

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

REQUEST FOR PROPOSAL (RFP)
Economic Development and Real Estate Consulting Services

ISSUE DATE: September 11, 2013

PRE-BID CONFERENCE: September 18, 2013 10:30 – 11:30 at RIEDC offices
(Narragansett room)

BIDS DUE: September 30, 2013

DECISIONS: October 11, 2013

REPLY TO:

Please submit an electronic copy (.pdf format) to jriendeau@riedc.com as well as five (5) hard copies of your proposal to the attention of John Riendeau. Proposals are due no later than 3:00PM of September 30, 2013, in the Economic Development Corporation's offices at 315 Iron Horse Way Providence, RI 02908.

REQUEST FOR PROPOSAL

I. Description of Proposal

The Rhode Island Economic Development Corporation (RIEDC) seeks to retain one or more vendors ("Vendor" or "Offeror") to provide Economic Development and Real Estate Consulting Services.

The term of this award will be for two years, with a one (1) year extension at the sole option of RIEDC. This work will be done on behalf of programs and projects associated with the RIEDC and its subsidiary Corporations in accordance with the terms of this request.

It is envisioned that a price agreement will be awarded to one or more vendors with rates provided. **There is no guarantee of any level spending activity to a vendor or vendors selected for this solicitation.**

This document constitutes a Request for Proposal (RFP), in a competitive, format, from qualified individuals and organizations to provide Economic Development and Real Estate Consulting Services. This request is an offer by the RIEDC to purchase, in accordance with the terms and conditions of this RFP, the services proposed by the successful offeror (s), by contract, as needed.

1.1 The offeror shall provide a proposal, in accordance with the terms and conditions set forth herein, to provide services to the RIEDC as follows:

Provide Economic Development and Real Estate Consulting Services on an as-needed basis under a contract to assist the RIEDC in planning and development projects throughout the state. The following list of services outlines the range of potential assignments under this RFP.

- Economic Development
 - Economic Development Plans and Strategies
 - Fiscal and Economic Impact Analysis
 - Labor Force Studies
 - Target Industry Analysis
 - Downtown Revitalization
 - Economic Development Program Design and Development
 - Sector Specific SWOT Analysis
 - Business Plans for Specific Economic Development Projects
 - Application Development for Federal Funding for Economic Development Related Projects
- Real Estate Consulting
 - Market Research
 - Highest and Best Use Studies
 - Concept and Development Programming
 - Project Definition and Pricing
 - Project Financial Feasibility Analysis (including Pro Forma analysis)
 - Appraisals
 - Business Organization and Market Strategies
 - Repositioning and Disposition

While many of these services will require close coordination with physical planning professionals (i.e., land planners, architects, engineers), such firms will be procured under separate contracts. Other related services not in this list may be required.

1.2 Questions concerning this RFP must be submitted to John Riendeau, Director of Business Development, Rhode Island Economic Development Corporation, 315 Iron Horse Way, Providence, RI 02908 by September 23 at 3:00 p.m. Submission of questions by email to jriendeau@riedc.com is permitted. RIEDC shall distribute and post responses on its website.

II. Background

The RIEDC 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 RIEDC 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.riedc.com.

III. Scope of Services

General Description

The Vendor will be responsible for providing work within the following categories of services:

1. Economic Development Services; and
2. Real Estate Consulting Services

Services required will be based on the needs of individual programs and projects, and may include one or more of the categories above. Following is a description of the activities that the Agency expects the Vendor to perform for each of the categories of services.

Category 1: Economic Development Services

Projects require an array of consultation services for planning effective economic development strategies, ranging from conducting industry research; provide industry mapping services, to implementation of select strategies, and evaluating comprehensive development plans. The Vendor agrees to provide an array of strategic business development consultation services, including but not limited to the following types of services:

- Economic Development Plans and Strategies
- Fiscal and Economic Impact Analysis
- Labor Force Studies
- Target Industry Analysis
- Downtown Revitalization
- Economic Development Program Design and Development
- Sector Specific SWOT Analysis
- Business Plans for Specific Economic Development Projects
- Application Development for Federal Funding for Economic Development Related Projects

Category 2: Real Estate Consulting Services:

- Market Research

- Highest and Best Use Studies
- Concept and Development Programming
- Project Definition and Pricing
- Project Financial Feasibility Analysis (including Pro Forma analysis)
- Appraisals
- Business Organization and Market Strategies
- Repositioning and Disposition

The Corporation is seeking the services, such as general real estate consulting services, research as outlined above. The creation of specialized analytical reports would help guide policy making, marketing, creation of new market-driven business services programs, and overall state business development efforts. Respondents are encouraged to provide descriptions of the services offered.

