

**Central Alabama Regional Planning and Development Commission**

**REQUEST FOR QUALIFICATIONS**

**For Implementation of the Appalachian Regional Commission (ARC) Area Development Grant – “Elmore County Placemaking Strategic Plan”**

**RFQ Release Date: April 17, 2024**

**Qualifications Due Date: May 20th, 2024, at 4:00pm CDT**

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**1. GENERAL INFORMATION**

**1.1 Purpose of this Request for Qualifications**

The Central Alabama Regional Planning and Development Commission (CARPDC), located in Montgomery, Alabama, through this Request for Qualifications (RFQ), is seeking a qualified consulting firm to provide project management, strategic planning and placemaking expertise, and public information and outreach services related to an Appalachian Regional Commission (ARC) Area Development Grant. CARPDC has been awarded the grant and is soliciting a qualified consulting firm to help implement said grant in Elmore County, Alabama.

The purpose of the ARC Area Development Grant will be to conduct an analysis of the cultural assets within the municipalities of Elmore County, Alabama, then conduct outreach via community meetings to create a Placemaking Strategic Plan for Elmore County. This grant will allow for flexibility on how the outreach will be conducted, but it is important to CARPDC that the public, and each community, will have a chance to tell their own story. The final document should include analysis in each municipality and the County as a whole. The successful consultant will bring experience and insight to a partnership with CARPDC to help craft a document that will be useful for residents, stakeholders, and public officials of Elmore County alike.

**1.2 Type of Contract and Contract Term**

CARPDC prefers to award a contract to one full-service firm to serve as a partner in creating a Placemaking Strategic Plan. The contract period will extend from when a firm is selected through the end of the grant period, which may include extensions by ARC. The current grant period ends 12/31/2024.

**1.3 Payment Procedures**

Payments will be made no more than monthly, for work specified and completed and in accordance with the budget developed and approved by CARPDC and the ARC.

## 2. TECHNICAL SPECIFICATIONS

### 2.1 Activities Funded Under this Request for Qualifications

This RFQ is to solicit a qualified consultant who is expected to provide a wide range of services to CARPDC for the application and implementation of an ARC Area Development Grant. The successful consultant is expected to perform many tasks including, but not limited to, the following:

- Complete all necessary research and analysis for each municipality in Elmore County;
- Prepare and maintain schedules and budgets for Placemaking Strategic Plan activities;
- Host public meetings in each municipality to garner input from local residents;
- Collaborating with CARPDC during the planning process;
- Creating a final placemaking document for Elmore County;
- Any other related planning work that may arise during the planning process.

### 2.2 Project Management

The successful consultant, under the direction from CARPDC, will:

1. Conduct planning activities in the creation of a Placemaking Strategic Planning document.
2. Provide CARPDC with monthly invoices, as CARPDC will be administering the grant.
3. Conduct research in Elmore County.
4. Conduct public outreach meetings throughout Elmore County.
5. Provide the CARPDC with a final planning document.

## 3. QUALIFICATION REQUIREMENTS

### 3.1 General Expectations

Consultants are asked to submit qualifications describing their capacity to manage projects and their experience with similar projects. The qualifications should include a clear outline of how the firm would help CARPDC produce a Placemaking Strategic Plan for Elmore County. A sample document provided to CARPDC is encouraged. Consideration should be given to community outreach, research, and quality of planning documents created.

### 3.2 Qualifications

Qualifications should be prepared on standard-sized paper and should be provided electronically. The qualifications shall include the following information in the order presented below:

**Business Information.** This section shall include the firm's name, areas of expertise, a brief history of the firm, size, office locations, and business addresses.

The name, address, and telephone number of a contact person and/or prospective project manager regarding the qualifications shall be included.

**Project Approach.** A description of the project and how the consulting firm will manage the ARC grant. This section shall include the applicant’s approach to community outreach activities, planning, organization, and management. Based on past experience, please provide CARPDC with an estimate for the firm’s expected work on this project

**Experience and Capabilities.** The relevant management and technical experience and capabilities of the consulting firm shall be defined. Please also use this section to provide CARPDC with any other pertinent information to help us make a decision.

