



# PORT OF PASCO

CONNECTING HERE WITH THERE

## CONNELL INDUSTRIAL SITE READINESS/ ECONOMIC DEVELOPMENT MARKET ANALYSIS

### 2025 REQUEST FOR PROPOSALS

#### PROJECT OBJECTIVE:

The Port of Pasco, WA, a public agency, is seeking a professional consultant to prepare the Connell Industrial Site Readiness/Economic Development Market Analysis. This project is funded by the Washington State Community Economic Development Revitalization Board (CERB). This project is being conducted in partnership with the City of Connell.

In October 2024 the City of Connell was notified of the immediate closure of the Lamb Weston potato processing facility. The facility had been in operation since 1967 as the second largest employer in the city. At the time of the closure notice, 375 employees were laid off.

As the lead economic development agency in Franklin County, the Port of Pasco has partnered with the City of Connell to identify future options for the recruitment and attraction of private industrial employers from a variety of industry sectors as identified by NAICS Codes.

This is a two-part study.

#### FUNDING:

The CERB Industrial Site Readiness grant brings \$100,000 in funding. It is locally matched with an additional \$25,000 provided by the Port of Pasco (\$20,000) and Avista Corporation (\$5,000). These are the only funds currently dedicated to this project.

#### TWO-PART OBJECTIVE:

Part One involves a physical assessment of available land sites in and adjacent to the City of Connell. These sites must be zoned for industrial development or easily able to be rezoned to industrial classifications.

The Port's consultant will inventory all available land sites, identify the Top 3 land locations and conduct a preliminary site readiness survey of each. The site readiness survey will determine the availability of utilities or proximity of utilities to each of the Top 3 sites (see detailed Scope of Work). The Port's third-party broker/realtor may be consulted regarding previous land site analysis at Connell on behalf of this project.

Part Two will produce a comprehensive economic development analysis of the City of Connell to determine Connell's strengths, weaknesses, opportunities and threats. The economic development feasibility portion of this project will identify industry sectors that would consider Connell in a site selection effort. These industry sectors could include food processing,

manufacturing, advanced manufacturing, data centers, distribution and logistics, and alternative energy industries (see detailed Scope of Work).

**SCOPE OF WORK (Part One):**

1. Create roster of all available undeveloped land sites for industrial development and rank them in order from most to least favorable.
2. Select the Top 3 Land Sites for the site readiness analysis and include two types of visuals:
  - a. A single map that shows all of the Top 3 Land Sites.
  - b. For each of the Top 3 Land Sites, provide a site map that identifies the location of all utilities, roads and existing public infrastructure.
3. For each of the Top 3 sites, provide the following:
  - a. Identify existence of utilities and infrastructure and/or the proximity to the site.
  - b. Identify zoning restrictions, easements, covenants, etc.
  - c. Confirm access to each site by truck and/or rail. Identify potential traffic impacts.
  - d. Conduct high level, preliminary environmental/cultural review.
  - e. Determine available housing supply and planned housing developments.
  - f. Address availability of workforce.
  - g. Address availability of public transportation from the surrounding area to Connell.
  - h. Estimate potential costs to make each of the Top 3 sites “shovel ready”.

**SCOPE OF WORK (Part Two):**

1. Connell Economic Development Market Analysis.
  - a. Market strategy containing action elements linked to timelines. This should include an overall SWOT analysis of the City of Connell.
  - b. Conduct stakeholder engagement to identify citizen support of future industrial development. Survey citizens on the types of businesses and industry they would support and/or oppose.
  - c. Determine if industrial development is feasible, including justification for that determination.
  - d. Predict long- and short-term positive impacts of future industrial development on the City of Connell’s overall economy.
  - e. Consider the potential to attract micro industries and the supporting trades capable of operating in small spaces while providing 1 to 5 high skilled and high wage jobs.
  - f. City-owned commercial lots: Identify the highest best uses for each of these 10 lots. (See Attachment A)
  - g. Identify targeted industries by NAICS Code and general description. And identify the potential size and scope of each potential project.
  - h. Propose a marketing strategy for the recruitment and attraction of identified industries.
  - i. Identify the lead agency responsible for implementing the marketing strategy. Describe the group’s capacity to complete the responsibility.

