



REQUEST FOR PROPOSAL

REGIONAL ECONOMIC DISASTER RECOVERY SPECIALIST

Issuing Agency	Georgia Mountains Regional Commission 1310 W. Ridge Road Gainesville, Georgia 30501 Phone: (770) 538-2626
Issue Date	August 28, 2020
Economic Development Director	Daniel Martin 1310 W. Ridge Road Gainesville, GA 30301 Email: dmartin@gmrc.ga.gov (770) 538-2610
Proposal Number	DM-2020-1
Proposal Closing Date	September 30, 2020
Proposal Closing Time	2:00 PM

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SECTION 1 – SUMMARY

A. Introduction

The Georgia Mountains Regional Commission (GMRC) is soliciting qualifications and price proposals from a qualified consultant to serve as a Regional Economic Disaster Recovery Specialist. This will support regional disaster recovery efforts related to COVID-19 in the Georgia Mountains Region and to expedite financial recovery and mitigation to minimize impacts from future disasters.

B. Geographic Area of Work

The area of interest will include the counties of Banks, Dawson, Forsyth, Franklin, Habersham, Hall, Hart, Lumpkin, Rabun, Stephens, Towns, Union, and White and 38 municipalities within these counties.

C. Statement of Work

This position is funded by the Economic Development Administration (EDA) Coronavirus Aid, Relief and Economic Securities (CARES) Act, through June 30, 2022. In cooperation with the Economic Development Director, the Regional Economic Disaster Recovery Specialist will serve as a project/program coordinator for Economic Development planning and implementation activities related to the development of comprehensive plans, projects and programs for the Georgia Mountains Region. This is accomplished by serving the counties and municipalities of the Region as a liaison and coordinator for businesses and governments and providing support as local economies recover from the Coronavirus shutdown. Additionally, the consultant will assist in facilitating the region's efforts to build a more resilient economy; working for the purpose of revitalizing, expanding, and upgrading distressed communities' physical infrastructure in order to attract new industry, encourage business expansion and generate or retain long-term private sector jobs and investments, strengthened recovery and resiliency.

SECTION 2 – INSTRUCTIONS FOR PROPOSAL

A. Proposal Deadline

The response to this request is due no later than **2:00 p.m. Eastern Standard Time, Wednesday, September 30th** and must arrive at the below address:

Georgia Mountains Regional Commission

Attn: Daniel Martin

1310 W Ridge Road

Gainesville, Georgia 30503

770-538-2610

All respondents must furnish **one (1) original and four (4) copies** of the proposal and shall be delivered sealed in an opaque envelope and clearly labeled as:

Georgia Mountains Regional Commission

Regional Economic Disaster Recovery Specialist

Proposals received after the scheduled deadline will not be accepted. Proposals will be marked “LATE” and will be returned unopened to the respondent. In addition, faxed or emailed proposals will not be accepted.

All proposals submitted shall become the property of Georgia Mountains Regional Commission and will not be returned. Georgia Mountains Regional Commission is not responsible for any cost incurred by the respondent in proposal preparation, presentations given, or benchmarks performed.

B. RFP Schedule

The following is the schedule for this solicitation:

Milestone	Date
RFP Released	Friday, August 28, 2020
RFP Questions Submittal Due Date	5:00 PM EST – Friday, September 11, 2020
Responses to Submitted Questions	5:00 PM EST – Friday, September 18, 2020
Proposal Due Date	2:00 PM EST – Wednesday, September 30, 2020

F. Project Contact Information

Technical issues regarding response to this request shall only be addressed by GMRC when directed to the following email address of the GMRC project contact at:

Daniel Martin, dmartin@gmrc.ga.gov

All questions must be received by 5:00 PM EST on Friday, September 11, 2020 and answers will be posted on GMRC's website by Friday, September 18, 2020.

SECTION 3 – PROPOSAL CONTENT

A. Executive Summary

An Executive Summary shall provide a brief description of the contractor's approach to accomplish the requested services and products.

B. Vendor Profile

The contractor must provide the following information relative to their firm. Similar information must be provided for each subcontractor or each member of a joint venture.