### 3.3 General Process

CARPDC will review the qualifications with the following criteria in mind: planning expertise, proposed cost of project, ability to facilitate public outreach, and familiarity with local communities.

▪ Planning/Placemaking Expertise	40%
▪ Proposed Cost/Range of associated costs	30%
▪ Ability to facilitate public outreach	20%
▪ Familiarity with local communities	10%

### 3.4 Terms and Conditions

The process of selecting organizations to provide consultation services for CARPDC requires the accumulation of comprehensive and accurate information to ensure that a knowledgeable, objective decision can be made. CARPDC reserves the right to accept or reject any or all qualifications or portions thereof without stated cause. Upon selection of a finalist, CARPDC by its proper officials shall attempt to negotiate and reach a final agreement with the finalist.

### 3.5 RFQ Time Schedule

A tentative timeline for completion of this request for qualifications is outlined below.

1. April 17, 2024: Formal announcement date and release to the public of RFQ.
2. May 20, 2024 by 4:00 p.m.: Deadline for submittal of qualifications.
3. May 27, 2024: Notification of intent to award.
4. June 3, 2024: Award approval.

Qualifications are due and must be received in the CARPDC office on or before Monday, May 20, 2024, by 4:00 PM (CDT) at the following address:

**Central Alabama Regional Planning and Development Commission  
Attention: Marshall Anderson  
430 South Court Street  
Montgomery, Alabama 36104**

Qualifications may also be emailed to: [manderson@carpdc.com](mailto:manderson@carpdc.com) and [bsanders@carpdc.com](mailto:bsanders@carpdc.com).

Qualifications will be reviewed following a qualifications-based selection process. CARPDC will then negotiate the scope of services for implementation. If CARPDC, for any reason, is unable to reach a final agreement with the finalist, CARPDC then reserves the right to reject such finalist and negotiate a final agreement with another finalist who has the next most viable qualifications and so on until an agreement can be reached with the finalist.

### **3.6 Notification of Award**

CARPDC plans to select a consultant by approximately June 3, 2024.

### **3.7 Late Submittals**

Qualifications received after the deadline will not be considered.

## **4. VENDOR REQUIREMENTS**

### **4.1 Equal Employment Opportunity**

The consultant agrees to comply with all federal, state, and local laws, resolutions, ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, marital status, status with regard to public assistance, sexual preference, disability, or age. When required by law or requested by CARPDC, the consultant shall furnish a written affirmative action plan.

The Certification form below for the procurement of professional services must be executed by professionals responding to Requests for Proposals (RFP) and/or Requests for Qualifications (RFQ). All professionals who were not competitively selected prior to the development of the project or application must execute the Certification which must accompany the grant application/proposal. Please contact Crystal Talley at (334) 353-2630 or ADECA's Legal Section at (334) 242-5255.

## **Certification for Procurement of Professional Services**

2 CFR 200.319 provides, "contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements."

Please list below any and all work that you, the respondent, performed prior to the procurement for services for the

\_\_\_\_\_ (name of project)

2. \_\_\_\_\_

3. \_\_\_\_\_

I hereby certify that none of the work above constitutes drafting specifications, requirements, statements of work, or invitations for bids or requests for proposals, and does not preclude me from competing for procurement relating to the \_\_\_\_\_ (name of project) under 2 CFR 200.319.

I declare that the foregoing is true and correct. If any of the information provided-herein is false, I will be disqualified and/or removed from the project and denied eligibility from any other ADECA administered project for a period of three (3) years from the date the false certification is discovered. Further, I realize falsification of this document may jeopardize payment for services provided.

Name of Respondent:

\_\_\_\_\_

Signature: \_\_\_\_\_  
(Must be signed by an Authorized Representative)

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_