- j. Identify estimated total funding that will be required for the improvement of the necessary public facilities and the time frame for securing those funds.
- k. Analyze how the project will assist local economic diversification efforts. Indicate the specific issues that will be addressed.
- l. List one or more economic outcomes expect from this analysis.
- m. Describe the specific, quantifiable measures of the outcome(s) that will indicate success. Describe in measurable terms how the Port will show progress toward the outcome for each year before the whole outcome has been achieved.
- n. Describe what data will be collected to determine whether the outcome is successfully being achieved.
- o. Describe the data collection procedure including when data will be collected, from whom and by whom.
- p. The estimated median hourly wage of the jobs created when development occurs.
- q. If the project is determined to be feasible, the following information must be provided within the final report:
  - i. Total estimated jobs created (in FTEs).
  - ii. Describe benefits offered to employees.
  - iii. Describe the median hourly wage of the new jobs in relation to the median hourly county wage.
  - iv. The county’s three-year unemployment rate in relation to the state rate.
  - v. The County’s population changes in the last five years and future population projections.
  - vi. The estimated jobs created represent what percentage of the county’s labor force.
  - vii. The estimated jobs created represent what percentage of the county’s unemployed workers.
  - viii. Estimated new annual state and local revenue generated by the private business.
  - ix. Estimated private investment generated by project.

**PROCESS & TIMELINE:**

The Port of Pasco seeks a qualified consultant or team (hereinafter ‘consultant’) to assist the Port and the City of Connell with this project.

Firms submitting a response to the RFP will be asked at a minimum; to state their qualifications, understanding/experience relating to the project and offer their methodology for meeting the desired outcomes of the project, including a project schedule. Consultants should specifically outline their experience working on similar projects and scopes of work. Consultants may provide samples of previously completed projects.

**SCHEDULE**

RFP Released	February 12, 2025
City of Connell Site Visit (if needed)	February 21, 2025
Cut-off for Questions	February 24, 2025
<b>Submittals Due</b>	<b>March 11, 2025</b> (12 p.m.)

Notice of Preferred Candidate	March 13, 2025
Scope of Work/Schedule/Budget	March 17, 2025
Presentation to Commissioners	March 19, 2025
Presentation to Connell City Council	March 19, 2025
Contract Execution	March 21, 2025
Preliminary Report	October 15, 2025
Final Completion of Project Work	December 15, 2025

Questions may be submitted by e-mail to Stephen McFadden at [smcfadden@portofpasco.org](mailto:smcfadden@portofpasco.org) until the cut-off date (above). The Port will attempt to respond to all parties who have requested a copy of the RFP, but it is the responsibility of the parties to ensure they have provided a primary point of contact and that the point of contact information provided is correct.

Copies of this RFP may also be obtained at the Port of Pasco Administrative Office, 1110 Osprey Pointe Ave., Suite 201, Pasco, WA 99301, during the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday or from the website at [www.portofpasco.org](http://www.portofpasco.org)

#### DESIRED QUALIFICATIONS

- Knowledge and experience in the preparation of site readiness assessments and economic development feasibility studies including market analysis and industry sector analysis.
- Knowledge and experience in public engagement and stakeholder assessments.
- Knowledge and experience of applicable regulatory and legal requirements.
- Knowledge and experience, if any, in working with the partners.
- Proven track record of customer service and responsiveness to clients in a high contact setting.
- Ability to foster partnerships between various organizations to support development.
- Disadvantaged Business Enterprise participation is encouraged.

#### HOW TO SUBMIT

Interested firms should submit the information **electronically** to the following address no later than 12:00 PM March 11, 2025.

Stephen McFadden  
 Director of Economic Development & Marketing  
 Port of Pasco  
[smcfadden@portofpasco.org](mailto:smcfadden@portofpasco.org)

#### Submittal Contents

1. A cover letter explaining how your team’s capabilities are best suited to assisting the Port of Pasco.
2. Consultant’s approach to fulfilling the Project Objective and Scope of Work within the allotted timeline.
3. List and qualifications of firm principals who will be assigned to this project.

4. Provide names, phone numbers and contact people at three organizations for whom you have performed similar work.

#### **Submittal Evaluation**

The review panel will include the Port of Pasco Executive Director, Director of Economic Development, Project Manager, City of Connell Mayor and City Administrator. Firms will be rated on qualifications, approach and ability to accomplish Scope of Work in stated timeline, previous work experience, team members and references. Each element will be equally weighted. The panel will score independently and meet to determine the top candidate.

#### **Contract**

The winning consultant will be expected to enter into a Personal Services Agreement with the Port of Pasco, the preliminary form of which is attached as Attachment B. The contract will be a cost reimbursement with the agreed maximum. The winning firm will be required to provide a breakdown of their fees.

