

REQUEST FOR PROPOSALS
Professional Consultant Services
For Eligibility and Economic Feasibility Study

The Urban Renewal Agency of the City of Pocatello, Idaho, also known as Pocatello Development Authority (“Agency”), is requesting proposals from qualified consultants to conduct an eligibility study and prepare an eligibility report to determine whether one, or more, proposed geographic areas are eligible to be included in an urban renewal revenue allocation area pursuant to the Idaho Urban Renewal Law of 1965, Chapter 20, Title 50, Idaho Code, as amended, and the Local Economic Development Act, Chapter 29, Title 50, Idaho Code, as amended. At the option of the Agency, the engagement may be extended for additional consultant services required as part of the urban renewal revenue allocation planning process, including, but not limited to, preparation of the economic feasibility study required for such planning efforts.

SCOPE OF WORK

Eligibility Study

Agency has a need for a consultant to conduct an eligibility study and prepare an eligibility report related to one or more geographic areas as outlined on the attached Exhibit A. The work will include reviewing the site conditions of the area by onsite investigation; evaluating the conditions against the statutory criteria for eligibility; preparing a written report setting forth the specific findings. The following services are anticipated in the agreement with the Agency. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after the selection process has been completed.

- Work with Agency Board and staff to review the proposed study area boundary or boundaries, and refine the boundaries as necessary to support Agency goals;
- Onsite review of the proposed study areas to become familiar with the existing site conditions;
- Procure parcel data, including the current assessed values;
- Work cooperatively with other public entities including City of Pocatello Public Works, Bannock County Assessor’s Office, as well as property owners;
- Work cooperatively with Agency legal counsel;
- Work with Agency staff to develop a project schedule;
- Prepare a written eligibility report;
- Attend and present at Agency and Pocatello City Council meetings, as needed

Economic Feasibility Study

To the extent a geographic area is deemed eligible for urban renewal planning purposes, Agency has a need for a consultant to conduct an economic feasibility study and prepare an economic feasibility study report related to one or more geographic areas as determined to be eligible. The work will include reviewing parcel data; projecting new development within the area over a defined period of time not to exceed twenty (20) years as set forth by Idaho Code; projecting potential cash flow; and working with City and Agency staff to determine a proposed public improvement list and cost estimate for the improvements; and preparing a written report setting forth the specific findings. The following services are anticipated in the agreement with the Agency. The descriptions are illustrative in nature and not exhaustive. The actual scope of services will be negotiated after the selection process has been completed.

- Work with Agency Board and staff to review projected development to occur within the proposed project area, and refine the projects as necessary based on existing and projected market conditions and City planning and development documents and goals;
- Review and identify the overlapping taxing districts and determine projected levy rates;
- Review and provide input on public infrastructure needs and potential projects within the project area and work with City staff and others on cost estimates;
- Onsite review of the proposed project area or areas to become familiar with the area and infrastructure needs;
- Work cooperatively with other public entities including City of Pocatello Public Works, Bannock County Assessor's Office, as well as property owners;
- Work cooperatively with Agency legal counsel;
- Work with Agency staff to develop a project schedule;
- Prepare a written economic feasibility study report;
- Attend and present at Agency and Pocatello City Council meetings, as needed

GENERAL

The selection process is proposal and qualifications based, and rates and other compensation will be negotiated. The specific project schedule and deliverables will be determined following selection; however, it is anticipated the eligibility study and the economic feasibility study will be completed in six (6) months from the execution of the agreement.

SUBMISSION REQUIREMENTS

RFP response submissions must be received at the address below by 3:00 p.m. MDT, September 13, 2023. Only one (1) original submission is required.

Pocatello Development Authority
 Attn: Brent McLane, Executive Director
 911 North 7th Avenue
 Pocatello, Idaho 83201

To be considered, each RFP response must include the following minimum information:

1. Cover letter; including name, address, telephone, and e-mail contact
2. Resume
3. List of relevant experience
4. Proposed methodology for accomplishing the Scope of Services described in the RFP above
5. Cost for services
6. RFP Waiver and Release
7. References

Agency may, at its own discretion, accept such submissions as it deems to be in the best public interest and in furtherance of the purposes of Idaho Law, or it may proceed with further selection processes, or it may reject any and all submissions. Agency reserves the right to, in its discretion, waive any immaterial defects in any submissions, reissue the request for statements of qualifications, and invite additional respondents to submit proposals. Agency reserves the right to reject any submissions based on real or apparent conflict of interest, to reject any submission containing inaccurate or misleading information, and to request additional data and information from any and all respondents.

