



**REQUEST FOR PROPOSAL**  
**WAYNE COUNTY AGRICULTURE INNOVATION CENTER**  
**FEASIBILITY STUDY & BUSINESS PLAN**

May 3, 2021

Question and Answer Period Ends May 19, 2021  
Proposals are due by May 26, 2021

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# REQUEST FOR PROPOSAL (RFP)

## WAYNE COUNTY AGRICULTURE INNOVATION CENTER

### FEASIBILITY STUDY & BUSINESS PLAN

#### INTRODUCTION

The Wayne County Commissioners (“County”) are seeking a qualified consultant (“Consultant”) to develop a **Wayne County Agriculture Innovation Center Feasibility Study & Business Plan (“Agriculture Innovation Center Study”)**. Wayne County is a sixth-class county located in the northeast corner of the Commonwealth of Pennsylvania. The Agriculture Innovation Center Study is an outgrowth of the *Wayne Tomorrow!* strategic planning and development initiative. This project is funded by the County and local contributions from the *Wayne Tomorrow!* Fund, which is administered through The Wayne County Community Foundation.

The County is committed to building industry, entrepreneurship, and family-sustaining jobs that complement our area’s excellent quality of life through a broad initiative called *Wayne Tomorrow!*. Created to make Wayne County’s Comprehensive Plan a vibrant and living document and to engage a wide variety of community partners, *Wayne Tomorrow!* has successfully transformed the way disparate organizations operate within the County by removing silos and creating an integrated, collaborative approach to development which follows a defined economic ecosystem model. An Action Committee comprised of over 50 individuals and organizations meets monthly. Additionally, many more individuals participate through task forces that focus on specific areas: Agriculture, Community Hubs, Housing, and Transportation. This year, in recognition of exemplary collaboration, **U.S. Department of Agriculture designated Wayne County as a Regional Community of Faith & Opportunity.**

Nothing has brought local food systems to the forefront of community development more than the COVID-19 pandemic. Through existing *Wayne Tomorrow!* partnerships, an emergency food distribution program was developed at the onset of the pandemic, and 300 families received food weekly. While this activity integrated fresh farm products, it quickly revealed the need for more wholesome food, expanded services, supply chain management, and critical infrastructure. Building a resilient food system was already a goal of *Wayne Tomorrow!*, with specific recommendations found in the *Wayne County Agricultural Development Plan (ACDS LLC December 2019)*.

In response to strategic planning goals and current needs, County partners are pursuing development of an Agriculture Innovation Center that would function as a food hub, integrate local food products, expand food pantry capabilities, and support education for nutritional food preparation. The Center would have the appropriate equipment and infrastructure to support business growth and a food pharmacy. A significant stakeholder would be the Wayne Memorial Hospital, Honesdale, PA, which is a pilot participant of the *PA Rural Health Model* initiative. Their research has revealed food insecurity within discrete populations in their service area. The hospital is currently developing a food pharmacy program to address certain chronic diseases and promote health and wellness.

The proposed facility would support agri-businesses by offering a shared logistics center, shared processing/packaging equipment, an industrial kitchen that would function as an incubator and provide capacity for R & D, certified refrigeration space, educational programming, retail space and entrepreneurial support. Benefits of the project would be improved health and wellness, increased local demand, strengthened local supply, agricultural innovation, education and skill development, and critical infrastructure.

This project is led by a steering committee that is representative of the ecosystem model. It is inclusive of the County, Wayne Memorial Hospital, and the *Wayne Tomorrow!* Agriculture Task Force, which is comprised of individuals representing agri-businesses, economic and workforce development, education and others.

As will be further outlined in the Scope of Work, the project will be developed over two phases: a feasibility study followed by sustainable business plan if applicable. Costs for each phase will be separate and the initial contract will be for the feasibility study only. Once complete, the project's viability will determine if the contract will be amended to include the business plan. The Agriculture Innovation Center Study will include the formal identification of committed partners, site location, development of a sustainable, integrated business model, and a timeline for initial construction. The study should also accommodate potential expansion of services and/or offerings.

