

# Resilience Planning and Consulting RFP-199-ORP-2023-030

Non-Mandatory Pre-Proposal Conference  
8/10/2023 11:00am

<https://attendee.gotowebinar.com/register/2423308666840121941>



In case of technical issues, please contact  
Carolyn Heaps-Pecaro at (804) 929-0268

1

## Meeting Guidelines

- Attendees' microphones will be muted during the presentation until the public comment.
- There will not be a question-and-answer session.  
All questions must be submitted in writing.
- Attendees will have the opportunity to provide public comments at the end of the meeting.
- Offerors are cautioned that, notwithstanding any remarks or clarifications given at the conference, all terms and conditions of the solicitation remain unchanged unless they are changed by amendment to the solicitation. If the conference presentation, or any solicitation amendment, create ambiguities, it is the responsibility of the offeror to seek clarification prior to submitting an offer.
- The Registration List and Meeting Slides will be shared on the [DCR website](#) (DSFPM Calendar)



2

## Meeting Agenda

- Welcome and Introductions
- RFP
  - Overview
  - Schedule
  - Background
  - Statement of Needs
  - Proposal Preparation and Submission Requirements
  - Evaluation and Award Criteria
- Public Comments
- Adjourn



3

## Introductions

- Contract Officer  
Suzanne Swinson, MBA, CPPO, VCO
  - Procurement and Administrative Services Director
  - Virginia Department of Conservation and Recreation
  - [suzanne.swinson@dcr.virginia.gov](mailto:suzanne.swinson@dcr.virginia.gov)
  - 804-944-5227 cell
  - 804-786-5460 office
- Contract Administrator  
Matt Dalon, PE, CFM
  - Office of Resilience Planning Program Manager
  - Virginia Department of Conservation and Recreation
  - [matt.dalon@dcr.virginia.gov](mailto:matt.dalon@dcr.virginia.gov)
  - 804.613.0517 cell



4

## RFP Schedule Summary

- 7/31/2023 DCR Issued RFP
- 8/10/23 11am DCR hosts a non-mandatory virtual pre-proposal conference held via GoToWebinar
- 8/21/21 5pm All questions to DCR must be received via email
- DCR issues Addendum 1 in response to questions (No later than 9/11)
- 9/21/23 4pm Proposals are Due to DCR

### Anticipated Schedule Items

- Oct-23 Oral Presentation(s)
- Nov-23 Negotiation(s)
- 2023Q4 Anticipated Contract Award(s)
- 2024Q1 Anticipated Initial Task Order(s)
- 2024Q1 Anticipated Task Order Notice to Proceed



5

## RFP Overview (I. & II.)

- Non-Professional Services, Non-Technology, Competitive Negotiation Procurement
- Virginia Department of Conservation and Recreation is referred to as “Department” or as “DCR” and “Representative”
- Each firm or team of firms submitting a proposal is referred to as an “Offeror”
- The Offeror(s) awarded a contract to supply the goods or services is referred to as a “Contractor”
- DCR is seeking proposals to provide services related to the Commonwealth’s flood resilience planning and consulting activities throughout the Commonwealth of Virginia.
- Three (3) year contract with two optional one-year renewals
- The Department anticipates awarding multiple contracts to more than one qualified Offeror as a result of this Request for Proposals. [i.e. multiple Contractor(s) to have a contract]



6

## RFP Overview (I. & II.)

- The services will be solicited for task orders on an as needed basis to support DCR's Office of Resilience Planning, based in in Richmond, VA
- For each task order under the awarded Contract(s), DCR will provide a scope and request a detailed scope of work, schedule, and cost estimate to be submitted by the Contractor for review and approval by the Department before work may commence.
- It is anticipated that this contract will involve numerous task orders; however, DCR cannot predict nor guarantee the timing, complexity, or number of task orders assigned.
- The Department reserves the right to modify or eliminate in whole or in part, any of the requested services.



7

## Statement of Needs (III.)

Office of Resilience Planning activities that the Contractor(s) may support include, but are not limited to:

- Virginia Coastal Resilience Master Plan
- Virginia Flood Protection Master Plan
- Community Outreach and Engagement Plan
- Status of Flood Resilience Report
- Annual Flood Preparedness Coordination Meeting
- Coastal Resilience Technical Advisory Committee
- Other Resilience Planning Support



8

## Services (III. A.)

- General Services
- Resilience Planning
- Communication, Coordination, and Collaboration
- Data Development and Analysis
- Miscellaneous
  
- NOT in Scope – Professional Services
  - The Contractor shall not accept or perform work for a Task Order having the PRIMARY purpose of Professional Services.



