

Rhode Island Commerce Corporation
315 Iron Horse Way, Suite 101
Providence, Rhode Island 02908

**REQUEST FOR PROPOSAL (RFP)
Economic Impact Analysis Services**

I. Description of Proposal

The Rhode Island Commerce Corporation (the “Corporation”) seeks to retain a vendor to provide an analysis of statewide economic impacts resulting from the filing of a Gas Capacity Contract with the Rhode Island Public Utilities Commission (“RIPUC”).

This document constitutes a Request for Proposal (“RFP”), in a competitive format, from qualified individuals and organizations. This request is an offer by the Corporation to purchase, in accordance with the terms and conditions of this RFP, the services, in whole or in part proposed by the successful Offeror(s), by contract.

II. Background

The Corporation’s mission is to work with its private, public and non-profit partners to create the conditions for businesses in all sectors to thrive and grow in order to promote prosperity for all of our citizens. The Corporation offers business services and assistance, access to capital programs, incentives and a variety of programs to help companies grow within Rhode Island’s borders and relocate to our great State. Additional agency information is available at www.commerceri.com.

III. Scope of Services

The RIPUC has docketed this matter as Docket #4627. All publically-available materials related to this docket, including National Grid’s filing, are available at: <http://www.ripuc.org/eventsactions/docket/4627page.html>.

The RIPUC Docket #4627 procedural schedule is expedited, and anticipated State Agency Advisory Opinions to be filed by September 9, 2016. The full procedural schedule can be found at: <http://www.ripuc.org/eventsactions/docket/4627-ps.pdf>.

The Corporation is seeking the services of a firm to determine the expected statewide economic impacts resulting from this request in order to comply with the statutory requirements found at: RI Gen. Laws § 39-31-6.(1)(A)(II) <http://webserver.rilin.state.ri.us/Statutes/TITLE39/39-31/39-31-6.HTM>. The results shall be provided to the Corporation in the form of a written report (the “Economic Impact Report”).

At the direction of the Corporation, bidders are also expected to provide all necessary assistance (non-legal) required to support the agency’s advisory opinion in this matter including participation in the regulatory process.

Schedule:

- Contract award is contemplated by August 4, 2016
- The Economic Impact Report is due to the Corporation no later than August 26, 2016.
- Additional services relating to this project shall be at the direction of the Corporation.

IV. Proposal Format

All proposals shall provide information relating to the elements listed in sufficient detail to allow the Corporation to conduct an informed and fair selection process. Failure to include any of the following information may have an adverse impact on the evaluation of a proposal. A submission must, at a minimum, include the following elements:

1. Table of contents and an executive summary of the proposal should be included.
2. Provide the name of your company and the name, address, telephone number and email address of a person with whom our office can communicate regarding this RFP.
3. Firm Background: Please provide a summary overview of the firm(s) comprising your proposed consultant team, including office locations and number of staff in each location by discipline.
4. A work plan description shall include a timeline and list of project deliverables. The Offeror shall include task assignments of staff members and level of effort for each linked to the cost proposal and project deliverable(s).
5. Project Team: Please identify the key members of the proposed consultant team who will manage and staff this contract. Specifically, please identify a Principal-in-Charge and a Project Manager for the overall contract as well as other staff necessary to accomplish the scope of the services. An organization chart would be helpful. Please confirm the immediate availability of personnel given the schedule to accomplish this engagement. Please provide professional resumes and billing rates for all proposed personnel.
6. Relevant Project Experience: Please provide information on no more than ten (10) highly relevant projects undertaken by the proposed consultant team within the past five (5) years. The selected projects should demonstrate the experience of the proposed team with this type of analysis. Specific mention should be made of any relevant project experience related to state and/or local economic impact analyses associated with energy infrastructure proposals. Specific reference should also be made to any experience in supporting work products before regulatory bodies (i.e public utilities commissions), particularly those related to energy matters.
7. References including client name, address, contact person, telephone number, email, project start and end date, as well as a project description. References should be for similar or related projects that proposed key staff members for this project have worked.
8. Copies of all documentation which demonstrate the firm(s) has the legal ability to perform the services in the State of Rhode Island, described generally heretofore.
9. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation within 30 days of award.

10. A listing of all current and ongoing contracts between any/all firms proposing and the Corporation or the State of Rhode land.
11. A disclosure of all outstanding financial obligations with the State of Rhode Island for any of the firms included in the proposal.
12. Acknowledgement that execution of a Confidentiality Agreement and Conflict of Interest Affidavit will be required at award.
13. Please provide a cost proposal as follows:
 - Information relating to firm’s fee structure, including appropriate “rate sheets”.
 - A total, maximum price to accomplish all of the work.
 - Non-labor expenses, if any.
 - Items not included in the price.

V. Evaluation and Selection Criteria

EVALUATION CRITERIA:

Project Team/Firm Background
Relevant Project Experience
Fee Structure

VI. Notifications

1. Equal Employment Opportunity (RIGL 28-5.1) – 28-5.1-1 Declaration of policy – (a)Equal opportunity and affirmative action toward its achievement is the policy of all units of Rhode Island State government, including all public and quasi-public agencies, commissions, boards and authorities, and in the classified, unclassified, and non-classified services of State employment. This policy applies to all areas where the State dollar is spent, in employment, public services, grants and financial assistance, and in State licensing and regulation. For further information, contact the Rhode Island Equal Opportunity Office at (401) 222-3090.
2. In accordance with Title 7, Chapter 1.1 of the General Laws of Rhode Island, no foreign corporation, a corporation without a Rhode Island business address, shall have the right to transact business in the State until it shall have procured a Certificate of Authority to do so from the Rhode Island Secretary of State (401-222-3040). This is a requirement only of the successful contractor.
3. The Commerce Corp RI reserves the right to consider evaluation criteria other than that listed in this RFP.

VII. Response Date

Responses to this RFP are due by July 28, 2016 by 2:00 p.m. Include one (1) electronic (PDF) version and five (5) printed copies of the complete proposal. Completed proposals must be mailed or hand-delivered in a sealed envelope marked:

Rhode Island Commerce Corporation
ATTN: Economic Impact Analysis Services RFP
315 Iron Horse Way, Suite 101
Providence, RI 02908

The Corporation reserves the right to terminate the Project prior to entering into any negotiated contract with any qualified firm or firms pursuant to this Request for Proposals, and by responding hereto, no firm or firms are vested with any rights in any way whatsoever.

VIII. LOGISTICS

No phone calls will be accepted. The Corporation will not accept, nor answer any inquiries received which pertain to this solicitation.

This Request for Proposal is being issued on **July 15, 2016** and responses are due no later than 2:00 p.m., local time, on **July 28, 2015**. Any responses received after this time will not be considered.