

REQUEST FOR PROPOSAL
DISTRIBUTED LOGISTICS RURAL SATELLITE FACILITY
PRELIMINARY FEASIBILITY STUDY

SEVEN COUNTY INFRASTRUCTURE COALITION

March 18, 2020

Introduction

The Seven County Infrastructure Coalition (the “Coalition”) is an independent political subdivision of the State of Utah. The Coalition is currently comprised of seven counties in Utah, including Carbon, Daggett, Duchesne Emery, San Juan, Sevier, and Uintah. The Coalition’s purpose is to be an implementation and potential ownership entity allowing its members to pursue essential regional infrastructure projects. Please visit its website at www.scic-utah.org for additional information.

The Coalition seeks a qualified consultant (or consultant team) to identify and review current plans, policies, and data relating to the Distributed Logistics (“inland port”) concept in Utah and to identify how rural satellite facilities could participate. The Distributed Logistics concept is being pursued as an import/export facility to allow customs to be cleared locally to maximize international trade efficiency. Rural “satellite” facilities are being considered to reduce logistics, place terminals closer to natural resources, and to meet the Utah Governor’s initiative to add 25,000 jobs. A specific site in Sevier County will be considered in addition to the general implementation recommendations.

The Coalition desires to complete a study that answers the following two questions:

1. Is the rural Distributed Logistics Satellite concept worth pursuing within the Coalition’s member counties?
2. Is the conceptual Distributed Logistics satellite trucking terminal facility in Salina, Sevier County, Utah, preliminarily feasible and should it be advanced for further analyses?

Scope of Work

The detailed scope of work is as follows:

1. Review of Utah Distributed Logistics Rural Satellite Facility Concept (Question 1)
 - a. Identify and review current federal, state, and local plans, policies, and data relating to the Distributed Logistics concept in rural Utah.
 - b. Outline ways in which rural satellite facilities may be authorized.
 - c. Outline critical success factors for rural satellite facilities.
 - d. Compile an outline of strategic requirements, including local ordinances and policies, to properly and efficiently implement a rural satellite facility.
 - e. Outline of critical steps to implement a satellite facility at any location within the Coalition or rural Utah.
2. Analysis of Site-Specific Distributed Logistics Satellite Concept in Salina, Sevier County, Utah (Question 2)
 - a. Identify and analyze the scenario of developing a rural Distributed Logistics Satellite facility in Salina, Sevier County, Utah.
 - b. Identify potential shippers and perform a minimum of 5 interviews with both shippers and importers.
 - i. Obtain information regarding the current shipping needs and future needs.
 - ii. Determine companies which have international shipping needs.
 - iii. Determine if potential shippers have needs to clear customs quicker in order to:
 1. Reduce shipping costs
 2. Increase shipping speeds

3. Expand into or opening new international markets
 4. Others?
 - c. Identify a potential service region and prepare a list of potential products
 - d. Conduct a financial performance analysis to identify:
 - i. CapEx requirements for any proposed facility.
 - ii. Ongoing operational and maintenance costs.
 - iii. Identify potential operating partners.
 - iv. Forecasted revenue flows.
 - e. Review current county and municipal policies to evaluate the allocation of tax differential funds or other incentives and provide recommendations on the ratio of tax differential funds allocated to attract and support specific business development projects vs. the amount allocated to develop needed infrastructure.
 - f. Perform a risk assessment related to public and private investment, such as construction risks, geopolitical risks, pricing risks, weather, labor, operating and maintenance costs, and regulatory issues.
 - g. Assess the current ability to balance outgoing volume with incoming volume and equipment to determine the near-term scope and size of the satellite facility.
 3. Summary and Recommendations

Additional Notes:

1. Coalition Engineer of Record will provide the following information by June 30, 2020:
 - a. Conceptual Salina trucking terminal site layout(s) and capital cost probable costs.
 - i. Perform a site assessment and provide recommendations on infrastructure needs, costs, and improvements.
 - ii. Review connectivity to regional transportation network
 - iii. Identify and evaluate the available transportation networks for the satellite site.
 - iv. Data to be provided in shapefile and spreadsheet formats.
2. Coalition will provide a list of potential shippers and importers upon contract award.
3. Coalition will secure Non-Disclosure Agreements (NDAs) with interviewees prior to the interviews.
4. The Coalition possesses a vast GIS-based infrastructure database that can be accessed online at www.scic-utah.org to aid the evaluation process.
5. The total budget for planning effort is \$50,000. Please tailor the approach accordingly to provide best value. The highest priority tasks are related to Question 1.



