



REQUEST FOR PROPOSALS

REGIONAL CORRIDOR ANALYSIS

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals from firms to undertake a Regional Corridor Analysis which will utilize a variety of metrics to assess the likely impact(s) of implementing the more compact development options identified by insight2050 and study the relationship between these corridors and high-capacity transit, inclusive of all types of technologies. Furthermore, it is anticipated that the results of the Regional Corridor Analysis will lead to specific recommendations in terms of implementation tools and guidance.

MORPC is a voluntary association of local government communities in the 15-county Central Ohio area. Our organization strives to enhance the quality of life and competitive advantages of Central Ohio by working through local governments and other constituents. A catalyst for change, evidence of MORPC's work is seen every day through planning, programming and services in the areas of housing, transportation, water, land use, economic development, environment, public policy, and technology. We assist our local government members by providing innovative solutions for the many challenges facing our growing region.

Consultants interested in being considered must submit **fifteen (15) printed copies and one (1) in the form of a jump drive in a PDF format**. Proposals will be received by MORPC until **5:00 pm (ET), TUESDAY, SEPTEMBER 5, 2017**.

Submit proposals to:

Mid-Ohio Regional Planning Commission
Attn: Jennifer Noll
111 Liberty Street, Suite 100
Columbus, OH 43215
jnoll@morpc.org

Proposals must arrive in the MORPC offices prior to the proposal due date and time. Firms making proposals should take this into account when choosing a mail carrier. Facsimile submissions will not be accepted.

All questions must be submitted in writing and should be submitted via email to Jennifer Noll at jnoll@morpc.org. No answers will be given over the phone. Written answers, including any amendments to the RFP if necessary will be posted on MORPC's website. Responses to questions will be posted at <http://www.morpc.org/about-morpc/overview/rfps-rfqs/index>.

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Request for Proposal
REGIONAL CORRIDOR ANALYSIS

Neither MORPC nor any member agency of the Committee shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

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PROJECT BACKGROUND

Central Ohio is expected to grow between 500,000 to 1 million people by the year 2050. To prepare Central Ohio for this growth, the Mid-Ohio Regional Planning Commission (MORPC), in partnership with the Columbus District Council of the Urban Land Institute (ULI Columbus) and Columbus 2020, conducted a comparative scenario analysis in 2014 - called insight2050 - to look at different ways of accommodating the projected growth in Central Ohio to the year 2050. The scenarios varied in terms of the relative compactness of the development types, comparing the likely impacts of the new growth occurring as it had in recent decades to approaches which maximized infill development and the associated densities of development. The results showed that more beneficial outcomes along all of the metrics analyzed are expected with more compact development, focused on infill and re-development opportunities. Such development was also found to be more responsive to the changing demographics and projected increased market demand for smaller residences in walkable, mixed use environments.

As recipients of the U.S. Department of Transportation Smart City Challenge grant, the City of Columbus and its partners are leveraging federal funds and private investment to innovate and implement smart mobility options that improve people's quality of life, drive growth in the economy, provide better access to jobs and ladders of opportunity, and foster sustainability – all while positioning the Columbus region to become a world-class logistics leader. The #SmartColumbus initiative provides a context to review land use decisions, transportation planning, and transit system design relative to smart mobility options. The future implementation of smart technology has the potential to significantly alter the ways people interact with and move between places, impacting plans for growth and development patterns complimentary to the initial insight2050 analyses and findings.

Local governments in Central Ohio are interested in being fully prepared for adapting their communities to evolving market demand and emerging technologies, while looking for better and more sustainable ways to make land use and transportation infrastructure decisions that help retain and attract talent, businesses, and residents. Easy access to jobs, retail, housing, and entertainment is top of mind for local decision makers as they plan for future generations.

Targeted corridor development has the potential to capture some of this new market demand, support smart mobility options, and provide benefits associated with infill and redevelopment, as illustrated by the initial insight2050 analysis. A primary benefit of focusing infill development along regional corridors is the opportunity for high-capacity transportation options that support infill development goals and provide accessible options for residents and employees within a specified distance of the corridor.

