

REQUEST FOR QUALIFICATIONS

2010 ECONOMIC IMPACT STUDY

PORT OF OLYMPIA

February 26, 2010

I. OVERVIEW

The Port of Olympia ("Port"), a municipal corporation based in Thurston County, Washington, solicits statements of qualifications from consultants or consulting groups to perform an economic impact study (the "study") of the Port of Olympia. The study should include an analysis of economic impacts such as the direct, indirect and induced impacts of the Port in terms of jobs, business revenues, personal earnings, and state and local taxes.

The final product will include a technical report and a summary report of the Port's economic impacts as of 2009. The technical report will present the economic impacts by both, the Port of Olympia business units and by Port activities (i.e. marine cargo, recreational marina visitors, regional airport cargo/passengers, concessions, etc.). It will also include a model which will permit Port staff to evaluate the economic impacts of proposed capital projects, and to develop annual updates of the Port's overall economic impacts.

II. BACKGROUND

The Port contracted with consultants to perform economic impact studies as late as 2004. The Port is now interested in a study of the economic impacts and community benefits of the Port as of 2009.

The Port's key strategies and focus is on the economy, environment, social equity and employee engagement. The Port's mission is to enhance public understanding and support of the Port's role in the region as well as develop new business and economic opportunities for the region and the Port. The economic impact study will serve as a tool to help measure success in achieving this mission.

The Port of Olympia is a gateway for international trade and transportation. In addition to its seaport facilities, the Port of Olympia operates Olympia Regional Airport, Swantown Marina and Boatworks and large holdings of real estate in Thurston County.

III. GOALS OF THE STUDY

The goals of the study are to:

1. Produce accurate and defensible results which provide a meaningful assessment of the economic impacts of the various activities of the operating divisions. The results shall be comparable to the 2004 and earlier studies in order to assess industry trends and distinguished by geographic area.
2. Obtain working economic impact models which would permit Port staff to evaluate economic impacts of proposed capital investment projects or changes in operation as well as different types of land use

IV. SCOPE OF WORK

The study will include the fieldwork and analysis necessary to address each of the requirements described below. The final work product will include an executive summary of the key findings, a technical report, and a working economic impact model for subsequent use by Port staff. The consultant will be asked to present the findings of the study to the Port of Olympia Commission. The scope will also include collaborating with Port staff and the Port's Communication Manager to develop an effective means of communicating the results to the public. Also included will be five years of technical support and customer service.

OVERVIEW - ECONOMIC IMPACTS OF THE PORT OF OLYMPIA

The study should analyze and document the economic impacts such as the direct, indirect and induced impacts of the Port in terms of jobs, business revenues, local purchases, personal earnings, and state and local taxes. The study should also quantify the impacts associated with "users" of the Port's facilities. Many businesses may not be "dependent" upon the Port of Olympia, but they are regular users of its facilities and therefore accrue benefits because of the facilities. The study should also address the quality of jobs supported by Port related activities.

The impacts should be presented for each of the Port's four major business units: Olympia Regional Airport, Swantown Marina and Boatworks and Peninsula Properties Real Estate. Within each business unit, the Port is looking for a number of breakdowns of the data (see below). We are also interested in the geographic distribution of the impacts by city and county for each of the operating business units.

Specific needs for additional breakdowns of the economic impacts are listed for each division:

A. ECONOMIC IMPACTS OF THE MARINE TERMINAL ACTIVITY

The study shall address the following topics in detail:

- Economic sectors
- Commodity groups
- Employment
- Business revenues
- Local purchases
- Employee earnings
- Tax impacts

B. ECONOMIC IMPACTS OF THE PORT OF OLYMPIA'S RECREATIONAL BOATING FACILITIES

Annual expenditures in Olympia by recreational vessels using Port of Olympia's Swantown Marina and Boatworks. The study shall address the following topics in detail:

- Economic sectors
- Employment
- Business revenues

Local purchases

Employee earnings

Tax impacts

C. ECONOMIC IMPACTS OF EXISTING PORT OWNED INDUSTRIAL AND COMMERCIAL REAL ESTATE

Annual expenditures in Thurston County by retail, commercial and industrial. The study shall address the following topics in detail:

Economic sectors

Commodity groups

Employment

Business revenues

Local purchases

Employee earnings

Tax impacts

D. ECONOMIC IMPACTS OF OLYMPIA REGIONAL AIRPORT

The study shall address the following topics in detail:

Economic sectors

Commodity groups

Employment

Business revenues

Local purchases

Employee earnings

Tax impacts

E. VISITOR INDUSTRY IMPACTS

The study shall address the following topics in detail:

Economic sectors

Commodity groups

Employment

Business revenues

Local purchases

Employee earnings

Tax impacts

V. PROPOSAL PROCESS

The process to submit a qualifications packet will include an evaluation of written materials based on the criteria described below. After the evaluation of written materials the Port will select a short-list of firms for an on-site oral interview before a panel of Port staff members. Following the interviews, selected consultants will be asked to submit a proposal to perform the study.

Written materials will include:

1. A statement of qualifications which demonstrates experience and competence in conducting economic impacts for seaport, airports or other major industrial organizations. Please be specific about the methodology applied to this study. Please include client references.
2. A list of consultants who will be assigned to the study. Please describe their backgrounds and related experiences.
3. Examples of work similar to that requested..
4. Estimated schedule for completion of the report, if chosen. The Port would like the work to be completed by July 2010.

The oral interview will cover the following topics:

1. Explanation of methodology and approach to the program of work
2. Comparability to previous Port of Olympia economic impact studies
3. Application of results

VI. QUALIFICATIONS SUBMITTAL TIMELINE

Consultants are asked to provide six copies of their qualifications to:

Kevin Ferguson
Finance Director
Port of Olympia
1022 marine Drive
Olympia, WA 98501

Materials must be received at the Port by **4:00 PM March 31, 2010.**

The Port will schedule oral interviews to take place the week of April 12, 2010.

Kevin Ferguson telephone number is (360) 528-8040. His email address is kevinf@portolympia. Please contact him if you have questions.