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N R V R C . O R G

Request for Proposal

for

Development of the New River Valley Regional Resiliency Plan

Issued September 28, 2026

Proposals due October 26, 2026 at 4:00 PM (local time)

Delivered to

Christy Straight, Director of Infrastructure and Environmental Resources

New River Valley Regional Commission

By email at cstraight@nrvrc.org OR

By mail or in-person at 6580 Valley Center Drive, Suite 124, Radford, Virginia 24141

Counties

Floyd | Giles
Montgomery | Pulaski

City

Radford

Towns

Blacksburg | Christiansburg | Dublin
Floyd | Narrows | Pearisburg
Pembroke | Pulaski | Rich Creek

Higher Education

Virginia Tech | Radford University
New River Community College

Advertisement and Public Notice

Request for Proposals

Development of the New River Valley Regional Resiliency Plan

The Commission requests formal proposals from qualified firms to prepare the NRV Regional Resiliency Plan in accordance with the guidelines published in the RFP from firms licensed to practice in Virginia. The RFP can be downloaded at <https://nrvc.org/news/request-for-proposals>.

Proposals are due no later than October 26, 2026 at 4:00 PM (local time). Any proposals received after this deadline may be returned to the offerer unopened. The Commission reserves the right to reject any and all proposals, and/or divide any project into sections.

This project received funding from the Virginia Community Flood Preparedness Fund Grant Program through the Virginia Department of Conservation and Recreation (DCR), via **CFPF-25-06-09**.

Inquiries and requests for proposal packets should be addressed to:

Christy Straight, New River Valley Regional Commission, cstraight@nrvc.org,
54.639.9313

Request for Proposals: Development of the New River Valley Regional Resiliency Plan

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Project Background & Purpose

The New River Valley has experienced significant and “minor” flooding on a regular and frequent basis. While disasters on the scale of Tropical Storm Helene and the 2025 winter storms are not frequent, the damage they inflict has a significant impact across the region leaving residents without homes to live in and even access to their jobs. Localized flooding events can be impactful to the residents and businesses where these floods happen as well. Planning plays an important role in anticipating where impacts are likely to be felt and identifying what can be done to protect the entire community, not just reacting to a storm event’s hotspots.

A resiliency plan provides an opportunity and planning process to take the deeper dive into flooding hazards a locality faces and understanding the impacts as well as what activities can protect residents and natural resources of the region and provide flood protection and prevention.

This resiliency plan will position the City of Radford, Pulaski County, and the Town of Pulaski to mitigate significant flooding threats in advance of future events. Because the participating localities face funding constraints, grants are a critical funding element in implementing projects. Identifying and prioritizing needs and feasible projects before

the next storm will prepare localities to apply to funding opportunities with projects that will have a meaningful and long-impact in their community.

This project has received funding from the Virginia Community Flood Preparedness Fund Grant Program through the Virginia Department of Conservation and Recreation (DCR), via CFPF-25-06-09.

Scope of Proposed Work

The selected consultant will provide services to complete a resiliency plan in compliance with the requirements of the Community Flood Preparedness Fund's Round 6 Resiliency Plan requirements (see Attachment 1) and sufficient for each community to submit as their resiliency plan. The work will be directed by the Steering Committee which comprises Commission staff and representatives from the City of Radford, Pulaski County and the Town of Pulaski. At the end of the planning process, the localities will have a complete resiliency plan with components identifying the challenges and implementable solutions for ensuring flood prevention and protection of human life, property and natural resources.

The following tasks will be performed by the consultant in support of this objective.

- **Data Collection:** the consultant will collect the relevant data to provide an analysis of flood risk, accessing demographic, flooding, stormwater infrastructure, and other data available from the localities as well as other state and federal sources. Interviews at localities with administrative, planning and other department staff will be completed to ensure completeness of available data and address any specific flooding challenges and lessons learned locally.
- **Data Analysis:** gaps in flood prevention and protection measures and policies will be identified in the data analysis and presented to the steering committee to field-truth the information and identify particularly difficult and recurring flooding areas to resolve as well as the demographic analysis of vulnerable populations and how flooding impacts them.
- **Stakeholder input:** Outreach to the community will be conducted with steering committee input and support. The consultant will develop and implement a stakeholder engagement strategy to include community outreach through communications and events that allow for information sharing and public input on matters identified by the project team.
- **Project Identification:** Based on the outcomes of the previous tasks, the consultant will prepare a list for flood prevention and protection projects that include a variety of solutions such as, but not limited to, policy updates and additions, stormwater

quality and quantity management BMPs, physical infrastructure, and stream maintenance and restoration with an emphasis on nature-based solutions.

