



Northeast Missouri Regional Planning Commission

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Request for Proposals

Strategic Planning and Marketing Study for inland port creation in Clark County, Missouri

Issued by Northeast Missouri Regional Planning Commission and Rural Development Corporation

"Twenty years from now you will be more disappointed by the things that you didn't do than by the ones you did do. So throw off the bowlines. Sail away from the safe harbor. Catch the trade winds in your sails. Explore. Dream. Discover." - Mark Twain.

Introduction

Northeast Missouri Regional Planning Commission and Rural Development Corporation, in conjunction with the Clark County Commission, is soliciting a request for proposal (RFP) from experienced researchers, or qualified consulting firms, with proven experience, resources, and professional expertise to conduct a strategic planning and market study to establish viability or lack of viability for a potential port facility on the Mississippi River in Clark County in northeast Missouri. This product will help determine site selection and involve master planning of the port capacity and intermodal-connectivity as well as stakeholder development as part of a market survey and review.

Background

Northeast Missouri Regional Planning Commission and Rural Development Corporation (NEMO RPC), serves the county and municipal governments of Adair, Clark, Knox, Lewis, Schuyler and Scotland counties in northeast Missouri. This project combines two of the RPC's main tasks, economic development and transportation planning. NEMO PRC works to sustain and grow the region's economy and outstanding quality of life, by providing leadership and resources for business creation, expansion, retention, new business recruitment and community development. At the same time, the organization works to assist its county and city members with their efforts to identify public infrastructure issues and options for improvements, including securing funding sources, individually and as a region.

It is within this mission, that the group identified the potential to assist a local community with the creation of a port facility. Private commercial entities had been in contact with the Clark County

Commission in the past several years about the potential development of a site to offload bulk dry fertilizer products in the Alexandria, MO area. While those efforts did not bear fruit initially, they have ultimately resulted in this process to determine the market feasibility of such a facility and potential site locations.

Project Description

The proposed feasibility study will fuel strategic planning through the analysis of the project's relevant factors – predominantly viability of port site locations combined with the measurable demand for services such a facility would offer.

SCOPE OF SERVICES

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Planning

Central to the planning process, will be determination of a viable location for a port facility in Clark County. In addition to the Mississippi River access, the potential site also will require access to rail and highway transportation to make the site fully multimodal.

Real estate considerations must go beyond the port facility and also take into consideration availability of property for future industrial development as well as access to all necessary utility services such as natural gas, electricity, water and sewer and availability of right of way access for road and other infrastructural access to the site.

The finished work product will be required to include a report listing all of the above details for all sites, either considered the primary site recommendation or alternative sites.

Market Study

While a suitable site will be crucial to this endeavor, the best location combined with a state-of-the-art facility would be pointless without demand for the services to be provided. The contractor shall analyze market factors impacting and the potential usage of an inland port facility in Clark County, Missouri in order to demonstrate the business case for the viability of a port, or to demonstrate its lack of viability.

The Market Study will identify potential stakeholders in the project, predominantly potential users of the port facility, but also to include other potential economic impacts such as tourism. At a minimum, this should include Clark County and the adjoining counties of Scotland, Knox and Lewis in Missouri; Lee

and Van Buren counties in southeast Iowa; and Hancock County in Illinois; but would want to factory in all regional geographies within 100 miles that could potentially utilize the port.

Any means of potential port usage for outbound and/or inbound shipments of raw materials, agricultural or manufacturing products, or commodities, should be investigated. This report should include, but not be solely limited to companies in NAICS:

11 – Agriculture, Forestry, Fishing and Hunting,

21 – Mining,

31-33 – Manufacturing,

42 – Wholesale Trade,

48-49 – Transportation and Warehousing

In addition to identifying the existing companies, industries, and supply chains that will benefit from a proposed inland port in this vicinity, the study should survey and determine how these companies currently are transporting goods and raw materials from markets to suppliers; the current and potential volume and weight of commodities, products, and/or raw materials shipped and/or received; and markets where the commodities, products, and/or raw materials get shipped to.

The survey will also seek to identify transportation obstacles currently faced by potential port users in getting products to market or in receiving raw materials while also identifying what form (bulk, containerized, dry, liquid, etc.) products are received and shipped in; and what current costs are for transporting these goods.

