

**Greater Egypt
Regional Planning & Development Commission**



**Notice of Request for Qualifications
for
General Planning Consultant Services**

**Jackson-Union Counties Regional
Port District Feasibility Study**

Distribution Date: 05/13/2025 | Closing Date: 06/20/2025

NOTICE OF INVITATION

The Greater Egypt Regional Planning & Development Commission (Greater Egypt) intends to enter into a deliverable contract with a prime provider. The contract will be managed by a negotiated scope of work and work authorizations.

Please submit five (5) printed and sealed STATEMENT OF QUALIFICATIONS (SOQs) / PROPOSALS in addition to a PDF electronic version, no later than 4:30 p.m., June 20, 2025, to:

Greater Egypt
ATTN: SOQ Jackson-Union Counties Regional
Port District Feasibility Study
3117 Civic Circle Boulevard Suite A
Marion, Illinois 62959-5222

The project will be entitled: Jackson-Union Counties Regional Port District Feasibility Study

Proposals will be accepted in person, by United States Postal Service, United Parcel Service, or by private courier service. If proposals are mailed, please note on the exterior of the packaging: SOQ Jackson-Union Counties Regional Port District Feasibility Study.

No proposal will be accepted by oral communication, telephone, electronic mail, telegraphic or facsimile transmission. Proposals may be withdrawn prior to the time set for closing. Any proposal received after the time set for closing will be rejected and returned unopened to the addressee on the package.

This is a Request for Qualification (RFQ) for professional services. Proposals will be distributed by Greater Egypt staff to members of the Selection Committee for review. Final selection will be made by the Greater Egypt Board.

The issuance of this RFQ does not obligate Greater Egypt to enter into a contract for any services. All costs related to the preparation and submission of a proposal shall be borne by the entity or firm proposing.

I. GENERAL DESCRIPTION

The Greater Egypt Regional Planning and Development Commission seeks qualifications from qualified consultants or firms to conduct a comprehensive Feasibility Study for the Jackson/Union Port District in Southern Illinois. The goal of this study is to evaluate the legal and fiscal authority of the Port District, with a focus on addressing current infrastructure gaps, regional transportation networks, and potential economic impacts. Additionally, the study will explore all potential uses of the port authority's legislated powers to support and enhance regional economic development.

II. STUDY LOCATION, PURPOSE, AND EXPECTED PRODUCTS

Study Location: The study location will be within the trade area for the Jackson/Union Port District.

Purpose: The purpose of this Feasibility Study is to determine whether the Jackson/Union Port District can support a sustainable port facility that will enhance regional commerce, improve transportation options, and create economic development opportunities for the surrounding communities in Jackson and Union Counties. This study will include an analysis of potential port locations, existing and projected demand for port services, infrastructure requirements, and the potential environmental and regulatory impacts of developing a port district. Additionally, the study will explore how the port authority's full range of legislated powers can be leveraged to stimulate broader economic development within the region, identifying opportunities for infrastructure improvements, new partnerships, and innovative uses of the port authority's statutory authority.

Scope of Work

The selected consultant will be responsible for completing the following tasks:

1. Site Analysis and Evaluation

- Conduct a thorough analysis of potential sites within the Jackson/Union Port District, evaluating the topography, existing infrastructure, proximity to transportation corridors (e.g., air, rail, road, waterway, and pipeline), and land-use considerations.
- Assess environmental constraints and regulatory considerations related to the development of a port.
- Perform a detailed review of existing utilities, access points, and facilities available at the proposed locations.

2. Market and Demand Analysis

- Analyze current and future regional demand for port services, including commercial and industrial sectors likely to benefit from port facilities.
- Evaluate regional and national trade patterns, with a focus on commodities that may be suited for the proposed port.
- Determine potential port traffic (e.g., cargo volumes, vessel calls) and identify major potential partners and users.

3. Infrastructure and Development Requirements

- Identify key infrastructure components necessary to support the port, such as dock facilities, transportation networks, warehousing, and utilities.
- Provide an assessment of required improvements to existing infrastructure and any additional infrastructure that may need to be developed to support the port.
- Evaluate the costs associated with infrastructure development, including dredging, transportation improvements, and port terminal facilities.

4. Economic and Environmental Impact Assessment

- Evaluate the potential economic impacts of the port development on the local, regional, and state economy, including job creation, investment opportunities, and revenue generation.
- Identify any potential environmental impacts, including but not limited to waterway disruptions, habitat impacts, and air quality concerns.
- Assess possible mitigation strategies for identified environmental impacts and identify permitting and regulatory challenges.

5. Exploring Uses of Port Authority's Legislated Powers for Economic Development

- Review and identify all legislated powers granted to the port authority and assess their potential applications for regional economic growth. This includes exploring possibilities beyond traditional port operations, such as land development, infrastructure enhancements, public-private partnerships, and other opportunities to stimulate regional investment and job creation.
- Evaluate the feasibility of leveraging these powers in coordination with other economic development efforts in the region, identifying new avenues for collaboration with local businesses, industries, and government agencies.

