



County Administrator's Office

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REQUEST FOR PROPOSALS Wythe County Comprehensive Plan Development Services

The County of Wythe requests proposals from qualified professionals to develop its new comprehensive plan consistent with the Code of Virginia §15.2-2223.

Wythe County is a political subdivision of the Commonwealth of Virginia, with a 2010 census of 29,235 and an estimated 2.8 percent population decrease over the past decade.

Wythe County holds the crossroads of Interstate 77 and 81, creating the busiest highway hub in western Virginia, with over 100,000 transient visitors passing through the community daily.

The County adopted its current Comprehensive Plan in September 2015, with revisions adopted as recently as 2020. The new plan should incorporate input from interested local stakeholders to:

- document existing conditions and create strategies and tactics to fulfil future needs
- forecast service delivery, facilities development, land use and growth management
- shape future budget priorities
- anticipate economic changes, capital needs and fiscal demand
- develop a planning guide and clearly defined work and strategic plan with measurable steps and expected outcomes for Wythe County's public bodies to follow in meeting resident and visitor needs

Public meetings, surveys and input should start no later than March 2021. The draft plan should be complete and ready for adoption by the Wythe County Planning Commission and Board of Supervisors no later than November 2021.

Expected deliverables include, but may not be limited to:

- Minimum of six (6) public input sessions in locations around the county, to be planned and coordinated with county planning staff, elected representatives and public officials. Includes collection of input in a manner agreeable with the county planning staff.
- Online input/survey for all residents and businesses, designed with county staff.
- Complete plan which fully meets all requirements of Wythe County and the Code of Virginia §15.2-2223, particularly: profiles of the plan and its development; population and demographic profile; housing assessment; economic assessment; community services and facilities, including schools, law enforcement and public safety; transportation; land use and development; goals, objectives, strategies and timing; appropriate illustrations, tables, graph, analyses, table of contents and index. The plan should be written in a way that makes it accessible to a wide variety of local readers.
- Finished, professionally-designed and -printed bound comprehensive plan (100 copies).
- Editable Word file (.doc) of finished plan for future editing and revision as needed.
- Secure portable digital format (.pdf) file of finished plan for county digital assets.
- Related shapefiles and other electronic format GIS-readable outputs of plan-associated mapping and assets.

- Professionally designed and printed 24” wide posters of action plans and implementable strategy and timetable for implementation expected during the first five and ten years of the plan (20 copies each).

Respondents should demonstrate extensive experience in comprehensive plan development with the education, training, qualifications, credentials and experience necessary to deliver the county’s expected outcomes. Respondents should show expertise in all aspects of planning, community development, community outreach, land use, transportation policy and design, geospatial and geotechnical analysis, financial and asset planning and analysis, Virginia code and regulatory requirements, and any other knowledge necessary to author a thorough plan.

The county’s primary selection concern is not price, but rather quality of the work and the final document’s utility. As such, the County expects to score respondents based on these criteria: letter of interest; proposed scope of work and planned work elements; description of the firm, staff and any subcontractors who will work on this project; quality of previous work; experience, ability, education and background of respondent’s staff; experiences of prior clients; capacity of the respondent and any subcontractors to complete the work in the given timeframe; proposed and/or negotiated price. To the extent that proposals create similar confidence on the county’s part, the county may use price as a determining factor after competitive negotiation. The county reserves the right to request additional information from respondents after the initial submission.

Selection process timeline:

Optional pre-proposal meeting:	December 10, 2020; 2 p.m., County Offices
Responses due:	Tuesday, January 12, 2021; 2 p.m. local time
Staff review and interviews:	January 12-26, 2021
Planning Commission Recommendation:	Monday, February 1, 2021
Board of Supervisors Review:	Tuesday, February 9, 2021
Notice of Award:	Wednesday, February 10, 2021

To respond, submit five print copies and one .pdf of the proposal to:

Wythe County Comprehensive Plan RFP
 Wythe County Administrator’s Office
 ATTN: Martha Collins
 340 South Sixth Street
 Wytheville, VA 24382
 Late submissions will be rejected.

Conditions:

All respondents must include a statement in their response to certify that:

- All of its employees and contractors may legally work in the United States.
- The company has not been debarred from working with Virginia or its local governments.
- The company is authorized & licensed to work in the Commonwealth of Virginia.
- The company has not colluded with any other supplier, vendor or contractor to suppress responses or prices for this proposal.

Special Notice: Due to the specialized nature of this work, Wythe County will directly solicit some known providers and/or providers who have previously indicated interest in receiving RFPs for this service. This action does not indicate preference for these potential respondents, but rather a desire to create a pool of interested providers to give the county the best choice to complete the work.

Wythe County is an equal opportunity offeror and employer. Disadvantaged business enterprises are encouraged to apply.