



Request for Proposals

Chelan Douglas Regional Port Authority
Tax Increment Financing Consultant

RFP 2023-67

Notice is hereby given that the Chelan Douglas Regional Port Authority will receive proposals electronically up to the hour of:

3:00 p.m.

Wednesday, January 10, 2024

All interested proposers must register on the port's online Professional Services Roster, located on the port's website at www.cdrpa.org. To access the registration page, go to the Doing Business with Us tab and click on the Professional Services Roster Questionnaire button. For assistance, please call (509) 884-4700.

Chelan Douglas Regional Port Authority

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East Wenatchee, WA 98802

(509) 884-4700

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1. INTRODUCTION / PROJECT OVERVIEW



Photo of Pangborn Municipal Airport and surrounding area

1.1 PURPOSE AND OBJECTIVES

The Chelan Douglas Regional Port Authority (CDRPA) is seeking qualified firms with proven expertise in TIF analysis and formation to submit a written proposal to support the port in the creation of a Tax Increment Area (“TIA” or “increment area”). The Consultant selected shall also guide the port through the compilation of required documents and processes that support future debt issuance for the development of the Regional Port’s Douglas County TIF Project. The ability of the Port to create a TIA (that utilizes tax increment financing, or “TIF”) is the result of the State of Washington approving ESHB 1189 (the “Act”), effective July 24, 2021. This allows cities, counties, and port districts each with the ability, to create up to two TIAs for which assessed value (“AV”) at the time of creation must not exceed the lower of \$200 million or 20% of the entity’s “AV” “increment value” (as defined in the Act) resulting from each TIA being leveraged to finance improvements in the increment area.

1.2 OVERVIEW OF PORT

The Chelan Douglas Regional Port Authority is the first of its kind in Washington. The Chelan Douglas Regional Port Authority is the principal economic development agency for Chelan and Douglas Counties located in North Central Washington. The Port of Chelan County and the Port of Douglas County voted to functionally consolidate as of January 1, 2020, and operate as an independent government entity under the provisions of Title 53 of the Revised Code of Washington (RCW).

The Chelan Douglas Regional Port Authority’s mission is to “Work Together to Enhance the Economic Vitality of North Central Washington” to create living-wage jobs, stimulate private sector capital investment, and enhance the economic well-being of families in the communities within Chelan and Douglas Counties.

1.3 OVERVIEW OF PROJECT

The CDRPA desires to establish a TIA District in unincorporated Douglas County encompassing Pangborn Airport and surrounding properties including parts of the Batterman Industrial Area. The TIA will support special eligible public improvement projects which will not only attract private development within its incremental area but also surrounding private development.

2. POTENTIAL PROJECT & TIA



2.1 STATEMENT OF WORK

The CDRPA seeks services related to the potential creation of an increment area for the Pangborn Airport and surrounding properties located in unincorporated Douglas County. A qualified firm will need to be capable of working with port staff and other port advisors/consultants to manage or assist with efforts in each of the following areas:

Create and Manage Project Analysis Scope

Conduct project analysis considering whether to designate an increment area. The project analysis shall include, but need not be limited to the following:

- A statement of objectives of the port for the designated increment area;
- A statement as to the property within the increment area, if any, that the port may intend to acquire;
- The duration of the increment area;
- Identification of all parcels to be included in the area;
- A description of the expected private development within the increment area, including a comparison of scenarios with the proposed public improvements and without the proposed public improvements;
- A description of the public improvements, estimated public improvement costs, and the estimated amount of bonds or other obligations expected to be issued to finance the public improvement costs and repaid with tax allocation revenues;
- The assessed value of real property listed on the tax roll as certified by the county assessor under RCW 84.52.080 from within the increment area and an estimate of the increment value and tax allocation revenues expected to be generated;
- An estimate of the job creation reasonably expected to result from the public improvements and the private development expected to occur in the increment area; and
- An assessment of any impacts and any necessary mitigation to address the impacts identified on the following:
 - Affordable and low-income housing;
 - The local business community;
 - The local school districts; and
 - The local fire service.

