



# REQUEST FOR PROPOSALS

REGIONAL ECONOMIC RECOVERY COORDINATOR

**September 30, 2020**

Ohio Mid-Eastern Governments Association  
326 Highland Avenue, Suite B  
Cambridge, Ohio 43725  
Phone: (740) 439-4471  
Email: [jeannettew@omegadistrict.org](mailto:jeannettew@omegadistrict.org)  
Website: [www.omegadistrict.org](http://www.omegadistrict.org)

# SECTION 1: Basics of the Request for Proposals

## 1.1 INTRODUCTION

The Ohio Mid-Eastern Governments Association (OMEGA) is requesting proposals for a CONSULTANT to serve as an Economic Recovery Coordinator for the OMEGA region which includes ten counties: Belmont, Carroll, Columbiana, Coshocton, Guernsey, Harrison, Holmes, Jefferson, Muskingum, and Tuscarawas Counties in Eastern Appalachian Ohio. The Economic Recovery Coordinator will provide targeted technical assistance to local governments and economic development professionals. This technical assistance will be focused on activities that will lead to economic recovery from the pandemic. This activity is being funded through a grant from the US Economic Development Administration (EDA).

## 1.2 PROCURING AND CONTRACTING AGENCY

This Request for Proposal (RFP) is being issued by OMEGA, which is the sole point of contact during the selection process. The person(s) responsible for managing the procurement process is Jeannette M. Wierzbicki, P.E., Executive Director for OMEGA.

## 1.3 SCOPE OF WORK

Proposals will need to include the following items in the Scope of Work as well as the CONSULTANT's approach to completion of these work activities.

- Develop specific tactical plans leading to implementation of economic recovery strategies
- Conduct market analysis to include site identification for attracting targeted industry sectors
- Conduct market analysis for re-use of brownfield sites
- Assist local governments with downtown redevelopment plans
- Partner with other agencies to provide training sessions on e-commerce and resiliency planning activities
- Work collaboratively with other agencies, local governments, and local economic development professionals on economic recovery planning activities
- Assist local governments and other entities with funding applications including, but not limited to EDA's Competitive CARES Act Recovery Assistance
- Work with workforce development and educational partners to assess industry assets and focus on promoting aligning programs to mitigate unemployment impacts of COVID and the declining coal economy
- Prepare quarterly progress reports
- Provide annual updates to the OMEGA Executive Board on work accomplished at the May 2021 and May 2022 Executive Board meetings.

The CONSULTANT and OMEGA will work with representatives from each of the ten counties to discuss which of these activities will best assist with economic recovery. Other activities such as market analyses for site identification and brownfield re-use or business training sessions may be conducted regionally.

## 1.4 QUESTIONS AND CLARIFICATIONS

Any questions concerning this RFP may be submitted by email on or before **October 28, 2020** as follows:

Jeannette M. Wierzbicki, P.E.  
Executive Director  
Ohio Mid-Eastern Governments Association  
[jeannettew@omegadistrict.org](mailto:jeannettew@omegadistrict.org)

Entities are expected to raise any questions, exceptions, or additions they have concerning the RFP document or its requirements at this point in the RFP process. If an entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the entity should immediately notify OMEGA.

## 1.5 SUBMISSION REQUIREMENTS

Proposals should be limited to no more than 20 pages including references and qualifications and should include the following:

- Approach
  - Scope of Work
  - Schedule with Milestones
  - Total cost to complete Scope of Work to include labor, expenses such as travel, supplies, and other miscellaneous costs needed to complete project
  - Point of contact
  - Qualifications
  - Minimum of five references with contact name, phone number, e-mail address and brief description of work performed
- A. Qualifications, Experience, and Capabilities.** Describe the qualification and capabilities of implementing the scope of services. Include qualifications associated with working with multiple stakeholders particularly in rural and Appalachian areas. Include knowledge and familiarity with the people and socio-economic conditions of the Appalachian Ohio region and the OMEGA region. Include project summaries of relevant projects completed.
- B. Key Staff Assigned to Project.** Include resumes of key staff assigned to this project and provide an organization chart identifying personnel assigned to this proposal, including their roles and anticipated level of involvement. Personnel identified in the proposal must be the principal staff that will work with OMEGA and represent the majority of hours billed.
- C. Company History (if applicable).** Provide overview of company including but not limited to:

- Legal name of business
- Identification of parent companies, subsidiaries, and affiliates
- Years in business
- Names, addresses, position of all persons having a financial interest in the company
- State of formation
- Number of employees
- Licenses and certifications relevant to the described work

All proposals are due by **4:00 PM on October 30, 2020** by e-mail only to:

Jeannette M. Wierzbicki, P.E.  
Executive Director  
Ohio Mid-Eastern Governments Association  
[jeannettew@omegadistrict.org](mailto:jeannettew@omegadistrict.org)

Late proposals will not be accepted.

## 1.6 SELECTION SCHEDULE

<u>DATE</u>	<u>EVENT</u>
September 30, 2020	Issuance of the RFP
October 28, 2020	Last day for submitting inquiries
<b>October 30, 2020</b>	<b>Proposals due</b>
December 9, 2020	Notification of Selected Consultant

## SECTION 2: Proposal Procedure & Entity Information

### 2.1 GENERAL INSTRUCTIONS AND INFORMATION

The evaluation and selection of the Consultant to conduct the Broadband Feasibility Study for the OMEGA 10-county region will be based on the information submitted in the entity's proposal including estimated cost of study, 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.

### 2.2 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.

## 2.3 AFFECTIVITY OF OTHER MEDIA

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 OMEGA.

### SECTION 3: Non-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, OMEGA is required to include the following in any solicitation or contract and these provisions will be incorporated into the contract between OMEGA 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).

## SECTION 4: Proposal Evaluation & Acceptance

### 4.1 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.

OMEGA staff, responsible for this project, will review and evaluate all proposals received in response to this Request for Proposal. OMEGA staff will make a recommendation to the OMEGA Executive Board for review and approval.

### 4.2 SELECTION CRITERIA

Proposals will be evaluated and ranked based on the selection criteria outlined below. OMEGA may ask 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 OMEGA. If a contract satisfactory to both parties cannot be negotiated, OMEGA will then enter into negotiations with the next highest ranked firm, group, or person and so on until an agreement is reached.

In the event OMEGA elects to negotiate a contract with a selected firm, group, or person, OMEGA 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 OMEGA. The selected firm, group, or person shall provide written proof of insurance coverage for personal injury and property damage, including comprehensive general and automobile liability and contractual liability.

OMEGA will evaluate proposals based upon the following criteria:

- Experience and ability to successfully complete the scope of services
- Demonstrated experience with economic and community development activities
- Familiarity of the Appalachian Ohio region and the ten counties in the OMEGA region
- Ability to complete Scope of Work by June 30, 2022.
- Ability to complete Scope of Work within budget (maximum budget available is \$152,000)

### 4.3 RIGHTS RESERVED

OMEGA reserves the right, in its sole discretion, to reject all submissions, reissue a subsequent RFP, terminate, restructure, or amend this procurement process at any time. Evaluation criteria contained herein shall be used in evaluating interested firms, groups, or persons for selection. OMEGA may contact any RFP respondent after receiving its submittal to seek clarification on any portion thereof. OMEGA reserves the right to request additional information from any RFP respondent if OMEGA deems such information necessary to further evaluate selection. OMEGA reserves the right to select several consultants to perform task under the contract. All RFP material submitted to OMEGA becomes property of OMEGA and will not be returned to the RFP respondents.