



Southwestern Commission Request for Proposals Resilience Planning: Phase I

Addendum #1
November 28, 2022

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The attention of each Bidder is called to the following clarifications:

In RFP 1, issued NOVEMBER 21, 2022, on Page 3 under, 'PROPOSAL REQUIREMENTS AND INSTRUCTIONS,' please note the submission date for bids has been changed from December 18, 2022, to December 21, 2022.

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. The Southwest region is vulnerable to multiple hazards, and this Resilience Planning effort is a comprehensive effort to understand, mitigate, and plan for possible hazards.

This effort will be conducted in Phases, and this Request for Proposals is for services conducted in Phase I, which will seek to identify hazards and community assets for subsequent assessments, planning, and action. Phase I project deliverables are listed below.

Building on the recently updated Smoky Mountain Regional Hazard Mitigation Plan, potential hazards could include (but not be limited to) spatially quantifiable or climate-related hazards (e.g., flooding, wildfire, extreme heat, landslides, water quality, etc.). Community assets will also be identified in Phase I, which will provide the basis for the assessment and subsequent steps.

Future Phases will include assessing vulnerability and risk, identifying options to build resilience, and prioritizing and planning.

PHASE I PROJECT DELIVERABLES

Deliverables from this project should be applicable to future hazard mitigation, emergency management, transportation and comprehensive plans, and other municipal planning efforts.

Phase I Project Deliverables:

1. Project kickoff meeting (including alignment of project goals and objectives)
2. Hazards summary (with climate and non-climate stressors)
3. Community asset summary
4. Outreach to jurisdictional stakeholders (planners, emergency managers) about needs, use of tools

BUDGET

Total Phase I project costs should be \$15,000-\$20,000.

PHASE I 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 May 31, 2023.

November 21, 2022	RFP advertised
November 28, 2022	<i>RFP addendum issued</i>
December 21, 2022	Proposals due to Southwestern Commission
January 20, 2023	Selection and Contracting
January 27, 2023	Notice to Proceed
April 30, 2023	Draft Phase I Resilience Plan due
May 31, 2023	Final Phase I Resilience Plan due

PROPOSAL REQUIREMENTS AND INSTRUCTIONS

Proposers must submit a detailed proposal 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 I 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 December 21, 2022. 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

Questions regarding this proposal can be directed to Russ Harris.

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.