



Central Montana Defense Alliance

Mission Competitive Analysis

Prepared for the
Great Falls Chamber of Commerce
by
Great Falls Development Authority

September 1, 2009

- I. INTRODUCTION**
- II. OBJECTIVES**
- III. SCOPE OF WORK**
- IV. CONSULTANT QUALIFICATIONS**
- V. PROPOSAL REQUIREMENTS**
- VI. PRICE**
- VII. CONSULTANT SELECTION**
- VIII. ADDITIONAL INFORMATION & CONDITIONS**

I. INTRODUCTION

The Great Falls Chamber of Commerce under sub-recipient agreement with Cascade County, Montana, in cooperation with Cascade County, the City of Great Falls, and the Great Falls Chamber of Commerce's Central Montana Defense Alliance Committee is interested in retaining a consultant to build upon information that was gained during a Military Mission Assessment done in 2005 for the community partners. The consultant should be prepared to identify areas of competitive advantage for possible new military mission as well as homeland security missions that are compatible with the area's strengths. This work will not be to do an in-depth analysis, discovery or inventory of facilities, but rather, a scan of mission opportunities compatible to the region.

II. OBJECTIVES

The objective of the proposed study is to compile a ranked listing of current mission opportunities for which there is a competitive advantage for Great Falls and the surrounding areas.

III. SCOPE OF WORK

The consultant will prepare a report using at minimum these tasks:

A. Document Review

The consultant will review the 2005 Military Mission Assessment that was conducted for the City of Great Falls. This document will provide the background information required for the consultant to prepare a ranked listing of current mission opportunities. One hard copy will be provide upon request

B. Local Leadership Interviews

The consultant should be prepared to meet with the Central Montana Defense Alliance, Malmstrom AFB leadership, Montana Air National Guard Leadership, Army Reserve and Guard Leadership, Homeland Security Leadership, Military Engineers and Base Planners here in Great Falls to discuss mission potentials. And at minimum, by telephone conference, the consultant should meet with the Military Staffers for each member of the Montana Congressional Delegation.

C. Ranked Listing of Mission

The consultant will after having become familiar with the information contained in the 2005 Military Mission Assessment prepare a ranked listing of mission opportunities that match the local, state and national political realities and physical assets present in Great Falls and surrounding areas. This ranked listing should include missions of all sizes and include, but not be limited to, these areas of consideration:

- A description of potential additional opportunities in the nuclear deterrent mission area with a proposed implementation strategy and points of contact.
- A description of potential additional opportunities in the joint mission support area (joint national training center/joint mountain training/ joint service training opportunities) with a proposed implementation strategy and points of contact.
- A description of potential new homeland defense opportunities and missions new to Montana and with a proposed implementation strategy and points of contact.

- A description of potential enhanced all branches military mission activities with a proposed implementation strategy and points of contact.

IV. CONSULTANT QUALIFICATIONS

The consultant or consultant team shall have the following skills, expertise, knowledge and qualifications:

- Department of Defense knowledge and previous work experience with military branches; to include connections and relationships.
- Homeland Defense knowledge and previous work experience with the department;
- A thorough knowledge and previous experience with defense and homeland security site selection processes.

V. PROPOSAL REQUIREMENTS

The original and **six (6) copies** of the proposal must be **submitted by 4:30 p.m. on November 16, 2009** to the Great Falls Chamber of Commerce to the attention of Steve Malicott, President/CEO. The shipping address for Chamber is 100 1st Ave N., Great Falls, MT 59401. The submittal will follow the order below and include, at a minimum the following information:

- A cover letter signed and dated by the person (or an authorized representative of the organization) making the submittal.
- A brief statement of the firm's understanding of the goals of this project and of the services requested in this RFP.
- A proposed work plan indicating how your firm proposes to perform the project as defined in the scope of work. This work plan should be detailed enough to demonstrate your familiarity with this type of project.
- The Work Plan should also include a proposed schedule to undertake the major work items as well as an indication of major project milestones. It should include information on your firm's methodology for completing the scope of work requirements within an appropriate justified time frame.
- It should include the firms or sub-consultants and individuals that will prepare each major task or work product.

