



## **Request for Proposal**

### **PROJECT:**

*Economic Development Plan*

### **PREPARED FOR:**

Tooele County  
47 South Main Street  
Tooele, UT 84074

**April 2022**

## **INTRODUCTION:**

Utah is the [fastest](#) growing state in the U.S. (2021-2022). The State's economy is ranked [#1](#) and is also among the top 10 in education, fiscal stability, and infrastructure.

Located about 30 minutes from Salt Lake City, Tooele County affords a unique and desirable quality of life that is unsurpassed in the Rocky Mountain region. Proximate to the Wasatch Front area, the County has a lower cost of living. Both job creation and new business applications have a more consistent upward trend in Tooele County than in any other county in the State. This may denote a healthy entrepreneurial ecosystem.

However, 63% of residents commute out of the County for work, half of whom spend more than an hour a day commuting. The impact of these outward commutes extends beyond the quality-of-life considerations for those facing long daily commute times. Moreover, there is anecdotal evidence that much of the retail leakage from the County occurs as commuters make purchases in their county of employment instead of in Tooele County, both due to convenience and because of greater opportunities in adjacent counties for experiential shopping, dining venues, and formal entertainment.

The aim of the proposed Economic Development Plan is to greatly boost and sustain Tooele County's economy by providing a guide for action in order to improve resource utilization, stimulate motivation and commitment, and set performance standards while allowing flexibility to find alternative approaches when needed. The economic development plan should answer the questions "Where do we want to go?" and "How are we going to get there?" The strategic direction should evolve from a clearly defined vision with prioritized goals and measurable objectives.

## **SCOPE OF WORK:**

- A. Create an economic development plan to accomplish the deliverables and outcomes noted above.
- B. Plan and implement strategies to attract new businesses, to encourage expansion of existing businesses, and to retain existing business, which will promote a stronger economic base.
- C. Determine how to help the large industrial parks fill with tenants as part of helping the County become a regional manufacturing and transportation hub.
- D. Identify action steps to enhance diversity and inclusion.
- E. Improve analysis and planning processes to keep up with and to be agile and resilient in responding to dynamic changes in economic conditions.
- F. Address development and implementation of green products, processes, places, and

buildings – particularly important in our relatively dry climate.

- G. Define the critical few initiatives for the next 3-5 years, including milestones, roles and responsibilities, progress metrics, and measures of achievement.
- H. Develop a performance management system to assure progress, including defining economic goals and benchmarks.
- I. In addition, the Scope of Work must ensure the following:
  - Work closely with Tooele Technical College regarding workforce development planning.
  - Align with and support the Wasatch Front Regional Council's Comprehensive Economic Development Strategy (CEDS).
  - Provide input to support development and implementation of a Business Retention and Expansion plan (Economic Gardening), which will be separate project to be initiated after this project.
  - Complete the project and turn over all reports, studies, and plans by a proposed deadline of August 13, 2022.

**Deliverables and Outcomes desired to result from the project to create a sustainable Economic Development Plan:**

Populations or industry sectors that the project will affect include:

- Tooele County residents. We currently benefit from low rates of unemployment (3%), poverty (5.3%), and income inequality (5.3x). Each of these metrics is among the best in the State. The projects envisioned herewith will work to maintain results for those indicators while improving income levels and increasing the number of local good-paying jobs.
- Every resident of Tooele County can naturally benefit from improved economic conditions that generally result in better overall health, increased education opportunities, more affordable outdoor recreation, expanded community services, and enhanced lifestyle options.
- Many of the 24,000 workers living in Tooele County but working in other counties will no longer have to travel to jobs elsewhere.
- Workers currently with low-paying jobs will have better opportunities for higher pay.

Business opportunities that should be enhanced by this project:

1. Economic Gardening will particularly benefit Stage 2 companies.
2. Retail businesses and entities brought in or created as ancillaries to support new industries will be positively affected and their number will be increased.
3. There will be a multiplier effect from new jobs being created in Tooele

County.

