

REQUEST FOR PROPOSALS FOR CONSULTING SERVICES

The Region 4 Planning and Development Council (Region Four), serving the West Virginia counties of Fayette, Greenbrier, Nicholas, Pocahontas, and Webster is in the process of selecting a professional consultant to prepare a COVID recovery plan for the region.

The plan shall include but is not limited to:

1. Inventory available resources for small businesses/entrepreneurs locally, regionally, and statewide to include, but not limited to, grant funds, loans, technical assistance, tax incentives, employee services, workforce training initiatives, etc.
2. Conduct survey of local businesses to gauge available resources and gaps and provide recommendations.
3. Perform other duties and activities necessary to generate list of regional and local economic recovery projects
4. Analyze datasets and GIS data needed for economic recovery and resiliency
5. Collect needed data necessary for economic recovery and resiliency (including, but not limited to, field collection of necessary datasets)
6. Development of COVID-specific economic recovery game plan specifically targeted for the communities within Region 4
7. Attend meetings as necessary with Region 4 board, staff, and economic development partners.

Qualified firms should submit a proposal including detailed qualifications, technical expertise, management and staffing capabilities, references, prior experience on similar planning projects, fee schedule, and ability to complete work on this project in a timely manner. Contracts are to be awarded on a fixed fee basis.

Procurement of said services shall be in accordance with 2 CFR 200.320 (d). The contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the project, price and other factors considered including familiarity and expertise with this type of project.

Submit one (1) original, two (2) copies, and one (1) digital format submission of all requested information to Region Four at the address below:

Region 4 Planning & Development Council
COVID Recovery Plan - Proposals
885 Broad St., Suite 100
Summersville, WV 26651
Digital Submission: jtuggle@reg4wv.org

Proposals must be received by close of business on April 16, 2021

Attention is directed to the fact that the proposed project will be undertaken with federal funds and that all work will be performed in accordance with the regulations issued by the U.S. Economic Development Administration.

The selected firm will be required to comply with the Title VI of the Civil Rights Acts of 1964, President's Executive Order No. 11246, Section 109 of the Housing and Urban Development Act of 1974, Section 3 of the House and Urban Development Act of 1968, Conflict of Interest Statement and Access to Records provisions, Minority/Women-Owned Business Enterprise and Affirmative Action requirements.

Region Four will afford full opportunity for minority business enterprises to submit a show of interest in response to this invitation and will not discriminate against any interested firm or individual on the grounds of race, color, creed, sex, age, handicap, or national origin in the contract award.

Region Four reserves the right to accept or reject any and/or all proposals. Region Four also reserves the right to negotiate the fee for services.

John Tuggle, Executive Director
Region 4 Planning & Development Council