The project analysis should aid the port in determining if an increment area will impact at least 20 percent of the assessed value in a fire protection district, or the fire service agency's annual report demonstrates an increase in the level of service directly related to the increment area, as the port must negotiate a mitigation plan with the fire protection district to address level of service issues in the increment area.

The qualified firm will need to be able to create the "Project Analysis Report", present the report to the CDRPA Board of Directors and assist with the submission of the Project Analysis Report to the Office of the State Treasurer and respond to questions by the Office of the State Treasurer. These responses may require amending the Project Analysis Report that the Treasurer deems appropriate based on the requirements of the Act.

Create and Manage Public Hearings

Prior to adopting the resolution authorizing the increment area, the CDRPA must hold at least two public hearings for the community solely on the tax increment project that include the description of the increment area, the public improvements proposed to be financed with the tax allocation revenues, and a detailed estimate of tax revenues for the participating local governments and taxing districts, including the amounts allocated to the increment public improvements. The hearings must be announced at least two weeks prior to the date being held, including publishing in a legal newspaper of general circulation and posting information on the CDRPA's website and all Port social media sites. The qualified firm will need to create materials for such public hearings and to assist in the management of the public hearing process.

Create the Ordinance known as a Resolution to be approved by the CDRPA Board of Directors

The resolution authorizing the increment area must contain findings that:

- The public improvements proposed to be paid or financed with tax allocation revenues are expected to encourage private development within the increment area and to increase the assessed value of real property within the increment area;
- Private development that is anticipated to occur within the two-increment area as a result of the proposed public improvements will be permitted consistent with the permitting jurisdiction's applicable zoning and development standards;
- The private development would not reasonably be expected to occur solely through private investment within the reasonably foreseeable future without the proposed public improvements; and
- The increased assessed value within the increment area that could reasonably be expected to occur without the proposed public improvements would be less than the increase in the assessed value estimated to result from the proposed development with the proposed public improvements.

The qualified firm will need to be able to assist the port in making the necessary findings.

Create and Manage Project Timeline

Responsive Consultants shall be able to meet or exceed the following timeline which requires the TIA Increment area to be in place and effective by June 1st, 2024. In order to comply with this deadline, the port is seeking for the consultant to complete all necessary analysis and prepare and file the Project Analysis Report to the Office of the State Treasurer by March 1, 2024. In addition, the port is looking for the consultant to also prepare within a timeframe that ensures that a certified copy of the ordinance is submitted to the County Assessor by June 1, 2024.

This includes the following tasks:

- Prepare all necessary information and create the Ordinance/Resolution for approval by the Port's Commission
- Prepare all necessary information, coordinate with the port, advertise and manage 2 public meetings as required by the enacted legislation.

- Create and publish in the local newspaper all required information per the legislation.
- Create and submit a certified copy of the CDRPA Board of Directors approved ordinance/resolution to the County Assessor no later than June 1, 2024.

2.2 CONSULTANT PROFILE

The most successful consultant shall be determined by demonstrating not only the capability to excel in these services but the ability to maintain cost control and offer strategic methods for reducing project costs related to these services.

2.3 CONTRACT PERIOD OF PERFORMANCE

The period of performance of an agreement resulting from this RFP is expected to be through completion of the project. Amendments extending the period of performance, if any, shall be by mutual agreement. A contract extension may be issued to provide the time necessary to complete task orders in process for projects not completed by the original contract completion date.