#### **Addenda**

As the Port determines it is appropriate, it will issue addenda to this RFP. Each consultant shall provide the Port with contact information for receipt of such addenda. Any applicant who downloads the RFP from [www.portofpasco.org](http://www.portofpasco.org) or otherwise obtains this document, must send an e-mail to Stephen McFadden at [smcfadden@portofpasco.org](mailto:smcfadden@portofpasco.org) with the party's contact information in order to receive an addendum. The Port is not responsible for e-mail delivery failure for any reason. It shall be conclusively presumed that the applicant did, before submitting a Response to the RFP read all addenda, posted decisions, and other items relevant to the qualifications. All addenda shall be acknowledged by the firm and returned to the Port with the submittal document.

#### **OPEN PUBLIC RECORDS ACT**

Documents submitted in response to this RFP are subject to the Washington State Open Public Records Act, RCW 42.56. If the proposer believes that any information, data, process or other material in its proposal constitutes trade secrets, privileged information, or confidential commercial, financial, geological, or geophysical data, then the proposer should mark those items as confidential or proprietary and provide a list of those items with specificity as to the page and paragraph and on what basis it believes the material is confidential or proprietary. The Port is not bound by the proposer's determination as to whether materials are subject to disclosure under the Public Records Act.

If the Port receives a request for such information marked as confidential, it will notify the consultant that the information has been requested. The notice will provide that the information will be released in ten business days and then any applicable regulatory challenge to prevent the disclosure of the information will be the sole burden of the firm.

The consultant agrees 1) to intervene in any lawsuit arising out of a request for its materials to protect and assert its claims of privilege against disclosure of such material; 2) that its failure to object or intervene and assert claims of privilege against disclosure in relation to its proprietary or confidential information results in waiver the same; 3) to release and defend, indemnify and save and hold harmless the Port, its officers, agents and employees, from any claim, damages,

expense, loss or costs, including reasonable attorneys' fees, arising out of or in any way relating to requests for disclosure of material provided or produced in response to this RFP.

**ELECTRONIC PROPOSAL PREPARATION, CONSULTANTS COSTS AND EXPENSES**

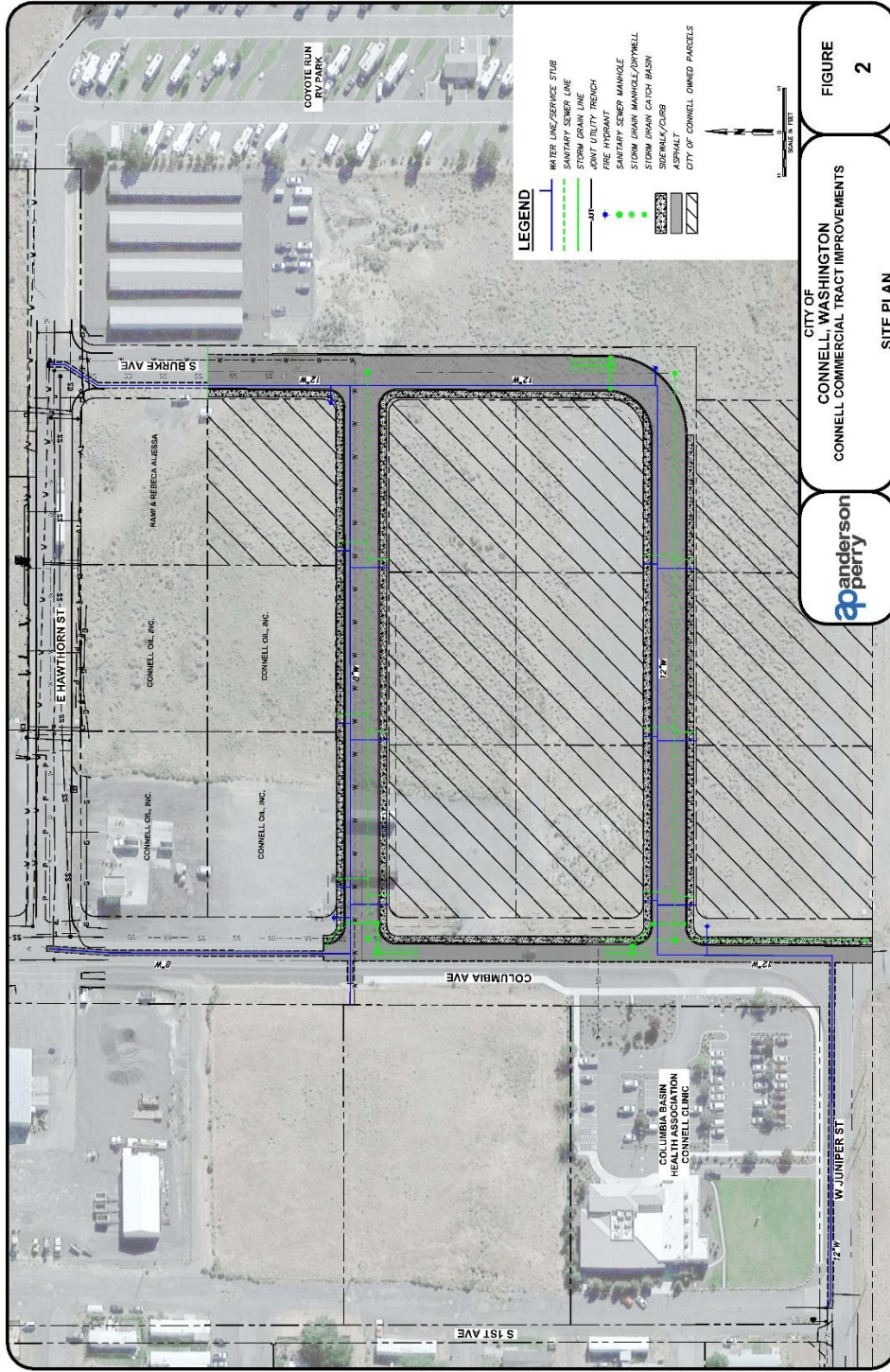
The Port is not liable for any costs or expenses arising out of preparation of the consultant's submittal. If selected, the consultant may not include any of these costs or expenses as part of its fee, rates, or charges for performing work under the Contract. Proposals should be prepared simply, economically, providing a straightforward, concise description of the proposer's ability to satisfy the requirements of the RFP.

