

REQUEST FOR PROPOSAL
INDUSTRIAL PARK ANALYSIS
AND
DISTRIBUTED LOGISTICS OPPORTUNITIES
PRELIMINARY FEASIBILITY STUDY

SEVEN COUNTY INFRASTRUCTURE COALITION

September 2, 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 evaluate and pursue essential regional infrastructure projects. Please visit its website at www.scic-utah.org for additional information. The Coalition and Sevier County are partnering and providing funding for this important feasibility study.

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

1. Which types of commercial real estate opportunities would best suit the Salina Commercial Center?
2. Could rural counties participate with the Utah Port Authority as it develops inland port opportunities and what conditions would need to exist to do so? The Salina site would be an example of such an opportunity.

Scope of Work

The detailed scope of work is as follows:

Part 1

1. An analysis of the site’s potential for large commercial, industrial, and manufacturing opportunities given its location, existing infrastructure, and transportation resources. We are looking to get the perspective of a large national or regional commercial real estate firm that understands current market trends and has the resources to complete a thorough analysis of the site’s potential.
2. Identification of specific industries that could be supported at this location. Based on the analysis mentioned in Item 1, we are interested in identifying industries that could successfully locate a property or facility in the industrial park.
3. Identification of trade associations that Salina City and Sevier County could contact to establish working relationships with. Knowing that each industry has one or more relationships with trade associations, we are interested in finding those associations and working to establish contacts. The firm that is successful with this RFP may be asked to assist the City and County in making those contacts.
4. Identification of specific companies within the industries identified that Salina City and Sevier County could contact to establish working relationships with. This effort will involve a direct contact campaign. Again, the successful firm may be asked to help establish those contacts. We may also use the services and resources of the Economic Development Corporation of Utah.
5. A conceptual site master plan including all properties inside and outside the currently subdivided portion. To date, an overall site master plan does not exist for all property in the industrial park and adjacent ground. We are interested in having a planner and/or architect look

at the site and provide a long-term land use and layout of the site. In other words, show where heavy industry could be in one location, light manufacturing in another, etc.

6. An outline of strategies and marketing approaches that the community could take to increase interest in the location. This section is the plan on how the entities will move forward to implement the master plan given the analysis, resources, partnership, etc.
7. An outline of what incentives would best suit potential industries and companies. We need to understand what types of incentives industries would be interested to generate interest in looking at the site. The City needs to know how it can prepare itself to offer those incentives both at the local level and state level in a coordinated effort.

Part 2

An analysis of the potential for the development of an inland port operation in partnership with the Utah Port Authority. We are interested in understanding the following:

1. Identify and review current federal, state, and local plans, policies, and data relating to the Distributed Logistics concept in rural Utah.
2. Outline ways in which rural satellite facilities may be authorized.
3. Outline critical success factors for rural satellite facilities. We need to understand how a rural community can position itself to partner with the Utah Inland Port Authority. This is a generic approach so that any community with the basic infrastructure can participate. In other words, if a community wanted to develop a distributed logistics center, what would it have to do to plan for and execute.
4. Compile an outline of strategic requirements, including local ordinances and policies, to properly and efficiently implement a rural satellite facility. This items could be considered the “check list” for what a community needs to do such as studies to determine viability.

Additional Information on the Salina Industrial Park concept:

- a. Because of its proximal location to Interstate 70, the City considers this property (“Site”) an important site that offers unique industrial, business park, and/or commercial opportunities in central Utah. Currently, the property is zoned commercial and industrial. All utilities are in the park now and significant land remains available for development.
- b. The vision for the property’s development is still emerging and the City will look at proposals and prioritize them according to job creation potential, market demand, and highest economic and financial benefit to the City.
- c. The U.S. Economic Development Administration awarded the City of Salina a \$735,000 grant in the early 2000s that was combined with city resources for a total of over one million dollars of public funds, combined in partnership with private industry, to develop a 400 acre commercial center on the City’s southern boundary.
- d. The Center is ideally located at the intersection of Interstate Highway 70 (East/West – Salt Lake to Denver) and Highway 89 (North/South – Salt Lake to St. George). The

Center will contain approximately 50 lots which will vary in size from 1.5 acres to over 30 acres. Multiple lots can be assembled for larger users. The Center will be aesthetically consistent through a detailed set of Covenants Codes and Restrictions. This will assure that all users of the Center will enjoy increasing capital appreciation and a desirable business environment.

- e. Since the park's beginning, a handful of small companies have located at the center. The City is interested in more significant development and identifying industrial clusters or industries that would fit with the City's vision and location.

Coalition Engineer of Record can provide recommended infrastructure needs and associated capital costs.

The Coalition possesses a vast GIS-based infrastructure database that can be accessed online at www.scic-utah.org to aid the evaluation process.



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 **Tuesday, September 8, 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
1	Project Team	20
2	Capability of the Consultant/Experience	20
3	Approach to the Project	25
4	Familiarity with Utah and Surrounding Region	10
5	Schedule Control	15
6	Cost	10

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 Monday, September 14, 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.

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 Coalition's 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, September 17, 2020, beginning at 10:00am**. The board intends to award the project at its September 18, 2020, board meeting. 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 - 20 Points
- Section #3 - Approach to the Project - 25 Points
- Section #4 - Familiarity with Utah and Surrounding Region - 10 Points
- Section #5 - Schedule Control - 15 Points
- Section #6 – Cost-10 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 15 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.

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

SECTION 4

Familiarity with Utah and Surrounding Region

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

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.

SECTION 6

Cost

Provide an outline of the proposed costs, including a lump sum fee for this study.

Provide hourly rates for unanticipated services that are outside of the referenced scope.

Provide a summary of how the Consultant will manage costs to stay within budget.

Provide a menu of options to give the Coalition the opportunity to modify the scope to achieve budget goals.