

City of Bridgeport

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PROFESSIONAL SERVICES SOLICITATION REQUEST FOR PROPOSALS

First Publication – September 1, 2021 Wenatchee World

Second Publication – September 8, 2021 Wenatchee World

The City of Bridgeport, Washington, is seeking proposals from qualified firms/individuals to assist the City in the implementation of the adopted Bridgeport Revitalization Plan through working directly with business and building/property owners along the SR 173 corridor. The successful individual/firm will review the plan with business and building/property owners on, identification and prioritization of revitalization strategies for their business/building/property as well as community, identifying and overcoming barriers to improving or expanding operations as well as barriers to implementation of the plan. The selected individual/firm will also develop individualized detailed set of actions for private businesses and building owners to pursue to improve the economic and aesthetic climate in the community. The scope of work includes: 1) Review of the Revitalization Plan and work with the city to refine the list of business/building/property owners along the SR 173 corridor; 2) Contact the owner(s) of each active business and owner(s) of each commercial building/property along the SR-173 corridor to explain the project and solicit interest; 3) Develop an interview approach and format in consultation with the Bridgeport Revitalization Committee; 4) Engage directly with business and building owners on review of the adopted Revitalization Plan (Spanish and English) with a focus on identification and prioritization of strategies, as well as barriers to implementation of the plan; 5) Develop for each participating business/property owner a plan for future expansion of the business, strategies for physical improvements, and ideas for new directions/economic opportunities that build upon the goals of the city's Revitalization Plan; 6) Attend ongoing meetings of the City Revitalization Implementation Committee to provide project updates; 7) Conduct a public workshop to share results and prepare a final report providing documentation and analysis of tasks 1-6.

MINIMUM REQUIREMENTS

1. Outgoing personality who enjoys people
2. Writing, reading, and analytical skills
3. Public relations and marketing experience
4. Some data entry skills, competence with office management software
5. Organizational skills and attention to detail
6. Bilingual (Spanish)

MINIMUM EDUCATION

1. Associate degree with significant coursework in business administration, economics, marketing, or public relations.
2. Relevant work experience in development authority, chamber of commerce, business development or research.

JOB SPECIFICATIONS

1. Advanced writing, reading, arithmetic and analytical skills required.
2. High school diploma/equivalent required.
3. Internet communication skills.
4. Excellent organizational, attention to detail, follow through and problem-solving skills required.
5. Must have reliable transportation.
6. Strong public speaking skills.

The project budget is approximately \$23,000 with completion date estimated for May 1, 2022. For more information about the project, contact: Judy Brown, City Clerk at 509 686 4041 or Clerk@BridgeportWA.net.

One or more firms/individuals will be selected for an interview based upon the following criteria categories, weighted as indicated: qualification of key personnel (2); relevant experience as demonstrated on previous projects (2); previous performance (1); expressed interest in the project (1) and Washington State Certified Minority Enterprise Participation (0.5).

Firms/individuals desiring consideration shall submit eight (8) complete proposal copies and any other pertinent data to further assist the selection committee in evaluating the firm's proposal to: City of Bridgeport, P.O. Box 640, 1206 Columbia Ave, Bridgeport, WA 98813. Proposal packages should be submitted to arrive no later than 4:00 PM on September 29, 2021.

The most highly rated firm/individual will be selected for negotiation of the professional service contract. The project will be partially funded through the USDA Rural Business Development Grant Program, with federal funds. As a result, several state and federal equal opportunity and affirmative action requirements will apply to the selection process and conduct of the project.

The City of Bridgeport is an equal opportunity and affirmative action employer. Minority - and women-owned firms are encouraged to submit proposals.