SCOPE OF SERVICES

The Mid-Ohio Regional Planning Commission (MORPC), together with the City of Columbus, the Central Ohio Transit Authority (COTA), the Columbus District Council of the Urban Land Institute (ULI Columbus), and other Central Ohio jurisdictions, acting as the project partners, seeks a qualified consultant or consulting team to undertake a Regional Corridor Analysis. This analysis will study a variety of metrics to assess the likely impact(s) of implementing the more compact development options identified by insight2050. Specifically, the study would include an analysis of metrics resulting from intensifying the development patterns within select regional corridors (across a pre-determined distance or buffer). Furthermore, MORPC and its project partners are interested in studying the relationship between these corridors and high-capacity transit, inclusive of all types of technologies, under both the current and intensified development patterns. It is anticipated that the results of the Regional Corridor Analysis will lead to specific implementation recommendations regarding the use of tools, such as zoning and development codes, utility enhancements, financial incentives and strategies, market readiness assessments, workforce housing policies, land assemblage, and prioritization of development/redevelopment areas. Another key goal of the study is the production of objective and

replicable evaluation criteria (diagnostic tool) that could be applied to other corridors within the region that have similar characteristics.

Five corridors have been identified for study, based upon the respective agencies' Metropolitan Transportation Plan, Connect Columbus, and NextGen documents:

- > W. Broad Street (from Westwood Blvd/Westland HS to Downtown Columbus/Broad St)
- > E. Main Street (from Graham Rd/Waggoner Rd to Downtown Columbus/High St)
- > Northwest (from US 33 at Post Rd/Frantz Rd to Downtown Columbus/High St)
- > Southeast (from Rickenbacker Int'l Airport to Downtown Columbus/Livingston Ave)
- > Northeast Rail (from Polaris Pkwy to Downtown Columbus/High St)

A map depicting the locations of these corridors is provided in Appendix A.

The corridors are representative of the region's current and future growth locations. The patterns and strategies related to existing land use, rights of way, and population and job density are generally representative of, and should be broadly assigned to, the typologies below. The project's goal is to study all five corridors, but at a minimum, the consultant should expect to propose at least one corridor from each typology for analysis:

- ❖ Build on Success and Relieve Congestion (Northwest, Northeast Rail)
- ❖ Coordinate With Growth and Redevelopment Opportunities (W. Broad, E. Main)
- ❖ Make Better Connections (Southeast)

The Regional Corridor Analysis should assess current development patterns as well as future development and redevelopment patterns (taking into account zoning, utilities, floodplains, and other potential constraints) along with the infrastructure needed to support intensification of density throughout the corridors. Among the infrastructure needs to be considered for all corridors is the feasibility of high-capacity transit, inclusive of all types of technologies.

The consultant will be asked to consider the following in its analysis:

- Model a "base" scenario for each corridor that determines the current projected development pattern based on market conditions, existing zoning and development codes, existing incentive packages, etc. This scenario should answer how each corridor would likely develop without any changes to current code/policy or transportation options.
- Model various intensifications of land consumption/development scenarios along the selected corridors and determine appropriate buffer zones within which infill development is appropriate, including potential higher intensity activity centers and nodes. This assessment should be based upon site characteristics/constraints, general considerations of likely market demand, development feasibility, and property ownership, among others.
- Develop an objective, repeatable, and holistic set of metrics (and a method for their analysis) that considers the impacts of these development patterns/scenarios on variables such as local government finances, social equity, health, environmental impacts, and the transportation system.
- Use the metrics to model the various intensifications of land consumption/development scenarios, including the "base" scenario, along each corridor. Determine the most appropriate land uses and recommend a desired development pattern(s) based on metric outputs and cost/benefit analysis.
- Demonstrate the relationship between high-capacity transit and the recommended development pattern(s) for each identified corridor, including specific locations for intensive development nodes at intersections where station stops are likely. Provide recommendations on the forms of

high-capacity transit, inclusive of all types of technologies, that provide the most benefits for each corridor and development pattern.

- In the context of insight2050, determine the increased population and job absorption capacity of these corridors with the addition of high-capacity transit and the recommended zoning, development, and fiscal strategies. Compare the preferred scenarios to the base scenarios and analyze where the extra population and jobs absorbed by the preferred scenarios would be settled in the region if the preferred scenarios were not implemented.
- Identify market conditions and timing/phasing considerations necessary to support the implementation of the proposed development scenarios, as well as key considerations for the prioritization of the implementation recommendations and the strategies, tools, and timelines needed to achieve such conditions.

Furthermore, experience with special visioning sessions for certain portions of a corridor is desired.

The scope of services for this project includes:

Task 1. Prepare Detailed Work Plan & Schedule.

An organization and scoping meeting will be held with the project partners to:

- a) Review objectives of the Regional Corridor Analysis.
- b) Review and revise the scope of services, if necessary.
- c) Confirm corridors to be included and define study area boundaries and buffers.
- d) Establish availability of data.
- e) Establish meeting and presentation schedule.
- f) Develop a coordination plan with project partners.

