

REQUEST FOR PROPOSAL

PROJECT MANAGER FOR APPALACHIAN COMMUNITY GRANT PROGRAM – TECHNICAL ASSISTANCE PLANNING PROCESS

Harrison County (OH) Board of County Commissioners

Amy Norris, President
Board of County Commissioners
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March 8, 2023

1.0 Introduction

The Harrison County Board of County Commissioners ("COUNTY") anticipates receiving a State of Ohio Appalachian Community Grant Program (ACGP) Technical Assistance Grant in the next few months. As such, the COUNTY is issuing a Request for Proposal ("RFP") from qualified individuals, companies or organizations that provide project management services to assist the COUNTY in the administration of their ACGP planning process. The fee for project management services will be paid with ACGP funds.

The Appalachian Community Grant Program was created to fund sustainable, transformative projects in the 32 counties of the Appalachian region of Ohio. Included in Ohio House Bill 377, signed by Governor DeWine on June 28, 2022, the Appalachian Community Grant Program will be administered by the Ohio Department of Development ("ODOD"). Projects should be designed to bring about transformational change and be a catalyst for future development by providing generational investments in the Appalachian region.

The COUNTY submitted a Technical Assistance grant to the state on December 9, 2022, seeking up to \$250,000 for planning activities. If the grant is awarded, \$50,000.00 has been allocated for the project management services outlined in this RFP. The primary focus of the project management activity is to ensure that proposed projects will be ready for inclusion in an Appalachian Community Development grant application by the fall of 2023. Projects may be included in a county-wide or regional application. The Project Manager will, therefore, oversee various planning processes (e.g. seeking architectural and engineering cost estimates from service providers involved in the ACGP process) as specific projects are prepared for inclusion in the 2023 Development grant application.

The Project Manager will work with the COUNTY, Steering Committee as well as any sub-committees that may be developed and with communities and organizations throughout Harrison County and/or the Appalachian region of Ohio. The Project Manager will take a leadership role by developing systems and materials that assist the committees, communities, and organizations that will deliver a slate of projects that can be included in a 2023 Development (implementation) grant application(s) to the Appalachian Community Grant Program. The COUNTY has budgeted \$50,000 for the Project Manager.

This Request for Proposals (RFP) is being issued by the COUNTY, which is the sole point of contact during the selection process. The person responsible for managing the procurement process is, **President of the Board of County Commissioners, and any questions concerning this RFP should be directed to Commissioner Amy Norris at anorris@harrisoncountyohio.org.**

The anticipated schedule is

Date	Event
March 8, 2023	Issuance of the RFP
March 27, 2023	Last Day for Submitting Inquiries
April 5, 2023	Proposals Due
April 20, 2023	Notification of Selected Consultant

2.0 Scope of Work

The Project Manager must have an in-depth understanding of ACGP goals, objectives, and constraints. The Project Manager will develop and manage the project controls, processes, and tools, including:

- Scope management
- Resource planning and deployment (State Procured Community Planners and other technical assistance consultants that may be procured by the COUNTY)
- Risk management
- Progress/status reporting
- Working Knowledge of Microsoft Project or similar software

The Project Manager will work with the committees, communities and organizations to get an agreement and buy-in on their respective responsibilities which are as follows:

- Provide strategic direction to each project
- Ensure the project aligns with ACGP investment and the COUNTY's strategic objectives
- Set targets for achievement of each proposed projects' Evidence Based Decision Making, Leverage and Sustainability requirements
- Manage project conflicts that occur
- Provide guidance to committees, communities, and organizations
- Assure participants get their recommended projects to the Steering Committee in a timely fashion for their "Go or No-Go" project decision.
- Monitor the schedule and budget requirements of State Procured Community Planners and other technical assistance consultants
- Make recommendations to Committees and COUNTY
- Stay informed of the project's activities, progress, and outcomes
- Secure Letters of Support; Legislation; Sub-recipient Agreements/MOUs (Evidence of Leverage Commitments)
- Provide recommendations on partnership opportunities with communities and organizations in the Appalachian Ohio region
- Secure assistance for Return on Investment/Impact analysis and ACGP Grant writing services

- Secure assistance for and oversee planning, preliminary engineering, and other resources needed for submission of ACGP Development Application(s) by the fall of 2023. The Project Manager will be expected to assist in the Development Application(s) grant-writing process, with additional assistance provided by local partners and the Ohio Mid-Eastern Governments Association (OMEGA).
- Manage activities to ensure that projects continue to move forward for ACGP Development Application(s)

A copy of the ACG Technical Assistance Application submitted by the COUNTY is included in Attachment A. Please note that this copy was printed directly from the application portal and is not the complete application as the portal did not allow for printing the application and attachments in their entirety.