1. Contact Information, including Firm Name, Address, and Telephone Number
2. Type of ownership, indicate if the firm has done business under a different name or ownership as well as the name and location of any parent company or subsidiaries
3. Statement of current software to be used for processing captured data requested in this proposal
4. Statement or clarification of ability to access local markets if not located within the Georgia Mountains Region

C. Experience and References

Proposals shall include the names of three (3) clients whom have received similar products in 2018 or 2019.

In addition to the firm's references, also provide the following information on the experience of key personnel assigned to this project:

1. Name and Title
2. Project Assignment
3. Years of Experience with this firm, with other firms
4. Education: Degree(s) /Years of Specialization
5. Active Registrations
6. Other relevant experience and qualifications to the proposed project complete with client name, phone number, and contact

D. Implementation Plan / Schedule

Description of the implementation plans for all project phases must include the elements detailed below. The implementation plan must identify the project team and include persons and/or organizations responsible for each phase of the work. The implementation plan must include a schedule of events in narrative and / or chart form. The schedule must include but is not limited to the following milestones:

1. Completion of a Regional Disaster Recovery Plan (to include: community assessments, stakeholder involvement plan, assessments on medical facilities and local economies, and the development of local recovery and resiliency plans)
2. Pandemic Transmission Assessment (inventory of major businesses, assessment of business types by person to person interaction and ranking by degree of transmission susceptibility).

E. Cost Proposal

Vendor should submit a proposal setting forth the defined costs for services. As outlined above, please break down pricing by line items/categories (e.g. Travel, Supplies, Labor-Disaster Recovery Plan, etc).

F. Georgia Security and Immigration Compliance Act

Vendors submitting a qualification package in response to this RFP must provide the following information in the package to indicate compliance with the Georgia Security and Immigration Compliance Act. The form is provided for completion.

1. A statement that indicates the contractor will conduct itself in compliance with O.C.G.A. §13-10-91 and Rule 300-10-02 in the execution of the contract.
2. By completing the affidavit that is provided with this solicitation, the vendor is attesting to the following:
 - i. The affiant has registered with and is authorized to use the federal work authorization program;
 - ii. The user identification number and date of authorization for the affiant;
 - iii. The affiant is using and will continue to use the federal work authorization program throughout the contract period;
 - iv. Any employee, contractor, or subcontractor of such contractor or subcontractor shall also be required to satisfy the requirements set forth in this paragraph.
3. Failure to provide the completed and notarized affidavit with the contractor's proposal will result in immediate disqualification as required by the Georgia Security and Immigration Compliance Act.

G. Product Samples/Reports

Please provide the following product samples/reports for review with proposal, from a similar planning project that was conducted in the State of Georgia or adjoining State by your firm:

- 1.) Products featuring local or regional economic assessments or analyses of medical center operations and efficiency.
- 2.) Any survey development and analysis that has been tailored to a specific industry.
- 3.) Any product related to a resiliency or recovery plan

SECTION 4 – EVALUATION AND SELECTION CRITERIA

A. Evaluation Methodology

Award shall be made to the contractor, whose proposal is determined to be the most advantageous to the Georgia Mountains RC region and the participating local governments, taking into consideration price and the evaluation factors set forth in this request for proposal.

Final determination will not be based on price alone. Proposals will first be examined to eliminate those, which are non-responsive to the stated requirements. Contractors should exercise particular care in reviewing Section 3, the proposal content section of this RFP. Those proposals, which meet the criteria set out in the RFP, will be evaluated in detail for the quality of the response.

B. Selection Criteria

The following criteria will be used to evaluate proposals. This is not intended to be a comprehensive list, nor is the arrangement of the criteria meant to imply order of importance in the selection process.

Firm Background The proposal will be evaluated based on the respondent's background, including the number of years in business, size, and financial stability.

Similar Project Experience The proposal will be evaluated based on project experience that is of a similar technical nature and complexity, for clients that are similar in size, location, and type as the GMRC project.

Technical Approach and Expertise The proposal will be evaluated on the methods and technical details that will be used to complete the project.

Project Understanding The proposal will be evaluated on understanding and commitment to execute creative, contextual, and approaches to community engagement. Ability to reach under-represented citizens and their successful inclusion into the engagement process will also be considered.

Cost The proposal cost will be a consideration in the choice of contractor.

Project Schedule Project schedule will be evaluated to ensure the contractor will meet the local governments needs and timetable under EDA CARES ACT regulations.