Task 2. Develop a Communication Plan.

Given the number of residents, businesses, stakeholders and jurisdictions within the study area, early and regular outreach and communication through various channels will be essential elements of this project. The consultant will be responsible for outlining and implementing a communication plan to explain the technical aspects of the Regional Corridor Analysis, including evaluation and methodology. It is anticipated that the following are the minimal components:

- a) A steering committee will be formed with funding partners to serve as the project's general advisory body.
- b) In addition, working groups will be formed for each corridor that represent jurisdictions, business/private entities, residents, and/or other public, private or quasi-public entities and special interest groups.
- c) One-on-one meetings and/or focus groups will be held with key community leaders, as identified by the project partners and consultant. This includes discussions with public and business champions as well as critics along these corridors.
- d) Regular briefings will be held with the project partners and consultant.
- e) Consultant is responsible for preparing a meeting schedule for each of the parties identified above.
- f) Consultant is responsible for preparing a public involvement schedule.
- g) Website content – Consultant and project partners will develop and update materials and graphics in a format suitable for placement on the project website to be operated and maintained by MORPC.
- h) Consultant will create a communications and media strategy to share the methodology and its results with a variety of stakeholders. Project documentation must be clear, transparent,

objective, and easily understandable by a non-technical audience. The consultant will be responsible for outreach materials and strategies prior to all public meetings.

Task 3. Model Land Consumption / Development Scenarios.

The consultant will model both a “base” scenario and various intensifications of land consumption/development scenarios for each selected corridor. This type of analysis allows jurisdictions and developers to clearly communicate the opportunities, regardless of the final scenario.

- a) In consultation with MORPC, determine an appropriate distance (buffer) around each corridor, where further development should be pursued.
- b) Model a “base” scenario for each corridor that determines the current projected development pattern based on market conditions, existing zoning and development codes, existing incentive packages, etc. This scenario should answer the question about how each corridor would likely develop without any changes to current code/policy or transportation options.
- c) Model various intensifications of land consumption/development scenarios along the selected corridors and determine appropriate buffer zones within which infill development is appropriate, including potential higher intensity activity centers and nodes. This assessment should be based upon site characteristics/constraints, general considerations of likely market demand, development feasibility, and property ownership, among others.

Task 4. Create Evaluation Criteria.

The consultant will lead the development of objective evaluation criteria to allow for consistent analysis across all corridors. Evaluation criteria is expected to include:

- a) A standardized, measurable, replicable process to be applied to all corridors in the analysis and allowing for consistent comparison across present and future land use scenarios.
- b) A holistic set of objective and repeatable metrics (diagnostic tool), including a method for their analysis, to assess future land use scenarios against present-day land uses on variables such as local government finances, social equity, health, environmental impacts, and the transportation system.
- c) Ability to replicate the analysis on regional corridors in future phases of this study.

Task 5. Apply Evaluation Criteria to Select Corridors.

The consultant will use the metrics to model the various intensifications of land consumption/development scenarios, including the “base” scenario, along each corridor.

- a) For each corridor, report the measurable impact of the various land use scenarios on the metrics set.
- b) Determine the most appropriate land uses and recommend a desired development pattern(s) based on metric outputs and cost/benefit analysis. Demonstrate the relationship between high-capacity transit and the recommended development pattern(s) for each identified corridor, including specific locations for intensive development nodes at intersections where station stops are likely. Provide recommendations on the forms of high-capacity transit, inclusive of all types of technologies, that provide the most benefits for each corridor and development pattern.
- c) In the context of insight2050, determine the increased population and job absorption capacity of these corridors with the addition of high-capacity transit and the recommended zoning, development, and fiscal strategies.
- d) Compare the preferred scenarios to the base scenarios and analyze where the extra population and jobs absorbed by the preferred scenarios would be settled in the region if the preferred scenarios were not implemented.

Task 6. Provide Specific Recommendations for Each Corridor.

