



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

REQUEST FOR PROPOSALS

REGIONAL HOUSING STUDY

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals from firms to provide professional services to help develop a housing strategy for the region that includes investment and policy recommendations for communities to support mixed income neighborhoods and regional growth.

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 **TEN (10) printed copies and one (1) in the form of a compact disc or jump drive in a PDF format**. Proposals will be received by MORPC until **5:00 pm (ET), MONDAY, MAY 6, 2019**.

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/rfps-rfqs/>.

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.

Neither MORPC nor any member agency of the Evaluation Committee (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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I. OVERVIEW/PROJECT BACKGROUND

The past decade has been one of historic growth for Central Ohio, and that growth is expected to continue for the foreseeable future, with MORPC projecting the region to be home to 3 million residents by 2050. Not only is the region growing; it is changing. Increases in both the young adult (Millennial) and 65 and older (Baby Boomer) populations are shifting housing preferences. Furthermore, the highly competitive real estate market and a persistently high poverty rate have led to more vulnerable groups struggling to find safe and decent housing in neighborhoods of choice.

As a result, MORPC, the City of Columbus, and other partners (Project Partners) are coordinating a housing strategy for the region that develops investment and policy recommendations for communities to support mixed income neighborhoods and regional growth. The goal of the Project Partners is to foster a housing market where every household with a full-time wage earner can obtain housing in the private market, and to effectively supplement the market where we cannot achieve that goal.

II. SCOPE OF SERVICES/PROJECT SCOPE/STUDY PURPOSE & APPROACH

As the project lead, MORPC will be significantly involved in this project and lead some of these tasks as described within each scope item. Please consider MORPC's role and strengths compared to your own team's expertise when writing your proposal.

The scope of work includes the following:

1. Existing Conditions

Over the years, several studies conducted by various entities have arrived at the same conclusion: The 7-county Central Ohio lacks sufficient housing to meet the market demands of our growing population. This task will review and summarize these reports and augment where there are gaps in the analyses or outdated information. *MORPC plans to lead this task with some consultant support. Please state if/how your team could support this work.*

- a. Review and synthesize (where necessary) prior studies of the Columbus, Franklin County and Central Ohio housing markets. Prior work includes, but is not limited to, studies by Franklin County, the Affordable Housing Alliance of Central Ohio, the Building Industry Association of Central Ohio, the Rose Fellowship, and the City of Columbus Incentives Study. *This will be a high-level literature review, resulting in a summary report.*
- b. Identify data gaps necessary to develop regional recommendations. *This may include quality of housing stock; location of housing compared to employment; subsidized & public housing data; more detailed cost burden analysis; racial inequity; and non-housing affordability factors (e.g. transportation, energy, etc.)*
- c. Identify structural impediments to housing development. *This may include a permitting and zoning policy analysis as well as interviews/focus groups with developers to better understand impediments to both market-rate and affordable housing.*
- d. Review and analyze current availability of public and private dollars to support affordable housing development.
- e. Compile a stand-alone report of existing conditions and projected needed housing by household income level through the year 2050 (summarizing tasks 1a through 1d).

2. Investment Strategies & Policies

With a deeper understanding of existing conditions in housing stock and the housing market, the region can take an inclusive and innovative approach to addressing any unmet needs. This task will explore novel and scalable methods to jumpstart regional housing development. In some cases, best practices from around the country may serve as replicable templates. In others, a new approach will be needed. This task will identify locations where investment strategies and policies have been most effective and summarize the steps to implementation. A local assessment will determine where opportunities may exist to strengthen existing strategies. *MORPC plans to assist with some of the research, but will rely on the consultant team's expertise for this task.*

- a. Research national policy and funding models that address inclusive, economically sustainable regional housing development. *This includes identifying up to five (5) regions similar to Central Ohio's housing market and economy to study as a best practice and preparing a summary of each.*
- b. Research local and regional strategies around funding and regulations that address housing needs, either currently in place or under consideration. *This would supplement any findings from task 1a.*
- c. Identify innovative and scalable investment strategies that could help "move the market."

