



Richmond Regional Planning District Commission
9211 Forest Hill Avenue, Suite 200, Richmond, VA 23235
(804) 323-2033

Request for Proposals
RRPDC – Central Virginia Emergency Management Alliance
RFP# 19-04
Regional Recovery Framework

RFP Issued:	April 8, 2019
Scoping Meeting:	April 22-23, 2019, 1-2pm
Deadline for Questions:	By April 22, 2019
Answers Posted:	April 26, 2019
Deadline – Proposal Submissions:	May 3, 2019
RFP Announcement:	By May 10, 2019

This is a grant funded opportunity. Total budget for the project is restricted to the grant funding available.



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Invitation:

The Richmond Regional Planning District Commission (RRPDC) invites all qualified offerors to submit a proposal for the continuation of a Regional Recovery Framework in the Central Virginia Region. This solicitation is released with the expectation of identifying a contractor to execute the services described herein. The project is funded through an award of State Homeland Security Program (SHSP) funding and is thereby subject to all funding requirements of SHSP awards.

Solicitation of this RFP is not binding. RRPDC reserves the right to postpone or cancel this project based on review of the quality of and costs identified by the proposals received.

Submissions and Questions:

Proposals will be received by the RRPDC by physical delivery, postal or electronic mail. (Proposals will not be accepted in facsimile form.) All information received in response to this request marked Proprietary will be handled accordingly.

Responses to the Request will not be returned. Full submission requirements and instructions are detailed in Section 8 herein.

Questions concerning this Request for Proposal should be directed to

Regional Emergency Management Coordinator: Katie Moody
9211 Forrest Hill Avenue, Suite 200, Richmond, VA 23235
kmoody@richmondregional.org
(804) 323.2033

All questions from prospective responders and answers regarding this proposal will be posted on the RRPDC's website at www.richmondregional.org. Prospective responders will also find links to background information about the RRPDC.

By:

A handwritten signature in blue ink that reads "Martha Shickle".

Martha Shickle
Executive Director

Date: April 8th, 2019



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1 Request for Proposal (RFP)

The Richmond Regional Planning District Commission (RRPDC) invites you to respond to this Request for Proposal (RFP) for a Regional Recovery Framework in the Central Virginia Region. This solicitation is released with the expectation of identifying a contractor to execute the services described herein. The project is funded through an award of State Homeland Security Program (SHSP) funding and is thereby subject to all funding requirements of SHSP awards. The focus of the RFP is to select a single organization to provide the described services to RRPDC with the project to be completed no later than December 31st, 2019.

2 Introduction to Richmond Regional Planning District Commission (RRPDC)

The RRPDC is a planning district commission organized under Virginia Code; it was created to promote regional cooperation and orderly planning among its member jurisdictions. RRPDC provides many services to its member jurisdictions including funding assistance, planning, project management, public relations, facilitation and research in core areas including community development, emergency management, natural resources and transportation. RRPDC provides staffing services for regional bodies including the Central Virginia Emergency Management Alliance (CVEMA).

3 Introduction to Central Virginia Emergency Management Alliance (CVEMA)

The Central Virginia Emergency Management Alliance is a voluntary coalition of emergency management, public safety and other public, private and non-profit partners committed to working together to maximize the preparedness, safety, and resilience of the whole community across the Richmond region. Originating with the Central Virginia UASI, CVEMA includes the 22 localities of VDEM Region 1 in addition to Caroline, Louisa and Cumberland Counties (see map attached) and other public and private sector partners, who have all committed to continuing to coordinate and to build upon the relationships and capabilities developed over the past 7 years as regional partners in their shared mission.

4 Overview of CVEMA Organizational Structure and Relationship to the RRPDC

The CVEMA is governed through bylaws which establish a committee structure. The Executive Committee of the CVEMA is responsible for oversight of the staff resources available through the RRPDC. RRPDC works at the direction of the CVEMA in project oversight and management and serves as the fiscal agent for many projects identified by the CVEMA as a priority each year. The primary point of contact is Katie Moody, Regional Emergency Management Coordinator, who works under the direction of Martha Shickle, Executive Director of the RRPDC. The goals and objectives of this project were established through the Planning Committee of the CVEMA and will serve as the project steering committee.



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5 ***Elements of the Project Scope***

RRPDC is seeking proposals for a qualified vendor to complete the development of a Regional Recovery Framework in the CVEMA region. The vendor should develop the resources and framework for participating CVEMA localities to use to develop locality-specific medium to long term disaster recovery frameworks, which can dovetail together to support a regional disaster recovery framework. This process will build on conceptual work completed with existing regional frameworks and plans and will produce a fully-vetted and actionable framework that the region can train and exercise to with its partners.

