

Bedford County Department of Finance

200 Dover Street, Suite 102
Shelbyville, TN 37160
(931) 685-2024 FAX (931) 680-1029

Request for Proposal

Economic Development Consultant
RFP No. 21-16

The Bedford County Department of Finance is requesting proposals for an Economic Development Consultant. **Sealed proposals will be received until 2:00 p.m., Monday, November 30, 2020**, in the office of the Bedford County Department of Finance and will be opened publicly at that time. The Department of Finance reserves the right to reject any and all proposals and waive any irregularities for the purpose of ensuring the award is in the best interest of Bedford County. Any proposals received after the scheduled closing time for receipt of proposals will be returned to the Consultant unopened.

GENERAL TERMS AND CONDITIONS

Proposals from all responsible consultants will be considered. To qualify as a responsible consultant, the proposal submitted must:

- 1. Meet or exceed the minimum requirements specified.**
- 2. Furnish all documents requested by the representative of the Bedford County Department of Finance prior to and following the proposal opening.**
- 3. Submit their completed proposal prior to the bid opening date and time.**
- 4. Have consultant name and RFP number placed on the outside lower left corner of the sealed envelope containing the proposal form. (Facsimile proposals will not be considered.)**

Award

A Contract from the Bedford County Department of Finance will be issued to the successful consultant acknowledging the award. A copy of these terms and conditions, specifications and the vendor's proposal form will become a part of the contract.

Prospective consultants may contact Robert Daniel at Bedford County Department of Finance at 931-685-2024 or via email at robert.daniel@bedfordcountyttn.org for any questions as to the specifications of the proposal.

Proposal will be for 180 days with an option to renew for an additional 180 days.

Bedford County of Tennessee ensures compliance with Title VI of the Civil Rights Act of 1964; 49 CFR, part 26; related statues and regulations to the end that no person shall be excluded from participation in or be denied the benefits of, or be subjected to discrimination under any program or activity receiving federal financial assistance from the U.S. Department of Transportation on the grounds of race, color, sex or national origin.

INSTRUCTIONS TO CONSULTANTS

All Proposals are to be made on the Proposal Form provided. Proposals must be delivered in hand or by a mail service in a sealed envelope marked on the outside lower left corner, **RFP No. 21-16 Consultant**. Bids will be received and opened at **2:00 p.m., Monday, November 30, 2020**. **Any proposals received after the scheduled closing time for receipt of proposals will be returned to the consultant unopened.**

Proposals are to be made complete in every detail as required and called for by said Proposal Form. Proposals that are incomplete, conditional, contain irregularities of any kind, or which are not in accord with the Instructions to Consultants and Proposal Form furnished by the Department of Finance may be rejected as informal.

The submission of a proposal will signify that the Consultant has thoroughly familiarized himself with all conditions and that he fully understands what will be expected of the successful consultant.

The Department of Finance reserves the right to accept or reject in whole or in part any or all proposals submitted, without liability whatsoever, and waive informalities therein, if deemed by the Department of Finance in their best interest to do so.

Please complete enclosed W-9 and return with proposal.

Specifications

Contractual Services - Economic Development Consultant

Consultant is under the administrative direction of the County Mayor. Contract is for an Economic Development Consultant for 180 days with option to renew for an additional 180 days. Consultant is responsible for managing, supervising and coordinating the activities of the Economic Development program in attracting new industry, business and investments to Bedford County and the City of Shelbyville and coordinating economic development activities with other County and City departments and the community. Also responsible for business recruitment, retention, expansion operations, implementation and oversight of international economic development programs, collaboration with community development partners, budget and financial development.

ESSENTIAL DUTIES AND RESPONSIBILITIES OF CONSULTANT

May include, but not limited to the following:

- Under the general supervision of the Mayor, consultant plans, organizes and directs the research, planning and implementation efforts designed to achieve the economic development attraction, retention and redevelopment objectives as set forth by the County and City.
- Recommends and executes the implementation of goals and objectives for special programs and projects for effective recruitment of new industry, new business and new investments in the County and City.
- Develops policies to stimulate expansion of existing industry, existing business and existing investments in the area.
- Ensures that economic development activities comply with the County and City goals, policies and procedures, as well as Federal, State and local rules and regulations. Develops and maintains required reports, files and records.
- Plans and directs the Economic Development Department by designing and administering the department's budget and developing marketing plans and procedures.
- Represents the Economic Development issues on the County and City management teams to develop County and City strategies and policies to balance the County and City's needs with Economic Development practices.
- Participates in negotiations of comprehensive development agreements between the County and City and the private sector, evaluates fiscal impacts, communicates decisions and presents reports and agreements to the County Mayor.
- Directs the Communications Functions and Strategic Plan.
- Oversees the protections and enhancement of the County and City image, determining policies, procedures, budget and other needs for the Communications Office to increase citizen awareness of County and City services and gain citizen participation and understanding of Citizen issues.
- Sets media relation policies and directs the media relations and public relations efforts and duties as it relates to matters concerning County Mayor.
- Directs the production of written and electronic publications, newsletters, brochures, fliers, magazine and journal articles, visual presentations to enhance the County and City's image and to publicize and promote County and City services and issues.
- Oversees department's website to maintain a strong marketing presence and keeps content up-to-date.
- Makes presentations to the County, City, local and regional boards or commissions and the public regarding economic development programs, issues, policies, initiatives, incentives and development agreements.
- Makes presentations to businesses seeking to relocate or expand in the County and City, traveling as necessary to attend industry conferences and/or prospect meetings.
- Represents and promotes the County and City through participation in organizations and serve on various committees.
- Develops and maintains a network of professional relationships with key individuals in real estate, development, finance, and business for the benefit of the County and City.