Product Sample Evaluation GMRC and the RFP Review Committee will review and evaluate the product samples submitted by the contractor.

Geographic Proximity The proposal will evaluate the vendor's proximity to the Georgia Mountains Region.

C. RFP Review Committee

The RFP Review Committee will be formed of volunteers from the local government project participants. They will be charged with:

- Evaluating all submitted RFP's from vendors
- Product sample evaluation
- and narrowing down the Vendors to the top three for presentations to all local government participants

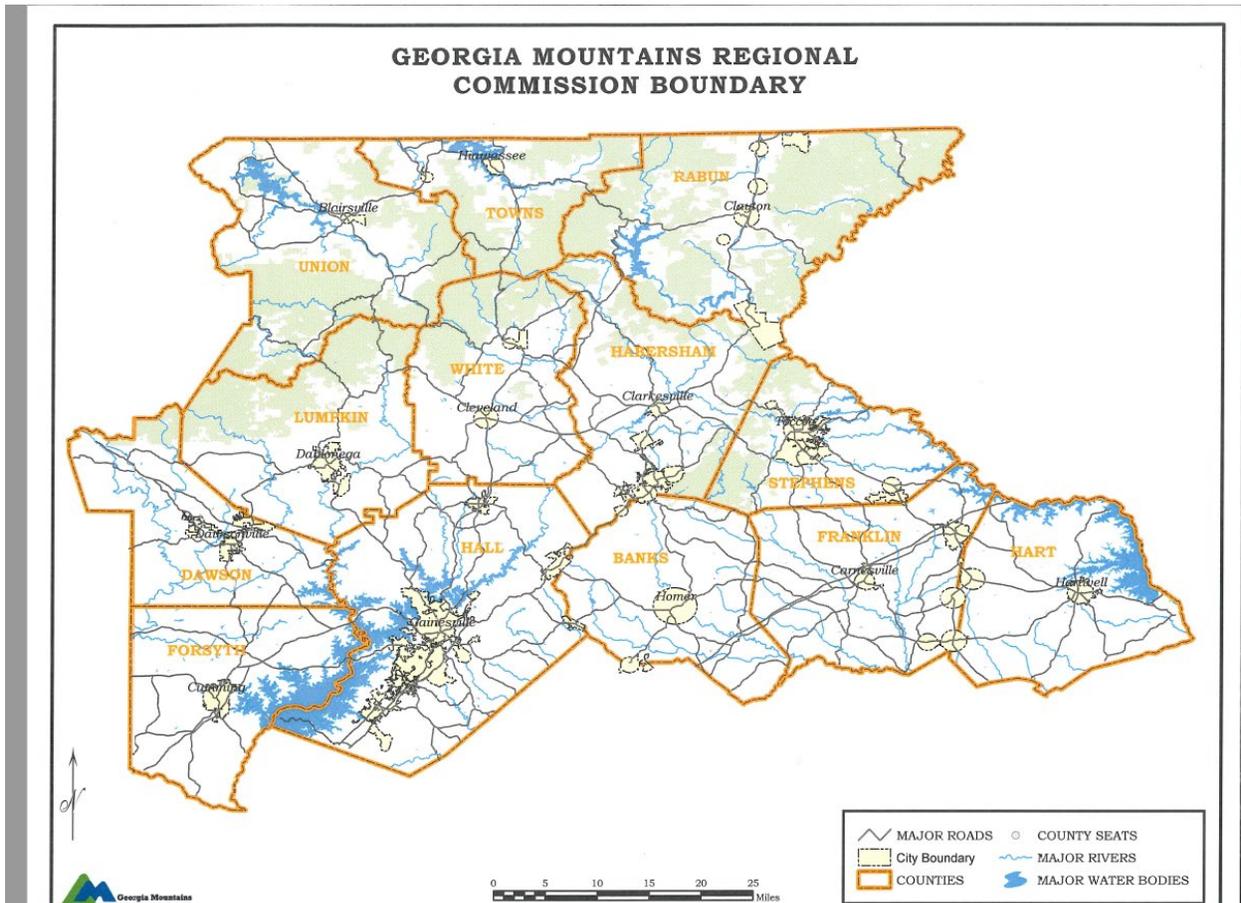
Once the local government participants have chosen the vendor for the project, the RFP Review Committee will make a recommendation to the GMRC Council for approval.

