



MID-OHIO REGIONAL  
**MORPC**  
PLANNING COMMISSION

## **REQUEST FOR PROPOSALS**

### **Electric Vehicle Charging Siting Study and Sustainable Energy Support**

The Mid-Ohio Regional Planning Commission (MORPC) is requesting proposals to provide professional services to identify locations for electric vehicle charging facilities and to support MORPC planning and implementation efforts around sustainable energy.

The Metropolitan Transportation Plan and the Regional Sustainability Agenda include goals, objectives, performance measures and strategies with regards to reducing per capita energy consumption, increasing alternative fuel vehicle use, improving air quality, reducing climate change impacts, and increasing renewable energy generation. There are unprecedented resources now becoming available to advance activities and projects in these areas through the Bipartisan Infrastructure Law, the Inflation Reduction Act, and other federal funding opportunities. This effort will help in the planning to advance these efforts in Central Ohio.

**Geography:** MORPC 15-county area of interest. See figure, page 5.

#### **Submission**

Consultants interested in being considered must submit a **PDF format copy of their proposal via email** to [kcarr@morpc.org](mailto:kcarr@morpc.org) with subject line: **ELECTRIC VEHICLE CHARGING SITING AND SUSTAINABLE ENERGY SUPPORT RFP**.

Respondents should expect an email reply upon submission. Proposals will be received by MORPC until **5:00 pm (ET), Friday, May 10, 2023**.

All questions must be submitted in writing and should be submitted via email to Kerstin Carr at [kcarr@morpc.org](mailto:kcarr@morpc.org). No answers will be given over the phone. Written answers, including any amendments to the RFP, if necessary, will be posted on MORPC's website. Responses to questions will be posted at <http://www.morpc.org/rfps-rfqs/>.

Neither MORPC nor any member agency 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.

## **About MORPC**

MORPC is a voluntary association of local government communities in the 15-county Central Ohio area. Our organization strives to enhance the quality of life and competitive advantages of Central Ohio by working through local governments and other constituents. A catalyst for change, evidence of MORPC's work is seen every day through planning, programming and services in the areas of housing, transportation, water, land use, economic development, environment, public policy and technology. We assist our local government members by providing innovative solutions for the many challenges facing our growing region.

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.

## Table of Contents

<b>I.</b>	<b>Overview / Project Background.....</b>	<b>4</b>
<b>II.</b>	<b>Scope of services/Project Scope/Study Purpose &amp; Approach.....</b>	<b>4</b>
<b>III.</b>	<b>Proposal Format.....</b>	<b>5</b>
	a.) Cover Letter.....	6
	b.) Consultant’s Personnel, Corporate Profile & Project Organization .....	6
	c.) Consultant’s Methodology/Work Plan.....	6
	d.) List and Description of Deliverables.....	7
	e.) Project Schedule.....	7
	f.) Budget or Cost Proposal.....	7
<b>IV.</b>	<b>Procurement Process.....</b>	<b>8</b>
	RFP Timeline .....	8
	Evaluation Criteria .....	8
	Evaluation PROCESS .....	9
	CLARIFICATION INTERVIEWS.....	9
	Selection and Negotiations.....	9
<b>V.</b>	<b>PROPOSAL TERMS &amp; CONDITIONS.....</b>	<b>9</b>
	GENERAL INFORMATION & REQUIREMENTS.....	10
	MORPC Statements on Diversity & Inclusion.....	10
	CONTRACTING REQUIREMENTS .....	11

## **I. OVERVIEW / PROJECT BACKGROUND**

MORPC, together with its partners, is working collaboratively to seek funding, plan, and implement key projects to advance MORPC's high-level policies and agendas, including the Metropolitan Transportation Plan (MTP), the Regional Sustainability Agenda, and the Regional Public Policy Agenda. Although there have been successes making progress toward MORPC's Regional Sustainability Agenda goals, MORPC is looking for more expertise, knowledge, and best practices in developing more support with the private sector. Through conversations with our local government members, the public sector can incentivize the private sector to employ more sustainable practices in construction and retrofits, however, MORPC needs to better engage the private sector in order to understand the challenges and opportunities developers and companies face in making sustainability a normal course of their business.

