



REDEVELOPMENT AUTHORITY OF THE COUNTY OF FAYETTE, PENNSYLVANIA

**REQUEST FOR QUALIFICATIONS
BUSINESS DEVELOPMENT SERVICES
ARC REGIONAL FOOD NETWORK INITIATIVE**

The Redevelopment Authority of the County of Fayette, Pennsylvania is seeking qualifications from interested individuals, firms, companies, and/or other governmental or non-governmental organizations capable of providing business development services related to a regional, multi-state food network initiative.

Firms interested in submitting qualifications may obtain additional information and a proposal packet by visiting the Authority's web-site at www.racfpa.org or by contacting:

Andrew P. French, Executive Director
Fayette County Redevelopment Authority
86 West Main Street
Uniontown, Pennsylvania 15401
Phone: 724-437-1547 ext. 210
E-Mail: afrench@racfpa.org

All proposals must be submitted no later than 3:00 PM, Wednesday, November 15, 2017 to the address listed above.

GENERAL SCOPE OF SERVICES

The project involves the undertaking of a strategic effort to mainstream agriculture sector needs into local and regional economic development activities and foster a culture of agriculture and food entrepreneurship. The Redevelopment Authority intends to facilitate the delivery of business development services and financing options to expand agricultural production, processing, distribution and food manufacturing. The service footprint is identified as a 38-county area in Pennsylvania, West Virginia, and Maryland and may include Ohio. The selected consultant will be expected to handle project referrals, provide guidance in marketing, business planning, technological, operational and workforce resources. Candidates shall also demonstrate expertise in conventional and alternative financing, regulatory changes and legal rulings that affect businesses and the coordination of resources to maximize the benefit to and the expansion of the region's agriculture and food network. This initiative is part of Fayette County Community Action Agency's and Republic Food Enterprise Center's project known as the *Regional Food Network*, funded in part by the Appalachian Regional Commission.

For more information on the Regional Food Network Initiative, proposers may contact either:

Ms. Robbie Matesic, Executive Director
Greene County Department of Economic Development or
Phone: 724-557-1291
E-Mail: rmatesic@co.greene.pa.us

Mr. Bob Junk, Sales and Marketing Director
Fayette County Community Action Agency
Republic Food Enterprise Center
Phone: 724-246-1536
E-Mail: bjunk@fcaa.org

EVALUATION OF QUALIFICATIONS / SELECTION OF FIRMS

All reviews and evaluations of qualifications will be completed by the Redevelopment Authority, and may include consultation with other partner organizations. The Authority may request additional information during this review process.

Following the evaluation of qualifications, the Authority will negotiate the cost for services with the most qualified firm selected. In the event that an acceptable agreement cannot be negotiated with the most qualified firm, the Authority may also attempt to negotiate with other interested firms. The following form will be utilized to evaluate the qualifications of proposers for each project:

Name of Firm:		
Contact Person:		
Reviewed By:		
Selection Criteria	Rating (1 to 10)	Comments
1. Specific Consulting Activities Proposed (10 points) <ul style="list-style-type: none"> ▪ Did the firm adequately describe the specific consulting activities necessary to successfully implement the general scope of service? 		
2. Direct Project Experience (20 points) <ul style="list-style-type: none"> ▪ Does the firm possess any direct experience with Authority-funded projects? ▪ Has the firm provided services in the past for similar types of projects? 		
3. Special Knowledge (25 points) <ul style="list-style-type: none"> ▪ Does the firm possess any special knowledge related to the initiative or other projects being implemented by the Authority? ▪ Does the firm have prior experience working with the local, state, and / or federal agencies which will be involved with the project? 		
4. Capacity of Firm (25 points) <ul style="list-style-type: none"> ▪ Does the firm possess the capacity to carry out the activities proposed? ▪ Is the firm capable of performing within the specified project schedule? 		
5. Prior Working Experience with Authority (20 points) <ul style="list-style-type: none"> ▪ Has the firm provided services to the Authority in the past? ▪ If yes, were the services provided acceptable? 		
Total Rating Points (out of 100):		
6. Did the firm provide information which would qualify it as any of the following? (check all that apply)		
<input type="checkbox"/> Minority-Owned Business Enterprise <input type="checkbox"/> Woman-Owned Business Enterprise <input type="checkbox"/> Disadvantaged Business Enterprise <input type="checkbox"/> Labor Surplus Area Business <input type="checkbox"/> Small Business <input type="checkbox"/> Located within the Jurisdiction of the Municipality or the County		
Other Comments:		

SUBMISSION REQUIREMENTS

Proposers are required to submit **one (1) original packet** of their qualifications to the Redevelopment Authority at 86 West Main Street, Uniontown, Pennsylvania 15401. Initial proposals must be submitted no later than **3:00 PM, Wednesday, November 15, 2017**.

To be considered, firms must respond in their proposals to the following:

I. Profile of Firm

Name of Company: _____

Address: _____

Tax Identification Number: _____

Firm Owner(s) / Principals _____

Primary Contact Person: _____

Phone: _____

E-Mail Address: _____

Indicate the Following
Which Apply to You
Company:

- Minority-Owned Business Enterprise
- Woman-Owned Business Enterprise
- Disadvantaged Business Enterprise
- Labor Surplus Area Business
- Small Business
- Located within the Jurisdiction of the Municipality or the County

Statement of Offeror

The undersigned hereby acknowledges the following:

1. That to the best of its knowledge and belief, all factual information provided herein is true and correct.
2. That it will at all times indemnify and hold harmless the Redevelopment Authority of the County of Fayette, Pennsylvania and its assignees against all losses, costs, damages, expenses, and liabilities of any nature directly or indirectly resulting from, arising out of or relating to the Authority's acceptance, consideration, or rejection of this proposal.
3. That no revised representations may be made in connection with this proposal once the deadline for acceptance of proposals has passed unless requested by the Redevelopment Authority of the County of Fayette, Pennsylvania or its assignees.
4. That, if selected for participation, it will abide by all applicable regulatory and statutory provisions.

The undersigned, being duly authorized, has caused this document to be executed in its name on this _____ day of _____, 20____.

By: _____
Signature

Title

II. Experience / Capacity of Firm

- Describe your firm's experience working on various community and economic development projects.
- Detail your firm's experience in providing business assistance and guidance in marketing, business planning, technological, operational and workforce resources.
- Indicate your expertise in providing information concerning conventional and alternative financing, regulatory changes and legal rulings that affect businesses and the coordination of resources to assist with business expansion.
- Provide experience in working with the agriculture and food network sectors of the region's economy.
- Identify the specific personnel who would be directly involved in the initiative and highlight their relevant experience (attach resumes as applicable).
- Describe any special knowledge which your firm possesses which will enable it to advantageously serve the Redevelopment Authority and its partners.
- Describe your firm's experience working on federally funded projects, including those funded through ARC.
- Describe your firm's experience in working with other local and regional organizations and municipalities.

III. References

List specific municipalities, organizations, and private enterprises which will be able to provide referral services for your firm. Provide the following for each reference:

- Name of Referral Municipality / Organization / Company
- Project Name(s)
- Brief Description of Project(s)
- Your Firm's Role in the Project(s)
- Specific Contact (providing their title or role with the project(s))
- Contact Information (Address, Phone, and E-mail)

Referral municipalities and organizations provided should have utilized the firm's services for similar activities requested in this RFQ.

Questions About the RFQ

Questions regarding this RFQ Packet should be to:

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