

Kerr-Tar Regional Council Of Governments

REQUEST FOR PROPOSALS

Submittal Due Date: **October 23, 2023 by 12:00PM (EST)**

PROFESSIONAL SERVICES FOR Regional Building Inventory Development and Analysis Sub-Project

SUBMITTALS MUST BE ELECTRONICALLY DELIVERED TO:

Kerr-Tar Regional Council of Governments
Diane Cox, Executive Director
dcox@kerrtarco.org

Subject Line -RFP
Regional Building Inventory Development and Analysis Sub-Project

Proposals are due electronically by Monday, October 23, 2023 by 12:00PM (EST). The COG shall provide a receipt email.

Proposals should be emailed to dcox@kerrtarco.org.

REQUEST FOR PROPOSALS

The Kerr-Tar Regional Council of Governments (KRTCOCG) is inviting proposals from qualified firms for the execution of the Regional Building Inventory Development and Analysis Sub-Project as a part of the Kerr-Tar Region's Climate Resilience "Building Inventory and Sustainable Building Opportunities Project." The goal of this project is to create a regional inventory of commercial and industrial building spaces in the five-county region, with emphasis on attributes such as location, public access, opportunity for upgrades, and resilience to climate hazards.

BACKGROUND

Kerr-Tar Regional Council of Governments (COG) is a voluntary association of local governments that is designated by the State of NC to serve as the lead regional planning organization for the Kerr-Tar Area. The COG serves 21 member governments in a five county area; Franklin, Granville, Person, Vance, Warren, and the municipalities within each of these counties.

The COG is collaborating with local Economic Development Professionals to advance resiliency planning through the development of opportunities that strengthen the resiliency of the region's economy through physical and operational improvements that reduce risk and increase preparedness. The region is vulnerable to a wide range of natural hazards such as winter storms, severe thunderstorms, extreme heat, drought and floods that threaten life and property. With the expected increase in severe weather events due to climate changes, it is imperative that the region take a proactive approach to advance resiliency efforts. While the threat from hazardous events may never be fully eliminated, there is much we can do to lessen their potential impact upon our communities and our citizens.

The development of the building inventory will establish the base information on which all other steps are accomplished. Initial analysis of the inventory will then provide the region with necessary information to guide the next steps of the "Building Inventory and Sustainable Building Opportunities Project." These efforts will address immediate climate change hazards by improving building sustainability from damages, and long-term climate change hazards by preparing the region for a transition to more diversified economic development strategies. The Inventory Development and Analysis Sub-Project will identify those facilities vulnerable to such hazards and establish base analysis work, which will provide the region with an opportunity to encourage adaptive reuse and

sustainable business practices to fortify the business community against the enduring impacts of climate change.

SCOPE OF WORK AND DELIVERABLES:

Kerr-Tar Regional COG is seeking a qualified firm or individual(s) to conduct a Regional Building Inventory Development and Analysis.

The scope of services to be provided will include, but not potentially limited to:

- Development of a building inventory database for the 5-county Kerr-Tar region which includes the counties of Franklin, Granville, Person, Vance, and Warren
- Initial analysis of at least 50% of the inventoried buildings to understand how they may be impacted by multiple climate hazards, such as building damage or inaccessibility due to extreme heat, drought, flooding, heavy rainfall, high winds and tornadoes. Analysis should also identify physical and operational improvements that can reduce risk and increase preparedness
- Inventory should include but is not limited to:
 - Buildings larger than five (5) thousand square feet or other buildings deemed important for inclusion by local economic development staff
 - Zoning classification
 - Utility capacities, available services, and possible constraints
 - Location in proximity to floodplain
 - Location in proximity to watershed
- Coordination with local governments and the Regional Team to prepare the final project report
- Creation of materials for regional use of inventory data and analysis results
- Electronic delivery of final database and accompanying materials

PROJECT TIMELINE

RFP Issued	Monday, September 25, 2023
Proposals due to Kerr-Tar Regional Council of Governments	Monday, October 23, 2023 by 12:00 p.m. (EST)
RFP Review and Selection	Completed by December 1, 2023
Contract and Notice to Proceed	January 1, 2024
Project Period	January 1, 2024 – March 31, 2025

PROPOSAL INFORMATION AND DATA REQUIRED OF EACH CONSULTANT

Proposals shall contain the following:

Qualifications, Capacity, Experience and References of the consultant

- A cover letter expressing the consultant's interest in the project.
- A brief statement explaining why your firm is qualified to undertake this study, including examples of past relevant work.
- Experience in working with government agencies.
- Demonstration of success on similar projects, including brief project descriptions
- A list of individuals that will be committed to this project and their professional qualifications.
- Provide up to three related references **including agency name, contact, phone, and email address.**

Scope of Work Understanding and Description of Proposed Work

- A description of the general approach to be taken towards this project, an explanation of any variances in the scope of work outlined in this RFP, and any insights gained through developing the proposal and previous work experience.
- A scope of work that includes detailed steps to be taken, including any products or deliverables resulting from each task.
- Include any ideas, comments, and or creative components that will enhance the delivery, strategies, policies, and or overall final plan product.

Project Timeline

- Provide a project timeline for completion. (Project timeline should not exceed 15 months)
- Maximum Funding Available: \$65,000

Factors for Award

The COG will evaluate each proposal and bring respondents in for interviews as necessary. Final scoring will take into account the strength of the proposals and interviews.

The COG reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing

or payment terms proposed by the consultant resulting from the requested changes are subject to acceptance by the COG. Changes may be increases or decreases.

This RFP does not commit the COG to award a contract, to pay any cost in the preparation of a proposal in response to this request, or to procure or contract for services or supplies. The COG reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP, if it is in the best interest of the COG to do so. Further, all requested amounts are subject to reduction based upon final award selections and availability of funds.

Proposal Evaluation

A team of COG staff and regional economic development professionals will review and score proposals based on the following criteria:

Firm Capabilities (30% of Total Score)

- a. Qualifications and capabilities of firm.
- b. Experience in working with government agencies.
- c. Experience overseeing and coordinating multiple concurrent projects.
- d. Qualifications of individual team members.

Prior Experience (35% of Total Score)

- a. Experience of the staff and firm with similar projects and related services.
- b. Experience with projects for public clients including familiarity with governmental decision-making and review process.
- c. References

Project Approach (35% of Total Score)

- Understanding of the nature and extent of the services required.
- Awareness of potential challenges and possible solutions.
- Demonstrates innovative approach to solutions.
- Approach toward client communication and reporting.
- Ability to manage required tasks to meet proposed timeline.

SUBMISSION INFORMATION

Proposal Receipt Deadline:

All proposals are to be submitted electronically to Diane Cox, Executive Director at dcox@kerrtarcog.org by 12:00 p.m. (EST) on Monday, October 23, 2023.

No proposals will be accepted after the time and date specified above, subject to any proposal receipt deadlines extended at the discretion of the Kerr-Tar Regional Council of Governments.

Freedom of Information Act Disclosure:

All documents submitted to Kerr-Tar Regional Council of Governments relating to this RFP are subject to requirements of the Freedom of Information Act and may be deemed public records. Cost and proprietary information not labeled as such could be subject to disclosure.

Disadvantaged Business Enterprises:

Disadvantaged business enterprises are afforded full opportunity to submit qualifications and will not be discriminated against on the grounds of race, color or national origin in consideration for award.

CONCLUSION

The Kerr-Tar Regional Council of Governments looks forward to receiving proposals from firms with the expertise and vision to support the region in achieving a resilient and sustainable future. Questions and clarifications regarding this RFP can be directed to the contact information provided above.