



MID-OHIO REGIONAL
MORPC
PLANNING COMMISSION

REQUEST FOR PROPOSALS

INNOVATIVE FUNDING STRATEGIES DEVELOPMENT ACTIVITY for COMPETITIVE ADVANTAGE PROJECTS

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals from firms to provide professional services to conduct an Innovative Funding Strategy Development Activity. Through this activity, MORPC seeks to assist regional partners in developing innovative and/or public private partnership funding strategies for several projects identified through the Competitive Advantage Projects process. The activity is meant to introduce new, non-traditional project funding and revenue generation strategies and provide next steps for project sponsors to advance their projects using these innovative concepts.

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 **one (1) printed copy and one (1) digital copy in PDF format emailed to nkaelin@morpc.org**. Proposals will be received by MORPC until **5:00 pm (ET), TUESDAY, May 28, 2019.**

Submit proposals to:

Mid-Ohio Regional Planning Commission
Attn: Nathaniel Kaelin
111 Liberty Street, Suite 100
Columbus, Ohio 43215
nkaelin@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 mail or email to Nathaniel Kaelin at nkaelin@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-rfgs/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.

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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I. OVERVIEW / PROJECT BACKGROUND

Overview: The Innovative Funding Strategies Development Activity is intended to advance infrastructure projects identified through the Competitive Advantage Projects (CAP) initiative. Consultant services are sought for a one-time engagement to lead the activity during summer 2019, working with MORPC and project sponsors (e.g. local governments or agencies) to develop funding and revenue generation strategies to advance 4 to 6 projects.

Competitive Advantage Projects (CAP) Background: CAP is an initiative that MORPC facilitates in partnership with Columbus 2020 to advance strategic infrastructure investments across the Columbus region. The goal of the initiative is to prioritize critical infrastructure projects and work toward making the projects a reality. MORPC works with government and business leaders to develop and maintain a list of infrastructure projects, which is updated at least every two years. Working groups within each county lead a local project selection process to identify the top project priorities for their community.

The project list is regularly shared with members of the U.S. Congress and the Ohio General Assembly to communicate the priorities of the region. MORPC also tracks funding opportunities to help project sponsors identify funding sources for project construction. Infrastructure project types considered as part of the CAP initiative include: transportation, water and sewer, telecommunications and smart technology, energy systems and strategic infrastructure planning. The updated list for 2019-2020 contains 43 projects across a 13-county area.

To learn more CAP and the identified projects, visit www.morpc.org/CAP.

Innovative Funding Strategy Development Activity Vision & Goals: MORPC envisions assisting regional partners in developing innovative and/or public private partnership funding strategies for several projects identified through the CAP process.

The goals of this activity include:

- Provide meaningful technical assistance to MORPC members and regional partners
- Introduce new, non-traditional, and/or innovative project funding and revenue generation strategies to the region
- Introduce concepts for generating and capturing revenue streams from infrastructure projects
- Advance approximately 4 to 6 larger-scale CAP projects toward construction through funding strategy development
- Engage project sponsors in the process to increase buy-in
- Inspire use of innovative and/or private funding strategies in the region

At the conclusion of the activity, MORPC and projects sponsors should have defined next steps for advancing funding for selected CAP projects, as identified by the selected consultant proposer through coordination with MORPC and project sponsors.

II. SCOPE OF SERVICES & APPROACH

Flexibility for Consultant Creativity: MORPC has outlined a potential scope of work and deliverables to provide a general concept for this activity. However, MORPC welcomes creativity by consultant proposers to craft a scope of work that meets all activity goals in the most effective manner. Proposers are encouraged to use creativity to develop and propose effective processes and can propose processes that do not follow the scope of work outlined below for this project. The deliverables must include written documentation for project sponsors to understand activity findings and next steps.

Preference will be given to proposers that craft a process for this activity that has been fully or partially tested for success in other venues.

Preference will be given to proposers that can demonstrate experience with diverse types of revenue generation from infrastructure projects.

Potential Scope of Work and Deliverables by Consultant:

- Coordination with MORPC staff to identify candidate projects from list of 43 identified CAP projects, considering viability for innovative or private funding and potential participation interest from project sponsors (e.g. local governments or agencies). MORPC may also request that project sponsors demonstrate interest through an application or letter of interest process.
- Consultant engagement with project sponsors and MORPC to understand all necessary elements of the CAP project, including goals, costs, timelines, sponsor concerns, political considerations, legal capability under Ohio laws, and other relevant information.
- Consultant engagement with project sponsors and MORPC to develop initial funding concepts.
- Conduct due diligence to evaluate funding concept viability and legality in the context of Central Ohio, including expert evaluation from firms and individuals regularly involved in infrastructure investment and development. This due diligence may lead to recommendations for law changes needed to accomplish innovative approaches used elsewhere.
- For all selected projects, development of final reports to summarize findings, make recommendations, identify benefits and risks, and provide next steps for project sponsors.
- For up to three projects of the selected projects, development of preliminary investment prospectuses detailing the business case for the project, based on those determined most viable for private sector investment.
- Development of a short report to summarize findings and make recommendations to MORPC regarding improvements to the CAP process to prepare for and promote use of new and private funding strategies across the ongoing portfolio of projects.

