

POCATELLO DEVELOPMENT AUTHORITY

REQUEST FOR PROPOSALS (RFP)

Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

Project Title: Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

Due: July 31, 2026 at 4:00 PM MDT

Awarding Authority: The Pocatello Development Authority, with a majority vote of the PDA Board.

Contact:

Brent McLane

911 N. 7th Ave

Pocatello, ID 83201

208-234-6184

bmclane@pocatello.gov

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Section I. Introduction

1. NOTICE INVITING PROPOSALS

Pocatello Development Authority (“PDA”) is soliciting proposals from qualified planning, engineering, economic development, and multidisciplinary consulting firms to prepare an Area-Wide Development Plan for the Pocatello Regional Airport Business Park located in Pocatello, Idaho. The selected consultant team shall provide planning, economic feasibility, infrastructure, transportation, land use, and implementation services necessary to support long-term redevelopment, investment, and policy decisions within the study area.

The intent of this project is to establish a practical, implementable, and market-supported plan that guides future development, infrastructure investment, land use policy, economic growth, and public/private partnerships at the Pocatello Regional Airport.

Qualified firms with demonstrated experience in master planning, economic feasibility analysis, infrastructure assessment, stakeholder engagement, and implementation strategy development are encouraged to submit proposals. Experience with Federal Aviation Administration (FAA) regulations related to development adjacent to airports will be considered highly.

Date of Publish: June 8, 2026

Date of Submission Deadline: July 31, 2026

RFP Title: Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis

RFP Availability: RFP information packets will be available beginning June 8, 2026 after 8:00 AM MDT through July 31, 2026 at 4:00PM MDT on the Pocatello Development Authority website pda.pocatello.gov or by contacting Brent McLane, Executive Director, by email bmclane@pocatello.gov or phone 208-234-6184. For help with this process, contact Brent McLane at bmclane@pocatello.gov or 208-234-6184.

Return RFPs to: Pocatello Development Authority
ATTN: BRENT MCLANE
911 N. 7th Avenue
Pocatello, ID 83201

Any questions pertaining to the scope of services in this solicitation should be submitted in writing. All answers will be in the form of an addendum and sent to registered Respondents. All questions must be submitted in writing no later than 5:00 PM MT on July 20, 2026 to Brent McLane at bmclane@pocatello.gov.

Please read this entire document before responding or submitting questions. Thank you for your interest.

RFP Issuance	June 8, 2026	at 8:00 AM MDT
Questions Deadline	July 20, 2026	at 5:00 PM MDT
Proposals Due	July 31, 2026	at 4:00 PM MDT
Interviews, if necessary	August 10-14, 2026	
Anticipated Selection	August 19, 2026	
Anticipated Contract Start	September 21, 2026	

Section II. Instructions & Submission Requirements

A. Instructions

1. Time and Place for Submission

Proposals are to be submitted by mail or in person to Pocatello City Hall, Attn: Pocatello Development Authority, 911 N. 7th Avenue, Pocatello, ID 83201 by 4:00 PM MDT on July 31, 2026. Proposals will be considered on time if received by the Submission Deadline using the time on the clock located in the PDA of Pocatello's Planning and Development Services Department at City Hall. Postmarks will not be considered. E-mail submissions will not be accepted. The PDA shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing service errors, etc. If, at the time that proposals are due, City Hall is closed due to uncontrolled events, proposals will be accepted until 4:00 PM MDT on the next day that City Hall is open. No individual extensions of this deadline will be granted. Late proposals will be deemed "non-responsive" and will not be opened. They may be picked up by the Respondent if so desired.

2. Idaho Code

Attention of all Respondents is directed to Title 67, Chapter 28 of the Idaho Statutes governing transactions involving requests for proposals, and to all other applicable sections of the Idaho Code as most recently amended which govern the award of this contract.

3. Disclosure of Information

Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Idaho Public Records Law, Idaho Code §74, and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to Idaho Code §74. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Idaho Public Record Law using the Pocatello Development Authority Public Records Request Portal, available at: Pocatello.forms.govos.com/f/PDArecordsrequest or by contacting the RFP contact person identified in this RFP.

4. Reservation of Right

The PDA may cancel this Request for Proposals or may reject in whole or in part any and all responses or proposals when it is determined that said cancellation or rejection serves the best interests of the City. The PDA reserves the right to reject any or all proposals after determining if each response is responsive and responsible.