- **Project prioritization:** The consultant will develop evaluation criteria and a prioritization method for the project list, in consultation with the steering committee to assign values to each project such that the list will assist decision makers in understanding which projects have a greater sense of urgency and project readiness. The top-rated feasible projects will be further developed to a level of detail sufficient for providing cost estimates and scope of work to funders and other stakeholders to pursue implementation.
- **Final plan deliverable:** The consultant will draft a resiliency plan incorporating the work of the tasks listed above for the steering committee review and public input. After responding to and resolving comments, the consultant will prepare a final plan that meets the criteria outlined by DCR to ensure eligibility for the CFPF implementation funding mechanisms as found in Appendix F of the Round 6 funding manual.

The Commission staff and Steering Committee members will support the consultant's work by providing data to the consultant as needed, meeting as needed (monthly or bi-monthly) for support of plan progress, and participating in review and feedback of project deliverables.

Selection Process

Submission Deadline: Proposals must be received by October 26, 2026 at 4:00 PM (local time). Any proposals received after this deadline may be returned to the offerer unopened. The Commission reserves the right to reject any and all proposals, and/or divide any project into sections.

Proposals must be delivered to Christy Straight, Director of Infrastructure and Environmental Resources at the New River Valley Regional Commission. If submitting by email, the proposal must be delivered in one PDF-format file to cstraight@nrvc.org. The respondent may choose instead to submit by mail or in person, in which case 6 bound, single-volume copies should be delivered to 6580 Valley Center Drive, Suite 124, Radford, Virginia 24141.

Pre-proposal conference: No pre-proposal conference will be held.

Project and RFP Questions: Questions regarding the project and RFP can be directed to Christy Straight in writing at cstraight@nrvc.org. Questions may be submitted until October 7 at 5:00 PM. Responses will be issued in addendum posted to <https://nrvc.org/news/request-for-proposals> 5 business days before the proposal is

due. It is the responsibility of the respondent to ensure they have accessed any addenda for this RFP.

Evaluation: It is the intent of this Request for Proposals that all services be provided complete in all respects without need for engaging separate technical expertise or professional services.

Upon receipt of the proposals, the selection committee will evaluate all materials submitted by responding firms and rank the proposals based on the evaluation criteria identified in this RFP. After the review and rating of proposal(s) by the selection committee, individual scores will be averaged and ranked from highest to lowest in average score.

Selection: The Commission reserves the right to award a contract without an interview phase. However, the selection committee may choose to conduct interviews with the top-ranked firms for further evaluation. Firms selected for interviews will be notified if this is the case.

At the interview stage the Commission may discuss nonbinding estimates of total project costs, including, but not limited to non-binding estimates of price for services. Proprietary information from competing consultants shall not be disclosed to the public or to competitors. *It is the duty of the consultant, however, to clearly identify any proprietary information included in the documents submitted to the Commission.* At the conclusion of the informal interviews, on the basis of evaluation factors published in the Request for Proposals and all information developed in the selection process to this point, the Commission shall select, in the order of preference, one or more consultants whose professional qualifications and proposed services are deemed most meritorious.

Negotiations shall then be continued, beginning with the consultant ranked first. If a contract satisfactory and advantageous to the Commission can be negotiated at a price considered fair and reasonable, the award shall be made to that consultant. Otherwise, negotiations with the consultant ranked first shall be formally terminated and negotiations conducted with the consultant ranked second, and on, until such a contract can be negotiated at a fair and reasonable price. Should the Commission determine in writing and in its sole discretion that only one consultant is fully qualified, or that one consultant is clearly more highly qualified and suitable than the others under consideration, a contract may be negotiated and awarded to that consultant.