Budget: The anticipated budget for this activity is \$18,000 to \$22,000.

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 twelve (12) 8.5" x 11" pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A) Cover Letter
- B) Organization, Personnel, Experience & Project Management
- C) Consultant's Methodology/Work Plan
- D) List and Description of Deliverables
- E) Activity Schedule
- F) Cost Proposal

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 activity).
- 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 state agency.

B.) ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT

CONSULTANT'S PERSONNEL, CORPORATE PROFILE & PROJECT ORGANIZATION

Specific background information on key individuals who are anticipated to be assigned to the activity 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 detail the consultant's proposed activity scope of work, a definition of the scope of the activity (including a discussion of the tasks to be performed to accomplish the scope of work), a definition of the final product deliverables, and the consultant's approach to the activity (including the estimated time of completion for key tasks, phase deliverables, the management organizational chart, and identification of the MORPC and project sponsors roles in the activity).

The consultant's proposal shall contain a step-by-step explanation and description of the methodology to be employed and explain any differences from MORPC's potential scope of work and deliverables described above. 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 and how it has been employed on past projects. Detail is especially encouraged when proposing a creative methodology that varies from the potential scope of work outlined in this document.

Also, administrative information, such as the consultant's status reporting procedures and the consultant's approach to effective communication with MORPC personnel and potential 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, such as final reports and project prospectuses. All materials created and submitted throughout the lifetime of the activities 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.) ACTIVITY 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 by October 1, 2019. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

Proposed Timeline

Proposals due on May 28, 2019

Selection and initial scope meeting the week of June 17, 2019

Target to begin work on July 8, 2019

Completion of activity in October 1, 2019

F.) COST PROPOSAL

This section shall also 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 and state fiscal year, 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 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.

MORPC will provide in-kind services for the activity, including:

- activity and contract management
- project sponsors meeting coordination
- meeting hosting at MORPC facilities

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

A three (3) percent minority business enterprise (MBE) goal has been established for this contract per requirements of MORPC's Diversity and Inclusion Plan. Normally, this is done by requiring the prime consultant to use MBE subs. Respondents are strongly encouraged to meet or exceed this goal, and this section should include a description of how the contractor will do so. MBE firms must be certified by the State of Ohio or the City of Columbus as a minority business enterprise. MORPC will expect contractors 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 is below. Dates are tentative and may be modified by MORPC as necessary.

Key Date	Event
May 2, 2019	Proposal is posted on MORPC website for interested parties to retrieve.
May 28, 2019	Completed proposals due to MORPC by 5:00 p.m.
May 29, 2019	Proposals will be opened at 9:00 a.m.
May 29 – June 7, 2019	Evaluations of proposals.
June 7, 2019	Evaluation Committee completes recommendation.
June 12, 2019	Contact all bidders regarding awards to be made
June 12 – 26, 2019	Contract preparation.
June 28, 2019	Contract finalized.
July 8, 2019	Activity begins.
October 1, 2019	Activity complete.

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 (20%)

- a. Completeness and thoroughness
- b. Responsiveness to terms and conditions
- c. 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. Local Understanding/Local Presence:
 - i. Familiarity with regional and state legal capabilities
 - ii. Capacity to locally coordinate and administer the project

3. Technical Approach & Work Plan (40%)

- a. Clarity and organization in concept development
- b. Quality and quantity of services to be rendered
- c. Approach to activity process, including the ability to derive creative solutions. Clear description of elements of the work plan.
- d. Addresses expected outcomes:
 - i. Identifies who will do the work
 - ii. Includes realistic & sufficient timelines
 - iii. Includes reasonable & useful reporting timelines
- e. Specialized experience relevant to the work scope

4. Cost/Budget (20%)

- a. Clarity of budget and congruence with RFP and proposed scope of work
- b. Cost

EVALUATION COMMITTEE

An Evaluation Committee (Committee) will be formed including internal MORPC staff and interested stakeholders in the CAP initiative. 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.

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). The interview will be within two weeks of notification. The interview will be given by the

Committee. If in-persons 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 highest scoring 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 activity 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 activity. 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 the Consultant

The consultant is to conduct the activity as outlined in the described tasks along with cost estimates. The consultant will coordinate for items to be coordinated by MORPC, including coordination with project sponsors and meetings at MORPC facilities.

REPORTING

Final Reports

The draft Project Final Reports, Investment Prospectuses, and MORPC Summary & Recommendations Report shall be provided in electronic format. All components of these reports 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 version of these reports 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 few consultants 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 not-to-exceed contract amount based on satisfactory work performed and products and services produced 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.