The nature of this work will require access to RIEDC client confidential information, such as corporate financial data, included in proposals and reports. Additionally, the individuals performing this work may have contact with all RIEDC departments and senior staff, state, federal agencies, public and private sector counterparts which require administrative and technical knowledge and ability to promote and protect the corporation's best interests. As such, execution of a confidentiality agreement in a format prepared by the Corporation will be a condition of engagement.

These services may be requested as individual, stand-alone services, or they may be requested collectively as part of a comprehensive development project. The services required will depend on the statement of work requested, or on a project by project basis. The services will be paid on an hourly basis based on a specific statement of work to be defined by the Agency. Prior to starting, the Vendor will meet with the relevant Agency Manager and a representative from the business development and special projects department to understand the program goals and define potential strategies. Prior to beginning the delivery of the consultation and statement of work, the Vendor will be required to provide the level of effort (number of hours), propose a timeline to complete the scope of work and give the total cost. Nothing prevents the agency from contacting multiple vendors in order to acquire the best value for the State. Work will begin when the Agency and the Vendor have agreed upon the proposal (see section VI: Requirements) and a Purchase Order is issued for an identified statement of work.

3.1 Offeror will provide RIEDC with consulting services as mutually agreed upon and described in this RFP, which will govern any particular assignment issued.

3.2 The Statement of Work shall be drafted as an engagement letter between the parties setting forth the following:

- a. A complete and detailed description of the type(s) of services to be rendered by the Offeror;
- b. The applicable billing rates for the services to be rendered ("Service Fees");

IV. Process and Requirements

4.1 Offerors will submit their proposals within the timeframe indicated. RIEDC's evaluation will be geared to identify those proposals which offer the best combination of expertise and value. RIEDC will not, however, base its evaluation solely on price and reserves the right to make an award to an Offeror (s), who may not necessarily be the lowest bidder.

4.2 No extension in the submittal date will be granted on an individual basis. If RIEDC determines that the timeframe it has established for this RFP is inadequate, it may, at its option, extend the submission deadline for all Offerors.

4.3 Offerors agree that their proposals are a firm agreement to provide services at a stipulated rate to RIEDC. Those rates will be reflected in the Statement of Work engagement letter. All pricing schedules quoted in response to this RFP, however, must remain in effect for two (2) years at a minimum and may, at the election of the Offeror, be guaranteed for one (1) additional year at its sole discretion.

4.4 Offeror may withdraw their proposal at any time by notifying **John Riendeau** at jriendeau@riedc.com of their intention to do so.

V. Awards

5.1 Subsequent Contract Terms and Conditions

- a. The RIEDC reserves the right to award all, partial or none of this solicitation.
- b. This contract does not create an employment relationship. Individuals performing services required by the contract are not employees of the State nor the Agency. Vendor's employees shall not be considered employees of the State or the Agency for any purpose and as such shall not be eligible for benefits accruing to state or agency employees.
- c. Travel and travel reimbursement is not authorized for this acquisition.
- d. This purchase is not subject to any sales tax or Federal excise tax. An exemption certificate will be furnished upon request.
- e. The vendor shall be paid upon submission of proper invoices to the agency at the prices stipulated on the contract. Invoices shall contain the contract number and purchase order number. Failure to follow these instructions may result in delay of processing invoices for payment.
- f. All billing and subsequent payments must be in arrears.
- g. No oral statement, online click wrap amendments, facsimile, mail or other notification issued by vendor shall modify or otherwise effect the terms, conditions, or specifications stated in this purchase order unless accepted in writing by RIEDC.

Offeror shall have the capability, experience, and expertise to provide the RIEDC with services in accordance with the requirements set forth herein and consistent with the representations made in the submission under this RFP.

