

Comprehensive Recovery Planning and Associated Services

Request for Proposal

SECTION 1: GENERAL INFORMATION

1.1 Background

Breathitt County and the city of Jackson experienced severe flooding damages in 2021, and before our community could recover, we experienced another disastrous flood in July of 2022. Families have lost their homes; tenants have been displaced; infrastructure has been damaged; churches and schools have been affected, and businesses have closed. Although recovery from these two devastating floods will take years, leaders in the County and City are committed to rebuilding Breathitt County and Jackson in a stronger and smarter way.

There is a need for a comprehensive recovery plan that will support the vision and resiliency of our community and serve the health, safety, and welfare of the community for generations to come. The County of Breathitt, KY and the city of Jackson, KY (known as County/City) are collaboratively seeking qualified Proposers to submit proposals to develop a Comprehensive Recovery Plan (known as the Plan) that will assist us in our recovery from these disastrous floods and make us more resilient, viable, and sustainable.

1.2 Purpose

The purpose of this Request for Proposal (RFP) is to obtain competitive proposals from qualified Proposers interested in providing consulting and planning services to assess, evaluate, and provide a Plan with solutions to address the long-term social, economic, infrastructure, environmental, and resiliency needs of Breathitt County and the city of Jackson. The Plan will serve as a “road map” for investments that will help our community become more resilient, viable, equitable, and sustainable for generations to come.

SECTION II. PLAN OVERVIEW

2.1 The Plan

Breathitt County and the city of Jackson are collaboratively seeking PROPOSALS from qualified firms with experience in recovery planning, urban planning and design for rural communities to develop a long-term comprehensive recovery plan (Plan) for the County/City.

In preparing the Plan, selected Proposer’s work will include:

- assessing the current short-term and long-term revitalization needs
- assessing housing needs: new, rehabs, urban in-fill, subdivision development, rentals, and homeownership
- assessing utilities & infrastructure needs; and streets, roads, sidewalks, and lighting
- an evaluation of the flood impacted areas and potential areas for development
- an evaluation of planning documents and zoning and building codes
- engaging citizens and community institutions to ensure the priorities of the plan are consistent with the community vision and aligned with the region’s ongoing recovery needs

- working alongside local, state, federal, non-profit, and faith-based partners to bring in the necessary resources for the City of Jackson and Breathitt County
- creating a framework with strategies and solutions related to land use, housing, infrastructure, economic development, workforce development, natural/cultural resources, and social vulnerabilities

2.2 Land Use

Proposers should review existing land use patterns, along with growth and development trends, and engage stakeholders in the development of a unified plan for future growth. Proposers should assess existing plans and evaluate local ordinances and zoning regulations to develop recommendations for improvements to land-use policies, regulatory review processes and structures that incorporate resiliency measures, and incentives or strategies to support their implementation. Land use policies should aim to direct new development toward lower risk areas and align with infrastructure investment recommendations to both support and encourage desired growth.

Proposers should be prepared to develop up to ten conceptual plans for opportunity areas or catalytic projects, such as concepts for mixed-use affordable housing developments, infill/redevelopment plans, retail areas, greenway bike and trail plans, and corridor enhancement plans.

2.3 Hazard and Flood Mitigation

Breathitt County and the city of Jackson have experienced damage and destruction due to increased frequency of significant weather events. An objective of this plan is to address current and future flood risks and identify mitigation actions and potential locations for projects that can improve local and regional resilience. The planning process should engage community members in understanding risks and tradeoffs, that may be needed in the future, to further reduce risks.

2.4 Housing

Recognizing the region’s housing market was severely impacted by these disasters, leaving people displaced, damaging a large portion of homeowner and rental units, and exacerbating pre-existing demand for affordable housing, the master plan should assess the area’s current housing supply and condition, and evaluate future needs, along with potential locations for all housing types.

There is a need to coordinate and leverage available resources, including disaster recovery funds, CDBG-DR funds, and low-income tax credit allocations to eliminate duplication and redirect dollars toward a more comprehensive approach that meets the region’s housing needs.

The Plan must address the pace of repair and reconstruction of the housing stock, as well as an accelerated housing stock development strategy. The Plan should also consider the lack of accessible and qualified contractors, along with rising costs of construction materials. Proposers should understand and leverage the roles of non-profit, faith-based partners, and other voluntary organizations as it relates to repairing or replacing the housing stock.

