

Request for Proposals

**Proposal Submission Deadline extended to
January 25, 2019 (Friday) at 5:00 p.m.**

Consulting Services for Supply Chain Analysis and Economic Feasibility

Hemp Seed Processing Facility in Montrose County



December 2018

Overview

Montrose Economic Development Corporation (MEDC) has been awarded a REDI -Local Government Capacity Planning Grant from the Colorado Office of Economic Development and International Trade. The Rural Economic Development and Infrastructure Grant was awarded to the MEDC for agricultural diversification to benefit farmers and create job opportunities in the emerging Industrial Hemp Market.

REDI Grants are awarded to rural communities to invest in local communities, diversifying local economies through investments and job creation. The Hempseed Processing Feasibility Study will be administered by the Montrose Economic Development Corporation (MEDC). Grant funds will be used to complete a supply chain analysis and feasibility study for a Hempseed Processing facility to be potentially located on the Western Slope. The project will identify the costs, benefits, risks and potential return on investment for farmers and entrepreneurs in Delta and Montrose counties.

The Hempseed Processing Facility Study will focus on a supply chain analysis first to determine the capacity of the local economy to grow and process hemp seed grain for animal and human consumption. The next step will be to complete a feasibility study to identify investment costs, potential economic impacts and long term returns on investment. The feasibility study will also evaluate the potential for small and start-up businesses to enter and compete in the new and expanding hemp market place. The study's conclusion will be used to determine if the project should move forward with construction of a Hempseed Processing Facility.

MEDC seeks a qualified firm to conduct:

1. The production capacity of the agriculture sector to produce hemp seed.
2. A supply chain analysis in the Montrose and Delta counties and the cities/towns herein with respect to the currently available production, processing, distribution and sale of industrial hemp.
3. The potential investment costs and financial benefits of building a hemp seed processing facility on the Western Slope
4. Investigate the potential risks and long-term return on investment of such a facility for the city of Montrose, the county and its residents.
5. Evaluate the potential for small and start-up businesses to enter and compete in the new and expanding hemp market place.
6. The selected consultant will work under the direction of MEDC and will work in collaboration with MEDC staff and the selected Advisory Committee.

The Consultant activities are being conducted as part of MEDC's and OEDIT-REDI grant programs.

The funds utilized for this program are appropriated from the State General Fund to the Department of Local Affairs (DOLA) and are administered in collaboration with the Colorado Office of Economic Development and International Trade (OEDIT).

Submission Requirements

Consultants interested in being selected to participate in this project are asked to submit a statement of qualifications. Submissions may be sent electronically via e-mail or by mail on paper.

Proposals will be accepted until Friday, January 4th, 2018 at 5:00 p.m.

Selection will be made and applicant notified on or before January 18th at 5:00pm

All applicants must be available in person for a public stakeholder meeting to be held in Montrose on January 24th.

Send email submissions with the subject line, "Company Name: PROPOSAL Hemp Processing Facility to: sandyh@montroseedc.org, or by mail to:

Sandy Head

Executive Director
Montrose Economic Development Corporation
sandyh@MontroseEDC.org
1601 Oxbow Dr, Suite 360B
Montrose, CO 81401

Please direct questions regarding this RFP to:

Sandy Head at 970-249-9438, or e-mail at sandyh@montroseedc.org. Montrose Economic Development Corporation reserves the right to accept or reject any/or all proposals in total or in part and to waive any informalities.

Purpose of Proposal

The intent of the Hempseed Processing Feasibility Study is to determine the capacity to grow hemp seed grain for human and animal consumption and the economic impact on Montrose and Delta county through job creation, expanding the agricultural industry and supporting entrepreneurs and small businesses currently in the hemp industry and those who would like to enter the market.

The selected consultant will work in collaboration with MEDC staff, local government, county and community representatives, major employers as well as experts in hemp production, hemp processing, traditional farmers, food production, processing, packaging retail and transportation. This effort will focus on analyzing various aspects of supply chains and determine/identify assets, needs, and challenges. The consultant will provide a detailed report identifying those assets, needs, challenges, lessons learned, and recommendations for the identified sectors.

Consultant assistance is needed in the following areas:

- A. Inventory of agricultural, processing, packaging and transportation assets;
- B. Selection of assets with potential for growth;
- C. Identification of linked/connected networks and business to support assets(s);
- D. Listing of current businesses available to support identified asset(s);
- E. Identification of plan and strategies for business shift or business attraction for a Hempseed Processing Facility;
- F. Conducting Stakeholder interviews;
- G. Drafting, review, and submitting reports as needed;

H. Creation of a final study that includes a summary of each of the areas above including: assets, opportunities, costs and recommendations for a long-term potential for investment in a Hempseed Processing facility.

Project Schedule

MEDC will review proposals and selected candidate(s) on or about the week of January 7th, 2019. If additional information/questions are required, MEDC will contact the firm before that time. All field work and reporting activities must be completed by May 31st, 2019 to align with the provisions of MEDC's grant agreement with the Colorado Office of Economic Development and International Trade (OEDIT).

