



MIAMI VALLEY

Regional Planning Commission

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Dayton, Ohio 45402

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mvrpc.org

Invitation to Propose Turner Road Comprehensive Redevelopment Plan For Miami Valley Regional Planning Commission

Request For Proposal

MIAMI VALLEY REGIONAL PLANNING COMMISSION, WWW.MVRPC.ORG
January 16, 2024

Key RFP Dates (Best Case)

RFP Issued:	January 16, 2024
Consultant Questions Due:	January 31, 2024 by 4:00 p.m.
Proposal Due Date (4:00 p.m. EST):	February, 16, 2024
Estimated Consultant Selection Date:	March 1, 2024
Estimated Contract Signed Date:	March 8, 2024

The Miami Valley Regional Planning Commission (MVRPC) requests a proposal for creation of a comprehensive redevelopment plan along the Turner Road Corridor in Harrison Township and City of Trotwood.

Proposals will be received by the Miami Valley Regional Planning Commission, 10 N. Ludlow Street, Suite 700, Dayton, Ohio 45402, until **4:00 p.m. EST on February 16, 2024.**

Proposals shall be submitted electronically in PDF format, by e-mail to ebaxter@mvrpc.org. See Attachments for further instructions.

MVRPC will evaluate and rank all of the proposals to determine the most qualified firm. The ranking will be conducted using a format similar to Attachment C - Technical Proposal Rating Form. MVRPC may also contact one or more firm(s) to schedule a virtual interview. MVRPC reserves the right to reject all proposals.

Any questions from your firm regarding this request for proposal will be received by MVRPC before 4:00 p.m. EST on January 31, 2024. Questions must be received before the noted deadline either at the address noted above or via e-mail to ebaxter@mvrpc.org.

RFP website link: <https://www.mvrpc.org/about/contract-solicitation>

INDEX OF ATTACHMENTS:

- A: Scope of Work
- B: Technical Proposal Format and Other Related Information
- C: Technical Proposal Rating Form
- D: Proposal Terms and Conditions
- E: Cost Summary Proposal Information
- F: Schedule of DBE/WBE Participation

Celebrating 60 Years | 1964-2024

Attachment A – Scope of Work

MVRPC Request For Proposals

Comprehensive Redevelopment Strategy and Plan along Turner Road Corridor in Harrison Township and City of Trotwood

Introduction

The Miami Valley Regional Planning Commission (MVRPC) is seeking a qualified firm or team of firms to support economic development planning work within the Dayton, OH region. This work will be funded by an Economic Adjustment Assistance grant through the U.S. Economic Development Administration (EDA). The work will consist of expanding on a market analysis performed for the entirety of Harrison Township and City of Trotwood in 2023 by creating a Comprehensive Redevelopment Strategy and Plan for the Turner Road Corridor. The original market analysis included a valuation assessment of land use and policy recommendations to support investment of resources for future development within entire boundaries of the two communities. The Turner Road Corridor was selected as the focus area for this RFP to perform a more in-depth redevelopment strategy which will include the desired outcome of a development agreement between Harrison Township, Trotwood and property owners.

MVRPC is undertaking the search for a consultant firm or team to support economic development planning in the Miami Valley Region.

Harrison Township and the City of Trotwood are two jurisdictions located in Montgomery County, Ohio to the north and west of the City of Dayton. According to the 2020 census, Harrison Township has a total population of 21,814 with the City of Trotwood's population at 23,070. The two jurisdictions are among our region's most racially diverse; however, the annual median household income for each jurisdiction is below \$40,000. Additionally, both communities are faced with other challenges such as population decline, aging infrastructure, blighted buildings and absentee landowners intensifying economic challenges. Furthermore, trends at the state and regional level have encouraged development of available greenfield sites limiting opportunities for Harrison Township and City of Trotwood.

Both communities are in a unique advantage sitting at the crossroads of America where Interstates 70 and 75 connect them to the rest of the nation. Within 600 miles of this intersection is 60% of the U.S. population, 27 metropolitan areas with over 1 million people, and 323 of the Fortune 500 headquarters. Harrison Township and Trotwood are also located within minutes of the Dayton International Airport (DAY) which is served by 14 commercial airlines, FedEx, and Aviation Sales which is a full service Fixed Based Operator.

