



Klickitat County Port District No. 1

154 E Bingen Point Way Ste. A
Bingen, WA 98605
509-493-1655

Request for Qualifications

2021-06
Dallesport Industrial Park Feasibility Study

Submission Deadline

December 17, 2021 at 3:00 P.M. PPT

INTRODUCTION

The Port of Klickitat (Port) seeks a qualified consulting firm to perform an economic development market analysis to guide future development in our Dallesport Industrial Park. The selected firm shall analyze current market conditions and identify development actions and associated timelines to assist the Port with enhancing commerce and creating jobs in Klickitat County. In accordance with Washington State law, this consultant selection process is a Qualification Based Selection (QBS) which will not consider consultant fees, so please do not provide a fee proposal with your Statement of Qualifications/Proposal at this time.

BACKGROUND

The Port owns 660 acres of industrial land of which only 141 acres are developed, leaving 519 acres to make shovel ready. The mission of the Port of Klickitat is to provide economic benefit to our community. The Dallesport Industrial Park is located south of SR 14, east of US 197. The property is zoned General Industrial and served with power, water, sewer, natural gas, and telecommunications.

The Port was successful in acquiring a planning grant for up to \$50,000 from the Washington State Department of Commerce Community Economic Revitalization Board (CERB), which is funding this planning study at 80% (with 20% local match).

The minimum requirements for the CERB planning study are attached hereto and more information is available on the CERB website at: <https://www.commerce.wa.gov/building-infrastructure/community-economic-revitalization-board/cerb-planning-program/>

SCOPE OF WORK

The Port of Klickitat seeks proposals from experienced and qualified consultants to conduct a feasibility study on undeveloped property at the Port's Dallesport Industrial Park in the following areas:

- Market Analysis – DIP Lot 24 & 26
- Archaeological Survey – DIP Lot 24 & 26
- Infrastructure Needs – Roads, Power, Water, Sewer, Telecommunications, and Natural Gas.
- DIP Lot Barge Dock – aggregate transport
- Prepare Conceptual Site Plan for highest and best use of property

Firms submitting a response to the RFQ will be asked at a minimum, to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the desired outcomes of the project. Firms should specifically outline their experience working on master planning for industrial development.

DESIRED QUALIFICATIONS

- Knowledge and experience in the preparation of master planning for the development of industrial parks.
- Knowledge of and experience with applicable regulatory agencies and legal requirements for public works projects.
- Proven track record of customer service and responsiveness to clients resulting in projects completed on-time and within budget.
- Experience with CERB-funded projects including the Planning Program, Committed Private Partner Program, and Prospective Development Program.

HOW TO SUBMIT

Responses to this RFQ shall be marked, "Dallesport Industrial Park Feasibility Study" and addressed to the address below. Responses received after 3:00 P.M. PPT December 17, 2021 will not be considered. Post marked submissions on or before, that do not get delivered to the Port by the deadline will not be considered to be submitted.

Margie Ziegler
Executive Director
Port of Klickitat
154 E Bingen Point Way Ste. A
Bingen, WA 98605

SUBMITTAL CONTENTS

1. A cover letter explaining how your team's capabilities are best suited to assisting the Port of Klickitat.
2. Samples of other successful projects.
3. Qualifications of firm principals that will be assigned to this project.
4. Provide names, phone numbers and contact people at three organizations for whom you have performed similar work.

SUBMITTAL EVALUATION

Firms will be rated on qualifications, previous work experience, team members and the quality of the presentation of this information. Each element will be equally weighted. The panel will score independently and meet to determine top candidates, who may be asked to attend an interview, either virtually or in person.

INTERVIEW PRESENTATION

Firms/teams selected for interviews may be asked to present a brief synopsis of their qualifications and previous projects they have worked on. Further questions will be developed and provided prior to the interview. Firms will be rated based on response to questions, qualifications to perform the work, previous work and overall presentation. Criteria will be equally weighted.

PROFESSIONAL SERVICES CONTRACT

The selected firm will be expected to enter into a Professional Service Agreement with the Port of Klickitat. The contract will be a cost reimbursement with agreed maximum. The winning firm will be required to provide a breakdown of their fee.

ADDENDA

If the Port determines it is appropriate, it will issue addenda to this RFQ and will post it to the Port's website: <http://www.portofklickitat.com/administration/office.asp>. It shall be conclusively presumed that the applicant did, before submitting a Response to the RFQ read all addenda.

PROPOSAL PREPARATION, CONSULTANTS COSTS AND EXPENSES

The Port is not liable for any costs or expenses arising out of preparation of the firm's submittal. If selected, the firm may not include any of these costs or expenses as part of its fee, rates, or charges for performing work under the Contract. Proposals should be prepared simply, economically, providing straightforward, concise description of proposer's ability to satisfy the requirements of the RFQ. Submittal of technical literature, display charts, or other supplemental materials are the responsibility and within the discretion of the proposer.

The successful firm will supply its own materials and will provide and pay for all labor, supervision of its employees and agents, travel, insurance, vehicles, materials, and tools necessary to provide services under the resulting contract. The Port reserves the right to reject any or all submittals, waive informalities, and make the award in the best interest of the Port. The Port reserves the right to contact a firm for clarifications of its proposal during the evaluation process. The successful firm should be prepared to accept this RFQ for incorporation into an agreement resulting from this RFQ. It is also understood that the proposal will become part of the official contract file.

Thank you for your interest in working with the Port of Klickitat.

PLANNING STUDY MINIMUM REQUIREMENTS

The planning study must contain the following minimum requirements:

- a. A product market analysis linked to economic development.
- b. A market strategy containing action elements linked to timelines.
- c. Identification of targeted industries.
- d. Identification of the group responsible for implementing the marketing strategy. Describe the group's capacity to complete the responsibility.
- e. 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.
- f. A location analysis of other adequately served vacant industrial land.
- g. Total funding for the public facilities improvements is secured or will be secured within a given time frame.
- h. An analysis of how the project will assist local economic diversification efforts.
- i. Indicate the specific issues that will be addressed.
- j. List one or more economic outcomes that you expect from the proposed CERB project.
- k. Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms what you expect to be able to show as progress toward the outcome for each year before the whole outcome has been achieved.
- l. Describe what data you will collect to determine whether the outcome is being achieved.
- m. Describe the data collection procedure including when data will be collected, from whom and by whom.
- n. The estimated median hourly wage of the jobs created when development occurs.
- o. If the project is determined to be feasible, the following information must be provided within the final report:
 1. Total estimated jobs created (in FTEs).
 2. Describe benefits offered to employees.
 3. Describe the median hourly wage of the new jobs in relation to the median hourly county wage.
 4. The county three-year unemployment rate in relation to the state rate.
 5. County population change in the last five years.
 6. The estimated jobs created represent what percentage of the county's labor force.
 7. The estimated jobs created represent what percentage of the county's unemployed workers.
 8. Estimated new annual state and local revenue generated by the private business.
 9. Estimated private investment generated by project.