

**HAMPTON ROADS
PLANNING DISTRICT COMMISSION
MEETING**

**February 20, 2020
12:30 PM**

**The Regional Building
723 Woodlake Drive, Chesapeake**

- 1. Call to Order**
- 2. Approval/Modification of Agenda**
- 3. Submitted Public Comments**

There were no submitted public comments since the last HRPDC meeting. Any new written public comments received after the preparation of this agenda will be distributed as a handout at the meeting.

- 4. Public Comment Period**

Members of the public are invited to address the Hampton Roads Planning District Commission. Each speaker is limited to three minutes.

- 5. Executive Director's Report (Attachment 5)**
- 6. Community Advisory Committee (CAC) Report**
- 7. Consent Agenda (Attachment 7)**

- a. Meeting Minutes - January 16, 2020 Commission Meeting**
- b. Treasurer's Report - December 2019**
- c. Procurement of On-Call Service Contracts to Support HRPDC Programs**

The Hampton Roads Planning District Commission (HRPDC) is the region's resource for technical expertise on issues pertaining to economics, emergency management, environmental education, housing, planning, and water resource management. The organization serves member local governments by facilitating discussion and cooperation with credible and timely research, analysis, and planning. As a Virginia Planning District, the HRPDC is the Affiliate Data Center for our region, providing economic, environmental, transportation, census, intergovernmental relations, and other information relevant to businesses, public organizations, and citizens.

In conducting these regional programs, the HRPDC has occasional need for consultant services for scientific or technical studies, planning, web application/database development and hosting/support, market research and brand development, public outreach, and other tasks. Staff recommends addressing this need through the procurement of multiple on-call consultant service contracts. On-call contracts will enable the HRPDC to issue task orders, as needed, to respond quickly to the emerging initiatives of regional programs and the directives of the Hampton Roads Planning District Commission, official advisory committees, subcommittees, and working groups.

The HRPDC staff is requesting authorization to develop a Request for Proposals and undertake a formal selection process to procure multiple on-call consultant service contracts for services. The formal selection process is anticipated to conclude in May 2020, with recommendations for contract awards in June 2020. Contracts may be renewed by the Commission upon written agreement of both parties for up to four successive one-year periods, under the terms of the initial contract. Consultant services under these contracts would be handled on a Task Order basis. Each Task Order will document the scope of work, period of performance, and cost. Funding sources will vary depending on the Task Order. It is possible that selected consultants would receive more than one Task Order; however, it is also possible that no Task Orders would be issued.

Staff recommends the Commission authorize the HRPDC staff to develop and release an RFP to procure multiple on-call consultant service contracts for services as well as authorize the Executive Director to award a contract based on the results of the formal selection process.

Action Requested: The HRPDC should take action to approve the February 20, 2020 Consent Agenda.

8. Regional Branding Initiative - presented by Mr. Doug Smith, President and CEO, Hampton Roads Economic Development Alliance (HREDA) and Mr. Robert Crum, HRPDC Executive Director

The Commission will be provided an update on the Regional Branding Initiative. This item is presented for information and discussion by Commission members.

9. Regional Economic Development Sites Inventory - presented by Mr. Keith Cannady, HRPDC Deputy Executive Director

HRPDC staff will provide an update on the regional Economic Development Sites Inventory project and discuss the potential for a regional GO Virginia grant application to further advance the readiness of development sites in Hampton Roads and increase their competitiveness to attract investment and create jobs. This project was undertaken in response to concerns expressed by economic development practitioners at the local, regional, and state levels about missed opportunities for private investment

and job creation in Hampton Roads due to a lack of shovel ready development sites in the region.

Staff recommends the Commission take action to authorize the Executive Director to submit a regional GO Virginia grant application and to seek consulting assistance to further advance the readiness of development sites in Hampton Roads.

Action Requested: The HRPDC should take action to authorize the Executive Director to submit a GO Virginia grant application and seek consulting services.

10. Legislative Update – presented by Mr. Robert Crum, HRPDC Executive Director

The Commission will be provided an update on HRPDC regional advocacy efforts. This item is presented for information and discussion by Commission members.

11. Three Month Tentative Schedule

March 2020

Hampton Roads Economic Benchmarking Study
Environmental Education Program
Legislative Update

April 2020

No Meeting per Regional Meeting Schedule

May 2020

Emergency Management Program
Annual HRPDC Work Program
Fiscal Year 2021 Budget

12. Advisory Committee Summaries (Attachment 12)

Summaries of HRPDC Advisory Committee meetings that were held since the last HRPDC meeting are attached for review.

13. For Your Information (Attachment 13)

- **Offshore Wind Information Update**
- **HRPDC Joins the Ranks of Regional Businesses “Doin’ Right by the River”**

On Thursday, January 23, 2020, the Hampton Roads Planning District Commission was recognized by Elizabeth River Project (ERP) as a River Star Business for 2020. In an effort led by General Services Manager Andrew Margason, the HRPDC has taken several steps over the last year to implement sustainable practices in the areas of pollution prevention, wildlife habitat enhancement, and community outreach and education. Because of this



dedication to environmental stewardship, HRPDC was recognized as a Commitment Level Business Partner at ERP's annual awards ceremony.

14. Old/New Business

15. Adjournment