

**REQUEST FOR QUALIFICATIONS**

**FOR**

**STRATEGIC PLANNING AND MARKETING STUDY**

**Issued by the Marion County Port Authority  
Marion County Missouri**

**Responses Due By:**

**3:00 PM on Wednesday, October 14, 2020**

**Marion County Port Authority  
c/o Hannibal Regional Economic Development Council  
3817 McMasters Ave Ste D  
Hannibal, MO 63401  
573-221-1033  
director@hredc.com**

## **Introduction**

The Marion County Port Authority is seeking professional service qualifications for a strategic planning and marketing study towards the site selection, master planning, and stakeholder development for a port in Marion County and/or Ralls County in Missouri.

## **Strategic Planning**

The goal of the Strategic Planning project phase will be to determine viable port locations in Marion and/or Ralls Counties. Potential locations should have the capability of becoming multimodal using rail, road, and river transportation. Additionally, a site should have available real estate for future development on an industrial scale with the necessary utilities (i.e. water, sewer, electric, gas, paved roadways, etc.). The site should have existing or easily developed Mississippi River access.

The selected consultant shall prepare a report summarizing the potential site alternatives. For each alternative, the available access to rail, roadways, river transportation shall be described as well as the potential for developable acreage. The available utilities should also be defined within the report.

## **Scope of Services**

**The Services to be furnished pursuant to this RFQ shall include, but are not limited to, the following:**

### **Marketing Study**

The Marketing Study phase shall be performed with the primary objective to identify potential stakeholders or users of the developed port. Any means of potential port usage should be investigated including tourism, offloading, uploading, container shipments, commodities, raw materials, mining materials, manufacturer products, etc. 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 Marion and Ralls Counties.

The selected consultant shall contact mining, agricultural, manufacturers, commodity shippers, and other importers/exporters throughout the area to survey the likelihood of port usage in the future. The survey shall seek to determine not only the likelihood of usage, but also the type of materials being shipped/received, the shipped materials origination/destination, potential volumes of materials shipped/received, current means of shipping/receiving materials, challenges currently faced in shipping/receiving materials (i.e. containment type, timing/scheduling/seasonal, costs, limitation on growth, etc.), costs of current materials shipping/receiving, location of the port a factor in future use, developable acreage near port a factor in potential use, etc.

A report or section of a report shall be developed by the consultant summarizing the findings of the potential port user surveys.

### **Financial Planning**

The results of both the Strategic Planning and Marketing Study phases shall be combined in the development of a Financial Plan. The Financial Plan should evaluate the incomes and expenditures anticipated in the development of the port facility. The expense evaluation should include property acquisition, docking facility infrastructure improvements, equipment purchases, engineering, permitting, staffing, etc. The income evaluation should include federal/state/local level funding sources, grants, public/private partnership opportunities, dock usage / tonnage fees, property rental, zoning (i.e. Advanced Industrial Manufacturing Zones, Enhanced Enterprise Zones, Port Development Districts, etc.).

A report or section of a report shall be developed by the consultant summarizing the findings of the Financial Planning Evaluation.

### **Submission Content**

Submissions must include, at a minimum, the following information:

1. Experience/Qualifications of Firm. Provide a description of the firm's experience in providing similar services. Provide a statement of compliance with all criteria identified in the Scope of Services section above, including insurance coverage.
2. Experience/Qualifications of Assigned Professional(s). Provide the qualifications for each individual who may be assigned to provide the Services and designate the individual who would have primary responsibility for oversight of the Services.
3. Availability and Approach. Provide a statement of the firm's availability to provide the Services on an ongoing basis. Provide a detailed description of the firm's approach to provide the Services as identified herein.
4. Minority Participation. Provide a description of the firm's approach to minority participation in providing the Services.

### **Selection Criteria**

Submissions will be reviewed by staff for inclusion on a list of potential Strategic Planning and Marketing Study Firms (the "Qualified List"). Final selection of firms for the Qualified List will be made on the basis of the following criteria:

1. Qualifications, expertise, and experience of the firm in providing similar services;
2. Qualifications, expertise, and experience of the individuals assigned from the firm;
3. Availability and approach to provide the Services;

4. Approach to minority participation;
5. Responsiveness of the firm to the RFQ categories.

The Marion County Port Authority Hannibal, Missouri actively encourages submissions from disadvantaged business enterprises and companies owned by minorities, women, immigrants, and veterans. The Marion County Port Authority 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**

The following terms and conditions apply to all submissions:

1. The Marion County Port Authority reserves the right to reject any and all submissions; to select one or more responding parties; to void this RFQ and the review process and/or terminate negotiations at any time; to select separate responding parties for various components of the scope of services; and to select a final party/parties from among the submissions received in response to this RFQ. Additionally, any and all RFQ project elements, requirements and schedules are subject to change and modification. The Marion County Port Authority also reserves the unqualified right to modify, suspend, or terminate at its sole discretion any and all aspects of this RFQ process, to obtain further information from any and all responding parties, and to waive any defects as to form or content of the RFQ or any responses by any party.
2. This RFQ does not commit the Marion County Port Authority to award a contract, defray any costs incurred in the preparation of a response to this RFQ, or contract for any services. All submitted responses to this RFQ become the property of the Marion County Port Authority as public records. All submissions may be subject to public review, on request, unless exempted as discussed elsewhere in this RFQ.
3. By accepting this RFQ and/or submitting a response thereto, each responding party agrees for itself, its successors and assigns, to hold Marion County Port Authority , Hannibal Regional Economic Development Council and its affiliated entities, Marion County, the City of Hannibal, and all of their various agents, commissioners, directors, consultants, attorneys, officers and employees harmless from and against any and all claims and demands of whatever nature or type, which any such responding company, its representatives, agents, contractors, successors or assigns may have against any of them as a result of issuing this RFQ, revising this RFQ, conducting the selection process and subsequent negotiations, making a final recommendation, selecting a responding party/parties or negotiating or executing an agreement incorporating the commitments of the selected responding party.
4. By submitting responses, each responding party acknowledges having read this RFQ in its entirety and agrees to all terms and conditions set out in this RFQ.
5. Responses shall be open and valid for a period of ninety (90) days from the due date of this RFQ. Submission of Responses To be considered, submissions must be received no

later than Wednesday, October 14, 2020, at 3:00 PM CST. Questions about this RFQ and electronic proposals should be sent by email to [director@hredc.com](mailto:director@hredc.com)

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