In addition, on Memorial Day 2019, a series of tornadoes ripped through the Dayton Region ranging from F0 to F4, with the largest tornado hitting Harrison Township and the City of Trotwood severely damaging homes and businesses. A significant amount of damage was

sustained throughout Harrison Township and the City of Trotwood. As a result of this damage and uninsured or under insured property owners, both communities have struggled to recover and move on from the lasting effects of the disaster.

MVRPC will serve as the principal point of contact for the selected consulting firm or team. This project will be financed with funds from the U.S. EDA and is subject to federal requirements and regulations. The services performed under any resulting agreement shall comply with all applicable federal, state and local laws and regulations.

Geographic Scope

The comprehensive redevelopment strategy along the Turner Road Corridor in Harrison Township and City of Trotwood.

Trotwood Areas



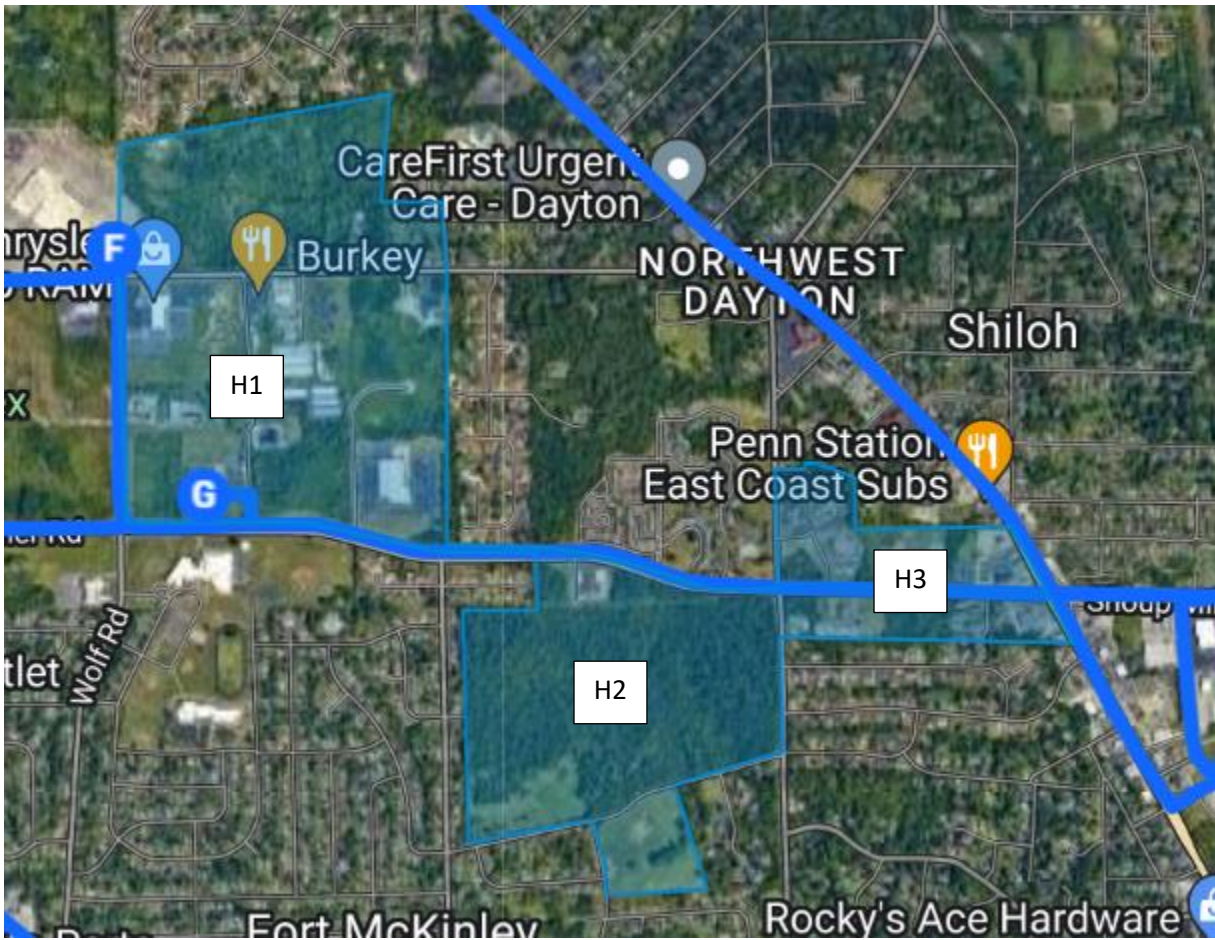
- Area T1: “Hara Arena Area & Adjacent Sites” (~93.2 total acres) The eastern border of this area is the Harrison Township and City of Trotwood border which follows along Wolf Road. The southern border cuts in the middle of Wolf Road to the west, going to the apartment complex Orchard at Shiloh (Macintosh Circle). The eastern border follows Basore Road to the north with the northern border being Cortez Drive. One developable area is west of Basore Road, which includes a 15.2-acre wooded site.
 - Hara Arena Site: 55 Acres
 - Basore Road / Dooley Site: 15.2 acres
 - Shiloh Springs Rd / Elevate Site: 18 acres

