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REQUEST FOR QUALIFICATIONS

(RFQ 21-06.02)

ECONOMIC RESILIENCY PLAN CONSULTANT

REQUEST FOR STATEMENTS of QUALIFICATIONS

NORTHWESTERN INDIANA REGIONAL PLANNING COMMISSION

The Economic Development Administration (EDA) awarded the Northwestern Indiana Regional Planning Commission (NIRPC) a CARES Act Recovery Assistance grant to respond to the coronavirus pandemic. The CARES Act Supplemental EDA Award (\$112,000) will fund technical assistance and planning to “prevent, prepare for, and respond to coronavirus...including for necessary expenses for responding to economic injury as a result of coronavirus,” as part of the Coronavirus Aid, Relief, and Economic Security Act, Pub.L.116-136 (March 27, 2020) (CARES Act).

An Economic Resiliency Plan (Plan) is needed to address short-term and long-term economic development impacts and aid in the economic recovery for future pandemics and disasters. A Consultant is sought to provide multi-faceted expertise to prepare the Plan. The Plan will formulate and develop strategies to recover from the effects of the pandemic while supporting the needs of the region’s workforce. The Plan will serve as a path for regional recovery and a guide to prepare for and sustain future economic pandemic, disasters and recoveries.

In order to ensure compliance with the EDA and related requirements, NIRPC is seeking Statements of Qualifications for the provision of services relating to the development of the Plan which will cover the three counties in northwest Indiana that are in NIRPC’s regional planning area. These counties are Lake, Porter, and La Porte.

Description of Services Needed

The project is anticipated to include the following activities:

- *Create and distribute a community needs survey regarding the economic impact of the coronavirus pandemic to be distributed to residents, businesses, and organizations in the three-county region.*
- *Aggregate and analyze quantitative and qualitative data from the community needs survey. Extrapolate data for use in a regional short-term economic “endurance” strategy.*
- *Identify and contact relevant regional stakeholders.*
- *Facilitate 15-30 community meetings, organized roughly by industry/sector, with relevant regional stakeholders regarding the impact of the coronavirus pandemic on their respective organizations, industries, and communities.*
- *Aggregate and analyze qualitative data from community meetings. Extrapolate data for use in a regional long-term economic recovery strategy and a regional economic resilience strategy.*
- *Prepare written short-term economic endurance strategy, long-term economic recovery strategy, and regional economic resilience strategy which should include broadband expansion to support economic development opportunities.*
- *Presentation of the Resiliency Plan at a Spring 2022 event.*

Reporting

Consultant will prepare and submit quarterly progress reports of tasks accomplished no later than five (5) days after the end of each quarter.

Progress Meeting

Monthly meetings shall be held in order to keep everyone involved up to date with the progress of the plan and for discussion of any issues or items that might arise during the plan.

Type of Contract

NIRPC will execute a lump-sum contract for these services.

Federal Requirements

This plan is being funded with federal funds from the Economic Development Administration. As such, the project will be developed in a manner which satisfies all applicable Federal, State, and Local regulations. If selected, the Consultant must be able to verify that they can meet the following terms and conditions:

1. 24 CFR Part 85.36.
2. Title VI of the Civil Rights Act of 1964.
3. Conflict of Interest (24 CFR Part 570).
4. Access to records.
5. Executive Order 11246 - Equal Employment Opportunity
6. Executive Order 12138 - Women Business Enterprise Policy.
7. Architectural Barrier Act of 1968.
8. Age Discrimination Act of 1975.
9. Section 3 Clause - Housing and Urban Development Act of 1968.
10. Section 504 - Rehabilitation Act of 1973.
11. Retention and Custodial Requirements (24 CFR Part 85.42).
12. Executive Order 11063.
13. Affirmative Action Program / Plan.
14. Davis Bacon and Related Acts

Statement of Qualifications

The proposal must include sufficient information regarding the Consultant's qualifications so that NIRPC can determine that the Consultant is qualified and has relevant experience. Do not include a proposed fee as this is a qualification-based selection process. The statement of qualifications should include the following:

1. A description of expertise, experience and resources directly relevant and available for the proposed project.

2. A list of similar projects previously completed.
3. A list of references.
4. Resumes of professional staff members that will work on this project.
5. Name of person to be in charge of the project.
6. Description of scope of services as per “Description of Services Needed” including approach to project, especially those that are unique to your proposal.
7. Ability to complete the work within the required timeframe (completed by Spring 2022).
8. Summary of performance record.

The statement of qualifications shall also provide the following information: name, title, address and telephone number of individuals with authority to negotiate and bind the Consultant contractually, and who may be contacted during the period of evaluation.

Evaluation of Submittals

Evaluation criteria shall include:

1. Specialized experience or technical expertise of the organization and its personnel in connection with the scope of services to be provided and complexity of the project (25pts).
2. Past record of performance on contracts, including quality of work, timeliness and cost control (25pts).
3. Capacity of the organization to perform the work within time limitations, taking into consideration the current planned workload of the firm (25 pts).
4. Familiarity of the organization with this type of project or problems applicable to the project (25pts).

A committee will evaluate and score all proposals to determine the five (5) most qualified. It is anticipated that no more than five (5) Consultants will be invited to respond to a subsequent Request for Proposals including the submission of a Fee Proposal. It is anticipated that the determination of the most qualified Consultants will be done within fifteen (15) working days from the submittal deadline.

Submission Details

If you are interested in providing the requested services, please submit three (3) hard copies and one (1) electronic copy of the Statement of Qualifications to:

Lisa Todd, Procurement Coordinator
NIRPC
6100 Southport Road
Portage, IN 46368

Electronic copy can be emailed to: ltodd@nirpc.org

Statements of Qualifications should be submitted by 3:00 p.m. CT time on Wednesday, April 7, 2021. Each Statement of Qualifications will be reviewed for completeness and clarity according to the above criteria.

Solicitation Schedule

RFQ Release Date:	Tuesday, March 16, 2021
Deadline for Inquiries:	Monday, March 29, 2021
Response to Inquiries:	Thursday, April 1, 2021
Deadline for RFQ Submittals:	Wednesday, April 7, 2021, 3:00 p.m. CT

Communications with Proposers

After release of the RFQ, all communication must be in writing, via email, to Lisa Todd at ltodd@nirpc.org. All questions must be received by Monday, March 29, 2021 at 12:00 p.m. CT. Questions received will be reviewed and NIRPC's written response will be sent to all proposers and prospective proposers and posted to NIRPC's website.

NIRPC is an Equal Opportunity Employer. Please note that Certified Disadvantaged Business Enterprises, Minority-Owned Businesses, and Women-Owned Businesses are invited and encouraged to submit Statements of Qualifications. NIRPC reserves the right to reject any and/or all responses.