



Request for Proposals (RFP)

Economic Impact Study – Belfair Sewer System & Puget Sound Industrial Center (PSIC South)

Issuing Organization

Mason County Economic Development Council and Kitsap Economic Development Alliance
628 W. Alder St

Shelton, WA 98584

Kevin Shutt, Executive Director, Mason County Economic Development Council

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Release & Proposal Dates

Release Date: September 18, 2025

Proposal Due Date: October 30, 2025 by 5:00 PM

1. Introduction

The Mason County Economic Development Council and Kitsap Economic Development Alliance are seeking proposals from qualified consultants to conduct an Economic Impact Study evaluating the current and potential economic contributions of a regional sewer system serving Belfair, Washington and the southern portion of the Puget Sound Industrial Center (PSIC) in the City of Bremerton, Washington.

The study will assess both the direct, indirect, and induced contributions of the sewer system to regional economic development and will specifically analyze the impacts on small businesses operating in Belfair and Bremerton.

2. Background

Belfair is an unincorporated community in Mason County, Washington, with a diverse small business sector serving local residents, tourists, and commuters. The Puget Sound Industrial Center (PSIC) in Bremerton is a designated regional manufacturing and industrial hub with growing infrastructure and workforce needs.

The regional sewer system connecting Belfair and PSIC South represents a critical infrastructure investment with potential to:

- Expand business and industrial capacity
- Support small business growth and retention
- Enable new development opportunities
- Protect environmental quality and public health

An economic study is needed to help local governments, utilities, businesses, and community stakeholders understand the system's contributions and to inform policy and funding decisions.

3. Scope of Work

The selected consultant will complete the following tasks:

1. Literature Review & Data Collection
2. Economic Impact Analysis
3. Small Business Impact Assessment (Belfair Focus)
4. Industrial Development Potential
5. Community and Stakeholder Engagement
6. Final Report & Presentation

4. Deliverables

- Project work plan and timeline
- Interim data memo and stakeholder engagement summary
- Draft report for review and comment
- Final report (digital and print-ready)
- Public presentation (virtual and/or in-person)

5. Proposal Requirements

Proposals should include:

1. Cover Letter
2. Consultant Team Description and Qualifications
3. Approach & Methodology
4. Project Timeline
5. Budget & Cost Proposal
6. References

6. Evaluation Criteria

Proposals will be evaluated based on:

- Experience conducting economic impact or infrastructure studies
- Familiarity with regional economic development in Western Washington
- Strength of methodology and stakeholder engagement approach
- Qualifications of key personnel

- Cost-effectiveness and value
- Quality of references

7. Timeline

- RFP Release: September 18, 2025
- Questions Due: October 20, 2025
- Proposal Due: October 30, 2025 by 5:00
- Expected Consultant Selection: November 13, 2025
- Expected Project Completion: March 10, 2026

8. Budget

The budget for this project is not to exceed \$25,000, inclusive of all professional fees and expenses.

9. Submission Instructions

Proposals must be submitted electronically in PDF format to:

Kevin Shutty
Executive Director
Kevin@choosemason.com

Deadline: October 30, 2025 by 5:00 PM

Late submissions will not be accepted.