

## REQUEST FOR CONSULTING SERVICES

The Region 4 Planning and Development Council, serving the West Virginia counties of Fayette, Greenbrier, Nicholas, Pocahontas and Webster, is in the process of selecting a consultant to provide professional consulting services to prepare and update the Hazard Mitigation Plan for the towns, municipalities and counties that make up Region 4 Planning and Development Council. Qualified firms should submit statements of qualification detailing qualifications, technical expertise, management and staffing capabilities, references, and prior experience for various similar planning projects.

This project will develop an updated Hazard Mitigation Plan for the Region 4 Planning and Development Council boundary consisting of Fayette, Greenbrier, Nicholas, Pocahontas and Webster counties in West Virginia. The updated Hazard Mitigation Plan shall include but is not limited to (1) hazard identification and risk assessment, (2) writing the plan, (3) identifying and recruiting stakeholders (4) facilitating meetings, (5) coordinating community input and (6) GIS services.

Contracts are to be awarded on a fixed fee basis.

Procurement of said services will be in accordance with Chapter 5G-1-3 of the WV Code.

Interested firms must submit 4 (four) copies and 1 (one) electronic copy of all requested information to the attention of Amanda Smarr, Region 4 Planning and Development Council, 885 Broad Street, Suite 100, Summersville, WV 26651, [asmarr@reg4wv.org](mailto:asmarr@reg4wv.org) no later than 4:30 p.m., Friday, April 24<sup>th</sup>, 2026 in order to receive consideration. Should there be any questions, please contact Amanda Smarr at (304) 872-4970 ext. 301 Monday – Friday between 8:30 a.m. – 4:30 p.m.

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 West Virginia Division of Homeland Security & Emergency Management (WV DHSEM).

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. The selected firm must also fully comply with the Minority/Women-Owned Business Enterprise and Affirmative Action requirements. If a portion of the contract is subcontracted, then "positive efforts" must be made to subcontract to Minority/Women-Owned Businesses. This shall be done in compliance with the six (6) affirmative steps as outlined in 40 CFR 33.240.

The Region 4 Planning and Development Council will afford full opportunity to women-owned and minority business enterprises that submit a show of interest in response to this request and will not discriminate against any interested firm or individual on the grounds of race, creed, color, sex, age, handicap or national origin in the award of this contract.

The Region 4 Planning and Development Council will evaluate the statements of qualifications and performance data and other material submitted by interested firms and select a minimum of three firms which, in their opinion, are best qualified to perform the desired services. Interviews with each firm selected will be conducted, which may include discussions regarding anticipated concepts

and proposed methods of approach. The Region 4 Planning and Development Council will rank, in order of preference, these three professional firms deemed to be the most highly qualified to perform the services required, and will commence scope of services and price negotiations with the highest qualified professional firm for engineering services.

Should the Region 4 Planning and Development Council be unable to negotiate a satisfactory contract with the professional firm considered to be the most qualified, at a fee determined to be fair and reasonable, price negotiations with the firm of second choice will commence. Failing accord with the second most qualified professional firm, the committee will undertake price negotiations with the third most qualified professional firm. Should the Region 4 Planning and Development Council be unable to negotiate a satisfactory contract with any of the selected professional firms, it will select additional professional firms in order of their competence and qualifications and it will continue negotiations in accordance with these procedures until an agreement is reached.

This contract will be awarded to the responsible offeror whose proposal is within the competitive range and determined to be the most advantageous to the Region 4 Planning and Development Council, price and other factors considered.