The estimated number of new jobs that will be realized as a result of this project:

- The County has experienced approximately 3% annual growth in the number of residents employed, or roughly 1,100 jobs per year. This project should be able to double that, so one might expect 2,200 more jobs added annually, beginning by 2023, once the project is generating consistent results.

Economic goals and benchmarks need to be defined and achieved. For example:

1. Improve the quality of working life. Benchmarks would include the:
  - Number of good-paying jobs created.
  - Reduction in the number of workers living in Tooele County who travel to other counties to work (from a base of 75%, or 24,000 workers).
  - Increase in median household incomes (from a base of around \$75,000).
2. Improve opportunities to shop closer to home, with key benchmarks being the:
  - Reduction in % retail leakage (from a base of 26%)
  - Increase in sales tax revenues

## **I. Mandatory Minimum Requirements**

The mandatory minimum requirements must be met, in order for a proposal to be considered responsive. **All of the items described in this section are non-negotiable.** If it is determined that a proposal does not meet these requirements, at any time during the solicitation process, the proposal will be deemed non-responsive and disqualified from further consideration.

Each proposal must include:

- Company name, website (if applicable), name, email and phone number of project manager. Pass or Fail is determined by the presentation of the indicated information.
- Statement of qualifications that includes professional credentials, experience, and overall qualifications in providing the Project Scope stated in this Request for Proposal (“RFP”). Pass or Fail is determined by the presentation of a Statement of Qualifications.
- Three (3) examples of projects which demonstrate qualifications for providing the Project Scope stated in this RFP. Pass or Fail is determined by the presentation of three (3) sample projects.
- A list of any subconsultants or subcontractors proposed to be included in work outlined in the Project Scope. Provide a description of their previous work history.

Pass or Fail is determined by the being able to clearly determine the status of involvement of subconsultants or subcontractors.

- Any current and applicable certifications of the staff to be assigned to this project or indicate that no licensures or certifications are held by staff assigned to this work. Pass or Fail is determined by the being able to clearly determine licensing and/or certification status.

## **II. Financial Requirements**

All proposals must include the entire budget required to complete the project, including, but not limited to, the following factors:

1. Cost of materials
2. Cost of labor per hour
3. Travel expenses
4. Not-to-exceed cost estimate
5. Any other costs pertinent to the project

## **III. Qualifications**

Consultants shall provide the following information in their proposal:

- A. A list and brief description of, as well as client references for, 3-5 projects similar in scope and size for the Consultant has provided services for.
- B. Team size, bios, years of experience for each, and their roles in the project.
- C. Any additional resources required for support (ex: sub-contractors)
- D. Number of hours and general timeline from start to completion (approx.)
- E. Project management approach
- F. General overview of the design and engineering process beginning-to-end

## **IV. Schedule**

We are budgeting \$70,000 – \$90,000 for the Economic Development Plan project. We desire that the planning project be completed by August 12, 2022.

## **V. Timeline for RFP Process (times are MDT)**

<b>Event / Action</b>	<b>Date</b>
Advertise RFP	April 12, 2022

Questions Due	4:00 pm Friday, April 22, 2022
County's Response to Questions	5:00 pm Tuesday, April 26, 2022
Deadline for Submission of Proposals	4:00 pm Friday, April 29, 2022

**PROPOSAL CONTENTS:**

Proposals submitted for this project shall address all requested information. Firms are encouraged to keep the proposals brief and to the point, while still sufficiently detailed to allow for a fair evaluation. Proposals must include the following:

**A) Cover Letter (1 page maximum)**

The cover letter shall describe the offeror's business entity (corporation, LLC, partnership, sole proprietorship, etc.), and include: a statement of the offeror's general background, a discussion of the offeror's interest in the project, and the acknowledgement of receipt for any addendums.

**B) Project Team**

Identify project personnel and define their respective roles.

**C) Substantive Content**

Describe the offeror's abilities to meet or exceed the qualifications set forth in items I, II, III, and IV above.