## **II. SCOPE OF SERVICES/PROJECT SCOPE/STUDY PURPOSE & APPROACH**

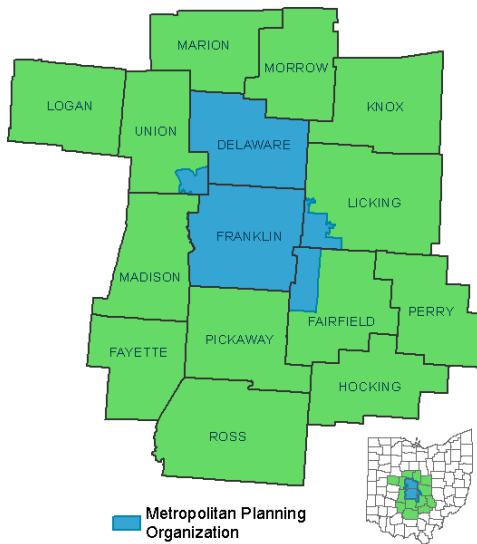
To support MORPC's and the region's efforts around electrification and sustainability research and funding, in general, MORPC is looking to hire a consultant or team for the following items:

1. Assist MORPC in positioning our region to take advantage of funding opportunities to expand electric vehicle use. This would include an analysis centered on EV charging station siting and capacity for the 15-county Central Ohio region. Any analysis, however, should be capable of expanding beyond Central Ohio in partnership with other regions and areas. The main goal of this analysis will be to increase the knowledge about the adoption of EVs—particularly with the Honda expansion in EVs and battery manufacturing occurring right in our region. Another goal is the general regional electrification of the transportation system, EVs, and EV charging infrastructure. More specifically, we are looking for recommendations to implement EV charging and, at any of the identified locations or viable MORPC members, including additional renewable energy technologies.
2. Support MORPC's sustainability work in the areas of energy efficiency and renewable energy generation. MORPC and its sustainability committees and programs, such as Sustainable2050, have long identified the need for more Energy Star certifications, on-site solar, energy efficiency, and sustainable building materials and how to support others in purchasing and/or implementing any of these. Together with local government members, MORPC has been coordinating efforts with the private sector to understand and best encourage developers, public-private partnerships, and the private sector, at-large, to adopt and become champions of sustainable design, energy efficiency, renewable energy, and microgrids, among others.
3. Provide support for funding applications around electric vehicle infrastructure, energy efficiency upgrades, or renewable energy generation that help bring funding into the region. These may include federal discretionary funding opportunities, state competitive or discretionary opportunities, or private or foundation grants. It is not to support applications for programs administered by MORPC or CORPO.

**Project deliverables**

- Siting study methodology, report, and map
- Implementation plan, including communication rollout
- Report summary of activities completed

**Geographic Area**



**III. PROPOSAL FORMAT**

The proposal must address the following items in the following order. Failure of the proposal to respond to a specific requirement may be a basis for elimination from consideration during the comparative evaluation. MORPC reserves the right to accept or reject any or all proposals. Each consultant shall submit a formal proposal not to exceed twenty (10) 8.5" x 11" pages (excluding tabs, dividers, etc.) and shall contain the following sections:

- A) Cover Letter
- B) Organization, Personnel, Experience, and 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

- C) Consultant's Methodology/Work Plan
- D) List and Description of Deliverables
- E) Project Schedule
- F) Budget or Cost Proposal

### **A) COVER LETTER**

The **cover letter** shall be signed by a representative authorized to legally bind the firm, and include:

- Name of the Project.
- Name of the Firm.
- Name, telephone number, and e-mail address of a contact person with authority to answer questions regarding the proposal (ideally the day-to-day project manager for this work).
- Name, address, and phone number of a contact person to be notified regarding contractual issues.
- Identification of the firm as a corporation or other legal entity.
- A statement that the proposal will be valid for 120 days.

The letter shall state that the proposer:

- Has sole and complete responsibility for delivery of the required services.
- Is presently 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.

The consultant shall clearly specify its commitment to meet the terms, conditions and requirements as defined in this RFP, and to perform the work within the anticipated time frame and budget.

### **B) CONSULTANT'S PERSONNEL, CORPORATE PROFILE & PROJECT ORGANIZATION**

Specific background information on key individuals who are anticipated to be assigned to the project should be included, most notably the project manager. Identify the location of the office where the majority of the work is to be performed. This section shall also provide an overview of each key personnel working on the project and show their relationship to the firm and their affiliations. Identify any diversity and inclusion efforts the consultant is taking or will take.

### **C) CONSULTANT'S METHODOLOGY/WORK PLAN**

This section shall indicate the consultant's understanding of the project scope of work, a definition of the scope of the project (including a discussion of the tasks to be performed to accomplish the scope of work), a definition of the final product, and the consultant's approach to the project (including the estimated time of completion for key tasks, phase deliverables, the management organizational chart, and identification of the Committee's roles in the project).

The consultant's proposal shall contain a step-by-step explanation and description of the methodology to be employed and how the methodology addresses MORPC's scope of work. The consultant's proposal shall further contain a detailed level of effort. In addition, please explain any aspect of your method that is unique or innovative.

