

REQUEST FOR PROPOSALS
DISASTER RECOVERY & RESILIENCY PLAN FOR THE
ALABAMA-TOMBIGBEE REGION

ISSUE DATE: August 14, 2020

RESPONSE DATE/TIME: August 31, 2020

The Alabama-Tombigbee Regional Committee is seeking proposals from qualified economic development professionals for assistance in developing an economic recovery/resiliency plan for the region. This document will serve as an economic recovery guide and will provide recommendations to increase the region's resilience and sustainability.

Scope of Work

The proposed Scope of Work will include the following tasks:

- I. Determine Resources & Finalize Planning Process:** The Consultant will be responsible for preparing a document detailing the planning process. This document will be submitted to ATRC for review and approval within two weeks of signing an agreement. The process is expected to include a number of public forums and committee meetings throughout the ten county region over the course of twelve months.
- II. Establish the Planning Committee and Guide the Planning Process:** The Consultant will work with ATRC's Disaster Recovery Coordinator to identify individuals and groups (public, private, non-profit, economic development, education, community development, healthcare, business development) key to the planning process. A Disaster Recovery/Resiliency Committee will be formed. This committee will guide the planning process. The committee is expected to meet throughout the planning process.
- III. Public Outreach & Stakeholder Input:** The planning process requires a transparent, public participation process and an opportunity for the public to comment on the plan during the drafting stage and prior to plan approval. To achieve these goals, ATRC's Disaster Recovery Coordinator will partner with a Consultant on organizing and holding open forums and workshops. A list of stakeholders will be developed and maintained.
- IV. Assess Capabilities, Social Needs, Economic Dependencies, Government Systems, and Infrastructure Deficiencies (with an emphasis on technology, specifically broadband access) with regards to disaster recovery and resiliency and develop strategies to address needs:** The Consultant with the assistance of the Disaster Recovery/Resiliency Committee and Disaster Recovery Coordinator will collect and review information on the region's capabilities, social needs, economic dependencies, government systems, and infrastructure deficiencies (with an emphasis on technology, specifically broadband access) with regards to disaster recovery and resiliency and develop strategies to address identified needs/deficiencies.
- V. Develop Planning Document:** The Consultant will be responsible for developing a Disaster Recovery/Resiliency Plan for the Alabama-Tombigbee Region.
- VI. Public Review and Plan Adoption:** The Disaster Recovery/Resiliency Plan will be released for public review and public meetings on the draft will be held. The public's questions, comments, and recommendations will be reflected in the final draft.

The Consultant will be required to submit monthly status reports indicating work completed to date and any problems that have or could have impacted the project schedule.

General Submission Instructions and Requirements

A. Inquiries: Any questions or requests for additional information concerning this Request for Proposal and/or the Scope of Services should be directed in writing to Mrs. Brandy Wilkerson, Planning Director, Alabama-Tombigbee Regional Commission by e-mail at: brandy.wilkerson@atrc.net. Inquiries must be made by 4:00PM on August 25, 2020. Questions associated with this RFP received via phone call will not be responded to or acknowledged.

Please note that it is ATRC's policy to respond only to technical questions. Under no circumstances will ATRC provide interpretive guidance. No oral interpretations shall be made to any respondent as to the meaning of any of the documents. Written approval of ATRC is required prior to any public disclosure of the cost proposal submitted in response to this RFP or any other subsequent awards.

B. Proposal Requirements & Format: ATRC, acting through a Selection Committee consisting of representatives from ATRC and our Executive Committee will select a qualified professional economic development firm or team based on the information outlined below. Qualifying firms or teams must demonstrate experience and expertise in developing and/or updating Disaster Recovery and Resiliency Plans or other similar regional economic development plans with an emphasis on Community Outreach & Stakeholder Input, Data Collection & Analysis, Content Development and Identification of an Action Plan and Evaluation Framework, among various other tasks.

