



**CITY OF GREAT BEND
REQUEST FOR PROPOSALS (RFP)**

Purpose of RFQ: Retail Development Services

RFQ Description: The City requests consulting services to assist with retail development

Department: Administration

Contacts: Kendal Francis, City Administrator
Email: kfrancis@greatbendks.net
Phone: 620-793-4111

Due Date & Time: November 19, 2018 5:00 pm CST

SECTION I

INTRODUCTION AND BACKGROUND PURPOSE OF THE REQUEST FOR PROPOSAL

The City of Great Bend, Kansas is a municipal corporation located in Barton County. The City provides vital services to City residents and requires capable and competent Retail Development Services.

The City of Great Bend will evaluate and select a Retail Development Services vendor to assume the support of its Economic Development needs. The selected Vendor shall be required to sign an agreement which the City determines to be fair, competitive, and reasonable.

Minimum Qualifications:

To be eligible to respond to this Solicitation, the Vendor must demonstrate that it has sufficient qualifications, resources and experience to provide the services under this solicitation. Any respondent that fails to meet all the following minimum qualification requirements may be noted as “NON-RESPONSIVE”. Those qualifications are as follows:

- Vendor shall have a minimum of 5 years’ experience in retail recruitment.
- The vendor must be able to demonstrate active and past participation in International Council of Shopping Centers and Retail Live.
- Vendors must use mobile data as part of their business model.
- Vendors must be able to survey consumers within our defined trade area to identify shopping desires and information.
- Vendor must demonstrate experience in data collection, reporting and identifying opportunities for the expansion and attraction of new retail sales operations in the City.
- Vendor must demonstrate experience beyond data collection and into relationship and connections with retail operators.
- Vendor must provide at least 3 references of clients to which similar services have been provided in the last 2 years, preferably in Kansas.
- Vendor must have at least 8 members of staff with an active Real Estate License.

The City of Great Bend is seeking to identify and select an outside independent organization to perform the activities listed above. The remainder of this document provides additional information that will allow a service provider to understand the scope of the effort and develop a proposal in the format desired by The City of Great Bend.

SECTION II

GUIDELINES FOR PROPOSAL PREPARATION

Award of the contract resulting from this RFP will be based upon the most responsive Vendor whose offer will be the most advantageous to The City of Great Bend in terms of cost, functionality, and other factors as specified elsewhere in this RFP.

The City of Great Bend reserves the right to:

- Reject any or all offers and discontinue this RFP process without obligation or liability to any potential vendor,
- Accept other than the lowest priced offer if certain factors are met that prove to be advantageous to the City
- Award a contract on the basis of initial offers received, without discussions or requests for best and final offers, and

Vendor's proposal shall be submitted in several parts as set forth below. The Vendor will confine its submission to those matters sufficient to define its proposal and to provide an adequate basis for The City of Great Bend's evaluation of the Vendor's proposal.

In order to address the needs of this procurement, The City of Great Bend encourages Vendors to work cooperatively in presenting integrated solutions, if necessary or desirable. Vendor team arrangements may be desirable to enable the companies involved to complement each other's unique capabilities, while offering the best combination of performance, cost, and delivery being provided under this RFP. The City of Great Bend will recognize the integrity and validity of Vendor team arrangements provided that:

- The arrangements are identified and relationships are fully disclosed, **and**
- A prime Vendor is designated that will be fully responsible for all contract performance.

Vendor's proposal in response to this RFP will be incorporated into the final agreement between The City of Great Bend and the selected Vendor(s). The submitted proposals are suggested to include each of the following sections:

1. Executive Summary
2. Approach and Methodology
3. Project Deliverables
4. Project Management Approach
5. Pricing
6. Appendix: References
7. Appendix: Project Team Staffing
8. Appendix: Company Overview

The detailed requirements for each of the above-mentioned sections are outlined herein.