- Wolf Road / Stolz Site: 5 acres
- Area T2: “Turner Road Area” (~196.5 total acres) Both sides of Turner Road with the eastern boundary starting at the City of Trotwood and Harrison Township jurisdiction border of Wolf Road. Continuing with developable land on both sides of Turner Road until Turner Road ends at the "Northwest Connector" (also known as SR.49), which is the western boundary.
 - Turner Road / Mao Site: 63 acres
 - Turner Road / Maranatha Site: 22 acres
 - Turner Road / Wurst Family Site: 6.9 acres
 - Turner Road / Jesus Combine Network Site: 22.65 acres
 - Turner Road / Sisters of the Precious Blood Site 1: 22.5 acres
 - Turner Road / Sisters of the Precious Blood Site 2: 59.5 acres
- Area T3: “Former Salem Mall Area” (~108.5 total acres) This area falls in two primary nodes, with the northern node being between Shiloh Springs Rd to the south, Denlinger Road to the East, Woodcreek Drive to the West, and Bloomfield Drive to the north.

The second node falls to the south of Shiloh Springs Road with the western border being SR-49/The Northwest Connector. The southern boundary is the Flyght Academy/Flyghtwood site which follows Salem City Drive with the western border being portions of Salem Avenue and Denlinger Avenue.

- Former Mall Site: 56 acres
- Former Toys-R-Us Site: 25.6 acres
- Salem Ave / Pond Realty Site(s): 8.66 acres
- Salem Ave / Former Wendy’s Site: 1.44 acres
- Salem Plaza Site: 16.85 acres

Harrison Township Areas



- Area H1: East from Wolf Road on both sides of Shiloh Springs including the former golf course portion of the Hara Arena site to W. Orchard Springs Drive, the northern boundary is the Winding Ridge neighborhood, and the southern boundary is Turner Road.
- Area H2: 100 Acre Wood/Valerie Drive School Site. South of Turner Road to Valerie Drive and bound to the south by the neighborhood on Haney Road, and on the east by Philadelphia Drive and the west by homes along Klepinger Road.
- Area H3: Turner Road Corridor. North and south of Turner Road approximately 500 feet from Philadelphia Drive to N. Main Street.

Purpose

Due to their unique location, Harrison Township and City of Trotwood plan to expand their partnership through the creation of a Comprehensive Redevelopment Strategy and Plan for the Turner Road Corridor. A desired outcome is this strategy will lead to a development agreement between the two communities and property owners resulting in the use of tools such as Tax Increment Financing (TIF), Joint Economic Development Districts (JEDD), etc. Furthermore, the strategy will allow both communities the opportunity to competitively market sites along this corridor through various [JobsOhio](#) programs and provide a framework that offers options for possible development opportunities.

Project Goals

The redevelopment strategy will result in:

Comprehensive Redevelopment Strategy and Plan

- A comprehensive redevelopment strategy and plan which will guide future development opportunities along the Turner Road Corridor boundaries. The strategy will take into consideration the target industries best suited for the area's development as identified in the Market Analysis Report conducted in 2023.
- Recommendations for establishing development agreements between the communities and property owners for the use of economic development tools such as TIFs and JEDDs to promote growth.
- Identified resources for implementation of plan recommendations.

Site Readiness Report

- An assessment of three building sites that provides a checklist for construction readiness based on criteria set forth in the [JobsOhio, Ohio Site Inventory Program](#).
- The sites will include:
 - The former Hara Arena Conference & Exhibition Center, joint development opportunity
 - The Ledham Way site, Harrison Township
 - Former Salem Mall & Toys-R-Us site(s), City of Trotwood

Project Approach

The Miami Valley Regional Planning Commission (MVRPC) has committed to helping our member jurisdictions increase overall economic resiliency through the establishment of the [Dayton Region Economic Development Strategy](#). In early 2023, MVRPC contracted with Red Tiger Investments, LLC to perform a comprehensive market analysis including a valuation assessment of land use within the communities of Harrison Township and Trotwood. This study reviewed the existing conditions of infrastructure and real estate, identified strengths and assets within each community, reviewed regional and state economic drivers, and identified potential targeted industries as well as areas for joint

development opportunities.