5. Non-Collusion

It is understood that the Respondent has submitted the proposal in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process. See Certificate of Non-Collusion (Appendix A). Respondents are required to complete this form. Failure to do so will result in a rejection of the proposal.

6. Cost of Proposal

All costs involved in preparing the proposal will be borne by the Respondent. The PDA or any Department, Division, employee or section of the PDA will not be liable for any costs associated with the creation of the proposal.

7. Incomplete or Conditional Proposals

Proposals, which are incomplete, conditional or obscure, may be rejected. No award will be made to any Respondent who cannot satisfy the awarding authority that they have sufficient ability and sufficient capital to enable them to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive, and binding.

B. Submission Requirements

8. One bound, single-sided original hard copy proposal is to be submitted, in a sealed envelope clearly marked with the words: "Pocatello Regional Airport Business Park Master Plan, Economic Feasibility, and Infrastructure Analysis" as well as the Respondent's name. Submission by email is not acceptable.
9. One electronic copy of the proposal should be submitted with the hard copy. Electronic copies should be submitted on properly labeled portable media and MUST mirror paper versions exactly. Electronic copies must be a single PDF file. Submission by email is not acceptable.
10. Failure to submit proposals in the format described herein may result in the rejection of the proposal.
11. The contract is scheduled to be awarded within sixty (60) days of this proposal opening. This RFP as well as the successful Respondent's proposal will become part of the contract.
12. By submitting a signed proposal, the Respondent acknowledges and agrees to the PDA's "Terms and Conditions" contained in Section III: Terms and Conditions.
13. If any changes are made to this RFP, an addendum will be distributed to all Respondents who have received the RFP.
14. A Respondent may correct, modify, or withdraw a proposal by written notice if received by the PDA prior to the time and date set for the proposal opening. Proposal modifications must be submitted in a sealed envelope clearly labeled "Modification No. _." Each modification must be numbered in sequence and must reference the original RFP. After the proposal opening, a Respondent may not change any provision of the proposal in a manner prejudicial to the interests of the PDA or fair competition. Minor informalities will be waived or the Respondent will be allowed to correct them. If a mistake and the intended correct wording are clearly evident on the face of the proposal document, the mistake will be corrected to reflect the intended correct meaning. A Respondent may withdraw a proposal if a mistake is clearly evident on the face of the proposal document, but the intended correct wording is not similarly evident.
15. Individuals are encouraged to submit proposals; individuals who submit proposals will not be subject to requirements that are only applicable to businesses such as authorized signatory and financial stability certifications. However, individuals will still be required to fill out those applicable portions of the required forms.
16. Proposals must also include the: Certificate of Non-Collusion, see Appendices for additional details.

17. All proposals must be signed by appropriate, authorized individual or individuals, e.g. if the Respondent is a partnership, by the name of the partnership, with the signature of each general partner. If the Respondent is a corporation, it must be signed by the authorized officer whose signature must be attested to by the Clerk/Secretary of the corporation and the corporate seal affixed, or appropriate certificate of authorization.
18. All questions and requests for clarification must be received in writing by 5:00PM MT on July 20, 2026.
19. Written addenda issued by the PDA will be e-mailed as necessary to all parties that the PDA is aware have requested documents using the contact information provided to the City. A copy of any addendum as may be issued will be on file with the City. Absence of "failure" messages electronically transmitted from addressee's site will serve as confirmation of delivery of addenda. Respondent should contact Brent McLane via e-mail or phone, if they believe an addendum has not been received. A copy of all addenda that are issued should be included in the proposal package and each addendum should be initialed in the bottom left corner of the first page of the document by the Respondent.
20. The PDA of Pocatello is the awarding entity that will sign the contract and to whom invoices will be submitted/received and by whom the Respondent will be paid/submit payment.
21. All proposals will be reviewed by the Evaluation committee. A recommendation will be made by the Evaluation Committee to accept the proposal which is in the best interest of the PDA. The Evaluation Committee will, in turn, recommend to the full PDA Board for a vote to appropriate funding and award. The consideration of all proposals and subsequent selection of a successful Respondent shall be made without regard to race, color, sex, age, handicap, religion, political affiliation, or national origin. The recommendation will be based on the evaluation criteria (Section V).
22. Failure to complete the enclosed forms, answer any questions, or provide the required documentation will result in the proposal being deemed non-responsive and the rejection of the proposal, unless the PDA determines that such failure constitutes a minor informality.