3. GENERAL INFORMATION FOR CONSULTANTS

3.1 RFP COORDINATOR

The RFP Coordinator is the sole point of contact at the port for this procurement. All communication between the Consultant and the port upon receipt of this RFP shall be with the RFP Coordinator, as follows:

Name	Stacie de Mestre, Director of Economic Development
Address	One Campbell Parkway, Suite A
City, State, Zip Code	East Wenatchee, WA 98802
Phone Number	(509) 884-4700
E-Mail Address	Stacie@cdrpa.org

Any other communication will be considered unofficial and non-binding on the port. consultants are to rely on written statements issued by the RFP Coordinator. Communication directed to parties other than the RFP Coordinator may result in disqualification of the Consultant.

3.2 SUBMISSION OF PROPOSALS

Electronic proposals shall be submitted and received no later than **3:00 pm on Wednesday, January 10, 2024.**

Proposals must be submitted via email to the RFP Coordinator.

Any information in the proposal that the Consultant desires to claim as proprietary and exempt from disclosure under the provisions of Chapter 42.56 RCW must be clearly designated in writing on the page. The page must be identified and the exception from disclosure upon which the Consultant is making the claim. Each page claimed to be exempt from disclosure must be clearly identified by the word “Confidential” printed on the lower right-hand corner of the page.

3.3 RESPONSIVENESS

All proposals will be reviewed by the RFP Coordinator to determine compliance with administrative requirements and instructions specified in this RFP. The Consultant is specifically notified that failure to comply with any part of the RFP may result in rejection of the proposal as non-responsive. The port also reserves the right, however, at its sole discretion to waive minor administrative irregularities.

3.4 MOST FAVORABLE TERMS

The CDRPA reserves the right to make an award without further discussion of the proposal submitted. Therefore, the proposal should be submitted initially on the most favorable terms that the Consultant can propose. The CDRPA reserves the right to contact a Consultant for clarification of its proposal during the evaluation process.

In addition, if the Consultant is selected as the apparent successful Consultant, the port reserves the right to enter contract negotiations with the apparent successful Consultant, which may include discussion regarding the terms of the proposal. Contract negotiations may result in incorporation of some or all the Consultant's proposal. The Consultant should be prepared to accept this RFP for incorporation into an AGREEMENT resulting from this RFP. It is also understood that the proposal will become part of the official contract file.

3.5 CHELAN DOUGLAS REGIONAL PORT AUTHORITY AGREEMENT AND GENERAL TERMS & CONDITIONS

The apparent successful Consultant will be expected to accept and enter into a Chelan Douglas Regional Port Authority AGREEMENT and its Professional/Personal General Terms and Conditions. In no event is a Consultant to submit its own standard contract terms and conditions in response to this solicitation. The port will review requested exceptions and accept or reject the same at its sole discretion.

The successful Consultant shall comply with all local, state, and federal requirements and, when applicable, adheres to all federally mandated procedures and requirements for projects utilizing federal funding.

3.6 COSTS TO PROPOSE / NO OBLIGATION TO CONTRACT

The CDRPA will not reimburse Consultant for any costs involved in the preparation and submission of responses to this RFP or in the preparation for and attendance at subsequent interviews. Furthermore, this RFP does not obligate the CDRPA to accept or contract for any expressed or implied services. The CDRPA reserves the right to request any Consultant to clarify their proposal or to supply any additional material deemed necessary to assist in the evaluation of the Consultant's proposal.

3.7 REJECTION OF PROPOSALS

The CDRPA reserves the right at its sole discretion to reject any and all proposals received without penalty and not issue an AGREEMENT as a result of this RFP.

3.8 CHELAN DOUGLAS REGIONAL PORT AUTHORITY POLICY STATEMENT

The Chelan Douglas Regional Port Authority assures that no person shall on the grounds of race, color, national origin, or sex, as provided by Title VI of the Civil Rights Act of 1964 and as amended, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity receiving Federal financial assistance from the Washington State Department of Transportation. The Chelan Douglas Regional Port Authority further assures every effort will be made to ensure nondiscrimination in all of its programs and activities, whether those programs or activities are federally funded or not. In the event the Chelan Douglas Regional Port distributes federal aid funds to another governmental entity or other sub-recipient, the Chelan Douglas Regional Port Authority will include Title VI language in all written agreements and will monitor for compliance.