MVRPC is seeking consultant support to continue to build upon the findings from the market analysis by creating a comprehensive redevelopment strategy and plan for the identified priority development area along the Turner Road Corridor. MVRPC will facilitate this work on behalf of Harrison Township and Trotwood. The consultant support shall include communications, literature review, public and stakeholder engagement, and other necessary support in developing the comprehensive redevelopment strategy and plan. The consultant will work with stakeholders including but not limited to, community elected leadership, property owners, business owners and other development representative as identified to be active in the engagement process of this project and serve as the review committee for project deliverables.

In addition, all public involvement and stakeholder engagement activities must be carried out in accordance with MVRPC's Public Participation Policy. This policy may be found on the MVRPC website, here:

<https://www.mvrpc.org/about/policies/mvrpc-public-participation-policy>

About MVRPC

Established in 1964, the Miami Valley Regional Planning Commission promotes collaboration among communities, stakeholders, and residents to advance regional priorities. MVRPC is a forum and resource where the Board of Directors identifies priorities and develops public policy and collaborative strategies to improve quality of life throughout the Miami Valley Region.

MVRPC performs planning and research functions for our Region that ensure livable and equitable communities; clean air and water; robust roadway, transit, and active transportation options; and strategic community plans that chart the course for member communities and partners. MVRPC's Regional Transportation Planning Organization (RTPO) involves Preble, Darke, and Shelby Counties. As the Metropolitan Planning Organization (MPO), MVRPC is responsible for transportation planning in Greene, Miami and Montgomery Counties and parts of northern Warren County. MVRPC's areawide water quality planning designation encompasses five (5) counties: Darke, Preble plus the three MPO counties.

Scope of Work

Project Personnel. Responses to this RFP shall identify the consultant Project Manager, and the roster of project team members (including subconsultant staff) proposed to conduct work under this contract. Describe the role(s) each team member will have within the overall project. Please provide resumes or other enumerations of the team members' qualifications and experience relevant to stakeholder-centered economic development planning projects. Specific examples of experience working with local government on comprehensive redevelopment strategies and plans should be highlighted. Please provide percentages of time within this project and percent availability of team members.

Project Work Plan. Responses to this RFP should detail the bidder's proposed project approach for development of each required element of each of the deliverables. Please detail the tools or resources proposed for development of the products (elements for a comprehensive redevelopment strategy and plan and a site readiness report).

Public and Stakeholder Engagement. Responses to this RFP should detail proposed methods, channels, and approaches for meaningful public and stakeholder engagements for all deliverables. Engagement should include, but is not limited to, outreach to:

- General public input on assets of the region and potential development opportunities
- Input from the local elected and city leadership to align potential development opportunities to community goals
- Input from other community stakeholders and property owners on future growth and development within the identified study area

Expected Outcomes.

Comprehensive Redevelopment Strategy and Plan: The consultant will build upon the previous market analysis to develop a comprehensive redevelopment strategy and plan for the Turner Road Corridor. The work should identify, in detail, recommendations for strategies which could be implemented to establish development agreements between Harrison Township, Trotwood and property owners which will encourage future growth. The work should also consider the impact on quality of life in the area, including environmental impacts which could affect health. Furthermore, the strategy and plan should identify specific funding resources to help with implementation of the strategy. The redevelopment strategy and plan shall be available for digital review using a platform such as ArcGIS StoryMap and available for print.

Components which should be included, but not limited to are:

- Analysis of change which may occur from investment within the targeted area
- Community engagement approach to promote the objectives for the future development opportunities
- Detailed plan to establish development agreements to promote growth
- List of specific resources to foster implementation of the strategy

Site Readiness Report: The consultant will develop a framework that will help Harrison Township and City of Trotwood understand the needs for three specific sites to ensure they are construction ready for future development opportunities. One site will provide a joint development opportunity for Harrison Township and City of Trotwood with two other sites being specific to each respective community. The assessments should be done in accordance with the JobsOhio, Ohio Site Inventory Program.