Recommendations need to take into account other land use and transportation initiatives, such as #SmartColumbus, Connect Columbus, and NextGen. In addition, recommendations and strategies should:

- a) Be specific, measurable, action-oriented, relevant and time-bound with respect to zoning and development codes, plans, policies, Capital Improvement Plans (CIPs), economic incentives and related initiatives identified by the project partners.
- b) Preserve existing communities. A recent study found that Franklin County currently has a deficit of 54,000 units of affordable housing. Policies and incentive packages should accommodate a range of housing types and price points, with special consideration given to affordable/workforce housing and preserving existing communities along the corridors.
- c) Integrate smart mobility options, such as autonomous vehicles, better passenger information, or smart mobility hubs.
- d) Identify market conditions and timing/phasing considerations necessary to support the implementation of the proposed development scenarios, as well as key considerations for the prioritization of the implementation recommendations and the strategies, tools, and timelines needed to achieve such conditions.

Task 7. Establish a Replicable Framework for Future Phases.

Future corridor analyses may be warranted. Therefore, it is necessary for the consultant to establish a replicable process with evaluation criteria and metrics which could be applied to other regional corridors. It is anticipated that the scope of study could expand in future phases to include intra-regional corridors that may extend beyond COTA's current service area.

PROJECT TIMELINE

Consultant is responsible for preparing a project timeline. Project is expected to begin no later than November 1, 2017. We suggest a total project timeline not to exceed 1 year.

PROPOSAL FORMAT

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals.

Each consultant shall submit a formal proposal not to exceed fifteen (15) 8.5" x 11" pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A) Cover Letter
- B) Organization, Personnel, Experience & Project Management
 - a. Consultant's Personnel Profile and Corporate Qualifications
 - b. Project Team Availability and Capacity
 - c. Project organization chart showing key personnel, their relationships and affiliations
- C) Consultant's Methodology/Work Plan
- D) List and Description of Deliverables
- E) Project Schedule
- F) Budget or Cost Proposal
- G) MORPC Disadvantaged Business Enterprise (DBE) Goal Compliance/Subcontracting

A.) COVER LETTER

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- Name, address, and phone number of a contact person to be notified regarding contractual issues.
- Identification of the firm as a corporation or other legal entity.
- Amount of committed DBE participation.

The letter shall state that the proposer:

- Has sole and complete responsibility for delivery of the required services.
- Is presently not debarred, suspended, proposed for debarment, declared ineligible or involuntarily excluded from covered transactions by any federal department or agency or the Ohio Department of Transportation.

B.) ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT

Consultant's Personnel & Corporate Profile

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. The background information on these individuals would emphasize their experience relative to project requirements. A statement concerning the recent related experience of persons from your team who will be actively engaged in the proposed effort should also be included. Attach resumes of the project manager and other key personnel to the proposal. A general resume is not a satisfactory substitute for this information.

Identify similar projects undertaken by your firm or proposed team firms a) within Ohio and b) in other states. Document each firm's actual responsibility on the project. Provide appropriate reference(s), name(s) and telephone number(s).

Project Team Availability & Capacity

Identify the location of the office where the majority of the work is to be performed. Discuss your staff's availability and capacity in the skill classes necessary to accomplish the work contemplated in the work elements as outlined in your technical approach. Specifically, break the staffing down by the number of professionals, technicians, and other specialists and indicate the number of each available for assignment to this project. Provide a list of the firm's present workload relative to capacity and availability to provide the requested services.

The consultant should note that as a condition of the contract the key persons, as defined by MORPC, assigned to the project for its duration must be substantially as represented in the proposal. MORPC reserves the right to cancel the contract and seek damages from the consultant in the event the consultant fails to provide the key personnel substantially as represented in the proposal.

Project organization chart showing key personnel, their relationships and affiliations

This section shall provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. It shall identify the firm's/team's principal-in-charge and the day-to-day project manager together with their qualifications as well as a brief outline of the potential roles and qualifications of other key personnel. If subcontracts are utilized, the position in the project team and identity of the sub-contractor shall be stated.

Consultant's Personnel, Corporate Profile & Project Organization

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. Identify the location of the office where the majority of the work is to be performed. This section shall also provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. Identify any diversity and inclusion efforts the consultant is taking or will take.

C.) CONSULTANT'S METHODOLOGY/WORK PLAN

This section shall indicate the consultant's understanding of the project scope of work, a definition of the scope of the project (including a discussion of the tasks to be performed to accomplish the scope of work), a definition of the final product, and the consultant's approach to the project (including the estimated time of completion for key tasks, phase deliverables, the management organizational chart, and identification of the Committee's roles in the project).

The consultant's proposal shall contain a step-by-step explanation and description of the methodology to be employed and how the methodology addresses MORPC's scope of work. The consultant's proposal shall further contain a detailed level of effort. In addition, please explain any aspect of your method that is unique or innovative.