Also, administrative information, such as the consultant's status reporting procedures and the consultant's approach to effective communication with MORPC personnel and sub-consultants, shall be included.

## **D) LIST AND DESCRIPTION OF DELIVERABLES**

The consultant's proposal shall list and describe the deliverables for each identified task that are part of the various steps of the methodology. All materials created and submitted throughout the lifetime of the projects related to the contract shall become the property of MORPC. All materials received shall be considered public information and shall be open to public inspection.

## **E.) PROJECT SCHEDULE**

Included as part of the proposal, the proposer shall provide a schedule identifying all tasks and sub-tasks, all deliverables, and time in the scope of work. The project should be completed within 6 months of the start date. If the consultant believes this will adversely affect the quality of the project, the consultant should explain why.

Proposed Timeline (provided interviews are not necessary to select the consultant)

**Proposals due on May 10, 2023**

**Target to begin work on June 5, 2023**

## **F.) BUDGET OR COST PROPOSAL**

The expected budget for this task is \$250,000. Additionally, MORPC will provide in-kind services for the project, including:

- project and contract management,
- data and GIS support
- public involvement (facilitation assistance and facility use)
- website hosting

This section shall also provide a full description and breakdown of the expected cost for the project. The proposal shall present a breakdown of hours and expenses by task and state fiscal year, the hourly billing rates for team members, and all non-labor expenses expected to be reimbursed this includes all direct labor costs by person or position, overhead costs, non-salary direct costs including any travel time, equipment costs, per diem, printing costs, any fees, subcontractor costs, conversion of data and delivery to MORPC incurred by the vendor/consultant. Total cost shall be indicated, as well as an estimated cost per task based on the tasks identified in the work plan.

If the price proposal is not received when due or if the proposal does not include the requested information, that proposal may be dropped from further consideration.

The proposer should be aware that it is the goal of MORPC to process and pay properly prepared and submitted invoices within 60 days, although that is not guaranteed. Improperly prepared and submitted invoices will be returned and will consequently not be processed and paid within the 60-day goal. Proof of payment will be required for all charges included on invoices.

## IV. PROCUREMENT PROCESS

### RFP TIMELINE

The schedule for the RFP is given below. Dates are tentative and may be modified by MORPC as necessary.

Key Date	Event
April 26, 2023	Proposal is posted on MORPC website for interested parties to retrieve.
May 10, 2023	Completed proposals due to MORPC by 5:00 p.m. (EDT)
May 11, 2023	Proposals will be opened at 10:00 a.m.
May 12 – May 17, 2023	Evaluation of proposals.
May 18, 2023	Oral presentations at MORPC, if needed.
May 19, 2023	MORPC makes final recommendation.
May 19, 2023	Contact all bidders regarding awards to be made.
May 22, 2023	Contract preparation.
June 5, 2023	Contract finalized.

The selection of the project consultant will follow a multi-step process. The first step will be an evaluation of the written proposals using the criteria listed below.

### EVALUATION CRITERIA

The evaluation criteria are as follows:

- 1. General Quality & Adequacy of Response (10%)**
  - a. Completeness and thoroughness
  - b. Responsiveness to terms and conditions
  - c. Overall impression
- 2. Organization, Personnel, Experience & Project Management (50%)**
  - a. Qualifications and experience of proposed personnel
  - b. Strong familiarity with Columbus and central Ohio and its EV and sustainability landscape
  - c. Relevant knowledge, skills, and experience with type of project
  - d. Experience working with similar clients
  - e. Demonstrated capacity to do the work
- 3. Technical Approach & Work Plan (20%)**
  - a. Clarity and organization in concept development
  - b. Quality and quantity of services to be rendered
  - c. Approach to study, including the ability to derive creative solutions. Clear description of elements of the work plan.
  - d. Addresses expected outcomes:
    - i. Identifies who will do the work
    - ii. Includes realistic & sufficient timelines
    - iii. Includes reasonable & useful reporting timelines
  - e. Specialized experience relevant to the work scope



#### **4. Cost/Budget (20%)**

- a. Clarity of budget and congruence with RFP and proposed scope of work
- b. Cost

### **EVALUATION PROCESS**

MORPC will form an in-house evaluation group to conduct the evaluation of proposals and reserves the right to reject any and all proposals in whole or in part received in response to this request. MORPC may waive minor defects which are not material when no prejudice will result to the rights of any other consultants or to the public.

### **CLARIFICATION INTERVIEWS**

At MORPC's option, the consultant may be required to answer questions about the proposal. The purpose of the interview is to provide clarification of information presented in the written proposal. If interviews are necessary, MORPC will contact the consultant's authorized representative to schedule the time, date, and method of interview (e.g., in-person presentation or virtual). The interview will be given by MORPC staff. A consultant's refusal to make a presentation as described shall result in the consultant's proposal being rejected from consideration for the project.