9

## Labor Classifications (III. B.)

- Project Manager
- Planner
- Communications Specialist
- Engagement Specialist
- Content/Graphic Designer
- GIS Specialist
- Data Analyst
- Water Resources Specialist
- Administrative Support Staff
  
- Subject Matter Experts
  - Business Analyst/Economist
  - Certified Floodplain Manager
  - Climate Scientist
  - Community/Urban Planner
  - Economic Development
  - Emergency Management
  - Environmental
  - Environmental Justice and Social Vulnerability
  - Funding and Finance
  - Public Policy
  - Public Relations
  - Waterfront Mitigation



10

## Proposal Preparation and Submission Requirements (V. A.)

- Offerors must submit a complete response to this RFP as described herein utilizing the Commonwealth's electronic procurement system at [www.eva.virginia.gov](http://www.eva.virginia.gov).
- Please submit the following. Paper Responses will be eliminated from consideration.
  - One (1) electronic copy in PDF format titled "Original" and without Pricing
  - One (1) electronic copy in PDF format titled "Redacted" and without Pricing
  - One (1) electronic copy of Attachment D "Pricing Schedule"



11

## Proposal Preparation (V. A. 3.)

- Proposals should be organized in the order in which the requirements are presented in the RFP.
- The proposal should contain a table of contents, which cross-references the RFP requirements.
- As used in this RFP, the terms "must", "shall", "should" and "may" identify the criticality of requirements.
  - "Must" and "shall" identify requirements whose absence will have a major negative impact on the suitability of the proposed solution.
  - Items labeled as "should" or "may" are highly desirable; their absence will not have a large impact and would be useful but are not necessary.
  - Depending on the overall response to the RFP, some individual "must" and "shall" items may not be fully satisfied, but it is the intent to satisfy most, if not all, "must" and "shall" requirements.
  - The inability of an Offeror to satisfy a "must" or "shall" requirement does not automatically remove that Offeror from consideration; however, it may seriously affect the overall rating of the Offerors' proposal.



12

## Proposal Preparation (V. A. 3.)

- The proposal should be submitted in a single file where practical, utilizing PDF.
  - The maximum file size per attachment is 60 MB; however, there is no limit on the number of files an Offeror may attach.
  - If the size of the file is greater than 60 MB, the file should be broken down into smaller files and titled in a sequential order (Ex: Original Proposal Tab 1, Original Proposal Tab 2 etc.).
- Number of pages limited to no more than 30 [**Tab 2, 3, & 4**]



13

## Proposal Preparation (V. A. 6.)

- Single Point of Contact: Submit all inquiries and/or questions concerning this RFP in email to the Contract Officer listed below.
  - Contract Officer: Suzanne Swinson, Procurement and Administrative Services Director  
Email: [suzanne.swinson@dcr.virginia.gov](mailto:suzanne.swinson@dcr.virginia.gov)
  - The subject line header should state the following: Questions on RFP # 199-ORP-2023-030 Resilience Planning and Consulting
- DCR cannot guarantee a response to questions received after August 21, 2023. The issuing office shall determine whether any addendum should be issued as a result of any questions or other matters raised. No questions will be addressed orally.
- To ensure timely and adequate consideration of proposals, Offerors are to limit all contact, whether verbal or written, pertaining to this RFP to the designated Contract Officer for the duration of this RFP process.



14

## Specific Proposal Instructions (V. B. 2.)

### TAB 2: SPECIFIC PLANS OR METHODOLOGY/APPROACH

A written narrative statement and/or graphics, tables, and figures to include:

- a. An organizational chart with names of firms and the approach for team management.
- b. A staffing plan and approach to staff management for providing the services and labor categories identified in Section III.

#### Key Personnel Staffing Plan

Senior Level Staff & Subject Matter Experts for each labor category

**Teams may have multiple subject matter experts for a single category, and/or subject matter experts that meet multiple categories. Please note the primary labor category for the staff.**

#### General Staffing Plan

Number of full-time staff for each labor category for each organization

**If a staff person fulfills more than one (1) labor classification, they can not be represented as >1 FTE in the staffing plan.**

- c. Approach for responding to task orders requests identified in Section III.
- d. Approach for providing the proposed services identified in Section III.



15

## Specific Proposal Instructions (V. B. 3.)

### TAB 3: EXPERIENCE AND QUALIFICATIONS OF OFFEROR

A written narrative statement and/or graphics, tables, and figures to include:

- a. Experience of Offeror(s) in providing the services described herein both within the Commonwealth of Virginia and elsewhere; **Please note where proposed Key Personnel included in the Offeror's staffing plan provided Offeror(s) services included in the statement of experience and qualifications.**
- b. Qualifications of firm(s) in providing the services described herein;
- c. Capacity of the firm(s) to have adequate resources to providing the services described herein.
- d. Offeror shall submit a completed Vendor Data Sheet, Attachment A.