**D) Project Cost (Separately)**

Pursuant to Utah Code Annotated (UCA) § 63G-6a-707(7), the cost proposal will be evaluated independently from the technical proposal; and as such, **must** be submitted separately from the technical proposal. Offerors must not include costs or pricing data in their responses to the Mandatory Minimum Requirements and the Technical Response.

Offeror must include on a separate document a complete budget. If an offeror fails to include a complete budget, then its proposal will be considered non-responsive, and the proposal will be rejected.

**E) Signature**

The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid until the County Council awards the contract. By signing the cover letter and submitting a proposal, the proposer covenants that the proposer is fully qualified to provide the required services, and that the submitted information is true and accurate and may be relied upon in evaluating the proposal.

**F) Non-Collusion Affidavit (Exhibit A)**

The attached Non-Collusion Affidavit must be completed and returned with proposal.

**PROPOSAL SUBMISSION:**

Submission of the proposal can occur through the Utah State Purchasing U3P Website, or via mail of a physical copy. Mailing instructions are below:

Three, individually sealed, copies of the proposal must be received by the due date for submittal: 4:00 PM on Friday, April 29, 2022.

Mailed submittals must be addressed and sent to

**Tooele County Administration Building  
c/o County Auditor  
47 South Main Street  
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**Sealed Proposal of (Firm Name)  
Economic Development Plan 2022  
Tooele County Administration Building**

Questions must be submitted via email to Alison McCoy at [alison.mccoy@tooeleco.org](mailto:alison.mccoy@tooeleco.org) or through the Utah State Purchasing U3P Website, and are due no later than 4:00 PM Friday, April 22, 2022

Submissions, modifications or corrections received after the closing time on April 29, 2022 will be considered late and will not be opened.

If only one submission is received, County will evaluate proposal response to make sure the offer meets the minimum mandatory requirements and the technical RFP requirements stated in the RFP, and will determine if the cost proposal is fair and reasonable to award. Or, if time permits, resolicit submissions for the purpose of obtaining additional submissions.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

**PROPOSAL REVIEW:**

All proposals in response to this RFP will be evaluated in a manner consistent with County and state procurement codes and applicable rules and policies.

In the initial phase of the proposal evaluation process, the evaluation committee will review all proposals timely received. First, non-responsive proposals (those not conforming to RFP requirements) will be eliminated.

At the conclusion of the initial evaluation phase, selected proposals will be chosen for detailed review and evaluation, including oral presentations if required.

Tooele County reserves the right to be the sole judge as to the overall acceptability of any proposal or to judge the individual merits of specific provisions within competing offers.

Proposals will be reviewed by a selection committee consisting of at least three persons.

Proposals will be scored as follows:

<b>Technical Criteria:</b>	<b>Possible Points</b>	<b>Weight</b>
Criteria 1: Qualifications (experience, past performance, and reputation)	320	64%
Criteria 2. Availability and schedule to completion	120	24%
Criteria 3. Organization and approach	60	12%
<b>Total Technical Points:</b>	500	100%
<b>Total Cost Points Possible:</b>	300	100%

The County may then enter contract negotiations with the proposer who, in the sole discretion of the selection committee, is determined to have submitted the proposal with the highest score and the most responsive and responsible proposal that meets all the RFP's requirements.

**PROPOSAL REJECTION:**

Tooele County reserves the right to reject any or all proposals submitted or make modifications to the scope of work, subject to appropriate negotiation. Tooele County agrees to not discriminate based on age, race, religion, sex, color, national origin, marital status, family status, source of income, sexual preference, mental or physical disability in review of the proposals or

execution of agreements to the work. This RFP does not constitute any form of offer to contract. Tooele County will not pay any costs incurred by the proposer in preparing or submitting the proposal.

## **CANCELLATION OF PROCUREMENT PROCESS**

The County may cancel the procurement process at any time. All proposals become the property of the County. All information submitted in the proposal becomes “public record” as defined by the State of Utah upon completion of the procurement process. If any proprietary information is contained in or attached to the proposal, it must be clearly identified by the PROPOSER, otherwise the PROPOSER agrees that any and all documents provided may be released to the public after the award.

