

REQUEST FOR QUALIFICATIONS FOR QUALIFIED PLANNING FIRMS

Statement of Interest due – Monday, June 21, 2021, 5:00 p.m.

RFQ Proposal due – Monday, July 5, 2021, 5:00 p.m.

The New River Gorge Regional Development Authority (NRGRDA), in collaboration with the Fayette County Commission, has issued this Request for Qualifications (RFQ) seeking expressions of interest and statements of qualifications from Qualified Planning firms to provide expertise regarding the update of Commission's 2021 Comprehensive Plan. The Commission anticipates contracting this position in July 2021.

Services & Skills Sought:

NRGRDA seeks to hire a planning firm that has experience with the facilitation of meetings, compilation of information and updating of a Comprehensive Plan in adherence with 8A-3 of the West Virginia Code. This firm would be expected to assist the Comprehensive Plan Project Team in facilitating public meetings in order to generate public input that will inform this long-term planning document. The planning firm will work with NRGRDA, Fayette County Commission staff, Fayette County Planning Commission, attorneys and/or real estate experts, and community stakeholders to update the Fayette County Comprehensive Plan.

With the recent re-designation of the Nation's newest National Park, the New River Gorge region is ripe for growth and expansion of the existing outdoor economy. Prioritized experience includes previous planning work in communities with robust outdoor industries, comparable demographics, and related economic drivers. Relevant experience would include previous involvement with regional development organizations and county governments or in preparation of similar planning and guidance documents. Ability to facilitate public meetings and effectively synthesize public input is key to the update of a thorough comprehensive plan and localized convenings are required for each district in the county. Regular revisions and drafts will be provided for NRGRDA, the Fayette County Planning Commission and Fayette County Commission. Final comprehensive plan deliverable is due by Monday, November 1st, 2021, at 5PM EST.

To respond to this RFQ, firms should respond by (a) sending an email with a statement of interest, and any requests for clarification by 5PM EST by June 21, 2021; and (b) providing a full proposal by 5PM EST, July 5, 2021. This proposal should consist of information on the firm/individual's relevant and specific skills, and specific experience with similar projects (including references) in a way that demonstrates your ability to conduct the tasks outlined in this document. Please provide with your proposal a letter of no more than five (5) pages (12- point Times New Roman font and 1" margins) describing your abilities and interest in being procured for these positions/tasks. You may also provide up to 10 pages of attachments or ancillary materials, including the individual's resume to supplement your letter response.

All materials for the final proposal must be provided in PDF form and emailed to jgrayson@nrgrda.org by Monday, July 5, 2021, at 5PM EST time.

NRGRDA and the Comprehensive Plan Project Team expect to select one or more firms/individuals for interviews conducted in person or by phone, to select a firm/individual based on evaluation of the skills and expertise conveyed in the proposal, and to enter into price negotiations with the top selected firm.