This proposal will be evaluated as a "Professional Service". The award document will be a contract incorporating by reference all the requirements, terms and conditions of the solicitation and the consultant's proposal.

Proposal Contents

Proposals shall include the following items organized in the order listed:

- Firm profile and relevant experience;
- Description of proposed approach and methodology;
- Proposed project schedule;
- Qualifications of personnel assigned to the project team (which must include a Certified Floodplain Manager (CFM)) and their availability to perform the work;
- At least three (3) references from similar planning projects.

Any expenses for proposal development are entirely the responsibility of the consultant and will not be reimbursed in any manner. As this is a request for proposal, no information regarding the identity of the consultants or the contents will be released until after the negotiation process. Once an award has been made, all proposals will become public information. If your proposal contains proprietary information, please make note of such on separate cover with a brief explanation (See Proprietary Information in the General Terms and Conditions).

Proposals must be submitted in accordance with instructions given in this document. All information requested must be submitted. All proposals should be as thorough and as detailed as possible so that selection committee may properly evaluate the consultant's capabilities to provide the requested service.

NOTE: Proposals must be limited to twenty-five (25) pages in length. A page is defined as back and front of a single sheet of paper.

All proposals must be made on the basis of and either meet or exceed the requirements contained herein. Emphasis should be on completeness and clarity. Only responsive and responsible proposals will be considered. Proposals that do not meet or that change the requirements in this proposal may be rejected as being non-responsive.

Notification of addendums will only be provided at the Commission website alongside the RFP posting. While acknowledgement of addendum in the proposal is not required, the consultant is responsible for submitting a proposal responsive to the proposal inclusive of any addendum issued.

Evaluation Criteria

Proposals will be reviewed and scored based on the following criteria.

Criteria	Weight
Firm's record in successfully accomplishing work on similar projects in the required time and within budget and capacity to deliver similar results on this project.	20%
Demonstrated understanding of the proposed scope of work and approach for completing the work.	35%
Experience of the assigned personnel, including comparable and successful experience with similar contracts funded by DCR grants and a qualified CFM.	35%
Completeness of the proposal, including whether the proposal is responsive to the outline of services in the Request for Proposals	10%
Total Possible Points	100

Appendices

Attachment 1: CFPF Round 6 Resiliency Plan requirements

Attachment 2: General Terms and Conditions

Appendix F: Resilience Plan Requirements

A local government must have a Department-approved Resilience Plan to be considered for funding under the Project Category.

In order to meet the project category threshold, a resilience plan may be created as either one stand-alone document or as a matrix of excerpts from related documents that meet the critical element requirements described below. This may include sections cited from a local comprehensive plan, land use plan, local hazard mitigation plan, and other plans and ordinances developed to address flooding and resilience. This may also include regional strategies or plans in which a local government is party. In either case, the plan should include an executive summary that specifically identifies and summarizes the locality's approach to satisfying the relevant elements. **Note: If the resilience plan is created with funding from CFPF it must be a full, original stand-alone document, not a matrix-style compilation plan.**

The resilience plan must be submitted no less than 30 days before the grant round opens. This will allow time for any changes or corrections necessary to meet the requirements of the Fund prior to the submission deadline. Once the Department verifies the plan has met the minimum requirements, that approval is valid for a period of five years.

Resilience plans should be clearly identified with the name of the local government in the file name (example: CID#.Essex.resilienceplan) and submitted to cfpf@dcr.virginia.gov. The CID# is unique to each county, city, or town in Virginia.

If multiple eligible entities are included in one application, applicants should list all localities with their CID#s, for example: CID510XXX-KellerTown_CID510XXX-MelfaTown_CID510XXXPainterCFPF-1

The contents of a resilience plan for the purpose of this grant round must include the following elements.