Required Personnel Qualifications

The selected firm shall be responsible to ensure that all personnel working in the various areas being proposed under this RFP are qualified through training, experience, and appropriate certification for the tasks assigned.

The Consultant's project manager will be asked to provide certification information for members of the project team prior to final contract acceptance. The Consultant will also be expected to prepare a staffing plan showing the makeup of the project team. The staffing plan will show how the team meets the certification or equivalent requirements and is subject to Coalition approval.

The Coalition has the right to approve or recommend the mix of personnel proposed for this project.

Please assume that the Consultant will coordinate closely with the Coalition's executive director, program management firm, and legal counsel, as appropriate, to deliver the study.

Pre-Proposal Conference Call

A non-mandatory Pre-Proposal Conference Call is scheduled for **Friday, April 3, 2020, at 10:00am** (Mountain Daylight Time). The meeting may be attended via conference call by dialing 1-669-900-6833, Meeting ID: 834 191 6232. The purpose of the Pre-Proposal Conference is to gather questions and address any technical items before the proposal closing date.

Proposal Format / Selection Team / Evaluation Criteria

The proposal shall consist of the six sections listed below. Each section will be reviewed and assigned a point score not to exceed those shown below. The selected firm will be the one with the highest overall point score. A short list of firms may be invited to interview for this project if scores are close, but the Coalition is not required to do so. The Coalition reserves the right to reject any and all proposals. No compensation will be provided to consultants preparing proposals for the project.

Evaluation of the proposals will be made by a Coalition-appointed committee that will evaluate and score the proposals in accordance with the criteria specified below. The Coalition reserves the right to extend the evaluation process by selecting a shortlist of two or more of the highest ranked firms to participate in phone interviews. If interviews are required, the selected firms will be provided with additional information about the format, length, content, and scoring to be used.

Section	Evaluation Criteria	Maximum Points
1	Project Team	20
2	Capability of the Consultant/Experience	25
3	Approach to the Project	25
4	Distributed Logistics Expertise	5
5	Cost Control	10
6	Schedule Control	15

Proposal Content

The Proposal must contain all the information identified in the RFP Summary and Guidelines for Preparing the Proposal (refer to **Attachment A**).

Proposal Deadline

The proposals shall be received electronically **before 3:00pm (Mountain Daylight Time) on Friday, April 10, 2020.**

Proposal Delivery

Please address electronic (pdf) proposals to: Mike McKee, Executive Director, Seven County Infrastructure Coalition. Please contact Kelly Carter with Jones & DeMille Engineering to receive a secure upload link to submit the proposal electronically. She can be contacted at kelly.c@jonesanddemille.com or 435.896.8266 Ext 187. Faxed proposals will not be accepted. Each Consultant team should submit only one (1) combined proposal.

Number of Copies

Submit one (1) electronic copy of the Proposal.

Pages

Number pages sequentially at the bottom right corner of each page. Limit the number of pages to 15 pages (not including the Introductory Letter). Pages exceeding the 15-page limit will not be evaluated. Resumes of key personnel in the appendices will not be counted toward the page limit.

Proposal pages shall be 8.5" x 11". Maps and technical diagrams may be 11"x17". Graphics may be shown in color.

Notices

To receive notifications regarding addendums and clarifications to this RFP, please contact Kelly Carter at Jones & DeMille Engineering at kelly.c@jonesanddemille.com or at 435.896.8266 Ext 187. Additionally, all notices will be posted on the Coalition's website at www.scic-utah.org.

Management Responsibility/Selection Process

Jones & DeMille Engineering is the Program Manager and primary technical contact for the Consultant. All project questions and contract documentation requirements shall be submitted to Daniel Hawley at Jones & DeMille Engineering. He can be contacted by email at daniel.h@jonesanddemille.com, or by phone at 435.896-8266 Ext 152.

The proposals will be evaluated and scored by a selection committee comprised of board members and staff. Phone interviews with shortlisted firms, if held, may be held on **Thursday, April 16, 2020, beginning at 10:00am**. All submitting firms will be notified via email after a firm has been selected.

Disclosure and Disposition

Once submitted, the proposal become the property of the Coalition, are treated as public documents, and disposed of according to Coalition policies including the right to reject any and all proposal(s).