16



## Specific Proposal Instructions (V. B. 4. & 5.)

### TAB 4: EXPERIENCE AND QUALIFICATIONS KEY PERSONNEL

A written narrative statement and/or graphics, tables, and figures to include:

- a. Names, experience, qualifications, and physical location (not affiliated office location if teleworking on a part-time or full-time basis) of Senior (>10-yr experience) and Subject Matter Expert level staff to be assigned to the project, in providing the services described herein;

### TAB 5: RESUMES OF SENIOR AND SUBJECT MATTER EXPERTS

Resumes of Senior and Subject Matter Expert level staff to be assigned to the project of staff to be assigned to the project. **Resumes shall be limited to two pages, with a font size no smaller than 11 point.**



17

## Specific Proposal Instructions (V. B. 6. & 7.)

### TAB 6: SMALL BUSINESS SUBCONTRACTING PLAN

- a. Offeror shall submit Attachment C, Small Business Subcontracting Plan, and indicate its planned utilization of Virginia Department of Small Business and Supplier Diversity (DSBSD) certified small businesses under the resulting contract and Offeror's status as a DSBSD certified small business in accordance with the instructions contained in Attachment C.
- b. It is preferable that the Small Business Subcontracting Plan be provided in a separate file within the proposal package.

### TAB 7: PRICING

- a. Complete and include the Pricing Schedule, Attachment D of the RFP.
- b. All staff will have a single pricing category based on their primary responsibility.**
- c. It is preferable that the Pricing Schedule be provided in a separate file within the proposal package.



18

## Evaluation and Award Criteria (VII)

	Evaluation Criteria	Points
1	Specific plans or methodology/approach to be used to perform the services (TAB 2)	30
2	Experience and qualifications of Offeror (TAB 3)	20
3	Experience and qualifications of Key Personnel assigned to perform the services (TAB 4 & 5)	20
4	Small Business Subcontracting Plan (TAB 6)	20
5	Price Evaluation Criteria (TAB 7)	10
	TOTAL	100



## Public Comment



# Registration Report

## GoTo Webinar

### General Information

**Webinar Name**

RFP-199-ORP-2023-030 Non-Mandatory Pre-Proposal Conference

**Scheduled Start Date**

08/10/2023

**Scheduled Start Time**

11:00:00 AM EDT

### Registrants

First Name	Last Name	Email
Paola	Ariza	pariza@kltgroup.com
Dr Givonna	Baker	givonna.baker@enterosolutions.com
Brian	Batten	bbatten@dewberry.com
laura	bendernagel	lbendernagel@rkk.com
Kimberly	Blossom	kblossom@vhb.com
Bill	Bohn	bill.bohn@cresilience.com
Elizabeth	Bradford	elizabeth.bradford@mbakerintl.com
John	Broughton	john.broughton@salasobrien.com
Suzanne	Cammarota	suzanne.cammarota@mbakerintl.com
Christer	Carshult	christer.carshult@volkert.com
Michael	Claud	mike.claud@timmons.com
Will	Cockrell	w.cockrell@epr-pc.com
Kelly	Coleman	kcoleman@atcsplc.com
Aracely	Coronado	acoronado@akrf.com
Stacey	Crawshaw	stacey@wparch.com
Rebekah	Cromer	rebekah.cromer@mbakerintl.com
Noelle	Crowley	noelle.crowley@aecom.com
Caroline	Cunningham	ccunningham@dewberry.com
Unwanna	Dabney	unwanna.dabney@woolpert.com
Matt	Dalon	matt.dalon@dcr.virginia.gov
samantha	danchuk	samantha.danchuk@aptim.com
Megan	Delp	megan.delp@aecom.com
Ed	Dickson	ed.dickson@freese.com
Kenneth	Dierks	kdierks@fernleaf.us
Melissa	Duran	melissa@yources.com
Raed	EL-Farhan	elfarhan.raed@wseinc.com
Patrick	Esser	patrick.esser@aecom.com
Christine	Estes	christine.estes@aecom.com
Katie	Ferguson	katie.ferguson@tetrattech.com
Kristen	Forti	kforti@kltgroup.com
Kristen	Forti	kforti@kltgroup.com
Dawn	Fox	dawn.fox@volkert.com
Kat	Friedman	kathryn.friedman@mbakerintl.com
Crsitina	Garcia	cristina.garcia@dcr.virginia.gov
Julie	Glenn	jglenn@acdisaster.com

