



Request for Proposals

June 6, 2024

Project Name

Industrial Site Readiness Analysis for the Commonwealth of PA

Background and Statement of Purpose

In January 2024, Governor Josh Shapiro unveiled Pennsylvania's first comprehensive economic development [strategy](#) in nearly two decades. The strategy focuses on five main goals to increase the Commonwealth's economic competitiveness over the next ten years: Invest in our Economic Growth to Compete, Make Government Work at the Speed of Business, Open Doors of Opportunity for all Pennsylvanians, Innovate to Win, and Build Vibrant and Resilient Regions. Clearly recognized in the strategy is the need for Pennsylvania to join the more than two dozen other states that have implemented site-readiness programs to proactively prepare for future development aligned with priority industry growth and community goals. The strategy also identifies five [priority industry sectors](#), around which a site readiness strategy should be anchored.

Team Pennsylvania Foundation ([Team PA](#)) is uniquely positioned to solicit this proposal as it seeks to advance strategic, high-growth economic opportunities for Pennsylvania. Working together for all Pennsylvanians in public-private partnership, Team PA is a dynamic, non-profit, non-partisan organization co-chaired by Governor Shapiro and a private sector leader. As the state's trusted, neutral broker and convener founded in 1997, Team PA couples strategic collaboration with strategic investment to accelerate economic growth. We recognize the foundational nature of site readiness as an essential building block for the Commonwealth as it seeks to advance its business retention, expansion, and attraction efforts.

Team PA seeks real estate consulting expertise to gather, assess and present data and information; conduct market, property and other analyses; develop targets and assist in the creation of specific tools to drive Pennsylvania's site readiness for the next decade.

The selected consultant will work hand-in-hand with Team PA, which will oversee a small, nimble project management team that includes individuals from the PA Department of Community & Economic Development (DCED), as well as a broader team with representation from other relevant state agencies and offices, to complete the scope of services.

Scope of Work

Team PA is seeking consulting support to identify and assess industrial sites in all regions of the Commonwealth to ensure that Pennsylvania is ready and able to compete to attract new businesses and developments, and help existing businesses grow and thrive. The goals of this assessment are to develop a clear understanding of the availability, quality, and pipeline of industrial real estate assets across Pennsylvania; evaluate existing facilities and brownfield redevelopment opportunities; and to determine each region's ability to attract businesses across a variety of priority industry sectors including those outlined in [Pennsylvania's 10-year Strategic Plan for Economic Development](#).

More specifically, Team PA seeks a consulting firm to conduct four tasks:

1. Develop a robust and comprehensive inventory of industrial sites (25 acres or larger) across the Commonwealth, including brownfield redevelopment opportunities: The inventory should include basic site components such as address, municipality, county, [region](#), zoning, ownership, parcel size, and capture key features or characteristics such as known infrastructure or impediments (e.g. flood plain) and existing uses.
 - a. Establish a framework to evaluate the relative readiness of each site;
 - b. Establish key site parameters (e.g. acreage, utilities, transportation access) required to meet a range of targeted sectors/sub-sectors;
 - c. Develop a ranking matrix to assist in the prioritization of sites based both on regional/geographic industry sector/sub-sector specialization and alignment with site requirements;
 - d. Evaluate and compile funding tools available across Commonwealth agencies tied to site readiness; and,
 - e. Consider potential options to engage local/regional economic development expertise to develop the inventory.

Deliverables:

- A GIS-based inventory of site information that can be easily searched by a range of key factors (municipality, county, region, size, etc.) and that can be easily maintained by Team PA (or its designee);
- Application of the framework against all sites, with the output format (e.g. excel table) to be determined;
- Summary documentation related to items 1b, 1c and 1d.

2. Conduct more detailed site readiness/preparedness analysis of top tier key prioritized sites (total number estimated to be approximately 20-30) and up to 10 megasites (100+ acres).
 - a. Consider potential options to engage local/regional economic development expertise to provide additional site information.
 - b. Include infrastructure capabilities, known environmental conditions, topography, encumbrances/easements, other physical features and adjacent parcels; and
 - c. Perform a highest-and-best-use analysis per site in alignment with the targeted sectors/sub-sectors and with current site selection activities/opportunities.
 - d. Based on information from 2b and 2c, provide preliminary cost estimates for each site to become shovel-ready.

