

Mid-Ohio Regional Planning Commission
June 22, 2009

INVITATION FOR QUALIFICATIONS

The Mid-Ohio Regional Planning Commission (MORPC) invites your firm to submit qualifications for assessing and evaluating MORPC's Diversity and Inclusion practices and recommending solutions and strategies for improvement.

Consultants interested in being considered must submit **Twelve (12) hard copies and one (1) electronic copy in Microsoft Word or PDF format**. Responses for Qualifications will be received by the Mid-Ohio Regional Planning Commission until **5:00 pm (ET), Wednesday, July 15, 2009**.

Submit qualifications to:

The Mid-Ohio Regional Planning Commission
Attn: Bernice Cage, Public Information Officer
111 Liberty Street, Suite 100
Columbus, OH 43215

Responses must arrive in the MORPC offices prior to the due date and time. Firms responding should take this into account when choosing a mail carrier. Facsimile submissions will not be accepted.

MORPC will evaluate and rank all of the Responses to determine the most qualified firm. The ranking will be conducted using the Rating Form (Attachment C). Costs will be negotiated with selected consultant and shall not exceed \$10,000. MORPC may also contact the firm(s) to schedule an interview.

The Mid-Ohio Regional Planning Commission, in accordance with Title VI of the Civil Rights Act of 1964, Stat. 252, 42 U.S.C. 2000d to 2000d-4 and Title 49, Code of Federal Regulations, Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Nondiscrimination in Federally-Assisted Programs of the Department of Transportation issued pursuant to such Act, hereby notifies all bidders that it will affirmatively insure that in any contract entered into pursuant to this advertisement, minority business enterprise will be afforded full opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award.

The [Request for Qualifications \(RFQ\)](http://www.morpc.org/info_center/rfps_rfqs/rfps_rfqs.asp) is now available on the Mid-Ohio Regional Planning Commission (MORPC) website at http://www.morpc.org/info_center/rfps_rfqs/rfps_rfqs.asp

Questions about the Request for Qualifications should be submitted via email to bcage@morpc.org. Responses to questions can be read [here](#).

Request for Qualifications Diversity and Inclusion

I. Project Background

This is a request to assess and evaluate MORPC's diversity practices and to recommend feasible solutions and strategies to becoming more diverse and inclusive as an agency, in our work, programs and services.

MORPC in its strategic plan aspires to foster diverse participation. Priorities include reflecting the interests and complexity of the region, improve communication between diverse interests in our community, to expand membership diversity in regards to both public jurisdictions, businesses and other organizations, and to create a diversity committee of MORPC members and the community.

II. Project Scope

The RFQ calls for four elements, with sub-products:

- A. An assessment and evaluation of existing departments, programs, projects, and plans to identify and address ways to enhance MORPC's diversity and inclusion practices.
- B. Recommend specific solutions and/or strategies to enhance diversity and inclusion efforts and include strategies for implementation. This may include but not be limited to:
 - outreach
 - procurement
 - Human Resource policies and practices
- C. Recommend strategies, with recommendations for implementation, to enhance diversity and inclusion internally across all departments as well as MORPC's Commission and agency committees.
- D. Recommend solutions and/or strategies to create a diversity committee of MORPC member governments and the community with proposed mission and goals.

Completeness

The review should include the Commission, its committee structure, practices, procedures and policies and all departments. MORPC will provide the consultant with preliminary information on the Commission, departments, existing work and committees.

Documentation

This delivery is a report documenting the assessment and evaluation along with recommendations, solutions, strategies and implementation methods for enhancing diversity and inclusion for MORPC.

III. Summary of Products and Timelines

- A. Documentation completed by November 1, 2009.

IV. Format

A. Qualifications Preparations General Instructions

1. Each item in Section II requires a complete and concise explanation of approach, and estimated completion time.
2. Transmittal Letter on the firm's letterhead, with mailing address and e-mail address, signed by the contractual officer.
3. Font size must be at least 11-point
4. Forward Twelve (12) copies to MORPC and one CD-R in Microsoft Word or PDF format.
5. Copies of qualifications should use both sides of paper.

B. Technical Approach

Please explain your method for the project development. In addition, please explain any aspect of your method that is unique or innovative, and specify the economic benefits to MORPC and/or the project if such an approach is utilized. Consider any impact on the efficiency and effectiveness of accomplishing the required work.

C. Key Personnel

Indicate key personnel, along with their work experience, who will be assigned to the project, including any specialist outside the consultant's firm who will be employed for the project.

1. Project Manager (attach resume)
2. Other key personnel. (attach resumes)

D. Availability and 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 required 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.

E. Prior Experience

Identify the experience of the firm's personnel on similar projects and provide a brief description of past experience of the firm's personnel. Provide a representative listing of projects similar to the proposed project performed by the firm. Include referenced client's name, address, telephone number, and contact person. Provide authorization for MORPC to contact current and former clients.