The Chelan Douglas Regional Port Authority's Office of the Title VI Coordinator is responsible for initiating and monitoring Title VI activities, preparing required reports and other Chelan Douglas Regional Port Authority responsibilities as required by 23 CFR 200 and 49 CFR 21.

3.9 AMERICANS WITH DISABILITIES ACT (ADA) INFORMATION

The Chelan Douglas Regional Port Authority in accordance with Section 504 of the Rehabilitation Act (Section

504) and the Americans with Disabilities Act (ADA), commits to nondiscrimination on the basis of disability, in all of its programs and activities. This material can be made available in an alternate format by emailing Chelan Douglas Regional Port Authority, Stacie de Mestre at Stacie@cdrpa.org or by calling (509) 884-4700.



4. PROPOSAL SUBMITTAL AND EVALUATION PROCESS

4.1 EVALUATION METHODOLOGY

The objective of this solicitation is to evaluate and select one consultants to enter into contract for these professional services. Responses to this RFP will be evaluated by a team of selected CDRPA staff who will independently score each proposal based on the criteria defined in this solicitation.

The CDRPA has transitioned to receiving all proposals electronically. If interviews are utilized, the specific interview approach will be determined at the time of the announcement of the finalists at the conclusion of the proposal evaluation.

4.2 REQUEST FOR PROPOSALS FORMAT

Please refer to 3.2 SUBMISSION OF PROPOSALS for guidance on properly submitting your proposal.

Proposals may be printed for review and evaluation by the port and shall be formatted on 8 1/2 x 11-inch paper. It is preferred that proposal responses be limited to **10 pages** (excluding cover pages, personnel resumes and required forms). This limit serves only as a guide and scoring **will not be impacted** if the proposal stays within a reasonable range to this limit request. Please provide titles and formatting that identifies the scoring criteria below. This will not only be helpful to the evaluators of the proposal but should assist the Proposer in preparing a thorough response.

4.3 CONFLICT OF INTEREST

Please provide disclosure of any conflicts or potential conflicts of interest that may in any way influence or impact the ability to perform the services defined in this solicitation.

4.4 EVALUATION CRITERIA

The following information is required and will be used to evaluate and rank responses (*failure to submit these items may be cause for deeming a proposal non-responsive*). The teams advancing to the interview phase will be selected based on the following criteria. Relative weighting is as indicated.

Scoring Criteria 1: Profile and Expertise, of Firm and Assigned Staff.....25 Points

- Submit a summary statement of the firm’s capability to provide the services outlined in this proposal.
- Describe your firm’s capability, capacity, expertise, and understanding of each specified analysis.
- Describe firm’s history of performing similar services and why it stands out among your competitors.
- Submit a project organization and management chart showing the key roles / relationships of the team.
- Provide a list of subconsultants performing any services defined in the scope of this proposal request. Include description of the services to be performed and subcontractor qualifications.

Scoring Criteria 2: Consultant’s Technical Approach.....25 Points

- Describe methods for monitoring, tracking and communicating project progress and budget to costs
- Describe firm’s ability to manage and address impacts to the scope that evolve into potential time and cost impacts to the project.
- Project Schedule – A detailed project schedule must be submitted by the proposer. The proposer must indicate commitment to meet the Port’s proposed schedule (in the Evaluation of Proposals Section).

Scoring Criteria 3: Past Performance.....25 Points

- Provide up to three references of completed or long-term projects utilizing services similar to those defined in this solicitation; the Port of Vancouver may not be counted as a reference. Include the name of the owner contact information and all subcontractors involved in the project.

Scoring Criteria 4: Cost..... 25 Points

- Provide fee schedule defined by roles and services

Total Points Possible=100

End of RFP