



Lake Champlain – Lake George
Regional Planning Board
Request for Proposals:
Regional Economic Recovery and
Resiliency Plan

Issued: **September 3, 2020**

Responses Due: **October 2, 2020, 3:00 pm**

Overview

The Lake Champlain – Lake George Regional Planning Board (LCLGRP) has been awarded a CARES Act Supplemental EDA Award to provide 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).

As part of this work, the LCLGRP will be completing a Regional Economic Recovery and Resiliency Plan that outlines a path for regional recovery.

This plan should relate directly to the LCLGRP’s Comprehensive Economic Development Strategy (CEDS), which can be found on the LCLGRP’s website at https://lclgrp.org/assets/pdf_files/LCLGRP%20CEDS%202016.pdf.

Submittal Requirements

Sealed proposals must be received no later than **3:00 PM (EST) on October 2, 2020**:

Only mailed proposals will be reviewed. NO HAND DELIVERED PROPOSALS DUE TO COVID-19.

Mailing Address:

LCLGRP

Attn: Beth Gilles, Director

PO Box 765

Lake George, NY 12845

Proposal packages must include:

- Two (2) originals and one electronic copy of the response to this RFP are requested.
- Include one original set of the non-collusive and notary forms found on the last two pages of this RFP.
- All proposals must be accompanied by an electronic version for duplication purposes. Please use a clearly label CD or USB flash drive.
- Please mark “**Regional Economic Study**” conspicuously on the outside of the sealed envelope.
- Responses received after the deadline will not be considered.

Questions and Requests for Clarification:

For questions or clarifications, please contact Beth Gilles, Director, at 518-668-5773 or via email at beth.gilles@lclgrp.org.

The LCLGRP will not respond to questions after September 23, 2020. Responses will be posted on the LCLGRP website by 3:00 pm on Friday September 25, 2020. The LCLGRP reserves the right to modify, correct and clarify requirements at any time during the process provided the changes are justified and that modifications would not materially benefit or disadvantage any response. It is the responder’s responsibility to ensure they have the most up-to-date RFP version.

Scope of Work

This plan will include Clinton, Essex, Hamilton, Warren, and Washington Counties and analyze both the private and public sector efforts and initiatives to be undertaken to help the region's economy recover from the COVID-19 pandemic. The plan should look at various industries and how each has been affected by the pandemic. It should include identification of assets, industry clusters, how the pandemic has impacted the region, and what industries are likely to grow or shrink as a result of pandemic. It should include an analysis of brick and mortar vs. online businesses and the role and needs of broadband and cell phone service, especially in the more rural areas. The plan should also include the needs of local governments and how each is responding to those needs. It will also look at how the region has and is going to change, taking into consideration societal changes that will affect industries like tourism and manufacturing.

The plan should also outline "lessons learned" and best practices and identify steps the region can take in the short and long term to plan for and ultimately reduce the economic impact of pandemics. It should also define and identify what type of assistance should be given to innovative and growing industries.

The final piece of the plan will be a communications strategy so that the municipalities, businesses community, non-profits and the public are informed and educated on the short- and long-term recovery process.

Project Timeline

It is anticipated that work will begin November 1, 2020 and must be finalized by April 30, 2022. There is no opportunity for an extension of this project. Consultants who cannot complete the work product within this timeline should not respond.

Funding

Grant funding for this project was provided from the Economic Development Administration through the CARES Act funding. All work must comply with all federal laws and statutes.

The LCLGRPB intends that the project cost does not exceed the specified budget amount of the available grant funds for this portion of the project, which is \$200,000.

Reporting Requirements

Work completed under this RFP is part of a grant provided to the LCLGRPB. The Consultant will prepare and submit quarterly reports of tasks accomplished no later than five (5) days after the end of each quarter. The Consultant will provide any additional reporting and/or data as needed to satisfy grant requirements.

Deliverables

This list of deliverables is intended to help the Consultants guide their proposals and is not necessarily an exhaustive list. Consultants responding to the RFP shall offer additional insight into approaches and strategies that have been gained from similar projects and confirm the following approach is appropriate given your understanding of the region and the economic impacts of COVID-19.

- **Project Initiation and Management**

The project will require effective coordination with the LCLGRP and multiple entities within the five counties. The Consultant must identify a Project Manager who will serve as a single point of contact for the various entities related to the project. The LCLGRP will create a Project Management Committee that the Consultant will work with. As part of the proposal, interested Consultants must present a proposed project schedule with estimates for the duration of each task and proposed completion date. The selected consultant must conduct a project kick-off meeting with the LCLGRP to validate the proposed schedule and approach to project management, lines of communication, and an initial discussion of data and other information needs. It is anticipated that this kick-off meeting will be held via videoconference.

- **Compile Demographic and Economic Information**

The Consultant shall collect various demographic, business, location quotient, and workforce data in the region to assess both pre-pandemic and post-pandemic economic conditions. This information will be necessary in identifying regional economic distress created by the COVID-19 pandemic and the resulting economic development challenges. The Consultant will need to work within each county to locate this information and perform quality assurance. All information must be compiled in a manner that LCLGRP will have access and rights to.

- **Facilitation of a S.W.O.T. (Strengths, Weaknesses, Opportunities and Threats)**

The Consultant shall perform a S.W.O.T. analysis in concert with the Project Management Committee and additional county partners utilizing the previously compiled information. The Consultant shall utilize the findings of the S.W.O.T. to guide the strategies and recommendations.