- Directs the preparation and dissemination of marketing materials for target industries and businesses. Makes marketing presentations, leads tours, meets with new and existing business representatives, respond to businesses interested in relocation or expansion in the County and City.
- Conducts research to identify emerging needs, trends, and services related to assigned area of responsibility.
- Performs related duties as assigned.
- Develops policies on the retention of already established industry and businesses.
- Attends all required monthly County and City study sessions and regular meetings.
- Develops and delivers quarterly reports to the County Commission.
- The employee will be required to perform any additional tasks as may be required to accomplish the essential functions of the position as set out herein.

REQUIRED CONSULTANT KNOWLEDGE AND ABILITIES

- Public administration theories, principles and practices and State development laws.
- Redevelopment and economic development financing.
- The principles and practices of urban economic, redevelopment and downtown development including administration and management.
- The principles and practice of neighborhood planning and citizen participation in the planning process.
- Real estate and site selection principles and practices.
- Marketing techniques and economic development incentives.
- Laws, ordinances, regulations and policies of various government agencies.
- Skill in working under pressure of deadlines, maintaining a professional demeanor during stressful situations, and establishing and maintaining a cooperative working relationship with employees, officials, other agencies, and the general public.
- Skill in determining, calculating, tabulating or summarizing data and information.
- Ability to establish and maintain effective working relationships with citizens, business owners, city management and co-workers.
- Thorough knowledge of redevelopment and economic development financing, principles and practices of urban economic, redevelopment and downtown development, including administration and management principles and practices of neighborhood planning, and citizen participation in the planning process.
- Working knowledge of State development laws; past, present, and future.
- Ability to exercise initiative and independent judgement.
- Ability to negotiate and perform cost/benefit analysis, applying modern management techniques.
- Establish and maintain effective working relationships with private sector investors.
- Mediate differences between city staff, developers, businesses and various citizen groups.
- Exercise judgement in the selection of publicly funded programs and in balancing public and private financial resources.
- Ability to formulate solutions to complex problems and issues by analyzing and interpreting complex research findings.
- Marketing the County and City to prospective businesses and industries.
- Coordinate and mediate efforts of both public and private agencies and committees involved in the economic and downtown development projects.
- Communicate effectively verbally and in writing in sometimes hostile environments.
- Exceptional ability to work patiently and tactfully with a diverse customer environment.
- Work requires initiative and independent judgement. May include work on weekends and off hours.
- Operation of a personal computer including job-related software applications that apply to the work performed.

MINIMUM AND PREFERRED CONSULTANT QUALIFICATIONS

Minimum Qualifications

- Bachelor's Degree in Urban Planning, Public Administration, Business Administration, real estate, economics, planning, economic development or related field required.
- Minimum of five (5) years' experience in sales/marketing, program management, economic and real estate development, business finance or related field.
- Must possess a valid driver's license through the State of Tennessee.
- Successful completion of pre-employment physical, drug test, and background check.

Preferred Qualifications

- Active status as a Certified Economic Developer (CEcD) through the International Economic Development Council.
- Prior County and/or City Government experience.
- Master's Degree in economic development or related field.

Any equivalent combination of education, training, and experience that provides the requisite knowledge, skills and abilities for this job, may be substituted for Preferred Qualifications at the discretion of the County Mayor.

PROPOSAL FORM

**TO: Bedford County Department of Finance
200 Dover Street, Suite 102
Shelbyville, Tennessee 37160**

Re: RFP No. 21-16

Gentlemen,

Having examined the specifications for **Economic Development Consultant**, we (I) submit the following proposal:

Daily Rate \$ _____

Company Name: _____

Mailing Address: _____

Signature and Title of bidder: _____

Date: _____

Telephone Number: _____

Email: _____

**Request for Taxpayer
Identification Number and Certification**

**Give Form to the
requester. Do not
send to the IRS.**

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

Individual/sole proprietor or single-member LLC C Corporation S Corporation Partnership Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____
Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions) ► _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions. Requester's name and address (optional)

6 City, state, and ZIP code

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number					
			-		
			-		
or					
Employer identification number					
			-		
			-		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ►

Date ►

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (Interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding*, later.