



MOUNT ROGERS

REGIONAL PARTNERSHIP

Request for Proposals: Site Selection and Site Evaluation Services

Date: March 15, 2024

Purpose

The Mount Rogers Regional Partnership, MRRP, acts as the Regional Economic Development Organization for Bland, Carroll, Grayson, Smyth and Wythe counties, and the city of Galax (Partner localities). MRRP desires to hire a site selection and engineering consultant to provide support in conjunction with identifying and evaluating the top potential sites for industrial / economic development purposes in the Mount Rogers region.

Confidentiality

Given the sensitive and confidential nature of property negotiations, the selected consultant may be required to sign various levels of confidentiality agreements with potential utilities and/or VEDP and all work under this contract shall be deemed confidential to the Partnership unless otherwise noted. As such, preference will be given to consultants who can provide a majority of required services in-house, both from an internal communications perspective and timeliness of completion of work.

Qualifications

Selected consultant shall have performed all levels of work on development of industrial/economic development projects and GIS site selection studies. Consultant shall be capable of providing all services related to site selection and evaluation of industrial/economic development sites and shall have relative experience providing similar services for clients throughout the Commonwealth of Virginia. Consultant shall be familiar with the funding agencies supporting this project.

Consultant shall provide at least three references for similar experience/services provided for local government and/or regional partnerships in Virginia.

Scope of Services

Consultant shall provide the following scope of services at a minimum:

1. MRRP will identify a project team consisting of representatives from local government officials, utility partners, and other economic development partners. The selected

consultant will utilize a contact list developed by the project team to obtain information on potential site candidates as it conducts the study.

2. Conduct a virtual kickoff meeting to introduce the project process and the consultant team.
3. Develop online stakeholder surveys to be completed during the project to facilitate input throughout the project.
4. Collect existing data from local, regional, and national databases to identify potential sites. Utilize the data to build a GIS database model for the Mount Rogers region.
5. Develop a selection criterion that will determine the total number of sites available. Criteria may include total combined acres available, environmental features, lot shape, utility availability, and other criteria identified by the selected consultant, the project team, MRRP staff, and stakeholders.
6. Consultant will evaluate the sites based upon development criteria to identify the initial top 20-30 sites.
7. The selected consultant will review the initial sites with MRRP staff and stakeholders to identify the 10 best sites.
8. Upon identification of the 10 best sites, the consultant team will perform detailed site analysis and “windshield” tours of the locations to develop a detailed assessment of the sites.
9. Consultant shall prepare a final report detailing key site and infrastructure features and associated order of magnitude costs of development to get the respective 10 best sites to a Tier 3 and Tier 4 level in accordance with the Virginia Business Ready Sites Program guidelines.
10. All work to be completed by March 2025.

Contact Information

All questions regarding this RFP shall be directed to Ashlyn Shrewsbury, Economic Development Manager, 276-223-4732, or ashrewsbury@wcc.vccs.edu.

Proposal Submission

Consultant shall submit three (3) hard copy and one (1) digital proposals to MRRP. Proposals shall become property of MRRP and consultant shall mark any proprietary information. Proposals shall be submitted in person before 4:00 p.m. on **Tuesday, April 23, 2024** to:

Wytheville Community College
Grayson Hall, 2nd Floor
1000 E Main Street
Wytheville, VA 24382
Mount Rogers Regional Partnership

Attn: Ashlyn Shrewsbury
ashrewsbury@wcc.vccs.edu

Proposal Requirements

The Consultant shall submit the following with the proposal:

1. Cover letter not to exceed two pages
2. Firm background and experience (include any subconsultant information)
3. Project team and resumes
4. Methodology and approach for this project
5. Proposed budget for this project
6. Recent relative experience
7. Three (3) references for similar projects in Virginia

Selection Criteria

The Partnership shall use qualification-based selection process for professional services based on the following criteria:

1. Overall quality of the firm and quality of the proposal
2. Prior experience with similar projects and clients
3. Familiarity with Virginia Business Ready Sites Program
4. Familiarity with GO Virginia, Tobacco Commission and VBRSP Funding Programs
5. Proven track record with development of similar site selection studies
6. Qualifications and experience of key personnel assigned to project
7. Quality of references.

Mount Rogers Regional Partnership reserves the right to reject any proposals submitted. Partnership will rank the proposals and may select to interview the consultants as part of the process.

Additional Services and Reciprocal Use of Contract

It is the intent of Mount Rogers Regional Partnership to procure a professional consulting firm to perform the above listed services for the development of the Mount Rogers Regional Partnership Site Selection Study. MRRP reserves the right to utilize this contract for additional due diligence and/or professional services to complete any additional work associated with advancing the sites through the various development stages and evaluation of future sites.

Any of the Partner localities served by MRRP, and their respective IDA's or EDA's, shall have the ability to utilize this contract to hire the select consultant to perform additional professional services as they deem appropriate.