

**THE CITY OF MONTICELLO, FLORIDA  
REQUEST FOR PROPOSALS**

**ECONOMIC AND BUSINESS DEVELOPMENT SERVICES**

The City of Monticello is soliciting proposals and cost estimates from qualified individuals or firms to provide economic and business development services in the Jefferson County, Florida community, with special emphasis on the City of Monticello.

Respondents shall demonstrate knowledge of local conditions and established relationships with local, regional, state and federal economic development organizations, utility companies and site consultants.

It is anticipated that engagement for services will be on an annual contract or agreement basis. The desired services include, but are not limited to, the following:

1. Development of an asset inventory, including buildings and sites, infrastructure, natural resources, area workforce and labor costs, job training resources, and other tangible and intangible strengths. Provide recommendations for improvements where deficiencies are observed. (NOTE: Inventory will have special emphasis on those assets which are in or close to the City of Monticello).
2. Based on asset inventory and in cooperation with elected officials and/or community leaders, develop a list of targeted industries and businesses, and a preliminary recruitment plan. Initial focus should be on industrial and commercial development that enhances the existing retail, service and tourism sectors and creates opportunities for growth in or near the City of Monticello.
3. Provide assistance, if requested, to firms or organizations in development of advertising or promotional campaign designed to attract business growth and/or expansion.
4. Respond to inquiries from Enterprise Florida, Inc., utility companies, site consultants, CEO's, etc., and serve as the central point of contact for prospective and active projects that impact the City of Monticello and the greater Jefferson County community, including providing information on available sites and buildings, workforce data, permitting requirements, available funding sources, and other pertinent information.
5. Assist the City and/or County in pursuing technical assistance and infrastructure grants to support industry and business growth and recruitment.
6. Conduct economic development training and education programs to increase and strengthen the community's capacity to compete for economic development projects.
7. Provide reports on activities and ongoing projects.

The City recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women business enterprises.

Timetable:

Advertisement Date: October 25, 2017

Response Deadline: November 17, 2017 @ 2:00 p.m.

## INSTRUCTIONS TO RESPONDENTS

Information submitted should include the following:

- \*\*A letter of interest
- \*\*Demonstrate qualifications and abilities to provide the requested services
- \*\*Documentation on past similar projects, especially in Florida
- \*\*Staff qualifications, experience and abilities
- \*\*Three References
- \*\*Estimates of costs of services

A Review Committee will evaluate the information submitted, and the short-listed firms will be ranked, and interviews or other information may be requested.

All prospective submitters are hereby cautioned not to contact any Council Member or any member of the Review Committee after submittals are opened nor attempt to persuade or promote through other channels until notification that the Review Committee has arrived at a recommendation of the respondents which have been short-listed. Until notification is received, all contacts shall be channeled through the City of Monticello City Manager. Failure to comply with these procedures will be cause for disqualification of the respondent's Letter of Interest.

The review committee shall consider such factors as:

- Adequacy of personnel – 20 points
- Experience of the firm (as it relates to the advertised services) – 20 Points
- Past performance or past record (with similar municipalities) – 20 Points
- References – 20 Points
- Contracts with government clients of similar size & nature - 10 Points
- Location (Local Office) – 10 Points

A sealed response to this RFP, consisting of the Original and 5 hard copies, along with any other pertinent facts necessary for a proper evaluation of this proposal, should be delivered to the City of Monticello, Florida, at 245 S. Mulberry Street, Monticello, FL 32344 prior to 2:00 p.m., EST on November 15, 2017, to the attention of City Clerk/Treasurer Emily Anderson.