## BACKGROUND

Prior to the onset of the pandemic, Wayne County, with its existing agricultural industry and farming way of life, was working to build a strong foundation for farming in our future. In December 2019, though the efforts of the *Wayne Tomorrow!* Agriculture Task Force, the *Wayne County Agricultural Development Plan* was released. This strategic plan includes recommendations for advancing the industry based on the world we knew at that time. Subsequently, the COVID-19 pandemic has been a disruptor of enormous magnitude and has revealed underlying weaknesses in the nation's food and farm system: broken supply chains, scarcity of grocery store products, and increased food insecurity. Addressing these issues will require building a foundation for agriculture to become more localized, more diversified, less consolidated, and for rural communities to become more resilient with stable local economies.

The pandemic has also served as an accelerator. The urgent need to address the local food system spurred *Wayne Tomorrow!* partners to convene a steering committee to pull together the various food-related activities into an integrated initiative. It is intended that the Agriculture Innovation Center be designed to integrate food security resources, agri-business & food enterprises, local health & wellness initiatives, as well as support education and entrepreneurship in Wayne County. A concept plan for the Agriculture Innovation Center (**Attachment C**) was developed to include the following.

- **Enabling Infrastructure**

An important element of economic development for both our farming and our rural community is investing in agricultural infrastructure. The proposed Agriculture Innovation Center would contain:

- warehouse and refrigeration space to meet the growing needs of the county's five food pantries and serve as the Wayne County Food Pantry Hub;
- a shared working area for the aggregation, light processing and packaging of farm products for retail, wholesale, and institutional sales;
- a farmers' market for local producers;
- and a certified kitchen to serve both existing local food and agricultural businesses and to incubate new products and businesses. The kitchen would also be used for educational purposes in conjunction with the Wayne Memorial Hospital Food Prescription Program, the PSU Extension Office and local school programming.

- **Wayne County Food Pantry Hub**

Wayne County's current Food Pantry Hub does not provide enough space for expanded refrigeration or freezer needs and to separate products received or purchased through State and Federal Programs from local donations or purchased goods as required. The pandemic also brought to light the need for refrigeration distribution vehicles to deliver more fresh foods to the various community pantries as well as assist in special food distributions from USDA and other generous foundations. The County and community partners have been able to secure both a CDBG-CV grant and a DEP Food Infrastructure Grant for coolers, freezers, refrigeration vehicles and shelving/equipment and are now prepared for an investment in a central Food Pantry Hub location which can serve both the needs of current consumers and the expanding need to support local agriculture in Wayne County.

- **Aggregating, Processing, Packaging, and Distribution**

Food hubs address challenges many small farms face, especially financial pressures. They also address other issues such as loss of farms and farmland as well as environmental, health and social issues. In Wayne County most small growers lack the capacity to meet the demand of large wholesale and institutional purchasers: schools, hospitals, grocery chains, etc. Infrastructure that

provides shared workspace and services to farmers—for aggregation, light processing such as washing, peeling, cutting, refrigeration and freezing, packaging and distribution, as well as marketing—will offer a significant benefit to these small farm businesses and smaller retailers. Additionally, bulk purchasing of processing materials can pass savings along to the farmer and the purchaser.

- **A Farmers' Market Home**

Farmers' markets connect communities to their food system by offering an opportunity for consumers to meet the people who grow, produce, and sell fresh, nutritious, local food. Further, in an area like Wayne County where farming is an important rural livelihood, having a permanent home base for our farmers' market will help farmer/vendors improve their income. Finally, a farmers' market is a place for education with farmers and consumers swapping conversation, menus, and recipes. The educational component would be further enhanced by programming from Penn State Cooperative Extension staff.

- **Certified Kitchen**

A certified kitchen will offer value-added processing infrastructure as an incubator for entrepreneurs with existing and/or start-up businesses including farmers, restaurateurs, caterers, bakers, and product developers. Additionally, the kitchen will be able to offer education, including classes to consumers, such as cooking, canning, food safety, nutrition, and more. The kitchen area could also be used for consumer education and support the Wayne Memorial Hospital's food prescription program.

- **Ag Education**

Wayne Highlands School District recently implemented a four-year agriculture curriculum. Enrollment numbers have exceeded expectations and expansion of this program into the other public schools in Wayne County is expected shortly. The curriculum not only covers traditional agriculture programming but incorporates STEM courses and highlights the careers within the Agriculture industry where these skills are essential. The development and enhancement of the food system in Wayne County is key to economic opportunities for these students. The educational component of the Agriculture Innovation Center will assist in career exploration, market development, and the support for economic development.