1. It is project-based with projects focused on flood control and resilience.
2. It incorporates nature-based infrastructure to the maximum extent possible.
3. It includes considerations of all parts of a locality regardless of socioeconomics or race, and addresses flood resilience needs of underserved populations within the community.
4. It identifies and includes all flooding occurring in all areas of the community, not just within the SFHAs, and provides the number and location of repetitive loss and severe repetitive loss properties. Repetitive loss and/or severe repetitive loss often occurs outside of the SFHA and to properties not captured in NFIP reporting. All flooding should be tracked and addressed by the community.
5. If property acquisition and/or relocation guidelines are included, the guidelines include equitable relocation strategies for all affected and where land is acquired. Property acquisitions must remain undeveloped, as permanent open space and under ownership or easement by the locality in perpetuity, except that flood control structures may be built on the property.
6. It includes a strategy for debris management.

7. It includes administrative procedures for substantial improvement/substantial damage of structures within the SFHA.
8. It includes coordination with other local and inter-jurisdictional projects, plans, and activities and has a clearly articulated timeline or phasing for plan implementation.
9. Is based on the best available science, and incorporates climate change, sea level rise, and storm surge (where appropriate), and current flood maps.

The following list of plans and considerations are provided to help guide the development and identification of strategies/documents helpful for a successful resilience plan.

- ☐ Strategic polices for local government-wide flood protection and prevention.
- ☐ Proposed projects that enables communities to adapt to and thrive through natural or human hazards.
- ☐ Documentation of existing social, economic, natural, and other conditions.
- ☐ Review of the vulnerabilities and stressors, both natural and social.
- ☐ Forward-looking goals, actionable strategies, and priorities that incorporate protections for all impacted parts of a locality.
- ☐ Strategies that guide growth and development away from high-risk locations.
- ☐ Proposed acquisition of land or conservation easements or identification of areas suitable for conservation particularly areas identified as having high flood attenuation benefit by *ConserveVirginia* or similar data driven tools.
- ☐ Identification of areas suitable for property buyouts in frequently flooded areas. Documentation (proposed easement, maintenance agreement, deed language, etc.) must be provided which ensures the property will be owned and maintained by the locality in perpetuity as an open space or conservation area.

Additionally, any relocation strategy must address depressed housing values when buy outs are used, and provide a pathway to relocation for all individuals residing in the occupied structures, including tenants.
- ☐ Identification of critical facilities and their vulnerability throughout the local government such as water and sewer or other types identified as “lifelines” by FEMA.
- ☐ Identified ecosystems/wetlands/floodplains suitable for permanent protection.
- ☐ Identified incentives for restoring riparian and wetland vegetation.
- ☐ A framework for implementation, capacity building and community engagement.
- ☐ Strategies for creating knowledgeable, inclusive community leaders and networks.
- ☐ A community dam safety inventory and risk assessment posed by the location and condition of dams.
- ☐ A characterization of the community including:
 - Population, economics, cultural and historic resources,
 - Dependence on the built environment and infrastructure and, the risks posed to such infrastructure, and
 - Characteristics of flooding from climate change, riverine flooding, sea level rise,

tidal events or storm surges or other weather.

- Strategies to address other natural hazards, where applicable, that would cause, affect or result from flooding events including:
 - Earthquakes.
 - Storage of hazardous materials
 - Landslides/mud/debris flow/rock falls.
 - Dam failures
 - Prevention of wildfires that would result in denuded lands making flooding, mudslides or similar events more likely.
 - Preparations for severe weather events including tropical storms or other severe storms, including winter storms.

Attachment 2: General Terms and Conditions

Contract: Any contract resulting from this proposal shall consist of the following documents: the General Terms and Conditions and Round 6 Resiliency Plan requirements, both of which are contained in the Request for Proposal, together with the consultant's response, which consists of this document and other related documents attached hereto or submitted with this Request for Proposal.

This Contract involves a project for which the Commission will receive funds from the state government. To the extent that state statutes and regulations exist that govern anything within the Scope of Services under this Contract, those provisions are incorporated herein by reference, and the terms imposed by law take precedence over any term of the Contract in conflict with the law.

Cancellation of Contract: The Commission reserves the right to cancel and terminate any resulting contract in part or in whole, without penalty, upon thirty (30) days written notice to the consultant. Any contract cancellation notice shall not relieve the consultant of the obligation to deliver and/or perform on all services prior to the effective date of the cancellation.

Assignment: The consultant shall not assign, sublet or transfer interest in this agreement without the written consent of the Commission.

