

BitterRoot Economic Development District (BREDD), Inc
Frenchtown Mill Feasibility Study
Request for Qualifications (RFQ)

Introduction

BitterRoot Economic Development District (BREDD), Inc is offering interested individuals or organizations an opportunity to submit a Statement of Qualifications to BREDD to prepare a two phase feasibility study for the Frenchtown Mill, located in Frenchtown, Montana.

Summarized Scope of Work:

- Phase I: Analysis and Selection of Potential Industrial Opportunities for In-Depth Analysis:
- Phase II— In-Depth Feasibility Analysis and Final Report
- Final Deliverable: Feasibility Study focused on 3-4 potential Industrial Opportunities for the site

Total Award:

- Up to a total of **\$50,000** is available for this project, made available by the Montana Department of Commerce to BREDD through the Big Sky Economic Development Trust Funds (BSTF) and by M2Green Redevelopment LLC.
- BREDD anticipates that one contract will be issued for the entire scope of work, to one individual or organization.
- The anticipated duration of the project is six (6) months.

Timeline

RFQ Issued: January 11, 2012

Proposals Due: February 1, 2012 by 4:00 p.m. MST

Planned Proposal Review and Possible Interviews: February 1, 2012 – February 8, 2012

Planned Award Notification: February 10, 2012

Planned Project Duration: March 2012 – August 2012

Background

The Bitterroot Economic Development District, Inc (BREDD) received a grant from the Montana Department of Commerce Big Sky Economic Development Trust Fund (BSTF) Program in the amount of \$20,000 to conduct a feasibility study for M2Green Redevelopment, LLC (M2Green) to determine the type of industry that is best suited for Frenchtown pulp mill site in Missoula County. The project will engage outside professional services to conduct a two-phase feasibility study; first, to determine a small group of industries suited to the site and; second, to create a final feasibility study for the most promising of the Phase I industries. The findings of the Frenchtown Mill Feasibility Study will help the company and the community determine what industries are a good fit and help to recruit or build companies that will successfully redevelop the Frenchtown Mill Site. Any company interested in using the site will need a thorough understanding of the local resources available, local permitting requirements and the other information included in the two-phase feasibility study Scope of Work. Having this information at M2Green's fingertips will bring the Frenchtown mill site closer to regaining its position as a vital industrial contributor to the regional economy.

The January 2010 closing of the 3,200 acre industrial Frenchtown mill site was devastating for the community and the region. The Missoula valley lost 425 jobs that paid well above the area's average income. The pulp and paper mill operated at this site has been a core industry for the region since 1957. The mill was a large purchaser of biomass and its loss has been felt throughout the region. The University of Montana's Bureau of Business and Economic Research estimated 1,500 primary and secondary jobs were lost due to the mill closure. While closing the Frenchtown Mill reflected changing economic times, the site remains an important industrial opportunity for the region and for Montana. M2Green estimates 200 jobs will be created by redeveloping the site. Having appropriate industries operating at the Frenchtown mill site will be an economic benefit to the state, the region and the community in terms of direct jobs, indirect jobs, tax revenue and industrial infrastructure. The idleness of this prime industrial site continues to be a significant source of economic distress for the region and the community.

The fate of the mill has been a source of ongoing concern at the local and state level. The M2Green purchase in the spring of 2011 has inspired hope among community members that the mill will soon be redeveloped into industrial uses that provide high quality jobs, protect or enhance the local environment and retain some portion of the forest products processing infrastructure once held by the pulp and paper mill. M2Green specializes in redeveloping industrial sites and has purchased and successfully redeveloped mill sites in the United States and Canada. While M2Green is an experienced industrial redeveloper, there are many local factors that affect the uses this particular site is best suited for. Phase I of the proposed feasibility study will first looking at Specialized Pulp, Pellets, Biomass to Fuels, Recycling, Metal Recovery, Electric Generation, and Coal to Fuels. At the close of Phase I, M2Green will use the preliminary findings to determine which industries merit the Phase II in-depth feasibility study. Phase II will result in a formal Feasibility Study along with recommended next steps in the redevelopment process. This Feasibility Study will then be used by M2Green and by the

community to attract or build companies to develop new industrial uses for the Frenchtown mill site. The final deliverable will be a feasibility study focused on a specific industrial application for the defunct Frenchtown Mill Site.

Economic Impact:

Redevelopment of the Frenchtown mill site is an important part of Missoula County's future economy and the proposed Feasibility Study is an important first step in that redevelopment. Any company interested in using the site will need a thorough understanding of the local resources available, local permitting requirements and the other information included in the two-phase Feasibility Study scope of work. Having this information at M2Green's finger-tips will bring the Frenchtown mill site closer to regaining its position as a vital industrial contributor to the regional economy.

