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Executive Summary

The Crater Planning District Commission (CPDC) is a regional planning agency composed of representatives from the Counties of Charles City, Chesterfield, Dinwiddie, Greenville, Prince George, Surry, and Sussex and the Cities of Colonial Heights, Emporia, Petersburg, and Hopewell. The CPDC promotes regional cooperation, coordinates activities and policies of member localities, provides planning assistance to localities, and resolves service delivery problems involving one or more member locality. The agency is heavily involved in housing, economic development, transportation, and environmental planning, and often takes an interdisciplinary approach to addressing the region's needs.

The Crater Planning District Commission is seeking a qualified consultant firm to conduct the necessary research and development of a Regional Resilience Project with funding from the Community Flood Preparedness Fund. The plan, once completed, will be adopted by all eleven local governments. This includes flooding, water quality, wetlands preservation/conservation/restoration, environmental justice, and climate change mitigation actions.

Proposal Contact:

Crater Planning District Commission

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Andrew Franzysheh, Director of Environment, Economic Development, & Housing

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Kit Friedman, Environment & Resilience Planner

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Proposal Submission

It is preferred that proposals be emailed as a singular PDF file. For files too large to email, they can be placed online for downloading (via SharePoint, Google Drive etc.).

Proposal Due Date



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Proposals will be accepted through Monday, 9/30/2024

Proposal Materials

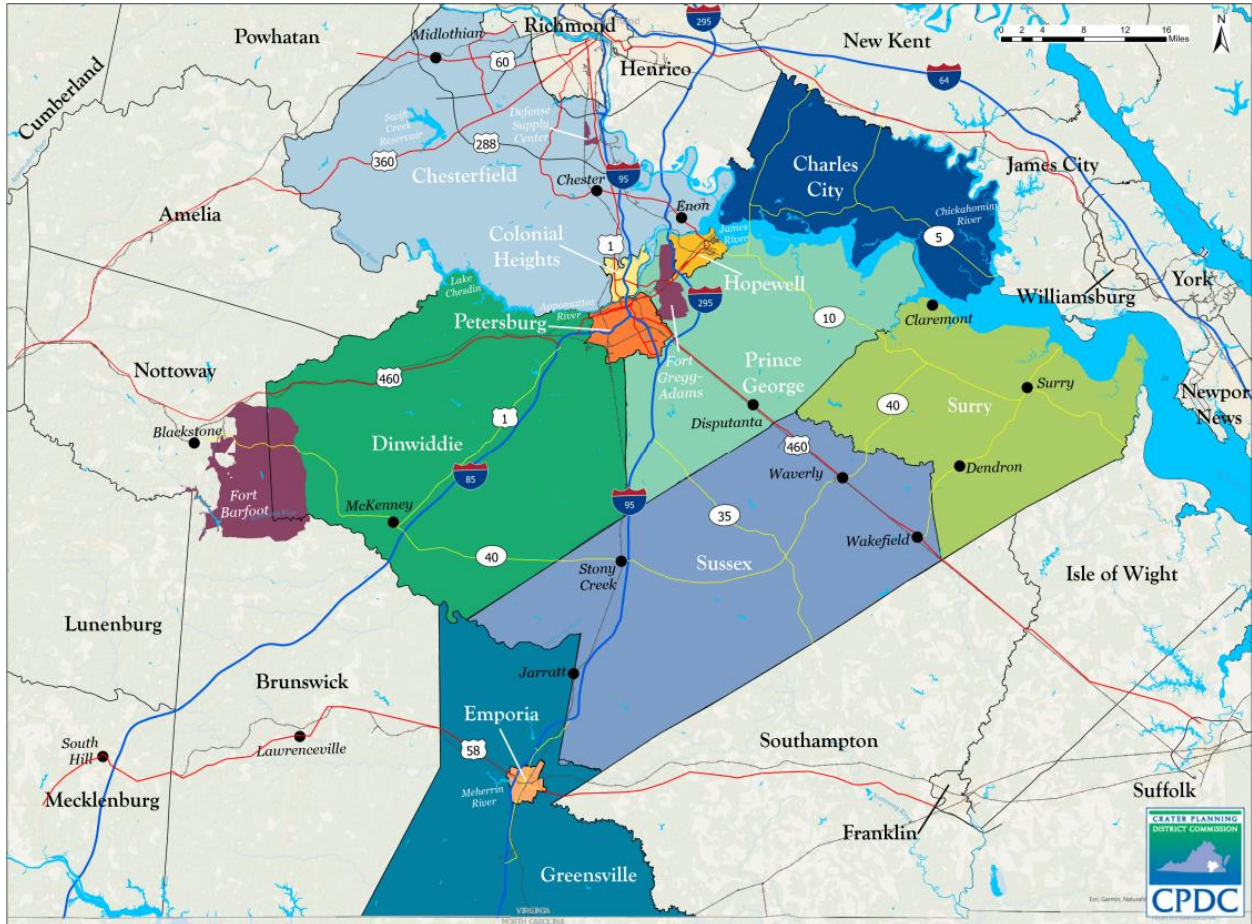
Proposal submission packages should include all of the materials listed below:

- Proposal
- Detailed cost estimate
- Schedule
- Staff and qualifications/background
- Previous work sample



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Introduction



The Crater Planning District Commission (CPDC) is a regional planning agency composed of representatives from the Counties of Charles City, Chesterfield, Dinwiddie, Greenville, Prince George, Surry, and Sussex and the Cities of Colonial Heights, Emporia, Petersburg, and Hopewell. The CPDC promotes regional cooperation, coordinates activities and policies of member localities, provides planning assistance to localities, and resolves service delivery problems involving one or more member locality. The agency is heavily involved in housing, economic development, transportation, and environmental planning, and often takes an interdisciplinary approach to addressing the region's needs.