Anti-Discrimination: By submitting their proposal, the consultant certifies to the Commission that they will conform to the provisions of the Federal Civil Rights Act of 1964, as amended, as well as the Virginia Fair Employment Act of 1975, as amended, where applicable, and Section 2.2-4311 of the Virginia Public Procurement Act.

Ethics in Public Contracting: By submitting their proposal, the consultant certifies that their bids or proposals are made without collusion or fraud and that they have not offered or received any kickbacks or inducements from any other bidder/consultant, supplier, manufacturer, or subcontractor in connection with their bid or proposal, and that they have not conferred on any public employee having official responsibility for this procurement transaction, any payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised unless consideration of substantially equal or greater value was exchanged.

Immigration Reform and Control Act of 1986: By submitting their proposal, the consultant certifies that they do not and will not during the performance of this contract employ illegal alien workers or otherwise violate the provisions of the Federal Immigration Reform and Control Act of 1986.

Compliance with Laws: The consultant is responsible for compliance with all local, state and/or federal laws and regulations. The Commission shall be held harmless from

any liability. By signature on the consultant's proposal, they certify compliance with federal, state, and local laws and regulations applicable to the performance of the services described herein.

Drug-free Workplace: During the performance of this contract, the consultant agrees to (i) provide a drug-free workplace for the consultant's employees; (ii) post in conspicuous places, available to employees and applicants for employment, a statement notifying employees that the unlawful manufacture, sale distribution, dispensation, possession, or use of a controlled substance or marijuana is prohibited in violation of such prohibition; (iii) state in all solicitations or advertisements for employees placed by or on behalf of the consultant that the consultant maintains a drug-free workplace; and (iv) include the provisions of the foregoing clauses in every subcontract or purchase order of over \$10,000, so that the provisions will be binding upon each subcontractor or vendor. For the purposes of this section, "drug-free workplace" means a site for the performance of work done in connection with a specific contract awarded to a consultant in accordance with this chapter, the employees of whom are prohibited from engaging in the unlawful manufacture, sale, distribution, dispensation, possession or use of any controlled substance or marijuana during the performance of the contract.

Availability of Funds: It is understood and agreed between the parties herein that the Commission shall be bound hereunder only to the extent of the funds available or which may hereafter become available for the purpose of this contract.

Payment: Payment will be made after the satisfactory completion of key milestones in the process. Amounts and milestones will be negotiated at the time of contract award.

Invoices for items ordered, delivered and accepted shall be submitted by the consultant directly to the payment address shown on the contract. All invoices shall show the contract number; the federal employer identification number (or Social Security number if doing business as an individual).

Any payment terms requiring payment in less than 30 days will be regarded as requiring payment 30 days after invoice or delivery, whichever occurs last. All goods or services provided under this contract or purchase order shall be billed by the consultant at the contract price.

Final payment will not be released to the consultant until DCR has approved the plan to be delivered through this contract, confirming that all content requirements outlined in the grant manual have been satisfied.

Indemnification: To the fullest extent permitted by law, the consultant shall indemnify and hold harmless the Commission and their agents and employees from and against all claims, damages, losses and expenses, including but not limited to, attorneys' fees,

arising out of or resulting from the performance of the Work, provided that any such claim, damage, loss or expense (1) is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself) including the loss of use resulting there from, and (2) is caused in whole or in part by any negligent act or omission of the consultant, any subcontractor, anyone directly or indirectly employed by any of them or anyone for whose acts any of them may be liable, regardless of whether or not it is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or otherwise reduce any other right or obligation of indemnity which would otherwise exist as to any party or person described in this paragraph. The Commission cannot legally agree to any clause indemnifying the consultant from any damages arising out of the contract or holding the consultant harmless. The submission of a bid or proposal means that the consultant agrees not to request such language in the resulting contract.

Professional Liability Insurance: The consultant shall carry professional liability insurance covering negligent acts, errors, and omissions. The consultant may provide a certificate of insurance indication coverage in the amount of \$1,000,000 per claim and \$3,000,000 in the aggregate. Commission shall be named as an additional insured for the duration of the contract with the consultant.