Section III. Terms & Conditions

1. General Terms and Conditions

The process of selecting organizations to provide consultation services for the PDA's benefit requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made for the implementation portion of this proposal

The PDA reserves the right to accept or reject all proposals or portions thereof without stated cause. The PDA reserves the right to re-issue any RFP or cancel the RFP if none of the proposals are deemed satisfactory to the PDA. Upon selection of a finalist, the PDA by its proper officials shall attempt to negotiate and reach a final agreement with the finalist. If the PDA, for any reason, is unable to reach a final agreement with this finalist the PDA then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable proposal. The PDA may also elect to reject all proposals and re-issue a new RFP.

Clarification of proposals: The PDA reserves the right to obtain clarification of any point in a Respondent's proposal or obtain additional information. Any request for clarification or other correspondence related to the RFP shall be in writing or email, and a response shall be provided within two business days. The PDA is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the PDA. The PDA reserves the right to waive any formalities, defects, or irregularities, in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the PDA. The PDA reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Respondent.

2. Conflict of Interest

By the submission of a proposal, the Respondent agrees to ensure that, at the time of contracting, the Respondent will have no interest, direct or indirect, that would conflict in any manner or degree with the performance of the Respondent's obligations under the Agreement. The Respondent shall further covenant that, in the performance of the Agreement, the Respondent shall not employ any person, or subcontract with any entity, having any such known interest.

3. Public Information

Information supplied by the Respondent to the PDA may be subject to the Idaho Public Records Law. Such information shall become public unless it falls within one of the exceptions in the statute, such as security information, trade secret information, or labor relations information. If the Respondent believes any information which is not public will be supplied in response to this RFP, the Respondent shall take reasonable steps to identify for the PDA what data, if any, it believes falls within the exceptions. If the proposal data is not marked in such a way as to identify non-public data, the PDA will treat the information as public and release it upon request. In addition, the PDA reserves the right to make the final determination of whether data identified by the Respondent as not public falls within the exceptions within the statute.

4. Equal Employment Opportunity

The Respondent agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by the PDA, the Respondent shall furnish a written affirmative action plan.

Section IV. Project Overview and Scope of Work

A. PROJECT OVERVIEW

The Pocatello Regional Airport Business Park encompasses approximately 1,740 acres within the City of Pocatello. The area includes a mix of existing land uses, infrastructure systems, transportation corridors, public facilities, and development opportunities.

The PDA seeks to create a comprehensive area-wide development plan that:

- Establishes a unified vision for future development;
- Evaluates economic viability and market potential;
- Assesses existing infrastructure capacity and deficiencies;
- Identifies redevelopment and investment opportunities;
- Recommends transportation and utility improvements;
- Supports sustainable and resilient growth patterns; and
- Provides an actionable implementation framework.

The plan should align with applicable comprehensive plans, zoning regulations, economic development strategies, transportation plans, utility plans, and regional initiatives. The property is subject to FAA rules and regulations that will need to be considered when developing the plan.

B. PROJECT OBJECTIVES

The selected consultant shall accomplish the following objectives:

1. Develop a data-driven and community supported area-wide development plan;
2. Conduct an economic feasibility and market analysis for future land uses and development opportunities;
3. Assess existing and future infrastructure needs;
4. Identify transportation and mobility improvements;
5. Evaluate utility capacity and infrastructure investment requirements;
6. Recommend land use and development strategies;
7. Develop phased implementation and capital improvement recommendations;
8. Identify potential funding sources and public-private partnership opportunities; and
9. Produce a final implementation-ready planning document.

C. SCOPE OF SERVICES

The consultant shall provide all labor, materials, analysis, facilitation, and documentation necessary to complete the project. The scope shall include, at a minimum, the following tasks.

Task 1 – Project Management and Coordination

The consultant shall:

Conduct project kickoff meetings:

- Develop a detailed project schedule;
- Coordinate with PDA staff and stakeholders;
- Provide monthly progress reports;
- Manage quality assurance and quality control;
- Facilitate coordination meetings throughout the project.

Deliverables

- Project Management Plan
- Detailed Schedule
- Monthly Progress Reports
- Meeting Agendas and Summaries

Task 2 – Existing Conditions Assessment

The consultant shall analyze existing conditions within the study area, including:

Land Use and Zoning

- Existing land use inventory;
- Zoning and regulatory review;
- Development constraints and opportunities.

Demographics and Socioeconomics

- Population trends;
- Employment characteristics;
- Housing conditions;
- Economic indicators.

Transportation and Mobility

- Roadway network conditions;
- Traffic circulation;
- Pedestrian and bicycle infrastructure;
- Parking availability and demand;
- Transit access and connectivity.