3.0 Preferred Skills and Experience

The Project Manager needs to have the following skills and experience:

- Strong verbal and written communication skills to include the ability to develop consensus
- Strong data analysis skills
- Demonstrated problem solving ability
- Microsoft Excel, Microsoft Word, and PowerPoint
- Must be able to manage multiple projects and tasks simultaneously
- Detail oriented
- Highly developed organization, collaboration, and communication skills
- Ability to work under pressure to manage multiple priorities, often with competing and tight deadlines
- Strong editing skills and attention to detail
- A self-starter, with the ability to work independently and as part of a team

4.0 RFP Solicitations and Requirements

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

- Detailed Approach and Scope of Work
- Demonstrated understanding of the ACGP
- Schedule with Milestones
- Budget
- Point of contact

- Qualifications
- Minimum of three references with contact name, phone number, e-mail address and brief description of work performed

Qualifications, Experience, and Capabilities. Describe the qualifications and capabilities of implementing the scope of services as well as demonstrated understanding of the ACGP. Include qualifications associated with economic and community development project-level planning and consulting in the Appalachian Ohio region. Include knowledge and familiarity with the people and socio-economic conditions of the Appalachian Ohio region. Include project summaries of relevant projects completed.

Key Staff Assigned to Project. Include resumes of key staff assigned to this project and provide an organizational 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 the PORT AUTHORITY and represent the majority of hours billed.

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

Relevant Experience. Provide documentation on relevant project experience (minimum of three projects) and skills needed to successfully manage this program for the COUNTY.

Budget. Provide a detailed budget based on projected hours, proposed hourly rates, as well as any other appropriate costs. List additional fees, overhead charges, or reimbursable expenses, if any. As a general policy, the COUNTY does not pay mark-ups on reimbursables or out-of-pocket expenses. The COUNTY also does not pay for word processing, overtime or meals. For travel costs, the COUNTY pays the IRS rate per mile.

All proposals are due by **April 5, 2023 at 9:30 AM by e-mail only** to:
mbailie@harrisoncountyohio.org

Harrison County Board of County Commissioners
anorris@harrisoncountyohio.org

5.0 Evaluation Process and Criteria

Proposals will be evaluated and ranked based on the selection criteria outlined below. The COUNTY 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 the COUNTY. If a contract satisfactory to both parties cannot be negotiated, the COUNTY 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 the COUNTY elects to negotiate a contract with a selected firm, group, or person, the COUNTY 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 the COUNTY.

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.

The COUNTY will evaluate proposals based upon the following criteria:

- **Strength of Overview:** Proposals will be evaluated on the strength of the firm and their team. Are their submitted relevant projects similar in complexity to what the COUNTY is asking for and needing? Do their references match the projects identified and did the reviewers investigation prove their assertions of hurdles/solutions and outcomes?
- **Strength of Team:** Proposals will be evaluated on the demonstrated strength of the project team. If sub-consultants are a part of the project, do they bring expertise? Have they worked on previous relevant projects?
- **Strength of Creative Approach:** Proposals will be evaluated on creativity to meet project objectives and schedules.
- Experience and ability to successfully complete the scope of work
- Relevant project experience and demonstration of skills needed to complete the scope of work
- Familiarity with, and work experience in, Ohio's Appalachian counties and with the ACGP
- Ability to complete Scope of Work leading to the submission of ACGP Development Applications by the fall of 2023.

The order of these factors does not generally denote relative importance. The goal of this Solicitation is to select and enter into an Agreement with Respondents that will most closely align with the COUNTY's goals in the publication of this RFP. The COUNTY reserves the right to consider such other relevant factors as it deems appropriate.

The COUNTY shall evaluate each complete RFP Submission that is properly submitted. As part of the selection process, the COUNTY may invite finalists to answer questions regarding their Proposal in person or in writing. In its sole discretion, COUNTY may also choose to enter into a negotiation period with one or more Respondent(s) and then ask the Respondent(s) to submit additional information.

Lack of debarment status by either the state or federal government is also required.

