



REQUEST FOR PROPOSALS:

Strategic Plan

RFP RPCGB 17-11

Issue Date: November 12, 2017

Schedule: Written questions will be due by 12:00 p.m. (CST), November 22, 2017

Proposals will be received until 12:00 p.m. (CST), December 8, 2017

Notice of Award: December 20, 2017

Submissions should be emailed to rhall@rpcgb.org with "STRATEGIC PLAN RFP" in the subject line. Proposals should not exceed 10 pages (excluding forms), single sided.

Contact: All inquiries regarding this Request for Proposals should be directed to:

Ricki Hall

Telephone: (205) 251-8139

e-mail: rhall@rpcgb.org

SUBMITTALS SHOULD BE EMAILED TO:

Ricki Hall, Human Resource Officer

RHALL@RPCGB.ORG

No proposal shall be received by facsimile.

The Regional Planning Commission of Greater Birmingham (RPCGB) is seeking a qualified Consultant to develop a 5-year Strategic Plan to identify how RPCGB can better serve its member governments in Community Planning, Transportation Planning, and Economic Development.

No Pre-submittal Conference will be held. All questions should be submitted in writing to the project manager at the email shown at the bottom of this page. Responses to the written questions will be summarized and posted to the Regional Planning Commission's website located at www.rpcgb.org. Interested firms should submit questions on or by 12:00 p.m. (CST), November 22, 2017. Answers to the questions will be posted to the RPCGB website by December 1, 2017. RPCGB staff will not respond to verbal questions or meeting requests regarding this RFP.

Submittals will be received by the RPCGB until 12:00 p.m. CST, December 20, 2017. Submissions should be emailed to rhall@rpcgb.org as an attachment with **"STRATEGIC PLAN RFP"** in the subject line. No proposal shall be received by facsimile. Proposals may not be withdrawn after the time for proposals to be opened has passed. All proposals must remain in effect for 90 days from the date of response. Proposals that take exception to the specifications and which do not provide a complete response will be considered non-responsive and will be rejected. A submission of a proposal does not bind the RPCGB, in any way, neither to enter into contractual agreement nor negotiation for the aforementioned professional services as described hereto.

The Regional Planning Commission of Greater Birmingham reserves the right to reject any or all proposals submitted and to make award where it appears to be in the best interest of the RPCGB.

For more detailed information about this solicitation visit the RPCGB website, or contact:

Ricki Hall (205) 251-8139
Human Resource Officer rhall@rpcgb.org
Regional Planning Commission of Greater Birmingham www.rpcgb.org
2 20th Street North, Suite 1200
Birmingham, AL 35203

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SECTION 1.0 GENERAL INFORMATION

The Regional Planning Commission of Greater Birmingham (RPCGB) was formed in 1963 as a service agency to assist local governments in planning activities. Today, the RPCGB region includes the counties of Blount, Chilton, Jefferson, Shelby, St. Clair and Walker. In 1969, the Alabama Legislature authorized the creation of Regional Councils. RPCGB is one of 12 regional councils in the state of Alabama. The RPCGB region includes the largest metropolitan statistical area (MSA) with a total population over 1.1 million people.

SECTION 2.0 SCOPE OF SERVICES

The Regional Planning Commission of Greater Birmingham is seeking proposals from consultants to develop a 5-year strategic plan that will identify how RPCGB can better serve its member governments in Community Planning, Transportation Planning, and Economic Development. The selected consultant will work closely with RPCGB staff, Board of Directors, along with leadership to develop a Strategic Plan that is cohesive, meaningful, and effective.

The outcome of the process will be a written document that identifies challenges that the Organization and region face. The plan will outline a clear plan of action to address each challenge.

SECTION 3.0 DELIVERABLES

Provide a proposed delivery schedule and a 5-year Strategic Plan at the end of the project.

SECTION 4.0 SUBMITTAL

Submissions should include the process and proposed methodology to develop the strategic plan. Include a minimum of three (3) examples demonstrating the company's capabilities and experience in strategic planning, public agency outreach, creative problem solving, and group dynamics. State the number of years the firm has been in business. State the duration of the project, and include an itemized budget and a reference contact. Provide a critical task breakdown, showing key milestones of the project. In addition, demonstrate the ability of key team members to perform the work and include their resumes (limit one (1) page per person).

Respondents are encouraged to provide additional scope ideas that will improve the overall project.

Disadvantaged Business Enterprises (DBE) Certification if applicable; the RPCGB recognizes fair and open competition as a basic tenet of public procurement and encourages participation by minority and women-owned/managed or Disadvantaged Business Enterprises (DBE). DBE participation is strongly encouraged. DBE firms are requested to submit evidence of such classification with the Proposal package.

General Information:

- Proposals should not exceed 10 pages (excluding attachments and forms), single-sided.

SECTION 5.0 PROPSAL EVALUATION PROCESS AND CONTRACT NEGOTIATIONS

A proposal evaluation and selection committee, acting on behalf of the Board, will be organized to review and evaluate all proposals received.

Following the evaluation of the written proposals submitted, the Selection Committee shall engage in individual discussions with one or more Offerors deemed fully qualified, responsible and suitable on the basis of initial responses and with emphasis on professional competence, to provide the required services. Such Offerors shall be encouraged to elaborate on their qualifications and performance data or staff expertise pertinent to the proposed project.

Proprietary information from competing Offerors shall not be disclosed to the public or to competitors. At the conclusion of discussion, on the basis of the evaluation factors described in the RFP and all information developed in the selection process to this point, the Committee shall select in the order of preference, one or more Offerors whose professional qualifications and proposed services are deemed most meritorious.

