



RICHMOND METROPOLITAN TRANSPORTATION AUTHORITY
REQUEST FOR QUOTE
STRATEGIC PLANNING AND CONSULTING SERVICES

RFQ Number: SPC-2024
Issue Date: August 26, 2024
Response Submission Due Date and Time: 9 am EST, September 9, 2024

Responses will be received by email to: Paula.Watson@rmtaonline.org . **RFQ#SPC-2024 must** appear in the subject line. Quotes submitted must receive a confirmation of receipt from the procurement officer. If you submitted a bid and did not receive an email confirming receipt, call 804-523-3308 to ensure delivery of your submission. Confirmations will not be sent before 9am EST, September 9, 2024.

Submittals of responses must be received by the Response due Date and Time above. Oral responses or responses received by telephone or fax shall be rejected. Responses must be clearly marked with the RFQ #SPC-2024 in the subject line. Any response received after the deadline shall be deemed non-responsive and returned unopened.

About RMTA

The Richmond Metropolitan Transportation Authority (RMTA) is a vital regional transportation authority dedicated to managing and maintaining key transportation infrastructure within the Greater Richmond area. Established to enhance the region's connectivity and economic vitality, RMTA operates a network of roadways, bridges, and toll facilities that serve as crucial arteries for local commuters and visitors alike. With a strong commitment to safety, efficiency, and innovation, RMTA continually seeks to improve the transportation experience while contributing to the community's growth and development. Through strategic planning and partnerships, RMTA plays a central role in shaping the future of transportation in Richmond, ensuring reliable and sustainable infrastructure for generations to come.

Scope of Services

The Richmond Metropolitan Transportation Authority (RMTA) is seeking a qualified consultant to provide comprehensive strategic planning services. The selected consultant will assist in developing a new strategic plan to guide the Authority over the next three years, including facilitating strategic discussions with the RMTA Board of Directors. The scope of services includes the following key components:

Review and Analysis of the 2017-2022 Strategic Plan:

The consultant will conduct a thorough review and analysis of the existing 2017-2022 RMTA Strategic Plan. This review will involve evaluating the successes, challenges, and areas for improvement identified in the previous plan. The consultant will prepare a detailed report outlining the findings of this analysis, which will serve as a foundation for developing the new strategic plan.

Strategic Planning Process Facilitation:

The consultant will lead and facilitate the RMTA Board of Directors through the strategic planning process. This will include:

- Organizing and conducting a strategic planning session at the RMTA Annual Board Retreat scheduled for November 20, 2024.
- Facilitating discussions to articulate the Authority's new vision and mission, and to identify strategic areas of focus, priorities, goals, and objectives.
- Leading subsequent workshops, as needed, during Monthly Board Meetings held on the second Tuesday of each month, to gather additional insights and refine the strategic plan.

Development of the Final Strategic Plan Document:

The consultant will develop a comprehensive strategic plan document, which will include, at a minimum:

- A newly articulated vision and mission statement for RMTA.
- Identification of strategic areas of focus and priorities that align with RMTA's long-term goals.
- Clearly defined goals and objectives that correspond to the identified priorities.
- Detailed action steps necessary to achieve the outlined goals and objectives.

Detailed Report on Strategic Discussions:

Following the strategic planning sessions, the consultant will produce a detailed report that documents the discussions, outcomes, and decisions made during the Board Retreat and subsequent workshops. This report will be used to inform the development of the strategic plan and ensure alignment with the Board's directives.

Delivery of Final Written Draft Strategic Plan:

The consultant will prepare and deliver a final written draft of the strategic plan. This draft will incorporate feedback from RMTA stakeholders and will be presented for final approval by the Board. The completed draft should be delivered no later than mid-April 2025, subject to any necessary revisions and final approval by the RMTA Board of Directors.

Deliverables

- A. Review and Analysis Report
 - i. A detailed review of the 2017-2022 RMTA Strategic Plan, including insights and recommendations that will inform the development of the new strategic plan.
- B. Facilitation and Process Leadership
 - i. Leadership in guiding the RMTA Board of Directors through the strategic planning process, including facilitating the strategy session at the Annual Board Retreat and subsequent workshops.
- C. Final Strategic Plan Document
 - i. A comprehensive strategic plan document, which must include:
 - i. Vision/Mission Statement
 - ii. Strategic Areas of Focus and Priorities
 - iii. Goals and Objectives aligned with the priorities
 - iv. Action Steps to achieve the goals and objectives
- D. Board Strategy Session Facilitation
 - i. Attendance and facilitation of the Board strategy session at the Annual Board Retreat on November 20, 2024, and subsequent workshops as needed during Monthly Board Meetings.

- E. Detailed Report on Discussions and Outcomes
 - i. A detailed report documenting the discussions, outcomes, and decisions made during the strategic planning sessions and workshops.
- F. Final Written Draft of the Strategic Plan
 - i. A final written draft of the strategic plan, incorporating all feedback and final approvals, to be delivered no later than mid-April 2025 (subject to final Board approval).

Cost of Services:

Provide your fee structure, including as applicable, hourly rates, and/or flat fees for services requested.

Submittal Instructions

- A. No more than 10 pages
- B. Provide examples where similar services were performed for a similar organization or government agency.
- C. Provide three (3) references