Deliverable:

- An electronic or GIS-based compendium of write-ups, inclusive of maps, photos or other details, of all of the sites.
3. Evaluate and present options regarding a site certification program based on national best practices.
 - a. Provide a justification for the value of a certification program given the national context;
 - b. Assess the preferred timeline to implement a certification program;
 - c. Propose a customized program design including specific certification criteria, program governance structure, verification, and quality control processes; and
 - d. Align proposed criteria against the inventory developed in 1a.

Deliverable:

- Prepare a separate report with summary by September 30, 2024.
4. (Optional) Design and populate a user-friendly web-based map to display sites as detailed in 5d. along with relevant site characteristics to appeal to external users, specifically including site selectors and businesses seeking to locate or expand in Pennsylvania.
 - a. Provide training and documentation of the platform.

Project Approach

Team PA will serve as the lead point of contact for the project. Team PA will coordinate a small project leadership team and will assist in the facilitation of engagement of key stakeholders. As part of the project scope of work, Team PA will expect regular and frequent communication and coordination with the consultant team. Additionally, we request project management support including but not limited to: bi-weekly status reports, meeting facilitation, and, as appropriate, managing collaboration between internal and external stakeholders.

Proposal Elements

Proposals should include the following:

- Describe the activities and analysis to meet the Scope of Work, including any suggested approaches to streamline the deliverables to achieve efficiencies in schedule and cost; the utilization of any key existing or emerging technologies and the potential engagement of local or regional economic development expertise.
- Outline a detailed project timeline to showcase the progression of work and to establish a critical path to help inform decision making
- Describe the ideal working relationship between consultant and client, including communication and project coordination expectations
- Include a listing of any data or information either required or assumed to be available to effectively complete the scope as outlined
- Detailed Cost Assignment, broken down by each part of the scope of work, including all costs associated with personnel, research materials, travel expenses, and any other relevant expenditures. For scope item #2, price either by site or based on a range of sites (e.g. 1-10, 11-20, 21-30, etc.)
- A profile that covers the following:
 - Organization mission, vision, and core values
 - Organizational commitment to diversity, equity, inclusion, and access
 - Length of time in business
 - Highlights of previous work in Pennsylvania
- At least three (3) references with contact information
- At least two (2) relevant examples of previous work at a similar scale and that showcases ability and experience related to urban, suburban, and rural communities
- Names and bios for primary consulting team including specific role(s) and area(s) of expertise

Lead applicants are encouraged to develop teaming arrangements to address knowledge and/or experience gaps as needed.

Submission Guidelines

- Proposals must be submitted electronically to Lisa Riggs, Senior Managing Director, Economic Growth Strategy & Partnerships, at SitesRFP@teampa.com by 12:00 pm (noon) EST on Friday, June 21, 2024.
- Late submissions will not be considered.
- Any inquiries or clarifications regarding this RFP should be directed to Lisa Riggs, at SitesRFP@teampa.com.
- Team PA will post an FAQ based on questions received per the schedule below.

Schedule

June 6, 2024:	Team PA releases RFP for applicant response
June 13, 2024:	Team PA hosts virtual Q&A session for interested parties from 1:00 - 2:00pm
June 17, 2024:	FAQs published on TeamPA.com by 5:00pm EST
June 21, 2024:	RFP Responses due to Team PA by 12:00pm (noon) EST
June 26-28, 2024:	Team PA interviews with selected applicants
July 8, 2024:	Team PA announces award
By December 31, 2024:	Selected consultant delivers final work product to Team PA

Point of Contact

All information related to this RFP, including proposal submission, shall be directed to:

Lisa Riggs
Senior Managing Director, Economic Growth Strategy & Partnerships
Team Pennsylvania Foundation
SitesRFP@teampa.com

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