First Name	Last Name	Email
Jay	Gopal	gopalj@cdmsmith.com
Patricia	Gordon	patricia.gordon@kimley-horn.com
Todd	Gordon	t.gordon@epr-pc.com
Andrew	Hadsell	Andrew.Hadsell@swca.com
Stephanie	Hanses	shanses@brwnald.com
Garry	Harris	gharris@htsenterprise.com
Ann-Alyssa	Hill	ann-alyssa.hill@aecom.com
J. D.	Hines	jhines@vhb.com
Maria	Honeycutt, PhD, CFM	maria.honeycutt@atkinsglobal.com
Margaret	Hopkins	mhopkins@akrf.com
Christina	Hurley	christina.hurley@stantec.com
Bridget	Huston	bridget.huston@aptim.com
Kimberley	Irby	kim.irby@icf.com
Johann	Izquierdo	johann.izquierdo@aecom.com
Mark	James	mark.james@mbakerintl.com
Kristen	Jenkins	kristen.jenkins@tetrattech.com
Anna	Johnson	ajohnson@baylandinc.com
Peter	Johnston	peter@wparch.com
Uday	Khambhammettu	uday.khambhammettu@kimley-horn.com
Dash	Krempel	dkrempel@portadam.com
Jeannie	Lewis	JeannieLewis1@gmail.com
Seth	Magden	seth.magden@arcadis.com
Megan	Mansell	meganm@rhiplaces.com
Julia	Maron	jmaron@kleinfelder.com
Melissa	McConnell	memcconnell@deloitte.com
Brandi	McCoy	bmccoy@kltgroup.com
Bryan	McKnight	bryan.mcknight@timmons.com
Matt	Merrill	mmerrill@geodecisions.com
Lauren	Miller	millerlm@cdmsmith.com
John	Millsbaugh	john.millsbaugh@arcadis.com
Daniel	Natale	dnatale@mbakerintl.com
Mike	Nelson	mike_nelson@mckinsey.com
Denise	Nelson	denise@launch-consulting.com
Andy	O'Keefe	andy.o'keefe@kiewit.com
Clifford	Orsher	corsher@akrf.com
Annette	Osso	osso@resilientvirginia.org
Cigdem	Ozkan	cigdem.ozkan@aptim.com
Carolyn	Paone	cpaone@akrf.com
Shane	Parson	shane.parson@aecom.com
Fernando	Pasquel	Fernando.Pasquel@arcadis.com
Elizabeth	Peck	epeck@rphc.com
Maria	Pena	mpena@gfnet.com
Meg	Perry	meg.perry@swca.com
Phetmano	Phannavong	phetmano.phannavong@aecom.com
Trisha	Porter	trish@resilientvirginia.org
David	Powers	powersdb@cdmsmith.com
Mel	Price	mel@wparch.com
Karuna	Pujara	kpujara@atcsplc.com
Bella	Purdy	purdy.bella@wseinc.com

First Name	Last Name	Email
Diane	Quigley	diane.quigley@stantec.com
Matthew	Reed	matthew.reed@mbakerintl.com
Ainsley	Rhodes	arhodes@mkskstudios.com
Barbara	Rigatti	brigatti@google.com
Kettie	Rupnik	kettie.rupnik@pgenv.com
Anna	Salzberg	asalzberg@wetlands.com
Katie	Sarecky	katie.sarecky@icf.com
Nicole	Schneider	nicole.schneider@tetrattech.com
Courtney	Seeke	courtney.seeke@swca.com
Edward	Setnick	esetnick@haleyaldrich.com
Sidaarth	Sharma	sidaarth.sharma@northhighland.com
Meagan	Silas Matechak	meagan.matechak@tetrattech.com
Shawna	Slate	sslate@acdisaster.com
Taylor	Smith	taylor@januaryadvisors.com
Ronald	Smith	ronald.smith2@aecom.com
Eric	Spillman	erspillman@spillmanconsulting.com
Rebecca	Stack	rebeccastack@designgreenllc.com
Jessenia	Stoch	jstoch@dewberry.com
Tina	Swiezy	tswiezy@rkk.com
Suzanne	Swinson	suzanne.swinson@dcr.virginia.gov
Shane	Townsend	Shane.Townsend@mbakerintl.com
Alexis	Trittip	alexis_trittip@mckinsey.com
Grace	Tucker	gtucker@edf.org
Ophelia	Usher	ophelia_usher@mckinsey.com
Danielle	Weerth	danielle@econcrete.us
Charlie	Westbrook	cwestbrook@res.us
Preston	Wilson Sr	Preston.Wilson@resiliencesolutionsconsulting.com
Jason	Winner	jwinner@marstel-day.com
Bill	wuensch	w.wuensch@epr-pc.com
Sherwin	Zahirieh	sherwin.zahirieh@aecom.com