- **Food Farmacy**

Wayne Memorial Hospital has implemented a food prescription program called the Wayne Memorial Food Prescription Program (WMFRxP) for patients in need throughout the Hospital's service area and that of their project partners - Wayne Memorial Community Health Centers (WMCHC) - in addition to working with the Wayne County food pantry program. WMFRxP partners will provide selected, qualified WMFRxP participants access to nutrition education, provided by WMH dietary counselors; access to healthy and nutritious food supplements through prescriptions and coupon vouchers provided by their Wayne Memorial primary care provider; and information on how to prepare/store their foods.

There are many players, public and private, providing food for the local population. As WMH, WMCHC, and the County move forward with the WMFRxP, it would be ideal to have the Agriculture Innovation Center where individuals can go for their fresh food and other staple items. This food hub could also provide a place for education on food for health and help decrease social determinants of health like food insecurities.

The County and *Wayne Tomorrow!* partners will also begin to contact State and Federal entities for the funding support for the implementation and construction of this facility simultaneously, to be prepared to quickly put the recommendations received from the Agriculture Innovation Center Study into action.

## **PROPOSAL GENERAL INFORMATION**

This Request for Proposal (RFP) seeks qualifications, planning and implementation documents, and pricing from consulting organizations who are experienced in feasibility studies and business plan development within the agriculture industry sector. The County is interested in receiving proposals from any prospective organization meeting the qualifications outlined in this document. The proposals should be prepared simply and economically, providing straightforward and concise descriptions of the consulting organization's capabilities and sufficient information to satisfy the requirements of this RFP. False or inaccurate information will result in the rejection of the consulting organization's response.

### **RESPONSE TITLE**

The RFP title for this project is "Wayne County Agriculture Innovation Center Feasibility Study and Business Plan."

### **COST & TIMING**

The project is funded through the County and community support. The County intends to comply with open and competitive bidding procedures for engagement of services for a professional consultant. Funds will be used to pay the Consultant for costs associated with development of the Agriculture Innovation Center Study and to compensate for generating the required number of (paper and digital format) copies of the plan (and related materials) when it is published. The Consultant will be required to submit monthly progress reports to the County so that the planning progress can be tracked and the Consultant properly compensated.

This project has two phases: Phase 1 is the Feasibility Study and Phase 2 is the Business Plan. It is only with satisfactory conclusion of the Feasibility Study and the determination by the County that the project is viable that the County will amend the contract to include the Phase 2 Business Plan.

The contract awarded for this project will be a FIRM FIXED-PRICE contract. Periodic payments for the Consultant's efforts will be contingent upon receipt of deliverables deemed satisfactory. The contract terms shall remain firm during the project and shall include all charges that may be incurred in fulfilling the terms of the contract. An invoice schedule will be negotiated as part of the Consultant's contract.

The County anticipates awarding the contract the week of **June 14, 2021**. The final, approved draft of the Agriculture Innovation Center Study (Phase 1 Feasibility Study) is required **August 23, 2021**. Any extension requests must be in writing, have good cause, and be submitted to the County no later than **August 18, 2021**, and be approved by the County.

### **PRIMARY CONSULTANT RESPONSIBILITIES**

The selected Consultant will be required to assume responsibility for all services offered in the proposal and requested herein whether or not the Consultant produces them. Furthermore, The County will consider the selected Consultant as the sole point of contact regarding contractual matters.

## CONTENT OF PROPOSALS

- A. **Scope of Work** – A draft Scope of Work has been prepared by the County (**Attachment A**). All proposals must include an explanation of how the Consultant expects to carry out the scope of work. The County understands that various approaches can be taken to the planning process and is receptive to suggested changes to the work program, particularly with regards to cost-savings, innovative ideas, or customized processes.

The proposal narrative should also address the timetable for completing tasks.

