



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

111 Liberty St., Suite 100  
Columbus, Ohio 43215  
[www.morpc.org](http://www.morpc.org)

## **REQUEST FOR PROPOSALS (RFP):**

**CITY OF CHILLICOTHE**

# **FEASIBILITY STUDY: ELECTRIC VEHICLE (EV) STORAGE AND CHARGING FACILITY DESIGN/BUILD**

The Mid-Ohio Regional Planning Commission (MORPC) Consultant Services Program (CSP) is soliciting proposals from Consultants / Consultant Teams to provide services for a feasibility study for the design/build of an electric vehicle (EV) storage facility that is equipped with the required charging infrastructure.

The Consultant Services Program (CSP) is a program intended to assist MORPC's member communities with the process of engaging in long-range planning activities. Through the CSP, MORPC streamlines the RFP process by prequalifying consultants for long-range planning projects, drafting Requests for Proposals on behalf of the member community's project goals, interests, and budgets, creating a central repository for long-range planning RFPs, conducting initial reviews of Proposal Submissions, facilitating final presentations of proposals, and drafting/managing the project's contracts; including facilitating payments and invoicing.

MORPC is a voluntary association of local government communities in the 15-county Central Ohio area. MORPC is the regional voice, trusted convener and catalyst, bringing Central Ohio communities together to collaborate on best practices and plan for the future growth and sustainability of the region.

Consultants interested in being considered must submit a Proposal during the **Proposal Submission window of December 9<sup>th</sup>, 2024 to January 10<sup>th</sup>, 2025**. All proposals received with a date within this window and deemed to be complete will be accepted. Early submissions are encouraged so that consultants may have adequate time to address any potential areas which may be incomplete ahead of the closing date. To allow time for MORPC to review all submitted proposals, only those received during this window will be considered.

Please submit all proposals – aggregated into a single PDF including the Sections outlined within this RFP – to [consultantservices@morpc.org](mailto:consultantservices@morpc.org). Use “Chillicothe: Feasibility Study” in the Subject line.

**William Murdock, AICP**  
Executive Director

**Chris Amorose Groomes**  
Chair

**Michelle Crandall**  
Vice Chair

**Ben Kessler**  
Secretary

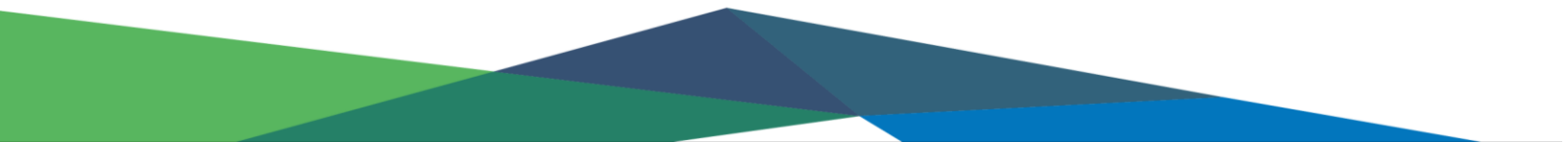
If there are any questions regarding the details or procedures associated with the RFP, submit the inquiry to the [consultantservices@morpc.org](mailto:consultantservices@morpc.org). All questions must be submitted via email by the question deadline identified. No answers will be given over the phone or after the question deadline. MORPC will coordinate with the requesting Agency and will address any questions within an updated RFP PDF on the [Consultant Services Program](#) website.

The Mid-Ohio Regional Planning Commission in accordance with Title VI of the Civil Rights Act of 1964 and the related nondiscrimination statutes, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, all bidders including 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, national origin, sex, age, disability, low-income status, or limited English proficiency in consideration for an award.

Neither MORPC nor any member agency of the Commission shall be liable for any costs incurred by the consultant in response to this RFP, or any costs incurred in connection with any discussions, correspondence, or attendance at interviews or negotiation sessions.

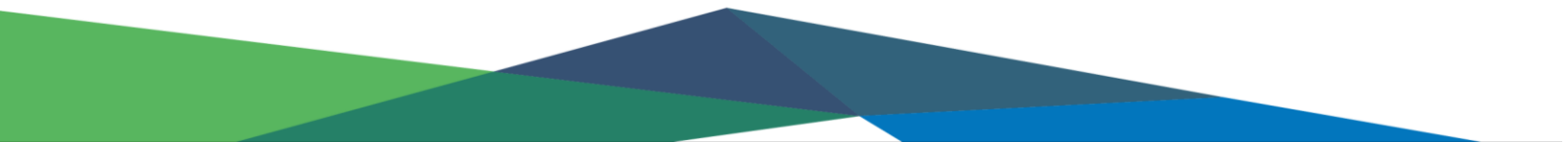
All materials submitted in response to this RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.