Identification of the surrounding network of freight/materials movement should be performed during this phase to determine the available Highways, Marine Highways, Railroads, and Public/Private docking facilities within 100 miles of the proposed site. In this process, current transportation providers will be determined and feasibility will be considered based on existing transportation costs, capacity and stability. Impact of existing facilities as well as potential expansion and growth of potential competitors needs to be considered.

The market survey will need to produce a report as part of the final work product that will summarize the results of the data collected from the surveys of the potential port users.

Financial Plan

The findings from the site planning and market survey portions of this project shall be utilized by the service provider to develop a financial blueprint for the project. This plan should include evaluations of projected revenues and incomes generated by the port and costs for the development of the facility as well as anticipated expenditures related to its maintenance and overhead.

The cost analysis should include port and dock facility construction, equipment purchases, and property acquisition as well as engineering, licensing and permitting. Cost analysis should also include staffing projections.

Income projections would include revenues generated by dock usage, but would also include federal and state funding sources and consider public/private partnership opportunities. Other revenue sources such as property rentals, storage and warehousing fees, etc. should also be included.

The financial planning process will need to produce a report as part of the final work product that will summarize the results of the data collected.

Proposal Format

The proposal should generally outline the candidate's qualifications as they apply to the specifics of this project and specifically should address the following topics:

1. **Experience of Firm.** Provide a detailed description to demonstrate the experience of the individual or firm with the applicable Scope of Services or projects of a similar nature. Share links to any examples of related work product. Include the type and number of clients served, as well as the size, scope, and nature of the projects involved. Identify any prior experience working with NEMO RPC or similar governmental or quasi-governmental organizations. Specifically identify any projects or conflicts that may impact the Services.
2. **Experience/Qualifications of Assigned Professional(s).** Provide the qualifications of the key personnel proposed for the engagement. Designate the individual(s) who will have primary responsibility for oversight of the Services. Provide the qualifications of all sub-consultants that would provide any portion of the Services.
3. **Project Approach.** Discuss your understanding of the project scope and objectives. Describe how the firm would complete the requested strategic plan and marketing study, including a timeline.
4. **Minority Participation.** Provide a description of the firm's approach to minority participation in providing the Services.
5. **Timeline.** Provide a timeline for completion of the project.
6. **Proposed Fees/Expenses.** Proposals shall clearly state all fees and expenses to be charged for the performance of the Services. Itemize the type of expenses (other than fees) for which your firm would seek reimbursement. Please submit a schedule of hourly rates by employee classification, including terms and rates of overtime for additional work if requested.

Selection Criteria

Proposals submitted will be reviewed by the NEMO RPC staff for completeness and relevant qualifications. Selection of a firm will be made based on the following criteria:

1. The firm's ability to perform the work
2. Demonstrated experience with other similar projects
3. Qualifications of the individuals assigned from the firm and of any sub-consultants;
4. Availability and approach to provide the Services; Ability to communicate and work effectively with the public, staff
5. Approach to minority participation;
6. Timeline for completion of the Market Analysis;
7. Cost
8. Responsiveness of the firm to the RFP categories.

The Northeast Missouri Regional Planning Commission and Rural Development Corporation actively encourages submissions from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. NEMO RPC/RDC does not discriminate on the basis of race, color, religion, creed, sex, sexual orientation, gender identity, age, ancestry, national origin, disability, or veteran status in consideration of this award. Equal Opportunity Employer.

Terms and Conditions

This Request for Proposals may be canceled, or any or all proposals may be rejected in whole or in part, when it is in the best interest of the NEMO RPC/RDC, which reserves the right to reject any and all submissions; to select separate responding parties for various components of the scope of services; and to change or modify any and all RFP project elements, requirements and schedules. NEMO RPC/RDC reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFP process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFP or any responses by any party. NEMO RPC/RDC is not committed by this process to award a contract, nor is it responsible to defray any costs incurred for the preparation of a responses. All submitted responses become the property of NEMO RPC/RDC as public records. All submissions may be subject to public review, on request.

Responses shall be open and valid for a period of ninety (90) days after the submission deadline indicated below.

Submissions

Submissions must be received no later than Wednesday, March 1, 2022 at 4:00 PM CST. Questions about this RFP and electronic proposals should be sent by email to chrisfeeney@nemorpc.org. Electronic submissions may be sent to chrisfeeney@nemorpc.org but a hard copy of the proposal is also required.

A hard copy of the proposal should be mailed to:

Northeast Missouri Regional Planning Commission
Attn: Chris Feeney / Port RFP
121 S. Cecil Street
Memphis, MO 63555-1301