PUBLIC RECORDS

Agency is a public agency. All documents in its possession are public records subject to inspection and copying under the Idaho Public Records Act, Chapter 1, Title 74, Idaho Code. If any Proposer claims any part of a proposal is exempt from disclosure under the Idaho Public Records Act, the Proposer must: 1.) Indicate by marking the pertinent document “CONFIDENTIAL”; and 2.) Include the specific basis for the position that it be treated as exempt from disclosure. Marking the entire proposal as “Confidential” is not in accordance with Idaho Public Records Act and will not be honored. Agency, to the extent allowed by law and in accordance with these Instructions, will honor a nondisclosure designation. By claiming materials to be exempt from disclosure under the Idaho Public Records Act, Proposer expressly agrees to defend, indemnify, and hold Agency harmless from any claim or suit arising from Agency’s refusal to disclose such materials pursuant to the Proposer’s designation. Any questions regarding the applicability of the Public Records Act should be addressed to your own legal counsel prior to submission.

SELECTION CRITERIA

Selection will be based on the submitted proposals. Final selection is made by the Agency’s Board of Commissioners, which has the right to waive or alter submission requirements or to reject any or all submissions.

The issuance of the RFP and the receipt and evaluation of submissions do not obligate Agency to award a contract. Agency will not pay costs incurred in responding to this RFP. Agency may in its discretion cancel this process at any time prior to the execution of a contract without liability.

Proposals will be evaluated according to completeness, content, experience with similar projects, and cost. Award of a contract to one party responding to this RFP does not mean the other proposals lacked merit, but that, all factors considered, the selected proposal was deemed to be most advantageous to the Agency.

QUESTIONS

Direct any questions to: Brent McLane at (208) 234-6583 or bmclane@pocatello.us.

RESPONSE

By submitting this proposal, the potential parties responding to this RFP certify the following:

1. This proposal is signed by the individual submitting the RFP.
2. The party responding to this RFP has read and understands the terms, conditions, and specifications set forth in this RFP.
3. Any exceptions to the terms, conditions, and/or specifications are specified in the proposal submitted by the parties responding to this RFP.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, if their proposal is accepted within 30 days from the date of the opening, to negotiate a contract to furnish the subject services as outlined in this request.