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## I. BACKGROUND

The City of Chillicothe is seeking a consultant to perform a feasibility study for the design and construction of an electric vehicle (EV) storage and charging facility.

The City of Chillicothe Department of Transit was awarded two grants related to electric vehicles: the Ohio Rural Zero Emission Pilot Grant (ORZEP) and the Low or No Emission Grant (Low-No). Both grants were awarded for the purchase of electric vehicles to assist in the transition of Chillicothe Transit to alternative fuels.

A feasibility study for the design and construction of this facility is required in order to amend the permitted use of awarded funds. The City will utilize the vacant portions of the property located at 575 Watts Street (parcel numbers 305625001000 and 305625002000) where Chillicothe Transit currently operates.

## II. PROJECT DESCRIPTION

The City of Chillicothe has issued this Request for Proposals in order to obtain a feasibility study for the design and construction of an EV storage and charging facility. All proposals should include all considerations for the design and construction of an EV facility including potential barriers (environmental, regulatory, or otherwise), facility requirements and needs (space, charging capacities, etc.), and any and all other considerations which may impact the design or construction processes.

### A. PROJECT PURPOSE

To ascertain the requirements, barriers, considerations, and associated costs with the design and construction of an EV storage and charging facility for Chillicothe Transit on the vacant portion of the property where they currently operate: 575 Watt Street.

### B. SCOPE OF SERVICES

A full scope of services will be determined during a final scoping meeting after a consultant has been selected. The follow outlines – but is not wholly inclusive of – specific inclusions that the selected consultant will be expected to include:

- Facility Requirements
  - Utility capacity
  - Specific energy needs
  - EV Charging capacities/equipment
  - Square footage for all acquired EV vehicles
- Project / Construction Barriers
  - Environmental barriers; for example
    - Soil suitability
    - Flooding or stormwater regulation compliance
  - Required ongoing maintenance

- Regulatory Assessment
  - Building code compliance
  - Zoning and permitting compliance
  - Potential Site Plan
- Potential Alternatives
- Cost Estimates
  - Design
  - Architecture / Engineering
  - Site Preparation
  - Construction
  - Annual Maintenance
- Conclusions and Recommendations

### **C. BASIC COMPONENTS / DELIVERABLES**

The consultant will be required to deliver the following materials:

- Any GIS files used in project mapping (.SHP or .GDB)
- Detailed Cost Estimates (.XLS)
  - Design / Build
  - Annual Maintenance
- Final Feasibility Report (.PDF); including
  - Detailed and Summarized Findings
  - Recommendations

### **D. PROJECT TIMEFRAME**

The City of Chillicothe wishes to complete the requested Feasibility Study with Cost Estimates by May 1<sup>st</sup>, 2025.

### **E. PROJECT BUDGET**

The City of Chillicothe has not identified a defined budget for the feasibility study.

## **III. PROPOSAL CONTENTS**

Proposal Submissions in response to this RFP should contain the following elements – explicitly identified. Failure to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC will make every feasible effort – not guaranteed – to review Proposal Submissions for completeness and communicate any missing elements to allow adequate time for resubmittal. MORPC reserves the right to accept or reject any or all proposals.

The submitted proposal shall contain the following sections and respect all identified page limitations. Failure to comply with page limitations will result in elimination from consideration.

1. Executive Summary / Cover Letter
2. Organization, Personnel, Experience & Project Management
  - a. Consultant's Personnel Profile and Corporate Qualifications
  - b. Project Team Availability and Capacity
  - c. Project organization chart showing key personnel, their relationships and affiliations
3. Consultant's Methodology/Work Plan
4. List and Description of Deliverables
5. Project Schedule
6. Budget or Cost Proposal
7. MORPC Disadvantaged Business Enterprise (DBE) Goal Compliance/Subcontracting

## **SECTION A. COVER PAGE**

The submitted proposal should have a single Cover Page which clearly identifies:

1. Project Name and Agency of the RFP
2. Name(s) of the submitting consultant(s)

Be sure to clearly identify the project that the proposal is being submitted for, as well as the names of all consultants who are a part of the proposal.

