



## City Administration

**DATE:** February 7, 2023

**FROM:** Keith Hunke, City Administrator

**ITEM:** RFP Economic Development Support Consulting Services

**REQUEST:**

Consider the request to review and approve the issuance of request for proposals (RFP) for economic development support consulting services.

Please place this item on the February 14, 2023, City Commission meeting agenda.

**BACKGROUND INFORMATION:**

Local economic development involves the allocation of limited resources – land, labor, capital, and entrepreneurship in a way that has a positive effect on the level of business activity and employment in a community. The purpose of acquiring economic development consulting services is to provide technical expertise for facilitating projects initiated by the City of Bismarck, with a particular focus on the City's use of existing business incentives and economic development resources provided by the federal government, State of North Dakota, North Dakota Century Code, and City of Bismarck Ordinances. The successful firm will demonstrate experience in writing economic development action plans, attracting private investment, drafting and analyzing financial pro forms for development, providing incentive analysis, negotiating development agreements, and facilitating public-private partnerships that have a positive effect on the level of business activity and employment.

**RECOMMENDED CITY COMMISSION ACTION:**

Approve the request to issue a request for proposals (RFP) for economic development support consulting services.

**STAFF CONTACT INFORMATION:**

Keith J. Hunke | City Administrator | 701-355-1300 | [khunke@bismarcknd.gov](mailto:khunke@bismarcknd.gov)

(Legal Ad)

## Request for Proposal

### Professional Services In Support Of Business Incentives And Economic Development Projects

The City of Bismarck requests written proposals for professional services in support of business incentives and economic development projects. Complete specifications are available at the City Administration office at 221 N. 5<sup>th</sup> Street, Bismarck, North Dakota, 58501, or on our website at [www.bismarcknd.gov](http://www.bismarcknd.gov) or by calling 701-355-1300. Proposals must be mailed or delivered to the City Administrator, 221 N. 5<sup>th</sup> Street, PO Box 5503, Bismarck, North Dakota, 58506, no later than 4:00 PM local time, Friday, March 31, 2023.

The City of Bismarck reserves the right to accept or reject any or all proposals, to waive any irregularities, to select the proposal best suited to the needs of the City, and/or to hold all proposals for a period not to exceed sixty (60) days.

Keith J. Hunke  
City Administrator

**REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES  
IN SUPPORT OF BUSINESS ASSISTANCE AND ECONOMIC DEVELOPMENT PROJECTS**

The City of Bismarck (City) is soliciting proposals from firms or teams to provide professional services in support of Business Incentives and Economic Development projects. Interested and qualified firms or teams who have demonstrated their ability at comparable work are invited to submit proposals. Firms should submit (10) copies of the information requested. Proposals will be accepted until 4:00 PM local time, Friday, March 31, 2023. Submittals and requests for information relative to this Request for Proposal should be addressed to the following:

- Keith J. Hunke  
City Administrator  
City of Bismarck  
221 N. 5th Street  
PO Box 5503  
Bismarck, ND 58506  
(701) 355-1300  
[khunke@bismarcknd.gov](mailto:khunke@bismarcknd.gov)

## I. INTRODUCTION

The City of Bismarck (City) is seeking proposals from firms or teams to provide professional services in support of Business Incentives and Economic Development projects.

This RFP shall not commit the City to enter into an agreement, to pay any expenses incurred in preparing any response to this request or to procure or contract any supplies, goods, or services. The City reserves the right to accept or reject all responses received as a result of this RFP if it is in the City's best interest to do so.

## II. PROJECT BACKGROUND AND DESCRIPTION

The City of Bismarck is seeking firms to provide technical expertise for facilitating projects initiated by the City of Bismarck, with a particular focus on the City's use of existing business incentives and economic development resources provided by the federal government, State of North Dakota, North Dakota Century Code, and City of Bismarck Ordinances. The successful firm will demonstrate experience writing economic development action plans, attracting private investment, drafting and analyzing financial pro forms for development, providing incentive analysis, negotiating development agreements, and facilitating public-private partnerships.

