



## **Request for Proposals and Qualifications**

### **Border Economic Impact Research and Report**

**Project Title:** Blue Water Bridge Border Economic Impact Study

**Project Announcement:** The Blue Water Area Chamber of Commerce, in partnership with the St. Clair County Metropolitan Planning Commission, is seeking proposals to conduct and report research findings on the economic impact of border activity in Port Huron and St. Clair County Michigan.

**Project Calendar:** The project partners would like to have a draft of the final report and all deliverables no later than close of business on March 1, 2009 with delivery of the final draft of the report and all other deliverables no later than close of business on March 27, 2009.

**Project Objectives:** The completed study shall provide a baseline understanding to the general public, elected officials, the business community, and other community leaders of the economic impact that the border has on the greater Port Huron and St. Clair County community. The methodology employed will be used as a template for subsequent studies that will be conducted to measure changes over time.

**Project Scope of Work:** The attached document entitled 'Definitions, Intent, and Scope of Work for the Blue Water Bridge Border Economic Impact Study.'

**Contents of Proposal:** Interested parties are asked to include in their proposal clearly stated responses to the following:

- A demonstration of your understanding of this request.
- Project methodology to be employed, ensuring all work defined in the scope of work is adequately addressed with respect to the project objectives.
- Defined project work plan, including timeline with key milestones and project meetings identified (GANT style chart).
- A list of proposed deliverables including the format in which the material will be delivered (attention should be given to the audiences identified in the project objectives).
- A complete list of your qualifications for conducting and completing such a report including the mission and prime focus of your organization, a brief history of the organization, and a list and short narrative providing insights into the firm's owners and project partners.
- A list of past and present clients (at least three) for which similar work was or is being conducted shall be provided (samples of the completed work or Web links to the final reports shall be provided).
- A list of all potential project team members and partners, including key staff and proposed project manager shall be identified and resumes for each provided. Their relationship to the project proposal and their individual qualifications should be provided.
- Clearly identify your expectations for contribution from the Blue Water Area Chamber of Commerce or Metropolitan Planning Commission including delivery dates.
- A price proposal for the project. Break out costs by labor, overhead, fixed fees (include an explanation of what is included in this category), and expenses.

**Ownership:** All information gathered, reports and deliverables shall be owned by the Blue Water Area Chamber of Commerce and the St. Clair County Metropolitan Planning Commission. The Blue Water Area Chamber of Commerce and the St. Clair County Metropolitan Planning Commission shall have the right to employ the methodology used in this report to conduct and complete subsequent economic impact reports and in conducting border economic monitoring activities.

**Proposal Evaluation Process:** The Blue Water Area Chamber of Commerce (Chamber) will review and evaluate all proposals received within the timeframe provided below. The Chamber shall consider how each proposal addresses each of the required items listed under contents of proposals, the qualifications and experience of the project team, the quality of past work provided, the demonstrated ability to deliver complex data and analysis in a creative and simplified format, comments provided by professional references, the ability to efficiently address project objectives, project timeline and deliverables, and the cost of the proposal. Decisions made by the Chamber shall be final. The Chamber may employ the assistance of a review team comprised of representatives of the local transportation study team, state and regional transportation planning staff, St. Clair County Metropolitan Planning Commission, and regional and local economic data analysts.

**Proposals Addressed To:** Proposals shall be sent to the Blue Water Area Chamber of Commerce and must be received **no later than** close of business **Wednesday October 15, 2008**. Electronic submissions will be accepted but must be received by the deadline. All electronic submissions must be followed by a printed (hard copy) version of the complete proposal received no later than close of business **Friday October 17, 2008**.

**Envelopes and e-mails must be clearly marked “Blue Water Bridge Economic Study.”**

**For More Information Contact:**

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