



Request for Proposal (RFP)

1. Overview & Background

The Columbia Development Authority (CDA) is an Intergovernmental Organization. Comprising of the Port of Morrow, Morrow County, the Port of Umatilla, Umatilla County, and the Confederated Tribes of the Umatilla Indian Reservation. The CDA's mission is "to improve the global competitiveness of our Region, and in concert with public and private organizations, to stimulate commerce by creating family wage jobs, and development opportunities at the depot site.

The Columbia Development Authority which is in Morrow and Umatilla Counties, Oregon will be a multi-acre development site with heavy to light industrial properties and located at the intersection of I82 and I84.

This is an initial attempt to receive responses to the Request for Proposal published by the Columbia Development Authority by 3-7-2022. The purpose of this Request for Proposal is to determine interest from qualified respondents to assist in the insurance needs presently needed.

2. Purpose & Goals

This request for a Letter of Interest is a first phase in seeking an interested entity that intends to assist in providing Special Districts Insurance. The term of the contract will be negotiated with the successful Proposer.

The goals that the Columbia Development Authority intends to achieve through the development and operation of Developing property at the Depot.

1. To bring family wage jobs to the region.
2. Develop the infrastructure needed to attract industry.
3. Maximize revenues from the long-term future development.
4. Optimize the use of the property located at the Intersection of I82 and I84.
5. Support the development and growth of the region.
6. Design and develop the land and operate in a manner that is protective of human health and the environment and so that it complies with applicable environmental regulations and restrictions.
7. Maximize the direct and indirect economic benefit from the operation of the marketing and development of the property to the local community and state; and
8. Comply with the policies of the Columbia Development Authority.

3. Description of Property

3.1. Physical Description

The Property is 9511.37 Acres and is in Morrow and Umatilla Counties. The property consists of industrial buildings, storage buildings, Igloos and developable.

NOTE: There will be a transfer of 4059 Acres from the Columbia Development Authority to CTUIR which we estimate by September. The Columbia Development Authority Property acreage will need to be reevaluated at the time of this transfer. There will be 5452 Acres that will be retained and owned by the CDA after this transfer of land to CTUIR.

3.2. Site History

The Site is currently utilized for the Army. Currently, the Army still owns this property. The Columbia Development Authority expects to own this land by July 2022.

3.3. Zoning

The Site is zoned industrial for out-right use and other sites have Land Use Controls.

3.4. Utilities

Industrial power, water, natural gas, and sewer will be extended to the Site.

3.5. Environmental Conditions

There are no known environmental conditions, there are land use controls of some of the sites.

3.6. Site Preparation

The Site is flat and easily developed. It is currently used for the Army.

4. Project Opportunities

The following opportunities have been identified by the Columbia Development Authority as offering value to the development of the Site and the future opportunities at the site.

- **Strong Market Demand:** For property located on major highways, with rail access.
- **Access to Industrial Utilities:** Industrial utilities can be extended to the industrial property.
- **Access to Markets:** The depot property is centrally located in the Pacific Northwest with access to two Interstate Highways, the Columbia River by the Ports of Morrow and Umatilla, a major airport located in Pasco, WA. and the Union Pacific Mainline.

5. Business Incentives

There are several applicable incentives available for entities looking to do business in the state of Oregon.

6. Preliminary Project Schedule

- Request for a Request for Proposal Issued by: March 7, 2022
- Predevelopment Engineering and Design. Infrastructure Planning and Design.
- Creation of Access Roads on the Property will likely occur in late 2022.

7. Form of Contract

The Columbia Development Authority reserves the right to modify or terminate this Request for a Letter of Interest at any stage if the Columbia Development Authority determines such action to be in its best interest. The Columbia Development Authority receipt of an RFP pursuant to this RFP does not create any contract or commitment by the Columbia Development Authority.

8. Submission Requirements

Please respond to the RFP in a straightforward and concise manner. The Columbia Development Authority will use your responses to objectively determine and rank your level of interest. Partnerships between firms are permitted. However, a single entity must lead the effort as respondent to this Request for a Letter of Interest.

8.1. Format

Each proposal shall not be longer than 3 pages (one sided), printed on 8 1/2" x 11" paper and formatted in no smaller than 12-point font. Please label your responses 1 through 8, in the order presented below in Section 9. All submitted material must be bound in the manner of your choosing.

8.2. Questions

All questions related to this RFP are to be directed, in writing (no phone calls), to **Greg Smith at PO Box 200, Boardman, OR, 97818**, or via email to **columbiadirector@gmail.com**. Information obtained from any other source is not official and should not be relied upon. Questions must be received by April 7, 2022.

8.3. Closing Date

One (1) complete electronic copy of each response must be received before 4:00 PM Pacific Time on April 11, 2022.

Electronic responses are to be emailed to **columbiadirector@gmail.com**. The electronic copy must be a single assembled PDF file. The PDF file name must identify the Proposer's company and "**COLUMBIA DEVELOPMENT AUTHORITY**".

8.4. Late Responses

Late responses will not be accepted.

8.5. Proposal Review Committee

The Executive Director of the Columbia Development Authority Staff and Board will be on the Review Committee.

8.6. Review and Selection

The Proposal Review Committee will check responses against the mandatory submissions criteria (as listed in Sections (10-12)). The submissions will further be evaluated against the criteria listed in Section 13. Responses not addressing all mandatory criteria will not be considered for review.

The selection process may include interviews (at the discretion of the evaluation committee) from the top submissions.

8.7. Acceptance of Responses

The Columbia Development Authority reserves the right to terminate the process at any time.

9. Request for Information Submission Requirements

Letter: In addition to text of your choosing, the Letter of Interest must provide the following information:

- a)** Name of your company (including the name of any parent company), business address, email address and phone number for proposal contact, Federal Tax ID number, and company fax number. Also provide a brief statement as to who is authorized to submit the proposal on the behalf of your firm. Please make sure that person signs and dates the Letter of Interest.
- b)** Provide a written statement declaring whether your company has been debarred from providing services to any State or Federal Agency within the last five (5) years. If your firm has been debarred, you will need to provide background information and reason for debarment. Provide the name and contact information for the agency that debarred your firm. The Columbia Development Authority must review the reason and duration for the debarment before it can determine if your firm can be considered for this project.

10. Company Information

Provide a brief history of your company and knowledge of commercial and industrial insurance.

11. Knowledge and Experience

Provide relevant information about your company's knowledge and experience in connection with commercial insurance. By providing reference/client information, you authorize the Columbia Development Authority to contact such clients.

- a) Provide a list of recent comparable insurance provided to like customers.

12. Financial Capacity

The proposal shall include:

- a) Evidence satisfactory to the Columbia Development Authority of the Proposer's financial capacity to offer sufficient coverage capabilities.

13. Evaluation Criteria

The evaluation criteria may include:

- Cost of required insurance.
- Demonstrated experience and success in the field of commercial insurance.
- History of business conducted in Morrow and Umatilla Counties.
- Other considerations as needed.

Contact Information for Columbia Development Authority

Greg Smith, Executive Director

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