

# Kerr-Tar Regional Council Of Governments

## REQUEST FOR PROPOSALS

Submittal Due Date: **February 17, 2023 by 12:00pm (EST)**

### PROFESSIONAL SERVICES FOR Emergency Shelters and Facilities Needs Assessment

#### **SUBMITTALS MUST BE ELECTRONICALLY DELIVERED TO:**

Kerr-Tar Regional Council of Governments  
Diane Cox, Executive Director  
[dcox@kerrtarcog.org](mailto:dcox@kerrtarcog.org)

**Subject Line -RFP**  
Emergency Shelters and Facilities Needs Assessment

**Proposals are due electronically by Friday, February 17, 2023 by 12:00 p.m. (EST). The COG shall provide a receipt email.**

**Proposals should be emailed to [dcox@kerrtarcog.org](mailto:dcox@kerrtarcog.org).**

## **REQUEST FOR PROPOSALS**

### **EMERGENCY SHELTERS AND FACILITIES NEEDS ASSESSMENT**

The Kerr-Tar Regional Council of Governments is requesting proposals from qualified and experienced firms and/or individuals to provide a comprehensive regional emergency shelters and facilities needs assessment for the counties located in the Kerr-Tar region.

## **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 and Warren along with municipalities within these counties make up the membership of the Council.

The COG is collaborating with local Emergency Management professionals to advance climate resiliency planning work in the region. 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.

Mitigation projects identified in both the Tar River Hazard Mitigation Plan (Franklin, Granville, Vance & Warren) and the Eno-Haw Hazard Mitigation Plan and NCORR's Regions Innovating for Strong Economies and Environment (RISE) Plan provide a blueprint for advancing resiliency efforts. While each county and municipality may have identified projects specifically needed for their area, our focus is on projects that are regional in scope.

A Needs Assessment of Emergency Shelters and Facilities in the region is an important issue for emergency management professionals. While the State (and counties) monitor documented emergency shelters via electronic recordkeeping systems,

undocumented/unofficial facilities are not included in those systems. During times of emergencies, schools, churches and government facilities act as shelters. Of the documented shelters, many lack backup generators, transfer switches, heating and cooling capabilities, modern wiring, adequate capacity, ability to be used for special medical needs, equipment storage, and various supplies. An Emergency Shelters and Facilities Needs Assessment will provide the region with a high-quality documentation resource that can be used to support grant applications for funding opportunities related to shelter improvements across the region.

## **SCOPE OF WORK**

Kerr-Tar Regional COG is seeking a qualified firm or individual(s) to conduct an Emergency Shelters and Facilities Need Assessment in the Kerr-Tar region.

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

- Conduct an inventory of all facilities used as emergency shelters, especially ones that are currently undocumented or are used on a more informal or temporary basis;
- For each facility, list upgrades/improvements/relocation that is required to withstand current and future climate hazards;
- For each facility, develop a list of needs required related to equipment such as generator availability, alternative power, heating and cooling capabilities, etc.;
- For each facility, ensure ADA accessibility and identify ADA accessibility gaps;
- Develop a list of needs required for each facility to be fully accessible for all people and service animals; and
- If requested, assist local governments in the region with identifying, preparing and submitting funding applications for shelter improvements.

## **DELIVERABLES:**

- Project kickoff meeting with staff and committee.
- Prepare a database of emergency shelters throughout the region by county.
- Prepare a draft report with facility needs findings to be reviewed with staff and committee.
- Prepare a final facility needs assessment report.
- If requested, presentation of the report findings to government managers and/or elected boards.
- Grant applications prepared and submitted as requested.

## PROJECT TIMELINE

RFP Issued	Friday, January 20, 2023
Questions due	Monday, February 3, 2023 by 5:00 p.m. (EST)
Proposals due to Kerr-Tar Regional Council of Governments	Friday, February 17, 2023 by 12:00 p.m. (EST)
RFP Review and Selection	Completed by March 1, 2023
Contract and Notice to Proceed	March 15, 2023
Project Period	March 15, 2023 – November 15, 2023

## 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.
- Demonstration of success on similar projects, including brief project descriptions and addresses for reference.
- A list of individuals that will be committed to this project and their professional qualifications. The names and qualifications of any sub-consultants shall be included in this list.
- Provide up to five 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 and Budget**

- Provide a project timeline for completion. (Project timeline should not exceed 8 months)
- A detailed budget of overall costs and a breakdown of the costs associated with each phase of the scope of work.
- Budget should include all travel and soft costs.
- Provide a current rate schedule in case an additional task may be asked.

### **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 emergency management 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 (25% 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.
- Capacity and flexibility to meet the schedule.

#### Timeline and Cost (10% of Total Score)

- Ability to manage required tasks to meet proposed schedule.
- Reasonable time frames for project completion.
- Overall Cost for Project

### **SUBMISSION INFORMATION**

#### *Questions*

All questions must be submitted to Diane Cox via email at [dcox@kerrtarcog.org](mailto:dcox@kerrtarcog.org) by 5:00 p.m. (EST) on Monday, February 3, 2023.

#### Proposal Receipt Deadline:

All proposals are to be submitted electronically to Diane Cox, Executive Director at [dcox@kerrtarcog.org](mailto:dcox@kerrtarcog.org) by 12:00 p.m. (EST) on Friday, February 17, 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.

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