

Yellowstone County Board of County Commissioners

Request for Proposals

to

Prepare an Infrastructure Master Plan for the
Lockwood Targeted Economic Development
District (Lockwood TEDD)

General Information:

Request For Proposals (RFP) To Prepare an Infrastructure Master Plan for the Lockwood Targeted Economic Development District (Lockwood TEDD)

THE ABOVE DESCRIPTION MUST APPEAR ON ALL PROPOSALS AND RELATED CORRESPONDENCE.

<p>RESPOND NO LATER THAN:</p> <p>Monday, May 22, 2017 5:00 p.m. MST</p>	<p>RFP INITIATIVE:</p> <p>Prepare an Infrastructure Master Plan for the Lockwood TEDD</p>	<p>All consultants must respond in detail to each element of this RFP in order to be considered for contract award.</p> <p>Seven (7) hard copies and one (1) electronic copy of the proposal should be mailed to the contact person at the address below.</p>
<p>Questions regarding RFP should be directed to:</p> <p>Katy Easton Big Sky Economic Development 222 N. 32nd St. Ste. 200 Billings, MT 59101 406-869-8407 katy@bigskyeda.org</p>		<p>SEND ALL RFP RESPONSES TO THE CONTACT BELOW:</p> <p>Board of County Commissioners, P.O. Box 35000, Billings, MT 59107 or delivered to their office at the Yellowstone County Courthouse, Room 403, 217 North 27th Street, Billings, MT.</p> <p>Envelopes containing proposals should be marked "RFP for Lockwood TEDD Infrastructure Master Plan" in the lower right hand corner.</p>

**THE BUDGET FOR THIS PROJECT IS UP TO \$75,000.
PROPOSALS EXCEEDING THIS AMOUNT WILL NOT BE CONSIDERED.**

Background:

The Yellowstone County Board of County Commissioners voted unanimously on November 22, 2016, to create the *Lockwood Targeted Economic Development District*. Big Sky Economic Development (BSED), under instruction from Yellowstone County Board of County Commissioners (BOCC), intends to secure professional services to complete a Five-year Infrastructure Master Plan for the District.

The Lockwood TEDD Strategic plan, completed by Sanderson Stewart in November 2016, has identified the need for infrastructure improvements in order to spur development of the Lockwood TEDD and thereby build the value of the Tax Increment Finance District. To ensure the District is developed successfully, the Infrastructure Master Plan will ultimately outline the “next steps” to be taken in the first five years. The following deficiencies were identified as part of the Resolution of Necessity, adopted by the Yellowstone County BOCC in 2015 :

- **Water System** – A public water system is not available in the area, and will require expansion of the Lockwood Water and Sewer District, main extensions, and increased filtering capacity.
- **Sewer System** – A public sewer system is not available in the area, and will require expansion of the Lockwood Water and Sewer District, renegotiation of the agreement with the City of Billings for additional treatment capacity, main extensions, and upgrading of lift station.
- **Transportation** – Both on- and off-site transportation upgrades, including rights-of-way, will be required for traffic circulation, safety and access. Rail trans-loading facilities and multi-modal opportunities are not available.
- **Utilities** – Electric and gas service for ordinary industrial users is available with rights of way and line extensions. Heavy load industrial users would require supply, transmission line and substation expansions, and redundancy.
- **Broadband Connectivity** - The area has limited access to broadband service and upgrades would probably require a new line from downtown Billings. Critical information infrastructure would have to incorporate redundancy to assure reliable service.
- **General Improvements** – Additional infrastructure and public service deficiencies will be identified over time, for example, public transportation, lighting, storm water drainage systems, and emergency services.

Objectives:

The objectives of the Lockwood TEDD Infrastructure Master Plan are as follows:

- Objective #1 - Develop a general alignment plan in collaboration with the Montana Department of Transportation’s Billings Bypass plan;
- Objective #2 – Recommend and evaluate priority infrastructure requirements;
- Objective #3 – Outline and produce general cost estimates for identified infrastructure requirements; and
- Objective #4 – Identify, research and prepare required responses and information necessary for potential Federal and State grant opportunities (ie. TIGER and Fastlane grants).

Information for Consultants:

This RFP does not form or constitute a contractual document. Yellowstone County shall not be liable for any loss, expense, damage or claim arising out of the advice given or not given or statements made or omitted to be made in connection with this RFP. Also, Yellowstone County will not be responsible for any expenses which may be incurred in the preparation of this RFP.

A professional consulting contract will be required of the selected consultant and if the contract fails to be negotiated, the entities reserve the right to contract with another consultant.

Instructions to Proposers

EXAMINATION OF DOCUMENTS

Before submitting the proposals, the proposer shall:

- (a) Carefully review the terms of this request as well as the attachments;
- (b) Fully inform yourself of the existing conditions and limitations;
- (c) Include with the proposal sufficient information to cover all items required in the specifications.

NON-RESPONSIVE PROPOSALS

Consultants are expected to provide their best and most competitive proposal. Proposals that offer no response or a “to be determined” response to any item will be deemed “non-responsive” and will not be scored.

PROPOSAL MODIFICATIONS

In addition to any other information and documentation requested in this RFP, any forms provided herein shall be included in the submitted proposal. Modifications, additions or changes to the terms and conditions of this request for proposals may be cause for rejection of the proposal. Proposals submitted without required forms may be rejected. No oral, telephone, email, fax or telegraphic proposals or modifications will be considered.