SECTION 5 – DISASTER RECOVERY SPECIALIST SCOPE OF WORK

- Performs advanced professional work and planning assistance to member communities on disaster recovery and resiliency planning
- Manages all aspects of assigned grants; researches additional grant programs and writes or reviews final grants related to assigned area of responsibility
- Assists, educates and supports local governments in understanding and leveraging grant opportunities
- Researches and oversees specialized planning functions such as disaster needs assessments and recovery plans, Comprehensive Economic Development Strategies (CEDS) and regional analysis or environmental studies; assists the Economic Development Director and Planning Director with a variety of economic development and resiliency plans
- Identifies key players in disaster recovery and community development to foster relationships and build business partnerships to utilize resources and encourage continued and increased support throughout the community
- Assists in the development of project/grant budgets and verifies contract expenditures and compliance; maintains reports and financial accounting for grant funded projects
- Identifies problems, issues, and opportunities that could be mitigated through better community planning; develops long range plans
- Presents reports and other findings to staff, boards, and councils to aid in prioritizing and aligning grant resources
- Participates in regional collaboration and planning efforts relating to mitigation, response, and recovery efforts associated with future disaster events
- Provide project management assistance on state and federally funded infrastructure, housing, business recovery, and property acquisition projects

APPENDIX A

Proposed Area of Interest



APPENDIX B



Affidavit Pursuant to Georgia Immigration Laws

Note: As a prerequisite to certain interactions with government entities, Georgia Law requires an affidavit regarding the subjects indicated herein.

At least one secure and verifiable document for identification purposes must be provided as required by O.C.G.A. § 50-36-1 (e)(1). This affidavit must be executed annually.

1. I am over the age of 18, of sound mind, and am competent to make this Affidavit.
2. Initial all that apply (you may initial more than one):

_____ I execute this Affidavit as an applicant for a Public Benefit. Public Benefits include Retirement Benefits, Health Benefits, Disability Benefits, Contracts, Business Loans, Business Licenses, Professional Licenses, Certificates authorizing the transaction of regulated businesses, other benefits as referenced and defined in O.C.G.A. Section 50-36-1, and as defined by the Attorney General of the State of Georgia.

_____ I execute this Affidavit as a contractor or subcontractor on a project of the Georgia Mountains Regional Commission.

3. I submit this affidavit on behalf of _____ (self or business entity).

4. With respect to my personal presence in the United States, I attest as follows:

a. _____ I am a United States citizen. **OR**

b. _____ I am a legal permanent resident 18 years of age or older or I am an otherwise qualified alien or non-immigrant under the Federal Immigration and Nationality Act lawfully present in the United States. I have provided my Alien Registration Number or, in the event I do not have an Alien Registration Number, I have provided another identifying number.*

5. *(For Contractors, and Subcontractors On)* With respect to efforts to verify the lawful presence of persons employed or engaged by me or the entity on behalf of which I sign this Affidavit, I affirm (a) that the system known as "E-Verify" is used to determine immigration status of all employees, contractors or subcontractors, as the case may be; (b) that the pertinent E-Verify user number is _____; (c) that E-Verify will be used to verify the immigration status of all employees and contractors/subcontractors in the future, indefinitely; and (d) that I will notify the Georgia Mountains Regional Commission immediately if there should be any change in the above stated E-Verify usage.

6. In making the above representations under oath, I understand that the Georgia Mountains Regional Commission and its employees are relying upon this affidavit, and I hereby authorize them to do so. I am aware that any person who knowingly and willfully makes a false, fictitious, or fraudulent statement or representation in an affidavit shall be guilty of a violation of Code Section 16-10-20 of the Official Code of Georgia.

SUBSCRIBED AND SWORN
BEFORE ME ON THIS THE _____ Signature of Applicant: _____ Date: _____

_____ Day of _____, 20____. Print: _____

Notary Public
My Commission Expires:

*Aliens under the federal Immigration and Nationality Act, as amended, provide their alien registration number. Because legal permanent residents are included in the federal definition of "alien, legal permanent residents must also provide their alien registration number. Qualified aliens that do not have an alien registration number may supply another identifying number.