Record Keeping

The Consultant will be required to complete and submit record keeping forms as required by OEDIT and as required within the grant guidelines. Monthly reports and meetings will be required but may be conducted on the phone or computer.

Proposal Terms

MEDC reserves the right to reject any and/or all proposals received as a result of the Request for Proposals (RFP) and to waive any informalities. If a proposal is selected, it will be the most advantageous regarding price, quality of service, the Consultant qualifications and capabilities to provide the specified service and other factors that MEDC may consider. MEDC reserves the right to consider proposals for modification at any time before a contract would be awarded, and negotiations would be undertaken with the Consultant whose proposal is deemed to best meet MEDC's specifications and needs.

The price quotation stated in the bidder's proposal will not be subject to any price increase from the date on which the proposal is opened at the MEDC offices.

In the event that it becomes necessary to revise any part of this RFP, an addendum will be provided. Deadlines for submissions of RFP's may be adjusted to allow for revisions. The entire proposal document with any amendments should be returned. To be considered, an original proposal must be at MEDC on or before the date and time specified.

Proposals should be prepared simply and economically providing a straightforward, concise description of the vendor's ability to meet the requirements of the Hempseed Processing Facility Study.

The proposal must be submitted with 'Company Name: PROPOSAL Hemp Processing Facility in the subject line if submitted electronically or the in the lower left corner if submitted in paper form. Two components: a technical proposal and a cost proposal as detailed in Attachment 1 and 2 of this RFP. Both cost and technical proposals should be labeled as such. The technical proposal will include a timeline identifying critical dates to assure completion of the work within the time constraints identified in this RFP.

Consultants' proposal must not be marked as confidential or proprietary to the Consultant. MEDC may refuse to consider a proposal so marked. All proposals will become the property of MEDC. Information in the proposal will become public property and subject to disclosure laws and MEDC policies and procedures after bid award.

Consultants must prepare the proposal in the format described in Attachments 1 and 2 of this RFP. The format will allow the selection committee to fairly review, compare, and evaluate proposals. Failure to follow the format used in this RFP may result in the proposal being disqualified from consideration.

MEDC will not be liable for any costs associated with the preparation, transmittal, or presentation of any material submitted in response to this RFP.

Proposal Specifications

The proposal shall include of the following information. Failure to include all information could result in disqualification.

- A. The Consultant's qualifications, years in business, profiles for staff assigned to this project, and experience to provide the services required by MEDC.
- B. References: List three (3) references from current customers receiving the same or similar service(s). Include name, contact information, and phone number.
- C. Subcontractors: List all subcontractors to be used with respect to the service provided under this contract if applicable.
- D. Describe any additional tools or resources your company can provide to MEDC to help improve this initiative.
- E. Clearly present verifiable qualifications, experience and knowledge regarding all aspects of a supply chain analysis.
- F. Specifically indicate, and provide professional qualifications for, those members of the firm and any subcontractors who will be working directly with MEDC.

Evaluation Criteria

The grant contains all financial resources to be used for this project. Consultant selection criteria will include demonstrable experience/capabilities with a supply chain analysis, ability to clearly report and communicate findings, expertise in procedures and technology, and ability to coordinate effectively with all interested parties. The Consultant's activities associated with each work task needs to follow the proposed costs and indicated level of effort. The criteria used in evaluation of the proposals will include:

- Clarity of the proposal, understanding of the project objectives, and responsiveness to the work program.
- The Consultant's experience and qualifications to perform the requested service.
- The extent to which the proposed costs, and indicated level of effort, are supported by the activity associated with each work task.
- Ability to communicate findings to the general public.
- The degree to which the respondent demonstrates an ability to work effectively and coordinate activities with MEDC and other interested parties.
- References.

A. Bidder's Qualifications – 30 points

Qualifications of the firm or firms assigned, including appropriate areas of expertise, relevant experience, technical capabilities and quality references that suggest they are the best qualified to undertake the project, in addition to, knowledge of the project-specific region (Montrose and Delta counties), work experience with the Department of Commerce, Economic Development Administration (federal and/or state level).

B. Overall Quality of Proposed Operation Plan – 20 points the technical quality and composition of proposed work plan, completeness, conciseness, and clarity of the work plan.

C. Personnel Qualifications – 30 points Qualification of the professionals assigned to this project including technical attributes and relevant experience that make them uniquely qualified to undertake this project.

D. Cost Proposal – 20 points

Standard Provisions for Contracts

If a contract is awarded, the selected Consultant will be required to adhere to a set of general contract provisions which will become part of any formal agreement. The provisions are general principles which apply to all Consultants of service to MEDC such as the following:

Reporting of Consultant

A. The Consultant is to report to the MEDC Project Manager and/or leadership and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

B. All reports, estimates, memoranda, and documents submitted by the Consultant must be dated and bear the Consultant's name.

C. All reports made in connection with these services are subject to review and final approval by MEDC.

D. MEDC may review and inspect the Consultant's activities during the term of the contract.

E. The Consultant will submit a final, written report to MEDC, and will present the findings to the Advisory Committee.

F. After reasonable notice to the Consultant, MEDC may review any of the Consultant's internal records, reports, or insurance policies.