Public Facilities and Utilities

- Water systems;
- Wastewater systems;
- Stormwater infrastructure;
- Electrical and telecommunications infrastructure;
- Public safety facilities;

Environmental Conditions

- Floodplains;
- Environmental constraints;
- Hazard areas;
- Sustainability considerations.

Deliverables

- Existing Conditions Technical Memorandum
- GIS Mapping and Base Data
- Existing Conditions Presentation Materials

Task 3 – Public and Stakeholder Engagement

The consultant shall develop and implement a public engagement strategy that includes:

- Stakeholder interviews;
- Public workshops (at least two in-person);
- Community meetings;
- Online engagement tools;
- Surveys and questionnaires;
- Coordination with public entities and agencies and utility providers.

The engagement process shall document community priorities, concerns, and opportunities, that build off of previous engagement processes of the current Airport Master Plan and other long-range planning documents.

Deliverables

- Public Engagement Plan
- Stakeholder Report
- Workshop Materials
- Public Input Summary Report

Task 4 – Economic Feasibility and Market Analysis

The consultant shall conduct a comprehensive economic feasibility analysis evaluating the study area's development potential, that includes:

Market Assessment

- Regional and local economic trends;
- Real estate market analysis;
- Demographic and employment forecasts;
- Competitive market analysis.

Development Feasibility

- Highest and best use analysis;
- Development absorption estimates;
- Financial feasibility analysis;
- Redevelopment potential assessment;
- Catalytic project identification.

Economic Impact Analysis

- Job creation potential;
- Tax revenue projections;
- Lease revenue projections;
- Fiscal impacts;
- Economic multipliers;
- Public investment return analysis.

Deliverables

- Economic Feasibility Report
- Market Analysis Memorandum
- Development Opportunity Matrix

Task 5 – Infrastructure and Utility Analysis

The consultant shall assess current infrastructure systems and identify future infrastructure requirements associated with anticipated development, that shall include:

Transportation Infrastructure

- Roadway capacity and deficiencies;
- Intersection analysis;
- Connectivity improvements;
- Complete streets considerations;
- Pedestrian and bicycle improvements;
- Transit access and connectivity opportunities.

Water and Wastewater

- Existing system capacity;
- Service limitations;
- Future demand projections;
- Required improvements and upgrades.
- Wastewater conveyance to the Treatment Plant

Stormwater and Drainage

- Existing drainage conditions;
- Flood mitigation considerations;
- Stormwater management recommendations.

Energy and Communications

- Utility coordination;
- Broadband and telecommunications needs;
- Resiliency considerations.

Capital Improvement Planning

- Preliminary infrastructure cost estimates;
- Phasing recommendations;
- Funding strategies.

Deliverables

- Infrastructure Assessment Report
- Utility Capacity Analysis
- Preliminary Capital Improvement Cost Estimates, including phasing and strategies for funding

Task 6 – Master Plan Development

The consultant shall prepare a preferred development concept based on technical analysis and stakeholder input.

The concept shall include:

- Future land use recommendations;
- Development character districts;
- Urban design framework;
- Transportation and circulation plan;
- Infrastructure improvement plan;
- Open space and public realm recommendations;
- Sustainability and resiliency strategies;
- Redevelopment opportunity areas;
- Development phasing.

Deliverables

- Draft Area-Wide Development Plan
- Conceptual Land Use Maps
- Illustrative Renderings and Graphics

Task 7 – Implementation Strategy

The consultant shall prepare an implementation framework that identifies actions necessary to execute the development plan.

The implementation strategy shall include:

- Short-term, mid-term, and long-term actions;
- Regulatory and zoning recommendations;
- Capital improvement priorities;
- Funding opportunities and grants;
- Public-private partnership opportunities;
- Governance and coordination recommendations;
- Implementation schedule and responsibilities.

Deliverables

- Implementation Matrix
- Funding Strategy Summary
- Final Implementation Plan

Task 8 – Final Deliverables

The consultant shall prepare:

- Draft Final Area-Wide Development Plan;
- Final Area-Wide Development Plan;
- Executive Summary;
- Digital GIS-compatible mapping files (including layer components);
- Presentation materials for governing bodies and public meetings.

Final deliverables shall be provided in editable electronic formats (InDesign files preferred) and PDF.