3. Recommendations

To effectively move the needle on a regional housing strategy will require a comprehensive and multi-pronged approach involving the public, private, and philanthropic sectors. While new housing may be necessary to accommodate growth, so too will retrofitting and rehabilitating existing homes to serve current residents. In this task, specific recommendations addressing policy and regulations, finance, and cooperation will be proposed and prioritized – necessary steps to guide the region toward a shared vision. These recommendations should align with previous insight2050 findings for more compact, walkable environments and with the most recent insight2050 Corridor Concepts results around focused development along corridors served by transit. *MORPC will rely heavily on consultant expertise for this task. In addition, these recommendations should be vetted with partners on an iterative basis rather than waiting for a report for partners to react to.*

- a. Develop a housing investment allocation portfolio. This would include investment strategies for local governments and other partners, including non-profits, financial institutions, private entities, and the philanthropic sector, and highlight areas where additional funding streams need to be developed.
- b. Develop recommendations for regulatory policies for local governments.
- c. Develop housing priorities, including the development of new homes, rehabilitation of existing properties, and maintenance and retrofitting of homes.

4. Tracking Progress

Measurable indicators provide a quantifiable and objective approach to evaluation. The tasks outlined here will establish indicators, benchmark baseline conditions, and set targets for each indicator to help the region track its progress toward its stated goal of fostering a housing market where every household with a full-time wage earner can obtain housing. *MORPC plans to lead this task to ensure sustainability and metrics tracking in the future. Please note if/how your team could support this work.*

- a. Develop key metrics, and identify data, to monitor and gauge the on-going health of the housing market. There may be opportunities to customize metrics for individual communities on an add-on basis. *Key metrics will be identified in tasks 1 and 2 and will be confirmed once recommendations have been developed.*
- b. Establish targets to assist the City, counties, and suburban communities in achieving the recommendations. *Key metrics will be identified in tasks 1 and 2 and will be confirmed once recommendations have been developed.*

5. Community Engagement

An advisory committee will be formed to guide the study and its recommendations. Stakeholders will be engaged throughout the process to lend expertise and to help communicate the complexities and nuances of the regional housing landscape. *MORPC plans to lead this task. The consultant team is expected to support MORPC in facilitating the advisory committee, in stakeholder and resident engagement, and in developing the messaging around the project.*

- a. Facilitate an advisory committee to help guide the plan development.
- b. Engage with stakeholders, including Franklin County, the MORPC Board of Commissioners, the Central Ohio Mayors and Managers Association, the Affordable Housing Alliance, the Building Industry Association, the Apartments Association, key financial institutions, Columbus Partnership, and others.
- c. Develop other engagement strategies as needed, including messaging and communications around the project.

6. Final Report

Visually appealing final Report to summarize all findings and deliverables, along with an executive summary that can be shared with non-technical audiences. *The consultant team will lead this task with significant support from MORPC.*

III. 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) Role of MORPC
- D) Consultant's Methodology/Work Plan
- E) List and Description of Deliverables
- F) Project Schedule
- G) Budget or Cost Proposal
- H) 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.
- Will meet the MORPC DBE goal and be signed by a representative authorized to legally bind the firm.

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 or any funding partner.

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 personnel assigned to the project for its duration must be substantially 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.

C.) ROLE OF MORPC

This section shall indicate how the consultant will consider integrating MORPC staff and services into the project. As the project lead, MORPC will be significantly involved in this project and lead some of these tasks as described in Section II. Scope of Services. The description should include how the consultant's strengths can best leverage MORPC's services.

D.) 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.

E.) 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.