### **SELECTION AND NEGOTIATIONS**

Based on the evaluation of the proposals, the most qualified consultant will be selected. If negotiation with the highest ranked consultant fails to result in a mutually acceptable agreement, MORPC will notify that firm in writing of the termination of negotiations. The next highest ranked consultant, as determined by the earlier technical proposal evaluation, will then be invited to enter into negotiations with MORPC. If negotiations fail again, 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.

## **V. PROPOSAL TERMS & CONDITIONS**

### *Evaluation of Proposal Compliance with Specifications*

Understanding that no consultant may completely meet all requirements of the specifications, MORPC 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.

### *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 MORPC prior to the date and hour for receiving and opening Proposals. In such case, same will be returned to consultant unopened.

### *Proposer Qualifications*

MORPC may require all proposers to submit evidence of qualifications, and may consider any evidence of the financial, technical, and other qualifications and abilities. MORPC 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.

### Award of Contract

Each consultant acknowledges that MORPC will use its discretion and judgment in making the final decision and further acknowledges that no claim by the consultant will arise in any way relating to the exercise of that judgment by MORPC. MORPC reserves the right to accept the Proposal deemed to be in the best interest of MORPC or to reject any and all Proposals.

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

## **GENERAL INFORMATION & REQUIREMENTS**

### Ownership of Products

MORPC will retain the copyright for all data, materials, information, processes, studies, reports, surveys, proposals, plans, codes, scientific information, technological information, regulations, maps, equipment, charts, schedules, photographs, exhibits, software, software source code, documentation, and other materials and property that are prepared, developed or created under or in connection with this project. Therefore, the submitter should anticipate that all products of this work effort will become the property of MORPC who will make them available to other government agencies and their contractors.

### Deviation Clause

The consultant's attention is called to the condition that, if awarded a contract, the consultants 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.

### Tax Exemption

MORPC is exempt from the payment of federal excise and transportation taxes levied under the provisions of the Internal Revenue Code. MORPC is also exempt from Ohio State Gross Retail (sales tax). The successful consultants will be furnished with any certificates of exemption required.

## **MORPC STATEMENTS ON DIVERSITY & INCLUSION**

### Equal Opportunity

The consultant agrees that it will not discriminate against any employee, applicant for employment, or sub-contractor and that it will take affirmative action to insure that employees, 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.

### Disadvantaged Vendors

Disadvantaged Vendors shall have the maximum opportunity to participate in the performance of contracts financed under this solicitation. In this regard, all proposers shall take all necessary and reasonable steps to ensure that minority vendors have the maximum opportunity to compete for and perform any subcontracts. Also, proposing firms are encouraged to notify MORPC if they meet one of the disadvantaged vendor designations, such as Minority Business Enterprise (MBE), Small Business Enterprise (SBE), or Women-owned Business Enterprise (WBE).

## **CONTRACTING REQUIREMENTS**

The following are not part of the proposal requirements but will be requirements in the contract in addition to other contractual requirements. *Please also note that prior to negotiation, the firm selected for negotiation must provide average hourly rates for personnel assigned and a copy of the last audited financial statement.*

### Compensation

A not-to-exceed contract amount based on satisfactory work performed and products and services produced will be entered into after negotiations between MORPC and the selected firm.

Alternative compensation models may be considered.

During contract negotiations, the selected firm must provide individually-priced and prioritized tasks to be completed "if authorized." The sequencing of work tasks must be done in such a way that successful completion of earlier tasks is not dependent upon the completion of later tasks.

### Cancellation

MORPC 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 consultant.

### Unresolved Finding for Recovery

The selected consultant affirmatively represents and warrants to MORPC that it is not subject to a finding for recovery under ORC 9.24 or that it has taken appropriate remedial steps required under ORC 9.24 or otherwise qualifies under that section. The consultant agrees that if this representation or warranty is deemed to be false, the agreement shall be void *ab initio* as between the parties to this agreement, and any funds paid by MORPC to the consultant hereunder shall be repaid to MORPC immediately, or an action for recovery may be commenced immediately by MORPC for recovery of said funds.

### Covenants of Consultant

The consultant will be required to covenant and warrant the following:

- a) Consultant is not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in any contract, supported in whole or in part by the funding sources for this project;
- b) Consultant has not within a three (3) year period had one or more public transactions terminated for cause or default;
- c) Consultant will comply with the provisions of Section 1352, Title 31 of the U.S. Code, which prohibits the use of federal funds to lobby any official or employee of any federal agency, or member or employee of Congress; and to disclose any lobbying activities in connection with federal funds.