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Prior to 2024, the Crater Planning District Commission had minimal engagement in environmental programming across the region, participating only in the Virginia Department of Environmental Quality's Coastal Zone Management (CZM) and Watershed Implementation Plan (WIP) programs. These programs are strictly limited to the Chesapeake Bay Watershed, meaning that roughly half of CPDC's localities are unable to access the funding and resources they provide. The Crater Planning District Commission is working diligently to ensure all localities can receive the resources and assistance they need to address their environmental needs. Chesterfield County is the only locality within the Crater footprint that hosts an environmental program, with all others delegating environmental and resilience efforts towards planning, public works, and stormwater management officials. These departments often do not have the capacity to address environmental concerns at the scale needed to create meaningful change.

In the Spring of 2024, the Crater Planning District Commission awarded the Virginia Department of Conservation and Recreation's Community Flood Preparedness Fund to create a comprehensive regional resilience plan for all eleven Crater PDC localities, create an Environment & Resilience Planner position, and train that staff member as a Certified Floodplain Manager. The Regional Resilience Plan will be the first of its kind for our region. It will build upon recommendations in the 2022 Richmond-Crater Hazard Mitigation plan to include flood resilience, water quality, erosion and sediment control, air quality, and climate change mitigation strategies. It will contain regional recommendations, as well as localized ones, to enable Crater localities to access critical funding from the Department of Conservation and Recreation and other entities.

The Crater Planning District Commission is now seeking a qualified consultant firm to conduct the necessary research and development of the Regional Resilience Project with funding from the Community Flood Preparedness Fund. The plan, once completed, will be adopted by all eleven local governments.

Project Overview

The Regional Resilience Plan will be valid for three years, with two annual updates in between full plan overhauls. We recognize that many resilience plans focus solely on flood prevention and mitigation, but we are seeking a far more comprehensive planning process and deliverable that will address environmental and climate issues on multiple fronts. This



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includes flooding, water quality, wetlands preservation/conservation/restoration, environmental justice, and climate change mitigation actions. The Plan will address both broad regional and abbreviated localized issues, as many of our localities do not have the capacity to conduct their own plans. Recommendations will be structured similarly, with interventions at the regional level (i.e. Actions to be taken by the Planning District Commission and other regional partners) as well as specific localized recommendations tailored to each locality.

Timeline & Deliverables

CPDC anticipates an 18-month timeline for the development of the plan and deliverables, with the project kicking off in the fall/winter of 2024.

The primary deliverable is the Regional Resilience Plan itself, with additional abbreviated plans and recommendations for localities. Interim technical memos will be submitted to CPDC staff and the Steering Committee throughout the planning process.

Guidelines for the structure and format of the annual update process will be discussed upon the completion of the full Regional Resilience Plan.

Budget Guidelines

The full Regional Resilience Plan has a budget of \$200,000, with the two annual updates budgeted at \$50,000 per update. The resilience planning process budget totals \$300,000 over three years, including the full plan and two updates.

Steering Committee

The Regional Resilience Plan will be guided by local and regional experts from local governments, partners, non-profits, and other community groups to ensure the plan takes many perspectives from across the region into account during the planning process. Such partners may include:

- Locality staff in planning, emergency management, public works/stormwater, and environmental sectors
- Member of the Crater Environmental Resource Management Task Force
- Crater Health District/Virginia Department of Health
- State agency staff from Virginia DEQ, DCR, DWR, and DOF
- Friends of the Lower Appomattox River (FOLAR)



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- James River Association
- Albemarle-Pamlico National Estuary Partnership staff
- Board members from the (nascent) Southern Rivers Watershed Roundtable, Lower Chickahominy Watershed Collaborative, and other regional groups

Tentative Meeting Schedule

We anticipate the development of the Regional Resilience Plan to take approximately 18 months but are open to proposed timelines from consultants.

The CPDC requests monthly or bi-monthly (2x per month) virtual meetings between CPDC staff and the chosen consultant.

Steering Committee meetings will take place on a monthly or semi-monthly basis.

The chosen consultant will present their findings to the full Crater Planning District Commission members upon completion of the Plan. The consultant CPDC staff may be asked to present the plan and its content to individual locality boards of supervisors or city councils.

Working Relationship & Resources

The consultant will meet regularly and work alongside CPDC staff throughout the planning process, with CPDC staff acting as project coordinators and supporting the consultant's work as needed. The consultant will have access to the CPDC's suite of data and analysis resources, including Chmura, ArcGIS Business Analyst, among others.

Ownership Material

All electronic files and databases, all data, negatives, online displays, or similar materials used or created during the performance of this contract shall be the property of the Crater Planning District Commission. The contractor may not copyright any material without the written consent of the Crater Planning District Commission. All property of the Crater Planning District Commission shall be turned over prior to receiving final payment.



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Proposal Submission

Required Materials

Proposal submission packages should include all of the materials listed below:

- Proposal
- Detailed cost estimate
- Schedule
- Staff and qualifications/background
- Previous work sample

Deadline

All submissions must be received by Monday, 9/30/2024. Late submissions will not be accepted.

Evaluation Criteria & Selection Process

Upon the submission of a Proposal, Crater Planning District Commission staff will review and evaluate consultant bids based up the following criteria:

- Fulfillment of all requirements listed above
- Qualifications of firm and project team
- Experience working under the Community Flood Preparedness Fund, Regional Planning, and Resilience Planning
- Prior portfolios and project histories
- Alignment with budgetary and time constraints

Selected consultants will be contacted for an interview/meeting with Crater Planning District Commission staff to discuss the proposal package details, any additional information needed, and next steps regarding the selection process.