The successful consultant will supply its own materials and will provide and pay for all labor, supervision of its employees and agents, travel, insurance, vehicles, materials, and tools necessary to provide services under the resulting contract.

The Port of Pasco reserves the right to reject any or all submittals, waive informalities, and make the award in the best interest of the Port. The Port reserves the right to contact a firm for clarifications of its proposal during the evaluation process. The successful firm should be prepared to accept this RFP for incorporation into an AGREEMENT resulting from this RFP. It is also understood that the proposal will become part of the official contract file.



**ATTACHMENT A**  
**City of Connell Undeveloped Lots**



**ATTACHMENT B**

Personal Services Agreement

**AGREEMENT FOR PERSONAL SERVICES**

THIS AGREEMENT is made as of the \_\_\_\_\_ day of \_\_\_\_\_, 2025, by and between PORT OF PASCO, 1110 Osprey Pointe Blvd, Pasco, Washington 99301, hereinafter referred to as the PORT, and \_\_\_\_\_, \_\_\_\_\_, Washington \_\_\_\_\_, hereinafter referred to as the CONSULTANT.

WHEREAS the PORT requires professional services, the scope of which is described in Exhibit A, which is attached hereto and incorporated herein, hereinafter referred to as the "WORK".

NOW, THEREFORE, the PORT and CONSULTANT, in consideration of their mutual covenants herein, agree as set forth below.

**STANDARD TERMS AND CONDITIONS**

**SECTION 1. SERVICES:** The CONSULTANT will provide the services described in Exhibit A, according to all the terms and conditions of this Agreement. The PORT will pay CONSULTANT for the services in the amount described in Exhibit A.

**SECTION 2. TERMS OF PAYMENT:** Payment for services specified herein will be due and payable thirty (30) days after receipt of invoice unless otherwise specified herein.

Any monies not paid when due under this Agreement shall bear a finance charge at the rate of one percent (1%) a month on the balance until paid.

**SECTION 3. TERMINATION:** This Agreement may be terminated by the PORT upon thirty (30) days written notice without cause. CONSULTANT may terminate this Agreement upon thirty (30) days written notice in the event of substantial failure by the PORT to perform in accordance with the terms hereof. In the event of termination without cause by the PORT, CONSULTANT shall be paid for services performed to the termination notice date plus reasonable termination expenses but shall not be entitled to lost profits on uncompleted work.

**SECTION 4. JOB CONDITIONS:** The PORT shall give CONSULTANT free and unobstructed access at all times to the place where work is to be done.

**SECTION 5. DELAYS:** CONSULTANT shall not be responsible for delays or the inability to complete the services where occasioned by those items involving the actions or omissions of others.



**SECTION 6. EXTRAS:** If the PORT requests an alteration, modification or deviation from the original scope of work as described in Exhibit A (“Scope of Work”), the PORT agrees to pay the extra costs that occur. CONSULTANT shall identify and negotiate with the PORT any such changes in the Scope of Work prior to commencing work on said changes.