Also, administrative information, such as the consultant's status reporting procedures and the consultant's approach to effective communication with MORPC personnel and sub-consultants, shall be included.

D.) LIST AND DESCRIPTION OF DELIVERABLES

The consultant's proposal shall list and describe the deliverables for each identified task that are part of the various steps of the methodology. All materials created and submitted throughout the lifetime of the projects related to the contract shall become the property of MORPC. All materials received shall be considered public information and shall be open to public inspection.

E.) PROJECT SCHEDULE

Included as part of the proposal, the proposer shall provide a schedule identifying all tasks and sub-tasks, all deliverables, and time in the scope of work. The project should be completed within approximately one (1) year. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why. Also, please see Section IV. Procurement Process for a detailed RFP timeline.

F.) BUDGET AND COST PROPOSAL

The expected budget range for this project is between \$400,000 and \$600,000. Additionally, MORPC and the project partners will provide in-kind services for the project, including:

- project and contract management,
- data and GIS support,
- transportation demand modeling,
- facility use and attendance at public meetings, and
- posting project content and related materials on partner websites.

The proposer should be aware that the project is funded with U.S. DOT funds and will be subject to all the requirements thereby imposed. In addition, as U.S. DOT funds are administered by the Ohio Department of Transportation (ODOT), this project will be subject to all requirements imposed by ODOT.

The proposer should be aware that it is the goal of MORPC to process and pay properly prepared and submitted invoices within 60 days, although that is not guaranteed. Improperly prepared and submitted invoices will be returned and will consequently not be processed and paid within the 60-day goal. Proof of payment will be required for all charges included on invoices.

G.) MORPC DISADVANTAGED BUSINESS ENTERPRISE (DBE) COMPLIANCE/SUBCONTRACTING

Working in cooperation with the Ohio Department of Transportation (ODOT), a 3 percent disadvantaged business enterprise (DBE) goal has been established for this contract per requirements of the U.S. Department of Transportation (USDOT). Respondents are strongly encouraged to meet or exceed this goal, and this section should include a description of how the contractor will do so. DBE firms must be certified by a USDOT-authorized certification agency, including the Ohio Department of Transportation. MORPC will expect contractors to meet the DBE percentage included in their contract and will require ongoing reporting of this percentage during the contract life. MORPC will also include DBE prompt payment requirements in all contracts.

Please note that MORPC’s aspirational goal for disadvantaged vendor participation is 12 percent.

PROCUREMENT PROCESS

RFP TIMELINE

The schedule for the RFP is given below. Dates are tentative and may be modified by MORPC as necessary.

| Key Date | Event |
|-----------------------------------|---|
| August 1, 2017 | Proposal is posted on MORPC website for interested parties to retrieve. |
| September 5, 2017 | Completed proposals due to MORPC by 5:00 p.m. |
| September 6, 2017 | Proposals will be opened at 2:00 p.m. |
| September 7 – September 22, 2017 | Evaluations of proposals. |
| September 25 – September 29, 2017 | Oral presentations at MORPC, if required. |
| September 29, 2017 | Evaluation Committee makes recommendation. |
| October 2 – October 6, 2017 | Contact all bidders regarding awards to be made. |
| October 12 – October 31, 2017 | Contract preparation. |
| October 31, 2017 | Contract finalized. |
| November 1, 2017 | Project begins. |

The selection of the project consultant will follow a multi-step process. The first step will be an evaluation of the written proposals using the criteria listed below.

EVALUATION CRITERIA

The evaluation criteria are as follows:

- 1. General Quality & Adequacy of Response (10%)**
 - a. Completeness and thoroughness
 - b. Responsiveness to terms and conditions
 - c. Clear, organized, and well-written proposal
 - d. Overall impression

- 2. Organization, Personnel, Experience & Project Management (20%)**
 - a. Qualifications and experience of proposed personnel, including project manager
 - b. Relevant knowledge, skills & experience with the project
 - c. Experience working with similar clients
 - d. Demonstrated capacity to do the work
 - e. Commitment to working with disadvantaged vendors
 - f. Experience working with large metropolitan areas and transit systems

- 3. Technical Approach & Work Plan (35%)**
 - a. Experience with conducting scenario analyses
 - b. Experience with and understanding of high capacity transit technology
 - c. Experience with land use and transportation planning
 - d. Experience with developing an implementation plan/tool
 - e. Clear description of elements of the work plan
 - f. Ability to derive creative solutions
 - g. Addresses expected outcomes:
 - i. Identifies who will do the work
 - ii. Includes realistic & sufficient timelines
 - iii. Includes reasonable & useful reporting timelines