Detailed Scope of Work

A total of up to \$50,000 is available to one organization or individual for six (6) months to develop and execute a two-phase Feasibility Study for the Frenchtown Mill site near Missoula, Montana.

Project Components

Phase I: Analysis and Selection of Potential Industrial Opportunities for In-Depth Analysis:*

- **Product and Market Analysis**
- **Raw Material Analysis**
- **Technology Assessment**
- **Economic Analysis**
- **Selection of Options for In-Depth Study in Phase II** – *The contractor will present their preliminary findings and recommendations to M2Green at the end of Phase I. At its sole discretion M2Green will select up to three options for in-depth analysis in Phase II of this study.*

Phase II— In-Depth Feasibility Analysis and Final Report

- **In-Depth Feasibility Analysis of Selected Options** – This analysis will extend the previous preliminary feasibility analysis into greater depth for selected target industry options. Financial forecasts, community input, return on investment, pricing of products, permitting requirements, potential sources of funding and partnering, staffing requirements, sources of competition, potential targeted companies and other risks will be identified and analyzed in greater depth.
- **Final Report** – The final Feasibility Study will provide detailed analysis of the chosen Phase II industries that can be utilized to attract companies to the site. It will also

contain recommendations to M2Green of additional analysis, studies, and actions needed to attract companies that are a good fit for the location and create economic opportunities for the region.

**The feasibility study in Phase I will consider Specialized Pulp, Pellets, Biomass to Fuels, Recycling, Metal Recovery, Electric Generation, and Coal to Fuels.*

Eligibility Requirements for Individuals or Agencies

Statements of Qualifications meeting the requirements of this RFQ will be accepted from organizations or individuals that meet the following conditions:

- The respondent is incorporated as a public, private or nonprofit organization established pursuant to Montana State Law, OR is an individual licensed to conduct business in Montana.
- The respondent has a demonstrated capacity to ensure adequate administrative and accounting procedures and controls necessary to safeguard all funds that may be awarded under the terms of this RFQ.
- A Federal Tax ID number is required to facilitate payments from BREDD to the contractor.
- The respondent demonstrates the capability to meet program expenses in advance of reimbursement.

Administrative and Contracting Requirements

- Any contract resulting from this RFQ will be between BREDD, the applicant organization or individual and M2Green Redevelopment, Inc. and is subject to approval by the granting agency, The Montana Department of Commerce Big Sky Economic Development Trust Fund.
- Contractors will be required to comply with any applicable terms and conditions from the U.S. Department of Justice, Montana Department of Commerce Big Sky Trust Fund Program.
- Contractors will be required to maintain books, records, documents and other evidence directly related to performance of the work in accordance with Generally Accepted Accounting Procedures. The Department of Commerce and BREDD, or any of their duly-authorized representatives, shall have access to such books, records and documents for inspection, audit and copying for a period of seven years after completion of work.
- Contractors will document the use of BREDD / BSTF funds and track and report on hours worked, as well as progress and challenges related to the project.
- Contracts must complete all required reports and billing documentation in a timely manner. Payment will be contingent upon receipt and approval of required reports and

on contingent on availability of grant funds. Additional data may be required for audit or evaluation purposes.

- Contractors will maintain a public liability insurance policy.

Response Format and Evaluation Criteria

Proposal packets (3 copies) that are not received by the **4:00pm MST deadline on February 1, 2012** will NOT be eligible for consideration. Responses which do not follow the required format will be deemed unresponsive and will NOT be rated.

The Statement of Qualifications is not to exceed ten (10) pages (8 ½ X 11), single spaced, typed or word processed, size 12 font, with 1 inch margins. Proposals may be shorter than 10 pages. Page count does not include the required Application Form (Attachment #1) or Key Staff resumes, if you choose to submit resumes. You do not need to re-write the specific questions, just the section titles.

Evaluation Criteria: Total points available are 100, awarded as follows:

- Narrative 1: Background and Experience (35 points)
- Narrative 2: Project Proposal (35 points)
- Narrative 3: Key Staff (30 points)

Narrative 1: Background and Experience. 35 points.

1. Describe your background and experience in conducting similar projects for this type of industrial site.
2. Describe your background and experience with the industries listed in the Scope of Work; Specialized Pulp, Pellets, Biomass to Fuels, Recycling, Metal Recovery, Electric Generation and Coal to Fuel. Also describe your background and experience with any other industry that may be relevant to this project.
3. Describe your experience with the two-phase approach outlined in the Scope of Work.

Narrative 2: Project Proposal. 35 points.