NOTE: This description should provide a systematic and methodical description of how the scope of work will be accomplished, suitable for inclusion in the final contract document.

- Qualifications of key individuals to be assigned to this project, their availability during the relevant time periods, and their recent experience on similar projects.
- References for which the consultant and/or key personnel have performed similar work including their participation in at least 3 DOD or HLS mission analysis projects. Include a point of contact, address, telephone number and a brief description of the services your firm provided.

VI. PRICE

The price/fee will not be a criteria for selection of the consultant. However, in order to facilitate negotiation with the successful firm, **each** responding firm must include a

sealed budget and cost estimate for completion of the work described. The budget/cost estimate should not exceed \$30,000 unless the firm can demonstrate a satisfactory justification for increased cost which will be used as a point of negotiation. **The envelope must be sealed and only one copy should accompany the response packet.** These envelopes will be retained by the Chamber until after a successful consultant candidate has been identified. At that time, only the envelope of the successful candidate will be opened and used as a point of negotiations for fee and contract.

If in the unlikely event that an agreement cannot be reached for fee and contract with the first successful consultant, then negotiations will begin with the second successful candidate based on their sealed budget, and so on.

VII. CONSULTANT SELECTION

A Consultant Selection Committee will be convened to evaluate and rank the consultants that respond to this RFP. This evaluation will be based on the submitted proposals and, at the discretion of the Committee, on interviews (Video Conferencing is available) with those consultants who appear to be particularly well qualified, as determined from their written proposals.

The consultants will be evaluated and ranked in accordance with the following factors, which are weighted as shown:

- The consultant's knowledge and understanding of the goals of this project. (25%)
- The responsiveness and quality of the consultant's work plan. Does the work plan demonstrate that the consultant has the ability and sufficient resources to accomplish the required work and develop viable recommendations for mission opportunities? Does the work plan demonstrate an ability to complete the work within an appropriate justified time frame. (37.5%)
- The qualifications and availability of the key personnel identified in the work plan and the availability of adequate support staff and material resources. (37.5%)

Negotiations will commence with the highest ranked consultant. Upon reaching agreement on a final work plan and price, the Chamber will submit a contract for approval through Cascade County. Contract for services will be between the County and the Consultant, and managed by the Chamber. If agreement cannot be reached with the highest ranked consultant, negotiations will proceed with the second ranked consultant, and so forth.

VIII. ADDITIONAL INFORMATION & CONDITIONS

A. STATEMENT OF NONCOMMITMENT

Issuance of this RFP does not commit the Great Falls Chamber of Commerce or Cascade County to award a contract or to pay any costs incurred in preparation of proposals responding to the RFP. The Chamber and the County reserves the right to reject any or all proposals and re-advertise. All proposals become the property of the Cascade County and the Great Falls Chamber of Commerce.

B. EQUAL EMPLOYMENT OPPORTUNITY

Successful contract bidders must comply with provisions of all applicable federal law, Title VI and Title VII of the Civil Rights Act of 1964. Any subcontracting by the successful bidder subjects subcontracting firm(s) to the same provisions of federal law. In accordance with state and federal requirements, the consultant (hereinafter referred to as "contractor") must agree as follows:

1.) COMPLIANCE WITH TITLE VI OF THE CIVIL RIGHTS ACT OF 1964 FOR FEDERAL AID CONTRACTS

(a) Compliance with Regulations: The Contractor shall comply with all Regulations relative to nondiscrimination in Federally-assisted programs of the Department of Housing and Urban Development, 24 CFR Part 1, as they may be amended (hereafter referred to as the Regulations), which are incorporated by reference and made part of this Agreement.

(b) Nondiscrimination: The Contractor, with regard to the work performed by it during the Agreement, shall not discriminate on the grounds of sex, race, color or national origin in the selection and retention of subcontractors, including procurement of materials and leases of equipment. The Contractor shall not participate either directly or indirectly in the discrimination prohibited in 24CFR Part 21.

