

**Kerr-Tar Regional
Council of Governments**

**Request For Qualifications
For Professional Consulting Services**

Pandemic Response Addendum

Response Due Date:

General Information

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Office Address and Point of Contact:

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Request For Qualifications-Professional Consulting Services
Kerr-Tar Regional Council of Governments
Pandemic Response Addendum to CEDS

Introduction:

The Kerr-Tar Regional Council of Governments (COG) invites interested parties to submit a Statement of Qualifications (SOQ) to provide a Pandemic Response Addendum for the Comprehensive Economic Development Strategy (CEDS). The COG is looking for consulting firms with the documented experience providing writing CEDS or Addendums to CEDS for local governments.

Background:

The COG was awarded some funds through the Economic Development Administration (EDA) CARES Act. One of the objectives that was included in this funding was finding a consultant or consulting firm to write an Addendum to the CEDS that covers Pandemic Response. The addendum will focus on previously prioritized topics such as Broadband, Main St. development, and healthy foods. The addendum will need to be approved by the CEDS Committee and COG Board. A copy of the CEDS can be found here:
<http://www.kerrtarcog.org/wp-content/uploads/2020/12/Annual-CEDS-Update.pdf>.

Scope of Work:

The activities of the consultant may include by are not limited to:

1. Reviewing the Kerr-Tar Region's CEDS to ensure that it is up to date.
2. Prepare a COVID-19 Response Addendum focusing on key areas and strategies listed in existing 2017-2022 CEDS.
3. The addendum will focus on previously prioritized topics such as: Broadband, Main St. Development, healthy foods, etc...

Response Format/Evaluation Criteria:

Submit one (1) original and two (2) copies of the RFQ. The submittal shall be no longer than 12 pages (including an organizational chart) and shall include the information below. To ensure fair and equitable evaluations, proposals should be organized into the following separate sections.

1.0 Experience and Capacity

The RFQ shall include a summary of the following.

- History of the firm's experience writing CEDS and addendums

- Understanding how public health emergencies affect rural economies in North Carolina
- Experience engaging with North Carolina Regional Councils of Government

2.0 Purposed Methodology

The RFQ shall include an organizational chart and description of how the firm will complete the scope of work described herein. Include a description of relevant services provided by your firm.

3.0 References

The RFQ shall include at least three (3) references for similar services/projects that have been provided by your firm and the dates of service. Please include the reference name, company, email address, and phone number. Also include a description of services and key personnel that were involved in the project.

Selection Criteria:

Responses will be evaluated on the following criteria:

- Experience and ability to complete the work
- Demonstrated experience with CEDS and addendums
- Approach and understanding of the scope of work
- Proven track record of community engagement

Right to Reject Proposals

The COG reserves the right to reject any or all proposals and accepts no responsibility for the cost of proposal preparation. All reports rendered to the COG shall be the exclusive property of the COG.

Insurance

The Selected firm shall purchase and maintain during the life of this Agreement, with an insurance company acceptable to the COG, authorized to do business in the State of North Carolina, the following insurance:

- **AUTOMOBILE LIABILITY** - Bodily injury and property damage liability insurance covering all owned, non-owned, and hired automobiles for limits for bodily injury of not less than \$1,000,000 per person/\$2,000,000 per accident, and property damage limits of not less than \$1,000,000 per accident. The automobile liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.
- **COMMERCIAL GENERAL LIABILITY** - Bodily injury and property damage liability shall protect the selected firm, and any sub-contractor performing Services under this contract, from claims of bodily injury or property damage which arise from operation of this contract, whether such operations are performed by the selected firm, any sub-

contractor, or anyone directly or indirectly employed by either. The amounts of such insurance shall not be less than \$1,000,000 bodily injury each occurrence/\$2,000,000 aggregate and \$1,000,000 property damage each occurrence/\$2,000,000 aggregate. This insurance shall include coverage for products/completed operations, personal and advertising injury liability and contractual liability in an amount not less than \$1,000,000 each occurrence/\$2,000,000 aggregate. The liability insurance coverage amounts may be satisfied with a combination of primary and excess/umbrella coverage.

- **WORKERS' COMPENSATION** - Meeting the statutory requirements of the State of North Carolina, even if not required by law to maintain such insurance. Said Workers' Compensation insurance shall have at least the following limits: Employers Liability - \$100,000 per accident limit, \$500,000 disease per policy limit, \$100,000 disease each employee limit.
- **PROFESSIONAL LIABILITY INSURANCE** - Having policy limits of not less than \$1 million per claim and \$2 million annual aggregate, with coverage extending to all professional services of the selected firm within the scope of this agreement.

Original certificates of such insurance will be furnished and shall contain the provision that KTREDC will be given thirty (30) days written notice of any intent to amend or terminate by either the selected firm or the insuring company.

Termination

The COG reserves the right to cancel the whole or any part of a contract issued as a result of this RFQ due to failure of the Contractor to carry out any term, promise or condition of the contract. The COG will issue a written notice of default to the Contractor for failing to act in compliance with the terms and conditions of such contract. Termination will be 30-days' notice by either party, at any time.

Not A Contract

This RFQ is not a contract and creates no legal rights for persons or entities submitting proposals.

RFQ Submittal Procedures:

Responses to this RFQ should be delivered info@kerrtarcog.org with CEDS Covid 19 Addendum (Firm name) in the subject line. The submittal date is March 12, 2021 by 5 PM.