- 4. Outreach/Communication Plan (25%)**
 - a. Clear and thorough communications strategy
 - b. Experience with summarizing technical information for non-technical audiences
 - c. Experience with graphic design and visualization of methodology and results

- 5. Cost/Budget (10%)**
 - a. Clarity of budget and congruence with RFP and proposed scope of work
 - b. Cost

EVALUATION COMMITTEE

The Committee will conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. The Committee may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

The second step would include oral presentations. Depending upon the relative merits of the proposals, two or three of the consultants will be invited to give an oral presentation and respond to questions from an interview panel. The second step may be waived if the Committee finds from the evaluation in the first step that one team is clearly more qualified to perform the study than the other teams.

CLARIFICATION INTERVIEWS

At MORPC's option, the consultant may be required to answer questions about the proposal. The purpose of the interview is to provide clarification of information presented in the written proposal. If interviews are necessary, MORPC will contact the consultant's authorized representative to schedule the time, date, and method of interview (e.g. in-person presentation or conference call). Interviews would be scheduled be within the week of September 25, as identified under IV. Procurement Process. The interview will be given by the Committee. If in-person interviews are requested, the consultant must comply at no cost or obligation to MORPC. A consultant's refusal to make a presentation as described shall result in the consultant's proposal being rejected from consideration for the project.

SELECTION AND NEGOTIATIONS

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will then be invited to enter into negotiations with MORPC. If negotiations again fail, the same procedure shall be followed, with each next most qualified firm until a contract has been negotiated. If the remaining proposals are considered not to be qualified, the notification and selection processes will be repeated.

ADMINISTRATIVE & ORGANIZATIONAL ELEMENTS

STUDY ORGANIZATION

The technical components of the study will be prepared by a consultant to be selected through the RFP process. The consultant will work with the Project Manager of MORPC to coordinate routine exchange of data and overall project supervision. Technical components of the study will be regularly presented to the Committee members whose roles are to review and confirm the results.

Role of MORPC

MORPC will manage the entire study. MORPC conducts the RFP process and will, together with the Committee, select the consultant to perform the study as described in this scope. MORPC will also provide limited assistance to the consultant in the various tasks of the project scope as described in section II.

Role of Project Partners

A steering committee made out of the project's primary funding partners will serve as the project's general advisory body. The consultant will provide briefings to the full steering committee at key milestones to receive input and feedback on task outcomes. In addition, working groups will be formed for each corridor that represent jurisdictions, business/private entities, residents, and/or other public, private or quasi-public entities and special interest groups. These working groups will provide corridor-specific input and feedback as well as assist MORPC and the consultant with data discovery and project communication.

Role of the Consultant

The lead consultant is to conduct a regional corridor analysis to assess the likely impact(s) of implementing the more compact development options identified by insight2050, study the relationship between these corridors and high-capacity transit, and utilize the results of the corridor analysis to produce specific recommendations in terms of implementation tools and guidance as outlined in the described tasks herein within the prescribed budget. A key role of the consultant will be to work closely with MORPC and its steering committee members to ensure effective communication and engagement with community leaders.

REPORTING

Interim Reports

The consultant shall prepare technical memos at milestone points (at a minimum at the end of each task) of the study which are to be suggested by the consultant. Each of these technical memos shall describe the major issues addressed and results obtained in that portion of the study. All these technical memos will serve as a basis for the formal final report. In addition to these technical memos, the consultant shall provide and/or present the interim findings before the Committee as appropriate at milestone points. The consultant shall prepare presentation materials (display graphics, Power Point presentations, and written summaries) at specified milestones throughout the study as suggested by MORPC. Note, the consultant may also be requested to present to select MORPC committees.

The consultant shall help design overall communication and engagement strategies and prepare presentation materials (display graphics, Power Point presentations, and written summaries) in coordination with MORPC and its partners. The consultant shall further summarize any conclusions as a result of stakeholder input at any of these meetings.

Interim reports shall be provided in electronic format. All components of a single technical memo would be combined into a single file in Microsoft Word or Adobe Acrobat (PDF) format. Page sizes shall be limited to 8.5" x 11" or 11" x 17".

Final Reports

We understand that the final product may not be a report but consist of a variety of materials appropriate for the type of study. The product(s) should be described in the proposal but may be refined based on input from the steering committee. At a minimum, an easily reproducible less technical summary document in electronic format should be included for presentation to private and public decision makers. In addition, summary documents should be created that can be used to show the results of the study. Ensure results will be credible to a broad spectrum of audiences. The primary target audience is a broad spectrum of private and public decision makers responsible for making investments in transportation and land use.

