

**PEMISCOT COUNTY PORT AUTHORITY  
2353 N State Hwy D  
Hayti, MO 63851  
(573) 333-4125  
Fax (573) 333-4216**

**REQUEST FOR PROPOSALS  
PROFESSIONAL PLANNING AND MARKETING SERVICES**

The Pemiscot County Port Authority (Port) requests proposals from qualified organizations to provide Consultant Services for Establishing Fair Market Value Lease Rates for Port Owned Properties.

The purpose of the project is to provide a strategic market assessment and comparable analysis of Port Riverfront and Rail Properties for new and existing businesses.

This project will be funded by grants made to the Port by the Missouri Department of Transportation.

**Scope of Work**

The project will involve thorough assessment and analysis of:

- Existing port property and infrastructure
- Port's on-site operations and logistics capabilities
- The competitive environment of the Port
- Comparative lease rates of similar operations in the local area and broader region

## **Agreement Requirements**

The selection of the consulting firm resulting from this RFP is subject to a post-award negotiated contract. If the parties are unable to agree to terms in the post-award contract, the Port shall reserve the right to cancel the selection of that consulting firm (Firm) and the right to select a different consulting firm.

## **Proposal Submission Information**

### **(A) SUBMISSION OF PROPOSALS**

- 1.** Submission and Signature: Proposals shall be signed and returned to John Ferguson II, Executive Director, Pemiscot County Port Authority, 2353 N. State Hwy D, Hayti, MO 63851.
- 2.** The Firm must respond to this RFP by submitting all data required in paragraph (B) below for its proposal to be evaluated and considered for award. Failure to submit such data shall be deemed sufficient cause for disqualification of a proposal from further consideration.
- 3.** Clarification of Requirements: Any and all questions regarding specifications, requirements, competitive procurement process, or other questions must be directed to John Ferguson II, Pemiscot County Port Authority, 2353 N. State Hwy D, Hayti, MO 63851, (573) 333-4125, Fax (573) 333-4216, john@pemiscotport.com.

### **(B) REQUIRED ELEMENTS OF PROPOSAL**

- 1.** Experience. The proposal must clearly identify the Firm's experience in offering the services requested in this RFP during the past five (5) years. The description should include a list of the agencies which your Firm has served or currently serves.
- 2.** Personnel. Please indicate the name, location, telephone number, fax number and email address of the primary contact person for the Firm. Information presented in this section should highlight the Firm's previous experience, as well as any work with other similar organizations. Firm must furnish a complete listing of each sub-consultant, if any, and complete contact information for that sub-consultant.
- 3.** References. Proposals must indicate the names and contact information of officials of at least three (3) clients within the past five (5) years.

### (C) EVALUATION CRITERIA AND PROCESS

Evaluation Factors: Any agreement for services resulting from this RFP shall be awarded to the Firm providing the best proposal to the Port. Proposals will be evaluated in accordance with the following factors and respective weights:

- Understanding of the project and planned technical approach 40%
- Relevant experience of firm in lease rate analysis 20%
- Relevant experience of firm in river market analysis 10%
- Relevant experience of firm in rail market analysis 10%
- Relevant experience of individuals assigned to project 10%
- Opinions of references for which firm has done similar work 10%

Initial proposals should be no more than ten (10) pages, including transmittal letter, and are **due by April 15, 2022**. A contract will be executed by the Port and selected consulting firm on or before May 31, 2022, with all work to be completed by August 31, 2022.