BUSINESS NAME: _____

ADDRESS: _____

CITY, STATE, ZIP: _____

TELEPHONE NUMBER: _____

E-MAIL ADDRESS: _____

EXHIBIT A – MAP OF GEOGRAPHIC AREAS FOR REVIEW

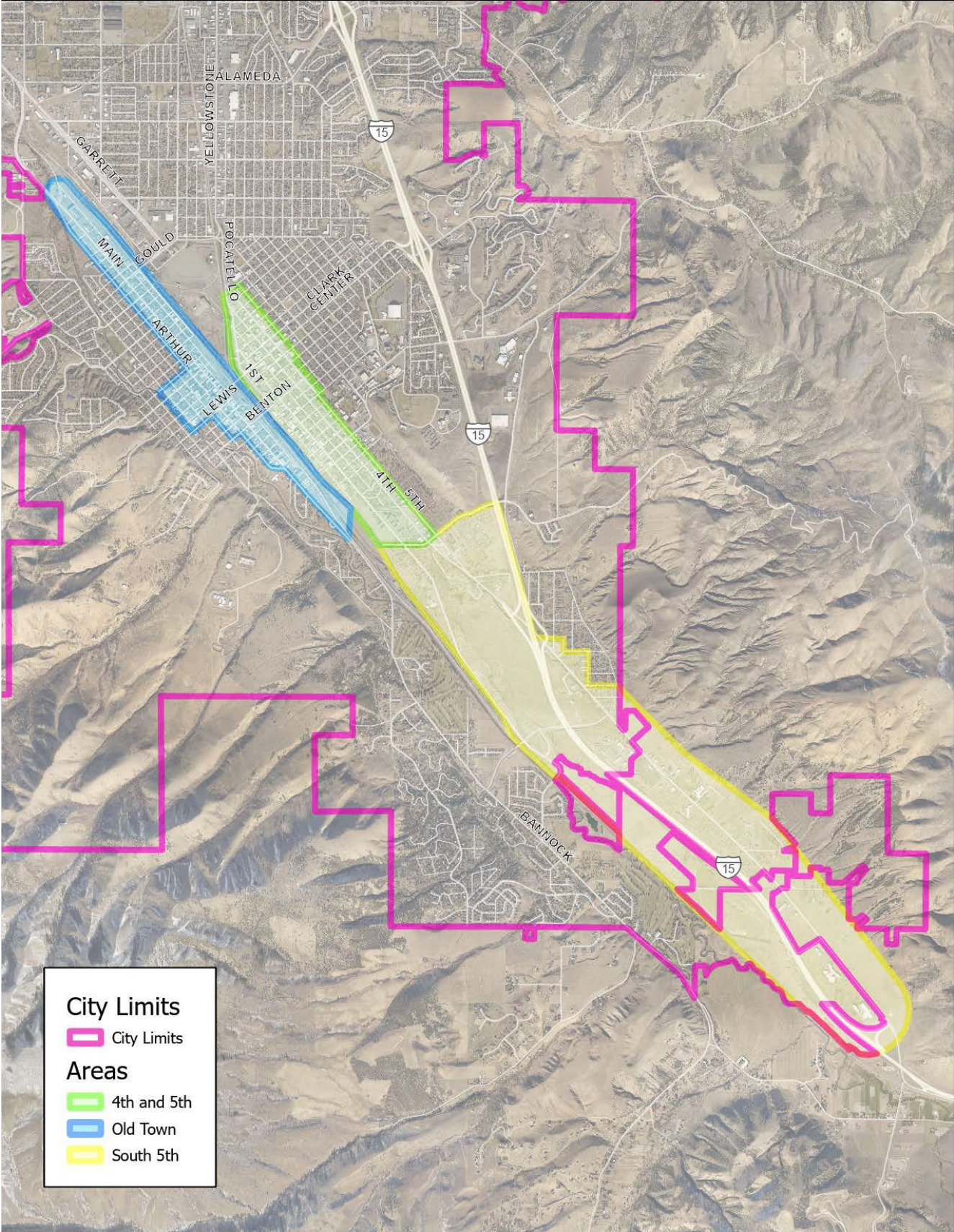


EXHIBIT B-REQUIRED WAIVER & RELEASE (REQUIRED FOR SUBMISSION)

The undersigned has read this waiver and release and fully accepts the Agency's discretion and non-liability as stipulated herein, and expressly for, but not limited to, Agency's decision to proceed with a qualification-based selection process in response to the Request for Proposals (RFP) to select a company to supply consultant services to Agency for the project.

- A. Discretion of Agency: The Proposer submitting a response to this RFP agrees that Agency has the right to, unless contrary to applicable state law:
- a. Modify or suspend any and all aspects of the process seeking proposals and making any decisions concerning the consultant services RFP;
 - b. Obtain further information from any person, entity, or group regarding the Proposer, and to ascertain the depth of Proposer's capability and experience for supplying consultant services and in any and all other respects to meet with and consult with any Proposer or any other person, entity, or group;
 - c. Waive any formalities or defects as to form, procedure, or content with respect to Agency's RFP to select a consultant and any response by any Proposer thereto;
 - d. Accept or reject any sealed proposal received in response to the RFP, including any sealed proposal submitted by the undersigned; or select any one proposal over another in accordance with the selection criteria; and
 - e. Accept or reject all or any part of any materials or statements, including, but not limited to, the nature and type of proposal.
- B. Non-Liability of Agency:
- a. The undersigned agrees that Agency shall have no liability whatsoever of any kind or character, directly or indirectly, by reason of all or any decision made at the discretion of Agency as identified above.
 - b. The undersigned, including all team members, have carefully and thoroughly reviewed the RFP and has found it to be complete and free from ambiguities and sufficient for their intended purpose.

Proposer's Signature: _____

Print Name: _____

Print Title: _____

Name of Firm: _____

Date: _____