



112 MacTanly Place
Staunton, Virginia 24401
www.cspdc.org

Request for Proposals

CSPDC Regional Pandemic Recovery and Resiliency Plan

April 13th, 2021

Request for Proposal for Consulting Services

SECTION 1: INTRODUCTION & INSTRUCTIONS TO PROPOSERS

1.1 Purpose

The purpose of this Request for Proposal (RFP) is to solicit proposals from which the Central Shenandoah Planning District Commission (CSPDC) may select a firm through competitive negotiation to assist in the development of a regional Pandemic Recovery and Resiliency Plan. This plan is to be used by our local governments, regional leaders, and stakeholders to prevent, prepare for, and respond to the COVID-19 pandemic and similar future events. Funding for this plan is provided through a CARES Act grant from the Economic Development Administration (EDA), U.S. Department of Commerce.

1.2 Anticipated Timeframe and Key Dates

RFP issued by CSPDC	April 13 th , 2021
Proposal due	April 23 rd , 2021 (no later than 4:00pm EDT)
Consultant contract issued	May 5 th , 2021
Consultant start date	May 17 th , 2021 (or earlier if able)
Deadline for Completion	September 3 rd , 2021

1.3 Inquiries & Proposals

Respondents should submit one electronic copy of the proposal not exceeding 10 pages. All inquiries related to this request must be delivered to the Primary contact:

Nathan L. Garrison, Regional Planner
Central Shenandoah Planning District Commission
112 MacTanly Place
Staunton, VA 24401
Phone: (540) 885-5174 ext. 113
Email: nathan@cspdc.org

All proposals must be received no later than 4:00PM EDT on April 23rd, 2021. It is the responsibility of the Respondent to ensure proposals are submitted timely. The CSPDC reserves the right to reject any or all responses to this Request for Proposals and to ask for clarification regarding the proposal should the need arise. Any and all costs incurred in the preparation of the Proposal will be the responsibility of the respondent and will not be reimbursed by the CSPDC.

The CSPDC does not discriminate against faith-based organizations in accordance with the Code of Virginia, 2.2-4343.1 or against a bidder or offeror because of race, religion, color, sex, national origin, age, disability, or any other basis prohibited by the state law relating to discrimination in employment.

1.4 Review & Award of Contract

The process for award will be made through competitive negotiation by the CSPDC. Proposals will be reviewed and awarded by CSPDC staff. During the review process, Respondents may be asked to participate in interviews prior to a final award being made.

To be considered for selection, Respondents must submit a complete response to the Request for Proposal as outlined in Section 2, should be as thorough and detailed as possible and should include a project development schedule/timeline. Cost of Services will be considered, however, will not be the sole determining factor. The following criteria should be included in Respondents proposals and will be used in evaluating the responses to this RFP:

Evaluation Criteria

1. Professional qualifications and experience of the individuals the Respondent will assign to provide the required planning services.
2. Experience of the Respondent with regional planning projects and ability to provide the CSPDC with relevant research, data, and recommendations in order to develop a cost effective, comprehensive, and actionable plan.
3. Knowledge and familiarity with economic recovery and resiliency planning and understanding of CSPDC project and tasks.
4. Approach to providing our Statement of Needs, outlined in Section 2, including proposed sources of data.
5. Capacity of the respondent to perform the required work activities within the given time limitations.
6. Estimated cost of services.

SECTION 2: PLAN OVERVIEW & NEEDS

2.1. Introduction

The Central Shenandoah Pandemic Recovery and Resiliency Plan will cover Rockingham, Augusta, Bath, Highland, and Rockbridge counties; the cities of Harrisonburg, Staunton, Waynesboro, Buena Vista, and Lexington; and the eleven towns therein. The Central Shenandoah Planning District Commission's long-term goal is to help our local government members prevent, prepare for, and respond to the COVID-19 pandemic and similar events in the future. This goal will be addressed through the development and implementation of the regional Pandemic Recovery and Resiliency Plan. The Recovery and Resiliency plan is expected to provide a roadmap and assist our regional leaders in 'seeing the future' as they continue to respond to the COVID-19 pandemic.

2.2. Background and Plan Description

The CSPDC secured funding from the Economic Development Administration for the development of a Pandemic Recovery and Resiliency Plan for this region and its 21 identified counties and municipalities. The plan will help the CSPDC, our local government members, and partnering regional organizations prevent, prepare for, and respond to the COVID-19 pandemic and similar future events.

The plan will examine the impact COVID-19 has had on the local and regional economies in the district and will examine changes in supply chains, impacts on existing businesses and industries, and research various industry clusters that have or may emerge as a result of the COVID-19 pandemic impacts. The plan will

include, but not be limited to, analyzing the feasibility of those new industry clusters becoming a fixture of the regional economy, the effects on and new opportunities for small businesses/entrepreneurs, agricultural sustainability and food security during challenging times, and best practices for economic recovery. The plan will also consider new strategies to attract and retain managers and young professionals to the region, such as technology- based companies (back office services, telework, etc.), broadband capacity and connectivity, placemaking, and other strategies.

The Pandemic Recovery and Resiliency Plan will augment the region's Comprehensive Economic Development Strategy (CEDS) and be linked to the Central Shenandoah Multi-Jurisdictional Hazard Mitigation Plan.

2.3 Statement of Needs

The CSPDC will be the primary drafter of the plan and will use its own staffing and resources to create the plan. The selected contractor will perform necessary background data collection, research, explanation, and analysis services to provide the CSPDC with a full understanding of the Pandemic's effect on our region. The CSPDC will use the provided research to assist in its creation of the Pandemic Recovery and Resiliency plan. The Statement of Needs that follows summarizes the anticipated contractor planning activities to be fulfilled:

1. Research and describe the current state and projected recovery of the Central Shenandoah regional economy and examine the impacts of the COVID-19 pandemic on the following: small business, industry sector, downtowns, agriculture sector, tourism industry, national and regional supply chains, regional industry clusters, etc.
2. Provide analysis of both the short -and- long term impacts and any exposed gaps that has affected business, industry, and workforce in the region.
3. Identify emerging new business sectors, industries, growth opportunities and trends that our region may begin to see or market to as a result of the pandemic.
4. Based on the current state of our economy and research provided, recommend strategies our regional leaders can use to promote successful economic recovery.

The CSPDC will conduct all community engagement and obtain regional partner input throughout the planning process. It is expected that the contractor will present their research up to two times if requested.

The contractor chosen for this project will be required to work in cooperation with the CSPDC (which will provide general administrative and planning oversight) as it completes the Statement of Needs as defined herein.

Thank you for your interest in this project!