The sites include:

- Former Hara Arena Conference & Exhibition Center (joint development opportunity)
- Leadham Road Site (Harrison Township specific)

- Former Salem Mall & Toys-R-Us site(s) (City of Trotwood specific)

Timeline. Funding for this project is being supported through a grant provided by the U.S. Economic Development Administration. As such, all work associated with this proposal shall be completed no later than September 30, 2024. Please develop the proposed work plan in a manner consistent with this schedule.

I. Proposal Preparation**a. General Instructions**

- i. Each item requires a complete answer. Wherever explanations are requested, they must be given in detail. Do not provide information that is not requested in this form. Reply shall be concise.
- ii. Proposals must contain a Transmittal Letter on the firm's letterhead signed by the contractual officer.
- iii. The Technical Proposal must meet the following requirements:
 1. Proposals must be no more than 30 pages (including cover letter and divider pages). Proposals exceeding the thirty-page (30) limit will be rejected.
 2. Provide a minimum 1.5" top margin on all sheets.
 3. Center page numbers at the bottom of each page.
 4. Use 8.5" x 11" pages only with 12-point font
 5. Failure to include Attachment F, DBE/WBE Certification, if applicable to the firm will result in a score of zero for that criteria.
- iv. Technical Proposal in PDF format must be emailed or delivered to the Miami Valley Regional Planning Commission, 10 North Ludlow Street, Suite 700, Dayton, OH 45402 by the time specified in the Invitation to Propose. Proposals shall be emailed to Elizabeth Baxter, Manager of Disaster Recovery & Economic Development Planning, at ebaxter@mvrpc.org.

Cost Proposal in MS Excel format (Attachment E) shall be emailed separately from the project proposal to Mike Lucas, Director of Agency Operations, at mlucas@mvrpc.org.

The Technical Proposal and Cost Proposal have the same due date.

If mailed (on a flash drive, for example), each Proposer must mark the outside of the envelopes with "Cost Proposal Regional Resiliency Planning" respectively. If not delivered personally, the sealed envelope containing the Proposal must be mailed to the following address, preferably by certified mail:

MIAMI VALLEY REGIONAL PLANNING COMMISSION
10 North Ludlow Street
Suite 700
DAYTON, OH 45402

The U.S. Post Office or other delivery service selected by the Proposer will be considered agent of the Proposer in delivering the Proposal. MVRPC will not be responsible for late deliveries. Any Proposals received after the time specified will be returned unopened. FAXES WILL NOT BE ACCEPTED.

- b. Technical Approach:** Omitting this section shall result in a score of zero (0). 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 MVRPC 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:** Omitting this section shall result in a score of zero (0). 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:
- i. Project Manager (attach resume)
 - ii. Other key personnel. (attach resumes)

Identify who will be primarily responsible for the work and how much time each person assigned to the project will be spending.

- d. Availability and Capacity:** Omitting this section shall result in a score of zero (0). Identify the location of the office(s) 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 technicians and/or 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:** Omitting this section shall result in a score of zero (0). 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 firm's name, address, telephone number, and contact person.
- f. Subcontracts:** Omitting this section shall result in a score of zero (0). 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. Identify any subcontractors that are certified DBE/WBEs through inclusion of Attachment F with the Technical Proposal.
- g. Project Advancement Schedule:** Omitting this section shall result in a score of zero (0). Considering MVRPC'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.
- h. List of Customer References:** Omitting this section shall result in a score of zero (0).

The Proposer will provide MVRPC with a list of at least three customers (preferably in Ohio) who have contracted with the Proposer for comparable services. The following information should be included for each customer:

- Company name, address, phone number, and company contact (name and position)
- Brief description of service performed

i. Pre-qualifications

Indicate the types of work for which the Ohio Department of Transportation pre-qualifies the firm, if applicable.

OTHER RELATED INFORMATION

I. Evaluation of Technical Proposals

MVRPC will evaluate and rank all of the technical proposals to determine the most qualified firm. The rankings will be made using a format similar to the enclosed Attachment C.

If necessary, MVRPC will contact one or more firms to schedule an interview. Following the interviews, MVRPC will evaluate, select and rank the firms interviewed to determine the most qualified.

II. Cost Proposal

The detailed cost proposal from the highest ranked proposer will be opened and reviewed with respect to the project budget.

