

## REQUEST FOR PROPOSALS

### RFP - Agency-Wide Policy Framework and Comprehensive Economic Development Strategy Update

#### ADDENDUM

**All other components/parts of the RFP remain the same unless expressly stated in the this addendum.**

1. ARC intends to award a contract for work **July/August 2021** with work completed by September 2022. A detailed task list is provided under Exhibit A. It is anticipated that available funds for the project will be approximately **\$150,000**. ARC is receiving funds from the U.S Economic Development Administration (EDA) to assist in this project. ARC reserves the right to award all or part of the available funds for this project. If additional funds become available during the study process, an additional task may be added to this project. A listing of the proposed additional task is identified at the end of the Scope of Services.
2. Firms or teams of firms must respond to this RFP with hardcopy and electronic versions of their proposals in either Microsoft Word compatible format or a PDF file. Proposal evaluation will focus initially on the written proposals. Should it be determined that interviews are required, a “short list” of firms will be selected from the proposals received. If interviews are necessary, the short-listed firms will be invited to participate in an interview process with an evaluation committee, to be scheduled before the end of **July 2021**.
3. Proposals must include the following information:
  3. Description of relevant experience on projects of this type including cultural competency among diverse communities.
  8. A detailed description of the technical approach proposed for the accomplishment of the work, including proposed strategies and activities for engaging diverse community stakeholders through all aspects of the project and a description of the populations that will be reached.
4. Additional information should not be required to respond to this RFP. However, technical questions will be accepted and should be submitted in writing no later than 5:00 p.m., **Monday, June 21<sup>st</sup> 2021**. Written questions should be submitted by email to Keri Stevens at [kstevens@atlantaregional.org](mailto:kstevens@atlantaregional.org). Questions and responses will be posted on the ARC website **Thursday, June 24, 2021**.
5. Proposals are due no later than 4:00 p.m. on **Friday, July 2, 2021**.
6. In addition to the EDA requirements, the process and document must focus on equity and resiliency including underserved populations and locations. The consultant should assist ARC and the selected partner communities to align planning and public investment and the development of wealth (intellectual, individual, social, natural, financial, cultural). The consultant will support and assist ARC Staff in the development of engagement techniques intentionally designed to center historically underrepresented communities that have been disproportionately impacted by COVID-19 to be included in the Public Engagement Plan identified in Task 1 below. The consultant will provide recommendations to ARC Staff based on their experience.
7. IV. Work Tasks-Phase II CEDS Update/Task I-Public Engagement-General Engagement:
  - Support ARC staff to identify underserved focus groups and aim for participation from an overall group representative of the region’s

geography, race/ethnicity, age, gender, and other demographic characteristics

- Community engagement must place specific emphasis on those who have been most adversely impacted by COVID-19 and intentionally seek to center, uplift, and amplify the lived experience and knowledge of individuals and communities who are often excluded from authentic and meaningful participation in these conversations.
- Artistic and creative engagement strategies and activities that demonstrate substantial skill in translating and communicating concepts and gathering, interpreting, and synthesizing information will be prioritized. Partnering with artists with a civic or social practice, or including artist-led community engagement, is highly encouraged.

**Firms must respond to this RFP with written proposals as well as electronic versions of their proposals in PDF format. Firms must email an electronic copy to Keri Stevens at [kstevens@atlantaregional.org](mailto:kstevens@atlantaregional.org). ARC must also receive three (3) hard copies via the address included in the RFP. Please email confirmation and tracking information of the proposal to Keri Stevens at [kstevens@atlantaregional.org](mailto:kstevens@atlantaregional.org).**