5.2 Selection of the approved vendor will be substantially based on the criteria delineated in section VII.

VI. Proposal Format

6.1 Five copies of each proposal shall be submitted to the RIEDC.

6.2 RIEDC will not provide any reimbursement for any cost associated with the development or presentation of a proposal.

6.3 Failure to include any of the following information may have an adverse impact on the evaluation of a proposal:

a. Offeror should complete all of Section VII. The Offeror should respond to the main themes of each of the outlined areas in Section VII in a comprehensive, yet succinct, narrative that addresses the RIEDC's core needs in each of those areas. The Offeror should provide corresponding examples, sample work products or references where asked to do so. The Selection Committee may request additional detailed responses to individual questions during the oral presentation phase.

b. Inclusion of client information or references that reflect upon the Offeror's consulting expertise or experience is desirable.

c. Proposal should be prepared in a standard 8 ½ x 11 format and adequately bound.

d. Table of contents and an executive summary of the proposal should be included.

e. A fee schedule for work proposed under the RFP should be included.

VII. Evaluation and Selection Criteria

All proposals shall provide information relating to the elements listed in sufficient detail to allow the RIEDC to conduct an informed and fair selection process. Proposals shall not exceed 24 single-sided pages in length, excluding resumes and appendices. A submission must at a minimum, include the following elements:

6.1 Project Team: Please identify the key members of your 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 technical and design staff in each of the disciplines listed in the scope of the services. An organization chart would be helpful. Please advise as to the immediate and anticipated availability of key personnel. Please provide professional resumes and billing rates for all proposed personnel.

6.2 Firm Background: Please provide a summary overview of the firm(s) comprising your proposed consultant team, including office locations, number of staff in each location by discipline. Brochures and marketing materials may be included in an appendix to the proposal.

6.3 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 consultant team with the project types described in the Scope of Services. Where applicable, please indicate where individual members of the proposed consultant team have worked on the relevant projects. Please provide reference contact information for all of the projects.

6.4 Please identify all RIEDC projects that the proposed consultant team has worked on, as prime consultant, sub-consultant, or in any other capacity (i.e., peer review, consultant to the developer, etc.).

6.5 Fees: Information relating to firm's fee structure, including appropriate "rate sheets".

Administrative Proposal Elements

1. Certification of availability of individuals proposed
2. Acknowledgement of the Confidentiality Agreement and Conflict of Interest Affidavit requirements
3. References
4. Certification that a Certificate of Good Standing from the Rhode Island Division of Taxation will be delivered to the Corporation upon award.
5. A listing of all current and ongoing contracts
6. A disclosure of all outstanding financial obligations with the State of Rhode Island.

EVALUATION CRITERIA:

	Percentage
Project Team/Firm Background	35%
Relevant Project Experience	35%
Fee Structure	30%

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 **September 11, 2013** and responses are due no later than 3:00 p.m., local time, on **September 30, 2013**. Any responses received after this time will not be considered.

1 electronic and 5 hard copies of the submittal shall be delivered to:

Rhode Island Economic Development Corporation

315 Iron Horse Way, Suite 101

Providence, RI 02908

Attn: John Riendeau

Please forward any questions about this RFP in writing to the address above, or via e-mail: Questions will not be considered unless submitted in writing as directed. Telephone calls or personal visits to the RIEDC are prohibited during the solicitation and evaluation process.

Vendor questions and subsequent agency responses will be posted on the RIEDC website at www.riedc.com/RFP

All proposals with the appropriate required information must be submitted in a sealed package. The outside of the package must contain the name of the submitting vendor, the due date, and the appropriate solicitation number.

Proposals submitted after the due date and time will not be considered, no exceptions.

Schedule of RFP Process and Project Timeline

ISSUE DATE: September 11, 2013

PRE-BID CONFERENCE: September 18, 2013

QUESTIONS DEADLINE: September 23, 2013

BIDS DUE: September 30, 2013

DECISIONS: October 11, 2013

Late and facsimile submissions will not be accepted and will be discarded without consideration.

The Corporation reserves the right to select the proposal which it believes, in its sole and absolute discretion, will provide the greatest value to the Corporation.

Further, the Corporation reserves the right to terminate this solicitation prior to entering into any agreement with any qualified firm pursuant to this Request for Proposal, and by responding hereto, no firms are vested with any rights in any way whatsoever.