SECTION III

INSTRUCTIONS

- 3.1 It is the sole responsibility of the **Vendor** to assure that it has received the entire Request for Proposal.
- 3.2 Vendors will be notified in writing of any change in the specifications contained in this RFP.
- 3.3 No verbal or written information which is obtained other than through this RFP or its agenda shall be binding on the City of Great Bend. No employee of the City of Great Bend is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained or amended to this written RFP document.
- 3.4 **Right of Rejection and Clarification:** The City of Great Bend reserves the right to reject any and all proposals and to request clarification of information from any Vendor. The City of Great Bend is not obligated to enter into a contract on the basis of any proposal submitted in response to this document.
- 3.5 **Request for Additional Information:** Prior to the final selection, Vendors may be required to submit additional information which the City may deem necessary to further evaluate the Vendor's qualifications.
- 3.6 **Denial of Reimbursement:** The City of Great Bend will not reimburse Vendors for any costs associated with the preparation and submittal of any proposal, or for any travel and/or Diem costs that are incurred.
- 3.7 **Right of Negotiation:** The City of Great Bend reserves the right to negotiate with the selected Vendor the exact terms and conditions of the contract.
- 3.8 **Right of Rejection of Lowest Fee Proposal:** The City of Great Bend is under no obligation to award the project to the Vendor offering the lowest fee proposal. Evaluation criteria included in this document shall be used in evaluating proposals.
- 3.9 **Exceptions to the RFP:** Vendors may find instances where they must take exception with certain requirements or specifications of the RFP. All exceptions shall be clearly identified, and written explanations shall include the scope of the exceptions, the ramifications of the exceptions for the City of Great Bend, and a description of the advantage to be gained or disadvantages to be incurred by the City as a result of those exceptions.

- 3.10 **Indemnification:** Vendor, at its own expense and without exception, shall indemnify, defend and pay all damages, costs, expenses, including attorney fees, and otherwise hold harmless the City of Great Bend, its employees, and agents, from any liability of any nature or kind in regard to the delivery of these services.
- 3.11 **Certificate of Insurance:** Vendor will be required to provide proof of insurance, including professional liability and workers' compensation evidencing that the contractor has a workers' compensation insurance policy in force.
- 3.12 **Rights to Submitted Material:** All proposals, responses, inquiries, or correspondence relating to or in reference to this RFP, and all reports, charts, and other documentation submitted by Vendors shall become the property of the City of Great Bend when received.
- 3.13 **Copies:** Electronic submittals are allowed, but one (1) original of the proposal and supporting documents must be submitted in response to the RFP.
- 3.14 **Contacts:** Vendors must submit proposals in accordance with the instructions contained in this RFP. All requested information must be submitted with the proposal. Instructions for preparation and submission of proposals are contained in this package. Questions regarding this request for proposal should be directed to:

Kendal Francis
City Administrator
(620) 793-4111 ext.223
E-mail: kfrancis@greatbendks.net

- 3.15 **Contract:** The contract between the City of Great Bend and the contractor shall consist of (1) the Request for Proposal (RFP) and any amendments thereto, and (2) the proposal submitted by the contractor in response to the RFP. In the event of a conflict in language between the two documents referenced above, the provisions and requirements set forth and/or referenced in the RFP shall govern. However, the City of Great Bend reserves the right to clarify any contractual relationship in writing with the concurrence of the contractor, and such written clarification shall govern in case of conflict with the applicable requirements stated in the RFP or the contractor's proposal. In all other matters not affected by the written clarifications, if any, the RFP shall govern.
- 3.16 **Termination of Contract:** The City of Great Bend may cancel the contract at any time for breach of contractual obligations by providing the consultant with a written notice of such cancellation. Should the City of Great Bend exercise its right to cancel the contract for such reasons, the cancellations shall become effective on the date as specified in the notice of cancellation sent to the contractor.

SECTION IV

DETAILED RESPONSE REQUIREMENTS

EXECUTIVE SUMMARY

This section will present a high-level synopsis of the Vendor's responses to the RFP. The Executive Summary should be a brief overview of the engagement, and should identify the main features and benefits of the proposed work.

SCOPE AND APPROACH

Include detailed information and technical expertise by phase. This section should include a description of each major type of work being requested of the Vendor. The proposal should reflect each of the requirements listed in the Scope of Work Section of this RFP.

DELIVERABLES

Include descriptions of the types of reports used to summarize and provide detailed information on security risk, vulnerabilities, and the necessary countermeasures and recommended corrective actions. Include sample reports as attachments to the proposal to provide an example of the types of reports that will be provided for this engagement.

PROJECT MANAGEMENT APPROACH

Include the method and approach used to manage the overall project and client correspondence. Briefly describe how the engagement proceeds from beginning to end.

PRICING

Include a fee breakdown by scope of work item and any projected expenses.

