



REQUEST FOR PROPOSAL

Strategic Plan For the Butler County Port Authority (BCPA)

RFP 2023- 01

Proposals must be sealed and submitted to:

Butler County Port Authority, 130 High Street, 6th floor Hamilton, Ohio 45011

and submitted electronically

Proposals delivered after 4:30 pm on Friday, April 14, 2023, will not be accepted.

LEGAL NOTICE OF BUTLER COUNTY, OHIO, PORT AUTHORITY

RFP 2023-01

Sealed Proposals will be received at the office of the Butler County Port Authority, 130 High Street, 6th Floor, Hamilton, Ohio, 45011, and submitted electronically until 4:30 pm, local time, on April 14, 2023, for RFP 2023-01, Request for Proposals (RFP) for the completion of a Strategic Plan for the Butler County Port Authority (BCPA).

Specifications will be distributed on March 27, 2023, and all interested parties must request to be included in said distribution by issuing a written request via email to Port Authority Secretary, Brenda Todd-Finnell Brenda.Todd-Finnell@bcOhio.us not later than 12:00 noon on March 28, 2023.

The Butler County Port Authority reserves the right to evaluate all submitted proposals and to move forward with the submission(s), if selecting mutually exclusive partial proposals, deemed to be in the best interest of the BCPA. The BCPA may, in their sole and absolute discretion, accept or reject, in whole or in part, for any reason whatsoever any or all proposals; re-advertise this Request for Proposals; postpone or cancel at any time the RFP process; waive any informalities of or irregularities in the process; negotiate with any party or request additional information if it so desires.

Butler County Port Authority:

Brad Evans, Chair

Attest: Brenda Todd-Finnell, Fiscal Officer and Secretary

Publish 1 time: March 27, 2023, *Hamilton Journal-News*

RFP INSTRUCTIONS

Introduction: Butler County Port Authority

The Butler County Port Authority (BCPA) currently serves Butler County and is governed by a 7-member Board of Directors appointed by the Butler County Commission to staggered terms. The BCPA formed a Strategic Planning Sub-Committee in 2022 to review its programs and services. Per the recommendation of the sub-committee, the Board approved the issuance of an RFP seeking a consultant to assist in the creation of a Strategic Plan for the BCPA.

David Fehr, BCPA Interim Executive Director, will be the primary contact, who will consult with the BCPA Strategic Planning Subcommittee to respond to any questions that may arise. Please refer to the Powerpoint document attached to this RFP for additional information regarding the Strategy Sub-Committee recommendations.

Requested Scope of Services

This BCPA is seeking professional services for the completion of a Strategic Plan process and Plan document that identifies the future service offerings to be provided by the BCPA and an operational staffing plan to provide the services.

Individuals, groups or firms submitting on this RFP must demonstrate significant experience in the operations and/or strategic planning for Port Authorities in Ohio (as allowed under the ORC) or similar private or public Ohio economic development organizations. Below is an overview of the primary tasks requested for this project.

TASK 1: COMMUNITY STAKEHOLDER ENGAGEMENT & DATA GATHERING.

- Through in-person and/or telephone interviews with a provided list of community stakeholders (budget for 25 stakeholder interviews) in Butler County, gather feedback regarding the types of services and programs the community stakeholders would find valuable. This engagement should also identify community needs that may not be addressed by services or programs currently available through the BCPA.
- Provide specific details on how the stakeholder interview process would be implemented. It is anticipated that meetings with the BCPA Board, BCPA staff and elected officials and staff member of governments in Butler County will be a source of engagement and data for determining future program and service offerings. If face to face meetings are proposed, the BCPA will provide conference room meeting space in Hamilton.
- This task should identify programs and services the BCPA may consider for adoption to meet BCPA's desire to increase its impact on the economic development activities in Butler County. This recommendation of programs and services should be made in consideration of potential uses of the BCPA's current and projected fiscal position and incorporating the community stakeholder feedback.

TASK 2: STRATEGIC PLAN DOCUMENT.

- Based on the recommended programs and services, provide a recommended employment / management organizational structure in order to implement the programs and services.
- Consultant will investigate the various additional services Ports can offer, staffing models, provide some “best in Ohio” examples, and present those to the Board for review/approval.

Project Schedule:

Below is a minimum schedule of project meetings requested for this project. RFP submittals may suggest additional meetings if needed to support Consultant’s specific project approach.