Personnel

A. The Consultant will not hire any MEDC employee for any of the required services without MEDC's written approval.

B. The parties agree that the Consultant is neither an employee nor an agent of MEDC for any purpose.

Indemnification Agreement

The Consultant will protect, defend, and indemnify MEDC, its officers, agents, servants, volunteers, and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, or whatsoever kind and nature which may result in injury or death to any persons, including the Consultant's own employees, and for loss or damage to any property, including property owned or in

the care, custody or control of MEDC in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of the Consultant, any subcontractor, or any employee, agent or representative of the contactor or any sub-contractor.

Insurance Requirements

Consultant shall furnish MEDC with satisfactory certificates of insurance or a certified copy of the policy. Compliance with Laws and Regulations: The Consultant will comply with all federal, state, and local regulations, including but not limited to all applicable Occupational Safety and Health Administration (OSHA) requirements and the Americans with Disabilities Act.

Interest of Consultant and MEDC

The Consultant promises that there is no interest which would conflict with the performance of services required by this contract. The Consultant also promises that, in the performance of the contract, no officer, or the agent, employees of MEDC, or members of its governing bodies, may participate in any decision relating to the contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest.

Contingent Fees

The Consultant promises that he/she has not employed or retained any company or person, other than bona fide employees working solely for the Consultant, to solicit or secure this contract, and has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Consultant, any fee, commission, percentage, brokerage fees, gifts, or any other consideration contingent upon or resulting from the award or making of the contract. For breach of the promises, MEDC may cancel the contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fees, gift, or contingent fee from the compensation due to the Consultant.

Equal Employment Opportunity

The Consultant will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion, and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Consultant will take affirmative action to eliminate discrimination based on sex, race, and handicap in the hiring of applicants and the treatment of employees. Affirmative action will include, but not be limited to: Employment upgrading, demotion or transfer; recruitment advertisement; layoff to termination; rate of pay or other forms of compensation; selection for training including apprenticeship.

Fair Share Goals

Consideration of all Consultants, which includes equal opportunity for minority business enterprises (MBE) and women business enterprises (WBE), will be made in the Consultant selection process. MEDC, will exercise appropriate measures to ensure good faith efforts are made during Consultant selection. Fair share goals are to attract and utilize WBE/MBE contracts, subcontracts, and procurement.

Ownership of Documents and Publications

All documents developed as a result of the contract will be freely available to the public. None may be copyrighted by the Consultant. During the performance of the services, the Consultant will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of information and results of this contract by the Consultant must reference the sponsorship by MEDC and the Colorado Departments administering the Grant: Department of Local Affairs (DOLA) and are administered in collaboration with the Colorado Office of Economic Development and International Trade (OEDIT). Any publication of the information or results must be co-authored by MEDC.

Termination of Contract

Either party may terminate the contract by giving thirty (30) day written notice to the other party.

Change in Scope or Schedule of Services

Changes mutually agreed upon by MEDC and the Consultant will be incorporated into the contract by written amendments signed by both parties.

ATTACHMENT 1

Format of Technical Proposals

Proposal content and completeness are most important. Clarity and concise presentation are essential, and will be considered in assessing the Consultant's capabilities.

Proposals should be on and formatted on paper 8.5 x11 inches, in size 12 font. Proposal should not exceed 30 pages in length. In order to simplify the review process and obtain the maximum degree of comparability, all proposals shall be organized in the following manner:

1. Signature Page - The signature page shall be signed by an official authorized to bind the consulting firm. It should have the RFP title, name of the Consultant firm, local address, voice and fax telephone numbers, name of contact person, email, and website.
2. Table of Contents - A clear identification of the material by section and page number.
3. Overview and Summary - This section should clearly convey that the Consultant understands the nature of the work and the general approach to be taken.
4. Scope of Work - A full description of the steps to be followed in carrying out the work, including the identification of the methodologies to be used, key issues and challenges, and proposed solutions. The work description should be presented in sufficient detail to demonstrate a clear understating of the work tasks and technical approach. Assigned staff should also be listed.
5. Deliverable Products - A description of the format, content, and level of detail that can be expected for the final reports, plans and other products, including the number of copies to be provided.
6. Schedule - A time schedule showing the expected sequence of tasks, sub-tasks, technical and public meetings, and other critical dates should accompany the work description,
7. Project Management and Staffing - This section should describe the Consultant's approach to management of work. The project manager and staffing plans should identify each team member and subcontractor and provide a brief statement of relevant previous experience and qualifications. Resumes of key team members should be provided. The staffing plans should also identify the role and responsibility of each team member and specify the number of person hours per task. Staffing requirements should be specific enough to demonstrate an understanding of the skills required and commitment of proper resources.

ATTACHMENT 2

Format of Cost Proposals

The cost proposal shall be submitted as a separate section from the technical proposal. It must be in size 12 font and not exceed 10 pages. Cost proposal must include the following:

1. A budget by task and total budget for the entire project, itemized personnel cost and number of hours by employee level. This should include billing ranges for each staff classification.
2. Itemized direct, indirect, and subcontract expenses where applicable.
3. Identification of any additional costs for additional services or materials.
4. An explanation of how the cost estimates were obtained.