



# The Russell County Commission

1000 Broad Street • P.O. Box 969  
Phenix City, Alabama 36868-0969

## ADMINISTRATORS:

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Administrator

**Vickie Perry**  
Assistant  
Administrator

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## REQUEST FOR PROPOSAL FOR ECONOMIC DEVELOPMENT SERVICES RUSSELL COUNTY COMMISSION MARCH 2017

Russell County Commission, Russell County Alabama, seeks proposals and cost estimates for economic development consulting services ("Consulting Services") on a contractual basis including, but not limited to: technical advice, planning, recruitment of commercial and industrial activities and other services determined by Russell County Commission.

### Scope of Services

The scope of services will apply to the unincorporated areas of Russell County. The selected consultant firm / persons shall demonstrate knowledge of:

*Principles and practices of business and economic development, requirements of program types and infrastructure needs for expansion; methods and programs for financing expansion of existing businesses and attracting new business to the community; grant administration and writing; market and public relation techniques for promotion of businesses; applicable federal, state and local laws, codes and regulations; and the ability to effectuate the scope for work set forth below:*

### The County's goals include:

- Identification of land for future industrial and commercial growth in key locations through planning and acquisition
- Support and enhance local government efforts to plan and implement economic development initiatives throughout Russell County
- Support development related projects and initiatives to enhance and ensure a strong tax base, healthy employment opportunities, and access for residents to goods and services and enhance the quality of life for all residents

### The scope of work to be performed by Consultant will include, but is not limited to the following:

- Establish an effective working relationship with agencies to promote economic development
- Develop and apply economic development funding and financing options for business expansions and related infrastructure
- Conduct necessary economic research, as necessary, that will assist Russell County Commission in its goal to create new and better paying employment opportunities, enhance local tax base and diversify the local economy
- Actively support in marketing Russell County and communities to potential new businesses seeking to relocate or expand their operations. The service may require attendance at related trade shows and presentations
- Maintain a database of key contacts for major commercial and industrial companies suitable for recruitment to Russell County
- Attend County Commission meetings and provide activity report, as needed
- Support and assist with development of marketing materials and collaborate with the Russell County – Phenix City Chamber of Commerce and other professionals for electronic version of marketing materials
- Knowledge of federal and state legislative and regulatory developments that will impact existing and new businesses within Russell County

- Knowledge of implementing Alabama Improvement Districts, as needed
- Research grant opportunities for Russell County; provide direction on required grant reporting or grant administration though closeout as necessary
- Review and comprehend current tax abatement finance policies; application procedures and fee structure (State and Local). Provide financial and economic development recommendations to County Commissioners

### **Plan Content**

The consultant shall provide a conceptual plan for product/services. The plan should indicate product feature and outline of personnel skills and services that distinguish the consultant and/or firm. The profile should describe the consultant's experience in providing services to the public sector, jobs creation; provide applicable certifications, training and educational accomplishments. Provide (3) references included with the proposal. The County Commission assumes a minimum of 15 hours per week for six months from date of approval.

### **Process and Details**

Proposals should include the following:

- Consultant's name, address, and names of primary contacts
- A description of specific staff that may assist you for this assignment, if any
- Samples of related/comparable past projects that would serve as examples of experience and expertise necessary for this work
- Evidence and ability to work within tight time constraints
- Provide the earliest date available to assume these duties
- A proposed fee structure (cost per month), identify any reimbursable and the anticipated costs based upon the plan of work proposed by the firm / person
- Include educational degree(s), certifications and training information
- Discuss any topics not covered in this Request for Proposal that you would like to bring to the Russell County Commission's attention

### **Evaluation and Selection**

- Awarding of the contract will be approved by the Russell County Commission. The Commission will review all proposals and make a determination based on the following factors:
- Professional capacity to undertake the scope of work
- Proposed fee structure
- Ability to perform within time and budget constraints
- Evaluation of a potential project / work plan (example)
- Previous work experience and performance
- Revenue generation
- Recommendations by references
- Other pertinent information submitted; such as, examples of historical success business or industry recruitment
- Describe what sets your firm's qualifications/abilities ahead of others

**Proposal Deadline: 12:00 EST March 30, 2017**

Proposals received after the proposal deadline will be considered late and will not be accepted. Proposals may be withdrawn and/or modified in writing prior to the submission deadline. Request for withdrawal must be in writing by the contact person on the outside of the envelop. Each vendor may submit one proposal.

**The envelop must be clearly marked "ECONOMIC DEVELOPMENT SERVICES---RUSSELL COUNTY COMMISSION RFP".** The name of the firm and/or persons must also be listed on the outside of the envelop. Non-disclosure cannot be guaranteed after the selection stage of this procurement due to data practices.

In its sole discretion, Russell County Commission may negotiate with one or more respondents who have submitted qualifications and submitted a proposal.

Russell County Commission reserves the right to reject any and all proposals as the result of this proposal. Factors that may be considered in rejection are fees, quality of services, capabilities, related educational history and experience and other factors. The Commission may resubmit an RFP or amend the scope of services. Russell County Commission's decision on these matters is final.

Proposals must be signed by the bidder to its provisions for at least a period of 60 days from submittal. A service contract will be executed between Russell County Commission, the awarded vendor and county attorney. Selected vendor may not subcontract any of the work assigned or specified.