Any and all responses, Applications, data, materials, information and documentation submitted to the COUNTY in response to this Solicitation shall become the COUNTY's property and shall be subject to public disclosure. As a public entity, the COUNTY is subject to the State of Ohio Public Records Laws. There are very limited and narrow exceptions to disclosure under the Public Records Law. If a Respondent wishes to have the COUNTY treat certain information or documentation as confidential, the Respondent must submit a written request to the COUNTY's office no later than 12:00 p.m. ten (10) business days prior to the required date of the RFP submission. The request must precisely identify the information and/or documentation that is the subject of the request and provide a detailed explanation supporting the application of the statutory exemption(s) from the public records cited by the Respondent. The COUNTY will issue a written determination within five (5) business days of receipt of the written request. If the COUNTY approves the request, the Respondent shall clearly label the relevant information and/or documentation as "CONFIDENTIAL" in the RFP submission. Any statements in the proposal reserving any confidentiality or privacy rights that is inconsistent with these requirements and procedures will be disregarded.

6.0 General Conditions

If a proposal fails to meet any material terms, conditions, requirements, or procedures, it may be deemed unresponsive and disqualified. The COUNTY reserves the right to waive omissions or irregularities that it determines to be not material.

This RFP Solicitation, as may be amended from time to time by the COUNTY, does not commit COUNTY to select any organization(s), award any grant funds pursuant to this Solicitation, or pay any costs incurred in responding to this Solicitation. The COUNTY reserves the right, in its sole discretion, to withdraw the RFP, to engage in preliminary discussions with prospective Respondents, to accept or reject any or all proposals received, to request supplemental or clarifying information, to negotiate with any or all qualified Respondents, and to request modifications to the proposals in accordance with negotiations, all to the same extent as if this were a Request for Information.

On matters related solely to this Solicitation that arise prior to an award decision by the COUNTY, Respondents shall limit communications with the COUNTY to the designated contact listed in this RFP. No other COUNTY employee or representative is authorized to provide any information or respond to any questions or inquiries concerning this RFP Solicitation. Respondents may contact the designated contact for this Solicitation in the event this Solicitation is incomplete.

The COUNTY may provide reasonable accommodation, including the provision of materials in an alternative format, for Respondents with disabilities or other hardships. Respondents requiring accommodation shall submit requests in writing, with supporting documentation justifying the accommodation, to the contact listed in Section 1.0. The COUNTY reserves the right to grant or reject any request for accommodation.

Respondent's proposal shall be treated by the COUNTY as an accurate statement of Respondent's capabilities and experience. Should any statement asserted by Respondent prove to be inaccurate or inconsistent with the foregoing, such inaccuracy or inconsistency shall constitute sufficient cause for COUNTY in its sole discretion to reject the Application and/or terminate of any resulting Agreement.

Costs that are not specifically identified in the Respondent's response and/or not specifically accepted by the COUNTY as part of the Agreement will not be compensated under any contract awarded pursuant to this RFP.

The COUNTY's prior approval is required for any subcontracted services under any Agreement entered into as a result of this RFP. The selected Respondent will take all appropriate steps to assure that minority firms, women's business enterprises, and labor surplus area firms are used when possible. The selected Respondent is responsible for the satisfactory performance and adequate oversight of its subcontractors. Subcontractors are required to meet the same requirements and are held to the same reimbursable cost standards as the selected consultant.

Submitted responses must be valid in all respects for a minimum period of sixty (60) days after the deadline for submission.

The COUNTY reserves the right to amend the Agreement at any time prior to execution. Respondents should review the Agreement as they are required to specify any exceptions to the Agreement and to make any suggested counterproposal in their proposal. A failure to specify exceptions and/or counterproposals will be deemed an acceptance of the Agreement's general terms and conditions, and no subsequent negotiation of such provisions shall be permitted.

Posting of Modifications/Addenda to Solicitation

If the COUNTY determines that it is necessary to revise any part of this Solicitation, or if additional data is necessary to clarify any of its provisions, an addendum will be posted to the websites. It is the responsibility of each potential Respondent to check the COUNTY's website for any addenda or modifications to the Solicitation. The COUNTY accepts no liability and will provide no accommodation to Respondents who submit a response based on an out-of-date Solicitation.

Attachment A

Harrison County Board of County Commissioners ACGP Technical Assistance Application

Please note that this copy was printed directly from the application portal and is not the complete application as the portal did not allow for printing the application and attachments in their entirety.