The proposal shall be broken down by work items using a format specified by MVRPC; the Cost Summary form is available to [download as a MS Excel worksheet from the MVRPC website](#). The Cost Summary package shall include a detailed price proposal for all consultants and sub-consultants. Complete a form for the lead firm and for each sub-consulting firm (if any). **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.**

III. Scope of Services Meeting

The highest ranked firm will be invited to the Scope of Services Meeting. Attendees at the Scope of Services Meeting shall include:

- a. Representatives of the selected consulting firm and subconsultants
- b. MVRPC
- c. Others deemed appropriate by MVRPC

The Scope of Services meeting will be an opportunity for MVRPC and the firm to confirm they have a mutual understanding of the project scope, activities, deliverables, milestones, and deadlines. It will be mutually determined at the Scope of Services meeting if the Cost Proposal requires any revision based on this mutual understanding. If a revised Cost Proposal is needed, a deadline for such submission will be determined at the Scope of Services meeting

If negotiation with the highest ranked proposer fails to result in a mutually agreed-upon fee, MVRPC will notify that firm in writing of the termination of negotiations. The next highest ranked proposer, as determined by the earlier technical proposal evaluation, will then be invited to a Scope of Services Meeting. 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 proposals are considered not to be qualified, the notification and selection processes will be repeated.

MVRPC

Selection Rating Form
for
Selection of Most Qualified Firm
From
Technical Proposals / Interviews
(Revised 11-17)

Attachment C

Firm: _____
City, State, Zip: _____
Evaluator's Name: _____
Agency Department: _____

	VALUE	RATING		WEIGHT	SCORE		
		T.P.	I.		T.P.	I.	
A. MANAGER & TEAM	Organization	1- 5			1	0	0
	Project Manager	1- 5			2	0	0
	Key Staff Assignment	1- 5			1.5	0	0
	Certified DBE/WBE Participation	0 or 5			0.5	0	0
	Quality Control	1- 5			1	0	0
	Qualification of Subs	1- 5			1	0	0
	Amt. Subcontracted <20% Amt. Subcontracted 50% or>	5 0			0.5	0	0
	Prior Experience w/Prime	0-5			0.5	0	0
B. TECHNICAL APPROACH	Understanding of Project	1- 5			3	0	0
	Complete Task Defined	1- 5			3	0	0
	Innovative Approach	1- 5			1	0	0
	Proposed Schedule	1- 5			3	0	0
C. CONSULTANT'S PAST AND CURRENT PERFORMANCE	Previous Performance w/agency or other Clients	0-5			2	0	0
						0	0
FINAL SCORE (Average the above two totals)							

NOTES:

- 1 Separate score to be given for evaluation of Technical Proposal (TP) and the Interview (I), if held.
- 2 Maximum possible score is 100.

PROPOSAL TERMS AND CONDITIONS

Attachment D

1. Tax Exemption

The Miami Valley 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 Proposers will be furnished with any certificates of exemption required.

2. Modification and/or Withdrawal Of Proposals

Modifications of a submitted Proposal must be received by the designated due date specified. Withdrawal of Proposals will be allowed only in those cases in which a written request to withdraw a Proposal is received by the Miami Valley Regional Planning Commission prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to Proposer unopened.

3. Evaluation of Proposal Compliance With Specifications

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

MVRPC may make use of materials submitted in the Proposals, including any idea contained therein, for such purposes as it may deem appropriate.

4. Proposer Qualifications

The Miami Valley Regional Planning Commission may require all Proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities of the Proposer. The Miami Valley Regional Planning Commission will not award a Contract to a Proposer 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.

4. Inspection of Goods

The Miami Valley 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 delivery.

5. 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.

6. Disadvantaged Business Enterprise

The Miami Valley Regional Planning Commission in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, and non-discrimination obligations from use of federally-assisted programs of the U.S. Department of Transportation, hereby notifies all bidders that it will affirmatively ensure for any contract entered into pursuant to this advertisement, that disadvantaged business enterprises will be afforded full and fair 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. Also, all solicitors of bids or contracts are hereby notified by the Miami Valley Regional Planning Commission that it will ensure nondiscrimination in the award or performance of contracts on the grounds of race, color, national origin, sex, age, disability, low-income status, or limited English proficiency.

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.

MVRPC attempts to assure that all consultants comply with Title VI provisions by incorporating the ODOT-prescribed language requirements for contractors and subcontractors into its contractual agreements. Subcontracts with minority vendors are monitored through contractor invoices to insure that the vendors are being utilized as stated in the contract and also to insure that they are being paid in a timely fashion.