## **SECTION B. EXECUTIVE SUMMARY / COVER LETTER**

The Cover Letter should be the first item following the Cover Page, not exceed two pages in length, and contain the following information:

1. Statements which affirm:
  - a. The identification of the firm as a corporation, LLC, or other legal entity authorized to do business in the State of Ohio.
  - b. Compliance with all EDGE / MBE / DBE requirements; if applicable.
  - c. That the consultant (or primary consultant if submitting the proposal as a consultant team) is solely and completely responsible for the delivery of the required services and deliverables.
  - d. That all consultants participating in the proposal are not debarred, suspended, proposed for debarment, declared ineligible or involuntarily excluded from covered transactions by any federal department or agency or the Ohio Department of Transportation.
2. Contact information for the main point-of-contact for questions / communications regarding:
  - a. The proposal / project, and
  - b. Contractual communications.

Contact information should include:

1. Name and Title
2. Company Name
3. Phone Number
4. Email Address

Additionally, the Cover Letter should be signed by a representative who is legally authorized to bind the consultant to any resulting awarded contracts.

### **SECTION C. ORGANIZATION / PERSONNEL RELEVANT EXPERIENCE OVERVIEW**

This section represents a summarization of the consultants' qualifications. In total, this section should not exceed four pages.

#### KEY STAFF AND PERSONNEL

The qualifications and experience of key staff and personnel should be outlined and summarized in this section. Experience should be summarized and related to the scope of work and deliverables outlined in this RFP; the background information on these individuals would emphasize their experience relative to the project requirements. A statement concerning the most recent relevant experience of key staff from your team who will be actively engaged in the proposed effort should also be included. In addition to name and title, also include any applicable certifications, licenses, or other professional qualifications.

#### SAMPLE PROJECTS

In no more than four pages (two pages each), identify two projects undertaken by your firm or consultant team which is most tangential to this RFP's Scope of Work. Detail each firm's actual responsibility in the project and provide appropriate reference(s), name(s) and telephone number(s).

#### ORGANIZATIONAL CHART

An organizational chart is only required for proposals which are being submitted on behalf of a consultant team and should not exceed one page. Alternatively, proposals submitted by a singular firm should provide a statement explaining that the proposal will utilize only the primary consultant.

For proposals submitted by a team of consultants, include an organizational chart of the team which shows the names and roles of all key personnel. Lines of communication between team members should be illustrated, along with the main point of contact for each team. In order to more accurately compare submitted proposals, staff roles should be related to the following standardized titles:

- Consultant Team Lead / Project Manager (Required)
  - Only one person should be identified as team lead / project manager
- Project Administrator
- Team Lead (Required)
- Senior Staff
- Associate Staff

- Intern / Assistant
- Executive Assistant / Scheduler

## **SECTION D. METHODOLOGY / WORK PLAN**

This section shall communicate the consultant's understanding of the project's scope of work through a description of the approach and tasks to be performed to accomplish the project's purpose and provide the required deliverables. This section should not exceed four pages.

The following should be explicitly included in the proposal's methodology:

1. Step-by-step explanation of the methodology and its relation to the scope of work.
2. Estimated time frames / completion dates associated with each delineated task.
3. Specific milestones for submitting any required deliverables.
4. Any details related to the administration / management of the project:
  - a. The cadence of project meetings.
  - b. The role of client committees.
  - c. Methods or procedures for reporting progress.
  - d. Details on how deliverables will be submitted.

Additionally, note any elements of the methodology / work plan which may be unique or innovative.

## **SECTION E. PROPOSED DELIVERABLES**

In one page, provide an itemized list – and description of – the deliverables for each identified task that are part of the various steps of the methodology. For the purposes of submitted proposals, any materials that may be created and submitted throughout the lifetime of the project is considered to be a deliverable, including draft versions of any studies or reports.

All deliverables related to the contract shall become the property of the City of Chillicothe and MORPC. All materials received shall be considered public information and shall be open to public inspection.

## **SECTION F. ANTICIPATED PROJECT TIMELINE / SCHEDULE**

The proposer shall provide a proposed schedule for all tasks, sub-tasks, and deliverables outlined in Sections D and E above. The proposed schedule should be no more than two pages and should include a visual calendar of events.