Section V. Selection Process and Evaluation Criteria

A. SELECTION PROCESS

1. Only those Respondents who submit all forms and materials as required and meet the Minimum Criteria will be considered responsive.
2. Those Respondents who are considered responsive and are rated in the top three most advantageous Respondents after review of the Proposal Evaluation Criteria may participate in an interview with the Evaluation Committee on or about August 10-14, 2026. Interviews will be optional and the PDA reserves the right to conduct interviews or not based on the proposals received.
3. The PDA has determined that the selection of the most advantageous offer for these services requires comparative judgement of factors (evaluation criteria). The proposals will be evaluated on a points basis with the highest score being deemed the most advantageous.
4. Selection will be made to the responsible Firm/Team whose proposal is determined most advantageous, considering all factors specified in the RFP.

B. CONSULTANT QUALIFICATIONS

The proposing firm/team shall demonstrate:

- Experience preparing airport, regional transportation hub, business park, or equivalent development plans;
- Experience conducting economic feasibility studies;
- Experience with infrastructure and utility analysis;
- Knowledge of land use planning and implementation strategies;
- Experience facilitating stakeholder engagement;
- Relevant experience with similar public-sector projects.

Preference may be given to firms with experience in:

- Airport facility development and FAA reviews and approvals;
- Redevelopment and Urban Renewal Districts;
- Transportation planning;
- Utility master planning;
- Economic development implementation;
- Public-private partnership structuring.

C. EVALUATION CRITERIA

Proposals will be evaluated using the following criteria:

1. Minimum Criteria:
 - Respondent shall provide a Cover Letter.
 - Respondent shall provide Team and Personnel Qualifications.
 - Respondent provides a project proposal for completing the Scope of Work including the project approach.
 - Respondent provides at least three references.

2. Criteria Weight:

Category	Maximum Points
Qualifications of Project Team	20
Project Understanding and Approach	25
Relevant Experience	25
Economic and Infrastructure Analysis Capability	20
Public Engagement Experience	10
Cost Proposal	10
Interview (optional for up to top 3 respondents if necessary)	10

D. PROPOSAL SUBMISSION INSTRUCTIONS AND REQUIREMENTS

Proposal shall be a maximum of 20 pages, but NOT COUNTING cover letter, personal resumes, required appendices, dividers, or binding covers. No font may be smaller than 11 point for body or text or smaller than 9-point font for other text. Page numbers are given for 8.5” x 11” sheets. Proposals pages in excess of the maximum allowed will not be read or considered as part of the proposal evaluation.

Proposals shall include the following:

1. Cover Letter

Include:

- Firm name and address;
- Primary contact information;
- Statement of interest;
- Authorized signature.

2. Firm Qualifications

Include:

- Firm overview;
- Relevant experience;
- Project team structure;
- Subconsultants (if applicable).

3. Project Understanding and Approach

Describe:

- Understanding of project objectives;
- Proposed methodology;
- Technical approach;
- Stakeholder engagement strategy;
- Schedule and work plan.

4. Relevant Project Experience

Provide:

- Descriptions of similar projects;
- Client references (a minimum of 3);
- Outcomes and implementation examples.

5. Economic and Infrastructure Analysis Capabilities

Include:

- Market assessment strategies and experience;
- Development feasibility strategy;
- Economic impact analysis capabilities;
- Infrastructure and utility analysis strategy and capabilities

6. Public Engagement Plan

Include:

- Public engagement strategy and philosophy.

7. Schedule

- Provide a proposed timeline including major milestones.

8. Cost Proposal

Provide:

- Lump sum fee;
- Fee breakdown by task;
- Hourly rate schedule;
- Reimbursable expenses.

E. SUBMISSION REQUIREMENTS

1. Time and Place for Submission: Proposals are to be submitted by mail or in person to Pocatello City Hall, Attn: Pocatello Development Authority, 911 N. 7th Avenue, Pocatello, ID 83201 by 4:00PM MT on July 31, 2026. Proposals will be considered on time if received by the Submission Deadline using the time on the clock located in the City of Pocatello’s Planning and Development Services Department at City Hall. Postmarks will not be considered. E-mail submissions will not be accepted. The PDA shall not be responsible for proposals arriving late due to couriers, deliveries to wrong locations, express mailing service errors, etc. If, at the time that proposals are due, City Hall is closed due to uncontrolled events, proposals will be accepted until 4:00PM MT on the next day that City Hall is open. No individual extensions of this deadline will be granted. Late proposals will be deemed “non-responsive” and will not be opened. They may be picked up by the Respondent if so desired.
2. Idaho Code: Attention of all Respondents is directed to Title 67, Chapter 28 of the Idaho Statutes governing transactions involving requests for qualifications, and to all other applicable sections of the Idaho Code as most recently amended which govern the award of this contract.