The Plan should recommend successful programs and financing models, development incentives, land

trust models, strategies for infill housing and placemaking, incorporating resiliency into future construction projects, and leveraging disaster recovery funding to expand the affordable housing supply.

2.5 Infrastructure

The region's infrastructure needs were pronounced prior to the flooding, ranging from road repair and replacement projects and drainage improvements to projects addressing new road construction. These disasters exacerbated infrastructure needs, demonstrating significant deficiencies in the region's power and broadband infrastructure and water and wastewater systems serving local communities.

The Plan should assess current and planned infrastructure projects and recommend how to better serve communities through solutions that address known needs and mitigate future threats. The Plan should also identify improvements to key road and street systems in the county and city.

2.6 Economic Development

Proposers should identify opportunities to diversify the regional economy beyond just coal industry and traditional supports to the coal industry, leveraging existing and future assets toward sectors like tourism, entrepreneurship, and technology.

The Plan should incorporate the assets and leadership of the local community college and universities near the area. The physical footprint around the local college campus should be incorporated into the Plan. The Plan should include strategies for expanding the role of the educational institutions in the area.

2.7 Implementation

The Plan must include detailed resources and actions necessary to implement all recommendations. All implementation strategies shall be prioritized and presented in a format that can easily be tracked and shared among stakeholders responsible for their implementation.

SECTION III: PROPOSER SELECTION

The selected Proposer will demonstrate experience in project management, strategic communications, plan implementation, and interfacing with public sector and governmental agencies. It is anticipated the hiring of one prime planning firm who may include sub-consultants with the required expertise on their team. Proposers should clearly demonstrate their experience in conducting large-scale visioning and community planning, with an emphasis on successful grassroots outreach and community engagement. Proposers should also provide details regarding their experience using methods and technology that facilitate robust engagement with elected officials, community leaders and stakeholders, and the general public.

Proposers should demonstrate an ability to work on multiple concurrent programs/projects across a wide variety of needs and issues, with skills and experience related, but not limited to, the following:

- Community revitalization and urban planning
- Engineering: environmental and civil (e.g., utilities, wastewater, water, electric distribution, broadband, roads, and bridges)
- Landscape architecture
- Land use planning, zoning, and building codes
- Architectural and sustainable design
- Stormwater management and green infrastructure
- Elevated construction
- Affordable housing and financing
- Floodplain management
- Hazard mitigation
- Climate adaptation
- Economic development
- Public outreach

The selected Proposer will support the county, city, and any identified grant writers or partners with information on potential grants/loans to implement the Plan. Proposer will work with grant writer/s with the development of the grant applications and ensure they are in line with the Plan for short-and-long term strategies.

SECTION IV: RFP INSTRUCTIONS

4.1 Proposal Submission

Proposers shall submit one (1) unbound and 8 bound copies of their proposal(s). Proposals must be received by **Thursday, March 30, 2023, 4 p.m.** and may be delivered or mailed to:

City of Jackson, KY
 333 Broadway
 Jackson, KY 41339
 Attn: Recovery Plan

Proposers are solely responsible for ensuring that their proposal is delivered at the specified place and prior to the deadline for submission. Proposals received after the deadline will not be considered.

4.2 Proposal Format

Proposals should be thoughtful, clear, and well-organized in the structure listed below:

- i. Cover Letter

A cover letter should be submitted on the Proposer’s official business letterhead with a brief statement of the Proposer’s understanding of the scope of the work to be performed, an introduction of their firm and any subcontractors, recent relevant experience, and any

other information the Proposer deems appropriate. The cover letter should be signed by an individual authorized to make proposals of this nature on behalf of the Proposer submitting the proposal.

ii. Executive Summary

This section should serve to introduce the scope of the proposal. It should also include administrative information, including the Proposer's contact name, email, and phone number, along with a stipulation that the proposal is valid for a period of at least 90 calendar days from the date of submission. This section should also include a summary of the Proposer's qualifications and ability to meet the RFP's requirements.

iii. Experience and Work Samples

Proposers should provide narrative reports with supporting visuals describing at least three comparable planning projects, along with project references and contact information. For the referenced projects, Proposers should provide a summary of the project timeline and budget. This section should also include a detailed discussion of the Proposer's prior experience in working on projects similar in size, scope, and function to the Plan.

