



BRIGHAM CITY CORPORATION ([www.brighamcity.utah.gov](http://www.brighamcity.utah.gov))

REQUEST FOR PROPOSAL – Brigham City, Box Elder County Industry Cluster Analysis Project

PROPOSALS MUST BE RECEIVED NO LATER THAN: 5:00 p.m., Monday, May 28, 2012. Proposals received after this time will not be evaluated.

Information Contact: Paul Larsen  
Director – Community and Economic Development  
Phone: 435-734-6603  
Fax: 435-723-8132  
Email: [plarsen@brighamcity.utah.gov](mailto:plarsen@brighamcity.utah.gov)

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified individuals or firms to provide an Industry Economic Cluster Analysis and economic development consulting services to Brigham City Corporation and surrounding Box Elder County.

Please include in your proposal the contact information requested below.

Respondent: \_\_\_\_\_

Date of Proposal: \_\_\_\_\_

Company Name (if different than 'Respondent'): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

1. Administrative Background

Brigham City Corporation (the City) is a municipal corporation of the State of Utah organized to promote the public good, provide municipal services, and accomplish various community, economic development, and redevelopment purposes pursuant Utah law.

Brigham City is a small city located approximately 60 miles north of Salt Lake City, Utah. The current estimated population of Brigham City is approximately 18,000. Brigham City Corporation offers a diversity of municipal services including police, fire, and ambulance service; utility services including culinary water, sanitary sewer, storm drainage, and electricity; other public services such as waste collection, street construction and maintenance, planning and zoning, building permitting, economic development, a museum and gallery, volunteer coordination, and senior citizen services.

Box Elder County, located in the most northwestern corner of the state of Utah, is situated near major transportation artery I-15. Brigham City is the county seat and the largest city in Box Elder County.

## II. Statement of Purpose

The purpose of this Request for Proposal (RFP) is to obtain proposals from qualified individuals or firms to conduct an extensive Industry Cluster Analysis, CEDS addendum and Economic Development Strategic Plan for Brigham City Utah and surrounding Box Elder County.

## III. Minimum Qualifications

1. Proposals will only be accepted from respondents who meet the following requirements:

- a) Demonstrated familiarity with the Brigham City / Box Elder County economy, BRAG CEDS and existing industry clusters.
- b) Demonstrated expertise in industry economic cluster analysis, research and economic development.
- c) Professional certifications and/or substantial demonstrable experience in the areas of agribusiness, commercial and industrial economic revitalization and job creation.
- d) Experience working with granting agencies including US-EDA.
- e) Excellent interpersonal relationship and interviewing skills.

2. The City prefers that the principle business address for the individual or firm is in or near Brigham City or Box Elder County. However, other individuals or firms may be considered depending on the degree to which other qualifications are met.

3. Contracted services budget is \$100,000 to be awarded pursuant to this Request for Proposals and is contingent upon Brigham City receiving an EDA Economic Development Technical Assistance grant of not less than \$50,000 and the acquisition of \$50,000 in local share matching funds.

4. All proposals must contain the following information:

- a) Name and contact information for the key person or persons assigned by the respondent to provide Industry Cluster Analysis consulting services.

- b) Resumes or background descriptions of all key personnel to be assigned to this project including any professional certifications, training toward obtaining or maintaining certifications, or other pertinent information relevant to providing Industry Cluster Analysis consulting services as described in this Request for Proposals.
- c) A summary of the approach the respondent will use to work with Brigham City Corporation staff in providing Industry Cluster Analysis and economic development consulting services including starting and completion dates.
- d) Address how the respondent will avoid conflicts of interest in dealing with Brigham City Corporation.
- e) Any other relevant special competencies or qualifications.

#### IV. Criteria for Selection

Proposals will be evaluated by Brigham City based on the likelihood of the respondent meeting the City's and funding agency's purposes as outlined in this RFP. Proposals will be evaluated on evidence of an understanding of the objectives and work involved, and on the demonstrated capability of the respondent to accomplish the work. The primary criteria and relative weight given to each category during the evaluation process will be:

1. Quality of proposal: 30%.

The respondent shall provide a conceptual outline of a process to fulfill the City's purposes as expressed in this RFP including an estimated timeline.

2. Familiarity with the Brigham City/Box Elder County region's needs and experience with area's economic complexities: 40%.

