

**Great Falls, Montana
Brownfields Site Visualizations and Redevelopment Roadmaps**

Request for Proposals

Great Falls Development Authority, Inc.

2/9/25

I. INTRODUCTION

The Great Falls Development Authority, Inc. (GFDA) seeks proposals from experienced firms to assist us in selecting at least five (5) brownfields sites suitable for impactful redevelopment, put together redevelopment visualizations and redevelopment roadmaps for these sites, and produce marketing packages for these sites that GFDA can use to attract businesses or developers.

The goal of this project is to demonstrate market-driven, financially feasible redevelopment concepts for at least five (5) sites in Cascade County that we can use to attract private investment in impactful redevelopment. In particular, we are interested in visualizations and roadmaps for redevelopments that would attract private investors to produce market-rate housing, a conference hotel, and an events center, and other uses of vacant spaces or parking lots – properties that have been hindered by potential contamination.

Hazardous materials brownfields phase 1 and phase 2 assessments ARE NOT PART OF THE SCOPE OF THIS RFP. We have already selected several qualified environmental professional firms to provide assessments.

This project is being funded by an EPA Brownfields Assessment grant.

Interested firms are encouraged to discuss this RFP with us, as detailed below.

II. BACKGROUND

Great Falls Development Authority
<https://growgreatfallsmontana.org>

GFDA is a regional public/private economic development organization (EDO) and certified Community Development Financial Institution (CDFI) that focuses its efforts on the 13-county Great Falls Montana trade area, also known as Montana's Golden Triangle. Great Falls Montana is an MSA with a population of 86,000. Our trade area extends to the Canadian border, for a total population of about 209,000. Our target industries are food/agriculture/bioscience, business services, energy, tourism, advanced manufacturing, defense, logistics, healthcare, and regional

retail/services. Our EDO works on business attraction, business retention/expansion, business start-ups, downtown revitalization, workforce, and housing, amongst other things. Live in Great Falls (<https://liveingreatfalls.com>) is our talent attraction effort.

Please see our 2024-2026 Economic Development Strategy (available at <https://growgreatfallsmontana.org/strategic-plan/>). One of the strategic actions in the strategy is to support redevelopment.

GFDA has a long and successful Brownfields assessment and redevelopment program which has largely been focused on Downtown Great Falls and the West Bank Urban Renewal Area of Great Falls. We have helped with brownfield assessments and redevelopment of a wide range of properties across Cascade County and beyond. We have two EPA Brownfields loan funds. Our loan capital to provide bridge and gap loans in the region totals \$38 million.

Two target areas for this project are Downtown Great Falls and the West Bank Urban Renewal Area. We recently released a market demand assessment for Downtown Great Falls (<https://growgreatfallsmontana.org/reports>). There are also potential redevelopment sites elsewhere in Great Falls and in other Cascade County communities.

III. OBJECTIVES

We seek a Consulting firm or team to produce redevelopment visualizations and roadmaps for a minimum of five (5) sites in Cascade County.

The objectives of this RFP are:

- 1) Identify sites with the greatest redevelopment potential.
- 2) Create redevelopment visualizations and roadmaps that are substantiated by market demand, development feasibility, and GFDA redevelopment priorities.
- 3) Develop compelling marketing packages that GFDA can use to attract private developers to redevelop the sites.

IV. SCOPE OF WORK

Consultants should detail their proposed scope work and methodology in their proposals. At a minimum, there are four required deliverables: 1) assist GFDA to select five brownfields sites based on their redevelopment market-driven potential; 2) site-specific redevelopment visualizations for at least five (5) sites; 3)

redevelopment roadmaps for at least five (5) sites; and, 4) marketing packages for at least five (5) sites that GFDA can use to attract businesses or developers.

Consultants should plan on a minimum of four (4) public meetings and workshops, as well as extensive time working with property owners, GFDA, and its partners.

The site-specific redevelopment visualizations and roadmaps should include details on market-driven uses of each site, a conceptual development site plan, conceptual visual renderings, estimated redevelopment budget, financial feasibility spreadsheet assessment, and identify necessary zoning/land use entitlements and key development considerations to facilitate the implementation of the redevelopment vision. Consultants should be familiar with land use and building code regulations that affect redevelopment feasibility and detail any such issues for each site.