Contract negotiations will be initiated with the top-ranked proposal Offeror. If a contract satisfactory, reasonable, and advantageous to the RPCGB can be negotiated the award shall be made to that Offeror. Otherwise, negotiations with the Offeror ranked first shall be formally terminated and negotiations will be conducted with the Offeror ranked second, and so on until such a contract can be negotiated.

The RPCGB reserves the right to reject all proposals received and initiate a new competitive proposal process. Should the Selection Committee, acting on behalf of the RPCGB, determine in writing in its sole discretion that only one Offeror is fully qualified, or that one Offeror is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated with and awarded to that Offeror. If negotiations are unsuccessful, the RPCGB reserves the right to issue a new Request for Proposals.

In evaluating proposals, the RPCGB will consider:

- a. Responsiveness and completeness of the proposal with respect to this RFP.
- b. Experience of the Firm.
- c. Project Staffing.
- d. Disadvantaged Business Enterprises (DBE) Certification (if applicable, include as an attachment).

SECTION 7.0 REQUIRED FORMS

The following forms (attached hereto) must be signed by a duly authorized representative and submitted with the proposer's response.

- Attachment A: Certification of Non-Collusion
- Attachment B: Certification of Contingent Fees
- Attachment C: Certification of Fair Employment Practices
- Attachment D: Conflict of Interest Disclosure
- DBE Certification (if applicable, as an attachment)

ATTACHMENT A: CERTIFICATION OF NON-COLLUSION

The undersigned, having been fully informed regarding the accuracy of the statements made herein, certifies that:

- (1) This Qualifications Package was developed and submitted independently and without consultation, communication, collusion, understanding, or agreement with any other Proposer or potential Proposer.
- (2) No attempt has been made or will be made to induce any firm or person to refrain from bidding on this contract.
- (3) This Qualifications Package is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any firm or person to submit a complimentary or other noncompetitive application.
- (4) _____ (name of firm), its affiliates, subsidiaries, officers, directors and employees are not currently under investigation by any governmental agency and have not, in the last five years, been convicted of or found liable for any act prohibited by state or federal law in any jurisdiction, involving conspiracy or collusion with respect to bidding on any public contract.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Proposer/Firm

Date

Business Address

ATTACHMENT B: CERTIFICATION OF CONTINGENT FEES

The Proposer acknowledges that no RPCGB assistance has been paid or will be paid on its behalf to any person(s) for influencing or attempting to influence an officer or employee of the RPCGB, member of the RPCGB Executive Committee, an officer or employee of any RPCGB member jurisdictions, or officer or employee of any MPO member jurisdictions in connection with the award of any RPCGB contract, the making of any RPCGB grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any RPCGB contract, grant, loan, or cooperative agreement.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Proposer/Firm

Date

Business Address

ATTACHMENT C: CERTIFICATION OF FAIR EMPLOYMENT PRACTICES

The undersigned states that _____ (Proposer), by its employment policy, standards and practices, does not subscribe to any personnel policy which permits or allows for the promotion, demotion, employment, dismissal, or laying off of any individual due to his/her race, creed, color, national origin, age, sex, religion, or disability.

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Proposer/Firm

Date

Business Address

ATTACHMENT D: CONFLICT OF INTEREST DISCLOSURE

Instructions

The RPCGB, in keeping with the State of Alabama Ethics Law, asks that all persons or firms seeking contracts valued at \$50,000 or more complete and submit this form along with their Qualifications Package. This requirement also applies to any proposed subcontractors whose portion of the work is valued at \$25,000 or more. Failure to comply with this requirement may cause your Qualifications Package to be declared non-responsive.

Questions

1. Does your firm have an existing relationship any with employee(s) of the RPCGB, and/or member(s) or officer(s) of the Executive Committee or the MPO that could be construed as having a conflict of interest (i.e., financial interest), or which would give rise to a conflict if your firm becomes a recipient of a contract with the RPCGB?

YES NO

If "yes," please list the names of employee(s), committee member(s), or officer(s) and the nature of the relationship:

Name: _____

Relationship: _____

2. Have you or any member of your firm been an employee of the RPCGB, served as a member of the Executive Committee, or as an MPO officer within the last 24 months?

YES NO

If "yes," please list name(s), position(s), and dates of service:

Name: _____

Position: _____

Dates of Service: _____

3. Are you or any manager(s), partner(s), or officer(s) of your firm related by blood or marriage/domestic partnership to an employee of the RPCGB, Executive Committee member, or MPO officer that is considering your contract Qualifications Package?

YES NO

If "yes," please list name and the nature of the relationship:

Name: _____

Relationship: _____

4. In the last 24 months, have you or any members of your firm been a business partner of, employed, or about to employ an employee of the RPCGB, Executive Committee member, or officer the MPO?

YES NO

If "yes," please list name and the nature of the relationship:

Name: _____

Relationship: _____

5. Have you or any manager(s), partner(s), or officer(s) of your firm ever given (directly or indirectly), or offered to give on behalf of another or through another person, contribution(s) (including political contributions) or gift(s) to any current employee of the RPCGB, Executive Committee member, or MPO officer?

YES NO

If "yes," please list name, date gift or contribution was given/offered, and dollar value:

Name: _____

Date: _____

Value: _____

The undersigned attests that he/she is authorized to make this certification on behalf of the Proposer, and its owners, directors, and officers.

Name and Title/Position of Signatory

Signature

Name of Proposer/Firm

Date

Business Address