- B. **Qualifications** – The proposal must describe the qualifications and experience of the organization and the personnel to be assigned to the project. Information provided should include direct experience with the specific subject-matter area and must provide examples (via web links or printed materials) of the three most similar plans undertaken by the Consultant's organization and the extent to which performance goals were stated and achieved. Provide associated organizations' names and addresses, names of contact persons, email addresses, and telephone numbers for reference.
- C. **Cost and Price Analysis** – The Consultant and any Subcontractor must provide a cost estimate of sufficient level of detail to document expenses by task. The following will be reviewed to support the reasonableness of the quotation.
1. Direct Labor Costs – Itemize so as to show the following for each category of personnel with a different rate of pay per hour:  
Category (Planner, Project Manager, Research Associate)  
Estimated Hours  
Rate per Hour  
Total cost for each category and for all direct labor costs.
  2. Labor Overhead – Specify what is included and the rate used.
  3. Travel – Itemize proposed mileage and cost/mile.
  4. Subcontract Costs – Itemize
  5. Cost of Supplies and Materials – Itemize
  6. Other Direct Costs – Itemize
  7. General Overhead Costs – Specify what is included and the rate used.
  8. Total Cost

A cost summary form, attached hereto as **Attachment B** and made part of this RFP, shall be completed and submitted. Please include the amount of time the proposal will remain valid. Ninety days (90 days) from submission date is preferred and if the timeframe is shorter than 90 days, please note that information clearly in the proposal. **This portion of the proposal must be bound and sealed separately from the remaining proposal.**

- D. **Nondiscrimination** – Nondiscrimination, sexual harassment and drug free workplace policies must be observed by the County and its contractors and consultants. Respondents are required to include an executed Nondiscrimination Clause (**Attachment D**) with their response to this RFP.

## EVALUATION OF PROPOSALS

All proposals will be evaluated based upon completeness, quality, and level of detail of the following criteria:

- A. Understanding of the needs and requirements of this RFP, and the approaches necessary for meeting them.



- B. Prior experience in feasibility studies and business plan preparation and reference checks of current and past clients.
- C. Program of work for preparation of the plan.
- D. Overall qualifications, skills, and relevant prior experience of the key personnel assigned to the project, and the capability to carry out and support the project in a timely manner.
- E. Creativity and innovation.
- F. Cost of services.
- G. Utilization of and coordination with the steering committee, *Wayne Tomorrow!* Agriculture Task Force and County agencies regarding the use of existing surveys, data, maps, inventories, and studies.

The Consultant's proposed cost, while an important consideration, will be measured in addition to the above factors in determining the most advantageous proposal.

Evaluations will be structured, ranked on a point system, and fair. Selection of, and contract negotiations with the Consultant, including scope of work, deliverables, schedules, and fees will be conducted pursuant to the County's procurement practices and any code or legal requirements of the Commonwealth of Pennsylvania.

#### **PRESENTATIONS**

Any or all responding consulting organizations may be invited to make a presentation. If so, the County will coordinate with the respondents to set a date and time during the week of **June 7, 2021** for their presentation. All costs incurred by the consulting organizations regarding the presentations will be the responsibility of the Consultants.

#### **RESPONSIBILITY FOR COSTS**

The responding consultant organizations shall be fully responsible for all costs incurred in the development and submission of the proposal or any other costs incurred by the consultant prior to issuance of an agreement or contract. The County shall not assume any contractual obligation as result of the issuance of this proposal request, the preparation or submission of a proposal by a consulting organization, the evaluations of the proposals, or final selection.

#### **DISQUALIFICATIONS**

Factors such as, but not limited to, any of the following may be considered just cause to disqualify a proposal without further consideration:

- A. Evidence of the consulting organization's inability to successfully complete the responsibilities and obligations of the proposal.
- B. Evidence of incorrect information submitted as part of the proposal.
- C. Any attempt to improperly influence any member of the County or evaluation team.
- D. Existence of any lawsuit, unresolved contractual claim, or dispute between the consulting organization and the County.

- E. A consulting organization's default under any previous agreement with the County, which resulted in termination of the Agreement.

#### **GRATUITIES**

No person shall offer, give, or agree to give any *Wayne Tomorrow!* Agriculture Workgroup member or County employee any gratuity, discount, or offer of employment in connection with the award of contract by the County. No County employee shall solicit, demand, accept or agree to accept from any other person a gratuity, discount, or an offer of employment in connection with a County contract.