CERTIFICATION OF ALTERATION OR ERASURE

A proposal shall be rejected should it contain any material alteration or erasure, unless, before the proposal is submitted each such alteration or erasure has been initialed in INK by the authorized agent signing the proposal.

SIGNATURE

All proposals shall be typewritten or prepared in ink and must be signed in longhand by the proposer or proposer’s agent or designee, with his/her usual signature. A proposal submitted by a partnership must be signed with the partnership name to be followed by the signature and designation of the partner signing. Proposals by corporations must be signed with the legal name of the corporation, followed by the name and signature of an authorized agent or officer of the corporation. Proposals submitted by a proprietorship must be signed by the owner and the name of each person signing shall be typed or printed legibly below the signature.

WITHDRAWAL OF PROPOSALS

Proposers may withdraw their proposal either personally or by written request at any time prior to the due date set for receiving proposals. No proposal may be withdrawn or modified after the due date and time, unless and until the award of the contract is delayed for a period exceeding ninety (90) days.

QUOTE VALID

The proposer must honor its quote for a period of ninety (90) days after the RFP due date.

QUESTIONS

Questions regarding the Request for Proposals contents may be sent to the contact person listed in Section 1 via email no later than 2 business days prior to due date for proposals. Every effort will be made to provide a written response within 2 business days.

EVALUATION

The evaluation of consultant's proposals may include, but is not limited to, the following criteria:

- Consultant's experience with similar studies.
- Capacity to assume new business on an ongoing basis for at least six months.
- Availability (timetable) for providing goods and/or services.
- Breadth of services available.
- Reporting capability (i.e. weekly written reports, quarterly reports, oral reports, and graphic illustrations to support reports, presentations and invoices).
- Training and professional development history.

EVALUATION CRITERIA

The proposals being requested will be scored on the following criteria:

Qualifications and ability to perform requested services (50 points total)

Past experience with other studies similar in scope	25 points
Personnel Qualifications	15 points
References from other communities	10 points

Execution of the Scope of Work (50 points total)

Proposal comprehensively addresses the Scope of Work -include methodology and approach	35 points
Proposal provides a clear, achievable and comprehensive timeline	10 points
Proposal identifies individuals to undertake Scope of Work and deliverables -include reporting capability	<u>5 points</u>

Total Points 100 points

RFP SUBMISSION

Upon the submission of the RFP response, the consultants acknowledge that all information is accurate and complete. Please send seven (7) hard copies via mail to the point of contact listed in Section 1.

RFP Process Timeline Dates

Proposals (Due by 5:00 PM MST)	May 22, 2017
Open and Acknowledge RFP Response	May 23, 2017
Evaluate RFP Response	May 23-25, 2017
Bid Award and Contract Execution	May 30, 2017
Final Infrastructure Master Plan	September 1, 2017

Scope of Work

Lockwood TEDD Infrastructure Master Plan

Through a series of project, stakeholder, property owner, and public utility entity meetings, consultants will work with BSED and the Yellowstone County BOCC to develop an Infrastructure Master Plan for the Lockwood TEDD which will address at a minimum:

1. Project Overview
2. TEDD Market Identification
3. Site Analysis
 - a. Land Use Plan
 - b. Buildout Opportunities
 - c. Flood Plain Analysis
 - d. Parking/Street Frontage
4. Transportation Plan
 - a. Existing System
 - i. Roadway
 - ii. Rail
 - b. MDT Bypass
 - i. Local Access
 - ii. Rail Access
 - iii. Multi-Modal Access/Trail Connection
 - c. Local Roadway
 - i. Traffic Volume
 - ii. Trip Generation/Projected
 - iii. Projected maintenance requirements
 - iv. Multi-Modal Access
 - d. Railway
 - i. Existing Rail
 - ii. Possible Rail Requirements
 - e. Trail Connection – including potential funding sources for construction and maintenance
5. Water System
 - a. Existing System
 - b. Water Rights/Expected Use
 - c. Distribution Plan
6. Waste Water System
 - a. Existing System
 - b. Collection
 - c. Lift Station
 - d. Waste Water Contract/Agreement (Lockwood-City of Billings)
7. Lighting/Power/Communications System
 - a. Existing Conditions
 - b. Distribution Plan
 - c. Broadband/Fiber Provisions
 - d. Special Considerations
8. Storm Water System
 - a. Existing System

- b. Storm Sewer Collection/Detention
 - c. Flood Plain Considerations/MS3 – Federal Storm Water Regulation
9. Trailhead Commerce Park

Deliverables

1. Schedule and attend biweekly project meetings with BSED and Yellowstone County BOCC
2. Draft Documents
 - Provide one (1) electronic copy of the final draft Infrastructure Master Plan for review
3. Final Documents
 - Provide three (3) hard copies and one (1) electronic copy of the final Infrastructure Master Plan
4. Stakeholder/Steering Committee/Property Owner Meetings/Interviews
 - Conduct, at minimum, one (1) meeting or interview with each stakeholder, Lockwood TEDD property owner, and the Lockwood TEDD Steering Committee. A stakeholder list will be generated in collaboration with BSED and the Yellowstone County BOCC.
5. Infrastructure Master Plan Schedule
 - An annual work plan for years 1-5 with assigned responsibilities and an in-depth analysis of funding strategies for each activity and project identified together with application deadlines and a description of the process for applications. (Consultants should address federal and state grants and loans, TIF bond anticipation notes, developer financing arrangements, assessment agreements, developer guarantees, among other financial approaches.)
6. Infrastructure Master Plan Financing
 - Identify and compile data required for federal and state grant applications identified in Deliverable #4