Any proposed timelines should respect any dates and time frames specifically delineated in this RFP. For example, if the RFP identifies a specific date with which the project is to be completed, that date should be used for the project completion date. If the consultant believes that any delineated dates or time frames will adversely affect the quality of the project, provide an alternative date and explain why the delineated date or time frame would result in a lower quality product.



## SECTION G. PROPOSED BUDGET / COST DETAILS

Provide a full description and breakdown – in two pages or less – of the expected cost for the project.

Costs should be presented in two forms: by task and by billing rates of team members. Each phase or task that has been delineated in this RFP should have a cost table associated with it which details the anticipated staff involved in the phase or task, the number of hours required by each, and a summation of both.

Non-labor expenses should also be estimated by itemizing the expenses and may include: mileage, printing, equipment, per diem travel, fees, and any other applicable cost not related to the billable hour rates of key staff. All costs shall be totaled.

## IV. PROPOSAL SUBMISSION PROCESS

Please submit all proposals - aggregated into a single PDF including the Sections outlined within this RFP– to [consultantservices@morpc.org](mailto:consultantservices@morpc.org). Use “City of Chillicothe: Feasibility Study” in the Subject line.

## V. PROPOSAL EVALUATION PROCESS

The following outlines the timelines and process associated with evaluating and selecting a final consultant for the project. Any questions regarding this process should be directed to [consultantservices@morpc.org](mailto:consultantservices@morpc.org).

### A. TIMELINE

The timeline for reviewing proposals, and selecting a final consultant is as follows. This timeline may be modified by MORPC or the Agency as necessary.

EVENT	EVENT DESCRIPTION	ESTIMATED DATE(S)
Proposal Submission Window Opens	The proposal submission window will be open for a period of roughly one month. No proposals will be received prior to the opening date.	December 9, 2024
Q&A Responses Posted	A document containing all project related questions and the Agency responses will be added to the Program webpage to inform all potential consultants of any additional details and points of clarification.	December 27, 2024
Proposal Submission Window Closes	The last date that proposals will be accepted. Any proposal received after this date will not be considered.	January 10, 2025
MORPC Review of Proposals	MORPC will convene a committee of internal staff to review and score the proposals according to both MORPC	January 13, 2025 to January 17, 2025

	and the Agency's criteria. An explanation of these criteria is outlined in Part 4, Section B below. Two finalists will be selected to give presentations to the Agency for each RFP.	
Notification of Finalist Status	Notifications of finalist status will be sent to all consultants or consultant teams who submitted a proposal after the MORPC review of proposals.	January 17, 2025
Finalist Interviews / Presentations	60-minute interviews / presentations will be scheduled with the finalists, and MORPC and the Agency.	January 22, 2025
Updated Review of Finalist Proposals	A final review meeting between MORPC and the Agency will occur to update scoring on the criteria based on the interviews / presentations.	January 23, 2025 to January 24, 2025
Final Selection Notifications	Notification of the final consultant selection immediately upon completing the updated review.	January 24, 2025
Project Scoping Meeting	A meeting / series of meetings will be scheduled between the final selected consultant, MORPC, and the Agency to discuss and finalize project scope details to be included in the Project Contract.	January 27, 2025
Project Contract Finalized	Final project contracts are fully signed.	January 31, 2025
*These roles must be included in all organizational charts, though multiple roles for one personnel member are permitted.		

## B. EVALUATION CRITERIA

The evaluation criteria for this RFP are as follows:

CONSULTANT SERVICES PROPOSAL EVALUATION		
FACTOR	DESCRIPTION	WEIGHT (%)
<b>GENERAL QUALITY &amp; ADEQUACY OF RESPONSE</b>		
Completeness and thoroughness	Does the proposal include all required sections and thoroughly address all proposal elements?	20%
Responsiveness to Terms and Conditions	Does the proposal address any items or statements from the Terms and Conditions section?	20%
Overall impression	All things considered, what was the overall impression of the proposal?	60%
<b>GENERAL QUALITY &amp; ADEQUACY OF RESPONSE TOTAL</b>		<b>100%</b>
<b>CONTRIBUTION TO AGGREGATE SCORE</b>		<b>30%</b>
<b>ORGANIZATION, PERSONNEL, EXPERIENCE &amp; PROJECT MANAGEMENT</b>		
Qualifications and experience of proposed personnel (including the Project Manager)	Did the delineated Team Members exhibit the requisite knowledge and experience to execute the Scope of Work?	20%

