



## **Request for Qualifications (RFQ)**

### **Development Division Project Management and Operations Consultant**

#### **Summary and Background:**

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

#### **Project Description:**

Buckeye Hills Regional Council is seeking qualifications from experienced and qualified consultants to provide project management and operations consulting services. Since 2023, the BHRC region has seen substantial investment in communities of upwards of \$200 million. These investments have spurred an uptick of project ideas that need support to pursue additional funding. The selected consultant will work closely with the Development Division to ensure the successful planning, execution, and management of our regional projects. We invite consultants with a strong background in project management, operations, and relevant industry experience to submit their qualifications.

#### **Scope of Work**

The consultant will be expected to provide services that may include, but are not limited to:

1. Project Planning: Develop comprehensive project plans, including timelines, resource allocation, and risk management strategies.
2. Operations Management: Oversee day-to-day operations, streamline processes, and improve operational efficiency.
3. Stakeholder Coordination: Facilitate communication and collaboration among project stakeholders, including internal teams, external partners, and vendors.
4. Budget Management: Monitor project budgets, control costs, and ensure that financial resources are used effectively.
5. Performance Monitoring: Track project milestones, measure performance against key performance indicators (KPIs), and implement corrective actions as needed.
6. Reporting: Prepare and present regular reports on project/operations status, challenges, and outcomes.

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

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**Requirements to be Responsive to RFQ:**

The Request for Qualifications shall be prepared in accordance with the rules codified in 2 CFR 200 (Unified Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards) and submitted with the following listed sections completed as part of one singular document. The submission must be in a digital format with print capabilities. BHRC may solicit additional information at a later time.

### **Part 1 – Response Information Summary**

The respondent must provide information as follows:

1. Name, Bio, Phone Number, Email Address, and Mailing Address in which to send contract/service agreement (if awarded)
2. Cover Letter: A brief introduction summarizing the consultant’s interest in the project and relevant experience.

### **Part 2 – Qualifications and Experience Statement (50%)**

1. Provide a description of the qualifications and experience relative to project management. Please include details on:
  - a. Project Management Expertise: Proven track record of managing complex projects from inception to completion.
  - b. Operations Management Experience: Strong background in managing and optimizing business operations.
  - c. Regional Knowledge: Experience in working within the Appalachian Ohio region is preferred.
  - d. Communication Skills: Excellent verbal and written communication skills, with the ability to present complex information clearly and effectively.
  - e. Problem-Solving Ability: Demonstrated ability to identify issues, analyze problems, and implement effective solutions.
2. Provide descriptions of previous projects that the Respondent has undertaken that are similar to this Project. Please include references as detailed in Part 3 of this RFQ
3. Sample specialize skillsets the Respondent is equipped with to manage internal systems.

### **Part 3 – References (40%)**

Provide a minimum of 3 and a maximum of 10 references for clients receiving similar services. References of projects should ideally be similar to those that are in development in the BHRC region or Appalachian Ohio region. If such references are not available, list references which match as closely as possible.

### **Part 4 – Cost (10%)**

BHRC anticipates entering into an agreement for services with the successful respondent. The successful respondent should expect to provide invoices to BHRC on weekly basis for the duration of the project.

Respondents should address the following in response to this RFQ:

1. Total cost of services
2. Retainer fee cost (if applicable)

**Evaluation and Selection:**

All qualified responses submitted in accordance with the terms of the RFQ 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 responses received in response to this Request for Qualifications. Proposals will be grouped per expertise area, evaluated and ranked based on the selection criteria outlined below. After the conclusion of the evaluation process, the individuals 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 elect to negotiate a contract with a selected firm, group, or person, BHRC 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:

- Scope of services
- Experience and ability to successfully complete the scope of services
- Experience with working in rural Appalachian communities
- Demonstrated experience from the perspective of references

**Timeline and Deliverables:**

Interested respondents should respond by email to Sam Miller, Development Director, [smiller@buckeyehills.org](mailto:smiller@buckeyehills.org). The subject line should read 'Development Division Project Management and Operations Consultant RFQ'.

RFQ Issued	September 6, 2024
Questions Concerning the RFQ Due to Sam Miller	September 16, 2024
Responses DUE	October 11, 2024, by 5:00 p.m.
Notification of Award	October 21, 2024

Responses received after the time and date specified **are not eligible for consideration**. ALL PROPOSALS MUST BE SIGNED.

Failure to provide this information may result in rejection of the response.

BHRC reserves the right to reject any response not prepared and submitted according to the provisions herein outlined and may reject any or all responses.

**IMPORTANT NOTE:** The respondent is cautioned against last-minute attempts to meet the due date and time. BHRC will not be responsible for network outages, and other related internet malfunctions on the part of the respondent in submitting their proposal.

**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 RFQ 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 RFQ.

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 impact 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 RFQ 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 RFQ may be the basis for rejecting a response. 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.

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

This RFQ 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 RFQ respondent after receiving its submittal to seek clarification on any portion thereof.

Proposals will not be returned to the RFQ respondents.