The Final Draft Documents shall be provided in electronic format and twenty (20) printed copies. All components of the Final Draft Report would be combined into a single file in Microsoft Word or Adobe Acrobat (PDF) format. Page sizes shall be limited to 8.5" x 11" or 11" x 17". An easily reproducible less technical summary document in electronic format should be included for presentation to council persons and other educated and informed non-technical persons. The document will be supported by the technical memorandums.

PROPOSAL TERMS & CONDITIONS

Evaluation of Proposal Compliance with Specifications

Understanding that no consultant may completely meet all requirements of the specifications, MORPC reserves the sole right to determine whether a proposal substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any proposal; and waive the right to accept a part, or parts, of a proposal, unless otherwise restricted in the proposal.

Modification and/or Withdrawal of Proposals

Modifications of a submitted proposal must be received by the designated due date specified. Withdrawal of proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant unopened.

Proposer Qualifications

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC will not award a contract to a proposer who, in its opinion, is not fully qualified on the basis of financial resources and responsibility, possession of adequate equipment, personnel, experience, and past record of performance to perform the obligation to be undertaken competently and without delay.

Award of Contract

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject any and all Proposals.

MORPC's Executive Director is the only individual who may legally commit MORPC to the expenditure of public funds. No cost chargeable to the proposed contract may be incurred before receipt of either a fully executed contract or a specific, written authorization to proceed.

GENERAL INFORMATION & REQUIREMENTS

Compliance with US DOT Regulations

The project may be funded from federal funds. Consequently, the consultant must comply with all U.S. Department of Transportation regulations pertaining to federal transportation planning studies. Consultant will be required to comply with all regulations of U.S. Department of Transportation relative to, for example, non-discrimination in federally-assisted programs.

Ownership of Products

MORPC will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this project. Therefore the submitter should anticipate that all products of this work effort will become the property of MORPC who will make them available to other government agencies and their contractors.

Deviation Clause

The consultant's attention is called to the condition that, if awarded a contract, the consultants will be required to furnish the particular item referred to in strict accordance with the specifications or descriptions as proposed, unless a departure or substitution is clearly noted and described in the proposal, along with the reasons therefore.

Tax Exemption

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). The successful consultants will be furnished with any certificates of exemption required.

MORPC STATEMENTS ON DIVERSITY & INCLUSION

Equal Opportunity

The consultant agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, applicants and sub-contractors are treated equally during employment without regard to race, color, gender, creed, religion, ancestry, national origin, sexual orientation, disability or other handicap, age, marital/familial status, veteran status, or status with regard to public assistance.

Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

CONTRACTING REQUIREMENTS

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements. *Please also note that prior to negotiation, the firm selected for negotiation must provide average hourly rates for personnel assigned and a copy of the last audited financial statement.*

Compensation

A cost plus fixed-fee contract with a maximum contract amount will be entered into after negotiations between MORPC and the selected firm. Alternative compensation models may be considered.

During contract negotiations, the selected firm must provide individually-priced and prioritized tasks to be completed “if authorized.” The sequencing of work tasks must be done in such a way that successful completion of earlier tasks is not dependent upon the completion of later tasks.

Cancellation

MORPC reserves the right to cancel any contract for failure or refusal of performance, fraud, deceit, misrepresentation, collusion, or any other misconduct on the part of the consultant.

