



Open Session Item

SUBJECT: Contract Award (PUR-1652) Strategic Business and Economic Development Plan Study

PRESENTATION DATE: February 13, 2024

PRESENTATION BY: Rick F. Curry, CPPO, Director of Purchasing; Jonathan Horowitz, Director, Washington County Department of Business Development (WCDBD)

RECOMMENDED MOTION: Move to award the contract for the Strategic Business and Economic Development Study be awarded to the responsive, responsible proposer, RKG Associates, Inc., of Alexander, VA who submitted Total Lump Sum Fee price proposal of \$99,100 and, as required, contingent upon the company/entity being in good standing and authorized and registered to do business in the State of Maryland with the Maryland Department of Assessments and Taxation and remaining so throughout the term of the contract.

RKG Associates, Inc. will use the following hourly rates for any additional work contracted between the County and RKG Associates, Inc. through any contract amendments adding work tasks beyond the original Scope of Services detailed in the technical proposal.

Principal	\$275 / hour
Project Manager	\$200 / hour
Senior Analyst	\$160 / hour
Analyst	\$125 / hour

REPORT-IN-BRIEF: Proposals were seeking to have a professional Contractor Team to prepare an Economic Development Strategic Plan (EDSP) that not only builds on the economic development work already completed or underway; but one that furthers the efforts of our community and introduces new strategies of proven success. The Contractor Team will work with the community to understand economic development concerns and interests and to help guide the discussion about what is feasible in Washington County, MD with respect to economic development and the resources available. The EDSP will provide a framework to increase the tax base and job creation numbers of Washington County, Maryland, by enhancing the business climate and creating higher paying jobs. The goal is to sustain and expand the economic base to provide a high quality of life for all residents. It is hoped that the plan will present a key set of strategies, with action items, that build upon the current asset base of Washington County, MD.

The Coordinating Committee was comprised of the County Administrator, WCDBD Director (Chairman Designee), two Business Development Specialist, and the County's Director of Purchasing. The Request for Proposals (RFP) was advertised on the State's "*eMaryland Marketplace Advantage*", on the County's web site, and in the local newspaper. Ninety-seven (97) persons/firms accessed the Request for Proposal from the County's web site. Ten (10) persons/firms were represented at the Pre-Proposal Conference/Teleconference. The deadline for proposal submittals was December 20, 2023; five (5) firms submitted proposals. The Qualifications & Experience/Technical Proposals of two (2) of the five firms were considered responsive by the Coordinating Committee. The Price Proposals of those firms were opened.

DISCUSSION: N/A

FISCAL IMPACT: Funding in the amount of \$250,000 is budgeted in GRT581 for the project.

CONCURRENCES: As recommended by the Coordinating Committee.

ALTERNATIVES: To not award a contract

ATTACHMENTS: Excerpt from the RFP document containing the "Scope of Work"

AUDIO/VISUAL NEEDS: N/A

**PUR-1652
Price Proposal**

	RKG Associates, Inc. Alexandria, VA
	Total Price
	\$99,100
TOTAL PROPOSAL AMOUNT	\$99,100
RKG Associates, Inc. will use the following hourly rates for any additional work contracted between the County and RKG Associates, Inc. through any contract amendments adding work tasks beyond the original Scope of Services detailed in the technical proposal	
Principal	\$275 / hour
Project Manager	\$200 / hour
Senior Analyst	\$160 / hour
Analyst	\$125 / hour

	TIP Strategies Austin, TX
	Total Price
	\$195,000
TOTAL PROPOSAL AMOUNT	\$195,000
As stated, the lump sum fee for completion of this work is \$195,000. This amount assumes three in-person trips to the region. Any focus groups that are deemed necessary beyond the quantities included in the technical proposal will incur an additional fee of \$1,500 each. Although our contracts are typically structured as a flat fee, we have provided hourly rates for each classification of employee to be used on this project, as requested on page 14 of the RFP	
Principal	\$275 / hour
SVP / VP / Senior	\$200 / hour
Professional	\$150 / hour
Associates	\$125 / hour

Remarks / Exceptions:

TIP Strategies does not own any vehicles. Therefore, our insurance is only allowed to cover “Hired and Non-Owned” autos.