#### **RFP MODIFICATION**

The County reserves the right to modify or change any information presented in this RFP. Any RFP modification will be provided to all consulting organizations on the initial distribution list or who have indicated interest by a written request via email to [vbotjer@waynecountypa.gov](mailto:vbotjer@waynecountypa.gov).

#### **RFP INQUIRES**

RFP addenda and question and answer responses will be sent to all consulting organizations on the initial distribution list or others that request in writing that they be added to the distribution list via email to [vbotjer@waynecountypa.gov](mailto:vbotjer@waynecountypa.gov). Questions regarding the RFP should be sent via email to [vbotjer@waynecountypa.gov](mailto:vbotjer@waynecountypa.gov) no later than May **19, 2021**. Questions and/or requests for clarifications received after this deadline will not be answered. The County will address each question within a week of receipt and no later than **May 21, 2021** and all questions and their responses will be sent electronically to all consulting organizations. All requests must go through the County.

#### **RETURN PROPOSAL INSTRUCTIONS**

The RFP Response should include one (1) printed copy and one (1) electronic copy on USB Storage Device or other storage mechanism of your proposal in Adobe PDF format. The person authorized to obligate the Consultant must sign the original proposal. The response should be delivered to the following address in a sealed envelope labeled "*Wayne County Agriculture Innovation Center Feasibility Study & Business Plan*" clearly marked on the outside of the envelope. Email responses are permitted to [vbotjer@waynecountypa.gov](mailto:vbotjer@waynecountypa.gov) as long as an original signed copy is sent to the County postmarked on or before the due date of **May 26, 2021**. The proposal shall be delivered to:

The County of Wayne  
Attn: Vicky J. Botjer, Chief Financial Officer  
Wayne County Courthouse  
925 Court Street  
Honesdale, PA 18431

**The deadline for accepting RFP responses is 4:00 P.M. on May 26, 2021 at the above address or by email with the original signed copy mailed and postmarked by the due date.** Responses received after that time will be returned unopened to the consulting organization. The County is not responsible for any delivery errors caused by delivery carriers or email servers.

**RFP ACCEPTANCE AND REJECTION**

The County reserves the right to accept any RFP response, to reject any or all RFP responses, to waive irregularities or informalities in any RFP response, and to make the award in any manner deemed in the best interest of the County.

**CONTRACT CANCELLATION**

If the Consultant's proposal progresses to a contract for services, the County reserves the right to terminate all or any part of the contract at any time upon prior written notice to selected Consultant. Thereafter, the County will pay Consultant costs properly allocated to work performed prior to termination.

**ADDITIONAL PROPOSAL MATTERS**

Respondents to this RFP should note the following disclaimer:

The intent of this RFP is to provide a general framework to assist consulting organizations in preparing proposals. This RFP does not provide a complete understanding of the project, nor does it contain all matters upon which an agreement must be reached. The County reserves the right to include additional or modified performance specifications. The issuance of this RFP and the receipt of proposals do not bind or otherwise impose legal obligation upon the County.

This RFP does not commit the County or any of its affiliates or subsidiaries to pay for any costs incurred in the review of this RFP, the preparation and submission of a proposal, or any other costs incurred by a respondent prior to execution of a binding and definitive agreement between a Consultant and the County. Further, the County has no obligation to accept a proposal or to proceed with any possible activities described herein. No representations or warranties whatsoever are being made as to the accuracy or completeness of the information contained in this RFP.

The County reserves the right to amend this RFP through written or electronic notification.



### SCOPE OF WORK

The Consultant will engage with Wayne County agencies, the project steering committee, *Wayne Tomorrow!* Agriculture Task Force stakeholders, agri-businesses, educational institutions, and others; conduct research, surveys, public outreach, and other activity to gain an understanding of past and current agricultural activities for development of the Agriculture Innovation Study. The draft of the Phase 1 Feasibility Study would contain, at a minimum, the elements found below.

### PHASE 1: FEASIBILITY STUDY

#### A. Vision Statement, Mission, Goals, and Objectives

Work with project stakeholders to clearly define the purpose and intended goals of the Agriculture Innovation Center.

#### B. Review of Information & Resources

Review current agriculture and food-related initiatives within Wayne County and relevant documents and resources, such as the Wayne County Agriculture Development Plan, County Food Pantry requirements, Wayne Memorial Food Prescription Program (WMFRxP), and Wayne Highlands School District's Agriculture Program.

