Request for Proposal

For Transportation Related Feasibility and/or Safety Study

Issued July 10, 2019
SECTION 1
BASICS OF THE REQUEST FOR PROPOSAL

1.1 INTRODUCTION
The Ohio Valley Regional Development Commission (OVRDC), a twelve-county regional planning commission in Southern Ohio, is issuing a request for proposals for a transportation related feasibility and/or safety study. Selected studies will be conducted by OVRDC or consultants contracted by OVRDC or in conjunction with ODOT.

1.2 PROCURING AND CONTRACTING AGENCY
This Request for Proposal (RFP) is being issued by OVRDC, which is the sole point of contact during the selection process. The person(s) responsible for managing the procurement process is Stephanie Gilbert, Transportation Planning Coordinator.

1.3 SCOPE OF STUDY
Entity will submit a proposal for a Transportation Related Feasibility and/or Safety Study. Proposals should be limited in scope so that the estimated study cost is less than $20,000. Consideration will be given to studies over $20,000 if an immediate safety concern is identified.
- Proposals need to be focused
- Proposals should be directly related to a specific transportation related project.
- Suggested focus areas include:
  - Safety
  - Active Transportation
  - School Travel Plans
  - Economic Impact
  - Traffic Count/Analysis
  - Complete Streets
  - Transit
- Studies cannot include engineering (i.e. final plans, final specifications, construction, etc.).

1.4 QUESTIONS AND CLARIFICATIONS
Any questions concerning this RFP may be submitted in writing or by email on or before August 2, 2019 as follows:

Stephanie Gilbert
Ohio Valley Regional Development Commission
73 Progress Drive
Waverly, Ohio 45690
sgilbert@ovrdc.org

Entities are expected to raise any questions, exceptions, or additions they have concerning the RFP document or its requirements at this point in the RFP process. If an
entity discovers any significant ambiguity, error, conflict, discrepancy, omission or other deficiency in this RFP, the entity should immediately notify OVRDC.

1.5 SUBMITTING THE PROPOSAL
Proposals should be limited to no more than 5 pages and should include the following:

- Study location
- Purpose of study/clearly defined scope
- Supporting Documentation (i.e. crash statistics or other description)
- Estimated cost of the study
- Point of contact

Entities must submit all materials required for acceptance of their proposal by 3:00 PM on August 16, 2019.

Transportation Related Feasibility and/or Safety Study
Ohio Valley Regional Development Commission
73 Progress Drive
Waverly, OH 45690

One copy of the proposal must be mailed via US postal service or courier service (i.e. UPS, FedEx) and time-stamped in by the OVRDC by the stated time above. Proposals not so stamped will not be accepted. No proposals will be accepted by fax or email. There will be no public opening. Late proposals will not be opened.

1.6 SELECTION SCHEDULE
Listed below are the anticipated dates and times by which events related to this RFP are scheduled. All dates after the “Proposals Due” date are estimated.

<table>
<thead>
<tr>
<th>DATE</th>
<th>EVENT</th>
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<tbody>
<tr>
<td>7/10/2019</td>
<td>Date of issue of the RFP</td>
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<tr>
<td>8/2/2019</td>
<td>Last day for submitting inquiries</td>
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<tr>
<td>8/16/2019</td>
<td>Proposals due</td>
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<tr>
<td>9/20/2019</td>
<td>Transportation Committee Mtg (if necessary)</td>
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<tr>
<td>10/24/2019</td>
<td>Executive Committee Mtg for approval (if necessary)</td>
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<tr>
<td>10/25/2019</td>
<td>Notification of Chosen Proposals</td>
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SECTION 2
PROPOSAL PROCEDURE AND ENTITY INFORMATION

2.1 GENERAL INSTRUCTIONS AND INFORMATION
The evaluation and selection of the Transportation Related Feasibility and/or Safety Study will be based on the information submitted in the entity’s proposal including estimated cost of study, response to specifications, creativity and need. Failure to respond to each of the
requirements in the RFP may be the basis for rejecting a response. Entities should respond clearly and completely on all requirements. Entities must be as concise as possible with respect to presenting a clear and complete proposal.

2.3 DEVIATION AND EXCEPTIONS
Deviations and exceptions from terms, conditions, or specifications from this RFP shall be described fully on the entity’s letterhead, signed and attached to the response. In the absence of such statement, the proposal shall be accepted as in strict compliance with all terms, conditions, and specifications and the entity shall be held liable.

2.4 AFFECTIVITY OF OTHER MEDIA
This RFP is the official media governing proposal procedures. No other documents, letters, or oral instructions shall have any influence whatsoever, unless incorporated by reference herein, or unless an official AMENDMENT is made to this document.

SECTION 3
PROPOSAL EVALUATION AND ACCEPTANCE

3.1 EVALUATION AND SELECTION
All qualified proposals submitted in accordance with the terms of the RFP will be evaluated to determine the most responsive entity. A uniform selection process will be used to evaluate all proposals.

OVRDC staff, responsible for this project, will review and evaluate all proposals received in response to this Request for Proposal. The OVRDC Transportation Committee will then review OVRDC staff’s evaluations of the proposals received and will make a recommendation to the OVRDC Executive Committee for review and approval, if necessary.