



## **Request for Proposals**

### **Buckeye Hills Regional Council Region 8 Coordinated Mobility Plan**

#### **Summary and Background**

Buckeye Hills Regional Council (BHRC) is a council of governments established in 1968 to serve the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington in Ohio. Buckeye Hills administers funding from multiple State and Federal sources in the areas of community and economic development, transportation planning and aging services in order to address the needs of member communities.

To align individual county coordinated mobility management directives, plans and strategies, BHRC is using funds allocated through the Ohio Department of Transportation's Regional Transportation Planning Organizations to develop one, holistic coordinated mobility plan for ODOT's Mobility Management Region 8.

This region includes the counties of Athens, Hocking, Meigs, Monroe, Morgan, Noble, Perry and Washington counties. Under the current requirements of the state's mobility management program, each county with a mobility manager must also have a county-wide coordinated mobility plan. Under the advisement of ODOT, BHRC is taking the initiative to combine each individual plan into one, larger, inclusive plan for the entirety of Region 8.

#### **Project Scope**

Consultant will review each county's coordinated mobility plan and detect trends along them. The consultant will then refer the BHRC RTPO's Regional Transportation Improvement Plan to consolidate data, information, and strategy to create one holistic Region 8 coordinated mobility plan. A draft of this plan will need to then be presented to the Region 8 mobility managers, the RTPO's Transportation Advisory Committee, as well as members of the public, for comments. Following the outreach efforts, the final plan will then be presented to the BHRC Executive Committee and go forth for approval.

The purpose of the coordinated plan is to identify community resources for transportation and mobility, understand the gaps and unmet needs within those resources, and to determine the approve to addressing those pages and unmet needs. The plan needs to be developed and approved through a process that includes participation by seniors, individuals with disabilities, representative of public, private, and nonprofit transportation and human services providers and other members of the public.

#### **Phase 1 – Analysis of Existing Plans**

Objectives:

- Analyze each county coordinated mobility plan
- Analyze BHRC's Regional Transportation Improvement Plan
- Research comparable regional coordinated mobility plans

- SWOT Analysis
- Communicate with mobility managers and RTPO staff

This phase will look at the plans that already exist around mobility in the eight counties and within the RTPO. Initial outreach and communication with the mobility managers and RTPO staff will be crucial to understand the identified needs from each to understand how those can be addressed in the regional coordinated mobility plan. Based on this outreach, the consultant will then research comparable regional coordinated mobility plans to develop a methodology and framework for Region 8's plan.

- Phase 1 Deliverables:
  - Mobility Managers Meeting
  - Stakeholder meetings including older adults and people with disabilities
  - Establish stakeholder committee
    - Who are key players
    - Must have presentation from all counties
  - Work plan
  - Project schedule

## **Phase 2 – Development of Region 8 Coordinated Mobility Plan**

Objectives:

- Create Region 8 Coordinated Mobility Plan
  - Introduction of regional coordinating agency
  - Travel patterns not just trip generators
  - Use of charts and graphics not just tables to display information
  - Needs Assessment Survey
  - SWOT Analysis
- County Spotlights in appendix section
- Establish Regional Identity
  - Mission statement (why is regional planning important/what will you accomplish)
  - Define success
- Present draft plan to groups for comment

Phase 2 will focus on developing the plan after the initial analysis of existing plans. Once a draft of the plan is complete, the consultant will need to present this draft to various groups for comment. This includes, but is not limited to, Region 8 mobility managers, the BHRC RTPO's Transportation Advisory Committee, BHRC leadership and members of the public.

- Phase 2 Deliverables:
  - Finalized Region 8 Coordinated Mobility Plan

## **Phase 3 – Recommend Industry Development**

Objectives:

- Presentation of plan to BHRC Executive Committee

The final task will be Region 8 Coordinated Mobility Plan. After all parties above have agreed on the final document, a presentation and recommendation of the plan will go before the BHRC Executive Committee. The committee will need to approve said document before this phase can be complete.

- Phase 3 Deliverable:
  - Final Region 8 Coordinated Mobility Plan

**Period of Performance:**

The period of performance will begin shortly after the notification date of March 1 of 2023 and will end May 31, 2023. The firm selected would be expected to serve as an advisor for the project team until that date, or a mutually agreed upon date, should an extension be necessary.

**Requirements to be Responsive to RFP:**

**Part 1 – Company and Response Information Summary**

The respondent must provide:

1. Company Name and Address to which to send contract/service agreement (if awarded)
2. Website Address
3. Phone Number
4. Proposal Price and Payment Terms (60 days is preferred)
5. Name, Address, Phone, Mobile, Email Address of Key Representative(s) Responsible for carrying out project activities, inclusive of billing for services

**Part 2 – References**

Provide a minimum of 3 and a maximum of 6 references.

**Part 3 – Qualifications and Experience (50%)**

1. Provide a description of the qualifications and experience of key personnel and entities relative to this project
2. Provide descriptions of previous projects that the Respondent has undertaken that are similar to this Project. Please include References as detailed in Part 2 of this RFP.

**Part 4 – Approach (30%)**

1. Please provide overview of the approach to delivering the Scope of Work identified above.

### **Part 5 – Schedule (10%)**

Provide a plan to develop a Project Schedule in coordination with BHRC staff.