3. Disclosure of Information: Submission of a proposal shall be deemed acknowledgement that the Respondent is familiar with the Idaho Public Records Law, Idaho Code §74, and is bound thereby. Disclosure of any information provided by a Respondent in connection with this RFP shall be in strict accordance with the laws and regulations regarding such disclosure pursuant to Idaho Code §74. To review copies of proposals after contracts have been awarded, submit a written request in compliance with the Idaho Public Record Law using the PDA of Pocatello Public Records Request Portal, available at: <https://pocatello.gov/251/Records-Requests> or by contacting the RFP contact person identified in this RFP.
4. Reservation of Right: The PDA may cancel this RFP or may reject in whole or in part any and all responses or proposals when it is determined that said cancellation or rejection serves the best interests of the PDA. The PDA reserves the right to reject any or all proposals after determining if each response is responsive and responsible.
5. Non-Collusion: It is understood that the Respondent has submitted the proposal in good faith and has not colluded with any other individuals, firms, or corporations in creating the proposal to subvert the market process. See Certificate of Non-Collusion (Appendix A). Respondents are required to complete this form. Failure to do so will result in a rejection of the proposal.
6. Cost of Proposal: All costs involved in preparing the proposal will be borne by the Respondent. The PDA or any employee or officer of the PDA will not be liable for any costs associated with the creation of the proposal.
7. Incomplete or Conditional Proposals: Proposals, which are incomplete, conditional or obscure, may be rejected. No award will be made to any Respondent who cannot satisfy the awarding authority that they have sufficient ability and sufficient capital to enable them to meet the requirements of these specifications. The awarding authority's decision or judgment on these matters shall be final, conclusive, and binding.

Section VI. Contract Award

The PDA intends to evaluate proposals and award a contract without discussions with Respondents (except for clarification purposes). The PDA reserves the right to reject any and all offers for any reason whatsoever in the PDA's sole discretion; to waive immaterial project requirements; and to pursue purchasing in a manner that is in the best interests of the PDA.

The Respondent deemed to be the most highly qualified to provide the services required for the proposed project will be notified in writing through a notice of award. Once an agreement is reached with a preferred Respondent, the PDA will provide a service agreement with the Respondent for signature and full execution. A Notice to Proceed will be issued to formally begin work.

If after negotiation and consideration, the PDA is unable to reach an acceptable agreement with the Respondent, the PDA will terminate negotiations with the Respondent and, at its sole discretion, may enter into negotiations with the second most highly advantageous Respondent and/or withhold the award for any reason and/or elect not to proceed with any of the Respondent and/or re-solicit via a new RFP.

Appendix A. Non-Collusion Affidavit

**NON-COLLUSION AFFIDAVIT
THIS FORM IS TO BE EXECUTED BY RESPONDENT AND SUBMITTED WITH
PROPOSAL.**

STATE OF _____)

:ss

COUNTY OF _____)

_____, being first duly sworn, deposes and says that he or she is _____ of _____, the (sole owner, partner, president, secretary, etc.) party making the foregoing proposal, that the proposal is not made in the interest of, or on behalf of, any undisclosed person, partnership, company association, organization, or corporation; that the proposal is genuine and not collusive or sham; that the Respondent has not directly or indirectly induced or solicited any other respondent to put in a false or sham proposal, and has not directly or indirectly colluded, conspired, connived, or agreed with any respondent or anyone else to put in a sham proposal, or that anyone shall refrain from responding; that the Respondent has not in any manner, directly or indirectly, sought by agreement, communication, or conference with anyone to fix the proposal price of the Respondent or any other respondent, or to fix any overhead, profit, or cost element of the proposal price, or of that of any other respondent, or to secure any advantage against the public body awarding the contract or anyone interested in the proposed contract; that all statements contained in the Proposal are true; and further, that the Respondent has not, directly or indirectly, submitted his or her proposal price or any breakdown thereof, or the contents thereof, or divulged information or data relative thereto, or paid, and will not pay, any fee to any corporation, partnership, company association, organization, proposal depository, or to any member or agent thereof, to effectuate a collusive or sham proposal.

Signed: _____

Title: _____

Subscribed and sworn to before me

This ___ day of _____, 20___

Notary Public in and for the

County of _____

(SEAL)

State of _____

Residing at _____

My Commission expires _____