



## Request for Proposals

### Transportation Study/Plan

**RFP Issue Date:** August 15, 2023

**RFP Response Deadline:** September 1, 2023

**Submit proposals to:**

Transportation Study RFP  
Buckeye Hills Regional Council  
1400 Pike Street  
Marietta, OH 45750

## SECTION 1

### BASICS OF THE REQUEST FOR PROPOSAL

#### 1.1 INTRODUCTION

Buckeye Hills Regional Council (BHRC), an eight-county regional council and Regional Transportation Planning Organization (RTPO) in Southeast Ohio, is issuing a request for proposals for **transportation studies/plans. Selected studies/plans will be conducted by BHRC or consultants contracted by BHRC or in conjunction with ODOT. Proposals will only be accepted from public entities located within the BHRC RTPO region.**

#### 1.2 PROCURING AND CONTRACTING AGENCY

This Request for Proposal (RFP) is being issued by BHRC, which is the sole point of contact during the selection process. The person(s) responsible for managing the procurement process is Melissa Zoller, Planning Director.

#### 1.3 SCOPE OF STUDY

Entity will submit a proposal for a transportation study or plan. Proposals should be limited in scope so that the estimated study cost is less than \$20,000. Consideration will be given to studies over \$20,000 if an immediate safety concern is identified.

Proposals need to be transportation-focused

Proposals should be directly related to a specific transportation-related project.

Suggested focus areas include:

**Serving Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington Counties in Southeast Ohio**

1400 Pike Street | Marietta, OH 45750 | 1.800.331.2644 | 740.373.6400 | fax: 740.373.1594

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- Safety
- Active Transportation
- School Travel Plans
- Thoroughfare Plans
- Economic Impact
- Traffic Count/Analysis
- Complete Streets
- Transit

Studies cannot include engineering (i.e. final plans, final specifications, construction, etc.).

**Proposals will only be accepted from public entities located within the BHRC RTPO region.**

#### **1.4 QUESTIONS AND CLARIFICATIONS**

Any questions concerning this RFP may be submitted to:

Melissa Zoller  
Buckeye Hills Regional Council  
1400 Pike Street  
Marietta, Ohio 45750  
[mzoller@buckeyehills.org](mailto:mzoller@buckeyehills.org)

If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the entity should immediately notify BHRC.

#### **1.5 SUBMITTING THE PROPOSAL**

Proposals should be limited to no more than 5 pages and should include the following:

- Study location
- Purpose of study/clearly defined scope
- Supporting Documentation (i.e. crash statistics or other description)
- Estimated cost of the study (does not need to be an engineer estimate, just your own estimate of what you think it may cost)
- Point of contact (Name, email, phone number at minimum)

**Entities must submit all materials required for acceptance of their proposal by 3:00 PM on September 1, 2023, to:**

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Buckeye Hills Regional Council  
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One copy of the proposal must be mailed via US postal service or courier service (i.e. UPS, FedEx) and time-stamped by BHRC. Proposals not stamped will not be accepted. No proposals will be accepted by fax or email. There will be no public opening. Late proposals will not be opened.

### **1.6 SELECTION SCHEDULE**

Listed below are the anticipated dates and times by which events related to this RFP are scheduled. All dates after the “Proposals Due” date are estimated.

<b><u>DATE</u></b>	<b><u>EVENT</u></b>
8/15/23	Date of issue of the RFP
9/1/23	Proposals due
10/6/23	Executive Committee Mtg for approval (if necessary)
10/16/23	Notification of Chosen Proposals

## **SECTION 2 PROPOSAL PROCEDURE AND ENTITY INFORMATION**

### **2.1 GENERAL INSTRUCTIONS AND INFORMATION**

The evaluation and selection of the Transportation Study/Plan will be based on the information submitted in the entity’s proposal, including the estimated cost of study, response to specifications, creativity, and need. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a proposal. Entities should respond clearly and completely to all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal. Proposals must be submitted by entities located within BHRC’s member counties.

### **2.3 DEVIATION AND EXCEPTIONS**

Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity’s letterhead, signed and attached to the response. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

### **2.4 AFFECTIVITY OF OTHER MEDIA**

This RFP is the official media governing proposal procedure. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document.

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## **SECTION 3**

### **PROPOSAL EVALUATION AND ACCEPTANCE**

#### **3.1 EVALUATION AND SELECTION**

All qualified proposals submitted in accordance with the terms of the RFP will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

BHRC staff responsible for this project will review and evaluate all proposals received in response to this Request for Proposal.