The selected firm will be retained for a contract term of one (1) year, which may be extended annually, at the sole discretion of the City of Bismarck, for up to a total of five (5) years. The contract may allow the firm to perform any tasks from a general scope of work. The suggested preliminary scope of work, as well as the general scope of work, may be directed by written task order at the sole discretion of the City of Bismarck during the contract term.

## III. SCOPE OF SERVICES

The selected firm may assist the City on any task defined by the general scope of work as directed by the written task order.

### 1) Economic Development Strategy and Implementation

- Provide strategic, data-driven advice regarding the feasibility of various development types and projects and provide guidance on the tools, public infrastructure, programs, partnerships, incentives, and policies that can stimulate the desired development.
- Commercial and Mixed-Use project development strategies and implementation.

- Perform market analysis to support policy and land use decisions.
- Create strategic Economic Development Strategies and Action Plans.
- Create data-driven marketing materials that reflect community assets to welcome talent and business for key development opportunities.
- Propose and/or execute marketing plans for recruiting economic growth to the City.
- Provide staff assistance on Vision Fund requests.

**2) Economic Development Analysis**

- Provide data-driven analysis to support economic development strategy and implementation of that strategy.

**3) Public-Private Partnerships**

- Assist in negotiating and structuring public-private partnerships that benefit the City of Bismarck.
  - Provide guidance on the development of shared structured and surface parking facilities.
  - Provide guidance on attracting and facilitating mixed-use investment in key areas.
  - Provide guidance on the development of workforce and affordable housing projects, deal structures, and incentives
- Provide robust and detailed analysis and financial pro-forms to examine the financial feasibility of specific projects, and provide gap financing analysis to the right size economic development incentives.
- Project cash flows based on existing projects and projected projects to assist with obtaining financing, including gap financing, bonding, grant, and loan opportunities.

**IV. PROPOSAL REQUIREMENTS**

Firms interested in providing the services described above are requested to submit the following information. Responses to each item should appear in the same order as in this RFP and identify the item to which the responses apply.

**1) Executive Summary**

**2) Firm/Team Profile**

**3) Qualifications of the Firm for Scope of Services**

- The proposer must describe their qualifications and experience in providing the work described in this RFP. Experience should include examples of

performing similar or related plans/studies; this also should include details as to the type of projects and approximate date of service delivery.

- The proposer shall provide a team organization chart, which lists the names of at least two key personnel that will be assigned to this project, along with a brief resume for each individual that describes their education and relevant professional work experience. A description of the work expected to be performed by each individual, including an estimate of the amount of time each will be available to work on the project, should also be provided.
- Any subcontractors anticipated to be utilized to perform work on this project should be identified and brief resumes submitted.

**4) Related Experience with Projects Similar to the Scope of Service**

**5) Recent and Current Work for the City of Bismarck**

**6) References**

- The proposer must submit references of similar engagements during the last five years, including Bismarck experience. The references must have had experience with the proposer similar in scope to those described in the RFP. The proposer must name a contact person and contact information for each provided reference.

**7) Price Proposal**

- Describe how you would prefer to be compensated (i.e., fee for service, monthly retainer, commissions, etc.).
- Based on the information provided and the services requested, what is your proposed compensation? Please identify any services mentioned in your response that are not included in your proposed fee (services that would be an additional expense).
- Provide hourly rates for the 2 team members who will be expected to be principally responsible for interaction with the City and delivery of projects under the scope of services.

V. **TIMELINES, DELIVERY DEADLINE, AND INSTRUCTIONS**

<b>EVENT</b>	<b>DATE/TIME</b>
Publication dates of RFP	February 21, 28, and March 7, 2023
Deadline for receipt of proposals	4 PM March 31, 2023
Evaluation of proposals	April 2023
Interviews (if necessary) and selection of consultants	Mid to late April 2023

The City reserves the right to modify the above timeline except for the advertising dates and advertised due date.