Relevant knowledge, skills, and experience with the project / project type	Did the consultant / consultant team have experience with a project similar to the RFP's requested Scope of Work?	20%
Experience working with similar clients	Did the consultant / consultant team have experience working with entities similar to the RFP Agency?	20%
Demonstrated capacity to do the work	Has the proposal shown that the consultant / consultant team has the capacity (time, staff, and resources) to complete the project?	20%
Study area understanding / local presence	Did the consultant / consultant team show a local presence and understanding of the RFP area?	20%
<i>Familiarity with the study area's economy, culture, and environment</i>	<i>Has the Applicant shown a familiarity with the local issues, concerns, and characteristics of the Agency?</i>	40%
<i>Capacity to locally coordinate and administer the project</i>	<i>Does the Applicant have a sufficient enough local presence to coordinate and administer projects that may be awarded?</i>	60%
<b>ORGANIZATION, PERSONNEL, EXPERIENCE &amp; PROJECT MANAGEMENT TOTAL</b>		<b>100%</b>
<b>CONTRIBUTION TO AGGREGATE SCORE</b>		<b>30%</b>
<b>TECHNICAL APPROACH &amp; WORK PLAN</b>		
Clarity and organization in concept development	Did the Applicant show a clearly organized solution to their work relative to the requested Project Type?	20%
Quality and quantity of services to be rendered	Were the deliverables and/or results sufficiently adequate in expected quality, and were the deliverables related to the Project Goals?	20%
Approach to study (including the ability to derive creative solutions and clear descriptions of the elements of the work plan)	Did the work plan exhibit innovative or comprehensive methods to achieving the goals of the RFP?	20%
Addresses expected outcomes	Did the proposal clarify expected outcomes of the work being completed?	20%
<i>Identifies who will do the work</i>	<i>Were the key staff responsible for various work elements identified?</i>	30%
<i>Identifies useful and reasonable reporting methods</i>	<i>Were the communication methods identified useful to the client and reasonable for the project?</i>	30%
<i>Includes useful, realistic, and sufficient timelines</i>	<i>Were the identified timelines within the proposal realistic and adequate based on the project details?</i>	40%
Specialized experience relevant to the Scope of Work	Did the consultant relate any specialized experience they may have to the Scope of Work?	20%
<b>TECHNICAL APPROACH &amp; WORK PLAN TOTAL</b>		<b>100%</b>
<b>CONTRIBUTION TO AGGREGATE SCORE</b>		<b>30%</b>
<b>COST / BUDGET</b>		
Clarity of budget and congruence with the RFP and proposed Scope of Work	Was the proposed budget in-line with the expectations of the RFP, and would the proposed budget items be sufficient to complete the project?	75%

Cost	Is the proposed budget significantly over/under budgeting details outlined in the RFP?	25%
<b>COST / BUDGET TOTAL</b>		<b>100%</b>
<b>CONTRIBUTION TO AGGREGATE SCORE</b>		<b>10%</b>
<b>AGGREGATE SCORE</b>		<b>100%</b>

Each factor is scored on a scale of 1 to 10. The weighted percentages of each individual factor represent that factor’s relative weight towards the total of that category, while the weighted percentages of the categories’ total represents the relative weight towards the total scoring. For example, “Demonstrated capacity to do the work” represents 20% of the score for the “ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT” category, while the “ORGANIZATION, PERSONNEL, EXPERIENCE & PROJECT MANAGEMENT” category represents 30% of the total score.

**C. EVALUATION COMMITTEE**

The initial project evaluation will be conducted by a committee of five MORPC Staff members with experience working with consultants, and in similar categories and project types. The Evaluation Committee will meet to review the initial proposal submissions the week following the Proposal Submission Window closing date. Each Committee member will independently review each proposal and discuss their scoring with the other Committee members. Committee members may change their initial scoring based on the review discussions.

The consultant / consultant teams with the two highest scoring proposals will be selected to conduct a 60-minute presentation directly to both MORPC and the City of Chillicothe. MORPC will facilitate the scheduling of the presentations.