APPENDIX: REFERENCES

Provide three current corporate references for which you have performed similar work. Work for municipal corporations should be identified.

APPENDIX: PROJECT TEAM STAFFING

Include biographies and relevant experience of key staff and management personnel. Describe the qualifications and relevant experience of the types of staff that would be assigned to this project by providing biographies for those staff members. Describe bonding process and coverage levels of employees. Affirm that no employees working on the engagement have ever been convicted of a felony.

APPENDIX: COMPANY OVERVIEW

Provide the following for your company:

- Official registered name (Corporate, D.B.A., Partnership, etc.), primary and secondary SIC numbers, address, main telephone number and toll-free numbers.
- Key contact name, title, address (if different from above address), direct telephone numbers.
- Person authorized to contractually bind the organization for any proposal against this RFP.
- Brief history, including year established and number of years your company has been offering Retail Development Services.

SECTION V

SCOPE OF WORK

The City of Great Bend is seeking retail services to attract desired retail and restaurants to the community. The City of Great Bend will work closely with the vendor to enhance business retention, identify Great Bend's strengths and weakness and leverage those into a retailer's decision to locate inside the city. The vendor will serve as an extension to the staff and the vendor's sole focus will be one of turning Great Bend's data and community story into an attractive home for new retail and restaurants.

- 1) Minimum Requirements -
 - a. The vendor must stay in regular contact with City Administrator or its representative for this project.
 - b. The vendor must be prepared to demonstrate the number and type of contacts made on behalf of the City of Great Bend at a minimum of a quarterly basis.

SECTION VI

EVALUATION FACTORS FOR AWARD

CRITERIA

Any award to be made pursuant to this RFP will be based upon the proposal with appropriate consideration given to operational, technical, cost, and management requirements. Evaluation of offers will be based upon the Vendor's responsiveness to the RFP and the total price quoted for all items covered by the RFP.

The following elements will be the primary considerations in evaluating all submitted proposals and in the selection of a Vendor or Vendors:

1. Completion of all required responses in the correct format - 10%.
2. The extent to which Vendor's proposed solution fulfills the City of Great Bend's stated requirements as set out in this RFP – 20%.
3. An assessment of the Vendor's ability to deliver the indicated service in accordance with the specifications set out in this RFP – 20%.
4. The Vendor's stability, experiences, and record of past performance in delivering such services – 20%.
5. Availability of sufficient high-quality Vendor personnel with the required skills and experience for the specific approach proposed – 20%.
6. Overall cost of Vendor's proposal – 10%.

The City of Great Bend may at any time, at its discretion and without explanation to the prospective Vendors, choose to discontinue this RFP without obligation to such prospective Vendors.

SECTION VII

SELECTION PROCESS

A Selection Committee involving the City Administrator, City Clerk, City Attorney and a Department Head will review submittals to develop a shortlist of the best firms to complete the project. The shortlist will be based upon relevant project experience, statements of availability and interest, ability to meet project deadline, approach to the project, commentary of references and demonstrated competence. Cost will be a factor, but not the only decision factor. The City Council will make the final selection and approve the agreement with the successful consultant.

Interviews

The City may conduct interviews with shortlisted firms for the project. Team members should be prepared to discuss, among other things, their approaches to strategic plan development, availability for the project, and experience with other similar projects.

Submittal Schedule*

Invitation to Submit..... November 2, 2018

Invitations will be distributed electronically by the City of Great Bend to selected consultants and posted on the city website. Others may request a copy of the RFP at any time prior to the submission dates.

Submission Deadline.....5:00PM CST November 19, 2018

Submittal Instructions: Submit Request for Proposals electronically to Kendal Francis, City Administrator kfrancis@greatbendks.net by November 19, 2018 5:00PM CST. Followed by one (1) hard copy. Envelope should be clearly marked "Retail Development".

Kendal Francis, City Administrator
City of Great Bend, Kansas
1209 Williams
P.O. Box 1168
Great Bend, Kansas 67530

Shortlist Notified..... November 21, 2018

The City will notify selected firms by phone or email to schedule interviews as needed. All unsuccessful firms will be notified by email.

Interviews.....Week of November 26, 2018

Agreement with Firm Week of December 3, 2018

The City of Great Bend reserves the right to reject any or all proposals and to waive any informalities or irregularities therein.