Learn more about MVRPC's commitment to non-discrimination by reviewing the *Title VI Program Plan and Procedures Description*, available on the MVRPC web site.

7. Deviation Clause

The Proposer's attention is called to the condition that, if awarded a contract, the Proposers 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 Proposal, along with the reasons therefore.

8. Award of Contract

The Miami Valley Regional Planning Commission will award a contract, if any awards are made, within thirty (30) calendar days after the opening of Proposals. Each Proposer acknowledges that MVRPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the Proposer will arise in any way relating to the exercise of that judgment by MVRPC. MVRPC reserves the right to accept the Proposal deemed to be in the best interest of MVRPC or to reject any and all Proposals.

MVRPC's Executive Director is the only individual who may legally commit MVRPC 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.

9. Cancellation

The Miami Valley 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.

Miami Valley Regional Planning Commission
COST OR PRICE SUMMARY FORMAT FOR AGREEMENTS (ATTACHMENT E)
(See accompanying instructions before completing this form)

PART 1 - GENERAL

1. Name of Contractor or Subcontractor	2. Date of Proposal
3. Address & Phone Number of Contractor or Subcontractor	4. Type of Service to be furnished

PART II - COST SUMMARY

5. DIRECT LABOR (Specify labor categories)	Estimated Hours	Hourly Rate	Estimated Cost	Totals	
DIRECT LABOR TOTAL:					
6. INDIRECT COSTS (Specify indirect cost pools)	Rate	X Base =	Estimated Cost	Totals	
INDIRECT COSTS TOTAL					
7. OTHER DIRECT COSTS			Estimated Cost		
a. TRAVEL					
(1) Transportation					
(2) Per Diem					
TRAVEL SUBTOTAL:					
b. MATERIALS AND SUPPLIES (Specify category)		QUANTITY	COST		Estimated Cost
MATERIALS AND SUPPLIES SUBTOTALS:					
c. SUBCONTRACTS			Estimated Cost		
SUBCONTRACTS SUBTOTAL:					
d. OTHER (Specify categories)			Estimated Cost		
OTHER SUBTOTAL:					
e. OTHER DIRECT COSTS TOTAL:					
8. TOTAL ESTIMATED COST					
9. PROFIT					
10. TOTAL PRICE					

11. This proposal is submitted for use in connection with and in response to _____
_____. This is to certify to the best of my knowledge and belief that the cost and pricing data summarized herein are complete, current, and accurate as of this date and that a financial management capability exists to fully and accurately account for the financial transactions under this project.

DATE OF EXECUTION

SIGNATURE OF PROPOSER

TITLE OF PROPOSER

Miami Valley Regional Planning Commission

**Attachment F
DBE/WBE Certification
(To be submitted with Project Proposal)**

(FIRM NAME AND ADDRESS)

(DATE)

(PROJECT NAME)

**Part I.
Schedule of DBE/WBE Participation**

List each name of State-certified DBE/WBE firm on project team (Include proof of Certification):

<u>Contractor Name</u>	<u>Address</u>	<u>Type of Professional Service</u>	<u>Percent of Work</u>
------------------------	----------------	-------------------------------------	------------------------

The undersigned will enter into a formal agreement with DBE/WBE Contractors for work listed in this schedule upon execution of a contract with MVRPC.

Signature: _____ Date _____

_____ was selected for the
(Name of DBE/WBE Firm)

work identified above on _____ **(Date)** by _____ **(Source)**

The Contractor designates the following person as their DBE/WBE Liaison Officer

_____ **(Name)**

Part II.

I (**NAME**), (**TITLE**), of (**PRIMARY CONSULTANT**), certify that on (**DATE**) I contacted the following DBE/WBE contractor to obtain a bid for work items to be performed on the above captioned contract.

Bids obtained from DBE/WBE qualified firms

DBE/WBE <u>Contractor</u>	Professional Services <u>Sought</u>	Type of Bid <u>Sought</u>
------------------------------	----------------------------------------	------------------------------

Part III. Certification

To the best of my knowledge and belief, said DBE/WBE was unavailable for work on this project, or unable to prepare a bid, for the following reasons:

Signature: _____ Date _____

_____ was offered an opportunity to bid on the
(Name of DBE/WBE Firm)

above-identified work on _____ (Date) by _____ (Source).

The above statement is a true and accurate account of why I did not submit a bid on this Project.

Signature of DBE/WBE
Contractor

Title