

REQUEST FOR PROPOSALS
FISHERIES PROJECT

INTRODUCTION

The Cameron Parish Port, Harbor & Terminal District is accepting proposals to operate from companies for the operation of a seafood processing facility in the village of Cameron. The selected proposer will function as the operator of the facility which is owned by the Cameron Parish Police Jury and the Cameron Parish Port . Documents related to the Fisheries Project are available upon request.

The objective of the Project is to stimulate economic activity in Cameron Parish by providing a seafood processing facility the Parish has been lacking since Hurricane Rita in 2005 and further since 2008 with losses suffered as a result of Hurricane Ike. The lack of a seafood processing facility has created a hardship on the citizens of Cameron and the surrounding community who have had little to no access to facilities essential to the processing of seafood causing a revenue crisis for the fisheries industry in Cameron Parish.

PART ONE: OPERATOR PROPOSAL

The proposal shall provide a narrative description of:

- a) The company's history of successful seafood processing business or similar business model.
- b) A listing of any proposed partners in the operation or management (for day-to-day management) of the facility and the contact information for each
- c) A management plan with supporting qualifications of personnel
- d) The experience of the company and manager in developing and/or operating similar projects with a listing of each to include location, brief description, years operational, etc.
- e) A detailed listing of the total operational budget for the facility
- f) A business plan with adequate marketing, financial and/or financing data to support the foreseeable success of the retail seafood processing to take place
- g) A timeline which includes the date of commencement of operation
- h) Provide assurance that operator will reimburse the Cameron Parish Police Jury for all required insurance coverages
- i) A financing plan and financial analysis that includes
 - a) A description of the method of financing the proposed operation of the facility
 - b) A clear and detailed plan for securing the necessary equity and debt to finance the operation
- j) A financial analysis that includes
 - a) Details regarding estimated sources and use of funds and a total project budget, operating expenses by use and cash flow analysis
- k) Audited financial statements for the past five years if available, if not available, completed financial statements for the past five years, including a balance sheet, income statement and statement of cash flow; if the respondent does not have such financial statements for the full

five years, provide as many years as is available; these financial statements may be provided under separate cover, and upon condition of confidentiality, if desired

- l) References (name and phone number) for at least one commercial bank and two institutional development partners; describe the nature of the references' involvement in prior comparable projects, i.e. financial sources that have provided members of the operational team with debt or equity financing of comparable magnitude to that required for the proposed operation of the facility; in addition, provide at least two public agency references for projects completed by members of the operational team, i.e. parish administrators, Department of Wildlife & Fisheries; and at least two other contacts that can provide information about the experience and capability of members of the operational and/or management team members in the successful operation of a similar facility

PART TWO: SELECTION CRITERIA

Respondents' responses will be evaluated on the basis of the written materials submitting according to the following criteria, with a possible 100 points total:

1. Experience of Operator/Manager in similar fisheries retail projects:
(based on response to narrative description items: a and d in PART ONE)
 - Developed/operating no similar fisheries retail projects: 0 pts.
 - Developed/operating 1 similar fisheries retail project: 10 pts.
 - Developed/operating 2 - 5 similar fisheries retail projects: 15 pts.
 - Developed/operating more than 5 similar fisheries retail projects: 20 pts.
2. Willingness of operator to provide an annual rental fee to the Cameron Parish Port, Harbor & Terminal District for use of the fisheries facility
 - \$0: 0 pts
 - \$10,000: 5 pts
 - \$20,000: 10 pts
 - \$25,000: 20 pts
3. Financial Feasibility and Deliverability
(based on narrative description items: e-k in PART ONE) 10 pts
 - Quality of the financing plan: up to 10 pts.
 - Financials, business plan: up to 10 pts.
 - Demonstrated ability to be operational by May 30, 2019: up to 10 pts.
4. Management:
(based on narrative description items b and c in PART ONE)
 - Management plan: up to 10 pts.

5. References:
(based on narrative description item: I in PART ONE)
 - Up to 10 pts.

PART THREE: SUBMITTAL INFORMATION

An ad hoc committee of the Cameron Parish Port, Harbor & Terminal District will score the proposals with the top rated respondent being awarded the contract to operate, and may interview the top 3 highest scoring proposals before a selection is made.

All questions pertaining to this RFP must be submitted in writing no later than noon on April 17, 2019 and addressed to:

Clair Marceaux
Port Director
Cameron Parish Port, Harbor & Terminal District
180 Henry Street
Cameron, Louisiana
70631
clair@cameronparishport.com
337-739-1098

All responses to the RFP will be evaluated according to the selection criteria in the RFP and corresponding point system. The proposals will be evaluated on the basis of written materials and the responses submitted. Sufficient information must be included in the response to Part One to assure that the correct number of points are assigned to the selection criteria in Part Two. Incomplete or incorrect information may result in a lower score and not properly responding in the format as required in Part One may result in the Respondent's response being deemed non-responsive and thus not scored. The Cameron Parish Port, Harbor & Terminal District reserves the right to reject any and all responses/proposals.

Once a selection is made, the Cameron Parish Port, Harbor & Terminal District Commission will begin to negotiate an agreement with that Respondent. The negotiations will include the development of an agreement including the representatives presented in the response to the Request for Proposals, timetables and other relevant factors. If the negotiations to develop an agreement to the satisfaction of the Cameron Parish Port, Harbor & Terminal District Commission cannot be reached and/or cannot be reached in a timely manner, the Port Commission will then discontinue the negotiations with the highest ranked Respondent and begin to negotiate an agreement with the next highest ranked Respondent until a successful contract is concluded.

Five (5) copies of the response and any supplemental information should be provided.
All responses should be sealed and marked on the outside:

PROPOSAL – “FISHERIES OPERATOR PROPOSAL-CAMERON PARISH PORT, HARBOR & TERMINAL DISTRICT”

Responses to this RFP should be hand-delivered or mailed so that the Respondent's proposal is received no later than noon on Monday, May 6, 2019 to the following address:

Clair Hebert Marceaux

Director

Cameron Parish Port, Harbor & Terminal District

(Physical) 180 Henry Street

Cameron, Louisiana

70631

(Mailing) P.O. Box 1271

Cameron, Louisiana

70631