F. Subcontracts

List any items of work that are proposed to be subcontracted for this project, the proposed utilization of the subcontractors and the percent of work expected to be performed by each subcontractor. Discuss their qualifications and the basis for their selection.

MORPC has a DBE participation goal of 12 percent. The vendor is expected to meet or exceed this goal.

G. Project Advancement Schedule

Considering MORPC's proposed project schedule and the time needed for the project development, provide and discuss your firm's schedule for the various elements of the project to meet the proposed completion date.

V. Evaluation

Members of the Diversity Committee (which includes representation from MORPC's board and staff) will evaluate and rank all of the responses to determine the most qualified firm. Consensus of the ranking will occur at MORPC's offices. The rankings will be made using a format similar to the one shown on page 5.

If necessary, MORPC will contact the firm(s) to schedule an interview. Following the interviews, the Diversity Committee will evaluate, select and rank the firms interviewed to determine the most qualified.

The selected firm will be invited to a Scope of Services meeting with the MORPC Diversity Committee and may be requested to submit a revised Scope of Services and/or Cost Proposal for the work that reflects scoping refinements resulting from the meeting.

Attendees at the Scope of Services Meeting shall include:

- 1) Representatives of the selected consulting firm
- 2) MORPC staff and select board members
- 3) Others deemed appropriate by MORPC

The revised Scope and/or price proposal must be received in the MORPC office by the time and date established at the Scope of Services meeting. A DBE/WBE Certification Form will be provided at the Scope of Services meeting that must also be returned with the revised proposal.

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.

If negotiation with the first selected Responder fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked Responder, as determined by the earlier 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 responses are considered not to be qualified, the notification and selection processes will be repeated.

Proposed Timeline

Qualifications due on July 15, 2009 no later than 5:00 p.m.

Selection and initial scope meeting the week of August 3, 2009.

Target to begin work on August 17, 2009.

RATING FORM

Consulting Firm: _____

Evaluator Name/Title: _____

Evaluation Date: _____

	Value	Assigned Value
Management Approach	45	
1. Approach to being flexible in working with staff and MORPC board members	0-10	
2. Approach to the project, including the ability to derive creative solutions	0-20	
3. Clarity and organization in concept development	0-15	
Capabilities and Experience	55	
a. Commitment of personnel to the project	0 - 15	
b. Experience relevant to the project	0 - 30	
c. Meeting the schedule	0 - 10	

Proposal Terms and Conditions

1. Tax Exemption

The Mid-Ohio Regional Planning Commission is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. They are also exempt from Ohio State Gross Retail (sales tax). The successful Responder will be furnished with any certificates of exemption required.

2. Modification and/or Withdrawal of Qualifications

Modifications of a submitted Response must be received by the designated due date specified. Withdrawal of Qualifications will be allowed only in those cases in which a written request to withdraw a Qualification is received by the Mid-Ohio Regional Planning Commission prior to the date and hour for receiving and opening Responses. In such case, same will be returned to Responder unopened.

3. Evaluation of Qualifications Compliance with Specifications

Understanding that no Responder may completely meet all requirements of the specifications, MORPC reserves the sole right to: determine whether a Response substantially complies with the specifications; accept, negotiate modifications to, or reject the terms of any Response; and waive the right to accept a part, or parts, of a Response, unless otherwise restricted in the Response for Qualifications.

4. Qualifications

The Mid-Ohio Regional Planning Commission require all Responders to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities of the Responder. The Mid-Ohio Regional Planning Commission will not award a Contract to a Responder 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.

5. Inspection of Goods

The Mid-Ohio Regional Planning Commission reserves the right to inspect all products after delivery for compliance with the specifications. Notice of latent defects that would make the product unfit for the purpose for which it is required may be given at any time within thirty (30) days after installation.

6. Equal Opportunity

The Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, religious creed, ancestry, physical handicap, sex or political affiliation, and that it will take affirmative action to insure that applicants are employed and that employees are treated equally during employment without regard to race, color, religious creed, physical handicap, ancestry, sex or political affiliation.

7. Disadvantaged Business Enterprise

Disadvantaged Business Enterprises shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts.

In addition, the contractor agrees to ensure that disadvantaged business enterprises have the maximum opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with funds provided for that purpose. In this regard, all contractors shall take all necessary and reasonable steps to ensure that minority business enterprises have the maximum opportunity to compete for and perform any subcontracts.

8. Deviation Clause

The Responder's attention is called to the condition that, if awarded a contract, the Responders 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 Response, along with the reasons therefore.

9. Award of Contract

Each Responder acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the Responder will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Response deemed to be in the best interest of MORPC or to reject any and all Responses.

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.

10. Cancellation

The Mid-Ohio Regional Planning Commission 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 Contractor.