The consultant shall be and remain liable to the Commission for all costs of any kind which are incurred by the Commission as a result of negligent acts, errors, or omissions on the part of the consultant including its subcontractors and consultants, in the performance of any of the services furnished.

Ownership of Documents and Materials: Ownership of all materials and documentation (hard copy and electronic formats) including the original drawings and the Plans and Specifications and copies of any calculations and analyses prepared pursuant to the Contract between the Owner and the Consultant, shall belong exclusively to the Owner. These materials and documentation, whether completed or not, shall be the property of the Commission whether the work for which they are made is executed or not. The Consultant shall not use these materials on any other work or release any information about these materials without the express written consent of the Owner.

Such material may be subject to public inspection in accordance with the Virginia Freedom of Information Act. Security-related documents and information are excluded from the Act unless a specific need to know can be shown. Trade secrets or proprietary information submitted by a consultant, or consultant in connection with a procurement transaction shall not be subject to disclosure under the Virginia Freedom of Information Act, provided the consultant invokes the protection of 2.2-4342.F., Code of Virginia,

prior to or upon submission of the data or other materials, identifies the data or materials to be protected and state the reason why the protection is necessary.

Proprietary Information: Ownership of all data, materials, and documentation originated and prepared for the Commission pursuant to the request for proposal shall belong exclusively to the Commission and be subject to public inspection in accordance with the Virginia Freedom of Information Act. Trade secrets or proprietary information submitted by an consultant shall not be subject to public disclosure under the Virginia Freedom of Information Act; however, the consultant must invoke the protections of Section 2.2-4342F of the Code of Virginia, in writing, either before or at the time the data or other material is submitted.

The consultant must specifically identify the data or materials to be protected and state the reasons why protection is necessary. In addition, the proprietary or trade secret material submitted must be identified by some distinct method such as highlighting or underlining in the Proposal and must indicate only the specific words, figures, or paragraphs that constitute trade secret or proprietary information.

The classification of an entire proposal document, line item prices, and/or total proposal prices as proprietary or trade secrets is not acceptable and may result in rejection of the proposal.

Debarment Status: By submitting their proposals, consultants certify that they are not currently debarred by the federal government, the Commonwealth of Virginia, any political subdivision thereof, or any other state from submitting proposals on contracts for the type of goods and/or services covered by this solicitation, nor are they an agent of any person or entity that is currently so debarred. Should the Commission determine during the course of performance of the Contract that the consultant is so debarred, the Commission may immediately terminate the Contract and seek all appropriate damages.

Qualifications Of consultants: The Commission may make such reasonable investigations as deemed proper and necessary to determine the ability of the consultant to perform the services/furnish the goods and the consultant shall furnish to the Commission all such information and data for this purpose as may be requested. The Commission reserves the right to inspect consultant's physical facilities prior to award to satisfy questions regarding the consultant's capabilities. The Commission further reserves the right to reject any Proposal if the evidence submitted by, or investigations of, such consultant fails to satisfy the Commission that such consultant is properly qualified to carry out the obligations of the contract and to provide the services and/or furnish the goods contemplated therein.

Audit: The consultant shall retain all books, records, and other documents relative to this contract for five (5) years after final payment, or until audited by the Commission, whichever is sooner. The Commission auditors shall have full access to the right to examine any of said materials during said period.

Minority/Women Owned Businesses Subcontracting And Reporting: Where it is practicable for any portion of the awarded contract to be subcontracted to other suppliers, the consultant is encouraged to offer such business to minority and/or women-owned businesses. When such business has been subcontracted to these firms and upon completion of the contract, the consultant agrees to furnish the Commission the following information: name of firm, phone number, total dollar amount subcontracted and type of service provided.

Subcontracts: No portion of the work shall be subcontracted without prior written consent of the Commission. In the event that the consultant desires to subcontract some part of the work specified herein, the consultant shall furnish the Commission the names, qualifications and experience of their proposed subcontractors. The consultant shall, however, remain fully liable and responsible for the work to be done by its subcontractors and shall assure compliance with all requirements of the contract.

Severability: Should any part of this Contract be deemed void or otherwise unenforceable at law or equity, that part shall be deleted from the Contract, and the remainder of the terms shall be in full force and effect.