



Port Arthur Economic Development Corporation Request for Proposals (RFP)

Project Name: West Side Grocery Market Feasibility Analysis, Food Access Needs Assessment & Retail Recruitment Strategy

Posted: Wednesday, June 17, 2026

Date Proposal Due: Thursday, July 16, 2026 by 3:00 PM(CT)

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Introduction

The Port Arthur Economic Development Corporation (PAEDC) is seeking proposals from qualified firms to conduct a comprehensive **West Side Grocery Market Feasibility Analysis, Food Access Needs Assessment, and Retail Recruitment Strategy**.

The study will evaluate grocery access, assess market demand, identify barriers to food access, and recommend viable grocery retail and food access solutions for the **West Side of Port Arthur, including Downtown Port Arthur, Pleasure Island, and Sabine Pass**.

The PAEDC's goal is to better understand the opportunities and challenges associated with expanding access to affordable, healthy food options within the study area and to identify implementation strategies that can support long term community needs. This work will guide future decision making and serve as a foundation for engaging potential grocery operators, development partners, investors, and community stakeholders.

Background

Residents, businesses, and community stakeholders have identified the need for improved access to affordable, healthy, and convenient food options throughout the **West Side of Port Arthur, including Downtown Port Arthur, Pleasure Island, and Sabine Pass**.

The PAEDC seeks to proactively evaluate market conditions, consumer demand, food access barriers, and potential grocery retail opportunities that can improve quality of life while supporting neighborhood revitalization and economic development goals.

Project Objectives

The selected firm will:

- Conduct a market analysis of grocery demand and food access within the **West Side study area, including Downtown Port Arthur, Pleasure Island, and Sabine Pass**. Identify and evaluate the feasibility of different grocery models (independent, co-op, chain, etc.).
- Evaluate current food access conditions and identify service gaps affecting residents and visitors.
- Identify and evaluate the feasibility of various grocery and food access models, including independent grocers, regional and national chains, cooperatives, specialty markets, neighborhood markets, mobile markets, and other innovative food access solutions.
- Engage community stakeholders to gather input regarding grocery preferences, shopping habits, barriers to access, and desired services.
- Assess opportunities and challenges unique to **Downtown Port Arthur, Pleasure Island, and Sabine Pass**, including transportation access, tourism activity, population density, seasonal demand, and economic conditions.

- Provide clear recommendations for the most feasible grocery retail and food access solutions, including actionable implementation strategies and potential partnership opportunities.
- Develop mapping and visual analysis of existing grocery locations, service areas, transportation access, and food access gaps.

Scope of Work

1) Market Analysis

- a. Review demographic trends, population characteristics, household income, consumer spending patterns, and economic indicators.
- b. Conduct a grocery retail leakage and consumer expenditure analysis to determine where residents currently shop for groceries and household goods.
- c. Evaluate existing grocery stores, convenience stores, food retailers, and other food access resources serving the West Side study area.
- d. Assess current and projected market demand for grocery retail and food access services.

2) Community Needs Assessment

- a. Design and implement a community engagement strategy that may include surveys, focus groups, stakeholder interviews, public meetings, and other outreach methods.
- b. Identify barriers to food access, including transportation, affordability, availability, convenience, and consumer preferences.
- c. Document community perspectives regarding preferred grocery store models, product offerings, and service needs.
- d. Gather input from residents, business owners, community organizations, healthcare providers, educational institutions, and other relevant stakeholders.

3) Feasibility & Recommendations

- a. Evaluate the feasibility of various grocery retail and food access models within the study area.
- b. Assess economic, operational, social, and market viability of each model.
- c. Identify potential operators, retailers, development partners, funding opportunities, and implementation strategies.
- d. Provide short term, medium term, and long-term recommendations to improve grocery access and food availability.

4) Mapping (Supportive)

- a. Develop maps illustrating existing grocery and food retail locations throughout the study area.
- b. Analyze service areas, transportation access, walking distances, and other geographic factors affecting food access.
- c. Identify underserved areas and food access gaps.
- d. Utilize mapping to support recommendations and implementation strategies. Mapping is intended for analysis purposes and not specific site selection.

Deliverables

The selected firm will provide:

- Draft report for staff review and comment.
- Final written report containing an executive summary, market analysis, community needs assessment findings, maps, feasibility analysis, and recommendations.
- Geographic mapping and visual analysis illustrating food access conditions and service gaps.
- Retail recruitment and implementation strategy outlining opportunities, potential operators, and recommended next steps.
- Presentation of findings to the Port Arthur Economic Development Corporation Board of Directors and, if requested, the Port Arthur City Council.

Proposal Requirements

Proposals must include:

- **Cover Letter:** Provide a cover letter indicating your interest.
- **Firm/Team Background:** Describe the firm, years in business, services offered, and office location. Identify the project manager and key staff who will be assigned to the project and list any subcontractors or partner organizations with their roles.
- **Relevant Experience:** Provide a summary of comparable projects completed within the past five years, particularly grocery or retail market analyses and food access studies. Include client names, project descriptions, completion dates, and references.
- **Methodology & Approach:** Outline the proposed approach to completing the market analysis, needs assessment, community engagement, and recommendations. Detail the tools, data sources, and strategies to be used.
- **Timeline:** Present a project schedule with major milestones that demonstrates the firm's ability to complete and proposed completion time.
- **Cost Proposal:** Provide an estimated cost for the project, including a breakdown of professional fees and expenses.
- **Conflict of Interest:** Disclose any actual or potential conflicts of interest with the Port Arthur Economic Development Corporation. Note that the Port Arthur EDC reserves the right to determine whether a conflict of interest exists and, if so, whether it disqualifies the firm.
- **Required Statements:** Confirm compliance with federal, state, and local regulations. State the firm's commitment to non-discrimination in employment practices. Acknowledge that proposals may not be withdrawn for sixty (60) days after submission.

Evaluation Criteria

Proposals will be evaluated on a 100-point scale based on:

- Firm's experience and qualifications. **(30 Points)**
- Quality and clarity of proposed methodology. **(25 Points)**
- Capacity to complete the project on schedule. **(25 Points)**
- Cost effectiveness. **(20 Points)**

Proposal Deadline

Proposals must be uploaded to our website by **3:00 PM (CT) on Thursday, July 15, 2026**

Website: www.paedc.org: "About", "RFP Posting"

Pre-Proposal Questions

All questions may be directed to the following PAEDC staff contact person:

Dylan Bennett, dbennett@paedc.org, (409) 963-0579

Disclaimers:

The Port Arthur EDC reserves the right to reject any or all bids or to waive any informalities or irregularities in the bidding.