1. Describe how you would complete the Scope of Work detailed above.
 - a. How will you go about analyzing and selecting potential industrial opportunities for the in-depth analysis in Phase 2?
 - b. How will you approach the in-depth Phase 2 feasibility study and final Feasibility Study report?
2. Do you have the capacity, in relation to your current workload, to take on this project at this time, with anticipated completion within six months, at a cost equal to or less than \$50,000?

Narrative 3: Key Staff. 30 points.

1. Describe your staffing plan to complete this project, describing the qualifications, backgrounds, and experiences of staff who will be part of the project team. Resumes are not required, but may be included. Resumes will not be counted in the 10 page limit.
2. Provide at least 2 references for your team members who will work on this project (including name, title, email address, phone number, and professional relationship).
3. Provide short summaries of at least two recent projects conducted by the staff who will work on this project.

Proposal Submission

All Proposals must be received at the following address no later than 4:00 PM, February 1, 2012, Mountain Standard Time (MST).

Three (3) copies of the Statements of Qualifications shall be submitted. Submittals must be in the actual possession at the location indicated below, on or prior to the exact time and date indicated above. Statements of Qualifications submitted after the time and date specified herein will not be accepted. Statement of Qualifications that do not follow the format or answer the required questions will be rejected. The BitterRoot Economic Development District reserves the right to accept or reject any or all Statement of Qualifications. BREDD, Inc is an equal opportunity employer.

No explanations, answers to technical questions, representations or comments will be made by BREDD personnel concerning this request. Any questions regarding this request for qualifications and scope of services can be directed to Marcy Allen, Executive Director at (406) 258- 3435.

Proposals (three copies) may be hand-delivered or mailed to:

Marcy Allen, Executive Director
BREDD
200 West Broadway
Missoula, MT 59801

Faxed and Emailed proposals will NOT be accepted, though electronic copies may be requested at a later date.

Selection Process

The Statement of Qualifications submitted will be reviewed and ranked by the Selection Committee using the outlined Evaluation Criteria. The program contact person listed on your Application Form (Attachment #1) may be contacted by phone, email or mail to clarify proposal

contents. The BREDD, Inc reserves the right to accept or reject any or all statements received. BREDD, Inc reserves the right to interview the most highly qualified firm(s).

The organization or individual considered by the Selection Committee to be the most highly qualified will be selected for the project, upon which discussions will be initiated with that firm to finalize the scope of services and negotiate a Consultant Agreement. If agreement cannot be reached with the selected firm then negotiations with that firm will be terminated and discussions initiated with the second ranked firm with this process followed until a Consultant Agreement is reached. If the proposal is selected for funding, proposers should be prepared to accept the terms they proposed for incorporation into a contract resulting from this RFQ.

The Request for Qualifications does not commit the Selection Committee to award a contract. All costs incurred by proposers in preparing Statements of Qualifications are the proposer's responsibility and in no way are the responsibility of BREDD, Inc.

The selection will be based solely on information provided in Statements of Qualifications formally submitted to the Selection Committee and from an interview if the Selection Committee chooses to conduct interviews

Proposals submitted to BREDD for BSTF funded projects become matters of public record and after completion of the selection process can be disclosed under State and Federal Public Disclosure Laws.

Appeals Process

1. BREDD, Inc will notify all proposers in writing of the acceptance or rejection of the proposal, and, if appropriate, the level of funding to be allocated.
2. Within ten (10) working days from the date of the written notification, the proposer may submit a written appeal to the President of the BREDD, Inc Board of Directors. The basis of the appeal must address one or more of the following criteria:
 - Violation of policies or guidelines established in the RFP or RFQ
 - Failure to adhere to published criteria and/or procedures
3. The BREDD Board President will review the written appeal and may request additional oral or written information from the appellant organization. A written decision will be made within ten (10) working days of the receipt of the appeal. The BREDD Board President's decision is final.

4. If an appeal is filed, no new contracts resulting from the solicitation may be finalized until the appeal process is completed or the appeal is resolved. An appeal may not prevent BREDD from issuing an interim contract for services to meet critical needs.

BitterRoot Regional Economic Development District, Inc
Frenchtown Mill Feasibility Study
Request for Qualifications

Application Form

Include this form at the beginning of your proposal. This form is not included in the 10-page limit.

Organization Name: _____

Organization Director: _____

Primary Contact Person: _____

Phone Number: _____

Email Address: _____

Mailing address: _____

Legal Status:

- Public Agency or Institution
- Private Company
- Non-Profit Organization
- Licensed Individual

Are you able to cover costs in advance of reimbursement?

- Yes
- No

I understand the terms and conditions of this RFQ and agree to meet BREDD and Montana Department of Commerce requirements if a contract award is made. All information provided in this Proposal Packet is true and accurate to the best of my knowledge. Information shall be valid until at least December 31, 2012.

Signed _____
Organization Director or Board Chair

Date _____