The site-specific redevelopment visualizations and roadmaps should be provided in packaged PDFs and each component should be provided separately in their original formats (Excel, Word, jpeg, etc.); printed copies are not required. Consultants should include ongoing meetings with our project team throughout the project, some of which can be held virtually if desired. The Consultant should include a public PowerPoint presentation upon completion of the visualizations and a final public PowerPoint presentation upon completion of the roadmaps.

Phase 1 and Phase 2 Brownfield Assessments

Brownfields environmental assessments for the selected sites ARE NOT INCLUDED IN THE SCOPE OF THIS RFP.

V. CONSULTANT QUALIFICATIONS

We are actively seeking a consultant or consultant team with extensive brownfield redevelopment experience, including real estate development, design, building codes, market research, development finance, and redevelopment assistance programs including Opportunity Zones and historic tax credits.

Consultants should have demonstrated success in creating brownfield redevelopment visualizations and roadmaps that have been used to attract private developer interest in similar markets.

Consultants should also have demonstrated success working for or acting as private developers in similar markets.

We look to partner with a consultant who has a proven track record of successfully delivering projects in similar markets, and who can leverage this expertise to provide valuable insights and recommendations tailored to our distinctive needs.

VI. PROPOSAL REQUIREMENTS

An electronic copy of the proposal should be submitted in PDF format by email, Dropbox, or other electronic file-sharing method by 5:00 PM MST on Friday, March 21, 2025, to:

Tracy Heggem
Tracy@GrowGreatFalls.org

We plan to distribute the proposals to our selection task group and, therefore, will not accept the submittal of printed materials. We welcome the inclusion of online URLs that would allow us to assess experience in more depth.

The submittal should 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 your firm's understanding of the goals of this effort and of the services requested in this RFP.
- A brief statement of the history of your team, including relevant projects.
- A proposed work plan indicating how your firm proposes to perform the project as defined in your scope of work. This work plan should be detailed enough to demonstrate your familiarity with this type of project. It should include information on your firm's methodology and schedule for completing the scope of work requirements. It should include the firms or sub-consultants and individuals that will prepare each major task or work product.
- Qualifications of key individuals to be assigned to this project, their availability during the relevant time periods, and their recent experience on similar projects.
- Preference will be given to consultants who provide references from at least three clients the consultant has recently provided similar services to.

VII. PRICE

The consultant will present a lump sum budget for the work, including estimated travel expenses. Note, for consultants travelling to Great Falls, we will provide pro bono hotel accommodations. The lump sum should not exceed \$75,000.

VIII. CONSULTANT SELECTION

Consultants that respond to this RFP will be evaluated and ranked. This evaluation will be based on the submitted proposals and, at the discretion of the Committee, on interviews 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 experience with similar projects (25%)
- The breadth of the consultant's experience, including the qualifications and availability of the key personnel who would be assigned (20%)
- The methodology and scope of services to be provided (50%)
- Cost (5%)

Negotiations will commence with the highest-ranked consultant. Upon reaching an agreement on a final work plan and price, the Great Falls Development Authority will award the contract. If an agreement cannot be reached with the highest-ranked consultant, negotiations may proceed with lower-ranked consultant(s).

IX. ADDITIONAL INFORMATION & CONDITIONS

A. STATEMENT OF NONCOMMITMENT

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

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) Sanctions for Noncompliance. In the event of the contractor's noncompliance with the nondiscrimination provisions of this Agreement, GFDA may impose sanctions as it determines appropriate, including, but not limited to withholding payments to the Contractor under the Agreement until the Contractor complies, and/or cancellation, termination or suspension of the agreement in whole or in part.

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 coverage, must be filed with the Great Falls Development Authority within ten (10) working days of the Notice of Award. The proof of insurance/exemption must be valid for the entire contract period.

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 this RFP.

F. ADDITIONAL INFORMATION

We encourage potential respondents to discuss the project with us. For more information regarding this RFP, please contact:

Brett Doney
President & CEO
1 (406) 750-2119

BDoney@GrowGreatFalls.org

Christian Nichols
Brownfields Project Manager
1 (406) 788-9385

CNichols@GrowGreatFalls.org