Proposers should also provide any information uniquely relevant to their experience and ability to handle the proposed work, including the Proposer's presence in and commitment to Breathitt County/City of Jackson (either directly or through proposed subcontractors).

iv. Project Staff and References

Proposers should provide resumes reflecting the qualifications, experience, and role of key planning team members who will be assigned to the project, including those of any subcontractors. Proposers should also specify their project manager and provide examples of comparable planning efforts he or she has led.

v. Approach and Methodology

This section should provide an overview of the Proposer's understanding of the nature of the project, how the proposal will best meet the needs of Breathitt County and the city of Jackson, a description of the Proposer's approach to project management and quality assurance, and proposed approaches or methodologies for delivering the project. The Approach and Methodology section should describe how the Plan will be developed and informed through robust public engagement, along with a timeline of key milestones and deliverables.

vi. Implementation Plan

This section should provide an overview of the Proposer's approach to developing the Plan that is implementable, including how the concepts outlined in the Approach and

Methodology section can be conceptualized and carried out in a timely manner.

vii. **Cost Proposal and Timeline (County/City are planning on a one-year contact.)**

Proposers should include a timeline for both the master planning process as well as proposed dates and sequences for major tasks, milestones, and deliverables. The cost proposal should be based on a twelve-month timeline with the possibility of extensions depending on funding availability.

viii. **Certification Statement**

Proposals must include a statement of confirmation that, if awarded the contract, the Proposer acknowledges its complete responsibility for the entire contract, including payment of any and all charges resulting from the contract.

4.3 Compliance Provisions

Proposers must have adequate financial resources, or the ability to obtain such resources as required; be able to comply with the required or proposed delivery schedule; have a satisfactory record of performance; have a satisfactory record of integrity and ethics; and be otherwise qualified to do this work. The County/City may request representation and other information sufficient to determine the Proposer's ability to meet these standards. During the term of the contract, the selected contractor shall comply with all applicable provisions of laws, codes, ordinances, rules, regulations, and tariffs. Proposers shall provide a statement of any involvement in litigation and/or any suspension or debarment proceedings that could affect this work. A suspension or debarment proceeding which could affect this work is any proceeding, whether pending or concluded, that involves a government entity. If no such litigation, suspension or debarment exists, Proposer shall so state.

The prime firm shall not enter into any subcontract with any subcontractor who has been debarred, suspended, declared ineligible, or voluntarily excluded from participating in contracting programs by an agency of the U.S. government or the State of Kentucky.

Proposers will be required to provide at the signing of the contract and to maintain during the entire term of this contract the following insurance policies naming the County/City as co-insured:

- a. General Liability
 - \$1,000,000 per occurrence
 - \$2,000,000 aggregate
 - Additional insured and waiver of subrogation in favor of the Foundation.
- b. Errors and omissions coverage for willful or negligent acts, or omission of any officers, employees, or agents thereof in the amount of \$1,000,000
- c. Professional liability coverage in the amount of \$1,000,000
- d. Automobile liability coverage, including hired and non-owned vehicles in the amount of \$1,000,000
- e. Workers' compensation coverage in the following amounts:
 - \$100,000 for each accident

- \$100,000 for employee disease
 - \$500,000 for each policy limit disease
- f. Insurance Company Rating Insurance carriers must have A.M. Best rating of at least A.
- g. Contractor shall provide the County/City with certificate(s) of insurance evidencing the previously mentioned coverage.

SECTION V: EVALUATION AND SELECTION

5.1 Evaluation Criteria

Proposals will be evaluated for relevance, accuracy, completeness and scored by a selection committee based on the extent to which they meet the following criteria.

Criteria	Weighting Factor
Team and personal qualifications and relevant experience	35%
Planning approach and methodology	30%
Local experience or involvement	15%
Implementation plan	10%
Overall price	10%

5.2 In-Person Presentations

The County/City, at its discretion, may request an in-person presentation further describing the Proposer’s approach and how they plan to meet the described objectives. Commitments made by the Proposer at the oral presentation, if any, will be considered binding. The selection committee will factor any in-person presentations into their selection decision.

SECTION VI: TERMS AND TIMELINE

6.1 Point of Contact

Proposers should direct questions regarding this RFP and selection process to Mayor Laura Thomas, 606-666-7069 or email laura.thomas@cityofjacksonky.org .

6.2 Contract Award

An award will be made to Proposer whose proposal is highest ranked, responsive, and determined as the most advantageous to the County/City needs. Upon notification of selection by the County/City, the successful respondent is required to execute and deliver a contract within 30 days of notification. If the successful respondent is unwilling or unable to execute the agreement as required by the RFP, the County/City may select another Proposer and enter a contract with the second selection. The County/City reserves the right to reject any and/or all proposals.