#### C. Identification of Committed Partners

The Agriculture Innovation Center is intended to integrate related activities into a central facility that could leverage existing funding and partnerships and meet multiple constituent needs. The County has already committed to being an anchor tenant through its Food Pantry service; the success of the project requires formal identification of other partners, such as healthcare providers, educational institutions, farmers, and service providers.

#### D. Feasibility Assessment

- **Market Assessment**

Identification of who will be served – both the customer and the end-user. Assess both direct and indirect competition. Evaluate the potential impacts over 5 and 10 years.

- **Preliminary Financial Analysis**

Conduct initial financial analysis to determine economic viability of proposed Agriculture Innovation Center, including such factors as identification of start-up costs, projections of profits and cash flows, return of the investment, and business model.

- **Identification of a Site / Location**

Identify existing building or an independent facility that would be specifically designed and constructed for the Agriculture Innovation Center. This is inclusive of adequate land, utilities, zoning requirements, land development and/or building costs, building size, permitting, access to customers and markets, site readiness, potential for expansion, and the overall ability for such location to align with and meet the project's strategic goals.

- **Basic Facility & Equipment Requirements**  
Provide preliminary concept of the physical and operational elements of the proposed facility that would achieve project goals, including physical space and facility design, equipment, management and personnel requirements.
- **Critical Risk Factors**  
Provide an assessment of all factors that could prevent this project from moving forward, such as economic forecasts or regulatory issues.
- **Interrelationship Among Facility Components**  
Analyze the interrelationships of the facility components. This analysis should be performed to assure maximum output of the facility and alignment of project goals. Examples are:
  - A. The interrelationship between the County Food Pantry, local farm production, and the Wayne Memorial Food Prescription Program.
  - B. The interrelationship between the Certified Kitchen, the Wayne Highlands Agriculture Program, and the local farm production.

**E. Identification of Potential Funding Sources**

Identify specific funding sources, both public and private, that could support development of the Agricultural Innovation Center.

**F. Go / No Go Decision-making**

Assist the County and stakeholders through the decision-making process of whether the project is feasible or not.

## **PHASE 2: BUSINESS PLAN**

Upon successful completion of the feasibility study and decision to move to Phase 2, the County and Consultant will determine the final scope of work for the Business Plan. It is anticipated that this will include at a minimum: Executive Summary, Operating Plan, Marketing Plan, Management & Ownership, Legal Structure, and Financial Plan, including cash flow projections. The Business Plan should be in sufficient detail to support grant requests and attract private investment. The Consultant is asked to provide an estimate for Phase 2 work in Attachment B. It is understood that the Business Plan contents would be influenced by the findings of the feasibility study, and that final cost would be determined based on agreement between the County and Consultant and negotiated costs.

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The Agriculture Innovation Center Study components should be written for a non-technical audience with appropriately designed graphics and narrative discussion of the findings. In addition, a final, concise executive summary should integrate and interpret the key findings and recommendations. Detailed statistical data, all references and sources, and methodological issues should be organized in appendices.

The Consultant must submit one (1) printed copy of the Agriculture Innovation Center Study and one (1) Adobe PDF file via email.

The Consultant is required to provide at least two weeks for the County and steering committee to review and comment on the draft study, and then to incorporate that feedback into their final recommended study. A successful outcome is a feasibility study that the County and community stakeholders will publicly support and act upon, with resulting benefits to Wayne County's local food system, rural lifestyle, sustainability, and economic resilience.