Deliver RFPs to City Administration:  
City Administrator  
City of Bismarck  
221 N. 5th Street  
PO Box 5503  
Bismarck, ND 58506

It is the sole responsibility of the proposing party to ensure that proposals are received before the closing time, as late submittals will not be accepted and will be returned unopened.

VI. **CONTACT INFORMATION**

Any administrative questions regarding proposal procedures or scope of services should be directed to the following:

Keith Hunke  
City Administrator  
[khunke@bismarcknd.gov](mailto:khunke@bismarcknd.gov)  
(701) 355-1303

VII. **SELECTION PROCEDURE**

A review committee will evaluate all responses to the RFP that meet the submittal requirements and deadline. Submittals that do not meet the criteria or deadline will not be considered. The review committee will rank the proposals and **may** arrange interviews with

the finalist(s) prior to selection. Selection may be made directly based on the written RFP submission.

If interviews occur, the selection of finalists to be interviewed will be made by a selection committee representing the City of Bismarck. The selection of interview candidates will be based on an evaluation of the written responses to the RFPs.

All submitted proposals must be complete and contain the information required as stated in the "Request for Proposals."

#### VIII. **SELECTION CRITERIA**

Proposals will be evaluated based on the following criteria:

- 1) [5 points] **Executive Summary and Firm Team Profile**
- 2) [45 points] **Qualifications of the Firm for Scope of Services and Cost**
- 3) [35 points] **Related Experience with Projects Similar to the Scope of Services**
- 4) [10 points] **Recent and Current Work for the City of Bismarck**
- 5) [5 points] **References**

#### IX. **FORM OF AGREEMENT**

The selected firm will be required to enter into a contract/professional services agreement with the City of Bismarck. The contract/professional services agreement between the City of Bismarck and the successful Contractor will incorporate the Contractor's scope of service and work schedule as part of the agreement.

#### X. **CITY OF BISMARCK RIGHTS**

The City of Bismarck reserves the right to reject any or all proposals, make counter proposals and/or engage in negotiations with any or all firms or individuals, waive any requirements or otherwise amend this RFP, or cancel the RFP to achieve the CITY's goals and objectives for this project. Any changes in the status of the RFP will be brought to the attention of all parties that provide contact information for updates. The information contained in this RFP represents the CITY's best information at the time of the RFP's release. The CITY reserves the right to modify any term or condition contained herein.



**XI. RESPONSIBILITY FOR PROPOSAL PREPARATION**

Except as otherwise explicitly agreed to in writing by the CITY, each consulting individual or team submitting proposals shall provide and pay for all materials, labor, transportation, charges, levies, taxes, fees, or expenses incurred, including all costs to prepare a response to this RFP, travel and presentation costs, and all other services and facilities of every nature whatsoever necessary for the preparation of the RFP. It is neither the CITY's responsibility nor practice to acknowledge receipt of any proposal resulting from the RFP process. It is the proposer's responsibility to ensure that a proposal is delivered and received in a timely manner.

**XII. NO CONFLICT OF INTEREST**

No member of the Board of City Commissioners, member of the evaluation committee for this RFP, and any other officer, employee, or agent of the City of Bismarck who exercises any functions or responsibilities in the selection of a proposal shall have any personal interest, direct or indirect, in the project.

**XIII. OPEN RECORDS/PROPRIETARY INFORMATION**

The City of Bismarck recognizes that in responding to this RFP, the proposer may desire to provide proprietary information to clarify and enhance their response. To the extent permitted by law, the City of Bismarck will keep confidential such information provided that:

- 1) The information submitted is arguably proprietary, and
- 2) The proprietary information is submitted in a separate file or section that is clearly identified as containing proprietary information, according to the submittal instructions of this RFP. Only information that is credibly proprietary may be included. The inclusion of non-proprietary significant information in the sealed portions may render a submittal ineligible.

Responders should note that the City of Bismarck is a municipality. As such, its files are available for public review pursuant to the North Dakota Constitution Article XI, Section 6 and NDCC Chapter 44-04-18