6. Funding and Financial Analysis

- Identify potential funding sources for the port district's development, including public and private financing options, grants, and state and federal support programs.
- Provide an overview of cost-benefit analysis and return on investment for the project.

7. Recommendations and Implementation Plan

- Based on the analysis, provide a comprehensive set of recommendations for the establishment and operation of the Jackson/Union Port District, including strategies for utilizing the port authority's legislated powers to maximize economic development.

- Develop an implementation timeline and high-level action plan for moving forward with port development, including estimated costs, regulatory processes, and critical milestones.
- Assist in educating the port district about the available opportunities for port development. The consultant will pay up to \$1,000 of travel expenses for port district representatives to attend the educational session(s).

8. **Stakeholder Engagement**

- Engage with local stakeholders, including governmental bodies, businesses, residents, and environmental organizations, to gather input and address concerns.
- Facilitate public meetings and provide regular updates on the study's progress.

Deliverables

The following deliverables shall be provided by the consultant:

- **Progress Reports** – submitted monthly
- **Draft Feasibility Report** - including an implementation timeline and high-level action plan for moving forward with port development, including recommendations for leveraging the port authority's legislated powers.
- **Final Report** - including an implementation timeline and high-level action plan for moving forward with port development, incorporating a comprehensive approach to utilizing the port authority's legislated powers for economic development.

I. PROJECT MANAGEMENT

Proposals shall include a detailed work plan addressing the full scope of the project. The proposal should indicate a demonstrated understanding of the purpose and objectives of the project as defined in this RFQ.

The consultant will be expected to work with a Study Oversight Team comprised of Greater Egypt staff and project stakeholders.

II. SUBMISSION OF PROPOSALS AND REQUIRED CONTENT

Greater Egypt shall not be responsible for any expenses, which consultants may incur in the preparation and submitting of a proposal. Consultants shall furnish such additional information that Greater Egypt may reasonably require. Greater Egypt reserves the right to negotiate modifications to the proposals deemed acceptable, reject any and all proposals, and waive any minor irregularities in the procedures.

This RFQ is intended to provide consultants with an opportunity to demonstrate their ability to perform the required tasks. The content of the proposal should respond to information presented in this RFQ. To assist Greater Egypt in evaluating proposals, the following minimum requirements shall be included in the proposal:

- A narrative describing the Consultant's understanding of the scope of services, the approach to the project, reports & deliverables to be presented, and a work plan outlining the Consultant's approach and methodology. The Consultant shall indicate how they propose to meet the timeline for this project.
- A description of Project Manager's experience, expertise, knowledge, capabilities, and resources in Port Development Planning.
- A description of experience and expertise for each professional team member assigned to the project.
- A list and description of related projects of a similar nature for which the Project Manager and/or key team leaders have been involved.
- A minimum of three references, to include the following contact information:
 - Name
 - Email address
 - Mailing address
 - Mobile/telephone number

- The consultant shall provide a list of supporting documents and data necessary to conduct and complete this study.
- The consultant shall provide a project schedule for the project.
- An organization chart limited to one (1) page containing the names of the prime provider and any sub-provider's task leaders proposed for the team and their contract responsibilities by work category. Task leaders should be clearly designated. Other personnel can be identified at the prime provider's discretion. The organization chart should also include the name, address, email, telephone and fax numbers of the prime provider and all sub-providers proposed for the team.
- The prime provider's Quality Assurance/Quality Control (QA/QC) program.

The respondent's Statement of Qualification (SOQ) primary text body shall employ 12-point font size and not exceed a total page count of twenty-five (25) pages. A maximum of ten (10) pages is allotted for the main proposal. Supplemental material, including resumes, organizational chart, references, etc. shall not exceed 15 pages. All pages shall be sequentially numbered excluding the cover page.

III. CONTRACT TYPE

A cost-reimbursement not-to-exceed type of contract is anticipated. Scope of Work and specific tasks will be assigned by individual work items. The consultant will be paid based on actual work performed. Invoices shall be paid once per month. The total contract award is estimated to be not more than \$204,000. All work must be completed prior to June 30, 2026.

IV. CONSULTANT SELECTION PROCESS AND PROPOSAL EVALUATION

The Selection Committee (may include members from Greater Egypt staff, Greater Egypt board members, representatives from the Jackson-Union Port District) will review and evaluate all responsive proposals, taking into consideration the following items as a minimum:

- Consultant's understanding of the project and approach, and time frame (35%)
- Experience, expertise, and qualifications of the Consultant's Project Manager (25%)
- Experience, expertise, and qualifications of the Consultant's team members (25%)
- Compliance with required format (5%)
- Responses of the Consultant's references (5%)
- The prime provider's Quality Assurance/Quality Control (QA/QC) program (5%)

Greater Egypt reserves the right to reject any or all proposals and to waive formalities and irregularities in proposals received. Final approval of contract award is subject to the action of the Greater Egypt Board.

GREATER EGYPT CONTACT

Please direct requests for additional information regarding this RFQ to:

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Marion, IL 62959-5222