic Impacts and Mitigation Study
- Original sign-in sheets from all stakeholder/public involvement meetings
- Original Title VI response forms from all stakeholder/public involvement meetings
- Paper copies:
 - All supporting meeting materials for the public involvement process including any power point presentations, hand-outs, comments, surveys, etc.
- Electronic copy containing:
 - Economic Impacts and Mitigation Study (PDF and Word format)
 - All supporting meeting materials for the public involvement process including any power point presentations, hand-outs, web information, etc.

AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

Tri County Economic Development District in accordance with Section 504 of the Rehabilitation Act (Section 504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be prepared and supplied in an alternate form by calling 1-800-776-7318.

TITLE VI STATEMENT

Tri County Economic Development District in accordance with Title VI of the Civil Rights Act of 1964, 78 Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, subtitle A, Office of the Secretary, Part 21, nondiscrimination in federally assisted programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively ensure that in any contract entered into pursuant to this advertisement, disadvantaged business enterprises as defined at 49 CFR Part 26 will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin or sex in consideration for an award.”