### **Part 5 – Cost (10%)**

Please provide a detailed proposed fee schedule. The maximum budget for this project is \$20,000

Respondents should address the following in response to this RFP:

1. Overall total lump sum cost for services
2. Detailed breakdown of activities/tasks to be completed and cost associated with each
3. Rationale for tracking and billing BHRC monthly based upon actual percentage of work completed for each BHRC.

### **Timeline and Deliverables:**

Interested firms should respond by email to Melissa Zoller, at [mzoller@buckeyehills.org](mailto:mzoller@buckeyehills.org). The subject line should read “**Final Region 8 Coordinated Mobility Plan.**” Hard copy responses can be mailed or delivered to Buckeye Hills Regional Council Offices at: 1400 Pike Street Marietta, OH 45750. If submitting by mail, please indicate on the envelope ‘**Final Region 8 Coordinated Mobility Plan; Attn: Melissa Zoller**’. Requests for additional information should be addressed by contacting Melissa Zoller via the email provided above.

**Proposals are due by email no later than 4:00pm, February 17, 2023.**

Successful respondents will be notified as soon as possible, but all respondents will be contacted no later than March 1, 2023.

### **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.

Staff from BHRC will review and evaluate all proposals received in response to this Request for Proposal.

Proposals will be evaluated and ranked based on the selection criteria outlined below. The top ranked firms, groups, or persons to interview as part of the evaluation process. After the conclusion of the evaluation process, the firms, groups, or persons will be ranked in priority order with the highest-ranking firm, group, or person being selected to negotiate a contract and scope of services with BHRC. If a contract satisfactory to both parties cannot be negotiated, BHRC will then enter

negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event BHRC elects to negotiate a contract with a selected firm, group, or person, BHRC and reserves the right to negotiate such terms and conditions of the contract, including, but not limited to scope, role, price, and staffing which may be in the best interests of BHRC.

Proposal evaluation will be based upon the following criteria:

- **Qualifications and Experience (50%)**
- **Approach (30%)**
- **Schedule (10%)**
- **Cost (10%)**

### **Discrimination**

No person in the United States must, on the ground of race, color, national origin, handicap, age, religion, or sex, be excluded from participation in, be denied the benefits of, or be subject to discrimination under, any program or activity receiving Federal financial assistance.

To effectuate compliance with Title VI of the Civil Rights Act of 1964 (42 U.S.C. Section 2000d et seq.); as amended, BHRC is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between BHRC and the selected consultant (CONSULTANT). The CONSULTANT will need to abide by these provisions:

1. Title VI of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d *et seq.*) and DOC implementing regulations published at 15 C.F.R. Part 8 prohibiting discrimination on the grounds of race, color, or national origin under programs or activities receiving Federal financial assistance.
2. Title IX of the Education Amendments of 1972 (20 U.S.C. §§ 1681 *et seq.*) prohibiting discrimination on the basis of sex under Federally assisted education programs or activities.
3. The Americans with Disabilities Act of 1990 (42 U.S.C. §§ 12101 *et seq.*) prohibiting discrimination on the basis of disability under programs, activities, and services provided or made available by State and local governments or instrumentalities or agencies thereto, as well as public or private entities that provide public transportation.
4. Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 794), and DOC implementing regulations published at 15 C.F.R. Part 8b prohibiting discrimination on the basis of handicap under any program or activity receiving or benefiting from Federal assistance. For purposes of complying with the accessibility standards set forth in 15 C.F.R. § 8b.18(c), non-federal entities must adhere to the regulations, published by the U.S. Department of Justice, implementing Title II of the Americans with Disabilities Act (ADA) (28 C.F.R. part 35; 75 FR 56164, as amended by 76 FR 13285) and Title III of the ADA (28 C.F.R. part 36; 75 FR 56164, as amended by 76 FR 13286). The revised regulations adopted new enforceable accessibility standards called the “2010 ADA Standards for Accessible Design” (2010 Standards), which replace and supersede the former Uniform Federal Accessibility Standards for new construction and alteration projects.
5. The Age Discrimination Act of 1975, as amended (42 U.S.C. §§ 6101 *et seq.*), and DOC implementing regulations published at 15 C.F.R. Part 20 prohibiting discrimination on the basis of age in programs or activities receiving Federal financial assistance.
6. Any other applicable non-discrimination law(s).

## **Disclaimers**

Buckeye Hills Regional Council reserves the right to accept or reject any and all responses received to this posted RFP and to re-advertise for new submissions.

Buckeye Hills Regional Council will not be responsible for any costs incurred by respondents in the preparation of a response to this RFP.

Buckeye Hills Regional Council reserves the right to delay or discontinue the selection process at any time.

Buckeye Hills Regional Council reserves the right to award all, part, or none of the project in the best interest of the overall project and will not be held responsible for any impacts on respondents resulting from this decision.

Buckeye Hills Regional Council reserves the right to request modifications to any documentation submitted if it is in the best interest of the project prior to the time of selection.

Buckeye Hills Regional Council reserves the right to request clarification or additional information from a respondent prior to selection.

Buckeye Hills Regional Council reserves the right to negotiate with the selected respondent to provide additional services not outlined in this RFP if necessary and in the best interest of the project.

The evaluation and selection of the Consultant will be based on the information submitted in the entity's proposal including estimated cost, scope of work, and creativity. Failure to respond to each of the requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely on all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

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.

This RFP is the official media governing proposal procedures. 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 by the issuing office

Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. BHRC may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof.

Proposals will not be returned to the RFP respondents.