Elements of the project scope include to:

1. Work with the CVEMA Planning Committee to identify core and extended planning team members within the CVEMA region for the project.
2. Coordinate the development of an all-hazards Regional Disaster Recovery Framework that provides a flexible roadmap to address expected and unexpected issues during short, medium, and long-term recovery. The Framework shall include:
 - a. Purpose, scope, goals/objectives
 - b. Authority
 - c. Situation and assumptions
 - d. Functional roles and responsibilities for internal and external agencies, organizations, departments, and positions
 - e. Logistical support and resource requirements necessary to implement the framework
 - f. Concept of operations
 - g. Plan maintenance
3. Additional sub-tasks must also be incorporated:
 - a. Establish vision, mission and goals;
 - b. Define recovery governance structure, authorities and decision-making process, including dispute resolution processes;
 - c. Define the form, function and representatives for a Community Recovery Task Force; include structure of focus areas or “recovery support functions” for Task Force, e.g. Housing, Infrastructure, Human Services;
 - d. Identify strategies for effective recovery and disaster resilience;
 - e. Address short and long-term recovery priorities and provide guidance for restoration of critical community functions, services, vital resources, facilities, programs and infrastructure of the impacted areas;
 - f. Develop Policy compendium identifying key disaster recovery policy issues and pre-considered options and solutions;



- g. Develop performance metrics for disaster recovery;
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- h. Create a strategy to fund and staff recovery processes, including both financial and non-financial resources within the CVEMA region;
- i. Define links to other regional (and by default, local) frameworks, plans and planning processes;
- j. Include all standard elements of an emergency management plan; and
- k. Synch plan with relevant city, county, regional, state and federal plans, frameworks, and planning guidance.
- l. Incorporate best practices in recovery planning.

The planning process shall be conducted in this way:

- The Planning Committee is scheduled to meet monthly on the third Wednesday of each month. These meetings should be used to review progress of the contractor. The first meeting (May) should include a discussion of the project scope and specific expectations for the planning framework deliverables. Local and regional plans currently in operation or in draft form related to recovery operations will be provided to the Contractor for review at the time of contract agreement. The Contractor should review the provided local planning documents and conduct research to gather other relevant plans, after action reports and white papers from across the country to develop an inventory of common themes and best practices related to the establishment of local recovery frameworks. The Contractor should provide a matrix of recommended elements of a Recovery Plan as well as recommended and required functions and positions at the end of the research period for the Planning Committee to review. The planning committee will then approve the elements to be included in the framework before the contractor finalizes a draft document for the Recovery Planning Framework. The preliminary final draft product should be provided to the Planning Committee no later than November 30, 2019 for review. The final draft will be reviewed by the Planning Committee and distributed for review and approval to the full CVEMA membership in preparation for a request for approval at the December 19, 2019 meeting, or the January 16, 2020 meeting.
- The full CVEMA membership is scheduled to meet monthly on the third Thursday of each month. The Contractor should plan to use at least two of these meetings to present the project scope and schedule and final deliverable to the CVEMA for approval.
- Final edits should be made in such time that the final approved product is submitted to the RRPDC no later than December 31, 2019. The final document should be provided in Microsoft word format.



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1 Selection Criteria

RRPDC will use multiple criteria to select the most appropriate partner. Respondents are encouraged to be as aggressive and creative as possible in their proposals. The following list summarizes the major qualitative areas that will be evaluated, along with their overall weighting.

- Professional qualifications and experience of the individuals to be assigned to the project
- Relevant projects in the proposer's and assigned individual(s)' portfolio of completed projects
- Experience in regional (multi-jurisdictional) planning activities that require customization to meet local needs, priorities and practices
- Knowledge and familiarity with the Virginia Department of Emergency Management, the Commonwealth's protocols and local authorities and responsibilities for Recovery Plans
- Capacity of the proposer's ability to perform the required work activities within the time and budget constraints, considering current and anticipated workload during the remaining calendar year 2019 and first quarter of calendar year 2020 (if needed).

2 Response Contents and Format

Please complete all sections of the RFP. If additional material is required for one or more questions, please label attachments clearly and reference them in your response. Your response to this RFP will serve as the basis for the consideration of your potential as a partner.