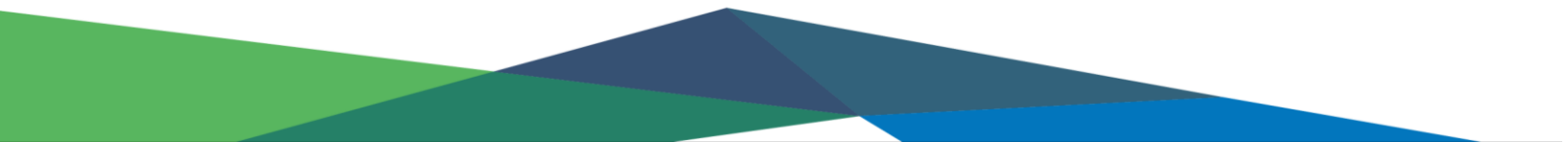
**D. FINAL PRESENTATIONS**

Final presentations will be conducted on January 21, 2025. MORPC will facilitate the scheduling of the presentations. Presentations may be held in-person or virtually; TBD at a later date according to scheduling availability.

Presentations will be 60 minutes. Approximately 30 minutes of the presentation will be dedicated to a presentation by the consultant, with an emphasis on the methodology, work plan, deliverables, and timelines. The remaining 30 minutes will be dedicated to open discussion and clarifying questions from the City of Chillicothe and MORPC. All identified Team Leads should be present to address any questions related to their particular area of expertise, and all consultants who may be part of a consultant team should have at least one representative at the presentation. A Project Manager or consultant’s failure to be present at the presentation may result in elimination from consideration.

Two presentation times are reserved.

- January 22, 2025 from 1:00 PM to 2:00 PM; and



- January 22, 2025 from 2:15 PM to 3:15 PM

## **E. CONSULTANT SELECTION AND CONTRACT NEGOTIATIONS**

Final consultant selections will be made – and the preferred consultant will be notified on January 24, 2025. MORPC will the scheduling of a Project Scoping Meeting between the City of Chillicothe and the Consultant to determine contractual details regarding the specific timelines, scopes of work, deliverables, and budgeting requirements.

By participating in the Consultant Services Program, MORPC, the City of Chillicothe, and the Consultant agree to make every reasonable effort to fairly negotiate contract terms in a timely manner. Contracts are intended to be finalized and signed on or before January 31, 2025.

## **VI. PROPOSAL TERMS & CONDITIONS**

The submitter agrees that it will not discriminate against any potential consultant, Agency, community, employee, applicant for employment, or sub-contractor and that it will take affirmative action to ensure that employees, potential consultants, applicants and sub-contractors are treated equally during employment without regard to race, color, sex, gender identification, creed, religion, ancestry, national origin, sexual orientation, disability, genetic information, age, marital/familial status, military status (past, present, or future), limited English proficiency, or status with regard to public assistance.

All proposals advertised through the Consultant Services Program may include MBE, DBE, or EDGE requirements. A ten (10) percent minority business enterprise (MBE) goal has been established for the program, consistent with MORPC's Diversity and Inclusion Plan. Agencies and applicants are strongly encouraged to meet or exceed this goal in any submitted proposals. It is preferred that MBE firms are certified as a minority business enterprise by the State of Ohio, the City of Columbus, or other similar certifying entity. MORPC will expect the selected proposer to meet the MBE percentage included in their contract and will require ongoing reporting of this percentage during the contract life. MORPC will also include MBE prompt payment requirements in all contracts.

MORPC retains the right to modify and change the requirements of this Application for Prequalification from time to time. In such events, this Application for Prequalification will be replaced with an updated version.

MORPC reserves the right to accept or reject any or all Requests for Assistance, Applications for Prequalification, and Proposal Submissions for any reason.

MORPC shall not be liable for any costs incurred by the submitter of any Request for Assistance, Application for Prequalification, or Proposal Submission as a result of the CSP, or any costs incurred in connection with any discussions, correspondence or attendance at interviews or negotiation sessions.

All materials submitted in response to Notices of Request for Assistance, Application for Prequalification, or RFP shall become the property of MORPC and may be returned only at MORPC's option.

All materials received shall be considered public information and shall be open to public inspection.

By submitting a Request for Assistance, the Agency confirms that – to the best of their knowledge:

1. The Agency is prepared to move forward with contract negotiations.
2. The Agency has financing secured with which to complete the proposed project. And,
3. The submitted Request for Assistance completely and accurately represents the goals of the project and the interests of the Agency and community, and no information which would reasonably be deemed important to the project has been withheld.

