



Boyd County Fiscal Court
REQUEST FOR PROPOSAL (RFP)

ECONOMIC DEVELOPMENT CONSULTANT

Boyd County Fiscal Court

2800 Louisa St

Catlettsburg, KY 41129

Phone: (606) 739-4134

Prepared By: Hunter Boyd

Date: March 3, 2023



PROPOSAL SUBMISSION DEADLINE: March 31, 2023, 4:00pm close of business

QUESTION SUBMISSION DEADLINE: March 22, 2023

Questions may be submitted in written form to:

Contact Name: Hunter Boyd

Contact Address: P.O. Box 423

Catlettsburg, KY 41129

Telephone Number: (606) 585-3253

Email Address: hboyd@boycountyky.gov

INTRODUCTION

The Boyd County Fiscal Court welcomes proposals for the professional services of economic development consulting firms. Please take the time to carefully read and become familiar with the proposal requirements. All proposals submitted for consideration must be received by the time specified above under the “PROPOSAL SUBMISSION DEADLINE.”

QUALIFICATIONS/REQUIREMENTS

For purposes of submission, consulting firms must have experience in the following areas of economic development:

- Retail Recruitment (Restaurants, Hotels, Shopping)
- Industrial Recruitment
- Grant Writing (Includes experience with Abandoned Mine Lands “AML” and Appalachian Regional Commission “ARC”)
- Government Relations



- Public Affairs
- Local Economic Incentives (Includes Tax Increment Financing “TIF” and Industrial Revenue Bonds “IRB”)
- Site Planning (Includes Architectural Design and Conceptual Mapping)

SCOPE OF WORK

Consultants will be required to give bi-weekly updates to both the Judge Executive and Economic Development Director. Duties of the economic development consultant can vary based on the direction of the Judge Executive’s Office. If conflicts of interest arise in the any of the active projects of the consulting firm, the Judge Executive’s Office must be notified beforehand. The professional services contract will be awarded for one year. Services should not exceed \$100,000 and will be paid on a monthly basis. Consultants must offer a price package breakdown of services offered by their firm.

PROJECT PROPOSAL EXPECTATIONS

The Boyd County Fiscal Court shall award the contract to the proposal that best accommodates the various project requirements. The Boyd County Fiscal Court reserves the right to: (i) award any contract prior to the proposal deadline or prior to the receipt of all proposals, (ii) award the contract to more than one Bidder, and (iii) refuse any proposal or contract.

PROPOSAL SELECTION CRITERIA

Only those proposals received by the deadline will be considered. All proposals, submitted by the deadline, will be reviewed and evaluated based upon information provided in the submitted proposal. In addition, consideration will be given to cost and performance projections. Furthermore, the following criteria will be given considerable weight in the proposal selection process:

1. Proposals received by the stipulated deadline must be in the correct format.
2. Bidder’s alleged performance effectiveness of their proposal’s solution.
3. Bidder’s performance history and alleged ability to timely deliver proposed services.



4. Bidder's ability to provide and deliver qualified personnel having the knowledge and skills required to effectively and efficiently execute proposed services.
5. Overall cost effectiveness of the proposal.

The Boyd County Fiscal Court reserves the right to cancel, suspend, and/or discontinue any proposal at any time, without obligation or notice to the proposing bidder.

PROPOSAL SUBMISSION FORMAT

1. Bidder's Name(s)
2. Bidder's Address
3. Bidder's Contact Information (and preferred method of communication)
4. Legal Information of Bidder (e.g. sole proprietor, partnership, corporation)
5. Date Bidder's Company was Formed
6. Description of Bidder's company in terms of size, range, and types of services offered and clientele.
7. Bidder's principal officers (e.g. President, Chairman, Vice President(s), Secretary, Chief Operating Officer, Chief Financial Officer, General Manager(s), and length of time each officer has performed in his/her field of expertise.
8. Bidder's Federal Employee Identification Number (FEIN)
9. Evidence of legal authority to conduct business in Kentucky (e.g. business license number).
10. Evidence of established track record for providing services and/or deliverables that are the subject of this proposal.