- **Perform Public Outreach**

The Consultant will be required to hold at least five (5) public meetings, one within each county, prior to completion of the draft plan. The Consultant will work with the LCLGRP staff and members of the Project Management Committee to execute the public meetings efficiently and effectively.

- **Identify and Describe Strategies, Recommendations and Actions**

Based on the S.W.O.T. analysis and information collected through public outreach, the Consultant will identify strategies and recommendations for economic recovery of the region and for future resiliency efforts. These can be on a municipal, county-wide, or regional basis and should be tangible and implementable. Strategies and recommendations must be approved by the Project Management Committee before inclusion in the draft plan.

- **Create Implementation Strategy and Schedule**

The Contractor shall prepare a strategy and schedule to implement the identified recommendations and actions. The Consultant should articulate priorities, measurable objectives, and steps for implementation, including cost estimates and potential funding sources. The Consultant should also define short, medium- and long-term goals for economic recovery.

- **Create Draft Plan**

In collaboration with the Project Management Committee, the Consultant will prepare a draft plan which shall include the previously described elements. The draft plan will be released for

public comment with a minimum 30-day public comment period. Any comments deemed necessary by the LCLGRP and/or Project Management Committee shall be incorporated into the document by the Consultant. The consultant will present the draft plan to the Project Management Committee and LCLGRP prior to finalization.

- **Create Final Plan and Communication Plan**

The Consultant will produce a final plan incorporating all the aforementioned information. The final plan must be approved by the LCLGRP Board of Directors no later than April 30, 2022. The Consultant must also provide the LCLGRP with a communication strategy so that the LCLGRP is successful in relaying the plan and its measures throughout the five-county region.

Response Submissions

The LCLGRP strongly encourages Minority and Women Business Enterprises (MBE/WBE) and Small Businesses (as established by the Small Business Administration ([13 C.F.R. § 121.201](#))) to apply for consideration of their services for this RFP.

Respondents must include the following:

- Proposal to complete Scope of Work outlined above including:
 - Price estimate for providing all the services referenced above.
 - Staff to be assigned to this project including summarized information regarding the professional staff member's qualifications, years and types of experience, education, licensure, certifications, accomplishments, etc. Specify a project manager and contact person to coordinate the services for the LCLGRP.
 - Deliverables to be created. Additional tasks and deliverables not specifically mentioned in this RFP may be considered. Please list additional tasks and deliverables separately in proposal with itemized cost proposals and timelines.
- References of past clients for whom the respondent has completed similar work including brief descriptions of each project and achieved outcomes.
- Identification of project partners or sub-consultants with qualifications, if applicable.
- Completed, signed and notarized non-collusion statement (attached to the end of this document).

Selection Process

Proposals will be reviewed according to the following criteria:

- Technical Capacity and Experience - Technical skills of the Consultant and individual staff members who will be assigned to the County.
- Cost Proposal - Cost to the LCLGRP for the Proposed Services. Please identify any Subcontractors that will be utilized, if applicable.
- Additional information including interviews may be requested during the review and selection process.
- LCLGRP reserves the right without prejudice to reject any or all proposals.

Title VI / Nondiscrimination Policy Statement

It is the policy the LCLGRP that no person shall, on the grounds of race, color, national origin, or sex as provided by Title VI of the Civil Rights Act of 1964, and the Civil Rights Restoration Act of 1987 (P.L. 100.259) be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity.

LCLGRP will make every effort to ensure nondiscrimination in all of its programs and activities, whether those programs and activities are Federally funded or not. This policy incorporates all of LCLGRP's operations.

LCLGRP firmly believes in, and subscribes to, fair employment practices and opens its facilities to every qualified person. In all employment practices, the LCLGRP is committed to prohibiting discrimination on the basis of race, color, creed, national origin, sex, age, marital status, or disability. The LCLGRP supports all federal and state laws, rules and regulations dealing with discrimination and specifically endorses all applicable provisions of Title VII of the Federal Civil Rights Act of 1964, the Age Discrimination in Employment Act, Section 504 of the Rehabilitation Act of 1973, the New York State Human Rights Law and the Americans with Disabilities Act.

NON-COLLUSIVE BIDDING CERTIFICATE

State of _____ }

County of _____ }

_____, being duly sworn, deposes and says:(a) By submission of this bid, each bidder and each person signing on behalf of any bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of knowledge and belief:

(1) The prices in this bid have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor.

(2) Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the bidder and will not knowingly be disclosed by the bidder prior to opening, directly or indirectly, to any other bidder or to any competitor and;

(3) No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

(b) If the bidder is an individual, the bid must be signed by that individual; if the bidder is a corporation, it must be impressed with the corporate seal, signed by an officer of that corporation, or other person authorized by resolution of the Board of Directors, and in such case, **a copy of the resolution must be attached**; if a partnership, it must be signed by one of the partners or other person authorized by a writing signed by at least one general partner and submitted with the bid or previously filed with the LCLGRPB.

I, hereby affirm under the penalties of perjury that the foregoing statement is true.

Individual Bidder

Co-Partnership

(Corporate Seal) By: _____
Partner

Corporation

(notary stamp) By: _____
Corporate Officer - Title

Sworn to before me this _____ day of _____, 20____