F.) 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. Project is expected to begin no later than July 1, 2019. The project should be completed by March 1, 2020. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

Proposed Timeline (provided interviews are not necessary to select the consultant)

Proposals due on MONDAY, MAY 6, 2019

Selection and initial scope meeting the week of JUNE 10, 2019

Target to begin work on JULY 1, 2019

G.) COST PROPOSAL

This section shall provide a full description and breakdown of the expected cost for the project. The proposal shall present a breakdown of hours and expenses by task, the hourly billing rates for team members, and all non-labor expenses expected to be reimbursed. This includes all direct labor costs by person or position, overhead costs, non-salary direct costs including any travel time, equipment costs, per diem, printing costs, any fees, subcontractor costs, conversion of data and delivery to MORPC incurred by the vendor/consultant. Total cost shall be indicated, as well as an estimated cost per task based on the tasks identified in the work plan.

If the price proposal is not received when due or if the proposal does not include any of the requested information, that proposal may be dropped from further consideration.

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.

H.) MORPC MINORITY BUSINESS ENTERPRISE (MBE) COMPLIANCE / SUBCONTRACTING

A five (5) percent minority business enterprise (MBE) goal has been established for this contract consistent with MORPC's Diversity and Inclusion Plan. Respondents are strongly encouraged to meet or exceed this goal, and this section should include a description of how the contractor will do so. It is preferred that MBE firms are certified as a minority business enterprise by the State of Ohio, the City of Columbus, or other similar certifying entity. MORPC will expect the selected proposer to meet the MBE percentage included in their contract and will require ongoing reporting of this percentage during the contract life. MORPC will also include MBE prompt payment requirements in all contracts.

List items of work that are proposed to be subcontracted for this project, the proposed utilization of the sub-contractor(s), the name(s) of the sub-contractor(s), and the percent of work expected to be performed by each. Discuss their qualifications and the basis for their selection.

IV. 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
Monday, April 15, 2019	Proposal is posted on MORPC website for interested parties to retrieve.
Monday, May 6, 2019	Completed proposals due to MORPC by 5:00 p.m.
Tuesday, May 7, 2019	Proposals will be opened at 9:00 a.m.
May 7 – May 24, 2019	Evaluations of proposals.
Week of May 27th	Clarification interviews at MORPC, if required.
Week of June 3, 2019	Evaluation Committee makes recommendation.
Week of June 3, 2019	Contact selected proposer regarding Evaluation Committee recommendation.
June 10 – June 28, 2019	Contract preparation.
June 28, 2019	Contract finalized.
June 28, 2019	Contact all proposers regarding Evaluation Committee recommendation.
July 1, 2019	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. Overall impression
- 2. Organization, Personnel, Experience & Project Management (15%)**
 - 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 multiple funders
- 3. Technical Approach & Work Plan (45 %)**
 - a. Clarity and organization in concept development
 - b. Quality and quantity of services to be rendered
 - c. Approach to study, including the ability to derive creative solutions
 - d. Clear description of elements of the work plan
 - e. Addresses expected outcomes:
 - i. Identifies who will do the work
 - ii. Includes realistic & sufficient timelines
 - iii. Includes reasonable & useful reporting timelines
 - f. Specialized experience relevant to the work scope
 - g. Clear description of MORPC's role within the proposal
- 4. Outreach/Communication Plan (25%)**
 - a. Clear and thorough communications and engagement 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 (5%)**
 - a. Clarity of cost breakdown per task
 - b. Congruence with RFP and proposed scope of work

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 clarification interviews. 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). Any in-person interviews will be the week of May 27th, 2019. 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.

V. 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 may also conduct several of the tasks of the project scope as described in section II and in collaboration with the selected consultant.

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, an advisory committee will be formed as described in Section II, Scope of Services. The advisory committee will provide guidance, input, and feedback.

Role of the Consultant

The consultant shall help develop a housing strategy for the region that includes investment and policy recommendations for communities to support mixed income neighborhoods and regional growth, inclusive of the tasks and deliverables outlined in Section II, Scope of Services. A key role of the consultant will be to work closely with MORPC and the project's steering committee 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.

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

The Final Draft Report shall be provided in electronic format. 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.

The Final Report, along with an executive summary, shall be provided in electronic format. All components of the Final Report would be combined into a single file in Microsoft Word or Adobe Acrobat (PDF) format. The Final Report shall be prepared in such a way that a black and white reproduction is easily possible.

VI. 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

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, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, 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.