The respondent shall provide detailed work experience and credentials relevant to the task of providing economic consulting services to the Brigham City / Box Elder County region.

3. Knowledge of Industry Clusters and Economic Development Process: 30%.

Each respondent shall provide details, references and other information or evidence supporting the firm's or individual's knowledge and expertise in providing cluster analysis and economic development consulting services.

#### PROPOSAL PROCESS

##### Submittal Process -

Respondents must submit five complete copies of the proposal to:

P.O. BOX 1005 · 20 NORTH MAIN STREET, BRIGHAM CITY, UTAH 84302 · PHONE: (435) 734-6604

**Mary Kate Christensen, City Recorder  
Brigham City Corporation  
20 N. Main Street  
Brigham City, UT 84302**

Proposals should not exceed 20 pages in length.

Submissions must be received no later than **5:00 p.m., Monday, May 28, 2012**. All proposals that are not received by the deadline will be considered late and will be returned to the respondent unopened.

Proposals shall be submitted at the time and place indicated in the Request for Proposal and shall be submitted in a sealed envelope appropriately marked with the name and address of the Respondent. If the requested number of copies does not fit into an envelope, enclose all copies in a box, seal it and include the appropriate information on the top of the box.

#### COST OF PREPARATION OF RESPONSE

Costs incurred by any individual, firm, or other entity in the preparation of their response to this Request for Proposal are the responsibility of the responding individual, firm, or other entity and will not be reimbursed by Brigham City Corporation.

#### CANCELLATION

This RFP is contingent upon grant funding approval. Brigham City Corporation reserves the right to cancel award of the contract any time before execution of the contract by both parties if cancellation is deemed to be in Brigham City Corporation's best interest. In no event shall Brigham City Corporation have any liability for the cancellation of award. The respondent assumes the sole risk and responsibility for all expenses connected with the preparation of its proposal.

#### CLARIFICATION

Any respondent requiring clarification of the information or protesting any provision herein, must submit specific questions/protests or comments in writing to:

Paul Larsen, Director  
Community and Economic development  
Brigham City Corporation  
20 N. Main Street  
Brigham City, UT 84302  
Phone (435) 734-6603

Fax (435) 723-8132

Email: [plarsen@brighamcity.utah.gov](mailto:plarsen@brighamcity.utah.gov)

If in the opinion of the City, additional information or interpretation is necessary, such information will be supplied in the form of an Addendum that will be delivered to all individuals, firms, etc., having received this Request for Proposal from Brigham City Corporation and such Addendum shall have the same binding effect as though contained in the main body of the Request for Proposal. Oral instructions or information concerning the specifications of the project given out by Brigham City Corporation managers, employees, or agents to prospective respondents shall not bind Brigham City Corporation. All Addenda will be issued not less than five (5) calendar days prior to the proposal deadline.

#### ASSIGNMENT

Neither the resulting contract nor any of the requirements, rights, or privileges demanded by it may be sold, assigned, contracted, or transferred by the Contractor without the express written consent of Brigham City Corporation.

#### PROPOSALS ARE PUBLIC RECORDS

All information submitted by Respondents shall be public record and subject to disclosure pursuant to the Utah Government Records Access Management Act, except such portions of the proposals for which respondent requests exception from disclosure consistent with Utah Law. All requests shall be in writing, noting specifically which portion of the proposal the Respondent requests exception from disclosure.

Respondent shall not copyright, or cause to be copyrighted, any portion of any said document submitted to Brigham City Corporation as a result of this Request for Proposal.

#### REJECTION OF PROPOSALS

Brigham City Corporation reserves the right to reject any or all responses to this Request for Proposal.

#### COLLUSION

A Respondent, submitting a Proposal hereby certifies that no officer, agent, or employee of Brigham City Corporation has a pecuniary interest in this Proposal; that the Proposal is made in good faith without fraud, collusion, or connection of any kind with any other Respondent; the

Respondent is competing solely in its own behalf without connection with, or obligation to, any undisclosed person or firm.

#### DISPUTES

In case of any doubt or differences of opinions as to the items or service to be furnished hereunder, or the interpretation of the provisions of the RFP, the decision of Brigham City Corporation shall be final and binding upon all parties.

#### CLARIFICATION OF RESPONSES

Brigham City Corporation or its agent reserves the right to obtain clarification of any point in a firm's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a respondent to respond to such a request for additional information or clarification could result in rejection of that firm's response or responses.