Unresolved Finding for Recovery

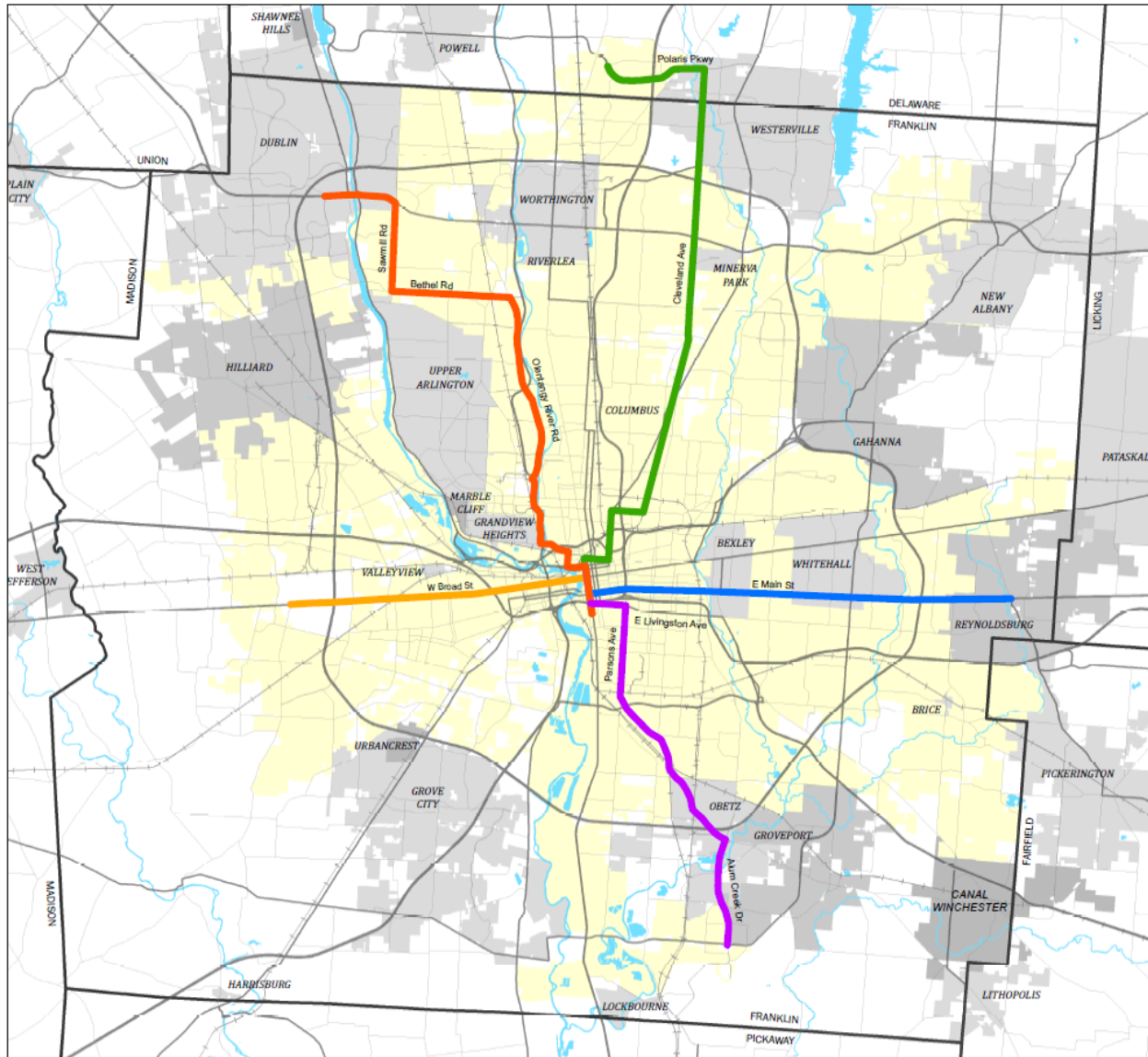
The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

Covenants of Consultant

The consultant will be required to covenant and warrant the following:

- a) Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
- b) Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
- c) Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.

APPENDIX A: MAP DEPICTING THE 5 REGIONAL CORRIDORS TO BE CONSIDERED FOR ANALYSIS



Regional Corridor Analysis Map

Corridor Name

- Northeast Rail
- E Main Street
- Southeast
- Northwest
- W Broad Street

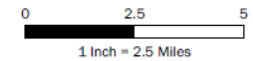
2015

| | Pop | HHs | Jobs |
|----------------|--------|--------|---------|
| Northeast Rail | 85,605 | 39,167 | 156,515 |
| E Main Street | 68,322 | 32,696 | 114,479 |
| Southeast | 36,196 | 17,077 | 56,109 |
| Northwest | 84,673 | 43,172 | 189,720 |
| W Broad Street | 45,724 | 19,764 | 97,916 |

2025

| | Pop | HHs | Jobs |
|----------------|--------|--------|---------|
| Northeast Rail | 95,366 | 45,200 | 162,654 |
| E Main Street | 75,014 | 37,424 | 117,984 |
| Southeast | 38,778 | 18,818 | 58,610 |
| Northwest | 92,400 | 48,413 | 194,715 |
| W Broad Street | 55,443 | 24,936 | 101,217 |

Sources: MORPC, COTA



The information shown on this map is compiled from various sources made available to us which we believe to be reliable.
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 7/12/2017