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**AGRICULTURE INNOVATION STUDY  
COST SUMMARY FORM**

**PHASE 1: FEASIBILITY STUDY**

**Task**

Vision Statement, Mission, Goals, and Objectives \$ \_\_\_\_\_

Review of Information & Resources \_\_\_\_\_

Identification of Committee Partners \_\_\_\_\_

Feasibility Assessment \_\_\_\_\_

Identification of Potential Funding Sources \_\_\_\_\_

Go / No Go Decision-making \_\_\_\_\_

Miscellaneous \_\_\_\_\_

Direct Costs – Mileage, Meetings, Reproductions, etc. \_\_\_\_\_

Others (please specify below): \_\_\_\_\_

\_\_\_\_\_

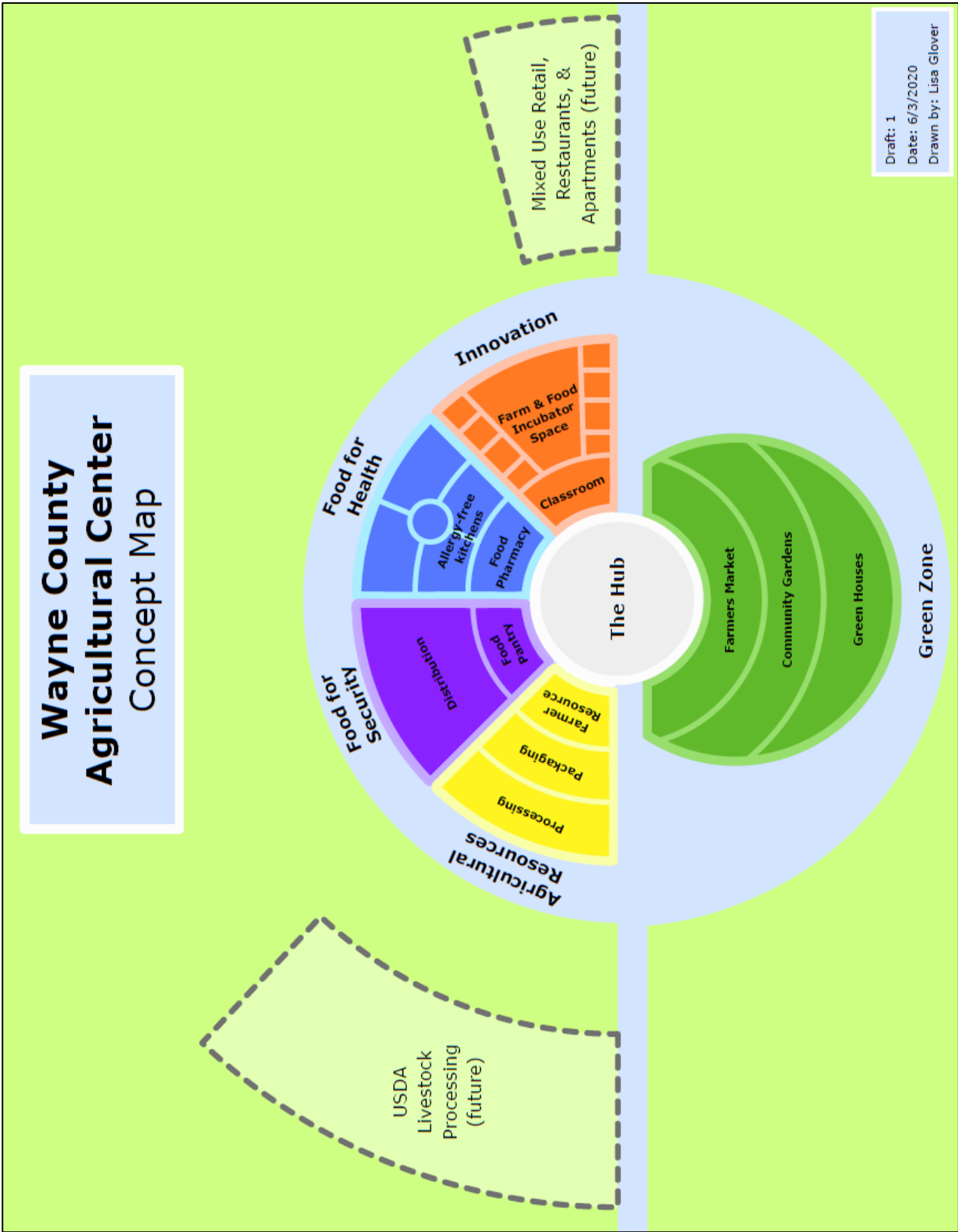
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Phase 1 Feasibility Study Total Costs: \$ \_\_\_\_\_

**PHASE 2: BUSINESS PLAN**

Estimated Business Plan Costs \$ \_\_\_\_\_

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## **Attachment D**

### **Wayne County's Nondiscrimination Clause**

Please execute the Nondiscrimination Clause found on the next page and return with your proposal.