



Buzz Products, Inc.
4818 Kanawha Boulevard, East
Charleston, WV 25306
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September 4, 2018

Scope of Work - RFP Evaluation Assistance for Buzz Products Design/Build of Livestock Slaughter Facility

1) Project description:

Buzz Products Inc. is seeking an experienced consultant to support the organization during the procurement of a Design/Build firm for a livestock slaughter and processing facility. Buzz is specifically seeking assistance during the drafting and review periods of a competitive solicitation which will be put out to bid.

2) Buzz Products Inc. and project focus:

Buzz Products Inc. received a 2017 Abandoned Mine Land (AML) Economic and Community Development Pilot Program award to construct and operate a livestock slaughter and processing facility with capabilities to produce value-added meat products. This portion of the project includes supporting the project team during the Request for Proposals development and evaluation of a qualified Design/Build firm for the slaughter and processing facility.

3) Qualifications and Expectations.

Buzz Products Inc. expects the consultant to have the following experience, knowledge, skills and abilities:

- Expertise in the operation, design, or development of a livestock slaughter facility
- Availability to be in Charleston WV for an estimated 2-3 meetings over the project period
- The consultant is required to recuse themselves and their firm (if applicable) from bidding on the final RFP

Desired but not required*

If applicable*, please be sure to outline your experience with the following:

- Demonstrated familiarity with food safety, humane slaughter, animal handling, meat product development.
- Direct experience in developing Design/Build Requests for Proposals
- Experience evaluating and working with successful Design/Build firms.

4) Scope of Work and Budget

The consultant is expected to submit a scope and budget for the following tasks:

- The consultant is expected to provide ad-hoc guidance and expertise of a limited and specified duration during the period of performance.
- Draft and review solicitation materials: The consultant is expected to review the existing Design/Build firm RFP and contribute to ensure that it clearly communicates the needs and requirements of the project. The consultant is expected to provide specific guidance around slaughter facilities.
- Participation in work team discussions and decision making around the RFP and solicitation process.
- Participation in the selection of a Design/Build firm, to include but not limited to, interviewing and providing feedback on proposals during the selection process.

5) Anticipated Project Period/Timeline

Anticipated work period from September 24, 2018 through December 21, 2019 for an estimated total of 45-50 non-consecutive hours.

<u>Expected Level of Effort*</u>	
Task and timeline	Estimated commitment
Draft & Review Solicitation Materials & Participation in work-team meetings. Review RFP draft and provide slaughter expertise. (Anticipated timeframe September 24 - October 5)	15-20 hours
Participation in selection of Design/Build Firm. Interviewing and providing feedback during selection process. (Anticipated timeframe October 19 - December, 10, 2018)	20-35 hours
Total	45-50 hours.

**The team is open to alternative LOE within a timeframe that includes selection of a design/build firm by the end of 2018. There may be option to extend contract beyond this SOW.*

6) Work location:

The consultant is expected to be present at Buzz Products Inc. offices in Charleston WV for an estimated 2-3 work team meetings. When appropriate the consultant may complete work off-site. Buzz Products Inc. anticipates awarding a Fixed Price Consulting agreement and all travel costs should be incorporated into a total proposed budget.

7) Application and Review Process

Please email proposal to Annie Stroud at annie@beef.buzz by **no later than September 18, 2018.**

Application Requirements:

- In your proposal (no more than 2 pages), please provide a description of relevant past work. Be sure to specify previous experience conducting same/similar projects;

experience with livestock slaughter facility operations and/or design; a list of facilities worked with;

- A minimum of three references;
- Any relevant knowledge and skills as it relates to the above mentioned desired qualifications. Supporting documentation is welcome but not required.
- Proposed total cost for the above engagement and any requested payment terms

Questions can be submitted by email to Annie Stroud by September 11, 2018. Answers will be posted online at <http://www.buzzfoodsvc.com/content/evaluation-assistance-abattoir-designbuild>

Review Selection Process: All applications shall be reviewed by Buzz Products Inc. Abattoir Work Team. Buzz Products Inc. may choose to conduct a 30 minute in-person or phone interviews the week of Sept 19-Sept 26. The successful applicant shall be notified by no later than September 26, 2018.