Request for Proposals (RFP)

Notice is hereby given that procurement of contracted consulting services will be utilized to provide for Land Use Net Revenue and Complete Streets Analysis Services in Kanawha and Putnam counties for the Regional Intergovernmental Council (RIC) Metropolitan Planning Organization (MPO). The product and services will include, but may not be limited to:

* Gather and process property assessment and parcel data.
* Normalize tax values on a per-acre basis and correct any data anomalies.
* Visualize economic data using 2D and 3D models, particularly focusing on tax value and value per acre.
* Analyze the economic potency of different land uses, housing typologies, and commercial properties.
* Create an interactive ESRI-based dashboard to display analysis results and allow ongoing community engagement.
* Conduct fiscal research to understand local finance sources and expenditures.
* Perform a fiscal audit to consolidate municipal accounting and infrastructure data.
* Analyze the lifecycle costs of road infrastructure and its financial obligations.
* Present findings and recommendations to policymakers, stakeholders, and the community.
* Provide training sessions for local staff to ensure continuity and understanding of the analysis.
* Comprehensive reports and visualizations (both 2D and 3D) of economic data.
* Interactive ESRI-based dashboard for ongoing community use.
* Detailed analysis of infrastructure lifecycle cost and how it relates to existing complete streets elements.
* Public presentations and workshops to share findings and recommendations.

Submission Requirements

Firms interested in being considered for this procurement effort must submit one digital copy as PDF documents of:

* A letter of interest that includes a note on the individual’s contact information who will serve as the primary point of contact for the selection process.
* A statement on the services the firm will provide and to what extent.
* A detailed cost breakdown.

Additional Information

* The maximum total dollar amount awarded under this effort shall not exceed $65,000.

Responses shall be submitted to Samuel Richardson, Transportation Program Manager, RIC MPO, 315 D Street, South Charleston, WV, 25303, as a PDF document by electronic mail at srichardson@wvregion3.org. Submittals shall be clearly marked in the subject line, “Re: RFP Land Use Net Revenue Analysis Services – [Firm Name]" by 3 July 2024, at noon. Interested firms with questions may contact Samuel Richardson at srichardson@wvregion3.org.

Disadvantaged Business Enterprises are encouraged to participate in the performance of this procurement effort. The Regional Intergovernmental Council MPO reserves the right to reject any or all proposals received in response to this RFP and to negotiate separately with any qualified vendor. All information provided in response to this RFP may be subject to public and intergovernmental scrutiny and inquiry.