**SECTION 7. STANDARD OF PERFORMANCE:** The standard of care for all professional consulting and related services performed or furnished by CONSULTANT under this Agreement will be the care and skill ordinarily used by members of CONSULTANT’s profession practicing under the same or similar circumstances at the same time and in the same locality.

**SECTION 8. INSURANCE:** CONSULTANT agrees to procure and maintain, at its expense, Commercial General Liability insurance of \$1,000,000 combined single limit for personal injury and property damages, and Professional Liability Insurance of \$1,000,000 per claim for protection against claims arising out of the performance of services under this Agreement caused by negligent acts, errors, or omissions for which CONSULTANT is legally liable. CONSULTANT shall name the PORT as an additional insured under the policies, and deliver to the PORT, prior to execution of the Agreement by the PORT and prior to commencing work, evidence that policies providing such coverage and limits of insurance are in full force and effect in a form acceptable to the Port. Thirty (30) days advance notice will be given in writing to the PORT prior to cancellation, termination or alteration of said policies of insurance.

**SECTION 9. INDEMNIFICATION/HOLD HARMLESS:** CONSULTANT shall defend, indemnify and hold the PORT, its officers, officials, employees and volunteers harmless from any and all claims, injuries, damages, losses or suits including attorney fees, arising out of or resulting from the acts, errors or omissions of the CONSULTANT in performance of this Agreement, except for injuries and damages caused by the sole negligence of the PORT. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the CONSULTANT and the PORT, its officers, officials, employees, and volunteers, the CONSULTANT’s liability, including the duty and cost to defend, hereunder shall be only to the extent of the CONSULTANT’s negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the CONSULTANT’s waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

**SECTION 10. DISPUTES:** This Agreement shall be governed by and interpreted under the laws of the State of Washington. The parties agree that in the event it becomes necessary to enforce any of the terms and conditions of this Agreement that the form, venue and jurisdiction in that particular action shall be in Franklin County, Washington.

**SECTION 11. OWNERSHIP OF DOCUMENTS:** All electronic data, electronic files, and other related documents prepared by CONSULTANT pursuant to this Agreement shall be the property of the PORT.

**SECTION 12. AGREEMENT:** This Agreement represents and incorporates the entire understanding of the parties hereto concerning the statement of work specified in Exhibit A, and each party acknowledges that there are no representations, covenants or understandings of any kind, manner or description whatsoever by either party to the other except as expressly set forth and hereinabove written.

**SECTION 13. CONSULTANT:** In performing services under this Agreement CONSULTANT shall operate as and have the status of an independent contractor and shall not act as or be an agent or employee of the PORT. For this reason, all of the CONSULTANT's activities will be at its own risk.

**SECTION 14. NOTICES:** Any notice required to be given under this Agreement shall be given by depositing in the U.S. Mail with certified postage prepaid to the address of the PORT or CONSULTANT, respectively, as set forth herein and shall be effective on the date of mailing as shown by the postmark or shall be given in writing served on an officer of the CONSULTANT or on the Executive Director of the PORT.

**SECTION 15. ATTORNEY FEES:** In the event of any dispute between the PORT and CONSULTANT arising out of or relating to this Agreement, the prevailing party shall be entitled, whether or not a suit, action, or arbitration proceeding is instituted, to recover all costs incurred in connection with the dispute, including without limitation reasonable attorneys' and expert witness fees, whether at trial, on appeal or denial of any petition for review, or in connection with enforcement of any judgment.

**SECTION 16. SECRETS, CONFIDENTIAL INFORMATION:** The Defend Trade Secrets Act provides that an individual may not be held criminally or civilly liable under any federal or state trade secret law for disclosure of a trade secret: (1) made in confidence to a government official, either directly or indirectly, or to an attorney, solely for the purpose of reporting or investigating a suspected violation of law; and/or (2) in a complaint or other document filed in a lawsuit or other proceeding, if such filing is made under seal. Additionally, an individual suing an employer for retaliation based on the reporting of a suspected violation of law may disclose a trade secret to his or her attorney and use the trade secret information in the court proceeding, so long as any document containing the trade secret is filed under seal and the individual does not disclose the trade secret except pursuant to court order.

**SECTION 17. DEBARMENT AND SUSPENSION:** In performing services under this Agreement CONSULTANT certifies that neither it nor its principals, nor any subconsultants are presently debarred or suspended by any Federal or State department or agency from participation in this transaction.

PORT:  
Port of Pasco

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

CONSULTANT:

\_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