1. Project Kick-Off Meeting with BCPA Sub-Committee and Staff.
2. Conduct community stakeholder interviews and data gathering.
3. Strategic Planning Session with the BCPA Sub-Committee. This meeting will provide a summary of the feedback and information generated from the community stakeholder engagement and data gathering efforts. This meeting will also engage the BCPA Sub-Committee in a strategic planning exercise to further analyze the community feedback and generate ideas and direction for program and service offerings and other Strategic Plan topics.
4. Meeting with BCPA Sub-Committee. Consultant will provide a draft outline of the Strategic Plan for review and discussion. The BCPA Sub-Committee will provide feedback and direction on Strategic Plan topics.
5. Meeting with BCPA Sub-Committee to review the first draft of the Strategic Plan.
6. Consultant to provide a presentation of the final draft of the Strategic Plan to the full Board of the BCPA and invited community stakeholders.
7. Consultant will have 120 days to complete the plan once contract is signed by all parties, unless an extension is granted to the Consultant by the Port Authority.

Required Format for RFP Submittal

Those intending to respond to this RFP shall utilize the following format for response submissions:

SECTION 1: Project Approach and Scope of Services Provided – Provide a detailed description outlining the proposed project approach including the process for conducting the required stakeholder engagement and the specific scope of services proposed for this project. Identify the specific tasks to be completed during this project. Respondent may provide alternative approaches to completing the requested Scope of Services.

SECTION 2: Estimated Project Timeline + Fixed Fee Not to Exceed Project Cost – Provide a proposed project timeline to complete the Scope of Services utilizing a project start date of May 16, 2023. Provide a fixed fee not to exceed price for the professional services to complete the required scope of services. Provide a separate fee for the Task #1 Community Stakeholder Engagement and Task #2 Strategic Plan as detailed in this RFP. Provide a detailed explanation, methodology and justification for the fixed fee

price of each task. Include a list of specific project deliverables for each Task that would be provided to the BCPA during the course of this project.

Respondents may also include value added services offered and relationships outside of offeror which may be utilized to provide greatest value to BCPA. Respondent must provide a statement in the proposal that the pricing and corresponding scope of services and deliverables will remain valid and unchanged for a minimum of one hundred twenty days (120) from the proposal opening date.

SECTION 3: Experience and Expertise of Firm & Project Team Members – Provide information for the firm and each of the individuals working on this project. Provide sufficient information to demonstrate experience and expertise working with Ohio Port Authorities or other economic development organizations and/or Ohio economic development programs or development financing programs available to Ohio Port Authority organizations.

The emphasis on this section is the specific relevant experience and expertise of the individuals working directly on this project. Identify the project team structure and provide project roles assigned to each team member.

SECTION 4: Sample Projects – Provide a brief summary of similar organizational strategic planning and/or stakeholder engagement projects previously completed for public or private Ohio economic development organization clients. Please provide client contact information for each sample project identified. Sample projects must have been completed with the last ten years.

SECTION 5: Sample Deliverable Documents and Take-aways – Provide and/or describe in detail the proposed project deliverables. Respondent may include portion of sample deliverables or copies of entire deliverables that are relevant to this scope of services or Respondent's project approach.

SECTION 6: Terms and Conditions - The awarded contract will contain standard Terms and Conditions.

Evaluation of Responses

Each Proposal received will be reviewed and evaluated by the BCPA Strategic Planning Sub-Committee. The BCPA will evaluate all submittals to determine which respondents have the experience and qualifications that are most suited for this project. Based on the responses received, the BCPA Sub-Committee may elect to contact the firm or individual who submitted the RFP to obtain further information and/or clarification of the Scope of Services.

One or more Consultant teams will be invited to an interview with the BCPA Sub-Committee and Staff to discuss the RFP submittal and project approach. Additional information regarding the interview format will be provided at a later date.

The BCPA Strategic Planning Sub-Committee will make a recommendation to the Butler County Port Authority Board of Directors, who will review proposals submitted before choosing to contract with any of the offerors. The professional services agreement to complete the scope of services is subject to approval by the BCPA Board of Directors.

Response Deadline, RFP Questions and Contact Information

Responses shall be submitted no later than 4:30 PM EST on Friday, April 14, 2023 The BCPA will not consider any responses submitted after the deadline or incomplete responses submitted before the deadline.

Questions regarding this RFP must be submitted in writing to David Fehr up until **Friday, March 31, 2023 at noon.**

Except for any requests for information, questions or clarifications as provided for in these RFP instructions, Respondents shall not communicate with anyone at the BCPA or any other Butler County official during the submittal and evaluation process.

The Butler County Port Authority is not obligated to accept the lowest bid price. The Port may contract with any party whether or not they responded to the RFP.

All Respondents shall deliver ten (10) original paper copies of the Proposal, and one (1) electronic copy (e-mail PDF; or provide link to website, dropbox, or comparable method) to the Butler County Port Authority by the above referenced deadline. All copies must reference the RFP number.

Completed RFP responses should be submitted to:

David Fehr
Butler County Port Authority Interim Executive Director
Butler County Development Director
130 High Street, 6th Floor
Hamilton, OH 45011
513.877.3412
David.Fehr@bcOhio.us