Proposals shall be open to public inspection according to Coalition policies. The Consultant may request in writing the non-disclosure of trade secrets and other proprietary data, if so identified. Upon request from the Consultant, the Coalition's Executive Director will examine the proposal to determine the requests validity prior to award of the contract. If the Coalition's Executive Director disagrees with the Consultant's request, the Coalition Executive Director will inform the consultant in writing which portion of the proposal will need to be disclosed. At that time, the Consultant will have opportunity to withdraw their proposal. Otherwise, the data will be disclosed.

Insurance Requirements

For all contracts with the Coalition, the Consultant will be required to provide:

General Liability & Automobile: \$1,000,000 per occurrence and \$2,000,000 aggregate with a \$2,000,000 umbrella policy.

Valuable Papers & Electronic Media: \$250,000 or value adequate to reproduce media.

ATTACHMENT A

Guidelines for Preparing the Proposal

Introduction

These guidelines were developed to standardize the preparation of proposals by consultants for operations and maintenance plans. The purpose for these guidelines is to assure consistency in format and content of proposals that are prepared by consultants and submitted to the Seven County Infrastructure Coalition. The Proposal should contain the following information in the order listed.

- Introductory Letter - No Points
- Section #1 - Project Team - 20 Points
- Section #2 - Capability of Consultant / Experience - 25 Points
- Section #3 – Approach to the Project - 25 Points
- Section #4 – Distributed Logistics Expertise - 5 Points
- Section #5 – Cost Control – 10 Points
- Section #6 – Schedule Control – 15 Points

Note: All submittals must be clear, concise and in recommended format, so the proposals can be evaluated in an efficient and objective manner by the designated Review Team. The six (6) sections in all proposals should be labeled for easy reference (#1, #2, #3, #4, #5, #6). Statements not organized will receive a three-point penalty.

Introductory Letter:

The Introductory Letter should be addressed to:

Mike McKee, Executive Director
Seven County Infrastructure Coalition

This one-page letter should contain an expression of the consultant's interest in the work, a statement regarding the qualifications of the consultant to do the work, and any summary information on the project team or the consultant that may be useful or informative to the Seven County Infrastructure Coalition.

The introductory letter does not count as one of the 30 pages. Begin page numbering with the first page in Section #1.

SECTION 1

Project Team:

The proposal should outline how the qualifications, experience, and time allocation of the project team are beneficial to the project.

Identify consultant and subconsultant key individual qualifications and experience as related to the work disciplines.

Identify strengths of key personnel.

Provide a brief description of why the Coalition should select your team.

Identify current obligations and time availability for team members during the duration of the project.

SECTION 2

Capability of Consultant/Experience:

Include detailed experience on similar or related projects.

Describe your capability to perform the work. Explain internal policies and procedures related to quality and cost control.

List project types, locations, and size (total project value) of similar work performed in the last five years, that best characterizes the firm's capabilities and experience.

Provide project description, contact name, address, and phone number of references for work experience examples.

Identify resources, including management and organization capabilities, currently available for performing the work.

SECTION 3

Approach to the Project:

Provide a detailed description of the approach to execute the project in the most efficient manner possible.

Identify the risks that should be anticipated and any solutions that may allow the project to proceed most efficiently.

Outline the communication plan to ensure that all project delivery team members, including the Coalition, are synced throughout the pre-construction and construction phases.

How will the Consultant interact with and support the other consultants on the Coalition's team to minimize cost and shorten the schedule to be in operation as soon as possible?

Convince the Coalition that the Consultant has the best approach to deliver this study and answer the critical questions.

SECTION 4

Distributed Logistics Expertise:

Provide a summary of your local knowledge and experience on similar projects, particularly those located in the Western US.

Provide details of the work your firm completed and any local experience that will benefit the project. Local relationships and knowledge should be clearly demonstrated. Understanding of local issues and possible concerns should be indicated, along with possible solutions.

SECTION 5

Cost Control

Provide an outline of the total cost of the elements listed in the detailed scope of work in the RFP.

Subtotal the costs based on the two primary study questions to be answered.

Include the standard hourly rates for the team.

Provide an outline of the management procedures that will be used to keep the project within budget.

SECTION 6

Schedule Control

Provide an outline of the management procedures that will be used to keep the project on schedule.

Provide examples of when and how your organization has completed similar projects within tight time constraints.

Provide references for 5 similar projects that were completed on a timely basis.