(c) Solicitations for Subcontractors, Including Procurements of Materials and Equipment: In all solicitations, whether by competitive bidding or negotiation by the Contractor for work to be performed under a subcontract, including procurements of materials or leases of equipment, any potential subcontractor or supplier shall be notified by the Contractor of the Contractor's obligations under this Agreement and the Regulations relative to nondiscrimination.

(d) Information and Reports: The Contractor will provide all reports and information required by the Regulations, or directives issued pursuant thereto, and permit access to its books, records, accounts, other sources of information and its facilities as may be determined by the Department of Housing and Urban Development (HUD) to be pertinent to ascertain compliance with Regulations or directives. Where any information required of the Contractor is in the exclusive possession of another who fails or refuses to furnish this information, the Contractor shall so certify to the Department (HUD), as requested, setting forth what efforts it has made to obtain the information.

(e) Sanctions for Noncompliance: In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, the Department may impose sanctions as it determines appropriate, including, but not limited to:

- (1) withholding payments to the Contractor under the Agreement until the Contractor complies, and/or
- (2) cancellation, termination or suspension of the agreement in whole or in part.

(f) Incorporation of Provisions: The Contractor will include the provisions of paragraph (a) through (f) in every subcontract, including procurement of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Contractor will take such action with respect to any subcontract for procurement as the Department of Housing and Urban Development may direct to enforce such provisions including sanctions for noncompliance. Provided, however, that in the event the Contractor is sued or is

threatened with litigation by a subcontractor or supplier as a result of such direction, the Contractor may request the Department to enter into the litigation to protect the interests of the State of Montana, and in addition, the contractor or the State may request the United States to enter such litigation to protect the interests of the United States.

2) COMPLIANCE WITH THE MONTANA GOVERNMENTAL CODE OF FAIR PRACTICES, 49-3-207. MCA

In accordance with 49-3-207, MCA, the Contractor agrees that for this agreement all hiring will be made on the basis of merit and qualifications and that there will be no discrimination on the basis of race, color, religion, creed, political ideas, sex, age, marital status, physical or mental disability, or national origin by persons performing the Agreement.

3) COMPLIANCE WITH MINORITY & WOMEN BUSINESS ENTERPRISES

Contractor will make efforts to encourage the use of minority and women's business enterprises in connection with Agreement activities in accordance with 24 CFR Part 85.36(e) which describes the actions to ensure that minority and women's business enterprises are used when possible in the procurement of property and services.

C. VENUE

The laws of the State of Montana govern this contract. The parties agree that any litigation concerning bid, proposal, or subsequent contract must be brought in the Eighth Judicial District of Cascade County, State of Montana and each party shall pay its own costs and attorney fees. (Reference 18-1-401 MCA)

D. INSURANCE

Certificates of Insurance, indicating compliance with the required overage, must be filed with the Great Falls Chamber of Commerce within ten (10) working days of the Notice of Award. The proof of insurance/exemption must be valid for the entire contract period.

Contracts **WILL NOT** be issued to contractors that fail to submit insurance certificates as specified herein:

- Proof of Worker's Compensation Insurance valid within the State of Montana or proof of exemption thereof.
- Proof of commercial general liability insurance, including automobile insurance, with limits of not less than \$1,000,000 per occurrence.

E. RFP AUTHORITY

This RFP has been issued in accordance with Title 18, Montana Code Annotated and the Administrative Rules of Montana, Title 2, Chapter 5. The RFP process is a procurement option, allowing award to be based on stated criteria or evaluation factors. The evaluation factors to be used in this procurement have been specified in Section IV of this RFP.

F. ADDITIONAL INFORMATION

For more information regarding this RFP, please contact Steve Malicott, President, Great Falls Chamber of Commerce, 100 1st Ave N, Great Falls, MT 59401 or at (406) 761-4434 x101 or by email at smalicott@greatfallschamber.org.