The County reserves the right to withdraw the Request for Proposal (RFP), to reject a specific proposal for noncompliance within the RFP provisions, or not award a contract at any time because of unforeseen circumstances.

## **INTERPRETATION OF RFP**

The Contractor must make careful examination and understand all the requirements, specifications, and conditions stated in the RFP. If any Contractor planning to submit a proposal finds discrepancies in or omissions from the RFP, or is in doubt as to the meaning, a written request for interpretation or correction must be given to the County during the question and answer period. Any changes to the RFP will be made only by written addendum. The County is not responsible for any other explanations or interpretations. If any provision in this agreement is held by a court of competent jurisdiction to be invalid, void, or unenforceable, the remaining provisions will nevertheless continue in full force without being impaired or invalidated in any way. All notices regarding this procurement may be posted on the County website.

## **COMPENSATION**

The County shall pay the AWARDED PROPOSER for services performed, to the satisfaction of the County. Expenses incurred and compensation shall be paid in accordance with an invoice submitted to County by AWARDED PROPOSER. The County shall pay the acceptable invoice within thirty (30) working days from the date of receipt of the invoice, or the goods/services are received, whichever is later.

No price increases will be permitted during the first year of this Agreement. All price decreases (for example, if CONTRACTOR offers lower prices to another governmental entity) will automatically be extended to the County. The County requires written proof satisfactory to County of cost increases prior to any approved price adjustment. After the first year of the award, a minimum of 45-days advance notice in writing is required to be considered and approved by County. No retroactive price increases will be considered. Any price increases must be stated in a written amendment to this Agreement. The net dollar amount of profit will remain firm during the period of the Agreement. Annual increases must be approved (if needed) for budget funding by the County Manager or County Council.

## **PROPOSAL ACCEPTANCE:**

Award will be made to the highest scoring responsive and responsible offeror, meeting all RFP stated requirements.

Tooele County reserves the right to award a contract based on a proposal submitted or to further negotiate with proposer.

By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.

**NOTIFICATION:**

Due to Tooele County Policy, we have to present all responses in a County Council Meeting and get approval on the selected vendor prior to award. This process can take some time, and because of this, the posting will be closed on the State Purchasing Solicitation U3P Website. Following the County Council Meeting where the award is approved, all responders will receive an email notification of the results. Attendance of County Council Meeting are also permitted.

# Exhibit A

## Non-Collusion Affidavit

### NON-COLLUSION AFFIDAVIT TO BE EXECUTED BY BIDDER AND SUBMITTED WITH BID

\_\_\_\_\_, being first duly sworn, deposes and says that he or she is \_\_\_\_\_ of \_\_\_\_\_, the party making the foregoing bid. The bidder, offeror, or contractor represents that it has not: 1) provided an illegal gift or payoff to a Tooele County officer or employee or former Tooele County officer or employee, or his or her relative or business entity; 2) retained any person to solicit or secure this contract upon an agreement or understanding for a commission, percentage, brokerage or contingent fee, other than as exempted in the County conflict of interest ordinance; or 3) knowingly influenced (and hereby promises that it will not knowingly influence) a Tooele County officer or employee or former Tooele County officer or employee to breach any of the ethical standards set forth in the County conflict of interest ordinance, title 1, chapter 11 of the Tooele County code.

Responsible Managing Officer \_\_\_\_\_  
Title \_\_\_\_\_  
Organization \_\_\_\_\_  
Address \_\_\_\_\_

STATE OF \_\_\_)  
COUNTY OF \_\_\_)  
:SS

On this \_\_\_ day of \_\_\_\_\_, 2022, personally appeared before me, \_\_\_\_\_ who being by me duly sworn did say that he or she is the \_\_\_\_\_ of \_\_\_\_\_, and that the foregoing instrument was signed on behalf of said entity by proper authority, and he or she acknowledged to me that said entity executed the same.

\_\_\_\_\_  
NOTARY PUBLIC