Written proposals should include, at a minimum the following information:

1. Letter of Interest: Please provide a Cover Letter outlining your firm's desire to assist with our Disaster Recovery and Resiliency Plans. Please include name and contact information of the firm's authorized representative and the project manager; as well as a list of sub-Consultants, if applicable.
2. Consultant Qualifications & Capabilities: Describe the qualifications and capabilities of the firm, team or individuals as they relate to experience with Disaster Recovery and Resiliency Plans.
3. Technical Approach/Proposed Scope of Services: Describe the technical approach and proposed scope of services that will be used to complete the plan. Any recommendations to improve the suggested Scope of Work or support the project; as well as any thoughts your firm may have on efficient delivery of the project should also be included.
4. Past Project Experience: Include descriptions of comparable projects and provide summaries and reports of related and relevant work completed. Summarize the scope of work performed, why the unique approach to this project was successful and provide client contact information. Please include a description of why/how ATRC's project will be similar and different regarding potential challenges.

5. Key Personnel Assigned to Project: Identify specific personnel that will be assigned to the following key roles for the project: Project Manager and Lead Technical Staff members. Personnel identified in the proposal must be the principal staff that will work on the project and represent most hours billed to the project. Resumes shall not exceed 3 pages in length. Project staff must meet all local, state, and state and federal requirements to perform work.

6. Cost Proposal & Schedule: Provide a detailed cost breakdown to complete the tasks outlined in Attachment A. In addition, please provide a project schedule that identifies and tracks each specific task and the anticipated date of key milestones & deliverables. The Disaster Recovery/Resiliency Plan for the Alabama-Tombigbee Region should be completed and ready to submit to the United States Economic Development Administration before October 1, 2021.

7. References: Provide three references from comparable types of projects completed over the last five years. Include project names and locations, name of primary client contacts and their contact information including e-mail addresses and telephone numbers. Indicate the role of your firm in each project and each project's cost and date of completion.

8. Equal Employment Opportunity Statement: Please provide a detailed statement describing your Equal Employment Opportunity practices and any statistical employment information that it deems appropriate, relative to the composition of its work force or its subcontractors.

C. Selection Process:

Activity	Anticipated Completion Date
RFP Issued	August 15, 2020
Questions/Inquiries to	August 25, 2020
Proposals due	August 31, 2020
Review of Responses	Week of September 1, 2020

*Please note the schedule may be altered at the ATRC's discretion.

Consultants or consortia of Consultants will be asked to demonstrate expertise and experience in all skill areas that may be appropriate to the work completed for a Disaster Recovery and Resiliency Plans. All RFPs received by ATRC will be reviewed and evaluated by a Selection Committee (the "Committee") comprised of representatives from ATRC and our member municipalities. Responses to this RFP will be evaluated based on the Consultant's responses to all relevant criteria stated in this RFP. Proposals will be evaluated and scored by the Committee utilizing a ranking criterion that will consist of the following:

- Consultant's Qualifications & Capabilities (35 Points)
- Technical Approach (25 Points)
- Past Project Experience (15 Points)
- Cost Proposal (15 Points)

- Key Staff Assigned to Project (10 Points)

A recommendation of the preferred Consultant will be made by the Committee. Upon selection of the preferred Consultant, ATRC will be authorized to communicate to the selected Consultant and begin negotiations. The selected Consultant will be notified of the decision by the Committee as quickly as possible. Contract negotiations will commence immediately upon notification. A negotiation period will be provided for the selected Consultant and ATRC to finalize the Scope of Services, Contract Fee and Agreement. At the end of the negotiation period, the contract shall be awarded. If a negotiated contract cannot be mutually agreed to by both parties, ATRC will terminate negotiation and begin negotiations with the second rated firm.

The firm awarded the contract as a result of this RFP, must meet all municipal, state and federal Affirmative Action and Equal Employment Opportunity practices. This will include compliance with E.O. 11246 "Equal Employment Opportunity", as amended by E.O. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity", and as supplemented by regulations at 41 CFR Part 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor".

The selected Consultant will be required to prepare project documents in a timely manner and submit monthly status reports indicating work completed to date and any problems that have or could have impacted the project schedule. To that end, the Consultant will be expected to assign sufficient administrative, planning, design and support staff to complete the Scope of Work within the established and agreed to schedule. It is expected that this project will take approximately 12 months.