3 Information Requirements

For the purposes of understanding more about your company and your ability to successfully fulfill this important RRPDC requirement, please provide the information below as part of your proposal, clearly referencing each specific question.

A. Company Information

- a. Give a brief overview of your organization's service menu and geographic coverage area. How long has the organization been in this business?
- b. In what city is your main office located and if different, in what city will assigned individuals be based?
- c. Describe your organization's capacity by sharing staff size and partner organization (subcontractor) affiliation. How will this project be staffed?



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- d. Will you subcontract any components of the proposed solution to third party organizations? If so, please describe the components to be subcontracted and provide details of any agreement in place with the subcontracted firm/individuals as well as a summary of past work that you have successfully completed together.
- e. Please describe your relationship and prior experience working with VDEM, localities in Virginia and with SHSP funded planning activities.
- f. What differentiates your organization from your competitors and how will this be relevant to us?
- g. What experience does the organization have in delivering this type of work for clients?
- h. Please provide details of up to three recent (within the last 24 months) or current project accounts that are similar in scope and requirements to those of RRPDC. Please provide contact information for the customer's project manager or lead.

B. Proposed Approach and Solution

- a. Please provide a proposed work plan for the project. Specifically, provide the following information:
 - i. Key activities and approach
 - ii. Timing
 - iii. Information/resource requirements from RRPDC
 - iv. Deliverables
 - v. Key milestones, checkpoints, and other decision points
 - vi. Communications expectations for project management and oversight
- b. If we elect to move forward with your organization, what RRPDC resources would you require during the project and on an ongoing basis?
- c. Please identify the team that will be assigned to the account and describe how you plan to interact with us and any third-party providers that may provide services to RRPDC.



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C. Support

- a. Describe any documentation and support that will be required to initiate and complete the project.

D. Financials

- a. Describe the pricing model(s) that you typically employ for these services.

4 Communications and Response

Katie Moody, Regional Emergency Management Coordinator, is the designated RRPDC representative for this initiative. For any information relative to this RFP, please direct inquiries to the designated representative only. All inquiries and requests should be submitted in writing via email.

5 Clarification Questions & Scoping Meetings

Any questions regarding the RFP should be submitted in writing no later than 5 pm on April 22, 2019. Answers will be provided to all respondents by the *Answers* provided date, April 26, 2019.

The RRPDC and CVEMA Planning Committee will be holding two “Scoping Meetings,” on April 22nd and 23rd, 2019, from 1-2pm, in the Executive Meeting Room at the RRPDC. The RRPDC is located at 9211 Forest Hill Avenue, Richmond, VA 23235. You are welcome to attend either of these meetings in person, to clarify any questions regarding scope or project details.

6 Response Delivery Instructions

Please submit an electronic copy of your proposal to the email address indicated in the *Communications and Response* section above. All responses must be received on or before close of business (5 pm) on the *Proposals Due* date indicated in the *Key Dates* table (Section 14).

7 Vendor Presentations

RRPDC may elect to hold interviews and/or contract negotiations with one or more firms on May 8 or May 9 should additional information be required to make a final decision for contract award. These will be held at RRPDC at 9211 Forest Hill Avenue, Ste 200, Richmond, VA 23235. We will try to provide the affected firms with as much advance notice as possible.

8 Key Dates

	<i>RFP Issued</i>	<i>Questions or Clarifications Due</i>	<i>Scoping Meeting(s)</i>	<i>Answers Posted</i>	<i>Proposals Due</i>
<i>Date</i>	<i>4/8/19</i>	<i>4/22/19</i>	<i>4/22-23/19</i>	<i>4/26/19</i>	<i>5/03/19</i>



Time	5 pm EDT	5 pm EDT	1-2pm EDT	5 pm EDT	5 pm EDT
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Failure to comply with any key dates will render the submission ineligible for consideration.

9 No Obligation

The submission of a proposal shall not in any manner oblige RRPDC to enter into a contract or to be responsible for the costs incurred by your organization in responding to this request.

10 Agreement of Non-Disclosure

This document is proprietary and shall not be disclosed to any other party. It is designed, developed and submitted to potential partners of RRPDC solely for the benefit of RRPDC. RRPDC and the CVEMA will have complete ownership of the final product delivered by the contractor selected through this RFP. All information deemed proprietary should be marked as such, and agreement reached among both parties with regard to publication.

11 No Guarantee

RRPDC makes no guarantee of future volumes and offers volume information for directional purposes only, to assist vendors with proposal preparation.