



Southwestern Commission Request for Proposals Resilience Planning: Phase II

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I. INTRODUCTION

The Southwestern Commission (hereinafter “Commission”) seeks the professional planning services of a qualified consultant to explore approaches to Resilience Planning for the 7-County Region (Cherokee, Clay, Graham, Haywood, Jackson, Macon, and Swain Counties in North Carolina).

The Southwest region is vulnerable to multiple hazards, and Phase II of this Resilience Planning effort is the continuation of a comprehensive effort to explore hazards and community assets, assess vulnerability and risk, identify options to build resilience by prioritizing and planning for future events.

Phase I of this project included the identification of hazards and community assets necessary for subsequent assessments, planning, and action, which will be explored in Phase II.

II. PHASE II PROJECT DELIVERABLES

Deliverables from this project should inform future hazard mitigation, emergency management, and transportation and comprehensive plans.

Phase II Project Deliverables:

1. Vulnerability and Risk Assessment
 - a. Gather necessary data for all asset classes and hazards identified in Phase I
 - b. Perform vulnerability and risk analysis
 - c. Develop interactive tool with assessment outputs
2. Identification of options to build resilience
 - a. Inventory of projects to address vulnerabilities and risks tailored to the region
3. List of prioritized strategies and actions
4. Final report that includes resilience strategy and implementation plan
5. Workshop sessions for community stakeholders
6. Training sessions for region and individual organizations on any relevant applicability of the tool

III. BUDGET

Total Phase II project costs should be \$158,000-\$192,000.

IV. PHASE II PROJECT TIMELINE

In order to ensure high-quality products, adequate time for revisions will be scheduled and included in the contractual agreement. All meeting materials will be submitted for review prior to scheduled meetings. The following schedule is a guideline only; however, this project must be completed by [insert date].

April 7, 2023	RFP advertised
May 5, 2023	Proposals due to Southwestern Commission
May 24, 2023	Selection and Contracting
May 31, 2023	Notice to Proceed
December 7, 2023	Draft Phase II Resilience Planning Deliverables Complete
December 29, 2023	Final Phase II Resilience Planning Deliverables Complete

V. PROPOSAL REQUIREMENTS AND INSTRUCTIONS

Proposers must submit a detailed proposal (not to exceed 20 pages) which includes, at a minimum, the following:

- Project Approach – Describe your team’s approach to successfully delivering the project. Provide details on how each deliverable will be completed. Include any recommendations for maximizing effectiveness and efficiency.
- Relevant Project Experience – Provide a summary of your experience with similar projects, including location and client contact information. Specify the services provided and the responsibilities assigned. Include any web links in addition to project summaries.
- Project Team – Describe the background, experience, and qualifications of the person(s) who will perform the project duties and the qualifications of any staff who will assist with the preparation of final deliverables.
- Plan for Completion – provide an outline for keeping the project on schedule and within budget. Include projected workloads and staff availability, as well as a projected schedule for completion of the draft and final Phase II deliverables.
- References – Provide at least three (3) references including the name of contact, affiliation, address, direct telephone number, and email address.

Proposals must be received by the Commission by 5:00 PM on May 5, 2023. Late proposals will not be considered.

Proposer shall submit one electronic version of the proposal including any supporting documentation addressed as follows:

Becca Scott, Director of Community and Economic Development
becca@regiona.org

The subject line must clearly state: Proposal Attached – RFP for Resilience Planning Services, Phase II

Questions regarding this proposal can be directed to Becca Scott.

VI. SELECTION

The Commission will make its selection based on its review of the proposals submitted. The criteria will include approach, relevant experience, project team qualifications, fee structure, and ability to meet the needs of the Commission.

The Commission reserves the right to reject any or all proposals and waive informalities in the proposals or proposal process. The Commission may interview selected candidate. The Commission further reserves the right to award the contract to other than the lowest candidate if such action is deemed to be in the best interest of the Commission.

VII. ADMINISTRATIVE INFORMATION

- a. All proposals become the property of the Commission upon submission and will only be returned at the Commission’s option. Any restrictions on the use of the data contained within must be clearly stated in the Proposal itself.
- b. The cost of preparing, submitting and presenting a proposal is the sole expense of the

consultant. The Commission is not liable for any costs prior to issuance of a signed contract.

- c. The Commission reserves the right to reject any and all proposals, to consider alternatives, to wave irregularities and to re-solicit the request for proposals.
- d. The Commission reserves the right to cancel the RFP in part or in its entirety. This solicitation of proposals in no way obligates the Commission to award a contract.
- e. The Commission makes no guarantees to any proposing firm until such time the Commission approves the negotiated contract.
- f. All Proposals must be valid for a period of 90 days after the due date.
- g. The contents from the selected firm will become contractual obligations if a subsequent agreement is reached. Failure of the selected firm to accept these obligations may result in cancellation of the award.
- h. The Commission will provide information and assistance with this project where available. The Commission will be the primary point of contact with all county and municipal governments.